

## MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 28 March 2022 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ**

*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), Barley, Barnes, Cowley, Hart, Kilmurray, Travis, Davey

**Absent:**

**In attendance:** Sophie Marriage (Assistant to the Parish Clerk), District Cllr Hales, one member of the public

**PC167/21 To receive and approve apologies for absence**

Apologies were received from Cllr Wilson. Acceptable reason were given.

It was:

RESOLVED to accept apologies from Cllr Wilson

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

County Cllr Susan van de Ven also sent apologies.

**PC168/21 To note the resignation of Cllr Baker**

The resignation of Cllr Baker was noted and the council thanked Cllr Baker for his work on the council.

**PC169/21 To receive any Declarations of Interest and Dispensations.**

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

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

Cllr Travis and Kilmurray declared an interest in the following items as members of the Hub management group:

PC178/21a

Cllrs Travis and Kilmurray were given dispensation to participate in the discussion but not to vote.

**PC170/21 Chairs' Announcements – For information only**

The chair noted that the MVAS unit has been moved to a third location in the village and has been well received by residents.

**PC171/21 To approve the minutes of the Parish Council Meeting held on 28 February 2022**

Amendments to the spelling of Kieron Baker's name in the PC151/21 were noted.

It was:

RESOLVED to accept the minutes of the Parish Council Meeting held on 28 February as an accurate record, following the noted amendments.

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

**PC172/21 To report back on the minutes of the Parish Council Meeting held on 28 February 2022**

Nothing to report.

**PC173/21 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.

One member of the public in attendance who did not have any comments or questions for the council.

**PC174/21 To receive a report from the County Cllr for Melbourn**

Report was received. The A10 Underpass Vegetation clear-up is scheduled for the week commencing 5<sup>th</sup> April. The SDC contractors were thanked for doing this work without charge. The Health and Social Care reforms and the end to free COVID-19 testing from 1<sup>st</sup> April was also highlighted from the County Cllr's report.

Due to the pre-election period, no District Cllr reports were received. The District Cllrs wished to reiterate that, in spite of the pre-election period, they are not off duty and members of the public can still contact them if needed.

A member of the council queried about the percentage change quoted for *Cambridgeshire County Council Adult Social Care* section of their personal council tax bill. Based on the member's own calculation the percentage change appears to be incorrect. The member has contacted SCDC for an answer. District Cllr Hales recommended raising this query with the Chief Executive of SCDC as soon as possible, since it has been raised in a public meeting, and request clarification on the matter.

ACTION: IC to send Assistant to the Parish Clerk details of the possible percentage error. Assistant to the Parish Clerk to write to Chief Executive of SCDC to ask for clarification and a detailed explanation regarding the percentages for each section of the council tax bill.

**PC175/21 Governance:**

- a) To consider approving changes to the scheduled calendar of meetings for May 2022

It was:

RESOLVED to accept the changes to the scheduled calendar of meetings for May 2022. Proposed by Cllr Travis, seconded by Cllr Kilmurray, All in favour.

- b) To note an email decision in respect of commemorative bench

The email decision was noted.

- c) To receive any updates and consider actions

None were received.

**PC176/21 Finance Matters:**

- a) To consider approving the approvals list for March 2022

It was noted that the electricity rates should continue to be monitored. It was noted that the balance to reimburse the Hub was on the approval list and would only be released if council approved this payment as part of item PC178/21a.

It was:

RESOLVED to approve the approvals list for March 2022. Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

- b) To receive and consider the finance report for February 2022

It was:

RESOLVED to receive the finance report for February 2022. Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour.

- c) To consider approving a quotation for gravel boards at The Cross to be funded from s106 monies

Replacing the gravel boards had not been part of the original work, but when replacing the fencing around the cross it was noted that the gravel boards outside leeches were rotten. Universal Fencing carried out the work to replace the fencing and therefore quoted for this job to finish the project. It was noted that there are sufficient funds in S106 for this project to fund the gravel boards.

It was:

RESOLVED to accept the quotation of £570+VAT from Universal Fencing.  
Proposed Cllr Davey, seconded by Cllr Barnes. All in favour.

- d) To consider approving a quotation for an additional MVAS unit

A quotation was received for a second MVAS unit powered by batteries, and another quotation was received for a solar powered MVAS unit.  
Members agreed a second MVAS unit is needed in the village so the location of the unit can be rotated more frequently. The first MVAS unit has been very well received by residents in the village and the data collected will be beneficial. £5,000 was allocated to the futures working party and the first MVAS unit was £2,244, which leaves £2,756 for a second MVAS unit. Members agreed more information was needed to decide between a solar powered or battery powered unit, and it would be best for the futures group to investigate this.

It was:

RESOLVED to approve the purchase of a second MVAS unit within the remaining budget of £2,744. Type of MVAS unit to be investigated and decided by the Futures Working Party.  
Proposed by Cllr Barley, seconded by Cllr Davey. All in favour.

- e) To receive any updates and consider actions

None were received.

**PC177/21 To note the bank reconciliations for January and February 2022**

Bank reconciliations for January and February 2022 were noted.

**PC178/21 Community Hub**

- a) To consider reimbursing balance of the cost of electrical works to the Hub

Cllrs Travis and Kilmurray remained to discuss the item.  
The balance of the cost of electrical works was £3491.04. There are remaining funds from the Hub project to reimburse the Hub for the electrical works. The Hub has been previously reimbursed for some of the electrical works that it funded during the project. Some money was held back in case of additional expenditure, but the funds have now been reconciled and there are no other outstanding items of expenditure for the project.

It was:

RESOLVED to reimburse £3491.04 to the Hub for the balance of the cost of electrical works.  
Proposed by Cllr Hart, seconded by Cllr Davey. Majority in favour.

In favour: Cllrs Hart, Davey, Clark, Barley, Barnes.

Against:

Abstained: Cllr Cowley, Travis, and Kilmurray

**PC179/21 The Queen's Platinum Jubilee**

- a) To receive an update on arrangements for Jubilee celebrations

The Primary school chose the Jubilee Commemorative Coin as the gift the children would most like from the Parish Council. Costings have been requested to include the Parish Council's insignia on the coin. Members agreed that the pre-school should also be included in the receipt of gifts.

ACTION: Assistant to the Parish Clerk to obtain number of children at the preschool and order the coin for the updated number of children.

- b) To receive an update and consider actions

A meeting to take place on 30<sup>th</sup> March to discuss the event being held at the Hub in conjunction with other groups in the village to celebrate the jubilee on 5<sup>th</sup> June.

**PC180/21 To consider a request to place an electrical appliance bin on the car park**

Members discussed the request to place electrical appliance bin on the car park. It was agreed that this would benefit the environment and residents in the village who cannot travel to the larger waste recycling centres. A location in the car park or elsewhere in the village needs to be identified by the parish council. A member queried why the maintenance committee denied a request for a clothes bin in the car park, and it was explained that there are already two clothes bins in the village and the clothes bin would have taken up more space in the car park. District Cllr Hales confirmed that there would be no issues relating to the lease about placing the bin in the car park. Details about exactly what can go in the bin would need to be published and circulated to residents. The request offers trial collections for a three month period.

It was:

RESOLVED, subject to a suitable location being identified, to accept a 3 month trial of having an electrical appliance bin in Melbourn.

**ACTIONS:**

- Village Wardens to identify an appropriate location.
- Assistant to the Parish Clerk to write to Great Cambridge Shared waste to discuss how they will educate residents about the scheme to ensure the bin is used correctly.

**PC181/21 Planning Matters:**

- a) To receive an update with regard to transfer of the SGB on the Hopkins Homes development  
The S106 officer has advised that they have requested more detail from Hopkins as to maintenance quotes for SGB.
- b) To receive any updates and consider actions  
None were received.

**PC182/21 Maintenance Matters:**

- a) To receive any updates and consider actions.  
None were received.

**PC183/21 HR Matters:**

- a) To consider the NJC Local Government Pay Scales for 2021/22  
In accordance with the salary review policy, on the annual publishing of updated NALC scales Melbourn Parish Council will include any recommended increases as part of the budget setting process for the subsequent operating year. The payments will be back dated and the RFO has confirmed there is sufficient funds for this. A 4% pay increase was budgeted for 2022/23.  
The HR panel expressed that the increase to the pay scale does not reflect the current cost of living increase. Policy documents in their current forms do not allow the council to do anything more than accept the pay scales.  
It was:  
RESOLVED to accept the NJC Local Government Pay Scales for 2021/22.  
Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.
- b) To receive an update with regard to additional warden cover  
2 individuals have signed the independent service providers agreements and are now available to carry out work for the Parish Council, when the village warden need extra assistance.
- c) To receive any updates and consider actions  
A request to councillors for more members to be on the HR panel.

**PC184/21 Melbourn Timebank**

- a) To receive the Timebank's monthly reports for March and consider approving expenditure on current Timebank activities

The report was received and it was noted that the Timebank is currently very active. The expenditure for Timebank activities is coming from the "tackling Inequalities Fund" awarded to the Timebank as a grant.

It was:

RESOLVED to approve the expenditure of £170.90 on current Timebank activities.

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

- b) To consider a quotation to purchase a gazebo for the Timebank

Members pointed out that weights will be need to hold the gazebo down.

It was:

DEFERRED

ACTION: Timebank coordinator to obtain an updated quote that includes weights.

**PC185/21 Policies and Terms of Reference:**

- a) To consider approving updated Allotment Rental Agreement

Section 17 of the allotment rental agreement to be amended to read:

*The council has an absolute prohibition on the keeping of livestock or domestic fowls of any sort on the allotment gardens, with the exception of bees subject to the Parish Council's Bee Keeping Policy (document 4.25)*

It was:

RESOLVED, subject to the amendment noted, to accept the updated Allotment Rental Agreement.

Proposed by Cllr Barnes, seconded by Cllr Travis,

In favour: Cllrs Clark, Hart, Cowley, Barnes, Travis, Kilmurray, Davey.

Against:

Abstain: Cllr Barley abstained because he is an allotment holder.

- b) To consider approving updated Terms of Reference for the HR Panel

It was:

RESOLVED to approve the update Terms of Reference for the HR Panel.

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

- c) To consider approving updated Cemetery Rules and Regulations

It was:

RESOLVED to approve the updated Cemetery Rules and Regulations.

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

- d) To consider approving updated Salary Review Policy

It was:

RESOLVED to approve the updated Salary Review Policy.

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

- e) To consider approving updated Safeguarding Policy and Procedure

It was:

RESOLVED to approve the updated Safeguarding Policy and Procedure.

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

- f) To consider approving Income and Receipts Procedure

It was:

RESOLVED to approve the Income and Receipts Procedure.

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

- g) To consider approving Procurement Policy

It was:

RESOLVED to approve the Procurement Policy.

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

- h) To consider approving Investment Strategy for 2022/23

A query about how the strategy has been adapted in line with high inflation and low interest rates. The view of FG committee and RFO is to carry out safe investments because the council is dealing with public money. The RFO produced a detailed and complete report highlighting the most appropriate investment options for the council. There is to be a review in 6 months.

It was:

RESOLVED to approve the investment Strategy for 2022/23.

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

- i) To consider any other updates and consider actions

A query was raised about if there is any update on MAYD.

The MAYD Joint Committee is looking at how best to restart MAYD after the pandemic. It was difficult to put on activities during the pandemic and the virtual activities were not as successful. The youth group will be restarted and the joint-committee are looking into how to help young people with their mental health. The Parish Council are keen to support youth activities.

ACTION: MAYD update to become a standing item of the agenda.

**PC186/21 To note the date of the next meeting** : 25 April 2022

The date of the next meeting was noted

End of Meeting 9:06pm

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*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), Barley, Davey, Hart, Kilmurray, Travis, Wilson

**Absent:**

**In attendance:** Claire Littlewood (Parish Clerk), District Cllr Hales, County Cllr van de Ven and 4 members of the public

## **PC148/21 To receive and approve apologies for absence**

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

It was:

RESOLVED to accept the apologies from Cllrs Barnes, Cowley and Kilmurray.

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

## **PC149/21 To consider applications for co-option**

Application for co-option was received from Michael Barley. Cllrs were given an opportunity seek further information from Mr Barley on his reasons for standing for co-option. Cllrs were asked to indicate their support or otherwise to Mr Barley's application for co-option by completing a voting slip which the Clerk collected and counted. Cllrs voted unanimously to co-opt Mr Barley who took his place at the table and joined the meeting and signed his Declaration of Acceptance of Office.

## **PC150/21 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

Cllr Travis noted an interested in items PC156/21d) and PC159/21 as a director of the Hub. Cllr Travis was given dispensation to remain in the meeting but not to vote.

## **PC151/21 Chairs' Announcements – For information only**

Chair noted the sad passing of Barry Deville, who served on the Maintenance Committee and was Chair of the Allotment Association.

Chair noted that Kieron Baker has resigned from the Parish Council and thanked him for his service. Chair noted that Standing Orders had been circulated with the agenda and took the opportunity to remind cllrs of appropriate conduct for debate.

## **PC152/21 To approve the minutes of the Parish Council Meeting held on 17 January 2022**

It was:

RESOLVED to approve the minutes of the Parish Council Meeting held on 17 January 2022 as an accurate record.

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

## **PC153/21 To report back on the minutes of the Parish Council Meeting held on 17 January 2022**

There was nothing to report.

## **PC154/21 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.

A member of the public queried if the chain of office was available and suggested that it should be worn at parish events and on official parish business. **ACTION:** Clerk to check the location of the chain of office and advise.

A member of the public noted that All Saints Community Hall were planning to hold a coffee morning for the Trouping of the Colour on Thursday, 2 June 2022. The event would be open to all. ASCH also hoping to organise an event for Friday, 2 June – more details to follow.

A director of the Hub advised that plans were underway to hold a weekend of family fun at the Hub. Road closure along the High Street is being investigated. It was hoped that local residents would arrange street parties around the village. To be discussed further at PC160/21.

**PC155/21 To receive reports from the District and County Cllrs for Melbourn**

County and District Cllrs presented their report to the meeting:

- Delays with regard to Greenway. Noted challenges with regard to staffing changes at the County Council. Footpath to Meldreth Station is marked for priority work.
- Parking Enforcement - District and County Council are applying to become civic parking enforcers.
- Thakeham – Their phone lines are out of use but this does not mean they are withdrawing from the area and we should be mindful of the investment they have made so far.
- An update was received with regard to increase in council tax: County Council increase of 4.99% / District Council increase of £5 per Band D property.
- Update with regard to train services to Meldreth Station.
- Community Chest Grant Funding available for Jubilee events for clubs and groups up to £700. No limit on applications from one parish.
- Cllrs noted that they are available to meet with residents to discuss Hardship Fund.
- Update with regard to Citizen's Advice Bureau funding and availability of the service from the Community Hub.
- Be Kind Campaign – residents encouraged to seek help where needed in these difficult times. District Cllrs noted that they are available to support and can be contacted at any time.

**PC156/21 Governance:**

- a) To note the Review of Effectiveness of Internal Controls  
This was noted.
- b) To note the Review of Effectiveness of the Internal Audit  
This was noted.
- c) To consider appointing Canalbs to carry out the internal audit at year end  
It was:  
RESOLVED to appoint Canalbs to carry out the internal audit at year end.  
Proposed by Cllr Travis, seconded by Cllr Davey. All in favour.
- d) To consider reimbursing the Hub for library related expenditure from s106 monies  
It was:  
RESOLVED to reimburse the Hub for library related expenditure from s106 monies in the sum of £1,223.42.  
Proposed by Cllr Hart, seconded by Cllr Wilson. In favour: Cllrs Barley, Clark, Davey, Hart, Wilson.  
Abstain: Cllr Travis.
- e) To note an email decision for repairs to the parish clock  
The email decision was noted. Chair thanked Cllr Cowley for his efforts. It was noted that the Heasells are coming out on Thursday to check the motor.
- f) To consider renewing memberships / subscriptions : Cambridgeshire ACRE, CAPALC, ICCM, SLCC  
It was:  
RESOLVED to renew memberships and subscriptions to Cambridgeshire ACRE, CAPALC, ICCM and SLCC.  
Proposed by Cllr Davey, seconded by Cllr Barley. All in favour.
- g) To receive any updates and consider actions  
There was nothing further to discuss.

**PC157/21 Finance Matters:**

- a) To consider retrospectively approving the approvals list for January 2022

It was:

RESOLVED to retrospectively approve the approvals list for January 2022.

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

**ACTION:** Clerk to investigate high electricity costs for the wardens' workshop.

- b) To consider approving the approvals list for February 2022

It was:

RESOLVED to approve the approvals list for February 2022.

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

- c) To receive and consider the finance report for December 2021 and January 2022

It was:

RESOLVED to receive the finance report for December 2021 and January 2022.

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

- d) To receive any updates and consider actions

There was nothing further to discuss.

**PC158/21 To note the bank reconciliations for January 2022**

This item was deferred.

**PC159/21 Community Hub**

- a) To consider approving quotations for Hub signage

It was:

RESOLVED to approve expenditure in the sum of £839.80 + VAT for fabrication of signs and graphics, lighting connection and installation (items 4, 5 and 6 on the schedule of expenses).

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

**PC160/21 The Queen's Platinum Jubilee**

- a) To discuss and consider options for marking the Queen's Platinum Jubilee

Options for commemorative benches were considered. Noted that The Cross would be a suitable location for a bench.

It was:

RESOLVED to purchase a metal commemorative bench from the Empire Poppy Store at a cost of £850 + VAT.

Proposed by Cllr Hart, seconded by Cllr Davey.

Noted that there would be additional installation costs. A member suggested applying for a Community Chest grant to cover this expenditure.

*[Post meeting note: Since preparation of the report, the cost of the bench has increased to £1,000. Clerk to circulate an update with email decision.]*

Options for commemorative gifts for primary school children were considered. Various options are available and it was suggested that a sum be allocated for this and the primary school to give children opportunity to vote on their preferred item.

It was:

RESOLVED to approve expenditure up to £1,500 for a commemorative gift for all children at Melbourn Primary School.

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

**ACTION:** Clerk to contact the headteacher at the Primary School to discuss.

As noted under item PC154/21, the Community Hub would be arranging a weekend of family fun events to mark the Queen's Platinum Jubilee.

