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

Abi Williams, Clerk
Alex Coxall, Deputy Clerk
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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 July 2026, at 7:30pm in the Dickens Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

Present: Cllrs Alexander, Clark, Hart, Kanagarathnam (Chair),
Absent:
In attendance: Abigail Williams (Clerk), Shelley Coulman (RFO)

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:30

FG001/2627 To receive nominations and elect a Chair of the Finance & Good Governance Committee.
Cllr Kanagarathnam was nominated. There were no other nominations.
It was RESOLVED to elect Cllr Kanagarathnam as Chair of the Finance & Good Governance Committee for the civic year 2026/2027.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG002/2627 To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee.
Item deferred to next meeting to allow nomination of Cllr not in attendance.

FG003/2627 To receive and approve apologies for absence.
Apologies were received from Cllrs Campbell and Cowley with acceptable reasons given.
It was RESOLVED to accept apologies from Cllrs Campbell and Cowley.
Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

FG004/2627 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.

FG005/2627 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.
One member of the public present (observing).

FG006/2627 To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 21 April 2026.
It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 21 April 2026 as an accurate record.
Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

FG007/2627 To review the Timetable for Recurring Agenda items.
Timetable noted.

FG008/2627 To note VAT return / refund.
It was noted that the July 2026 claim of £6,439.72 had been received 14 July 2026.

FG009/2627 To receive an update on reserves and s106 monies.
RFO provided a review of current financial position of reserves, s106 funding, income and investment opportunities. It was noted that reserves held under asset management and deferred expenditure should be reviewed, spent as planned or reallocated. S106 funding should be reviewed and spend allocated to relevant projects before listed expiry dates. It was noted that the Futures Group would be looking at possible projects and report back to Full Council. ACTION: Reserves review to be added to Full Council agenda.

FG010/2627 To review and consider allotment fees.

Comparison was made against other local allotment sites, consideration taken for rising upkeep costs. ACTION: Information requested as to required increase to accommodate highly increased water costs, ensuring profit remains comparable to previous years.

FG011/2627 **To review and consider pavilion hire and match fees.**

Comparison was made against other football pitches and pavilions, consideration taken for rising upkeep costs.

It was RESOLVED to recommend to Full Council an increase of £5 to pitch hire fees (increase to £50), pavilion hire costs to remain the same at this time.

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

FG012/2627 **To consider the engagement of an external investment consultant.**

RFO requested support to investigate the use of an external investment consultant to ensure savings investments were being maximised.
It was RESOLVED to allow the RFO to investigate engagement and report back to Full Council.
Proposed by Cllr Clark, seconded by Cllr Hart. All in favour.

FG013/2627 **To discuss future of grant funding.**

Communication between Melbourn Parish Council and Melbourn Solar ongoing. River Mel Solar (new solar farm) engaged in initial talks. Melbourn Parish Council to follow up on discussions.
ACTION: RFO to investigate impact on precept of building reserve for Community Benefit Fund.
ACTION: Office to continue communication with solar farms and look for further opportunities.

FG014/2627 **Policies**

a) To consider recommending approval of updates to the NALC Model Financial Regulations.

It was RESOLVED to recommend to Full Council to accept the updates to the NALC Model Financial Regulations.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

b) To consider recommending approval and adoption of Scheme of Delegation to Full Council.

It was RESOLVED to recommend to Full Council to approve and adopt the Scheme of Delegation.
Proposed by Cllr Hart, seconded by Cllr Clark. All in favour.

FG015/2627 **To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 3 November 2026**.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 3 November 2026.

Meeting closed 20:31

Signed…………………………………………. Date…………………………….

Melbourn Parish Council
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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

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

VAT refund / claim	**26/27**	
July 2026	CLAIM	£6,439.72

VAT refund	**25/26**	
January 2026	REFUND	£4,378.60
October 2025	REFUND	£5,685.72
July 2025	REFUND	£5,585.54
May 2025	REFUND	£6,140.47

