



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

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MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Finance & Good Governance Committee held on Tuesday 21 April 2026, at 7:30pm in the Dickens Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Alexander, Clark, Kanagarathnam (Chair), Redelinghuys

Absent:

In attendance: Abigail Williams (Clerk), Shelley Coulman (RFO), Lucy Capper (Finance Assistant)

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:32

FG042/2526 To receive and approve apologies for absence

Apologies were received from Cllrs Campbell, and Hart with acceptable reasons given.

It was RESOLVED to accept apologies from Cllrs Campbell, and Hart.

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG043/2526 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

a) To receive declarations of interest from councillors on items on the agenda

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

None received.

FG044/2526 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting. No members of the public present.

FG045/2526 To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 16 December 2024-2025

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 16 December 2025 as an accurate record.

Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.

Shelley Coulman (RFO) joined the meeting 19:34

FG046/2526 To review the Timetable for Recurring Agenda items

Timetable noted.

FG047/2526 To note VAT return / refund

It was noted that the January 2026 refund of £4,378.60 had been received.

FG048/2526 To receive an update on Reserves

RFO provided a verbal report to update on the progression of updating the reserves information.

RFO and Clerk met with s106 Officer from South Cambridgeshire District Council who shared information required. RFO continuing to work towards a report for presentation to Council.

FG049/2526 To review and recommend to Full Council the current Fixed Asset Register

The Fixed Asset Register was reviewed. In the move from a spreadsheet register to software-based register it is apparent that a full asset inventory is required. The current register is appropriate and up to date but could be improved with historic disposals suitably recorded.

It was RESOLVED to be recommended approval of the Fixed Asset Register to Full Council

Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG050/2526 To review insurance arrangements and consider any recommendations

The current insurance arrangements were reviewed, reimbursement based on updated reinstatement costs were noted.

It was RESOLVED to proceed with insurance arrangements as presented.

Proposed by Cllr Redelinghuys, seconded by Cllr Clark. All in favour.

FG051/2526 To review documents published under Local Government Transparency Code 2015

Documents were reviewed. Addition of senior salaries statement was noted. The Fixed Asset Register for the financial year will be published if approved by Full Council as recommended under FG049/2526.

FG052/2526 Policies

- a) To consider approving review of Investment Strategy for 2026/27 (6 month review).
It was RESOLVED to recommend the Investment Strategy as it stands to Full Council.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander. All in favour.
- b) To consider approving update to Document 4.01 Policy for Creation, Revision and Review of Documents.
It was RESOLVED to recommend to Full Council to accept the update to Document 4.01 Policy for Creation, Revision and Review of Documents.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- c) To consider approving update to Document 4.04 Expenses Policy.
It was RESOLVED to recommend to Full Council to accept the update to Document 4.04 Expenses Policy.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.
- d) To consider approving update to Document 4.06 Gifts and Hospitality Policy.
It was RESOLVED to recommend to Full Council to accept the update to Document 4.06 Gifts and Hospitality Policy.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.
- e) To consider approving update to Document 4.09 Modern Slavery Statement.
It was RESOLVED to recommend to Full Council to accept the update to Document 4.09 Modern Slavery Statement.
Proposed by Cllr Alexander, seconded by Cllr Redelinghuys. All in favour.
- f) To consider approving update to Document 4.14 Reserves Policy.
It was RESOLVED to recommend to Full Council to accept the update to Document 4.14 Reserves Policy.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- g) To consider approving update to Document 4.37 Asset Management Reserve Policy.
It was RESOLVED to recommend to Full Council to accept the update to Document 4.37 Asset Management Reserve Policy.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.
- h) To consider approving update to Document 6.10 Terms of Reference for Internal Audit.
It was RESOLVED to recommend to Full Council to accept the update to Document 6.10 Terms of Reference for Internal Audit.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander. All in favour.
- i) To consider approving update to Document 6.11 Futures Working Party Terms of Reference.
It was RESOLVED to recommend to Full Council to accept the update to Document 6.11 Futures Working Party Terms of Reference.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.
- j) To consider approving updates to Document 8.15 General Risk Register.
It was RESOLVED to recommend to Full Council to accept the update to Document 8.15 General Risk Register.
Proposed by Cllr Clark, seconded by Cllr Redelinghuys. All in favour.
- k) To consider approving updates to Document 1.0 Members Code of Conduct.
It was RESOLVED to recommend to Full Council to accept the update to Document 1.0 Members Code of Conduct.
Proposed by Cllr Redelinghuys, seconded by Cllr Alexander. All in favour.

FG053/2526 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 21 July 2026.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 21 July 2026.

Meeting closed 19:58



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MELBOURN PARISH COUNCIL – FINANCE AND GOOD GOVERNANCE COMMITTEE
(District of South Cambridgeshire)

A meeting of the Finance & Good Governance Committee held on Tuesday 16 December 2025, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Alexander, Campbell, Clark, Kanagarathnam (Chair)

Absent:

In attendance: Abigail Williams (Clerk), Shelley Coulman (RFO)

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:31

FG031/2526 To receive and approve apologies for absence

Apologies were received from Cllrs Barnes, Hart and Redelinghuys with acceptable reasons given.

It was RESOLVED to accept apologies from Cllrs Barnes, Hart and Redelinghuys.
Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

FG032/2526 **To receive any Declarations of Interest and Dispensations**

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

None received.

FG033/2526 **Public Participation:** (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

No members of the public present.

FG034/2526 **To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 4 November 2025.**

It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 4 November 2025 as an accurate record.

Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.

FG035/2526 **To receive the Timetable for Recurring Agenda items and consider actions.**

Small change to recurring agenda items was approved.

Cllr Clark asked if the meeting in December could be moved to earlier in the year. RFO reported that the current timetable for works was appropriate. A review could take place in future if it was felt necessary.

It was RESOLVED to approve the changes to the timetable for recurring agenda items.
Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

FG036/2526 **To note VAT return / refund.**

It was noted that the October 2025 refund of £5,685.74 had been received.

FG037/2526 **To review and consider Little Hands rent.**

It was RESOLVED that it would be recommended to full Council that Little Hands rent would be increased by £1,107 (4.1%), an increase from £27,000 to £28,107 – to be reviewed in 12 months.

Signed..... Date.....

Proposed by Cllr Campbell, seconded by Cllr Alexander. All in favour.

FG038/2526 To consider actions in relation to internal audit

- a) To consider recommending the appointment of CAPALC as Internal Auditors for 2025/26

It was RESOLVED to recommend to Full Council to appoint CAPALC as Internal Auditor for 2025/26. Cost breakdown received with final costs available after the audit has taken place. Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG039/2526 BUDGET 2026/27

- a) To receive South Cambridgeshire District Council request for precept figures and tax base calculation for 2026/27.

Request for precept figures received. Tax base calculation for 2026/27 reviewed and agreed as no action required.

- b) To consider draft estimate of income and expenditure for the forthcoming financial year for recommendation to full council.

Draft precept calculations were presented by the RFO, key points included:

- RFO noted that improvements had been made to the allocation of budget funds to different areas and explained some of the variances between current and next years figures.
- Income to remain around current levels but reflecting small increase to Little Hands rent.
- Consideration should be taken of growing office requirements – reserve to be created to cover any future costs for increased office space / alternative working arrangements.
- Inclusion of reserve funds for Local Highways Improvement projects to be precepted over two years to reduce potential impact on precept.
- Importance of investing in a strategic plan was discussed – highlighting the need to review current asset portfolio and look for ways to develop offerings for the community. Funds have been allocated to this project for 2026/27.

It was RESOLVED to recommend the draft budget for 2026/27 of £367,776, increased from 2025/26 by 5.01% (£17,559) to Full Council.

Proposed by Cllr Clark, seconded by Cllr Campbell, all in favour.

FG040/2526 Policies

- a) To review and consider updates to Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council.

It was RESOLVED to approve the changes to the Dispensation Procedure Guide for Parish Councils Policy (Document 3.06) and to recommend to Full Council. Proposed by Cllr Clark, seconded by Cllr Campbell. All in favour.

- b) To review and consider updates to Risk Management Policy (Document 4.19) and to recommend to Full Council.

It was RESOLVED to approve the changes to the Risk Management Policy (Document 4.19) and to recommend to Full Council.

Proposed by Cllr Campbell, seconded by Cllr Alexander. All in favour.

- c) To note review of Model Publication Scheme Policy (Document 4.07) is due but is deferred until new IT Policy is in place due to references to current policy.

It was noted that a review of the Model Publication Scheme Policy (Document 4.07) will follow the creation of a new IT policy to be presented in the New Year in order to reflect any changes.

FG041/2526 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 21 April 2026 at 7.30pm.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 21 April 2026.

Meeting closed 20:49

Melbourn Parish Council – Finance and Good Governance Committee

Timetable for Recurring Agenda Item - Meeting dates July, November, December, April (additional meeting in Jan if extra time needed for Precept)

Task	Purpose	PC Meeting	FGGC meeting
Election of Chair of FGGC	Statutory		July
Internal audit report – year end Not in TOR	Consideration of recommendations		July
Annual review of Allotment Fees	For recommendation to PC prior to allotment renewals	Before September	July
Annual review of Pavilion hire /match fees	For recommendation to PC	Before August	July
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		July
VAT return/refund	Quarterly check that VAT return/refund has been made		July
Future grant funding	Discuss future grant funding for when there is no longer money from the Solar farm		July
Review of Financial Risk Assessment	Recommendation to PC		November
Annual Review of burial fees	Recommendation to PC		November
Review of FGGC terms of reference	Recommendation to PC		November
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC		November
VAT return/refund	Quarterly check that VAT return/refund has been made		November
Policy reviews – investment strategy	Recommendation to PC	November (review 6 monthly)	November
Receive External Auditors report	Consider actions	December	November
Annual Review of Effectiveness of Internal Audit		December	November
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	April	November
Review of draft Precept for proposal to Parish Council	Recommendation to PC	Mid Jan	December
Policy reviews/risk assessments – per Policy Review Schedule	Review policies delegated to FGGC	n/a	December
Annual review of Little Hands rent	For recommendation to PC in Jan and to allow Littlehands time to budget for changes in rental	By rent review date	December
VAT return/refund	Quarterly check that VAT return/refund has been made	n/a	December
Review of Fixed Assets Register	Ensure it is up-to-date	Prior to AGAR	April
Policy reviews/risk assessments – per Policy Review Schedule	Review policies/risk assessment delegated to FGGC		April
VAT return/refund	Quarterly check that VAT return/refund has been made		April
Policy reviews – investment strategy	Recommendation to PC	April (review 6 monthly)	April
Review of Insurance Arrangements	Recommendation of changes to PC – renewal due Oct	September	April
Publication of information - Transparency Code 2015	Update statutory information	Prior to AGAR	April

Also Changes to Standing Orders and Financial Regulations – per Policy Schedule unless new versions are issued or changes needed

Timetable approved by F&GG December 2025

FG048 2526) VAT

VAT refund / claim 2025/26

January 2026	REFUND	£4,378.60
October 2025	REFUND	£5,685.72
July 2025	REFUND	£5,585.54
May 2025	REFUND	£6,140.47

SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Accessibility and Medical	15,580.00	15,580.00	15,580.00
Dog Foul Bins	495.02	495.02	495.02
Fencing	18,937.50	18,937.50	18,937.50
Fixtures and Fittings	70,924.20	70,924.20	70,924.20
Furniture	34,514.22	34,514.22	34,514.22
Gates	37,409.00	37,409.00	37,409.00
Grit Bin	243.00	243.00	243.00
Groundworks	75,278.88	75,278.88	75,278.88
Heating & Cooling	22,240.00	22,240.00	22,240.00
Highways	4,206.17	4,206.17	0.00
Information Technology	56,058.48	62,071.90	57,022.48
Installation & Art	39,160.74	39,160.74	153,158.74
Land	40.00	40.00	2.00
Large Appliances	34,030.25	34,030.25	36,302.25
Lighting	36,855.61	36,855.61	36,414.61
Litter Bins	1,746.37	1,746.37	1,582.37
Mix Music	6,014.32	6,014.32	6,014.32
Play Equipment	229,603.81	229,603.81	229,603.81
Property	1,593,989.36	1,754,122.97	7,117,800.00
Seating	24,619.06	24,619.06	24,621.06
Shelter	26,574.66	26,574.66	34,073.66
Signage	12,930.00	12,930.00	12,930.00
Small Appliances	9,919.72	9,919.72	9,353.89
Sports and Games	4,999.00	4,999.00	4,999.00
Storage	3,969.71	3,969.71	3,969.71
Tools	6,783.16	6,783.16	6,783.16
Under £200	16,563.82	16,563.82	0.00
Vehicles	10,110.00	10,110.00	10,110.00
TOTAL	2,393,796.06	2,559,943.09	8,020,362.88

ASSETS ACQUIRED BETWEEN 01/04/2025 AND 21/04/2026

<u>Acq. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
08/07/2025	LA31	Rosemary Place	1.00	1.00	1.00
19/01/2026	TOO16	Hawsmoor 18V Cordless mini pruning chainsaw 1x4.0Ah	122.98	122.98	122.98
02/02/2026	TOO17	18 V 4Ah combi drill	109.99	109.99	109.99
17/02/2026	FU013	Polypropylene Chairs x 70	4,056.50	4,056.50	4,056.50
17/02/2026	FU014	Tub Chair - faux leather x 6	1,020.00	1,020.00	1,020.00
03/03/2026	TOO18	Einhell FIXETTO 18/50 N Professional 18V Second Fix Brad Straight Nail Gun, 4.0Ah Battery & Charger	159.98	159.98	159.98
		TOTAL	<u>5,470.45</u>	<u>5,470.45</u>	<u>5,470.45</u>