**PC161/21 Planning Matters:**

- a) To receive an update with regard to transfer of the SGB on the Hopkins Homes development

An update was received. Discussions ongoing with the developer in an attempt to agree a commuted sum for future maintenance. S106 Officer has agreed to help to progress this.

- b) To receive any updates and consider actions

There was nothing further to discuss.

**PC162/21 Maintenance Matters:**

- a) To receive an update with regard to trees bordering the Hub

An update was received. Advice has been sought from District Council's tree officer with a request for a site meeting.

- b) To receive any updates and consider actions.

A member noted the new fencing at The Cross and commended Universal Fencing for their work.

**PC163/21 HR Matters:**

- a) To consider approving advert for an Independent Service Provider to cover planned absence by the village wardens

An update was received. Increasing volume of work for wardens was noted. HR Panel have a responsibility to ensure that there is sufficient capacity to cover additional works. Also important to ensure there is cover in the event of staff absences.

It was:

RESOLVED to approve advertising for an Independent Service Provider to cover in the event of absence or at times of high work volumes.

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

- b) To consider approving an Independent Service Provider Agreement

It was:

RESOLVED to approve the Independent Service Provider Agreement for additional warden cover when required.

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

- c) To receive any updates and consider actions

Noted that the HR Panel is mindful that there is backup for the RFO in the event of absence or holidays. Clerk and/or Assistant to Clerk may be able to help. Noted that the RFO will monitor current high workload and advise if additional hours are required. Staff are encouraged to log additional hours worked.

**PC164/21 Melbourn Timebank**

- a) To receive the Timebank's monthly reports for January and February and consider approving expenditure on current Timebank activities

The Timebank Coordinator's reports for January and February were received. It was noted that walking activities have become very popular and residents from neighbouring villages are participating. Noted that expenditure to promote Timebank activities and provide opportunity for new members to attend would be met from funding made available by Timebank UK.

It was:

RESOLVED to approve reimbursement of expenses to the Timebank Coordinator in the sum of £54.45 (January expenses) and £203.75 (February expenses).

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

**PC165/21 Policies and Terms of Reference:**

- a) To consider approving the updated Policy for Complaints : Councillors

It was:

RESOLVED to approve the updated Policy for Complaints : Councillors.

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

- b) To consider approving the updated Policy for Complaints : Staff and Service Providers

It was:

RESOLVED to approve the updated Policy for Complaints : Staff and Service Providers.

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

- c)** To consider approving the updated Community Grant Policy

It was noted that the Lightsource Agreement was signed in January 2015 for a period of 20 years. After which time, solar farm community benefit funding would cease. Noted that this funding was important to many local groups and clubs and the Parish Council should consider building a reserve for community benefit grants once the solar farm funding stops in 2035. To be discussed further to Finance and Good Governance Committee in June 2022.

It was:

RESOLVED to approve the updated Community Grant Policy.

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

- d)** To consider approving the updated Reserves Policy

It was:

RESOLVED to approved the updated Reserves Policy.

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

- e)** To consider approving the updated Allotment Bee Keeping Policy

It was:

RESOLVED to approve the updated Allotment Bee Keeping Policy as recommended by Maintenance Committee on 24 February 2022.

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

- f)** To consider approving the updated Risk Management Document for Play Parks

It was:

RESOLVED the updated Risk Management Document for Play Parks as recommended by Maintenance Committee on 24 February 2022.

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

- g)** To consider approving the updated Risk Management Document for Cemeteries

It was:

RESOLVED the updated Risk Management Document for Cemeteries as recommended by Maintenance Committee on 24 February 2022.

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

- h)** To consider approving the updated Risk Management Document for Allotments

It was:

RESOLVED the updated Risk Management Document for Allotments as recommended by Maintenance Committee on 24 February 2022.

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

- i)** To consider approving the updated Risk Assessment for the Pavilion

It was:

RESOLVED the updated Risk Assessment for the Pavilion as recommended by Maintenance Committee on 24 February 2022.

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

- j)** To consider approving a Risk Assessment for Hedge Planting

It was:

RESOLVED the updated Risk Assessment for Hedge Planting as recommended by Maintenance Committee on 24 February 2022.

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

- k)** To consider approving updated Terms of Reference for the Maintenance Committee

It was:

RESOLVED the updated Terms of Reference for the Maintenance Committee.

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

- l)** To consider approving updated Terms of Reference for the Planning Committee

It was:

RESOLVED the updated Terms of Reference for the Planning Committee.  
Proposed by Cllr Davey, seconded by Cllr Wilson. All in favour.

m) To consider any other updates and consider actions

Noted that the HR Panel will review their Terms of Reference for the next full Council meeting.

**PC166/21 To note the date of the next meeting : 28 March 2022**

The meeting closed at 20:58

## **Melbourn Parish Council March 2022 – County Councillor report**

### **Practical Solutions Group**

The PSG met earlier this month, focusing on taking forward a plan for improving the A10 underpass environment. Our Community Rail Partnership officer and County Council Youth Services officers are meeting with Melbourn Village College students to come up with new artwork ideas.

### **A10 Underpass vegetation clear-up**

Thanks to SDC contractors for offering to do this work without charge, for community benefit, the week commencing April 5<sup>th</sup>.

### **Rail User Group AGM April 20<sup>th</sup>**

This meeting continues to be convened on line, as it's the best way of getting input from rail industry representatives. The focus now is on watching passenger numbers, in anticipation of the May timetable change which we hope will see an all-day half-hourly service return.

### **Household heating: Oil Club rebate to Citizens Advice**

This year's household bulk-buy Melbourn and Bassingbourn Oil Club rebate will be going to North Herts Citizens Advice, supporting their work for our area and in particular their weekly drop-in service at the Melbourn Hub.

The Melbourn and Bassingbourn Oil Club is open to all residents in our area; there is no joining fee and no obligation to make repeat orders. The idea is simply to get the cheapest available local price on the day. If you'd like more information, please contact our local bulk-buyer Jeremy Cole of Agricole, at 01954 719 452 / 07860 904 045 or [jeremy@agricole.co.uk](mailto:jeremy@agricole.co.uk).

### **Health and Social Care reforms**

Thanks very much to those who joined us for an on-line evening chat about the national health and care reforms and what they might mean for us locally, and what people are most concerned about for their future. We had the input of people's direct experience, and this is what made the conversation so compelling.

We discussed the imminent National Insurance rise, the common sense support that local groups like Royston and District Community Transport and Melbourn Mobile Warden Schemes can offer (and the potential for more); the profound isolation that many people have experienced during Covid, often compounded for single parent families and people already coping with poor health; the immense value of community activities and groups that provide social life and connections with others; and the ability of places like the Melbourn Hub and community centres to provide things like dementia support, flu vaccines and parent-and-baby groups, that in turn help alleviate pressures on GP surgeries. It was agreed that we would do this again in a few months' time.

### **COVID-19**

Routine testing for pupils and staff in schools has ended, with the exception of special schools, so the weekly report provided by the County Education team has come to an end. Free lateral flow and PCR tests will end from 1 April, with very few exceptions.

The roll out of vaccinations for 5 to 11 year-olds will begin from 31 March. Advice at this point is that children will be vaccinated in pharmacies and mass vaccination centres rather than in primary schools. Mobile vaccination centres are still in operation—see the schedule at <https://www.thevaccinators.co.uk/>

### **Holiday vouchers and household support for eligible families**

The County Council's Children & Young People Committee has approved the continuation of the supermarket voucher scheme for 2022/23 for eligible families, on the same basis as in the current financial year. This will cost around £3.6M and will operate alongside the Holiday Activity and Food Scheme which will also continue to run in the coming year.

### **Special needs provision**

During Covid-19 Cambridgeshire has seen an unprecedented increase in the numbers of children with special educational needs and disabilities who require a specialist placement. As of 8 February, 211 children in Cambridgeshire had an Education Health and Care Plan requiring placement in a special school or specialist provision attached to a mainstream school in the near future. This includes pupils who have moved into Cambridgeshire. These pupils are either currently on roll in a mainstream school or receiving tuition packages of alternative provision.

The council is proposing to commission new and additional places to meet this need through appropriate specialist educational provision across Cambridgeshire. On a wider, strategic scale, officers are also mapping future demand, in order to develop sustainable specialist provision for the future.

Proposals include expansion of existing Area Special schools, creation of dedicated provision attached to mainstream schools, and more efficient use of independent providers through negotiation of block contracts.

### **Investigation finds former deputy leader of County Council breached code conduct**

You may be aware of 'Farmgate' whereby an independent investigation concluded that the former Cambridgeshire County Council deputy leader breached the Council's Code of Conduct in six different areas. Ex-Councillor Hickford failed to treat Officers and others acting on behalf of the Council with respect; used a bullying manner in order for the Council to pay for works that would otherwise be the responsibility of the tenant. He also used a bullying manner in order to set the terms of the lease for Manor Farm. He compromised Officers and others' impartiality in his dealings with regard to Manor Farm and his conduct towards Officers and others and his conflict of interest would have reduced the public's confidence in him being able to fulfil his role or the Council being able to discharge its functions.

He also used his position as Deputy Leader to receive concessions that the Council would not otherwise have agreed to and failed to register a disclosable pecuniary interest (the tenancy of Manor Farm) within 28 days and he failed to declare a non-statutory disclosable interest in meetings with regard to County Farms matters.

The Council is taking a wide range of steps to ensure that appalling behaviour such as this will never be tolerated again by officers or Councillors.

**MELBOURN PARISH COUNCIL**  
**Full Council Meeting : 28 March 2022**

**PC175 21a) Changes to scheduled meetings**

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**Election : Thursday, 5 May 2022**

- resignation of existing council : Tuesday, 10 May – *(resignation to be made in writing to the Chair)*
- new councillors take office : Tuesday, 10 May *(both events to take place on the 4<sup>th</sup> calendar day after the election)*

In order for the new Council to form committees before scheduled committee meetings, I would ask councillors to approve the following changes to the published calendar of meetings:

A meeting of new Council (must take place within 18 days of election) – therefore I would like to reschedule the Annual Parish Council Meeting to Tuesday, 10 May at 7.30.

At this meeting, Councillors will sign their Declarations of Acceptance of Office and also to re-establish Committees. This meeting will replace the Annual Parish Council meeting scheduled for 23 May, which will now become a regular full Council meeting. Proposed meeting dates for May are therefore:

<b>Mon</b>	<b>02 May 2022</b>		<b>Bank holiday</b>
<b>Tues</b>	<b>03 May 2022</b>		<b>Planning Committee</b>
<b>Thurs</b>	<b>05 May 2022</b>		<b>Election</b>
<b>Tues</b>	<b>10 May 2022</b>	<b>19:30</b>	<b>Annual Parish Council Meeting</b> <i>(4th working day post-election for all cllrs to resign and new council (and committees) to be established. This should be a very short meeting.</i>
<b>Mon</b>	<b>16 May 2022</b>	<b>19:30</b>	<b>Annual Parish Meeting</b> <i>(meeting of the village)</i>
<b>Thurs</b>	<b>19 May 2022</b>	<b>09:30</b>	<b>Maintenance Committee</b>
<b>Mon</b>	<b>23 May 2022</b>	<b>19:30</b>	<b>Parish Council meeting</b>

**MELBOURN PARISH COUNCIL**

**Full Council Meeting : 28 March 2022**

**PC175 21b) Email decision – Commemorative bench**

---

By email : 16 March 2022

Dear all

Thank you for responding to this email decision. There is a clear majority in favour of the proposal:

**THAT Council resolves to approve the increased expenditure of £1,000 + VAT and delivery costs to fund the purchase of a commemorative bench for the Queen's Platinum Jubilee (previously considered and approved by Council on 28 February 2022 under PC160/21a)).**

**In favour: Cllrs Kilmurray, Travis, Hart, Davey, Clark and Barnes.**

**Against:**

**Abstain:**

I will go ahead and order the bench - hopefully, we will be successful in obtain Community Chest grant funding of £700 to off set some of the cost.

We will seek quotes for installation of the bench. The precise location on The Cross needs to be decided and I will agenda an item for Maintenance Committee to look at this.

Many thanks

Claire

Claire Littlewood

Parish Clerk

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list (2)

Start of year 01/04/22 – items relating to Financial Year 2022-23

ChequeGross	Vat	Net	Heading Invoice	Details date	Cheque	Total
DD220401 SCDCNR	£73.50	£0.00	£73.50 2000/2	01/04/22	South Cambs District Council - Rates - Victoria Way Cemetery Instalment 1 of 10	£73.50
DD220401 SCDCOR	£61.51	£0.00	£61.51 2000/1	01/04/22	South Cambs District Council - Rates - Orchard Road Cemetery Instalment 1 of 4	£61.51
DD220401 SCDCCP	£1,194.00	£0.00	£1,194.00 7100	01/04/22	South Cambs District Council - Rates- Car Park Instalment 1 of 10	£1,194.00
DD220401 SCDCPAV	£263.80	£0.00	£263.80 3400	01/04/22	South Cambs District Council - Rates - Pavilion Rec Ground Instalment 1 of 10	£263.80
DD220408 WBORC	£48.41	£0.00	£48.41 2000/1	01/04/22	Source for Business (Cambridge Water) - Water services - Orchard Road	£48.41
DDS2204 01SCAMB	£29.90	£0.00	£29.90 3400	01/04/22	South Cambs District Council - Pavilion Fortnightly collections - 1 of 12	£29.90
DD220419 PWLB	£16,477.10	£0.00	£16,477.10	01/04/22	Public Works Loan Board - Loan and interest repayment - Hub - instalment 1	£16,477.10
	£2,510.79	£0.00	£2,510.79 6451		Hub loan repayment instalment 1 - principal	
	£13,966.31	£0.00	£13,966.31 6450		Hub loan repayment instalment 1 - interest	
<b>Total</b>	<b>£18,148.22</b>	<b>£0.00</b>	<b>£18,148.22</b>			

Signature  
Date

Signature

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list

Start of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5015	DD210322 THREE	£13.00	£2.17	£10.83	18/02/22 3 Business Services - Timebank phone - up to 18 Feb	£13.00
		£13.00	£2.17	£10.83	3 Business Services - Total	
5066	BACS2203 28ANCRE	£1,075.00	£0.00	£1,075.00	18/03/22 Ancre Somme Association - Jubilee Bench + shipping	£1,075.00
		£1,075.00	£0.00	£1,075.00	Ancre Somme Association - Total	
5012	BACS2803 286AOS	£76.56	£12.76	£63.80	01/03/22 AOS Online - 4 Boxes of A4	£76.56
		£76.56	£12.76	£63.80	AOS Online - Total	
5007	BACS2203 28BRIAR	£102.00	£17.00	£85.00	01/03/22 Briar Security Systems - Intruder Alarm annual Maintenance charge 01/04/22- 31/03/23	£102.00
		£102.00	£17.00	£85.00	Briar Security Systems - Total	
4985	DD220304 GASWSHOP	£326.50	£54.41	£272.09	18/02/22 British Gas - Workshop electricity - 10/01/22- 05/02/22 actual	£326.50
5048	DD220321 GASWSHOP	£499.42	£83.24	£416.18	07/03/22 British Gas - Workshop electricity - 07/02/22- 07/03/22 estimated	£499.42
5047	DD220322 BGASORG	£9.49	£0.45	£9.04	02/03/22 British Gas - Electricity bill - old rec ground 30/01/22 - 28/02/22	£9.49
		£835.41	£138.10	£697.31	British Gas - Total	
5068	BACS2203 28CAPALC	£911.46	£0.00	£911.46	23/03/22 CAPALC - Annual membership 01/04/22- 31/03/23 plus DPO scheme	£911.46
1		£861.46	£0.00	£861.46	F&GP CAPALC affiliation fee 2022/23	
2		£50.00	£0.00	£50.00	F&GP DPO membership scheme 2022- 23	
		£911.46	£0.00	£911.46	CAPALC - Total	
5011	BACS2203 28DPETTI FER	£80.19	£0.00	£80.19	28/02/22 David William Pettifer - February Litter picking	£80.19
		£80.19	£0.00	£80.19	David William Pettifer - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list

Start

of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5003	DD220309 DRAX	£2.39	£0.11	£2.28	23/02/22 Drax (Haven Power) - Street lighting - unmetered supply 01/01/22-31/01/22 less credit notes	£2.39
		£2.39	£0.11	£2.28	Drax (Haven Power) - Total	
4942	DD220301 DVLA	£24.06	£0.00	£24.06	05/03/22 DVLA - Parish Van road tax - instalment 12 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
5032	DD220322 EONORC	£20.87	£0.99	£19.88	07/03/22 e.0n - Electricity - Orchard Road Cemetery 01/02/22-28/02/22 estimated	£20.87
		£20.87	£0.99	£19.88	e.0n - Total	
5009	BACS2803 28GLASSB LADE	£27.01	£4.50	£22.51	24/02/22 Glassblade Ltd - SearchWP plugin for one year	
5042	BACS2803 28GLASSB LADE	£63.00	£10.50	£52.50	09/03/22 Glassblade Ltd - update to menu on website. Themes and plugins, installing back up systems and google drive account back ups. Manually upgrading database, reactivating search plugin	£90.01
		£90.01	£15.00	£75.01	Glassblade Ltd - Total	
5060	BACS2203 28HEASELL	£1,924.08	£320.68	£1,603.40	25/02/22 Heasell Electromechanical Services Ltd - Repair to parish clock	£1,924.08
		£1,924.08	£320.68	£1,603.40	Heasell Electromechanical Services Ltd - Total	
5016	BACS2203 28H&CGM	£906.00	£151.00	£755.00	25/02/22 Herts & Cambs Ground Maintenance Limited - Ground maintenance - recreation grounds	
5017	BACS2203 28H&CGM	£487.00	£81.17	£405.83	25/02/22 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	
5018	BACS2203 28H&CGM	£747.00	£124.50	£622.50	25/02/22 Herts & Cambs Ground Maintenance Limited - Verge cutting - Jab (1/12)	

