

MELBOURN PARISH COUNCIL
(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 November 2019 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Hart, Buxton, Kilmurray, Barnes, Travis, Kent

Absent: None

In attendance: Claire Littlewood, Assistant Clerk, District Cllr Hales, County Cllr van de Ven and approximately 20 members of the public.

PC096/19 To receive and approve apologies for absence

Apologies were received from Cllr Wilson. Acceptable reasons had been given.

It was:

RESOLVED that the apologies be received and approved.

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

PC097/19 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

Cllr Kilmurray declared an interest in items PC102/19b) and PC102/19j) as a director of the Hub Management Group and item PC102/19d) as a member of MADS.

Cllr Travis declared an interest in items PC102/19b and PC102/19j) as a director of the Hub Management Group and item PC102/19c) as Chair of MAYD Committee.

Cllr Hart declared an interest in item PC102/19f) as a friend of the applicant.

Cllr Kent declared an interest in item PC102/19A as a friend of the applicant.

b) To receive written requests for dispensations for disclosable pecuniary interests (if any)

c) To grant any requests for dispensation as appropriate

PC098/19 Chair's Announcements – For information only

Chair reported on discussions with Headteacher of Melbourn Primary School with regard to a speed awareness campaign. Local PCSO has also indicated support. To be discussed further at Parish Council meeting in January.

PC099/19 To approve the minutes of the Parish Council Meeting held on 28 October 2019

It was

RESOLVED that the minutes of the Council meeting held on 28 October 2019 be approved as a correct record and duly signed by the Chair.

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

PC100/19 To report back on the minutes of the Parish Council Meeting 28 October 2019

Assistant Clerk reported back on actions:

PC085/19 – Zero Carbon Grant for MVC : Application submitted on 29 October.

PC092/19c) – Signage at Stockbridge Meadows : Discussed by Maintenance Committee.

Request to be made to County Highways.

PC101/19 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)

A member of the public raised concern with regard to land off Back Lane. Investigation of a application to develop a similar piece of land in Greengage Rise was shared with the Parish Office. Reference was made to SCDC reports supporting a need for more open space in Melbourn. Cllr Kilmurray updated the meeting on options available to the Parish Council. Matter discussed further at PC107/19c).

PC102/19 Community Grant Awards: To consider applications

Chair explained that each application would be initially assessed as to its eligibility. Once determined, the value of the award would be decided.

a) Chiltern Music Therapy

There was no representative in attendance. Concern was raised at the size of the grant applied for, particularly as the group was not yet up and running. Noted that only previous year's accounts were submitted. Noted importance of seeing the project proven before awarding a grant of this size.

Chair called for a proposal to support the grant application. There was no proposer – the application was rejected.

b) Community Support for Dementia

Representatives were in attendance and reported that the group has been meeting for approximately a year with very good attendance.

It was:

RESOLVED to support the application for grant funding from Community Support for Dementia – amount of award to be determined.

Proposed by Cllr Cowley, seconded by Cllr Hart. In favour: Cllrs Kent, Barnes, Buxton, Clark.

Abstain: Cllrs Travis and Kilmurray.

c) Groundwork East

A representative was in attendance. Discussion with regard to lack of storage and possibility of s106 monies being available in future for improvements to the pavilion including additional storage.

It was:

RESOLVED to support the application by Groundwork East for equipment for youth club – amount of award to be determined.

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

It was:

FURTHER RESOLVED to support in principle the application by Groundwork East for funding for a storage shed subject to discussions by MAYD Committee and a full exploration of possible funding from s106 monies.

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

d) Melbourn Amateur Dramatics Society

[Cllr Kilmurray left the room]

A representative was in attendance. Confirmed that MADS had previously received grant funding.

It was:

RESOLVED to support the application by MADS for equipment – amount of award to be determined.

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

[Cllr Kilmurray re-joined the meeting]

e) Melbourn Community Library

A representative was in attendance. Noted that Cambridgeshire Libraries no longer supply books and Melbourn relies on donations etc for books. Library is well used.

It was:

RESOLVED to support the application by Melbourn Community Library for funding for books – amount of award to be determined.

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

f) Melbourn Dynamos

A representative was in attendance. Noted that additional training and appropriate kit for managers is essential to retain Charter Standard status. 206 players currently playing youth football. 100 playing senior and disability football. Surplus in accounts is money raised and ring-fenced for community astro pitch.

It was:

RESOLVED to support the application by Melbourn Dynamos for funding to training and kit for 8 new volunteer managers – amount of award to be determined.

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

g) Melbourn Playgroup & Out of Hours School Club CIO

Representatives were in attendance. Funding is required for waterproof all-in-ones for children to play outside in wet weather. A member queried the level of reserves and a representative explained that current reserves are 6 months operating costs.

It was:

RESOLVED to support the application by Melbourn Playgroup & Out of Hours School Club CIO for funding to purchase waterproof gear – amount of award to be determined.

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

h) Melbourn Squash Club

A representative was in attendance who confirmed that currently professional coaching is only provided on an ad hoc basis. Club wish to recruit more young members - currently 90 members all over 21 years of age. A member noted possibility of exploring links with MAYD to engage young people.

It was:

RESOLVED to support the application by Melbourn Squash Club for funding to provide coaching for members – amount of award to be determined.

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

i) Royston & District Community Transport

A representative was in attendance – confirmed that RDCT apply for funding for various other sources. Noted that availability of volunteer drivers has reduced and the organisation is having to employ drivers in this area.

It was:

RESOLVED to support the application by Royston & District Community Transport for grant funding towards administration and running costs – amount of award to be determined.

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

A member asked for the minutes to reflect that RDCT rely on volunteer drivers. **ACTION:** Assistant Clerk to include information on Parish Council facebook page and website.

j) Relate

A representative was in attendance. A member noted an increase in number of sessions available to the community.

It was:

RESOLVED to support the application by Relate for grant funding to continue to provide their services to the community – amount of award to be determined.

Proposed by Cllr Barnes, seconded by Cllr Hart. In favour: Cllrs Cowley, Kent, Buxton, Clark.

Abstain: Cllrs Travis and Kilmurray.

PC102/19 Community Grant Awards: To consider applications

Chair noted that grant applications were oversubscribed. Each application would be considered to determine the award to be made.

a) Chiltern Music Therapy

Application rejected.

b) Community Support for Dementia

It was:

RESOLVED under the powers granted by Local Government Act 1972, s137 to award community grant funding in the sum of £4,491.32 to Community Support for Dementia.

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

c) Groundwork East

It was:

RESOLVED under the powers granted by Local Government (Miscellaneous Provisions) Act 1976, s19 to award community grant funding in the sum of £1,269.83 to Groundwork East subject to a meeting of the MAYD Committee and Groundwork East.

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

d) Melbourn Amateur Dramatics Society

It was:

RESOLVED under the powers granted by Local Government (Miscellaneous Provisions) Act 1976, s19 to award community grant funding in the sum of £490 to MADS

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

e) Melbourn Community Library

It was:

RESOLVED under the powers granted by Local Government (Miscellaneous Provisions) Act 1976, s19 to award community grant funding in the sum of £500 to Melbourn Community Library

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

f) Melbourn Dynamos

It was:

RESOLVED under the powers granted by Local Government (Miscellaneous Provisions) Act 1976, s19 to award community grant funding in the sum of £2,000 to Melbourn Dynamos

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

g) Melbourn Playgroup & Out of Hours School Club CIO

It was:

RESOLVED under the powers granted by Local Government (Miscellaneous Provisions) Act 1976, s19 to award community grant funding in the sum of £399 to Melbourn Playgroup & Out of Hours School Club CIO

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

h) Melbourn Squash Club

It was:

RESOLVED under the powers granted by Local Government (Miscellaneous Provisions) Act 1976, s19 to award community grant funding in the sum of £750 to Melbourn Squash Club

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

i) Royston & District Community Transport

It was:

RESOLVED under the powers granted by Local Government and Rating Act 1997, s26 to award community grant funding in the sum of £1,000 to Royston & District Community Transport

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

j) Relate

It was:

RESOLVED under the powers granted by Local Government Act, 1972, s142(2A) to award community grant funding in the sum of £1,100 to Relate

Proposed by Cllr Barnes, seconded by Cllr Hart. In favour: Cllrs, Buxton, Cowley, Kent, Clark. Abstain: Cllrs Travis and Kilmurray.

A number of members of the public left the meeting

PC103/19 To consider a combined report from District and County Councillors for Melbourn

County Cllr van de Ven reported on:

- Meeting with residents of Beechwood Avenue. Road to be resurfaced and re-lined next year. A member queried if Back Lane could be included in surface dressing.
- Proposed greenway has received a good response – awaiting formal outcome. A member queried if there is a possibility of surface dressing the High Street (Water Lane to A10) if the greenway goes ahead.
- Maintenance of cycle path from Melbourn. Hopeful of renewing grant currently received from Astra Zeneca towards maintenance. Justin Wilmott also assisting with maintenance.

District Cllr Hales reported:

- Countryside Homes appeal. Decision expected by end of January 2020.
- GoCold site traffic danger is of concern

PC104/19 To receive the Clerk's report

There was no report

PC105/19 Melbourn Timebank: To receive a progress update and any requests for expenditure of Timebank Income

The report was received.

It was:

RESOLVED that the Timebank Coordinator can spend £16.99 plus £0.49 delivery on board games for games nights.

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

PC106/19 Finance Matters:

- a) To receive and consider the monthly finance report

It was:

RESOLVED to receive the report:

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

- b) **To receive and consider the approvals list for November 2019**

Chair clarified the reason behind expenditure to Bishop of Ely's Registry. A member noted that the Church is All Saints, not St Mary's as noted on the approvals list. **ACTION:** Assistant Clerk to request RFO to correct this.

It was:

RESOLVED to approve the payments on the approvals list.

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

- c) **To consider producing an approved signatory list for financial matters**

It was:

RESOLVED to produce an approved signatory list for financial matters.

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

[20:55 Cllr Buxton left the meeting]

- d) **To consider approving payment for Celebrating Ages 2019**

It was:

RESOLVED to support payment of the deposit of £1,200 and to make payment of the balance due once a final invoice is received.

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

- e) **To consider an amended Community Grant Policy**

It was:

RESOLVED to amend the Community Grant Policy by removing reference to s.137 on page 1 of the Policy and the application form.

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

PC107/19 Governance Matters

- a) **To consider the internal auditors' interim report**

It was noted that the RFO had confirmed that there are ringfenced reserves for s106 and solar monies. Also noted that current reserves are at 4 months with a view to bringing the level up to 6 months.

It was:

RESOLVED to receive the internal auditor's report.

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

- b) **To consider budgeting for a speed survey**

Noted that Parish Council had approved £2,500 for Futures Working Party to be precepted for in 2020 (PC090/19b)). Funds are required by January 2020. Futures WP have requested additional £850 for traffic survey.

It was:

RESOLVED to use £2,500 from reserves to be replenished from next year's precept.

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

It was:

FURTHER RESOLVED to use £850 from reserves for the traffic survey and to precept for this amount next year and repay the funds to reserves.

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

c) To consider a report from the Planning Committee on land in Back Lane

Chair of Planning updated the meeting on background: land was originally identified as open space – later rescinded and developer sold the land. Planning application to build 2 x 3 storey houses. Previous application rejected. Parish Council objections to current application have been lodged. Options being considered to acquire the land. Noted that there is a lack of open space in that part of the village. County Cllr van de Ven noted importance of green spaces with regard to the Local Plan. Concern was raised that a decision on the planning application may be made soon but this was felt to be unlikely. **ACTION:** Clerk to contact land valuers to obtain an idea of the value of the land.

It was:

RESOLVED to write to SCDC Planning Department advising that the Parish Council wish to acquire the land due to a severe lack of open space in the village and to refer particularly to the information provided by a resident.

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

ACTION: Clerk to prepare a letter to SCDC Planning Department as per resolution.

[21:30 - County Cllr van de Ven and District Cllr Hales left the meeting]

d) To consider adopting a pre-paid debit card policy

It was:

RESOLVED to adopt the pre-paid debit card policy, the new petty cash regime and the amendment to the financial regulations and reserves policy.

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

e) To consider adopting a new petty cash regime

See PC107/19d) above

f) To consider an amendment to financial regulations and reserves policy

See PC107/19d) above

g) To consider an amended records management policy

To be deferred.

PC108/19 Correspondence: Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

No correspondence to note.

PC109/19 Risk Assessments: To consider any new or updated risk assessments

It was:

RESOLVED to adopt the updated Risk Register.

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

PC110/19 Health & Safety: To consider any updates

Noted that next year work will be carried out on risk assessments for staff in lone working settings. Clerk had confirmed by email that current Public Liability Insurance is at appropriate levels.

PC111/19 HR Matters: To receive and consider any updates from the HR panel

HR Panel reported on:

- Preparation of document looking at dovetailing Clerk and RFO roles for consideration at January meeting
- Mid-term review ongoing

PC112/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

- a) A member requested that the traffic survey to be carried out by Futures Working Party also include the stretch of Orchard Road to Mortlock Street (side entrance to the Primary School). Noted that current traffic calming is ineffective.
- b) A member raised concern about construction traffic blocking the High Street outside the development at 59 High Street. On investigation, a contractor confirmed that the property owner had not applied for safety permits. Planning Enforcement are aware. **ACTION:** Clerk to write to Highways to note concern.

PC113/19 To note date of next meeting: 13 January 2020

21:40 The meeting closed.

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 28 October 2019 in the large upstairs meeting room of Melbourn Community Hub at 7.30pm.

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website, <http://melbournparishcouncil.co.uk> or on request to the Clerk

Present: Cllrs Clark (Chair), Cowley (Vice Chair), Hart, Buxton, Barnes, Wilson, Kent

Absent: None.

In attendance: Mr Simon Crocker – Parish Clerk, Cath Sharman – Timebank co-ordinator, District Cllr Hales, District Cllr Hart, County Cllr van de Ven and Twelve members of the public.

PC080/19 To receive and approve apologies for absence

Apologies were received from Cllrs Travis and Kilmurray, acceptable reasons had been given.

It was:

RESOLVED that the apologies be received and approved

Proposed by Cllr Cowley, seconded by Cllr Buxton – All in favour.

PC081/19 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.

There were no declarations of interest and no requests for dispensation.

PC082/19 Chair's Announcements – For information only.

The Chair made the following announcements:

1. The Chair will be attending a meeting with the Primary School with a view to raising speeding awareness. Any recommendations resulting from the meeting will come to an appropriate meeting for consideration.
2. There has been no response from Melbourn Village College regarding correspondence from the Parish Council re antisocial behaviour

PC083/19 To approve the minutes of the Parish Council Meeting held on 23 September 2019

It was:

RESOLVED that the minutes of the Council meeting held on 23rd September 2019 be approved as a correct record and duly signed by the Chair.

Proposed by Cllr Wilson, seconded by Cllr Buxton – All in favour.

PC084/19 To report back on the minutes of the Parish Council Meeting 23 September 2019

There were no actions to report

PC085/19 Melbourn Village College: To consider entering into partnership with the Village College and supporting an application to South Cambs Zero Carbon fund.

Following the presentation from Melbourn Village College head pupils in September 2019, the Clerk reported that the eligibility criteria for the new South Cambs District Council Zero Carbon grant fund were such that the village college could only apply if doing so in partnership with the Parish Council, who would be the lead partner and submit the application on their behalf.

It was:

RESOLVED that the Parish Council would enter into partnership with Melbourn Village College, and submit an application to the Zero Carbon grant fund on their behalf.

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

- PC086/19 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)

The Chair suspended standing orders to allow public participation

The new committee of Grinnel Hill BMX club were in attendance to discuss a site boundary issue and introduce themselves. The Parish Clerk agreed to send a plan highlighting the site boundary.

Representatives from Melbourn Football club were in attendance to ask about plans to provide an artificial 4g pitch as part of the S106 agreement between Hopkins homes and the local planning authority. The Chair reported that the Parish Council were not involved, and District Cllr Hales reported that the facility was due to be ready by Summer 2020. The Chair further reported that there would be a public meeting next year to discuss the wider issue of how to spend S106 money.

A member of the public queried what efforts the Parish Council had made to attract new applicants to the community grant fund, and queried the perceived absence of minutes and audio recordings on the Parish Council website, as well as the quoracy of recent futures working party meetings.

The Chair thanked those present for their contributions.

The Chair re-imposed standing orders

- PC087/19 To receive the Clerk's Report.**

There was no report this month.

- PC088/19 To consider a combined report from District and County Councillors for Melbourn**

A combined District and County Cllr report was circulated (attached herewith).

The report was ***noted***

- PC089/19 Correspondence:** Parish Clerk to report on any correspondence needing to be brought to the Council's attention (Schedule Herewith)

Two items of correspondence were considered. One from a local landowner adjacent to the BMX club and another from the Cambridgeshire and Peterborough against scams partnership.

Both items were ***noted***.

- PC090/19 Governance Matters:**

- a) **To consider executing an indemnity in respect of an S106 agreement related to the new development at Victoria Heights.**

It was:

RESOLVED to execute the indemnity

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

- b) **To consider a report from the Melbourn Futures Working Party.**

John Regan, member of the futures working party, was in attendance for this item.

An initial brief on a Welcome pack for newcomers to the village was considered. Members expressed thanks to the Assistant Clerk for her work on the project. A request for funding in the next financial year was also considered. Funds to be used on consulting on the emerging local plan and printing and delivering welcome packs.

It was:

RESOLVED to approve the draft welcome pack

Proposed by Cllr Hart, seconded by Cllr Barnes: In Favour – Cllrs, Hart, Barnes, Clark, Cowley, Buxton, Wilson. Abstentions – Cllr Kent.

AND

RESOLVED to allocate £2,500 for consultation and welcome pack delivery in next year's precept

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

PC091/19 Finance Matters:

a) **To consider a report on the current S106 position.**

The Parish Clerk reported that following the execution of the indemnity under agenda item PC090 19 a) All expected S106 income from the development at Victoria Heights was now accounted for. The Chair reported that there would be a public meeting next year to consider how best to spend it.

The report was *noted*

b) **To receive and consider the monthly finance report**

It was:

RESOLVED to receive the monthly finance report

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

c) **To receive and consider the approvals list for October 2019**

It was:

RESOLVED that the monthly transactions list for October 2019 be received and approved.

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

d) **To consider a request to pay insurance for Grinnel Hill BMX club.**

It was:

RESOLVED to pay the insurance premium of £1,434.50 From community grant funds

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

PC092/19 Village Maintenance Matters:

a) **To consider a report from Football clubs on Rabbit damage to sports pitches**

The Parish Clerk reported an increased level of correspondence from local football clubs reporting Rabbit damage to the pitches, leading to potential trip hazards. The Parish Clerk reported that the pests act 1954 placed a duty on the Parish Council to control Rabbits on its land.

It was:

RESOLVED to seek quotes and advice from pest control organisations.

Proposed by Cllr Cowley, seconded by Cllr Wilson – All in favour.

b) **To consider the purchase of an asbestos waste wheelie bin for use at allotments**

The Parish Clerk reported that following the site clearance of asbestos earlier in the year, small fragments were still turning up from time to time, and proposed the purchase of a hazardous waste bin.

It was:

RESOLVED to seek quotes for a bin subject to logistical and legal enquiries

Proposed by Cllr Cowley, seconded by Cllr Buxton – All in favour.

c) **To consider the provision of signage at Stockbridge Meadows**

ACTION: Take to Maintenance Committee

PC093/19 Risk Assessments: To consider any new or updated risk assessments

The Chair of HR reported that work on risk assessments was still ongoing and would be an agenda item at a future Finance & Good governance Committee meeting.

HR Matters: To receive and consider any updates from the HR panel

It was reported Health & Safety issues would be a standing agenda item in the future

PC094/19 Councillors' reports – For information only. To consider items from Councillors – to be added to a future agenda if necessary

The Chair reported requests for agenda items should be sent to the Parish Clerk

PC095/19 To note date of next meeting: 25 November 2019

The Chair closed the meeting at 20:40

MELBOURN PARISH COUNCIL

**Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Chiltern Music Therapy
2.	Name, Address, and Status of Contact	Ellie Chalmers, 5 Chapman Close, Melbourn, Royston, SG8 6AH. Main contact.
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No We are a non profit organisation
5.	Amount of grant requested	£ 3960
6.	For what purpose of project is the grant requested.	To set up a community singing group called Silver Singers, which will be fully inclusive and able to support parishioners who also have any additional needs to join in, as a result of Alzheimer's or Dementia plus their carers or relatives. It aims to bring together everyone through the enjoyable and engaging medium of music and will be run by a qualified Music Therapist
7.	What will be the total cost of the above project?	£ 3960
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
9.	Have you applied for grant for the same project to another organisation?	No

	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Chiltern Music Therapy
11.	Who will benefit from the project?	The group will be open to all parishioners, regardless of health, financial status or social needs. It will aim to connect the community as a whole, reduce isolation for anyone who is lonely, improve positive opportunities for people with Dementia or other age related illnesses and their carers and improve mental health and well-being, and confidence.
12.	Approximately how many of those who will benefit are parishioners?	Up to 25 people could attend the group.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page. Additional sheet attached.

Have you previously received a grant from MPC? Yes/No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report

Signed

.....Date

15.11.2019

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name: Rosie Axon, Managing Director

Organisation: Chiltern Music Therapy

Name:

Organisation

Additional information to support the application of a grant to provide a Silver Singers group in Melbourn.



Why do we want to start this group.

Following the successful pilot and then continuation of a Silver Singers group in Chesham in Buckinghamshire, we would welcome the opportunity to create the same positive opportunities for parishioners in Melbourn. Results from our initial project showed that these sessions can greatly improve a person's emotional well-being and as a result can improve other health-related issues.

It also found for people who live in disadvantaged communities or who are experiencing disadvantage and low self-confidence, the groups helped dissipate feelings of isolation, offering valuable support, raising self-esteem and empowering people to become useful members of the community

As a local resident, I am aware of the need for community cohesion and support to improve opportunities for people to connect, and as a qualified Music Therapist, I am aware of the incredible power that music and singing has to unite people and create a long-lasting and positive impact on well-being.

Below is some more information about the Silver Singers groups which currently run across Buckinghamshire and Leicestershire:

'Silver Singers' – Our Silver Singers groups run in Chesham and Aylesbury in Buckinghamshire and in Measham in Leicestershire and are open to all older adults, including those with age-related illnesses such as Alzheimer's or Dementia. The fun, lively and energetic groups provide a supportive and fully inclusive environment, with no previous musical experience necessary. The choirs aim to connect people through music and singing, and improve the lives of those who are socially isolated in the community.

Results from our initial pilots with this project found the group to be extremely valuable to those attending, with many reporting that they have felt improvements in difficulties, such as anxiety or lack of self-confidence, since attending.

The Buckinghamshire groups were kindly supported by Prevention Matters, an organisation which brings together the County Council, the NHS, the District Councils and the voluntary sector in a joined-up approach to helping people stay independent and active. They also provide support to those who are recovering from an illness, and those who are unable to get out and about.

We hope that the group will:

- Enable parishioners to remain active in their community and enable people to make and keep friendships - by improving not only emotional health and well-being but providing improved outcomes for speech, social interaction, motor skills and cognition and learning. These vital skills can pull together to ensure that someone is able to stay active, and participate in community life.
- By working alongside carers and relatives, we are able to support and train additional people through this group where necessary, to ensure that any positive outcomes seen in sessions can be transferred over to the home and community environment – in the form of take home exercises and home music programmes to further improve well-being.
- We hope that by offering these groups to those people in the community who may be hard to reach because of disability, social circumstance or illness, and improving the health and quality of life for

those people, that Music Therapy will help them to participate more fully in community life and take part in other services and activities that may have previously seemed inaccessible

Qualifications and Expertise of our Music Therapist:

Music Therapists are registered with the Health and Care Professions Council and are fully trained to Masters level in Music Therapy, as required by law. All Music Therapists also hold enhanced DBS disclosures ensuring we can work with any vulnerable adults. They are also all registered with BAMT – The British Association for Music Therapy.

Sustainability

We would aim to request a small donation of around £3.50 per person, per session initially, to help people value the service and also to create additional funds to continue the project past the 24 weeks. We would hope that we have enough participants by the end of the project to enable the group to become self-funding and continue in Melbourn for the long-term future.

Eleanor Chalmers

Music Therapist

15th November 2019

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	COMMUNITY SUPPORT FOR DEMENTIA
2.	Name, Address, and Status of Contact	MRS JAVINA BISVEL 35 THE LAWNS MELBOURN SG8 6BA CHAIRPERSON
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No <input checked="" type="radio"/> Yes
5.	Amount of grant requested	£ 6780.00.
6.	For what purpose of project is the grant requested.	TO PROVIDE RELIEF TO THOSE LIVING WITH DEMENTIA AND THEIR CARERS * SEE ATTACHED SUMMARY
7.	What will be the total cost of the above project?	£ 8268.00.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A.
9.	Have you applied for grant for the same project to another organisation?	NO.