Highlights

	2025/26	2026/27
Precept	350,217.00	367,776.00

Band D properties	2257.8
Tax Base	162.85

Reserves	**£**
Power Pitch Grant	1,920.00
Melbourn Hub	13,728.88
Salary Reserve	26,071.19
Hopkins Homes	45,460.00
Old Rec Easement funds	5,000.00
S106 Community Transport	25,054.95
Deferred Expenditure	28,558.31
Timebank & Macs	810.46
Election Reserve	2,775.00
MAYD	22,217.19
Community Benefit Fund	23,863.97
Section 106	173,778.41
Martins Charity	21.55
Asset Management Reserve	105,592.39
Forward Planning	16,000.00
General	200,240.00
	691,092.30

S106 - Breakdown		Spend Deadline
Community Indoor Facility	21,482.36	Nov-29
Community Indoor Facility (Hub)	1,662.09	Dec-31
Public Open space	- 19.98	
Other Sports Facilities	7,902.60	Nov-29
other Sports Facilities Pavillion	39,391.10	Dec-31
Play Areas	3,490.44	Aug-31
Play Areas (Skate Park)	71,657.07	Dec-31
Maintenance Grant (Bus Shelters)	23,606.16	Sep-30
Libraries & Lifelong Learning	4,606.57	Dec-31
	173,778.41	

Total Borrowing - remaining	**738,997.00**	Final Payment	No of years remaining
Breakdown			
Hub	650,000.00	16/10/2063	37
Car Park 1	200,000.00	23/09/2035	9
Car Park 2	57,000.00	14/02/2037	10
	907,000.00		

Income & Expenditure

	2025/2026	3 months Jun-26
Income excluding Precept	130,296.00	77,828.00
Precept	350,217.00	91,944.00
Transfer to reserves	- 60,412.00	- 59,908.00
Total Income	420,101.00	109,864.00

Made up of:		
Investments	16,871.00	3,222.00
Cemetaries	10,657.00	3,380.00
Littlehands	27,000.00	7,027.00
Recreation hire	5,255.00	40.00
Pavilion Hire	30.00	60.00
Allotments	3,285.00	10.00
Other	67,198.00	4,181.00
	130,296.00	17,920.00

Expenditure		
Overhead costs	150,646.00	56,422.00
Wardens	23,065.00	5,486.00
Allotments	1,820.00	547.00
Conservation	41,081.00	13,265.00
Cemetaries	10,425.00	3,669.00
Play areas & Recreation	14,099.00	5,599.00
Pavillion	9,700.00	4,338.00
Hub	10,284.00	985.00
Loans	57,875.00	
Rental Property	4,247.00	283.00
Other	34,421.00	22,258.00
	357,663.00	112,852.00
	62,438.00	- 2,988.00

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Precept

2025/26		2026/27		
£	Income	£	Difference	%
7,004.00	Total Conservation	7,439.00	435.00	6.21%
4,025.00	Total Cemeteries	5,500.00	1,475.00	36.65%
3,350.00	Total Match Fees	3,350.00	0.00	0.00%
940.00	Total Play Areas & Recreation Grounds	850.00	-90.00	-9.57%
6,000.00	Total Finance & General Purpose	11,000.00	5,000.00	83.33%
27,000.00	Total Rental Property	28,107.00	1,107.00	4.10%
48,319.00	Total income excluding Precept	56,246.00	7,927.00	16.41%
	Expenses			
54,759.00	Conservation	61,288.00	6,529.00	11.92%
5,724.00	Cemeteries	3,509.00	-2,215.00	-38.70%
25,032.00	Play Area & Recreation	20,270.00	-4,762.00	-19.02%
213,478.00	Financial & General Purpose	**227,772.00**	14,294.00	6.70%
34,869.00	Car Park & Fire House	29,932.00	-4,937.00	-14.16%
47,981.00	Melbourn Community Hub	49,028.00	1,047.00	2.18%
3,693.00	Planning Highways & Rental	7,753.00	4,060.00	109.94%
385,536.00		399,552.00	14,016.00	3.64%
	Reserves			
	MAYD	6,500.00	6,500.00	
	Power Grant	1,970.00	1,970.00	
	LHI	12,500.00	12,500.00	
	Forward Planning Reserve	3,500.00		
13,000.00	Asset Management Reserves		- 13,000.00	-100.00%
13,000.00		24,470.00	- 13,000.00	-100.00%
350,217.00	Precept	367,776.00	17,559.00	5.01%
192,768.00	6 months reserves	199,776.00	General reserves requirement	