Signature

Signature

Date

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval

Start

of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5019	BACS2203 28H&CGM	£552.00	£92.00	£460.00	25/02/22 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Feb 1/12	
5040	BACS2203 28H&CGM	£216.00	£36.00	£180.00	04/03/22 Herts & Cambs Ground Maintenance Limited - cutting allotment hedge - additional works	
5041	BACS2203 28H&CGM	£216.00	£36.00	£180.00	04/03/22 Herts & Cambs Ground Maintenance Limited - cut wild flower area behind houses	£3,124.00
		£3,124.00	£520.67	£2,603.33	Herts & Cambs Ground Maintenance Limited - Total	
5020	BACS2203 28HHS	£922.09	£0.00	£922.09	17/02/22 Hundred Houses Society - Hub sinking fund and management charge 2022-23	£922.09
		£922.09	£0.00	£922.09	Hundred Houses Society - Total	
5044	BACS2203 28KPLAY	£4,825.44	£804.24	£4,021.20	07/03/22 Kettering Playsafe Ltd - Repair to embankment and zipwire platform at Clear Crescent	£4,825.44
		£4,825.44	£804.24	£4,021.20	Kettering Playsafe Ltd - Total	
5021	BACS2203 29LUCID	£157.20	£26.20	£131.00	01/03/22 LUCID Systems - Covered agreement - Apr	£157.20
		£157.20	£26.20	£131.00	LUCID Systems - Total	
5025	BACS2203 28MWYER	£142.56	£0.00	£142.56	02/03/22 Mark Wyer - Litter picking	£142.56
		£142.56	£0.00	£142.56	Mark Wyer - Total	
5039	BACS2203 28HUB	£171.56	£0.00	£171.56	16/03/22 Melbourn Community Hub Management Group - FIT energy Hub solar panels 17/09/21-16/10/21	
5064	BACS2203 28HUB	£72.00	£12.00	£60.00	21/03/22 Melbourn Community Hub Management Group - Parish Office Cleaning (10 Jan - 28 March)	
5067	BACS2203 28HUB	£3,491.04	£581.84	£2,909.20	21/03/22 Melbourn Community Hub Management Group - TO GO TO PC On 28/03/22 Rebill 13.5029% of initial Electrical works quote	£3,734.60
		£3,734.60	£593.84	£3,140.76	Melbourn Community Hub Management Group - Total	

Signature

Signature

Date

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list

Start

of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5049	BACS2203 28NORBUR YS	£23.76	£3.96	£19.80	17/03/22 Norburys Building & Landscape Supplies Ltd - Post 3x3x8 and postmix	£23.76
		£23.76	£3.96	£19.80	Norburys Building & Landscape Supplies Ltd - Total	
5014	DD220301 NOW	£43.20	£7.20	£36.00	01/03/22 Now Pensions - Employer Service Charge March 2022	£43.20
5005	DD220323 PWL	£6,642.79	£0.00	£6,642.79	23/02/22 Public Works Loan Board - Car park loan 1 repayment - instalment 2	£6,642.79
1		£4,420.75	£0.00	£4,420.75	F&GP Car Park Loan 1 repayment - instalment 2 principal	
2		£2,222.04	£0.00	£2,222.04	F&GP Car park Loan 1 repayment - instalment 2 interest	
		£6,642.79	£0.00	£6,642.79	Public Works Loan Board - Total	
5008	BACS2203 28RECO	£68.00	£0.00	£68.00	28/02/22 Royston Eco Cleaning Company - Pavilion Cleaning x 4	£68.00
		£68.00	£0.00	£68.00	Royston Eco Cleaning Company - Total	
5010	BACS2203 28SHIRE	£120.00	£20.00	£100.00	25/02/22 Shire Trees Limited - clear fallen elder blocking highway opposite Beechwood Ave, Water	
5058	BACS2203 28SHIRE	£168.00	£28.00	£140.00	22/03/22 Shire Trees Limited - Works to cherry tree near no.25 Beechwood	
5059	BACS2203 28SHIRE	£120.00	£20.00	£100.00	22/03/22 Shire Trees Limited - Clear and cut debris at top of water lane/ greengage rise	£408.00
		£408.00	£68.00	£340.00	Shire Trees Limited - Total	
4970	DD220308 WBWS	£5.50	£0.00	£5.50	08/02/22 Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£5.50	£0.00	£5.50	Source for Business (Cambridge Water) - Total	
4423	DD220203 SCDCPAV	£38.72	£0.00	£38.72	01/07/21 South Cambs District Council - Pavillion - Fortnightly waste collection installment 9 of 9	£38.72
		£38.72	£0.00	£38.72	South Cambs District Council - Total	

Signature  
Date

Signature

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list

Start

of year 01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
5063	BACS2203 28STEXPS	£170.90	£0.00	£170.90	23/03/22 Stephanie Trayhurn - Expenses Claim March - Timebanking together Expenditure	£170.90
5061	BACS2203 28WTT	£300.00	£0.00	£300.00	21/03/22 Wild Trout Trust - Suppot to the River Mel Restoration Group to clear brambles and erect fence	£300.00
		£300.00	£0.00	£300.00	Wild Trout Trust - Total	
		£5,773.82	£0.00	£5,773.82	Confidential items e.g. salaries, NI & pensions	

### Items Already Paid (Clerk and RFO delegated authority):

5029	BACS2203 03CARRS	£390.00	£65.00	£325.00	03/03/22 Carr's Bilington Safety - Tripod Ladder	£390.00
		£390.00	£65.00	£325.00	Carr's Bilington Safety - Total	
5028	BACS2203 03DEFIB	£594.00	£99.00	£495.00	03/03/22 Defibshop - AED outdoor cabinet with heating	£594.00
		£594.00	£99.00	£495.00	Defibshop - Total	
5026	BACS2203 09GROUN D	£2,865.11	£477.52	£2,387.59	25/01/22 Groundwork East - Youth conslutation in school and online (3 sessions cancelled due to covid reduction of £352.41)	
5027	BACS2203 09GROUN D	£585.72	£97.62	£488.10	25/01/22 Groundwork East - Holiday provision planning meeting	£3,450.83
		£3,450.83	£575.14	£2,875.69	Groundwork East - Total	
5031	BACS2203 07SHELFO RDTs	£3,120.00	£520.00	£2,600.00	07/03/22 Shelford Tree Service - Tree work - silver birches, The Moor play area, poplars Royston Rd, opp Ash Grove, off Water Lance and rear Greengage Rise	£3,120.00
		£3,120.00	£520.00	£2,600.00	Shelford Tree Service - Total	
5030	BACS2203 03STEXPS	£202.85	£0.00	£202.85	24/02/22 Stephanie Trayhurn - Expenses Claim February - Timebanking together Expenditure	£202.85

Signature  
Date

Signature

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list of year 01/04/21

Start

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
<b>Prepaid Debit Card Transactions:</b>						
4921	BACS2203 07SOLDO	£19.24	£3.21	£16.03	12/01/22 1&1 Ionos - Website Hosting & domain name	
4981	BACS2203 07SOLDO	£19.24	£3.21	£16.03	12/02/22 1&1 Ionos - Website Hosting & domain name	£38.48
		£38.48	£6.42	£32.06	1&1 Ionos - Total	
4911	BACS2203 07SOLDO	£15.17	£2.53	£12.64	22/12/21 Adobe Systems Incorporated - Adobe Subscription	
4968	BACS2203 07SOLDO	£15.17	£2.53	£12.64	24/01/22 Adobe Systems Incorporated - Adobe Subscription - Jan	
5023	BACS2203 07SOLDO	£15.17	£2.53	£12.64	22/02/22 Adobe Systems Incorporated - Adobe Subscription - Feb	£45.51
		£45.51	£7.59	£37.92	Adobe Systems Incorporated - Total	
4966	BACS2203 07SOLDO	£15.99	£2.67	£13.32	03/02/22 Amazon Marketplace - Wire for River Mel group	
4979	BACS2203 07SOLDO	£22.95	£3.83	£19.12	15/02/22 Amazon Marketplace - Keith's Trousers	
4980	BACS2203 07SOLDO	£17.98	£3.00	£14.98	15/02/22 Amazon Marketplace - Self adhesive hooks	£56.92
		£56.92	£9.50	£47.42	Amazon Marketplace - Total	
5024	BACS2203 07SOLDO	£5.00	£0.00	£5.00	02/03/22 Co-op Supermarket - Tea	£5.00
		£5.00	£0.00	£5.00	Co-op Supermarket - Total	
4920	BACS2203 07SOLDO	£57.50	£7.92	£49.58	12/01/22 Cyan - Soft Ground anchors + £10 shipping	
1		£47.50	£7.92	£39.58	S106 Soft ground anchors	
2		£10.00	£0.00	£10.00	S106 Shipping	
5006	BACS2203 07SOLDO	£57.50	£7.92	£49.58	02/02/22 Cyan - Soft Ground anchors + £10 shipping	£115.00
1		£47.50	£7.92	£39.58	S106 Soft ground anchors	
2		£10.00	£0.00	£10.00	S106 Shipping	
		£115.00	£15.84	£99.16	Cyan - Total	
4905	BACS2203 07SOLDO	£85.00	£14.17	£70.83	22/12/21 Dzenta Vainauskaite T/A Elite Enterprise Software - Office 2021 professional plus Lifetime license for windows 10/11 (purchased through amazon)	£85.00
		£85.00	£14.17	£70.83	Dzenta Vainauskaite T/A Elite Enterprise Software - Total	

Signature

Signature

Date

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list

of year 01/04/21

Start

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
<b>Prepaid Debit Card Transactions (contd):</b>						
4967	BACS2203 07SOLDO	£29.12	£4.85	£24.27	02/02/22 Jewson Ltd - Coping stone and tape measure	£29.12
		£29.12	£4.85	£24.27	Jewson Ltd - Total	
4919	BACS2203 07SOLDO	£12.60	£2.10	£10.50	10/01/22 Melbourn Building And Fencing Limited - Posts for trees at Jubilee Copse	£12.60
		£12.60	£2.10	£10.50	Melbourn Building And Fencing Limited - Total	
4918	BACS2203 07SOLDO	£8.50	£1.42	£7.08	10/01/22 Melbourn Garage - Oil for Parish van	£8.50
		£8.50	£1.42	£7.08	Melbourn Garage - Total	
4973	BACS2203 07SOLDO	£2.98	£0.50	£2.48	10/02/22 Melbourn Stores - Comment cards for public consultation	£2.98
		£2.98	£0.50	£2.48	Melbourn Stores - Total	
4929	BACS2203 07SOLDO	£90.00	£15.00	£75.00	17/01/22 Moneysoft - Payroll Manager 20 Annual Licence	£90.00
		£90.00	£15.00	£75.00	Moneysoft - Total	
4944	BACS2203 07SOLDO	£16.11	£0.00	£16.11	19/01/22 Phillimore Garden Centre - Chain to secure bench in Orchard Rd	£16.11
		£16.11	£0.00	£16.11	Phillimore Garden Centre - Total	
4939	BACS2203 07SOLDO	£30.00	£5.00	£25.00	17/01/22 Rontec - Diesel for van	
4978	BACS2203 07SOLDO	£25.27	£4.21	£21.06	14/02/22 Rontec - Diesel for van	£55.27
		£55.27	£9.21	£46.06	Rontec - Total	
4906	BACS2203 07SOLDO	£490.49	£81.75	£408.74	05/01/22 Scan Computers International - ASUS Laptop and E carriage and case	£490.49
		£490.49	£81.75	£408.74	Scan Computers International - Total	
4945	BACS2203 07SOLDO	£20.82	£3.47	£17.35	19/01/22 Wrights Mower Centre - Hose to repair item of equipment	£20.82
		£20.82	£3.47	£17.35	Wright's Mower Centre - Total	

Signature

Date

Signature

# Melbourn Parish Council

## Mar 2022 Expenditure transactions - approval list

of year 01/04/21

Start

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
<b>Prepaid Debit Card Transactions (contd):</b>						
4907	BACS2203 07SOLDO	£14.39	£2.40	£11.99	20/12/21 Zoom Video Communications Inc. - Zoom pro 20 Dec 2021- 19 Jan 2022	
4949	BACS2203 07SOLDO	£14.39	£2.40	£11.99	20/01/22 Zoom Video Communications Inc. - Zoom pro 22 Jan 2022- 19 Feb 2022	
5013	BACS2203 07SOLDO	£14.39	£2.40	£11.99	20/02/22 Zoom Video Communications Inc. - Zoom pro 22 Feb 2022- 19 March 2022	£43.17
		£43.17	£7.20	£35.97	Zoom Video Communications Inc. - Total	
<b>Total</b>		<b>£40,408.26</b>	<b>£3,969.08</b>	<b>£36,439.18</b>		

Signature  
Date

Signature

# Melbourn Parish Council Financial Budget Comparison 28 Feb 2022

Comparison between 01/04/21 and 28/02/22 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance	
<b>INCOME</b>					
<b>Conservation</b>					
100	Allotment Rent	£2,400.00	£0.00	£2,514.42	£114.42
101	Allotment Insurance Premiums	£0.00	£0.00	£360.00	£360.00
110	CCC Grass Cutting Payment	£3,850.00	£0.00	£3,848.72	-£1.28
<b>Total Conservation</b>		£6,250.00	£0.00	£6,723.14	£473.14
<b>Cemeteries</b>					
200	Burial Fees	£3,000.00	£0.00	£8,110.00	£5,110.00
<b>Total Cemeteries</b>		£3,000.00	£0.00	£8,110.00	£5,110.00
<b>Play Areas &amp; Recreation Grounds</b>					
300	Match Fees	£2,320.00	£0.00	£795.00	-£1,525.00
320	Hire of Recreation Grounds	£100.00	£0.00	£701.40	£601.40
340	Pavilion Hire	£3,300.00	£0.00	£1,570.00	-£1,730.00
370	Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
<b>Total Play Areas &amp; Recreation Grounds</b>		£6,720.00	£0.00	£3,066.40	-£3,653.60
<b>Finance &amp; General Purpose</b>					
410	Precept	£275,300.00	£0.00	£275,300.00	£0.00
420	Interest - Deposit Account Unity	£50.00	£0.00	£10.04	-£39.96
425	Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430	Interest - Public Sector Deposit	£100.00	£0.00	£11.25	-£88.75
460	Miscellaneous Income	£0.00	£0.00	£2,351.80	£2,351.80
485	Feed In Tariff	£0.00	£0.00	£942.61	£942.61
660	Timebanking Income	£0.00	£1,000.00	£1,000.00	£0.00
<b>Total Finance &amp; General Purpose</b>		£275,800.00	£1,000.00	£279,615.70	£2,815.70
<b>Highways</b>					
<b>Total Highways</b>		£0.00	£0.00	£0.00	£0.00
<b>Rental Property</b>					
900	Little Hands Nursery Rent	£26,000.00	£0.00	£23,833.37	-£2,166.63
<b>Total Rental Property</b>		£26,000.00	£0.00	£23,833.37	-£2,166.63
<b>Melbourn Area Youth Develpt Reserve</b>					
<b>Total Melbourn Area Youth Develpt</b>		£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>					
960	Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
<b>Total Community Benefit Reserve</b>		£0.00	£43,234.63	£43,234.63	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>					
140	S.106 Grants	£0.00	£140,063.43	£140,063.43	£0.00
141	S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
<b>Total S106 &amp; Other Capital Grants</b>		£0.00	£195,118.38	£195,118.38	£0.00
<b>Celebrating Ages Reserve</b>					
<b>Total Celebrating Ages Reserve</b>		£0.00	£0.00	£0.00	£0.00
<b>Total Income</b>		<b>£317,770.00</b>	<b>£239,353.01</b>	<b>£559,701.62</b>	<b>£2,578.61</b>

# Melbourn Parish Council Financial Budget Comparison 28 Feb 2022

Comparison between 01/04/21 and 28/02/22 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance	
<b>EXPENDITURE</b>					
<b>Conservation</b>					
1000	Allotments	£1,600.00	£0.00	£1,252.20	£347.80
1100	Conservation	£12,300.00	£0.00	£2,629.10	£9,670.90
1150	Stockbridge Meadows	£1,125.00	£0.00	£887.90	£237.10
1200	Grass Cutting Contract	£8,670.00	£0.00	£5,602.50	£3,067.50
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£4,600.00	£3,020.00
<b>Total Conservation</b>		£31,315.00	£0.00	£14,971.70	£16,343.30
<b>Cemeteries</b>					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£2,296.33	£2,273.67
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£4,058.30	£2,891.70
<b>Total Cemeteries</b>		£11,520.00	£0.00	£6,354.63	£5,165.37
<b>Play Areas &amp; Recreation Grounds</b>					
3000	Play Areas	£4,200.00	£0.00	£1,900.86	£2,299.14
3200	Recreation Grounds	£12,475.00	£0.00	£9,616.67	£2,858.33
3400	Pavilion	£8,350.00	£0.00	£7,014.94	£1,335.06
<b>Total Play Areas &amp; Recreation Grounds</b>		£25,025.00	£0.00	£18,532.47	£6,492.53
<b>Finance &amp; General Purpose</b>					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£1,955.52	£1,444.48
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£1,950.43	£249.57
4500	Insurances	£7,800.00	£0.00	£13,472.01	£-5,672.01
4700	Membership of Societies	£1,340.00	£0.00	£1,076.03	£263.97
4900	Parish Clock	£1,350.00	£0.00	£916.00	£434.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£20,231.05	£3,493.95
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£61,413.26	£10,336.74
5300	Sundry Expenses	£114.00	£0.00	£418.00	£-304.00
5400	Training	£1,500.00	£0.00	£1,430.00	£70.00
5700	Pension Scheme Charges	£440.00	£0.00	£396.00	£44.00
5900	Bank Charges	£400.00	£0.00	£153.30	£246.70
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£7,501.50	£-51.50
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	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£715.00	£5,301.49	£2,263.51
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£942.61	£-942.61
6450	PWL Community Hub - Interest	£28,098.00	£0.00	£28,098.22	£-0.22
6451	PWL Community Hub - Capital	£4,856.00	£0.00	£4,855.98	£0.02
6452	PWL Car Park - Interest	£5,632.00	£0.00	£3,410.18	£2,221.82
6453	PWL Car Park - Capital	£11,255.00	£0.00	£6,834.49	£4,420.51
6600	Timebanking Expenses	£650.00	£0.00	£334.95	£315.05
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£13,387.06	£812.94
<b>Total Finance &amp; General Purpose</b>		£215,710.00	£715.00	£189,078.08	£27,346.92

# Melbourn Parish Council Financial Budget Comparison 28 Feb 2022

Comparison between 01/04/21 and 28/02/22 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
<b>Planning</b>				
7000 Community Development	£5,000.00	£0.00	£2,244.17	£2,755.83
<b>Total Planning</b>	£5,000.00	£0.00	£2,244.17	£2,755.83
<b>Highways</b>				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£747.60	£1,002.40
<b>Total Highways</b>	£4,750.00	£0.00	£747.60	£4,002.40
<b>Rental Property</b>				
9000 Little Hands Nursery	£1,450.00	£0.00	£1,589.03	£-139.03
<b>Total Rental Property</b>	£1,450.00	£0.00	£1,589.03	£-139.03
<b>Melbourn Area Youth Develpt Reserve</b>				
<b>Total Melbourn Area Youth Develpt</b>	£0.00	£0.00	£0.00	£0.00
<b>Community Benefit Reserve</b>				
9600 Community Benefit Donations	£0.00	£37,728.18	£37,728.18	£0.00
<b>Total Community Benefit Reserve</b>	£0.00	£37,728.18	£37,728.18	£0.00
<b>S106 &amp; Other Capital Grants Reserve</b>				
1400 S106 Expenditure	£0.00	£113,653.81	£113,653.80	£0.01
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00
<b>Total S106 &amp; Other Capital Grants</b>	£0.00	£159,420.48	£159,420.47	£0.01
<b>Celebrating Ages Reserve</b>				
<b>Total Celebrating Ages Reserve</b>	£0.00	£0.00	£0.00	£0.00
<b>Total Expenditure</b>	<b>£294,770.00</b>	<b>£197,863.66</b>	<b>£430,666.33</b>	<b>£61,967.33</b>
<b>Total Income</b>	<b>£317,770.00</b>	<b>£239,353.01</b>	<b>£559,701.62</b>	<b>£2,578.61</b>
<b>Total Expenditure</b>	<b>£294,770.00</b>	<b>£197,863.66</b>	<b>£430,666.33</b>	<b>£61,967.33</b>
<b>Total Net Balance</b>	<b>£23,000.00</b>		<b>£129,035.29</b>	

## Cash and Bank Balances at 28<sup>th</sup> February 2022

### Ordinary Accounts

Current Account Unity	£315,005.82
Deposit Account Unity (Instant Access)	£162,938.15
Petty Cash	£30.00
Timebank Petty Cash	£200.00
Prepaid Debit Cards	£1,363.21

### Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,000.00
HTB 45 day Business Notice	£85,000.00
Nationwide 45 day Business Saver	£100,691.29
<b>Total</b>	<b>£720,128.47</b>

Two new investment accounts (Charity Bank and HTB) have been opened and £50,000 withdrawn from Nationwide in line with approved Investment Strategy 2021/22.

