

**MELBOURN PARISH COUNCIL Doc. No.4.03 Version 5**


**Review Date: November 2020**

**MELBOURN PARISH COUNCIL**

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

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

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

1	Name of Organisation	Melbourn Village College Squash Club
2	Name, Address, and Status of Contact	
3	Telephone Number of Contact	
4	Is the organisation a Registered Charity?	No
5	Amount of grant requested	£1560
6	For what purpose of project is the grant requested.	Squash coaching for young people
7	What will be the total cost of the above project?	£1560
8	If the total cost of the project is more than the grant, how will the residue be financed?	Not applicable
9	Have you applied for grant for the same project to another organisation?	No

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

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

Have you previously received a grant from MPC? Yes  
If yes, please give date. November 2020 £1200 grant

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

Signed.....Roger Woodfield.....Date..11 November 2021.....

**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: Chris Shaw and Ali Loke Professional Squash Coaches

*Melbourn Village College Squash Club Annual Accounts 2021  
are attached*

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ s:\documents\policies\document 4.03 melbourn parish council community grant policy november 2020.docx



**Melbourn  
Squash  
Club**

## **WOMEN AND GIRLS CASUAL SQUASH**

Give Squash a try in a supportive and encouraging environment!



Thursday 9<sup>th</sup> September, 6-8pm

Melbourn Squash Club @ Melbourn Leisure Centre, SG8 6EF

Free to attend, open to all

No prior experience necessary. No minimum age.

Racquets and balls available to borrow

Female coach on hand to organise session, offer tips and hints

For further information contact:

Ali Loke (coach): 07776 176866 [ali.loke@outlook.com](mailto:ali.loke@outlook.com)

Jan Brynjolfssen (club secretary): 07730 40668 [janik17@hotmail.com](mailto:janik17@hotmail.com)



**WHEN:**  
**WHERE:**

**COST:**  
**CONTACT:**

[englandsquash.com](http://englandsquash.com)





## MELBOURN SQUASH CLUB

### Squash Coaching 2021/2022

Melbourn Squash Club received a grant of £1200 from Melbourn Parish Council in November 2020 for the purpose of providing free squash coaching for young people. The money was used to pay the Club's professional squash coach for his services whilst the Club funded the cost of providing squash courts and squash equipment.

Melbourn Squash Club appointed an England Squash Level 2 qualified coach, Chris Shaw, as club coach in 2019. As part of Chris' duties, the Melbourn Squash Club committee asked him to deliver free Junior coaching sessions for children in our local area in return for a retainer of £100 per month.

Coaching was provided in two streams – midweek (Wednesday afternoon) sessions that were targeted at Melbourn Village College pupils and advertised through the school PE department, and weekend (Sunday) sessions that were advertised to the wider community.

The midweek sessions ran weekly during term-times, whilst the weekend sessions were initially monthly on a trial basis taking place on the third Sunday of each month, with the intention to move to more frequent if sufficient interest was demonstrated.

The squash programme for 2021 was paused in the first part of the year due to the national lockdown caused by the COV-ID 19 health crisis. The club re-introduced coaching as soon as possible and decided to hold weekly sessions as a way of making up lost time.

From a financial perspective the club decided to continue paying Chris Shaw during the shutdown as it was important to honour our agreement and to help ensure he would still be in the coaching business when normal activities could be resumed.

Recently, it has been decided to merge the Sunday and Wednesday coaching sessions into one session on Wednesdays at the end of the school day.

The club is now addressing the fact that there are few female members. So, in September, the club paid for a female coach to run a free coaching session for girls and ladies. This proved successful and we intend to repeat the exercise in 2022. 7 ladies attended this session and we have more expressions of interest so we now have a mailing list of 15 people. The plan is to run these sessions fortnightly but not all with a squash coach. If we get funding, we would like to run 6 coach-led sessions per year. The female coach we employ would charge £60 per 2 hour session so the annual cost would be £360. The cost of courts and squash equipment would be funded by the club.

Melbourn Squash Club are applying for a grant of £1560 to run squash coaching in 2022. The aim is to build on the junior squash coaching programmes in 2020 and 2021 and to expand activities aimed at encouraging females of all ages in our community to play squash.

The cost analysis is based on the squash coach retainer cost of £100 per month x 12 = £1200 for the juniors and 6 sessions at £60 = £360 for the ladies sessions.

Attached are copies of our advertising posters for the junior sessions and the trial session for the ladies

Roger Woodfield  
Club Chairman  
11th November 2021

# Melbourn Village College Squash Club

Unaudited Financial Information  
for the Year Ended 31 August 2021

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

**Chartered Certified Accountants' Report to the Proprietor on the Preparation of  
the Unaudited Financial Information of  
Melbourn Village College Squash Club  
for the Year Ended 31 August 2021**

In accordance with the engagement letter we have prepared for your approval the financial information of Melbourn Village College Squash Club for the year ended 31 August 2021 which comprises the Profit and Loss Account, the Balance Sheet and the related notes from the entity's accounting records and from information and explanations you have given us.

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

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

You have approved the financial information for the year ended 31 August 2021 and have acknowledged your responsibility for it, for the appropriateness of the financial reporting framework adopted and for providing all information and explanations necessary for its compilation.

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

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

Date : .....



**Melbourn Village College Squash Club**  
**Profit and Loss Account for the Year Ended 31 August 2021**

	2021 £	2020 £
<b>Turnover</b>		
Members Subscriptions	5,637	8,657
Membership - Tech Partnership	611	1,060
Membership - EFS Technology	-	690
Playing Fees and Lights - Members	1,725	2,147
Playing Fees and Lights - Casuals	-	988
	<u>7,973</u>	<u>13,542</u>
<b>Other income</b>		
Grant - Melbourn Parish Council	<u>1,200</u>	<u>750</u>
<b>Total income</b>	9,173	14,292
<b>Cost of sales</b>		
	<u>-</u>	<u>-</u>
<b>Gross profit</b>	<u>9,173</u>	<u>14,292</u>
Gross profit %	100%	100%
<b>Expenses</b>		
Insurance	784	1,082
Repairs and Renewals - General	2,391	1,830
Repairs and Renewals - Extractor Fans	-	1,200
Refurbishment of Changing Room	-	10,550
Squash Balls	-	184
England Squash	(309)	617
Coaching Fees	1,400	281
Team Entry Fees	-	(60)
Gift vouchers	136	-
Sundry Expenses	-	34
Cleaning Costs	185	1,565
Cleaning - Deep Clean	3,960	360
Website and Promotion	150	1,093
Paypal Charges	66	11
	<u>8,763</u>	<u>18,747</u>
<b>Net profit/(loss)</b>	<u>410</u>	<u>(4,455)</u>

**Melbourn Village College Squash Club  
Balance Sheet as at 31 August 2021**

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets		59,042	59,042
<b>Current assets</b>			
Debtors		1,127	414
Cash at bank and in hand		7,475	8,324
		<u>8,602</u>	<u>8,738</u>
<b>Current liabilities</b>			
Accruals		<u>(1,241)</u>	<u>(1,787)</u>
<b>Net current assets</b>		<u>7,361</u>	<u>6,951</u>
<b>Net assets</b>		<u>66,403</u>	<u>65,993</u>
<b>Accumulated Fund</b>			
Balance Brought Forward		65,993	70,448
Excess of Income over Expenditure		<u>410</u>	<u>(4,455)</u>
		<u>66,403</u>	<u>65,993</u>