Income generation

Cemetaries	10,657.00	10,425.00	232.00	2%
Littlehands	27,000.00	4,247.00	22,753.00	84%
Recreation hire	5,255.00	41,081.00	- 35,826.00	-682%
Pavilion Hire	30.00	9,700.00	- 9,670.00	-32233%
Allotments	3,285.00	1,820.00	1,465.00	45%
Land (BMX)	0	0	-	
Melbourn Hub	0	10,284.00	- 10,284.00	
Workshop	0	23,065.00	- 23,065.00	

FG010 2627) Allotment Costs and Fees

Current notes:

The current fees at MPC: Gray’s £25 + £5 insurance / St George’s £31 + £5 insurance

Roughly 5 meters wide by ~25 meters long, about 125 square meters. Water included.

St. Georges: 88 full plots   Gray’s: 7 full plots   Total plots used for calculations: 95

Budget income: £3,500 (less £350 for insurance paid to Allotment Association)

Comparative annual rental prices:

Melbourn	**2025 £36 / £30** *(2024 £34 / £28)*
Meldreth	Allotments closed
Foxton	£21 - £58 (sliding scale based on 50 – 150 sqm)
Shepreth (new)	£25
Comberton	£18
Great Shelford	£15 - £55 (sliding scale based on up to 400 square yards)
Whittlesford	£29 + £7 water contribution
Baldock	£114 +£6 membership

Comparative costs of water usage to Allotment Sites:

Period	Total Water Bill	Cost per full plot
Nov 2023 – Dec 2024	£367.03	£3.75
Nov 2024 – Dec 2025	£1335.98	£14.06
Dec 2025 – May 2026*	£525.22	£5.53

*Partial year to date, next bill will be approximately November 2026

Other associated costs since July 25:

Description	Total Bill	Cost per full plot
NAS Membership (Annual)	£84.00	£0.88
General Maintenance (Annual)	£900.00	£9.47
Tree Maintenance (Gray’s)*	£1725.00	£18.16
Pathway Clearance*	£1480.00	£15.58
Plot Clearance*	£570.00	£6.00

* These are one-off costs, and not a regular occurrence

Additional notes:

Assuming a 2026 water bill of £11.06 per plot (doubled as per above), the year's expenses so far amounts to:

- **£21.42** per plot excluding one-off costs OR
- **£61.15** per plot including one-off costs

In July 2025, MPC increased the plot rent per plot, the period of Oct 25 – Sept 26 by:

St George’s   £2.00

Gray’s   £2.00

FG011 2627) Pavilion Hire Costs Review

Current notes:

Hire costs state '*A £50 deposit is payable on booking and will be returned after the event if the facilities are left in good condition'*. However, this is not currently enforced.

Standard Rate: £**15** per hour up to 4 hours. After that there is a flat fee of £**60**. (A full day would currently be charged as £**60**) – *No evidence of price rise going back to 2019.*

Community Organisations and Charities: £**12** per hour up to 4 hours. After that there is a flat fee of £**48** – *No evidence of price rise going back to 2019.*

Football pitch hire (including use of Pavilion changing facilities) Melbourn Football Clubs only: £**45** per game – *price increased June 2024 from £40 to £45.*

Cleaning costs averaging around £135 monthly.

Income 2025/26 **£5,285** *Includes late payment from2024/25 usually around £3,085* (pavilion hire, rec hire, pitch)

Comparison pavilion hire costs – halls with similar facilities in the area

Melbourn Sports Pavilion	**£15.00** per hour for up to four hours followed by £60 flat rate. Free to community groups.
Meldreth Village Hall	£10.00 – 40.00 per hour *(+ £2.00 from 2025)*
Foxton Pavilion	£26 - £106 per session (4 hours) *(increased Oct 25)*
Steeple Morden Village Hall	£12.00 per hour *(no change from 2025)*
Haslingfield Village Hall	£18.00 for 1.5 hours (£12.00 per hour) *(change of min requirement 2025)*
Orwell Village Hall	Day costs £61.60 – £115.50 (charged in blocks am, pm, evening, all day) *(increased 1 Jan 2026)*
Barkway Pavilion	Free to community groups, other private events range from £50 four hours, £100 events over six hours, £75 charity events – residents fees. Non-residents incur other costs. Any events making a profit are charged at £20 - £25 per hour.