# Melbourn Parish Council Financial Budget Comparison 28 Feb 2022

## Finance Report 28 February 2022

The figures above have been produced by the Parish Council's Edge accounting system. The 'Actual' figures include receipts and payments to 28<sup>th</sup> February 2022. 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 (>£500/15%)**

#### **Income:**

Burial Fees – income from this source is difficult to predict but burials this year are already £5,110 above budget.

Match Fees – following recent discussions with local teams, this heading is expected to be above budget. Budgeting had been prudent due to unknown impact of Covid 19 on ability to play matches.

Hire of Recreation Grounds – income from this source is above budget due to extra days being booked by the fair.

Pavilion Hire – the budget assumption had been that Melbourn Village College would use the Pavilion until the end of the 2020/21 academic year. They did not require use for that length of time so this budget heading is expected to be under budget.

Pavilion Hire MAYD recharge – face to face MAYD youth club activities have not taken place so far this year due to Covid 19. Pavilion income from MAYD will not meet budgeted level.

Miscellaneous Income – includes donations of £500 for tree planting and £717 for repairs to the Parish Clock plus £900 for recharged expenditure. The clock expenditure was incurred in Sept 2021 and included in the Parish Clock expenditure heading.

Overall income position – burial fee, match fees and fair income will more than compensate for the shortfall in pavilion hire income.

#### **Expenditure:**

Insurances – following the professional insurance revaluation exercise of the Parish Council's buildings and the end of the previous three-year insurance deal, the insurance premium has increased by approx. £5,700 over the budget for this item.

Grant Funding MAYD – this grant has been awarded to MAYD but does not show up on this report as it is a reserve movement (MAYD does not have its own bank account).

Maintenance expenditure – expenditure on maintenance and grounds maintenance, which fall under the remit of the Maintenance Committee, is currently expected to be underspent overall. However, there have been reallocations between some budget headings, to allow additional expenditure where it has been needed e.g. repairs to Littlehands drains and playground repairs (approved by Maintenance Committee and MPC if appropriate). The budget provision for additional grass cutting is not expected to be needed this cutting season.

Salaries – these will be under budget as some employees who are entitled to join the workplace pension scheme have decided not to. This will be partially offset by a 1.75% pay award to local council workers which was not budgeted.

Community Development – the budget for MVAS equipment was £5,000 but the equipment and signage has cost around £2,245. Melbourn Futures group are discussing how they would like to spend the balance (subject to approval).

Highways – the budget included £3,000 for gully cleaning but this was carried out by CCC Highways. The balance may be allocated to another maintenance project.

Street lighting – this budget heading will be underspent due to savings in energy usage following replacement with more efficient LED lighting.

Gabrielle van Poortvliet  
RFO Melbourn Parish Council

14<sup>th</sup> March 2022

MELBOURN PARISH COUNCIL

Full Council Meeting : 28 March 2022

PC176 21c) Universal board quote

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When the fencing at The Cross was completed, the poor condition of the gravel boards bordering the area outside Leeches became apparent. Universal Fencing have quoted (above) to replace the gravel boards. There is sufficient money available from s106 funds to cover this work.

ELANCITY-UK

Wilberforce House, Station Road  
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

**Delivery address :**

MELBOURN PARISH COUNCIL  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN  
Cambridgeshire  
SG8 6DZ - United Kingdom

**Billing address :**

MELBOURN PARISH COUNCIL  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN  
Cambridgeshire  
SG8 6DZ - United Kingdom

**MELBOURN PARISH COUNCIL  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN  
Cambridgeshire  
SG8 6DZ - United Kingdom**

Tel. : +441763263462

## Quotation N° SO-UK02314

Your Reference	Quotation Date	Contact	Payment Terms
	22/03/2022	Hugo BARR	

Description	Qty	Unit Price	Disc.(%)	Discounted price	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)	1989,22	0,00	1989,22	£ 1989,22
[028] Battery 12V 22Ah Battery	4,00 Unit(s)	64,96	0,00	64,96	£ 259,84
[02404] EXTERNAL BATTERY CHARGER	1,00 Unit(s)	100,56	0,00	100,56	£ 100,56
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	89,99	0,00	89,99	£ 89,99
DISCOUNT	1,00 Unit(s)	-239,61	0,00	-239,61	£ -239,61
				<b>Total discount HT:</b>	<b>£ 239,61</b>
				<b>Total excl. VAT:</b>	<b>£ 2200,00</b>
				<b>Taxes (20%):</b>	<b>£ 440,00</b>
				<b>Total :</b>	<b>£ 2640,00</b>

ELANCITY-UK

Wilberforce House, Station Road  
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
-------------	-----	------------	----------	------------------	-------

**Valid for agreement**  
(Stamp, Signature and Date)

Date / Signature / Name

ELANCITY-UK

Wilberforce House, Station Road  
LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

**Delivery address :**

MELBOURN PARISH COUNCIL.  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN  
Cambridgeshire  
SG8 6DZ - United Kingdom

**Billing address :**

MELBOURN PARISH COUNCIL.  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN  
Cambridgeshire  
SG8 6DZ - United Kingdom

**MELBOURN PARISH COUNCIL.  
MELBOURN COMMUNITY HUB  
30 HIGH STREET  
MELBOURN  
Cambridgeshire  
SG8 6DZ - United Kingdom**

Tel. : +441763263462

## Quotation N° SO-UK02329

Your Reference	Quotation Date	Contact	Payment Terms
	28/03/2022	Alan MACKIE	

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
[02010] GB[AS-BT] Evolis Radar Speed Sign - Solar 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)	1989,82	0,00	1989,82	£ 1989,82
[0223] 80W Solar Panel & mounting kit with Stainless steel INSTALLATION KIT (does not include fixing straps/jubilee clips)	1,00 Unit(s)	331,93	0,00	331,93	£ 331,93
[028] Battery 12V 22Ah 12V 22Ah Battery	2,00 Unit(s)	64,96	0,00	64,96	£ 129,92
[061] TRANSPORT & PACKAGING	1,00 Unit(s)	89,99	0,00	89,99	£ 89,99
DISCOUNT	1,00 Unit(s)	-291,66	0,00	-291,66	£ -291,66
				<b>Total discount HT:</b>	<b>£ 291,66</b>
				<b>Total excl. VAT:</b>	<b>£ 2250,00</b>
				<b>Taxes (20%):</b>	<b>£ 450,00</b>
				<b>Total :</b>	<b>£ 2700,00</b>

ELANCITY-UK

Wilberforce House, Station Road

LONDON

NW4 4QE - United Kingdom

Phone: +442039360920

Email: sales@elancity.co.uk

Description	Qty	Unit Price	Disc.(%)	Discounted price	Price
-------------	-----	------------	----------	------------------	-------

**Valid for agreement**  
(Stamp, Signature and Date)

Date / Signature / Name

**Melbourn Community Hub**

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

centremanager@melbournhub.co.uk

VAT Registration No.: 276136590

Company Registration No. 08320569



## Tax Invoice

**INVOICE TO**

Sophie Marriage

Melbourn Parish Council

30 High Street

Melbourn

Cambs

SG8 6DZ

**INVOICE NO.** MCH0082

**DATE** 21/03/2022

**DUE DATE** 05/04/2022

**TERMS** Net 15

ACTIVITY	QTY	RATE	VAT	AMOUNT
<b>Rebill</b> 13.5029%% of initial Electrical works quote	0.135029	21,545.00	20.0% S	2,909.20
SUBTOTAL				2,909.20
VAT TOTAL				581.84
TOTAL				3,491.04
BALANCE DUE				<b>£3,491.04</b>

**VAT SUMMARY**

RATE	VAT	NET
VAT @ 20%	581.84	2,909.20

Payment should be made by BACS to :

Unity Trust Bank

Account Number: 20380027

Sort Code: 60-83-01

Please use invoice number as payment reference number.

Alternatively payment by cheque to Melbourn Community Hub Management Group

MELBOURN PARISH COUNCIL

Full Council Meeting : 28 March 2022

PC179 21a) Jubilee commemorative gift options

The Parish Council has approved up to £1,500 expenditure on a commemorative gift for primary school children (there are 395 children at the primary school).

www.insignapromotions.online-catalogue.net/products/glassware-and-awards/awards/208-Int0296/h-m-queen-elizabeth-ii-enamelled-platinum-jubilee-commemorative-coin

### Jubilee Commemorative Coin

**H M Queen Elizabeth II Enamelled Platinum Jubilee Commemorative Coin**  
These beautiful coins feature Her Majesty's official Platinum Jubilee logo on one side picked out in royal purple enamel and your own design on the reverse in one colour of enamel.  
Extra colours can be included in your design at a cost of 5p per colour per coin. We will happily send you a specific quote once you have emailed us a copy of your design.  
If you need a lower cost option or prefer your design to be stamped in 2D rather than enamelled, please see stamped Platinum Jubilee Coins.  
Please email us for a specific quotation info@insignauk.com  
Prices include each coin packed in an eco-friendly plain brown paper envelope. These envelopes can be printed in one colour with your own design or message – prices for printing quoted on request.  
Sizes: Coin: 35 mm diameter x 3 mm thick. Kraft paper envelope: 60 x 60 mm  
Alternative packaging options are available and can be quoted for on request. These are:  
- Paper envelope printed one colour with your design  
- Individual pvc pouches  
- Round acrylic boxes  
- Velvet covered presentation boxes  
Delivery: 15 working days to sample (if required). Bulk order: 20-30 working days from approval of sample.  
Please note we anticipate these delivery times to be correct but under the current world situations these may be subject to change. Early ordering is advised.  
Prices include origination and carriage to one UK address (may exclude Highlands and Islands). Vat is charged extra at the prevailing rate.

Product Code: Int0296

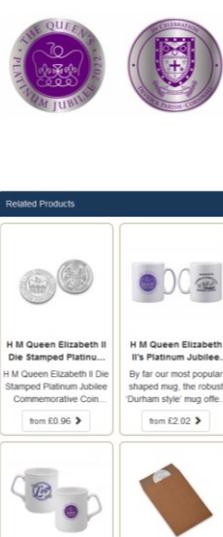
Hard Enamel

QTY	1 Colour Price Each
50	£5.99
100	£3.38
250	£2.05
500	£1.44
1000	£1.31
2500	£1.14

**£1.44 each = £720**

**Related Products**

- H M Queen Elizabeth II Die Stamped Platinum Jubilee Commemorative Coin... from £0.96
- H M Queen Elizabeth II's Platinum Jubilee... By far our most popular shaped mug, the robust "Durham style" mug offered... from £2.02



Various options were sent to the school and the children's preference for a commemorative gift is the Jubilee Commemorative Coin – above. It is possible to have the PC's insignia and text added to the reverse of the coin and I have requested quotes for this. I've also asked for costings for presentation cases (clear acrylic or plastic wallet).

**Other updates :** There is a meeting on 30 March with representatives from the Hub and Fete Committee to discuss arrangements for the Jubilee weekend celebrations over 4 and 5 June.

# Continental™ 1100 Litre WEEE

## Technical information



### Product Image & Key Features

- Double skinned UV resistant rotary-moulded lids Available in a range of colours
- Smaller apertures prevent larger items from being deposited and increased security of valuable recycle
- Draw-depth and shape of pressings optimised to avoid buckling/distortion of bin on impact or lifting when laden.
- Large area for vinyl graphics
- Sump base for improved rigidity and stability with drain plug as standard



- Dual flap lid allows two people to use container ideal for bring sites
- Steel top improves security of the contents
- Drop back for ease of loading/unloading bulky waste
- Handles designed to EN 840 for ergonomic handling and safety keeping hands away from lifting gear
- Steel centred castors manufactured to Taylor's specification

### Technical Drawing

Empty Weight  
125KG

N.B. container cannot be lifted



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**MELBOURN PARISH COUNCIL**

**Full Council Meeting : 28 March 2022**

**Item: PC180 21 Request to put an electrical appliance bin on the car park**

---

Dear Councillors

Cllr Hales and Cllr Hart have advised me to request an agenda item for the next Melbourn Parish Council meeting on 28 March regarding the following request to place a small electrical appliance bank at the village car park to be considered.

We have successfully secured some funding to place a limited number of small electrical appliance bins across South Cambs and Cambridge City. The bins would collect items such as kettles, toaster and irons. They will be emptied weekly.

We are trying to site banks using a good geographical spread so that all our residents don't have to travel too far to place unwanted electrical items.

Melbourn looks like a very good location that would support some of the surrounding villages. The Village Car Park looks like a good place for a bin to be placed due to the space and accessibility there.

We are in the throes of purchasing the bins. I've attached a picture to give you some idea of how they will probably look. They are likely to be 1100 litre bins – so the same size as any general or recycling bins you might have at the site that collects commercial waste. They will have lockable lids and apertures appropriate for electrical items that mean that items cannot be removed. If necessary we can add posts to secure them to.

We are aiming to start first collections at the beginning of July.

We are more than happy to trial collections for a three month period if that helps to reassure the Parish that the collections are working well.

I am on leave now until Monday 4 April so grateful if any questions or queries can be directed to Rebecca Weymouth-Wood (CC in ) in my absence.

