

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 28 June 2021 at 7.30pm at All Saints

Community Hall, Station Road, Melbourn, SG8 6DY

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), Baker, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk)

PC034/21 To receive and approve apologies for absence

Apologies were received from Cllrs Barnes, Buxton and Cowley. Acceptable reasons were given.

It was:

RESOLVED to approve the apologies received from Cllrs Barnes, Buxton and Cowley.

Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

PC035/21 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

Declarations of interest were received from Cllrs Kilmurray and Travis as directors of the Hub Management Group in respect of items PC042/21 and PC044/21. Dispensations were granted for them to remain and participate in the discussion but not to vote.

PC036/21 Chairs' Announcements – For information only

Chair noted thanks to a local business for their generous donation towards repair of the Parish clock.

PC037/21 To approve the minutes of the Parish Council Meeting held on 24 May 2021

Correction was noted to PC024/21a) as follows – '*Noted that the Parish Council has built up 6 months of general reserves (£150,000), with total reserves currently sitting at £605,262.00. ...*'

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 24 May 2021, as amended, as an accurate record.

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

PC038/21 To report back on the minutes of the Parish Council Meeting held on 24 May 2021

PC022/21 – Information relating to Cottenham and Histon Neighbourhood Plans had been circulated to councillors.

PC039/21 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.

There were no members of the public in attendance.

PC040/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. A member queried if there was any update available on the proposed Thakeham development. Noted that information is available via the SWACG website.

PC041/21 Governance:

- a) To invite nominations for members of the Finance and Good Governance Committee

Councillors were invited to contact the Clerk for further information. Noted that membership of F&GG Committee is currently 4 councillors out of a possible 7.

- b) To receive and consider the Internal Auditor's report

The report was received. **ACTION:** Clerk to follow up with IA for clarification with regard to dispensations.

- c) To consider and review allotment rentals for the year

Recommendation from Finance and Good Governance Committee for allotment rentals to remain at current levels.

It was:

RESOLVED to maintain allotment rentals at current levels for 2021/22 allotment year.

Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.

- d) To consider and review Pavilion hire charges for the year

Recommendation from Finance and Good Governance Committee for pavilion hire rates to remain at current levels. Noted that general hire rates are £15 p/h up to a maximum of £60 (equal to 4 hours hire) but there is no similar cap for community group rates.

It was:

RESOLVED to maintain pavilion hire charges at current rates subject to a cap on charges for community groups at £12 p/h up to a maximum of £48 (equal to 4 hours hire).

Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

Further discussion with regard to high electricity costs. A member requested a report with cumulative electricity costs for the pavilion for 2020 to 2021.

ACTIONS:

- Clerk to include an item on July Maintenance Committee agenda for further investigation.
- Clerk to ask wardens to investigate where footpath lights are powered from.
- RFO to provide report 2020 to 2021 on electricity costs for the Pavilion.

- e) To note the District Council's review of Street Trading Policy

This was noted. A member raised concern with regard to increased advertising along the A10 particularly on Highways verges on entering the village. Highways Officer had indicated that action would only be taken if a complaint is made.

- f) To note any email decisions taken

The email decision relating to PC025/21 was noted.

- g) To receive any updates and consider actions

There was nothing further to discuss.

PC042/21 Finance Matters:

- a) To consider approving payment of the £15,000 grant to the Community Hub

It was:

RESOLVED to approve payment of the £15,000 grant to the Community Hub.

Proposed by Cllr Wilson, seconded by Cllr Hart. In favour: Cllrs Wilson, Hart, Davey, Baker, Clark. Abstain: Cllrs Kilmurray and Travis.

- b) To receive and consider the approvals list for June 2021

It was:

RESOLVED to approve the approvals list for June 2021.

Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.

- c) To receive and consider finance report for May 2021

The report was received.

- d) To consider approving purchase and installation of a memorial seat in Stockbridge Meadows to be funded from s106

It was:

RESOLVED to approve expenditure of £480 + VAT (Herts & Cambs Ground Maintenance) for preparation of the area and £770 + VAT for a Cyan semi-circular tree seat with arms.

Proposed by Cllr Travis, seconded by Cllr Wilson. All in favour.

ACTION: Clerk to contact Rosemary Gatward's family to discuss wording for memorial plaque.

- e) To consider approving expenditure on MVAS units

Noted that permission has been obtained for use of various lampposts around the village MVAS unit will be moved to different locations.

It was:

RESOLVED to approve expenditure up to £2,500 + VAT for the purchase of the MVAS unit from ElanCity.

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

- f) To receive any updates and consider actions.

There was nothing further to discuss.

PC043/21 To note the bank reconciliations for April and May 2021

This was noted.

PC044/21 To receive an update on the Community Hub Extension Project

The update report was received. Noted that project is well advanced and remains on budget although slightly behind schedule. Quality of work was noted. Currently anticipated that Hub will re-open mid-August. Thanks were noted to parish office staff for their forbearance during the building works.

PC045/21 Planning Matters:

- a) To consider Stonebond's offer to transfer the open spaces on the Orchard Gardens development

Recent site inspection was noted. Local grounds maintenance contractor has submitted a quote for ongoing maintenance of LAP and LEAP. Concern was noted with regard to drainage of the LAP. Also noted that 50% of maintenance costs submitted by developers contractor relating to insurance and equipment replacement. A member noted that replacement of play equipment on LEAP should be considered in 10 year commuted sum.

ACTIONS:

- Clerk to contact our grounds maintenance contractor to revisit quote.
- Clerk to seek further comparative quotes. Cllr Wilson to provide contact details of contractors.
- Clerk to write to Stonebond to advise that their offer of £2,005 per annum is insufficient and to advise that we are seeking comparative quotes.

Subject to above, Cllrs Kilmurray, Clark and Travis to reconsider and make recommendation to full Council for consideration and email decision.

- b) To consider Hopkins Homes offer to transfer the Strategic Green Belt on the New Road development

Site inspection carried out on 24/6/21. Concerns were noted with regard to current maintenance of the SGB as areas require remedial works. Also a significant number of dead trees were observed. Developer has indicated that the SGB has been maintained for 12 months but members noted that 12 month period only expires October 2021. Local grounds maintenance contractor attended site inspection and will prepare detailed costing for ongoing maintenance. Initial discussion that commuted sum offered by the developer is insufficient. A member queried who is responsible for hedge on the border of the development near the chicane as this is currently overgrown and causing visual obstruction for drivers exiting the development.

ACTIONS:

Action 1 Clerk to write to Hopkins Homes (cc s106 Officer) to advise:

- 12 month maintenance period will not expire until October 2021.
- area appears not to have been maintained and requires remedial works (as detailed in Action 2* below and including replacement of approximately 30 dead or failing trees). In view of this, the SGB is not in suitable condition to be transferred as it has not been sufficiently well maintained.
- if preferred, the Parish Council can seek quotes for undertaking required remedial works, which costs will be passed on to Hopkins Homes;
- the proposed commuted sum of £37,587.13 is insufficient for the ongoing maintenance works required

- quotes are being sought from other grounds maintenance contractors (including for remedial works required) which will be submitted to Hopkins Homes for consideration in due course.

Action 2 Clerk to obtain quotes for*:

- replacement of dead or failing trees
- cutting out scrub, clearing paths and shrub beds
- replacement wooden edging along gravel paths
- permanent close boarded wooden fence to be installed along the border with East Farm
- ongoing maintenance of ranch fencing along border of the development.

Action 3 Cllr Wilson to provide contact details for landscape architects for a report on status of the SGB and remedial works required.

Chair of the Planning Committee called for a proposer as to whether the Parish Council should take transfer of the SGB at this time. There was no proposer – the resolution fell.

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC046/21 Maintenance Matters:

- a) To consider approving engineers costs for design of Stockbridge Meadows boardwalk

Noted that a Structural Engineer's report is required to progress the project. Recommendation from Maintenance Committee is for approval of the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

It was:

RESOLVED to approve the quote from Structural Engineers Cambridge in the sum of £2,250 + VAT.

Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

- b) To consider approving updates to the weekly inspection sheet

It was:

RESOLVED to approve the revised weekly inspection sheet to include legionella monitoring at the Pavilion

Proposed by Cllr Baker, seconded by Cllr Travis. All in favour.

- c) To receive any updates and consider actions.

There was nothing further to discuss.

PC047/21 To receive the Timebank Coordinator's report

The report was received.

PC048/21 HR Matters:

- a) To receive any updates and consider actions

An update was received to confirm Cllr Hart as Chair and Cllr Travis as Vice Chair of the HR Panel. Further update with regard to potential replacement litter-picker and plan to seek grant funding for an eBike. Discussion as to possible job share arrangement.

ACTIONS:

- Clerk to re-advertise job share opportunity.
- Cllr Hart to follow up suggestion as to approaching other PCs for sharing litter-picking role.

PC049/21 Policies and Terms of Reference:

- a) To consider approving revised Persistent, Vexatious or Abusive Complaints Policy

It was:

RESOLVED to approve the revised Persistent, Vexatious or Abusive Complaints Policy.

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

- b) To consider approving revised Terms of Reference for Finance and Good Governance Committee

It was:

RESOLVED to approve the revised Terms of Reference for the Finance and Good Governance

Committee.

Proposed by Cllr Baker, seconded by Cllr Travis. All in favour.

- c) To consider approving revised Standing Orders

It was:

RESOLVED to approve the revised Standing Orders for Melbourn Parish Council.

Proposed by Cllr Wilson, seconded by Cllr Kilmurray. All in favour.

- d) To consider approving revised Confidential Authorised Signatory List

It was:

RESOLVED to approve the revised Confidential Authorised Signatory List by removal of Claire Kent.

Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.

- e) To consider approving revised Policy for Creation and Revision of Documents

It was:

RESOLVED to approve the revised Policy for Creation and Revision of Documents

Proposed by Cllr Kilmurray, seconded by Cllr Wilson. All in favour.

- f) To consider approving revised Policy and Procedure for Publication of Information

It was:

RESOLVED to approve the revised Policy and Procedure for Publication of Information.

Proposed by Cllr Wilson, seconded by Cllr Davey. All in favour.

- g) To consider approving revised Written Records Management and Disposal Policy

It was:

RESOLVED to approve the revised Written Records Management and Disposal Policy.

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

- h) To consider approving revised Allotment Rental Agreement

It was:

RESOLVED to approve the revised Allotment Rental Agreement, subject to reformatting of paragraph numbering.

Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

- i) To consider withdrawing Unplanned Expenditure Decision Making Policy

It was:

RESOLVED to remove the Unplanned Expenditure Decision Making Policy

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

PC050/21 To note the date of the next meeting : 26 July 2021

The date of the next meeting was confirmed as 26 July 2021.

The meeting closed at 21:17

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 24 May 2021 at 7.30pm at All Saints

Community Hall, Station Road, Melbourn, SG8 6DX

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, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk), Gabby van Poortvliet (RFO)

PC014/21 To receive and approve apologies for absence

County Cllr van de Ven and District Cllr Hales had given apologies. On advice from County and District Councils, they would submit a written report but not attend meetings until further restrictions are lifted.

PC015/21 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 Kilmurray and Travis declared an interest in item PC028/21 as Directors of the Community Hub Management Group. They were granted dispensation to participate in the discussion.

PC016/21 Chairs' Announcements – For information only

Chair noted thanks to Dennis Bartle for his service as village warden.

PC017/21 To approve the minutes of the Annual Parish Council Meeting held on 4 May 2021

A correction to the date on the draft Minutes to **Tuesday, 4 May 2021** was noted.

It was:

RESOLVED to approve the minutes of the Annual Parish Council Meeting held on 4 May 2021 as an accurate record, subject to the correction noted.

Proposed by Cllr Wilson, seconded by Cllr Barnes. All in favour.

PC018/21 To report back on the minutes of the Annual Parish Council Meeting held on 4 May 2021

There was nothing to report.

PC019/21 To approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021

It was:

RESOLVED to approve the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021 as an accurate record.

Proposed by Cllr Cowley, seconded by Cllr Wilson. In favour: Cllrs Clark, Cowley, Baker, Barnes, Davey, Hart, Kilmurray, Travis, Wilson. Abstain: Cllr Buxton.

PC020/21 To report back on the minutes of the Extraordinary Meeting of the Parish Council held on 10 May 2021

There was nothing to report.

PC021/21 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.

There were no members of the public in attendance.

PC022/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. District Cllr Hart reported on Neighbourhood Plans recently submitted. Discussion with regard to resurrecting the Neighbourhood Plan for Melbourn. Also noted that a request had been made to Highways Officers to discuss signage and access to Little Lane and Meeting Lane.

ACTION: Clerk to circulate information on Neighbourhood Plans to all Cllrs.

Cllr Kilmurray noted thanks to County Cllr van de Ven for following up on the line painting following Beechwood Avenue resurfacing.

PC023/21

Governance:

- a) To approve nominations for Chair and Vice Chair of Planning Committee

It was:

RESOLVED to approve the nominations of Cllr Kilmurray as Chair and Cllr Wilson as Vice Chair of Planning Committee.

Proposed by Cllr Travis, seconded by Cllr Buxton. All in favour.

- b) To approve nominations for Chair and Vice Chair of Maintenance Committee

It was:

RESOLVED to approve the nominations of Cllr Travis as Chair and Cllr Clark as Vice Chair of the Maintenance Committee.

Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.

- c) To consider quotations for valuation of parish buildings

Noted that valuation of parish buildings would be required prior to insurance renewal in October 2021. Two quotations were considered. Noted that valuation of the Hub should be carried out only once current extension works were completed.

It was:

RESOLVED to approve the quotation of the Bremner Partnership in the sum of £1,600 + VAT for valuation of parish buildings.

Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.

- d) To consider submitting a response to the East West Rail Consultation

Noted that a briefing relating to this consultation is scheduled for Wednesday evening. Deadline for responses to the consultation is 9 June 2021. **ACTION:** Clerk to circulate briefing information to Cllrs and follow up for responses prior to 9 June 2021.

- e) To consider a request to replace the bench on Back Lane

To be referred to Maintenance Committee for further consideration.

