



## 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 Primary School (MPS) PTFA
2.	Name, Address, and Status of Contact	Phil Stewart Treasurer 
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£4,000
6.	For what purpose of project is the grant requested.	To cover the cost of the fireworks display so that (i) we can have a display to music for the first time and (ii) we can reduce the entry fee and make the 2021 MPS PTFA fireworks display more affordable to all following a really tough 12+ months for everyone.
7.	What will be the total cost of the above project?	c£4,000 (estimated) if held at The Moor - depending on approval from the council to be requested separately.  If we couldn't hold it at The Moor, we would hold it at MPS, in which case the cost would be £2,200. MVC is not available this year.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	This grant request is to cover the cost of the fireworks display only; the PTFA would buy burgers, hotdogs, drinks, glow items etc and run those stalls ourselves.
9.	Have you applied for grant for the same project to another organisation?	No
	If so, which organisation and how much?	N/A

MELBOURN PARISH COUNCIL

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10.	Are 3 <sup>rd</sup> parties necessary to deliver your project? If yes, please list them.	Yes - Starburst The Firework Company www.skyburst.co.uk
11.	Who will benefit from the project?	The local community, as by covering the cost of the display, the entry ticket price can be reduced significantly enabling better affordability for more people across the community. Please see Appendix A.
12.	Approximately how many of those who will benefit are parishioners?	It is difficult to say, because attendees would not just come from Melbourn, but also villages and towns nearby, eg Royston. The PTFA doesn't record geographic data. We would estimate the significant majority of the c800-2000 attendees (depending on venue) would be from 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 Yes

MPC? If yes, please give date. November 2020

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. The grant has been spent; we are providing a report for the 5 May 2021 council meeting, as requested by Claire Littlewood (the Parish Clerk) on 30 March 2021.

 Signed.....Date..... 19 April 2021

**3<sup>rd</sup> parties**

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

Name: Luke Christie

Organisation: Skyburst The Firework Company

Name:

Organisation

## Appendix A - Costings

Year	No of attendees	Gate receipts	Display cost	Profit	Profit/person
	A	B	C	D = B - C	E = D/A
2019	899*	£4,046	£2,800	£1,246	£1.39
2018	1,309	£5,889	£2,535	£3,354	£2.56
2017	1,160	£5,257	£1,944	£3,313	£2.85
2016	1,029	£4,632	£1,630	£3,002	£2.92

- Average profit for 3 years 2016 - 2018 = £2.80 per person

\* Turnout was significantly reduced due to rain and high winds throughout the day and for the event itself, so this is excluded from the above average calculation.

### Normal ticket prices

Type	Early Bird	On the gate
Group (2 adults/2 children)	£15	N/A
Adult	£5	£6
Child	£3	£4

- Average ticket price = £4.50

### Suggested 2021 ticket prices

Type	Early Bird	On the gate
Group (2 adults/2 children)	N/A	N/A
Adult	£3	£3
Child	£1	£1

- Average ticket price = £2.00

Venue	Expected max capacity	Display cost	Average ticket price	Full capacity max profit	Average ticket price	Full capacity max profit
		Without grant			With grant	
Melbourn Primary School	800	£2,200	£4.50	£1,400	£2	£1,600
Melbourn Village College	1,400	£2,800**	£4.50	£3,500	£2	£2,800
The Moor	2,000	£4,000**	£4.50	£5,000	£2	£4,000

\*\* We haven't received quotes for MVC or The Moor, so these are guesstimates.

- The PTFA usually makes about £2.80 profit per person on average from entry ticket purchases.
  - If the PTFA did not receive the grant to cover the cost of the fireworks, the expected 2021 profit from entry ticket sales would be £1,400 - £5,000 depending on venue and number of attendees.
  - With the grant, the PTFA would not incur any costs in relation to the display itself.
  - If entry were free, the PTFA would be worse off having received the grant leaving us with less to donate to the school, as we would not make any money from ticket sales. Instead, we would heavily discount the entry ticket price this year enabling more people to enjoy the show, which would be set to music for the first time.
- Ideally we would seek to hold the display on The Moor (subject to Council approval) to maximise capacity, but we would need to risk assess this thoroughly to ensure we could control entry and keep it safe.