Dee Wood | Waste Policy Officer



2 March 2022

## **E01-22 | 2021-22 NATIONAL SALARY AWARD**

We have been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

### **Backpay for employees who have left employment since 1 April 2021**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee’s last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)”

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

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**Annex 1**

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>1</b>	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
<b>2</b>	£18,198	£9.46	£18,516	£9.62	
<b>3</b>	£18,562	£9.65	£18,887	£9.82	
<b>4</b>	£18,933	£9.84	£19,264	£10.01	
<b>5</b>	£19,312	£10.04	£19,650	£10.21	
<b>5</b>	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
<b>6</b>	£19,698	£10.24	£20,043	£10.42	LC1 (7-12) (substantive benchmark range)
<b>7</b>	£20,092	£10.44	£20,444	£10.63	
<b>8</b>	£20,493	£10.65	£20,852	£10.84	
<b>9</b>	£20,903	£10.86	£21,269	£11.05	
<b>10</b>	£21,322	£11.08	£21,695	£11.28	
<b>11</b>	£21,748	£11.30	£22,129	£11.50	
<b>12</b>	£22,183	£11.53	£22,571	£11.73	LC1 (13-17) (above substantive range)
<b>13</b>	£22,627	£11.76	£23,023	£11.97	
<b>14</b>	£23,080	£12.00	£23,484	£12.21	
<b>15</b>	£23,541	£12.24	£23,953	£12.45	
<b>16</b>	£24,012	£12.48	£24,432	£12.70	
<b>17</b>	£24,491	£12.73	£24,920	£12.95	LC2 (18-23) (below substantive range)
<b>18</b>	£24,982	£12.98	£25,419	£13.21	
<b>19</b>	£25,481	£13.24	£25,927	£13.48	
<b>20</b>	£25,991	£13.51	£26,446	£13.75	
<b>21</b>	£26,511	£13.78	£26,975	£14.02	
<b>22</b>	£27,041	£14.05	£27,514	£14.30	
<b>23</b>	£27,741	£14.42	£28,226	£14.67	LC2 (24-28) (substantive benchmark range)
<b>24</b>	£28,672	£14.90	£29,174	£15.16	
<b>25</b>	£29,577	£15.37	£30,095	£15.64	
<b>26</b>	£30,451	£15.83	£30,984	£16.10	
<b>27</b>	£31,346	£16.29	£31,895	£16.58	
<b>28</b>	£32,234	£16.75	£32,798	£17.05	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>29</b>	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
<b>30</b>	£33,782	£17.56	£34,373	£17.87	
<b>31</b>	£34,728	£18.05	£35,336	£18.37	
<b>32</b>	£35,745	£18.58	£36,371	£18.90	
<b>33</b>	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
<b>34</b>	£37,890	£19.69	£38,553	£20.04	
<b>35</b>	£38,890	£20.21	£39,571	£20.57	
<b>36</b>	£39,880	£20.73	£40,578	£21.09	
<b>37</b>	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
<b>38</b>	£41,881	£21.77	£42,614	£22.15	
<b>39</b>	£42,821	£22.26	£43,570	£22.65	
<b>40</b>	£43,857	£22.79	£44,624	£23.19	
<b>41</b>	£44,863	£23.32	£45,648	£23.73	
<b>42</b>	£45,859	£23.84	£46,662	£24.25	LC3 (42-45) (above substantive benchmark range)
<b>43</b>	£46,845	£24.35	£47,665	£24.77	
<b>44</b>	£48,017	£24.96	£48,857	£25.39	
<b>45</b>	£49,213	£25.58	£50,074	£26.03	
<b>46</b>	£50,451	£26.22	£51,334	£26.68	LC4 (46-49) (below substantive range)
<b>47</b>	£51,702	£26.87	£52,607	£27.34	
<b>48</b>	£52,843	£27.47	£53,768	£27.95	
<b>49</b>	£54,323	£28.23	£55,274	£28.73	
<b>50</b>	£55,684	£28.94	£56,658	£29.45	LC4 (50-54) (substantive benchmark range)
<b>51</b>	£57,071	£29.66	£58,070	£30.18	
<b>52</b>	£58,975	£30.65	£60,007	£31.19	
<b>53</b>	£60,873	£31.64	£61,938	£32.19	
<b>54</b>	£62,779	£32.63	£63,878	£33.20	

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
<b>55</b>	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
<b>56</b>	£66,594	£34.61	£67,759	£35.22	
<b>57</b>	£68,513	£35.61	£69,712	£36.23	
<b>58</b>	£70,394	£36.59	£71,626	£37.23	
<b>59</b>	£72,178	£37.51	£73,441	£38.17	
<b>60</b>	£74,000	£38.46	£75,295	£39.13	
<b>61</b>	£75,865	£39.43	£77,193	£40.12	
<b>62</b>	£77,783	£40.43	£79,144	£41.14	

**\* Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours

<b>March 2022 Timebanking Together Expenditure</b>				<b>Total Cost</b>	<b>AP Paid</b>	<b>ST Paid</b>
01-Mar	Travel for LD to Dog Café		SC collected LD	0	16	0
03-Mar	Travel for DT Coffee am			20	0	20
08-Mar	Travel for LD to Dog Café			40	16	24
08-Mar	Refreshments at Dog Café					7.65
09-Mar	Refreshments at Arts & Crafts			5.3		5.3
10-Mar	Travel for DT, BM, MO to Coffee am			30	0	30
15-Mar	Travel for LD to Dog Café			40	16	24
15-Mar	Meeting with DofE students at Kooky Nohmad					5.95
17-Mar	Travel for DT, BM, MO to Coffee am			30	0	30
22-Mar	Travel for LD to Dog Café			40	16	24
24-Mar	Travel for DT, BM to Coffee am			30	0	
29-Mar	Travel for LD to Dog Café			40	16	
31-Mar	Travel for DT, BM, MO to Coffee am			20		
				<b>295.3</b>	<b>80</b>	<b>170.9</b>

# Melbourn Timebank Report – March 2022



## Membership growth to 24 March 2022

	As at 23 February	As at 24 March	Conversion	Pipeline
<b>Individual Members</b>	95	102	7	5
<b>Organisational Members</b>	16	16		1

Total exchanges to date: 6066 hours (of which MCCR = 1680.5 hours)

Non MCCR: 4385.5 hours



### Well Being Walk, Stockbridge Meadows

### 'Love is' Dog Cafe

- 27 Feb Solo Sunday lunch at The Chequers, Fowlmere
- 01 Mar Talking Times meeting
- 02 Mar Well Being Walk attended by Timebank Coordinator and members
- 02 Mar Cam Sight meeting supported by 4 Timebank members
- 03 Mar Timebanking Together progress meeting
- 08 Mar Book Club inaugural meeting
- 09 Mar Timebank Well Being Walk - 21 attendees
- 09 Mar Arts & Crafts Group
- 12 Mar Memory Café at MVH supported by 6 Timebank members
- 15 Mar Talking Times test run
- 16 Mar Well Being Walk by TB Coordinator - 22 attendees
- 17 Mar Welcome Packs delivered by 6 Timebank member
- 21 Mar Games Night at The Black Horse
- 22 Mar Book Club meeting
- 23 Mar Well Being Walk – 15 attendees
- 23 Mar Arts & Crafts Group

### Weekly Events

- Tuesday** Dog Café 10-12 at The Dolphin
- Wednesday** Well Being Walk 10.30 from The Hub
- Thursday** Coffee morning 10-12 at The Dolphin

### Highlights and Forthcoming Events:

# Melbourn Timebank Report – March 2022



- *Membership growth stimulated by participation at weekly Well Being Walks and Dog Café, numbers attending continue to grow at both of these events.*
- *Introduction of a Mental health support group for parents, under discussion.*

## **Tackling Inequalities Timebanking Together Project**

Activity Partners (10) have been engaged in the project with activities including Timebank Wellbeing Walks, Dog Café, Coffee morning, Arts + Crafts Group and Hub Lunch Club.

2 additional, Buddy participants to be included, therefore numbers will be reported as 12.

***Due to Covid, project completion date extended to Mid April 2022***

Expenses incurred to facilitate attendance for Taxis and refreshments – spreadsheet attached.

Facebook statistics for last 28 days

- Max reach 2115
- Followers 417
- Post engagement 450

**Planned expenditure - £70**

**MELBOURN PARISH COUNCIL**  
**Full Council Meeting : 28 March 2022**  
**PC184 21b) Purchase of gazebo**

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The Timebank Coordinator secured Covid Enabler Grant funding of £500 to purchase a gazebo in the summer of 2022. Unfortunately, due to restrictions in place at the time, there was little point in purchasing the gazebo at that time. The Timebank Coordinator has now found a suitable gazebo which will be useful for activities for Timebank members – quote attached.

TOOLPORT GmbH, Gutenbergring 1-5, 22848 Norderstedt

Melbourn Parish Council  
Stephanie Trayhurn  
30 High St.  
MELBOURN, CAMBRIDGESHIRE  
SG8 6DZ  
UNITED KINGDOM

Shipping address

Melbourn Parish Council  
Stephanie Trayhurn  
30 High St.  
MELBOURN, CAMBRIDGESHIRE  
SG8 6DZ  
UNITED KINGDOM

## Quotation

Document number	145624
Date	21.03.2022
Reference document	1102581
Customer number	1764179
Our tax number	229558867
Valid until	04.04.2022

## Contact

Contact	Angelika Aatz
E-mail	service@houseoftents.co.uk
Phone	+44 118 31 50 873

## Quotation

Enclosed you will find a detailed list of all items.

Item	Number	Name	Quantity	Unit price	Total item
10	59023	3x6m Pop up gazebo, 32mm aluminium frame, with 4 side panels (1x without window (6m), 1x without window (3m), 1x 2 panorama window (6m), 1x withdoor (1 zip) (3m)), PES 300, cream	1		407,50 GBP
20	11023	03x06m Faltpavillon, Gazebo 32mm alu frame + sidewall set (1x 2 panoramawindows (6m), 1x no window (6m), 1x no window (3m), 1x door (3m)) cremeUBEOA7	1		
				VAT 20%	81,50 GBP
				Net total	407,50 GBP
				<b>Total amount</b>	<b>489,00 GBP</b>

Selected payment term: Offer

Selected shipping method: Standard

Our terms and conditions apply. The invoice date is the same as the delivery date unless stated otherwise.

this document is not a VAT invoice

offer is open.

**MELBOURN PARISH COUNCIL  
ALLOTMENT RENTAL AGREEMENT**  
Revised on 28 June 2021.... March 2022

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 1<sup>st</sup> 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 as set out in the attached document. Glass greenhouses are **not** permitted on the allotments.
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 within 2 weeks of a request by the Parish Council, the Parish Council shall arrange for the area to be cut back, trimmed or rotovated and cleared of any debris, tools or equipment 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 \_\_\_\_\_

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## ST GEORGE'S ALLOTMENT ASSOCIATION

### MELBOURN ALLOTMENT SITES : THE MOOR AND GRAYS ALLOTMENTS

#### SPECIFICATION FOR SHEDS ON THE SITES

All sheds should be purchased from commercial suppliers, not constructed by plot holders.

The maximum size should be 2\*3 metre foot print and 2.2 metre high. This would include smaller storage units for tools.

Sheds should only be made from wood, protected with preservative.

Roofs can be flat or gabled, using roof felt or equivalent. Pent is recommended as this is the most effective design for water capture from guttering into a water butt.

Windows will be allowed as long as they are not glass.

Sheds should be placed on appropriate footings to ensure that they are secure and will not be disturbed by normal wind conditions. This should not be concrete or bricks. Sand and slabs are suggested.

Sheds should be professionally installed.

Sheds must be properly maintained.

Only one shed will be allowed per plot (including half plots).

Installation should not disturb adjacent plots, without permission of the adjacent owner.

It is the responsibility of the departing plot holder to deal with transfer of their sheds to new plot owners or removal if requested by the new owner.

Sheds must be appropriately insured.

No fuel or flammable material should be kept in the shed. No toxic chemicals should be kept in the shed.

The shed should be kept secured with a padlock.

Sheds should be positioned so as not to unreasonably shade a neighbouring plot.

Plot holders should ensure that bonfires are not positioned near to a shed on their, or an adjacent, plot.

There will be a provision for a "dangerous shed notice" which will be part of the regular plot inspection system. This could be because the shed is leaning or has damaged, loose or rotten components. A plot holder served with such a notice will have to make the shed safe or remove it.

Glass greenhouses are not allowed. Polycarbonate greenhouses are permitted provided they are properly constructed and secured in place.

**TERMS of REFERENCE: HR PANEL**

**PURPOSE:** To set out the responsibilities, restrictions and limitations of operation of the Melbourn Parish Council Human Resources Panel

**SCOPE:** This document covers all those activities related to the administration, employment and good management of staff employed by Melbourn Parish Council. **(These rules are supplemental to, and do not in any way override, the Parish Council's Standing Orders &/or financial regulations. Recommendations from HR Panel will be discussed and approved by full council prior to implementation).**

### **1. Membership and Chairing**

The HR Panel will consist of a maximum of five Councillors and will need three in attendance in order to be deemed quorate.

Membership of the committee will be as decided at the Annual Parish Council meeting each year. The HR Panel will elect a Chair and Vice Chair from among the members of the Panel. In the absence of the Chair or Vice Chair at a meeting the panel will elect any member to act as Chair for that meeting.

The HR Panel may invite non-members to attend meetings.

### **2. Terms of reference**

- 2.1 To monitor and implement the Parish Council's Employment Policy, including criteria relating to the use of discretionary elements such as pay rates.
- 2.2 To make recommendations on matters affecting terms and conditions of employment, health, safety, accessibility and well-being, employee performance and redundancy.
- 2.3 To monitor and implement agreed progression steps through the Salary Scales Policy.
- 2.4 To act as a reference point for staff in cases of sickness, hardship and/or requests for special leave
- 2.5 To act as the primary reference point for Grievance and Disciplinary procedures, and provide recommendations on these to Full Council.
- 2.6 To provide advice and support to the council in applying policies on Harassment and Bullying and Equality and Diversity issues.

- 2.7 To review staffing in terms of structure and fitness for purpose, at least annually, making recommendations for any changes to Full Council
- 2.8 To co-ordinate staff recruitment and interviewing in conjunction with council staff and other councillors as required
- 2.9 To create and update job descriptions, contracts of employment, staff handbooks and any other critical staff-related documentation as required.
- 2.10 To provide a formal line management function to the Clerk and Responsible Financial Officer.
- 2.11 To identify, implement and maintain an employee-training programme that covers, Induction, Employment Policies, Health, Safety, Accessibility & Well-being and skills-related training.
- 2.12 To agree and carry out Appraisals of the Clerk & Responsible Financial Officer.
- 2.13 To support the Clerk in their role as a line manager in setting performance indicators and agreeing objectives for staff reporting directly to them.
- 2.14 To ensure that all employee personnel records and related correspondence are kept securely in accordance with the requirements of the Data Protection Act 1998.
- 2.15 To liaise with CAPALC and NALC as required on Human resources issues

**Document Approval:**



**(Chair to Melbourn Parish Council)**

**Date of Parish Council Meeting: 27 July 2020 ...March 2022**

Review Policy: Annual

## **Melbourn Parish Council**

### **Rules and Regulations : New Road Cemetery, Melbourn**

The Parish Council must be informed about who the undertakers and the suppliers of the headstone items will be and that they (the undertakers and suppliers) are aware and guarantee to comply with the New Road Cemetery rules and regulations. There must be a signed agreement by the undertakers and suppliers received by the Clerk to the Parish Council before commencement of any further activity. The Clerk will also require a copy signed by a family member of the bereaved. These are available from either the Clerk or the undertakers.

#### **1. General**

- a. A person will be eligible for burial in New Road Cemetery provided they are a resident of Melbourn immediately before his/her death or was a resident for a period of at least **3** consecutive years during their lifetime. Exception may be made where the deceased was resident for a period of less than 3 years prior to death but was relocated for the purpose of hospitalisation, nursing or recuperative care. Any exceptions will be at the discretion of the Clerk to the Burial Board, and if accepted, all fees will be doubled.
- b. Administration of the New Road Cemetery is conducted by Melbourn Parish Council at 30 High Street, Melbourn Community Hub, Cambridgeshire, SG8 6DZ, who shall be solely responsible for the management and upkeep of the cemetery.
- c. The Clerk to Melbourn Parish Council shall be responsible for the day to day management and administration of the cemetery. All queries or communications should be addressed to the Clerk.
- d. The Clerk to the Council shall be solely responsible for the allocation of the plot for either burial or interment. (See 1.j. below)
- e. A plan of the Cemetery showing the position and number of each grave or interment plot is retained by the Clerk to the Council and may be inspected by appointment during Parish Office opening hours.
- f. No grave or interment plot may be reserved or pre-purchased.
- g. Melbourn Parish Council shall be responsible for the upkeep and maintenance of all grassed areas within the cemetery and shall maintain all trees, hedges, fences, flowers, shrubs, roadways, pathways, entrances, gates, watering provisions and disposal facilities within the cemetery boundaries.

- h. No person or persons shall plant, fell or otherwise alter any trees, shrubs, plants or flowers in any area of the cemetery including the grave areas. (Refer to 7.i).
- i. The Council reserve the right to prune, cut down or remove any tree, shrub, plant or flower planted in contravention of Regulation 1.g.
- j. The Council reserve the right to remove untidy, dead, damaged, dangerous or inappropriate items from anywhere in the cemetery.
- k. New Road Cemetery is laid out as a 'lawned cemetery'. The sections are set out with headstones allowed only at the head of each grave. The area is grassed for ease of maintenance and mown at the Council's expense. No planting shall be allowed either within the grave space or any other area of the cemetery without the written permission of the Clerk to Melbourn Parish Council. Items such as granite flowerpots etc, are permitted but must be positioned at the head of the grave on the provided base area. The Council reserves the right to relocate or remove the same if not in the correct position. The Council will not undertake to keep clean or maintain memorials; this shall be the responsibility of the owner. No headstone base to be longer than the cemetery bases and must be positioned so no overhang occurs. This also applies to cremation bases. See 7.b and 7.c for dimensions.
- l. Grave spaces are laid out with the headstones facing generally east or west, the owner of the Exclusive Right to Burial may choose either if they have a preference.
- m. The scattering or burial of cremated remains without the consent of the Melbourn Parish Council is strictly forbidden and liable to prosecution.
- n. Any floral tributes, messages, tags or similar items laid on the grave at the time of the burial should be removed within 30 days of the burial, they are the sole responsibility of the deceased relatives or their representatives and Melbourn Parish Council cannot be held responsible for the loss or removal of these items. In the event that items have not been removed prior to seeding/turfing the area, these will be moved by the Parish Council. This paragraph to be read in conjunction with 1i.
- o. Melbourn Parish Council will inspect graves after approximately 12 months to ensure that the soil mound has settled to allow for the area to be seeded/turfed. The soil mound shall only be added to or removed by Parish Council employees
- p. Please be aware that the cemetery is an open area and subject to the elements and wild life which the Parish Council have no control over.

## 2 **Right of Access**

- a. The cemetery is open to visiting public from sunrise to sunset. Members of the public are requested to stay on the paths when walking through the Cemetery. The seating on the mound can also be accessed via the footpath. Members of the public are reminded that access to the Cemetery is permitted in accordance with section 3. **Conduct** below. This does not constitute a right of way.
- b. Vehicles allowed:- Cars, motorcycles and cycles for the purpose of attending a funeral or visiting graves or memorials, disabled and electrical/mechanical wheelchairs, cemetery maintenance and associated vehicles (with prior permission), contractors vehicles used in connection with the digging of graves or erection of headstones/memorials. All vehicles must use the official car park provided other than funeral cars executing funeral requirements.

No skateboards, scooters or similar are permitted to be used in the Cemetery.

- c. Contractors' vehicles must not be driven over the grassed area except for the purpose of mowing or other landscaping activities other than for grave digging/filling.
- d. Any person, persons or company causing damage shall be responsible for the full cost of repairing any damage so caused.

## 3 **Conduct**

- a. All visitors shall conduct themselves in an orderly and quiet manner at all times.
- b. No person showing signs of alcohol or drug excess will be allowed in the cemetery.
- c. Melbourn Parish Council reserves the right to eject or have ejected any person or persons considered by the Council or the Clerk to the Council to be acting or behaving in an improper or offensive manner.
- d. Under the provisions of the Local Authorities Cemeteries Order 1977 it is an offence for a person to wilfully:-
  - i. Create any disturbance in a cemetery.
  - ii. Commit any nuisance in a cemetery.
  - iii. Interfere with any grave, tombstone or cremated remains base or other memorial or any flowers or plants in any such manner.
  - iv. Play any game or sport in a cemetery.

- v. Enter or remain in the cemetery when it is closed to the public unless authorised by the Council to do so.