	If so, which organisation and how much?	N/A.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO.
11.	Who will benefit from the project?	PEOPLE LIVING WITH DEMENTIA AND THEIR CARERS.
12.	Approximately how many of those who will benefit are parishioners?	100%.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed.....Date.....

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

Community Support for Dementia

We are making this application for the grant of monies to fund a selection of activities in the community to promote relief and support to those **'living with dementia'** and their carers.

There are over 850,000 people in this country diagnosed as **'living with dementia'**. By 2020 it is estimated it will be over 1 million. Dementia is an umbrella term for a range of diseases that affect the brain and subsequently, memory. The most common being Alzheimer's, Vascular and Frontotemporal Dementia. There is no cure for Dementia. It is terminal.

Our desire and purpose is to provide activities enabling those **'living with dementia'** to be content. Confusion and anxiety are very common ailments of this disease. These activities will include: -

- Dementia Friendly Cafes – at Melbourn Community Hub – one Saturday in every month. Each session will provide entertainment and interaction e.g. singing, arts and crafts, bingo, sensory aids, socialising etc
- Trips to Dementia Friendly Cinema Screenings, Singing Groups and Walking with Dementia groups

We also want to help and educate the personal carers, who are un-paid family members or friends offering 24-hour care to the person **'living with dementia'**. These activities will include: -

- Virtual Dementia Training Sessions
- Dementia Care training
- Information and advice – booklets, fact sheets etc

We have delivered 2 x Virtual Dementia Training experiences, 2 x Dementia Cafes and 1 x Dementia Friendly Session to the community of Melbourn over the last 6 months, with money raised or donated. We have been overwhelmed by the number of people who have attended

- Dementia Friends Session – 60+
- Virtual Dementia Training Experience – 36 at each session and a waiting list for another date
- Dementia Friendly Cafes – 25+ at each session

We have proven the demand and now want to help as much as we can.

People **'living with dementia' (which includes the carers) need our help and support!!**

Community Support for Dementia

Application for Funding re Community Support for Dementia in Melbourn

Total requested as grant funding

£ 6,780.00

Expenditure

Projects with costs

	Frequency per Annum	Costs	Total	Anticipated Income	
Virtual Dementia Bus	2	1080	2160	1020	Costs to user £25 pro - £10 resident
Information leaflets plus delivery	4	220	880	0	£100 - 2500 leaflets + delivery £120
Dementia Friends Cafe	12	160	1920	0	Coffee/Tea + cake provided - Avg cost £4.00
Dementia Cafe Entertainment	12	130	1560	0	Event leader = entertainment 6/6 Avg £80 + £50
Outside Advertising Banners	2	200	400	0	2 Sale type banners advertising event
Facebook advertising costs	12	20	240	0	Monthly Boost of ad approx cost £20 x 12
Postal costs for GP surgeries	200	1.05	210	0	Envelopes + stamp + printing + 1st class stamp. Various GP surgeries x 3
Dementia equipment one off costs	1	600	600	0	This will include a varying array of dementia related equipment
Transportation costs	36	5.5	198	0	We will use RDCT where possible or Fuel paid volunteers £5.50
2 x Blue toilet seats = fitting	2	50	100	0	
New Entrance mat for Hub			0	0	

Other grant Funding Sources					
Donations				0	
Current monies held				0	
				468	

It will be the intention to approach other PC's as new members come from those parishes.
SCDC and CCC will be approached.
None as yet

£ 8,268.00 £ 1,488.00

Community Support for Dementia
Finances 1st January 2019 to 31st October 2019

Monies In

Monies out

Quiz Night	600.00
Netball Tournament	265.00
Quiz Night	245.00

Dementia Café 21.09.19	106.10
Dementia Café 14.10.19	130.16
Dementia Friendly Dog	187.16
Leaflet Drop Melbourn 15.09.19	150.00
Postage Stamps (45 x first class (Dr's surgery)	40.50

1110.00

613.92

Balance

496.08

MINUTES

Community Support for Dementia
13.11.19 9.30am Melbourn Community Hub

In Attendance

Stephanie Trayhurn, Jean Seers, Davina Biswell, Maria Stapleton, Jose Hales, Vicky Deville

Approval of Minutes

Minutes approved from 20.6.19

Constitution was agreed

Finances

Monies received from fund raisers only – current balance: £496.08

Report

- Sam from Margaret House, made contact, congratulating us on the success of the Dementia Cafes and asking if we have set dates for 2020. She would like to join us in creating another leaflet to advertise a) Hub Dementia Café, B) Magic Table at Margaret House C) Rotary Club Memory Cafes. It was collectively agreed that the leaflet should be designed to make it one leaflet showing 3 Dementia Friendly activities. **ACTION: JS/MS**
- DKB to ask Sam how successful the leaflet has been for them – i.e. how many people have attended their Magic Table mornings **ACTION: DKB**
- The activity being delivered by Lea-Ann at the next Dementia café is Magic Trees and Photo quiz. She has requested we bring any old magazines or catalogues for cutting up.
- People are beginning to ask how we are funding the café. DKB suggested contacting local companies to see if they would fund teas and coffees at the next dementia cafes. A donations box will be placed on the tables at the next session to enable people to contribute **ACTION: DKB/JH**
- Steph, Maria and Vicky will each host a table at the DC on the 16th to ensure tea, coffee and cake are offered to those attending
- A register of attendees will be completed at the DC's going forward **ACTION: DKB**
- A leaflet advertising the next DC café on 14th December will be created and given out at the DC on the 16th November - **ACTION: JS/MS**
- A Gmail account is to be created for Community Support for Dementia **ACTION: DKB/ST**
- An application for funding is to be made to MPC, by Friday 15th Nov **ACTION: DKB/SH**
- Forthcoming fundraisers: Ladder Climb Herts Fire Brigade, Quiz Night – Royston Netball Club
- Contact to be made with the Dr' surgery to update them on the success of the DC's and request their help with another leaflet **ACTION: DKB**

Next Meeting

11th December 2019

MINUTES

Community Support for Dementia
20.06.19 2.30pm 35 The Lawns Melbourn

In Attendance

Stephanie Trayhurn, Jean Seers, Davina Biswell, Maria Stapleton, Jose Hales

Approval of Minutes

None to approve – this is our first meeting

Board

Election of officers

Treasurer: Stephanie Trayhurn Proposed: Davina Biswell -Seconded: Maria Stapleton

Secretary: Jean Seers Proposed: Davina Biswell -Seconded: Stephanie Trayhurn

Chairperson: Davina Biswell Proposed: Stephanie Trayhurn -Seconded: Jose Hales

Finances

Monies received from fund raisers only – current balance: £950.00

Report

- Teknis Ltd have agreed to pay for the Virtual Dementia Bus Experience on 22.06.19 - £1090.00
- There is a waiting list of 25 people for another bus experience. Suggested date is 14th September.
- Dates were agreed for Dementia Cafes at the Hub until December 2019. 21st Sept, 14th October, 16th November and 14th December.
- Steph to contact Dementia Champion to ask if they would be prepared to deliver the entertainment
- Davina to contact the Dr's surgery to ask if they would assist us in contacting the people in Melbourn registered with Dementia. It is understood the names will not be shared, but we can provide stamped envelopes with Dementia Cafe leaflet and they can post.

Next Meeting

13th November 2019


Melbourn Community Hub

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Groundwork East
2.	Name, Address, and Status of Contact	Diana Hedley Groundwork East Stockwood Park, Farley Hill, Luton LU1 4BH
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£1269.83
6.	For what purpose of project is the grant requested.	The youth club is active every week and is very well attended. There is limited Storage and the young people would like some new resources to enable them to undertake more activities and have a place to call 'their club', the grant would be used to purchase –

		<p>An Outdoor storage shed/container that is secure and robust – £499.99</p> <p>Resources for the club, such as -</p> <p>Durable Bean bags x 4 - £239.96</p> <p>Switch Games console – £279.99</p> <p>WIFI dongle – £49.99</p> <p>Speaker to play music - £199.99</p>
7.	What will be the total cost of the above project?	£1269.83
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
9.	Have you applied for grant for the same project to another organisation?	No
	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	The young people will benefit from more resources being offered
12.	Approximately how many of those who will benefit are parishioners?	The youth club is open to young people who live in Melbourn, Fowlmere, Foxton, Meldreth and

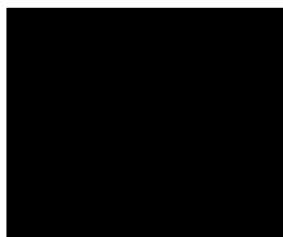
		Shepreth. Around 30-40 people regularly use the club, which is open 1 night a week c70% live in Melbourn
--	--	---

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.



Signed.....

.....Date...14/11/19.....

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

Registered number: 01944186
Charity number: 293141

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

GROUNDWORK EAST
(A Company Limited by Guarantee)

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GROUNDWORK EAST
(A Company Limited by Guarantee)

REFERENCE AND ADMINISTRATIVE DETAILS OF THE COMPANY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2019

Trustees

Neville Reyner CBE, DL, Chairman³
Derrick Ashley
David John Ball²
Phillip Bibby
Rebecca Britton
John Barrington Chevallier Guild
Michael Hamilton MBE²
Michael Master¹
Julie Smith

¹ Premises sub-committee

² Finance & Audit sub-committee

³ Health & Safety sub-committee

Company registered number

01944186

Charity registered number

293141

Registered office

Mill Green, Hatfield, Hertfordshire, AL9 5PE

Company Secretary

Peter Christmas (resigned 3 October 2018)
Michael Wood (appointed 3 October 2018)

Executive Director

Steve Harvey

Independent auditors

Peters Elworthy & Moore, Salisbury House, Station Road, Cambridge, CB1 2LA

Bankers

National Westminster Bank plc, 104 Fore Street, Hertford, Hertfordshire, SG14 1YY

Solicitors

Taylor Vinters LLP, Merlin Place, Milton Road, Cambridge, CB4 0BD

Operations Director

Gill Taylor

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2019

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the audited financial statements of Groundwork East (the company) for the year ended 31 March 2019. The Trustees confirm that the Annual Report and financial statements of the company comply with the current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP), applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic Report and Director's Report) Regulations 2013 is not required.

OBJECTIVES AND ACTIVITIES

Mission

Groundwork is the community charity with a green heart. We want places to look better, streets to be safer and outside areas to be green and beautiful. We want people of all ages to be able to do things together to make the best of where they live. We want to improve job prospects by offering training. We want to show people how they can make their homes more efficient places to run and support businesses to deliver on corporate social responsibility.

We tackle five main social issues, focusing our resources on areas of high deprivation but not exclusively so:

- Social isolation and fragmented communities
- Poor health and well being
- Dependence and limited prospects
- Unsustainable living and working
- Lack of safety and security

We work towards a vision – of a society of sustainable communities which are vibrant, healthy and safe, which respect the local and global environment and where individuals and enterprise prosper.

Creating those sustainable communities means developing initiatives which cut across economics, social issues and the environment. Our work is diverse, but all of it helps to achieve our vision.

Strategies for achieving objectives

The Groundwork approach is to start local, put the right tools in people's hands, engage with everyone who has a stake in a place and address as many issues as possible with the same investment.

We create real change. That means carrying out work locally, regionally and nationally that:

- Builds people's skills and improves job prospects;
- Redesigns our neglected open spaces for twenty first century use;
- Helps people make their own decisions about their area;
- Motivates and develops our young people; and
- Promotes greener ways of living and working.

We know we'll never achieve our vision without working together with passionate individuals, proactive public services and innovative parts of the private sector.

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Activities for achieving objectives

Groundwork East (the Trust) is a member of the national Groundwork Federation. The Federation is coordinated by Groundwork UK. The Trust benefits from the national network through the Federation's ability to build partnerships, fundraise, market Groundwork and manage Groundwork's relationship with central Government.

The national Groundwork Federation aims to achieve the following targets by 2020:

- Mobilising people of all ages to give 1 million hours of their time to social action in their local communities
- Inspiring and supporting 100,000 young people to learn, achieve and develop as more active citizens
- Helping 10,000 people to progress in education, access training or start work
- Providing advice, funding and practical support to 15,000 community groups
- Improving and helping look after 5,000 green spaces
- Helping 150,000 people save money on their bills or stay warm and well in their homes
- Supporting 5,000 businesses to reduce their impact on the environment or increase their commitment to the community

Groundwork East aims to achieve the following targets by 2020:

- Mobilise people of all ages to give 20,000 days of their time to social action in their local communities
- Inspire and support 2,000 young people to learn, achieve and develop as more active citizens
- Help 1,000 people to progress in education, access training or start work
- Provide advice, funding and practical support to 400 community groups
- Improve and help look after 225 green spaces
- Help 500 people save money on their bills or stay warm and well in their homes
- Support 2,000 businesses to reduce their impact on the environment or increase their commitment to the community

In 2018/19 Groundwork East:

- delivered 225 projects (2017/18 152)
- supported people to achieve 104 formal qualifications (2017/18 51)
- helped 1,649 young people to learn and achieve (2017/18 2,845)
- supported young people to achieve 4,230 positive outcomes (2017/18 6,763)
- supported 125 people into education, training or employment (2017/18 93)
- supported 102 community organisations (2017/18 77)
- improved 43 public spaces – which benefitted 66,261 people (2017/18 27 and 25,371)
- improved 134,037 m² of land (2017/18 151,979 m²)
- maintained 120,000 m² of land (2017/18 128,252m²)
- worked with 107 schools (2017/18 82)
- helped 15,797 people to reduce domestic energy use, water use or the amount of waste sent to landfill (2017/18 1,221) and
- supported 268 businesses (2017/18 46).

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Main activities undertaken to further the Charity's purposes for public benefit

Groundwork East operates within the Objects described within the Memorandum and Articles of Association, which outline in detail the type of public benefit sought. Public benefit has been achieved in all thematic areas described within the activity review for the current year. In setting objectives and planning for activities, the Trustees have given due consideration to general guidance published by the Charity Commission relating to public benefit.

Volunteers

During the year the Trust has worked alongside 1,831 volunteers. Many volunteers engage with the Trust through our training programmes and via our work with youth groups. Volunteers assist with the planning and design of projects through local steering groups and continue to be involved with ongoing projects within their area. The Trust is well aware that assisting volunteers to claim ownership of projects helps to develop a sense of community pride and greatly enhances sustainability. A number of volunteers have also assisted the Trust with office and administrative tasks. The Directors would like to record their thanks to the many volunteers who supported / engaged with Trust activities during the year.

ACHIEVEMENTS AND PERFORMANCE

Review of Activities

Groundwork East is a successful, highly regarded and mature Trust which was established in 1985. Every Groundwork Trust is rooted in the area it serves. Each Trust's programmes and services are tailored to the needs of partners and communities in their locality. When all that local activity is added together, it becomes a major national force for change. Groundwork Hertfordshire, Groundwork Luton & Bedfordshire, Groundwork Cambridgeshire & Peterborough, Groundwork Essex, Groundwork Suffolk and Groundwork Norfolk are Groundwork East's locally branded operations in those areas.

The year 2018/19 once again saw the Trust's inspirational team deliver a programme of impactful, high profile projects across its operational area.

Project delivery in detail

Improving peoples prospects

This continues to be an important area of work currently being delivered in Hertfordshire, Bedfordshire, Cambridgeshire and Essex. Programmes include Green Team and Green Skills (and a range of programmes designed to help those furthest from the labour market access local jobs). Support from local authorities, colleges, housing associations and the private sector is ensuring expansion of delivery and ever-improving outcomes for those involved.

Another expanding area of delivery involves working with parents and their young children helping to build family relationships and transferable skills through adventurous outdoor play, food growing and healthy eating initiatives.

The Trust continues to deliver the Central Bedfordshire youth contract (which will be re-tendered during 2019/20) and a growing, associated programme of related activity. This varied programme provides a range of support for each young person dependent on their needs and interests- from 1-2-1 support with personal issues, social skills and wider community engagement | volunteering. Specific programmes are now delivered focusing on LGBTQ+ issues and on the subject of domestic violence.

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Creating better places

This theme of work was again greatly enhanced by the management of the Tesco Bags of Help programme which has delivered a vast number of local environmental improvement projects and which serves to raise Groundwork's profile across the entire Trust operating area.

Excellent support from the John Laing Charitable Trust, across Groundwork East's operating area, continues and demand for Groundwork's expertise in enabling school grounds improvements (often delivered through our training activity) remains buoyant.

The Trust's long-standing partnership with North Herts District Council continues to deliver a range of exciting outside space improvement projects in that area.

The Trust expanded its community engagement activities linked to rivers which included the hugely successful "Yellow Fish" programme working with work with businesses, community groups and schools to reduce the amount of surface water pollution that ends up in local rivers. We were delighted to deliver an expanded programme of activity alongside a range of social housing partners in 2018/19 across the region and believe that this sector represents an area of opportunity for 2019/20 and beyond.

Promoting greener living and working

2018/19 saw the culmination of the substantial three-year European Regional Development Fund funded Business Energy Efficiency (BEE) Anglia programme in Suffolk and Norfolk. The programme is due to conclude in early 2019/20 with a second, smaller value programme having been approved by the Ministry of Housing, Communities and Local Government and due to commence in 2019/20. BEE has so far supported an amazing 802 Suffolk and Norfolk businesses with energy audits, identifying savings of £4,704,861 and 31,897 tCO₂e. 214 grant applications have been made towards projects worth £1,235,055.

The Luton Food Poverty Alliance (led by Groundwork East) continues to attract interested organisations and individuals who want to collaborate in order to alleviate poverty issues. Funding has enabled the Trust to showcase the services available and produce an Action Plan. A new web resource will be created which will signpost to helpful services.

Strategic objectives

The Trust set out the following strategic objectives in its 2018/19 Business Plan- with progress noted in italics:

- To re-shape the Trust's skills and training programmes following a severe budget reduction in national adult education funds for our partner colleges – *during the year contracts with Oaklands College and Cambridge Regional College were maintained at a high level.*
- To exploit opportunities around landscape design and contract management projects – *during the year we built relationships with a number of Housing Associations (following positive intervention from an industry consultant) from which work is starting to bear fruit in 2019/20, although further relationship development is required to maximise impact.*
- To increase and enhance the Trust's delivery around mental health issues – *mental health elements are increasingly becoming embedded in a wide range of the Trust's activities.*
- To replicate and deepen our relationships with developers – *during the year we made some progress, in particular by developing a three-year work programme with Urban & Civic and strengthening our partnership with Anderson Group. We anticipate further opportunities in 2019/20.*
- To replicate and deepen our relationships with utility companies and infrastructure bodies – *during the year we made good progress and have growing partnerships with Anglian Water and Essex Suffolk Water whilst continuing our existing relationships with Thames Water and Affinity Water. The Trust engaged in a group focussing on water industry opportunities with our national Federation. Our working relationship with the Environment Agency is expanding into new geographic areas, a new partnership is underway with UK*

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

- Power Networks and the existing partnership with Highways England continues.*
- To expand the delivery of Sustainable Business Services across our whole operating area and with the Groundwork Trusts in other parts of the country – *during the year we began to work alongside a small number of Groundwork Trusts in liaison with Groundwork UK to conduct market research and construct a national offer.*
 - To assess the viability of replicating the Project Implementation Team's functionality across a wider geography in the east of England – *this objective was not progressed in the year.*
 - To review and refresh the Trust's longer term five-year vision – *a new three-year vision was developed through the Leadership Team, the Staff Consultation Group and the wider staff team. The new vision was approved by the Board in March 2019.*

FINANCIAL REVIEW

Review of financial activities

The result for the year is shown in the statement of financial activities on page 15 as a net income of £122,353, following a net expenditure last year of £72,506.

The Trust receives some of its project funding in the form of grants which are recognised as restricted income in the period in which they are received. When the grant is received in advance of projects progressing this can lead to income being recognised in the period before the project expenditure.

For management purposes the Trust also monitors financial results based on when projects progress. On this basis, the Trust achieved a surplus of £5,217 (2017/18 deficit of £11,438) compared to a break-even business plan target. We consider this to be a satisfactory outcome in a challenging funding climate.

The Trust has reduced expenditure in respect of key management personnel costs, as described in note 11.

Reserves Policy

The Trustees have agreed a reserves policy whereby the charity should aim to hold sufficient reserves, (unrestricted funds not represented by fixed assets or designated funds held to cover future planned expenditure) to meet estimated closure costs. This is currently calculated at £370,135.

Actual total reserves were £786,908, of which £219,216 were restricted reserves not available for the general purposes of the Trust. Of the remaining £567,692 unrestricted reserves, £49,334 has been designated by the Trustees as funds for a new building. The unrestricted general funds were £518,358, of which £47,122 is represented by fixed assets.

The Trust's available reserves were therefore £471,236 which is in line with this policy. The Trust has remained in this stable position in recent years and any small excess or shortage in available reserves has only been short term.

The Board has reviewed the designated funds and is satisfied that they are consistent with the needs of the Trust. This policy is reviewed annually by the Board through the Finance & Audit sub-committee. The designated fund is for a new building, partly reflecting monies received from the John Laing Charitable Trust. Expenditure continues each year as plans for the new building are developed.

GROUNDWORK EAST
(A Company Limited by Guarantee)

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Investment Policy and Performance

The Trustee's policy is to retain any short-term surplus funds, including designated and restricted funds, in interest-bearing bank accounts. The Trust is mindful of the Financial Services Compensation Scheme limit when investing outside of our core banking relationship. Investment performance was satisfactory.

Fundraising

Groundwork East does not engage in public fundraising. During 2018/19 the Trust did not engage any external, professional fundraisers. Projects are funded through formal bids, tenders and contracts. Donations totaled £22,855 in 2018/19 which included a gift in kind of £22,500 by way of waived rent.

Funding sources

The Directors would like to thank the many organisations who have supported the Trust's work during the year.

Groundwork East received funding for projects from Groundwork UK, other charities, local authorities, central government, private sector companies, housing associations, town and parish councils and schools throughout the East of England. We have received funding from the National Lottery, including: The National Lottery Heritage Fund, The National Lottery Community Fund and Local Trust Big Local Funding.

The Directors would also like to thank the following charitable trusts who supported Groundwork East's work during 2018/19:

- Age UK
- The Bailey Thomas Charitable Fund
- Christopher Laing Foundation
- Harpur Trust
- HACRO
- Huntingdon Freemans Charity
- John Laing Charitable Trust
- Letchworth Heritage Foundation
- London Luton Airport Community Fund – via BLCF
- Morrisons Foundation
- Santander Foundation
- Soil Association
- sustain
- Sylvia Adams Trust
- Welwyn Garden City Centenary Foundation
- The Wixamatree Trust

PLANS FOR FUTURE PERIODS

As an organisation delivering in local communities but with regional / national scale and strategic stake-holder links, Groundwork is well placed to further delivery of its charitable mission. In order to respond to future opportunities Groundwork East will be required to change and improve in three ways:

- By improving our ability to evidence the impact of our work on those who are most disadvantaged by demonstrating that our interventions lead to changed behaviours and improved resilience.
- By consolidating our structures and improving our systems so that we maximise the percentage of our income spent on front-line delivery, enhancing our competitiveness, enhancing cash-flow, maximising our development resource and building the scale and specialisms needed to provide high quality services in more communities.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

- By seeking out opportunities to share services, specialisms, systems and procurement around the Groundwork Federation.

The first half of 2018/19 saw a significant amount of Trust recruitment including to a number of senior positions. A new Finance Manager, HR Manager and Development & Fundraising Manager were appointed – all of which have brought considerable experience and skills to the team. In addition, the Trust undertook a re-structure at Operations Manager level reducing from four to two in that role with responsibilities being split between the “west of the east” (i.e. Hertfordshire, Bedfordshire and Cambridgeshire & Peterborough) and the “east of the east” (i.e. Norfolk, Suffolk and Essex).

In 2019/20 the Trust will recruit a new Executive Director following the planned retirement of Steve Harvey at the end of June 2019 after 15 years' service. The Trust has benefitted from a huge amount of senior level consistency since its inception in 1985 with only three Executive Directors having fulfilled that role and the current Operations Director having worked with the Trust since 1986. In addition, the Trust has only had four Chairmen over the last 34 years. The recruitment of an Executive Director will clearly be a significant appointment during 2019/20 and will be accompanied by a continuing emphasis on succession-planning at staff and Board levels.

Summary

2018/19 was another tremendous year for the Trust wherein a very wide range of tailored projects were delivered across Hertfordshire, Bedfordshire, Cambridgeshire, Norfolk, Suffolk and Essex. We would like to thank the Leadership team and staff for their continued enthusiasm, energy, hard work and commitment.

