

**MELBOURN PARISH COUNCIL**  
(District of South Cambridgeshire)

**An online meeting of this Council was held on Wednesday, 27 May 2020 via Zoom (meeting link <https://zoom.us/j/5988212632?pwd=MVpNTWY4S0w5VktFWXFSTWVvYTGZFT09>) 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), Baker, Barnes, Buxton, Hart, Kent, Kilmurray, Travis, Wilson

**Absent:** None

**In attendance:** Simon Crocker – Parish Clerk, Claire Littlewood – Assistant Clerk, County Cllr Van de ven, District Cllr Hales, District Cllr Hart and 2 members of the public.

*The meeting started later than the scheduled 7.30pm start as the published Zoom link did not work. A new meeting link was circulated and the meeting started at 7.47pm*

**PC151/19 To receive and approve apologies for absence**

There were no apologies

**PC152/19 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 Travis declared an interest in PC158/19c) as Chair of the MAYD Joint Committee. Cllr Travis was invited to participate in the discussion but would not vote on the item.
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

**PC153/19 Chair's Announcements – For information only.**

Chair welcomed Cllr Baker to the Parish Council. Chair noted future online meetings:

- Maintenance Committee Meeting : 1 June 2020 at 7.30pm
  - Parish Council Meeting : 15 June 2020 at 7.30pm
- Zoom links to be published in advance of the meetings.

*[Post meeting note: The Maintenance Committee Online Meeting has been scheduled for Monday, 8 June 2020 at 10:00]*

**PC154/19 To approve the minutes of the Parish Council Meeting held on 24 February 2020**

It was:

RESOLVED that the minutes of the Council meeting held on 24 February 2020, be approved as a correct record and should be duly signed by the Chair when circumstances allow.

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

**PC155/19 To report back on the minutes of the Parish Council Meeting 24 February 2020**

There were no actions to report.

**PC156/19 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)

Two members of the public were in attendance to respond to queries relating to their grant applications.

**PC157/19 To consider a combined report from District and County Councillors for Melbourn**

County Cllr van de Ven thanked the MCCR for their efforts and assistance provided to Covid Response Teams in neighbouring villages.

Councillors were invited to comment on the HGV policy review. Deadline for comments is 3 June, it was suggested that comments are collated by the parish office and sent to County Cllr van de Ven. Futures Groups have also been invited to comment.

County Cllr van de Ven to follow up on A10 Noise Monitoring as this appears to have gone quiet.

District Cllr Hales thanks the Parish Council for the support given to MCCR. Also noted initiative to overhaul old computers to be made available to students for working at home. MVC students will be benefitting from this scheme.

District Cllr Hart also thanks MCCR for assistance given to Meldreth. Also noted Issues & Options appraisal due. Time scale for next local plan has been pushed back due to current crisis.

The report was noted.

**PC158/19 Community Grants:** To consider applications

It was noted that there was £43,229.40 available for community benefit projects. Councillors were reminded that a second round of grant funding would be held in November 2020 and it would be prudent to retain funds for community projects that may require help later in the year as a result of the current challenges. .

**a) Grinnell Hill BMX :**

The application was for £10,792.52 in total. There was a thorough discussion about the application. The club's efforts in maintaining the site in good condition was noted. Also noted that this is Parish Council land and that the Parish Council has historically paid the insurance for the club out of solar farm funds. Councillors felt more information with regard to direct benefits to the community was needed in order to fully consider a grant application for improvements to the site.

It was:

RESOLVED that the application would be rejected but that the Club would be invited to apply for grant funding in November 2020 to make improvements to the site. The application to include more information with regard to the benefits to the wider community.

FURTHER RESOLVED that the Parish Council would make available the sum of £4,800 from solar farm funds (separate to the grant application). This amount to pay for the annual insurance premium (c£1,500 – exact amount to be determined) and the balance to be used towards fencing the area.

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

***The order of the Agenda was amended:***

**e) Melbourn Playgroup**

A representative was in attendance and confirmed that the previous year's grant monies had been spent in accordance with the application. Noted that Playgroup is currently closed but will open on 8 June for up to 10 children. Anticipated that numbers will increase and holiday club will be able to run.

It was:

RESOLVED (in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19) to grant funding of £3,000 to purchase an interactive white board.

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

**g) Home Start Royston**

It was:

RESOLVED (in accordance with Local Government Act, 1972 (s142(2A)) to award grant funding in the sum of £2,298.96 to Home Start Royston to enable them to support families in Melbourn.

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

**b) Royston & District Community Transport**

It was:

RESOLVED (in accordance with Local Government and Rating Act 1997, s26) to award grant funding in the sum of £1,000 to Royston & District Community Transport to contribute towards running costs.

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

**c) Melbourn Area Youth Development (MAYD)**

Chair noted that the amount of the original grant application had been reduced to £6,733 for delivery of the winter programme in view of the current restrictions. Also noted that the spring online sessions delivered so far would be invoiced at £1,867 (£1,556 + VAT).

It was:

RESOLVED (in accordance with the Local Government (Miscellaneous Provisions) Act 1976, s19) to award grant funding in the sum of £8,600 to cover Melbourn Parish Council's contribution towards the delivery of youth club provision.

Proposed by Cllr Hart, seconded by Cllr Barnes. All in favour. (Cllr Travis had declared an interest in this item and did not vote.)

**d) St Georges Allotment Association**

It was:

RESOLVED (in accordance with the Open Spaces Act 1906, ss9-10 and s6) to award grant funding in the sum of £280 towards the cost of providing a skip.

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

**f) Relate**

It was:

RESOLVED (in accordance with the Local Government Act, 1972 s142(2A)) to award grant funding in the sum of £1,750 towards the cost of supporting local residents.

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

**h) Celebrating Ages**

District Cllr Hales was in attendance to provide further information. It was noted that due to current restrictions there are unlikely to be any events held this year. Hopeful of holding an event in the spring of 2021.

It was:

RESOLVED to reject the grant application and to invite Celebrating Ages to submit an application at the November funding round in the hope that current restrictions will be lifted.

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

**i) Melbourn Mobile Warden Scheme**

Noted that MMWS had been extremely helpful to the MCCR during the current crisis.

It was:

RESOLVED (in accordance with the Local Government Act, 1972 s142(2A)) to award granting funding in the sum of £5,000 to MMWS to continue to provide their service to the residents of Melbourn.

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

A total of £26,728.96 had been awarded to community projects, leaving a balance of £16,500.33 available for the November funding round.

*[Post meeting note: A further £1,092.16 has been received from Quintas Energy for distribution at the November funding round, making a total available of £17,592.49.]*

**PC159/19 To note date of next online meeting:** 15 June 2020

The Chair closed the meeting at 21:25

**MELBOURN PARISH COUNCIL**  
(District of South Cambridgeshire)

**A meeting of this Council was held on Monday, 24 February 2020 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), Barnes, Buxton, Hart, Kent, Kilmurray, Travis, Wilson  
**Absent:** None

**In attendance:** Simon Crocker – Parish Clerk, County Cllr Van de ven, District Cllr Hales, District Cllr Hart and 2 members of the public.

**PC133/19 To receive and approve apologies for absence**

There were no apologies

**PC134/19 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
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

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

**PC135/19 Chair's Announcements – For information only.**

The Chair reported a meeting with Littlehands Nursery had taken place and a programme of works agreed.

**PC136/19 To approve the minutes of the Parish Council Meeting held on 13 January 2020**

A member pointed out repetition in agenda item PC121/19 and suggested an unnecessary sentence be removed. A member pointed out a discrepancy in agenda item PC131/19 and suggested a re-wording to reflect the fact that the query was – should the PC take up the slack following the closure of the Royston Foodbank.

It was:

**RESOLVED** that the minutes of the Council meeting held on 13 January, as amended, be approved as a correct record and duly signed by the Chair.

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

**PC137/19 To report back on the minutes of the Parish Council Meeting 13 January 2020**

There were no actions to report.

**PC138/19 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)

There were no questions or comments from the members of the public present.

**PC139/19 To consider a combined report from District and County Councillors for Melbourn**

A combined report had previously been circulated. County Cllr Van de ven further reported that following the announcement of the preferred East West rail route there was still uncertainty over the final route and Parishes would be impacted.

The district Cllrs for Melbourn reported that following a recent appeal decision on the 5-year plan, the allocation had been revised downwards to 5.07 years. It was further

reported that the district Councils' precept would increase by £5.00 year on year for a band D dwelling.

The report was *noted*.

**PC140/19 To consider correspondence from the S106 officer**

Correspondence from the S106 officer offered the Parish Council the opportunity to vary two S106 agreements following planning applications to vary conditions. It was suggested a pump track may be a welcome addition to the village

It was:

**RESOLVED** to request a variation in wording from 'Skate Park' To 'Outdoor Activities for Young People'.

*Proposed by Cllr Kent, seconded by Cllr Wilson – In Favour: Cllrs Clark, Travis, Kent, Hart, Wilson, Barnes, Buxton. Against: Cllrs Cowley, Kilmurray*

**PC141/19 To consider a proposal to provide a commemorative bench**

The Parish Clerk proposed the installation of a circular tree bench at Stockbridge Meadows to commemorate the passing of the late Cllr Gatward, to be paid for from S106 money. Members greeted the idea with enthusiasm.

**ACTION:** Parish Clerk to progress the project and report back to a future meeting

**PC142/19 Melbourn Timebank:** To receive a progress update and any requests for expenditure of Timebank Income

A report had been previously circulated. It was noted the timebank was close to 1000 hours of exchanges. The Parish Clerk reported the Timebank co-ordinator would be in attendance at the annual meeting.

The report was *noted*

**PC143/19 To consider having a Parish Council presence at Fete 2020**

It was:

**RESOLVED** to have a Parish Council stall at the Fete.

*Proposed by Cllr Hart, seconded by Cllr Kilmurray – All in Favour.*

**ACTION:** Cllrs to produce an attendance rota.

**PC144/19 Governance Matters:**

**a) To consider a draft calendar of meetings for the forthcoming civic year**

This item was deferred pending a decision on whether to change the day of Maintenance Committee meetings.

**b) To consider appointing Cllr Kent to the Planning Committee**

It was:

**RESOLVED** to appoint Cllr Kent to the Planning Committee

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

**c) To consider a report from the Planning Committee on the Greater Cambridge Local Plan Consultation.**

The Parish Clerk reported that the Parish Council's response to the issues & options consultation had been submitted prior to the deadline.

**PC145/19 Finance Matters:**

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

The report was *noted*.

**b) To receive and consider the approvals lists for January and February 2020**

It was:

**RESOLVED** that the monthly transaction lists for January and February 2020 be received and approved

*Proposed by Cllr Travis, seconded by Cllr Kilmurray – All in Favour.*

**c) To consider a report from the Maintenance Committee on Grass Cutting Spend**

The Parish Clerk reported that an overspend on village maintenance (extra grass cutting due to unseasonably mild winters) would be incurred. Additionally, there works to trees required in the village that should be undertaken before nesting season commences.

It was:

**RESOLVED** to use contingency funds for works to trees (approx. £850.00)

*Proposed by Cllr Barnes, seconded by Cllr Hart – All in favour.*

**AND**

**RESOLVED** to receive and approve the notification of grass cutting overspend

*Proposed by Cllr Kilmurray, seconded by Cllr Buxton – All in favour.*

**PC146/19 Risk Assessments:** To consider any new or updated risk assessments

**a) To receive a risk assessment for relocation the 83 High St memorial stone**

The Parish Clerk reported the risk assessment was in production, and was waiting on answers to technical questions from Stone Masons.