PC024/21

Finance Matters:

- a) To receive and consider the year end finance report and approval of ring-fenced reserves

The year end finance report was received. Noted that the Parish Council has built up 6 months of general reserves of £150,000, with total reserves currently sitting at £605,262.00. Discussion with regard to appropriate level for Asset Management Reserve and timescales for replacement of assets. To be discussed at June meeting of Finance & Good Governance Committee.

It was:

RESOLVED to approve the ring-fenced reserved in the sum of £605,262.00.

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

- b) To receive and consider the approvals list for May 2021

High heating costs for the Pavilion were noted – to be monitored **ACTION:** Clerk to request wardens to reset heating controls.

It was:

RESOLVED to approve the approvals list for May 2021.

Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

- c) To receive and consider finance report for April 2021
The report was received.
- d) To consider approving expenditure for Futures Working Party leaflet deliveries
It was:
RESOLVED to approve expenditure of £150 for leaflet deliveries.
Proposed by Cllr Wilson, seconded by Cllr Kilmurray. All in favour.

PC025/21 Annual Governance and Accountability Return 2020/2021: To consider Annual Governance Statements 1-9 in turn, prior to approving that the Parish Chair and Parish Clerk sign the declaration.

Statements 1 – 9 were considered in turn:

It was:
RESOLVED to tick 'yes' for Statement 1.
Proposed by Cllr Kilmurray, seconded by Cllr Hart. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 2.
Proposed by Cllr Hart, seconded by Cllr Cowley. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 3.
Proposed by Cllr Barnes, seconded by Cllr Wilson. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 4.
Proposed by Cllr Hart, seconded by Cllr Baker. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 5.
Proposed by Cllr Travis, seconded by Cllr Kilmurray. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 6.
Proposed by Cllr Davey, seconded by Cllr Wilson. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 7.
Proposed by Cllr Wilson, seconded by Cllr Travis. All in favour.

It was:
RESOLVED to tick 'yes' for Statement 8.
Proposed by Cllr Baker, seconded by Cllr Cowley. All in favour.

Statement 9 is not applicable.

Post meeting note: Email resolution made 25 May 2021:

It was:
RESOLVED to approve that the Parish Chair and Parish Clerk sign the declaration on the Annual Governance and Accountability Return 2020/21
In favour: Cllrs Kilmurray, Travis, Cowley, Clark, Davey, Hart, Buxton, Baker.

PC026/21 Annual Governance and Accountability Return 2020/2021: To consider signing the Accounting Statements 2020/21.

It was:
RESOLVED that the Parish Chair would sign the Accounting Statements 2020/21
Proposed by Cllr Kilmurray, seconded by Cllr Davey. All in favour.

PC027/21 To note the bank reconciliation for March 2021

The bank reconciliation for March was noted.

PC028/21 To receive an update on the Community Hub Extension Project

The update report was received.

- a) To note a revised quotation for air-conditioning units

The updated quotation was noted.

PC029/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's report was received. Noted that volunteers were being sought to assist with logging highways faults. Suggested that these should be reported to Cllrs covering specific areas for road inspections.

PC030/21 Policies and Terms of Reference:

- a) To consider adopting the new model Code of Conduct

It was:

RESOLVED to approve the new model Code of Conduct for signature by all Cllrs.
Proposed by Cllr Baker, seconded by Cllr Hart. All in favour.

- b) To consider approving revised Litter-picking Risk Assessments

Discussion with regard to risk if volunteers are carrying out litter picking organised by the Parish Council. Noted that volunteers would be covered by our Public Liability Insurance. Currently we only supply equipment but do not organise litter picks.

ACTIONS:

- Cllr Hart to forward information on Volunteers Week to the Clerk for information.
- Clerk to seek advice from CAPALC on Risk Assessment.

To be deferred to June meeting.

PC031/21 HR Matters:

- a) To note the resignation of Dennis Bartle, village warden

Noted that Dennis Bartle has left his role as village warden.

- b) To consider approving the appointment of a new village warden

It was:

RESOLVED to approve the appointment of Steven Pitman as a new village warden.
Proposed by Cllr Davey, seconded by Cllr Barnes. All in favour.

- c) To receive any updates and consider actions

Noted that the Timebank Coordinator has successfully completed her probationary period – Chair of the HR Panel noted thanks to the Timebank Coordinator for her contribution.

HR Panel will meet on 26 May 2021 and will receive nominations for roles of Chair and Vice Chair for 2021/22.

PC032/21 Maintenance Contracts: To review bids and consider a recommendation from the Maintenance Working Party – **TO BE HELD IN CAMERA**

It was:

RESOLVED for the meeting to go into camera to discuss tenders received for the four maintenance contracts.

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

Tenders for four maintenance contracts were discussed in camera.

It was:

RESOLVED to resume the meeting and to record the vote with regard to award of the grounds maintenance contracts.

Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

General Maintenance Contract:

It was:

RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the General

Maintenance Contract.

Proposed by Cllr Davey, seconded by Cllr Kilmurray. All in favour.

Grass Cutting Contract:

It was:

RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Grass Cutting Contract.

Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.

Cemeteries Contract:

It was:

RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Cemeteries Contract.

Proposed by Cllr Barnes, seconded by Cllr Kilmurray. All in favour.

Recreation Fields and Sports Fields Contract:

It was:

RESOLVED to accept the tender from Herts & Cambs Grounds Maintenance for the Recreation Fields and Sports Fields Contract.

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

Noted that Contracts were awarded for up to 3 years but would be reviewed annually.

PC033/21 To note the date of next meeting: 28 June 2021

The date of the next meeting of the Parish Council was noted as 28 June 2021.

The meeting closed at 20:45

Melbourn Parish Council June 2021 – District and County Councillors’ Report

The **South Cambs Community Safety Partnership** has launched a free toolkit to help local people keep caring for their community as the pressures of the pandemic ease. Areas included are:

- [Preventing anti-social behaviour](#)
- [Crime prevention in your community](#)
- [Reaching your community](#)
- [Combating loneliness and social isolation](#)
- [Tackling road related concerns](#)
- [Making the environment feel safer and greener](#)

More information can be found via link below:

<https://www.scambs.gov.uk/community-development/crime-anti-social-behaviour-and-community-safety/community-safety-toolkit/>

Little Lane access restrictions update

New signage highlighting the existing 6’6” width restriction is being produced and a letter will be hand-delivered to all residents explaining the reasoning behind installing a bollard alongside the new signage at the entrance to the lane - which is to protect against property damage from oversized vehicles.

Beechwood Avenue and associated roads – post-resurfacing jobs

Line painting of junctions at Elm Way and the Beechwood cul-de-sac will be completed next month. Another sweep will also take place. Thanks to the parish council for cutting back the tree at the cul-de-sac in order to expose the no through road signage.

Community Chest Grant update

As always the **Community Chest Grant** scheme at SCDC is running, the application page and criteria can be found here <https://www.scambs.gov.uk/community-development/grants/community-chest-grants/>

In addition SCDC are also running a **Zero Carbon Grant** scheme, for a share of the £100,000 on offer, again for details and application page the link is <https://www.scambs.gov.uk/nature-and-climate-change/zero-carbon-communities/zero-carbon-communities-grant/>

Fowlmere Aerodrome traffic

Following a conversation with an Environment Enforcement Officer at SCDC we have been advised any complaints relating to air traffic into and out of Fowlmere Aerodrome would fall under the remit of the Civil Aviation Authority (CAA) and not South Cambridgeshire District Council (SCDC). Any complaints about this activity would therefore need to be reported to them using the link below:

<https://www.caa.co.uk/Passengers/Resolving-travel-problems/How-the-CAA-can-help/How-the-CAA-can-help/>

Road safety conversations

A number of residents been in touch to raise concerns regarding parking and congestion at the beginning and end of the school day either side of the Orchard Road crossroad. Concerns continue along Orchard Road towards Water Lane where the pavement runs out and the footpath from Ash Grove meets Orchard Road. Jose, Sally Ann and Susan are meeting with representatives from Highways early in July to discuss these issues.

Drains reported

Following the heavy rainfall in June, Highways have been alerted to the still problematic drains between the car park and the cross. A return visit by the team has been ordered.

County Council public health are asking us to support the current vaccination drive, as well as the rapid flow home testing, at a time when Covid cases have risen sharply in South Cambridgeshire and Cambridge, especially among young people. Addenbrooke's and GP surgeries are working hard with long waiting lists and there is little if any extra capacity.

Cambridgeshire Local Walking and Cycling Infrastructure Plan Consultation

This consultation closes July 13 – please consider responding, at a moment when the health benefits of active travel have been strongly recognised.

<https://consultcambs.uk.engagementhq.com/ccs-local-cycling-and-walking-infrastructure-plan-consultation-2021>

The A10 Corridor Cycling Campaign will meet in late July with a view to supporting the next stage of the Melbourn Greenway scheme.

Thakeham update, South West Cambridge Action Group – Jose and Susan

(Sally Ann has decided not to join the SWCAG steering group so as to protect her right to vote on the Local Plan)

- SWCAG invited Thakeham to a public meeting to answer questions from the public, but Thakeham has so far declined.
- The May 26th SWCAG meeting for parish council representatives with Stephen Kelly, Head of Greater Cambridge Shared Planning, focused on the OxCam Arc and juxtapositions of local authority and central government planning powers.

- Mr Kelly reported that Thakeham has to date not lodged a submission to the South Cambs Call for Sites, the statutory planning process in the creation of a new Local Plan. The window of opportunity to do so is diminishing.
- A response has been received on an appeal to a Ministry of Housing Communities and Local Government's Freedom of Information Act refusal – the appeal was denied on the basis that it was not in the public interest. This has been posted on the SWCAG website under the News and Events page: www.swcag.org.uk
- Thakeham have confirmed that it has commissioned surveillance work on its proposed site and anecdotal evidence suggests that the flurry of helicopters overhead in early June were part of this – we await Thakeham's confirmation that the helicopters were indeed commissioned by them.
- A local landowner has shared a copy of a letter received from Thakeham in which the developer suggests that compulsory purchase will be deployed if the landowner chooses not to participate in the Thakeham project. A copy of the letter is posted on the News and Events page at www.swcag.org.uk.



URL: <http://www.canalbs.co.uk/>
Email: admin@canalbs.co.uk

35 Westfield Road
Manea, Nr. March
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canalbs
ltd

Independent Internal Audit Service for Parish and Town Councils

10th June 2021

The Chairman
C/o Melbourn Parish Council
The Hub
30 High Street
Melbourn Cambs SG8 6DZ

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year End 2020/2021

I have undertaken a face to face audit session subject to covid 19 regulations and the following observations and recommendations can be found in my attached report. I would remind the council that it is not in my remit to be responsible for the accuracy of the accounts.

I trust that the Parish Council have been satisfied with the level of service we have provided during this difficult period and that they will consider appointing Canalbs Ltd to undertake the Independent Internal Audit for the next financial year. Our charge for this service will be £47.50 per hour for the next financial year, and, in line with Inland Revenue our mileage rate will stay at 45p per mile.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

From my previous reports I note that:

THE COUNCIL

The Parish Council is due for election in May 2022. The Council has 15 seats with currently 5 vacancies.

All Councillors have and operate a dedicated ".co.uk" email address that is advertised on the web site.

EMPLOYMENT

All areas are now operating correctly and the new Assistant to the Clerk, Sofie, is hoping to start her CiLCA training in September.

NEW CODE OF CONDUCT

The Council have adopted the new Code of Conduct and all related documents have been reviewed.

INSURANCE

Quotes are being sought to revalue all buildings prior to renewing insurance policy in September 2021 and will be precepted for in the next budget. Currently in 3rd year of 3 year deal with Came & Co.

COUNCIL POLICIES

The Council have drawn up a new policy on Effectiveness of Internal Controls which has been passed by full council and have updated financial risk assessment policy. These are now fully documented on the web site.

From my latest year end visit I note:

I understand that the wardens currently have one debit card with a limit of £100 although Council took the decision to provide for each warden to have a card with a £100 limit if necessary. At this time, their expenditure is low so the council haven't provided a second card. The office card however has a limit of £500.

TIME BANK

A new recruit has been found for the post of Co-ordinator.

BUDGET CONTROL STATEMENTS

Are presented to the full council monthly.

DEFIBULATOR

This is owned, sited and maintained by the Hub.

GENERAL POWER OF COMPETENCE

Not used.

PLAYGROUNDS

Regular inspections have continued to be undertaken throughout the pandemic and the Maintenance Committee have created a rolling "to do list". RoSPA inspection carried out in May.

TRUSTEES

No

DECLARATION OF INTERESTS AT MEETINGS.

The minuted procedure for the month of March was satisfactory. However care should be taken during the writing of other minutes to reflect the actual actions the councillors took before, during and after the debate as this is the only evidence (should there be a complaint) of what actually happened.

I would also suggest that it is not good practice for a councillor who has been given dispensation to speak on a subject but not vote to then actually propose a resolution on the subject.

VAT

This is claimed quarterly.

FINANCE

The Petty Cash account has been reconciled with an imprest float of £30.