The UK currently faces unprecedented levels of political and economic uncertainty, which makes planning for the future difficult for any organisation with strong links to the public sector and an aim to build more business relationships. Irrespective of the outcome of Brexit processes, the social reality is that, over the next few years, ongoing austerity is likely to drive increased levels of poverty and further reductions in the scope and quality of services and facilities in local communities. This makes Groundwork East's mission to transform lives in the most disadvantaged local areas more pressing, but also makes it more challenging to deliver given a historic reliance on public funding.

2019/20 will see the government undertaking a comprehensive spending review and the commitment to replace lost EU funds with a UK Shared Prosperity Fund is likely to spark a debate about post-Brexit investment. This will inevitably focus on the sustainability of the NHS, how to respond to a possible economic downturn and how to 'bring communities together' in the wake of some of the most divisive political and social commentary for decades. This will be accompanied by government-led campaigns and initiatives on loneliness and 'green action'. Taken together, this context, despite its obvious challenges, provides a platform in 2019/20 for Groundwork East to demonstrate how its approach to supporting voluntary community action can improve health and wellbeing, tackle isolation and promote integration. As an organisation delivering in local communities but with national scale and strategic stakeholder links, Groundwork should be well placed to capitalise on these developments to further delivery of its charitable mission.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Constitution

The company is registered as a charitable company limited by guarantee. The company is constituted under a Memorandum of Association and is a registered charity (number 293141).

Reference and administrative details for the Charity are provided on page 1 of the financial statements.

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Method of Appointment and Election of Trustees

The management of the company is the responsibility of the Trustees who are elected and co-opted under the terms of the Articles of Association. Hertfordshire County Council may appoint up to two Trustees, one of whom shall be an elected member of the County Council. Trustees are recruited by advertisement and contacts with partner organisations.

The Directors, who are also Trustees of the charity, who served during the year, were:

Neville Reyner CBE, DL. Chairman
Derrick Ashley
David John Ball
Philip Bibby (appointed 6 February 2019)
Rebecca Britton
John Barrington Chevallier Guild
Michael Hamilton MBE
Carole Hegley (resigned 15 May 2019)
Michael Master
Stuart Pile (resigned 5 June 2018)
Ralph Sangster (resigned 6 February 2019)
Julie Smith

Trustees serve for a period of three years from the date of their appointment. On expiration of their term of office they will be eligible for reappointment for a further three year term by majority decision of the remaining Trustees. If a Trustee has served two consecutive terms they must retire from office at the end of their second term of office and will only be eligible for reappointment if at least one year has elapsed since their retirement. The Trustees have the power by a 75 per cent majority of those present and entitled to vote at the meeting to extend a Trustee's period of office (and shall in their absolute discretion decide the period of extension) and to waive the requirement for one year to elapse before a Trustee may be eligible for reappointment.

New directors are provided with structured induction training at the Trust offices. Other training needs are identified on an ongoing basis.

Professional Indemnity insurance is purchased at a cost to the charity to protect the charity and its Trustees.

All trustees give of their time freely and no director received remuneration in the year. Details of trustees' expenses are disclosed in note 11 to the accounts.

Organisational Structure and Decision Making

The Directors meet four times per year to review strategy and performance and to set operating plans and budgets. The Finance & Audit sub-committee meets six times per year, the Health, Safety & Environment sub-committee meets four times per year, the Premises sub-committee meets six times per year and the Nominations Committee meets as required. The Finance & Audit sub-committee, Health, Safety & Environment sub-committee, Premises sub-committee and Nominations Committee deal with functions delegated by the Board of Directors.

The day to day running of the Trust is dealt with by the Executive Director, Steve Harvey, and Operations Director, Gill Taylor, who refer to the Board for guidance as and when required.

The Trust operates a salary scale. The pay of all staff is reviewed annually. The Finance & Audit sub-committee agrees the terms of the review on behalf of the Board. The Executive Director's pay is reviewed by the Chairman in liaison with the Finance & Audit sub-committee. The pay of the other members of the Leadership Team

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

(Operations Director, Finance Manager and HR Manager) is agreed by the Finance & Audit sub-committee following recommendations from the Executive Director.

Employees are consulted in a variety of ways through the following structures: a Staff Consultation group, monthly one to one meetings, regular team meetings, an annual staff survey and an annual staff conference. Through these structures, consultation around Trust development and policy changes is undertaken allowing all staff an active role in formulating the Trust's future. The compilation of the Trust business plan is contributed to by a wide range of staff.

Related Party Relationships

Details of related party transactions are given in note 23 in the financial statements.

Risk Management

The Finance & Audit sub-committee reviews a formal risk register at each meeting as a standard agenda item. Risks are scored from 1 to 6 in terms of "probability" and from 1 to 6 in terms of "impact". The two scores are then multiplied to achieve a "priority" score. The Finance & Audit Sub-Committee reviews progress against agreed actions, monitors changes in internal / external circumstances and is vigilant in terms of new risks. The Chairman of the Finance & Audit sub-committee reports any significant risk issues at Board meetings and also facilitates an annual Board session on risk management at which the Board reviews the risks and the mitigating actions and considers whether there are any emerging risks that need to be considered.

Risk assessment of projects takes place under the management of the Operations Director. A formal checklist is used on site for all projects and risk assessments accompany all tenders. Projects considered to be higher risk are referred to the Leadership Team or the Finance and Audit sub-committee / Board under a standing agenda item.

The Health, Safety & Environment sub-committee is chaired by the Chairman of the Trust.

The Executive Director is expected to report to the Board on any significant new or increased risk that falls outside the parameters of these processes. The Board is satisfied that systems are in place to manage the Trust's exposure to risk.

The key risks to the Trust and the actions being taken to mitigate those risks are:

- The impact on project delivery if cash-flow was to become problematic or sustainable long-term surpluses weren't achieved – *cash-flow forecasts are reviewed regularly by the Executive Director / Operations Director and form a standing agenda item for the Finance & Audit sub-committee. Business plans are prepared annually with detailed financial projections for approval by the Board. Monthly management accounts monitor performance against these projections and are reviewed bi-monthly by the Finance & Audit sub-committee.*
- Child protection issues – *procedures are reviewed. Appropriate training is delivered to staff and Board members as required.*
- Unsuitable or unavailable premises impacting upon project delivery and staff morale – *the Trust has designated funds (together with a funding commitment from a charitable Trust) for a new building at Mill Green (Hertfordshire) and is working towards planning permission. The Trust will move into new Cambridgeshire and Suffolk premises during 2019/20.*
- The impact on resources, reputation and staff morale if major programmes are not continued or replaced in 2019/20 due to lack of funding – *the Trust's business planning process for 2019/20 identified the budgetary impact in the event that three existing major programmes were not to be renewed. Two of those programmes have subsequently been continued / extended with the third still under discussion.*

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TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Groundwork Environmental Management (Hertfordshire) Limited

During the year, the Trust's subsidiary company, Groundwork Environmental Management (Hertfordshire) Limited (GEM) did not undertake any projects and is currently dormant. The company did not receive any income during the year (2017/18: £nil).

Trustees' responsibilities statement

The Trustees (who are also directors of Groundwork East for the purposes of company law) are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Disclosure of information to auditors

Each of the persons who are Trustees at the time when this Trustees' Report is approved has confirmed that:

- so far as that Trustee is aware, there is no relevant audit information of which the charitable company's auditors are unaware, and
- that Trustee has taken all the steps that ought to have been taken as a Trustee in order to be aware of any information needed by the charitable company's auditors in connection with preparing their report and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Trustees, on 27 June 2019 and signed on their behalf by:



Neville Reyner CBE, DL, Chairman

GROUNDWORK EAST
(A Company Limited by Guarantee)

INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF GROUNDWORK EAST

Opinion

We have audited the financial statements of Groundwork East (the 'charitable company') for the year ended 31 March 2019 which comprise the Statement of Financial Activities incorporating Income and Expenditure Account, the Balance Sheet, the Statement of Cash Flows and the related notes, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2019 and of its incoming resources and application of resources, including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the United Kingdom, including the Financial Reporting Council's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charitable company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF GROUNDWORK EAST

Other information

The Trustees are responsible for the other information. The other information comprises the information included in the Annual Report, other than the financial statements and our Auditors' Report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinion on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Trustees' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.
- the Trustees' Report has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of our knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the Trustees' Report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of Trustees' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the Trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemptions in preparing the Trustees' Report and from the requirement to prepare a Strategic Report.

Responsibilities of trustees

As explained more fully in the Trustees' Responsibilities Statement, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustees are responsible for assessing the charitable company's ability

GROUNDWORK EAST
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INDEPENDENT AUDITORS' REPORT TO THE MEMBERS OF GROUNDWORK EAST

to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an Auditors' Report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our Auditors' Report.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an Auditors' Report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and its members, as a body, for our audit work, for this report, or for the opinions we have formed.



Judith Coplowe (Senior Statutory Auditor)

for and on behalf of

Peters Elworthy & Moore

Chartered Accountants
Statutory Auditors

Salisbury House
Station Road
Cambridge
CB1 2LA
10 July 2019

GROUNDWORK EAST
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STATEMENT OF FINANCIAL ACTIVITIES
(Incorporating Income and Expenditure Account)
FOR THE YEAR ENDED 31 MARCH 2019

	Note	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
INCOME FROM:					
Donations and legacies	2	-	22,855	22,855	15,339
Investments	3	348	550	898	1,183
Charitable activities	4	1,018,358	1,857,431	2,875,789	3,045,398
Other income	5	-	1,150	1,150	5,750
TOTAL INCOME		1,018,706	1,881,986	2,900,692	3,067,670
EXPENDITURE ON:					
Charitable activities	6,7	989,729	1,788,610	2,778,339	3,140,176
TOTAL EXPENDITURE		989,729	1,788,610	2,778,339	3,140,176
NET INCOME / (EXPENDITURE) BEFORE TRANSFERS					
Transfers between Funds	17	28,977 340	93,376 (340)	122,353 -	(72,506) -
NET INCOME / (EXPENDITURE)		29,317	93,036	122,353	(72,506)
NET MOVEMENT IN FUNDS		29,317	93,036	122,353	(72,506)
RECONCILIATION OF FUNDS:					
Total funds brought forward		189,899	474,656	664,555	737,061
TOTAL FUNDS CARRIED FORWARD		219,216	567,692	786,908	664,555

The notes on pages 18 to 32 form part of these financial statements.

GROUNDWORK EAST
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REGISTERED NUMBER: 01944186

BALANCE SHEET
AS AT 31 MARCH 2019

	Note	£	2019 £	£	2018 £
FIXED ASSETS					
Tangible assets	12		47,122		58,834
Investments	13		100		100
			<u>47,222</u>		<u>58,934</u>
CURRENT ASSETS					
Debtors	14	533,307		768,768	
Cash at bank and in hand		713,098		576,400	
		<u>1,246,405</u>		<u>1,345,168</u>	
CREDITORS: amounts falling due within one year	15	(481,719)		(714,547)	
NET CURRENT ASSETS			<u>764,686</u>		<u>630,621</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>811,908</u>		<u>689,555</u>
Provisions for Liabilities	16		(25,000)		(25,000)
NET ASSETS			<u><u>786,908</u></u>		<u><u>664,555</u></u>
CHARITY FUNDS					
Restricted funds	17		219,216		189,899
Unrestricted funds	17		567,692		474,656
TOTAL FUNDS			<u><u>786,908</u></u>		<u><u>664,555</u></u>

The company's financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved and authorised for issue by the Trustees on 27 June 2019 and signed on their behalf, by:



Neville Reyner CBE, DL, Chairman

The notes on pages 18 to 32 form part of these financial statements.

GROUNDWORK EAST
(A Company Limited by Guarantee)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 MARCH 2019

	Note	2019 £	2018 £
Cash flows from operating activities			
Net cash provided by/(used in) operating activities	19	<u>154,112</u>	<u>(22,250)</u>
Cash flows from investing activities:			
Dividends and interest		898	1,183
Proceeds from the sale of tangible fixed assets		1,150	5,750
Purchase of tangible fixed assets		<u>(19,462)</u>	<u>(52,505)</u>
Net cash used in investing activities		<u>(17,414)</u>	<u>(45,572)</u>
Change in cash and cash equivalents in the year		136,698	(67,822)
Cash and cash equivalents brought forward		<u>576,400</u>	<u>644,222</u>
Cash and cash equivalents carried forward	20	<u><u>713,098</u></u>	<u><u>576,400</u></u>

The notes on pages 18 to 32 form part of these financial statements.

GROUNDWORK EAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES

1.1 BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Groundwork East meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

1.2 COMPANY STATUS

The company is a company limited by guarantee. The members of the company are the Trustees named on page 1. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company.

1.3 FUND ACCOUNTING

General funds are unrestricted funds which are available for use at the discretion of the Trustees in furtherance of the general objectives of the company and which have not been designated for other purposes.

Designated funds comprise unrestricted funds that have been set aside by the Trustees for particular purposes. The aim and use of each designated fund is set out in the notes to the financial statements.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the company for particular purposes. The costs of raising and administering such funds are charged against the specific fund. The aim and use of each restricted fund is set out in the notes to the financial statements.

Investment income, gains and losses are allocated to the appropriate fund.

1.4 GOING CONCERN

The trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Accordingly, the financial statements continue to be prepared on the going concern basis.

GROUNDWORK EAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES (continued)

1.5 INCOME

All income is recognised once the company has entitlement to the income, it is probable that the income will be received and the amount of income receivable can be measured reliably.

For legacies, entitlement is taken as the earlier of the date on which either: the company is aware that probate has been granted, the estate has been finalised and notification has been made by the executor(s) to the Trust that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the company has been notified of the executor's intention to make a distribution. Where legacies have been notified to the company, or the company is aware of the granting of probate, and the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material.

Donated services or facilities are recognised when the company has control over the item, any conditions associated with the donated item have been met, the receipt of economic benefit from the use of the company of the item is probable and that economic benefit can be measured reliably. In accordance with the Charities SORP (FRS 102), general volunteer time is not recognised and refer to the Trustees' Report for more information about their contribution.

On receipt, donated professional services and donated facilities are recognised on the basis of the value of the gift to the company which is the amount the company would have been willing to pay to obtain services or facilities of equivalent economic benefit on the open market; a corresponding amount is then recognised in expenditure in the period of receipt.

Project funding which is received in the form of grants is recognised as restricted income in the period in which it is received.

Project funding which is received in the form of contracts is recognised as unrestricted income. Where contract income has been received but the related services have not been performed by the year end, the balance is carried forward as deferred income.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the company; this is normally upon notification of the interest paid or payable by the Bank.

1.6 EXPENDITURE

Expenditure is recognised once there is a legal or constructive obligation to make payment to a third party, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses including support costs and governance costs are allocated to the applicable expenditure headings.

Support costs are those costs incurred directly in support of expenditure on the objects of the company and include project management. Governance costs are those incurred in connection with administration of the company and compliance with constitutional and statutory requirements.

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NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

1. ACCOUNTING POLICIES (continued)

1.7 TANGIBLE FIXED ASSETS AND DEPRECIATION

All assets costing more than £1,000 are capitalised.

Tangible fixed assets are carried at cost, net of depreciation and any provision for impairment. Depreciation is provided at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Freehold land	-	not depreciated
Temporary building	-	33.3% straight line
Motor vehicles	-	25% straight line
Fixtures & fittings	-	20% straight line
Computer equipment	-	33.3% straight line

1.8 OPERATING LEASES

Rentals under operating leases are charged to the Statement of Financial Activities on a straight line basis over the lease term.

1.9 FINANCIAL INSTRUMENTS

The company only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

1.10 INVESTMENTS

Investment in subsidiaries are valued at cost less provision for impairment.

1.11 DEBTORS

Trade and other debtors are recognised at the settlement amount after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

1.12 CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

1. ACCOUNTING POLICIES (continued)

1.13 LIABILITIES AND PROVISIONS

Liabilities are recognised when there is an obligation at the Balance Sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Liabilities are recognised at the amount that the company anticipates it will pay to settle the debt or the amount it has received as advanced payments for the goods or services it must provide. Provisions are measured at the best estimate of the amounts required to settle the obligation. Where the effect of the time value of money is material, the provision is based on the present value of those amounts, discounted at the pre-tax discount rate that reflects the risks specific to the liability. The unwinding of the discount is recognised within interest payable and similar charges.

1.14 PENSIONS

The company operates a defined contribution pension scheme and the pension charge represents the amounts payable by the company to the fund in respect of the year.

2. INCOME FROM DONATIONS AND LEGACIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Donations	-	22,855	22,855	15,339
Total 2018	-	15,339	15,339	

Donations include a gift in kind of £22,500 (2018 - £15,000) by way of rent waived during the year.

3. INVESTMENT INCOME

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Bank interest	348	550	898	1,183
Total 2018	141	1,042	1,183	

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

4. INCOME FROM CHARITABLE ACTIVITIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Local Authority	538,984	1,085,255	1,624,239	2,127,806
Central Government	66,678	195,172	261,850	163,001
Private Sector	279,808	577,004	856,812	690,278
Big Lottery Fund Grant	8,977	-	8,977	9,580
Landfill Tax Income	123,911	-	123,911	54,733
	<u>1,018,358</u>	<u>1,857,431</u>	<u>2,875,789</u>	<u>3,045,398</u>
Total 2018	<u>405,496</u>	<u>2,639,902</u>	<u>3,045,398</u>	

5. OTHER INCOME

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Profit on disposal of tangible fixed assets	-	1,150	1,150	5,750
	<u>-</u>	<u>1,150</u>	<u>1,150</u>	<u>5,750</u>
Total 2018	<u>-</u>	<u>5,750</u>	<u>5,750</u>	

6. ANALYSIS OF EXPENDITURE ON CHARITABLE ACTIVITIES

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £	Total funds 2018 £
Core projects	881,235	1,788,610	2,669,845	3,111,914
Landfill	108,494	-	108,494	28,262
	<u>989,729</u>	<u>1,788,610</u>	<u>2,778,339</u>	<u>3,140,176</u>
Total	<u>989,729</u>	<u>1,788,610</u>	<u>2,778,339</u>	<u>3,140,176</u>
Total 2018	<u>360,566</u>	<u>2,779,610</u>	<u>3,140,176</u>	

GROUNDWORK EAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

7. ANALYSIS OF EXPENDITURE BY ACTIVITIES

	Activities undertaken directly 2019 £	Support and governance costs 2019 £	Total 2019 £	Total 2018 £
Core projects	1,818,601	851,244	2,669,845	3,111,914
Landfill	108,494	-	108,494	28,262
Total 2019	<u>1,927,095</u>	<u>851,244</u>	<u>2,778,339</u>	<u>3,140,176</u>
Total 2018	<u>2,371,318</u>	<u>768,858</u>	<u>3,140,176</u>	

8. DIRECT COSTS

	Core projects £	Landfill costs £	Total 2019 £	Total 2018 £
Project costs	480,128	108,494	588,622	714,878
Wages and salaries	1,172,807	-	1,172,807	1,434,305
National insurance	82,281	-	82,281	108,403
Pension cost	83,385	-	83,385	112,703
Depreciation	-	-	-	1,029
	<u>1,818,601</u>	<u>108,494</u>	<u>1,927,095</u>	<u>2,371,318</u>
Total 2018	<u>2,343,056</u>	<u>28,262</u>	<u>2,371,318</u>	

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

9. SUPPORT COSTS

	Governance	Other	Total	Total
	£	£	2019	2018
			£	£
Rent and rates	-	78,695	78,695	70,517
Communications	-	15,562	15,562	28,715
IT expenses	-	67,099	67,099	70,910
Training and recruitment	-	29,395	29,395	29,301
Sundries	-	42,539	42,539	50,856
Insurances	-	36,579	36,579	36,227
Motor vehicle costs, mileage and expenses	-	21,951	21,951	11,184
Professional fees	12,100	45,606	57,706	47,678
Board expenses	1,092	-	1,092	1,678
Wages and salaries	15,409	395,937	411,346	342,142
National insurance	1,081	27,778	28,859	37,904
Pension cost	1,096	28,151	29,247	14,888
Depreciation	-	31,174	31,174	26,858
	30,778	820,466	851,244	768,858
Total 2018	44,179	724,679	768,858	

10. NET INCOME/(EXPENDITURE)

This is stated after charging:

	2019	2018
	£	£
Depreciation of tangible fixed assets:		
- owned by the charity	31,174	27,887
Auditors' remuneration - audit	10,572	9,130
Auditors' remuneration - other services	1,528	1,320

GROUNDWORK EAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

11. STAFF COSTS, INCLUDING COST OF KEY MANAGEMENT PERSONNEL AND TRUSTEE EXPENSES

Staff costs were as follows:

	2019 £	2018 £
Wages and salaries	1,584,153	1,776,447
Social security costs	111,140	146,307
Other pension costs	112,632	127,591
	<u>1,807,925</u>	<u>2,050,345</u>

The average number of persons employed by the company during the year was 65 (2018: 70) and the average monthly number of employees during the year expressed as full time equivalents was as follows:

	2019 No.	2018 No.
Direct charitable	54	56
Marketing and communications	1	3
Governance	1	2
	<u>56</u>	<u>61</u>

The number of higher paid employees was:

	2019 No.	2018 No.
In the band £70,001 - £80,000	1	0
In the band £80,001 - £90,000	0	1

In 2018 and 2019, the banding includes salary taken in lieu of pension contributions.

The key management personnel of the charity comprise the Trustees, the Executive Director and Operations Director. No Trustee received any remuneration or benefits in kind from the charity (2018 - £nil). The total employment benefits including employer pension contributions and employer national insurance contributions of key management personnel were £143,463 (2018 - £163,573).

Included in staff costs above are settlement costs totalling £nil (2018 - £14,000) that have been funded out of unrestricted reserves.

During the year 2 (2018 - 2) Trustees received reimbursement of expenses amounting to £369 (2018 - £605).

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

12. TANGIBLE FIXED ASSETS

	Land and buildings £	Motor vehicles £	Furniture, fittings and equipment £	Total £
COST				
At 1 April 2018	138,320	144,291	90,510	373,121
Additions	-	16,700	2,762	19,462
Disposals	-	(14,023)	(14,908)	(28,931)
At 31 March 2019	138,320	146,968	78,364	363,652
DEPRECIATION				
At 1 April 2018	138,320	108,868	67,099	314,287
Charge for the year	-	19,491	11,683	31,174
On disposals	-	(14,023)	(14,908)	(28,931)
At 31 March 2019	138,320	114,336	63,874	316,530
NET BOOK VALUE				
At 31 March 2019	-	32,632	14,490	47,122
At 31 March 2018	-	35,423	23,411	58,834

13. FIXED ASSET INVESTMENTS

	Shares in group undertakings £
MARKET VALUE	
At 1 April 2018 and 31 March 2019	100

SUBSIDIARY UNDERTAKING

The following was a subsidiary undertaking of the company:

Name	Holding
Groundwork Environmental Management (Hertfordshire) Ltd	100%

GROUNDWORK EAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

13. FIXED ASSET INVESTMENTS (continued)

The aggregate of the share capital and reserves as at 31 March 2019 and of the profit or loss for the year ended on that date for the subsidiary undertakings were as follows:

Name	Aggregate of share capital and reserves £	Profit/(loss) £
Groundwork Environmental Management (Hertfordshire) Ltd	100	-

The subsidiary has remained dormant throughout the year.

14. DEBTORS

	2019 £	2018 £
Trade debtors	303,809	382,464
Other debtors and prepayments	51,083	56,684
Accrued income	178,415	329,620
	<u>533,307</u>	<u>768,768</u>

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	73,188	189,271
Other taxation and social security	134,795	144,882
Deferred income	231,959	317,827
Other creditors	1,641	-
Accruals	40,136	62,567
	<u>481,719</u>	<u>714,547</u>

DEFERRED INCOME: PROJECT INCOME

Deferred income at 1 April 2018	317,827
Resources deferred during the year	189,724
Amounts released from previous years	(275,592)
Deferred income at 31 March 2019	<u>231,959</u>

GROUNDWORK EAST
(A Company Limited by Guarantee)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

16. PROVISIONS

	£
At 1 April 2018 and 31 March 2019	25,000

A lease is held by Thames Water Utilities Limited and Groundwork East for the land and premises at Mill Green Sewage Treatment Works. A condition of the lease is that the site must be returned to its original state at the end of the lease remains in place and therefore a provision is in place for the costs of the works required.

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

17. STATEMENT OF FUNDS

STATEMENT OF FUNDS - CURRENT YEAR

	Balance at 1 April 2018 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 31 March 2019 £
DESIGNATED FUNDS					
New building	61,089	-	(11,755)	-	49,334
GENERAL FUNDS					
General Funds	413,567	1,881,986	(1,776,855)	(340)	518,358
Total Unrestricted funds	474,656	1,881,986	(1,788,610)	(340)	567,692
RESTRICTED FUNDS					
Landfill tax	61,556	124,259	(108,494)	(17,669)	59,652
Project monies	128,343	894,447	(881,235)	18,009	159,564
	189,899	1,018,706	(989,729)	340	219,216
Total of funds	664,555	2,900,692	(2,778,339)	-	786,908

Designated Funds

The New Building Fund represents amounts set aside by the Trustees to explore construction of a permanent building for the Charity.