The report was *noted*

**PC147/19 Health & Safety:** To consider any updates

The Parish Clerk reported the results of a lone working survey were nearly complete and would be available for consideration at the next meeting.

**PC148/19 HR Matters:**

**a) To consider a position paper on Clerk & RFO reporting**

It was:

**RESOLVED** to adopt the policy

*Proposed by Cllr Cowley, seconded by Cllr Travis – All in Favour.*

**ACTION:** HR Panel to review and revise Terms of Reference for next meeting.

**b) To consider a report on standardising salary payments**

This item was deferred pending further discussions with the RFO.

**PC149/19 Councillors' reports – For information only.** To consider items from Councillors – to be added to a future agenda if necessary

None.

**PC150/19 To note date of next meeting:** 23 March 2020

The Chair closed the meeting at 20:45

## **District and County Councillors Report May 2020 – Melbourn Parish Council**

### **Coronavirus - Support**

We'd like to put on the record our thanks to the many, many people involved in supporting our community, and in particular to Melbourn Coronavirus Community Response for applying the term 'community' in the very broadest and most generous way. As councillors representing a number of villages in our area, it has been truly inspirational to witness kindness and sharing of support and good practice across village boundaries.

### **Greater Cambridge Housing Trajectory and Five-Year Housing Land Supply**

This document published last month at [www.scambs.gov.uk/annual-monitoring-report](http://www.scambs.gov.uk/annual-monitoring-report) demonstrates that, jointly for Greater Cambridge (Cambridge and South Cambridgeshire together), a 5.4 years of housing land supply is in place for 2020-2025. Therefore, planning policies in the adopted Cambridge and South Cambridgeshire Local Plans 2018 will be given full weight in decisions on planning applications, unless there are other material considerations to take into account.

### **HGV traffic policy review**

County Councillors are being informally canvassed for opinion on the prospect of reviewing the council's HGV policy and advisory map, due to the outdated nature of the policy and consideration of resources going forward.

HGV traffic is of huge importance to local communities especially in more rural areas. Village roads are often used as shortcuts by HGVs, causing damage to roads and pavements, compromised safety for other users including pedestrians, and often village traffic congestion and poorer air quality.

The council policy adopted ten years ago states that the council lacks the financial resource to adopt new Traffic Regulation Orders to introduce new legal Weight Restrictions, and refers to the necessity of Police enforcement to make restrictions meaningful – but Police presence is now the exception not the rule.

Susan would appreciate your views before making my response on behalf of the local community on June 3<sup>rd</sup>. Please find the policy and the advisory map here:

<https://www.cambridgeshire.gov.uk/residents/travel-roads-and-parking/roads-and-pathways/heavy-or-abnormal-loads-on-the-highway>

### **A10 Noise Monitoring**

The second noise monitoring exercise, following complaints of noise from the A10 following surface dressing two years ago, was due to take place in March. This did not happen on account of the Covid lockdown. We've been in contact with Highways to ensure that this is put back on the radar, to take place when traffic levels revert to previous levels.

### **Fostering a child**

The County Council is urgently appealing for people to come forward as foster carers. They write: 'These are uncertain times, and even more so for children in care. Cambridgeshire has over 750 children and young people who need loving, stable and supportive homes. As long as you are over



21 and have a spare bedroom then we want to hear from you. You can be retired, unemployed or living in rented accommodation – we will support you every step of the way. Don't worry about contact as we will progress your enquiry through video or telephone calls making sure we keep you safe. Get in touch with us on our website or call us on 0800 052 0078.'

### **Changed circumstances and Free School Meals – please spread the word**

Cambs County Council writes: "For many families, the Coronavirus outbreak has meant a change in financial circumstances. If your circumstances have changed, and you have school aged children, you might want to consider whether you meet the criteria for free school meals. If you think you might qualify, do complete an online application at [www.cambridgeshire.gov.uk/freeschoolmeals](http://www.cambridgeshire.gov.uk/freeschoolmeals) to receive an instant response.

If you have previously applied or been eligible for free school meals, you do not need to re-apply, as the council will continue to re-check your entitlement each month and will notify you should you become re-eligible. Whilst schools remain closed the council is continuing to support eligible families to help ease the burden during this difficult time. This may be in the form of packed lunches, food parcels or food vouchers. Once your eligibility has been confirmed, your child's school will inform you of their own specific provision arrangements directly. If you have any queries in relation to free school meals entitlement please contact the council's Education Welfare Benefits Team on [ewb.fsm@cambridgeshire.gov.uk](mailto:ewb.fsm@cambridgeshire.gov.uk) or telephone them on 01223 703200."

### **Mental Health Support**

The NHS website specifically says: 'It's important to know that support is available, even if services seem busy at the moment because of Coronavirus.'

The NHS '111 Option 2' service for anyone in a mental health crisis continues to run. A number of new on-line resources for mental health support are being launched at this difficult time.

- CPSL Mind has launched an online wellbeing service called Qwell - <https://www.cpslmind.org.uk/qwell/>. This provides a range of materials to support and assist people with their psychological wellbeing, including educational and self-help articles and peer-to-peer support via forums. Adults are also able to receive help from qualified counsellors via drop-in or scheduled online chat sessions.
- Lifecraft at <https://lifecraft.org.uk/> has extended its mental health helpline - Lifeline - by five hours, which is now available on 0808 808 2121, from 2pm to 11pm.

New Cambridgeshire County Council Facebook page

<https://www.facebook.com/HowAreYouCambridgeshire/> to connect people with activities in the local community that promote positive mental health.

### **Melbourn Greenway decision June 25<sup>th</sup>**

The A10 Corridor Cycling Campaign has been working to support a successful outcome to consideration of the Melbourn Greenways scheme at the GCP Executive Board meeting on June 25<sup>th</sup>. The Greenway scheme would complete or improve some of the segments of the A10 Cambridge to Melbourn route and most importantly create a cycle/pedestrian route from Melbourn to Royston.

The GCP has successfully passed its government 'Gateway Review', meaning that a next tranche of funding (£400 million) has been allocated for the next phase of the GCP's work on infrastructure

development – including housing, skills and transport. Details here.

<https://www.greatercambridge.org.uk/news/government-review-success-2020>

### **Covid-19 and cycling**

Needless to say, the Covid-19 pandemic has brought about dramatic new thinking on the future of local transport, with a new and urgent emphasis upon independent active travel: cycling as utilitarian transport is to be promoted and supported, with new government funding (£250 million) dispersed throughout the country - £2 million has been allocated for Cambs and Peterborough. This will not translate to much when dispersed throughout the Combined Authority but still it signals a new way of thinking.

### **Bins**

South Cambs District Council has promised to collect our green bins at least monthly in the phased return to normal service; if possible they will collect every other week. Please do check the SCDC live updates on next bin collections, due to small variations in the schedule.

<https://www.scams.gov.uk/bins/>

### **Rail Services**

Adapted rail services in the Covid-19 outbreak has moved from a 'Sunday schedule' to a 'Saturday schedule' – remaining hourly for the time-being. Please always check before you travel. The Meldreth Shepreth and Foxton Community Rail Partnership website links to live services and also to government advice and guidance on 'essential travel'. <http://meldrethsheprethfoxtonrail.org.uk/>

### **Bus Services**

We're advised always to check with the operator before planning trip by bus, as many services remain curtailed.

The 128 service continues to operate on a normal schedule in Melbourn, Meldreth, Whaddon and Bassingbourn-cum-Kneesworth. However, new practice due to Covid protections includes: hand sanitizer provided for use by passengers when boarding; exact change only accepted for fare-paying passengers; only 9-10 passengers per vehicle permitted. A number of seats will be marked off for no occupancy.

For up-to-date timetable information on the Stagecoach Busway A service, connecting Royston to Melbourn, Shepreth, Foxton, points in Cambridge and north to St Ives, please see here.

<https://www.stagecoachbus.com/help-and-contact/national/covid-timetables-and-services>

### **Competitions for children and young people**

The Meldreth, Shepreth and Foxton Community Rail Partnership is hosting gardening, writing and art competitions for children and young people – open till July 21<sup>st</sup>.

<http://meldrethsheprethfoxtonrail.org.uk/lockdown-burst-out-competitions-gardening-stories-and-art/>

# MELBOURN PARISH COUNCIL

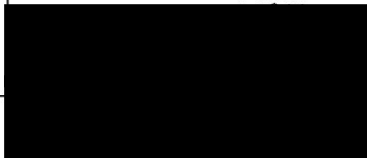

Doc. No.4.03  
Version 5  
Review Date: November 2020

## 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	Grimmel Hill BMX Club
2.	Name, Address, and Status of Contact	CHRIS HERKELL 
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	<del>Yes</del> /No
5.	Amount of grant requested	£ 10792.52
6.	For what purpose of project is the grant requested. 1. Tools and equipment to maintain the grounds 2. To enhance the environment and wildlife as the * 3. Parish Clerk advised £3000 for fence in the summer at top of site *	to a safe and secure standard. Site use to be a construction area at top of site
7.	What will be the total cost of the above project?	£ 10792.52
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

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Version 5

Review Date: November 2020


	If so, which organisation and how much?	N/A
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	Anyone 12 yrs and older from Melbourn - to anyone globally with a interest in BMX
12.	Approximately how many of those who will benefit are parishioners?	Anyone 12 yrs and older who wishes to use the facilities

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. Spring 2018

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

Signed...  ..... Date 02/03/20

**3<sup>rd</sup> 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

Name(s)

Account no.

COMMUNITY ACCOUNT

Representative Share Holders

01/01/2018 - 31/12/2020

4	Date	Particulars	Receipts	Withdrawals	Balance 4
01	01/09/2018	Cash Withdrawal		110.00	772.21
02					
03	31/12/2018	Interest Earned	0.72		772.93
04	24/01/2019	Cheque	974.95		1,747.88
05					
06	31/01/2019	Cash Withdrawal		985.00	762.88
07	01/04/2019	Cash Withdrawal		115.00	647.88
08					
09	27/08/2019	Cash	1,507.54		2,155.42
10	27/08/2019	Cash Withdrawal		200.00	1,955.42
11	21/10/2019	Cheque	1,000.00		2,955.42
12	21/10/2019	Cash Withdrawal		200.00	2,755.42
13	04/11/2019	Cash Withdrawal		463.00	2,292.42
14	25/11/2019	Cash Withdrawal		390.00	1,902.42
15	21/12/2019	Cash Withdrawal		20.00	1,882.42
16	21/12/2019	Cheque Withdrawal		651.64	1,230.78
17	31/12/2019	Interest Earned	2.94		1,233.72
18	08/01/2020	Cash Withdrawal		210.00	1,023.72
19	15/01/2020	Cash Withdrawal		300.00	723.72
20					

If an entry seems to be wrong, you should tell us as

soon as possible so that we can resolve matters.