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
Accessibility and Medical				
AM001	Outdoor polycarbonate defib cabinet	495.00	495.00	495.00
AM002	Defibrillator cabinet	495.00	495.00	495.00
AM003	Social distance screens	2,380.00	2,380.00	2,380.00
AM004	Stairlift	11,500.00	11,500.00	11,500.00
AM005	Disability access railings	710.00	710.00	710.00
TOTAL FOR Accessibility and Medical		15,580.00	15,580.00	15,580.00
Dog Foul Bins				
DB001	Dog Foul Bin	247.51	247.51	247.51
DB002	Dog Foul Bin	247.51	247.51	247.51
TOTAL FOR Dog Foul Bins		495.02	495.02	495.02
Fencing				
FE001	Fencing	5,000.00	5,000.00	5,000.00
FE002	Fencing - Car Park, High Street	5,560.00	5,560.00	5,560.00
FE003	Oak Railing	8,377.50	8,377.50	8,377.50
TOTAL FOR Fencing		18,937.50	18,937.50	18,937.50
Fixtures and Fittings				
FF001	Fittings in the home/away changing rooms (sanitary, benches and hooks)	5,100.00	5,100.00	5,100.00
FF002	Fittings in disabled, mens and women's toilets	3,000.00	3,000.00	3,000.00
FF003	Extractor fans kitchen, home and away changing rooms	450.00	450.00	450.00
FF004	Kitchen fittings, sink 3x wall cupboards 1 cupboard base 3x base drawers	5,000.00	5,000.00	5,000.00
FF005	Septic tank	5,200.00	5,200.00	5,200.00
FF006	Boot Cleaner brushes	288.45	288.45	288.45
FF007	Security system	3,000.00	3,000.00	3,000.00
FF008	Photovoltaic (PV) Installation	25,000.00	25,000.00	25,000.00
FF009	Water Dispenser	500.00	500.00	500.00
FF010	Blinds (multiple)	4,500.00	4,500.00	4,500.00
FF011	Safe	900.00	900.00	900.00
FF012	Keysafe	200.00	200.00	200.00
FF013	Lockers	450.00	450.00	450.00
FF014	Magnetic board library	415.75	415.75	415.75
FF015	Book supports for the library	420.00	420.00	420.00
FF016	Library racking	11,500.00	11,500.00	11,500.00
FF017	crockery and utensils	5,000.00	5,000.00	5,000.00
TOTAL FOR Fixtures and Fittings		70,924.20	70,924.20	70,924.20
Furniture				
FU001	Counter	9,000.00	9,000.00	9,000.00
FU002	Furniture (various items)	12,000.00	12,000.00	12,000.00
FU003	Furniture for new rooms 17x chairs, staff room desk, 4x desks	2,528.00	2,528.00	2,528.00
FU004	Tabletops	1,083.72	1,083.72	1,083.72
FU005	Metal Galvanised table	1,500.00	1,500.00	1,500.00
FU006	Wooden Furniture	500.00	500.00	500.00
FU007	Shelf Racks x4	600.00	600.00	600.00
FU008	Fire safe filing cabinets x2	700.00	700.00	700.00
FU009	Rectangular panel 1200mm beech desk	135.00	135.00	135.00
FU010	High back office chair with adjustable arms- blue	95.00	95.00	95.00
FU011	Chairs x4	728.00	728.00	728.00
FU012	Straight desks & screens x4	568.00	568.00	568.00
FU013	Polypropylene Chairs x 70	4,056.50	4,056.50	4,056.50
FU014	Tub Chair - faux leather x 6	1,020.00	1,020.00	1,020.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
TOTAL FOR Furniture		34,514.22	34,514.22	34,514.22
Gates				
GA001	Self closing gate (yellow)	891.00	891.00	891.00
GA002	Vehicle gate (yellow)	1,626.00	1,626.00	1,626.00
GA003	Gates	500.00	500.00	500.00
GA004	Gates	1,032.00	1,032.00	1,032.00
GA005	Gates	1,250.00	1,250.00	1,250.00
GA006	Kissing Gates	825.00	825.00	825.00
GA007	Kissing Gates	825.00	825.00	825.00
GA008	5 bar gate to the rear entrance of the cemetery	460.00	460.00	460.00
GA009	Cemetery gates	11,250.00	11,250.00	11,250.00
GA010	Cemetery gates	11,250.00	11,250.00	11,250.00
GA011	Vehicular gates	2,500.00	2,500.00	2,500.00
GA012	Vehicular gates	2,500.00	2,500.00	2,500.00
GA013	Pedestrian gates	1,250.00	1,250.00	1,250.00
GA014	Pedestrian gates	1,250.00	1,250.00	1,250.00
TOTAL FOR Gates		37,409.00	37,409.00	37,409.00
Grit Bin				
GB001	Grit bin	243.00	243.00	243.00
TOTAL FOR Grit Bin		243.00	243.00	243.00
Groundworks				
GR001	Boardwalk- recycled plastic	68,708.00	68,708.00	68,708.00
GR002	Groundwork for memorial bench	480.00	480.00	480.00
GR003	Boardwalk	5,000.00	5,000.00	5,000.00
GR004	Portable multi matting	590.88	590.88	590.88
GR005	Heritage fruit trees x50	500.00	500.00	500.00
TOTAL FOR Groundworks		75,278.88	75,278.88	75,278.88
Heating & Cooling				
HC001	Air source heat pump	3,000.00	3,000.00	3,000.00
HC002	Air source heat pump	3,000.00	3,000.00	3,000.00
HC003	Heating system and controls	1,500.00	1,500.00	1,500.00
HC004	Air conditioning unit- kitchen	2,260.00	2,260.00	2,260.00
HC005	Boiler	3,000.00	3,000.00	3,000.00
HC006	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC007	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC008	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC009	Daikin wall mounted a/c unit extension	1,272.50	1,272.50	1,272.50
HC010	Air conditioning & base, parish office/ large meeting room	4,390.00	4,390.00	4,390.00
TOTAL FOR Heating & Cooling		22,240.00	22,240.00	22,240.00
Highways				
HI01	MVAS unit	2,006.17	2,006.17	0.00
HI02	MVAS unit	2,200.00	2,200.00	0.00
TOTAL FOR Highways		4,206.17	4,206.17	0.00
Information Technology				
IT001	EPOS system hardware 1 cashdrawer 1 printer 2 handhelds	392.59	392.59	392.59
IT002	Computer Equipment	11,000.00	11,000.00	11,000.00
IT003	Desktop PC x5	5,000.00	5,000.00	5,000.00
IT004	Laptop x5	5,000.00	5,000.00	5,000.00
IT005	Network printer	500.00	500.00	500.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
IT006	Server HPE Proliant ML30	3,072.40	3,072.40	3,072.40
IT007	UPS	2,000.00	2,000.00	2,000.00
IT008	Server cabinet	1,500.00	1,500.00	1,500.00
IT009	HD CCTV system	3,750.00	3,750.00	3,750.00
IT010	22" HD CCTV monitor	130.00	130.00	130.00
IT011	Telephone system (BT)	1,073.00	1,073.00	1,073.00
IT012	Projector	1,400.00	1,400.00	1,400.00
IT013	Projectors & screens, ceiling mounts x3	2,555.44	2,555.44	2,555.44
IT014	Mitsubishi HRV unit	3,965.00	3,965.00	3,965.00
IT015	Television Stand	300.00	300.00	300.00
IT016	PA system atrium	1,290.50	1,290.50	1,290.50
IT017	ipads x3	1.00	1.00	407.00
IT018	1 Laptop used at reception	1.00	1.00	559.00
IT019	Hikvision 16CH 5.0MP ultra HD DVR CCTV	245.83	245.83	245.83
IT020	Office Contents pre 2017	6,000.00	12,013.42	6,000.00
IT021	Shredder	322.00	322.00	322.00
IT022	HP desktop 24" monitor and speakers	768.56	768.56	768.56
IT023	Windows 10 pro for HP desktop	122.22	122.22	122.22
IT024	Synology DS918 and 4 bay desktop NAS enclosures	411.05	411.05	411.05
IT025	WD2 2B NAS hard drive- red	233.28	233.28	233.28
IT026	ASUS laptop (timebank)	399.16	399.16	399.16
IT027	Office 2021 Professional Software for laptop	85.00	85.00	85.00
IT028	HP Desktop core i5 10505/3.2 GHz-RAM 8 GB- SSD 256 GB	494.00	494.00	494.00
IT029	HP Desktop 295 G6 Ryzen 5 4600/3.7 hhz RAM 8GB	625.87	625.87	625.87
IT030	Timebank laptop	448.99	448.99	448.99
IT031	Lenovo laptops x4	2,971.59	2,971.59	2,971.59
TOTAL FOR Information Technology		56,058.48	62,071.90	57,022.48
Installation & Art				
IA001	Kohima Stone	3,760.00	3,760.00	3,760.00
IA002	Vintage Carriage (coffin carriage?)	1,000.00	1,000.00	1,000.00
IA003	Village map	250.00	250.00	250.00
IA004	Portland memorial	1,148.74	1,148.74	1,148.74
IA005	Decorative metal grill to veranda	500.00	500.00	500.00
IA006	Steel Sculptures	20,000.00	20,000.00	20,000.00
IA007	Metal framework	1,000.00	1,000.00	1,000.00
IA008	Clock	500.00	500.00	500.00
IA009	War memorial	1.00	1.00	114,000.00
IA010	Church Clock (not owned by the parish)	1.00	1.00	0.00
IA011	Millenium Plaque	1,000.00	1,000.00	1,000.00
IA012	Village Sign	10,000.00	10,000.00	10,000.00
TOTAL FOR Installation & Art		39,160.74	39,160.74	153,158.74
Land				
LA01	83 High Street	1.00	1.00	0.00
LA02	All Saints Church Yard	1.00	1.00	0.00
LA03	Allotments	1.00	1.00	0.00
LA04	Allotments - Greys	1.00	1.00	0.00
LA05	Armingford Crescent	1.00	1.00	0.00
LA06	Beechwood Avenue	10.00	10.00	0.00
LA07	BMX Site	1.00	1.00	0.00
LA08	Car Park	1.00	1.00	0.00
LA09	Car park and access road	1.00	1.00	0.00
LA10	Chalkhill Barrow	1.00	1.00	0.00
LA11	Clear Crescent Play Area	1.00	1.00	0.00
LA12	Elm Way	1.00	1.00	0.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
LA13	Golden Jubilee Orchard	1.00	1.00	0.00
LA14	Haggers Close	1.00	1.00	0.00
LA15	Maple Way	2.00	2.00	0.00
LA16	Millenium Copse	1.00	1.00	0.00
LA17	New Recreation Ground (1)	1.00	1.00	0.00
LA18	New Road Cemetery	1.00	1.00	0.00
LA19	Old Recreation Ground	1.00	1.00	0.00
LA20	Orchard Road	1.00	1.00	0.00
LA21	Old Fire Engine House	1.00	1.00	0.00
LA22	Orchard Road Cemetery	1.00	1.00	0.00
LA23	Stockbridge Meadows	1.00	1.00	0.00
LA24	The Moor Play Area	1.00	1.00	0.00
LA25	Village Hub - land	1.00	1.00	0.00
LA26	War Memorial - land	1.00	1.00	0.00
LA27	Green belt	1.00	1.00	0.00
LA28	Worcester Way	1.00	1.00	0.00
LA30	Strategic Green Belt	1.00	1.00	1.00
LA31	Rosemary Place	1.00	1.00	1.00
TOTAL FOR Land		40.00	40.00	2.00
Large Appliances				
L005	Dishwasher	2,824.00	2,824.00	2,824.00
LA003	Convection oven	1,390.83	1,390.83	1,390.83
LA004	Standard Oven	3,000.00	3,000.00	3,000.00
LA006	3 door Fridge	2,500.00	2,500.00	2,500.00
LA007	2 door Freezer	2,500.00	2,500.00	2,500.00
LA008	LAS counter freezer	2,468.32	2,468.32	2,468.32
LA009	Under Counter Fridge	903.10	903.10	903.10
LA010	Under Counter Fridge	1,000.00	1,000.00	1,000.00
LA011	Single door upright cooler 336L	392.00	392.00	392.00
LA012	Refridgerated Display	1,800.00	1,800.00	1,800.00
LA013	Upright freezer	1,400.00	1,400.00	1,400.00
LA014	Cooker hood	13,500.00	13,500.00	13,500.00
LA015	Washing & drier machine	1.00	1.00	907.00
LA016	Refridgerator	1.00	1.00	1,367.00
LA017	electric Cooker	350.00	350.00	350.00
TOTAL FOR Large Appliances		34,030.25	34,030.25	36,302.25
Lighting				
LI001	Flood lights for sports pitches	441.00	441.00	0.00
LI002	Flood lights for sports pitches	442.00	442.00	442.00
LI003	Flood lights for sports pitches	442.00	442.00	442.00
LI004	Flood light LED	210.00	210.00	210.00
LI005	Flood light LED	210.00	210.00	210.00
LI006	Lighting system	33,000.00	33,000.00	33,000.00
LI007	Lights & Electricity	2,110.61	2,110.61	2,110.61
TOTAL FOR Lighting		36,855.61	36,855.61	36,414.61
Litter Bins				
LB001	Keystone metal Litter bin	441.00	441.00	441.00
LB002	Keystone metal Litter bin	441.00	441.00	441.00
LB003	Waste collection bin	325.00	325.00	325.00
LB004	Litter bin	211.37	211.37	211.37
LB005	Circular timber slat litter bin	164.00	164.00	0.00
LB006	Circular timber slat litter bin	164.00	164.00	164.00
TOTAL FOR Litter Bins		1,746.37	1,746.37	1,582.37