Comparison pitch hire costs – with similar facilities in the area

Melbourn	**£45.00** per game
Netherhall (3G)	£44 - £80
Netherhall	£53
Baldock	£90 per hour *(+£42 from 2023)*
Barkway	£50 *(+£25 from 2025)*
Cambourne (3G)	£90 *(+£16 from 2025)*
Cambourne	£65
Bottisham (3G)	£100.00 *(+£15 from 2025)*
King James Academy (3G)	£100.00

FG013 2627) Grant funding review

Current agreement:

Melbourn Parish Council has had the privilege of awarding over £430,000 during the last 10 years thanks to the generosity and support of Melbourn Solar. Support has ranged across transport schemes, sports & recreation, youth and age-related support, community action and nature projects.

The current agreement with Melbourn Solar continues until **2035**.

Request to Quintas

Email to Quintas project managers (April 2026)

> *As ever, we are grateful to Melbourn Solar (via Quintas) for its continued support of Melbourn through the Community Benefit programme, which has enabled a wide range of positive and lasting initiatives within the local community since the solar farm began operating.*
>
> *I would also welcome your advice regarding the Community Benefit Grant agreement itself. The original agreement, entered into in 2015, was established for a period of twenty years. Given the recently approved extension to the operational lifetime of the Black Peak Farm solar asset (25/02534/S73), the Parish Council would be keen to explore whether there may be scope to discuss a corresponding extension to the Community Benefit Grant arrangement.*
>
> *The Community Benefit programme has become a valued and well established part of the relationship between Melbourn Solar (initially Lightsource) and the local community, and we would welcome the opportunity to understand the appropriate process for considering how this successful partnership might continue for the duration of the asset's extended lifetime.*
>
> *I would be grateful for your guidance on how best to take this forward.*

July 2026 - Awaiting response (chased twice)

River Mel Solar

Initial meeting in May 2025 to discuss possibility of Community Benefit Grant Scheme.

Feedback from meeting was good and noted some updates on the planning application (25/02739/FUL).

> *We are keen to meet again, as you say, when we are further down the planning route. It was clear at our recent meeting that you have the experience and capability of managing such funds so we look forward to continuing these discussions.*

July 2026 - Email sent for an update on progress of planning and to offer MPC support with Community Benefit Grants scheme.

Community Benefit Grants
2016 – 2026 (June)

MELBOURN PARISH COUNCIL

Doc. No.: 4.17
Version: 8
Date approved: ~~30 July 2025~~29 July 2026
Review date: ~~August 2026~~August 2027

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MELBOURN PARISH COUNCIL FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on Wednesday ~~30 July 2025~~29 July 2026 – based on the Model Financial Regulations template produced by the National Association of Local Councils (NALC).

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1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in *The Practitioners' Guide*
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

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1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, or every month there is a meeting, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;

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- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft budgets.

4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year {along with a forecast for the following [three financial years~~]~~}, taking account of the lifespan of assets and cost implications of repair or replacement.

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4.4. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.

4.5. Having considered the proposed budget and [three-year] forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**

4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £5,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the clerk shall seek to achieve value for money.

5.11. **Contracts must not be split to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council via recommendation from the Finance and Good Governance Committee. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £1,000 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items over £1,000 up to £5,000 excluding VAT
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;
- For items of expenditure related to and explicitly included as part of full council pre-approved contracts covering embedded building systems and services (on any/all Parish owned buildings), the Clerk will authorise both scheduled and unscheduled work as arises provided within budget. If work is required that falls outside of contract terms it will be authorised by exception, either by agenda at full council or through councillors by email decision

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- Urgent Emergency Work: Circumstances may arise where emergency service or equipment replacement is needed for safety reasons or (in the specific case of the Hub building and or its commercial operations) where urgent approval of spend is required to protect the assets or finances of the Hub and the council. When this arises the following authorisation process will be used, depending on the case in question:
  .1. For items of budgeted non-contract expenditure on the Hub, the Clerk and Chair can authorise expenditure up to £1,000. This provision relates to items requiring emergency action.
  .2. For items of expenditure relating to emergency maintenance which fall between £1000 and £5000 the Clerk will issue an email decision notice to all Parish Councillors (who are not also Directors of the Hub Management Group) and subject to a majority approval authority will be granted to the Clerk to action payment of approved amount.
- Where immediate action relating to emergency maintenance is needed to protect Parish assets and the Hub business, the Clerk and Chair can authorise up to £15,000 provided retrospective approval of full Council is obtained. Such action should be taken with the support of Hub management and cost estimates obtained prior to acting. Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the Chair

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

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6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank for daily banking. The arrangements shall be reviewed six monthly for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking, in accordance with a resolution of the council or duly delegated committee, or a delegated decision by an officer, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A list of such payments shall be reported to the next appropriate meeting of the council for information only.

