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

Abi Williams, Clerk
Alex Coxall, Deputy Clerk
parishclerk@melbournparishcouncil.gov.uk
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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 3 November 2026, at 7:30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, SG8 6DZ

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

FINANCE & GOOD GOVERNANCE COMMITTEE: MINUTES

Meeting started 19:30

FG016/2627 **To receive nominations and elect a Vice Chair of the Finance & Good Governance Committee.**
Cllr Cowley was nominated. There were no other nominations.
It was RESOLVED to elect Cllr Cowley as Vice Chair of the Finance & Good Governance Committee for the civic year 2026/2027.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG017/2627 **To receive and approve apologies for absence.**
Apologies received from Cllrs Campbell and Hart with acceptable reasons given.
It was RESOLVED to accept apologies from Cllrs Campbell and Hart.
Proposed by Cllr Alexander, seconded by Cllr Clark. All in favour.

FG018/2627 **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.

FG019/2627 **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.
No members of the public present.

FG020/2627 **To report back and approve the minutes of the Finance & Good Governance Committee meeting held on 21 July 2026.**
It was RESOLVED to approve the minutes of the Finance and Good Governance Committee Meeting held on the 21 July 2026 as an accurate record.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

FG021/2627 **To review the Timetable for Recurring Agenda items.**
Timetable noted.

FG022/2627 **To note VAT return / refund.**
It was noted that the latest VAT claim would be submitted soon.

FG023/2627 **To receive external auditors report and consider actions.**
The external auditors report was received. Actions noted as presented at Full Council meeting under item PC090/2627a).

FG024/2627 **To review and consider burial fees.**
It was RESOLVED to recommend to Full Council to increase some of the burial fees, this includes small increases on interment fees and cremated remains plot purchases. It was noted that a scattered ashes area will be formalised at New Road Cemetery.
Proposed by Cllr Cowley, seconded by Cllr Clark. All in favour.

FG025/2627 **To complete annual review of Effectiveness of Internal Audit.**

Signed…….. Date…….

The Clerk and RFO presented the completed annual effectiveness of the system of internal audit review and highlighted no areas of concern.
It was RESOLVED to recommend the annual effectiveness of the system of internal audit review to Full Council.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

FG026/2627 To complete annual review of Effectiveness of Internal Controls.

The Clerk and RFO presented the completed annual effectiveness of the system of internal controls review and highlighted suggested actions such as signatories are to be reviewed by Full Council in November, consideration of a point-of-sale reader and it was noted that current reserves sit at 6.2 months.
It was RESOLVED to recommend the annual effectiveness of the system of internal controls review to Full Council.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

FG027/2627 Policies

a) To review and consider Financial Risk Assessment.

It was RESOLVED to recommend to Full Council to accept the updates to the Financial Risk Assessment.
Proposed by Cllr Alexander, seconded by Cllr Cowley. All in favour.

b) To review and consider Finance & Good Governance Terms of Reference.

It was RESOLVED to recommend to Full Council to accept the updates to the Finance & Good Governance Terms of Reference.
Proposed by Cllr Clark, seconded by Cllr Alexander. All in favour.

c) To review and consider proposed Investment Strategy 2027/28.

The RFO presented the investment strategy and it was RESOLVED to recommend to Full Council that the strategy be supported detailing the dispersal of funds across the suggested portfolio as well as investigating the possibility of investing in a Debt Management Account Deposit Facility. The RFO highlighted the importance of strategic plans to build a suitable investment strategy. Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

FG028/2627 To discuss items to be taken into consideration for precept.

Discussion took place about considerations for the precept 2027/28, points of note included:

- Job evaluation work to be completed by SLCC may have an impact on salaries
- Land ownership and the associated legal costs should be considered
- Staff welfare costs should be included in budget (eye tests etc)
- Development of youth provision by Community Coordinator role and consideration of funding activities through precept
- Match funding for LHI – split across this and previous year
- Noted that strategic plans are required to budget effectively going forward

FG029/2627 Motion to exclude the Public and Press: In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting during the consideration of Agenda Item FG028/2627a) on the grounds that publicity would be prejudicial to the public interest by reason of the commercially sensitive and confidential nature of the business to be transacted.

