MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 22 March 2021 via Zoom link

https://zoom.us/j/94335130500 **at 7.30pm**

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Buxton, Davey, Hart, Kilmurray, Kent, Travis, Wilson
Absent:
In attendance: Claire Littlewood – Parish Clerk, Stephanie Trayhurn – Timebank Coordinator, County Cllr van de Ven, District Cllr Hales, approximately 7 members of the public

PC115/20 **To receive and approve apologies for absence**

No apologies for absence were received.

PC116/20 **To receive any Declarations of Interest and Dispensations**

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

Requests for dispensations were received from Cllrs Travis and Kilmurray (as directors of the Hub Management Group) and Cllr Wilson (knows Tom Upcraft, the Project Manager personally) for items PC121/20a) to d). Dispensations to participate in the discussion but not to vote were granted.

PC117/20 **Chairs' Announcements – For information only**

Futures Working Party is meeting regularly. Currently looking to locate MVAS units around the village.

Request to Councillors to check their emails daily as there are regular updates with regard to Hub extension works that may require action.

PC118/20 **To approve the minutes of the Parish Council Meeting held on 22 February 2021**

It was:
RESOLVED to approve the minutes of the Parish Council Meeting of 22 February 2021 as an accurate record.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.

PC119/20 **To report back on the minutes of the Parish Council Meeting held on 22 February 2021**

PC108/20b) Very high electricity bills for pavilion. Users requested not to alter heating controls.
PC108/20d) 4i Water Services confirmed that one annual service for air-conditioning units is sufficient

PC120/20 **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.

A member of the public noted: 83 High Street is owned by the Parish Council. Historically the British Legion used a building on the site but this fell into disrepair and was demolished. 83 High Street has never been a remembrance or memorial garden. The Parish Council maintains a memorial at The Cross.

A member of the public noted: 83 High Street was given to the village by the father of Sir Stanley Fordham of The Bury. It was given to the village for the establishment of a workingmen's club after the turn of the century and operated as such for many years. Was previously used by the scouts and the British Legion until the building on the site was demolished. It was never intended to be a memorial garden.

A member of the public noted: Several people noted that children used to enjoy sitting in the garden. Now it is felt that they no longer wish to do so as it appears there is a dead body buried there.

A member of the public noted: The land is owned by the Parish Council who took the decision to locate the stone in the garden. There is concern about the cost of moving the stone. Noted that there were only three options in the public consultation, not including leaving the stone where it is. The cost of moving the stone is high and it is unclear why there was never an option to leave it where it is.

A member of the public noted: The original site for the stone was supposed to be on The Cross but this was found not to be a suitable location.

A member of the public submitted comments by email: What was the original objection to the Kohima stone remaining in it's current position? Please would the Parish Council clarify why I have been unable to obtain a copy of the report mentioned in the meeting notes from 25th February 2020 despite requesting this? Why did the public consultation not include the status quo (remaining where it is) in the options available to vote on? The number of spoilt ballots were indicative of people wanting to indicate that this was their preferred option. In view of the opposition towards it's removal currently being voiced in the village Facebook Group would the Parish Council please consider a further consultation with wider publicity to hopefully attract a more representative number of votes cast? Are there any plans to change the use of the current plot in which the stone is located given that it has now been registered with Land Registry?

Cllrs noted: There was an option to keep the stone at 83 High Street but located further back on the site. Further noted that following the public consultation, the decision was taken to retain the stone but to relocate it to a more appropriate position in New Road Cemetery. This was considered a more appropriate place for private reflection. The sequence of decisions relating to the stone was summarised.

PC121/20 Melbourn Community Hub Expansion:

a) To receive an update on the Hub extension works

The report was received. Build works are progressing. Regular budget reporting will follow from next month. Weekly steering group meetings taking place to monitor the works and budget and regular reports to Council would follow.

b) To discuss and consider arrangements for approving expenditure

A proposal to give delegated authority to the Clerk, RFO and Chair to approve expenditure and variations to contracts to avoid unnecessary delays in the process was discussed.

It was:
RESOLVED to give delegated authority to the Clerk, RFO and Chair of the Parish Council to approve additional costs of up to 5% or £1,000 (whichever is the greater) in relation to contractors costs and up to 10% or £1,000 (whichever is the greater) in relation to materials costs. Any others costs in excess of these amounts would require approval by full Council. Proposed by Cllr Davey, seconded by Cllr Hart. In favour: Cllrs Barnes, Baker, Buxton, Cowley, Kent, Davey, Hart, Clark. Abstain: Cllrs Travis, Kilmurray, Wilson.

c) To note email decisions (change to groundworks contractor / amendment to Brownstone's contract / ES Pipeline costs)

The email decisions were noted.

d) To receive any other updates and consider actions

Nothing further to discuss.

PC122/20 Finance Matters:

a) To receive and consider the monthly finance report

The report was noted.

b) To receive and consider the approvals list for March 2021

Noted that electricity charges for the workshop and Pavilion still appear very high. Also queried small regular charges for Orchard Road Cemetery and the Old Rec. **ACTION:** Clerk to provide copies of recent invoices to Cllr Cowley to review.

It was:
RESOLVED to approve the approvals list for March 2021.
Proposed by Cllr Cowley, seconded by Cllr Wilson. All in favour.

c) To consider quotations for the relocation of the Kohima Stone

Quotes were considered.

It was:
RESOLVED to accept Hibbitts quote for £2,270 + VAT plus a possible additional cost of up to £100 for anchor roads to relocate the stone from 83 High Street to New Road Cemetery.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. In favour: Cllrs Barnes, Baker, Buxton, Cowley, Kent, Hart, Clark, Travis, Kilmurray, Wilson. Abstain: Cllr Davey.

d) To consider quotations for the annual maintenance of air conditioning units

4i's response to the query relating to frequency of servicing, particularly having regard to Legionella was noted.

It was:
RESOLVED to accept the quotation from Airway for annual maintenance of the three air-conditioning units at The Hub.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

e) To consider quotations for tree work on Orchard Road

Noted that these trees were flagged in the tree inspector's report (August 2019) for re-inspection in 12-18 months from the date of the report. Concern had recently been noted by a neighbouring resident.

It was:
RESOLVED to approve the quote from Shire Trees in the sum of £1,425 + VAT.
Proposed by Cllr Wilson, seconded by Cllr Baker. All in favour.

f) To receive any other updates and consider actions

Nothing further to discuss.

PC123/20 Governance Matters:

a) To receive a combined report from the District and County Cllrs for Melbourn

The report was received.

County Cllr van de Ven reported on progress with gulley clearance in the village and resurfacing of Beechwood Avenue. Changes to No 127 bus service. Also Fostering and Adoption campaign, County Laptop campaign and resignation of Deputy Leader.

District Cllr Hales reported on council tax increase. Covid 19 support for business – grant status iro £10m. Also significant funds distributed in hardship grants. Bourn Air Field given outline approval. Planners requesting input into the Cambridge Water plant.

b) To consider approving direct debits for regular payments

It was:
RESOLVED to approve a new direct debit for Lucid System (for IT support) and to approve the current list of direct debit mandates.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

c) To consider a request from Cambridgeshire County Council to receive payment of s106 monies for Community Transport Vehicle Contribution

Discussion with regard to request from Cambridgeshire County Council to pay over s106 monies to the Parish Council to establish and run a community transport scheme. Parish Office discussed with s106 Officer at District Council that the Parish Council be permitted to hold and administer the money for the benefit of Royston & District Community Transport, as an established community transport scheme. District Council approved. Draft agreement to be put

in place between the Parish Council and RDCT setting out terms of the arrangement. Noted that this is not grant funding but s106 monies and payment would not preclude RDCT from apply for community benefit grant funding in the future.

It was:
RESOLVED to approve the Agreement between the Parish Council and Royston & District Community Transport setting out the terms upon which the s106 monies would be administered by the Parish Council.
Proposed by Cllr Buxton, seconded by Cllr Barnes. All in favour.

d) To consider a request from the Melbourn Fete Committee to hold a Family Fun Day

It was:
RESOLVED to approve the request from the Melbourn Fete Committee to hold a Family Fun Day on the Old Rec, New Rec and Pavilion on Saturday, 26 June 2021.
Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

ACTION: Clerk to contact Dr Atkin with details of the next funding round for Community Grants. Also to provide details of SCDC Community Chest funding now available for projects affected by Covid.

e) To consider quotations for replacement fencing at The Cross to be funded from s106

Quotations were considered. Noted that the Maintenance Committee had recommended Willards quote in the sum of £6,254.51 + VAT. Noted that this work can be funded from s106 monies. It was suggested that the quote be updated to include the fencing at 83 High Street.
ACTION: Clerk to request an updated quote from Willards to include 83 High Street.

f) To consider quotation for an interpretation board for the Jubilee Orchard to be funded from s106

Cllr Barnes was thanked for her work on the updated interpretation board design. A quote for the interpretation board from Landmark was considered.

It was:
RESOLVED to approve the quote for an interpretation board from Landmark in the sum of £740 + VAT to be funded from s106 monies.
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

g) To consider arrangements for the Annual Council and Annual Parish Meetings

Noted that the regulations allowing virtual meetings expires on 7 May. Annual Council and Annual Parish Meetings to be held in May. To ensure safety of Cllrs and members of the public wishing to attend, it was suggested that these meetings should be scheduled before expiry of the regulations which would require a return to face to face meetings.

It was
RESOLVED to approve the following dates for additional meetings in the Parish Calendar of Meetings: Annual Parish Council Meeting – Tuesday, 4 May 2021 / Annual Parish Meeting – Wednesday, 5 May 2021.
Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

PC124/20 Melbourn Timebank

To receive any updates and consider actions

Chair welcomed Steph Trayhurn the new Timebank Coordinator. Steph introduced herself to the meeting and provided an update on Timebank activities. Although current restrictions present challenges, as far as possible Timebank activities are continuing. New initiatives include Small Acts of Kindness, Walk and Talk. Feedback and suggestions were invited.

PC125/20 HR Matters:

a) To consider a report from the HR Panel on 6 month probation reviews the Clerk and Assistant to the Clerk.

Chair of HR Panel noted that Clerk and Assistant to the Clerk have recently completed mid-term reviews – both satisfactorily completed 6 month probationary period. Future appraisals including RFO and initial 3 month review for Timebank Coordinator have been scheduled.

b) To receive any updates and consider actions

Nothing further to discuss.

PC126/20 Planning Matters :

a) To receive an update on the proposed Thakeham development

Update received from County Cllr van de Ven. Noted that Anthony Browne MP is seeking support for his online petition. Further meeting with parish representatives to be held - MP invited to attend with updates to be made at the next public meeting. County Cllr van de Ven provided clarity on questions raised with regard to extent of the development (still expected to be 25,000 homes). Noted that no submissions with regard to call for sites received by SCDC. Noted there is a great deal of misinformation relating to this proposed development. Noted that Thakeham have made substantial contributions to the Conservative Party. FOI request was refused. Appeal to be lodged by SWCAG. All information is available on the SWCAG website.

b) To discuss and consider areas of open space (Orchard Gardens / Greengage Rise)

Chair of Planning Committee introduced these items.

Orchard Gardens : Stonebond have indicated that they wish to retain and maintain the open spaces. Parish Council usually take transfer of open spaces with a payment to cover maintenance for 10 years – thereafter to be precepted. Would prefer this arrangement as it protects against changes in ownership of the properties which may lead to open spaces not being adequately maintained. Compromise suggested that Stonebond maintain the open spaces for 12 months from the last occupation of the last property, thereafter to transfer the areas to the Parish Council with balance of the s106 payment to maintain for remaining 9 years. **ACTION:** Clerk to discuss with s106 Officer at SCDC.

It was:
RESOLVED that, subject to agreement of s106 Officer, Stonebond should maintain the open spaces on the Orchard Gardens development for a period of 12 months following last occupation of the last property. Thereafter, the open spaces to be transferred to the Parish Council with the balance of the s106 monies to maintain for the remaining 9 years.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

It was:
FURTHER RESOLVED that, in the event that the s106 Officer at SCDC rejects the proposal as set out above, then the open spaces should be transferred to the Parish Council on the last occupation of the last property with payment of the s106 monies for the full 10 years to maintain the areas.
Proposed by Cllr Cowley, seconded by Cllr Travis. All in favour.

Greengage Rise : Chair of Planning Committee provided background. Development was completed c1976 but this piece of open space was not transferred to the Parish Council at the time. Subsequent applications to develop the land have been unsuccessful (ref paras 5-7 of the Appeal Decision 26/3/2012). Noted that there is a lack of children's play space in this part of the village. The area is currently maintained by local residents. [*Post meeting note: This piece of land is currently in the Parish Council's grass cutting contract.]*

It was:
RESOLVED to instruct the Clerk to approach Taylor Wimpey to request that the land should be transferred to the Parish Council (subject to agreement of legal fees) and for the Parish Council to maintain the land thereafter.
Proposed by Cllr Davey, seconded by Cllr Baker. All in favour.