6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £1,000 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 ~~{~~or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.

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iv. Fund transfers within the councils banking arrangements ~~up to the sum of £10,000,~~ provided that a list of such payments shall be submitted to the next appropriate meeting of council.

6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify five councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator or Clerk shall set up all items due for payment online. A list of payments for approval shall be distributed to all signatories by email for two authorised signatories to action.

7.5. In the prolonged absence of the Service Administrator the Clerk, or delegated person, shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the approvals list before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members or the Clerk or RFO. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The

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approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly upd

~~7.12.~~7.13. ated.

~~7.13.~~7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Payment cards

8.1. Any corporate credit card or trade card account opened by the council will be subject to the conditions set out in Document 4.35 Credit Card Policy.

9. Petty Cash

~~9.1. The RFO shall maintain a petty cash account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~

~~a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~

a) Any ~~C~~cash income received must not be paid into ~~the~~ a petty cash float but must be separately banked, as provided elsewhere in these regulations.

b) A petty cash account is not held by Melbourn Parish Council. Payments by employees should be made via credit card or through the expenses procedure.

~~c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

10. Payment of salaries and allowances

10.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

10.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

10.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

10.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

10.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

10.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by signatories to ensure that the correct payments have been made.

10.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

10.8. Before employing interim staff, the council must consider a full business case.

11. Loans and investments

11.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

11.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

11.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

11.4. All investment of money under the control of the council shall be in the name of the council.

11.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

12. Income

12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

12.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly.

13. Payments under contracts for building or other construction works

13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

14. Assets, properties and estates

14.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

14.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

14.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case

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(including an adequate level of consultation with the electorate where required by law).

14.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

15. Insurance

15.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council’s review of risk management in consultation with the Clerk.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances in consultation with the Clerk.

15.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Suspension and revision of Financial Regulations

16.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

16.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

16.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

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Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18.c and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: ~~30 July 2025~~29 July 2026

Document Review Policy: 1 Year from last approval

MELBOURN PARISH COUNCIL

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Scheme of Delegation to Officers and Committees

1. Background

The purpose of the Scheme of Delegation is to support council efficiency by formally transferring authority for routine operations and day-to-day administrative decisions from the Full Council to specified committees and officers. This transfer of power is legally enabled under Section 101(1)(a) of the Local Government Act 1972, which permits a local authority to arrange for the discharge of any of its functions by a committee, a sub-committee, or an officer of the council. Adopting this scheme does not diminish the council's ultimate authority; under Section 101(6) of the same Act, the Full Council legally retains sole responsibility for non-delegable statutory duties, including setting the precept, authorising loans, and approving the annual accounts. This framework ensures that while routine matters are dealt with by staff, all major financial and strategic choices remain firmly in the hands of elected members.

2. Introduction

This Scheme of Delegation authorises the Proper Officer to act on behalf of Melbourn Parish Council in accordance with Section 101 of the Local Government Act 1972.

The purpose of this scheme is to:

- Enable the efficient day-to-day administration of Council business.
- Ensure timely decision-making between Council meetings.
- Clarify matters delegated to the Clerk.
- Maintain appropriate accountability through reporting arrangements.

All powers delegated under this scheme shall be exercised in accordance with:

- The Council's Standing Orders.
- The Council's Financial Regulations.
- The Council's adopted policies.
- Approved budgets.
- Relevant legislation and statutory guidance.

Matters specifically reserved to Full Council by law or Standing Orders are excluded from this scheme. The following matters are reserved to Full Council by legislation, Standing Orders and Financial Regulations;

- Setting the budget.
- Setting the precept.
- Borrowing.
- Approval of Accounting Statements.
- Approval of Annual Governance Statements.
- Approval of AGAR.
- Declaring eligibility for General Power of Competence.