It was RESOLVED to carry the motion to exclude Public and Press as stated above.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

a) To receive report and consider actions from the CHRGS independent review of Council assets.

Comprehensive discussion focussing on recommendations from the report conducted. It was agreed to present a summary of the recommendations to Council under a confidential item to and consider further actions.

b) **Motion to reopen the meeting to Public and Press.**

It was RESOLVED to reopen the meeting to the Public and Press.
Proposed by Cllr Clark, seconded by Cllr Cowley. All in favour.

FG030/2627 To note the date of the next Finance & Good Governance Committee Meeting is Tuesday 15 December 2026.

The date of the next Finance & Good Governance Committee Meeting was noted as Tuesday 15 December 2026.

Meeting closed 21:43

Signed……. Date…….

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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.**

Signed…… Date……

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 – 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	F&GG meeting
Election of Chair of F&GG	Statutory requirement		July
Internal audit report – if available	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	Review policies delegated to F&GG		July
VAT return/refund	Quarterly check that VAT return/refund has been made		July
Future grant funding	Discuss future grant funding		July
Review of Financial Risk Assessment	Recommendation to PC		November
Annual Review of burial fees	Recommendation to PC		November
Review of F&GG terms of reference	Recommendation to PC		November
Policy reviews/risk assessments	Review policies delegated to F&GG		November
VAT return/refund	Quarterly check that VAT return/refund has been made		November
Policy reviews – investment strategy (6 monthly)	Recommendation to PC	November	November
Receive External Auditors report – if available	Consider actions		November
Annual Review of Effectiveness of Internal Audit	For recommendation to PC and instructing IA.	November	November
Annual Review of Effectiveness of Internal Controls	To allow PC to sign off AGAR	April	November
Review of draft Precept for proposal	Recommendation to PC	Mid Jan	December
Policy reviews/risk assessments	Review policies delegated to F&GG		December
Annual review of Little Hands rent	For recommendation to PC in Jan		December
VAT return/refund	Quarterly check that VAT return/refund has been made		December
Review of Fixed Assets Register	Ensure it is up-to-date	Prior to AGAR	April
Policy reviews/risk assessments	Review policies/risk assessment delegated to F&GG		April
VAT return/refund	Quarterly check that VAT return/refund has been made		April
Policy reviews – investment strategy (6 monthly)	Recommendation to PC	April	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 November 2026

VAT refund / claim	**26/27**	
October 2026	CLAIM	£TBC
July 2026	REFUND	£6,439.72
April 2026	REFUND	£5,824.31

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

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Melbourn Parish Council

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✔		*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✔		*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✔		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✔		*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✔		*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✔		*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✔		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
			✔
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✔		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2026

ENTER DATE

and recorded as minute reference:

PC038/26279)

ENTER MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

A Williams

SIGNATURE REQUIRED

https://melbournparishcouncil.gov.uk

ENTER WEBSITE/WEBPAGE ADDRESS

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of **Melbourn Parish Council – CA0179**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.

Section 1, Assertion 1 has been incorrectly completed, information has come to our attention from the internal auditor that the budget was not approved by the smaller authority before setting the precept.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature  Date 21/09/2026

External Audit, September 2026 – Clerks actions

Except for matters

- **The AGAR was not accurately completed before submission for review. The smaller authority has confirmed that the response to Section 2, Box 11 is incorrect and should be 'yes'.**

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✔	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

A change in wording of this question meant that previous response of n/a was recorded as a No on the AGAR and should have been a yes. PKF Littlejohn accepted that a Yes should have been marked.

Extract from SLCC forum: Because ticking "Yes" to state you are not something feels counterintuitive, a massive number of clerks left Box 11 completely blank or recorded a No.

ACTION: Wording is set to change again for 2026/27 – ensure guidelines are double checked!