PRECEPT	£267,870	FIXED ASSETS	£2,141,178
General Reserves	£150,000		
Earmarked	£124,867		
S.106	£330,395		
		c/f balance	£ 605,262

Jacquie Wilson (Mrs)
Director

Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4366	BACS2106 29AOS	£76.25	£12.71	£63.54	28/05/21 AOS Online - A4 and A3 paper	£76.25
		£76.25	£12.71	£63.54	AOS Online - Total	
4395	DD210616 BGASPAV	£223.72	£37.28	£186.44	27/05/21 British Gas - Pavilion Electricity - 22/4/21 to 12/5/21	£223.72
4432	DD210618 GASWSHOP	£50.50	£2.40	£48.10	04/06/21 British Gas - Workshop electricity - 10/04-09/05/21 adjustment estimated	£50.50
4396	DD210629 GASWSHOP	£144.44	£6.87	£137.57	15/06/21 British Gas - Workshop electricity - 30/04-09/06/21 estimated	£144.44
		£418.66	£46.55	£372.11	British Gas - Total	
4438	BACS2106 29CANALBS	£197.95	£0.00	£197.95	10/06/21 Canalbs Ltd - Independent Internal Audit for year end 2020/21	£197.95
		£197.95	£0.00	£197.95	Canalbs Ltd - Total	
4440	BACS2106 29DRAIN R	£1,086.00	£181.00	£905.00	18/06/21 Drain Doctor - Trimble Survey plus additional jetting	£1,086.00
		£1,086.00	£181.00	£905.00	Drain Doctor - Total	
4329	DD210605 DVLA	£24.06	£0.00	£24.06	05/06/21 DVLA - Parish Van road tax - instalment 3 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
4372	DD210615 EON	£12.62	£0.60	£12.02	29/05/21 e.On - Electricity - Orchard Road Cemetery 28/04/21-28/05/21 Actual	£12.62
		£12.62	£0.60	£12.02	e.On - Total	
4380	BACS2106 29GR8	£302.40	£0.00	£302.40	31/05/21 GR8 Tool Hire Ltd - 20 x heras fencing	
4391	BACS2106 29GR8	£191.52	£0.00	£191.52	31/05/21 GR8 Tool Hire Ltd - 1 portalo	£493.92
		£493.92	£0.00	£493.92	GR8 Tool Hire Ltd - Total	
4373	DD210616 HAVEN	£7.18	£0.34	£6.84	02/06/21 Haven Power - Street lighting - unmetered supply 01/05/21 to 31/05/21	
4374	DD210616 HAVEN	£126.55	£6.03	£120.52	02/06/21 Haven Power - Street lighting - unmetered Supply	
4375	DD210616 HAVEN	£2.50	£0.12	£2.38	02/06/21 Haven Power - Street lighting - unmetered supply	£136.23
		£136.23	£6.49	£129.74	Haven Power - Total	

Signature

Signature

Date

Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4361	BACS2106 29H&CGM	£487.00	£81.17	£405.83	27/05/21 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
4362	BACS2106 29H&CGM	£906.00	£151.00	£755.00	27/05/21 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
4363	BACS2106 29H&CGM	£552.00	£92.00	£460.00	28/05/21 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Jun 1/12	
4364	BACS2106 29H&CGM	£747.00	£124.50	£622.50	28/05/21 Herts & Cambs Ground Maintenance Limited - Verge cutting - May (1/12)	£2,692.00
		£2,692.00	£448.67	£2,243.33	Herts & Cambs Ground Maintenance Limited - Total	
4349	BACS2106 29RIDGEO NS	£586.08	£97.68	£488.40	20/05/21 Huws Gray Ridgeons - Spanish slate	
4350	BACS2106 29RIDGEO NS	£100.60	£16.77	£83.83	18/05/21 Huws Gray Ridgeons - Universal ridge system	
4351	BACS2106 29RIDGEO NS	£183.85	£30.64	£153.21	18/05/21 Huws Gray Ridgeons - Freefoam general purpose board	
4352	BACS2106 29RIDGEO NS	£10.52	£1.75	£8.77	18/05/21 Huws Gray Ridgeons - Freefoam nails	
4353	BACS2106 29RIDGEO NS	£482.20	£80.37	£401.83	17/05/21 Huws Gray Ridgeons - Velux flahsing and tunnel slates	
4354	BACS2106 29RIDGEO NS	£453.24	£75.54	£377.70	18/05/21 Huws Gray Ridgeons - Freefoam board and sqaures- Hub roof	
4355	BACS2106 29RIDGEO NS	£153.96	£25.66	£128.30	17/05/21 Huws Gray Ridgeons - Roof covering	
4405	BACS2106 29RIDGEO NS	£305.75	£50.96	£254.79	01/06/21 Huws Gray Ridgeons - Roof structure	
4406	BACS2106 29RIDGEO NS	£407.99	£68.00	£339.99	03/06/21 Huws Gray Ridgeons - Roof structure	

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Date

Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4413	BACS2106 29RIDGEO NS	£644.09	£107.35	£536.74	16/06/21 Huws Gray Ridgeons - 2nd fix carpenty	
4414	BACS2106 29RIDGEO NS	-£454.72	-£75.79	-£378.93	13/06/21 Huws Gray Ridgeons - Credit note - variousconcrete beams, flooring blocks etc	£2,873.56
		£2,873.56	£478.93	£2,394.63	Huws Gray Ridgeons - Total	
4407	BACS2106 29JLEAFL ET	£150.00	£0.00	£150.00	09/06/21 John Einchcomb (John The Leaflet) - Delivering "Our Melbourn" Leaflets	£150.00
		£150.00	£0.00	£150.00	John Einchcomb (John The Leaflet) - Total	
4360	DD210630 LUCID	£126.60	£21.10	£105.50	01/06/21 LUCID Systems - Covered greement - July 2021	£126.60
		£126.60	£21.10	£105.50	LUCID Systems - Total	
4409	BACS2106 29HUB	£140.17	£0.00	£140.17	08/06/21 Melbourn Community Hub Management Group - FiT energy Hub solar panels 20/12/20-17/03/21	
4434	BACS2106 29HUB	£34.61	£5.77	£28.84	17/06/21 Melbourn Community Hub Management Group - Mobile Phone for Time Bank (13 May -12 June)	
4435	BACS2106 29HUB	£36.00	£6.00	£30.00	17/06/21 Melbourn Community Hub Management Group - Parish Office Cleaning (17 May - 31 May) No cleaning w/c 7th or 14th June	£210.78
		£210.78	£11.77	£199.01	Melbourn Community Hub Management Group - Total	
4369	BACS2106 29MICKG	£234.00	£39.00	£195.00	25/05/21 Mick George - Muck Away	£234.00
		£234.00	£39.00	£195.00	Mick George - Total	
4359	BACS2106 29NORBUR YS	£578.81	£96.47	£482.34	20/05/21 Norburys Building & Landscape Supplies Ltd - Roof structure - batten and code 4 lead	
4367	BACS2106 29NORBUR YS	£16.74	£2.79	£13.95	21/05/21 Norburys Building & Landscape Supplies Ltd - First Fix Carpentry	

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Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4368	BACS2106 29NORBUR YS	£65.94	£10.99	£54.95	24/05/21 Norburys Building & Landscape Supplies Ltd - First Fix Carpentry	
4376	BACS2106 29NORBUR YS	£223.74	£37.29	£186.45	20/05/21 Norburys Building & Landscape Supplies Ltd - First Fix Carpentry	
4377	BACS2106 29NORBUR YS	£35.64	£5.94	£29.70	25/05/21 Norburys Building & Landscape Supplies Ltd - First Fix Carpentry	
4378	BACS2106 29NORBUR YS	£270.00	£45.00	£225.00	28/05/21 Norburys Building & Landscape Supplies Ltd - First Fix Carpentry	
4379	BACS2106 29NORBUR YS	£99.36	£16.56	£82.80	28/05/21 Norburys Building & Landscape Supplies Ltd - First Fix Carpentry	
4392	BACS2106 29NORBUR YS	£156.12	£26.02	£130.10	19/05/21 Norburys Building & Landscape Supplies Ltd - Kitchen refurb	
4402	BACS2106 29NORBUR YS	£39.78	£6.63	£33.15	07/06/21 Norburys Building & Landscape Supplies Ltd - Roof Construction	
4403	BACS2106 29NORBUR YS	£23.88	£3.98	£19.90	07/06/21 Norburys Building & Landscape Supplies Ltd - 2nd fix	
4404	BACS2106 29NORBUR YS	£338.28	£56.38	£281.90	07/06/21 Norburys Building & Landscape Supplies Ltd - 1st fix	
4408	BACS2106 29NORBUR YS	£549.30	£91.55	£457.75	19/05/21 Norburys Building & Landscape Supplies Ltd - Drainage - Hub	
4436	BACS2106 29NORBUR YS	£55.68	£9.28	£46.40	11/06/21 Norburys Building & Landscape Supplies Ltd - Reisser Tuns and Silicone	
4441	BACS2106 29NORBUR YS	£9.82	£1.64	£8.18	22/06/21 Norburys Building & Landscape Supplies Ltd - External Works	
4442	BACS2106 29NORBUR YS	£5.94	£0.99	£4.95	22/06/21 Norburys Building & Landscape Supplies Ltd - second fix	
4443	BACS2106 29NORBUR YS	-£294.00	-£49.00	-£245.00	23/06/21 Norburys Building & Landscape Supplies Ltd - Credit note - returned goods	£2,175.03
		£2,175.03	£362.51	£1,812.52	Norburys Building & Landscape Supplies Ltd - Total	

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Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4356	DD210601 NOW	£43.20	£7.20	£36.00	26/05/21 Now Pensions - Employer Service Charge June 2021	£43.20
4399	BACS2106 29PGC	£16.50	£2.75	£13.75	31/05/21 Phillimore Garden Centre - 5 x turf (taken 10/5/21) @3.30/turf inc VAT	£16.50
		£16.50	£2.75	£13.75	Phillimore Garden Centre - Total	
4371	BACS2106 29PHS	£350.16	£58.36	£291.80	02/06/21 PHS Group - 4 Sanitary Disposal 05/07/21-	£350.16
		£350.16	£58.36	£291.80	PHS Group - Total	
4382	DD210608 WBA	£39.59	£0.00	£39.59	20/05/21 Source for Business (Cambridge Water) - Water Services - Allotments, The moor	£39.59
4383	DD210608 WBPAV	£54.75	£0.00	£54.75	20/05/21 Source for Business (Cambridge Water) - Water services - Pavilion	£54.75
4331	DD210608 WBWS	£6.00	£0.00	£6.00	01/06/21 Source for Business (Cambridge Water) - Water services car park workshop	£6.00
		£100.34	£0.00	£100.34	Source for Business (Cambridge Water) - Total	
4335	DD210601 SCDCCP	£1,198.00	£0.00	£1,198.00	01/06/21 South Cambs District Council - Rates - Car park instalment 3 of 10	£1,198.00
4334	DD210601 SCDCNR	£75.00	£0.00	£75.00	01/06/21 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 3 of 10	£75.00
4336	DD210601 SCDCOR	£61.00	£0.00	£61.00	01/06/21 South Cambs District Council - Rates - Orchard Road Cemetery Instalment 3 of 4	£61.00
4333	DD210601 SCDCPAV	£259.00	£0.00	£259.00	01/06/21 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 3 of 10	£259.00
		£1,593.00	£0.00	£1,593.00	South Cambs District Council - Total	
		£5,707.13	£0.00	£5,707.13	Confidential items – salaries, NI & pensions	

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Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Items Already Paid (Clerk and RFO delegated authority)						
4387	BACS2106 03ORWSC OUTS	£4,795.94	£0.00	£4,795.94	25/05/21 1st Orwell Scout Group - Community Benefit Grant award 2021-22	£4,795.94
		£4,795.94	£0.00	£4,795.94	1st Orwell Scout Group - Total	
4398	BACS2106 10ALLSAINT	£139.00	£0.00	£139.00	07/06/21 All Saints Community Hall - Hire of main hall for 3 meeting + projector use	£139.00
		£139.00	£0.00	£139.00	All Saints Community Hall - Total	
4410	BACS2106 10ALLOT	£290.00	£0.00	£290.00	26/04/21 Allotment Association - Community Grant	£290.00
		£290.00	£0.00	£290.00	Allotment Association - Total	
4401	BACS2106 10BROWN ST	£9,351.80	£1,558.63	£7,793.17	01/06/21 Brownstone Building Services Ltd - Work carried out 24/5/21 - 04/6/21 + box gutters + watts roofing materials	£9,351.80
		£9,351.80	£1,558.63	£7,793.17	Brownstone Building Services Ltd - Total	
4384	BACS2106 03CAMSA R	£500.00	£0.00	£500.00	25/05/21 Cambridge Search & Rescue - Community Benefit Grant award 2021-22	£500.00
		£500.00	£0.00	£500.00	Cambridge Search & Rescue - Total	
4390	BACS2106 10CRP	£700.00	£0.00	£700.00	26/04/21 Community Rail Partnership - Grant 2021-22	£700.00
		£700.00	£0.00	£700.00	Community Rail Partnership - Total	
4385	BACS2106 03CSDM ENTIA	£6,255.37	£0.00	£6,255.37	25/05/21 Community Support For Dementia - Community Benefit Grant award 2021-	£6,255.37
		£6,255.37	£0.00	£6,255.37	Community Support For Dementia - Total	
4411	BACS2106 03DYNAM OS	£11,990.64	£0.00	£11,990.64	26/04/21 Melbourn Dynamos FC - Grant 2021-22	£11,990.64
		£11,990.64	£0.00	£11,990.64	Melbourn Dynamos FC - Total	
4386	BACS2106 03MELFETE	£1,000.00	£0.00	£1,000.00	25/05/21 Melbourn Fete Committee - Community Benefit Grant award 2021-22	£1,000.00
		£1,000.00	£0.00	£1,000.00	Melbourn Fete Committee - Total	

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Date

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Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4389	BACS2106 03MMWS	£5,000.00	£0.00	£5,000.00	26/04/21 Melbourn Mobile Warden Scheme - Grant 2021-22	£5,000.00
		£5,000.00	£0.00	£5,000.00	Melbourn Mobile Warden Scheme - Total	
4388	BACS2106 03MPSPTFA	£2,200.00	£0.00	£2,200.00	25/05/21 Melbourn Primary School PTFA - Community Benefit Grant award 2021-22	£2,200.00
		£2,200.00	£0.00	£2,200.00	Melbourn Primary School PTFA - Total	
4370	BACS2106 03RSCAFF	£1,530.00	£255.00	£1,275.00	24/05/21 Royston Scaffolding - Supply and Erect Scaffolding - 50% draw	£1,530.00
		£1,530.00	£255.00	£1,275.00	Royston Scaffolding - Total	
4394	BACS2106 04SHRED	£72.00	£12.00	£60.00	03/06/21 Simply Shredding (Harrison and Rowley Ltd) - Shredding Collection (6 boxes)	£72.00
		£72.00	£12.00	£60.00	Simply Shredding (Harrison and Rowley Ltd) - Total	