ACTIONS:

- Draft Grounds Maintenance contracts currently under review prior to tender. This piece of land should be included in the grass cutting contract for future maintenance.

- Clerk to write to local residents to advise that the Parish Council wishes to take transfer of this land and maintain it.

c) To receive any updates and consider actions

District Cllr Hales noted that Planning Portal is currently experiencing technical difficulties.

PC127/20 Policies and Terms of Reference:

a) To note the updated Financial Regulations

This was noted.

b) To note the updated Policy and Procedure for Prepaid Debit Cards

This was noted.

c) To consider approving the Investment Strategy

It was:
RESOLVED to approve the Investment Strategy for 2021/22 as presented.
Proposed by Cllr Cowley, seconded by Cllr Buxton. All in favour.

PC128/20 To note the date of next meeting:

The next full Council meeting will be held on 26 April 2021.

The meeting ended at 21:35

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

An online meeting of this Council was held on Monday, 22 February 2021 via Zoom link https://zoom.us/j/99051444914 at 7.30pm

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Baker, Barnes, Buxton, Davey, Hart, Kilmurray, Kent, Travis
Absent:
In attendance: Claire Littlewood – Parish Clerk, District Cllr Hales, Tom Upcraft, 1731 Ltd, 3 members of the public

PC100/20 To receive and approve apologies for absence

Apologies were received from Cllr Wilson. Acceptable reasons for provided.
It was:
RESOLVED to accept Cllr Wilson's apologies for absence.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

[*Post meeting note: County Cllr van de Ven had advised that she would be unable to attend the meeting]*

PC101/20 To receive any Declarations of Interest and Dispensations

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

Cllrs Travis and Kilmurray declared an interest in the following items as Directors of the Melbourn Community Hub Management Group:
PC106/20a) – To consider approving the proposals contained in the Project Strategy and Tender Decision Document; and
PC108/20d) To consider a quotation from Airway for the aircon maintenance contract.
In respect of both items, Cllrs Travis and Kilmurray were granted dispensation to participate in the discussions but not to vote.

PC102/20 Chairs' Announcements – For information only

Chair noted that the Futures Working Party were investigating options with regard to Motor Vehicle Activated Signs. Plans are underway for inspections of roads and footpaths throughout the village. Reports to be made to County Highways via online reporting page. Public to be encouraged to report issues as well. County Cllr van de Ven will provide support for this initiative.

PC103/20 To approve the minutes of the Parish Council Meeting held on 11 January 2021

It was:
RESOLVED to approve the minutes of the Parish Council meeting held on 11 January 2021 as an accurate record.
Proposed by Cllr Davy, seconded by Cllr Buxton. All in favour.

PC104/20 To report back on the minutes of the Parish Council Meeting held on 11 January 2021

There was nothing to report.

PC105/20 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.

Members of the public in attendance were invited to put questions to the meeting. No questions were forthcoming.

PC106/20 Melbourn Community Hub Expansion:

a) To consider approving the proposals contained in the Project Strategy and Tender Decision Document

Chair introduced Tom Upcraft, project manager for the Hub Expansion Project. Mr Upcraft outlined his role in the project including preparation of schedule of works which had informed the budget. Mr Upcraft had also prepared the tender documentation. Key priority is to obtain best value.

Questions were invited from Cllrs:

A member queried the time scale of the project?

TU responded this would be 4-5 months.

A member noted that although Norburys would be supplying materials at very favourable rates, how were the amounts for other materials suppliers arrived at?

TU responded that the schedule of works and materials list had been drawn up at a very early stage. Quotes for materials had been obtained where possible. However, different options would be explored, such as off-site construction of timber panels. Cost is key but also expediency of supply. Initially, extraneous costs can be extracted but these can be added back if necessary.

A member noted that plumbing and heating costs had been obtained separately. Of the contractors who had supplied quotes for this element, who would Mr Upcraft recommend as this is not noted in his report?

TU responded that Brownstone would be his preferred contractor for plumbing and heating.

A member suggested that, for the benefit of members of the public, sources of funding for this project should be explained.

The project is to be funded from two sources:

- S106 monies from the TTP expansion - £96,704.05
- S106 monies already allocated for storage upgrade - £12,568.00
- Grant funding from Cambridgeshire County Council - £65,000.00

No precept monies to be allocated to the project.

A member noted that whilst there is a 30% contingency allowed for all elements of the project, how will the project be funded in the event of overspend?

TU responded that contractors are aware that this is a fixed budget. In addition, the level of contingency is very generous. Noted that any significant problems are most likely to be identified at the groundworks stage of the build, therefore providing an opportunity to review and resolve any difficulties at an early stage.

[1*9:50 Cllr Kent joined the meeting.]*

A member noted that a 30% contingency is very generous. However, if necessary, further grant funding would be sought.

A member queried what would happen to unspent funds.

Response was that £65,000 grant funding must be spent within a specified time period so would be utilised first. S106 monies to extend and improve the Hub must be spent within 10 years.

Funding arrangements and contingency levels were discussed and noted that no precept monies will be made available to the project.

There was discussion as to the generous contingency built in to the budget. Cllrs noted confidence that sufficient provision was made to prevent further funds being needed.

TU also noted there will be pre-project meetings to rigorously consider how spending will be signed off; and that he would be based on-site for majority of the construction phase for regular meetings. Thus, any potential overspend will be quickly identified.

Proposals were considered for each of the recommendations made in the Project Strategy and Tender Decision Document as follows:

It was:
RESOLVED to appoint Jordan and Sons as the groundworks contractor for the Hub extension in accordance with their tender in the sum of £6,935.00.
Proposed by Cllr Hart, seconded by Cllr Baker. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to appoint Brownstone as the main contractor for the Hub extension (excluding groundworks, scaffold, landscaping and decoration) in accordance with their tender in the sum of £43,525.00
Proposed by Cllr Barnes, seconded by Cllr Baker. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to appoint Royston Scaffold as the scaffolding contractor for the Hub extension accordance with their tender in the sum of £2,550.00
Proposed by Cllr Clark, seconded by Cllr Barnes. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to agree the sum of £39,615.00 for materials (which includes £10,915.00 for materials supplied by Norburys)
Proposed by Cllr Hart, seconded by Cllr Buxton. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to agree a sum of £15,000.00 for plumbing and heating works and to appoint Brownstone as the plumbing contractor in accordance with their quote in the sum of £4,180.80.
Proposed by Cllr Davy, seconded by Cllr Baker. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to approve fees for professional services up to an amount of £11,100.00
Proposed by Cllr Clark, seconded by Cllr Barnes. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to approve an amount for deferred elements of the project (landscaping, decoration) up to an amount of £3,900.00
Proposed by Cllr Baker, seconded by Cllr Kent. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

It was:
RESOLVED to approve a contingency of 30% on all elements of the project in the amount of £31,118.00
Proposed by Cllr Hart, seconded by Cllr Barnes. In favour: Cllrs Clark, Hart, Baker, Buxton, Barnes, Cowley, Davy, Kent. Abstain: Cllrs Travis and Kilmurray.

Noted that the total budget for the Hub extension including a contingency of 30% across all elements of the project is £153,743.00.

b) To note an email decision re rerouting gas pipeline

This was noted.

PC107/20 **HR Matters**:

a) To retrospectively note the resignation of Simon Crocker as Parish Clerk (effective 28 September 2020)

This was noted.

b) To approve the appointment of Claire Littlewood as Parish Clerk (effective 29 September 2020)

It was:
RESOLVED to retrospectively approve the appointment of Claire Littlewood as Parish Clerk effective 29 September 2020.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

c) To approve the appointment of Sophie Marriage as Assistant to the Parish Clerk (effective 5 October 2020)

It was:
RESOLVED to retrospectively approve the appointment of Sophie Marriage as Assistant to the Clerk effective 5 October 2020.
Proposed by Cllr Buxton, seconded by Cllr Barnes. All in favour.

d) To note the resignation of Catherine Sharman as Timebank Coordinator (effective 21 January 2021)

This was noted with thanks to Cath Sharman for all her hard work in establishing the Timebank.

e) To approve the appointment of Stephanie Trayhurn as Timebank Coordinator (effective 13 February 2021)

It was:
RESOLVED to retrospectively approve the appointment of Stephanie Trayhurn as Timebank Coordinator effective 13 February 2020.
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

f) To consider approving the revised Employee Appraisals Policy

Chair of the HR Panel updated the meeting on minor amendments to the Employee Appraisals Policy.

It was:
RESOLVED to approve the revised Employee Appraisals Policy.
Proposed by Cllr Travis, seconded by Cllr Barnes. All in favour.

g) To receive any other updates and consider actions

PC108/20 Finance Matters:

a) To receive and consider the monthly finance report

The report was noted.

b) To receive and consider the approvals list for January 2021

A query was raised with regard to electricity charges for the pavilion (£567.38 for period 21/12/20-18/01/21). ACTION: Clerk to investigate further.

It was:
RESOLVED to approve the approvals list for January 2021.
Proposed by Cllr Cowley, seconded by Cllr Travis. All in favour.

c) To consider a reduction in Melbourn Dynamos' annual payment

It was:
RESOLVED to approve reducing Melbourn Dynamos' annual payment for 2020/21 season by 50% to £1,100.00
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour. #

Noted that 2021/22 season fees to be reviewed in due course.

d) To consider a quotation from Airway for the aircon maintenance contract

Two quotations were considered. A member queried if one annual inspection was sufficient. To be deferred until March for further consideration. ACTION: Clerk to seek advice from 4i Water Services.

e) To note approval for repairs to underfloor heating at the Hub

This was noted.

f) To note approval for repairs to the emergency lighting at the rear door of the Hub

This was noted.

g) To consider any other updates and consider actions

Nothing to report.

PC109/20 Governance Matters:

Chair amended the order of the Agenda to receive District and County Cllrs' Report.

f) To receive a combined report from the District and County Cllrs for Melbourn

District Cllr Hales noted his thanks to Cath Sharman for her valuable contribution to the MCCR. Members agreed with this sentiment and noted that Cath Sharman would continue to work with the Parish Council in her new role with the County Council. The report provides an update on Thakeham Development (PC113/20 below). Members were invited to email questions relating to the combined report to the Clerk for response by District and County Cllrs. The report was noted.

[*District Cllr Hales left the meeting.]*

a) To note the Review of Internal Controls

This was noted.

b) To note the Internal Auditor's mid-year report

The report was noted.

c) To consider standardising staff salary payments starting new Financial Year

It was:
RESOLVED to standardise staff salary payments starting in the new financial year.
Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

d) To consider appointing Canalbs as Internal Auditor for 2021/22

It was:
RESOLVED to appoint Canalbs as Internal Auditor of 2021/22.
Proposed by Cllr Cowley, seconded by Cllr Davy. All in favour.

Noted that it is good practice to change Internal Auditors from time to time. ACTION: Clerk to start making enquiries as to alternative arrangements for 2022/23.

e) To note an email decision re planned removal of speed bumps on New Road

This was noted.

PC110/20 Policies and Terms of Reference:

a) To review List of Authorised Signatories

It was:
RESOLVED to approve the List of Authorised Signatories updated to include Cllrs Kent and Barnes.
Proposed by Cllr Hart, seconded by Cllr Kilmurray. In favour: Cllr Hart, Kilmurray, Travis, Buxton, Baker, Cowley, Davy, Clark. Abstain: Cllrs Barnes and Kent

PC111/20 Melbourn Timebank

a) To receive any updates and consider actions

The report was noted. New Timebank Coordinator will attend the March meeting.

PC112/20 To consider the Parish Council's Statutory publishing obligations

Clerk reported that information required under Transparency Code 2015 will be published before year end.

PC113/20 Planning Matters :

To receive an update on the proposed Thakeham development

Update provided in District and County Cllrs Report (PC109/20 above).

Noted that Anthony Browne MP has sent out consultation leaflet to all residents in Melbourn. Members were urged to respond – https://www.anthonybrowne.org/form/planning-survey

PC114/20 To note the date of next meeting: 22 March 2021

Noted that the date of the next Parish Council meeting is 22 March 2021.

The meeting ended at 20:55

MELBOURN PARISH COUNCIL

Parish Council Meeting : 22 March 2021

PC121/20 (a) Community Hub Expansion

Build Progress

Work on the Hub site commenced as planned on the 8th March 2021 with Jordan and Sons (Groundworks). Progress is on track with footings completed and partial completion of the block and beam floor. This phase will be secured by month end. Brownstone, the major contractor, will then commence above ground construction. No problems were encountered and Building Inspection has approved this initial phase. The planning consent is now secure.

Governance

The Clerk has initiated a weekly Steering Meeting. The functions that are called upon to contribute as needed to discussion are:

Clerk or Assistant to the Clerk
RFO
PC Chair
Project Manager 1731 Ltd
Hub Management Chair + one Hub director

The purpose of the meeting is to track and anticipate the tasks and issues as these arise, particularly with respect to spend.