- **Section 1, Assertion 1 has been incorrectly completed, information has come to our attention from the internal auditor that the budget was not approved by the smaller authority before setting the precept.**

1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✔		*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*

Extract from internal auditors report:

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	We have checked that the Council has considered its income and expenditure requirements to formally adopt an appropriate budget. That the Council has reviewed performance against the budget throughout the year, has established Earmarked Reserves which are reviewed annually during the budgetary process. That the precept request is submitted to the relevant authority on time and matches the receipt in the accounts.	The Council has a budget for 25/26. This was drafted by the Finance and Good Governance Committee and agreed that it would be recommended to full council for adoption. Whilst Full Council discussed the budget to form the Precept request, it did not formally approve the budget, only the Precept. Ensure that going forward both the Precept setting and budget are approved by full council and that the minute shows this clearly.	None **Council response:**

ACTION: Note has been made to ensure that the budget and precept are considered and approved under separate agenda items. Likely to be highlighted again on 26/27 audit – a note will be added to the AGAR 26/27 if appropriate.

Extract from Jan 26 Minutes:

b) To consider setting the precept for the financial year 2026/27 at £367,776 (2025/26 £350,217) as recommended by the Finance & Good Governance Committee (FG039/2526b).
It was RESOLVED to approve the precept for financial year 2026/27 *based on the approved budget as discussed* recommended by Finance & Good Governance Committee with an increase of 5.01% to £367,776 (estimated monthly increase of £0.50 per month per band D household, approx. 3.2% increase on previous year).
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
It is noted that going forward explicit approval of the budget AND the precept will be on the agenda and minuted separately – as the precept setting decision is based on approval of the budget this has previously been a combined item.

MELBOURN PARISH COUNCIL

FG024/2627) Finance and Good Governance Committee: 3 November 2026

Burial Fees – fees unchanged since 2018 – non-residents fee increased November 2024 *(previous charge)*

	Melbourn CURRENT	**Melbourn PROPOSED**	**Sawston**	**North Herts (closed)**	**Harston**	**Bassingbourn**	**Gt Shelford**
Purchase of plot- EROB	*£400*	£400 (sold as double)	£220	£1,436 *(£1,370)*	£280 *(£250)* £460 (double)	£450 *(£315)*	£280 £460(double)
Burial fee	*£135*	£200	£220	£977.50 *(£938)* Double £1,440 *(£1,382)* Triple £2,055 *(£1,972)*	£230 *(£95)*	£200 *(£104)*	£230
Cremated remains plot	*£165*	£200 (sold as double)	£150	£513.50 *(£456)*	£130 *(£85)*	£180 *(£80)* (garden of remembrance)	£130 £210 (double)
Interment of ashes	*£75*	£100	£100	£343 *(£329)*	£130 *(£50)*	£200 *(£104)*	£130
Additional interments	*£75*	£100	£100-220	-	-	£180 *(£80)*	£130
Memorial	*£100*	£100	£100	£82.50 - £1,071 *(£79 - £1,028)*	£145 - £250 *(£50-85)*	£90 Chapel Wall Plaque Headstone permission included in plot fee	£220 -250
Fee adjustment for non-residents	*Eight times fees (Clerks discretion)*	Eight times fees (Clerks discretion)	Ten times fees	Quadruple fees	Double fees	Not accepted	Double fees

Notes:
Increase in 2024 has not deterred purchase – some non-residents with connections to the village have been afforded reduced fees under Clerks discretion.

MELBOURN PARISH COUNCIL

Doc. No.: 4.30
Version: 2
Date approved: 26 June 2023
Review date: 26 June 2026

POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal audit

PURPOSE: Melbourn Parish Council is responsible for ensuring that its business is conducted in accordance with the law and proper standards and that public money is safeguarded and used effectively. In doing this, the Council is responsible for ensuring that there is a sound system of internal control and that the systems are regularly examined by an independent Internal Auditor.

CRITERIA FOR EFFECTIVE INTERNAL CONTROL

	Achieved
The Parish Council has adopted Terms of Reference for the Internal Audit which are reviewed every 3 years.	✓
The Internal Audit is timed to comply with the Annual Return timescales.	✓
Full rights of access are given to the auditor regarding records and documentation.	✓
The Internal Auditor is independent and makes a report to the Parish Council.	✓
The report is reviewed by the next Parish Council meeting and any necessary actions resolved.	✓
The Internal Auditor will follow up any actions required by review in subsequent audits.	✓

ANNUAL REVIEW OF EFFECTIVENESS

Question: Did the Internal Auditor meet the Council's Expectations (as set out in the Terms of Reference)?