Prepaid Debit Card Transactions (cards topped up 15th June 2021)

4309	BACS2106 15SOLDO	£16.82	£2.80	£14.02	12/05/21 1&1 Ionos - Website hosting 12/05/21	£16.82
		£16.82	£2.80	£14.02	1&1 Ionos - Total	
4412	BACS2106 15SOLDO	£39.99	£6.67	£33.32	08/06/21 Amazon Marketplace - Noise cancelling headphones	£39.99
		£39.99	£6.67	£33.32	Amazon Marketplace - Total	
4298	BACS2106 15SOLDO	£88.00	£0.00	£88.00	06/05/21 Cheapestprintonline - Printing of Futures WP - leaflet	£88.00
		£88.00	£0.00	£88.00	Cheapestprintonline - Total	
4321	BACS2106 15SOLDO	£26.33	£4.39	£21.94	17/05/21 CPC - Hub extension - Wall Plates	£26.33
		£26.33	£4.39	£21.94	CPC - Total	
4310	BACS2106 15SOLDO	£54.95	£9.16	£45.79	13/05/21 Madingley Mulch - Play Area Bark - 5 bags 80L each	£54.95
		£54.95	£9.16	£45.79	Madingley Mulch - Total	

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Date

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Melbourn Parish Council

June 2021 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4258	BACS2106 15SOLDO	£2.04	£0.00	£2.04	27/04/21 Melbourn Stores - Tea and Milk for Parish Office - C Littlewood	£2.04
		£2.04	£0.00	£2.04	Melbourn Stores - Total	
4274	BACS2106 15SOLDO	£3.66	£0.00	£3.66	29/04/21 Post Office - Postage for ground maintenance invitations to quote	£3.66
		£3.66	£0.00	£3.66	Post Office - Total	
4257	BACS2106 15SOLDO	£16.18	£2.70	£13.48	27/04/21 Rontec - Diesel for Parish Van	
4305	BACS2106 15SOLDO	£18.80	£3.13	£15.67	12/05/21 Rontec - Diesel for Parish Van	
4358	BACS2106 15SOLDO	£7.66	£1.28	£6.38	25/05/21 Rontec - Diesel for Parish Van	
4397	BACS2106 15SOLDO	£6.99	£1.16	£5.83	07/06/21 Rontec - Fuel for mower	£49.63
		£49.63	£8.27	£41.36	Rontec - Total	
4289	BACS2106 15SOLDO	£12.00	£0.00	£12.00	30/04/21 Tesco - 3 x Frames for Community Award	£12.00
		£12.00	£0.00	£12.00	Tesco - Total	
4444	BACS2106 15SOLDO	£4.99	£0.83	£4.16	11/06/21 Wrights Mower Centre - Warden's materials	£4.99
		£4.99	£0.83	£4.16	Wright's Mower Centre - Total	
4365	BACS2106 15SOLDO	£94.31	£15.71	£78.60	28/05/21 Wybone Ltd - Bin and fixing for Stockbridge Meadows car park	£94.31
		£94.31	£15.71	£78.60	Wybone Ltd - Total	
4357	BACS2106 15SOLDO	£14.39	£2.40	£11.99	20/05/21 Zoom Video Communications Inc. - Zoom pro 20/05/2021 - 19/06/2021	£14.39
		£14.39	£2.40	£11.99	Zoom Video Communications Inc. - Total	
Total		£62,949.85	£3,553.50	£59,396.35		

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Date

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Melbourn Parish Council Financial Budget Comparison

Two Months ended 31st May 2021

Comparison between 01/04/21 and 31/05/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,400.00	£0.00	£0.00	-£2,400.00
101 Allotment Insurance Premiums	£0.00	£0.00	£5.00	£5.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation	£6,250.00	£0.00	£5.00	-£6,245.00
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£1,655.00	-£1,345.00
Total Cemeteries	£3,000.00	£0.00	£1,655.00	-£1,345.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,320.00	£0.00	£0.00	-£2,320.00
320 Hire of Recreation Grounds	£100.00	£0.00	£0.00	-£100.00
340 Pavilion Hire	£3,300.00	£0.00	£1,480.00	-£1,820.00
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£6,720.00	£0.00	£1,480.00	-£5,240.00
Finance & General Purpose				
410 Precept	£275,300.00	£0.00	£137,650.00	-£137,650.00
420 Interest - Deposit Account Unity	£50.00	£0.00	£0.00	-£50.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£100.00	£0.00	£1.64	-£98.36
460 Miscellaneous Income	£0.00	£0.00	£1,269.00	£1,269.00
Total Finance & General Purpose	£275,800.00	£0.00	£138,920.64	-£136,879.36
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£4,333.34	-£21,666.66
Total Rental Property	£26,000.00	£0.00	£4,333.34	-£21,666.66
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
Total Community Benefit Reserve	£0.00	£43,234.63	£43,234.63	£0.00
S106 & Other Capital Grants Reserve				
141 S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
Total S106 & Other Capital Grants	£0.00	£55,054.95	£55,054.95	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£317,770.00	£98,289.58	£244,683.56	-£171,376.02

Melbourn Parish Council Financial Budget Comparison

Two Months ended 31st May 2021

Comparison between 01/04/21 and 31/05/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

		2021/22 Budget	Reserve Movements	Actual Net	Balance
EXPENDITURE					
Conservation					
1000	Allotments	£1,600.00	£0.00	£450.00	£1,150.00
1100	Conservation	£12,300.00	£0.00	£0.00	£12,300.00
1150	Stockbridge Meadows	£1,125.00	£0.00	£0.00	£1,125.00
1200	Grass Cutting Contract	£8,670.00	£0.00	£622.50	£8,047.50
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£920.00	£6,700.00
Total Conservation		£31,315.00	£0.00	£1,992.50	£29,322.50
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£799.11	£3,770.89
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£811.66	£6,138.34
Total Cemeteries		£11,520.00	£0.00	£1,610.77	£9,909.23
Play Areas & Recreation Grounds					
3000	Play Areas	£4,200.00	£0.00	£319.00	£3,881.00
3200	Recreation Grounds	£12,475.00	£0.00	£1,700.40	£10,774.60
3400	Pavilion	£8,350.00	£0.00	£1,298.86	£7,051.14
Total Play Areas & Recreation Grounds		£25,025.00	£0.00	£3,318.26	£21,706.74
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£0.00	£3,400.00
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£775.79	£1,424.21
4500	Insurances	£7,800.00	£0.00	£0.00	£7,800.00
4700	Membership of Societies	£1,340.00	£0.00	£932.03	£407.97
4900	Parish Clock	£1,350.00	£0.00	£0.00	£1,350.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£1,308.37	£22,416.63
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£11,019.97	£60,730.03
5300	Sundry Expenses	£114.00	£0.00	£84.00	£30.00
5400	Training	£1,500.00	£0.00	£120.00	£1,380.00
5700	Pension Scheme Charges	£440.00	£0.00	£72.00	£368.00
5900	Bank Charges	£400.00	£0.00	£0.00	£400.00
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£0.00	£7,450.00
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£0.00	£15,000.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£0.00	£120.00	£6,730.00
6450	PWLB Community Hub - Interest	£28,098.00	£0.00	£14,076.30	£14,021.70
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£2,400.80	£2,455.20
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£0.00	£5,632.00
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£0.00	£11,255.00
6600	Timebanking Expenses	£650.00	£0.00	£28.84	£621.16
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£2,637.18	£11,562.82
Total Finance & General Purpose		£215,710.00	£0.00	£33,575.28	£182,134.72
Planning					
7000	Community Development	£5,000.00	£0.00	£0.00	£5,000.00
Total Planning		£5,000.00	£0.00	£0.00	£5,000.00

Melbourn Parish Council Financial Budget Comparison

Two Months ended 31st May 2021

Comparison between 01/04/21 and 31/05/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
Highways				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£125.52	£1,624.48
Total Highways	£4,750.00	£0.00	£125.52	£4,624.48
Rental Property				
9000 Little Hands Nursery	£1,450.00	£0.00	£0.00	£1,450.00
Total Rental Property	£1,450.00	£0.00	£0.00	£1,450.00
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
Total Community Benefit Reserve	£0.00	£0.00	£0.00	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£1,334.20	£1,334.20	£0.00
1410 S106 Community Transport	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,744.73	£40,744.73	£0.00
Total S106 & Other Capital Grants	£0.00	£47,078.93	£47,078.93	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£294,770.00	£47,078.93	£87,701.26	£255,481.87
Total Income	£317,770.00	£98,289.58	£244,683.56	-£171,376.02
Total Expenditure	£294,770.00	£47,078.93	£87,701.26	£254,147.67
Total Net Balance	£23,000.00		£156,982.30	

Cash and Bank Balances at 31st May 2021

Ordinary Accounts

Current Account Unity	£351,925.69
Deposit Account Unity (Instant Access)	£212,928.11
Petty Cash	£30.00
Prepaid Debit Cards	£600.00

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Nationwide 45 day Business Saver	£150,691.29
Total	£741,175.09

Melbourn Parish Council Finance Report 31st May 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st May 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.

Variations from Budget

Income:

Miscellaneous Income – includes donations of £500 for tree planting and £717 for repairs to the Parish Clock.

ELANCITY-UK

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LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Delivery address :

MELBOURN PARISH COUNCIL
MILLSIDE COTTAGE
31 STATION ROAD MELBOURN
ROYSTON
Cambridgeshire
SG8 6BU - United Kingdom

Billing address :

MELBOURN PARISH COUNCIL
MILLSIDE COTTAGE
31 STATION ROAD MELBOURN
ROYSTON
Cambridgeshire
SG8 6BU - United Kingdom

**MELBOURN PARISH COUNCIL
MILLSIDE COTTAGE
31 STATION ROAD MELBOURN
ROYSTON
Cambridgeshire
SG8 6BU - United Kingdom**

Tel. : +441763263462

Quotation N° SO-UK01570

Your Reference	Quotation Date	Contact	Payment Terms
JON STENNING	30/03/2021	Alan MACKIE	30 Net Days

Description	Qty	Unit Price	Disc.(%)	Price
[02011] GB[EP-BT] Evolis Radar Speed Sign - AC version Ready for installation & consists of : • SPEED DISPLAY SCREEN 34 x 43cm Green, Amber, Red display with Warning Triangle (anti Race-effect) • TEXT MESSAGE DISPLAY 16 x 64cm • USB & BLUETOOTH connectivity • ROAD TRAFFIC DATA recorded in BOTH DIRECTIONS • INSTALLATION KIT (does not include fixing straps/jubilee clips) • Full 2 YEAR WARRANTY ; Parts, labour, factory return (all transport costs included)	1,00 Unit(s)	1488,97	0,00	£ 1488,97
[028] Battery 12V 22Ah 12V 22Ah Battery	1,00 Unit(s)	76,54	100,00	£ 0,00
[028] Battery 12V 22Ah 12V 22Ah Battery	3,00 Unit(s)	76,54	0,00	£ 229,62
[02404] EXTERNAL BATTERY CHARGER	1,00 Unit(s)	108,58	0,00	£ 108,58
[051] TELEPHONE ASSISTANCE	1,00 Unit(s)	95,00	100,00	£ 0,00
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	90,00	0,00	£ 90,00
[99937] Plug cap Plug cap	1,00 Unit(s)	8,01	100,00	£ 0,00
[04774] Locking rod for padlocks Locking rod for padlocks	1,00 Unit(s)	6,67	100,00	£ 0,00
[080271/C] Additional mounting bar - SOLUTION /C	5,00 Unit(s)	22,25	20,00	£ 89,00

ELAN CITY LTD, Wilberforce House, Station Road, London NW4 4QE | Registration number : 11087636 |

VAT registration number : GB 297094655 | Phone: (020) 3936 0920 | Email: sales@elancity.co.uk | Website: www.elancity.co.uk |

Bank / Branch : BARCLAYS BANK PLC - Leicester LE87 2BB | IBAN : GB38BUKB 209561 70064793 | Account Number 7006 4793 |

Sort Code : 20 95 61 | For settlement by Electronic Transfer, please use account name 'ADLER SHINE'.

ELANCITY-UK

Wilberforce House, Station Road
 LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Description	Qty	Unit Price	Disc.(%)	Price
				Total excl. £ 2006,17
				VAT:
				Taxes (20%): £ 401,23
				Total : £ 2407,40

Quotation valid until 30th June 2021

*

Quotation is for 1 x Battery/Mobile Evolis Radar Speed Sign

*

I have added 5 Additional Mounting Bars (making 6 in total). This allows you to pre-equip 6 posts and move the device between 6 posts. The 5th Additional Bar is offered FOC.

*

Note : You'd be required to source a total of 18 (eighteen) Jubilee Clip/Hose Clamp ; 16mm bandwidth & with a diameter adapted to that of your support pole(s). Typically, these articles cost between £3 & £5 per clip/clamp

*

THIS DEVICE IS EQUIPPED (RETRACTABLE CABLE AND MALE/FEMALE PLUG SYSTEM) FOR EVENTUAL MAINS OR STREET LIGHTING OPERATION SHOULD THIS EVENTUALITY BECOME POSSIBLE AT A LATER DATE. THIS DEVICE IS NOT COMPATIBLE WITH A SOLAR PANEL.

*

WARNING : IT IS THE CUSTOMER'S RESPONSIBILITY TO ENSURE THAT THE RELEVANT HIGHWAYS AUTHORITY HAS ACCORDED IT'S CONSENT AS REGARDS THE INSTALLATION OF THE DEVICE(S) QUOTED FOR ABOVE. TYPICALLY, THIS WILL INVOLVE AGREEMENT AS TO THE POST(S) TO BE USED, THE ORIENTATION OF THE DEVICE(S) AS WELL AS THE MANNER IN WHICH THE DEVICE(S) SHALL BE OPERATED.