A proposal will be made to Full Council to permit the Clerk, RFO and PC Chair to approve up to 5% (or £1,000, whichever is the greater) of the agreed budget for a particular element of the project and up to 10% (or £1,000, whichever is the greater) of the agreed budget for materials in each approval category of the original financing decision (PC106/20a)). A 30% contingency allowance is currently present in each category. If taken, such Steering Group decisions on spend will be made known monthly to Full Council. This delegation of spend authority is in recognition that some practical measures must sometimes be taken promptly. It is not a signal that major overspending is anticipated.

Financial Status – Spend vs. Budget

The project is at a very early stage. No significant payments have yet been made although materials have been delivered against supplier accounts and contractors can be expected to part invoice by month end. A financial summary will be available to council meetings as from next month.

Other Events and Decisions

- With the agreement of Brownstone, the bid element for the block and beam floor stage within their tender document was offered and accepted by Jordan and Sons. This had two beneficial effects, (a) a cost saving of £1,590 and (b) a time saving of two weeks by allowing Brownstone to commence the building construction as soon as they become available in early April.

- The outline quotation from British Gas for altering the incoming supply pipework was increased from an estimated £1,500 to £2,058.67.

  Both these changes were the subject of formal email decisions by Council.

Parish Clerk

Subject: FW: ES Pipelines application to move Gas Meter. - URGENT REMOTE DECISION REQUIRED

Importance: High

From: Parish Clerk
Sent: 05 March 2021 11:04
To: councillors@melbournparishcouncil.co.uk
Subject: FW: ES Pipelines application to move Gas Meter. - URGENT REMOTE DECISION REQUIRED
Importance: High

Dear all

Thank you for responding to this email decision. As there is a clear majority in favour of this proposal, I will confirm the order with ES Pipelines:

In favour: Cllrs Clark, Cowley, Hart, Davey, Baker, Kent, Buxton

Against:

Abstain: Cllrs Travis and Kilmurray (as Directors of the Hub).

Further to previous emails with regard to the relocation of the gas pipeline, ES Pipelines have now confirmed that their charges for relocating the gas pipeline will be £2,058.67 + £411.73 VAT.

An earlier email decision approved spend for this piece of work up to £1,500. This figure was based on ES Pipelines' estimate but it is worth noting that the company had indicated their costs could only be confirmed on receipt of an order from us for the works.

In the circumstances, can I ask that you reply to the following updated resolution:

PROPOSAL: That ES Pipelines' costs for essential works to relocate the gas pipeline at the Hub be approved in the amount of £2,058.67 + £411.73 VAT.

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

Tel (01763) 263303 option 3
http://melbournparishcouncil.co.uk

will be between £1,000 and £1,500 but they will only be able to confirm the actual cost on receipt of the application (attached).

As the lead time for this work is 8-12 weeks, I would like to place an order for the works today.

In the circumstances, can I please ask councillors to indicate their approval for expenditure to the divert the gas supply at a cost in the region of £1,000 - £1,500 (precise cost to be confirmed by the utility suppler).

Many thanks
Claire

Claire Littlewood
Parish Clerk

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

Tel (01763) 263303 option 3
http://melbournparishcouncil.co.uk

Please note: My working days are Monday to Thursday

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

Invoice

SI-ESP-0000720

ES PIPELINES

ES PIPELINES
Bluebird House
Mole Business Park
Leatherhead, Surrey KT22 7BA

accounts@espug.com
01372 587500

Melbourn Parish Church
Melbourne Community Hub
30 High Street
Melbourn, Cambridgeshire SG8 6DZ
Great Britain

Document Date	Due Date	Payment Terms
10 March 2021	10 March 2021	Immediate payment

No.	Description	Quantity	Unit	Unit Price Excl. VAT	VAT %	Line Amount Excl. VAT
	Service diversion at 18 The Hub, High Street, High Street, Melbourn, Royston, Cambridgeshire, SG8 6D	1		2,058.67	20	2,058.67
	9012036					
					Subtotal	2,058.67
					20% VAT	411.73
			Total £			**2,470.40**

Bank	Bank Sort Code	Account No.	VAT Registration No.
Lloyds Bank Plc	30-80-12	15987460	858 5655 70

Background

At the Parish Council meeting on Monday, 22 February 2021, it was resolved to accept the tender for groundworks from Jordan & Son at a cost of £6,935.00.

Brownstone was approved as the main contractor for the build at a cost of £43,525.00.

Jordan & Sons have confirmed that they can commence groundworks on **8 March 2021**.

However, in subsequent discussions with Brownstone, it has become clear that they are unable to commence the blockwork until mid-April.

In the circumstances, Tom Upcraft has discussed with Jordan & Sons extending the scope of the works to be undertaken by them to include blockwork to BPC, beam and block floor. They have confirmed that they can undertake these additional works to follow immediately after the groundworks they are already contracted for. They had previously tendered for the blockwork at a cost of £2,106.

In the circumstances, Tom would like to instruct Jordan & Sons to undertake the blockwork **in addition** to the groundworks approved by full Council. The block element would therefore be removed from Brownstone's quote.

The benefits would be :

- avoiding delays in triggering the Building Inspection to satisfy the deadline in our planning permission; and
- a cost saving of £1,590 (Brownstone's quote for this element was £3,696).

The proposal:

That the blockwork to BPC, beam and block floor element of the Hub extension works be awarded to Jordan & Sons in accordance with their tender of £2,106 and that the contract awarded to Brownstone as the main contractor be amended to exclude this element of the project.

Supporting documents	Date of proposal	For	Against	Abstain	Outcome
	1 March 2021	IC SAH CK RBa GC RBu KB		SK JT *(as directors of the Hub Management Group)*	Majority in favour – Carried

Melbourn Parish Council Financial Budget Comparison

Eleven Months ended 28th February 2021

Excludes transactions with an invoice date prior to 01/04/20

		2020/21 Budget	Reserve Movements	Actual Net	Balance
INCOME					
Conservation					
100	Allotment Rent	£2,170.00	£0.00	£2,496.55	£326.55
101	Allotment Insurance Premiums	£0.00	£0.00	£320.00	£320.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
Total Conservation		£6,020.00	£0.00	£6,665.27	£645.27
Cemeteries					
200	Burial Fees	£3,000.00	£0.00	£3,710.00	£710.00
Total Cemeteries		£3,000.00	£0.00	£3,710.00	£710.00
Play Areas & Recreation Grounds					
300	Match Fees	£2,520.00	£0.00	£90.00	-£2,430.00
320	Hire of Recreation Grounds	£250.00	£0.00	£70.00	-£180.00
340	Pavilion Hire	£750.00	£0.00	£4,160.40	£3,410.40
370	Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds		£4,520.00	£0.00	£4,320.40	-£199.60
Finance & General Purpose					
410	Precept	£267,870.00	£0.00	£267,870.00	£0.00
420	Interest - Deposit Account Unity	£0.00	£0.00	£212.13	£212.13
425	Interest - Nationwide 45 Day	£800.00	£0.00	£0.00	-£800.00
430	Interest - Public Sector Deposit	£200.00	£0.00	£4.11	-£195.89
460	Miscellaneous Income	£0.00	£0.00	£45.00	£45.00
480	Insurance Claims	£0.00	£0.00	£0.00	£0.00
485	Feed In Tariff	£0.00	£0.00	£1,054.96	£1,054.96
600	Grants Received	£0.00	£0.00	£0.00	£0.00
650	MCCR/Covid 19	£0.00	£0.00	£9,315.00	£9,315.00
660	Timebanking Income	£0.00	£0.00	£0.00	£0.00
Total Finance & General Purpose		£268,870.00	£0.00	£278,501.20	£9,631.20
Highways					
800	Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways		£0.00	£0.00	£0.00	£0.00
Rental Property					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£23,833.37	-£2,166.63
Total Rental Property		£26,000.00	£0.00	£23,833.37	-£2,166.63
Melbourn Area Youth Develpt Reserve					
950	MAYD Partner Contributions	£0.00	£2,057.00	£2,057.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£2,057.00	£2,057.00	£0.00
Community Benefit Reserve					
960	Solar Farm Grant Income	£0.00	£1,092.16	£1,092.16	£0.00
Total Community Benefit Reserve		£0.00	£1,092.16	£1,092.16	£0.00
S106 & Other Capital Grants Reserve					
140	S.106	£0.00	£96,704.05	£96,704.05	£0.00
145	Community Capital Grant Fund - Hub Extension	£0.00	£65,000.00	£65,000.00	£0.00
Total S106 & Other Capital Grants		£0.00	£161,704.05	£161,704.05	£0.00
Celebrating Ages Reserve					
990	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Income		**£308,410.00**	**£164,853.21**	**£481,883.45**	**£8,620.24**

Melbourn Parish Council Financial Budget Comparison

Eleven Months ended 28th February 2021

Excludes transactions with an invoice date prior to 01/04/20

		2020/21 Budget	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Conservation					
1000	Allotments	£1,680.00	£0.00	£1,320.52	£359.48
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£7,350.00	£0.00	£6,647.97	£702.03
1150	Stockbridge Meadows	£970.00	£0.00	£465.69	£504.31
1200	Grass Cutting Contract	£8,590.00	£0.00	£6,225.00	£2,365.00
1300	Public Open Space Maintenance Contract	£7,000.00	£0.00	£6,535.00	£465.00
Total Conservation		£25,590.00	£0.00	£21,194.18	£4,395.82
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£5,045.00	£0.00	£5,477.73	-£432.73
2100	Cemetery Grounds Maintenance Contract	£5,500.00	£0.00	£4,464.13	£1,035.87
Total Cemeteries		£10,545.00	£0.00	£9,941.86	£603.14
Play Areas & Recreation Grounds					
3000	Play Areas	£3,025.00	£0.00	£1,666.00	£1,359.00
3200	Recreation Grounds	£12,480.00	£0.00	£10,885.85	£1,594.15
3400	Pavilion	£9,970.00	£0.00	£4,979.18	£4,990.82
Total Play Areas & Recreation Grounds		£25,475.00	£0.00	£17,531.03	£7,943.97
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,000.00	£0.00	£276.12	£2,723.88
4200	Contingency	£3,000.00	£0.00	£0.00	£3,000.00
4300	Wardens' Materials, Equipment & Van	£2,900.00	£0.00	£1,515.86	£1,384.14
4500	Insurances	£7,400.00	£0.00	£7,562.00	-£162.00
4700	Membership of Societies	£1,300.00	£0.00	£1,058.09	£241.91
4900	Parish Clock	£200.00	£0.00	£343.00	-£143.00
5000	Parish Office, IT & Contractors	£24,790.00	£0.00	£20,239.26	£4,550.74
5100	Salaries, NI & Pensions	£75,000.00	£0.00	£64,578.32	£10,421.68
5300	Sundry Expenses	£234.00	£6,000.00	£6,052.00	£182.00
5400	Training	£1,500.00	£0.00	£535.00	£965.00
5700	Pension Scheme Charges	£435.00	£0.00	£396.00	£39.00
5900	Bank Charges	£200.00	£0.00	£150.45	£49.55
6000	Grants Awarded	£700.00	£0.00	£700.00	£0.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£13,850.00	£710.00	£6,169.14	£8,390.86
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£1,054.96	-£1,054.96
6450	PWLB Community Hub - Interest	£28,311.00	£0.00	£28,310.94	£0.06
6451	PWLB Community Hub - Capital	£4,643.00	£0.00	£4,643.26	-£0.26
6452	PWLB Car Park - Interest	£5,942.00	£0.00	£3,593.25	£2,348.75
6453	PWLB Car Park - Capital	£10,945.00	£0.00	£6,651.42	£4,293.58
6500	MCCR/Covid 19 Costs	£0.00	£0.00	£12,609.60	-£12,609.60
6600	Timebanking Expenses	£600.00	£0.00	£373.70	£226.30
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election Costs	£0.00	£0.00	£0.00	£0.00
7100	Village Car Park - Rates, Utilities & Maintenance	£13,650.00	£0.00	£13,390.35	£259.65
Total Finance & General Purpose		£213,800.00	£6,710.00	£195,202.72	£25,307.28

Melbourn Parish Council Financial Budget Comparison

Eleven Months ended 28th February 2021

Excludes transactions with an invoice date prior to 01/04/20

		2020/21 Budget	Reserve Movements	Actual Net	Balance
Planning					
7000	Community Development	£0.00	£0.00	£0.00	£0.00
Total Planning		£0.00	£0.00	£0.00	£0.00
Highways					
8000	Highways and Footpaths	£200.00	£0.00	£0.00	£200.00
8100	Street Lighting	£1,800.00	£0.00	£2,167.98	-£367.98
Total Highways		£2,000.00	£0.00	£2,167.98	-£167.98
Rental Property					
9000	Little Hands Nursery	£3,450.00	£0.00	£1,661.88	£1,788.12
Total Rental Property		£3,450.00	£0.00	£1,661.88	£1,788.12
Melbourn Area Youth Develpt Reserve					
9500	MAYD Youth Club	£0.00	£1,556.00	£1,556.00	£0.00
Total Melbourn Area Youth Develpt		£0.00	£1,556.00	£1,556.00	£0.00
Community Benefit Reserve					
9600	Community Benefit Donations	£0.00	£28,213.79	£28,213.79	£0.00
9601	Community Benefit Donations S137	£0.00	£3,000.00	£3,000.00	£0.00
Total Community Benefit Reserve		£0.00	£31,213.79	£31,213.79	£0.00
S106 & Other Capital Grants Reserve					
1400	S106	£0.00	£13,594.23	£13,594.23	£0.00
1405	Community Capital Fund Grant - Hub Extension	£0.00	£4,356.42	£4,356.42	£0.00
Total S106 & Other Capital Grants		£0.00	£17,950.65	£17,950.65	£0.00
Celebrating Ages Reserve					
4800	Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages Reserve		£0.00	£0.00	£0.00	£0.00
Total Expenditure		**£280,860.00**	**£57,430.44**	**£298,420.09**	**£39,870.35**
Total Income		£308,410.00	£164,853.21	£481,883.45	£8,620.24
Total Expenditure		£280,860.00	£57,430.44	£298,420.09	£39,870.35
Total Net Balance		**£27,550.00**		**£183,463.36**	

Bank Balances at 28th February 2021

Ordinary Accounts

Current Account Unity	£226,212.85
Deposit Account Unity (Instant Access)	£212,928.11
Petty Cash	£30.00
Prepaid Debit Cards Soldo	£600.00

Short Term Investment Accounts

Nationwide 45 day Business Saver	£150,272.88
CCLA - Public Sector Deposit fund	£25,000.00
Total	**£615,043.84**

At the date of this report, the February bank reconciliations were with Cllr Kent for checking. The January 2021 bank reconciliations were checked by Cllr Kent on 19/02/21.