Standards	Evidence of Achievement	Comments
Scope of internal examination	ToRs were approved by Council (April 2026). Scope of audit work takes into account risk management processes and wider internal control. ToRs define audit responsibilities in relation to fraud.	✓
Competence	No evidence that internal audit work has not been carried out ethically, with integrity and objectivity.	✓

Relationships	Responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters. The responsibilities of Council members are understood; training of members is undertaken as necessary.	✓

Question: Was the internal audit effective?

Characteristics of 'effectiveness'	Evidence of Achievement	Areas for Development
Internal audit work is planned	The IA is experienced and has a defined plan.	✓
Understanding the whole organisation, its needs and objectives	The audit plan demonstrates how audit work will provide assurance in relation to the body's annual governance statement.	✓
Be seen as a catalyst for change	Auditor makes comments following the visit that are reported to Council and acted upon.	✓
Add value and assist the organisation in achieving its objectives	Demonstrated through positive management responses to recommendations for action.	IA approved AGAR as agreed but EA disagreed over assertion 1 approval – noted for future action.
Be forward looking	When identifying risks and in formulating the annual audit plan, changes on the national agenda are considered. IA maintains awareness of new developments in services, risk management and corporate governance.	✓ Digital AGAR incoming – MPC signed up for access and will undertake training.
Be challenging	IA focuses on risks and encourages members to develop their own responses.	✓
Ensure the right responses are available	Adequate resource is made available for audit. The IA understands the body and the legal and corporate framework in which it operates.	✓

Question: Was the appointed Internal Auditor independent?

Independence	IA has direct access to those charged with governance. Reports are made in own name to full Council. Auditor does not have any other role within the Council. Auditor lives outside the area. Auditor is not related or connected to councillors or officers of the Council	✓

Question: Has the guidance received from the auditor been considered and incorporated into Council practice?

Internal auditor report	Has the auditor reported in writing? Has the internal auditor report been considered by the full Council?	✓
Guidance	Did the IA make recommendations for improvements in Council practice? Have the recommendations been considered and incorporated into the Council's internal controls?	✓ New agenda process for budget and precept approval noted going forward.

Completed: 20 October 2026, Abigail Williams & Shelley Coulman

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 26 June 2023
Review Policy: *Every 3 years*

MELBOURN PARISH COUNCIL

Doc. No.: 4.31
Version: 1
Date approved: 11 January 2021
Review date: January 2022

POLICY AND PROCEDURE: To evaluate the effectiveness of the system of internal controls

Purpose

Melbourn Parish Council is required to make proper arrangements for safeguarding the public money and resources in its charge. It is responsible for ensuring that its affairs are managed in accordance with appropriate standards of financial conduct and that arrangements exist to prevent and detect fraud and corruption (internal controls). The purpose of internal controls is to manage risk by reducing it to a manageable level. MPC undertakes to review those arrangements at least once every financial year, or after any significant change in circumstances, to ensure that they are working in an adequate and effective way. By undertaking this review, MPC has assurance when answering assertion 2 on the Annual Governance Statement – "we maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness."

The review exercise will be carried out by the FGGC with reference to the RFO, Parish Clerk and the internal and external audit reports. The outcome will be reported to MPC and any weaknesses and areas for improvement acted upon.

Regulatory Framework and Governance

	Achieved Y/N	Comments
MPC has adopted NALC Standing Orders and these are regularly reviewed	Y	Latest version. Approved 13 May 2026 PC014/2627b)
MPC has adopted NALC Financial Regulations and these are regularly reviewed	Y	Latest version. Approved 29 July 2026 PC076/2627b)
The RFO is tasked with proper administration of MPC's financial affairs including implementing appropriate internal controls	Y	As stated within the job description.
Internal Audit reports are seen by the Parish Council	Y	Received by Council 25 March 2026 PC194/2526d) & PC014/2627a)
External Audit report is seen by the Parish Council	Y	Received by Council 30 September 2026 PC090/2627a)

Annual Review of Effectiveness

Internal Control Process/Objective	Evidence that controls are adequate/effective	Action Needed Y/N	Comments
Expenditure Approval/Ordering Orders are made by appropriately delegated persons.	Orders are made by the Clerk/Deputy Clerk. Expenditure approvals are as per Financial Regs. Checks against budget are made by RFO and presented to Council and	N	