**Melbourn Primary School PTFA**  
**Charity Number: 1059889**  
**Accounts**  
**Year to 31<sup>st</sup> August 2020**

**Presented at the Melbourn Primary School PTFA AGM on 7<sup>th</sup> October 2020**

<b>Charity name</b>	Melbourn County Primary School Parent Teacher and Friends Association		
<b>Registered charity number</b>	1059889		
<b>Charity's principal address</b>	Melbourn Primary School		
	18 Orchard Road		
	Melbourn		
	SG8 6HL		

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Mrs Nicola Halloran	Chair		
2	Mr Phil Stewart	Treasurer		
3	Mrs Padmaja Jayathi	Secretary	12 March 2020	
4	Mrs Catriona Green			
5	Ms Alice Boulton			
6	Mrs Lucy Warner			
7	Mr Jon Stenning		12 March 2020	
8	Mrs Laura Nelson		12 March 2020	
9				

**Summary of the objects of the charity set out in its governing document**

The object of the Association is to advance the education of pupils in the school in particular by:

- Developing effective relationships between the staff, parents and others associated with the school;
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

# Melbourn Primary School PTFA

Charity Number: 1059889

## Financial Review

	Period start date				Period end date		
<b>From</b>	<b>01</b>	<b>09</b>	<b>2019</b>	<b>To</b>	<b>31</b>	<b>08</b>	<b>2020</b>

### Brief statement of the charity's policy on reserves

The agreed policy is to hold reserves of £3,000 - £5,000 in order to meet cashflow requirements and to hold an appropriate level of contingency funds in order to manage risk.

The cash held at 31<sup>st</sup> August 2020 was £21,034 (2019: £36,076), of which £15,500 is ring-fenced for the Year 4 toilet refurbishment, £1,564 for the Melbourn Story-Time Sessions Cambridgeshire County Council grant, £723 for PE equipment and £110 for library books, subject to approval of a fully costed proposal from the Headteacher. The remaining £3,137 (2019: £7,132) is greater than the reserves policy range, but any remaining money above the reserves cap will be allocated together with profits made in 2020/21 to fund Chromebook laptops for the children and the Year 5 toilet refurbishment.

### Details of any funds materially in deficit

There are no funds in deficit.

### Further financial review details (Optional information)

#### Principal sources of funds (including any fundraising)

The PTFA held fundraising events throughout the year, including fireworks night, Christmas cards, Christmas Fayre, discos, movie nights, cake stalls and Lucky Numbers. In total the fundraising events raised £12,939 (2019: £28,619) gross income and £5,720 (2018: £18,259) net profit. Due to the Covid-19 restrictions, fundraising events ceased from March 2020, so the quiz night, summer fayre, spelling bee and the remaining school discos and movie nights did not go ahead.

In addition £3,491 (2019: £2,966) was earned from income generators (Easyfundraising, charitable donations received and matched funding) and £383 (2019: £182) was spent on miscellaneous expenditure (eg Parentkind membership) and written off stock.

A further £21 (2019: £672) was spent on fixed assets, all of which was expensed this year. The total value of stock at the end of the year was £1,101 (2019: £463) – an increase in value of £637 from last year – and prepayments was £59 (2019: £1,168) – a decrease in value of £1,109 from last year – all of which will be carried forward to 2020/21.

The total profit for the year before donations was £8,806 (2019: £20,371). Please see Appendix A for full details.

#### Donations to Melbourn Primary School

The PTFA assists the school to deliver the best education for its children by running events that raise money to support curriculum activities and purchase items which would not be available through the school's annual local education authority budget.

The PTFA has paid donations to Melbourn Primary School during the year totalling £24,320 (2019: £5,082). Please see Appendix B for details. In addition, £17,897 has been ring-fenced for 2020/21 as outlined above.

## Appendix A – 2019/20 Summary Income & Expenditure

Description	2019/20				2018/19
	Income	Expenditure	Profit	Profit Inc/(Dec) on PY	Profit
Summer Fayre	£0	£0	£0		£5,805
Fireworks	£6,757	(£4,784)	£1,973	(65%)	£5,613
Quiz Night	£0	(£26)	(£26)	(103%)	£912
Lucky Numbers	£1,097	(£497)	£600		
Christmas cards	£2,179	(£1,418)	£761	48%	£514
Christmas Fayre	£601	(£51)	£550		
Discos	£922	(£240)	£682	(58%)	£1,638
Cake stalls	£360	£0	£360	(60%)	£899
Movie nights	£1,023	(£203)	£820	(22%)	£1,052
Spelling Bee	£0	£0	£0	(100%)	£1,826
<b>Total from events</b>	<b>£12,939</b>	<b>(£7,219)</b>	<b>£5,720</b>	<b>(69%)</b>	<b>£18,259</b>
Non-event income	£3,491		£3,395	14%	£2,966
Non-event expenditure		(£405)	(£309)	(64%)	(£854)
<b>Total before donations</b>	<b>£16,430</b>	<b>(£7,624)</b>	<b>£8,806</b>	<b>(57%)</b>	<b>£20,371</b>
Donations paid (see Appendix B)		(£24,320)	(£24,320)	379%	(£5,082)
<b>TOTAL FOR 2019/20</b>	<b>£16,430</b>	<b>(£31,944)</b>	<b>(£15,514)</b>	<b>(201%)</b>	<b>£15,289</b>