30 Net Days

Valid for agreement

(Stamp, Signature and Date)

Date / Signature / Name

PC044/21: Monthly Report June 2021 - Community Hub Expansion

Build Progress

Work on the Hub site has continued and gathered pace, with up to 10 trades people on site each day, depending on the requirements. The roof is now closed and complete with doors and windows being installed to make the new build secure. Internal walls have all been removed, moved or adjusted to the new design configuration. Plaster boarding is complete and wet plaster finishing well advanced. Painting is also moving ahead with the atrium café space now redecorated. First fix plumbing and electrical works are also complete. The Parish Office has been decorated and re-carpeted as an advance priority task to simplify the operational logistics of re-flooring the remaining building; many thanks to council staff for accommodating this significant disruption.

Project costs remain under good control. A minor overspend has arisen of less than £200 due to unforeseen professional services costs but well within contingency allowances. It is not anticipated that the project will overspend but work is still being planned in a way to consume most available financial resources, as these are specifically designated for the building upgrade work and are not available for other purposes.

To allow for recruitment and training/re-training of staff and volunteers, and also commissioning some new systems of work, the Hub will reopen for business mid August 2021. The building elements of the Hub expansion project are targeted for completion by the end of week 3 July. Time will then be needed for cleaning and staff training.

Covid-19 support arrangements from government to hospitality venues such as the Hub mean that the financial impact of a somewhat delayed re-opening date is not significant.

Governance

Weekly Steering Meetings involving the Clerk, RFO, MPC Chair, 1731 Ltd and Hub management were held on

26th May 2021

2nd June 2021

9th June 2021

There were no issues arising that required the committee to refer significant change to the full council to be noted or for formal ratification.

Financial Status – Spend vs. Budget: See attached Schedule

Events and Decisions

- Parish Council Office was decorated and re-carpeted early to simplify logistics
- Loft hatch access will not be moved from the Parish Office due to loft space headroom issues with the preferred site.
- The previous Hub Room-Booking system will be upgraded to an online web-based alternative that permits remote bookings and payments.
- In conjunction with Library volunteers and the County Library Service it has been agreed that the main front 'Hub' desk will be shared between the library and other Hub services. The prior library desk position will not be reinstated.

**Hub Extension Project
Budget Tracking – Spend Summary June 2021
(Invoices received at 21/06/21)**

Item	Budget	Expenditure to date	Balance Remaining	Balance %	Notes
Main Building Contractors	53,010.00	28,493.10	24,516.90	46%	Some transfers of work between Jordan and Sons and Brownstone to reduce costs and elapsed time
Materials Supplies	39,615.00	24,459.88	15,155.12	38%	
Plumbing and Heating	15,000.00	493.92	14,506.08	97%	
Professional Services	11,100.00	11,221.67	-121.67	-1%	Added costs due to Gas Supply increased quote and further structural engineering fees.
Landscaping Works	3,900.00	3,230.00	670.00	17%	Will overspend. Unplanned Building Inspector requirements have increased this spend.
Contingency (8.4% of total)	13,455.80		13,455.80	100%	Amended contingency from May 10 th MPC meeting
Other Costs		373.42	-373.42	-100%	Previously incurred admin costs
Internal Finishing	38,191.25	2,555.44	35,653.81	93%	Global costs agreed at MPC meeting 10 th May 2021
Totals	174,272.05	79,895.60	94,376.45	54%	
Funds Available	174,272.05				Community Capital Grant, TTP s106 grant & s106 funds allocated to Hub storage works

Maintenance Committee 17th June 2021
MA025/21 Stockbridge Meadows (b) Engineering Quotes – Boardwalk

Quote 1

Begin forwarded message:

From: tom upcraft <upcrafttom@gmail.com>
Subject: Stockbridge meadows
Date: 14 June 2021 at 06:03:04 BST
To: John Travis <johntravis895@gmail.com>

Tom

Thank you for your email. Hamid has asked me to undertake a preliminary structural assessment of the proposed boardwalk scheme.

I assume that the construction is to be formed over marshland and therefore this may present issues for establishing a platform for the support of plant required for the installation of piled foundations. Holical piles would in our view not be ideal in this respect. They have limited lateral deformation characteristics and head attachments would be difficult to form with sufficient rigidity to counter torsional distortion of the walkway.

I suggest that the piles should be of a cased type using the grundomat system (nominally 150mm in diameter) of installation.

These require lightweight installation equipment and can be designed for a welded top collar and transverse head rail (which will afford attachments to the walkway deck).

I anticipate that the 'dog-leg' bends in the plan alignment of the boardwalk will require composite groups of piles to counter the torsional forces transmitted by the walkway panels. The latter will need to be designed to be torsionally stiff and will therefore need to be designed as a series of framed panels. Paired piles may need to be introduced at intervals to justify the lateral stability of the construction..

Our costs to design and detail the sub-structure in conjunction with the proposed deck panels will be **£2250 + VAT**. We will need to time charge our costs for any involvement in management

meetings and site attendances during construction (ie at **£115 + Vat / per hour**).

In essence Building Regulations are concerned with health and safety issues. This boardwalk structure provides a low footway route without handrail protection i.e. only elevated just above the general site ground levels. It would not appear to constitute a potential health & safety risk and would therefore be of no interest to Building Control.

Regards

Graham Fletcher

Structural Engineers Cambridge Ltd,
The White Horse, London Road, Pampisford, Cambridge CB22 3EF

Tel: (44) +1223 833555

Email: engineering@secambridge.co.uk

Web: <http://www.structuralengineerscambridge.co.uk/>

This email is intended solely for the recipient and should not be forwarded, copied or used without the consent of Structural Engineers Cambridge Ltd. If this was received in error, please notify the sender. All emails are scanned by anti-virus software. "

Quote 2

From: tom upcraft <upcrafttom@gmail.com>
Subject: Kirkwood structures
Date: 14 June 2021 at 17:25:04 BST
To: John Travis <johntravis895@gmail.com>

Hi Tom,

Thank you for the e-mail. Given the time frame I can only give you an outline budget quote as follows.

Quote Phase 1 – reviewing the information and preparing a tender package for the scheme has presented allowing for the following –

- Site visit
- Design of the timber elements
- Production of a plan showing the loads on steel screw piles for a specialist to design and detail
- Specification of the structural elements.
- No allowance for meetings with tenders is included, however e-mail and phone queries are expected.

Please allow for £1200 for the above phase 1 items.

Phase 2 – contractor design support and sign off

- Prestart meeting
- 3x site visits with Photos and comments sent on e-mail

Please allow £1000 for the above phase 2 items.

This assumes that setting out and other non structural items are by others.

If the above is of interest I can prepare a formal quote.

Best Regards

Roger

MELBOURN PARISH COUNCIL

APPENDIX 1

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Moor Play Park	5	5	0	1	5	5	21	High
All Saints Churchyard	0	5	0	0	3	5	13	Medium
Orchard Road Cemetery	1	2	0	0	5	5	13	High (due to bin emptying needs)
Old Recreation Ground	2	4	0	5	4	3	18	Medium
New recreation Ground	2	3	0	5	5	3	18	Medium
Village Car Park	5	5	5	0	5	5	25	High
War Memorial	4	5	2	0	5	5	21	High
Littlehands and Access Way	5	5	4	2	5	3	24	High
Melbourn Hub and Gardens	5	5	0	0	5	5	20	High
Stockbridge Meadows	3	5	0	0	3	4	15	Medium

MELBOURN PARISH COUNCIL

Area	Risk Factors (Score 1 low – 5 high)						Total Score	Risk Level High/Medium/Low
	Young Children Use	Youth Attention and Use	Traffic Hazards	Sports Use	Level of Footfall	Elderly Persons Use		
Fire Engine Shed	0	2	3	0	1	1	7	Low
Jubilee Orchard	3	3	0	1	3	3	12	Medium
Clear Cres.Play Park	5	5	0	1	5	5	21	High
Armingford Cres.	2	2	2	2	1	1	10	Low
Worcester Way	3	3	1	2	2	1	12	Medium
Beechwood Avenue	2	3	0	2	3	1	11	Low
Chalkhill Barrow	2	2	2	1	2	1	10	Low
Elm Way	2	2	2	1	2	1	10	Low
Millennium Copse	2	5	0	0	3	1	11	Low
BMX Site	4	5	0	5	3	0	17	Medium
Allotments	1	4	0	0	4	4	13	Medium
New Road Cemetery	3	3	1	3	5	5	20	High

MELBOURN PARISH COUNCIL

APPENDIX 3

Area	Monthly Checking Record				NOTES
	Week 1	Week 2	Week 3	Week4	
Moor Play Park					
Village Car Park					
War Memorial					
Littlehands and Access Way					
New Rec. Ground					
Clear Cres.Play Park					
Orchard Road Cemetery					
New Road C/metery					
Old Recreation Ground					
Pavilion					
Stockbridge M.					
Worcester Way					
BMX Site (Summer & only if open)					

MELBOURN PARISH COUNCIL

Area	Monthly Checking Record			
	Week1	Week2	Week 3	Week4
Allotments				
All Saints' C/Yard				
Jubilee Orchard				
Fire Engine Shed				
Armingford Cres.				
Beechwood Avenue				
Chalkhill Barrow				
Elm Way				
Millennium Copse				

MELBOURN PARISH COUNCIL

Pavilion : Legionella monitoring	Responsibility	Weekly (please note date completed)	Monthly (note insert date completed)	Quarterly (note insert date completed)	Annually (note insert date completed)
Record flushing of infrequently used outlets ** (run showers and taps, flush toilets – to be done weekly) – log when done	Wardens				
Formal thermal control and hygiene regime – MPC to provide appropriate thermometer	Wardens				
Record cleaning and descaling	Cleaning contractor				
Showers – descale and disinfect	Cleaning Contractor				
Disinfect hot water unit in kitchen	Cleaning Contractor				
Hot water cylinders – check water temp (should be 60c)	Wardens				
Fit automatic flushing valves to expansion vessels OR flush regularly (to be carried out in conjunction with above **)	Wardens				
Service all TMVs annually – to be done as part of annual service of heating system	Heating contractor				
Check insulation to pipework where required	Heating contractor				

MELBOURN PARISH COUNCIL

HOT AND COLD-WATER SERVICES – RECOMMENDED TESTING & MAINTENANCE PROGRAMME

SERVICE	TASK	FREQUENCY
HOT WATER SERVICE	Arrange for samples to be taken from hot water calorifiers, in order to note conditions of drain water.	ANNUALLY
	Visual check on internal surfaces of calorifiers for scale or sludge. Check representative taps for temperatures as above on a rotational basis.	ANNUALLY
	Check temperatures in flow and return at calorifiers.	MONTHLY
	Check water temperatures up to one minute to see if it has reached 50°C at the sentinel taps. (55°C Healthcare)	MONTHLY
COLD WATER SERVICE	Visually inspect cold water storage tanks and carry out remedial work where necessary. Check representative taps for temperature as above on a rotational basis.	ANNUALLY
	Check tank water temperatures remote from ball valve and mains temperature at ball valve. Note maximum temperatures recorded by fixed max/min thermometers where fitted.	BI-ANNUAL
	Check that temperature is below 20°C after running the water for up to 2 minutes in sentinel taps.	MONTHLY
SHOWER HEADS	Dismantle, clean and descale shower heads and hoses.	AS NECESSARY
LITTLE-USED OUTLETS	Flush through and purge to drain, or purge to drain immediately before use, without release of aerosols.	WEEKLY

MELBOURN PARISH COUNCIL

HOT AND COLD-WATER SERVICES – TEMPERATURE CONTROL REGIME

FREQUENCY	CHECK	ACQUIRED STANDARD		NOTES
		COLD	HOT	
MONTHLY	Sentinel Taps	The water temperature should be below 20°C after running the water for up to two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the supply and return temperatures on each loop are unchanged, i.e. the loop is functioning as required.
	If fitted, input to TMV's on sentinel basis.		The water supply to the TMV temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	One way of measuring this is to use a surface temperature probe.
	Water leaving and returning to water heater/calorifier.		Outgoing water should be at least 60°C and the return at least 50°C.	If fitted, the thermometer pockets at the top of the water heater/calorifiers and the return leg are useful points for accurate temperature measurements. If installed, these measurements could be carried out and logged by a building management system.
BI-ANNUAL	Incoming cold-water inlet (at least once in the winter and once in the summer).	The water should preferably be below 20°C at all times.		The most convenient place to measure is usually at the ball valve inlet to the cold-water storage vessel.
ANNUALLY	Representative number of taps on a rotational basis.	The water temperature should be below 20°C after running the water for two minutes.	The water temperature should be at least 50°C within a minute of running the water. (55°C Healthcare)	This check makes sure that the whole system is reaching satisfactory temperatures for Legionella control.

MELBOURN PARISH COUNCIL

SUBJECTS REVIEWED	YES/NO	COMMENTS	DATE ACTIONED
RISK ASSESSMENT			REVIEWED
Are the current system details correct?	New risk assessment	Available within this Assessment	18/02/2021
Is there a current up to date cold water cistem/tank survey?	No water tanks found	Available within this Assessment	
Is there a current photograph of the cistem/tank(s)?	n/a	Available within this Assessment	
Is there a current up to date hot water survey?	YES	Available within this Assessment	
Is there a current photograph of the calorifier/water heater(s)?	YES	Available within this Assessment	
Are the schematic drawing details correct?	YES	Available within this Assessment	
Does the assessment need up dating?	NO	Available within this Assessment	
LOG BOOK			
Is the maintenance schedule up to date?	NO		
Are the Responsible Person details up to date?	YES		
Is the training log up to date?	NO		
Have any training requirements been identified?	YES		
Is there an annual review of the system?	YES		
Are the disinfection procedures being followed?	NO		
Are all the log sheet entries up to date?	NO		
Has any remedial works been identified and recorded?	YES		
Has identified remedial work been rectified?	NO		
Are outlets cleaned/disinfected on a minimum of annually and certified?	NO		
Has the system been tested for legionella and certified?	YES		
Has the annual mains water analysis been recorded and certified?	NO		
SUMMARY OF COMPLIANCE WITH ACOP			
Has the system been adequately risk assessed?	YES	Available within this Assessment	
Is the scheme satisfactory for minimising the risk?	No scheme in place		
Has the scheme been fully implemented?	NO		
Are the records being kept up to date by all responsible/competent personal?	NO		
Does the scheme effectively function in line with the requirements of the ACOP (L8)?	NO		

Client is to fill in actioned section to conform to current legislation.