Expenditure has been budgeted/appropriately approved. Value for money is obtained from suppliers through quote and tender procedures.	relevant committees monthly. Approvals presented and voted by Council monthly. SOs set out tender / quote process.		
Payment controls Payments made are for goods/services that have been received/carried out and are supported by invoices. Payments are made to the correct payee for the correct amount. Physical controls exist over access to bank accounts. Cheques and bank transfers are signed off by two member signatories. Changes to bank payment details are appropriately approved.	Invoices for work done/goods received passed from Clerk/Deputy Clerk to RFO. Invoices checked by RFO prior to payment. Invoice 'stamp' system used. Bank signatories check payees/payment amounts to approvals list. Bank accounts are password protected. Bank payments require 2 member signatories. Changes to payee details require 2 signatory approval.	N	
Prepaid Debit Cards Prepaid card expenditure is properly controlled, used for council purposes and reported to MPC.	Prepaid cards no longer used.	Y	Recoup small balance from SOLDO.
Payroll and Employment Payments are made to legitimate employees for pre-approved salary amounts. Changes to salaries and terms of employment are properly approved. MPC has complied with its duties under employment legislation and has met its pension obligations.	Payroll budget agreed by HR Panel & MPC approves precept budget. Gross salary calculations are checked to budget by signatories. Changes to salaries/employment agreed by HR/MPC. HR panel reviews employment legislation. RFO administers pension fund.	N	
Taxes – PAYE/NI & VAT Correct deductions are made for employee taxes and paid to HMRC on time. VAT is correctly accounted for and reclaimed regularly.	SAGE payroll software is used for deductions and uploaded to HMRC monthly. VAT is reclaimed quarterly.	N	
Income collection Income is invoiced, collected promptly and debtors are managed. Receipts are properly recorded.	Invoices raised by Finance Assistant and receipts monitored by RFO. Receipts reviewed and recorded by RFO. segregation of duties.	Y	Need for card reader continues to be monitored as the parish consider new income streams26/27 allotment renewals so far have been all cheque or BACS.

Writing off of bad debts is appropriately authorised.	No bad debts to date 2026/27.	N	
Cash & banking Safe and efficient arrangements are in place for collection and banking of cash receipts.	Sequentially numbered receipts issued by Office and reconciled by RFO prior to banking. Unbanked cash locked away & insured.	N	Endeavour to not receive cash.
Bank Accounts MPC has approved every bank mandate. There is a list of approved signatories for every bank account.	Yes. MPC approved bank signatories 22/07/24.	Y	Signatories list created and monitored – to be reviewed November 2026.
Cash balances/investments Cash needs are monitored. Surplus cash balances invested appropriately. Measures are taken to reduce exposure to bank failure.	RFO monitors cash balances. Investment Strategy in place – ONGOING review.	N	
Bank reconciliations All bank accounts are regularly reconciled. Bank reconciliations are checked.	Policy in place. Bank recs carried out monthly & reviewed by a designated Cllr. Checks reported at MPC meetings.	N	Successful completion monthly.
Assets MPC knows what assets it has, makes appropriate safeguarding arrangements and ensures they are adequately maintained and insured. Appropriate procedures are followed for asset disposal and use of resulting capital receipt	Asset register in place, regularly updated and reviewed annually by FGGC. Maintenance committee ensure assets are maintained. Insurance is reviewed by MPC annually.	N	Asset Register transferred to Rialtas. Asset review to continue with changes reflected on register and reported to Council.
Insurance MPC is satisfied that it's insurance cover is sufficient for its assets and risks.	Policy is a specialist Parish Council policy and is reviewed annually by MPC. Long Term Agreement last renewed 04/10/24.	Y	New long-term agreement to be quoted for in 2027. Any changes to assets taken into consideration annually.
Budget setting Robust process for budget setting. MPC has adequate funds to cover its spending plans.	Budget is a multi-stage process and reviewed by FGGC prior to being adopted by MPC. Spending plans are affordable.	Y	Budget to be approved separately from the precept going forward.
Budget monitoring MPC receives regular budget reports and explanations for budget variances.	Finance reports are made to MPC and Maintenance monthly including explanations of variances.	N	