Persons who contravene these provisions shall be liable, upon conviction, to a fine not exceeding £100.

- e. Dogs must be kept under control and on leads at all times when walking through the Cemetery
- f. No alcohol may be consumed within the Cemetery.
- g. No smoking allowed within the Cemetery.
- h. No religious services or demonstrations of any kind other than the service previously authorised for the burial or interment at the time, may be held without the prior permission of the Clerk to the Council.
- i. Authorised vehicles may only use the correct roadways and must park in car park area. 10mph is the maximum permitted speed within the Cemetery.

#### 4 **Arrangements for a Burial**

- a. Will funeral directors please ensure the rules specified under paragraph 1.General have been complied with before commencement of any burial arrangements.
- b. Except in cases where religious beliefs require otherwise or in cases of death from epidemic or epidemic disease upon medical certification, three clear days notification, excluding Saturdays, Sundays and Bank holidays, must be given to the Clerk to Melbourn Parish Council for an interment in an earthen grave or the burial of cremation ashes within the New Road Cemetery.
- c. Reservations for burial services may be made by telephone during office hours, in writing or by email, the reservation applicant must be a relative of the deceased or an authorised funeral director. Reservations will be regarded as provisional until the formal notice required by paragraphs 4.c or 4.d has been received.
- d. Notice of burial is given when all forms and certificates required to fulfil statutory requirements and those required by Melbourn Parish Council, are received by the Clerk to the Council no later than three full PC working days before the proposed date of the funeral.
- e. For the burial of a stillborn child a Certificate in accordance with the Births & Deaths Registration Act 1953 must be delivered to the Clerk to the Council.

- f. Multiple burials in the same grave may be pre-purchased at the time of the first burial and must be made at the time of 4.b. and 4.c.
- g. In the case of a multiple burial requested per 4.b, the person(s) or Funeral Director responsible for making the request must ensure the allocated plot is appropriate.
- h. Melbourn Parish Council shall not accept responsibility for any delay or misunderstanding which may occur if instructions are given verbally, electronically or by telephone. Neither shall the Council accept responsibility for any documents lost or delayed by the Post Office, Royal Mail or similar delivery agency.
- i. Documents sent by fax or e-mail will only be accepted as temporary notifications and must be confirmed by the submission of the originals at the soonest opportunity.
- j. If the Registrar's Certificate for Disposal or the Coroner's Order is mislaid or lost, a declaration to the satisfaction of the Clerk must be made by the person procuring the disposal of the body. The original certificate or a duplicate copy issued by the Registrar of Births and Deaths or the Coroner must be submitted as soon as possible after the signing the declaration.
- k. Responsibility for making the necessary arrangements for the attendance of priests, ministers or other persons to officiate at a service rests with the Funeral Director or the person or persons arranging the funeral.
- l. The Funeral Director or person(s) arranging the funeral is fully responsible for arranging the excavation of the allocated grave or plot for the interment of ashes. They shall also be responsible for ensuring the correct alignment and dimensions are complied with, (see 6.i and 6.j)
- m. The Funeral Director or person(s) arranging the funeral shall be responsible for ensuring there are sufficient bearers to convey the coffin with due reverence from the hearse to the plot.
- n. Any person acting as a bearer during an interment does so at their own risk and Melbourn Parish Council accept no responsibility for any accident or injury to a bearer howsoever incurred.
- o. Only one funeral or interment will be allowed in the Cemetery at any one time unless prior permission has been obtained from the Clerk to the Council.
- p. No coffin or ash container shall be opened in the Cemetery for any reason whatsoever.
- q. All fees and charges due must be paid to the Clerk to Melbourn Parish council within three days of the interment and upon application in the case of headstones and memorials.

- r. The fees charged by Melbourn Parish Council include everything connected with the allocation and maintenance of said plot but exclude headstones, memorials or other items provided by other parties. No person employed by or on behalf of Melbourn Parish Council is allowed to receive any form of gratuity.
- s. Melbourn Parish Council reserve the right to refuse, delay or cancel any interment or burial where, in its' opinion, ownership of the Exclusive Right of Burial is disputed.
- t. The location of any non-private grave shall be determined by the Clerk to the Council

**5. Grant of Exclusive Right of Burial**

- a. The current policy of Melbourn Parish Council is that a plot in New Road Cemetery may not be pre-purchased and therefore an Exclusive Right of Burial cannot exist initially. An Exclusive Right of Burial will be created on the application for the first burial. An application for multiple burials, if required, must be made at this time.
- b. Whilst ownership of an Exclusive Right of Burial for a grave does not give any ownership whatsoever in respect of actual land it does give the owner of the Deed the right to:-
  - i. be buried in that grave.
  - ii. authorise further burial(s) in that grave where space is available. (see 6.h and 6.i)
  - iii. erect or place a headstone and memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to such items.(see I j I )
  - iv. have inscriptions/additional inscriptions placed on a memorial on that plot subject to the Rules and Regulations of Melbourn Parish Council relating to this matter.
- c. On the purchase of the Exclusive Right of Burial in a grave a Deed of Grant shall be issued to the purchaser whose name shall be registered (to be known as the Owner).
- d. Possession of a Deed does not necessarily give the person in possession ownership of Exclusive Right of Burial. Where the owner is deceased, subsequent ownership depends on whether or not the deceased left a valid Will. The law concerning this matter is very complex and it is strongly advised that a solicitor be consulted to establish the new ownership. Ownership of a Deed may also be transferred or assigned by use of a form (Declaration, Indemnity and Application in respect of the transfer or Assignment of an Exclusive Right of Burial obtainable from the Clerk to the Council).

- e. The Deed of Exclusive Right of Burial is an important document like any other Deed and should be kept in a safe place.
- f. The Exclusive Right of Burial shall extend for 75 years from the date of purchase. Rights may be extended for a further period of 75 years on payment of the fee when applicable.
- g. The transfer or assignment of an Exclusive Right of Burial in a grave must be notified to the Clerk to the Council who will enter the transfer in the Register of Grants maintained by the Council upon production of the Deed.
- h. Notice for the interment of cremated remains must be accompanied by the Certificate issued by the Crematorium where the cremation took place.
- i. This is to be recorded by The Clerk to Melbourn Parish Council / Burial Officer.

## 6 Burials and Interments

- a. The **plot size for a grave** shall be a maximum of : 2440mm (8ft) x 760mm (2ft 6in), depths to comply with sections 6.i. and/or 6.j. (This excludes the headstone base dimensions. The headstone base **does not** form part of the area to be prepared for interment of coffined or cremated remains.). The pre-laid concrete base size for the headstone base and headstone is 915mm (3ft) wide x 460mm (1ft 6in) deep. In the case of the burial of a stillborn infant, a half plot will be allocated. If, in the future, other family members are to be interred in the same plot, a full plot will be allocated for the initial interment.
- b. Interments may take place at the Cemetery upon payment of the ordinary fees to the Funeral Director who shall be responsible for notifying the Clerk to Melbourn Parish Council.
- c. No funeral or interment shall take place after noon on Saturdays or at any time on Sundays or Bank Holidays except in the case where religious beliefs require it, or upon receipt of a certificate from a Coroner or registered medical practitioner stating that an immediate burial or interment is necessary.
- d. All graves or interment plots are to be excavated by persons appointed by the officiating Undertakers or persons appointed by them. It is the responsibility of the Funeral Director to ensure that the person excavating the grave or cremated remains plot prepares the ground correctly.
- e. Any person or persons excavating or filling grave or interment plots or carrying out any other work within the cemetery shall use such means as Melbourn Parish Council may direct for the preservation of the grass and pathways during the progress of the works.

- f. Any person(s) carrying out excavation work within the cemetery shall deposit surplus soil in a tidy manner in the area specifically allocated for such material.
- g. With the exception of the work carried out in regulation 6.g. any person(s) carrying out work within the Cemetery shall, upon completion of the work, remove from the Cemetery all materials not used and/or any waste materials and shall be responsible for the cost of repairing any damaged caused during the execution of those works.
- h. No body shall be buried in a grave in such manner that any part of the coffin is less than 1000mm (3ft 3in) below the level of the ground adjoining the grave except at the discretion of the Clerk to the Council.
- i. No body shall be buried in a grave unless the coffin is effectively separated from any coffin previously interred in the grave by means of a compact layer of earth not less than 150mm (6in) in thickness.
- j. All coffined burials must take place in coffins of a material and design approved by the Clerk to the Council. Metal caskets, caskets which contain glass or cardboard coffins are permitted at the discretion of the Clerk to the Council.
- k. Coffins manufactured abroad may be accepted for interment at the discretion of the Clerk.
- l. Un-coffined burials may take place provided a body is properly shrouded, death has not been due to a notifiable or infectious disease and it is for a single interment or as a last interment in a multiple grave.
- m. Shrouded bodies will only be accepted for direct to grave burials.
- n. Interment in a grave with the coffin lid removed shall not be permitted.
- o. No coffin or part of a coffin shall be removed from the Cemetery without the prior and express permission of Melbourn Parish Council.
- p.
  - i All coffins and shrouds must be marked with a non-perishable plaque or nameplate or by other means as shall be approved by Melbourn Parish Council, showing the name, age and date of death of the deceased.
  - ii In the case of a stillborn child, no age shall be recorded.
  - iii Where two bodies are interred in one coffin then both names shall be marked.

- q. No body shall be removed from the Cemetery for any purpose whatsoever except on the order of a Coroner, Court of Summary Jurisdiction or a Chief Constable.
- r. No body or cremated remains shall be exhumed without the consent of the Secretary of State for Home Affairs and/or the Faculty of the Bishop of the Diocese.
- s. The scattering of ashes will be permitted in New Road Cemetery following written permission from the Clerk to Melbourn Parish Council.
- t. Ashes may only be scattered in Orchard Road Cemetery where there is an existing family plot in the Cemetery and upon written permission from the Clerk to Melbourn Parish Council.

## 7 **Memorials (Also refer to: 8 Definitions)**

- a. No headstone, memorial or tablet of any kind shall be allowed in any part of the cemetery without the prior consent of Melbourn Parish Council
- b. The **grave headstone base** may be between 75mm – 100mm (3"-4") thick but must not exceed 915mm (3ft) wide and 460mm (1ft 6in) deep. The total height of the headstone base and headstone together must not to exceed 940mm (3ft 1in) measured from the concrete base. (see also 1j-i)
- c. The **headstone base size for cremated remains** shall be a maximum of : 560mm (1ft 10in) wide x 460mm (1ft 6in) deep and the total height from the concrete base shall not exceed 760mm (2ft 6in). Applications for memorials measuring up to 585mm (1ft 11in) wide will be considered at the discretion of the Clerk.
- d. No vaults, railings, kerbstones or other enclosures shall be permitted.
- e. No headstone, memorial, tablet or photographic representation on any grave shall be allowed unless Exclusive Right of Burial has been granted and it has received the prior approval of Melbourn Parish Council. This must be at least 14 days before installation.
- f. Melbourn Parish Council shall accept no responsibility for making good any damage caused to any headstone or memorial through natural wear and tear, severe weather conditions or any other cause or circumstance over which it has no control.
- g. No headstone or memorial shall be erected until at least six calendar months from the burial or interment date have passed.
- h. At least 14 days prior to the erection of any headstone or tablet for placement on either grave or cremation plot, a drawing with the proposed inscription must be submitted to the Clerk to the Council

for the approval of Melbourn Parish Council. The type of material(s) to be used shall be stated together with exact dimensions and other details relevant to its appearance.

- i. Any monument, memorial, tablet, photographic representation, container, shrub, plant or item whatsoever erected or placed in the Cemetery in contravention of these regulations may be removed by Melbourn Parish Council at any time without prior notice.
- j. All headstones shall be inscribed with the plot row and number to which they relate.
- k. The removal or re-fixing of headstones, headstone bases and any other work connected therewith shall only be carried out with the authority of Melbourn Parish Council.
- l. Any person carrying out such work shall use such means as directed by the Clerk to the Council in order to protect the grass and pathways during the process of the work. No work allowed to be carried out on the roadways, pathways or grassed areas.
- m. All dressing or working of stone or other materials to be used on any plot shall be undertaken outside the Cemetery except where such work cannot be carried out elsewhere.
- n. All persons shall, upon completion of the work, clear away any unused materials and rubbish left on the site of the works to the satisfaction of Melbourn Parish Council and shall be responsible for the cost of repair of any damage done in the process of carrying out the work.
- o. The owner of a headstone, tablet or memorial shall, after erection, be responsible for upkeep, repair and maintenance of it.
- p. No headstone, tablet or memorial shall be altered or interfered with after it has been erected in the Cemetery in accordance with the designs submitted to and approved by Melbourn Parish Council.
- q. No inscription may be cut, alteration made nor work of any kind undertaken to any headstone or memorial within the Cemetery without the prior written permission of the Clerk to the Council from an official request by the owner.
- r. No headstone, tablet or memorial shall be removed from the Cemetery for the purpose of cutting, adding or altering the inscription until written approval from Melbourn Parish Council has been obtained.
- s. The name of the stonemason must be discreetly inscribed in an appropriate place on the memorial, no contact details are permissible.

- t. **Hardwood crosses of timber** obtained from sustainable forest sources may be erected in place of a headstone or tablet. A cross may not exceed 750mm (2ft 6in) in height, 500mm (1ft 8in) in width and 100mm (4in) in thickness. They must be set in a stone or similar material slab anchored to and covering the provided base.
- u. A memorial removed for the purpose of further interment must be removed from the Cemetery. Any memorial left may be disposed of by the Council.
- v. Every grave in respect of which an Exclusive Right of Burial has been granted and any memorial thereon must be kept in good repair by the owner. Notice to have repairs executed will be sent to the owner where contact details are known. In cases where the name and/or address of the owner is not known, a notice shall be deemed to be properly served if placed upon the grave space, headstone or memorial for a period of eight weeks.
- w. If the necessary repairs as described in 7.v are not carried out within six months of the date of the Notice, then the memorial may be removed and disposed of by the Council.
- x. No lights or lamps of any description, no ornaments, photos or images (See also: 8), souvenirs, flags, toys or mementos are permitted. Melbourn Parish Council reserve the right to remove any item deemed to be contrary to this regulation without prior notice.
- y. Memorials in the form of donated seats, trees and shrubs will only be permitted at the discretion of the Clerk to the Council. Such permitted items become the responsibility and property of the Parish Council. The Parish Council shall retain the right to determine the location of these items.
- z. Melbourn Parish Council shall remain responsible for Health and Safety within the Cemetery. Regular inspections will be carried out by qualified personnel, any memorial or headstone found to be unsafe shall be made safe temporarily in order to prevent possible injury. Where possible the owner of the memorial deemed unsafe shall be contacted and requested to appoint a qualified person to carry out the repair. Therefore it is important that owners of memorials inform the Clerk to the Council of any change of address.

## 8 Definitions

Any permitted item other than the headstone must not be positioned as to overlap the size of the base to which the headstone is fastened, i.e. must not overlap onto any grassed area.

Concrete base. Parish Council supplied and installed base for the fastening of memorial or headstone components to.

Headstone base - The horizontal base stone covering the concrete base for fixing the headstone, Memorial or tablet to. No interment is to made beneath the headstone base.

Headstone -The main vertical engraved component fastened to the headstone base

Memorial / tablet.- To be of stone, marble or similar material, bearing a commemorative design or inscription. This is to be securely fastened to the headstone base.

Vases / flower containers - Can be of china, porcelain, pottery or similar non plastic material.

Photographic Representation. - Only ceramic photo plaques of maximum size 125mmx180mm, contained within a metal frame and fixed by metal fastening and adhesive to the headstone or tablet will be permitted following approval of a written submission of the design to the Clerk. No other form of photographic memorial is permitted.

## 9 **General**

- a. All new and re-opened graves will be inspected at 3, 6 and 12 month after an interment. If ground subsidence has occurred the grave will be topped up by the Council or their authorised representative, at no cost to the Grant holder.
- b. After final settlement and inspection the grave will be either turfed or seeded dependant on the season. (Any items or plantings on the lawned area must be removed prior to this, the Parish Council will issue a request for their removal and proceed to remove any items should this is not done within 2 weeks).

A signed agreement of acceptance of these rules and regulations by the owners of the grave or internment plot must be submitted to the Clerk to Melbourn Parish Council or the officiating funeral director before the event can be authorised.

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By Order of the Clerk to Melbourn Parish Council

Tel: 01763 263303 option 3 for Parish Office

I confirm that I accept the Rules & Regulations relating to New Road Cemetery as set out above

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[please sign and print your name]

DATED

20.....

## **POLICY AND PROCEDURE: SALARY REVIEW**

**PURPOSE:** To define and describe the policy and procedure for reviewing the salaries for all employees of Melbourn Parish Council.

**SCOPE:** This document refers to employees with permanent contracts. Fixed term contract employees and service providers to Melbourn Parish Council are not included.

### **POLICY:**

#### **1. Principles:**

- 1.1 Melbourn Parish Council Salary review policy is conducted by reference to National Association of Local Councils (NALC) pay award guidelines (published and updated annually). **Note:** An example copy of these guidelines, together with salary scale ranges and hourly rates, is attached to this document for reference.
- 1.2 It is the expectation that increments will be made to the basic hourly rates for all salaried according to NALC Guidelines, Parish Council funding and financial planning permitting.
- 1.3 NALC guidelines include direction on the hourly rates to be applied for Clerk and Assistant Clerk positions, and detail scale point movements related to changes and/or improvement to relevant qualifications for Parish Clerks/Assistant Clerks (LC scales). Clerk qualifications will be recognised.
- 1.4 NALC guidelines also include hourly rate and scale-point guidelines for other non-parish office staff or others who might fall outside this definition and below the LC scales.
- 1.5 Where a job is defined outside the normal range of Parish Clerk or Assistant Clerk it is the policy of Melbourn Parish Council to also apply the NALC scales in a way that best reflects each job relative value, and the job context with respect to all other paid roles in the organisation.
- 1.6 It is the policy of Melbourn Parish Council not to award hourly rate increases to employees on merit or perceived contribution.
- 1.7 All permanent employees will receive an annual and mid-year appraisal (see policy 5.11) and be assigned either (a) Standard Performance or (b) Less

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than Standard Performance with development needs. This appraisal framework is not directly connected to pay and salary awards.