**POLICY AND PROCEDURE: PERSISTENT, VEXATIOUS OR ABUSIVE
COMPLAINTS**

PURPOSE: The aim of this policy is to contribute to the overall aim of dealing with all complainants in ways that are demonstrably consistent, fair and reasonable.

SCOPE:

- This policy identifies situations where a complainant, either individually or as part of a group, or a group of complainants, might be considered to be persistent or vexatious.
- In this policy the term complainant includes those making both informal or formal complaints.
- In this policy the term persistent means 'done repeatedly or as a habit'.
- For the purpose of this policy the following definitions of persistent or vexatious complainants will be used:
 - The repeated and/or obsessive pursuit of:
 - a. unreasonable complaints and/or unrealistic outcomes; and/or
 - b. reasonable complaints in an unreasonable manner.
- The term vexatious is recognised in law in the context of legal proceedings as describing an action (or the bringer of an action) that is brought without sufficient grounds, purely to cause annoyance to the Council.
-
- The term complaint in this policy includes requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998. It includes persistent enquiries which do not specifically mention the FOIA.
-
- Raising of legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as a vexatious or an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause the complainant to be labelled vexatious or unreasonably persistent.

POLICY: Persistent or vexatious complaints can be a problem for Council staff and members. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Member time. While the Council will endeavour to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can reasonably be done to assist or to rectify a real or perceived problem.

PROCEDURE:

1. The Process

1.1 The overall process is as follows:

- Establish whether the individual has the characteristics of a persistent, vexatious or abusive complainant (Section 2 and Appendix 1)).
- Decide whether the Clerk/Council has taken all reasonable steps to satisfy the complainant (Section 3 and Appendix 2).
- Reach a decision on whether to designate an individual as a persistent, vexatious or abusive complainant (Section 4).

1.2 Advice on what to do if the complainant persists is given in Section 5 and Appendix 3.

1.3 The Clerk will ensure that proper records are kept of the case and the action which has been taken (Section 2.3). Full Council will be told that a member of the public has been designated as a persistent or vexatious complainant (Section 5.2).

2. Establish whether a complainant has persistent, vexatious or abusive characteristics

2.1 A persistent complainant may exhibit *one or more* of the behaviours outlined in **Appendix 1**.

2.2 Should a persistent complainant be dissatisfied with the level of service delivery and persist in demanding levels of service from the Council, It is for the Clerk to decide whether or not the service received has been reasonable. Any relevant guidelines or service standards or legislative requirements will be considered by the Clerk.

2.3 If the Clerk considers that further investigation is unjustified due to the persistent nature of the complaint, consideration should be given to whether this policy should be applied to that individual. At that point the Clerk should ensure that proper record keeping is put in place and the individual should be warned that the

Council will not necessarily respond to further service requests and given a copy of this policy.

3. Decide whether the Clerk/Council has taken all reasonable steps to satisfy the complainant

3.1 If the complainant persists with requests for service, then **Appendix 2** outlines considerations for determining if this policy should be applied. The Council must ensure that the points in Appendix 2 have been satisfactorily addressed.

3.2 The Council should strive to treat all complaints with seriousness and due consideration, whether or not any particular complaint may appear to have merit; failure to do so may compound any complaint and lead to further unnecessary criticism of the Council.

4. Designation of an individual as a persistent, vexatious or abusive complainant

4.1 If circumstances permit, before deciding to apply restrictions, the Clerk should convene a meeting of a *Complaints Panel*¹ in order to consider the application of this policy to the individual.

4.2 In serious cases where appropriate action is clear, this may not be necessary i.e. a persistent complainant exhibits threatening or abusive behaviour. Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, other options will be considered e.g. reporting of the matter to the police or taking legal action. In such cases, the complainant may not be given prior warning of that action.

4.3 If the Complaints Panel decides that the nature of the complaint is persistent in nature, the complainant should receive a written warning from the Clerk that, if specified behaviour or actions continue, the Council will apply some or all of the actions set out in *Options for Action (Appendix 3)* and the reasons for doing so. A copy of this policy should be sent with the letter.

5. Action if the behaviour continues

5.1 If the complainant continues to pursue their complaint, the Clerk should respond to the complainant that the policy has now been applied and what it means for their contacts with the Council, how long any restriction will last and what the

¹ The Complaints Panel will consist of 3 councillors (selected by the Clerk) who have played no part in dealing with the information request or complaint.

complainant can do to have the decision reviewed. A copy of this policy should be sent with the letter.

- 5.2 The Full Council shall be notified at this point that a member of the public has been designated as a persistent or vexatious complainant.
- 5.3 If the complainant still continues to complain, the Council should state that the matter is now at an end and that the Council will not enter into any further communication unless it relates to a fresh complaint unrelated to the current complaint.
- 5.4 If the complaints continue then the Council should send a response stating that there is nothing more that can be added to the Council's letter set out in 4.2 above.
- 5.5 If contact continues, the Council should decline to comment further.
- 5.6 When a decision has been taken not to comment further, any future letters or e-mails from the complainant should be read to pick up any significant new information. **New** complaints from individuals who have come under this policy will be treated on their merits. The Clerk, Chair of Council and Chair of the Complaints Panel will decide whether any restrictions that have been applied are still appropriate and necessary in relation to the new complaint.
- 5.7 The status of a complaint judged to be unreasonably persistent or vexatious will be reviewed by the Clerk, Chair of Council and Chair of the Complaints Panel after 3 months and at the end of every subsequent 3 months during which the policy is to apply. The complainant will be informed of the result of the review if the decision to apply this policy has been changed or extended.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 28 June 2021

Review Policy: Every 12 months

APPENDIX 1

EXAMPLES OF PERSISTENT, VEXATIOUS AND ABUSIVE BEHAVIOUR

1. Using obscene, racist, abusive, offensive, unreasonable or threatening language in written correspondence.
2. Seek to coerce or intimidate staff, or abusing or distressing them by the language and tone of telephone communications.
3. Threatening or aggressive or abusive behaviour in direct personal contacts with staff.
4. Threatening, abusive or violent behaviour or actions directed at other people involved in the events that gave rise to the complaint.
5. Refusing to specify the grounds of a complaint, despite offers of assistance with this from the Council's staff.
6. Attempting to use the complaints procedure to pursue a personal vendetta against a member or officer of the Council.
7. Refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
8. Refusing to accept that issues are not within the remit of a complaints procedure despite having been provided with information about the procedure's scope, or that they are not within the power of the Council to investigate, change or influence.
9. Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
10. Making what appear to be groundless complaints about the staff dealing with the complaints, and seeking to have them replaced by a senior officer or with a person named by the complainant.
11. Changing the basis of the complaint as the investigation proceeds and/or denying statements he or she made at an earlier stage.
12. Refusal to accept information provided, for no apparently good reason.
13. Making statements the complainant knows are not true or persuading others to do so.
14. Supplying manufactured "evidence" or other information the complainant knows/believes is incorrect.

15. Lodging numbers of complaints in batches over a period of time, resulting in related complaints being in different stages of the complaints procedure.
16. Demanding outcomes, which the complaint procedure cannot in itself provide (for example dismissal or criminal prosecution of staff, or actions which would be illegal or infringe the rights of others).
17. Introducing trivial or irrelevant new information which the complainant expects to be taken into account and commented on, or raising large numbers of detailed but unimportant questions and insisting they are all fully answered.
18. Electronically recording meetings and conversations without the prior knowledge and consent of the other persons involved.
19. Adopting a 'scattergun' approach: pursuing a complaint or complaints with the Parish Council and, at the same time, with a Member of Parliament/a District or County councillor, the Monitoring Officer of SCDC or local police or solicitors.
20. Making unnecessarily excessive demands on the time and resources of staff whilst a complaint is being looked into, by for example excessive telephoning or sending emails to numerous council staff, writing lengthy complex letters every few days and expecting immediate responses.
21. Submitting repeat complaints, after complaints processes have been completed, essentially about the same issues, with additions/variations which the complainant insists make these 'new' complaints which should be put through the full complaints procedure.
22. Using the vehicle of valid new complaints to resurrect issues, which were included in previous complaints.
23. Refusing to accept the decision – repeatedly arguing the point and complaining about the decision.
24. Persistence in sending letters/emails which demand responses, or making telephones calls or seeking interviews with staff, long after the Council has closed the investigation into a complaint.
25. Combinations of some or all of these.

APPENDIX 2

HAS THE COUNCIL TAKEN ALL NECESSARY STEPS?

1. The decision to designate someone as an unreasonable or unreasonably persistent complainant is onerous and could have serious consequences for the individual. Before deciding whether the policy should be applied, authorities should be satisfied that:

(a) the Clerk and/or Council has communicated clearly and consistently on all occasions. Actions taken must have been completed except where an explanation for a different course of action has been given to the complainant.

(b) the complaint is being or has been investigated properly via the complaints procedure. If the complainant asks the same question due to failure by the Council to adequately answer the question this cannot be considered as a persistent complaint.

(c) any decision reached on it is the right one and all evidence placed on file will corroborate action taken via the unreasonable persistent complaints policy, for example details of any abusive phone calls (or other Appendix 1 examples). All file notes should be comprehensive and objective containing date/time/telephone call/meeting/officer.

(d) communications with the complainant have been adequate.

(e) the complainant is not now providing any significant new information that might affect the authority's view on the complaint.

2. Even if these points are satisfied consideration should be given to whether further action is necessary prior to taking the decision to designate the complainant as unreasonably persistent. Examples might be:

(a) No meeting has taken place between the complainant and the Clerk. Such meetings may dispel misunderstandings and move matters towards a resolution.

(b) If the complainant has additional needs, an advocate might be helpful to both parties.

(c) Before applying any restrictions the complainant should be given a warning that if his/her actions continue the Council may decide to treat him/her as an unreasonably persistent complainant, and an explanation why given.

APPENDIX 3

OPTIONS FOR ACTION

1. Any restrictions applied to a complainant should be appropriate and proportionate to the nature of their contacts with the Council at that time.
2. In deciding which options to apply, the Complaints Committee should be particularly careful to balance the rights of the individual at all times with the needs of the Council.
3. The following list provides options for managing a complainant's involvement with the Council from which one or more might be chosen and applied, *if warranted*:
 - (a) placing time limits on telephone conversations and personal contacts.
 - (b) restricting the number of telephone calls that will be taken (for example one call on one specified morning/afternoon of any week)
 - (c) limiting the complainant to one medium of contact (telephone, letter, email etc.).
 - (d) requiring the complainant to communicate only with a named member of staff.
 - (e) requiring any personal contacts to take place in the presence of a witness.
 - (f) closing the investigation into a complaint.
 - (g) providing the complainant with acknowledgements only of further letters or e-mails received after a particular point.
 - (h) banning a complainant from some or all of an authority's premises.
 - (i) the threat or commencement of civil proceedings in the courts (for harassment, defamation etc.).
 - (j) asking the complainant to enter into a written agreement about their future conduct if the complaint is to be progressed.
 - (k) in cases where the Council believes the complainant has committed a criminal offence (for example, assault on staff or criminal damage), where assault is threatened, or where the complainant refuses repeated requests to leave the authority's premises, the involvement of the police.

**TERMS OF REFERENCE FOR THE FINANCE AND GOOD GOVERNANCE
COMMITTEE**

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

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

1. Membership of the Finance and Good Governance Committee

1.1 There will be a maximum of 7 Members.

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

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

2. Chair

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

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

3. Conduct of Meetings

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

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

4. Powers of the Finance and Good Governance Committee

The committee shall be empowered to:

- 4.1 To propose the annual Precept to full Council, having considered any proposals put forward by other committees or Working Parties.
- 4.2 With the exception of those areas under the remit of the Maintenance Committee; to draft tender documents (following the Policy for Appointment and Management of Contractors and the Financial Regulations) and present to full Council.
- 4.3 To undertake an annual review of effectiveness of internal controls.
- 4.4 Consider how to increase the Council's income, including an annual review of all rents (including, but not limited to, those from the allotments and Little Hands) to be complete by the time of setting the Precept for the next year.
- 4.5 Investigate alternative funding sources such as grants.
- 4.6 Keep under review value for money in all areas of the Council's spend and make recommendations to Council about necessary changes.
- 4.7 Review according to the schedule those policies and procedures delegated to the committee by the full Council.
- 4.8 Review according to the schedule the risk register, financial risk assessments and any non-financial risk assessments delegated to it by full Council.
- 4.9 Review in conjunction with the Clerk the council's insurance arrangements, ensuring that the property and risks are adequately insured.
- 4.10 Review the Asset Register annually to ensure it is kept up-to-date.

MELBOURN PARISH COUNCIL

Doc. No. 6.01
Version 3
Review Date: June 2022

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

Document Approval: 28 June 2021

(Chair to Melbourn Parish Council)



Date of Parish Council meeting:

Review Policy: Every 12 months



MELBOURN PARISH COUNCIL

STANDING ORDERS 2018

STANDING ORDERS

PURPOSE: Standing Orders are the written rules of a Parish Council. The SOs confirm the statutory requirements (items in bold).

SCOPE: Standing Orders are used to confirm the council's internal, organisational, administrative and procurement procedures and procedural matters for meetings.

Standing Orders do not include financial regulations. These regulations have been adopted separately by Melbourn Parish Council.

Standing Orders are not the same as policies. Policies are adopted separately.

The Clerk is the Proper Officer (see section 15) of the Council. The Assistant Clerk may be nominated to perform the role in the absence of the Clerk.

Section 19 refers to the Clerk rather than the Proper Officer because the Assistant Clerk cannot perform the function as defined.