# QUOTATION



www.ridgeons.co.uk

Our Ref: Q1E07459/1/Chris Herrell (1D)  
 Your Ref: CAMERON/SPRING 2020 GRANT APPLICATION  
 Effective Date: 19Mar20  
 Issue Date: 19Mar20  
 Page: 1  
 A/C: Z1E08 Email: cameronmccreadie@yahoo.com

Nuffield Rd Branch  
 Email: cambridgesales@ridgeons.net  
 Phone: 01223 466000

Customer

Delivery

QUOTATION - NUFFIELD ROAD  
 GRINNEL HILL BMX CLUB  
 LONDON WAY  
 MELBOURN  
 SG8 6DJ

Qty	Description	Price ex VAT	
15	TEXTARP ST POLYETHYLENE TARPAULIN GREEN 6 X 8MT. SPECIAL ORDER PRODUCT	43.70 Each	655.50
5	TEXTARP ST POLYETHYLENE TARPAULIN GREEN 8 X 10MT SPECIAL ORDER PRODUCT	72.85 Each	364.25
6	FISKARS 1003456 SOLID SPADE ROUNDED..... SPECIAL ORDER PRODUCT	16.10 Each	96.60
1	HYU3800L HYUNDAI 3.2 KW / 4.0 KVA PETROL..... GENERATOR RECOIL START SPECIAL ORDER PRODUCT	350.00 Each	350.00
2	FPPSLLED20TB CORDLESS LED BLUETOOTH SITE LIGHT.. 7.4V 20W 2300 LUMENS SPECIAL ORDER PRODUCT	149.98 Each	299.96
20	OSCAR PRODUCTS HEAVY DUTY DUSTBIN LINERS BLACK.. (PACK 25)	2.69 Each	53.80
3	GRS RIDGEONS BIG BAG SHARP SAND.....	30.00 Each	90.00
1	GRS RIDGEONS BIG BAG 10mm SHINGLE.....	30.00 Each	30.00
200	31 x 13" POLYPROPYLENE SANDBAG TIESTRING BPSB...	0.16 Each	32.00
2	2101 WATER BUTT WITH CHILDPROOF LID & TAP 591150	24.00 Each	48.00
3	STRATA STAND FOR 2101 WATER BUTT 698878.....	8.40 Each	25.20
2	WATER BUTT LINKING KIT 493699.....	2.65 Each	5.30
...cont 'd over			

**\*\*\* TO PLACE AN ORDER PLEASE CONTACT US \*\*\***  
**PLEASE QUOTE REF. NUMBER**

Quotations are subject to our normal Terms and Conditions of sale. A copy is available on our website.

Prices are as at today's date and are subject to any price increase. Unfortunately we are unable to notify customers prior to every increase.  
 Special orders cannot be returned

Customer are responsible for ensuring the accuracy of any design, drawing or specification provided by them. If we are asked to assist customers by estimating quantities, we will not be liable for any shortage or over-estimation of materials nor for any consequential loss, however caused. Estimates will be based on minimum specifications recommended by our suppliers. Final quantities are the customer's responsibility and customers are strongly advised to employ the services of a qualified quantity surveyor.

# QUOTATION



www.ridgeons.co.uk

Our Ref: Q1E07459/1/Chris Herrell (1D)  
 Your Ref: CAMERON/SPRING 2020 GRANT APPLICATION  
 Effective Date: 19Mar20  
 Issue Date: 19Mar20  
 Page: 2

Nuffield Rd Branch  
 Email: cambridgesales@ridgeons.net  
 Phone: 01223 466000

Customer

Delivery

## QUOTATION - NUFFIELD ROAD

Qty	Description	Price ex VAT	
1	STRATA SPARE TAP FOR 2101 WATER BUTT 576050.....	2.35 Each	2.35
2	GRANGE COMPOSTER LARGE CM1130..... SPECIAL ORDER PRODUCT	23.83 Each	47.66
1	GRANGE FENCING SPLIT PALLET CHARGE..... SPECIAL ORDER PRODUCT	17.50 Each	17.50
2	GRANGE COMPOST COVER COMPCOV..... SPECIAL ORDER PRODUCT	7.61 Each	15.22
10	ABUKA33741 ABUS 41/40 PADLOCK KEYED TO EE0020... SPECIAL ORDER PRODUCT	9.06 Each	90.60
1	HOZELOCK HOZ2460 90M ASSEMBLED METAL HOSE CART... ONLY SPECIAL ORDER PRODUCT	72.41 Each	72.41
3	HOZELOCK HOZ7950 TRICOFLEX ULTRAMAX ANTI-CRUSH... HOSE 50MT SPECIAL ORDER PRODUCT	57.15 Each	171.45
1	FAICOUSCYTHE COUNTRYMAN SCYTHETTE 37IN HANDLE... SPECIAL ORDER PRODUCT	16.90 Each	16.90
1	FAICOUHOOK COUNTRYMAN GRASS HOOK..... SPECIAL ORDER PRODUCT	11.26 Each	11.26
4	TIMCO WP840Z M8 X 40MM PENNY/REPAIR WASHER (BOX... 100) SPECIAL ORDER PRODUCT	6.52 Each	26.08
20	RFP NEW OAK SLEEPERS 100 X 200MM X 2.4M..... FSC MIX 70% SA-COC-002262	25.05 Each	501.00
4	WWF20 WEEDTEX WEED CONTROL FABRIC 2 x 25m.....	12.30 Each	49.20
20	RG 2440 x 1220 x 18mm INDONESIAN MARINE PLY CE2+ BS1088:2003 EN636-3 EN314-2 CLASS 3 3rd PTY APPR	72.50 Each	1450.00
30	RG 2440 x 1220 x 9mm INDONESIAN MARINE PLY CE2+... BS1088:2003 EN636-3 EN314-2 CLASS 3 3rd PTY APPR	36.13 Each	1083.90
40	RFP 47 x 100 x 3000mm KD TREATED CARCASSING..... MACHINED <45X95> C24 FSC MIX 70% SA-COC-002262	471.34 Per 100	188.54
2	REISSER CUTTER SCREWS 5 x 70mm PER TUB 450..... 8221570PB	16.21 Each	32.42
2	800mm LITTER PICKER / HANDY REACH MLP.....	15.13 Each	30.26
...cont'd over			

# QUOTATION



www.ridgeons.co.uk

Our Ref: Q1E07459/1/Chris Herrell (1D)  
 Your Ref: CAMERON/SPRING 2020 GRANT APPLICATION  
 Effective Date: 19Mar20  
 Issue Date: 19Mar20  
 Page: 3

Nuffield Rd Branch  
 Email: cambridgesales@ridgeons.net  
 Phone: 01223 466000

Customer

Delivery

QUOTATION - NUFFIELD ROAD

Qty	Description	Price ex VAT	
	----- TOTAL LINE -----	from line 1	5857.36
		VAT	1171.46
	Total including VAT		7028.82



## 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	Melbourn Playgroup and Out of Hours School Club CIO
2.	Name, Address, and Status of Contact	Claire Armstrong / Jennie Riggs / Amanda Virassamy-Poulle 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	£ 3000
6.	For what purpose of project is the grant requested.	Following recent refurbishment, the playgroup has now increased capacity. The grant is requested for an interactive whiteboard for use by staff and the children.
7.	What will be the total cost of the above project?	£ 3000

# MELBOURN PARISH COUNCIL

Doc. No.4.03  
Version 5  
Review Date: November 2020

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.
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 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	NO – the equipment can be purchased through 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

If yes, please give date. Nov 2019

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

Signed...Amanda Virassamy-Pouille.....Date...16<sup>th</sup> April 2020..... **3<sup>rd</sup> 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



Brief summary of money spent from previous grant from Melbourn Parish Council.

In November 2019, Melbourn Playgroup and Out of School Club received a grant of 399 pounds from Melbourn Parish Council for the provision of waterproof puddlesuits for the children attending playgroup.

The waterproof suits were purchased in January 2020 and the children have been using them to enable outdoor play in wet weather.

Amanda Virassamy-Pouille, committee member April 2020.

**Melbourn Playgroup & Out of School Club  
2018-2019**

**Receipts**

Fees - Playgroup	£40,375
Fees - MOOS	£71,472
Fees - Holiday Club	£15,384
Funding	£146,261
Milk refund	£222
Fundraising	£1,275
Bank interest/dividends	£217
Other Income (refund for new build furniture from CCC)	£6,802
<b>Total</b>	<b>£282,008</b>

**Payments**

Payroll	£226,201
Professional costs, Insurance	£2,873
Rent/premises costs (inc decorating)	£4,818
Food	£3,900
Consumables PG/Moos/Hol Club	£7,862
Equipment/furniture	£767
Office Costs	£1,802
Training	£1,181
Staff Uniform	£760
Garden - landscaped/slide/mound/equip	£11,965
<b>Total</b>	<b>£262,130</b>

Net of receipts/(payments)	-£19,878
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Reserves (as of 31 Aug 2019)	£54,033
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## 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	Home-Start Royston, Buntingford & South Cambridgeshire <i>(incorporated as Home-Start Royston &amp; South Cambridgeshire)</i>
2.	Name, Address, and Status of Contact	Amanda Hourmand Fundraiser Unit 6 Valley Farm Station Road Meldreth, Royston Hertfordshire SG8 6JP
3.	Telephone Number of Contact	01763 262262
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£2,298.96
6.	For what purpose of project is the grant requested.	The grant would enable us to provide our Home-Visiting Service to two Melbourn families at risk of declining into crisis, at a cost of £1,149.48 per family for nine months' support. (Full details can be found in the attached report and cost breakdown per family).

7.	What will be the total cost of the above project?	£ 2,298.96
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 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	N/A
11.	Who will benefit from the project?	Two vulnerable Melbourn families will benefit from Home-Visiting Support.  Without this support these families could be at risk of facing crisis situations that could lead to family breakdown.
12.	Approximately how many of those who will benefit are parishioners?	10 parishioners will benefit (assuming two parents and three children per family).  There will also be wider benefit to: Extended family, local schools & health services.

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



If yes, please give date. Awarded in April 2019

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

Signed..........Date...20 April 2020.....

**3<sup>rd</sup> 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 COMPANY NUMBER: 05183873 (England and Wales)**  
**REGISTERED CHARITY NUMBER: 1105385**

**REPORT OF THE TRUSTEES AND**  
**FINANCIAL STATEMENTS FOR THE YEAR ENDED**  
**31 MARCH 2019**  
**FOR**  
**HOME-START ROYSTON AND SOUTH**  
**CAMBRIDGESHIRE**

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

**CONTENTS OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2019**

	Page
Report of the Trustees	1 to 5
Statement of Trustees Responsibilities	6
Independent Examiner's Report	7
Statement of Financial Activities	8
Statement of Financial Position	9 to 10
Notes to the Financial Statements	11 to 18

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

**REPORT OF THE TRUSTEES  
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 report with the financial statements of the charity 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 (FRS 102) (effective 1 January 2015).

**OBJECTIVES AND ACTIVITIES**

**Charitable Objects**

The objects of the charity are:

- a) to safeguard, protect and preserve the good health, both mental and physical of children and parents of children;
- b) to prevent cruelty to or maltreatment of children;
- c) to relieve sickness, poverty and need amongst children and parents of children;
- d) to promote the education of the public in better standards of child care within the area of Royston, South Cambridgeshire and its environs.

The objects of the charity are achieved by the recruitment and training of volunteers who then regularly visit families who have been referred to the charity. They offer support, friendship and practical help to families within their own homes, helping to prevent family crisis and breakdown.

The volunteers are supported throughout their time with each family by one or more Coordinators who are employees of the charity.

The Coordinators and volunteers together also run Family Groups which are weekly play and support sessions held in Royston and Buntingford. A range of activities are provided for the children, whilst parents can share experiences and begin to build up their confidence. Annual outings and parties are organised for the children and their parents.

The charity employs a Scheme Manager, two Coordinators, an Office Manager and a fixed-term fundraiser; it also uses the services of a freelance bookkeeper. All staff are part-time.

**Public benefit**

When planning our activities for the year, the Trustees have considered the Charity Commissions guidance on public benefit.

