

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 22 November 2021 at 7.30pm in the Atrium of the Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Baker, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk), Steph Trayhurn (Timebank Coordinator), District Cllr Hales and County Cllr van de Ven and 8 members of the public

PC105/21 To receive and approve apologies for absence

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

It was:

RESOLVED to approve the apologies for absence for Cllr Barnes and Cowley.

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

Cllr Wilson had sent apologies as he would be late to the meeting.

PC106/21 To receive any Declarations of Interest and Dispensations

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

Declarations of Interest had been received from Cllrs Travis and Kilmurray relating to item PC123/21 as Directors of the Hub. This was noted and they were granted dispensation to remain for the discussion but not to vote.

Cllr Baker noted an interest in item PC118/21g) as a friend of the applicant. This was noted.

PC107/21 Chairs' Announcements – For information only

Noted that Stonebond have been requested to make repairs to the entrance to Littlehands carpark following damage caused by heavy lorries. Their response is awaited.

Chair noted thanks to Cllrs Kilmurray and Baker for their help in installing the MVAS unit on New Road. The unit is live and collecting data which will be used to support the LHI application. The unit will be moved to other locations in the village from time to time.

PC108/21 To approve the minutes of the Parish Council Meeting held on 25 October 2021

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 25 October 2021 as an accurate record.

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

PC109/21 To report back on the minutes of the Parish Council Meeting held on 25 October 2021

PC093/21 Details of Local Plan consultation had been shared with cllrs and information made available to members of the public via notice boards, website and social media.

PC110/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

A member of the public expressed concern with regard to the Local Plan and the proposed development of 20 houses on The Moor. Concern was raised as to the loss of a rare natural area within the village, including horse paddock. Noted that this is an area rich in biodiversity and that the potential loss of endangered wildlife in the area was a high price to pay for 20 additional houses. The resident noted his intention to respond to the Local Plan Consultation and requested the Parish Council to also make a response. The resident noted difficulties in navigating the Local Plan online. This comment would be fed back to the planners.

The Chair altered the order of the Agenda in order to accommodate grant applicants who were attending in person.

PC118/21 Community Benefit Grants : To discuss and consider applications for grant funding from solar farm monies

a) Melbourn Community Library

Application received for £600 to be used to purchase new library books for young people. Noted that the library would soon be receiving significant s106 funds but this does not preclude them from receiving community benefit funding.

It was:

RESOLVED under s19 of the Local Authority (Miscellaneous Provisions) Act 1976 to award the sum of £600 to Melbourn Community Library.

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

b) Relate

Application received for £1,500 to fund counselling and support to local residents.

It was:

RESOLVED under s142(2A) of the Local Government Act, 1972 to award the sum of £1,500 to Relate.

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

c) River Mel Restoration Group

Application received for £470 to be used to purchase tools for use by volunteers.

It was:

RESOLVED under ss9-10 and s6 of the Open Spaces Act 1906 to award the sum of £470 to the River Mel Restoration Group.

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

d) Melbourn FC

Application received for £3,183 to be used towards training and kit costs.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to award the sum of £3,183 to Melbourn FC.

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

e) 1st Melbourn Rainbows

Application received for £820.67 for crafting equipment and supplies. A member queried what type of badges would be produced with the equipment. A representative of Rainbows was in attendance with examples of the badges which would be used by Rainbows and for fundraising. The badge making equipment includes a good deal of consumables.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to award the sum of £820.67 to 1st Melbourn Rainbows.

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

f) Melbourn Squash Club

Application received for £1,560 for coaching costs. A representative in attendance advised that junior membership has grown from 0 to 9 since the club was able to fund coaching sessions. Female members were able to attend from women-only sessions for professional coaching.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to award the sum of £1,560 to Melbourn Squash Club.

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

g) Melbourn Playgroup

Application received for £160 to promote oral hygiene awareness.

It was:

RESOLVED under s19 of the Local Government (Miscellaneous Provisions) Act 1967 to

award the sum of £160 to Melbourn Playgroup.

Proposed by Cllr Davey, seconded by Cllr Hart. In favour: Cllrs Clark, Davey, Hart, Kilmurray, Travis. Abstain: Cllr Baker

h) Home-Start Royston Buntingford & South Cambridgeshire

Application received for £2,402.56 to support local families.

It was:

RESOLVED under s142(2A) of the Local Government Act, 1972 to award the sum of £2,402.56 to Home-Start Royston Buntingford & South Cambridgeshire.

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

All grants were awarded in full. The total amount allocated was £10,696.00.

20:03 County Cllr van de Ven joined the meeting. Chair altered the order of the Agenda to receive County and District Cllrs Reports

PC113/21 To receive reports from the District and County Cllrs for Melbourn

County Cllr van de Ven highlighted the following from the report:

- Useful flooding meeting had been held
- Asset Mapping now received from Anglian Water
- A10 Underpass – meeting arranged with PSG, Police and District and County Cllrs. Grant funding received from Community Rail Partnership.
- Noted cycling consultations over the summer. Making Connections looking at improving bus services now live. Details to be circulated.

District Cllrs noted the importance of responding to the Local Plan Consultation. Event at the Hub was attended by 60-70 people. Noted that this is the first consultation which will feed into ongoing consultations.

It was suggested that the resident wishing to respond to the proposed development on The Moor should make comments available to the PC to incorporate these in a wider response. Vast amount of information on the Local Plan is available in the online document library. A member suggested that, with the landowner's permission, it may be worth arranging for a survey of the horse paddock to identify wildlife in the area.

County Cllr van de Ven noted thanks to the Timebank Coordinator for her efforts.

District Cllrs noted that there would be no cuts from District Council due to the security of the budget.

20:21 County van de Ven left the meeting.

The order of the Agenda was resumed.

PC111/21 Governance:

- a) To retrospectively note emergency expenditure for Hub kitchen equipment
This was noted.
- b) To retrospectively note expenditure for Fire Strategy document
This was noted.
- c) To note an email decision with regard to expenditure relating to Boardwalk Project from s106
This was noted.
- d) To considering approving expenditure on a wreath for Remembrance Day from s137

It was:

RESOLVED to approve expenditure of £17 under s137 of the Local Government Act, 1972. Proposed by Cllr Kilmurray, seconded by Cllr Travis. All in favour.

- e) To note membership of the Skate Park Working Party
This was noted.
- f) To receive any updates and consider actions

It was noted that Grinnell Hill BMX Club had new committee membership and would soon be contacting the parish office with regard to annual insurance.

PC112/21 Finance Matters:

- a) To consider the approvals list for November 2021

It was:

RESOLVED to approve the approvals list for November 2021.

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

- b) To receive and consider finance report for October 2021

The report was received.

- c) To consider approving a quotation for a new laptop for the Parish office

The quotation was considered. Members noted that software and set up costs appeared excessive.

It was:

RESOLVED to accept the quote from Lucid in the sum of £905.33 + VAT for laptop supply and set costs.

Proposed by Cllr Clark. There was no seconder. The proposal fell.

ACTIONS:

- Cllrs Kilmurray and Baker to investigate costs for purchase and set up of laptop.
- Clerk to query ongoing support with Lucid if the laptop is not purchased through them.