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Meeting: 28 June 2021

Review Policy: Every 12 months

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1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting. They must be for positive actions

EITHER

- b Items on the agenda are *usually* phrased as issues for discussion. In that case, the Chair will listen to the discussion and when an apparent consensus emerges will suggest wording for a proposal or ask another Councillor to suggest the wording for a proposal.
- c The wording will be discussed and agreed, and the Chair will ask for a proposer and seconder and then call for a vote.

OR

- d If a Councillor has formally proposed a motion on the agenda, the procedure set out at (e) to (t) will be followed.
- e A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- f A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- g If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- h An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- i If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- j An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- k A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- l If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- m Subject to standing order 1(n), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the

meeting.

- n One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- o A councillor may not move more than one amendment to an original or substantive motion.
- p The mover of an amendment has no right of reply at the end of debate on it.
- q Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- r Unless permitted by the Chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- s During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they is concerned by.
- t A point of order shall be decided by the Chair of the meeting and their decision shall be final.
- u When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or working party for consideration;

- vii. to exclude the public and press;
- viii. to adjourn the meeting; or
- ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- v Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- w Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the Chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If a person disregards the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Working party meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank**

- holiday or a day appointed for public thanksgiving or mourning.
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
 - d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
 - e The Council shall make an audio recording of Council and Committee meetings
 - f Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. Members of the public who raise matters not on the agenda should be asked to put the matter before the Clerk in writing for future consideration.
 - g The period of time designated for public participation at a meeting in accordance with standing order 3(f) shall not exceed 15 minutes unless directed by the Chair of the meeting.
 - h Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - i In accordance with standing order 3(f), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
 - j A person shall raise their hand when requesting to speak.
 - k A person who speaks at a meeting shall direct their comments to the Chair of the meeting.
 - l Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
 - m **Subject to standing order 3(n), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - n **A person present at a meeting may not provide an oral report or oral**

- commentary about a meeting as it takes place without permission.
- o The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- p Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- q The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- r Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- s The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- t Unless standing orders provide otherwise, voting on a question shall be by a show of hands. The voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.
- u The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and

- vii. the resolutions made.
- v **A councillor or a non-councillor with voting rights who has a**
 - **disclosable pecuniary interest or another interest as set out in the**
 - **Council's code of conduct in a matter being considered at a meeting is**
subject to statutory limitations or restrictions under the code on their
right to participate and vote on that matter.
 - w **No business may be transacted at a meeting unless at least one-third of**
the whole number of members of the Council are present and in no case
shall the quorum of a meeting be less than three.

See standing order 4d(viii) for the quorum of a committee or working party meeting.

- x **If a meeting is or becomes inquorate no business shall be transacted**
and the meeting shall be closed. The business on the agenda for the meeting
shall be adjourned to another meeting.
- y A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND WORKING PARTIES

- a **The Council may appoint working parties, whose terms of reference and**
members shall be determined by the Council.
- b **The members of a committee may include non-councillors unless it is a**
committee which regulates and controls the finances of the Council.
- c **Unless the Council determines otherwise, all members of a working party**
may be non-councillors.
- d The Council may appoint standing committees or other committees as may be
necessary, and:
 - i. shall determine their terms of reference; any proposed changes in the
light of experience must be referred back to Council for agreement
 - ii. shall determine the number and time of the ordinary meetings of a
standing committee up until the date of the next annual meeting of the
Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings
of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the
terms of office of members of such a committee;

- v. Shall permit a Committee to elect its own Chair and Vice-Chair at the first meeting of the Committee and forward the nomination to Council for approval.
 - vi. shall determine the place, notice requirements and quorum for a meeting of a Committee which shall be no less than three;
 - vii. shall determine if the public may participate at a meeting of a committee;
 - viii. shall determine if the public and press are permitted to attend the meetings of a working party and also the advance public notice requirements, if any, required for the meetings of a working party;
 - ix. shall determine if the public may participate at a meeting of a working party that they are permitted to attend; and
 - x. may dissolve a committee.
- e The council may appoint working parties as necessary, and:
- i. shall determine their initial terms of reference; any proposed changes in the light of experience must be referred back to council for agreement;
 - ii. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a working party;
 - iii. shall permit a working party to select its own Chair and Vice Chair at the first meeting of the working party;
 - iv. shall determine the quorum (which shall be no less than three) for a meeting of a working party; and
 - v. may dissolve a working party.
- f Working parties will make their minutes available to the public.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. The code of conduct shall be signed by all Councillors
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iv. Receipt of the minutes of the last meeting of a committee;
 - v. Consideration of the recommendations made by a committee;
 - vi. Agreement of Committee structure for the forthcoming year in accordance with standing order 4 above;
 - vii. Review of delegation arrangements to committees, working parties, staff and other local authorities;
 - viii. Review of the terms of reference for committees and working parties;

- ix. Appointment of members to existing committees;
- x. Review and adoption of appropriate standing orders and financial regulations;
- xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xii. Review of representation on or work with external bodies and arrangements for reporting back;
- xiii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiv. Review of inventory of land and other assets including buildings and office equipment;
- xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xvi. Review of the Council's and/or staff subscriptions to other bodies;
- xvii. Review of the Council's complaints procedure;
- xviii. Review the schedule for review of policies and procedures
- xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND WORKING PARTIES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The Chair of a committee may convene an extraordinary meeting of the committee at any time.

- d If the Chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee any 2 members of the committee may convene an extraordinary meeting of the committee.

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS AND CO-OPTION

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.
- b When voting on Co-option proceedings, voting shall be by recorded ballot

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d The Proper Officer will ask for assurance that the motion is supported by an

evidenced case before including it on the agenda

- e If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- f If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- g Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- h Motions received shall be recorded and numbered in the order that they are received.
- i Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.
- j It is the responsibility of the mover to provide supporting arguments and documentation in time for the publication with the agenda. If this is not done, the Proper Officer will remove the motion from the agenda

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or working party;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or working party and their members;
 - x. to extend the time limits for speaking;

- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e **Meetings held *in camera* will not be recorded. Minutes of *in camera* meetings will be considered for release once the matter under discussion has been finalised**

12. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Working party meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. If there is disagreement about a suggested correction, the Proper Officer and the Chair (or Vice Chair) shall listen to the recording and adjust the minutes accordingly.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- e Subject to the publication of draft minutes in accordance with standing order 12(d) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes of the meeting for which approved minutes exist shall be destroyed.
- f Subject to the publication of draft minutes in accordance with standing order 12(d) and standing order 20(a), the audio recordings of meetings shall be destroyed after 12 months.
- g Subject to the publication of draft minutes in accordance with standing order 12(d) and standing order 20(a), draft minutes of the meeting of the Council, or a meeting of a Committee, shall be published within 7 working days.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor

with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 13(d) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) Assistant Clerk nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a working party,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a

full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the next meeting of the Planning Committee. If the next meeting of the Planning Committee is too late, the Proper Officer consults with the Chair of the Planning Committee as to the necessity of holding an Extraordinary Planning Committee Meeting
- xvi. manage access to information about the Council via the publication

scheme; and

- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;
 - ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's income and expenditure for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council

(income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors before the end of May. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders

- (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or working party with delegated responsibility.
- e. Neither the Council, nor a committee or a working party with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
 - f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
 - g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the HR Panel is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the HR Panel or, if they

are not available, the Vice Chair of the HR Panel of absence occasioned by illness or other reason and that person shall report such absence to the HR Panel at its next meeting.

- c The HR Panel shall conduct a review of the performance and annual appraisal of the work of the Clerk. The review and appraisal shall be reported in writing.
- d Appraisal of other staff will be carried out by the Clerk, and reported in writing to the HR Panel for approval by resolution.
- e Any recommendation for pay progression arising from the appraisal (for any member of staff) shall be subject to approval by resolution by the Council.
- f Subject to the council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair of the HR Panel or in their absence, the Vice Chair of HR Panel in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR Panel.
- g Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chair or Vice Chair of the HR Panel, this shall be communicated to another member of the HR Panel which shall be reported back and progressed by resolution of the remaining members of the HR Panel.
- h Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- i The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- j Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(h) and (i) above if so justified.
- k Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(h) and (i) above shall be provided only to the Clerk and the Chair of the Council.
- l In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

- a **Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.**

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 8 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

POLICY: Creation, Revision and Review of Documents

PURPOSE: To provide consistent format and control of documents

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

POLICY:**1. Numbering and Format**

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

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

2. Document Type

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

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

Examples are:

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

This is not an exhaustive list

3. Review and Approval

- 3.1 All documents carry a latest Review Date (Month/Year) on all pages, together with the assigned Document Number (paragraphs 1.1 and 1.4 above)
- 3.2 It is the responsibility of the Parish Council, through the Chair, to ensure that all new documents are created within the scope of this policy and approved as per paragraphs 3.5 and 3.6 below
- 3.3 It is the responsibility of the Parish Council, through the Chair, to ensure that all pre-existing documents covered by the scope of this policy are reviewed on or before their policy Review Date and approved as per paragraph 3.5 below
- 3.4 Persons reviewing documents should do so by reference to **Appendix A**
- 3.5 Creation of new documents and review of existing documents may be assigned to a person or group as agreed by the Full Council, and the draft document offered for formal approval to the Full Council when work is complete. The review and approval process will normally follow the outline procedure in **Appendix B**, but can be flexible, depending on circumstances
- 3.6 Subject to amendments that may be requested and agreed by the Full Council, the final draft will be signed and approved at a public meeting by the Chair of the Parish Council
- 3.7 Each document will be reviewed and formally reapproved according to the policy agreed for it at the time of Full Council approval.

APPENDIX A

Document Review – Prompt Questions

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

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

APPENDIX B

Document Creation and Review – Recommended Outline Process

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

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 28 June 2021

Document Review Policy: 3 years from last approval

**POLICY AND PROCEDURE FOR THE PUBLICATION OF INFORMATION
AND THE PUBLIC'S RIGHT TO REQUEST INFORMATION**

PURPOSE: This document summarises the information which Melbourn Parish Council will routinely make available to the public and tells you how to request information which you would like to see.

SCOPE: This document brings together the duties put on a Parish Council through the:

- **Freedom of Information Act**
- **Council Accounts – A Guide to your rights**
- **Transparency Code for Smaller Authorities**

The Model Publication Scheme is a separate document (Doc. No. 4.07 ver 1).

Policy: Our aim is to make all key information available on the Melbourn Parish Council website in a way that is easy to find and to understand. We will provide summaries of information where possible. If you cannot find the information on the website or wish to see if other information is available, we will deal with your request as set out in the procedures in this document.

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1. Introduction

- 1.1 Melbourn Parish Council (MPC) has a strong commitment to openness and transparency. It complies with the requirements of the Freedom of Information Act, which came into force on 1 January 2005 which gives everyone a statutory right of access to information held by public bodies.
- 1.2 MPC adopted the revised model publication scheme issued by the Information Commissioner's Office from 12 November 2012. This is document 4.07.

2. Publication of Information

- 2.1 The MPC website is the Council's main vehicle for publication of information. The Parish Notice Boards and social media are used to alert people to the publication of the Council's agendas, minutes and supporting documentation, and other items of particular interest. Recordings of Council meetings are also available on the website.
- 2.2 If you want information on a particular issue, then please check whether it is there before contacting the Clerk. Section 21 of the FOIA provides an exemption if the information requested is already accessible to the requester. This applies whether the information is on the Parish Council website or in another place. If you need the information available on the website in a different format, please contact the Parish Clerk.
- 2.3 Supporting documents for forthcoming meetings are published at the same time as the agenda whenever possible. However, there are sometimes good reasons why this cannot be done and then paper copies will be supplied at the meeting.

3. Retention of records

- 3.1 Recordings of meetings remain on the website for 1 month. After that time, copies are available from the Clerk for a further 11 months. Recordings will be destroyed after 12 months.
- 3.2 Clerks' notes of Council meetings will be destroyed 3 months after agreement of the minutes by Council or Committee.
- 3.3 There is a separate policy for retention of all other records.

4. Making a request for information

- 4.1 Requests for information will always be dealt with in line with the Freedom of Information Act. If you wish to emphasise this point, you should say that you are making the request under the provisions of the Act.
- 4.2 You may wish to consult 'Plain English Guide to Freedom of Information' available on the Office of the Information Commissioner's website for guidance on making a request and about how the Parish Council will deal with it.
- 4.3 Requests for information must be in writing and you must include your name and a valid address for correspondence.
- 4.4 You must also provide a clear description of the information you are seeking. We may ask you to be more precise about your requirements if we feel the initial request is too broad. If a summary of the information is available, we can provide it but the Act does not require us to prepare or present information in a different way. Neither does the Act require information which is not (at the time of the request) written down to be put on paper in order to answer the request.
- 4.5 You may state a preference of how you want the information communicated to you: a hard copy, electronic copy or an opportunity for inspection.

5. Timeliness of requests

- 5.1 There is no time limit on the request for information although the requester must be aware that the older the information, the more difficult it may be to locate it and make it available, potentially incurring a cost (see 8.2 below)
- 5.2 However, the *use* that was made of that information in Council decisions and actions is only open to question during the lifetime of that Parish Council¹ until after the date of the next election.

6. Responding to your request

- 6.1 As set out on the website, correspondence to the Parish Office will be acknowledged within 3 working days of receipt. If the reply requires further information, it is the aim of the Clerk and Assistant Clerk to respond within 20

¹ Advice from the Cambridge and Peterborough Association of Local Authorities.

working days of acknowledging the initial communication. This does not include statutory holidays or days when the office is closed.

- 6.2 For requests specifically made under the FOI Act, we will inform you in writing whether we hold the information you have requested and, if so, provide it not later than 20 working days from receiving the request.

7. Non-disclosure of information

- 7.1 The Act identifies a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to tell the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within 20 working days.
- 7.2 In addition to the Exemption which applies if the information is already publicly available (see 2.2 above), information intended for future publication is also exempt. A publication date does not have to be identified at the time of responding to the request.