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
Mix Music				
MM001	Mix Music DJ, Booth flight case and Subwoofer	456.00	456.00	456.00
MM002	Mix Music Speakers and DJ kit	2,328.00	2,328.00	2,328.00
MM003	Mix Music Pioneer XDJ	1,707.50	1,707.50	1,707.50
MM004	1 up Gaming machine	899.99	899.99	899.99
MM005	Amplifier and Computer	622.83	622.83	622.83
TOTAL FOR Mix Music		6,014.32	6,014.32	6,014.32
Play Equipment				
PE001	96x Wicksteed Safety Grass	4,032.00	4,032.00	4,032.00
PE002	Special flexi swing 3 bay 1 basket	6,297.00	6,297.00	6,297.00
PE003	Simulator with polythene deck	2,395.00	2,395.00	2,395.00
PE004	Special woodland grizzly	19,028.00	19,028.00	19,028.00
PE005	Jungle swing trail	2,547.00	2,547.00	2,547.00
PE006	Shimmy ropes	324.00	324.00	324.00
PE007	Log steps	1,000.00	1,000.00	1,000.00
PE008	Mounding	328.00	328.00	328.00
PE009	54x Eco tumble surfacing (50mm)	5,832.00	5,832.00	5,832.00
PE010	40x Eco tumble surfacing (50mm)	3,680.00	3,680.00	3,680.00
PE011	Mouldings & Logs	3,122.00	3,122.00	3,122.00
PE012	4x Boulders	580.00	580.00	580.00
PE013	slide safety surfacing	1,746.00	1,746.00	1,746.00
PE014	Slide	7,166.00	7,166.00	7,166.00
PE015	Zipwire	7,119.00	7,119.00	7,119.00
PE016	16x Zipwire safety grass	672.00	672.00	672.00
PE017	Train station	448.00	448.00	448.00
PE018	Toadstools	804.00	804.00	804.00
PE019	Wooden Train and Carriage	1,712.00	1,712.00	1,712.00
PE020	128x Eco tumblesurfacing (40mm)	12,416.00	12,416.00	12,416.00
PE021	Flying Bats cog spinner	799.00	799.00	799.00
PE022	Roly Poly Mirror panel	739.00	739.00	739.00
PE023	Make it rain play panel	857.00	857.00	857.00
PE024	Bongos play panel	1,117.00	1,117.00	1,117.00
PE025	log posts (29 metres)	2,784.00	2,784.00	2,784.00
PE027	Basket Ball arena	500.00	500.00	500.00
PE038	MANTIS Zipwire	12,647.34	12,647.34	12,647.34
PE039	Nexus Viper- Rope Swing	11,044.62	11,044.62	11,044.62
PE040	Hilly 4 Seat Springer	6,187.62	6,187.62	6,187.62
PE041	Piggy Springer 1 seater	3,827.82	3,827.82	3,827.82
PE042	Ovis Springer	3,827.82	3,827.82	3,827.82
PE043	Big Square Trampoline	7,521.67	7,521.67	7,521.67
PE044	Mira 2.4 high swing 6 place	9,459.79	9,459.79	9,459.79
PE045	Spinmee Inc. Roundabout	10,219.63	10,219.63	10,219.63
PE046	Bespoke UniPlay Unit	40,749.88	40,749.88	40,749.88
PE047	Swift Wide 1.8m high slide	9,262.21	9,262.21	9,262.21
PE048	Staircase steps for the mound	4,190.78	4,190.78	4,190.78
PE049	Underground tunnel	4,120.63	4,120.63	4,120.63
PE050	Youth Sports Arena	17,000.00	17,000.00	17,000.00
PE051	Basket Ball Arena - Hoop & Board	1,500.00	1,500.00	1,500.00
TOTAL FOR Play Equipment		229,603.81	229,603.81	229,603.81
Property				
PROP01	Melbourn Community Hub	612,150.00	772,283.61	2,448,900.00
PROP02	Little Hands Nursery	490,751.00	490,751.00	2,023,300.00
PROP03	Sports Pavilion	208,425.00	208,425.00	1,393,300.00
PROP04	Old Fire Engine House	31,660.93	31,660.93	121,300.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
PROP05	Workshop	1,200.00	1,200.00	210,300.00
PROP06	Cemetery Lychgate	28,702.73	28,702.73	188,800.00
PROP07	Cemetery Shed	6,899.70	6,899.70	86,400.00
PROP08	All Saints Church Wall	214,200.00	214,200.00	645,500.00
TOTAL FOR Property		1,593,989.36	1,754,122.97	7,117,800.00
Seating				
SE001	Keystone metal seat	550.00	550.00	550.00
SE002	Keystone metal seat	550.00	550.00	550.00
SE003	Oak seat	500.00	500.00	500.00
SE004	Oak seat	500.00	500.00	500.00
SE005	Furnitube	290.00	290.00	290.00
SE006	Furnitube	290.00	290.00	290.00
SE007	Picnic table	440.00	440.00	440.00
SE008	Keyston metal seat	555.00	555.00	555.00
SE009	Picnic table	1,500.00	1,500.00	1,500.00
SE010	Picnic table	1,500.00	1,500.00	1,500.00
SE013	Oak seat	1,000.00	1,000.00	1,000.00
SE014	Platinum Jubilee Bench 5 ft	1,075.00	1,075.00	1,075.00
SE015	Furnitube seat	290.00	290.00	290.00
SE016	Furnitube seat	290.00	290.00	290.00
SE017	Picnic bench	440.00	440.00	440.00
SE018	Furnitube seat	290.00	290.00	290.00
SE019	Wooden Slat Seat	300.00	300.00	300.00
SE020	Wooden Slat Seat	800.00	800.00	800.00
SE021	Furnitube seat	290.00	290.00	290.00
SE022	Oak seat	500.00	500.00	500.00
SE023	Furnitube seat	290.00	290.00	290.00
SE024	Furnitube seat	290.00	290.00	290.00
SE025	Oak seat	500.00	500.00	500.00
SE026	Furnitube seat	290.00	290.00	290.00
SE027	Wavy Line Metal bench	97.00	97.00	97.00
SE028	Wavy Line Metal bench	97.00	97.00	97.00
SE029	Wavy Line Metal bench	96.00	96.00	97.00
SE030	Picnic table	440.00	440.00	440.00
SE031	Furnitube seat	290.00	290.00	290.00
SE032	32x Plastic Chairs	320.00	320.00	320.00
SE033	Picnic table	440.00	440.00	440.00
SE034	Picnic table	440.00	440.00	440.00
SE035	Wavy Line Metal bench	290.00	290.00	290.00
SE036	Metal Picnic table	1,000.00	1,000.00	1,000.00
SE037	Metal Picnic table	1,000.00	1,000.00	1,000.00
SE038	Oak seat	167.00	167.00	167.00
SE039	Oak seat	167.00	167.00	167.00
SE040	Oak seat	166.00	166.00	167.00
SE041	Picnic bench	220.00	220.00	220.00
SE042	Picnic bench	220.00	220.00	220.00
SE043	Wavy Line Metal bench	290.00	290.00	290.00
SE044	Oak seat	500.00	500.00	500.00
SE045	Wooden Slat Seat	300.00	300.00	300.00
SE046	97x chairs for the hub	2,210.60	2,210.60	2,210.60
SE047	16x outdoor chairs for the hub	599.88	599.88	599.88
SE048	Teak half tree bench & commemorative brass plaque	749.98	749.98	749.98
SE049	King Charles bench	599.30	599.30	599.30
SE050	King Charles bench	599.30	599.30	599.30
TOTAL FOR Seating		24,619.06	24,619.06	24,621.06

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
Shelter				
SH001	Youth Shelter	25,000.00	25,000.00	25,000.00
SH002	Perspex Bus shelter	1.00	1.00	7,500.00
SH003	Marquee, flooring & guttering	1,573.66	1,573.66	1,573.66
TOTAL FOR Shelter		26,574.66	26,574.66	34,073.66
Signage				
SI001	Interpretation Board (recycled plastic)	740.00	740.00	740.00
SI002	Noticeboard	1,000.00	1,000.00	1,000.00
SI003	Interpretation Board (recycled plastic)	740.00	740.00	740.00
SI004	Village noticeboards	2,000.00	2,000.00	2,000.00
SI005	Village noticeboards	2,000.00	2,000.00	2,000.00
SI006	Village noticeboards	2,000.00	2,000.00	2,000.00
SI007	Oak noticeboard	1,500.00	1,500.00	1,500.00
SI008	Noticeboards	90.00	90.00	90.00
SI009	Noticeboards	90.00	90.00	90.00
SI010	Noticeboards	90.00	90.00	90.00
SI011	Noticeboards	90.00	90.00	90.00
SI012	Noticeboards	90.00	90.00	90.00
SI013	Outside front hub sign	2,500.00	2,500.00	2,500.00
TOTAL FOR Signage		12,930.00	12,930.00	12,930.00
Small Appliances				
SA005	Espresso machine	4,066.25	4,066.25	4,066.25
SA006	Coffee Grinder	581.88	581.88	581.88
SA007	Water Still	2,500.00	2,500.00	2,500.00
SA008	Panini grill	300.00	300.00	300.00
SA009	Kenwood mixer	428.34	428.34	428.34
SA010	Kitchenaid hand blender	565.83	565.83	0.00
SA011	Buffalo countertop fryer	249.99	249.99	249.99
SA014	Water heater	727.43	727.43	727.43
SA015	Hand driers	100.00	100.00	100.00
SA016	Hand driers	100.00	100.00	100.00
SA017	Hand driers	100.00	100.00	100.00
SA018	Hand driers	100.00	100.00	100.00
SA019	Hand driers	100.00	100.00	100.00
TOTAL FOR Small Appliances		9,919.72	9,919.72	9,353.89
Sports and Games				
SP001	Bench game table	299.00	299.00	299.00
SP002	Chess set and table	1,500.00	1,500.00	1,500.00
SP003	Goalpost	250.00	250.00	250.00
SP004	Goalpost	250.00	250.00	250.00
SP005	Goalpost	250.00	250.00	250.00
SP006	Goalpost	250.00	250.00	250.00
SP007	Cycle rack	1,000.00	1,000.00	1,000.00
SP008	Electric Batri bike, diamond pro	400.00	400.00	400.00
SP009	Pool Table	800.00	800.00	800.00
TOTAL FOR Sports and Games		4,999.00	4,999.00	4,999.00
Storage				
ST001	Storage Shed	1,186.71	1,186.71	1,186.71
ST002	Container	2,783.00	2,783.00	2,783.00
TOTAL FOR Storage		3,969.71	3,969.71	3,969.71
Tools				

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
TO001	Hedge Trimmer STIHL 86R	439.00	439.00	439.00
TO002	Garden Vacuum STIHL SH55	240.00	240.00	240.00
TO003	Portable GeneratoR Robin	350.00	350.00	350.00
TO004	Strimmer STIHL FS130	450.00	450.00	450.00
TO005	Grit Spreader	275.00	275.00	275.00
TO006	Pressure washer Draper 83818	295.54	295.54	295.54
TO007	Pressure washer water tank	249.00	249.00	249.00
TO008	Strimmer STIHL	666.67	666.67	666.67
TO009	Grass cutter lateral	750.00	750.00	750.00
TO010	Grass cutter Large Allen Flymo	500.00	500.00	500.00
TO011	Grass cutter Masport 300 AL	350.00	350.00	350.00
TO012	Scythe mower	1,000.00	1,000.00	1,000.00
TO013	Workbench	250.00	250.00	250.00
TO014	Heavy Duty tripod ladder 8 ft	325.00	325.00	325.00
TO015	Billy Goat vacuum cleaner	250.00	250.00	250.00
TO016	Hawksmoor 18V Cordless mini pruning chainsaw 1x4.0Ah	122.98	122.98	122.98
TO017	18 V 4Ah combi drill	109.99	109.99	109.99
TO018	Einhell FIXETTO 18/50 N Professional 18V Second Fix Brad Straight Nail Gun, 4.0Ah Battery & Charger	159.98	159.98	159.98
TOTAL FOR Tools		6,783.16	6,783.16	6,783.16
Under £200				
UN001	Wheelbarrow	25.00	25.00	0.00
UN002	Lawnmower Quantum XTS 50	150.00	150.00	0.00
UN003	Garden Spade	15.00	15.00	0.00
UN004	Various signs	50.00	50.00	0.00
UN005	Toaster Dualit 6 slice	179.99	179.99	0.00
UN006	Legionnaires Thermometer kit	105.99	105.99	0.00
UN007	Webcam Dericam HP 1080p	37.49	37.49	0.00
UN008	Noise cancelling telephone headset Binaual	33.32	33.32	0.00
UN009	2 drawer beech filing cabinet	128.00	128.00	0.00
UN010	Lenovo C27-30 27" computer screens	273.32	273.32	0.00
UN011	Dog bins and posts (Red HGN45) x2	378.00	378.00	0.00
UN012	Lidded plastic box for asbestos disposal	19.96	19.96	0.00
UN013	Sign asbestos only	40.00	40.00	0.00
UN014	Tables x6	100.00	100.00	0.00
UN015	Fire Extinguishers	90.00	90.00	0.00
UN016	Fire blanket	10.00	10.00	0.00
UN017	Vacuum Cleaner	100.00	100.00	0.00
UN018	Dupray Steam Cleaner	125.00	125.00	0.00
UN019	Kettle	25.00	25.00	0.00
UN020	White Boards	30.00	30.00	0.00
UN021	Folding Square Tables x 5	200.00	200.00	0.00
UN022	Waste Bins x6	100.00	100.00	0.00
UN023	Fridge	100.00	100.00	0.00
UN024	Microwave	50.00	50.00	0.00
UN025	Toaster	15.00	15.00	0.00
UN026	Assorted Saucepans and Cooking utensils	250.00	250.00	0.00
UN027	Assorted crockery	200.00	200.00	0.00
UN028	Assorted cutlery	100.00	100.00	0.00
UN029	Goal Nets x 2	112.00	112.00	0.00
UN030	New goal nets x2	112.00	112.00	0.00
UN031	Corner posts	160.00	160.00	0.00
UN032	Assorted trophies	1.00	1.00	0.00
UN033	Gazebo	50.00	50.00	0.00
UN034	Gazebo	200.00	200.00	0.00
UN035	Spade for sports teams	20.00	20.00	0.00

ASSET LIST BY GROUP NAME

Asset Code	Description	Original Cost	Current Value	Insurance Value
UN036	Magazine rack	160.00	160.00	0.00
UN037	Library books	10,000.00	10,000.00	0.00
UN038	Office chairs x2	107.00	107.00	0.00
UN039	Leaf Blower STIHL BG56C	199.00	199.00	0.00
UN040	Portable sprayer	30.00	30.00	0.00
UN041	Handsaw	15.00	15.00	0.00
UN042	Stanley Fatmax cordless twinpack kit	134.99	134.99	0.00
UN043	Stanley Mixed Tool Set 210 pieces	154.61	154.61	0.00
UN044	Hand Broom	5.00	5.00	0.00
UN045	Hand Broom	5.00	5.00	0.00
UN046	Garden Hoe	15.00	15.00	0.00
UN047	Garden Hoe	15.00	15.00	0.00
UN048	Garden Fork	15.00	15.00	0.00
UN049	Garden Fork	15.00	15.00	0.00
UN050	Garden Spade	15.00	15.00	0.00
UN051	Garden Rake	15.00	15.00	0.00
UN052	Garden Rake	15.00	15.00	0.00
UN053	Car ramp	10.00	10.00	0.00
UN054	Car ramp	10.00	10.00	0.00
UN055	Portable appliance transformer 110-V	50.00	50.00	0.00
UN056	extension ladder	60.00	60.00	0.00
UN057	Broom	20.00	20.00	0.00
UN058	Snow shovel	20.00	20.00	0.00
UN059	Sack barrow	30.00	30.00	0.00
UN060	Black and Decker hedge trimmer	100.00	100.00	0.00
UN061	Loppers	40.00	40.00	0.00
UN062	Rakes	40.00	40.00	0.00
UN063	Post Driver	35.00	35.00	0.00
UN064	Post Hole Spade	35.00	35.00	0.00
UN065	Henry vacuum cleaner	90.00	90.00	0.00
UN066	ADZE Pickaxe	100.00	100.00	0.00
UN067	Lawn edger	30.00	30.00	0.00
UN068	Long handed shears	30.00	30.00	0.00
UN069	Keysafe	50.00	50.00	0.00
UN070	Sledgehammer	20.00	20.00	0.00
UN071	Red Devil high pressure washer	50.00	50.00	0.00
UN072	Safety Helmets	40.00	40.00	0.00
UN073	Mop and bucket	10.00	10.00	0.00
UN074	Wire brooms	30.00	30.00	0.00
UN075	Mobile phones	60.00	60.00	0.00
UN076	Angle grinders	67.00	67.00	0.00
UN077	Safety boots	42.00	42.00	0.00
UN078	HiVis coloured waistcoats	27.87	27.87	0.00
UN079	HiVis bomber jacket	52.00	52.00	0.00
UN080	Shears	24.99	24.99	0.00
UN081	Broom	16.42	16.42	0.00
UN082	Secateurs	9.74	9.74	0.00
UN083	Safety boots-pair	44.98	44.98	0.00
UN084	Christmas tree lights	90.00	90.00	0.00
UN085	extension lead and timer for the lights	28.00	28.00	0.00
UN086	Sign Christmas tree recycling point	45.00	45.00	0.00
UN087	Loppers	19.99	19.99	0.00
UN088	Hose& hose cart	62.49	62.49	0.00
UN090	Legionnaires Thermometer kit	105.99	105.99	0.00
UN091	Bike trailer- litter picking	50.00	50.00	0.00
UN092	Shears and Hacksaw	118.28	118.28	0.00
UN093	Battery Jet Wash	124.98	124.98	0.00