Restricted Funds

Landfill Tax

The Trust is a registered Environmental Body, regulated by Entrust, the Regulator under the Landfill Tax Regulations. The Trust is entitled to collect funds from landfill operators and administer projects which will be carried out using those funds. Landfill tax funds are restricted and can only be used on projects approved by Entrust. The projects can be carried out by the Trust or third parties but responsibility for monitoring performance remains with the Trust which effectively grants contracts to carry out works against specification. All landfill monies are accounted for separately from any other funds.

Project monies

The project monies restricted funds represents amounts received as grants for specific project activities in the period which remain unspent at the year end.

Transfer of funds

The transfer of funds from Landfill Tax Funds to Project Monies Funds and General Funds represents the expenditure from Landfill Tax Funds on those projects completed by Groundwork East rather than by third

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

17. STATEMENT OF FUNDS (continued)

parties. The value of the transfer from the Landfill Tax Funds to Project Monies Funds was £9,568 and from the Landfill Tax Funds to General Funds was £8,101. A total of £17,669 has therefore been transferred out of the Landfill Tax Funds.

The transfer from General Funds to Project Monies Funds represents clearing of restricted projects where expenditure on the project has exceeded income in the period. The value of this transfer was £8,441.

A total of £18,009 has therefore been transferred into Project Monies Funds: £9,568 from Landfill Tax Funds and £8,441 from General Funds.

A net total of £340 has therefore been transferred out from General Funds: £8,101 transferred in from Landfill Tax Funds and £8,441 transferred out to Project Monies Funds.

STATEMENT OF FUNDS - PRIOR YEAR

	Balance at 1 April 2017 £	Income £	Expenditure £	Transfers in/(out) £	Balance at 31 March 2018 £
DESIGNATED FUNDS					
New building	41,662	20,000	(573)	-	61,089
Project delivery support (past)	5,181	-	-	(5,181)	-
Norfolk, Suffolk & Haven Gateway Development	74,403	-	-	(74,403)	-
Total designated funds	121,246	20,000	(573)	(79,584)	61,089
General Funds	465,552	2,642,033	(2,779,037)	85,019	413,567
RESTRICTED FUNDS					
Landfill tax	54,125	54,874	(28,262)	(19,181)	61,556
Project monies	96,138	350,763	(332,304)	13,746	128,343
Total restricted funds	150,263	405,637	(360,566)	(5,435)	189,899
Total of funds	737,061	3,067,670	(3,140,176)	-	664,555

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

18. ANALYSIS OF NET ASSETS BETWEEN FUNDS

ANALYSIS OF NET ASSETS BETWEEN FUNDS - CURRENT YEAR

	Restricted funds 2019 £	Unrestricted funds 2019 £	Total funds 2019 £
Tangible fixed assets	-	47,122	47,122
Fixed asset investments	-	100	100
Current assets	219,216	1,027,189	1,246,405
Creditors due within one year	-	(481,719)	(481,719)
Provisions for liabilities and charges	-	(25,000)	(25,000)
	<u>219,216</u>	<u>567,692</u>	<u>786,908</u>

ANALYSIS OF NET ASSETS BETWEEN FUNDS - PRIOR YEAR

	Restricted funds 2018 £	Unrestricted funds 2018 £	Total funds 2018 £
Tangible fixed assets	-	58,834	58,834
Fixed asset investments	-	100	100
Current assets	189,899	1,155,269	1,345,168
Creditors due within one year	-	(714,547)	(714,547)
Provisions for liabilities and charges	-	(25,000)	(25,000)
	<u>189,899</u>	<u>474,656</u>	<u>664,555</u>

19. RECONCILIATION OF NET MOVEMENT IN FUNDS TO NET CASH FLOW FROM OPERATING ACTIVITIES

	2019 £	2018 £
Net income/(expenditure) for the year (as per Statement of Financial Activities)	122,353	(72,506)
Adjustment for:		
Depreciation charges	31,174	27,887
Dividends, interest and rents from investments	(898)	(1,183)
Profit on the sale of fixed assets	(1,150)	(5,750)
Decrease/(increase) in debtors	235,461	(217,626)
(Decrease)/increase in creditors	(232,828)	246,928
Net cash provided by/(used in) operating activities	<u>154,112</u>	<u>(22,250)</u>

GROUNDWORK EAST
(A Company Limited by Guarantee)

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

20. ANALYSIS OF CASH AND CASH EQUIVALENTS

	2019 £	2018 £
Cash in hand	713,098	576,400
Total	<u>713,098</u>	<u>576,400</u>

21. PENSION COMMITMENTS

The company operates a defined contribution pension scheme. The assets of the scheme are held separately from those of the company in an independently administered fund. The pension cost charge represents contributions payable by the company to the fund and amounted to £112,632 (2018 - £127,591). Contributions totalling £nil (2018 - £16,737) were payable to the fund at the balance sheet date and are included in creditors.

22. OPERATING LEASE COMMITMENTS

At 31 March 2019 the total of the Charity's future minimum lease payments under non-cancellable operating leases was:

	2019 £	2018 £
AMOUNTS PAYABLE:		
Within 1 year	23,768	32,000
Between 1 and 5 years	20,457	34,250
Total	<u>44,225</u>	<u>66,250</u>

23. RELATED PARTY TRANSACTIONS

Some of the Directors of the Trust are also Directors of companies or members of Local Authorities with which the Trust has material transactions. However, none of these Directors has a controlling interest or a material beneficial interest in these entities. In the Directors' opinion therefore, they do not fall within the definition of related parties given in the Charities SORP (FRS102) and no separate disclosure of the transactions between the Trust and these entities, which were carried out under normal commercial terms, is required.

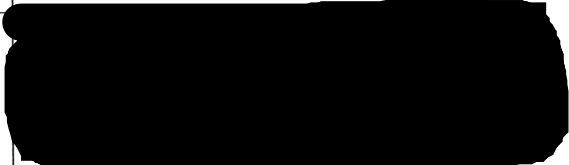
The Trust is related to Groundwork UK, a national umbrella organisation. During the year, Groundwork East received £450,576 (2018 - £254,838) from Groundwork UK as funding for projects, paid £6,614 (2018 - £6,407) to Groundwork UK in membership fees and shared email services and charged £nil (2018 - £673) to Groundwork UK for the services and related expenses provided by the Executive Director, Mr S Harvey.

Hertfordshire County Council has the right to nominate two Directors of the Trust, one of which must be an elected member of the County Council.

MELBOURN PARISH COUNCIL
Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MELBOURN AMATEUR DRAMATICS SOCIETY (MADS)
2.	Name, Address, and Status of Contact	DONNA SLEIGHT (FOUNDER) 3 CEDAR CLOSE MELBOURN SG8 6BL
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No No
5.	Amount of grant requested	£ 490.00
6.	For what purpose of project is the grant requested.	WIRELESS DMX REMOTE CONFETTI CANNON + REFILLS FOR PANTO. £364. INFLATABLE DUMMIES FOR GHOSTWALK X10 £127.90
7.	What will be the total cost of the above project?	£ 491.90
8.	If the total cost of the project is more than the grant, how will the residue be financed?	BANK BALANCE

9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	NO N/A.
10.	Who will benefit from the project?	THE 500+ PANTO AUDIENCE MEMBERS THE 120+ GHOSTWALK WALKERS
11.	Approximately how many of those who will benefit are parishioners?	APPROX 400 PARISHIONERS FROM BOTH EVENTS.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed..........Date.....13/11/19.....

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Technical Details

Brand
Equinox

Model Number
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Additional Information

ASIN
B07Z7X8LN5

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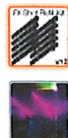
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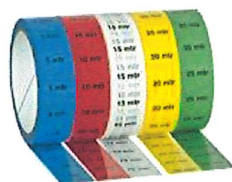
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Folat 22427 Inflatable Dummy Decoration Halloween, Birthday, Events, White

by Folat

2 ratings

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- You can use this stuff able life-sized dummy to create figures for all kinds of events from Scarecrow Festivals, Halloween and Christmas displays to Guy Fawkes or as the Birthday person.
- Content: 1 inflatable doll.
- Can also be used for displays, pranks or Haunted Houses.
- This inflatable doll is 130 cm. Item made of plastic.
- Float is a leading European manufacturer and supplier of party produces and fancy dress costumes.

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Melbourn Amateur Dramatics Society

Balance Sheet for 1st January 2018 to 31st December 2018

Opening Balances:

Barclays Account No 43866696	£5775.61	£5775.61
------------------------------	----------	----------

Transactions throughout the year:

Barclays Account No 43866696

Credits	£13647.74	
Debits	-£11435.28	= £2212.46

Closing balance as at 31 December 2018:	<u>£7988.07</u>
---	-----------------

Additional transactions, to be ultimately dealt with in 2019 accounts:

Additional funds due for the year not yet credited:

N/A	<u>£0.00</u>	= £0.00
-----	--------------	---------

Liabilities to be paid for the year not yet debited from account:

N/A	<u>£0.00</u>	= £0.00
-----	--------------	---------

Actual Final Cash Position for year to 31 st December 2018:	<u>£7988.07</u>
--	-----------------

Closing Balances as at 31st December 2018:

Barclays Account No 43866696

Credits (from events etc)	£5775.61	
Debits (costs of events etc)	£13647.74	
	<u>-£11435.28</u>	= £7988.07

Closing Balances to carry to next year's Opening Balances	<u>£7988.07</u>
---	-----------------

Melbourn Amateur Dramatics Society

Income and Expenditure Report

NB: for clarity of figures each account detailed separately, with summary at the end

Description	Income	Expenditure	+/-
Barclays Account No 43866696			
Donations	£4493.00		£4493.00
Homerton Sleeping Beauty	£77.54	£89.92	-£12.38
Homerton Murder at the Manor	£510.00	£195.88	£314.12
Quiz	£596.50	£202.38	£394.12
Showboat Charity Fundraiser	£2990.22	£1318.10	£1672.12
Quiz joint with Melbourn Hub	£200.00	£6.89	£193.11
Ghost Walk	£329.74	£454.54	-£124.80
Cinderella	£3970.74	£2801.91	£1168.83
Equipment		£3535.11	-£3535.11
Other Expenses		£2350.45	-£2350.45
Other Movements			
Total Floats Used for the Year:	£480.00	£480.00	£0.00
Totals for reconciling Closing Balance	£13647.74	£11435.28	£2212.46
ADD additional INCOME as previously detailed on Page 1	£0.00		£0.00
ADD further EXPENDITURE (liabilities) not cleared in accounting year through bank, as previously detailed on Page 1		£0.00	£0.00

Movement in the Year 2018

ACCOUNT CHECK – Opening Balance from last year's Accounts as Page 1

£5775.61

ADD Income as above "Totals for reconciling Closing Balance"

LESS Expenditure as above "Totals for reconciling Closing Balance"

Closing Balance as Page 1

£7988.07

Signed as a true and factual record of financial affairs to year ending 31st December 2018:

Name: LESLEY SPRATT

Signature: 

Treasurer
(as at 31st December 2018)

Date: 05/04/19

Name: ANTONIA HALSTEAD

Signature: 

Independent Examiner of Accounts

Date: 05/04/19

**35 Water Lane
Melbourn
Royston Herts SG8 6AY**

28 October 2019

Dear Council Members

In the past you have kindly given us a grant to help us to maintain the Melbourn Community Library (formerly known as the Local Access Point). Melbourn Library serves not only Melbourn but all the surrounding villages.

I enclose a grant application form together with a copy of our accounts for 2018 from which you will see we spend nearly all our income on books for the library. This is essential for several reasons; mainly that we need to keep our stock up to date and that with the heavy usage our books wear out and so need replacing regularly. We get no adult books given to us by the Cambridgeshire Library Services apart from a few large print ones.

We are very careful about how we spend our income and make sure that we get all our books at the very best price and so are able to stretch our funds to the greatest extent. Our buyers are very astute. To date this year we have spent £718 on books.

I should add that the library is run entirely by volunteers. I hope that you will be able to support the library in the coming year.

Yours sincerely,



Mrs Jane Stevens
Chairman, Melbourn Community Library

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

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Community Library
2.	Name, Address, and Status of Contact	Jane Stevens 35 Water Lane Melbourn Chairman, Library Committee
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 1000 500
6.	For what purpose of project is the grant requested.	To buy new books increasing our stock + replacing aging books
7.	What will be the total cost of the above project?	£ 1,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	From library funds
9.	Have you applied for grant for the same project to another organisation?	No

	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	All the residents in Melbourn (young and old) & in surrounding villages
12.	Approximately how many of those who will benefit are parishioners?	Everyone

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/No

If yes, please give date. 2018

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..... Date 28 October 2019

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

MELBOURN DISTRICT VILLAGES ASSOCIATION

As At 31 December 2018

<u>Receipts</u>	<u>£</u>
Donations	632.00
Library Receipts	
Fines	654.74
Payments (CD/DVD)	0.00
Misc.	18.46
Building Society Interest	3.56
<u>TOTAL RECEIPTS</u>	<u>1308.76</u>

<u>Payments</u>	<u>£</u>
Postage	0.00
Book Covering Materials	66.12
Stationary (Library}	21.39
Furniture	17.99
	0.00
Books	1068.49
Travel	0.00
<u>TOTAL PAYMENTS</u>	<u>1173.99</u>

	<u>£</u>
<u>NET RECEIPTS FOR THE YEAR</u>	134.77
<u>BALANCES AT 1st January 2018</u>	3258.53
<u>BALANCES AT 31st December 2018</u>	<u>3393.30</u>

MONETARY ASSETS

Cash Funds at this Year End	<u>£</u>
Cash in Hand	33.56
Building Society	3359.74
<u>BALANCES AT 31st December 2018</u>	<u>3393.30</u>

I have examined the accounts of Melbourn District Villages Association and from the information available to me I am satisfied that they are in order.

Date _____


MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	MELBOURN DYNAMOS F.C.
2.	Name, Address, and Status of Contact	Dr DAVID ATKINS MDFC Secretary 31, Station Road Melbourn SG8 6DX
3.	Telephone Number of Contact	██████ ██████
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 2,000 —
6.	For what purpose of project is the grant requested.	The cost of training & kit for the 8 new volunteer managers required this season
7.	What will be the total cost of the above project?	£ 2,000 —
8.	If the total cost of the project is more than the grant, how will the residue be financed?	By raising fees or by reducing our community financial support.
9.	Have you applied for grant for the same project to another organisation?	No

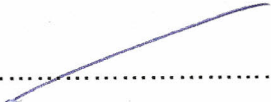
	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO
11.	Who will benefit from the project?	We have more than 300 players and their families involved in sport. This project will benefit new players who will join
12.	Approximately how many of those who will benefit are parishioners?	More than 150 of our 300 players are from the Parish the rest are mostly from the satellite villages All will benefit

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? ☒ Yes/No ☐ No MPC agreed to buy and site a 20ft storage container for the use of MDPFC on the Old recreation ground in October 2015

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..........Date.....

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

1st November 2019

Melbourn Secretary

Cambridgeshire Football Association Ltd

STATEMENT OF ACCOUNT AS AT 31 MAY 2019

Club: Melbourn Dynamos Football Club

Season: 2018/19

INCOME

Signing fees and subs	24,736.50
Fundraising & Tournaments	6,453.87

Total Income for the Period **31,190.37**

EXPENDITURE

Affiliation & Registration Fees	787.00
Club Insurance	296.00
Ground Hire & Maint Costs	16,924.00
Coaching / FA Course Costs	785.00
Referees fees/Expenses	530.00
Kit & Equipment Replacement	5,929.37
Awards Evening Costs	1,988.70
Fines and Other Costs	56.00

Total Expenditure for the Period **27,296.07**

Current year surplus / (deficit) **3,894.30**

BALANCE OF FUNDS:

Opening Balance brought forward	4,904.85
Total Income	31,190.37
Expenditure	27,296.07
Current year surplus/(deficit)	3,894.30
Closing Balance carried forward	8,799.15

Prepared by: David Campbell

Position in club: Treasurer

Date: 31-Jul-19

Melbourn Dynamos Football Club

All welcome!



<https://melbourndynamosfc.wordpress.com>
<https://www.facebook.com/melbourndynamoscommunity/>

Founded in 2003, Melbourn Dynamos FC is a thriving and friendly community football club that gives boys and girls the opportunity to play regular football regardless of their experience or ability at all ages from 3 through to Adults.

We are a successful club defined by the strength of support from members and families, the praise and recognition of fellow clubs and FA Leagues, the work with our Community partners including Melbourn Village College and Melbourn Parish Council, and of course our players' achievements on the pitch and their support for the community. With the support of our fundraising and community partners, we are making the club more inclusive by assisting players whose families are unable to afford the necessary fees. Our club is committed to developing our players through respect of fair play and a love of the game. This approach wins the respect of other clubs as well as providing the skills and commitment to win leagues and cup finals.

We regularly host tournaments on behalf of the Royston Crow Youth Football League and these raise funds for our Club, the new full-size all-weather Astro pitch for Melbourn and our nominated charity, Tom's Trust www.tomstrust.org.uk. MDFC was awarded the FA's Charter Standard status in 2009 and all of our coaches are DBS checked and FA qualified to at least Level 1.

We have made a strong and exciting start to the season building on the success of our mini-soccer and youth football. We have established a Sunday League Men's Team at the club, bringing in a wave of new players supplementing those graduating from our youth teams. In addition we have established inclusive football teams to bring the beautiful game to a wider range of players at both youth and adult level. Thanks to the support of our wonderful club volunteers we now have the OWLS (Opportunities Without Limits), a team for adults who play in the Cambs FA Parability League, who have made a great start to their season (see photo). Praise for the club's initiative has come from the Papworth Trust:

"On October 16th the recently formed OWL Football Team from Sawston play their first games of the season at the Abbey Leisure Complex, Cambridge. The team will compete in seven-a-side matches against other teams including Cambridge United. The squad have been training hard and are pumped and ready to go! Special thanks to Melbourn Dynamos who have been amazing in supporting the development of the team and have kindly supplied us with kit and training equipment."

We have also established the Melbourn Dynamos Jaguars, a new inclusive team for children with additional needs or a disability. Thanks to these new teams and the continuing growth and success of our youngest players in the Dynamites we now have more than 300 players in 22 teams at the club. MDFC is committed to supporting the health and wellbeing of the whole community. Many of you will have seen the great news announced on our Community facebook page about the full size all weather Astro pitch for Melbourn <https://www.facebook.com/melbourn-dynamos-community/> . Discussions with the Football Foundation have gone well and we are confident that that with the support of our community partners we will soon have this fantastic new facility for the village. This project is central to the continuing success and development of the club as well providing a much needed facility for the village. Thanks to the support of our members and the wider community, our fundraising is raising substantial amounts for this project and we hope and expect that it will now go forward for the 2020/21 season.

Our youngest players - the **Dynamites**, increasingly provide the core of our success with league teams from under 7 upwards. The Dynamites' coaching team is led by Dipak Patel. Dee was Cambridge FA's Community Coach of the year for 2013, gained his Level 2 coaching qualification in June 2015 and is our Football Development Officer. These players, aged 3-6, have fun and develop their skills before deciding whether to play league football as the club's under 7s team. The Dynamites train with level 2 and level 1 FA qualified coaches in Saturday morning fun sessions at Melbourn Sports Centre. These feature lots of short activities aimed at improving individual skills, concentration and the ability to be part of a team. The first one hour session is free thereafter we charge £2. All are welcome to the **Melbourn Dynamites** so why not bring your kids along so they can check it out. We have a separate session for **Dynamites Girls** to help them enjoy football and form the basis of our future girls' league teams. This season we aim to build on the success of the Lionesses in the World Cup by attracting more girls to join the club and form Girls' teams in addition to those who already play in mixed teams. We are offering training for Girls aged from 4-8 at Melbourn Sports Centre on Saturday Mornings. Building on this success, the club is proposing to join the FA's wildcats initiative to get more girls involved in the game – watch this space for further news. For more information on the Dynamites and current times please contact Dee on 07951 289565 or vermin8@ntlworld.com

More information about the club and individual teams is available from the club's Website: <https://melbourn-dynamos-fc.wordpress.com> .

Melbourn Dynamos' continuing success and growth means that we need your help. Please contact David Atkins at secretary.mdfc@gmail.com or Blake Carrington at chairman.mdfc@gmail.com for further information about the following opportunities:

- **Volunteers:** If you would like to contribute to the club as an administrator, fund-raiser, fixtures secretary, coach, match day official or in some other volunteer capacity then we would be pleased to hear from you.
- **Sponsorship Partners:** Our success and development comes at a cost as we need to pay for the £250 training and kit costs of our new volunteer coaches as well as ensuring that we have 2 trained coaches for each of our existing teams. In addition, our pitch fees are in excess of £9,000 per season plus maintenance costs. Therefore, as Melbourn's major community sports provider, we would be pleased to hear from potential sponsorship partners who share an interest in our community work.

MELBOURN PARISH COUNCIL
Melbourn Parish Council Community Grant Policy

Where does the money come from?

Money for community grants (the Community Grant Fund) comes from s137 money, which is part of the village precept, and also from any payments made to the Parish Council which have to be used for Community benefit.

When can applications be made?

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

Who can apply for a grant?

Any organisation, charity or group within Melbourn or which delivers benefits specifically for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be benefit within a reasonable time frame¹.

The following **are not** eligible for a community grant:

- Businesses
- Individuals: and
- Groups associated with a church or religious body except where there is demonstrable community benefit.

The Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements.

How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

¹ The potential to benefit if a certain set of circumstances come into play is not sufficient justification.

How much can be applied for?

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

How will awards be decided?

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant; and
- provide a report on how the grant was spent.

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Councils aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Evidence of benefit to the community.
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is 'funding of last resort'.
- Value for money.
- Evidence of deliverability.

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a demand in Melbourn for what is being proposed so that the Council has good evidence that the money will not be spent on something which folds after a short period of time.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This should be a brief written report.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 26 March 2018

Review Policy:


Every 12 months or after grant application round if amendments identified

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Playgroup and Out of Hours School Club CIO
2.	Name, Address, and Status of Contact	Claire Armstrong / Jennie Riggs / Abigail Williams Manager / Manager / Committee member c/o Melbourn Primary School, Mortlock Street, Melbourn, SG8 6DB
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/ No
5.	Amount of grant requested	£ 399.00
6.	For what purpose of project is the grant requested.	We have recently made improvements to our garden area and would like to provide waterproof gear to allow the use of this area year round.
7.	What will be the total cost of the above project?	£399.00 20 x all in one waterproofs @£19.95 each
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We hold various fund raising events throughout the year and have recently undertaken a round of fund raising through contacting local business - this resulted in us raising £1000 towards the garden project.
9.	Have you applied for grant for the same project to another organisation?	No - we have a continued effort with fundraising and have recently reached out to local business for support as stated above.

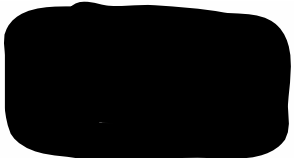
	If so, which organisation and how much?	n/a
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO - equipment can be purchased through a number of different suppliers.
11.	Who will benefit from the project?	All attendees of Playgroup and the out of school club.
12.	Approximately how many of those who will benefit are parishioners?	99% of our intake are currently living in the Parish

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? ~~Yes~~/No (to the best of our knowledge)

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..........Date...15/11/2019

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

Receipts

Fees - Playgroup	£22,641
Fees - MOOS	£62,749
Fees - Holiday Club	£17,895
Funding	£112,293
Milk refund	£145
Fundraising	£518
Bank interest/dividends	£121
Other Income	£568
Total	£216,929

Payments

Payroll	£203,013
Professional costs, Insurance	£2,633
Rent/premises costs (inc decorating)	£5,404
Food	£3,090
Consumables PG/Moos/Hol Club	£2,957
Equipment/furniture	£2,111
Office Costs	£1,670
Training	£5,429
Total	£226,305

Net of receipts/(payments)	-£9,376
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Reserves (as of 31 Aug 2018)	£71,289
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MELBOURN PARISH COUNCIL Doc. No.4.03 Version 4**Review Date: March 2018****MELBOURN PARISH COUNCIL****Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	Melbourn Village College Squash Club
2.	Name, Address, and Status of Contact	Roger Woodfield 9 Wortham Road Royston SG8 9UE Club Chairman
3.	Telephone Number of Contact	07920 883821
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£ 750
6.	For what purpose of project is the grant requested.	Squash coaching for young people
7.	What will be the total cost of the above project?	£ 750
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Not applicable
9.	Have you applied for grant for the same project to another organisation?	No

	If so, which organisation and how much?	Not applicable
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Chris Shaw, Squash Coach
11.	Who will benefit from the project?	Young people in Melbourn
12.	Approximately how many of those who will benefit are parishioners?	Most will live in the catchment area for Melbourn Village College

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Information sheet about Melbourn Squash Club is attached.