8. Charges for providing information

- 8.1 Whenever possible, we will provide the information free of charge. However, if the information is not readily available in the form in which you are seeking it, the Parish Council may charge you a fee based on the costs associated with providing the information.
- 8.2 Under the Freedom of Information Act, the Parish Council may refuse your request if we estimate² it will cost us in excess of the cost limit set by the Information Commissioner to fulfil your request. This is currently £450.
- 8.3 In the situation described in 8.1 and 8.2, the Clerk will write to you within 20 working days of receipt of your request advising you of the fee required. This is known as a 'Fees Notice'. When you are issued with a Fees Notice, the 20 working day limit for responding stops, and will then start again when payment is received. If the Clerk does not receive payment within 3 months, the Council is not obliged to comply with the request.

² Estimated according to the procedure set out in 'Requests where the cost of compliance exceeds the appropriate limit. 20150909 Version 1.2'.

9. Repeated requests for information

- 9.1 The Council aims to reduce the number of requests it receives by putting as much information as possible into the public domain at the relevant time. For each request received, there is a demand on the Clerk's time to deal with it and hence a cost to the Council. Please assure yourself that the information is not already available on the website before you make a request (see 2.2 above).
- 9.2 If an individual makes repeated requests for similar information or otherwise abuses the system, MPC's Policy and Procedure for Persistent, Vexatious or Abusive Complaints will be implemented.

10. Complaints

- 10.1 If you are dissatisfied with the way MPC has responded to a request for information, please follow the procedure for 'Complaints Procedure: Council staff, Service Providers, Administration and Procedures' in the first instance.
- 10.2 The Information Commissioner's Office is responsible for enforcing the operation of the Act and you may raise issues with them at any time. More information can be found on the ICO's website (www.ico.org.uk) or by writing to:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Requests to inspect the accounts.

- 11.1 As an interested person³, you can inspect a council's accounts and related documents. These include a balance sheet and summary of income and expenditure along with supporting documents, and any report the auditor made in that financial year. In addition if you are a local government elector for the area to which the accounts relate, you can also ask questions about the accounts and object to them.
- 11.2 There is a period of 30 working days during which you can exercise your statutory right to inspect the accounts. This right is not retrospective. The period will be advertised by the Council on its website.
- 11.3 Further information on these rights is given in 'Council Accounts: A Guide to your Rights' published by the National Audit Office.

³ These are persons who have a connection to the area even if they are not a local elector.

MELBOURN PARISH COUNCIL

Doc. No. 4.08

Version 2

Review Date: June 2023

- 11.4 You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the Council form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.



Document Approval:

(Chair to the Parish Council)

Date of Parish Meeting: 28 June 2021

Review Policy: Every 2 years

<u>POLICY AND PROCEDURE:</u> WRITTEN RECORDS MANAGEMENT AND DISPOSAL
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PURPOSE: The Council recognises that its records are an important public asset, and are a key resource to effective operation, policy-making and accountability. Like any asset, records require careful management and this policy sets out the Council's responsibilities and activities in respect to this.

SCOPE: All employees of Melbourn Parish Council have a responsibility to manage effectively Council records in accordance with specified legislation and guidelines¹. A record is defined as any information held by the Council regardless of medium (including paper, microfilm, electronic, audio-visual and record copies of publications), which is created, collected, processed, used, stored and/or disposed of by Melbourn Parish Council organisations, employees, as well as those acting as its agents.

POLICY: The aim of this policy is to define a framework for managing the Parish Council's records to ensure that the Council:

- Creates and captures accurate, authentic and reliable records
- Maintains records to meet the authority's business needs
- Disposes of records that are no longer required in an appropriate manner
- Protects vital records
- Conforms to any legal and statutory requirements relating to record-keeping
- Complies with government directives.

PROCEDURE:

1. Identification of roles and responsibilities

- 1.1 The Clerk will be responsible for compliance with Freedom of Information legislation and will be responsible for Data Protection, the publication scheme and legal advice relating to any of the above. The Clerk will ensure that all employees are aware of record keeping issues.
- 1.2 All Council employees will be responsible for creating and maintaining records in relation to their work that are authentic and reliable. The Clerk has specific

¹ Public Records Act 1958 and 1967; • Local Government (Records) Act 1962; • Local Government Act 1972; • Local Government (Access to Information) Act 1985; • Data Protection Act 1998; • Freedom of Information Act 2000 • Records Management Society of Great Britain - Retention Guidelines for Local Authorities 2003:1

responsibilities for records management and this responsibility should be clearly defined in their job description.

2. Training and Awareness

2.1 It is vital that all Council employees involved in creating, maintaining and using records, understand their record management responsibilities as set out in this policy. The Clerk will ensure that staff responsible for managing records are appropriately trained or experienced and that all staff understand the need for records management.

2.2 A training programme will be established to ensure that all staff are aware of their obligations regarding Data Protection, Freedom of Information and Records Management.

3. Records Creation and Record Keeping

3.1 The Parish Council should have in place a record keeping system (paper or electronic) that documents its activities and provides for quick and easy retrieval of information. It must also take into account the legal and regulatory environment specific to the area of work. This system will include:

- Records arranged and indexed in such a way that they can be retrieved quickly and efficiently.
- Records are linked with the Parish Council's Freedom of Information Publication Scheme.

4. Record Maintenance

4.1 The record keeping system must be maintained so that the records are properly stored and protected, and can easily be located and retrieved. This will include:

- Ensuring that adequate storage accommodation is provided for the records.
- Tracking and monitoring the movement and location of records so that they can be easily retrieved (This provides an audit trail).
- Controlling access to the information.
- Identifying vital records and applying the appropriate protection, including a business recovery plan.
- Ensuring non-current records are transferred in a controlled manner to a designated records centre rather than stored in offices.

5. Record Retention and Disposal

5.1 With increasing public access to our records, it is important that disposal of records happens as part of a managed process and is adequately documented. Therefore, the Parish Council must have in place clearly defined

arrangements for the assessment and selection of records for disposal, and for documenting this work.

5.2 The system should ensure that:

- The appropriate records are reviewed and disposed of /transferred to storage as set out in Appendix 1.
- Documentation of the disposal/transfer of records is completed and retained.
- Records selected for permanent preservation are transferred to Cambridgeshire Archives.
- An intended disposal/review date must be captured when creating electronic records.
- Records subject to a Freedom of Information request are not destroyed

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council meeting: 28 June 2021

Review Policy: Every 2 years

APPENDIX 1

Retention Guidelines for Written Parish Council Records

Records	Retention period	Action	Reason
Administrative			
Signed council and committee minutes	In perpetuity	Bind and archive	Requirement
Draft minutes	Until the date of confirmation of the minutes	Destroy	Operational
Clerks' notes of meetings	3 months after agreement of minutes by Council or Committee	Destroy	Operational
Agendas	In perpetuity	Bind and archive	Recommendation by Internal Auditor
Reports and other documents circulated with agendas	Until there is no longer an administrative requirement. Destroy these reports if copies are already included with signed minutes	Review	Common practice
Councillors' declarations of office	4 years or until they vacate office	Destroy	Operational
Register of electors	Until there is no longer an administrative requirement	Destroy	Copies already in existence
Grouping orders	Until there is no longer an administrative requirement	Destroy	Operational
Byelaws and orders	Preserve one of each copy and transfer to storage once they become inactive	Preserve	Common practice
Policy documents	Until there is no longer an administrative requirement	Review	Operational
Title deeds more than 100 years old	Transfer to archive once they become inactive but not deeds still needed to prove title	Preserve	Common practice
Title deeds less than 100 years old	Transfer to archive for review once they become inactive. Archives will not	Review	Common practice

	accept deeds still needed to prove title		
Property registers and terriers	Transfer to archive once they become inactive	Preserve	Common practice
Maps, plans, and surveys of property owned by the council or meeting	Transfer to archive once they become inactive	Preserve	Common practice
Correspondence and papers on important local issues or activities	Until there is no longer an administrative requirement	Review	Operational
Village/parish appraisals, plans, millennium projects and supporting papers	Until there is no longer an administrative requirement	Review	Operational
Planning applications and related papers for major controversial developments	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Planning applications for minor works where permission is refused	6 years	Destroy	Limitation Act 1980
Leases, agreements, contracts and wayleaves	12 years or until there is no longer an administrative requirement	Review	Operational
Quotations and tenders (successful)	12 years	Destroy	Limitation Act 1980
Quotations and tenders (unsuccessful)	2 years	Destroy	Operational
Routine correspondence and papers	Until there is no longer an administrative requirement	Review with the view to destroy	Operational
Scale of fees and charges	Until superseded by new charges	Destroy	Operational
Employers' liability insurance policies	40 years after expiry date	Destroy	Employers' Liability Act 1969 Employers' Liability Regulations 1998
Risk assessments (to include completed	21 years	Archive in PC premises	Insurance claims against the Council

inspection sheets and record of actions taken)			can be made for up to 21 years.
Personnel files	See separate policy	Destroy	Risk of investigation regarding any future litigation

Financial			
Receipt and payment books	Transfer to storage once they become inactive	Preserve	
Rate books	Transfer to storage	Preserve	
Annual audited accounts	7 years.	Destroy, but preserve if the receipt and payment books have not survived.	
Accounts and statements	7 years	Destroy	
Vouchers before 1950	7 years	Destroy	
Cash and petty cash books and rent books	7 years	Destroy	
Receipt books of all kinds	7 years	Destroy	
Postage and telephone books	7 years	Destroy	
Bank statements including deposit/saving accounts	7 years	Destroy	
Paid invoices	7 years	Destroy	
Paid cheques	7 years	Destroy	
VAT records	7 years	Destroy	VAT Act 1994
VAT claims	7 years	Destroy	VAT Act 1994
Time sheets	Last completed Audit year	Destroy	
Wage books	12 years	Destroy	Statute of Limitation
Members' allowances register	6 years	Destroy	Statute of Limitation

Records relating to parish halls, centres and recreation grounds, applications to hire, letting diaries, copies of bills to hirers and records of tickets issued	7 years	Review with the view to destroy	
Miscellaneous			
Maps created under the provision of the Rights of Way Act 1932	Transfer to archive once they become inactive	Preserve	Common practice
Papers concerning Rights of Way	Until there is no longer an administrative requirement	Destroy	Operational
Community magazines or newsletters	Until there is no longer an administrative requirement	Review	Operational
Charity papers	Until there is no longer an administrative requirement	Review	Operational
Press cuttings	Until there is no longer an administrative requirement	Review	Operational
Photographs	Until there is no longer an administrative requirement	Review	Operational
Any records predating the establishment of Parish Councils (1894), e.g. poor law, surveyors of the highway, tithe maps and apportionments, enclosure awards etc.	Transfer to archive immediately	Preserve	Common practice
Records of other bodies such as burial boards, charities, fire brigades, Home Guard unit, local society or ad hoc committee	Transfer to archive once they become inactive	Preserve	Common practice

Reports, guides, handbooks etc received from other organisations	Until there is no longer an administrative requirement	Review	Operational
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MELBOURN PARISH COUNCIL
ALLOTMENT RENTAL AGREEMENT
Revised on 28 June 2021

AN AGREEMENT made this _____ day of _____ between

MELBOURN PARISH COUNCIL (hereinafter called the Council) of the one part and
(hereinafter called the Tenant) of the other part.

WHEREBY the Council agrees to let and the Tenant agrees to take on a yearly tenancy from _____
_____ the Allotment Garden numbered _____ in the register of Allotments provided by
the Council at the yearly rental of £_____ payable yearly in advance and reviewed annually.

The TENANCY is subject to the regulations endorsed on this agreement and also the following conditions:

1. The rent is due from 1st October each year or at the date of the tenancy is granted and is payable to Melbourn Parish Council, The Parish Office, Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ.
2. The Tenant shall provide evidence of Insurance of the plot either through membership of the St George's Allotment Association or through individual Public Liability cover presented to the Clerk.
3. The Tenant shall keep the Allotment Garden clean, in a good state of cultivation and fertility and in good condition.
4. The Tenant shall not cause any nuisance or annoyance to the occupier of any other Allotment Garden or obstruct any path set out by the Council for the use of the occupiers of the Allotment Gardens.
5. The Tenant shall not underlet, assign or part with the possession of the Allotment Garden or any part thereof without the written permission of the Council.
6. The Tenant shall not without the written consent of the Council cut or prune any timber or other trees, or take, sell or carry away any mineral, sand or clay.
7. The Tenant shall keep every hedge, path and roadway that forms part of the boundary of his Allotment Garden properly cut and trimmed and keep all ditches properly cleansed.
8. In the event that the allotment, or the boundary of the allotment, becomes overgrown and restricts or impedes access to neighbouring plots, the Parish Council will request the allotment holder to take steps to clear the area. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the allotment holder.
9. The Tenant shall not use any barbed wire for a fence adjoining any path set out by the Council for the use of the occupants of the Allotment Garden.
10. Use of any asbestos type materials on the allotment gardens is strictly prohibited. The Council has made efforts to remove all such material from the area and Tenants should notify the Council immediately if they find materials that they suspect to be asbestos on their plot. The Council reserves the right to enter onto any plot for the purpose of removing such material.
11. The Council gives permission for the erection of sheds on the allotments, providing they conform to the specifications overleaf.
12. The Tenant shall, as regards the Allotment Garden, observe and perform all conditions and covenants contained in this lease.
13. Any member of the Parish Council (whose names are available in the Parish Office) or any employee of the Council shall be entitled at any time when directed by the Council to enter and inspect the Allotment Garden.
14. The tenancy of the Allotment Garden shall terminate on the yearly rent day after the death of the Tenant. It may also be terminated by the Council after one month's notice :
 - (a) If the rent is in arrears for more than 14 days OR
 - (b) If the Tenant is not duly observing the conditions of his or her tenancy after two warnings by the Council.
15. On expiry of the tenancy, the Tenant shall leave the allotment, including the boundary and pathways, in good order. If the area is not cleared, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and any costs for the work shall be the responsibility of the outgoing Tenant.
16. The Council accepts no responsibility for loss or damage to implements, crops or vehicles.
17. The Council has an absolute prohibition on the keeping of livestock with the exception of bees subject to the Parish Council's Allotment Bee Keeping Policy (Document 4.25) or domestic fowls of any sort on the allotment gardens.

The Parish Clerk _____

Tenant _____