**2. Procedure:**

- 2.1 On employment, all permanent staff will be assigned the scale point and hourly rate as defined by their contract and as indicated in the latest version of the NALC Salary Awards Guidelines.
- 2.2 All employees, whether new or existing, will be made aware of the NALC guidelines and how they are used.
- 2.3 New employee contracts will define any agreed probationary review or appraisal that may affect interim hourly rate or scale point.
- 2.4 All employees will receive annual appraisal at which an opportunity is available for either employer or employee to discuss or clarify salaries and hourly rates.
- 2.5 On the annual publishing of updated NALC scales Melbourn Parish Council will include any recommended increases as part of the budget setting process for the subsequent operating year. Such increases, while subject to the normal approval process, will not normally be questioned and be an assumed cost element for the precept commencing in April of each new financial year.

**Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting:**

*Review Policy: Every 12 months*

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2 March 2022

## **E01-22 | 2021-22 NATIONAL SALARY AWARD**

We have been informed that the National Joint Council for Local Government Services (NJC) has agreed the new rates of pay applicable from 1 April 2021. They state:

### **"Pay**

Agreement has been reached on rates of pay applicable from 1 April 2021.

Employers are encouraged to implement this pay award as swiftly as possible.

### **Backpay for employees who have left employment since 1 April 2021**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2021 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)"

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These should be applied from 1 April 2021.

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## Annex 1

SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£17,842	£9.27	£18,333	£9.53	Below LC Scale (for staff other than clerks)
2	£18,198	£9.46	£18,516	£9.62	
3	£18,562	£9.65	£18,887	£9.82	
4	£18,933	£9.84	£19,264	£10.01	
5	£19,312	£10.04	£19,650	£10.21	
5	£19,312	£10.04	£19,650	£10.21	LC1 (5-6) (below substantive range)
6	£19,698	£10.24	£20,043	£10.42	LC1 (7-12) (substantive benchmark range)
7	£20,092	£10.44	£20,444	£10.63	
8	£20,493	£10.65	£20,852	£10.84	
9	£20,903	£10.86	£21,269	£11.05	
10	£21,322	£11.08	£21,695	£11.28	
11	£21,748	£11.30	£22,129	£11.50	
12	£22,183	£11.53	£22,571	£11.73	LC1 (13-17) (above substantive range)
13	£22,627	£11.76	£23,023	£11.97	
14	£23,080	£12.00	£23,484	£12.21	
15	£23,541	£12.24	£23,953	£12.45	
16	£24,012	£12.48	£24,432	£12.70	
17	£24,491	£12.73	£24,920	£12.95	LC2 (18-23) (below substantive range)
18	£24,982	£12.98	£25,419	£13.21	
19	£25,481	£13.24	£25,927	£13.48	
20	£25,991	£13.51	£26,446	£13.75	
21	£26,511	£13.78	£26,975	£14.02	
22	£27,041	£14.05	£27,514	£14.30	
23	£27,741	£14.42	£28,226	£14.67	
24	£28,672	£14.90	£29,174	£15.16	LC2 (24-28) (substantive benchmark range)
25	£29,577	£15.37	£30,095	£15.64	
26	£30,451	£15.83	£30,984	£16.10	
27	£31,346	£16.29	£31,895	£16.58	
28	£32,234	£16.75	£32,798	£17.05	

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SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
29	£32,910	£17.10	£33,486	£17.40	LC2 (29-32) (above substantive benchmark range)
30	£33,782	£17.56	£34,373	£17.87	
31	£34,728	£18.05	£35,336	£18.37	
32	£35,745	£18.58	£36,371	£18.90	
33	£36,922	£19.19	£37,568	£19.53	LC3 (33-36) (below substantive range)
34	£37,890	£19.69	£38,553	£20.04	
35	£38,890	£20.21	£39,571	£20.57	
36	£39,880	£20.73	£40,578	£21.09	
37	£40,876	£21.25	£41,591	£21.62	LC3 (37-41) (substantive benchmark range)
38	£41,881	£21.77	£42,614	£22.15	
39	£42,821	£22.26	£43,570	£22.65	
40	£43,857	£22.79	£44,624	£23.19	
41	£44,863	£23.32	£45,648	£23.73	
42	£45,859	£23.84	£46,662	£24.25	LC3 (42-45) (above substantive benchmark range)
43	£46,845	£24.35	£47,665	£24.77	
44	£48,017	£24.96	£48,857	£25.39	
45	£49,213	£25.58	£50,074	£26.03	LC4 (46-49) (below substantive range)
46	£50,451	£26.22	£51,334	£26.68	
47	£51,702	£26.87	£52,607	£27.34	
48	£52,843	£27.47	£53,768	£27.95	
49	£54,323	£28.23	£55,274	£28.73	
50	£55,684	£28.94	£56,658	£29.45	LC4 (50-54) (substantive benchmark range)
51	£57,071	£29.66	£58,070	£30.18	
52	£58,975	£30.65	£60,007	£31.19	
53	£60,873	£31.64	£61,938	£32.19	
54	£62,779	£32.63	£63,878	£33.20	

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SCP	1 April 2020		1 April 2021		Scale Ranges
	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
55	£64,699	£33.63	£65,831	£34.22	LC4 (55-62) (above substantive benchmark range)
56	£66,594	£34.61	£67,759	£35.22	
57	£68,513	£35.61	£69,712	£36.23	
58	£70,394	£36.59	£71,626	£37.23	
59	£72,178	£37.51	£73,441	£38.17	
60	£74,000	£38.46	£75,295	£39.13	
61	£75,865	£39.43	£77,193	£40.12	
62	£77,783	£40.43	£79,144	£41.14	

**\* Hourly Rates**

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours

<b><u>POLICY AND PROCEDURE:</u>      SAFEGUARDING CHILDREN AND ADULTS AT RISK</b>
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## 1. General Statement of Policy

Melbourn Parish Council working from the Melbourn Community Hub must provide a safe and secure venue for a range of services, activities and events. There is regular access by members of the local and neighbouring communities including children and adults at risk. The Council recognises the importance of ensuring and making every effort to secure the safeguarding and welfare of all its customers. This Policy is written by reference to the Care Act 2014.

## 2. Purpose

2.1. The purpose of this policy is to outline the duty and responsibility of Melbourn Parish Council in respect to Safeguarding. The key objectives of this policy are to:

- 2.1.1. To explain the responsibilities of the Council Safeguarding Officer and workers in respect of the safeguarding of children and adults at risk.
- 2.1.2. To enable workers who receive disclosures of, witness, or suspect abuse to make informed and confident responses.
- 2.1.3. To ensure that information relating to safeguarding is kept securely and only shared on a need-to know basis.

## 3. Scope, Principles & Definitions

3.1. Safeguarding is about protecting the safety, independence and wellbeing of people at risk of abuse, and is everybody's responsibility.

3.2. This policy relates to all children and adults who become known to the organisation through the course of our work and who may be at risk of abuse.

3.3. Assessing whether children or adults are experiencing abuse is the responsibility of professionals within the local authority. The role of Melbourn Parish Council is therefore not to assess whether abuse has taken place, but to safeguard by informing the local authority if information becomes known to us that could indicate that abuse **may** have taken place, or that a child or adult may be at risk of abuse.

3.4. For the purpose of this policy, a child is defined as a person under the age of 18 and an adult is defined as a person aged 18 years or over.

3.5. For the purpose of this policy an adult at risk of abuse is defined as "someone who has care and support needs and is therefore unable to protect themselves from either the risk of, or the experience of, abuse or neglect".

## 4. Responsibilities

### 4.1. Parish Councillors

All Parish Councillors have the responsibility of dealing with any incidents or concerns that arise. **Claire Littlewood** is nominated as the Safeguarding Officer and if not available for discussion, the Chair of the HR Panel, Council Chair or Vice Chair can be contacted. The Safeguarding Officer will ensure that their training is kept up to date. As appropriate the Safeguarding Officer will consult with and refer matters to the HR Panel.

### 4.2 Workers (Paid Employees)

All workers have a duty to promote the welfare of children and adults at risk. It is everybody's responsibility to report any incidents or concerns relating to safeguarding immediately to the Safeguarding Officer.

### 4.3. Workers (Volunteers, contractors or members of the public co-opted to assist the Melbourn Parish Council)

All those defined in 4.2 and 4.3 have the same duty to promote the welfare of children and adults at risk. It is every volunteer's responsibility to report any incidents or concerns relating to safeguarding immediately to the Safeguarding Officer.

## 5. Information

5.1. All workers will be informed on induction and reminded on an annual basis of their responsibility to be vigilant and to report any concerns to the safeguarding officer.

5.2. The Safeguarding Officer should complete training on safeguarding children and adults once every 2 years.

## 6. Safeguarding within the context of Melbourn Parish Council Activities

6.1. The majority of contact with service-users is done either in the context of public meetings or through visits to the Parish Council office for advice. The Timebank Coordinator holds off-site social meetings and also arranges Timebank member exchanges. Two references are taken up for each Timebank member prior to joining. The Timebank Coordinator has regular face to face contact with members. Warden staff members also come into contact with the general public across the parish estate.

6.2. Melbourn Parish Council also have a responsibility to ensure contractors adhere to this policy and take steps to intervene as appropriate.

6.3. Melbourn Parish Council workers do not fall within the legally defined eligibility criteria for requesting Enhanced Disclosure and Barring Service (DBS) checks (as outlined in the [DBS eligibility guidance](#)). The Council does not, therefore, request Enhanced DBS disclosures for workers.

6.4 In cases where contact is off site and safeguarding principle should be applied, paid workers or volunteers should not enter the home of any person, even when there is no suggestion of risk to that person, unless a second colleague is present. 6.5 The Timebank Coordinator (who is DBS checked) may occasionally visit Timebank members in their homes. The Timebank Coordinator is aware of safeguarding principles and will record any concerns and report these without delay to the Safeguarding Officer.

## 7. Confidentiality and information sharing

If a disclosure is made to a worker, or a worker has a concern about the welfare of a child or adult at risk, the worker should follow this procedure in the event of a disclosure or safeguarding concern (Appendix 1). This includes ensuring that the person making a disclosure is aware that the worker may need to share the information, and cannot promise to keep it secret.

Information should only be shared on a strictly need-to-know basis with the HR panel, Council Chair and the Safeguarding Officer.

The Safeguarding Officer can seek support in the case of children via the Cambridgeshire Multi-Agency Safeguarding Hub (MASH) 0345 045 5203 (day) 01733 234 724 (out of hours) and accessed via the link <https://www.cambridgeshire.gov.uk/residents/children-and-families/parenting-and-family>.

## 8. Record keeping

In the event of a disclosure or safeguarding concern, an incident/concern form must be raised by the person who receives the information as soon as possible, and always on the same day.

These records must be stored securely, in a locked drawer or password protected file, indefinitely.

### Document Approval:

**Chair of Melbourn Parish Council**

### Date of Parish Council meeting:

*Review Policy: Every 12 months*

## **Appendix 1. Procedure in the event of a disclosure or safeguarding concern**

It is important that children, young people and adults at risk are protected from abuse. All complaints, allegations or suspicions must be taken seriously, including those received anonymously. This procedure must be followed whenever a disclosure of abuse is made or when there is a suspicion of abuse.

### **1. In the event of a disclosure**

- Reassure the person concerned.
- Listen to what they are saying.
- Record what you have been told/witnessed as soon as possible.
- Remain calm and do not show shock or disbelief.
- Tell them that the information will be treated seriously.
- Do not start to investigate or ask detailed or probing questions. Only ask questions to clarify the basic facts of what they are already telling you. Do not promise to keep it a secret.

### **2. Make sure the individual is safe**

If the person is in immediate danger, the police or ambulance must be called straight away on 999. Ensure prompt action is taken to minimise the risk of harm from any further abuse, maltreatment or neglect. This is particularly important if:

- the person remains in or is about to return to the place where the alleged abuse occurred;
- the alleged abuser is likely to have access to the person or others who might be at risk.

### **3. Record the information**

Make a full record of the disclosure, allegation or incident as soon as possible and at the latest within one working day and ensure it is recorded in the speaker's words. Refer to Appendix 2 'Concern Form'.

### **4. Report to the Safeguarding Officer**

Report the disclosure or concern immediately or as soon as possible within one working day. In the first instance this may need to be done verbally but a concern/incident form should also be completed.

### **5. Dealing with allegations made against a worker or Councillor**

Anyone wishing to make an allegation about a Parish Council worker or a Parish Councillor, either in relation to any suspicion, allegation or incident of abuse or non-adherence to these procedures should report the concern to the Chair of the HR Panel or the Chair of the Parish Council; or the police if no other options exist.

## Appendix 2

# MELBOURN PARISH COUNCIL INCIDENT / CONCERN FORM

Name of person completing this form:	
Date and time of incident:	
Incident/concern (who, what, where):	
Any other information (witnesses, action taken):	
Signature and role of person filling in form:	
Action taken by Safeguarding Officer:	

**PROCEDURE:      Income and Receipts Handling**

- PURPOSE:**            To Define the Policy and Procedure for recording and handling income and receipts
- SCOPE:**              Income due to Melbourn Parish Council (MPC) for services and goods supplied. Applies to all Parish Office employees (Clerk, Assistant Clerk and Responsible Financial Officer).
- POLICY:**              This policy is intended to provide guidance to Parish Office employees of the steps to take, and the controls in place to ensure that income and receipts are properly managed and recorded in the financial records.
- RESPONSIBILITES:** It is the responsibility of all Parish Office employees to ensure that invoices are raised for goods and services provided by MPC and to properly handle any receipts. It is the responsibility of the Responsible Financial Officer (RFO) to ensure that cash and cheques banked agree to the underlying records, to monitor overdue accounts and to inform MPC of any bad debts.

**PROCEDURE:**

**1. Invoices**

- 1.1. Invoices for income will be raised by the Clerk or Assistant Clerk and will be consecutively numbered. (See 'Allotments' below for invoices relating to Allotment Rentals)
- 1.2. MPC will encourage payment via bank transfer wherever possible asking payers to quote a reference to make identification easier (e.g. invoice number).
- 1.3. Invoice details will be entered in Edge Finance by Parish Office staff.

**2. Receipts via bank transfer**

- 2.1. The RFO will review the bank statements for any invoices paid by bank transfer and will record the receipts in Edge Finance.

**3. Cash or cheque receipts**

- 3.1. A consecutively numbered duplicate receipt will be completed by the Parish Office staff member who receives the cash or cheque. The receipt document will record the payment date, customer's name, invoice number, what the payment was for, whether the payment was cash or cheque and the cheque number (if applicable). A copy of the receipt will be issued to the customer and a copy will be placed in the cash tin.
- 3.2. Cash and cheques will be locked in the cash tin which will be kept in a locked cupboard in the Parish Office.

- 3.3. Cash and cheques will be banked regularly by the RFO (at least monthly and more regularly in the period following allotment invoices being issued).
- 3.4. Prior to banking, the RFO will reconcile the amount to be banked to the consecutively numbered duplicate receipts issued. Any discrepancies will be investigated and reported to MPC as appropriate.
- 3.5. Cash counted from the cash tin should be witnessed by another employee if possible.
- 3.6. Cash receipts will be paid into Unity Bank via the Post Office using the cash card provided by Unity Trust Bank. The RFO will keep a cash banking record which shows the breakdown of the cash paid in.
- 3.7. Cheques will be mailed to Unity Bank using the paying in book – cheque details are to be recorded on the counterfoil.
- 3.8. The RFO will record the receipt details in Edge Finance using a reference which shows the type of receipt (cash or cheque), paying in date, and the counterfoil reference number (for cheques).
- 3.9. The RFO will check that the amounts paid into the bank agree to the receipt amount on the bank statement.

#### **4. Overdue Accounts**

- 4.1. The RFO will regularly review unpaid invoices and discuss them with the Clerk or Assistant Clerk who will follow up as necessary.
- 4.2. The RFO will notify MPC of any unpaid balances that cannot be recovered (bad debts) and seek approval to write them off.

#### **5. Allotments**

- 5.1. Invoices will be raised in Edge Allotments by the Clerk or Assistant Clerk and sent to the Allotment Holders.
- 5.2. MPC will encourage payment via bank transfer wherever possible asking payers to quote a reference to make identification easier (e.g. allotment plot number or invoice number).
- 5.3. Payments made by Allotment Holders will follow the applicable bank transfer, cash or cheque receipts procedure above.
- 5.4. The RFO will reconcile the receipts to the supporting paperwork and will update Edge Allotments and Edge Finance.
- 5.5. The RFO will liaise with the Clerk or Assistant Clerk regarding any overdue accounts and they will take action as necessary.

Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council meeting :

*Review every 12 months*

## MELBOURN PARISH COUNCIL

# **POLICY and PROCEDURE:      PROCUREMENT OF GOODS AND SERVICES**

**PURPOSE:** The purpose of this policy is to provide guidance on the factors that will be taken into account when purchasing goods and services. Melbourn Parish Council (the Council) follows the National Association of Local Councils (NALC) Procurement Toolkit published in April 2015 and its own internal Financial Regulations and Standing Orders.

**SCOPE:** This policy aims to give effect to and comply with Section 135 of the Local Government Act 1972 and the Public Contracts Regulations 2015. The Council is guided by the National Association of Local Councils Legal Topic Note 87 (January 2016)

### **1. Introduction**

1.1. Every contract engaged by the Council or person acting on its behalf must comply with this Procurement Policy, the Council's Standing Orders and Financial Regulations.

1.2. The purpose of this policy is to provide guidance on the factors that must be taken into account when purchasing goods and services.

1.3. At the start of any procurement process it is essential that the authorised person leading the procurement project must liaise with the Clerk to clearly identify the need and fully assess the options for meeting those needs. Procurement Checklist (appendix 1).

1.4. A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) for which the Council will provide consideration and or payment.

1.5. The following contracts are exempt from the requirements of these rules:

1.5.1. Contracts relating solely to the disposal or acquisition of land

1.5.2. Employment contracts and temporary staff/independent service providers.

1.6. Officers and Councillors and agents involved in the awarding of a Contract on behalf of the Council must ensure that best value is obtained and is not limited to only the financial consideration.

1.7. Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council where they are satisfied that the exception is justified in special circumstances. Every exception and reason shall be minuted and recorded.