Melbourn Parish Council Finance Report 28th February 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 28th February 2021. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

At the eleven-month stage it is anticipated that there will be a surplus in excess of that budgeted by the financial year end. MPC should be able to make the budgeted contributions to reserves plus some additional contributions. There are some areas where there have been significant variations from budget (see explanations below).

Variations from Budget

Income:

Allotment Rent – this is above budget as a rental increase was agreed by MPC on 27/07/20.
Burial Fees – these will exceed the budget which was set at a prudent level due to low rates of burial income in the last few years.
Match fees/recreation ground hire – these budget headings will be approximately £1,200 down due to Covid-19 restrictions on organised sport and events.
Pavilion Hire – a new regular booking means that this budget heading will exceed budget by around £4,500. However, as MAYD have not been able to use the Pavilion for youth club activities, the budgeted £1,000 recharge cannot be made.
Interest Receivable – this will be significantly below budget due to a fall in interest rates to a historic low.
MCCR – MPC was successful in obtaining £7,165 grant funding from the Cambridgeshire Coronavirus Community Fund to support the MCCR team. Of this, £2,800 was used towards salary costs for MCCR staff and the rest was transferred to the MCCR team to cover other running costs. MCCR has also repaid £1,750 of the funds transferred by MPC to underwrite debit card purchases for vulnerable residents (see MCCR expenditure below). A further grant of £400 was received from SCDC for Covid-related expenses.

Expenditure:

Conservation – MPC approved emergency expenditure on some trees in the parish which needed urgent attention. Total cost for these works was just over £3,000 and further tree works of £870 were later approved by the Maintenance Committee. The Maintenance Committee has also approved tree work and repair of some fencing at The Moor (£840). MPC approved £2,070 unbudgeted expenditure for replacement fencing at Worcester Way. This budget heading is likely to be overspent later in the year.
Cemeteries – MPC approved £1,840 for hedge reduction in Orchard Road cemetery which was unbudgeted. Although there are likely to be some cost savings in other parts of the cemeteries budget, overall there has been an overspend on this budget heading.
Pavilion – the budget included £2,000 for external redecoration which is unlikely to be spent this year. It is probable that this funding will be ring-fenced at the year end and carried forward to next year.
Audit, legal & professional – the budget included £1,000 for professional VAT advice which was not needed (advice obtained free)
Contingency – it has not been necessary to use any of this to date.
Wardens' equipment, materials and parish van – this budget is likely to be underspent although the amount included for purchase of a chain-saw and relevant training may be ring-fenced and carried forward to next year.
Insurances – the Parish Council is in the final year of a three year deal with the current provider. The premium was slightly underbudgeted this year (£162).
Parish Office, IT and contractors- there are expected to be budget savings for litter picking and also for Parish Office IT costs. A new desktop purchase has been postponed until next year.
Salaries, NI & Pensions – there should be budget savings of around £2,000 due to changes in staffing structure and employees leaving during the financial year
Sundry Expenses – the £6,000 reserve-funded expense is a zero carbon grant which was received under a joint initiative with Melbourn Village College and has now been transferred to MVC.
Community Hub maintenance – several projects that were anticipated to take place this year will now not happen until next year. Unused funds are expected to be ring-fenced at the year end and carried forward to next year.

Melbourn Parish Council Finance Report 28th February 2021 (continued)

MCCR costs – MPC approved a grant of £750 to MCCR and also transferred a further £1,750 to underwrite debit card costs for the project (since repaid – see MCCR income). In addition, MPC approved extra staff costs to head up the MCCR team until the end of July if required. The approved costs were up to £6,300 (of which £2,800 was covered by grant funding) but actual costs were lower than that. MPC also paid over the £400 grant from SCDC plus an additional £450 (approved on 23/11/20) to MCCR in January to cover volunteer costs in the later lockdowns. Total MCCR costs should be considered net of MCCR income shown in the income section (net costs are currently £3,295).
Street lighting – CCC are no longer administering the street lighting contract and this has been taken over by MPC. A large final bill of £888 from CCC means that this budget heading is expected to be overspent by around £700 this financial year.

G van Poortvliet
RFO – Melbourn Parish Council 15th March 2021

Melbourn Parish Council

Expenditure transactions - approval list 22nd March 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque
4127	BACS2103 231731	£630.00	£105.00	£525.00	11/03/21	1731 Ltd - Project management - Hub Extension: meetings, site visits	£630.00
		£630.00	£105.00	£525.00	1731 Ltd - Total		
4114	BACS2103 234i	£357.60	£59.60	£298.00	22/02/21	4i Water Services Ltd - Legionella risk assessment Pavilion	£357.60
		£357.60	£59.60	£298.00	4i Water Services Ltd - Total		
4090	BACS2103 23AMG	£156.00	£26.00	£130.00	16/02/21	AMG (Southern Services) Ltd - Emergency drain clean - Littlehands	£156.00
		£156.00	£26.00	£130.00	AMG (Southern Services) Ltd - Total		
4113	BACS2103 23AOS	£54.18	£9.03	£45.15	03/03/21	AOS Online - 3 x boxes A4 paper	£54.18
		£54.18	£9.03	£45.15	AOS Online - Total		
4111	DD200318 BGASWSH OP	£289.99	£48.33	£241.66	04/03/21	British Gas - Workshop Electricity 01/02-28/02/21 estimated	£289.99
4137	DD210326 GASORC	£10.76	£0.51	£10.25	09/03/21	British Gas - Electricity bill - old rec ground 02/02/21 - 01/03/21 - estimated	£10.76
4110	DD210327 BGASPAV	£347.31	£57.88	£289.43	26/02/21	British Gas - Paviliion Electricity - 18/01/21-20/02/21 estimated	£347.31
		£648.06	£106.72	£541.34	British Gas - Total		
3774	DD210308 CWBWS	£6.00	£0.00	£6.00	08/07/20	Cambridge Water Business - Water services car park workshop Mar 2021	£6.00
		£6.00	£0.00	£6.00	Cambridge Water Business - Total		
4062	DD210301 DVLA	£23.18	£0.00	£23.18	01/03/21	DVLA - Vehicle tax - Parish Van	£23.18
		£23.18	£0.00	£23.18	DVLA - Total		
4138	DD210318 EON	£12.79	£0.61	£12.18	03/03/21	e.0n - Electricity - Orchard Road Cemetery 28/01/20-28/02/21	£12.79
		£12.79	£0.61	£12.18	e.0n - Total		
4142	BACS2103 23EDGE	£164.40	£27.40	£137.00	17/03/21	Edge IT Systems - AdvantEDGE Finance package temporary band increase 2020/21	£164.40
		£164.40	£27.40	£137.00	Edge IT Systems - Total		

Signature Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list 22nd March 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque
4101	BACS2103 23GLASS	£47.29	£7.88	£39.41	01/03/21	Glassblade Ltd - Search/WP plugin one year and upgrades to website menu	
4145	BACS2103 23GLASS	£21.00	£3.50	£17.50	17/03/21	Glassblade Ltd - Website updates & zoom lesson on updating pages	£68.29
		£68.29	£11.38	£56.91	Glassblade Ltd - Total		
4092	BACS2103 23H2O	£462.00	£77.00	£385.00	22/02/21	H2O Gas Heating & Plumbing Services Ltd - Repair underfllloor heating meeting room - Hub	£462.00
		£462.00	£77.00	£385.00	H2O Gas Heating & Plumbing Services Ltd - Total		
4103	DD210315 HAVEN	£6.54	£0.32	£6.22	01/03/21	Haven Power - Street lighting - unmetered supply 01/02-28/02/21	
4104	DD210315 HAVEN	£114.32	£5.45	£108.87	01/03/21	Haven Power - Street lighting - unmetered supply 01/02--28/02/21	
4105	DD210315 HAVEN	£2.29	£0.11	£2.18	01/03/21	Haven Power - Street lighting - unmetered supply 01/02-28/02/21	£123.15
		£123.15	£5.88	£117.27	Haven Power - Total		
4095	BACS2103 23H&CGM	£747.00	£124.50	£622.50	26/02/21	Herts & Cambs Ground Maintenance Limited - Verges cutting - Feb 2021 1/12 contract)	
4096	BACS2103 23H&CGM	£487.00	£81.17	£405.83	28/03/21	Herts & Cambs Ground Maintenance Limited - Cemeteries grounds maintenance Feb 2021 (1/12 x annual contract)	
4097	BACS2103 23H&CGM	£906.00	£151.00	£755.00	28/03/21	Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Rec grounds Mar 2021 1/12 contract)	
4098	BACS2103 23H&CGM	£552.00	£92.00	£460.00	26/02/21	Herts & Cambs Ground Maintenance Limited - Grounds Maintenance - Mar (1/12 annual contract)	
4099	BACS2103 23H&CGM	£228.00	£38.00	£190.00	26/02/21	Herts & Cambs Ground Maintenance Limited - Cut hedges at allotments	
4112	BACS2103 23H&CGM	£1,548.00	£258.00	£1,290.00	05/03/21	Herts & Cambs Ground Maintenance Limited - Install fence in Worcester Way	
4141	BACS2103 23H&CGM	£456.00	£76.00	£380.00	15/03/21	Herts & Cambs Ground Maintenance Limited - Spray & clear moss from paths at Orchard Road cemetery	£4,924.00
		£4,924.00	£820.67	£4,103.33	Herts & Cambs Ground Maintenance Limited - Total		

Signature Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list 22nd March 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque
4115	BACS210323JT	£90.00	£0.00	£90.00	02/03/21	John Travis - Van hire to clear site prior to Hub Extension Build	£90.00
		£90.00	£0.00	£90.00	John Travis - Total		
4102	BACS210323LUCID	£126.60	£21.10	£105.50	01/03/21	LUCID Systems - Covered agreement - Apr 2021	£126.60
		£126.60	£21.10	£105.50	LUCID Systems - Total		
4128	BACS210323CS	£145.64	£0.00	£145.64	28/02/21	Lucky Dog Solutions - Timebanking handover & administration	£145.64
		£145.64	£0.00	£145.64	Lucky Dog Solutions - Total		
4088	BACS210323HUB	£33.60	£5.60	£28.00	20/02/21	Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 12/01/21-12/02/21	
4109	BACS210323HUB	£142.68	£0.00	£142.68	01/03/21	Melbourn Community Hub Management Group - FiT re electricity solar panels Hub building 16/09/20-02/12/20	
4143	BACS210323HUB	£33.96	£5.66	£28.30	16/03/21	Melbourn Community Hub Management Group - Mobile phone for Time banking co-ordinator 13/02/21-12/03/21 plus SMS	£210.24
		£210.24	£11.26	£198.98	Melbourn Community Hub Management Group - Total		
4139	BACS210323MG	£207.60	£34.60	£173.00	11/03/21	Mick George - Skip hire - groundworks Hub extension £207.60	
		£207.60	£34.60	£173.00	Mick George - Total		
4108	BACS210323NF	£93.72	£15.62	£78.10	19/02/21	Newflame - PAT testing - Pavilion and Workshop	£93.72
1		£57.48	£9.58	£47.90		PLAY PAT testing Pavilion	
2		£36.24	£6.04	£30.20		F&GP PAT testing Workshop	
		£93.72	£15.62	£78.10	Newflame - Total		
4094	DD210301NOW	£43.20	£7.20	£36.00	01/03/21	Now Pensions - Employer Service Charge	£43.20
4116	BACS210323PGC	£23.99	£4.00	£19.99	31/12/20	Phillimore Garden Centre - Loppers	
4117	BACS210323PGC	£20.99	£0.00	£20.99	23/02/21	Phillimore Garden Centre - Gage tree	£44.98
		£44.98	£4.00	£40.98	Phillimore Garden Centre - Total		