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
UN094	Angle grinder	79.98	79.98	0.00
UN095	Handsaw	25.81	25.81	0.00
UN096	Drain rod set	66.63	66.63	0.00
TOTAL FOR Under £200		<u>16,563.82</u>	<u>16,563.82</u>	<u>0.00</u>
Vehicles				
VE003	Parish Van Citroen Berlingo	9,360.00	9,360.00	9,360.00
VE004	Trailer 2 wheel	750.00	750.00	750.00
TOTAL FOR Vehicles		<u>10,110.00</u>	<u>10,110.00</u>	<u>10,110.00</u>
	TOTAL	<u>2,393,796.06</u>	<u>2,559,943.09</u>	<u>8,020,362.88</u>

FG051 2526) Insurance review

1. In October 2025 Melbourn Parish Council received a report of the reinstatement costs of held assets as shown:

Asset	Reinstatement Cost	Current Insurance values	
		Sum Insured	Declared Value
The Community Hub	£2,448,900	£3,001,821	£2,501,518
Little Hands Nursery	£2,023,300	£2,480,943	£2,067,453
Melbourn Community Pavilion	£1,393,300	£1,707,153	£1,422,628
Old Fire Station	£121,300	£149,036	£124,197
Car Park Workshop	£210,300	£257,426	£214,522
Orchard Road cemetery lychgate	£188,800	£231,834	£193,195
Orchard Road cemetery building	£86,400	£103,873	£86,561
All Saints church wall	£645,500	£752,712	£627,260
<i>Garden, 83 High Street</i>	£63,200	<i>Not insured</i>	<i>Not insured</i>
Boardwalk Stockbridge Meadows	£93,300	£87,270	£72,725
War memorial	£115,200	£90,000	£75,000

Key:

Higher than reinstatement cost	Lower than reinstatement cost
--------------------------------	-------------------------------

As a result, we contacted our current broker, Clear Insurance Management, to review our cover. This information generated a return premium of **£78.29**.

2. During the year we have enquired about the benefits of a move to insure the activities at land off Grinnel Hill through the Parish Council insurance. It was advised that the land itself is automatically covered with our current policy but that the activities on the land should continue to be covered by group independently.

PROPOSAL: To review insurance with broker prior to renewal (October) but envisage no changes.

Attached:

- Policy schedule of current cover.
- Supporting documents for reimbursement.

Council policy pack

Your policy schedule

Insured

Melbourn Parish Council

Business Description

Local Council

Period of Insurance

From 17/12/2025 to 03/10/2026

Broker

Clear Insurance Management Ltd, AGM House, 3 Barton Close, Grove Park, Enderby, Leicester, LE19 1SJ

Your Policy Number

LCO02385

Date of Issue

17/12/2025

Reason for Issue

Mid Term Adjustment

This schedule gives details of the cover you have chosen for your policy. It also gives details of your premium and excesses or clauses that apply.

What you need to do:

- **Read this schedule alongside the Clear Councils Insurance Policy Wording.** Any words or phrases which appear in **block capitals** will have either the meaning that is shown in the policy or cover section definitions part of the policy wording.
- **Contact** Clear Insurance on 0330 013 0036 or councils@thecleargroup.com if you:
 - want to make any changes or anything is incorrect
 - need a copy of the policy wording

Your premium

Premium	Insurance Premium Tax (IPT)	Total Premium
-£92.22	-£11.07	-£103.29

Your policy schedule

This summary shows which sections and cover apply to you. The details including limits and excesses follow this summary.

Your cover at a glance

The following sections of cover apply to your policy. Sections 1 to 2 are location specific

Location 1 - cover applying to	Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 2 - cover applying to	Cemetery Building Orchard Road Melbourn Hertfordshire SG8 6HL
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 3 - cover applying to	Cemetery Lychgate Orchard Road Melbourn Hertfordshire SG8 6HL
Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗
Location 4 - cover applying to	Old Fire Engine House High Street Melbourn Hertfordshire SG8 6ED

Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 5 - cover applying to	Little Hands Nursery School The Moor Melbourn Hertfordshire SG8 6ED	
Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 6 - cover applying to	Melbourn Community Hub (incl Solar Panels at £30k) 30 High Street Melbourn Hertfordshire SG8 6DZ	
Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 7 - cover applying to	Car Park Workshop and Garage Parish Council Car Park, High Street Melbourn Hertfordshire SG8 6DZ	
Section 1 – Property damage		✓
Section 2 – Fine art and collections		✗
Location 8 - cover applying to	Churchyard Wall, All Saints Church The Cross Melbourn Cambridgeshire SG8 6DY	

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

Location 9 - cover applying to	Boardwalk Nr Stockbridge Meadows Melbourn Royston Cambridgeshire SG8 6FG
---------------------------------------	--

Section 1 – Property damage	✓
Section 2 – Fine art and collections	✗

General covers applying to all locations

Section 3 – Business interruption	✓
Section 4 – Goods in transit	✓
Section 5 – Money with assault extension	✓
Section 6 – Personal accident	✓
Section 7 – Liabilities	✓
Section 8 – Reputational risks	✓
Section 9 – Hirers' liability	✓
Section 10 – Trustees' and management liability	✓
Section 11 – Legal expenses	✓
Section 12 – Fidelity	✓
Section 13 - Terrorism	✗

Details of your cover – location covers

Section 1 – Property damage

The table below shows the items which are covered by the Property damage section, and the amount they would be insured for.

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£8,653,320	£7,211,100
CONTENTS	£206,044	£171,704
Street Furniture	£120,000	£100,000
Walls, Gates and Fences	£249,087	£207,573
Playground Equipment	£193,071	£160,893
War Memorials	£138,240	£115,200
CCTV Equipment	£25,736	£21,447
Ground Surfaces	£78,793	£65,661
Mowers and Machinery	£30,000	£25,000
Sports Equipment	£36,000	£30,000

Excesses

The table below shows the excess you will need to pay in the event of a claim unless otherwise stated elsewhere in this schedule.

Causes	Excess
RESTRICTED PERILS unless listed below	£250
SUBSIDENCE	£1,000
FIRE	£250
Deterioration of refrigerated stock	£50
All other losses	£250

Location 1 - cover applying to	Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£1,671,960	£1,393,300

Location 2 - cover applying to	Cemetery Building Orchard Road Melbourn Hertfordshire SG8 6HL
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£103,680	£86,400

Location 3 - cover applying to	Cemetery Lychgate Orchard Road Melbourn Hertfordshire SG8 6HL
---------------------------------------	---

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£226,560	£188,800

Location 4 - cover applying to	Old Fire Engine House High Street Melbourn Hertfordshire SG8 6ED
---------------------------------------	--

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£145,560	£121,300

Location 5 - cover applying to	Little Hands Nursery School The Moor Melbourn Hertfordshire SG8 6ED
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£2,427,960	£2,023,300

Location 6 - cover applying to	Melbourn Community Hub (incl Solar Panels at £30k) 30 High Street Melbourn Hertfordshire SG8 6DZ
---------------------------------------	--

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£2,938,680	£2,448,900

Location 7 - cover applying to	Car Park Workshop and Garage Parish Council Car Park, High Street Melbourn Hertfordshire SG8 6DZ
---------------------------------------	--

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£252,360	£210,300

Location 8 - cover applying to	Churchyard Wall, All Saints Church The Cross Melbourn Cambridgeshire SG8 6DY
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Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£774,600	£645,500

Location 9 - cover applying to	Boardwalk Nr Stockbridge Meadows Melbourn Royston Cambridgeshire SG8 6FG
---------------------------------------	--

Item Insured	Sum Insured	Declared/Full Value
BUILDINGS	£111,960	£93,300

Specified Property away from the PREMISES

Item	Sum Insured	Location	Excess
Regalia	£0	Anywhere within the GEOGRAPHICAL LIMITS	£250

Section 2 - Fine art and collections

Section does not apply

Details of your cover – general covers

The cover provided here applies on a general basis (excluding any premises where a section is more specifically insured). Any limits provided apply once only to the whole policy.

Section 3 - Business interruption

The table below shows the cover provided by the Business interruption section, and the amounts you would be insured for.

Item Insured	Sum Insured	Maximum Indemnity Period
REVENUE	£15,000	12 Months
RENT RECEIVABLE	£78,000	36 Months
Additional Cost of Working	£10,000	12 Months
Additional Increased Cost of Working	£0	12 Months

Section 4 - Goods in transit

Limit Any one vehicle	Estimated annual carrying or value	Excess
£2,500	£30,000	£100

Section 5 - Money with assault extension

The table below shows the limit of liability for any one occurrence.

Cover A - Money

Types of Money	Limit of Liability
NON-NEGOTIABLE MONEY	£250,000
OTHER MONEY	
On the premises/in a locked safe during business hours	£5,000
In transit	£5,000
In any other circumstances	£500
Money in safes out of business hours	
Unspecified safe	£1,500

Cover B - Assault extension

Number of units 10

Section 6 - Personal accident

Cover 1 - Clerk absence Not Insured

Cover 2 - Personal accident Insured

Insured persons or category of persons	Cover type	Number of units insured	Deferment period
EMPLOYEES and AUTHORISED VOLUNTEERS	Cover B	10	14 Days

Type of injury	Benefit payable per unit
Death	£10,000
LOSS OF LIMB(S) or LOSS OF EYE(S) or LOSS OF HEARING	£10,000
PERMANENT TOTAL DISABLEMENT	£10,000
TEMPORARY TOTAL DISABLEMENT	£20 per week
TEMPORARY PARTIAL DISABLEMENT	£10 per week
Cover 3 – Key person	Insured

Section 7 – Liabilities

The tables below show the cover provided by the Liabilities section, and the amounts you would be insured for.

Cover 1 – Employers’ liability

Limit of indemnity

£10,000,000

Cover 2 – Public & products liability

Limit of indemnity

£10,000,000

Excess

£250 Third party property damage only

Public liability extensions

Extension

Legionellosis

RETROACTIVE DATE

Not Applicable

Section 8 – Reputational risks

The table below shows the cover provided by the Reputational risks section, and the amounts you would be insured for.

Cover	Limit of Liability
Cover 1 – Libel and slander	Insured
Cover 2 – PR Crisis Communication (Cover A Claims Related)	£25,000
Cover 3 – Death of Patron	Insured

Section 9 – Hirers’ liability

The table below shows the cover provided by the Hirer’s liability section, and the amounts you would be insured for.

Risk address	Melbourn Sports Pavilion, The Moor Melbourn Royston Cambridgeshire SG8 6ED	
Limit of indemnity	Estimated hiring charges	Third party property damage excess
£1,000,000	£50,000	£250

Section 10 – Trustees’ and management liability

The table below shows the cover provided by the Trustees’ and management liability section, and the amounts you would be insured for.

Cover	Limit of indemnity	Wrongful Act Date	Excess
Cover 2 – Trustees’ and management liability	£500,000	Not Applicable	£250

Section 11 – Legal expenses

Reference number: TS5/6773743

Insured Events	Population Size	Limit of indemnity
All INSURED EVENTS excluding Contract disputes and Debt recovery	Council Population Size 5,001 - 10,000	£250,000

Section 12 - Fidelity

The table below shows the cover provided by the Fidelity section, and the amounts you would be insured for.