Have you previously received a grant from MPC? *No*

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed.....Roger Woodfield.....Date..13 November 2019.....

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name: Organisation: Chris Shaw Professional Squash Coach

Information sheet about Melbourn Village College Squash Club and Annual Accounts are attached

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ s:\documents\policies\document 4.03 melbourn parish council community grant policy march 2018.docx

Melbourn Village College Squash Club

Unaudited Financial Information

for the Year Ended 31 August 2019

Taylor & Co
Chartered Certified Accountants
The Sycamores
43 Kneesworth Street
Royston
Hertfordshire
SG8 5AB

**Chartered Certified Accountants' Report to the Proprietor on the Preparation of
the Unaudited Financial Information of
Melbourn Village College Squash Club
for the Year Ended 31 August 2019**

In accordance with the engagement letter we have prepared for your approval the financial information of Melbourn Village College Squash Club for the year ended 31 August 2019 which comprises the Profit and Loss Account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

As a practising member firm of the Association of Chartered Certified Accountants (ACCA), we are subject to its ethical and other professional requirements which are detailed at <http://www.accaglobal.com/en/member/professional-standards/rules-standards/acca-rulebook.html>.

This report is made solely to you, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial information of Melbourn Village College Squash Club and state those matters that we have agreed to state to you in this report in accordance with the requirements of the Association of Chartered Certified Accountants as detailed at http://www.accaglobal.com/content/dam/ACCA_Global/Technical/fact/technical-factsheet-163.doc. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than for our work or for this report.

You have approved the financial information for the year ended 31 August 2019 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

We have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial information.

Taylor & Co
Chartered Certified Accountants
The Sycamores
43 Kneesworth Street
Royston
Hertfordshire
SG8 5AB

Date : 9 September 2019

Income and Expenditure Account for the Year Ended 31 August 2019

	2019 £	2018 £
Income		
Members Subscriptions	9,781	8,068
Membership - Tech Partnership	1,646	1,228
Membership - EFS Technology	336	595
Playing Fees and Lights - Members	2,797	1,926
Playing Fees and Lights - Casuals	1,383	709
	<u>15,943</u>	<u>12,526</u>
Total income	<u>15,943</u>	<u>12,526</u>
Expenses		
Water Rates	141	144
Light and Heat	3,312	5,358
Insurance	1,132	1,263
Repairs and Renewals	7,944	3,239
Squash Balls	201	109
England Squash	617	953
Team Entry Fees	210	150
Sundry Expenses	-	124
Cleaning Costs	1,342	1,403
Website and Promotion	919	1,176
	<u>15,818</u>	<u>13,919</u>
Excess of Income over Expenditure	<u>125</u>	<u>(1,393)</u>

Melbourn Village College Squash Club
Balance Sheet as at 31 August 2019

	Note	2019 £	2018 £
Fixed assets			
Tangible assets		59,042	59,042
Current assets			
Debtors		1,512	742
Cash at bank and in hand		<u>10,379</u>	<u>11,608</u>
		11,891	12,350
Current liabilities			
Accruals		<u>(485)</u>	<u>(1,069)</u>
Net current assets		<u>11,406</u>	<u>11,281</u>
Net assets		<u><u>70,448</u></u>	<u><u>70,323</u></u>
Accumulated Fund			
Balance Brought Forward		70,323	71,716
Excess of Income over Expenditure		<u>125</u>	<u>(1,393)</u>
		<u><u>70,448</u></u>	<u><u>70,323</u></u>

Melbourn Squash Club October 2019

Melbourn Squash Club was formed in 1985 and is located next to Melbourn Sports Centre on the Village College site. It has close links with the Sports Centre but is run and maintained independently as a private members club. The club committee consists of a number of local people, including a Chartered Accountant, who all give their time on a voluntary basis.

The club is open to players of all standards and members can take part in the weekly club night on Sundays and the internal leagues. The club also enters 2 teams in the Cambridgeshire and Hertfordshire county leagues. The club has the capacity to take on more players and is particularly keen to encourage more young people to get involved and enjoy the social and physical benefits of a fast and competitive sport. To this end, the club has appointed an England Squash registered level 2 coach for both adults and young people.

The club is also busy improving the playing and changing facilities. It has increased membership subscriptions and court fees to help fund the improvements. The club has recently spent significant sums of money on new court heaters and LED lighting to improve playing conditions and reduce energy bills. The next project is to refurbish the changing rooms which have had little attention since the club was opened. The committee believes the facilities need to be modernised to provide pleasant changing rooms and good showers, if it is to attract new members and keep existing members.

The club is seeking a grant to finance the cost of running free of charge coaching sessions for young people. We plan to offer coaching at weekends/at the end of the school day with the aim of inspiring young people to take up squash with all its benefits – improving fitness, confidence and social interaction.

The cost of the coaching is £15 per week x 50 weeks = £750 per annum

See club website <http://www.melbourn-squash.co.uk> for more information about playing squash in Melbourn

MELBOURN PARISH COUNCIL
Melbourn Parish Council Community Grant Policy

Where does the money come from?

Money for community grants (the Community Grant Fund) comes from s137 money, which is part of the village precept, and also from any payments made to the Parish Council which have to be used for Community benefit.

When can applications be made?

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

Who can apply for a grant?

Any organisation, charity or group within Melbourn or which delivers benefits specifically for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be benefit within a reasonable time frame¹.

The following **are not** eligible for a community grant:

- Businesses
- Individuals: and
- Groups associated with a church or religious body except where there is demonstrable community benefit.

The Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements.

How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

¹ The potential to benefit if a certain set of circumstances come into play is not sufficient justification.

How much can be applied for?

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

How will awards be decided?

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant; and
- provide a report on how the grant was spent.

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Councils aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Evidence of benefit to the community.
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is 'funding of last resort'.
- Value for money.
- Evidence of deliverability.

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a demand in Melbourn for what is being proposed so that the Council has good evidence that the money will not be spent on something which folds after a short period of time.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This should be a brief written report.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 26 March 2018

Review Policy:

Every 12 months or after grant application round if amendments identified

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations
Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation Royston & District Community Transport	
2.	Name, Address, and Status of Contact Royston Hospital, London Road, Royston SG8 9EN Manager: David Wherrell	
3.	Telephone Number of Contact 01763 245228	
4.	Is the organisation a Registered Charity?	Yes/No YES
5.	Amount of grant requested	£ 1,000
6.	For what purpose of project is the grant requested. Contribution towards administration and running costs.	
7.	What will be the total cost of the above project? See accounts provided.	£
8.	If the total cost of the project is more than the grant, how will the residue be financed? By grants, donation and fund-raising	
9.	Have you applied for grant for the same project to another organisation?	YES

	If so, which organisation and how much?	See attached.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes-see Résumé and attached
11.	Who will benefit from the project?	Qualifying residents of Melbourn parish - see leaflet attached.
12.	Approximately how many of those who will benefit are parishioners?	All of them, except MVC students from surrounding villages

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/No YES

If yes, please give date. Over many years; last in August 2016

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed..........Date...14 October 2019

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation

Royston & District Community Transport

(A company limited by guarantee)

Annual Report and Financial Statements
for the Year Ended 31 March 2019

Company registration number: 06744379

Charity registration number: 1127052

Fourways
Chartered Accountants
1a Melbourn Street
Royston
Herts
SG8 7BP

Royston & District Community Transport
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The following page does not form part of the statutory financial statements:	
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Royston & District Community Transport
Reference and Administrative Details

Charity name	Royston & District Community Transport
Charity registration number	1127052
Company registration number	06744379
Principal office	Royston Hospital London Road Royston Herts SG8 9EN
Registered office	Royston Hospital London Road Royston Herts SG8 9EN
Trustees	Dr John Hedges Mr Ronald Comben Mr Ian Hirst Mr Ivan King Mr Keith Parker Mr Francis Smith Mr Peter Heath Mrs Patricia Johnson Mr Brian Johnson Mr Kenneth Hart
Secretary	Mr David Wherrell, Manager
Director	Dr John Hedges Mr Ian Hirst Mr Ronald Comben Mr Ivan King Mr Keith Parker Mr Peter Heath Mr Francis Smith Mrs Patricia Johnson Mr Brian Johnson Mr Kenneth Hart

Royston & District Community Transport
Reference and Administrative Details

Accountant

Fourways Chartered Accountants
1a Melbourn Street
Royston
Herts
SG8 7BP

**Royston & District Community Transport
Trustees' Report**

Royston & District Community Transport

The organisation is a charitable company limited by guarantee, incorporated on 7th November 2008, and registered as a charity on 4th December 2008. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up members are required to contribute an amount not exceeding £1. The scheme has taken out Trustee's Indemnity Insurance in accordance with the Memorandum and Articles of Association, with Zurich Insurance. The directors of the charitable limited company are the trustees of the registered charity and the organisation is run in accordance with the Memorandum and Articles of Association.

Aims and Objectives

The scheme provides volunteer drivers using their own cars or minibus/MPV for transport of eligible persons for social and health reasons.

Our charities purposes as set out in the objects contained within the company's memorandum of association are to provide a community transport service for such of the inhabitants of Royston and the surrounding villages of North and East Hertfordshire and South Cambridgeshire ("the area of benefit") who are in need of such a service because of age, sickness or disability (mental or physical), or poverty, or because of a lack of availability of adequate and safe public passenger services.

The aims of the charity are to provide a low cost transport service for residents of Royston and the surrounding area who are eligible for reasons of age, impaired mobility or rural isolation.

Public Benefit

The charity trustees have complied with their duty to have due regard to the guidance on public benefit published by the Commission in exercising their powers or duties. In particular in the period covered by these accounts the achievements of the charity to that end include continuing to build on our established client base, with individual and group members. Journeys undertaken continue to increase year on year. The number of volunteer drivers has remained at approximately eighty.

Financial Review

The scheme functions on a non-profit basis and liaises with local authority, health and social services, other statutory services and voluntary bodies. The charity does not operate a specific reserves policy and no funds are held by the charity as custodian trustees on behalf of others. There is continuous fund-raising for specific projects; the current project is towards the cost of the next replacement vehicle.

Small company provisions

This report has been prepared in accordance with the small companies regime under the Companies Act 2006.

Approved by the Board on 17th July 2019 and signed on its behalf by:



Mr David Wherrell
Secretary

Independent Examiner's Report to the Trustees of
Royston & District Community Transport

I report on the accounts of the company for the year ended 31st March 2019, which are set out on the following pages.

Responsibilities and basis of report

As the charity's trustees of the Company (who are also the directors of the company for the purposes of company law), you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ("the 2006 Act")

Having satisfied myself that the accounts of the Company are not required to be audited for this year under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act 2011 ("the 2011 Act"). In carrying out my examination, I have followed the Directions given by the Charity Commission (under section 145(5)(b) of the 2011 Act).

Basis of independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention which gives me cause to believe that:

- accounting records were not kept in accordance with section 386 of the Companies Act 2006; or
- the accounts do not accord with such records; or
- the accounts do not comply with relevant accounting requirements under section 396 of the Companies Act 2006 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the accounts have not been prepared in accordance with the Charities SORP (FRS102).

.....
Fourways
Chartered Accountants



1a Melbourn Street
Royston
Herts
SG8 7BP

17th July 2019

Royston & District Community Transport
Statement of Financial Activities (including Income and Expenditure Account)
for the Year Ended 31 March 2019

		Unrestricted	Total Funds	Total Funds
		Funds	Year ended	Year ended
		£	2019	2018
	Note	£	£	(Restated) £
Incoming resources				
Incoming resources from generated funds				
Voluntary income	2	121,721	121,721	127,054
Total incoming resources		121,721	121,721	127,054
Resources expended				
Costs of generating funds				
Costs of generating voluntary income	4	146,024	146,024	133,726
Total resources expended		146,024	146,024	133,726
Net movements in funds		(24,303)	(24,303)	(6,671)
Reconciliation of funds				
Total funds brought forward (as previously stated)		128,261	128,261	134,932
Prior year adjustment	16			(12,402)
Total funds brought forward (Restated)		115,859	115,859	122,531
Total funds carried forward		91,556	91,556	115,859

The notes on the following pages form an integral part of these financial statements.

Royston & District Community Transport
Balance Sheet as at 31 March 2019

		2019	2018 (Restated)
	Note	£	£
Fixed assets			
Tangible assets	9	61,153	78,730
Current assets			
Debtors	10	16,486	11,102
Cash at bank and in hand		15,237	27,347
		<u>31,723</u>	<u>38,449</u>
 Creditors: Amounts falling due within one year	 11	 <u>(1,320)</u>	 <u>(1,320)</u>
 Net current assets/(liabilities)		 <u>30,403</u>	 <u>37,129</u>
 Net assets		 <u>91,556</u>	 <u>115,859</u>
 The funds of the charity:			
Unrestricted funds			
Unrestricted income funds		91,556	115,859
 Total charity funds		 <u>91,556</u>	 <u>115,859</u>

For the financial year ended 31st March 2019, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and with the Financial Reporting Standard 102.

Approved by the Board on 17th July 2019 and signed on its behalf by:



Mr David Wherrell



Mr Francis Smith
Trustee

The notes on the following pages form an integral part of these financial statements.

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014.

Fund accounting policy

Unrestricted income funds are general funds that are available for use at the trustees' discretion in furtherance of the objectives of the charity.

Further details of each fund are disclosed in note 14.

Incoming resources

Voluntary income including donations and grants that provide core funding or are of a general nature is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Resources expended

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to the expenditure. All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category.

Costs of generating funds are the costs associated with attracting voluntary income.

Fixed assets

Individual fixed assets are initially recorded at cost.

Depreciation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

Plant and machinery	25% declining balance basis monthly
including motor vehicles	

2 Voluntary income

	Unrestricted Funds £	Total Funds Year ended 2019 £	Total Funds Year ended 2018 £
Donations and legacies			
Appeals and donations	12,055	12,055	21,746
Grants - other agencies	45,081	45,081	42,938
Interest on cash deposits	10	10	5
Primary purpose trading	64,575	64,575	62,365
	<u>121,721</u>	<u>121,721</u>	<u>127,054</u>

Royston & District Community Transport
Notes to the Financial Statements for the Year Ended 31 March 2019

3 Grants receivable

	Unrestricted Funds £	Total Funds Year ended 2019 £	Total Funds Year ended 2018 £
Grants - other agencies	45,081	45,081	42,938

4 Total resources expended

	Donations and legacies £	Total 2019 £	Total 2018 £
Direct costs			
Cost of goods sold	41,476	41,476	31,168
Other direct costs	1,708	1,708	-
Employment costs	68,956	68,956	64,172
Insurance	7,373	7,373	7,560
Office expenses	2,789	2,789	1,487
Printing, posting and stationery	1,767	1,767	1,613
Loss to book value on sale of assets	-	-	-
Advertising and promotion	-	-	-
Staff Training	299	299	776
Professional fees	4,079	4,079	5,032
Depreciation of tangible fixed assets	17,577	17,577	21,918
	146,024	146,024	133,726

5 Trustees' remuneration and expenses

No trustees received any remuneration during the year.

6 Net expenditure

Net expenditure is stated after charging:

	Year ended 2019 £	Year ended 2018 £
Depreciation of tangible fixed assets	17,577	21,918
	<hr/>	<hr/>

7 Employees' remuneration

The aggregate payroll costs were as follows:

	Year ended 2019 £	Year ended 2018 £
Wages and salaries	68,956	64,172
No employee received emoluments of more than £60,000 during this or the previous year.		

8 Taxation

The company is a registered charity and is, therefore, exempt from taxation.

9 Tangible fixed assets

	Plant and machinery including motor vehicles £	Fixtures, fittings and equipment £	Total £
Cost			
As at 1 April 2018	163,720	5,499	169,220
Additions	-	-	-
Disposals	-	-	-
As at 31 March 2019	163,720	5,499	169,220
Depreciation			
As at 1 April 2018	86,011	4,479	90,490
Charge for the year	17,349	228	17,577
Disposals	-	-	-
As at 31 March 2019	103,360	4,707	108,066
Net book value			
As at 31 March 2019	60,360	793	61,153
As at 31 March 2018	77,709	1,021	78,730

10 Debtors

	2019 £	2018 (Restated) £
Trade debtors	12,797	7,567
Prepayments and accrued income	3,690	3,536
	16,486	11,102

Royston & District Community Transport
Notes to the Financial Statements for the Year Ended 31 March 2019

11 Creditors: Amounts falling due within one year

	2019 £	2018 £
Bank loans and overdrafts	-	-
Trade creditors	-	-
Taxation and social security	-	-
Accruals and deferred income	1,320	1,320
	<u>1,320</u>	<u>1,320</u>

12 Members' liability

The charity is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the charity in the event of liquidation.

13 Related parties

Controlling entity

The charity is controlled by the trustees who are all directors of the company.

14 Analysis of funds

	At 2018 (Restated) £	Incoming resources £	Resources expended £	At 2019 £
General Funds				
Unrestricted income fund	115,859	121,721	(146,024)	91,556

15 Net assets by fund

	Unrestricted Funds £	Total Funds 2019 £	Total Funds 2018 (Restated) £
Tangible assets	61,153	61,153	78,730
Current assets	31,723	31,723	38,449
Creditors:			
Amounts due within one year	(1,320)	(1,320)	(1,320)
Net assets	<u>91,556</u>	<u>91,556</u>	<u>115,859</u>

16 Prior year adjustments

Adjustments have been made to prior year figures in relation to debtors which have been restated to reflect the fact that in prior years the charity has incorrectly recognised income under the SORP. A prior year adjustment has been processed to correct this and to restate a materially accurate figure for receivables.

	Total Funds 2018 £
Opening Reserves as at 1st April 2018 (as previously stated)	115,859
Prior year adjustments:	
a) Adjustments to debtors	(12,402)
Opening Reserves as at 1st April 2018 (as restated)	<u>103,457</u>

Royston & District Community Transport
Statement of financial activities by fund Year Ended 31 March 2019

	Unrestricted income fund 2019 £	Unrestricted income fund 2018 (Restated) £
Incoming resources		
Incoming resources from generated funds		
Voluntary income	121,721	127,054
Total incoming resources	<u>121,721</u>	<u>127,054</u>
Resources expended		
Costs of generating funds		
Costs of generating voluntary income	146,024	133,726
Total resources expended	<u>146,024</u>	<u>133,726</u>
Net movements in funds	(24,303)	(6,671)
Reconciliation of funds		
Total funds brought forward (as originally stated)	128,261	134,932
Prior year adjustment		(12,402)
Total funds brought forward (Restated)	115,859	122,531
Total funds carried forward	<u>91,556</u>	<u>115,859</u>

This page does not form part of the statutory financial statements.

Area covered by RDCT 2018-2019

as @ 10/01/2019

Cambridgeshire	Drivers	Hertfordshire/Essex	Drivers	Destinations out of area	
Addenbrooke's Hospital		Ashwell	1	Biggleswade	
Barrington		Baldock		Birmingham	
Bassingbourn	4	Barkway	1	Bishop's Stortford	
Bottisham		Barley	1	Broxbourne	
Bourne		Buntingford	1	Cheshunt	
Cambourne		Chipping		Gt Dunmow	
Cambridge		Chrishall	4	Hatfield	
Cherry Hinton		Cottered		Heathrow	
Chesterton		Dane End		Hoddesdon	
Comberton		Elmdon		Knebworth	
Cottenham		Hare Street		London	
Croydon		Hitchin		Luton	
Duxford	6	Kelshall		Puckeridge	
Flint Cross		Letchworth		Portsmouth	
Fowlmere	3	Lister Hospital		Sandringham	
Foxton	1	Meesden		Solihull	
Fulbourn		Nuthampstead		Stanmore	
Gamlingay		Odsey		Southwold	
Girton		Reed	2	Stansted	
Great Abington	1	Royston	26		
Great Chishill	1	Shefford			
Great Gransden		Slip End			
Great Shelford	1	Stevenage			
Guilden Morden		Therfield			
Hardwick		Wyddial			
Harlton					
Harston	1				
Haslingfield	1				
Hauxton	5				
Heydon					
Hinxton					
Ickleton					
Impington					
Kneesworth					
Linton					
Litlington	1				
Little Eversden					
Littleport					
Melbourn	5				
Meldreth	11				
Newton					
Papworth					
Peterborough					
Sawston					
Shepreth	2				
Stapleford					
Steeple Morden	1				
Sutton					
Tadlow					
Thriplow	2				
Trumpington					
Whaddon					
Whittlesford	1				
Wimpole	1				
Totals	48		36		



Royston & District Community Transport



helping those without access to conventional public transport to get out and about in Royston and surrounding villages in North & East Hertfordshire and South Cambridgeshire

Annual Report 2019

Annual Report to Funders 2019

The Department for Transport saga about Section 19 and 22 permits rumbles on, although the government's obsession with a minor issue called Brexit seems to have overshadowed it somewhat.

The DfT published its response to the consultation a day before the London Strategic Forum conference in Bognor Regis in March. Without being able to study it in detail, it looked initially as though little had changed, but what became clear at the conference was very different.

The main issue is the Judicial Review which has been brought by the Bus and Coach Association, in an effort to make the DfT change the way Section 19 and Section 22 permits are issued and how CT schemes are allowed to operate under these permits.

In brief, the Judicial Review will supervise the way the relevant EU legislation is handled, the main issue being whether CT schemes are operating as non-profit organisations, even if they make a surplus on just one service they operate, or even merely charge for a service. If the review finds that to be the case, then we would have to be commercial operators and would need a Commercial Operator's license, with drivers holding Certificates of Professional Competence and PSV driving licenses – with all the cost and personnel issues that would entail.

Meanwhile, Mobility Matters, the pressure group formed to represent CT schemes and fight our case, has formed a limited company and is engaging lawyers to launch a counter to the Judicial Review.

Thanks to Mobility Matters' success in getting a number of debates in the House of Commons and various other parliamentary committees championing our cause, MPs are now much more aware of who we are and what we do, and they are now making their voices heard in support of CT.

The result is that the two people who came to the conference from the DfT had a completely different attitude towards CT and the issues affecting us. The DfT is now looking to find the best way to enable CTs to be exempt from any of the threatened changes to the current situation regarding section 19/22 permits. This is a complete about-face on last year.

The DfT is repeating its advice to local authorities, transport commissioners, etc. that nothing has changed yet. In fact, they are trying very hard to persuade local authorities not to withdraw existing

contracts with CTs or to withhold new contracts pending the outcome of the JR. The three criteria by which CTs can be exempted from needing an 'O' license are:

- Being a not-for profit organization – the subject of the Judicial Review – which is, as yet, unresolved.
- If the CT is part of an organisation whose primary business is not transport. This clearly doesn't apply to us.
- A new exemption, which is current legislation in the EU, but not taken up by the DfT until now:
Operating over short distances of up to a 10 mile radius from a given starting point, OR
Operating within a radius of 10 miles from point A to point B
The DfT has listened to feedback from CT schemes, who have said this would be unworkable, and is now saying that they would be entirely flexible regarding the 'short distance' rule on a case by case basis. It was also suggested that it would be up to CT schemes to determine where the start point would be, and whether a journey would be from a central 'depot' or from the first pickup point of a journey.
The important aspect of this new exemption is that, if CTs can agree exemption on this basis, no other exemption is required – 'not for profit' or not primary business.
We await further news on how this may pan out, but it is looking encouraging.

There remains the issue of driver licensing, but that is being reviewed along with the exemption issues and the DfT is still working on that.

Vehicles

The Mellor low-floor minibus continues taking students of Melbourn Village College home after 'enrichment' classes after hours in term time and we are also supplying a driver for one of the college's minibuses for this work.

The Master minibus is becoming expensive to run, with a fairly constant stream of faults and issues. This vehicle is next on our list for replacement. However, we are reluctant to look at purchasing another 15-seat vehicle until we know the outcome of the DfT saga.

The Boxer MPV has had engine issues, but appears to be OK now, while the Trafic minibus had to have a new power steering rack fitted during the year.

The Mellor low-floor bus and the Peugeot MPV are doing well, though we had to replace some broken brackets on the rear bumper of the MPV which, although they weren't expensive, the supplier Allied wouldn't replace them under warranty as we had used the bumper to pull the tailgate down to close it!