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**OBJECTIVES AND ACTIVITIES**

The company is managed by a Committee of Trustees, which is elected annually by the members at the Annual General Meeting. The Committee includes the directors of the company. The Committee has the power to fill any vacancies during the year, any such appointments being ratified by the members at the next Annual General Meeting. New trustees are inducted in the charity's procedures and undertake training into their duties and responsibilities as Trustees and the objectives and work of Home-Start. The income and property of the company must be applied solely towards the promotion of its objects as set out in the Memorandum of Association. The company may not engage in taxable trading activities.

A Trustee may not receive any payment of money or other material benefit from the charity except the following: reimbursement of reasonable out of pocket expenses; an indemnity in respect of liabilities incurred by the charity; payment to a company in which a trustee has a one percent or less shareholding and reasonable interest on a loan to the charity or rent on lettings of property to the charity.

The Trustees must hold at least four meetings each year, the quorum for which is three trustees. Meetings may be held by electronic communication. All decisions are made by a simple majority vote at a meeting, or written resolution signed by all the Trustees. The Trustees undertake regular risk assessments and are aware of the need to maintain sufficient reserves to ensure financial stability.

Every member of the charity promises to pay up to £1 towards the cost of the dissolution of the charity, while he or she remains a Member or within 12 months afterwards. If the charity is dissolved the assets, if any, after full provision has been made for all of its liabilities must be applied:

a) directly for the objects

b) to another charity with similar objects

or

c) in another manner consistent with charitable status agreed by the Charity Commission.

Home-Start Royston and South Cambridgeshire is affiliated to Home-Start UK and pays affiliation fees to them for which they receive advice, support and access to some group purchasing services.

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**ACHIEVEMENT AND PERFORMANCE**

**Chair's Report**

It is with great pleasure that I report on another successful year for our scheme. This year we have supported 82 families and 169 children, thanks to the ongoing support of our Staff and Community.

The challenge we continue to face is ensuring sufficient financial security to maintain and develop our existing family service. Our fundraising strategy is constantly reviewed by the Trustees at Board meetings and through workshops with Staff and Trustees. Bids to Trusts and Foundations and other funding bodies continue to provide some positive results. However, securing successful funding this way is becoming more problematic, with an estimate of only one successful bid to twenty-four bids submitted.

Community support is therefore vital to our continued service delivery. We have been heartened by how generously our community raises finance for our charity. Grants from the Friends of Royston Healthcare, Royston Town Council, Morrisons Foundation Trust, Rotary and local Parish Councils all help ensure sufficient funds to continue the wonderful work our trained volunteers undertake within the home and at Family Group.

In partnership with Home-Start Hertfordshire, we secured a joint contract with Barnados to support a number of home-visited families. With Home-Start Cambridgeshire we were successful in gaining a further three years' funding from South Cambridgeshire District Council for our Big Hopes, Big Future project.

Our in-house fund-raising team have arranged many events throughout the year and make a significant contribution to our finance. Among the events have been the usual quizzes, literary lunches and stalls at local fetes and events. However, in March the team excelled themselves with producing a highly successful Community concert and a Black-tie Ball. A big thank you to all involved for your hard work.

This year fifteen new volunteers completed their training. Our volunteers remain at the heart of our home visiting and Family Groups and they do the most amazing work. We are supporting more families with complex issues than ever before, which is a challenge that the volunteers manage professionally with the support of their Co-ordinators. The Family Groups continue to offer a varied programme of activities based on the Early Years Learning programme. Buntingford Family Group has just celebrated its first year and is growing in numbers.

Changes locally to the delivery of public services has had an impact. Health Visitors are now based outside of our local area which has required our Co-ordinators to increase their networking to raise their profile with them and with other agencies. Our referral patterns reflect these changes and we continue to see a high level of self-referrals by families or family members.

However, none of our work would be possible without the amazing contributions from our extremely professional, hardworking and dedicated staff who never fail to rise to any challenge that is thrown at them. The introduction of GDPR, along with our national body Home-Start UK consulting on changes to systems and branding such as the logo, have all had to be incorporated into their daily work programme.

This year we have seen changes to our Trustee Board. We were fortunate to recruit new Trustees but have also had resignations due to changes in personal circumstances. We thank all of them for the time and dedication that they have given to our charity and are thrilled that they continue to support us in other ways. The Trustees work exceedingly hard and I thank them for their continued dedication to the scheme and all the support they provide me.

We know that the challenges will continue and this year, at the Trustees' Away Day, we committed the scheme to:

- continue to expand its operational service across all geographical areas,
- put in place the necessary resources both financially and system-based, to ensure efficient use of available funding and to
- increase the level of unrestricted funding while continuing to bid to Corporates, Trusts and Foundations for funds.

HSRSC has been offering its unique service to local families since 1983 and it is the intention of Trustees and Staff to do their best to ensure that this invaluable service continues.

**HOME-START ROYSTON AND SOUTH**  
**CAMBRIDGESHIRE**

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

**FINANCIAL REVIEW**

We have received extremely generous support from local authorities, trusts, corporate donors and individuals, as well as substantial sums from our own fund-raising events, all of which has ensured that we could continue to employ and train staff and volunteers to visit and support local families in need.

The Statement of Financial Activities shows net incoming resources for the year of £12,886 (2018: £24,757). The total reserves as at the year-end stand at £177,989 (2018: £165,103). After allowing for Designated and Restricted Funds (see Note 16 on page 16) this leaves us with less than eight months' operating costs.

The Trustees are satisfied that the assets and reserves of the charity are sufficient for it to meet its obligations. The Trustees have a minimum closure contingency fund policy of six months operating costs which are held on deposit: this reserve now stands at £90,726 at 31 March (2018: £77,914) and is part of the total cash balances on the Balance Sheet on page 9. The Trustees wish to maintain reasonable access to the Reserve Funds but have put a part of the cash balances onto longer term deposit in order to take advantage of higher interest rates offered.

The Trustees plan to continue to maintain the high level of service that we provide in our area to a level that our funding allows. To enable appropriate planning and development of the scheme, the Trustees continue to review the scheme's Development Plan as a working document for regular Board discussion.

**PLANS FOR FUTURE YEARS**

The Trustees plan to continue to maintain the high level of service we provide in our area to a level that our funding allows. To enable appropriate planning and development of the scheme, the Trustees continue to review the scheme's Development Plan as a working document for regular Board discussion.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

The organisation is a charitable company limited by guarantee, incorporated on 8 February 2005 and registered as a charity on 21 February 2005. The company was established under a Memorandum of Association which established the objectives and powers of the charitable company and is governed under its Articles of Association.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

05183873 (England and Wales)

**Registered Charity number**

1105385

**Registered office**

Unit 6, Valley Farm  
Station Road  
Meldreth  
Royston  
Hertfordshire  
SG8 6JP

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

M Brierley	
P Hodgson	
M Jackson	- resigned 30.6.18
L Nolasco	
M L Robbins	
L A Smith	
L Howes	- resigned 30.5.18
L Hollow	- resigned 31.1.19
A Xia	- appointed 27.4.18
K Woods	- appointed 1.5.18
	- resigned 16.10.18
S Thomas	- resigned 16.10.18

**Company Secretary**

S K Mascal

**Independent examiner**

Bradshaw Johnson  
Chartered Accountants  
Croft Chambers  
11 Bancroft  
Hitchin  
Hertfordshire  
SG5 1JQ

Approved by order of the Board of Trustees on 13 September 2019 and signed on its behalf by:

P Hodgson - Trustee



**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

**STATEMENT OF TRUSTEES RESPONSIBILITIES  
FOR THE YEAR ENDED 31 MARCH 2019**

The trustees (who are also the directors of Home-Start Royston and South Cambridgeshire for the purposes of company law) are responsible for preparing the Report of the Trustees and the financial statements 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".

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 those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to 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.

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

**Independent examiner's report to the trustees of Home-Start Royston and South Cambridgeshire ('the Company')**

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2019.

**Responsibilities and basis of report**

As the charity's trustees of the Company (and also its directors 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 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.

**Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the Company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Neil Harding FCA  
Bradshaw Johnson  
Chartered Accountants  
Croft Chambers  
11 Bancroft  
Hitchin  
Hertfordshire  
SG5 1JQ

Date: .....

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

	Notes	Unrestricted funds £	Restricted fund £	31.3.19 Total funds £	31.3.18 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	3	10,927	440	11,367	12,491
Other trading activities	4	118,054	17,848	135,902	117,931
Investment income	5	733	-	733	580
<b>Total</b>		<u>129,714</u>	<u>18,288</u>	<u>148,002</u>	<u>131,002</u>
<b>EXPENDITURE ON</b>					
Raising funds	6	33,027	1,695	34,722	25,567
<b>Charitable activities</b>	7				
Home-Start Royston & South Cambridgeshire		81,247	19,147	100,394	80,678
<b>Total</b>		<u>114,274</u>	<u>20,842</u>	<u>135,116</u>	<u>106,245</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>15,440</u>	<u>(2,554)</u>	<u>12,886</u>	<u>24,757</u>
<b>Transfers between funds</b>	16	<u>3,412</u>	<u>(3,412)</u>	<u>-</u>	<u>-</u>
<b>Net movement in funds</b>		<u>18,852</u>	<u>(5,966)</u>	<u>12,886</u>	<u>24,757</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		<u>159,137</u>	<u>5,966</u>	<u>165,103</u>	<u>140,346</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>177,989</u></u>	<u><u>-</u></u>	<u><u>177,989</u></u>	<u><u>165,103</u></u>

The notes form part of these financial statements

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

**STATEMENT OF FINANCIAL POSITION  
AT 31 MARCH 2019**

	Notes	Unrestricted funds £	Restricted fund £	31.3.19 Total funds £	31.3.18 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	13	630	-	630	435
<b>CURRENT ASSETS</b>					
Debtors	14	10,623	-	10,623	4,271
Cash at bank and in hand		177,700	-	177,700	166,017
		<u>188,323</u>	-	<u>188,323</u>	<u>170,288</u>
<b>CREDITORS</b>					
Amounts falling due within one year	15	(10,964)	-	(10,964)	(5,620)
<b>NET CURRENT ASSETS</b>		<u>177,359</u>	-	<u>177,359</u>	<u>164,668</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>177,989</u>	-	<u>177,989</u>	<u>165,103</u>
<b>NET ASSETS</b>		<u><u>177,989</u></u>	-	<u><u>177,989</u></u>	<u><u>165,103</u></u>
<b>FUNDS</b>					
	16				
Unrestricted funds:					
General fund				87,263	81,223
Designated funds				90,726	77,914
				<u>177,989</u>	<u>159,137</u>
Restricted funds:					
Family Groups fund				-	5,966
<b>TOTAL FUNDS</b>				<u><u>177,989</u></u>	<u><u>165,103</u></u>

The notes form part of these financial statements

**HOME-START ROYSTON AND SOUTH**  
**CAMBRIDGESHIRE**

**STATEMENT OF FINANCIAL POSITION - CONTINUED**  
**AT 31 MARCH 2019**

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 company to obtain an audit of its financial statements for the year ended 31 March 2019 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 Sections 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 provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees on 13 September 2019 and were signed on its behalf by:

M Brierley -Trustee

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**1. STATEMENT OF COMPLIANCE**

Home-Start Royston & South Cambridgeshire is a charitable company incorporated in England. The registered office is:

Unit 6, Valley Farm  
Station Road  
Meldreth  
Hertfordshire  
SG8 6JP

The charitable company's financial statements have been prepared in compliance with the Charities SORP (FRS 102) as it applies to the financial statements for the year ended 31 March 2019.