Category	Limit of indemnity	Excess
All employees	£250,000	£250
Aggregate limit of indemnity: £250,000		

Section 13 - Terrorism

Section does not apply

Details of your cover – general covers

Clauses applying to the whole of your policy

CC183 - Fixed Rate Agreement

Definitions applicable to this agreement

EARNED PREMIUM

means the premium paid or payable for all sections of the policy applicable to this agreement including all premium adjustments excluding

1. Insurance Premium Tax and any other taxes or levies and
2. any premiums in respect of Terrorism insurance

for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

INCURRED CLAIMS

means the sum of

1. all claims paid (including costs and expenses) which occurred or were notified to US during the Period of Agreement and

2. all claims estimated by US in accordance with OUR standard reserving procedures which occurred or were notified to US during the Period of Agreement

for all sections of this policy applicable to this agreement for the period from the inception of this agreement to the date WE calculate the LOSS RATIO prior to each renewal date

LOSS RATIO

means the sum of INCURRED CLAIMS divided by EARNED PREMIUM multiplied by 100

The Agreement

YOU undertake to maintain all applicable sections of this policy for the Period of Agreement

WE agree to renew the policy at each renewal date during the Period of Agreement at the rates of premium existing at the inception date of The Agreement subject to the LOSS RATIO not being higher than 26 percent

Loss Ratio

If the LOSS RATIO is higher than the percentage stated above WE may amend the rates of premium and terms and if WE do YOU are under no obligation to renew the policy under this agreement

Provided that

1. YOU will notify US immediately of all known claims or incidents that may lead to a claim which occur during the Period of Agreement
2. all values and sums insured upon which the premium is based will be reviewed by YOU prior to each renewal date and updated as appropriate which may include but not be limited to the appropriate level of index linking
3. WE may terminate this agreement or amend the premium rates rates of tax and terms and conditions of this agreement where
 1. there is a change in YOUR business activities which materially increases the risk
 2. there are acquisitions or disposals of property or businesses by YOU
 3. changes in legislation or material legal precedents are established by any court of law
 4. material changes in reinsurance protection are imposed upon US by reinsurers or the availability or cost of reinsurance to US changes
 5. YOU will pay all Insurance Premium Tax including any increases in tax as may be applied
 6. this agreement does not apply in respect of any Terrorism insurance provided by this policy
 7. YOU undertake to complete within the time limits specified any survey risk improvements or other risk management exposures required by US

All other terms conditions and exceptions of the policy continue to apply

Clauses applying to Section 1 - Property damage

C1008 - Buildings definition - Construction amendment

In accordance with details lodged with and accepted by US specific buildings (or parts of buildings) insured by this Policy are built with materials other than brick stone or concrete and roofed with materials other than slates tiles metal concrete or asphalt

CCPD01 - Amendment to Contents definition

The Contents definition is deleted and replaced with the following:

CONTENTS

means business equipment computers plant machinery furniture fixtures and fittings consumable stock not for sale and all other contents belonging to YOU or for which YOU are legally responsible or which are entrusted to YOU whilst at the PREMISES and elsewhere as stated in the policy and the schedule

Contents includes the following property subject to the limits shown under the Limit of liability paragraph of this section

1. The cost of materials labour and computer time in reproducing
 - a. documents manuscripts and business books
 - b. patterns models moulds plans and designs
 - c. computer systems recordsbut not any cost in connection with producing information to be recorded or the value of information to YOU
2. the PERSONAL BELONGINGS of the following whilst at the PREMISES
 - a. directors trustees officials partners employees
 - b. visitors
 - c. other persons as shown in the schedule
3. personal money of those specified in (2)

Excluding

- i. STOCK
- ii. landlords fixtures or fittings
- iii. cash or money instruments of any description whether negotiable or non-negotiable (other than personal money noted in (4) above)

any living creatures

trees shrubs plants or other vegetation (except where more specifically noted by this policy)

explosives

prints paintings drawings rare books pieces of tapestry sculptures or other works of art

jewellery precious stones or precious metals bullion furs or curiosities

any other property more specifically insured

CCPD02 - Tenant's improvements definition

The following definition is added

TENANT'S IMPROVEMENTS

means improvements and decorations belonging to YOU or for which YOU are legally responsible in or on the BUILDINGS and elsewhere as stated in the policy and the schedule

Clauses applying to Section 7 - Liabilities

CCLI01 - Skateboard/BMX Parks

It is a CONDITION PRECEDENT TO LIABILITY that in respect of the use of skateboard or BMX parks the undernoted precautions will be complied with by YOU:

1. all structures including the skating surfaces
 - a. are manufactured and installed to the appropriate standard and maintained in good condition
 - b. are inspected by a competent person at least weekly and
 - i. all defects or risks to health or safety immediately rectified
 - or
 - ii. the structure taken out of use
2. YOU will erect where necessary suitable signs detailing any information that is necessary for the safe use of the facility and clearly stating any restrictions on its use
3. YOU will determine where supervision is necessary and ensure that it is provided whenever the facilities are in use

WE will not provide indemnity in respect of BODILY INJURY to persons taking part in activities in the skateboard or BMX parks unless arising solely from defects in the structure of the skateboard or BMX park or the defective condition of the associated premises

Melbourn Parish Council
30 High Street
Melbourn
Royston
SG8 6DZ

17 December 2025

Reference: 77020200

Dear Abi

Your Local Councils Combined Insurance

Details of Amendments: Amended buildings sum insured following valuation

Further to your recent instructions the above change(s) has been made to your policy, effective from 17th December 2025.

Change to Premium

There is a return premium of £-78.29 for this amendment, which includes our £25.00 Administration Fee.

Once we receive the return premium from your insurer, we will forward this on to you. The timing of the refund can vary, dependent on the insurer and the timing of the amendment, but on average takes 60 to 90 days.

Checking your Documents

Please check the enclosed information carefully including the Statement of Fact to ensure all details remain correct and that the cover provided meets your requirements. If any of the information is incorrect, please contact our team on the number below; **failure to provide accurate and up-to-date information may result in cover being invalid, a claim not being paid or an additional premium being payable.**

Enclosures

- Policy Schedule
- Risk Details
- Statement of Fact
- Invoice

Where applicable, the Certificate of Employers' Liability Insurance needs to be displayed at the premises. We recommend that your old Certificates of Employer's Liability are retained for your records.

Your Duty of Disclosure

Failure to provide full and accurate information may mean that your cover is invalid. If you are in any doubt as to what facts are considered to be material, then please contact us to discuss.

If we can be of any further assistance concerning this or any other insurance issue, please do not hesitate to contact us.

Yours sincerely,

Emma Garner

Emma Garner
Corporate Account Handler
Clear Insurance Management
Email: emma.garner@thecleargroup.com
Call: 01162819188

Local Government Transparency Code 2015

Parish Council Compliance Checklist

Applies to parish councils in England with gross income or expenditure over £200,000

General requirements

- A dedicated **Transparency / Open Data** page on the council website
<https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/>
 - Information is **free to access**, no login required
 - Documents are **clearly labelled** with publication dates
 - Data is published in **open formats** where possible (PDF and/or CSV)
-

Documents

Expenditure over £500

- All individual items of expenditure over £500 published
- Includes date, supplier, description, amount
<https://melbournparishcouncil.gov.uk/wp-content/uploads/2026/04/Expenditure-Exceeding-500-2025-26.pdf>

Procurement Information

- Invitations to tender published
- Contract awards published
<https://melbournparishcouncil.gov.uk/parish-office/local-government-transparency/>

Local Authority Land & Building Assets

- Asset register published – awaiting update
- Description and location included
(2024/25) <https://melbournparishcouncil.gov.uk/wp-content/uploads/2025/06/Asset-Register-yr-to-31-March-2025.pdf>

Grants

- All grants listed
<https://melbournparishcouncil.gov.uk/wp-content/uploads/2026/04/Community-Grant-Reserve-2023-26.pdf>

Organisation Chart

- Staff structure published
- Roles and responsibilities shown
- Senior posts clearly identified
<https://melbournparishcouncil.gov.uk/wp-content/uploads/2024/12/MPC-Organisational-Structure-December-2024.pdf>

Local Government Transparency Code 2015

Parish Council Compliance Checklist

Pay Multiple & Senior Salaries

- Ratio between highest paid employee and median salary published
- Method clearly explained
- Any salary over £50,000 stated

<https://melbournparishcouncil.gov.uk/wp-content/uploads/2026/04/Pay-multiple-and-Senior-Salaries-2025-26.pdf>

Constitution

- Council constitution or standing orders published

<https://melbournparishcouncil.gov.uk/wp-content/uploads/2025/06/Document-2.0-Melbourn-Parish-Council-Standing-Orders-V10-May-2025.pdf>

The investment strategy for November 2025 is still valid.

Notes:

- FSCS guarantee bank limit has increased to £120,000, only Nationwide is over this limit by £7,952. CCLA sits at above this amount but is not covered by the FSCS Guarantee.
- Additional amount has been transferred to CCLA – bringing our current CCLA investment to £270,547.24.
- Bank of England held the interest rates at 3.75% and the ongoing conflicts across the world are keeping interest rates high.

POLICY AND PROCEDURE: INVESTMENT PLAN 2026-27

2026-27 Investment Plan- (Nov 2025)

The Investment Plan is reviewed annually, changes in the economic climate may give rise to half yearly reviews to ensure that the investments are making the best return for the Parish Council and are accessible when required.

Funds Available for Investing

MPC has approximately £827,665 of cash funds available during 2025/26 (see table below):

Bank Account	Terms	Amount 30.09.25
Unity Trust Current	Instant Access	335,698
Unity Trust Savings	Instant Access	186,600
CCLA Public Sector Deposit fund	Instant Access	85,000
Charity Bank	1 year fixed	32,790
Cambs & County	1 Year Fixed	63,057
Nationwide 45 day saver	45-day notice	124,520
		827,665

Source	Balance at 30.09.25	Comments
General Reserve	£204,101 of which £192,765 is equivalent to 6 months expenditure.	Easy access required in case of emergency need – We are only required to maintain 6 months trading; however, this does not consider the remaining spend
Asset Management Reserve	£107,779	Projects to be reviewed
s106 Reserve	£177,059	Have looked at reserves will be bringing a full updated report TO F&GG.

Table of Fund investments to consider:

The table below shows how I believe we can prudently split the funds based on the reserves and the plans. This is not necessarily how it will be split taking into consideration the available accounts and risks.

MELBOURN PARISH COUNCIL

Doc. No.: 4.32
Version: 1
Date approved: November 2025
Review date: April 2026

Source	Instant Access	45 day notice	100 day notice	6 months	1 year
General Reserve	100,000	35,000	37,000	32,101	
Asset Management Reserve		30,000		10,000	67,779
S106 Reserve	5,000	25,353	25,353	25,353	96,000
Other Reserves – (£172,525)	30,000	34,525	36,000	36,000	36,000
Current Asses & Liabilities	166,201				
Total	301,201	124,878	98,353	103,454	199,779
Current Portfolio	607,298	124,520			95,847

This above Recommendation has considered the remaining 2025/26-year plan and potential spend in 2026/27 and is prudently placed.

- The majority of MPC's available funds should be kept readily accessible with a maximum of 100 days notice.
- It should be possible to invest for longer terms based on plans and obligations part of the AMR, s106 reserve and any reserves which are maintained for periods in excess of 1 year.
- The Investment Plan should be reviewed as MPC's plans for spending s106 and AMR and obligations are agreed to ensure that funds are available when required.
- It should be appropriately placed in line with the village plan and strategy.

Economic Climate

Bank of England base rate is currently 4% the next review is the 6th November 2025 it is predicted that this will remain after the budget announcements made. It is expected to fall by the end of 2026. Current position – 03 November 2025

MPC has £305,367 invested in four accounts – see breakdown below.

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 28 Feb 2024)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£85,000	On demand	4.03%	n/a	AAAmf (Fitches) Unchanged
Nationwide (issue 1)	45 day Members Business Saver deposit account	£124, 520	45 days	2.65%	Y	AA3 (Moody's) Unchanged
Charity Bank	40 day ethical notice	£32,790	40 day	3.06%	Y	-
Cambs & County	1 Year Fixed	£63,057	1 year	4.35%	Y	

*The Public Sector Deposit Fund is a money market fund specifically designed for the Public Sector. It invests in a diversified portfolio of high-quality sterling denominated deposits and instruments. Its primary aim is to maintain the net asset value of the fund at par. The purchase of shares in the PSDF is not the same as investing in a bank deposit account and is not a guaranteed investment. There is a risk that the value per share may fall below face value.

Investment Options for remainder 2025/26

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements was undertaken

The **best yields** currently available to Parish Councils are:

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2023) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical 40 day notice	£1,000	40 days	2.91%V for bals>£25k 3.06%	Y	-
Charity Bank	Ethical 1-Year Business Fixed Rate	£10,000	Matures 1 Year	3.61% F	Y	-
Charity Bank	Ethical 100-day notice	£1,000	100 days	2.94% >£25,000 3.09%	Y	-
Cambridge & Counties Bank	1 yr fixed rate business bond	£50,000	Matures 1 yr	4.20% F	Y	-
Cambridge & Counties Bank	31 day notice	£10,000	31 days	3.80% variable	Y	
Cambridge & Counties Bank	95 day notice	£10,000	95 days	4.20% variable	Y	
Cambridge & Counties Bank	6 months fixed rate bond	£10,000	Matures 6 months	4.25% fixed	Y	

MPC currently has £305,367 invested.

The available additional funds for investment is approximately £221,097.

There are a number of accounts that are not suitable for parish councils so spreading the risk is difficult. We hold a large amount in Unity Trust Bank, which we are to move to CCLA.

Of MPC's existing investment accounts, CCLA is performing well and Nationwide is currently lower than compared to the best new offerings. The Cams & County investment is performing well.

Cambridge & Counties Bank are offering good returns although one account requires 95 days they only do from 1 year fixed. CCLA offers instant access with a higher yield, however there is risk attached to this account. Cambridge & Counties 1- year fixed rate business bond is the best return currently available to Parish Councils.

Other High street banks do offer savings accounts and the interest rate is significantly lower. This will reduce the overall risk.

Investment Plan Recommended for remainder of 2025/26:

CCLA PSDF – this investment is currently performing well. MPC has an investment by of £85,000. Note that this investment is not the same as a bank deposit. The additional amount from Unity will be moved.

Nationwide 45 day business saver – MPC should reduce the amount held in the account to the FSCS limit of £85,000. – We have requested this but we are having issues with the bank.

Charity Bank 40 days – This account holds £31,270 and should remain.

Cambridge & Counties Bank 1 year fixed bond – this investment will be renewed in November 2025 with and increased to £100,000.

For agreement:

Approach other banks to review the offerings to spread the risks, review the Nationwide account.

We are proposing to explore the possibility of investing in an asset within the community. This would reduce the risk of the £85k and bring in a different type of revenue stream – possibly higher than bank interest rates.

Does reduce the liquidity of not being cash and exposure to more maintenance. Does allow the Parish to ensure it is used for the right reasons.

Consider the village plan inline with the current spread.

Consider RFO becoming a signatory to ensure that the money can be effectively dealt with.

Liquidity breakdown of suggested investments:

	Instant Access	40-45 days	100 days	6 months	1 year
% of funds	36%	15%	12%	13%	24%

The proposed investment plan spreads investments between institutions and account types which spreads risk via diversification.

All investments should be reviewed in March 2026 subject to maturity of bonds or earlier if there is a significant change in interest rates, perceived risk of financial institution failure or economic climate.