This year's Thriplow Daffodil Weekend was a huge success, aided by good weather and plenty of daffodils in bloom. With so many people arriving, an additional field had to be opened for parking and it was announced to the 'workforce' via the walkie-talkies that the event had broken even by just after lunch on the Saturday. By the end of Sunday, they had made over £60,000! Their chosen charities had a big windfall, and the committee generously decided to donate £1,200 to RDCT, in addition to paying our invoice for providing the service. A big thank you to our volunteer drivers and their passenger assistants who drove round in circles all weekend.

The 300 Club remains very popular. Once again we expect to see a surplus of over £3,000 from the club which will go towards fund-raising projects. Our thanks go to our official fundraisers Pat and Brian Johnson, who run the 300 club so successfully. Pat worries every year that membership will decline, but numbers have increased again, with membership now over 400.

Our office volunteers, Jan Butchers, Jean Wallace, Pat Johnson and Eleanor Maynard continue to give us excellent help in the office on most days of the week. Between them, they handle a lot of the data entry and office admin, plus manning the phones when needed. We also had help from Helen Melville-Smith and Angela Gardiner with the Booking Software testing and Helen is now a regular volunteer in the office on Tuesdays. They are a great asset and we thank them all for their valuable contribution.

Since last year's AGM, we were fortunate to have Ken Hart join us, initially as a volunteer driver, then as a help in the office with admin software. He then agreed to join the board of trustees/directors and was duly elected Hon Treasurer. Ken is developing a new system for recording journeys and generating invoices, which improves on our old spreadsheet. Jan Butchers continues to keep the ledgers up to date and reconcile the bank accounts and Ken is taking over the

payroll and overall responsibility for the financial side of the operation. Our thanks go to Jan Butchers for her work with the accounts.

Fourways Accountants continue to do an excellent job on our accounts and their charges remain reasonable.

Booking software

We have now completed a test run with the computerized booking software. Helen Melville-Smith spent most of a week entering 'live' bookings into the system.

Unfortunately, despite several years of development, and other schemes using the software (but it transpired that none of them are using it fully), it still didn't work for us.

Helen produced a Test Summary Report and a list of queries that would need to be addressed if we were to proceed with this software. In view of the above, the board agreed with my recommendation not to proceed with the booking software and continue with our manual booking system for the time being.

Ken Hart's software will go a long way to streamline the way the bookings are recorded and processed through to invoicing, where necessary. It will also provide more useful information for reporting purposes.

New Projects

We have recently been looking at a different accounts software package, on the recommendation of our accountant Rupert Matthews, and Ken is evaluating it.

We also went to a demonstration of a new booking software package, which looks very promising. Ken, Pru and Sharon are going to visit a scheme in Watford which is already using the software and will report back on whether it will work for us.

These two packages, if we decide to use them, are commercial and cost money to use. However, the costs are very reasonable and, if enough CT schemes in Hertfordshire want to use the booking software, HCC may adopt it as the official system and pay for the licenses on our behalf.

Taken together, they would also take over from Ken's system for recording journeys and invoicing, so he is not developing his system any further, pending the outcome of the evaluations.

Drivers

Since our last AGM, the number of volunteer drivers remains about the same, with a sizeable minority doing most of the work. However, those drivers in the quieter areas are no less important, and we are always most grateful to them all, and delighted that new recruits are still forthcoming.

We do, however, always need more drivers, particularly in Duxford, Melbourn, Royston and Chrishall. The situation in Melbourn is becoming critical, with one of our few remaining drivers wishing to retire. The *Melbourn Magazine* has kindly published a feature about our 25th anniversary and also included a quarter-page colour advert of our driver recruitment poster, with an urgent appeal for drivers. To date, we haven't heard from anyone.

We have lost a few drivers this year but, fortunately, we have been able to recruit new ones. Those we have lost include Brian Overton, who drove many thousands of miles for us over the years, but had to retire through ill health. We also lost Barbara Moss, though ill health.

After thirteen years with RDCT, John Pallister has decided to 'retire' from his position as general assistant. He will, however, remain on the board of trustees/directors. We are most grateful to John for all his hard work over the years.

Sadly, three drivers, past and present, passed away during the year; including Derek Mansfield, Gerry Pottinger and Peter Richards. Derek had been fighting cancer for some time and Gerry, who was one of our original drivers, had also been unwell for a long time. Peter was one of our trustee/directors. We sent our condolences to their families.

New drivers include Ken and Jean Hart, Simon Bromilow and Kevin Clark in Royston, Jim Dalton in Barkway, Caroline Ruben in Hauxton and Wendy Wallace in Duxford. After a long absence while he helped his son remodel a house, Owen Smeeton in Fowlmere is back with us. Terry Oram re-started driving for us this week, after a spell of poor health. Martin Smith is back after a spell of ill health, driving minibuses, although he is currently 'seconded' to IWM Duxford for the flying show season.

We also took on Jim Rawles as a part-time paid driver, joining Ian Coll and Don Cannon, to meet the demand for minibus and MPV journeys.



We have been fortunate to sign up David Finch as a volunteer passenger assistant.

Accommodation

There is still much hot-desking in the office, which is good, but on occasion there aren't enough to go around. We now have an additional computer in the meeting room to help with the workload.

Ken has obtained a new fridge and a dishwasher for our new kitchen from his former employer Beko. No more washing up!

We are looking at a new telephone system and improved internet speed so that the new software, which would be cloud-based, will work more efficiently. It seems that, while we don't have fibre in the hospital building, it is available to the nearest distribution box and should give a much increased data speed.

The entire hospital building has had its flooring replaced, including our office. This was done two weeks ahead of schedule, so we had to evacuate the office at short notice. There have been some changes made to the office layout with the result that we have moved the seating area for visitors into the old kitchen, together with the driver's library.

We remain at the hospital, pending further news on new initiatives.

Business

Client membership is holding up well, with new clients replacing those lost. In January, we increased our charges for minibuses and MPV journeys to £1.60/mile for the Mellor & Master, £1.30 for the Trafic and Boxer and £1/mile for the MPV. However, our overheads have increased and we would be heading for a shortfall in our finances if measures weren't taken to correct this.

Following much discussion, the board decided to opt for an increase in our mileage charge for car journeys to 55p/mile. Drivers will continue to receive 50p/mile, with the additional 5p/mile coming to RDCT. This will go some way to making up the projected shortfall. We also increased the minimum charge to £5-50 for journeys of ten miles or fewer. It was also agreed that scheme manager David Wherrell will reduce his working hours to four days a week, Mondays to Thursdays, which will help to reduce overheads. This took effect from 1st June.

Business is really busy, with total mileage for the year January to December 2018 at 223,787 miles, an increase of 4%

RDCT

on the same period last year and a new record. The number of journeys has also risen from 10,484 to 12,718—up 21% on last year. HCC's Angie Reynolds continues to be a great support. We have applied again to HCC and the Cambs & Peterborough CCG for funding this year, with both payments already received.

Cambridgeshire County Council continues to support us with its mileage payments for Cambridgeshire journeys. We thank CCC's Community Transport Officer Gavin Moulton and the council for their support to date, which continues despite numerous funding difficulties.

Jason Clarke and Siobhan Mellon at South Cambridgeshire District Council continue to support us. We have signed a new three-year agreement for funding from SCDC with a significant uplift, for which we are most grateful.

We are grateful for North Herts District Council's continued support, despite its financial restrictions.

Nine of the Parish Councils, in whose areas we operate, have been most generous in supporting us financially this year and we are most grateful to them.

Unfortunately, Melbourn Parish Council, which has previously supported us over many years, decided not to make a grant this year. This was partly because of miscommunication about the council's decision making process. However, the chairman has indicated that the council will consider another application in November this year.

The Future

Despite some financial issues, we remain optimistic about RDCT's future, and look forward to another busy year. My thanks, as usual, go to our staff, the board and all the volunteers. On behalf of our directors, thank you for your continued support.

David Wherrell
Manager
16th July 2019



Brian
Racher
Trust

Johnson Matthey



© Royston & District Community Transport
Royston Hospital, London Road, Royston,
Herts. SG8 9EN Tel/Fax/SMS text: 01763 245228
E-mail: info@roytrans.co.uk Web: www.roytrans.co.uk
Registered in England & Wales, No. 6744379, and limited by guarantee. Registered charity No. 1127052

RDCT

RDCT Résumé for 2019-2020 in South Cambridgeshire

Royston & District Community Transport (RDCT) is an independent registered charity offering door-to-door transport for people living in Royston and the surrounding villages of North & East Hertfordshire and South Cambridgeshire, who are unable to use conventional public transport and do not have the use of a car. Volunteer drivers provide transport using their own cars and the scheme also operates wheelchair-accessible minibuses and MPVs.

RDCT is a well-established service with a large clientele, over 80 volunteer drivers and five of our own vehicles, with paid staff for administration and driving our own vehicles. The scheme is sustainable provided it has sufficient funding to cover its running costs.

We are looking for help with core funding for 2019-2020, including funding for an additional part-time co-ordinator and two additional part-time paid drivers, recruited this year to meet demand. (One additional paid driver replaces a retirement, bringing the total to three.)

Of approximately 90 volunteers, 47 are volunteer drivers based in South Cambs.

The additional part-time co-ordinator improves our ability to handle the large number of calls and bookings received.

The two part-time paid drivers are needed to reduce our reliance on volunteer drivers of our minibuses and MPVs. The increase in demand for these vehicles means that the workload was too much for just volunteers to handle. With the paid drivers, we are more able to meet the demand.

We currently have 1014 individual clients, of which approximately 308 individuals are regular users in South Cambridgeshire.

There are 21 Organisational clients in South Cambridgeshire

Our operating area in South Cambs includes: Abington Pigotts, Arrington, Barrington, Barton, Bassingbourn, Bottisham, Bourn, Comberton, Croydon, Duxford, Flint Cross, Fowlmere, Foxton, Fulbourn, Gamlingay, Great Chishill, Great Gransden, Great Shelford, Gt Chishill, Gt Shelford, Guilden Morden, Hardwick, Harlton, Harston, Haslingfield, Hauxton, Heydon, Hinxton, Ickleton, Kneesworth, Litlington, Melbourn, Meldreth, Newton, Orwell, Sawston, Shepreth, Stapleford, Steeple Morden, Tadlow, Thriplow, Whaddon, Whittlesford, Wimpole

The need for our service is evidenced by ongoing business demand, passenger lists, driver numbers, journeys and mileages, year on year.

The nature of the business demands vary, with an increase in demand for our wheelchair-accessible MPVs by individual wheelchair users, as well as mixed ambulant and wheelchair-users on our minibuses.

We are now completing approximately sixty journeys a day, Monday to Friday, with increasing demand for weekend journeys for hospital appointments, particularly at Addenbrooke's Hospital. We have a continuous recruitment policy for volunteer drivers and passenger assistants to meet demand.

Our plan for 2019-2020 is to meet our mission statement: "We'll take you where you need to go".

Footnote April 2019:

In order to make up a projected shortfall in our income in 2019-2020, we have had to increase our mileage charge for car journeys to 55p/mile. Our car drivers will continue to receive 50p/mile and the additional 5p/mile will go towards our income. The increase takes effect from 1st June 2019.

MELBOURN PARISH COUNCIL

Application for Grant for Voluntary Organisations Local Government Act 1972, Section 137

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	RELATE CAMBRIDGE-operating in Melbourn Hub
2.	Name, Address, and Status of Contact	CLAIRE GODWARD 3 BROOKLAND AVENUE CAMBRIDGE CB3 8BB CEO
3.	Telephone Number of Contact	01302 347710
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	██████████
6.	For what purpose of project is the grant requested.	We use our Grant to ensure we continue to run the Relate counselling services from the Hub in Melbourn. We have increased our hours to meet demand, including offering evening sessions. Having started by offering just 3 hours week, we currently offer 9. This explains why we have increased the number of local residents we have helped significantly from the previous year. Last year we helped 19 residents, this year it was 79. We delivered 241 sessions in the year. Also, we have just introduced counselling for young children from the Hub too, which is funded by Children in Need. Helen, our specialist counsellor sees children as young as 5 years old who present with alarming, life threatening symptoms. Self-harm is rife amongst our young people and our services alleviate this pain. Of the 3 sessions Helen has, all are booked and 2 of those are Melbourn residents.
7.	What will be the total cost of the above project?	£2,410
8.	If the total cost of the project is more than the grant, how will the residue	N/A

	be financed?	
9.	Have you applied for grant for the same project to another organisation?	NO
	If so, which organisation and how much?	
10.	Who will benefit from the project?	The residents of Melbourn and surrounding villages, including their children and families.
11.	Approximately how many of those who will benefit are parishioners?	Last year we helped 79 residents from Melbourn itself, and helped a total of 88 clients who attended the Hub for help.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Signed  Date...29/10/2019.....

Registered Charity Number : 1096975
Registered Company Number : 04664883

RELATE CAMBRIDGE

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

RELATE CAMBRIDGE

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RELATE CAMBRIDGE

THE REFERENCE AND ADMINISTRATION OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2019

Directors and trustees

I Maddison (Chairman)
J Dibnah
P Izzett (resigned 13 March 2019)
P Law
J Rackowe
Dame V Sutherland (resigned 13 March 2019)
F McLeman
S Escott (appointed 26 September 2018)
E Taylor (appointed 26 September 2018)
L Amos (appointed 25 January 2019)

Charity Registered Number

1096975

Company Number

04664883

Principal Office

3 Brooklands Avenue, Cambridge, CB2 8BB

Independent Examiner

P W Accountants Ltd, Chartered Accountants, 82b High Street, Sawston, Cambridgeshire, CB22 3HJ

RELATE CAMBRIDGE

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2019**

The Trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their annual report together with the financial statements of Relate Cambridge for the year ended 31 March 2019. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015).

STRUCTURE, GOVERNANCE AND MANAGEMENT**a. Constitution**

The objective of Relate Cambridge is to enhance the quality of the couple and, thereby parental family relationships, to help avoid unnecessary breakdown and to limit the damage commonly accompanying poor relationships.

b. Method of appointment or election of Trustees

Each year director trustees are elected from the members of Relate Cambridge at the AGM. During the year, up to two more members may be co-opted onto the Executive Committee but stand for election in subsequent years. Potential director trustees who support and can contribute to the organisation are encouraged to join. This is done by advertising, charity networks and contacts.

c. Risk Management

The Trustees of Relate Cambridge have considered the major risks to which the charity is exposed, in particular those related to the operations and finances of the centre, and are satisfied that systems are in place to mitigate its exposure to all the major risks.

d. Reserves Policy

The Trustees have established a Reserves Policy in order to maintain reserves which are generally required for the organisation and include a contingency fund to meet unforeseen emergencies. They will also maintain reserves at an overall level which enables the management of short term cash flow fluctuations.

As of 31 March 2019, the Trustees have a Trustee Reserve of £112,900 (2018: £110,550) to cover three months running costs as recommended by Relate Central Office. The Trustees are satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

RELATE CAMBRIDGE

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

The report of the trustees

The financial statements set out on pages 7 to 15 have been prepared in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland".

The Trustees are satisfied with the delivery of services of the charity during the year. Following the loss of local authority funding, as reported in previous years, the centre has had to ask for greater support from those using the service. Coupled with strong demand, continued expansion into areas previously serviced by Relate Peterborough and increased services offered to schools the centre has produced a net surplus for the year. The directors are satisfied that the charity is in a position to continue its activities during the coming year, and that the charity's assets are adequate to fulfil its obligations.

The Statement of Financial Activities shows incoming resources for the year of a revenue nature of £452,359 (2018: £434,023), giving realised net resources of £29,716, (2018: £894). A majority of the expenditure is spent on provision of the counselling service, management and administration.

The Trustees would particularly like to thank the following for their support:

Girton Town Charity
Children in Need
John Huntingdon's Charity
Huntingdon Freeman Trust

Statement of Trustees responsibilities

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period.

In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and apply them consistently;
- Observe the methods and principles in the Charities SORP;
- Make estimates and judgement that are reasonable and prudent;
- Prepare financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any material departures disclosed and explained in the financial statements.

RELATE CAMBRIDGE

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time, the financial position of the charitable company, and enable them to ensure that the financial statements comply with the Companies Act 2006.

The Trustees are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by order of the board of trustees on 28 August 2019 and on its behalf by:



.....
I Maddison - Chairman

RELATE CAMBRIDGE

INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2019

Independent examiner's report to the Trustees of Relate Cambridge

We report on the financial statements of the charity for the year ended 31 March 2019 which are set out on pages 7 to 15, which have been prepared in accordance with section 145 of the Charities Act 2011 and the Statement of Recommended Practice applicable for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective January 2015).

Respective responsibilities of Trustees and examiner

The charity's trustees (who are also directors for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011(the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to a full audit under company law, or otherwise, and is eligible for independent examination. It is our responsibility to:

- examine the financial statements under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to our attention.

Basis of independent examiner's report

We have conducted our examination in accordance with the General Directions given by the Charity Commissioners for England and Wales setting out the duties of an independent examiner issued by Charity Commissioners under section 145(5)(b) of the Act relating to the conducting of an independent examination, referred to above. An independent examination includes a review of the accounting records kept by the charity and of the accounting systems employed by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statements below:

RELATE CAMBRIDGE

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2019

Independent Examiner's statement

Subject to the limitations upon the scope of our work as detailed above, in connection with our examination, no matter has come to our attention:

- 1) which gives us reasonable cause to believe that in any material respect, the requirements
- i) to keep accounting records in accordance with section 386 and 387 of the Companies Act 2006; and
 - ii) to prepare Financial Statements, which accord with the accounting records and comply with the accounting requirements of section 394 and 395 of the Companies Act 2006 and with the methods and principles of the Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective January 2015)

have not been met; or

- 2) to which, in our opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

P W Accountants Ltd

P W ACCOUNTANTS LTD
CHARTERED ACCOUNTANTS
82b HIGH STREET
SAWSTON
CAMBRIDGESHIRE
CB22 3HJ

DATE *28/8/2019*

RELATE CAMBRIDGE

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2019

		Restricted Funds £ 2019	Unrestricted Funds £ 2019	Total Funds £ 2019	Total Funds £ 2018
INCOME AND ENDOWMENTS FROM:	Note				
Voluntary Income	3	-	54,389	54,389	57,069
Activities for generating funds	5	-	397,595	397,595	376,851
Investment income	4	-	375	375	103
TOTAL INCOME AND ENDOWMENTS		-	452,359	452,359	434,023
EXPENDITURE ON:					
Charitable activities	6	-	409,324	409,324	420,146
Governance costs	7	-	13,319	13,319	12,983
TOTAL EXPENDITURE		-	422,643	422,643	433,129
NET INCOME		-	29,716	29,716	894
RECONCILIATION OF FUNDS					
Total funds brought forward		-	165,393	165,393	164,499
Net movement in funds		-	29,716	29,716	894
TOTAL FUNDS CARRIED FORWARD		-	195,109	195,109	165,393

All activities derive from continuing operation

The notes on pages 9 to 15 form part of these financial statements.

RELATF CAMBRIDGE

BALANCE SHEET
AS AT 31 MARCH 2019

	Note	2019 £	2018 £
Fixed Assets	9	2,681	3,903
Total fixed assets		<u>2,681</u>	<u>3,903</u>
Current Assets			
Debtors	10	22,334	24,155
Cash at bank and in hand		<u>211,051</u>	<u>159,161</u>
		233,385	183,316
Creditors: Amounts falling due within one year	11	(<u>40,957</u>)	(<u>21,826</u>)
Net Current Assets		<u>192,428</u>	<u>161,490</u>
NET ASSETS		<u>£ 195,109</u>	<u>£ 165,393</u>
FUNDS			
Trustees Reserve	12	112,900	110,550
General Fund	12	<u>82,209</u>	<u>54,843</u>
		<u>£ 195,109</u>	<u>£ 165,393</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2019.


The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2018 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for


- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies.

The financial statements were approved by the Board of Trustees and signed on their behalf, by:



Ian Maddison
Chairman



Julia Rackowe
Director

Approved by the board of trustees on 28 August 2019

The notes on pages 9 to 15 form part of the financial statements

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019**

1. LEGAL FORM

The charity is a registered charity registered in England and Wales number 1096975 and a company limited by guarantee, having no share capital, incorporated in England and Wales number 04664883.

2. ACCOUNTING POLICIES

BASIS OF PREPARATION OF FINANCIAL STATEMENTS

The financial statements of the charitable company, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Financial reporting standard 102 - reduced disclosure exemptions

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. '- the requirements of Section 7 Statement of Cash Flows.

FUND ACCOUNTING

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

INCOME

All incoming resources is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be reliably measured.

Donations are recognised on receipt.

Membership income is recognised in the period to which the membership fee relates.

The charity is not VAT registered.

EXPENDITURE

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to the expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Fundraising costs are those incurred in seeking voluntary contributions and do not include the costs of disseminating information in support of the charitable activities. Governance costs are those incurred in connection with the administration of the charity and compliance with constitutional and statutory requirements.

TAXATION

The charity is exempt from corporation tax on its charitable activities.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

DEBTORS

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

CASH AT BANK AND IN HAND

Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar amount.

CREDITORS AND PROVISIONS

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be estimated or measured reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

FINANCIAL INSTRUMENTS

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

3. DONATIONS AND LEGACIES

	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Donations	-	42,769	42,769	45,344
Local authority funding	-	11,620	11,620	11,725
	-	54,389	54,389	57,069

4. INCOME FROM INVESTMENTS

	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Bank deposit interest received	-	375	375	103
	-	375	375	103

5. INCOME FROM FUNDRAISING ACTIVITIES

	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Activities for generating funds				
Income from client services (including gift aid)	-	318,365	318,365	315,903
Income from contracted services - Schools Project & Littlehey	-	71,778	71,778	55,276
Training services	-	7,452	7,452	5,672
	-	397,595	397,595	376,851

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

6. EXPENDITURE ON RAISING FUNDS

	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Charitable activities	-	409,324	409,324	420,146
	-	409,324	409,324	420,146
Charitable activities				
Staff salaries (including supervision)	-	143,859	143,859	136,196
Staff expenses and recruitment	-	2,042	2,042	2,233
Pension contributions	-	2,074	2,074	950
Staff training	-	440	440	499
Counsellor salaries	-	174,493	174,493	173,709
Counsellor expenses	-	10,581	10,581	11,616
Volunteer receptionists expenses	-	1,239	1,239	2,146
Bursaries - counsellors	-	597	597	235
Payroll costs	-	1,554	1,554	1,626
Professional fees	-	-	-	11,382
Customer courses	-	4,063	4,063	-
Counsellor training	-	1,674	1,674	7,004
Outpost room hire	-	14,869	14,869	18,170
Rent payable	-	24,900	24,900	24,910
Heat, power and rates	-	4,972	4,972	3,181
Insurance	-	1,352	1,352	1,253
Repairs and renewals	-	1,512	1,512	498
Telephone & IT	-	169	169	5,556
Appointments system	-	1,294	1,294	4,956
Printing, postage, stationery and cleaning	-	10,393	10,393	9,098
Bank charges	-	4,348	4,348	2,509
Publicity	-	-	-	25
Sundry expenses	-	787	787	154
Depreciation of fixed assets used for charity	-	2,112	2,112	2,242
	-	-	-	-
	-	409,324	409,324	420,146

The basis for allocation of costs as shown above is explained in the accounting policies and the notes to the accounts.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

7. GOVERNANCE COSTS

	Restricted Funds 2019 £	Unrestricted Funds 2019 £	Total Funds 2019 £	Total Funds 2018 £
Independent Examiner's Fees	-	900	900	900
Directors expenses	-	159	159	232
National Relate Federation service charge	-	11,968	11,968	11,253
AGM and Annual report	-	292	292	598
Total governance costs	-	13,319	13,319	12,983

8. STAFF COSTS

	2019 £	2018 £
Wages and salaries	309,662	301,193
Social security costs	8,689	8,712
Pension contributions	2,074	950
	<u>320,425</u>	<u>310,855</u>

Numbers of full time employees or full time equivalents

	2019	2018
Direct Charitable (including unpaid volunteer staff)	9	9

The above number does not include directors who are not permitted to receive remuneration for their duties. In view of the nature of the charities activities the majority of total administrative and counselling staff do not work full time. The full time equivalent number disclosed above masks the fact that 40 (2018: 40) people provide time to the charity. Expenses paid to directors totalled £159 (2018: £232). There were no related party transactions requiring disclosure.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

9. TANGIBLE FUNCTIONAL FIXED ASSETS

	Furniture and equipment £
Cost	
At 1 April 2018	25,553
Additions	890
At 31 March 2019	<u>26,443</u>
Depreciation	
At 1 April 2018	21,650
Charge for the year	2,112
At 31 March 2019	<u>23,762</u>
Net book value	
At 31 March 2019	<u>2,681</u>
At 31 March 2018	<u>3,903</u>

10. DEBTORS

	2019 £	2018 £
Trade debtors	14,785	16,619
Debtors - gift aid recoverable	6,817	6,546
Prepayments	<u>732</u>	<u>990</u>
	<u>22,334</u>	<u>24,155</u>

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019 £	2018 £
Trade creditors	6,284	-
Accrued expenses	11,565	13,515
Pension contributions	457	151
Deferred income - Children in Need	3,500	6,465
Deferred income - MoD Peterborough	15,856	-
Deferred income - bursary funds	<u>3,295</u>	<u>1,695</u>
	<u>40,957</u>	<u>21,826</u>

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2019

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Current Assets	Creditors	Net Current Assets
	£	£	£	£
Unrestricted funds				
Trustees Reserve	2,681	110,219	-	112,900
General Fund	-	123,166	(40,957)	82,209
Total Funds	2,681	233,385	(40,957)	195,109

As recommended by Relate Head Office. The trustees reserve should equate to three months running costs of £112,900

Analysis of unrestricted fund movements

	Funds at 2018	Movements in Funds	Transfers Between Funds	Funds at 2019
	£	£	£	£
Trustees Reserve	110,550	-	2,350	112,900
General Fund	54,843	29,716	(2,350)	82,209
	<u>165,393</u>	<u>29,716</u>	<u>-</u>	<u>195,109</u>

13. COMPANY STATUS AND WINDING UP OR DISSOLUTION OF THE CHARITY

Relate Cambridge is a company limited by guarantee not exceeding £1 per member. The company has no share capital. If upon winding up or dissolution of the charity there remain any assets, after the satisfaction of all debts and liabilities, the assets represented by the accumulated fund shall be transferred to some other charitable body or bodies having similar objects to the charity.