- d) To receive any updates and consider actions

There was nothing further to report.

PC114/21 To consider approving the feasibility summary to support the LHI Application

It was noted that the costs in the feasibility summary had increased to £26,324.63 with an application for LHI grant funding of £14,924.63 and the balance of £11,400 to be met by the Parish Council and precepted for in 2022/23.

It was:

RESOLVED to approve the LHI Project Feasibility Study and to precept for the Parish Council's contribution of £11,400 in 2022/23.

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

PC115/21 To note the bank reconciliations for October 2021

This was noted.

PC116/21 To receive the Timebank Coordinator's report

The Timebank Coordinator was in attendance. Members expressed their thanks for her hard work and noted the many different activities currently on offer to Timebank members. Timebank Coordinator reported on increased attendance at coffee groups and highlighted the success of the weekly Dog Café. Chair thanked the Timebank Coordinator for her report and for attending the meeting.

20:47 Cllr Wilson joined the meeting.

PC117/21 Planning Matters:

- a) To discuss and consider approving transfer of the open space at Victoria Heights

Chair of Planning provided an update on open spaces to be transferred. Noted the s106 Agreement provides for a commuted sum of £11,695.50 for future maintenance. Decision on transfer of the open spaces to be deferred pending further information. **ACTION:** Clerk to seek further information on drainage and easements over the land.

- b) To discuss and consider adopting the access road to New Road Cemetery

Chair of Planning provided an update with regard to the access road to New Road Cemetery. Developer has confirmed that the road will be finished to a high standard and has requested the Parish Council to take transfer of the road. Queries have been raised with Highways Department – awaiting response. Also query why the Parish Council is being asked to adopt this road. Decision on transfer of the access road to be deferred pending receipt of further information. **ACTION:** District Cllr Hales to follow up enquiries made of Vikki Keppey at Highways.

- c) To receive an update on transfer of the SGB from Hopkins Homes
Awaiting a response from the developer.
- d) To consider approving signature of the Indemnity for the development at 36 New Road
It was:
RESOLVED to approve signature of the Indemnity for the development at 36 New Road.
Proposed by Cllr Baker, seconded by Cllr Kilmurray. All in favour.
- e) To consider making a response to the draft Local Plan
ACTION: Clerk to circulate questionnaire from the Local Plan website to cllrs for input.
Comments to be collated by the Clerk and submitted as Parish Council response.
- f) To receive any updates and consider actions
There was nothing further to discuss.

PC119/21 Maintenance Matters:

- a) To consider approving payment of a deposit for fencing works at The Cross
It was:
RESOLVED to approve payment from s106 monies of a deposit in the sum of £3,000 to Universal Fencing in relation to the replacement fencing at The Cross.
Proposed by Cllr Davey, seconded by Cllr Travis. All in favour.
- b) To receive any updates and consider actions.
There was nothing further to discuss.

PC120/21 HR Matters:

- a) To receive a report from the HR Panel
Chair of HR Panel noted that there are still 2 vacancies on the Panel to fill. Staff appraisals are being carried out 6 monthly. Noted it is important to ensure staff have capacity to manage workloads. Noted that it is almost 3 years since the Timebank was set up and needs to be considered as an ongoing resource.
- b) To receive any updates and consider actions
There was nothing further to discuss.

PC121/21 Policies and Terms of Reference:

- a) To consider approving Terms of Reference for the Skate Park Working Party
It was:
RESOLVED to approve the draft Terms of Reference for the Skate Park Working Party.
Proposed by Cllr Baker, seconded by Cllr Travis. All in favour.
- b) To consider any other updates and consider actions
There was nothing further to discuss.

PC122/21 Motion to exclude Public and Press: Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be transacted at Agenda item – PC123/21

It was:
RESOLVED under s1(2) of the Public Bodies (Admission to Meetings) Act, 1960, to exclude the public and press from the meeting.
Proposed by Cllr Hart, seconded by Cllr Baker. In favour: Cllrs Baker, Clark, Davey, Hart, Wilson. Abstain: Cllrs Kilmurray and Travis.

PC123/21 Community Hub Extension Project

This item was discussed in camera.

- a) To discuss and consider Brownstone's final invoice for building works
- b) To consider approving reimbursement of the cost of electrical works to the Hub
- c) To receive any updates and consider actions

There was nothing to report.

PC124/21 Motion to re-open the meeting to Public and Press:

It was:

RESOLVED to re-open the meeting.

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

PC125/21 **To note the date of the next meeting** : 17 January 2022

The date of the next meeting was noted as Monday, 17 January 2022

The meeting closed at 22.02

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday, 25 October 2021 at 7.30pm in the Austen Room, Community Hub, 30 High Street, Melbourn, Cambridgeshire SG8 6DZ

Members of the public are reminded that copies of reports and supporting documentation for agenda items can be obtained from the Parish Council website or on request to the Clerk

Present: Cllrs Clark (Chair), Baker, Barnes, Cowley, Davey, Hart, Kilmurray, Travis, Wilson

Absent:

In attendance: Claire Littlewood (Parish Clerk)

PC086/21 To receive and approve apologies for absence

Apologies were received and noted from County Cllr van de Ven and District Cllr Hales.

PC087/21 To receive any Declarations of Interest and Dispensations

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

None received

PC088/21 To consider an application for co-option

Application had not been received so the item was not considered.

PC089/21 Chairs' Announcements – For information only

Chair noted that the MVAS unit would soon be installed on New Road.

PC090/21 To approve the minutes of the Parish Council Meeting held on 27 September 2021

It was:

RESOLVED to approve the minutes of the Parish Council meeting held on 27 September 2021 as an accurate record.

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

PC091/21 To report back on the minutes of the Parish Council Meeting held on 27 September 2021

There was nothing to report.

PC092/21 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

There were no members of the public in attendance.

PC093/21 To receive reports from the District and County Cllrs for Melbourn

The report was received. A member raised a query with regard to recent flooding. Noted that a meeting with Anglian Water has been arranged. Gullies have been cleared but pipework struggles to cope with volume of water. Also noted impact of riparian water rights on maintenance of water courses.

Consultation on Local Plan starts on 1 November. Details to be made available and public invited to participate.

Director of Public Health for Cambridgeshire is calling for area to be made an Enhanced Response Area. Decision should be available on 27/10. Discussion with regard to the impact this would have on public buildings and other activities.

PC094/21 Governance:

- a) To receive an update on the Parish Council's insurance provision for 2021/22

Insurance for 2021/22 is with Aviva, arranged through brokers BHIB on a three year fixed deal at an annual premium of £13,472.01.

- b) To note a request for provision of a skate park

Noted that a decision had been taken some time ago to install a new skate park in the village. Discussion with regard to various options and locations. Noted there is s106 money available for this.

ACTIONS:

- Clerk to invite councillors to join a working party to progress this. Also to invite the member of the public making the request to join the working party.
- Assistant to the Clerk to look into possible sources of grant funding.