MELBOURN PARISH COUNCIL

Doc. No.: 4.32
Version: 1
Date approved: November 2025
Review date: April 2026

Document Approval: 

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26th November 2025

Review: 6 months

POLICY: Creation, Revision and Review of Documents

PURPOSE: To provide consistent format and control of documents

SCOPE: All documents related to Melbourn Parish Council business that require regular and formal approval

POLICY:

1. Numbering and Format

- 1.1 Each Policy, Procedure or other document type will be assigned a unique number, to be shown on every page, together with a review date
- 1.2 The Indexing System for all Parish Council documents within the scope of this policy will reflect the assigned document number
- 1.3 Unless a good reason exists, due to the particular nature of a document (e.g. an Application Form), the textual content should normally be preceded by a statement of both Purpose and Scope, as in this policy
- 1.4 The Review Date, shown on each page of the document, refers to the latest date for review or revision. - Document review will be normally set at a **three year** interval but can be varied depending on prevailing needs.
- 1.5 Each page will also carry the Version Number of the document. This refers to the sequential edition of the unique document concerned and is there to prevent confusion, for example should the document be revised and reissued more than once before a pre-planned regular review date (e.g. an Annual or Monthly Council Meeting)
- 1.6 All document pages, including the title page, will be numbered
- 1.7 Within documents section and paragraph numbering is recommended wherever possible, as in this Policy, to make review and reference as easy as possible. Alternative presentations are acceptable provided document clarity is not compromised
- 1.8 It is recommended that all documents be created in Arial Font, using font sizes that broadly follow this reference policy
- 1.9 Documents will carry a Header and Footer on each page confirming these refer to Melbourn Parish Council, also to facilitate carrying other repetitive information

The approval signature(s) and approval date will always be located on the **last page** of every document, so that it is always clear that no pages are missing. The last page will also show the time period or policy for the next planned review

2. Document Type - The Document Title for all documents must accurately reflect their purpose.

Note: It is acceptable for a Document Title to reflect more than one document type in the title, for example '**Policy and Procedure: Grievance**'. In such cases the document structure should clearly show separation between 'policy' and 'procedure'

Examples are:

- *Policy* – Policies are documents that set out the guidelines and rules governing the subject matter concerned
- *Procedure* – Procedures are documents that list the steps required to accomplish a certain goal or goals
- *Terms of Reference* – Terms of Reference are documents that set out the scope and limits of responsibility for a person or working group

This is not an exhaustive list

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3. **Responsibilities, Review and Approval**

- 3.1 All documents carry a latest Review Date (Month/Year) on all pages, together with the assigned Document Number (paragraphs 1.1 and 1.4 above)
- 3.2 It is the responsibility of the Parish Council, through the Chair, to ensure that all new documents are created within the scope of this policy and approved as per paragraphs 3.5 and 3.6 below
- 3.3 It is the responsibility of the Parish Council, through the Chair, to ensure that all pre-existing documents covered by the scope of this policy are reviewed on or before their policy Review Date and approved as per paragraph 3.5 below
- 3.4 Persons reviewing documents should do so by reference to **Appendix A**
- 3.5 It is the responsibility of the Clerk to keep abreast of changes to legislation, government and/or other guidance and to bring such changes to the attention of the Council and its various sub-committees. The Clerk will also monitor the expiry dates of documents and bring them forward for review in a timely fashion. Where appropriate the Clerk will support document creation/update.
- 3.6 It is the responsibility of the Chair of the Council, together with the chairs of council committees, to update documents if so advised by the Clerk. The draft document will be offered for formal approval to the Full Council when work is complete. The review and approval process will normally follow the outline procedure in **Appendix B**, but can be flexible depending on circumstances.

- 3.7 Subject to amendments that may be requested and agreed by the Full Council, the final draft will be signed [digitally](#) and approved at a public meeting by the Chair of the Parish Council.

APPENDIX A

Document Review – Prompt Questions

When reviewing any document the following questions can be used to ensure the result is effective:

- Is the document required?
- When was it last reviewed?
- Should the frequency of review be amended?
- Does the document follow the consistent format as laid down in this policy?
- Is the Document Title clear and does it properly define Purpose and Scope?
- If it is a Policy, does it provide clear direction on the implementation of rules and regulations through associated Procedures?
- If it is a Procedure, does it offer a clear and unambiguous series of steps from which users can resolve questions and problems?
- Does the content accurately reflect what is required or what actually happens?
- Have there been incidents or problems since the last routine review that could prompt amendments to the document?
- Does the final document properly reflect obligations on Equal Opportunities for those affected
- Is the document consistent with and does it further the vision and aims of Melbourn Parish Council
- Will training or re-training of councillors or staff be required after the document is re-issued?

APPENDIX B

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Document Creation and Review – Recommended Outline Process

1. Document creation and/or review will normally be assigned to a working group set up for the purpose.
2. After creation of either the first draft of a new document or first review of an existing document the writer/reviewer will (a) assign a new version number (b) circulate the document to the working group with a request for comments.
3. Comments may be made through a meeting discussion or via email (recommended). If email comments are requested the writer will set a deadline date after which it will be assumed all comments have been received. 'Silence is assent'.
4. The writer/reviewer will change the document according to comments received and assign it a new version number. The document will be again circulated to the work group for comments by a set deadline date, or discussed at a group meeting.
5. Subject to outline group approval the draft document will be circulated to the Full Council (if necessary again with a updated version number). The circulation will be by email and will carry a deadline date after which it will be assumed all councillors have either commented or are satisfied. Silence is assent.
6. The next latest review date will be proposed as part of the approval process. This may vary between documents and document types
7. The writer, on behalf of the Work Group, will make final amendments to the draft if needed and offer it to a public meeting of the Full Council for approval and signature.

Document Approval:



(Chair to Melbourn Parish Council)

MELBOURN PARISH COUNCIL

Doc. No.: 4.01
Version: 5
Date approved: ~~24 April 2023~~ 22 April 2026
Review date: April ~~2026~~ 2029

Date of Parish Council Meeting: ~~24 April 2023~~ 22 April 2026

Document Review Policy: 3 Years from last approval

POLICY: COUNCILLORS AND STAFF EXPENSES POLICY

The purpose of this policy is to provide clear guidance on the reimbursement of expenses. It is the Parish Council's policy to reimburse all necessary and reasonable expenses directly incurred by persons whilst on approved* Parish Council business. The expectation is that Councillors and employees will neither gain nor lose financially and will exercise prudent judgement to keep expenses to a minimum.

Expenses that can commonly be reclaimed are detailed below. This is not an exhaustive list. If in doubt Councillors or Staff should consult the Clerk or RFO before incurring an expense.

Breach of this policy, or fraudulent expense claims, may result in disciplinary action.

Travel Expenses

Councillors and Staff may claim travel expenses when carrying out approved duties on behalf of the Council. Examples of such duties may include attending training courses or representing the Council at meetings held outside the parish.

Councillors and Staff should seek to choose a mode of transport that is both cost-effective and environmentally responsible, making an appropriate judgement between cost and convenience.

Own Vehicle – mileage can be claimed at the HMRC approved rates applicable at the time (currently 45p per mile for cars). The starting and finishing point for any journey made by a Councillor shall be their home and for Staff shall be either their home or the Parish Office, depending where they start the journey. If the journey is not made on an employee's usual working day the starting and finishing point will be their home. Should Councillors or Staff start and/or finish their journey from a place other than their home (or Parish Office), the claim shall be in respect of the lesser of the cost of either the journey to/from that other place or to/from their home (or Parish Office).

Councillors and Staff using their own vehicles must ensure they are adequately insured and must hold a valid licence.

Parking and toll charges – may be claimed providing they were necessarily incurred.

Public Transport – standard class return fare or any available cheaper fare.

Taxis – will only be paid in exceptional or urgent circumstances.

Hotels and accommodation – will not be paid without prior approval. Councillors and employees are expected to research hotel costs to ensure expenses are kept to a minimum.

Other Expenses

Other approved expenses e.g. certain telephone calls, Time Banking costs or items where it is most efficient for the Councillor or member of Staff to purchase it can also be reclaimed.

Such expenses are likely to be rare as most approved purchases can be made by the Parish Office. Printing, photocopying and postage can also be arranged via the Parish Office.

Members of staff may also be able to claim certain expenses as per their contracts of employment. They should refer to their contracts for details.

Reimbursement Procedure

Expense claims can be made by completing the Expenses Claim Form, available from the Parish Office, within 3 months of the date the expenses were incurred. Claims, other than mileage, must be supported by the relevant VAT receipts or tickets. If it is not possible to produce a receipt, an explanation must be written on the claim form. The Council reserves the right not to reimburse an expense in the absence of a receipt.

Approved expense claims will be reimbursed by bank transfer.

*Approval should be obtained in advance from the Parish Council, an appropriately delegated Committee or the Parish Clerk's delegated authority.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

POLICY AND PROCEDURE:

Gifts and Hospitality Policy

PURPOSE: To set out the procedure to be followed so that Melbourn Parish Council adheres to the requirements of good governance.

Criminal Law

It is a criminal offence to corruptly solicit or receive any gift, reward or advantage as an inducement to doing, or forbearing to do anything, in respect of any transaction involving your parish council.

The onus would be on you to disprove corruption in relation to a gift from a person holding or seeking to obtain a contract from your parish council.

SCOPE: This guidance applies to Councillors only.

POLICY:

1. Principles

- 1.1 You are required to register any gifts or hospitality worth **£25 or over** that you receive in connection with your official duties as a member, and the source of the gift or hospitality. You must complete the registration within 28 days of receiving it.
- 1.2 As with other registered interests, you have a personal interest in any matter under consideration at a meeting if it is likely to affect a person giving you a gift or hospitality. You must declare the existence and nature of the gift or hospitality as an interest at the meeting. You will also need to consider whether your interest is prejudicial.
- 1.3 If in doubt, any gift or offer made in kind should be politely declined.
- 1.4 Gifts of any kind should not be deliberately solicited or requested.

2. General Caution

- 2.1 The receipt of gifts or hospitality can be misinterpreted. This guidance is intended to help you to consider the implications of receiving gifts and hospitality and to make an appropriate judgement.
- 2.2 Treat with extreme caution any offer or gift, favour or hospitality that is made to you personally which may possibly be perceived to be in connection with your position as a Parish Councillor.
- 2.3 Your personal reputation and that of your parish council can be seriously jeopardised by the inappropriate acceptance by you of gifts or hospitality.

2.4 The acceptance of gifts and hospitality is not always unlawful or inappropriate. The decision for you, in every case, is whether or not it is appropriate to accept any gift or hospitality that might be offered to you having regard to how it might be perceived.

2.5 No hard and fast rules can be laid down to cover every circumstance as to what is appropriate or inappropriate. The following general principles will enable you to make your own decision.

3. Limits of Guidance

3.1 The Code of Conduct does not apply to:

- Gifts and hospitality you may receive from family and friends (as birthday or other festival presents) that are not related to your position as a Parish Council Member. You should however question any such gift or hospitality offered from an unusual source;
- The acceptance of facilities or hospitality provided to you by your parish council;
- Gifts given to your parish council that you accept formally on your parish council's behalf and are retained by the parish council and not by you personally.

4. Meaning of Gifts and Hospitality

4.1 The expressions 'gifts' and 'hospitality' have wide meanings and no conclusive definition is possible.

Gifts and hospitality include:

- The free gift of any goods or services;
- The opportunity to acquire any goods or services at a discount or at terms not available to the general public;
- The opportunity to obtain goods or services not available to the general public;
- The offer of food, drink, accommodation or entertainment or the opportunity to attend any cultural or sporting event;
- The use of a free car.

4.2 Common gifts include pens, diaries, calendars and other business stationery, articles of clothing, books, flowers and bouquets. When making purchases you should be cautious if additional services, privileges, discount cards or other advantages are offered which might be related to your position as a Member of your parish council.

5. Appropriate Gifts and Hospitality

5.1 There are some circumstances where you may accept gifts and hospitality as being in the normal course of your duties as a Member:

- Civic hospitality provided by another public authority;
- Normal and modest refreshment in connection with any meeting in the course of your work as a parish council member (e.g. tea, coffee and other normal beverages and biscuits);

- Tickets for sporting, cultural and entertainment events which are sponsored or promoted by your parish council or bodies to which you have been appointed by your parish council, and the tickets are offered in relation to that sponsorship or promotion;
- Small low value gifts (below £25 such as pens, calendars, diaries, flowers and other mementos and tokens);
- Drinks or other modest refreshment received in the normal course of socialising arising consequentially from parish council business (e.g. inclusion in a round of drinks after a meeting);
- Modest meals provided as a matter of courtesy in the office or meeting place of a person with whom your parish council has a business connection;
- Souvenirs and gifts from other public bodies intended as personal gifts (e.g. arising from twin-town and other civic events).

6. Principles to Apply in Relation to Gifts and Hospitality

6.1 In deciding whether it is appropriate to accept any gift or hospitality you must apply the following principles:

- Do not accept a gift or hospitality as an inducement or reward for anything you do as a parish council member. If you have any suspicion that the motive behind the gift or hospitality is an inducement or reward you must decline it.
- “Reward” includes remuneration, reimbursement and fee.
- Do not accept a gift or hospitality of significant value or whose value is excessive in the circumstances.
- Do not accept a gift or hospitality if acceptance might be open to misinterpretation. Such circumstances will include gifts and hospitality:
 - From parties involved with your parish council in a competitive tendering or other procurement process.
 - From applicants for planning permission and other applications for licences, consents and approvals in which your parish council has an involvement.
 - From applicants for grants, including voluntary bodies and other organisations applying for public funding from your parish council.
 - From parties in legal proceedings with your parish council.
- Do not accept a gift or hospitality if you believe it will put you under any obligation to the provider as a consequence.
- Do not solicit any gift or hospitality and avoid giving any perception of so doing.

7. Gifts Received and Donated to a Chair’s Appeal

7.1 It may be customary for some members on receiving gifts of value not to retain these personally but to pass them to the Chair for use in relation to a charity appeal.

7.2 Members may continue to do this, but should indicate this intention to the provider and make this clear on the registration form.

8. Reporting of Inappropriate Gifts and Hospitality offered

8.1 It is a criminal offence for a person corruptly to give or offer any gift, reward or advantage as an inducement or reward to you for doing or forbearing to do anything as a member of your parish council.

8.2 You must immediately report to the Monitoring Officer any circumstances where an inappropriate gift or hospitality has been offered to you.

8.3 You may thereafter be required to assist the Police in providing evidence.

9. How to report gifts and hospitality

9.1 Complete the registration form.

9.2 Send it to the Parish Clerk who will maintain a register.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL
Gifts and Hospitality Registration Form

To: The Parish Clerk **Notification of Receipt of Gifts or Hospitality**

<p>What was the gift or hospitality? (Give full description)</p>	
<p>What is your best estimate of its market value or cost?</p>	
<p>Who provided it?</p>	

MELBOURN PARISH COUNCIL

Doc. No.: 4.06

Version: 3

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: April ~~2026~~ 2027

When and where did you receive it?	
Signed	
Name in Capitals	
Dated	

Modern Slavery Statement

Introduction

This Statement sets out what steps Melbourn Parish Council has taken and what steps it will take in future to ensure that it will never knowingly allow modern slavery or human trafficking in any part of the Council's business.

What is Modern Slavery?

Modern slavery is an umbrella term encompassing slavery, servitude, forced or compulsory labour and human trafficking.

The [Equality and Human Rights Commission](#) provides the following definitions:

Field Code Changed

- Slavery is when someone actually owns you, like a piece of property.
- Servitude is similar to slavery – you might live on the person's premises, work for them and be unable to leave, but they don't own you.
- Forced labour means you are forced to do work that you have not agreed to, under the threat of punishment.