Signature Signature

Date

Melbourn Parish Council

Expenditure transactions - approval list 22nd March 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice	Details		Cheque
4093	DD210323 PWLB	£6,642.79	£0.00	£6,642.79	23/02/21	Public Works Loan Board - Loan repayment - car park loan 1 instalment 2		£6,642.79
1		£4,294.01	£0.00	£4,294.01		F&GP	Loan repayment - car park loan 1	
2		£2,348.78	£0.00	£2,348.78		F&GP	Loan repayment interest - car park loan 1	
		£6,642.79	£0.00	£6,642.79	Public Works Loan Board - Total			
4106	BACS210323RHBC	£456.00	£76.00	£380.00	01/03/21	RHBC Ltd - Building Control Function Plan Fee - Hub extension		
4126	BACS210323RHBC	£888.00	£148.00	£740.00	10/03/21	RHBC Ltd - Building Control Function Inspection Fee - Hub extension		£1,344.00
		£1,344.00	£224.00	£1,120.00	RHBC Ltd - Total			
4144	BACS210323RIDGEONS	£1,853.00	£308.83	£1,544.17	12/03/21	Ridgeons Ltd - Materials for Hub Extension		£1,853.00
		£1,853.00	£308.83	£1,544.17	Ridgeons Ltd - Total			
4100	BACS210323SH	£93.60	£15.60	£78.00	19/02/21	Shelford Heating - Heat pump investigate issues		£93.60
		£93.60	£15.60	£78.00	Shelford Heating - Total			
3941	DD210301 SCDCD&L	£390.00	£0.00	£390.00	09/07/20	South Cambs District Council - Dog and litter bin collection 01/04/20-31/03/21 (8 of 8)		£390.00
1		£39.00	£0.00	£39.00		CON	Stockbridge Meadows - dog bin collection 01/04/20-31/03/21 8 of 8	
2		£195.00	£0.00	£195.00		PLAY	Rec Grounds - dog and litter bin collection 01/04/20-31/03/21 8 of 8	
3		£156.00	£0.00	£156.00		PLAY	Play Areas - dog and litter bin collection 01/04/20-31/03/21 8 of 8	
3781	DD210301 SCDCWC	£38.00	£0.00	£38.00	01/04/20	South Cambs District Council - Pavilion fortnightly trade waste collection - installment 9 of 9		£38.00
		£428.00	£0.00	£428.00	South Cambs District Council - Total			
4124	BACS210323SGAA	£325.00	£0.00	£325.00	08/03/21	St George's Allotments - Allotment holder insurance premiums 2020-21		£325.00
		£325.00	£0.00	£325.00	St George's Allotments - Total			
4107	BACS210323TIMNOV	£441.96	£0.00	£441.96	11/01/21	TimNovations - Litter picking 16/11/20-07/01/21 plus equipment		£441.96
		£441.96	£0.00	£441.96	TimNovations - Total			
		£7,634.82	£0.00	£7,634.82		Confidential items e.g. salaries, NI & pensions		

Signature Signature

Date

Melbourn Parish Council
Expenditure transactions - approval list 22nd March 2021

Start of year 01/04/20

Tn no	Cheque	Gross	Vat	Net	Invoice	Details	Cheque
Items already paid							
4086	BACS210231731	£990.00	£165.00	£825.00	19/02/21	1731 Ltd - Project management - Hub Extension: meetings, tender processing	£990.00
4125	BACS21031 0ESP	£2,470.40	£411.73	£2,058.67	10/03/21	E S Pipelines - Relocation of gas pipeline - Hub Extension	£2,470.40
4140	BACS21031 6JORDANS	£2,169.84	£361.64	£1,808.20	10/03/21	Jordan & Sons - 20% deposit for ground works - Hub extension	£2,169.84
4089	BACS210223SH	£208.80	£34.80	£174.00	15/02/21	Shelford Heating - Heat pump service & system check	£208.80
Petty cash expenditure							
3969	CHQ30035 210311HU	£3.00	£0.00	£3.00	13/11/20	Co-op Supermarket - Tea bags for Parish Office - SM petty cash	
4146	CHQ30035 210311HU	£8.40	£0.00	£8.40	01/04/20	Co-op Supermarket - Stamps - C Littlewood petty cash	
4147	CHQ30035 210311HU	£2.50	£0.42	£2.08	01/04/20	Co-op Supermarket - Greetings card	
3687	CHQ30035 310311HU	£2.00	£0.33	£1.67	09/06/20	Co-op Supermarket - Greetings card	
3970	CHQ30054 210311HU	£0.54	£0.00	£0.54	11/11/20	Melbourn Stores - Milk for Parish Office - CL petty cash	
4072	CHQ30054 210311HU	£0.54	£0.00	£0.54	01/02/21	Melbourn Stores - Milk for Parish Office - C Littlewood petty cash	
4073	CHQ30054 210311HU	£1.69	£0.28	£1.41	15/01/21	Melbourn Stores - Receipt book - S Marriage petty cash	
3868	CHQ30035 210311HU	£3.10	£0.00	£3.10	06/10/20	Post Office - Postage for Melbourn History Book	
Total		**£33,215.61**	**£2,865.70**	**£30,349.91**			

Signature Signature

Date

MELBOURN PARISH COUNCIL

Meeting of Full Council on 22 March 2021

Agenda item: PC122 20c)

To consider approving quotation for relocation of the Kohima Stone

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Hello Sophie

Further to your email below, we have discussed the logistics of moving the memorial to the New Road Cemetery as requested.

To dig out and supply a new foundation near the entrance to the Cemetery , lift, transport & re-site the memorial would cost £2270.00 +VAT. Others to dig out & re-instate the existing foundation & adjacent area (NB. We have assumed that we would be able to re-use the stainless steel anchor rods, but if these are damaged in the lifting process we may have to charge the additional cost for these).

The cost for the anchor rods, if needed, would be £50 each, therefore 2no. = £100 +VAT.

We would need to carry out a site survey to ensure there are no services underground which might affect the exact positioning of the foundation, unless you have already done so or are aware of any services in the proposed location?...

Our price to visit site and carry out a survey to detect underground cable & pipes (using a CAT3 cable & pipe locator) would be £225 +VAT. We would obviously need to meet one of you on site to discuss the positioning at the same time.

We look forward to hearing from you

Best regards

Andrew Urquhart
Hibbitt & Sons Ltd
126-128 Victoria Road
Cambridge, CB4 3DZ
T: 01223 354556 M: 07775 925570

www.hibbittmasonry.co.uk

MELBOURN PARISH COUNCIL

Full Council : 22 March 2021

Item: PC122 20d)

Action from February meeting of the Parish Council to take advice on whether air-conditioning units should be serviced more frequently than once a year – response from 4i below:

Legionella could be found in some types of water-cooled air conditioning systems but this all comes down to make and models that have this as their way of working. Generally speaking, as long as the system is regularly maintained as per manufacture instructions, this will help keep the risk low. General service guidance is once every 12 months as minimum.

Kind Regards,

Airway Group

DAIKIN MITSUBISHI ELECTRIC Panasonic

FUJITSU TOSHIBA MITSUBISHI HEAVY INDUSTRIES, LTD.

QUOTATION Q1902-1

For Melbourn Community Centre

Melbourn Community Centre
30 High Street
Melbourn SG8 6DZ

T: 01763 263303
E: parishclerk@melbournpc.co.uk

Airway Group

QUOTATION

Invoice Address:
Melbourn Community Centre
30 High Street
Melbourn SG8 6DZ

Delivery Address:
Melbourn Community Centre
30 High Street
MelbournSG8 6DZ.

Quotation No: Q1902-1
Created: 04/09/2019

RE: PPM Maintenance

Item Description	Unit Price	Quantity	Totals
PPM Maintenance of 3no. Daikin Wall Mounted Air Conditioning Systems to FGas Regulations. Once per Annum	£180.00	1	£180.00

Sub Total:	**£180.00**
VAT:	**£36.00**
GRAND TOTAL:	**£216.00**

Item Description	Unit Price	Quantity	Totals
PPM Maintenance of 3no. Daikin Wall Mounted Air Conditioning Systems to FGas Regulations. Twice per Annum	£280.00	1	£280.00

Sub Total:	**£280.00**
VAT:	**£56.00**
GRAND TOTAL:	**£336.00**

Filters & parts will be sourced and quoted separately with the cost of a return visit as required.

Should you have any queries or require any further information please do not hesitate to contact us.

Yours Sincerely

Amy Steele
amy@airway-group.co.uk
01480 831010

Thank You For Your Business

Airway Group

Thank You For Your Business

01480 831010
0800 0564162

Head Office 8 Papworth Business Park
Papworth Everard CB23 3GY

info@airway-group.co.uk
www.airwayac.co.uk

Why have a PPM agreement:

• In order for the manufacturers five year (seven year for Daikin) parts warranty to be valid, manufacturers state that you carry out regular maintenance to keep your new system running in optimum condition.

• You are legally obliged (under EC Regulation No 517/2014 regarding fluorinated greenhouse gases (F-Gases)) to ensure that all systems that use a fluorinated refrigerant are checked regularly by qualified personnel. This is to ensure that no refrigerant is leaking into the atmosphere from your air conditioning and refrigeration systems.

• Regular maintenance minimises breakdown risk and resulting downtime and inconvenience.

• An AMA is a fixed annual fee which is more cost effective than adhoc '1off maintenance' visits charged at a call-out fee + hourly rate.

• We will contact you in advance to advise when maintenance is due and will schedule in a mutually agreeable time/date to carry this out for you.

• All required reports/paperwork will be supplied to you after each visit inc. F-Gas register where required for your records.

Our PPM contracts are for one/two/four maintenance visits per year (dependent on requirement). The quotation will be representative of the full cost per annum, not per visit.

Any follow up work/parts requirement highlighted by the maintenance visit will be passed to our service team to quote and arrange.

I hope that this provides you with everything you need to know however if there is anything you would like to discuss or ask me about, please do not hesitate to contact me on 01480 831010 or amy@air-way.co.uk.

What is included within a maintenance visit?

AIR CONDITIONING EVAPORATING UNITS (INSIDE UNIT)

- Check general operation on both cooling and heating cycles.
- Check remote control.
- Check set point and adjust as necessary.
- Clean fascia grille.
- Clean filters
- Spray evaporator coil with trade anti-bacterial agent
- Carry out visual leak test
- Check electrical connections
- Check drip tray and drains - clean as necessary
- Check Operation of condensate pump

AIR CONDITIONING CONDENSING UNITS (OUTSIDE UNIT)

- Check general operation on both cooling and heating cycles
- Check condition of condenser fins (clean where necessary)
- Carry out visual leak test
- Check compressor for vibration and overheating
- Check crankcase heater where fitted
- Check pipe temperatures and fit gauges only where necessary
- Check operation of isolator
- Check electrical connections
- Check security of support bracket

AIR SUPPLY SYSTEMS

- Clean / Replace filters
- Check and clean air grilles
- Check dampers
- Check evaporator coil and expansion device (where applicable)
- Check drive belts
- Check fan, shaft and bearings.
- Check heater battery
- Check drip tray and drains - clean as necessary

REFRIGERATION PIPEWORK

- Check security of pipe fixings
- Check condition of pipe insulation
- Carry out visual leak test

Thank You For Your Business

01480 831010
0800 0564162

Head Office 8 Papworth Business Park
Papworth Everard CB23 3GY

info@airway-group.co.uk
www.airwayac.co.uk

TERMS AND CONDITIONS

1.AGREEMENT

Airway hereby agrees with the customer during the continuance of this agreement that airway will provide qualified and trained engineers to carry out the agreed number of maintenance visits.

2.EXTENT OF WORKS

2.1 During maintenance visits Airway shall carry out works of general maintenance as per the provided checklist. Airway will also notify the customer of any defective parts recognised as such during the maintenance visit. Airway shall under no circumstances be responsible as part of the maintenance visit for the following:
A) Cost of painting all or part of the equipment
B) Damage or deterioration due to misuse, negligence or incorrect operation
C) Deterioration due to fair wear and tear save to the extent provided in the check list
D) Deterioration caused for reason or failure of electricity or water supply or fire, water theft or removal
E) Defective or ineffectual works performed by persons other than those employed or authorised by Airway. Work on ancillary gear or equipment attached to or adjacent to the equipment.
2.2 The customer shall ensure adequate and safe access to the equipment and provide free of charge all necessary lifting equipment, lighting, power and water as requested, if the equipment is moved to another location or access is altered Airway reserves the right to adjust the contract price.