- c) To note a request for overnight parking for the Kebab Van

Noted that the Lease clearly states this is a short stay car park and there is signage prohibiting overnight parking.

It was:

RESOLVED to make enquiries of SCDC for permission to amend the terms of the Lease to provide for overnight parking for the kebab van.

Proposed by Cllr Kilmurray, seconded by Cllr Cowley. All in favour: None. Against: Cllrs, Baker, Barnes, Cowley, Clark, Davey, Hart, Kilmurray, Travis, Wilson.

The resolution fell.

- d) To receive an update with regard to provision of a Post Office

Noted that the Post Office is due to re-open in the Premier Store on 1 December. Details on the online consultation have been shared on the Parish Council website and facebook page.

- e) To receive any updates and consider actions

There was nothing further to report.

PC095/21 Finance Matters:

- a) To consider the approvals list for October 2021

It was:

RESOLVED to approve the approvals list for October 2021.

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

- b) To receive and consider finance report for September 2021

The finance report was received.

- c) To receive any updates and consider actions

There was nothing further to report.

PC096/21 To note the bank reconciliations for September 2021

The bank reconciliations for September 2021 were noted.

PC097/21 Community Hub Extension Project

- a) To consider approving payment of the invoice for plumbing works

Noted that the cost of the plumbing works would be split between the Hub maintenance budget (£500) and the extension budget (£700). It was noted that the invoice referred to instructions given by a director of the Hub Management Group.

It was:

RESOLVED to approve payment of the invoice for plumbing works in the sum of £1,200 + VAT.

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

- b) To receive any updates and consider actions

There was nothing further to report.

PC098/21 Planning Matters:

- a) To consider an amendment to the Deed of Easement for the Old Rec

It was:

RESOLVED to approve the amendment to the Deed of Easement for the Old Rec. Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.

ACTION: Clerk to prepare engrossment for signature on behalf of the Parish Council.

- b) To receive an update on transfer of the SGB from Hopkins Homes

Noted that negotiations as to the commuted sum are ongoing.

- c) To receive any updates and consider actions

There was nothing further to report.

PC099/21 Maintenance Matters:

- a) To consider quotations for fencing at The Cross

A quotation from Universal including the area at 83 High Street was considered in conjunction with quotes received earlier in the year.

It was:

RESOLVED to accept the quotation for oak fencing at The Cross, outside Leeches and 83 High Street from Universal Fencing in the sum of £8,377.50 + VAT.

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

- b) To receive any other updates and consider actions.

There was nothing further to discuss.

PC100/21 To receive the Timebank Coordinator's report

The Timebank Coordinator's report was noted with thanks. **ACTION:** Clerk to invite the Timebank Coordinator to attend a future full Council meeting.

PC101/21 HR Matters:

- a) To receive a report from the HR Panel

Noted that the HR Panel Terms of Reference provide for up to 5 councillor members. There are currently 3 members on the HR Panel. Councillors were invited to email the Chair of the HR Panel or the Clerk if they wish to join. Meetings are usually held monthly.

Noted that the HR Panel Terms of Reference are to review staffing structures as necessary and annually. Councillors were asked to highlight any possible shortfall or other staff requirements and to send details to the Chair of HR Panel.

- b) To receive any updates and consider actions
There was nothing further to discuss.

PC103/21 Policies and Terms of Reference:

To consider approving a Risk Assessment for installation of MVAS unit

This item was deferred for further discussion.

PC104/21 To note the date of the next meeting : 22 November 2021

The date of the next meeting is Monday, 22 November 2021.

The meeting closed at 20.30.

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	Melbourn Commuity Library
2.	Name, Address, and Status of Contact	██████████ ██████████ Melbourn Volunteer Librarian
3.	Telephone Number of Contact	██████████
4.	Is the organisation a Registered Charity?	Yes/No
5.	Amount of grant requested	£ 600
6.	For what purpose of project is the grant requested.	To refresh the stock of books held in the library
7.	What will be the total cost of the above project?	£ 2,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	From other donors
9.	Have you applied for grant for the same project to another organisation?	Other parish councils whose residents use the Melbourn Library

MELBOURN PARISH COUNCIL

Doc. No.4.03

Version 5

Review Date: November 2020

	If so, which organisation and how much?	Unknown at present
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	All residents in Melbourn are eligible for membership of the library, as well as from other villages.
12.	Approximately how many of those who will benefit are parishioners?	All, if they so wish, from babies to old people.

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. 2019

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

Signed..........Date 18 Oct 2021

3rd parties

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

Name:

Organisation:

Name:

Organisation


MELBOURN DISTRICT VILLAGES ASSOCIATION**As At 31 December 2020**

<u>Receipts</u>	£
Donations	135.00
<u>Library Receipts</u>	
Fines	116.20
Rental (CD/DVD)	1.10
Others	1.00
Building Society Interest	4.63
<u>TOTAL RECEIPTS</u>	<u>257.93</u>

<u>Payments</u>	£
Postage	0.00
Book Covering Materials	0.00
Stationary (Library)	22.65
Furniture	0.00
Social Event	174.90
Books	273.48
Misc.	0.00
<u>TOTAL PAYMENTS</u>	<u>471.03</u>

	£	
<u>NET RECEIPTS FOR THE YEAR</u>	-213.10	<i>(receipts minus payments)</i>
<u>BALANCES AT 1st January 2020</u>	<u>3479.81</u>	
<u>BALANCES AT 31st December 2020</u>	<u>3266.71</u>	(a)

MONETARY ASSETS

<u>Cash Funds at this Year End</u>	£	
Cash in Hand	71.49	
Building Society	3195.22	
<u>BALANCES AT 31st December 2020</u>	<u>3266.71</u>	(b)

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

Signature 
Date 6.3.21

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	Relate Cambridge
2.	Name, Address, and Status of Contact	██████████ Chief Executive 3 Brooklands Avenue Cambridge Cb2 8BB
3.	Telephone Number of Contact	██████████
4.	Is the organisation a Registered Charity?	Yes Charity no 1096975
5.	Amount of grant requested	£1,500
6.	For what purpose of project is the grant requested.	What we do: For many years we have been providing the local residents of Melbourn and surrounding areas counselling support. We are currently working on line due to the pandemic but hope to return to working out of the Melbourn hub just as soon as we can. We offer a range of services that has increased over time and now includes not only counselling and guidance to those facing issues within their relationships, but

		<p>also for individuals suffering mental health issues, families , young people and children.</p> <p>The pandemic has put a strain on the charity's finances and although we broke even, thanks to Furlough and covid grants, in the year ended 31/03/21, this financial year we are predicting a £35,000 deficit. Your support is needed more than ever..</p> <p>Our services are 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 have seen an increase in individuals experiencing stress and anxiety as a direct response of Covid, and we are dealing with issues such as loss and grief more than ever before too.</p> <p>Your funding, enables us to continue to offer our services to all, regardless of their ability to pay. We create a bursary so we can offer a service to everyone who needs it. So the fund goes directly to pay for counselling services for the residents of Melbourn.</p> <p>Finally, evidence shows that our services really do make a difference to people's lives. Our feedback forms indicate 94% of our clients would recommend us. Thank you</p>
7.	What will be the total cost of the above project?	£5,500

		Each session now costs us £70 to deliver and clients pay what they can afford. We subsidise the rest.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We ask clients to make an affordable contribution towards the cost . Otherwise we use our surplus from fund raising endeavours and our reserves.
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No but Meldreth Parish Council have supported us with a small grant in previous years.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO
11.	Who will benefit from the project?	The residents of Melbourn and surrounding villages . Individuals, couples ,families children and young people.
12.	Approximately how many of those who will benefit are parishioners?	All of them. We are now actively looking to return to working from the Hub in the new year and in particular resuming the counselling for children and young people from there.