**2. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charitable company, which is a public benefit entity under FRS 102, 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 in 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.

Home-Start Royston and South Cambridgeshire meets the definition of a public entity under FRS 102.

The financial statements are presented in sterling (£).

**Income**

All income is included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Unconditional Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable. Conditional Grants are recognised in the Statement of Financial Activities as the conditions are met.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Investment income is included when receivable.

**Expenditure**

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes attributable VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of raising funds comprise the costs associated with attracting voluntary income through fundraising.
- Expenditure on charitable activities comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**2. ACCOUNTING POLICIES - continued**

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures, fittings and equipment - 25% on reducing balance

**Taxation**

The charity is exempt from corporation tax on its charitable activities.

**Fund accounting**

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

- Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

- Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

**Pension costs and other post-retirement benefits**

The charitable company operates a defined contribution pension scheme. Contributions payable to the charitable company's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

**Pensions**

The charity operates a defined contribution scheme. Contributions payable for the year are charged in the profit and loss account.

**Legal status of the Charitable Company**

In the event of the Charitable Company being wound up, each Trustee (being a member of the charity) has undertaken to contribute to the assets of the Charitable Company such amounts as required not exceeding £1. This guarantee extends until one year after a Trustee ceases to be a member. The trustees control the Charitable Company.

**Debtors**

Trade and other debtors are recognised at the settlement amount due after any trade discount offered.

**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.

**Financial instruments**

The Charitable 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.

**3. DONATIONS AND LEGACIES**

	31.3.19	31.3.18
	£	£
Grants and donations	<u>11,367</u>	<u>12,491</u>

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**4. OTHER TRADING ACTIVITIES**

	31.3.19	31.3.18
	£	£
Fundraising	130,759	110,844
Sponsorships	780	885
Statutory funding	4,350	4,600
Other income	13	1,602
	<u>135,902</u>	<u>117,931</u>

**5. INVESTMENT INCOME**

	31.3.19	31.3.18
	£	£
Deposit account interest	<u>733</u>	<u>580</u>

**6. RAISING FUNDS**

**Raising donations and legacies**

	31.3.19	31.3.18
	£	£
Fundraising costs	<u>17,656</u>	<u>10,481</u>

**Other trading activities**

	31.3.19	31.3.18
	£	£
Staff costs	<u>17,066</u>	<u>15,086</u>

Aggregate amounts	<u>34,722</u>	<u>25,567</u>
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**7. CHARITABLE ACTIVITIES COSTS**

	Direct costs	Support costs (See note 8)	Totals
	£	£	£
Home-Start Royston & South Cambridgeshire	<u>66,720</u>	<u>33,674</u>	<u>100,394</u>

**8. SUPPORT COSTS**

Home-Start Royston & South Cambridgeshire	<u>33,674</u>
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**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**9. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.3.19	31.3.18
	£	£
Depreciation - owned assets	210	146
	<u>210</u>	<u>146</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 March 2019 nor for the year ended 31 March 2018.

**Trustees' expenses**

No members of the management committee received any remuneration during the year.

No travel and sundry expenses were reimbursed in the year or in the last year.

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year.

**11. STAFF COSTS**

	31.3.19	31.3.18
	£	£
Wages and salaries	78,055	62,140
Social security costs	2,008	896
Other pension costs	3,723	3,112
	<u>83,786</u>	<u>66,148</u>

The average monthly number of employees during the year was as follows:

	31.3.19	31.3.18
Direct charitable/Family groups	4	5
Fundraising	1	-
	<u>5</u>	<u>5</u>

No employees received emoluments in excess of £60,000.

The charity makes contributions to a defined contribution pension scheme (The Flexible Retirement Plan) which has been registered with The Pensions Trust. Contributions are included in the accounts in the year of payment.

**12. 2018 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	12,073	418	12,491
Other trading activities	117,233	698	117,931
Investment income	580	-	580

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

<b>12. 2018 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued</b>	Unrestricted funds £	Restricted fund £	Total funds £
<b>Total</b>	129,886	1,116	131,002
<b>EXPENDITURE ON</b>			
Raising funds	25,237	330	25,567
<b>Charitable activities</b>			
Home-Start Royston & South Cambridgeshire	73,936	6,742	80,678
<b>Total</b>	99,173	7,072	106,245
<b>NET INCOME/(EXPENDITURE)</b>	30,713	(5,956)	24,757
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	128,424	11,922	140,346
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>159,137</u>	<u>5,966</u>	<u>165,103</u>
<b>13. TANGIBLE FIXED ASSETS</b>			Fixtures, fittings and equipment £
<b>COST</b>			
At 1 April 2018			14,618
Additions			405
At 31 March 2019			<u>15,023</u>
<b>DEPRECIATION</b>			
At 1 April 2018			14,183
Charge for year			210
At 31 March 2019			<u>14,393</u>
<b>NET BOOK VALUE</b>			
At 31 March 2019			<u>630</u>
At 31 March 2018			<u>435</u>
<b>14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</b>			
		31.3.19	31.3.18
		£	£
Other debtors and prepayments		<u>10,623</u>	<u>4,271</u>

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.3.19	31.3.18
	£	£
Other creditors and accruals	10,964	5,620
	<u>          </u>	<u>          </u>

**16. MOVEMENT IN FUNDS**

	At 1.4.18 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
General fund	81,223	15,440	(9,400)	87,263
Designated funds	77,914	-	12,812	90,726
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	159,137	15,440	3,412	177,989
 <b>Restricted funds</b>				
Family Groups fund	5,966	(2,554)	(3,412)	-
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>165,103</u>	<u>12,886</u>	<u>-</u>	<u>177,989</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	129,714	(114,274)	15,440
 <b>Restricted funds</b>			
Family Groups fund	18,288	(20,842)	(2,554)
	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>148,002</u>	<u>(135,116)</u>	<u>12,886</u>

**Comparatives for movement in funds**

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.18 £
<b>Unrestricted Funds</b>				
General fund	92,924	30,713	(42,414)	81,223
Designated funds	35,500	-	42,414	77,914
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
	128,424	30,713	-	159,137
 <b>Restricted Funds</b>				
Family Groups fund	11,922	(5,956)	-	5,966
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>TOTAL FUNDS</b>	<u>140,346</u>	<u>24,757</u>	<u>-</u>	<u>165,103</u>

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**16. MOVEMENT IN FUNDS - continued**

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	129,886	(99,173)	30,713
<b>Restricted funds</b>			
Family Groups fund	1,116	(7,072)	(5,956)
<b>TOTAL FUNDS</b>	<u>131,002</u>	<u>(106,245)</u>	<u>24,757</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.17 £	Net movement in funds £	Transfers between funds £	At 31.3.19 £
<b>Unrestricted funds</b>				
General fund	92,924	46,153	(51,814)	87,263
Designated funds	35,500	-	55,226	90,726
<b>Restricted funds</b>				
Family Groups fund	11,922	(8,510)	(3,412)	-
<b>TOTAL FUNDS</b>	<u>140,346</u>	<u>37,643</u>	<u>-</u>	<u>177,989</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	259,600	(213,447)	46,153
<b>Restricted funds</b>			
Family Groups fund	19,404	(27,914)	(8,510)
<b>TOTAL FUNDS</b>	<u>279,004</u>	<u>(241,361)</u>	<u>37,643</u>

Purposes of General Funds

General funds: This fund comprises all transactions not relating to the other funds.

Designated funds: This fund comprises the provision made by the trustees for potential closure costs.

Purposes of Restricted Funds

Family groups: This fund comprises of various groups which includes a family group, parent group and crèches.

**HOME-START ROYSTON AND SOUTH  
CAMBRIDGESHIRE**

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

**17. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 March 2019.

**18. LEASING COMMITMENTS**

The charity has an annual lease for its premises in Meldreth. The annual cost of the lease for the year from 1 April 2019 is £9,000 per annum.

**19. PENSION COMMITMENTS**

The contributions payable for the period were £3,723 (2018: £3,112). At the balance sheet date there were no outstanding or prepaid contributions.

## Home-Start Royston, Buntingford & South Cambridgeshire

(incorporated as Home-Start Royston & South Cambridgeshire)

Unit 6 Valley Farm, Station Road, Meldreth, Royston, Herts, SG8 6JP

www.hsrsc.org.uk ▪ Email: admin@hsrsc.org.uk ▪ Tel: 01763 262262



Royston, Buntingford &  
South Cambridgeshire

### Report: Melbourn Parish Council Community Grant - April 2019

We are so grateful to Melbourn Parish Council for their Community Grant awarded in April 2019. It has been used to enable one vulnerable Melbourn family to receive our Home-Visiting Service, as follows:

#### Family Composition

Gayle (Mum), Paul (Dad), Ben (son, 2 years old), Archie (2 months old)\*

#### Main Issue for Family

Gayle suffered from anxiety and depression which meant she felt unable to go out, which left her feeling isolated. The family live in a rural location which compounded Gayle's isolation.

#### Background

The local health visitor referred the family to us, as she was concerned about Gayle's depression, anxiety and isolation. Gayle felt too anxious to go out of the house and was struggling with an active two-year old and a new baby. The family had not lived Melbourn for long and friends and family did not live locally.

#### What did we do?

The volunteer quickly engaged with two-year old Ben and he loved her coming to visit and doing activities with him. As a result, Gayle felt at ease with the volunteer, but she was still worried that Ben's behaviour would be too difficult for the volunteer. The volunteer supported the family as follows:

- Gayle and the volunteer built a trusting relationship and the volunteer was able to reassure her that she was being a good Mum.
- Gayle talked through her anxieties with the volunteer and step by step they worked towards going out of the house to the park (Mum had been highly anxious that if she went out with the boys something bad might happen and she wouldn't be able to cope with an active toddler and a baby at the same time).
- The volunteer also went with Gayle to the baby clinic, park and the local shops.
- She modelled lots of play activities

cont./....

### What difference did we make?

- As Gayle gained confidence in going out, she was able to go out alone and happily told the volunteer what she had achieved and the volunteer was able to celebrate with her. This helped to reduce her anxiety about something bad happening whilst she was out.
- As this developed, Gayle said that her confidence grew and when support ended she felt able to go out alone with the children to the park and other places.
- This also prepared Gayle for Ben going to nursery and helped her manage her anxiety and school drop-off and pick-up.
- At the end of support Gayle said that her family and friends had commented that she was much more confident.
- She did still have anxiety, but was much more able to overcome this and get out of the house. Gayle said that this would not have happened without the volunteer's support and that her visits were the highlight of her week.

### Gayle said:

"I feel more confident to take the boys out by myself and approach 'Ben's' behaviour in a different way

"It has made a massive difference to our family"

"I have been able to get out to local groups with the boys since having support."

**\*To protect confidentiality, these are not the family's real names**

## Home-Start Royston, Buntingford & South Cambridgeshire

(incorporated as Home-Start Royston & South Cambridgeshire)

Unit 6 Valley Farm, Station Road, Meldreth, Royston, Herts, SG8 6JP

www.hsrsc.org.uk ▪ Email: admin@hsrsc.org.uk ▪ Tel: 01763 262262



Royston, Buntingford &  
South Cambridgeshire

### Home-Visiting Service Report: Prepared for Melbourn Parish Council – April 2020

We have been supporting vulnerable Melbourn families for the past 36 years. In the past year, 11 Melbourn families have been referred to us, and 8 Melbourn families have received vital support through our **Home-Visiting Service**.