According to the Local Government Association (LGA), the term 'Modern Slavery' includes a range of different types of exploitations, that may or may not occur together. The different types of exploitations include but are not limited to:

- sexual exploitation
- labour exploitation
- forced criminality
- domestic servitude
- debt bondage
- organ harvesting
- other forms of exploitation. Such as: financial exploitation, welfare benefit fraud, identity fraud, forced or sham marriages and illegal adoption

The Role of Local Authorities

Within their [Council Guide to modern slavery \(October 2022\)](#) document, the LGA highlight the following roles of local authorities in tackling modern slavery:

Field Code Changed

1. Identification and referral of victims
2. Supporting victims – this can be through safeguarding children and adults with care and support needs and through housing/homelessness services
3. Community safety services and disruption activities
4. Making best that the supply chains councils procure from are free from modern slavery.

Existing Policies and Procedures

MELBOURN PARISH COUNCIL

Doc. No.: 4.09

Version: 2

Date approved: ~~28 April 2025~~ 22 April 2026

Review date: ~~April 2026~~ April 2028

Melbourn Parish Council has a range of policies, processes, procedures and practices which help to ensure that we are acting ethically and with integrity to prevent slavery and human trafficking, including the following:

- Safeguarding Policy
- Whistleblowing Policy
- Employment Policy
- Equality and Diversity Policy
- Recruitment Process
- Code of Conduct
- Appointment of Contractors and Procurement Policy and Procedure

Due Diligence Processes

- **Procurement**
 - Melbourn Parish Council will, through its procurement procedures, use its best endeavours to ensure that suppliers of goods and services share its commitment to prevent modern slavery.
- **Safeguarding Training:** This includes how to spot the signs of modern slavery and how to make a referral. Melbourn Parish Council's Safeguarding Officer has undergone safeguarding training. The Clerk is the Safeguarding Officer parishclerk@melbournparishcouncil.gov.uk
-
- **Reporting for Council employees:** Any Melbourn Parish Council employee affected by modern slavery, or who suspect someone may be at risk are advised to contact the Safeguarding Officer - parishclerk@melbournparishcouncil.gov.uk
- **Reporting for residents and communities:** The advice to anyone affected by slavery, or who may suspect someone is at risk, is to:
 - Call 999 if it is an emergency
 - Call 101 for non-emergencies
 - Call Crimestoppers anonymously on 0800 555 111
 - Call the Modern Slavery Helpline on 08000 121 700
 - Report online via the [Modern Slavery Helpline](#)

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

Review every ~~12 months~~ 24 months

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MELBOURN PARISH COUNCIL

RESERVES POLICY

PURPOSE

- 1.1 The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 Melbourn Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation, but has no legal powers to hold reserves other than those for reasonable working capital needs or for specifically earmarked purposes.
- 1.3 Reserves can be used for long term planned or exceptional (unbudgeted or higher than expected) expenditure on the following conditions:-
 - the expenditure must not be recurring
 - Income in reserves from the sale of fixed assets ('capital receipts') such as the sale of land, can only be used for capital projects, such as the acquisition and enhancement of land, building, vehicles, plant and equipment.

2. TYPES OF RESERVES

- 2.1 Reserves can be categorised as earmarked, ring fenced or general.

3. EARMARKED RESERVES

- 3.1 Earmarked reserves are a means of building up funds over several years to deliver a defined project, predicted liabilities or for known significant expenditure. They are not to be used for emergency operations.
- 3.2 Earmarked reserves must be reviewed and/or established by the Council at the annual budget setting meeting ~~g.g and agreed by the Council at the financial year end~~. An explanation must be provided for each reserve and, where practical, an estimated cost proposal provided.
- 3.3 Earmarked reserves are to be administered by the relevant committee in consultation with the RFO. Any changes to the proposed use of reserves must be agreed by Council.
- 3.4 The RFO will note earmarked reserves movements at the end of the financial year.
- 3.5 Earmarked reserves can be held for:-
 - Renewals – to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.
 - Carry forward of under spend - some services commit expenditure to projects, but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

MELBOURN PARISH COUNCIL

Doc. No.: 4.14
Version: 2
Date approved: ~~28 February 2022~~ April 2026
Review date: ~~February 2023~~ April 2027

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4. RING FENCED

4.1 Ring fenced reserves are money or grants allocated for a specific project only.

5. GENERAL RESERVES

- 5.1 General reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.
- 5.2 Melbourn Parish Council considers a prudent level of general reserves to be 6 months of its annual expenditure
- 5.3 If in extreme circumstances general reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.
- 5.4 Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay three month's salaries to staff in general reserves at all times.

6. OPPORTUNITY COST OF HOLDING RESERVES

- 6.2 In addition to allowing the Council to manage unforeseen financial pressures and plan for known or predicted liabilities, there is a benefit to holding reserves in terms of the interest earned on funds which are not utilised. This investment income is fed into the budget strategy and is considered in more detail in the Parish Council's Investment Strategy (document number 4.32) which is reviewed ~~annually~~ every six months.
- 6.2 However, there is an "opportunity cost" of holding funds in reserves, in that these funds cannot then be spent on anything else.
- 6.3 Given the opportunity costs of holding reserves, it is critical that reserves continue to be reviewed as a minimum each year as part of the budget process and at the financial year end to confirm that they are still required and that the level is still appropriate.



Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 February 2022~~ April 2026

Responsible Officer	Parish Clerk	Date effective from 14 November 2016	Review date :-
Author	Parish clerk	Date last amended	Review Date: May 2017
	Parish Clerk	Date last amended	Review Date: Feb 2023

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Melbourn Parish Council

ASSET MANAGEMENT RESERVE POLICY

1. PURPOSE

- 1.1 The purpose of this policy is to set out how Melbourn Parish Council (MPC) will determine and review the level of its Asset Management Reserve (AMR).
- 1.2 This policy should be considered in conjunction with MPC's Reserves Policy (Doc. No 4.14)

2. JUSTIFICATION

- 2.1 MPC recognises the need to look after the assets in its safekeeping.
- 2.2 The AMR is an earmarked reserve that will be used to build up funds to finance a programme of long-term repairs and replacements of assets and equipment owned or leased by MPC.
- 2.3 The AMR is a mechanism to smooth expenditure without the need to significantly vary the precept budget when major expenditure on asset repairs or renewals is required.

3. SCOPE

- 3.1 Expenditure from the AMR will be on items included in MPC's Asset Management Schedule (AMS).
- 3.2 The Asset Management Schedule will be drawn up in conjunction with a suitably qualified asset management professional e.g. a quantity surveyor. The professional will advise which items should be included in MPC's long-term asset repair and maintenance programme, the frequency of replacement/renewal and the approximate cost.
- 3.3 The AMR will be used to fund significant repairs or renewals of assets owned or leased by MPC. Expenditure in excess of **£5,000** (net) will usually be considered significant.
- 3.4 Repairs or renewals financed from the AMR will generally be expected to recur on an infrequent basis (less frequently than every three years) and would not be classified as normal 'wear and tear' maintenance expenditure.
- 3.5 In cases of emergency the AMR may be used to fund asset repairs or replacements that are not included in the AMS or that fall under the £5,000 expenditure subject to approval by MPC.

4. LEVEL

- 4.1 The Responsible Finance Officer (RFO) will calculate the funding requirement for the AMR based on what is fair and reasonable using the AMS as a guide.
- 4.2 It may be necessary to further assess the cost estimates used in the professional AMS report e.g. by getting quotes - and to adjust the AMR calculation and schedule as required.

- 4.3 The RFO should ensure that there will be sufficient funds available in the AMR at the end of the period covered by the AMS to take forward to the start of the next cycle of works.
- 4.4 The funding model should make appropriate adjustments for inflation. The items included in the AMS and the forecast expenditure included in the AMR will be approved by MPC.
- 4.5 MPC will precept for contributions to the AMR to keep it funded to the appropriate level.

5. ADMINISTRATION

- 5.1 When expenditure is to be funded from the AMR, a budget will be approved by MPC.
- 5.2 Quotes/tenders and expenditure approval will be obtained in accordance with MPC's Financial Regulations and Standing Orders.
- 5.3 Approved expenditure funded from the AMR will be administered by the Clerk/RFO in conjunction with the Maintenance Committee.
- 5.4 The Clerk will arrange for a new AMS to be drawn up by a professional, for the next time period to be covered, at least one year before the end of the current AMS. This should allow sufficient time for appropriate financial planning.

6. REVIEW

- 6.1 The AMS will be reviewed every 5 years or when there is a significant change in asset ownership. It is anticipated that the services of a suitably qualified professional will normally be required to assist in this exercise.
- 6.2 The level of contributions to the AMR will be reviewed by MPC every year when the precept is agreed.
- 6.3 The AMR reserve movements and balance will be agreed by MPC at the end of each Financial Year.
- 6.4 Any changes to the agreed use of the AMR must be agreed by MPC.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 22 April 2026
Review Date: April 2027

POLICY AND PROCEDURE: Terms of Reference for Internal Audit

PURPOSE: The primary objective of Internal Audit (IA) is to review, appraise and report upon the adequacy of internal control systems operating throughout the Council and to ensure that they are in accordance with proper practices as set out in the Accounts and Audit Regulations.

PROCEDURE: The Internal Audit will adopt a predominantly systems-based approach, covering the whole network of systems established within the Council to provide reasonable assurance that the Council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws and regulations
- The safeguarding of assets and interests from losses of kinds, including those arising from fraud, irregularity and corruption
- The integrity and reliability of information, accounts and data

Scope of Internal Audit Activity

There are no limitations on Internal Audit's scope of activities. It allows for unrestricted coverage of the Council's activities, including both financial and non-financial systems of internal control.

Melbourn Parish Council expects the following aspects to be part of the audit:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete Section 4 (Annual internal audit report) of the Annual Return
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws and regulations which could have significant impact on operations, and determine whether the Council is compliant
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

Independence

The main determinant of the effectiveness of ~~Internal Audit~~IA is that it is seen to be independent in its planning and operation. To ensure this, IA will operate within a framework that allows:

- Unrestricted access to officers of the Council
- Reporting in its own name
- Segregation from the ~~day-to-day~~day-to-day operations of the Council

Every effort will be made to preserve objectivity by ensuring that the Internal Auditor is free from conflicts of interest and do not undertake any non-audit duties on behalf of the Council.

Rights of Access

There are no limitations on IA's access to records. The IA has the authority to:

- Access Council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the Council to account for cash, stores or any other Council asset under their control
- Access records belonging to third parties such as contractors when required

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to Council and will follow up at subsequent ~~Internal Audits~~IAAs to make sure that corrective actions are taken.

Council's Responsibilities

The existence of ~~Internal Audit~~IA does not diminish the responsibility of the Council to establish systems of internal control to ensure that activities are conducted in a secure and ~~well-ordered~~well-ordered manner.

Audit Responsibilities in Relation to Fraud

Melbourn Parish Council recognises that it is not the specific responsibility of the IA to detect fraud. However, tests and reviews carried out during the IA are expected to be designed to identify failures, weaknesses or breaches in internal controls which could expose the Council to risk of fraud.

In the event that fraud is suspected by the Internal Auditor, this should be reported to the RFO, Clerk, Chair, or the Council as deemed most pertinent to the situation. It may also be appropriate for the Internal Auditor to advise or assist with an investigation including liaison with the police if necessary.

Choosing an Internal Auditor

Melbourn Parish Council appoints an Internal Auditor annually. The effectiveness of the audit is assessed each year as set out in the policy and procedure 'To evaluate the effectiveness of the system of internal audit'.

In principle, Melbourn Parish Council endorses the need to change Internal Auditors regularly. In practice, a decision will be taken in the light of availability of suitable auditors.

The following criteria will be used to assess an auditor's suitability (taken from CAPALC guidance):

- Has the applicant had some formal audit training?
- Does the applicant understand how to structure an internal audit report?
- Has the applicant any formal training in parish council law and powers?
- Has the applicant any formal training in parish council procedures?
- Has the applicant had any formal training in accounting practice?
- Has the applicant had any formal training on matters relating to local councils and VAT?
- Has the applicant had any formal training in Pay as you earn and National Insurance
- Does the applicant have the necessary skills to identify issues relating to the above areas in this size of council?



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

TERMS OF REFERENCE: MELBOURN FUTURES WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Melbourn Futures Working Party

1. Membership & Organisation

- 1.1 The Working Party will consist of a minimum of 3 Parish Councillors in addition to 1 District Councillor and 1 County Councillor (if they wish to serve) and up to a maximum of 5 members of the public who are residents of Melbourn. The Parish Councillors, County Councillor and District Councillor will be standing members of the Working Party.
- 1.2 Non Parish Councillor Members will have Working Party voting rights.
- 1.3 The Parish Clerk will, through the Parish magazine, Parish website and social media, request residents interested in getting involved to contact the Parish office to receive information on how they may join the Working Party and get involved with future projects and initiatives.
 - a) Residents who express an interest in joining the Working Party will be forwarded a questionnaire to complete. Subject to this being completed and returned to the Parish office, the individual will be added to a data base which will be maintained by the Parish Office, ensuring that privacy laws are adhered to and with the full consent of the individual.
 - b) When a specific project and/or initiative is being undertaken by the Working Party, the Parish Office will contact residents from the data base. They will be asked if they wish to join the Working Party. This invitation will be project specific.
 - c) Once the project or initiative is completed the Resident's responsibilities will be finished. (They may of course elect to stay on the database for future projects and/or remain on the Working Party.)
- 1.4 The Working Party will meet as required on an informal basis.
- 1.5 The Working Party may invite non-members to attend meetings.
- 1.6 The Parish Council may dissolve the Working Party in favour of an alternative organisational structure following an assessment of effectiveness at the Annual Parish Council Meeting.
- 1.7 The Council will formally review the continued need for the Working Party annually at the Annual Parish Council Meeting.

2. Reporting

- 2.1 Meeting notes will be made available to the Parish Council and published on the Parish Council's website.

2.2 An annual summary report shall be given to the Annual Parish Meeting covering the previous years activities.

3. Terms of Reference

3.1 Standing members of the working party in conjunction with the Parish Council and in consultation with the community where appropriate will identify projects and initiatives requiring action by the Working Party.

3.2 For each project and or initiative identified, the Working Party will aim to enlist where possible and practicable up to 5 members of the public, from the list of interested residents. The recruitment will be handled through the Parish office.