14. RELATED PARTY DISCLOSURES

There were no related party disclosures for the year ended 31 March 2019.

Melbourn statistics (data below taken from 1st October 2018 to 30th September 2019)

<u>Melbourn Residents: appointment data</u>	
Number of appointments delivered	241
Number of cases seen	47
Number of clients seen	79
Average Client Payment	£49.14

<u>Most common presenting issues for Melbourn Residents</u>	
Presenting issue	No. of cases with presenting issue
Communication Problems	31
Financial Problems	16
Young Children	11
Trust	10
Mental Illness	9
Self-Esteem	8
Separation/divorce	8
Affair	7
Family Conflict	7
Sexual Problems	6
Past Relationships	4
Bereavement	3
Anger Management	3
Domestic Violence	3
Work Issues	2
In Laws	2
Alcohol Related	1
Physical Illness	1
Adolescent Children	1

<u>Melbourn Outpost: appointment data</u>	
Number of appointments delivered	247
Number of cases seen	57
Number of clients seen	88
Average Client Payment	£48.46

<u>Most common presenting issues for Melbourn Outpost</u>	
Presenting issue	No. of cases with presenting issue
Communication Problems	35
Trust	8
Mental Illness	8
Young Children	7
Self- Esteem	6
Affair	6
Family Conflict	5
Financial Problems	4
Work Issues	4
Separation/Divorce	3
Sexual Problems	3
Adolescent Children	3
Past Relationships	2
Bereavement	2
Step Family Issues	2
Anger Management	2
In-laws	2
Physical Illness	2
Jealousy	1
Domestic Violence	1

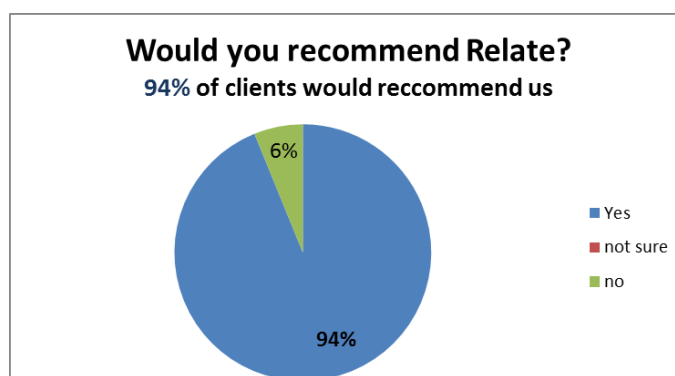
Client Feedback

“We addressed issues that we hadn’t really thought about in detail, and it has enabled us to have those more difficult conversations.”

“I am now happier, more confident, more in control and able to cope with my problems. I would not have been able to deal with these alone without the support of Relate Cambridge and am extremely grateful.”

“Talking to skilled Relate counsellors was the right thing for us and our marriage is stronger than ever.”

“I am feeling much more positive about our relationship in adopting a child and building a family together. Thank you Relate Cambridge”



District and County Councillors Report: Melbourn Parish Council November 2019

Due to the General Election, regular key decision-making meetings has been postponed – this includes also the Greater Cambridge Partnership.

Countryside Homes appeal: Jose attended the all-day appeal with Julie Norman on November 12, listening to the full length of the proceedings. Decision expected in January.

GoCold site Meldreth Station appeal: Philippa attended this appeal on November 13, together with Meldreth PC Chair, expressing concern about the chaotic entrance to the station and the prospect of exacerbating this though the proposal for 22 new homes on the old Go Cold site, in the curtilage of the station car park.

Beechwood Avenue meeting action list: Pending a decision from the parish council on carrying out speed surveys, Susan will then meet Josh Rutherford from County Highways to discuss the more substantial action points. Meanwhile, Susan and Jose met with Local Highways Officer John O'Brien who has put Beechwood Avenue forward for resurfacing in 2020. This would involve fresh line painting, and we asked if additional advisory markings (as set out in notes of the meeting) could be done at the same time.

Greater Cambridge Partnership decisions affecting Melbourn:

The Melbourn Greenways decision will, we hope, come to the March meeting of the GCP, while the Foxton Car Park (Hub) decision is to be taken in June.

'The Big Conversation'

The Clinical Commissioning Group, which commissions our NHS services, is asking for our priorities in a climate of extreme financial pressure. In their words:

"The CCG is responsible for NHS healthcare provision to 980,000 people across Cambridgeshire and Peterborough and has around £1.3 billion available each year for this. Although £1.3 billion may sound like a lot of money, this works out at just £1,125 per patient. A single trip to A&E costs the NHS £73, a GP visit comes in at £46, and just one night in a hospital racks up a cost of £1,722 – meaning the CCG faces big financial challenges in trying to commission all of the region's NHS healthcare at just £1,125 per capita."

You can go on-line to find out more and provide your views – until December 20th.

<https://www.cambridgeshireandpeterboroughccg.nhs.uk/get-involved/the-big-conversation/>

Levelling Up

Rather extraordinary to note Government has written to the Mayor confirming the PM's "commitment to levelling up the powers of city region mayors and their combined authorities across the country." What does this mean for us? It means that the Mayor is being asked to take on a number of extra powers. These include (but are by no means limited to): Local authority duties and functions relating to young persons or young adults being in education, employment or training, Duty for provision of shops and recreation grounds, Strategic planning, Functions of Homes England including powers of land acquisition and disposal, Promotion of road safety, Functions to improve public health – the list goes on and on.

Some issues with this: firstly, devolution was supposed to bring power to the lowest common denominator i.e. us the people. Here the Mayor is being offered a wide range of duties currently run

by the County Council. As more and more powers are invested into the hands of one person our local democracy can only wither and disappear. Secondly the County Council is investing huge quantities of public money into a new HQ at Alconbury Weald. Why? It should be clear by now that there is no longer a future for County Councils. And lastly, how is one person – even if they were brilliant and efficient – able to have at their fingertips full control of all of these disparate and complex issues in order to make decisions that up to now have required a full democratic process.

Melbourn Timebank Report

November 2019

Membership growth to 20th November 2019

	As at 18 th September	As at 20 th November	Conversion	Pipeline
Individual Members	36	41	5	19
Organisational Members	5	8	3	3

Total exchanges to date: 646 hours

Timebank activities

- Weekly coffee mornings at the Hub and Moorlands Court
- Fortnightly Art and Craft Club, hosted in the Pavilion
- Monthly Board Games nights, hosted at The Black Horse
- Regular litter picking around the village by Timebank members
- Timebank recently had a pitch on Royston Market; unfortunately, sporting fixtures and appalling weather meant we didn't see many people
- A new member has attended and assisted at an activity session at Moorlands Court
- First Tempo Time Credits earned through Timebank have been issued www.wearetempo.org
- Christmas coffee morning 19th December

Administrative tasks

- Membership continues to grow steadily, averaging 5 conversions per month
- Primary School PTFA AGM attended, organisation now signed up and hours being claimed by volunteers for helping at PTFA events
- New members from Royston have joined and we are already succeeding in reaching new arrivals into the village, one member signed up from Kingley Grove and another attended a coffee morning having only moved into the village a week prior.
- Member base to date: Royston, Meldreth, Shepreth and Foxton as well as Melbourn
- Regular Social Media posts to increase reach and engagement
 - Facebook statistics
 - Followers 101
 - Maximum post reach 87
- Weekly member email bulletin continues, now able to be distributed by WhatsApp to those members without email, since the provision of a Timebank mobile phone.

Proposed expenditure for approval

- Games for Timebank Games Nights (currently members bring their own games)
From Amazon:

Melbourn Timebank Report

November 2019

*SET OF 4 MY TRADITIONAL FAMILY BOARD GAMES CHESS LUDO SNAKES & LADDERS
DRAUGHTS*

£16.99 + £0.49 delivery

A selection of proposed future activities

- Article in The Listing
- Timebank Logo design competition (Primary school)
- Continue to encourage village schools to engage with the Timebank
- Attend RBN and MBA networking events
- Tea parties and/or Sunday lunches for elderly/isolated community members

Melbourn Parish Council Financial Budget Comparison

Seven months to 31/10/19

	2019/20 Budget	Revised Budget	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,170.00	£2,170.00	£1,953.40	-£216.60
101 Allotment Insurance Premiums	£0.00	£0.00	£290.00	£290.00
110 CCC Grass Cutting Payment	£3,850.00	£3,850.00	£3,848.72	-£1.28
Total Conservation	£6,020.00	£6,020.00	£6,092.12	£72.12
Cemeteries				
200 Burial Fees	£4,100.00	£4,100.00	£1,015.00	-£3,085.00
Total Cemeteries	£4,100.00	£4,100.00	£1,015.00	-£3,085.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,500.00	£2,500.00	£2,320.00	-£180.00
320 Hire of Recreation Grounds	£230.00	£230.00	£394.39	£164.39
340 Pavilion Hire	£1,000.00	£1,000.00	£632.50	-£367.50
370 Pavilion Hire - MAYD recharge	£2,300.00	£2,300.00	£0.00	-£2,300.00
Total Play Areas & Recreation Grounds	£6,030.00	£6,030.00	£3,346.89	-£2,683.11
Finance & General Purpose				
410 Precept	£255,820.00	£255,820.00	£255,820.00	£0.00
420 Bank Interest - Deposit Account Unity	£400.00	£400.00	£195.09	-£204.91
460 Miscellaneous Income	£0.00	£0.00	£426.25	£426.25
480 Insurance Claims	£0.00	£0.00	£0.00	£0.00
485 Feed In Tariff	£0.00	£0.00	£693.11	£693.11
600 Grants Received	£0.00	£0.00	£0.00	£0.00
660 Timebanking Income	£0.00	£0.00	£198.50	£198.50
Total Finance & General Purpose	£256,220.00	£256,220.00	£257,332.95	£1,112.95
Highways				
800 Highways & Rural Footpaths	£0.00	£0.00	£0.00	£0.00
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£26,000.00	£15,166.69	-£10,833.31
Total Rental Property	£26,000.00	£26,000.00	£15,166.69	-£10,833.31
Melbourn Area Youth Development				
950 MAYD Partner Contributions	£0.00	£0.00	£4,356.00	£4,356.00
Total Melbourn Area Youth Development	£0.00	£0.00	£4,356.00	£4,356.00
Community Benefit				
960 Community Benefit	£0.00	£0.00	£41,516.31	£41,516.31
Total Community Benefit	£0.00	£0.00	£41,516.31	£41,516.31
Section 106				
140 S.106	£0.00	£0.00	£0.00	£0.00
Total Section 106	£0.00	£0.00	£0.00	£0.00
Celebrating Ages				
990 Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Celebrating Ages	£0.00	£0.00	£0.00	£0.00
Total Income	£298,370.00	£298,370.00	£328,825.96	£30,455.96

Melbourn Parish Council Financial Budget Comparison

Seven months to 31/10/19

		2019/20 Budget	Revised Budget	Actual Net	Balance
EXPENDITURE					
Conservation					
1000	Allotments	£1,140.00	£1,140.00	£2,213.85	-£1,073.85
1001	Allotment Insurance Premiums	£0.00	£0.00	£0.00	£0.00
1100	Conservation	£5,500.00	£5,500.00	£2,384.38	£3,115.62
1150	Stockbridge Meadows	£2,350.00	£2,350.00	£52.00	£2,298.00
1200	Grass Cutting Contract	£6,420.00	£6,420.00	£5,377.50	£1,042.50
1300	Public Open Space Maintenance Contract	£7,000.00	£7,000.00	£3,540.00	£3,460.00
Total Conservation		£22,410.00	£22,410.00	£13,567.73	£8,842.27
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£5,685.00	£5,685.00	£1,346.95	£4,338.05
2100	Cemetery Grounds Maintenance Contract	£4,870.00	£4,870.00	£2,840.81	£2,029.19
Total Cemeteries		£10,555.00	£10,555.00	£4,187.76	£6,367.24
Play Areas & Recreation Grounds					
3000	Play Areas	£5,750.00	£5,750.00	£1,055.55	£4,694.45
3200	Recreation Grounds	£11,900.00	£11,900.00	£5,671.55	£6,228.45
3400	Pavilion	£6,540.00	£6,540.00	£4,653.81	£1,886.19
Total Play Areas & Recreation Grounds		£24,190.00	£24,190.00	£11,380.91	£12,809.09
Finance & General Purpose					
4000	Audit and Legal Fees	£3,000.00	£3,000.00	£144.95	£2,855.05
4200	Contingency	£5,000.00	£5,000.00	£0.00	£5,000.00
4300	Wardens' Materials, Equipment & Van	£2,400.00	£2,400.00	£1,230.49	£1,169.51
4500	Insurances	£7,400.00	£7,400.00	£7,322.41	£77.59
4700	Membership of Societies	£1,204.00	£1,204.00	£999.45	£204.55
4900	Parish Clock	£200.00	£200.00	£187.00	£13.00
5000	Parish Office, IT & Contractors	£23,100.00	£23,100.00	£4,340.28	£18,759.72
5100	Salaries, NI & Pensions	£66,000.00	£76,100.00	£41,421.78	£34,678.22
5300	Sundry Expenses	£200.00	£200.00	£71.85	£128.15
5400	Training	£2,500.00	£2,500.00	£748.14	£1,751.86
5700	Pension Scheme Service Charge	£435.00	£435.00	£252.00	£183.00
5900	Bank Charges	£200.00	£200.00	£91.95	£108.05
6200	Staff & Councillor Expenses	£0.00	£0.00	£12.60	-£12.60
6400	Community Hub - Grant	£15,000.00	£15,000.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£15,930.00	£15,930.00	£15,028.66	£901.34
6450	PWLB Community Hub - Interest	£28,514.00	£28,514.00	£28,514.34	-£0.34
6451	PWLB Community Hub -	£4,440.00	£4,440.00	£4,439.86	£0.14
6452	PWLB Car Park - Interest	£6,243.00	£6,243.00	£3,158.76	£3,084.24
6453	PWLB Car Park - Capital	£10,644.00	£10,644.00	£5,284.97	£5,359.03
6600	Timebanking Expenses	£0.00	£900.00	£179.16	£720.84
6700	War Memorial	£0.00	£0.00	£0.00	£0.00
6800	Election costs	£0.00	£0.00	£0.00	£0.00
7100	Village Car Park - Rates, Utilities & Maintenance	£14,440.00	£14,440.00	£8,709.09	£5,730.91
Total Finance & General Purpose		£206,850.00	£217,850.00	£137,137.74	£80,712.26

Melbourn Parish Council Financial Budget Comparison

Seven months to 31/10/19

	2019/20 Budget	Revised Budget	Actual Net	Balance
Planning				
7000 Community Development	£0.00	£0.00	£0.00	£0.00
Total Planning	£0.00	£0.00	£0.00	£0.00
Highways				
8000 Highways and Footpaths	£0.00	£0.00	£0.00	£0.00
8100 Street Lighting	£1,900.00	£1,900.00	£0.00	£1,900.00
Total Highways	£1,900.00	£1,900.00	£0.00	£1,900.00
Rental Property				
9000 Little Hands Nursery	£6,365.00	£6,365.00	£5,638.48	£726.52
Total Rental Property	£6,365.00	£6,365.00	£5,638.48	£726.52
Melbourn Area Youth Development				
9500 MAYD Youth Club	£0.00	£0.00	£7,208.00	-£7,208.00
Total Melbourn Area Youth Development	£0.00	£0.00	£7,208.00	-£7,208.00
Community Benefit				
9600 Community Benefit Donations	£0.00	£0.00	£16,558.71	-£16,558.71
9601 Community Benefit Donations S137	£0.00	£0.00	£0.00	£0.00
Total Community Benefit	£0.00	£0.00	£16,558.71	-£16,558.71
Section 106				
1400 S106	£0.00	£0.00	£0.00	£0.00
Total Section 106	£0.00	£0.00	£0.00	£0.00
Celebrating Ages				
4800 Celebrating Ages	£0.00	£0.00	£3,688.50	-£3,688.50
Total Celebrating Ages	£0.00	£0.00	£3,688.50	-£3,688.50
Total Expenditure	£272,270.00	£283,270.00	£199,367.83	£83,902.17
Total Income	£298,370.00	£298,370.00	£328,825.96	£30,455.96
Total Expenditure	£272,270.00	£283,270.00	£199,367.83	£83,902.17
Total Net Balance	£26,100.00	£15,100.00	£129,458.13	£114,358.13

Memo: Totals excluding non-precepted items funded from reserves (MAYD, Community Benefit, S016 and Celebrating Ages)

Income	£298,370.00	£282,953.65	£15,416.35
Expenditure	<u>£283,270.00</u>	<u>£171,912.62</u>	£111,357.38
Net balance	£15,100.00	£111,041.03	

Melbourn Parish Council Bank Balances at 31/10/19

Unity Bank Current Account	£282,342.89
Unity Bank Deposit Account	£97,424.71
Prepaid Debit Card	£613.37
Petty Cash	£50.00
Total Cash and Bank	£380,430.97

MPC opened a new debit card account with Soldo which has a balance of £600. The balance on the old FFX debit card account is being run down.

The FGGC have recommended that the Petty Cash float is reduced to £30 when it is next topped up. Petty Cash transactions are relatively few since the introduction of prepaid debit cards.

Parish Office staff are currently in the process of opening two additional deposit accounts in line with MPC's Investment Strategy.

The bank reconciliations were checked by Cllr Travis on 11/11/19

FINANCE REPORT – SEVEN MONTHS ENDED 31st OCTOBER 2019

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st October 2019. Adjustments for accruals and prepayments will be made at the financial year end.

The 'Revised Budget' column shows the budget after moving £11,000 from the General Reserve for Timebanking expenses as agreed by the PC on 20th May 2019.

At the seven-month stage there are no major concerns about the budget taken on an overall basis. However, there are some areas where budget variations are expected and where there has been unbudgeted expenditure (see explanations below).

Variations from Budget

Income:

Burial fees – income from this source is hard to predict. There have been very few burials this year so it is likely that there will be a budget shortfall.

Expenditure:

Allotments - £2,110 was spent on removing all the asbestos from the allotment site in Orchard Road. The budget was £240.

Grass Cutting Contract (verges) – there has been a change to the contractor for this service. It is anticipated that the budget will now be exceeded by over £2,500. A notional overspend was approved by the PC on 29th July 2019.

Pavilion – repairs have been carried out to the heating system in August at a cost of c£850. This was not budgeted. Approved by the PC on 23rd September 2019.

Parish Office – it has been necessary to spend around £800 on an unforeseen PC upgrade in the Parish Office. Further IT issues have since arisen and have been addressed but additional expenditure may still be needed.

FINANCE REPORT – SEVEN MONTHS ENDED 31st NOVEMBER 2019 (continued)

Community Hub – Maintenance and Replacements – the cost of installing air-conditioning in the Parish Office and upstairs meeting room has exceeded budget by £1,140. £630 of this was because it was necessary to install a base for the outside unit which had not been anticipated. Also, the exterior repainting was £1,200 over budget.

Rental Property – expenditure on Littlehands is anticipated to exceed budget as there have been on-going issues with drains and vandalism which have had to be addressed.

Potential Cost Savings:

Salaries, NI and Pensions – the wardens have continued to work fewer hours than budgeted due to efficiencies in work practices. This led to a cost saving of around £1,800 in the first half of 2019/20 and savings are expected to continue throughout the rest of the year (anticipated savings of £3,500-£4,000 for the year). Additional savings may also be made from staff not opting into the workplace pension scheme.

Maintenance Projects – some maintenance items included in the budget were carried out in 2018/19 so the budgets are available for reallocation e.g. the path to the right-hand side of the bus-shelter in the car park. Also certain budgeted maintenance projects may not now be needed or may be postponed e.g. installation of cemetery bases due to low number of burials. The Maintenance Committee are looking at these items and it may be possible to make savings or vire the funds to other budget headings where overspends are anticipated.

Included in the budget is a Contingency of £5,000 which has not been touched at this stage.