#### Home-Visiting Service:

As a result of the Coronavirus crisis, we have sadly had to stop our **face-to-face Home-Visiting Service**, and have been supporting Melbourn families, where possible, via phone and video link. We hope to resume our **face-to-face Home-Visiting Service** in July 2020, although it is possible that we may have to delay this return to our normal Service due to continued lockdown.

We would like to apply for a grant for **£2,298.96** to enable us to support two Melbourn families with our **face-to-face Home Visiting Service** for nine months - the average time a family needs home-visiting support. (cost breakdown per family attached). Families suffer with diverse issues, including:

Post-Natal Depression • Depression • Anxiety • Low Self-Esteem • Social Isolation • Bereavement • Domestic Abuse • Disability • Family Breakdown • Managing Children's Challenging Behaviour • Lack of Ability to Engage in Children's Learning and Development.

The **impact of prolonged isolation** to these already fragile families will result in further issues, including:

- Increased parental anxiety and loss of confidence about going out, due to health concerns (such as the possibility of still contracting COVID-19)
- Parental relationship breakdowns, as a result of amount of time spent in close proximity to each other
- Children exhibiting more challenging behaviour, as they settle back into school routines, homework, regular bedtimes etc.
- Children suffering with separation anxiety, as they have not 'practised' this for some time.
- Financial strain on parents due to job/income loss.

Our highly trained volunteers, all with parenting experience, will focus on easing these issues at this especially difficult time by visiting families weekly for 2 to 3 hours – providing bespoke compassionate, practical and emotional support, which is non-judgemental, confidential and free. Support will include:

- Impartial and non-judgemental listening
- Strategies around improving mental health
- Positive praise to parents and showing them how to positively praise their children
- Supporting parents to leave home and build confidence around managing children outside
- Signposting and supporting access to other groups and appointments, such as health appointments
- Engaging with children at home with parents, and enabling a parent to have 1:1 time with one child
- Encouraging families to consider a safety plan, where appropriate.

We would be so grateful for a Community Grant, which would enable us to support two Melbourn families to develop the confidence, knowledge and skills to successfully manage their family lives again without Home-Start support. **Amanda Hourmand, Fundraiser.**



## Home-Start Royston, Buntingford & South Cambridgeshire

(incorporated as Home-Start Royston & South Cambridgeshire)



### Home-Visiting Service Costs – Per Family

#### Nine Months' Support

Prepared for: **Melbourn Parish Council**

Date: **20 April 2020**

Cost Item		Average cost per family for 9 months (£)	Description
<b>Staff costs:</b>	<i>hours</i>		
<b>Manager</b>	6	111.84	Supervision of co-ordinator family work
<b>Co-ordinator</b>	31.5	454.55	5 visits to family home, 6 volunteer supervision sessions, contact with referrer & other agencies
<b>Admin</b>	15	185.70	Monitoring and evaluation, files, messages, newsletters
<b>Expenses</b>		35.25	Travel and phone expenses
<b>Resource costs:</b>			
<b>Outings budget</b>		11.25	Transport, entry e.g. recreational outings – Summer & Christmas
<b>Volunteer costs:</b>			
<b>Training</b>		45.63	Initial training & 2 training days, including safeguarding update
<b>Expenses</b>		195.75	Travel and subsistence for home visits and co-ordinator support at office
<b>SUB-TOTAL</b>		<b>1,039.97</b>	
<b>Proportion of Overhead Costs</b>		109.51	Including rent, rates, electricity, phones, premises and IT
<b>TOTAL</b>		<b>1,149.48</b>	

MELBOURN PARISH COUNCIL

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	Royston & District Community Transport
2.	Name, Address, and Status of Contact	Ken Hart - Treasurer
3.	Telephone Number of Contact	██████████
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£ 1000
6.	For what purpose of project is the grant requested.	Assistance with office running costs during the current pandemic
7.	What will be the total cost of the above project?	The charity monthly running costs are c£6k. The pandemic has caused cancellations on our minibus services so our income has evaporated from £ that source.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We continue to provide a shopping and prescription delivery service using volunteer drivers cars on a "not for profit" basis but our office overheads and staff costs remain. We will use our reserves whenever possible and will also apply to other funders for assistance.
9.	Have you applied for grant for the same project to another organisation?	Yes

	If so, which organisation and how much?	Other local parish councils in the North Herts and South Cambs area that we cover
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	Local community mainly the elderly, infirm, vulnerable and socially isolated people in our catchment area
12.	Approximately how many of those who will benefit are parishioners?	From Melbourn last year we operated over 2,500 journeys covering over 33,000 miles. There are 199 listed Melbourn parishioners in our database.

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.

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

K.R.Hart  
 Signed.....Date..... 18th March 2020

3<sup>rd</sup> 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 Parish Council: 30 High Street Melbourn SG8 6DZ



# Royston & District Community Transport

*We'll take you where you need to go*

Royston Hospital  
London Road  
Royston Herts SG8 9EN  
Tel: 01763 245228

[info@roytrans.co.uk](mailto:info@roytrans.co.uk)  
[www.roytrans.co.uk](http://www.roytrans.co.uk)

Office Manager: Pru Burton

Clerk to the Council  
Melbourn Parish Council

Dear Sir

11 March 2020

I am writing to seek funding for our organisation from your council.

As you may know, Royston & District Community Transport, a registered charity, is a Community Transport operator which for over 25 years has offered 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.

Many of our customers are the elderly and infirm and we therefore make a vital contribution to fighting social exclusion which affects this important, yet often forgotten section of our society.

Whilst the majority of journeys are covered by our team of 90+ volunteer drivers, 6 of whom are based in Melbourn, we also employ two part time drivers. These paid drivers are essential to enable us to meet the demand for our service which our volunteer drivers cannot always meet. Additionally, we employ a small number of administrative staff, although many of these tasks are also covered by volunteers.

We currently own and operate four fully accessible minibuses and an accessible MPV and indeed the ability to provide transport for those people with impaired mobility is becoming increasingly important.

The support of our funding partners is therefore essential to cover these overhead costs which are constantly under review, indeed at the moment we have not replaced David Wherrell, our recently retired Scheme Manager, pending a review of the Scheme's structure with his duties being covered by the Scheme's unpaid directors.

Last year we undertook some 14000 journeys and have an active customer base of 800+. We currently average approximately 60 journeys per day. From Melbourn last year we operated over 2500 journeys covering over 33000 miles.

I enclose a copy of our 2018-2019 accounts and an extract from our Annual Report to Funders for 2019.

I should be most grateful if your Council felt able to support RDCT this year and look forward to hearing from you. Should you require any further information or indeed wish a representative from RDCT to attend one of your meetings, please do not hesitate to contact me.

Yours Sincerely

.....

Ken Hart

Treasurer

Registered in England & Wales, No. 6744379, and limited by guarantee. Registered charity No. 1127052

Registered office: Royston Hospital, London Road, Royston, Herts. SG8 9EN

Supported by: Cambridgeshire & Peterborough Clinical Commissioning Group \* Hertfordshire County Council \* North Hertfordshire District Council \* Cambridgeshire County Council \* South Cambridgeshire District Council \* Royston Town Council \* Royston Action on Disability \* Ashwell Parish Council \* Barrington Parish Council \* Duxford Parish Council \* Fowlmere Parish Council \* Foxton Parish Council \* Hauxton Parish Council \* Ickleton Parish Council \* Melbourn Parish Council \* Meldreth Parish Council \* Shepreth Parish Council \* Steeple Morden Parish Council

# 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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		_____

Royston & District Community Transport  
Reference and Administrative Details

<b>Charity name</b>	Royston & District Community Transport
<b>Charity registration number</b>	1127052
<b>Company registration number</b>	06744379
<b>Principal office</b>	Royston Hospital London Road Royston Herts SG8 9EN
<b>Registered office</b>	Royston Hospital London Road Royston Herts SG8 9EN
<b>Trustees</b>	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
<b>Secretary</b>	Mr David Wherrell, Manager
<b>Director</b>	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

Page 3

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.

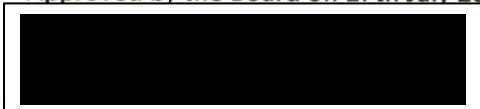
**Financial Review**

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

Royston & District Community Transport  
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**

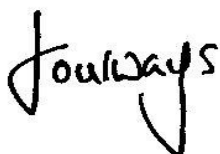
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or 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).

1a Melbourn Street



.....Royston  
FourwaysHerts  
Chartered Accountants SG8 7BP

17th July 2019

Statement of Financial Activities (including Income and Expenditure Account)  
for the Year Ended 31 March 2019

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

Royston & District Community Transport

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

	Note	2019		2018 (Restated)	
		£	£	£	£
<b>Fixed assets</b>					
Tangible assets	9		61,153		78,730
<b>Current assets</b>					
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>
<b>Net assets</b>			<u>91,556</u>		<u>115,859</u>
<b>The funds of the charity:</b>					
<b>Unrestricted funds</b>					
Unrestricted income funds			91,556		115,859
<b>Total charity funds</b>			<u>91,556</u>		<u>115,859</u>

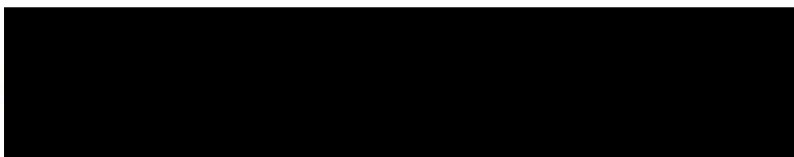
For the financial year ended 31st March 2019, the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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**

	<b>Unrestricted Funds</b>	<b>Total Funds Year ended</b>	<b>Total Funds Year ended</b>
	<b>£</b>	<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
<b>Donations and legacies</b>			
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
	121,721	121,721	127,054

**3 Grants receivable**

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

		<b>Unrestricted Funds</b>		
	<b>£</b>			
	Grants - other agencies	45,081		
<b>4</b>	<b>Total resources expended</b>			
	<b>Direct costs</b>			
	Cost of goods sold			
	Other direct costs			
	Employment costs			
	Insurance			
	Office expenses			
	Printing, posting and stationery			
	Loss to book value on sale of assets			
	Advertising and promotion			
	Staff Training			
	Professional fees			
	Depreciation of tangible fixed assets			
<b>5</b>	<b>Trustees' remuneration and expenses</b>			
		<b>Total Funds Year ended 2019 £</b>	<b>Total Funds Year ended 2018 £</b>	
		45,081	42,938	
		<b>Donations and legacies £</b>	<b>Total 2019 £</b>	<b>Total 2018 £</b>
		41,476	41,476	31,168
		1,708	1,708	-



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

	68,956	68,956	64,172
	7,373	7,373	7,560
	2,789	2,789	1,487
	1,767	1,767	1,613
	-	-	-
	-	-	-
	299	299	776
	4,079	4,079	5,032
	<u>17,577</u>	<u>17,577</u>	<u>21,918</u>
	<u>146,024</u>	<u>146,024</u>	<u>133,726</u>

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

**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** **Cost**

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

	£	£	£
As at 1 April 2018			
Additions			
Disposals			
As at 31 March 2019	163,720	5,499	169,220
	-		-
<b>Depreciation</b>			
As at 1 April 2018	163,720	5,499	169,220
Charge for the year			
Disposals			
As at 31 March 2019	86,011	4,479	90,490
<b>Net book value</b>	17,349	228	17,577
As at 31 March 2019	-		-
As at 31 March 2018	103,360	4,707	108,066
<b>10 Debtors</b>			
	60,360	793	61,153
Trade debtors	77,709	1,021	78,730
<b>Plant and machinery including motor vehicles</b>		<b>2018</b>	
<b>Fixtures, fittings and equipment</b>		<b>2019</b>	<b>(Restated)</b>
<b>Total</b>		<b>£</b>	<b>£</b>
		12,797	7,567
Prepayments and accrued income	3,690	3,536	16,486
<b>11 Creditors: Amounts falling due within one year</b>		<b>2019</b>	<b>2018</b>
		<b>£</b>	<b>£</b>
Bank loans and overdrafts		-	-
Trade creditors		-	-
Taxation and social security		-	-
		1,320	1,320
Accruals and deferred income		1,320	1,320

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

**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 £
<b>General Funds</b>				
Unrestricted income fund	115,859	121,721	(146,024)	91,556

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**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	<u>(1,320)</u>	<u>(1,320)</u>	<u>(1,320)</u>
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**

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

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

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

Royston & District Community Transport

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



## Annual Report to Funders 2019

### Business

Client membership is holding up well, with new clients replacing those lost. In January, we increased our charges for minibus and MPV journeys to £1.60/mile for the Mellor & Master, £1.30 for the Traffic 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 223787 miles, an increase of 4% 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.