1.8 A councillor is not permitted to issue a verbal order, an official written order or make any contract or commitment on behalf of the Council.

1.9 All quotes must be received by the Clerk.

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### 2. Operational Contracts and Routine Services

2.1. For routine works (including those listed below), the Council may have existing contracts in place for supply of goods and services.

- 2.1.1. Service Engineers
- 2.1.2. General builders
- 2.1.3. Grass and Hedge Cutting contractors/Tree Surgeons.
- 2.1.4. Groundworkers
- 2.1.5. Playground repairs
- 2.1.6. Memorial masons
- 2.1.7. IT support
- 2.1.8. Plumbing and Heating Engineers
- 2.1.9. Vehicle and machinery service engineers
- 2.1.10. Office supplies and other consumables
- 2.1.11. Routine Maintenance
- 2.1.12. Cleaning and general housekeeping

However, for any new expenditure, the Council will seek quotations as set out in its Financial Regulations.

### 3. Procurement Thresholds

#### 3.1. Contracts/Purchases Below £1,000\*

For works and purchases below £1,000, the Clerk or Assistant Clerk shall obtain 2 quotations. Where it is not possible to obtain 2 quotations, this will be brought to the attention of the relevant Committee or full Council.

#### 3.2. Contracts Between £1,000 and £3,000\*

Efforts shall be made to find the best price and quality and the Clerk or Assistant Clerk shall obtain 3 quotations. Where it is not possible to obtain 3 quotations, this will be brought to the attention of the relevant Committee or full Council.

#### 3.3. Contracts Between £3,000 and £25,000\*

The Clerk or Assistant Clerk shall obtain 3 quotations from suitable individuals or organisations.

\*(See Financial Regulations, section 11.h)

#### 3.4. Contracts Above £25,000 (Procedures led by Legislation) as per below:

3.4.1. A public notice must be made setting out the particulars of the contract and inviting persons/companies to apply for the opportunity to tender. This is for a period of at least 10 days.

3.4.2. Every written contract shall specify:

- The work, materials, matters or things to be furnished, had or done:
- The price to be paid, with a statement of discounts or other deductions (if any)
- The time or times within which the contract is to be performed.

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3.4.3 Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

3.4.4 Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic Note 87 regarding the advertising of contracts and the use of the 'contract finder' website.

### **4. Quote/Tender Procurement Process Steps**

4.1. An issue is identified.

4.2. The issue is discussed at the relevant Committee and either the Clerk is instructed, or a Working Party assembled, to investigate the issue and possible solutions.

4.3. Recommendations are brought back to the relevant Committee and a set of specifications are created to send out for quote or tender.

4.4. Indicative quotes are sought and the budget is set.

4.5. Once the budget is approved the specifications agreed at the relevant Committee above can be issued for quotes and tenders.

4.6. Final quote or tender is approved by the relevant Committee.

### **5. Submission of tenders Procedure for Contracts above £25,000**

5.1. The invitation to tender shall state the general nature of the intended contract. Where appropriate, the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

5.2. The invitations shall set out the procedure for submission of tenders (see state that tenders must be addressed to the Clerk only at the council office address and no quotes or tenders can be submitted directly to Councillors).

5.3. Each tendering firm shall be given clear instructions on how tenders must be submitted and the prescribed date for opening tenders for the contract.

5.4. The tenders are commercially sensitive and shall be kept in the custody of the Clerk until the time and date specified for their opening.

5.5. Tenders shall be opened by the Clerk or Assistant Clerk and in the presence of at least one councillor.

### **6. Acceptance of Quotations and Tenders**

6.1. Tenders should be scored against a predetermined weighted list of requirements agreed by the Working Party/Committee as part of the procurement process before tenders are received. The basis of this exercise shall be explained in any invitation to tender documentation. Any omission or question raised by the Council or the contractor will be made available to all the tenderers.

6.2 No negotiation on contracts whose value is more than £25,000 can take place without

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reference to the Chair of the Council and Chair of Finance and Good Governance Committee. Any negotiations which would distort competition is expressly forbidden.

### **7. Signing and Sealing of Contracts**

7.1. Every successful quotation/tender shall be accepted in writing (including email), by the Clerk.

### **8. Nominated Sub-Contractors and Suppliers**

8.1. Where the Council contracts with a sub-contractor or supplier to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

### **9. Contracts Record**

9.1. A record of all contracts over £25,000 placed by the Council shall be recorded and filed in the Council offices.

9.2. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period.

9.3. It is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained and filed.

### **10. Prompt Payment of Invoices**

10.1. The Council understands the importance of paying suppliers promptly and will always pay within the terms of payment agreed. All payments are to be made by Bank Transfer within the Council's Bank terms and conditions.

### **11. Contract Management**

11.1. For each contract, an assessment of project management requirements and provision must be made. Project management must be performed as appropriate to the work being undertaken and for projects over £25,000 should be performed by suitably qualified personnel.

### **12. Contract Variations**

10.1 Any necessary instructions to vary a contract shall be made in writing by the Clerk or persons responsible for supervising the contract.

10.2 Where a variation occurs during the currency of the contract that is material and cannot be met from within the original contract sum an immediate report shall be made to the Council who shall decide what further action is necessary.

### **13. Termination of contracts**

13.1. The Council reserves the right to terminate any contract immediately for breach of contract or other valid reason(s).

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# MELBOURN PARISH COUNCIL

**Table 1**

Contract Value (net of VAT) and Level of Legal Requirements

• Up to £25,000:	requirements as per the Council's Standing Orders and Financial Regulations
• Over £25,000:	use of the Contract Finder website and other light touch rules in the Public Contracts Regulations 2015 ("the 2015 Regulations")
• Over £181,303:	Include other detailed and complex requirements in the 2015 Regulations.

**Document Approval:**

(Chair to Melbourn Parish Council)

**Date of Parish Council Meeting:**

*Review Policy: Annual*

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# MELBOURN PARISH COUNCIL

## APPENDIX 1

### PROCUREMENT CHECKLIST

This checklist provides a summary of the processes required to buy goods and services and embark on capital contracts.

It must be used in conjunction with Standing Orders, Financial Regulations, our financial procedures and best practice.

**Estimated contract value threshold and procedure to follow (see section 11 - Financial Regulations):**

#### **Contracts/Purchases Below £5,000**

For goods and services below £5,000, every opportunity will be sought to find the best price and quality. See section 4 of our Financial Regulations for guidance budgetary control and authority to spend. Best practice recommends two quotations - **follow pre tender stage of this checklist**

#### **Contracts between £5,000 and £25,000**

Efforts should be made to seek quotations from at least three suitable suppliers – **follow pre tender and tender stage of this checklist**

**Contracts above £25,000** (Procedures led by Legislation – Opportunities to be advertised on Contracts Finder website) - **follow all points on this checklist**

#### **WHAT TO CONSIDER AT THE PRE TENDER STAGE**

- This is our residents' money
- What do we want to achieve?
- What happens if we do nothing?
- Is this planned expenditure / budgeted for?
- Is it a priority?
- Is there a timeline for this project/expenditure?
- Who have we consulted? Maintenance Committee, staff, members of the public?
- Consultation – engagement, feedback, who will benefit?
- Consider all related costs and resources required now and in the future.
- What do standing orders and financial regulations say we have to do?

#### **TENDER STAGE – Lawful, Fair, Open, No Discrimination**

- After Approval In Principle
- Refer to and FOLLOW Council Standing Orders (Section 18 – Financial Controls and Procurement)
- Financial Regulations (Sections 10,11 and 12)
- Establish a plan and identify who is responsible to oversee
- How long will it take to complete the project?
- What is the Specification & Evaluation Criteria – what is critical / important
  - How will we measure bids
  - No hidden criteria and no changes
  - Ask for References/Investigate other projects
- Estimated Value of Contract – What is legally required for this value?

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- Advertise
- Consult other Parishes and Councils, if appropriate.
- How will the contract be managed – project manager/MPC Maintenance Committee/Clerk?
- Contracts Finder Portal – see [www.gov.uk/contracts-finder](http://www.gov.uk/contracts-finder).

### **ACTION : INVITATION TO TENDER**

#### **EVALUATING TENDERS – Commercially Sensitive, Fair, Consider Professional Advice**

- Receiving Tenders – (see Standing Orders s.18d)
- Decide who can evaluate tenders – [Maintenance Committee/full Council]
- Use a scoring matrix
- Be prepared to answer questions from suppliers/contractors
- Ensure all contractors / suppliers are sent the same information
- Do not share any added value options provided by a supplier/contractor
- DO NOT introduce any additional criteria – illegal
- DO NOT accept any late tenders
- Always give feedback on unsuccessful tenders

### **AWARD CONTRACT**

#### **CONTRACT MANAGEMENT**

- Identify who will be involved in overseeing the procurement process
- Who will monitor and how to measure success of the contract?
- Make sure the Council and the Contractor understand who is responsible for what;
  - Agree a delivery plan – dates, outcomes and responsibilities
  - Agree a review and end date
  - Set a timetable for regular meetings
  - Agree the criteria for monitoring contract
  - Agree a process for resolving disputes - penalties
  - Understand what triggers payment
  - Sign the Contract
  - Make payment

#### **REVIEW AND EVALUATE - ONGOING**

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## MELBOURN PARISH COUNCIL

### POLICY AND PROCEDURE: INVESTMENT STRATEGY

### Introduction

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

### Definition of an Investment

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

### Contribution of MPC's Investments

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

### Investment Policy

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

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

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

#### *Financial Investments*

- Specified Investments - these are made in sterling, for twelve months or less and are with a 'high quality' body or investment scheme or with the UK Government or another Local Authority. MPC will mainly make this type of investment. We consider UK banks and building societies that are protected by the Financial Services Compensation Scheme and investment schemes rated 'A' or above by a credit rating agency (*note 3*) to be 'high quality'.
- Loans – MPC will not make loans.

- Non-specified investments – these investments are not loans and do not meet the Specified Investment criteria e.g. investments over twelve months, stocks and shares. They are potentially riskier but may offer higher yields. MPC will only make investments over one year if we are satisfied that enough funds remain available for expenditure when needed. We will only make non-specified investments in sterling, with a ‘high quality’ body or scheme or with the UK Government. MPC will not invest directly in shares as these are considered too risky.

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

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

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

#### Liquidity

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

### **Capacity and Skills**

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

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

### **Financial Regulations**

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

### **Review Date**

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

**Notes:**

1. The Government has issued Guidance on Local Government Investments (s16, Local Government Act 2003) which has statutory force and is mandatory where investments of a Parish Council are or are expected to exceed £100,000 at any point in a financial year.
2. Parish Councils have the power to invest for any purpose relevant to their functions under any enactment, or for the purposes of the prudent management of their financial affairs (s17, Local Government Act 2003)
3. A Credit Rating Agency is one of the following three companies:
  - Standard and Poor's
  - Moody's Investors Service Ltd; and
  - Fitch Ratings Ltd

## 2022-23 Investment Plan

### Temporary Surplus Funds Available

MPC is forecast to have at least £334,000 temporary surplus funds available during 2022/23 (see table):

Source	Forecast Balance at 01/04/22	Maximum investment term	Comments
<b>General Reserve</b>	£150,000-£170,000	3 months	Easy access required in case of emergency need
<b>Asset Management Reserve</b>	£72,000	£10k: instant access £62,000: 3m-1 yr	£10k anticipated for projects in 2022/23 – needs to be accessible
<b>s106 Reserve (unallocated funds only)</b>	£112,000 (note: further funds may be received in 2022/23)	3 months (potentially 1 yr if no further projects anticipated this year)	Balance excludes funds that have already been allocated or are anticipated to be allocated to projects in 2022/23 e.g. playground, skate park

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

### Economic Climate

Following a period of interest rates being at a historic low, recent inflationary pressures have resulted in three increases to the Bank of England base rate. This was raised to 0.75% in March 2022. Interest rates may increase further in 2022/23 due to continued inflation..

### Current position – 16th Mar 2022

MPC has £240,691 invested in four accounts – see breakdown below.

## Review of existing investment performance:

Institution	Product	Current Investment	Notice Period	Yield (at 16 Mar 2022)	FSCS Yes/No	Credit Rating
CCLA	Public Sector Deposit Fund* (money market fund)	£25,000	On demand	0.412%	n/a	AAAmf (Fitches) Unchanged
Nationwide	45 day Members Business Saver deposit account	£100,691	45 days	0.35%	Y	AA3 (Moody's) Unchanged
HTB	45 day Business Notice	£85,000	45 days	0.5%	Y	-
Charity Bank	1 yr ethical fixed rate	£30,000	Matures 26/08/22	0.47%	Y	-

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

## Investment Options for 2022/23

A review of available investments, open to Parish Councils, which meet MPC's Investment Strategy requirements was undertaken (see Appendix 1 below ). There are more options available than in 2021/22. Higher yields can be achieved on longer term investments although they remain modest.

Potential Investments currently offering the best yields are:

Institution	Product	Minimum Investment	Notice Period	Yield (at Feb 2021) Fixed/Variable	FSCS Yes/No	Credit Rating
Charity Bank	Ethical Easy Access	£10,000	On demand (max £125,000)	0.35% V for bals > £10k	Y	-
Charity Bank	Ethical 40 day notice	£25,000	40 days	0.35% V	Y	-
Cambridge & Counties Bank	95 day business notice	£10,000	95 days	0.85% V	Y	-
Charity Bank	1 yr ethical fixed rate	£10,000	Matures 1 yr	1.25% F	Y	-

## Proposal 2022/23

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

MPC currently has £240,691 invested. The estimated available fund for 2022/23 is c£335,000 (exact figures will be known at financial year end).

### **Investment Plan Recommended for 2022/23:**

MPC's existing investment accounts offer relatively good yields compared to the best new offerings. Although Cambridge & Counties Bank is offering 0.85% (95 day notice), the additional return is not currently thought to justify the extra administrative burden of opening and running another bank account, or the longer notice period involved. It is recommended that the extra funds available are divided between the existing investment accounts and to review the situation again in six months' time. Some balances will exceed the FSCS limit.

CCLA PSDF – this investment is currently performing relatively well. MPC should increase their investment to £45,000.

Nationwide 45 day business saver - this remains one of the best returns currently available with under three months' notice. MPC should increase their investment to £115,000.

Hampshire Trust Bank 45 day notice deposit – this offers the best yield currently available with under three months' notice. MPC should increase their investment to £135,000

Charity Bank 1yr ethical fixed rate – MPC is tied into the existing bond until maturity in Aug 2022. Better rates can now be obtained on one-year bonds from the same provider. On maturity MPC should reinvest the funds for another year if the offer is still competitive and increase the investment by £10,000.

Total invested = £335,000

Liquidity breakdown of suggested investments:

£45,000 = instant notice

£250,000 = 45 day notice

£40,000 = one year maturity

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

### **Document Approval:**

**(Chair to Melbourn Parish Council)**

**Date of Parish Council meeting: 28<sup>th</sup> March 2022**

*Review Policy: Every 12 months*

**Version 1**  
**Review Date: March 2023**

**Appendix 1 Bank and Building Society Deposit Accounts Review Mar 2022**

Brown Text = best returns

Provider	Investment Type	Open to PC's	Access	Minimum Deposit	Interest Rate V variable F fixed	FSCS
<b>Instant Access</b>						
Scottish Widows	Deposit	Y	Instant	£500	0.1% V	Y
Cambridge Building Society	Council Saver	Y	Instant – max 2 x per mnth. Deposits and withdrawals by cheque only	£1,000	0.2% V	Y
Charity Bank	Ethical Easy Access Account	Y	Instant (max w/drawal £125,000)	£10,000	0.35% V (if bal >£10,000) otherwise 0.1%	Y
Unity Trust	Instant Access	Y	Instant	None	0.25% V	Y
<b>Notice Accounts</b>						
Charity Bank	Ethical 40 day notice Business	Y	40 days	£25,000	0.35% V	
Cambridge & Counties Bank	95 day business notice	Y	95 days	£10,000	0.85%V	Y
Hampshire Trust Bank	Business Notice account	Y	95 days	£5,000	0.75% V	Y
Charity Bank	Ethical 100 day Business Notice	Y	100 days	£25,000	0.75% V (on bals > £25k)	
Hampshire Trust Bank	Business Notice account	Y	120 days	£5,000	0.85% V	Y

**Version 1**  
**Review Date: March 2023**

Hampshire Trust Bank	1 yr business bond	Y	1 yr fixed term	£5,000	1.0% F	Y
Charity Bank	1 yr ethical fixed rate	Y	1 yr fixed term	£10,000	1.25% F	Y
CCLA	Local Authorities Property Fund	Y	3 mths notice to sell shares. <b>Investment intended for long-term returns 5 yr +</b>	£25,000 (min subsequent inv £10,000)	Dividend 3.46% Capital 3.03% (Dec 2021)	N
<b><u>Others – considered but not currently suitable</u></b>						
Virgin Money	All savings accounts	N				Y
Aldermore Bank	All savings accounts	N				Y
Metro	Needs to be opened at a branch - Cambridge	?	35-95day		0.1-0.3% V	Y
TSB	Need TSB current a/c	?				Y
Cynergy	All business savings accounts withdrawn. Current a/c only					Y

**Version 1**  
**Review Date: March 2023**

HSBC	Business money manager	? Need to apply in person at branch	Instant	None	0.03% V	Y
Barclays	Need Barclays current a/c	?				Y
Lloyds		N				Y
Natwest	Need to open in person					Y
Co-op	All savings accounts	Need a current a/c with Co-op	Instant to 95 days	None	0.03-0.12% V	Y
Starling Bank	All accounts	N	Do not seem to offer deposit accounts			
Santander	Business Everyday	N	Instant	£1	0.01% V	Y
Santander	Business Reward	N	Instant but interest reduced if make withdrawals	£1	0.05% V max – if make no withdrawals, otherwise 0.01%	Y
Santander	Fixed rate business bond	N Also existing customers only	1 yr fixed term	£5,000	0.3% F	Y
Clydesdale Bank (Virgin Money)	Business Access Savings account	N	Instant	£1	0.5%	Y
Clydesdale Bank (Virgin Money)	Business Notice account	N	30 – 120 days		0.4%-0.55%	Y
UK Govt Gilts	Need a stockbroker account	Y	2-30 yr + maturity but can be traded			