Reserves General Reserve is at an appropriate level. Ring-fenced reserves are for genuine purposes and are reviewed by MPC.	Reserve policy in place to aim to bring General Reserve to 6 months expenditure. Reserves reviewed monthly by MPC. Asset Management Reserve Policy in place.	N	Current general reserves stand at 6.2mnths.
Risk Assessments Risk assessments are produced, regularly reviewed and focus on the safety of the authority's assets.	Risk assessments are a standing item on MPC agendas and included in the Policy Review Schedule. Maintenance Committee carry out risk reviews and take actions.	N	
Loans and Long-Term Liabilities MPC is satisfied that loans have the proper approval and that repayments can be afforded.	MPC has three PWLB loans which have been properly approved. Repayments are included in precept budget and are affordable.	N	
Internal Audit Recommendations made by the Internal Auditor are acted on.	Reports shared with MPC and actions taken as required. Review of Effectiveness of Internal Audit review carried out.	N	Last review completed 20 October 2026.

Internal Controls are considered Adequate & Effective: Yes

Review carried out by: Abi Williams (Clerk) and Shelley Coulman (RFO)

Date of Review: 20 October 2026

Date of Review by F&GG Committee: 3 November 2026

Date to be reported to MPC: 25 November 2026

Document Approval: 

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 11 January 2021

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

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Review date: November ~~2026~~2027

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FINANCIAL RISK ASSESSMENT – 202~~6~~5-202~~7~~6

Risk No.	Description (the risk is that…)	Impact (the impact on MPC would be…)	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Response (what actions have been taken/are in progress)
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 if precept is not paid on time	Inability to provide services or pay staff salaries and other contractual liabilities	1	3	Medium (3)	MPC aims to hold 6 months of running costs in general reserve in line with its Reserves Policy. This is monitored in the monthly comparative report.
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, regularly updated and reviewed annually. Periodic inventory checks carried out. Insurance cover linked to asset register. Professional insurance valuation of buildings undertaken in 2025 repeated every 5 years.
F4	The PC has insufficient money ring-fenced in Asset Management 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 is building up the Asset Management Reserve and linking it to a professionally determined asset renewal programme. Propose to commission an up to date report highlighting required works and planned maintenance schedule for the next 5 years. Maintenance Committee prioritise and monitor maintenance spend monthly.

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FINANCIAL RISK ASSESSMENT – 202~~6~~5-202~~7~~6

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. Petty cash float no longer required. 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 and Deputy Clerk – General Power of Competence re-stated in May 2026. ~~Current Clerk working towards qualification..~~ Powers for grant approvals minuted as required.
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. Reserves of 6 mths 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 reserves considered when setting precept. Regular budget monitoring throughout the year.
F10	Failure to allow for impact of high inflation on precept	Inadequate budget to effectively carry our planned services	2	2	Medium (3)	Best estimate inflation built into precept. Draft precept reviewed by FGGC and MPC. Reserves in place.
F11	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~~ segregation of duties. All payments approved by council and minuted. Review of bank reconciliations by MPC member. Regular budget monitoring. Fidelity Guarantee (insurance)
F12	Loss of funds due to bank failure	Any funds above FSCS guarantee limit could be lost. Impact on ability	1	3	Medium (3)	Investment policy in place. Try to limit to the FSCS guarantee limit where possible ~~£85k~~ per financial institution. Spread of

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FINANCIAL RISK ASSESSMENT – 202~~5~~5-202~~6~~6

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		to deliver services and projects and meet contractual payments.				investments among different financial institutions. Consider credit rating of financial institutions in which invested.
F13	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~~ segregation of duties. Budget monitoring. Procedures to chase outstanding debts.
	Loss of tenant for Little Hands Nursery building	Funding shortfall which needs to be met from elsewhere.	1	3	Medium (3)	Longstanding tenant. Reserves of 6 months to cover any income shortfall.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces)	Failure in duty of care to parishioners. Adverse publicity. Increased insurance premiums.	2	2	Medium (4)	Wardens regularly inspect and repair assets. Cllr inspections. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.
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. Finance reports provided to MPC. Support of Melbourn Community Hub is a key objective of MPC.