A number 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.

### 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 Traffic 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.



### **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.

We have lost a few drivers this year but, fortunately, we have been able to recruit new ones

### **New Projects**

We have recently been looking at a different accounts software package. We also went to a demonstration of a new booking software package, which looks very promising.

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.

### **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.

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.

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

### **Section 19 Judicial Review**

The Department for Transport saga about Section 19 and 22 permits rumbles on.

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 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 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.

## Other Matters

Our office volunteers 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 with the Booking Software testing. They are all 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.

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.

## 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.

<b>Accounts Summary</b>	<b>Apr19-Feb20 monthly average</b>
Donations	£406.55
300 Club	£403.36
Grants	£2,607.00
Buses	£4,217.00
Cars	£1,788.00
<b>Total Income</b>	<b>£9,421.91</b>
Bus running costs	£1,074.00
Bus insurance	£625.00
Bus Drivers Salaries	£1,671.00
Driver Mileage	£219.00
Car Mileage	£1,366.00
<b>Transport Costs</b>	<b>£4,955.00</b>
<b>Office Costs</b>	<b>£4,731.00</b>
Difference	-£264.09

**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	MAYD  (Melbourn Area Youth Development)
2.	Name, Address, and Status of Contact	Melbourn Parish Council  Cllr Travis – Chair MAYD Joint Committee
3.	Telephone Number of Contact	01763 263303 #3
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£6,733 – winter programme only.
6.	For what purpose of project is the grant requested.	To continue the unique collaborative working between Melbourn, Meldreth and Shepreth Parish Councils for the provision of a youth club, located in Melbourn. Foxton PC have agreed to fund attendance for their young people only.
7.	What will be the total cost of the above project?	£7,662
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Meldreth - £812 Shepreth - £15 Foxton - £102
9.	Have you applied for grant for the same project to another organisation?	As above

	If so, which organisation and how much?	
10.	Who will benefit from the project?	Any young person from 11 – 18 who lives in the catchment area of Melbourn Village College.
11.	Approximately how many of those who will benefit are parishioners?	Approx 80% of the young people who attend live in Melbourn Village.

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: Cllr John Travis

Date: 20 April 2020

Note: The MAYD accounts are held and administered by Melbourn Parish Council.

## **Melbourn Youth Provision: Winter Programme Revised (Oct – March)**

This programme will consist of three 6-week workshops delivered each half term, starting after October half term. Staff will consult with the young people from Melbourn Village College and surrounding villages and choose 3 themes based on the results. Each theme will be created into a 6-week workshop, delivered to a group of 10/15 young people depending on the activity and any restrictions relating to the Covid-19 pandemic.

Young people will be given the opportunity to sign up to a workshop and will be asked to commit for the full 6 weeks. These projects can take place at the Melbourn Pavilion or move location to the surrounding villages. Costs currently exclude hall hire and so any extra hire charges for venues outside of Melbourn would need to be covered and are not included in this proposal. Locations may depend on the Covid-19 restrictions to ensure the activity can be delivered with appropriate distancing if required.

Each project will be designed to teach young people new skills as well as building confidence, communication and self-esteem.

Themes may include:

- Music
- Dance
- Cooking
- Drama
- Art
- Sport

## **Included in the proposal:**

3 x 6-week themed based workshops (term time only).

2 x Assemblies in school to consult with young people on the themed based workshops.

2 x Reports – Deadlines to be set for the beginning of January and the second at the end of March.

3 x Online Meetings – Held at the beginning, middle and end of the contract via Zoom.



The price also includes:

- Project programme planning
- Set up and clear down time
- Delivery of sessions
- Attendance at 3 online meetings
- Report Writing: 2 for the contract
- Project Management fees
- Resources
- Mileage
- Travel

### Sessions Resources

£125 per 6-week project to purchase the necessary resources to run each project including for example arts and crafts or food. Larger purchases like sport equipment have not being included in this quote, but can be on request.

### Costs

<b>Staff Time:</b>	
Management	790
Planning and Delivery	4817
Reporting and Meetings	210
Assemblies	180
Mileage	540
Resources	375

Total cost

**£6912** Plus VAT at the prevailing rate per year

Diana Hedley

**Youth Manager**

07736 132295

[diana.hedley@groundwork.org.uk](mailto:diana.hedley@groundwork.org.uk)



**MAYD - proposed charges per member Parishes & Foxton for 2020/21 AMENDED**

(Based on youth club attendance in academic year Sept 2018 to Aug 2019)

MAYD member		Apportionment of Groundwork costs based on attendance		Reallocation of 'Elsewhere' to MAYD members	Proposed MAYD Charges 2020-21	Original version 2020-21 (invoiced)	MAYD Charges 2019-20
		% of	%	% of			
<b>Total sessions attended</b>		<b>677</b>	<b>7,662</b>	<b>1,765.54</b>			
Barrington		36	5.3%	407.43			
Fowlmere		21	3.1%	237.67			
<b>Melbourn</b>	Y	456	67.4%	5,160.82	1,572.44	<b>6,733</b>	<b>14,325</b>
<b>Meldreth</b>	Y	55	8.1%	622.47	189.66	<b>812</b>	<b>2,972</b>
Royston		96	14.2%	1,086.49			
<b>Foxton</b>	Note	9	1.3%	101.86		<b>102</b>	<b>363</b>
<b>Shepreth</b>	Y	1	0.1%	11.32	3.45	<b>15</b>	<b>29</b>
Cambridge		3	0.4%	33.95			
		<b>677</b>	<b>100%</b>	<b>7,662.00</b>	<b>1,765.54</b>	<b>7,662</b>	<b>17,688</b>
			MAYD	5,794.60			
			Elsewhere	1,765.54			
Total		<b>677</b>	Foxton	101.86			
"Elsewhere"		156		7,662.00			
Foxton	Note	<b>9</b>					
MAYD member		<b>512</b>					

**MAYD costs for 2020-21 (using revised quote from Groundwork East)**

Groundwork charges Apr-May 2020 (funded from reserve)	-	Note
Groundwork Proposal Oct 2020-Mar 2021	<b>6,912.00</b>	
Pavilion/other venue hire charges 2020/21	<b>750.00</b>	
	<b>7,662.00</b>	

Note:

Foxton are no longer officially part of MAYD but have committed to fund attendance by youths from their parish (no apportionment of 'other' attendees made)

Groundwork charges for Apr-May to be funded from MAYD reserve - £1,556

## MAYD accounts at 21st May 2020

01/04/2020	£5,668.97	Balance b/fwd at 1st April 2020
20/05/2020	-£1,556.00	Groundwork East - Youth Club provision Apr-May 2020 (awaiting invoice)

<u>£4,112.97</u>	Balance at 21st May 2020
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### Breakdown of balance at 21st May 2020

Ringfenced	<b>£250.00</b>	Cooking equipment
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General	<b>£3,862.97</b>	
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<u><b>£4,112.97</b></u>	
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### Commitments:

Groundworks Revised Proposal for remainder of 2020/21 = £6,912 plus venue hire costs £750. Total £7,662.



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 ST GEORGE'S ALLOTMENT ASS	
2.	Name, Address, and Status of Contact CHAIRMAN BARRY DEVILLE 97 BEECHWOOD AVE MELBOURN	
3.	Telephone Number of Contact	01763-260784
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested Approx	£ 280 —
6.	For what purpose of project is the grant requested. SKIP TO REMOVE RUBBISH	
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?	YES

	If so, which organisation and how much?	PARISH COUNCIL
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	SKIP HIRE COMPANY
11.	Who will benefit from the project?	ALL PLOT HOLDERS
12.	Approximately how many of those who will benefit are parishioners?	Approx 90 perc

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. This time last year

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

Signed..... *B. Deane* ..... Date 14 4 2020

**3<sup>rd</sup> 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 PARISH COUNCIL

Doc. No.4.04

Version 1


Review Date: May 2017

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## 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
2.	Name, Address, and Status of Contact	Claire Godward Centre Director 3 Brooklands Avenue Cambridge CB2 8BB
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes No. 1096975
5.	Amount of grant requested	£1,750 please this offers a subsidy to the local residents and meets the shortfall in donations.  WE APPLYING EARLY AS THIS IS GOING TO BE A VERY DIFFICULT YEAR FOR US HAVING MADE SIGNIFICANT CALLS ON OUR RESERVES DUE TO THE PANDEMIC

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

# MELBOURN PARISH COUNCIL

**Doc. No.4.04**

**Version 1**

**Review Date: May 2017**

6.	For what purpose of project is the grant requested.	<p>What we do:</p> <p>We provide your local residents with specialist counselling support. We are the relationships experts offering counselling and guidance to those facing issues within their relationships, helping couples, families and children.</p> <p>We are working in very challenging circumstances right now due to the pandemic.</p>
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Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

# MELBOURN PARISH COUNCIL

Doc. No.4.04

Version 1

Review Date: May 2017

		<p>Our Charity is facing a very significant loss of income following the shutdown of almost all of our face-to-face relationship support services. Your support is needed more than ever.</p> <p>Whilst we made an immense effort to ensure all our counsellors were trained and able to offer webcam support, for many reasons the uptake of this was slow.</p> <p>Our vital services will undoubtedly be needed more than ever as individuals, couples and families emerge in the wake of long periods of isolation and trauma experienced on the frontline. We know that poor quality relationships can result in relationship breakdown, parental conflict, child protection and safeguarding issues, domestic abuse, debt, mental health issues, addiction and homelessness. We have already seen the peak in domestic abuse and we are acutely aware of the impact on children who will be witnessing this trauma whilst in lock down and after.</p> <p>We also know that Relate's couple counselling work has been shown to deliver around £11.40 of benefits for the public purse for every £1 spent.</p> <p>We need funding, now more than ever, to help us continue to offer our services to all, regardless of their ability to pay. Receiving no state support we are entirely dependent on donations and grants such as this one. These grants help us survive and make a real difference and at this unprecedented time, could make the difference between us remaining open, or closing our doors. We always use such grant monies to directly benefit your residents as the attached report reveals.</p> <p>Finally, evidence shows that our services achieve a significant improvement in relationship quality and overall well-being with 86% of clients feeling confident about their relationship after counselling.</p>
7.	What will be the total cost of the above project?	£8,000

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

# MELBOURN PARISH COUNCIL

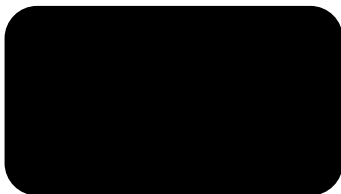
Doc. No.4.04

Version 1

Review Date: May 2017

8.	If the total cost of the project is more than the grant, how will the residue be financed?	From our reserves, client contributions and other grants.
9.	Have you applied for grant for the same project to another organisation?  If so, which organisation and how much?	Meldreth Parish council have made a small grant.  £750
10.	Who will benefit from the project?	All local residents and those choosing to access our services. They are open to all. We have recently introduced Childrens' counselling from the Hub which is proving very much in demand too. This is funded by Children in Need, but that funding is drawing to a close.
11.	Approximately how many of those who will benefit are parishioners?	Please see the attached report of the service offered last year. The outpost at the Hub is very popular. We delivered a massive 309 sessions to Melbourn residents last year and saw 134 clients, 110 of these at the Hub. Demand continues to rise and we have increased the hours we offer at the hub from 3 per week to 5, 2 of which are in the evening to meet local demand.