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.

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

Signed [REDACTED]

Date 3/11/21

[REDACTED]. Chief Executive.

3rd parties

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

Name:

Organisation:

Name:

Organisation

Melbourn statistics (data below taken from 1st April 2020 to 31st March 2021)

<u>Melbourn Residents: appointment data</u>	
Number of appointments delivered	226
Number of cases seen	32
Number of clients seen	54

<u>Most common presenting issues for Melbourn Residents</u>	
Presenting issue	No. of cases with presenting issue
Communication Problems	26
COVID-19	15
Children	12
Financial Problems	11
Trust	9
Self-Esteem	8
Past Relationships	8
Separation/divorce	7
Family Conflict	5
Domestic Violence	4
Sexual Problems	3
Affair	3
Bereavement	2
Jealousy	2
Work Issues	1
Alcohol Related	1
Mental / Physical Illness	1

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.”

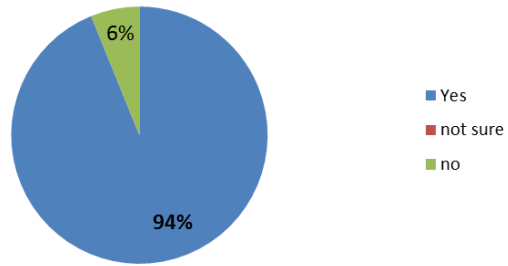
“I am now happier, more confident, more in control and able to cope with my problems. I would not have been able to deal with these alone without the support of Relate Cambridge and am extremely grateful.”

“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”

Would you recommend Relate?

94% of clients would recommend us



relatecambridge

Melbourn statistics (data below taken from 1st April 2021 to 31st Oct 2021)

<u>Melbourn Residents: appointment data</u>	
Number of appointments delivered	131
Number of cases seen	26
Number of clients seen	49

<u>Most common presenting issues for Melbourn Residents</u>	
Presenting issue	No. of cases with presenting issue
Communication Problems	20
COVID-19	15
Financial Problems	9
Children	6
Trust	6
Sexual Problems	6
Family Conflict	5
Work Issues	5
Self-Esteem	5
Affair	3
Separation/divorce	3
Mental / Physical Illness	3
Domestic Violence	2
Past Relationships	2
Jealousy	2
Anger Management	1
Difficulty forming Relationship	1

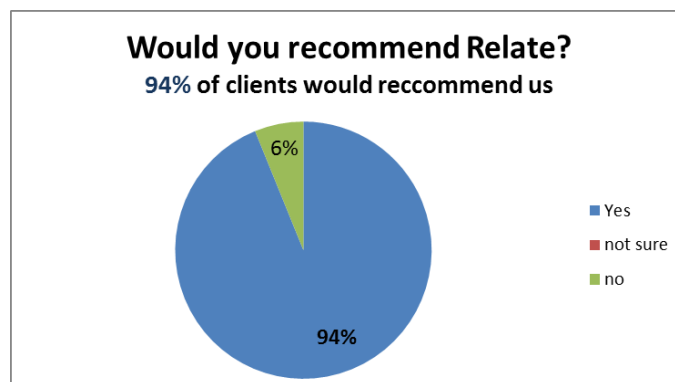
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Registered Charity Number : 1096975
Registered Company Number : 04664883

RELATE CAMBRIDGE

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021

RELATE CAMBRIDGE

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Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9-15

RELATE CAMBRIDGE

**THE REFERENCE AND ADMINISTRATION OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2021**

Directors and trustees

I Maddison (Chairman)

J Dibnah

J Rackowe

F McLeman

S Escott

L Amos

A Bayliss

Charity Registered Number

1096975

Company Number

04664883

Principal Office

3 Brooklands Avenue, Cambridge, CB2 8BB

Independent Examiner

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

RELATE CAMBRIDGE

**TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

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 2021. 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 2021, the Trustees have a Trustee Reserve of £116,230 (2020: £116,230) to cover three months running costs as recommended by Relate Central Office. The Trustees are satisfied that the charity's assets in each fund are available and adequate to fulfil its obligations in respect of each fund.

RELATE CAMBRIDGE

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

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 Covid-19 pandemic created a number of challenges from the very beginning of the financial year. In light of the uncertainties and drop in demand as the service went online a decision was taken in April 2020 to mothball the centre. As the furlough arrangements became more flexible and the first lockdown was easing the centre reopened on a gradual basis from mid August 2020. Staffing levels were increased over the following six months as counselling hours rose. Activity levels in January to March 2021 were circa 75% of those in the same period of 2020. For the year as a whole the level of activity is about 50% of that pre pandemic. With the support of some much appreciated pandemic grants and the Job Retention Scheme coupled with savings on costs as staff worked from home the centre has managed to break even for the year. This is a vastly better outturn than that which was envisaged in March / April 2020 when the pandemic first took hold. Having said that, with furlough coming to an end and uncertainty as to the resumption and uptake of face-to-face counselling, the post pandemic period will bring further challenges. The directors are nevertheless 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 £314,411 (2020: £434,440), giving realised net (deficit) resources of £(121), (2020: surplus £2,160). 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
Awards for All

Statement of Trustees responsibilities

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

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

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

RELATE CAMBRIDGE

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

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 29 September 2021 and on its behalf by:

.....
I Maddison - Chairman

RELATE CAMBRIDGE

**INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2021**

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 2021 which are set out on pages 7 to 15, which have been prepared in accordance with section 145 of the Charities Act 2011 and the Statement of Recommended Practice applicable for charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)(effective January 2015).