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FINANCIAL RISK ASSESSMENT – 202~~5~~6-202~~6~~7

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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.
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)	Insurance policy is linked to MPC's asset register. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Risk assessments and fire prevention measures in place.
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. 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	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

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FINANCIAL RISK ASSESSMENT – 202~~65~~-202~~76~~

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						salary amounts paid. Budget monitoring. Payroll software package used for deductions and returns to HMRC.
F24	Local Government Reorganisation changes level of services provided by MPC	Insufficient funds budgeted for service changes.	2	2	Medium (4)	Negotiation with authority for funds to take on services would be carried out. Authority would provide appropriate time to budget. Potential cost saving from localising services.

Likelihood Scores	Impact Scores	Risk Rating Scores (Likelihood x Impact)
Low (unlikely) = 1 Medium (possible) =2 High (highly likely) = 3	Low (negligible) = 1 Medium (moderate) = 2 High (Severe) =3	Low = 1,2 Medium = 3, 4 High = 6,9

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~26 November 2025~~25 November 2026

Review Policy: Every 12 months

TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE COMMITTEE

PURPOSE: To set out the rules by which this Committee of the Parish Council will work.

SCOPE: These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or Financial Regulations.

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 7 Members.

1.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year. If the Chair and/or Vice Chair of the Council wish to attend the committee, they will do so in an *ex-officio* capacity.

1.3 The committee shall be subject to a quorum of one-third of its members or three councillors whichever is the greater.

2. Chair

2.1 The chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

2.2 The vice-chair of the committee will be elected by the committee at the first meeting following the Annual General Meeting of the Parish Council, and reported back to the next full Council meeting.

3. Conduct of Meetings

3.1 All meetings of the Finance and Good Governance Committee will be convened in accordance with the Parish Council's standing orders.

3.2 Meetings will be minuted by the Clerk or Deputy Clerk to the Council.

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.

4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.

4.3 To undertake an annual review of effectiveness of internal audit.

4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and property rental and cemeteries) to be complete by the time of setting the Precept for the next year.

4.5 Investigate alternative funding sources such as grants.

4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.

4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.

4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.

4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.

4.10 Review the Asset Register annually to ensure it is kept up-to-date.

4.11 To keep the Council's governance arrangements under review to ensure it continues to follow good practice.

Document Approval: 

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: ~~**26 November 2025**~~ **25 November 2026**

Review Policy: *Every 12 months*

MELBOURN PARISH COUNCIL

Doc. No.: 4.32
Date approved: November 2026
Review date: April 2027

POLICY AND PROCEDURE: INVESTMENT PLAN 2027-28

2027-28 Investment Plan- (Nov 2026)

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 £880,104 of cash funds available during 2026/27 (see table below):

Bank Account	Terms	Amount 30.09.26
Unity Trust Current	Instant Access	213,508
Unity Trust Savings	Instant Access	134,807
CCLA Public Sector Deposit fund	Instant Access	270,547
Charity Bank	1 year fixed	33,290
Cambs & County	1 Year Fixed	100,000
Nationwide 45 day saver	45-day notice	127,952
		880,104

Source	Balance at 30.09.26	Comments
General Reserve	£207,579 of which £199,268s 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	£105,592	Projects to be reviewed
s106 Reserve	£173,495	Have looked at reserves breakdown below

Reserve	£
Power Pitch Grant	**1,920**
Melbourn Hub	**13,729**
Salary Reserve	**26.071**
Hopkins Homes	**45,460**
Old Rec Easement funds	**5,000**

S106 Community Transport	**25,055**
Deferred Expenditure	**26,264**
Timebank & Macs	**547**
Election Reserve	**2,550**
MAYD	**19,515**
Community Benefit Fund	**23,864**
Section 106	**173,495**
Martins Charity	**22**
Asset Management Reserve	**105,592**
Forward Planning	**16,000**

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.

Source	Instant Access	45 day notice	100 day notice	6 months	1 year
General Reserve	100,000	35,000	35,000	37,579	
Asset Management Reserve		30,000		10,000	65,592
S106 Reserve	5,000	24,165	24,165	24,165	96,000
Other Reserves – (£205,996)	50,000	40,000	40,000	40,000	35,997
Current Asses & Liabilities	187,442				
Total	342,441	129,165	99,165	111,744	197,589
Current Portfolio	618,862	127,952			133,290

This above Recommendation has considered the remaining 2026/27-year plan and potential spend in 2027/28 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 3.75% the next review is the 5th November 2026 it is predicted that this will increase to 4% the budget announcements made were not significant. It is expected to increase due to market volatility.