### Bank reconciliation

Description	2019/20	2018/19
<b>Bank b/f @ 1 September 2019</b>	<b>£36,076</b>	<b>£20,980</b>
Total for 2019/20 per above	(£15,514)	£15,289
Stock movement	(£637)	(£107)
Prepayments movement	£1,109	(£86)
<b>Bank c/f @ 31 August 2020</b>	<b>£21,034</b>	<b>£36,076</b>
<b>Less: Committed costs</b>		
D024 - Donation - Year 4 toilets	(£15,500)	
D025 - Library books - 100% from spelling bee sponsorship	(£110)	
D037 - Melbourn Story-time Sessions SCDC grant	(£1,564)	
b/f MPS donation - PE Equipment	(£723)	
<b>Committed donations</b>	<b>(£17,897)</b>	<b>(£28,944)</b>
Reserves	£3,137	£7,132

Appendix B – 2019/20 Donations Paid

<b>Description</b>	<b>Amount</b>
D028 Donation - PrimarySite website	£2,198
D029a Donation - Year 6 leavers' books - deposit	£100
D030a Donation - Deposit - Christmas Pantomime 2019	£150
D030b Donation - Balance payment - Christmas Pantomime 2019	£455
D031 Donation - Freddo chocolates	£84
D032 Donation - Dictionaries	£495
D033a Donation - 30% deposit for Yr 6 toilets refurbishment	£5,175
D033b Donation - balance payment for Yr 6 toilets refurbishment	£12,725
D034 Donation - Foundation Classes outside area	£1,718
D035 Donation - Play Gym	£611
D036 Donation - Year 6 Leavers' Books balance payments	£609
<b>TOTAL paid donations</b>	<b>£24,320</b>

Hi Claire,

Thanks for confirming receipt of our application.

Sorry for not having been totally clear and please apologise to the councillors for not having been clearer on the application (partly due to limited space of only 1 additional page).

- For the past few years we have held the fireworks display at Melbourn Village College, but as they are having artificial grass laid and are unclear on where they will be with that come November, they have suggested that we don't plan to hold the display there this year.
- The quote we have from The Starburst Firework Company is for a £2,200 display at Melbourn Primary School. However, the capacity is limited there to what we believe would be no more than 800 people (subject to confirmation following a risk assessment). Therefore subsidising the ticket price to enable more people within the community to come to the display would not achieve the desired objective, as there would undoubtedly be some people who want to go who miss out due to ticket quantity limitation.
- That is why we would ideally like to hold the display on the Moor, as it would enable us to open the event up to a much larger audience and enable more of the community to take advantage of the reduced ticket price this year following the Covid hardships many of us have endured, without having to restrict numbers (hopefully). We appreciate that this would very much be subject to agreement with the parish council to hold it there (which we would seek separately) and that a full risk assessment would be required by us/you as well as Starburst. Part of that would be to confirm that we can control entry to paid patrons only.

I hope that clarifies why our ideal venue would be the Moor - subject to council agreement - but why we included MPS and MVS numbers in the application too, as we don't at this stage know what we will actually end up being able to do.

I guess what we were after on Monday, if we were to be considered in the meeting for the grant, would be agreement in principle to grant fund the cost of the fireworks wherever we ended up holding it so that we can offer the subsidised pricing. That would be £2,200 if held at MPS or we believe £4,000 (as more fireworks could be included in the display) if held at the Moor. We would obviously not claim more than the cost of the fireworks paid to Starburst.

Another thing to point out, which isn't highlighted in the application per se, is that the expected profit for the PTFA would most likely be lower than if we didn't get the grant and charged normal full price, but we are happy to do this as it would be such a fantastic boost for the community.

Regards. Phil