Respective responsibilities of Trustees and examiner

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

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

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

Basis of independent examiner's report

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

RELATE CAMBRIDGE

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2021

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
CHARTERED ACCOUNTANTS
82b HIGH STREET
SAWSTON
CAMBRIDGESHIRE
CB22 3HJ

DATE

RELATE CAMBRIDGE

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2021**

		Restricted Funds £ 2021	Unrestricted Funds £ 2021	Total Funds £ 2021	Total Funds £ 2020
INCOME AND ENDOWMENTS FROM:	Note				
Voluntary Income	3	-	39,938	39,938	51,813
Activities for generating funds	5	-	179,976	179,976	381,922
Investment income	4		143	143	705
Government grants	6	-	94,354	94,354	-
			<u>314,411</u>	<u>314,411</u>	<u>434,440</u>
TOTAL INCOME AND ENDOWMENTS		-	314,411	314,411	434,440
EXPENDITURE ON:					
Charitable activities	7	-	301,862	301,862	419,065
Governance costs	8	-	12,670	12,670	13,215
			<u>314,532</u>	<u>314,532</u>	<u>432,280</u>
TOTAL EXPENDITURE		-	314,532	314,532	432,280
NET (DEFICIT) / INCOME			- (121)	(121)	2,160
RECONCILIATION OF FUNDS					
Total funds brought forward			- 197,269	197,269	195,109
Net movement in funds			- (121)	(121)	2,160
TOTAL FUNDS CARRIED FORWARD			<u>- 197,148</u>	<u>197,148</u>	<u>197,269</u>

All activities derive from continuing operation

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

RELATE CAMBRIDGE

**BALANCE SHEET
AS AT 31 MARCH 2021**

	Note	2021		2020	
		£	£	£	£
Fixed Assets	10		<u>5,492</u>		<u>7,589</u>
Total fixed assets			<u>5,492</u>		<u>7,589</u>
Current Assets					
Debtors	11	<u>13,392</u>		13,145	
Cash at bank			<u>219,327</u>	<u>212,291</u>	
		232,719		225,436	
Creditors: Amounts falling due within one year	12	<u>(41,063)</u>		<u>(35,756)</u>	
Net Current Assets			<u>191,656</u>		<u>189,680</u>
NET ASSETS			<u>£ 197,148</u>		<u>£ 197,269</u>
FUNDS					
Trustees Reserve	13		<u>116,230</u>		116,230
General Fund	13		<u>80,918</u>		<u>81,039</u>
			<u>£ 197,148</u>		<u>£ 197,269</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2021 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 2016 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 29 September 2021

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

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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. This Financial Reporting Standard is 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.

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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

Cash at bank includes monies held in bank current accounts 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.

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

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

3. DONATIONS AND LEGACIES

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Donations	-	31,488	31,488	38,528
Local authority funding	-	8,450	8,450	13,285
	<u>-</u>	<u>39,938</u>	<u>39,938</u>	<u>51,813</u>

4. INCOME FROM INVESTMENTS

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Bank deposit interest received	-	143	143	705
	<u>-</u>	<u>143</u>	<u>143</u>	<u>705</u>

5. INCOME FROM FUNDRAISING ACTIVITIES

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Activities for generating funds				
Income from client services (including gift aid)	-	138,482	138,482	281,958
Income from contracted services - Schools Project & Littlehey	-	42,034	42,034	89,457
Training services	-	(540)	(540)	10,507
	<u>-</u>	<u>179,976</u>	<u>179,976</u>	<u>381,922</u>

6. GOVERNMENT GRANTS

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Local authority grants	-	10,000	10,000	-
Job retention scheme	-	84,354	84,354	-
	<u>-</u>	<u>94,354</u>	<u>94,354</u>	<u>-</u>

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

7. EXPENDITURE ON RAISING FUNDS

	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Charitable activities	-	301,862	301,862	419,065
	<u>-</u>	<u>301,862</u>	<u>301,862</u>	<u>419,065</u>
Charitable activities				
Staff salaries (including supervision)	-	124,239	124,239	149,468
Staff expenses and recruitment	-	473	473	2,454
Pension contributions	-	2,844	2,844	3,530
Staff training	-	50	50	358
Counsellor salaries	-	120,754	120,754	177,871
Counsellor expenses	-	566	566	7,694
Volunteer receptionists expenses	-	-	-	956
Bursaries - counsellors	-	1,541	1,541	422
Payroll costs	-	1,726	1,726	1,759
CiN equipment	-	140	140	362
Customer courses	-	-	-	5,854
Counsellor training	-	200	200	470
Outpost room hire	-	187	187	14,758
Rent payable	-	22,700	22,700	24,900
Heat, power and rates	-	4,008	4,008	4,828
Insurance	-	2,102	2,102	1,877
Repairs and renewals	-	10,608	10,608	2,266
Telephone & IT	-	1,547	1,547	441
Appointments system	-	426	426	269
Printing, postage, stationery and cleaning	-	2,000	2,000	10,369
Bank charges	-	3,282	3,282	4,822
Publicity	-	-	-	150
Sundry expenses	-	372	372	869
Depreciation of fixed assets used for charity	-	2,097	2,097	2,319
	<u>-</u>	<u>301,862</u>	<u>301,862</u>	<u>419,065</u>

The basis for allocation of costs as shown above is explained in the accounting policies and the notes to the accounts.

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

8. GOVERNANCE COSTS	Restricted Funds 2021 £	Unrestricted Funds 2021 £	Total Funds 2021 £	Total Funds 2020 £
Independent examiner's fees	-	900	900	900
Directors expenses	-	-	-	342
National Relate Federation service charge	-	11,770	11,770	11,596
AGM and annual report	-	-	-	377
Total governance costs	<u>-</u>	<u>12,670</u>	<u>12,670</u>	<u>13,215</u>

9. STAFF COSTS	2021 £	2020 £
Wages and salaries	239,138	317,678
Social security costs	5,855	9,662
Pension contributions	<u>2,844</u>	<u>3,530</u>
	<u>247,836</u>	<u>330,870</u>

Numbers of full time employees or full time equivalents	2021	2020
Direct charitable (including unpaid volunteer staff)	8	11

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 does not include the additional 26 (2020: 34) people who provide time to the charity. Expenses paid to directors totalled £Nil (2020: £342). There were no related party transactions requiring disclosure.

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

10. TANGIBLE FUNCTIONAL FIXED ASSETS

	Furniture and equipment £
Cost	
At 1 April 2020	33,670
Additions	-
At 31 March 2021	<u>33,670</u>
Depreciation	
At 1 April 2020	26,081
Charge for the year	2,097
At 31 March 2021	<u>28,178</u>
Net book value	
At 31 March 2021	<u>5,492</u>
At 31 March 2020	<u>7,589</u>

11. DEBTORS

	2021 £	2020 £
Trade debtors	12,682	12,579
Debtors - gift aid recoverable	88	366
Prepayments	622	200
	<u>13,392</u>	<u>13,145</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade creditors	6,201	3,524
Accrued expenses	5,627	2,617
Dilapidation provision	5,000	-
PAYE and pension contributions	5,082	4,759
Deferred income - Children in Need	1,370	8,125
Deferred income - MoD Peterborough	467	497
Deferred income - National Lottery Grant	9,550	9,550
Deferred income - Awards for All	1,021	-
Deferred income - Other bursary funds	6,745	6,685
	<u>41,063</u>	<u>35,756</u>

RELATE CAMBRIDGE

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets	Current Assets	Creditors	Net Current Assets
	£	£	£	£
Unrestricted funds				
Trustees Reserve	5,492	110,738	-	116,230
General Fund	-	121,981	(41,063)	80,918
	<u>5,492</u>	<u>232,719</u>	<u>(41,063)</u>	<u>197,148</u>
Total Funds	<u>5,492</u>	<u>232,719</u>	<u>(41,063)</u>	<u>197,148</u>

As recommended by Relate Head Office. The trustees reserve should equate to three months running costs of £116,230.