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

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield(at 2 Nov 26)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£270,547	On demand	3.89%	n/a	AAAmmf (Fitches) Unchanged
Nationwide (issue 1)	45 day Members Business Saver deposit account	£127,952	45 days	2.45%	Y	AA3 (Moodys) Unchanged
Charity Bank	40 day ethical notice	£33,290	40 day	3.04%	Y	-
Cambs & County	1 Year Fixed	£100,000	1 year	4.90%	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 2026/27

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	2.86%V for bals>£25k 3.04%	Y	-
Charity Bank	Ethical 1-Year & 9 Months Business Fixed Rate	£10,000	Matures 1 Year or 9 months	3.91% F	Y	-
Charity Bank	Ethical 100- day notice	£1,000	100 days	2.89% >£25,000 3.07%	Y	-
Cambridge & Counties Bank	1 yr fixed rate business bond	£20,000	Matures 1 yr	4.90% F	Y	-

Cambridge & Counties Bank	30 day notice	£10,000	30 days	3.70% variable	Y	
Cambridge & Counties Bank	95 day notice	£10,000	95 days	4.00% variable	Y	
Cambridge & Counties Bank	6 months fixed rate bond	£20,000	Matures 6 months	4.50% fixed	Y	

MPC currently has £531,789 invested.

The available additional funds for investment is approximately £348,315

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.

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

Cambridge & Counties Bank are offering good returns although one account requires 95 days they do a 6 month 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 2026/27:

CCLA PSDF – this investment is currently performing well. MPC has an investment of £270,547. Note that this investment is not the same as a bank deposit. The additional amount from Unity has been 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 £33,290 and should remain. Consider increasing and placing some in the 9 month account.

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. Consider depositing into the Debt Management Account Deposit Facility (DMADF)

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.

Liquidity breakdown of suggested investments:

	Instant Access	40-45 days	100 days	6 months	1 year
% of funds	39%	15%	11%	13%	22%

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

All investments should be reviewed in November 202 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.

Document Approval: 

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 25 November 2026

Review: 1 year (6 monthly interim review)

FG028/2627) Precept planning

Ongoing list of items to note for precept planning:

Wages and Salaries

- Conversations around re-evaluating the job evaluation scheme (SLCC). Consider building a reserve to support any impact this may have. Consider long term staffing requirements.

LHI Application

- Include costs to match fund possible LHI application for works around schools and road lining. 50% budgeted 2025/26

Staff Welfare

- Budget for eye tests and VDU contribution as a minimum.
- Staff refreshments

Software

- Adobe seats for 2 more staff at £19.97 per month (3 total £718.92)
- Consideration of AI Agent – 7 seats at £15 per month (£1,260)
- Consideration of Meetings software possibly a 2028/29 budget item

Additional Parish land ownership

- Increased costs for legal fees for land transfer, Field in Trust clarification etc

Any land movement is attracting costs that have previously not been sufficiently budgeted for.

Training

- Additional staff members and Cllrs with additional needs.
- Health & Safety training budget (legionella etc).

Buildings

- Hub external redecoration (guttering, painting etc) - consider reserves
- Replacement stair lift in the Hub – lift is at the end of it's life.
    - Quotes received as of July 24 ranging from £15,701 to £18,737 – consider amount in reserves
- Pavilion – possible extension.
- Croyland report update.

Website (forecast £0 – suggested £1000)

- Ongoing costs after rebuild for hosting, ssl certificates, increased hosting space as the site grows.

Quotes receive ranging from £450 - £1200

MAYD (forecast £6,825 – suggested £25,000)

- To include salary for Community Coordinator(s) for youth.
- Consider precepting for additional services.

Village Maintenance

- New tender for maintenance with increased costs and area to cover.
- Consideration for growing Maintenance team and bringing some services in-house (3-5 year plan)
- Consideration to a play parks maintenance reserve.