Signed



Date 17/04/20

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Registered Charity Number : 1096975  
Registered Company Number : 04664883

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RELATE CAMBRIDGE

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

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RELATE CAMBRIDGE

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RELATE CAMBRIDGE

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

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**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

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**RELATE CAMBRIDGE**

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

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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.

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**RELATE CAMBRIDGE**

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

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**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.

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RELATE CAMBRIDGE

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

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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:

*L. Maddison*  
.....

I Maddison - Chairman

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RELATE CAMBRIDGE

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

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**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:

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RELATE CAMBRIDGE

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

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**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
<b>INCOME AND ENDOWMENTS FROM:</b>	<b>Note</b>				
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
<b>TOTAL INCOME AND ENDOWMENTS</b>		-	452,359	452,359	434,023
<b>EXPENDITURE ON:</b>					
Charitable activities	6	-	409,324	409,324	420,146
Governance costs	7	-	13,319	13,319	12,983
<b>TOTAL EXPENDITURE</b>		-	422,643	422,643	433,129
<b>NET INCOME</b>		-	29,716	29,716	894
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		-	165,393	165,393	164,499
<b>Net movement in funds</b>		-	29,716	29,716	894
<b>TOTAL FUNDS CARRIED FORWARD</b>		-	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.

RELATIF CAMBRIDGE

BALANCE SHEET  
AS AT 31 MARCH 2019

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

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**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.

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RELATE CAMBRIDGE

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

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**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 £
<b>Activities for generating funds</b>				
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
	<u>-</u>	<u>409,324</u>	<u>409,324</u>	<u>420,146</u>
<b>Charitable activities</b>				
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
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	<u>-</u>	<u>409,324</u>	<u>409,324</u>	<u>420,146</u>

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
<b>Total governance costs</b>	<b>-</b>	<b>13,319</b>	<b>13,319</b>	<b>12,983</b>

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 £
<b>Cost</b>	
At 1 April 2018	25,553
Additions	890
At 31 March 2019	<u>26,443</u>
<b>Depreciation</b>	
At 1 April 2018	21,650
Charge for the year	2,112
At 31 March 2019	<u>23,762</u>
<b>Net book value</b>	
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
	£	£	£	£
<b>Unrestricted funds</b>				
Trustees Reserve	2,681	110,219	-	112,900
General Fund	-	123,166	(40,957)	82,209
<b>Total Funds</b>	<u>2,681</u>	<u>233,385</u>	<u>(40,957)</u>	<u>195,109</u>

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 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020)

<b><u>Melbourn Residents: appointment data</u></b>	
<b>Number of appointments delivered</b>	<b>309</b>
<b>Number of cases seen</b>	<b>65</b>
<b>Number of clients seen</b>	<b>134</b>

<b><u>Most common presenting issues for Melbourn Residents</u></b>	
<b>Presenting issue</b>	<b>No. of cases with presenting issue</b>
<b>Communication Problems</b>	<b>36</b>
<b>Trust</b>	<b>15</b>
<b>Children</b>	<b>14</b>
<b>Sexual Problems</b>	<b>12</b>
<b>Separation/divorce</b>	<b>10</b>
<b>Self-Esteem</b>	<b>8</b>
<b>Mental Illness</b>	<b>8</b>
<b>Affair</b>	<b>7</b>
<b>Financial Problems</b>	<b>6</b>
<b>Past Relationships</b>	<b>6</b>
<b>Family Conflict</b>	<b>5</b>
<b>Work Issues</b>	<b>4</b>
<b>Anger Management</b>	<b>2</b>
<b>Domestic Violence</b>	<b>2</b>
<b>Bereavement</b>	<b>2</b>
<b>Jealousy</b>	<b>1</b>
<b>Alcohol Related</b>	<b>1</b>
<b>Physical Illness</b>	<b>1</b>

<b><u>Melbourn Outpost: appointment data</u></b>	
<b>Number of appointments delivered</b>	<b>279</b>
<b>Number of cases seen</b>	<b>59</b>
<b>Number of clients seen</b>	<b>110</b>



<u>Most common presenting issues for Melbourn Outpost</u>	
<b>Presenting issue</b>	<b>No. of cases with presenting issue</b>
<b>Communication Problems</b>	<b>33</b>
<b>Children</b>	<b>18</b>
<b>Mental Illness</b>	<b>17</b>
<b>Self- Esteem</b>	<b>14</b>
<b>Trust</b>	<b>11</b>
<b>Affair</b>	<b>9</b>
<b>Family Conflict</b>	<b>9</b>
<b>Financial Problems</b>	<b>8</b>
<b>Separation/Divorce</b>	<b>7</b>
<b>Physical illness</b>	<b>6</b>
<b>Sexual Problems</b>	<b>5</b>
<b>Step Family Issues</b>	<b>3</b>
<b>Past Relationships</b>	<b>3</b>
<b>Bereavement</b>	<b>2</b>
<b>In-laws</b>	<b>2</b>
<b>Anger Management</b>	<b>1</b>
<b>Domestic Violence</b>	<b>1</b>

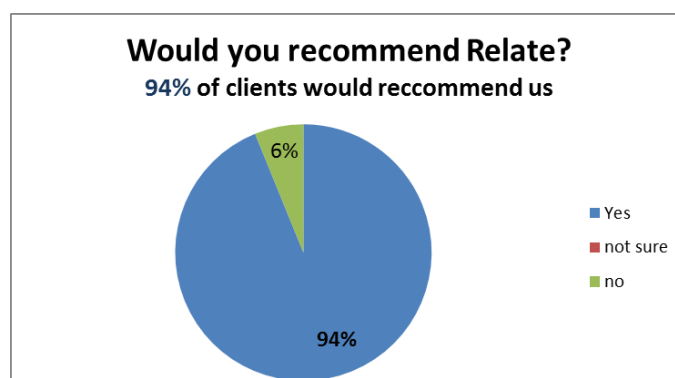
### Client Feedback

*“Our counsellor was very quick to identify the causes of our communication issues and provided constructive advice to help us work through them together. I would recommend this service to anyone who feels they could benefit from relationship counselling.”*

*“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”*



MELBOURN PARISH COUNCIL

Doc. No.4.03  
Version 5  
Review Date: November 2020

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	CELEBRATING AGES
2.	Name, Address, and Status of Contact Via Melbourn Parish Council	CLERK JOSE HAGES DISTRICT CLERK
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 6000.
6.	For what purpose of project is the grant requested.	To Provide 2 Community Dinners for large numbers of people of all ages, but mainly Senior Citizens.
7.	What will be the total cost of the above project?	£ 6000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	It wont be. The Grant will cover what can be provided
9.	Have you applied for grant for the same project to another organisation?	No

MELBOURN PARISH COUNCIL

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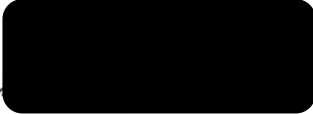
	If so, which organisation and how much?	
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	<del>Yes, various organisations</del> No.
11.	Who will benefit from the project?	The greatest numbers are in the region of 220, however there will be a least 40 volunteers including students. Plus the wider community/families benefit.
12.	Approximately how many of those who will benefit are parishioners?	Most of the above numbers

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. 2019

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

Signed.....  ..... Date 21/04/20

**3<sup>rd</sup> 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

## Celebrating Ages Accounts

31-Mar-20

01/04/2019 B/fwd balance 2,815.71

### Income:

23/04/2020 Community Grant Award - Melbourn Parish Council 3,500.00

### Expenditure:

#### Event 1 - May 2019

May-19 Hotel and catering - 2,505.83

30/07/2019 Raffle Prizes - 64.17

08/08/2020 RDCT transport costs - 118.50

#### Event 2 - Nov 2019

Oct/Nov 2019 Hotel and catering - 2,273.75

25/01/2020 Raffle Prizes and Printing - 55.00

28/01/2020 RDCT transport costs - 60.00

31/03/2020 Balance c/fwd **1,238.46**

Balance per Edge at 31/03/20 **1,238.46**

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	MELBOURN MOBILE WARDEN SCHEME (MMWS)
2.	Name, Address, and Status of Contact	[REDACTED] TREASURER.
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 5000
6.	For what purpose of project is the grant requested.	TO MAINTAIN THE PROVISION OF THE MOBILE WARDEN SCHEME TO THE RESIDENTS OF MELBOURN.
7.	What will be the total cost of the above project?	£ 25 - 26k per ANNUM
8.	If the total cost of the project is more than the grant, how will the residue be financed?	BY GRANTS FROM CCC & SDC AND CLIENTS. IN ADDITION MELDRETH PC AND SHEPETH PC BOTH
9.	Have you applied for grant for the same project to another organisation?	YES, AS ABOVE

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	If so, which organisation and how much?	CCC - 7721 SCIX - 2500 MELDRETH + SHEPPEETH PC'S VARIABLE.
10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	NO
11.	Who will benefit from the project?	THE CLIENT BASE IS APPROX 50. THE WIDER BENEFIT IS TO THE FAMILIES OF THE CLIENTS IN THAT THEIR LOVED ONES ARE CATERED FOR WITH IN THE VILLAGE FRAMEWORK. IN EXCESS OF 400-450.
12.	Approximately how many of those who will benefit are parishioners?	50 CLIENTS + 400-450 WIDER FAMILY.

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. 2019

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

Signed..... [Redacted] Date..... 21/04/20

**3<sup>rd</sup> 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 Mobile Warden Scheme Income and Expenditure for the year ended 31/03/2020

<b>B/fd 01/04/2019</b>			<b>£51,832.60</b>
Salary cheque Walker Nov 18		£252.50	
Salary cheques Mar 19		£2,042.00	£2,294.50
Balance			£49,538.10
<b>Income</b>			
Members/Associates fees	£11,531.00		
Meldreth PC	£1,500.00		
Shepreth PC	£375.00		
SCDC	£18,477.60		
Melbourn PC	£5,000.00		
Co-Op	£2,155.46		
Bank Interest	£189.37		
Year end income total	£39,228.43		£39,228.43
Total			£88,766.53
<b>Expenditure</b>			
Salaries		£24,390.13	
Insurance		£269.09	
Room Hire		£135.75	
CB Checks		£13.00	
Transport		£209.60	
Stationery		£33.48	
Dining		£2,312.00	
Miscellaneous		£251.20	
			£27,614.25
Current nett balance			<b>£61,152.28</b>
<b>Bank account balances</b>			
	Rate Reward A/C	£49,193.19	
	Community A/C	£11,944.09	<b>£61,137.28</b>
Uncleared balance			£15.00