Analysis of unrestricted fund movements

	Funds at 2020	Movements in Funds	Transfers Between Funds	Funds at 2021
	£	£	£	£
Trustees Reserve	116,230	-	-	116,230
General Fund	81,039	(121)	-	80,918
	<u>197,269</u>	<u>(121)</u>	<u>-</u>	<u>197,148</u>

14. 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.

15. RELATED PARTY DISCLOSURES

There were no related party disclosures for the year ended 31 March 2021.

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	River Mel Restoration Group
2.	Name, Address, and Status of Contact	Leslie & Maureen Brierley, Work party leaders [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes/No No
5.	Amount of grant requested	£470
6.	For what purpose of project is the grant requested.	Purchase of tools to aid volunteers in the maintenance of the scrapes/reed beds in Stockbridge Meadows Purchase of wildflower seeds to improve the diversity of wildflowers in the wildflower meadow. Purchase of tools and sundries to remove and contain the spread of ragwort.
7.	What will be the total cost of the above project?	£470

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?	Not applicable
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	Residents of Melbourn who visit the nature reserve for the benefit of exercise and their mental health. Improved diversity of habitat for butterflies, insects, and amphibians to improve the experience for visitors.
12.	Approximately how many of those who will benefit are parishioners?	Majority of visitors to Stockbridge Meadows are local parishioners.

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

Have you previously received a grant from MPC? No

If yes, please give date.

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

Signed... [redacted]Date...10/11/21.....

3rd parties

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

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
APPLICATION FOR GRANT FOR VOLUNTARY ORGANISATIONS

MANURE DRAG FORK X 3 = £145

ADZE X 3 =£75

YELLOW RATTLE WILDFLOWER SEEDS 100G =£50

RAGWORT FORK X4 = £100

SUNDRIES E.G. BLACK PLASTIC SHEETING, RABBIT FENCING FOR TREE PLANTING, STAKES AND STAPLES. = £100

TOTAL REQUESTED £470

LES AND MAUREEN BRIERLEY STOCKBRIDGE MEADOW VOLUNTEERS

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	MELBOURN FOOTBALL CLUB
2.	Name, Address, and Status of Contact	
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	YES /NO
5.	Amount of grant requested	£ 3183.00
6.	For what purpose of project is the grant requested.	TRAINING WEAR + EQUIPMENT FOR FOOTBALL TEAM
7.	What will be the total cost of the above project?	£ 3183.00
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?	NO

MELBOURN PARISH COUNCIL

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	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO
11.	Who will benefit from the project?	CLUB MEMBERS/ PLAYERS
12.	Approximately how many of those who will benefit are parishioners?	APPROX 80% OF PLAYERS ARE FROM MELBOURN

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

Have you previously received a grant from MPC? Yes/~~NO~~

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

Signed..... Date... 10/11/21

PROOF WAS PROVIDED TO PARISH CLERK AFTER WORK WAS COMPLETED.
3rd parties

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

Name:

Organisation:

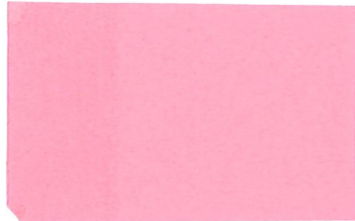
Name:

Organisation

The club decided to expand and run a reserve team for the 2020-21 season as we felt that we were attracting enough players to make it worthwhile and this would provide support for the first team as they rise through the divisions. The timing of this wasn't kind to us though, we had to abandon all the fundraising events due to Covid.










Although we're slowly getting back on track with fundraisers planned for 2022, this has left us with a lack of funds to provide training kit and essential items to players.

Item	Cost	Supplier
Training wear/ warm up tops	£ 2,250.00	MG Sportswear
First aid kits x2	£ 114.00	Net World Sports
Cold packs x 20	£ 69.00	Net World Sports
Water bottles in carrier x2	£ 70.00	Net World Sports
Mitre ball sack x2	£ 26.00	Pro Direct Soccer
Training balls x 30	£ 300.00	Pro Direct Soccer
Line marker with paint	£ 354.00	Net World Sports
Total	£ 3,183.00	



Your Community Account

At a glance

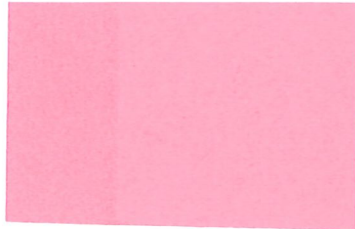
Date	Description	Money out £	Money in £	Balance £
1 Oct	Start Balance			2,595.60
6 Oct	 Cheque Issued Ref: 100158	240.00		2,355.60
	 Direct Credit From Paypal Inc. Ref: Melbourn Football		314.27	2,669.87
8 Oct	 Cheque Issued Ref: 100157	460.00		2,209.87
13 Oct	 Direct Credit From Paypal Inc. Ref: Melbourn Football		38.29	2,248.16
15 Oct	 Cheque Issued Ref: 100156	300.00		1,948.16
19 Oct	 Cheque Issued Ref: 100160	150.00		1,798.16
20 Oct	 Direct Credit From Paypal Inc. Ref: Melbourn Football		129.67	1,927.83
25 Oct	 Direct Credit From Richardson A Ref: Signing On Fee		24.00	1,951.83
27 Oct	 Direct Credit From Paypal Inc. Ref: Melbourn Football		70.71	2,022.54
29 Oct	Balance carried forward			2,022.54
	Total Payments/Receipts	1,150.00	576.94	

01 - 29 Oct 2021

Start balance	£2,595.60
Money out	£1,150.00
▶ Commission charges	£0.00
Money in	£576.94
▶ Gross interest earned	£0.00
End balance	£2,022.54


Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



Your Community Account

At a glance

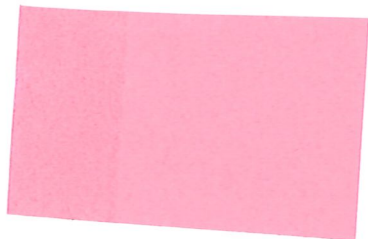
Date	Description	Money out £	Money in £	Balance £
1 Sep	Start Balance			2,104.44
2 Sep	Giro Direct Credit From Ives&Gasc Ref: Lms Nigel & Tony		20.00	2,124.44
8 Sep	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		65.79	2,190.23
14 Sep	Giro Direct Credit From Alexander Maskell Ref: Signing On Fee		30.00	2,220.23
15 Sep	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		83.50	2,303.73
22 Sep	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		79.56	2,383.29
27 Sep	 Direct Credit From Wilson C T Ref: Mfc So Fee		120.00	2,503.29
29 Sep	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		92.31	2,595.60
30 Sep	Balance carried forward			2,595.60
	Total Payments/Receipts	0.00	491.16	

01 - 30 Sep 2021

Start balance	£2,104.44
Money out	£0.00
▶ Commission charges	£0.00
Money in	£491.16
▶ Gross interest earned	£0.00
End balance	£2,595.60







Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.



Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
31 Jul	Start Balance			5,948.99
2 Aug	 Direct Credit From Wilson C T Ref: Lms		10.00	5,958.99
6 Aug	 Cheque Issued Ref: 100152	140.00		5,818.99
9 Aug	 Cheque Issued Ref: 100150	305.00		5,513.99
	 Direct Credit From Oliver Knight Ref: Sent From Revolut		10.00	5,523.99
	 Direct Credit From Michael Harper Ref: Lms		10.00	5,533.99
	 Direct Credit From White L Ref: Lloyd-Lms		10.00	5,543.99
	 Direct Credit From Cooper AD Ref: Lmsashandstef		20.00	5,563.99
10 Aug	 Direct Credit From Mr Phillip Morris Ref: Phil Morris / Lms		10.00	5,573.99
11 Aug	 Cheque Issued Ref: 100153	3,547.62		2,026.37
	 Cheque Issued Ref: 100154	170.00		1,856.37
	 Direct Credit From Gorman DC Ref: Dan G - Lms		10.00	1,866.37
12 Aug	 Direct Credit From Ireland L Ref: Lsm		10.00	1,876.37
	 Direct Credit From G Charter Ref: G.Charter Last Man		10.00	1,886.37
13 Aug	 Direct Credit From J Cockburn Ref: Lms Coby		10.00	1,896.37
	 Direct Credit From A Edwards Ref: Lms - Andy Edwards		10.00	1,906.37

Continued

31 Jul - 31 Aug 2021

Start balance	£5,948.99
Money out	£4,162.62
▶ Commission charges	£0.00
Money in	£318.07
▶ Gross interest earned	£0.00
End balance	£2,104.44

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Date	Description	Money out £	Money in £	Balance £
Balance brought forward from previous page				1,906.37
13 Aug	Giro Direct Credit From H Gascoyne Ref: Oliviergasclmstand		10.00	1,916.37
	Giro Direct Credit From Sell R W Ref: Richard Sell		10.00	1,926.37
	Giro Direct Credit From Robert Lankester Ref: Last Man Standing		10.00	1,936.37
	<input type="checkbox"/> Direct Credit From Cattle J Ref: Last Man Standing		10.00	1,946.37
	<input type="checkbox"/> Direct Credit From Lees N Ref: Neil Lees		10.00	1,956.37
16 Aug	<input type="checkbox"/> Direct Credit From Harrington A Ref: Drew Last Man Stan		10.00	1,966.37
17 Aug	Giro Direct Credit From A Edwards Ref: Lms - Dan Scott		10.00	1,976.37
	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		83.51	2,059.88
18 Aug	Giro Direct Credit From A Edwards Ref: Lms - Toby Sharp		10.00	2,069.88
	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		9.82	2,079.70
24 Aug	Giro Direct Credit From Paypal Inc. Ref: Melbourn Football		14.74	2,094.44
27 Aug	Giro Direct Credit From Alexander Maskell Ref: Lms		10.00	2,104.44
31 Aug	Balance carried forward			2,104.44
Total Payments/Receipts		4,162.62	318.07	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

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	1ST MELBOURN RAINBOWS
2.	Name, Address, and Status of Contact	[REDACTED]
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	<input checked="" type="radio"/> Yes/No
5.	Amount of grant requested	£ 820.67
6.	For what purpose of project is the grant requested.	PLEASE SEE ATTACHED LETTER.
7.	What will be the total cost of the above project?	£ 820.67
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

MELBOURN PARISH COUNCIL

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	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	1ST MELBOURN RAINBOWS. CURRENTLY 21 GIRLS PER TERM
12.	Approximately how many of those who will benefit are parishioners?	IT VARIES FROM TERM TO TERM AS WE ARE CURRENTLY THE ONLY UNIT FOR MELBOURN & MELDRETH.

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

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

If yes, please give date.

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

Signed.....  Date 9/11/2021

3rd parties

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

Name:

Organisation:

Name:

Organisation

GIRLGUIDING 1ST MELBOURN RAINBOWS

RECEIPTS AND PAYMENTS ACCOUNT

Partial Year ended: December 31st 2020

Receipts (In)	2020	2019
Subscriptions	1,155.00	2,950.00
Trips/Camps/Holidays/Outings	35.00	1,320.00
Uniform/Depot (including start up fees)	273.00	499.10
Gift Aid	453.91	500.00
Interest (- tax)	2.57	4.06
Donations/Fundraising	1,002.64	218.94
Totals	2,922.12	5,492.10

Payments (Out)	2020	2019
Census/Subscriptions	1,665.00	1,668.50
Trips/Camps/Holidays/Outings	35.00	934.25
Admin/materials	72.99	101.34
Hall Rent	263.75	807.75
Activities	103.93	488.11
Badges/books/uniforms	527.99	878.22
Training	-	-
Subs (bounced cheque)	-	25.00
Totals	2,668.66	4,903.17

Surplus or deficit for the year £253.45 £164.55

Balance(s) brought forward

Bank	£2,072.13	£1,645.10
Cash	£195.18	£33.38
Total	£2,267.31	£1,678.48

Balance(s) in hand at year-end

Bank	£2,442.08	£2,072.13
Cash	£78.69	£195.18
Total	£2,520.77	£2,267.31

Assets and Liabilities: In addition to the above cash balances the unit has camping equipment to the value of £0 and there are no other assets or liabilities.

Prepared by _____ Unit Guider Rachael Boulton

Reviewer's Certificate: The above statements agree with the records and vouchers of 1st Melbourn Rainbows for the year to December 31st 2020

Independent Reviewer Rebecca Arthur

GIRLGUIDING 1ST MELBOURN RAINBOWS

ANNUAL REPORT FORM

Charity Name: 1ST MELBOURN RAINBOWS Year ended: 31-12-2020

Registered Charity No: XT 7611

Governance: Under the Royal Charter issued to The Guide Association, 17-19 Buckingham Palace Road, London SW1W 0PT and the rules issued by them to units.

Trustees/Officers

ABIGAIL ROBERTS
RACHAEL BOUTON
LINDSEY ELDRIDGE
STEPHANIE COOPER
ESME COOPER

Appointment/Title

UNIT LEADER
UNIT GUIDER
UNIT GUIDER
UNIT GUIDER
UNIT GUIDER

Aims

To pursue the objectives of The Guide Association concerned with assisting girls and young women to fulfil their potential to take an active and responsible role in society. We have continued to promote these ideals.

Activities

The main activities this year have been:

RAINBOW PROGRAMME FOLLOWED.
JAN 2020 - TRIP TO THE PANDMIME.
ZOOM MEETINGS SINCE SEPT 2020
VIRTUAL RAINBOW SLEEPOVER -> JUNE 2020
CAPTAIN TOM INSPIRED FUNDRAISING IN THE SUMMER TERM.

Declaration

The receipts and payments account for the financial year ended 31-12-2020 and the statement of assets and liabilities at the date are as approved by the Trustees/Officers at the meeting held on 16-12-2020.

Signed: _____

Name: ABIGAIL ROBERTS

Appointment/Title: UNIT LEADER

1st Melbourn Rainbows.

Itemised list.