3.MAINTENANCE TIMES

3.1 Maintenance visits shall be made during normal working hours at a time mutually convenient to the customer and Airway but so far as is practical and spaced equally during the contract period.
3.2 Airway shall under no circumstances be liable in the event that it is unable to perform its obligations here under at the time specified. Times stated are given as accurately as possible and represents statements of intention but are no way contractually binding.
3.3 Emergency 24 hour service with 4 hour response time (unless otherwise specified) is available 365 days a year. Where applicable a call out charge will be made to the customer.

4.PAYMENT

4.1 The maintenance contract price shall be payable in advance by the customer and thereafter 30 days within each renewal date.
4.2 The customer shall pay any additional charges e.g. replacement filters, belts, pumps etc... within 30 days from date of invoice.

5. EMERGENCY CALL OUT RATES

Call Out Rate:
Call out (normal working hours) - £75 +vat
Labour - £48 per hour +vat

Out of Hours:
Call out rate is £112.50 +vat
Labour - £72 per hour +vat

6.TERMINATION

The contract will continue to run on a year on year basis unless the customer notifies Airway in writing not later than one month before the anniversary date to terminate the contract.

Thank You For Your Business

01480 831010
0800 0564162
Head Office 8 Papworth Business Park
Papworth Everard CB23 3GY
info@airway-group.co.uk
www.airwayac.co.uk

ESTIMATE
EST0107

DATE
15/01/2021

TOTAL
GBP £234.00

Cambridge Air conditioning & Electrical services.

VAT # 360978465
17 Old Brewery close
Ely
Cambridgeshire
07583611299
www.airconditioningcambridge.co.uk
info@airconditioningcambridge.co.uk

TO

Melbourne Community Hub

Melbourn Parish Council
Melbourn Community Hub 30 High Street
Melbourn
Cambridgeshire SG8 6DZ
01763263303
assistantclerk@melbournpc.co.uk

DESCRIPTION	RATE	QTY	AMOUNT
Attend site to carry (PPM) planned preventive maintenance on 3 x daikin wall mounted air conditioners. All units will be added to Fgas register and a full detailed maintenance report will be provided.	£65.00	3	£195.00

SUBTOTAL	£195.00
VAT (20%)	£39.00
TOTAL	GBP £234.00

The above quotation includes the following:
Supply of indoor and outdoor air conditioning units
Supply of all materials required to install and commission such systems
All systems will be installed and commissioned to FGAS regulations
A handover and tutorial on completion

Warranty:
The installed system will come with the following Daikin and Fujitsu 60 months Toshiba 84 months.
12 months on workmanship

Maintenance:
We are able to offer a maintenance package on this installation which would be £65.00 this guarantees your parts warrenty.
We recommend maintenance to be carried out once yearly.

Exclusions:
All quotes are valid for 30 days.
Removal of items not applicable to this project
We have assumed all the necessary landlord/Local Authority consent has been obtained

Electrical work:
All electrical work will be carried out in accordance BS7671 tested and certificated on completion.
In very rare instances nusence tripping can occur when installing air conditioning this is becasue of the conversion between AC and DC current thus causing the RCD to trip.
In the case of this event we would have to modify the characteristics of your supply.

Project requirements:
We require unitrupted access during the agreed times of installation with any work areas clear and vacated prior/ during work
We require mains power throughout the duration of the work and for future maintenance.

Acceptance:
If you should choose to except this quotation we will arrange a time frame and expected completion time/date with you.
We will require a 25% deposit this reserves a date for the installation to commence.

SHIRE TREES LIMITED

hello@shiretrees.co.uk
01763 220880

Melbourn Parish Council
30 High Street, Melbourn
Royston
SG8 6DZ

Date Sent: 17/02/2021

Quote information

Account No: 143
Quote No: 2446
Surveyor: Frank Cantle
Site Ref No: 4992
Order No:

Quotation

Site Address Opposite Orchard Gate, Orchard Road, Melbourn, Royston

Item No	Item	Description Of Work	Value
	Sycamores x 5	Reduce height by 3M (back to previous) and cut as much Ivy from tree as possible (not removal). Severe Ivy at base of tree	£675.00
	Ash x 2	Reduce canopys by 4M to reduce weight and severe Ivy at base of tree.	£750.00

Total Value:	£1,425.00
Vat(20%):	£285.00
Total Inc Vat:	£1,710.00

Melbourn Parish Council March 2021 – County and District Councillors' Report

Gulley emptying: The long-awaited Highways gulley emptying operation has been taking place this month and seems to be going well. Thank you very much to the parish council for assisting with the letter drop to residents. We've discussed with County Highways the protocol for return visits where any drains have been missed.

Beechwood Ave and associated streets surface dressing: Preparations started last week and actual surface dressing should start this week. Again thanks for help with letter drop to residents

Less funding for Highways: The recent announcement by the Government of the allocation of highways maintenance cash for the forthcoming year for each County indicates almost £7.5million less than last year.

127 bus: The current operator A2B has proposed to r un the service commercially, which is its right to do. This means that the amalgamation of cross-county subsidized services, in which the 127 and the Herts CC 91 would join up and extend the service to Baldock and Letchworth, won't happen. The timetable will remain roughly the same and the service will begin just after Easter, pending OK from the Traffic Commissioner.

Fostering and Adoption campaign: The campaign 'Build Your Family' encourages LGBT+ potential adopters and foster carers to consider expanding their family and sharing their life with a child or young person, either permanently through adoption or more short-term through fostering. The campaign seeks to tackle some common misconceptions surrounding the process, and raise awareness among people who identify as LGBT+ of the adoption and fostering parenting routes that are open to them.

There are around 745 children and young people in Cambridgeshire who need foster carers and the greatest need is for teenagers and brothers and sisters. LGBT+ Adoption & Fostering week is organised by New Family Social, a charity that supports LGBT+ Adopters and Foster Carers across the UK.

More information on fostering: call 0800 052 0078, email fostering@cambridgeshire.gov.uk or visit www.cambridgeshire.gov.uk/fostering; or for information on adoption please call 0300 123 1093.

County Laptop Campaign: Cambridgeshire County Council and Peterborough City Council have launched the 'Laptops for Children' campaign in partnership with the Youth Panel, Cambridge Digital Direct, Cambridge 2030 and the Cambridge Culture Foundation, aimed at purchasing laptops and 4G routers for vulnerable young people. Around 8,000 children in the region do not have use of a computer or broadband, meaning they cannot access lessons and online resources, putting them at risk of falling behind with their studies. For more information on the campaign and to make a donation visit our GoFundMe page.

Resignation of County Council Deputy Leader: As a result of an investigation into the tenancy awarded in 2017 and investment of £185k of funds from the County to this farm, the Deputy Leader of the County Council Cllr Hickford has resigned and left his farm. This is the statement from the Leader:

"On Tuesday February 23rd I received a long and complex report which was the culmination of the Manor Farm Audit. The subject of the report largely concerns the Deputy Leader Cllr Roger Hickford's occupancy of Manor Farm, Girton as a tenant of Cambridgeshire County Council's Farms Estate.

The contents of the report are confidential at present, for legal reasons in order for the Audit and Accounts committee to fully consider and discuss the matter. But having read the report I had two meetings with Cllr. Hickford to consider implications for the Council, outside of the remit of the committee.

Subsequent to those meetings Cllr Hickford has asked me to accept his resignation as my Deputy leader and as a member of the Council with immediate effect.

I have accepted his resignation and confirmed this to Chief Executive Gillian Beasley.

I have also thanked Cllr Hickford for his years of service in his role as a Councillor and the support he has given me over the years as my deputy leader."

A report into the granting of the tenancy and subsequent actions were reviewed at the March 5th Audit & Accounts Committee. The timetable is here:

https://www.cambridgeshire.gov.uk/news/manor-farm-audit-to-be-considered-by-audit-and-accounts-committee

District Council

South Cambs Budget/Council Tax: The Council agreed a £5 per year increase for the average band D home for the next financial year. The increase will see the average band D home charge for South Cambridgeshire District Council increase to £155.31 per year.

South Cambridgeshire District Council estimates that the cost of dealing with the pandemic so far has been approximately £2.35 million. This is mainly due to increased spending on PPE, additional staff members to help in several areas such as community response, processing business grants and Council Tax support and new software for administering grants. The Council has received £1.9 million in Government grants to help it deal with increased spending due to Coronavirus.

Due to the continuing financial pressure on the Council, the proposals include around £5.1million worth of savings during the next four years, with £2.2million in savings and income already identified. Around half of the Council's annual budget of just under £20 million comes from local Council Tax.

Covid 19 Support for Business in Lockdown 3: Grants Status: £8,932,592 paid has been paid to 3,863 business since November+ grants opened. The majority continues to be the main LRSG schemes and the Closed Business Lockdown payments. Hardship: we are not yet seeing signs of hardship applications slow down, in fact, we had a flurry of 70 in first week of March. This week, we've had a flurry of activity from Taxi Drivers, Driving Instructors and Mobile Hairdressers in particular. Echoing last week's email, there continues to be a wider variety of applicants in general, mostly micro businesses and many sole traders. For example, in March we've had a clinical psychologist who mainly works within education settings ask for help, as have we a bookmaker.

Cambridge Water Treatment Works: South Cambridgeshire District Council and Cambridge City Council are urging local people to get involved in the next stages of the design and planning for a new plant, which Anglian Water says will support the local ambition towards net zero carbon, and

also deliver wider benefits for people and wildlife. Anglian Water have announced that the preferred site for their new plant is an area north of the A14 between Fen Ditton and Horningsea.

The proposed relocation would allow a new net zero carbon facility, meeting exemplar environmental standards, to replace the existing plant which is near Cambridge North railway station. This will unlock opportunities for future development on that site, as well as providing for planned growth in places such as Waterbeach New Town. The project means that no additional treatment facilities would be needed at the new town as wastewater would be treated at the new plant.

Bourn Airfield Outline Approval: Plans for a new village of around 3,500 homes on the former World War Two Airfield at Bourn have been supported by South Cambridgeshire District Council's Planning Committee.

40% of the new homes will be classed as affordable – in line with the Council's Local Plan policies. These homes will be a mixture of affordable rent, shared ownership, rent to buy and discount market sale. A wide range of new community facilities will come forward, including a new secondary school, two primary schools, community centres and playing fields.

A £20-million package to support local transport upgrades is part of the plans and includes walking, cycling and bus routes and electric car charging points. There will be woodlands, wildlife habitat areas, grassland, allotments and community orchards.

The Committee met Friday 19 February to discuss the application from developers Countryside. They voted to support proposals for the new community on 210 hectares of land between Cambourne and Caldecote. The site is one of the new settlements that was allocated for development as part of the Council's 2018 Local Plan, with this application being the next stage in bringing the plans forward.

The area is a mixture of previously developed land and agricultural fields. As part of the development, there will also be shops, offices, healthcare, nurseries, library, place of worship and a hotel.

The development will be governed by a range of conditions covering transport, protecting the environment and ecology, the quality of the buildings and more. Additionally, the Greater Cambridge Partnership and Cambridgeshire and Peterborough Combined Authority continue to work on delivering a new public transport system that will link the development with Cambourne and Cambridge.

Earlier this year, the District Council's Planning Committee approved plans for new commercial buildings on the former Gestamp Factory on the airfield. The applicant estimated that the redevelopment of this old factory site would create up to 800 new, full time jobs.

A Supplementary Planning Document (SPD), which gives more detail on how the new village should come forward, was adopted by the Council in September 2019 following a public consultation. The SPD says the new development should be well connected with traffic-free, active travel routes and high-quality public transport, both locally, to Cambridge and ultimately St Neots. It also outlines how it should be vibrant, prosperous and inclusive with housing for all, schools, sports and leisure, community uses, shops and jobs.

Cambridge Water Treatment Works: South Cambridgeshire District Council and Cambridge City Council are urging local people to get involved in the next stages of the design and planning for a new plant, which Anglian Water says will support the local ambition towards net zero carbon, and also deliver wider benefits for people and wildlife. Anglian Water have announced that the preferred site for their new plant is an area north of the A14 between Fen Ditton and Horningsea.

The proposed relocation would allow a new net zero carbon facility, meeting exemplar environmental standards, to replace the existing plant which is near Cambridge North railway station. This will unlock opportunities for future development on that site, as well as providing for planned growth in places such as Waterbeach New Town. The project means that no additional treatment facilities would be needed at the new town as wastewater would be treated at the new plant.

MELBOURN PARISH COUNCIL

Full Council

Date: 22 March 2021 Item: PC123 20b)

Direct Debits for approval

New DD for approval:

Lucid Systems – IT support

Bi-annual review of current DD mandates for approval.