- Responding to internal and external audit recommendations.

3. General Principles

3.1. The Clerk shall exercise delegated powers reasonably, proportionately and in the best interests of the Council.

3.2. Delegated decisions must be:

- Within approved budgets;
- Within policy approved by the Council; and
- Reported to Council where appropriate.

Nothing within this scheme prevents the Clerk from referring any matter to Full Council where, in their professional judgement, it is appropriate to do so.

Where powers are delegated to the Clerk under this Scheme, the Clerk may authorise another employee to undertake administrative actions necessary to implement those powers, provided that overall responsibility remains with the Clerk.

4. Internal Officer Delegation

The Clerk, as Proper Officer, may delegate any administrative or operational function conferred by this Scheme to the Deputy Clerk or another suitably qualified employee of the Council where such delegation is necessary for the efficient conduct of Council business.

Any such delegation:

- shall remain under the supervision and control of the Clerk;
- shall not exceed the powers delegated to the Clerk under this Scheme;
- shall comply with the Council's Standing Orders, Financial Regulations, adopted policies and statutory requirements;
- shall not include any matter specifically reserved by statute, Standing Orders, Financial Regulations or Council resolution to Full Council, a committee, the Chair or the Responsible Financial Officer;
- shall be limited to the period and purpose for which the delegation is required.

In the temporary absence, incapacity or unavailability of the Clerk, the Deputy Clerk may exercise the delegated powers of the Clerk where necessary for the continuation of Council business, subject to the limitations contained within this Scheme and any specific directions of the Council.

5. Proper Officer Functions

The Clerk is authorised to:

- Carry out the statutory duties of Proper Officer.
- Serve summonses and notices for meetings.
- Prepare agendas and reports.
- Publish minutes and statutory notices.
- Maintain registers and records.
- Manage and respond to correspondence.
- Execute Council decisions and instructions.
- Deal with routine communications on behalf of the Council.
- Arrange elections and liaise with electoral authorities when necessary.

Where the Clerk is unavailable, references in this Scheme to the Clerk shall include the Deputy Clerk when acting as Proper Officer or under delegated authority.

6. Administration

The Clerk is authorised to:

- Manage the day-to-day administration of the Council.
- Supervise Council staff.
- Maintain Council records.
- Maintain the Council website and social media platforms.
- Respond to routine enquiries.
- Liaise with local authorities, contractors, utility providers and partner organisations.
- Arrange routine maintenance and repair of Council owned assets.
- Obtain quotations where required by Financial Regulations.
- Commission routine works within approved budgets.

7. Financial Delegation

The Responsible Financial Officer is authorised to:

- Manage the Council's accounting systems.
- Maintain accounting records.
- Prepare budget monitoring reports.
- Submit VAT claims and statutory returns.
- Manage payroll and pension administration.
- Invest temporary surplus funds in approved accounts.
- Pay invoices and recurring expenditure approved within the annual budget.
- Apply for appropriate grant funding on behalf of the Council – reporting to the next appropriate meeting as required.

7.1. Delegated Expenditure

a. A delegated committee may authorise expenditure up to:
   £5,000 per item within an approved budget heading.

b. The Clerk may authorise expenditure up to:
   £1,000 per item within an approved budget heading.

Where expenditure exceeds these thresholds, prior approval of Council shall be required unless covered by emergency powers.

7.2. Emergency Expenditure

a. The Clerk may authorise expenditure up to:
   £2,000 per item in cases of serious risk to the delivery of Council services or to public safety on council premises.

b. The Clerk in consultation with the Chair and supported by email approval process and majority vote may authorise expenditure up to:
   £5,000 per item in cases of serious risk to the delivery of Council services or to public safety on council premises.

c. The Clerk and Chair may authorise expenditure up to:
   £15,000 per item where immediate action relating to emergency maintenance is required to protect Parish assets and the Hub business, subject to retrospective

approval by Full Council and the obtaining of appropriate cost estimates where practicable.