3.3 To consult, on behalf of the Parish Council with relevant third parties to ensure the best outcome is achieved.

3.4 To undertake where necessary, negotiations with service providers and statutory bodies.

3.5 To make recommendations to the Parish Council for action.



DOCUMENT APPROVAL :

(Chair to Melbourn Parish Council)

Date of Meeting: ~~28 April 2025~~ 22 April 2026

Review Policy: Every 12 months

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General Risk Register – Melbourn Parish Council

Likelihood Scores : Low (unlikely) = 1 Medium (possible) =2 High (highly likely) = 3

Impact Scores : Low (negligible) = 1 Medium (moderate) = 2 High (Severe) =3

Risk Rating Scores (Likelihood x Impact) : Low = 1,2 Medium = 3, 4 High = 6,9

Risk Ref Key: F= Finance, POS = Public Open Spaces,
 G= Governance, C= Cemeteries, A = Allotments,
 B= Parish Buildings.

Risk Ref.	Description of risk	Impact of risk on MPC	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (high, Medium, Low)	Response
F1	Expenditure is incurred or grants awarded without proper legal Authority.	Potential for complaints, fines, qualified audit report.	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk of administration if the precept is not paid on time.	Inability to provide services or pay staff salaries and other contractual liabilities.	1	3	Medium (3)	MPC holds 6 months of running costs in general reserve in line with its Reserves Policy.
F3	An adequate record of the Council's assets is not maintained.	Potential theft or misappropriation of assets. Assets could fall into disrepair. Assets may be inadequately insured.	1	3	Medium (3)	Asset register in place and reviewed annually. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings to be undertaken every 5 years.

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F4	The PC has insufficient money ring-fenced in Asset Replacement/Maintenance Reserves.	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register in place. Ongoing maintenance spend requirements included in precept. MPC building up Asset Management Reserve and linking it to asset renewal programme. Maintenance Committee prioritise and monitor maintenance spend monthly. MPC to create maintenance plan based on Asset Management Schedule created from survey carried out every five years.
F5	Cash is lost through theft/misappropriation.	Funding shortfall. Adverse publicity.	1	1	Low (1)	Limited cash held and banked promptly. Controls over dealing with cash. Small petty cash float. Petty cash procedure. Fidelity Guarantee (insurance).
F6	Failure to ensure proper use of funds under S137.	Total S137 expenditure could exceed statutory limit for MPC.	1	1	Low (1)	Qualified Clerk (studying) and RFO. Powers for grant approvals minuted. <u>MPC hold General Power of Competence (GPC) and do not rely on S137.</u>
F7	Proper financial records are not kept.	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO in place. Regular finance reports submitted at meetings. Two internal audit visits per year.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. Regular budget progress reports/monitoring. General R eserves of over 6 months running costs.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services. Unjustified precept charge to parishioners.	1	3	Medium (3)	RFO in place. Rigorous precept setting process followed. Adequacy of <u>General</u> reserves considered when setting precept. Regular budget monitoring

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						throughout the year.
F10	Failure to maintain an effective bank payments system.	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over bank payments – proper separation of duties. All payments approved by council and minuted. Review of bank reconciliations by PC member. Regular budget monitoring. Fidelity Guarantee (insurance).
F11	Loss of funds due to bank failure.	Any funds above FSCS guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Guarantee limit of £85k-120k per financial institution. Investment policy in place. Spread of investments among different institutions.
F12	Failure to collect income from customers.	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined – separation of duties. Budget monitoring. Procedures to chase outstanding debts.
F13	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. General R reserves of 6 months to cover income shortfall. Opportunity to develop parish asset for other uses.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces).	Adverse publicity. <u> </u> Failure in duty of care to parishioners. Increased insurance premiums.	2	2	Medium (4)	Wardens regularly inspect and mend things. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.

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F15	New employees in key officer roles.	Loss of funds through staff error or fraud.	1	2	Low (2)	Staff continuity in key officer roles. Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Staff training and performance reviews. Fidelity guarantee (insurance).
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept.	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. <u>Regular finance reports provided to MPC. Financial assistance via grant given by MPC. Alternative use, provision and funding streams could be introduced to the Community Hub.</u>
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed down to Parish Council level.	The Precept would need to be increased to enable MPC to carry out additional duties.	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can make appropriate plans. MPC must continue to do this
F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs.	2	2	Medium (4)	Asset register is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.

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F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment.	MPC may not get the best value from its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	Policy for appointment & management of contractors. Policy includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors contractor performance.
F20	Inadequate financial controls around ordering goods and services.	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available.	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering introduced. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Computerised finance records are regularly backed up.
F22	Investments made by MPC lose money.	The council would have to make the shortfall up from elsewhere.	1	3	Medium (3)	Investment strategy in place – low risk investments made and reviewed annually.
F23	Pandemic (such as Covid-19) may have an unforeseen impact on MPC finances.	Additional unbudgeted costs may fall on the parish council which could impact planned service delivery and projects.	2	2	Medium (4)	Position kept under review. General Reserves in place of 6 months. It may be possible to move funds from other ring-fenced reserves in an emergency.

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F24	Inadequate controls over salaries and associated costs.	Salaries paid incorrectly or fraudulently. Incorrect deductions made and potential fines by HMRC.	1	2	Low (2)	HR Panel approve salary budget. Amendments to pay rates/hours are approved by HR/MPC. Signatories check salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.
F25	Increased financial burden following impact of proposed Local Government reorganisation.	Increase to precept. Increased demand on staff resources. Risk of not fulfilling duties of Council.	2	2	Medium (4)	Council to keep up to date with proposals and work with SDCDC and CCC when required to ensure Parish requirements are considered in reorganisation plans. Membership of NALC and CAPALC provides advice and information about relevant changes.
POS1	Injury of user at one of the playparks.	Poor public perception of the council. The injured party could sue MPC.	1	2	Low (2)	Wardens inspect play parks weekly and report any maintenance issues to the council for repair. Play parks are also inspected annually by RoSPA who assess the risk and highlight any necessary repair works. MPC has insurance to reduce any monetary impact.
POS2	Damage to play park equipment.	Pay for repairs or replacement of equipment.	2	2	Medium (4)	Any damage is recorded on the weekly inspections and reported to council. All items of equipment in the playparks are recorded on the asset register and are insured. MPC could claim for any damages to the insurance so there would be little/no impact to council finances.

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POS3	Trees on boundaries	Falling branches / debris. Cost of Clearance. Injury / Loss of life. Impacted party could sue MPC.	2	2	Medium (4)	Weekly inspection of open spaces by wardens. Trees of concern reported to parish office and inspected as soon as practicable. Bi-annual <u>ennial</u> inspection by tree inspector. <u>Relevant insurance cover.</u>
POS4	Benches	Vandalism. Cost of replacement.	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Some unplanned expenditure is budgeted for unplanned maintenance/replacement. Wardens to complete minor repairs as needed.
POS5	Bins	Vandalism. Impact of damage to environment. Cost of replacement.	2	2	Medium (4)	Vandalism is recorded and reported monthly to council. Unplanned expenditure is budgeted for unplanned maintenance/replacement. Report issued to SCDC to clear rubbish.
POS6	Pests	<u>Damage to ground causing</u> <u>Uneven ground/ trip</u> hazards could cause injury. Injured party could sue council.	1	2	Low (2)	Regular pest control is carried out. Wardens monitor the open spaces and fill in holes which are pose high risk. Football team required to check pitches prior to use. MPC has public liability insurance.
G1	Failure to attract sufficient candidates for member vacancies.	Reduced representation of neighbourhoods. Lack of resource. Possible meeting inquorate.	1	3	Medium (3)	Actively publicise MPC's activities. Seek candidates from groups within village. Publicise vacancies in an eye-catching manner on noticeboards, social media, website, and in the press.

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G2	Failure to achieve quorum at meetings.	Business not transacted. Decisions not made.	1	3	Medium (3)	Issue annual meeting calendar to all councillors and officers. Issue agendas promptly. Check which councillors will be attending before the meeting. Contact councillors who miss meetings.
G3	Failure to correctly identify local needs or wishes due to lack of public consultation by Council.	Council does not represent the people. Resources not applied. Democratic deficit. Decisions not based on evidence. People disenfranchised.	1	2	Low (2)	Ensure meetings are publicised on the notice boards and website. Maintain close contact with local residents, with working parties, surveys, public consultations etc. Publicise plans and invite comments. Act on residents' feedback.
G4	Failure to respond to electors wishing to exercise right of inspection	Complaints received. Not transparent. Non-compliance.	1	2	Low (2)	Advertise how electors can exercise right of inspection and respond to requests.
G5	Members acting alone outside meetings.	Members outside compliance. Indemnities invalid. Personal risk.	1	2	Low (2)	Councillors attend training session and read "Good Councillor Guide". Do not make agreements outside of meetings.
G6	Council decisions not Implemented.	Confidence undermined. Reputation risk arises. Possible losses.	1	2	Low (2)	Actions from meetings to be reported to relevant meeting / committee.
G7	Inaccurate, untimely, improper minutes.	Poor decisions in future. Poor evidence for decisions.	1	2	Low (2)	Draft minutes publish. Draft minutes to be approved at following meeting.

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G8	Inadequate document control.	Poor evidence. Poor support to Members.	1	2	Low (1)	Establish an appropriate filing and retrieval system. Produce a document version control calendar.
G9	Failure to recognise and address conflict of interest. Inaccurate register of members' interest.	Lack of transparency. Open to complaints of fairness or bias nature.	2	2	Medium (4)	Councillor to review Standards regime and comply with requirements. Register of Interests to be reviewed by Councillors at Annual Parish Council Meeting.
G10	Failure to complete and submit Annual Return.	Poor Auditors report. Public confidence suffers.	1	2	Low (2)	<u>RFO in place.</u> Maintain a diary for the annual return process.
G11	Loss of data on PC due to system fault.	Interruption to effective administration. Possible financial loss.	1	3	Medium (3)	Cloud based system implemented. Cloud back ups.
G12	Loss of services of Parish Clerk.	Interruption to effective administration.	2	2	Medium (4)	Deputy Clerk in place. Locum Clerk to come in. Councillors to undertake some financial and administrative tasks. SLCC to assist in emergency.
G13	Non-compliance with data Protection.	Litigation. Poor reputation.	1	2	Low (2)	Clerk <u>Data Protection Officer (Deputy Clerk)</u> to monitor, <u>report</u> and act in accordance with the data protection policy.
C1	Injury caused by poor management of burial grounds e.g. fallen headstone	Poor public perception of the council. The injured party could sue MPC.	1	3	Medium (3)	Wardens to carry out fortnightly inspection. Immediate action taken when high risk issues are identified. The council has public liability insurance.

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						Memorial checks training to be undertaken (action).
C2	Loss or theft of burial records.	Loss of records would create more work for officers, which would increase the workload and therefore increase wages.	1	3	Medium (3)	Burial records are kept in a fireproof safe or archived. Copies of records from 2011 are also kept digitally to limit the risk of loss.
C3	Burial administration error.	Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.	1	2	Low (2)	The burial plot is checked by the Clerk administrator on the map and then verified by the wardens at the cemetery, who mark the plot prior to the interment. The grave digger/funeral director also has a copy of the map to check the grave.
C4	<u>Error due to incomplete / incorrect historical record keeping.</u>	<u>Opening a grave incorrectly or exhuming an incorrectly buried interment would incur additional cost to MPC.</u>	<u>1</u>	<u>2</u>	<u>Low (2)</u>	<u>Endeavours taken to confirm historical records. Site inspection carried out as required. Digitally updating records as new evidence gathered.</u>
A1	Overgrown and abandoned allotments.	If plot is overgrown and impacting neighbouring plots, the council pay for the clearance, if the previous holder will not, which is an additional cost.	1	1	Low (1)	The plots are regularly inspected so that the council can identify plots of concern and act before clearance is needed.
A2	Bonfires	Damage to the allotments could cause loss to the council and holders. Damage to surrounding land and property.	2	3	Medium (6)	Holders must take out insurance to have a plot. The rental agreement states allotment holders must not leave bonfires unattended.

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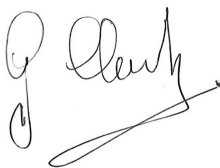
A3	Poorly constructed sheds and greenhouse.	Damage caused to holders. Damage caused to plots	2	2	Medium (4)	Holders must take out insurance to have a plot. Holders must comply with the shed specification. Any shed that does not comply with the shed specification will be removed.
A4	Asbestos uncovered	Cause health issues for users of allotments. Impacted party could sue the council.	1	2	Low (2)	Regular inspections and clearance carried out by council. Asbestos survey carried out ranks risk as "very low". Holders to act in accordance with council's management plan.
B1	Fire	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council buildings are insured. Council has public liability insurance. Annual servicing of fire safety equipment. Building specific risk assessments reviewed annually.
B2	Electricity issues	Injury or loss of life. Impacted party could sue the council. Damage to building and assets. Rebuilding costs.	1	3	Medium (3)	Council building are insured. Council has public liability insurance. Annual PAT Testing. Regular inspections where faults can be identified and reported.
B3	Poor hygiene	Cause health issues. Impacted party could sue the council. Damage to building (mould, damp etc.) Repair cost.	1	3	Medium (3)	Users must remove any food from the premises after use. Cleaning is carried out regularly (at least weekly). Issues reported to the council and addressed.

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B4	Legionella	Cause health issues/disease. Impacted party could sue the council. Cost of remedial works to clear legionella. Cost of closing premises during work.	1	3	Medium (3)	Annual legionella risk assessment and water testing. Remedial works reported to council. Wardens carry out the legionella control regime (action to update any training required). Any issues reported to council.
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Document created by the Parish Clerk and RFO.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~28 April 2025~~ 22 April 2026

Document Review Policy: Annually

Members' Code of Conduct

To be signed by all Councillors annually at the Annual Parish Council Meeting in May

PURPOSE: Melbourn Parish Council (MPC) has adopted this Code of Conduct as required by Section 27 of the Localism Act 2011 to promote and maintain high standards of behaviour.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

I have read and will abide by this Code of Conduct

Name:

Signature:

Date:

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. I have received the consent of a person authorised to give it;**
 - ii. I am required by law to do so;**
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. the disclosure is:**
 - 1. reasonable and in the public interest; and**
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**

3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

8.1 I undertake Code of Conduct training provided by my local authority.

8.2 I cooperate with any Code of Conduct investigation and/or determination.

8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

9.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A - The Seven Principles of Public Life The

principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You

may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative, close associate; or
 - c. a body included in those you need to disclose under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter **affects** your financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

<p>Corporate tenancies</p>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <ul style="list-style-type: none"> (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<p>Securities</p>	<p>Any beneficial interest in securities* of a body where—</p> <ul style="list-style-type: none"> (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— <ul style="list-style-type: none"> (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You have a personal interest in any business of your authority where it relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to

review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

Document Approval:



Chair to Melbourn Parish Council

Date of Parish Council Meeting: 22 April 2026

Review Policy: Every 12 months