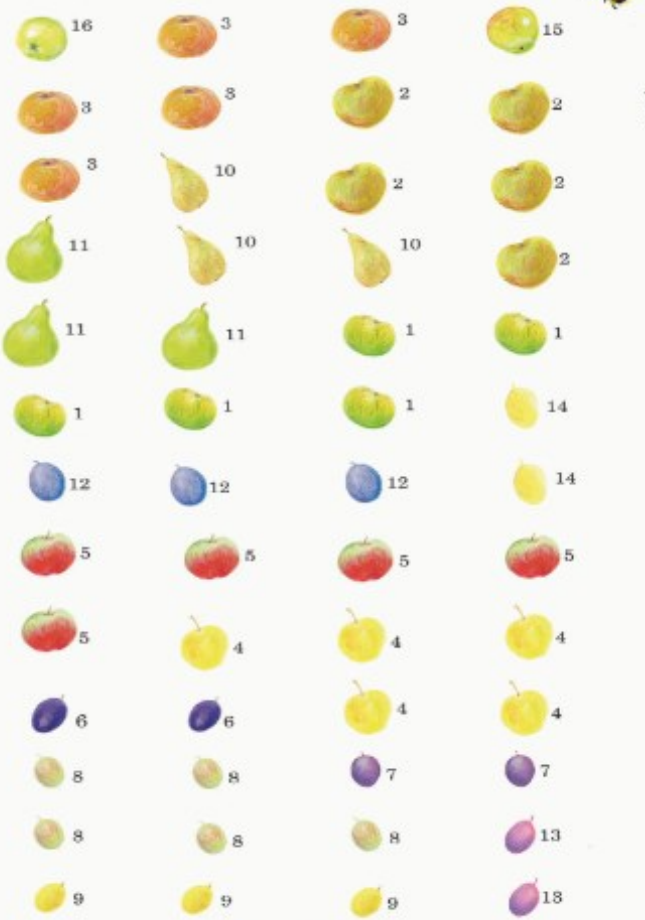
e.On - electricity Orchard Road Cemetery
British Gas - electricity Workshop
British Gas - electricity Pavilion
British Gas - electricity Old Rec
Haven Power - electricity street lighting
Cambridge Water Business - water rates for Pavilion, Workshop, Allotments x 2, New Road Cemetery
Now Pensions - service charge
Now Pensions - pension contributions
DVLA - road tax Parish Van
ICO - Data Protection Controller registration fee (annual)
Public Works Loan Board - loans x 3
South Cambs District Council - rates for car park, Pavilion, cemeteries x 2
SCDC - fortnightly trade waste collection Pavilion
SCDC - dog and litter bin emptying Stockbridge Meadows, Recreation Grounds, Play Areas

Jubilee Community Orchard

This orchard was planted in the Queen's Diamond Jubilee year of 2012. These traditional fruit trees represent varieties that were grown in the Melbourn area. Please enjoy the blossom and harvest the fruit in season.

1 Bramley apple
2 D'Arcy Spice apple
3 Egremont Russet apple
4 Golden Noble apple
5 Worcester Pearmain apple
6 Farleigh damson
7 Merryweather damson
8 Cambridge Gage
9 Old Greengage
10 Conference Pear
11 Williams Pear
12 Rivers Early Prolific Plum
13 Victoria Plum
14 Yellow Pershore Plum
15 Green Harvey apple
16 Murfitt's apple

Plan of the Orchard



Pavilion

Designed and illustrated by Bec Barnes, 2021

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Order # SO22462

Your Reference:	Order Date:	Salesperson:	Account Number:
Recycled plastic lectern	26/11/2020 12:02:07	Guy Walton	MEL015

Product Code	Description	Quantity	Unit Price	VAT	Amount
74005/A1/black	HATFIELD recycled plastic lectern A1 graphics panel	1.000	675.00	ST11	£ 675.00
CARR	Carriage	1.000	65.00	ST11	£ 65.00

Subtotal	£ 740.00
VAT	£ 148.00
Total	£ 888.00

Payment terms: Immediate Payment

Melbourn Parish Council Meetings

Day	Date	Start Time	Meeting	Notes
	01 June 2020		-	
Mon	08 June 2020	09:30	Maintenance	
	15 June 2020	19:30	Full Council	
	18 June 2020			
	22 June 2020	19:30	Finance & Good Governance	
	29 June 2020			
	06 July 2020			
	13 July 2020	19:30	Planning	
	20 July 2020			
Thurs	23 July 2020	09:30	Maintenance	
	27 July 2020	19:30	Full Council	
	03 August 2020			
	10 August 2020	19:30	Planning	
	17 August 2020			
Thurs	20 August 2020	09:30	Maintenance	
	24 August 2020			
	31 August 2020			BH
	07 September 2020			
	14 September 2020	19:30	Planning	
	21 September 2020	19:30	Finance & Good Governance	
Thurs	24 September 2020	09:30	Maintenance	
	28 September 2020	19:30	Full Council	
	05 October 2020			
	12 October 2020	19:30	Planning	
	19 October 2020			
Thurs	22 October 2020	09:30	Maintenance	
	26 October 2020	19:30	Full Council	
	02 November 2020			
	09 November 2020	19:30	Planning	
	16 November 2020			
Thurs	19 November 2020	09:30	Maintenance	
	23 November 2020	19:30	Full Council	
	30 November 2020			
	07 December 2020			
	14 December 2020	19:30	Planning	
Thurs	17 December 2020	09:30	Maintenance	
	21 December 2020	19:30	Finance & Good Governance	
	28 December 2020			BH
	04 January 2021			
	11 January 2021	19:30	Planning	
	18 January 2021			
Thurs	21 January 2021	09:30	Maintenance	
	25 January 2021	19:30	Full Council	
	01 February 2021			
	08 February 2021	19:30	Planning	
	15 February 2021			
Thurs	18 February 2021	09:30	Maintenance	
	22 February 2021	19:30	Full Council	
	01 March 2021			
	08 March 2021	19:30	Planning	
	15 March 2021	19:30	Finance & Good Governance	
Thurs	18 March 2021	09:30	Maintenance	
	22 March 2021	19:30	Full Council	
	29 March 2021			
	05 April 2021			BH
	12 April 2021	19:30	Planning	
Thurs	15 April 2021	09:30	Maintenance	
	19 April 2021			
	26 April 2021	19:30	Full Council	
	03 May 2021			**BH**
Tues	04 May 2021	19:30	Annual Parish Council Meeting	
Wed	05 May 2021	19:30	Annual Parish Meeting	
	10 May 2021	19:30	Planning	
	17 May 2021			
Thurs	20 May 2021	09:30	Maintenance	
	24 May 2021	19:30	Full Council	
	31 May 2021			**BH**

Meeting start times will be subject to review.
Check the noticeboard and website prior to each meeting

Melbourn Timebank Report

March 2021

Membership growth to 19th March 2021

	As at 21 Feb	As at 19 Mar	Conversion	Pipeline
Individual Members	63	65	2	12
Organisational Members	8	9	1	5

Total exchanges to date: 2709 hours *(of which MCCR = 1680.5 hours)*

Non MCCR: 1028.5 hours

Timebank activities

- Most 'in person' activities suspended due to lockdown
- Introduced 'Walk and Talk' with members - Individual and Organisations
- Posted 'small acts of kindness' – Sunday Roast for a vulnerable housebound member
- Remote support provided by Coordinator via telephone to members to combat loneliness, isolation and make introduction and gain feedback

Administrative tasks

- Attended:
    - Timebank broker training 23rd Feb
    - Cambs Local Engagement event 4th March
    - Recruiting & Retaining Volunteers 9th March
    - Timebank Broker session 17th March

- Facebook statistics for last 28 days
    - Followers 304
    - Maximum post reach 646
    - Post engagement 300

Proposed expenditure for approval

- *None*

Can Mr Browne's petition stop Thakeham?

A petition has been set up by Anthony Browne MP. It asks South Cambridgeshire District Council (SCDC) to exclude Thakeham's South West Cambridgeshire New Town proposal from its Local Plan.

https://www.anthonybrowne.org/form/thakeham-petition

At the present time Thakeham has yet to submit a proposal to SCDC, so there is no proposal to consider. It had agreed to do so by Easter but this now appears to be delayed. The 'Call for Sites' closed two years ago but by law, late plans can still be submitted until a very late stage, even now – and by law, SCDC must accept late submissions.

As the Local Planning Authority, SCDC is required by law to consider all planning applications according to statutory processes If it fails to follow those processes it exposes itself to potential Judicial Review, which in turn can become the basis for appeal by the applicant (in this case Thakeham). It is common for speculative developers to seek avenues for appeals, as we've seen in Barrington (Cemex) and Melbourn (New Road 199).

Ultimately the Local Plan must be signed off by an independent Inspector, who is appointment by the Government.

And the Housing Minister has the power to override a Local Planning Authority decision.

Thakeham continues to maintain that it is openly seeking national development channels – new government created channels that sit above and apart from Local Authority processes – to achieve their objectives. These are part of a general trend by Government to centralise planning powers away from Local Planning Authorities.

Government controlled national development channels could include a 'Cambridge Development Corporation' as mentioned by Rishi Sunak in his 2020 budget, or the recently published Oxford to Cambridge Arc, which indicates four 'opportunity areas' along the East West Rail central section between Bedford and Cambridge – though these areas have not yet been identified.

The South West Cambridge Action Group is seeking to understand how far national channels have been pursued by Thakeham, and to what extent they may have been discussed with Government ministers and their departments. To that end, several key Freedom of Information requests have been denied, on the basis that information would be a 'distraction' and 'not in the public interest.' Those FOI responses can be found at http://www.swcag.org.uk/news-and-events.

Further helpful context setting out the national and local contexts, and the control of decision-making, can be found in this 23 February letter from SCDC Leader Bridget Smith to Anthony Browne.

Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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These Financial Regulations were adopted by the Council at its Meeting held on 25 November 2019

1. GENERAL

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders[1] and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

1.9. The RFO;

[1] Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

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- 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 accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

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approval of the RFO and that the approvals are shown in the accounting records; and

- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

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2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory (if practical) shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Or duly constituted Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be 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 for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- have no involvement in the financial decision making, management or control of the council.

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

- perform any operational duties for the council;
- initiate or approve accounting transactions; or

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- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

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

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

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4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000 excluding VAT;
- a duly delegated committee of the council for items over £500 up to £5,000
- the Clerk, in conjunction with Chair of Council or Chair of the appropriate committee, for any items below £500. However, expenditure up to £1,000 may be authorised by the Clerk in circumstances outlined in 4.5 below.
- On items required for the Parish Office or to allow them to carry out the functions of the parish office, the Clerk shall be allowed to spend up to **£200 excluding VAT** without prior approval of the Council.
- For items of budgeted expenditure on the Hub, the Clerk and Chair (provided the Chair is not director of the Hub Management Group) up to £1,000. For items of expenditure relating to emergency maintenance, the Clerk and Chair up to £1,000 provided retrospective approval of full Council is obtained.

Such authority is to be evidenced by a minute, email or invoice duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by an email confirming such review by the Chair of HR Panel. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is

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satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £500 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

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a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of 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 [or finance committee];

b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting Finance and General Committee or

c) 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.

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be authorised by 2 Members.

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6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other

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password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.

6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Assistant Clerk and will also be restricted to a single transaction maximum value of £200 unless authorised in accordance with the Council's Policy and Procedure for Prepaid Debit Cards

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.20. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council and are set out in the Policy and Procedure for Prepaid Debit

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Cards. Transactions and purchases made will be reported to the Council and authority for topping-up shall be at the discretion of the Clerk or RFO.

6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the RFO with a claim for reimbursement in accordance with the Policy and Procedure for Petty Cash.

a) The RFO may maintain a petty cash float of up to £30 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept to substantiate the payment. The maximum amount that can be repaid from petty cash is £10.

b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

a) by any councillor who can demonstrate a need to know;

b) by the internal auditor;

c) by the external auditor; or

d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

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7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

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

8. LOANS AND INVESTMENTS

8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

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

8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

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9. INCOME

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

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

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

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1. 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.

10.2. Order books shall be controlled by the RFO.

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10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

i. for the supply of gas, electricity, water, sewerage and telephone services;

ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;

v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and

vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations[2].

c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

[2] The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

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contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)[3].

d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e. Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.

f. All sealed tenders shall be opened by the Proper Officer, after the deadline for submission of tenders has passed, at a council or committee meeting at least one week before consideration by Councillors.

g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 c-f, [4] and shall refer to the terms of the Bribery Act 2010.

h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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

j. Should it occur that 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, provided that the specification does not change, 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.

[3] Thresholds currently applicable are:
a. For public supply and public service contracts 209,000 Euros (£164,176)
b. For public works contracts 5,225,000 Euros (£4,104,394)

[4] Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

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12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the 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.

14.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £1,000.

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14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing 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 (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing 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 (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.

15. INSURANCE

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

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.

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16. CHARITIES

16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council 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 drawn up and presented in advance to all members of council.

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19. GENERAL RESERVES

The Council shall hold General Reserves at a level which is consistent with its Reserves Policy (currently six months of annual expenditure). At such times as the Council's General Reserves are below this level, it shall take reasonable measures to build them back up to the recommended level. Such measures may include precepting for a contribution to the Council's General Reserve.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 22 March 2021

Document Review Policy: 1 Year from last approval

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MELBOURN PARISH COUNCIL

Doc. No 4.27
Version 2
Review Date: March 2022

POLICY AND PROCEDURE : Prepaid Debit Cards

PURPOSE: Melbourn Parish Council authorises the use of prepaid debit cards by designated individuals, for Council expenditure up to an agreed maximum balance.