G van Poortvliet

RFO – Melbourn Parish Council

18/11/19

Melbourn Parish Council

November 2019 Expenditure transactions – payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque
3242	BACS1911 264i	£255.00	£42.50	£212.50 11/10/19	4i Water Services Ltd - Legionella risk assessment Pavilion	£255.00
		£255.00	£42.50	£212.50	4i Water Services Ltd - Total	
3261	BACS1911 26ELY	£296.20	£41.20	£255.00 20/11/19	Bishop of Ely's Registry - Fee payable for felling of Plum Trees in St. Mary's churchyard	£296.20
1		£49.00	£0.00	£49.00	CON Chancellors Fee	
2		£247.20	£41.20	£206.00	CON Registry Fee	
		£296.20	£41.20	£255.00	Bishop of Ely's Registry - Total	
3244	DD191125 BG	£106.09	£5.05	£101.04 06/11/19	British Gas - Electricity charges - Pavilion 01/10/19-31/10/19 estimated	£106.09
		£106.09	£5.05	£101.04	British Gas - Total	
3236	BACS1910 31CAPALC	£700.00	£0.00	£700.00 14/10/19	CAPALC - Outreach Councillor Training Course 21/09/19	£700.00
		£700.00	£0.00	£700.00	CAPALC - Total	
3249	BACS1910 26DYNO	£450.00	£75.00	£375.00 06/11/19	Dynorod - Install drainage patch - Littlehands Nursery	£450.00
		£450.00	£75.00	£375.00	Dynorod - Total	
3253	DD191112 0EON	£9.23	£0.44	£8.79 05/11/19	e.0n - Electricity - Orchard Road Cemetery 01/10/19-05/11/19 Actual	£9.23
3241	DD191114 EON	£7.91	£0.38	£7.53 28/10/19	e.0n - Electricity - Old Rec Ground 26/09/19-26/10/19 Actual	£7.91
		£17.14	£0.82	£16.32	e.0n - Total	
3260	BACS1911 26GS	£9.99	£0.00	£9.99 18/11/19	G Squires – reimburse bulbs for 83 High Street	£9.99
		£9.99	£0.00	£9.99	Gerry Squires - Total	

Signature

Date

Signature

Melbourn Parish Council

November 2019 Expenditure transactions – payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
3245	BACS1911 26H&CGM	£906.00	£151.00	£755.00	31/10/19	Herts & Cambs Ground Maintenance Limited - Grounds maintenance Nov - old and new rec grounds plus boundary maintenance	
3246	BACS1911 26H&CGM	£552.00	£92.00	£460.00	31/10/19	Herts & Cambs Ground Maintenance Limited - Maintenance Contract - Nov	
3247	BACS1911 26H&CGM	£487.00	£81.17	£405.83	31/10/19	Herts & Cambs Ground Maintenance Limited - Cemetery Grass Cutting Nov 2019	
3248	BACS1911 26H&CGM	£747.00	£124.50	£622.50	31/10/19	Herts & Cambs Ground Maintenance Limited - Grass cutting for month of October	£2,692.00
		£2,692.00	£448.67	£2,243.33		Herts & Cambs Ground Maintenance Limited - Total	
3259	BACS1911 26HUB	£72.00	£12.00	£60.00	10/10/19	Melbourn Community Hub Management Group - Lunch for Councillor Training	£72.00
		£72.00	£12.00	£60.00		Melbourn Community Hub Management Group - Total	
3237	DD191101 NOW	£43.20	£7.20	£36.00	01/11/19	Now Pensions - Employer service charge Nov 2019	£43.20
3234	DD191104	£213.04	£0.00	£213.04	01/11/19	Now Pensions – Oct contributions	£213.04
3251	BACS1911 26PGC	£19.80	£0.00	£19.80	31/10/19	Phillimore Garden Centre - Turf x 6	£19.80
		£19.80	£0.00	£19.80		Phillimore Garden Centre - Total	
3254	BACS1911 26RICOH	£222.51	£37.08	£185.43	07/11/19	Ricoh UK Limited -	£222.51
1		£58.34	£9.72	£48.62		F&GP Photocopier charges black and white/colour 01/08/19 -	
2		£164.17	£27.36	£136.81		F&GP Photocopier rent 01/11/19 - 31/01/20	
		£222.51	£37.08	£185.43		Ricoh UK Limited - Total	

Signature

Date

20/11/19 03:52 PM Vs: 8.30.01

Signature

Melbourn Parish Council

November 2019 Expenditure transactions – payments approval list

Start of year 01/04/19

Tn no	Cheque	Gross	Vat	Net	Invoice date	Details	Cheque
3215	DD191101 SCDC	£624.00	£104.00	£520.00	11/09/19	South Cambs District Council - Dog and Litter bins 01/04/19 - 31/03/20	
1		£62.40	£10.40	£52.00		CON Stockbridge Meadows Dog bins emptying 01/04/19-31/03/20	
2		£312.00	£52.00	£260.00		PLAY Recreation Grounds - dog and litter bin collection 01/04/19-31/03/20	
3		£249.60	£41.60	£208.00		PLAY Play Areas - dog and litter bin collection 01/04/19-31/03/20	
3255	DD191101 SCDC	£1,178.00	£0.00	£1,178.00	01/11/19	South Cambs District Council - Car park rates 2019-20 - installment 8	
3256	DD191101 SCDC	£255.00	£0.00	£255.00	01/11/19	South Cambs District Council - Pavilion Recreation Ground Rates 2019-20 Installment 8	
3257	DD191101 SCDC	£74.00	£0.00	£74.00	01/10/19	South Cambs District Council - Rates Victoria Way Cemetery - Installment 8	
3258	DD191101 SCDC	£12.00	£0.00	£12.00	01/11/19	South Cambs District Council - Pavilion trade waste collection - Nov fortnightly	£2,143.00
		£2,143.00	£104.00	£2,039.00		South Cambs District Council - Total	
Total		£7,239.97	£773.52	£6,466.45			

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

3239	BACS1910 31TBUK	£120.00	£0.00	£120.00	30/10/19	Annual Membership – Time Bank software	£120.00
		£120.00	£0.00	£120.00		Time Banks UK - Total	
3288	BACS1911 12RBL	£17.00	£0.00	£17.00	30/10/19	Royal British Legion – Remembrance Day Wreath – s137	£17.00
		£17.00	£0.00	£17.00		Royal British Legion - Total	
3252	BACS1911 12TBUK	£234.00	£0.00	£234.00	11/11/19	B Deville – Community Benefit Grant 2019/20 St. Georges Allotments	£234.00
		£234.00	£0.00	£234.00		B Deville - Total	
3240	BACS1910 31CAMMO	£1,200.00	£200.00	£1,000.00	31/10/19	The Cambridge Motel – Deposit Celebrating Ages Event 25th November 2019	£1,200.00
		£1,200.00	£200.00	£1,000.00		The Cambridge Motel - Total	
	BACS191122	£5,164.10	£0.00	£5,164.10	20/11/19	Confidential items e.g. salaries/PAYE/NI	

Signature Date:

Signature:

The Cambridge Motel

17th October 2019

Mr Jose Hales
email: josehales@gmail.com

Melbourn- Celebrating Ages
Re: Luncheon Menu
Monday 25th November 2019 (12pm)

Dear Mr Jose Hales,

Please find the menu for your perusal, based on approximately 200 covers.

Luncheon Menu

Traditional Roast Turkey

Served with chestnut stuffing, chipolata scroll and cranberry sauce
or

Mediterranean Vegetable Wellington (v)

The above main courses are served with
fresh seasonal vegetables and potatoes

White Chocolate & Raspberry Meringue Roulade (GF)

Freshly Ground Coffee
& Mints

£16.50 per head

You will need to secure your booking with a deposit of £1200.00, no more than 14 days after setting the provisional date.

VAT is inclusive.

Pre orders of vegetarian and special dietary requirements are to be made 14 days prior to the date of the function.

The balance is to be paid by 29th November 2019.

In the meantime, if you have any queries, please do not hesitate to contact me. I look forward to hearing from you.

Yours sincerely,

Mr D. Aristo

LONDON ROAD (A10) SHEPRETH NR ROYSTON HERTS SG8 6RA
TEL: 01763 260414 FAX: 01763 262455

e-mail: thecambridgemotel@yahoo.co.uk

MELBOURN PARISH COUNCIL
Melbourn Parish Council Community Grant Policy

Where does the money come from?

Money for community grants (the Community Grant Fund) comes from payments made to the Parish Council which have to be used for Community benefit.

When can applications be made?

Applications for grants will be considered by Full Council in April and November each year and the call for applications will be published in March and October each year.

Who can apply for a grant?

Any organisation, charity or group within Melbourn or which delivers benefits specifically for Melbourn is eligible to apply for a grant. Its activities and projects must benefit the community and meet identified needs. Organisations which provide a general service from which Melbourn *may* benefit are not eligible to apply unless they can demonstrate that there **will** be benefit within a reasonable time frame¹.

The following **are not** eligible for a community grant:

- Businesses
- Individuals: and
- Groups associated with a church or religious body except where there is demonstrable community benefit.

The Community Grant fund cannot be used to provide or supplement goods or services which are funded through other routes (eg Local Authority funding). Neither can it be used to improve facilities or buildings which belong to others who will benefit from the improvements.

Groups are required in most circumstances to have their own bank account and to submit their latest audited accounts or their last 3 months bank statements.

How are applications made?

Applications are made using the application form which is available on the Parish Council website and in paper copy from the Parish Council office.

¹ The potential to benefit if a certain set of circumstances come into play is not sufficient justification.

How much can be applied for?

The maximum award can be 100% of the amount required. No organisation or group may apply for more than one award each financial year. Each application will be judged on its merit and its benefit to the community.

How will awards be decided?

Applicants who have received a grant previously from Melbourn Parish Council must:

- have spent the previous grant; and
- provide a report on how the grant was spent.

The full Parish Council will score all applications on a number of criteria in order to assess their eligibility and prioritise the money available. Melbourn Parish Councils aim is to ensure grants must be used for a project/event which will benefit or service the needs of the citizens of Melbourn. The key criteria will be:

- Number of people benefitting.
- Evidence of benefit to the community.
- Evidence that priority groups benefit i.e. children, the elderly, disabled people, teenagers who are NEET.
- Evidence of 'legacy value'.
- Projects that reduce energy use and greenhouse gases or which benefit the environment.
- Evidence that the grant is 'funding of last resort'.
- Value for money.
- Evidence of deliverability.

Where the application relies on another party/parties to deliver the benefit, all those parties must sign the application form to say they have been fully consulted and agree to play the part assigned to them in the application.

'Evidence of deliverability' means that the applicant must show that there is a need for what is proposed and that it can be delivered by the means set out in the application. If it is a new project or substantial change to an existing one, the applicant must show that there is a demand in Melbourn for what is being proposed so that the Council has good evidence that the money will not be spent on something which folds after a short period of time.

Eligibility will not guarantee success for any application. The Council reserves the right to prioritise based on the amount of funding available, numbers and types of applications and its own priorities. Money must be spent within 1 year of the award being made and any unspent money must be returned to the Council.

What cannot be funded?

- Projects with only one beneficiary.
- Projects which are not inclusive or which discriminate against any group.

How will a grant be paid?

The grant will be paid when the full Parish Council has:

- received the money from the solar farm company (this is usually in April but *may* be later); and
- has been agreed by the full Parish Council, subject to confirmation that it has the power to award money for the specified items/projects.

What are the conditions of the grants?

- The grant must be used for the agreed purpose and spent within 12 months of the award being made (unless otherwise agreed in writing with the Council).
- Any publicity must acknowledge the grant provider.
- At the end of the project an evaluation report must be presented to Full Council. This should be a brief written report.

Document Approval:



(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 25 November 2019

Review Policy:

Every 12 months or after grant application round if amendments identified

MELBOURN PARISH COUNCIL**Application for Grant for Voluntary Organisations**

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances.

If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

1.	Name of Organisation	
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£
6.	For what purpose of project is the grant requested.	
7.	What will be the total cost of the above project?	£
8.	If the total cost of the project is more than the grant, how will the residue be financed?	
9.	Have you applied for grant for the same project to another organisation?	

	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	
11.	Who will benefit from the project?	
12.	Approximately how many of those who will benefit are parishioners?	

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes/No

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed.....Date.....

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation



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

canalbs
ltd

35 Westfield Road
Manea, Nr. March
Cambs. PE15 0LS
Tel 01354-680319

Independent Internal Audit Service for Parish and Town Councils

15th November 2019

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

Dear Sir

INDEPENDENT INTERNAL AUDIT FOR Financial Year 2019/2020

As a result of my mid-year inspection, I have enclosed a report of my findings together with observations and recommendations for the Council to consider.

In the time allotted it is not possible for me to inspect all Council documents, but a spot check has raised the following issues. I would also remind the Council that it is not in my remit to check the accuracy of the Council accounts.

I look forward to making my end of year visit scheduled to be after the Council have met and approved and signed the year end accounts and completed the relevant sections of the Annual Return Form.

Yours sincerely

Jacquie Wilson (Mrs)
Director

REPORT AND OBSERVATIONS TO MELBOURN PARISH COUNCIL

From my previous reports I note that:

The Council now have six vacancies and are planning an open evening in February/March to try to recruit new councillors who might be encouraged to help to manage the £200,000 Section 106 money. The Council is not due for re-election until 2022 when it is hoped they will be able to qualify to apply for the General Power of Competence as the Deputy Clerk, Claire, has also now received her CiLCA qualification to support the Clerk.

TIME BANK

The Council have employed a Time Bank Co-ordinator and the scheme is so successful they have decided to make the arrangement permanent

RISK MANAGEMENT

The Council have not been happy with Play Safety Ltd as they have missed certain faults within the playground area. I understand they are considering contracting an alternative company.

RESERVES

I understand that the level of General Reserve which currently is running at 4 months cover of Annual Precept will be increased to 6 months.

At year end I would also like to see the Section 106 money listed separately into Ringfenced and General under Earmarked Reserves as this needs to be "spent" within ten years. I would also like to see a separate total for Solar Money held in Reserve.

===o0o===

NEW OBSERVATIONS AND RECOMMENDATIONS.

EMPLOYMENT ISSUES

At my year end visit I would like to see a schedule showing all current staff salary details including payscale, core hours, overtime arrangement, date of next appraisal, have both parties signed a contract, etc. This document should have been noted and approved by a full council meeting.

I understand that the Council have created their own Staff Grievance Procedure Policy. This needs to be checked that it complies with the National model policy, if not already undertaken. However, it is both professional and prudent for the Council to have an addendum clearly attached to the front page of this policy that regularly reviews who will be appointed to the Disciplinary Panel as the Council must be quorate to make a decision. Then further consideration must be given to who will be appointed to any possible Appeal Panel that must also be quorate because these councillors will have to be totally independent from the Disciplinary Panel and must not have been involved in any of the matters arising from this process. It is therefore important to consider the qualifications of the Appeals Panel that are held in reserve. In smaller councils it is sometimes necessary to have a reciprocal arrangement with a neighbouring council (usually for the Appeals Panel) but again, those persons need to regularly confirm their availability to be appointed

USE OF STATUTORY POWERS

In my spot check of the minutes for meetings held so far this year, I have been concerned with the references for statutory powers used. Some were definitely not correctly designated.

I recommend that the Council consider a full review of the system currently used in the minutes of recording which statutory power is being used when making a decision on purchasing a service,

asset or undertaking any action. A lot of other councils have found it useful to add a subscript number beside any resolution which would then relate to a list of statutory powers at the end of the minutes as there is often duplicate use of a these within a meeting. This then also meets automatically the legislation that when using Section 137 of the Local Government Act 1972 it must be minuted.

Also I understand that some community schemes have actually been undertaken using money received from a Solar Farm fund reserve. It would be prudent to minute this because should this fund dry up in the future the Council will have to carefully consider whether they have a statutory power to continue funding such schemes as the Local Warden provision as the Parish Council do not have the statutory power to fund this from the Precept.

RISK ASSESSMENT

I understand that the Council have decided that a report will be going to full council every meeting to consider the effectiveness of the current policy.

INSURANCE

The Council have renewed their contract with Came & Co and are now in year 2 of a 3 year contract. The policy does cover data breach.

At my year end visit I will also be reviewing the system used to ensure back-up security for all council records.

Jacquie Wilson (Mrs)
Director

POLICY AND PROCEDURE : Prepaid Debit Cards

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

1. Card Holders

- 1.1. Prepaid debit cards will be issued for the Parish Office (for use by the Clerk and Assistant Clerk) and for the Village Wardens (for use by the two Wardens). No other individuals may use the cards.
- 1.2. The maximum balance on the prepaid debit cards, agreed by the Parish Council, is currently £500 for the Parish Office card and £100 for the Wardens' card.

2. Spending and Top-up Procedures

- 2.1. Prepaid debit cards can be used for approved Parish Council expenditure only and in conjunction with the employee's job role. They cannot be used for non-Parish Council or personal expenditure.
- 2.2. Cash withdrawals are not permitted on the cards.
- 2.3. Purchases on the prepaid debit cards must comply with the approval limits set out in the Council's Financial Regulations:
 - 2.3.1. Parish Office card - purchases up to £200 can be made under the Clerk's delegated authority for items required for the Parish Office or to carry out their statutory duties. Expenditure over £200, or not relating to the Parish Office or statutory duty, must be approved by the Clerk and Chair of the Council, or appropriate committee, before the purchase is made.

2.3.2. Village Warden's card – the Council gives approval for purchases of up to £100 for budgeted expenditure relating to the Parish Van, Warden's equipment and materials only.

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

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

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

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

3. Card Security

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

3.2. The Wardens' card will normally be kept in the Workshop but it is accepted that it will usually need to be removed from that location to make Parish Council-related purchases.

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

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

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

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

4. Misuse of a Prepaid Debit Card

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

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

Document Approval:  **(Chair to Melbourn Parish Council)**

Date of Parish Council meeting: 25 November 2019

Review Policy: Every 12 months

POLICY AND PROCEDURE : Petty Cash

Purpose: MPCs petty cash float was reduced from £100 to £50 following the introduction of the prepaid debit cards. Petty cash usage remains low although it is still used for items such as postage, key cutting, office supplies. We have considered removing petty cash but feedback from staff is a preference for a small float to be retained.

Recommendation: Petty cash float is reduced to £30. A maximum claim of £10 to be introduced. Reimbursements above £10 to be paid via an expense claim on BACS.

Draft Petty Cash Procedure

Melbourn Parish Council will keep a float of £30 available for reimbursement of small operational expenses.

The size of the float will be reviewed from time to time but will be kept as small as possible. Requests for changes to the size of the float will be reviewed by Finance and Good Governance Committee.

Petty cash will be locked in a secure box and kept in a locked cupboard or drawer.

Two Officers will be responsible for petty cash: the primary custodian is the RFO and the secondary custodian is the Assistant Clerk.

Requests for petty cash reimbursement must be accompanied by a valid receipt and, other than in exceptional circumstances, no reimbursement will be made without one.

A consecutively numbered petty cash voucher will be completed by the person reimbursing the expense and this will be signed by both parties as evidence of repayment.

Officers cannot reimburse their own petty cash claims.

The maximum amount that can be repaid from petty cash is £10.

Prior to topping up the petty cash float the RFO will perform a reconciliation and check that the balance in the petty cash tin plus the petty cash vouchers totals £30.

The RFO will draw up a cheque to bring the petty cash balance back up to £30 and provide a copy of the reconciliation to the cheque signatories.

Following a top up, details of the petty cash expenditure will be reported to the next Parish Council meeting.

The RFO will reconciling the petty cash account at least monthly to make sure that the amount balances and that all vouchers are appropriate. The month end reconciliation will be reviewed by a

nominated Cllr along with the bank reconciliations.

Differences exceeding £5 in the petty cash reconciliation and missing receipts will be reported to the Parish Council.

Misuse or fraudulent use of petty cash may result in disciplinary action.



Document Approval: (Chair to Melbourn Parish Council)

Date of Parish Council meeting: 25 November 2019

Review Policy: Every 12 months

Financial Regulations [England]

(based on NALC Model Financial Regulations [England])

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

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.
- 1.9. The RFO;

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

- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the

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

- measures to ensure that risk is properly managed.

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

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

shall be a matter for the full council only.

1.14. In addition the council must:

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council Or duly constituted Finance Committee.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The Council shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

- the council for all items over £5,000 excluding VAT;
- a duly delegated committee of the council for items over £500
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.
- On items required for the Parish Office or to allow them to carry out their statutory duties, the Clerk shall be allowed to spend up to **£200 excluding VAT** without prior approval of the Council.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

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

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

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

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of HR Panel. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Full Parish Council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or finance committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting Finance and General Committee or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Finance and General.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible overtime.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be authorised by 2 Members.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two member[s] of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other

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

- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk and a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and Assistant Clerk and will also be restricted to a single transaction maximum value of £200 unless authorised in accordance with the Council's Policy and Procedure for Prepaid Debit Cards
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council and are set out in the Policy and Procedure for Prepaid Debit

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

- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Receipts for payments made shall be forwarded to the RFO with a claim for reimbursement in accordance with the Policy and Procedure for Petty Cash.
- a) The RFO may maintain a petty cash float of up to £30 for the purpose of defraying operational and other expenses. Receipts for payments made from petty cash shall be kept to substantiate the payment. The maximum amount that can be repaid from petty cash is £10.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.

- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

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

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

- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened by the Proper Officer, after the deadline for submission of tenders has passed, at a council or committee meeting at least one week before consideration by Councillors.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18 c-f, ⁴ and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £2,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

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

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

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.

- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 15.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

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

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

19. GENERAL RESERVES

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



Document Approval:

(Chair to Melbourn Parish Council)

Date of Parish Council Meeting: 25 November 2019

Document Review Policy: 1 Year from last approval

**Melbourn Parish Council
Financial Risk Register 2019-20**

**Doc. No. 4.20
Review date: November 2020**

Risk No.	Description (the risk is that...	Impact (the impact on MPC would be...	Likelihood Score (1-3)	Impact Score (1-3)	Risk Rating (High, Medium, Low)	Response (what actions have been taken/are in progress)
F1	Expenditure is incurred without proper legal authority	Potential for complaints, fines, qualified audit report	1	2	Low (2)	Qualified staff. Record of power under which grants are awarded is minuted.
F2	The PC has insufficient General Reserves so is at risk of bankruptcy if Precept is not paid on time	The PC could be at risk of bankruptcy if Precept is not paid on time. Inability to provide services or pay staff salaries and other contractual liabilities	1	3	Medium (3)	MPC holds over 4 months of running costs in reserve and has a policy to build up its reserves to 6 months.
F3	An adequate record of the Council's assets is not maintained	Potential theft or misappropriation of assets Assets could fall into disrepair. Assets may be inadequately insured	1	3	Medium (3)	Full asset register completed 2017/18. New acquisitions and disposals recorded. Periodic inventory checks carried out. Insurance cover linked to asset register.
F4	The PC does not have a maintenance plan so the budget for maintenance will be insufficient The PC has insufficient money ring-fenced in Maintenance Reserves	Assets could fall into disrepair. Potential H&S concerns as well as adverse service delivery and rental income impact.	2	3	High (6)	Full asset register now in place. Immediate maintenance requirements included in precept. Maintenance Committee prioritise and monitor spend. MPC to build up Asset Management Reserve and include adequate maintenance spend in budgets. MPC to link asset maintenance and renewal budget to asset register (Action).

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F5	Money is lost through theft/misappropriation	Funding shortfall Adverse publicity	1	1	Low (1)	Limited cash held. Cash banked promptly. Controls over dealing with cash. Petty cash procedure. Fidelity Guarantee (insurance).
F6	There is failure to ensure proper use of funds under S137	Total S137 expenditure could exceed statutory limit for MPC	1	1	Low (1)	Separate S137 heading in budget. Qualified Clerk. All grant approvals minuted.
F7	Proper financial records are not kept	Inadequate understanding of financial position of the authority. Potential qualified audit.	1	3	Medium (3)	RFO recruited. Regular finance reports submitted at meetings. Regular internal audit visits.
F8	Poor Financial Management	MPC could run out of funds before the financial year end. Risk to service delivery.	1	3	Medium (3)	RFO in place. 2019/20 precept more realistically meets anticipated costs. Regular budget progress reports and monitoring. Reserves of over 4 months running costs held.
F9	Failure to set a precept within sound budgeting arrangements.	Inadequate funds to effectively carry out planned services or unjustified precept charge to parishioners.	1	3	Medium (3)	RFO recruited. Precept set as a result of full report detailing requirements for forthcoming year for all budget heads of income and expenditure plus any project costs. Charges for services will be reviewed during year. Adequacy of reserves considered. Budget monitoring throughout the year.
F11	Failure to maintain an effective payments system	Loss of funds from bank due to staff error or fraud.	1	2	Low (2)	Controls in place over payments from bank account. All payments approved by council and minuted. Budget monitoring. Review of bank reconciliations by PC member. Prepaid debit card policy. Fidelity Guarantee (insurance)

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F12	Loss of funds due to bank failure	Any funds above the guarantee limit could be lost. Impact on ability to deliver services and projects and meet contractual payments.	1	3	Medium (3)	Guarantee limit of £85k per financial institution. Investment policy in place.
F13	Failure to collect income from customers	Funding shortfall which needs to be met from elsewhere.	1	1	Low (1)	Responsibility for collection of debts defined. Receipts issued. Procedures to chase outstanding debts.
F14	Claims will be made on insurance due to accidents in, on or around Council property (includes maintenance of public open spaces)	Adverse publicity Failure in duty of care to parishioners Increased insurance premiums	2	2	Medium (4)	Wardens regularly inspect and fix things. Maintenance Committee oversees and monitors. Process over awarding of major Maintenance Contracts. Risk assessments carried out. Public Liability Insurance held.
F15	New employees are in key officer roles	Loss of funds through staff error or fraud	2	2	Medium (4)	Recruitment processes and references. Separation of staff duties/RFO separate from Clerk. Internal controls in place over bank payments and cash handling. Budget monitoring. Staff training and performance reviews. Fidelity guarantee (insurance) Internal audit
F16	Melbourn Community Hub Management Committee might not be able to make the Hub financially viable.	The Hub might need to be managed and run by MPC. Potential adverse impact on reserves and increase in precept	1	3	Medium (3)	MPC works closely with the Hub Management Group and several Cllrs are directors. Regular finance reports provided to MPC. Financial assistance via grants given by MPC.
F17	SCDC and CCC are unable to perform their delegated tasks and these get pushed	The Precept would need to be increased to enable MPC to carry out additional duties	2	3	High (6)	MPC works closely with its District and County Cllrs and should get warning of any proposed changes so that it can

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	down to Parish Council level					make appropriate plans. MPC must continue to do this (Action).
F18	Damage or loss by fire, weather or vandalism of Councils assets	Potential adverse service disruption and unbudgeted outlay for replacements/repairs	2	2	Medium (4)	An asset register is in place and is linked to MPC's insurance policy. Wardens and regular Maintenance Contractors report damage to assets. Asset inspections programme. Fire prevention measures in place.
F19	Lack of financial controls when appointing contractors and lack of monitoring of contractors following appointment	MPC may not get the best value out of its contractors and may not get the service that it has paid for. Contractors may go out of business with an adverse impact on services.	2	2	Medium (4)	MPC has adopted a policy for appointment of contractors. This includes financial checks. The Financial Regulations have controls around tender procedures and quotes. Maintenance Committee/Clerk monitors performance.
F20	Inadequate financial controls around ordering goods and services	The Council may not get best value for goods and services and may commit to expenditure without the necessary budget being available	1	3	Medium (3)	Financial Regulations/Standing Orders detail procedures for authorisation of orders. It is potentially a disciplinary offence not to follow Financial Regulations. Extra checks on approvals for ordering to be introduced. MPC policy for awarding contracts.
F21	Loss of Financial Records.	Inability to access financial information. Failure to meet statutory requirements regarding record keeping.	1	3	Medium (3)	Financial accounting system is on a cloud-based system that is backed up remotely. Finance drive is regularly backed up.
F22	Investments made by MPC lose money	The council would have to make the shortfall up from elsewhere	1	3	Medium (3)	Investment strategy in place – low risk investments to be made and reviewed.

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