7.3. Grant Funding

The Clerk is authorised to:

- Identify and investigate grant and funding opportunities relevant to the Council's functions and objectives.
- Prepare and submit applications for grants, funding bids and expressions of interest where:
    - the project has been approved by the Council;
    - the activity is included within an adopted Council strategy, action plan or budget; or
    - the application does not commit the Council to unapproved expenditure or future liabilities.
- Liaise with funding bodies and provide supporting information required as part of an application process.
- Accept grant awards where acceptance does not commit the Council to unbudgeted expenditure, borrowing, additional staffing liabilities, land acquisition, or ongoing contractual obligations. All grant awards accepted under delegated authority shall be reported to the next Council meeting.
- Sign routine grant documentation and claims forms on behalf of the Council as Proper Officer.

The following matters shall remain reserved to Full Council:

- Applications requiring match funding not previously approved by Council.
- Applications that create ongoing financial commitments, additional staffing requirements or significant new obligations for the Council.
- Entry into funding agreements involving the acquisition or disposal of land, long-term leases or borrowing.

The Clerk shall report all grant applications submitted and grant awards received under delegated authority to the next available Council meeting.

8. Contracts and Procurement

The Clerk is authorised to:

- Obtain quotations and tenders in accordance with Financial Regulations.
- Place orders for approved works and services.
- Sign routine purchase orders and service agreements.
- Manage contractor performance.

The Clerk may not enter into contracts exceeding delegated financial limits without Council approval. All procurement activity shall comply with the Council's Financial Regulations, including requirements relating to estimates, quotations, tenders and procurement thresholds.

9. Staffing

The Clerk is authorised to:

- Manage Council employees on a day-to-day basis.
- Approve annual leave.

- Conduct employee appraisals and performance reviews in accordance with adopted staffing procedures.
- Arrange training within budget.
- Implement approved staffing policies.

The following remain reserved to Council:
- Creation of new posts.
- Permanent appointments to positions.
- Changes to salary scales.
- Formal disciplinary dismissal decisions.

10. Property and Assets

The Clerk is authorised to:
- Arrange routine maintenance and repairs.
- Commission inspections.
- Manage facilities bookings.
- Manage allotments, leases and licences within approved policy.
- Maintain asset registers.
- Ensure insurance cover remains adequate.

No acquisition or disposal of land shall take place under delegated authority.

11. Planning Matters

The Clerk is authorised to:
- Receive and circulate planning applications.
- Submit agreed Council comments.
- Seek extensions to consultation deadlines.

Where a statutory consultation deadline falls before the next available Council meeting, the Clerk may consult Members by electronic means and submit comments reflecting the majority view expressed by Members responding within the consultation period. Such comments shall be reported to the next Council meeting. The Clerk shall not determine Council planning policy.

12. Legal and Regulatory Matters

The Clerk is authorised to:
- Obtain legal, professional or technical advice within approved budgets.
- Make routine applications and submissions on behalf of the Council.
- Manage complaints in accordance with Council policy.
- Respond to Freedom of Information requests.
- Respond to Subject Access Requests.
- Ensure compliance with GDPR requirements.
- Manage insurance claims.

13. Urgent Matters Between Meetings

When an issue arises that:
- Cannot reasonably wait until the next scheduled meeting; and
- Requires an immediate decision;

the Clerk may act after consultation with:

- The Chair, or Chair of relevant committee; and
- The Vice-Chair where practicable; and
- Full Council via email if time allows.

Examples include:

- Health and safety matters.
- Emergency repairs.
- Legal deadlines.
- Business continuity issues.
- Reputational risks requiring an immediate response.

A written record shall be reported to the next Council meeting.

14. Emergencies and Business Continuity

In an emergency affecting Council operations, Council property or public safety, the Clerk is authorised to take all reasonable actions necessary to safeguard:

- Staff;
- Members;
- Residents;
- Council assets; and
- Essential services.

The Chair shall be informed as soon as reasonably practicable.

All actions taken shall be reported to Council.

15. Representation

The Clerk is authorised to:

- Represent the Council at meetings with:
    - Cambridgeshire County Council;
    - South Cambridgeshire District Council;
    - Local government bodies;
    - Contractors;
    - Professional advisers; and
    - Community organisations.

The Clerk may make factual statements on behalf of the Council but may not create new policy positions without Council approval.

16. Review

This Scheme of Delegation shall be reviewed annually by Melbourn Parish Council and amended as required to reflect legislative, organisational and operational changes.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 29 July 2026

Review Policy: Annually