1. **Card Holders**

1.1. Prepaid debit cards will be issued for the Parish Office (one card for use by the Clerk and Assistant Clerk) and two cards for the Village Wardens (each Warden to have a nominated card which is for their sole use). No other individuals may use the cards.

1.2. The maximum balance on the prepaid debit cards, agreed by the Parish Council, is currently £500 for the Parish Office card and £100 for each of the Wardens' cards.

2. **Spending and Top-up Procedures**

2.1. Prepaid debit cards can be used for approved Parish Council expenditure only and in conjunction with the employee's job role. They cannot be used for non-Parish Council or personal expenditure.

2.2. Cash withdrawals are not permitted on the cards.

2.3. Purchases on the prepaid debit cards must comply with the approval limits set out in the Council's Financial Regulations:

2.3.1. Parish Office card - purchases up to £200 can be made under the Clerk's delegated authority for items required for the Parish Office or to carry out their statutory duties. Expenditure over £200, or not relating to the Parish Office or statutory duty, must be approved by the Clerk and Chair of the Council, or appropriate committee, before the purchase is made.

2.3.2. Village Warden's cards – the Council gives approval for purchases of up to £100 per Warden's card for budgeted expenditure relating to the Parish Van, Warden's equipment and materials only. Where an item of expenditure is likely to exceed £100, this must be referred to the Clerk. Expenditure on large items in excess of £100 must not be split between the Wardens' cards.

2.4. Receipts or invoices must be kept for every debit card transaction for approval by the RFO. The card holders are responsible for obtaining and submitting receipts.

2.5. The RFO will check receipts against the prepaid debit card statements and will investigate any discrepancies.

2.6. Requests for top-ups to the prepaid debit cards, up to the agreed maximum levels, will be approved by the Clerk and RFO and accompanied by the RFO's account reconciliation.

2.7. Following a top-up of the prepaid debit card account, details of the card transactions will be reported to the next Parish Council meeting.

3. Card Security

3.1. The Parish Office card must normally be kept in the Parish Office. If it is necessary to take the card from the Parish Office to make a purchase, the card must be signed out and returned as soon as possible after the purchase has been made.

3.2. The Warden's cards will normally be kept in the Workshop. However, it is accepted that their allocated card will usually need to be removed from that location to make Parish Council-related purchases.

3.3. PIN numbers will be issued to the card holders and must be kept confidential. Card holders must not allow unauthorised individuals to use the cards.

3.4. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The RFO must also be informed immediately and will, in turn, advise the Chair.

3.5. The Clerk and RFO must have suitable access to the on-line debit card account (capable of adding and removing users, blocking cards and reporting lost and stolen cards).

3.6. In the event of termination of a card holder's employment, the card holder must immediately return any Council debit card in their possession to the RFO.

4. Misuse of a Prepaid Debit Card

4.1. If a cardholder misuses or fraudulently uses a prepaid debit card this may result in disciplinary action.

4.2. Failure of provide a receipt may result in the card holder being held liable to repay this sum.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 22 March 2021

Review Policy: Every 12 months

MELBOURN PARISH COUNCIL

Investment Strategy

Introduction

Melbourn Parish Council appreciates the importance of prudently investing temporary surplus funds on behalf of Melbourn Parish. The objective of our Investment Strategy is to try to control risk and optimise returns from the investments made. Our Investment Strategy complies with relevant Local Government legislation and Guidance *(note 1*)

Definition of an Investment

The Local Government Act 2003 defines an investment widely, covering all a Parish Council's financial assets as well as other non-financial assets which are held mainly or partially to generate a profit e.g. investment property portfolios. It also covers loans made by Parish Councils.

Contribution of MPC's Investments

- Treasury Management Investments – these are made to support effective treasury management activities e.g. cash flow management, banking and investing cash deposits.
- Other investments – MPC holds a property at The Moor, Melbourn, Cambridgeshire, SG8 6ED which is no longer needed for Parish Council services and is leased to a tenant at a commercial rent. The rental income, after deducting maintenance expenses, is used to reduce our precept requirement.

Investment Policy

MPC will operate a prudent investment policy giving priority to three key objectives in the following order of importance:

1. **Security** – protecting the capital sum invested against loss.
2. **Liquidity** – ensuring that funds invested are available for expenditure when needed; and
3 **Yield (return)** – once appropriate levels of security and liquidity have been determined, MPC will strive for the best rate of return consistent with this.

Security – we aim to protect against capital loss as follows:

Financial Investments

- Specified Investments - these are made in sterling, for twelve months or less and are with a 'high quality' body or investment scheme or with the UK Government or another Local Authority. MPC will mainly make this type of investment. We consider UK banks and building societies that are protected by the Financial Services Compensation Scheme and investment schemes rated 'A' or above by a credit rating agency *(note 3)* to be 'high quality'.
- Loans – MPC will not make loans.
- Non-specified investments – these investments are not loans and do not meet the Specified Investment criteria e.g. investments over twelve months, stocks and shares. They are potentially riskier but may offer higher yields. MPC will only make investments over one year if we are satisfied that enough funds remain available for expenditure when needed. We will only make non-specified investments in sterling,

with a 'high quality' body or scheme or with the UK Government. MPC will not invest directly in shares as these are considered too risky.

Non-financial investments – the rental property held by MPC has no loans or borrowings secured against it. As such there are no concerns about loss in asset value relative to the capital invested.

Financial Services Compensation Scheme - this scheme protects savings up to a specified limit in the event of failure of a financial services firm. The current limit is £85,000 per authorised institution. MPC will strive to spread investments over different institutions and keep below the FSCS limit where possible. However, we will take into consideration the perceived risk of financial organisation failure compared with the administrative burden of managing numerous accounts. FSCS is only available if income is below Euros500,000.

Risk Assessment – MPC's aim is to invest via simple financial instruments which do not require expert knowledge or external advisors. Our investment decisions will be based on publicly available information on yield and credit ratings. This information will be reviewed by the Finance & Good Governance Committee at least annually, and more often if there is a marked deterioration in performance, credit rating or market conditions. MPC will act to protect funds as necessary.

Liquidity

We will ensure that funds invested are available for expenditure when needed by carrying out an annual cash flow forecast, before the start of the financial year, to determine the maximum period that funds may prudently be committed. Our General Reserve will be invested in deposits requiring no more than three months' notice to allow quick access in case of emergency. Other designated reserves may potentially be invested for longer periods if MPC is satisfied that the funds will not be needed before the investment matures.

Capacity and Skills

MPC recognises that our Officers and Cllrs might not have expertise in investment analysis. We aim to use simple financial instruments that do not require expert knowledge. Our annual investment strategy will be recommended by the RFO/Clerk and reviewed by the FGGC prior to being presented to MPC for approval.

If MPC should wish to consider more complex investment types, we will make training available to Officers and Cllrs as appropriate and/or get professional advice. MPC will not make investments unless we have enough understanding to make an informed decision.

Financial Regulations

This Strategy should be read in conjunction with section 8 of MPC's Financial Regulations.

Review Date

MPC will review its Investment Strategy annually, before the start of the financial year, and more frequently if a material change is planned during the year. Any changes will be approved by MPC.

Notes:

1. The Government has issued Guidance on Local Government Investments (s16, Local Government Act 2003) which has statutory force and is mandatory where investments of a Parish Council are or are expected to exceed £100,000 at any point in a financial year.

2. Parish Councils have the power to invest for any purpose relevant to their functions under any enactment, or for the purposes of the prudent management of their financial affairs (s17, Local Government Act 2003)
3. A Credit Rating Agency is one of the following three companies:
    - Standard and Poor's
    - Moody's Investors Service Ltd; and
    - Fitch Ratings Ltd

2021-22 Investment Plan

Temporary Surplus Funds Available

MPC is forecast to have at least £239,000 temporary surplus funds available during 2021/22:

Source	Forecast Balance at 01/04/21	Maximum investment term	Comments
General Reserve	£140,000-£160,000	3 months	Easy access required in case of emergency need
Asset Management Reserve	£35,800	£10k: instant access £25,800: 1 yr	Prudent to keep £10k accessible in case of unbudgeted emergency asset repairs/replacements
s106 Reserve (unallocated funds only)	£63,000 (note: further funds may be received in 2021/22)	3 months (potentially 1 yr if no further projects anticipated this year)	Balance excludes funds that have already been allocated or are anticipated to be allocated to projects in 2021/22 e.g .playground project.

- Almost all MPC's available funds should be kept readily accessible - maximum three months notice period.
- It should be possible to invest part of the AMR and s106 reserve for a longer term.
- The Investment Plan should be reviewed as MPC's plans for spending s106 funds are agreed to ensure that funds are available when required

Economic Climate

Interest rates are at a historic low in response to the Covid-19 pandemic and are expected to remain very low throughout 2021/22. There continues to be speculation about the possibility of negative interest rates and, although far from a certainty, the Bank of England has begun a programme to review the potential implications for the UK. Much depends on the speed of economic recovery once the pandemic restrictions have been eased.

Current position – 4th March 2021

MPC has invested £150,000 in a Nationwide 45 day Saver account and £25,000 in a CCLA Public Sector Deposit Fund* (access on demand). Total invested £175,000.

Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 4 Mar 2021)	FSCS Yes/No	Credit Rating

Nationwide	45 day Members Business Saver deposit account	£150,000	45 days	0.35% (0.35 % Oct 2020)	Y	AA3 (Moodys) (AA3 Oct 2020)
CCLA	Public Sector Deposit Fund* (money market fund)	£25,000	On demand	0.0467% (0.125% Oct 2020)	n/a	AAAmmf (Fitches) No change

*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

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements shows that most providers have withdrawn their deposit accounts with notice periods of one year or less or are offering interest rates of between 0.01% and 0.5%, depending on notice required. Returns of 0.7% are possible on one year fixed term investments.

Potential Investments currently offering the best yields are:

Institution	**Product**	**Minimum Investment**	**Notice Period**	**Yield (at Feb 2021) Fixed/Variable**	**FSCS Yes/No**	**Credit Rating**
Cambridge Building Society	Council Saver	£1,000	On demand (max 2 per month)	0.1% V	Y	Not found
Hampshire Trust Bank	45 day Business Notice Account	£5,000	45 days	0.5% V	Y	Not found
Hampshire Trust Bank	1 yr business bond	£5,000	Matures 1 yr	0.7% F	Y	Not found
Charity Bank	1 yr ethical fixed rate	£10,000	Matures 1 yr	0.47% F	Y	Not found

Proposal 2021/22

Although return on investments is currently extremely low it is proposed to continue with some investments to make best use of surplus funds and to spread the risk of financial institution failure.

MPC currently has £175,000 invested. The anticipated available fund is around £240,000+ (exact figures will be known at financial year end). The additional funds can be invested during 2021/22.

Nationwide 45 day business saver – MPC should continue to invest as it remains one of the best returns currently available with notice of one year or less. The £150,000 current investment is above the FSCS limit and could be reduced. Nationwide is AA3 rated by Moodys. It was downgraded from AA2 in April 2020 , along with a number of UK banks, reflecting the impact of Covid-19 on the UK economy. AA3 is considered 'high quality.

CCLA Public Sector Deposit Fund – MPC has invested £25,000 (minimum allowed) and had agreed to review the performance of the PSDF before deciding to invest further. The fund yield has been falling although it remains similar to that offered by many bank or building society deposit accounts and above that of similar money market fund schemes. This is a different type of investment to deposit accounts and does serve to diversify MPCs investment portfolio. The fund rating of AAAmmf (Fitches) is considered very safe. CCLA are proposing to restructure the shares within the fund to offer protection against negative yields should these arise (see info attached). MPC could currently achieve a better return elsewhere so further investment is not recommended at this stage.

Additional investments – these should seek a balance of security, liquidity, and yield. Investment in fixed-term bonds will offer protection against potential falling or negative interest rates but funds will not be accessible until the maturity date.

Investment Plan Recommended for 2021/22:

Withdraw £50,000 from Nationwide (balance invested £100,000) to reduced excess over FSCS limit and to allow investment in higher yield accounts.

Invest £85,000 in Hampshire Trust Bank 45 day notice deposit

Invest £30,000 in Charity Bank one year ethical fixed rate – this has been recommended rather than HTB fixed rate bond (which has a higher yield), to keep total at HTB below FSCS limit.

Leave CCLA PSDF investment at £25,000

Total invested = £240,000

Liquidity breakdown of suggested investments:

£25,000 = instant notice

£185,000 = 45 day notice

£30k,000 = one year maturity

All investments should be reviewed if there is a significant change in interest rates, perceived risk of financial institution failure or economic climate.

Reviewed by Finance and Good Governance Committee : 15th March 2021

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 22nd March 2021

Review Policy: Every 12 months