Play parachute 5m, 16 handles. £54.06

Laminator A3 and supply of pouches. £53.14

Cross cut paper shredder. £29.99

Children's safety scissors. £19.00

Volunteers uniform £251.00

Hi-viz vests £26.25

A4 Clipboards. £29.98

Badge maker & components. £330.30

Girlguiding activity cards. £26.95

Total £820.67

All items will be used at our weekly meetings and for the future running of the unit.

The unit leader has now changed from that listed in our accounts. (From Abigail Roberts to Stephanie Cooper)

The end of year balance in our accounts is used in March for our annual Census bill to Girlguiding.

Mrs Stephanie Cooper

Leader in charge, 1st Melbourn Rainbows.

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 rd 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.....

3rd parties

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

Name: Organisation: Chris Shaw 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 9th 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

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



WHEN:
WHERE:

COST:
CONTACT:

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. 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 £
Turnover		
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>
Other income		
Grant - Melbourn Parish Council	<u>1,200</u>	<u>750</u>
Total income	9,173	14,292
Cost of sales		
	<u>-</u>	<u>-</u>
Gross profit	<u>9,173</u>	<u>14,292</u>
Gross profit %	100%	100%
Expenses		
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>
Net profit/(loss)	<u>410</u>	<u>(4,455)</u>

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

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

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
2.	Name, Address, and Status of Contact	[Redacted] <i>manager group</i>
3.	Telephone Number of Contact	[Redacted]
4.	Is the organisation a Registered Charity?	<u>Yes</u> /No
5.	Amount of grant requested	£160 - 00
6.	For what purpose of project is the grant requested.	oral hygiene teaching aids to cover new Government guidelines for curriculum
7.	What will be the total cost of the above project?	£160
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?	NO

MELBOURN PARISH COUNCIL

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	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	NO
11.	Who will benefit from the project?	All pre-school Children
12.	Approximately how many of those who will benefit are parishioners?	all

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.. 12/11/21

3rd parties

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

Name:

Organisation:

Name:

Organisation

MELBOURN 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 & South Cambridgeshire)</i>
2.	Name, Address, and Status of Contact	[REDACTED] 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	£2402.56
6.	For what purpose of project is the grant requested.	The grant would enable us to provide vital Home-Visiting Support to 2 fragile Melbourn families, at risk of slipping into crisis. The cost per family is £1201.28 (cost breakdown attached separately). The attached Addendum provides more details on the families we support, our Home-Visiting Service, how COVID has affected this service and our current financial situation.
7.	What will be the total cost of the above project?	£2402.56

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?	N/A
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	No
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	2 fragile Melbourn families with at least one child of 9 or under will benefit from Home-Visiting Support. With our support these families are at risk of family breakdown, which could include children being taken into care, amongst other serious consequences.
12.	Approximately how many of those who will benefit are parishioners?	8-10 parishioners will directly benefit (assuming two parents with two/three children per family). There will also be a wider benefit to: Local schools and 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: May 2020

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

Signed. Date 11 November 2021

3rd parties

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

Name:

Organisation:

Name:

Organisation

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



ADDENDUM: Melbourn Parish Council Community Grant Application – 11 November 2021

We have been supporting fragile Melbourn families for the past 38 years. This financial year to date **7 Melbourn families** have received vital support through our **Home-Visiting Service** and we anticipate supporting more Melbourn families as the year progresses.

Supported families suffer with diverse issues, ranging from poor mental health and social isolation, through to domestic and drug abuse, amongst many other challenges. We are currently seeing a surge in demand for support, as families struggle to cope with the pandemic's long-term effects.

We would like to apply for a grant for **£2,402.56** to enable us to support another two Melbourn families with our **Home Visiting Service** for nine months - the average time a family needs home-visiting support (cost breakdown per family attached).

This will enable a highly-trained volunteer to visit each family weekly for 2-3 hours, providing practical, compassionate and emotional support, which is non-judgemental, confidential, free and tailored to the specific needs of each family.

COVID continues to affect how our Home-Visiting Service operates:

- To ensure we are able to deliver support to families in a safe and measured way, in-depth COVID risk assessments are undertaken before support starts with each family and during support. This vital, but time-consuming and therefore costly work adds considerably to our staff's workload.
- Once support starts, we now have the technical expertise to meet with families face-to-face at home, in parks or gardens, and/or support them online/by phone, depending on each family's situation (as well as Government guidelines) at any given time during the support period.

This crucial flexibility enables us to respond quickly to changing circumstances, as we continue to navigate through the pandemic.

Current Financial Situation:

Funding continues to be a challenge for our Home-Start Scheme, as the cancellation of funding events and community initiatives, such as the Melbourn Fete, negatively impact our bottom line.

Against the above, we have a challenging budget of £185,000 for 2021/22, which is the figure we need to support the current and anticipated increased demand for our services. We are working hard to meet this budget, through applications to statutory sources, such as yourselves, trusts & foundations and businesses, as well as putting on fundraising events and community initiatives which have not been cancelled due to the continuing effects of the pandemic.

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)



Royston, Buntingford &
South Cambridgeshire

HOME-VISITING SERVICE COSTS PER FAMILY (£1201.28)

Application for Support of Two Melbourn Families (£2402.56)

Prepared for: Melbourn Parish Council

Date: 11 November 2021

COST ITEM			AVERAGE COST PER FAMILY FOR 9 MONTHS (£)	DESCRIPTION
STAFF COSTS:	No of Hours	Cost per Hour (£)		
Manager	10	20.35	203.50	Supervision of co-ordinator family work; collation of outcome & impact data.
Co-ordinator	39	15.92	620.88	One hour per week per family to include volunteer supervision sessions, contact with referrer and other agencies
Admin	6.25	14.01	87.56	Monitoring and evaluation, files, messages, newsletters
Expenses			35.25	Travel and phone expenses
RESOURCE COSTS:				
Outings budget			11.25	Transport, entry e.g. recreational outings – Summer & Christmas.
VOLUNTEER COSTS:				
Training			47.09	Initial training & 2 training days, including safeguarding update
Expenses			195.75	Travel and subsistence for home visits and co-ordinator support at office
TOTAL PER FAMILY			£1201.28	

REGISTERED COMPANY NUMBER: 05183873 (England and Wales)
REGISTERED CHARITY NUMBER: 1105385

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021
FOR
HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2021**

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**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

The trustees who are also directors of the charitable company for the purposes of the Companies Act 2006, present their report with the financial statements of the charitable company for the year ended 31 March 2021. 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 2019).

OBJECTIVES AND ACTIVITIES

Charitable Objects

The objects of the charitable company 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, Buntingford, South Cambridgeshire and its environs.

The objects of the charitable company are achieved by the recruitment and training of volunteers who then regularly visit families who have been referred to the charitable company. 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 charitable company.

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 where circumstances allow.

The charitable company employs a Scheme Manager, two Coordinators, an Office Manager and a leader for Community and Events Fund Raising and an organiser of our Social Media; 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 (REGISTERED NUMBER: 05183873)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

OBJECTIVES AND ACTIVITIES

The income and property of the charitable 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 charitable company except the following: reimbursement of reasonable out of pocket expenses; an indemnity in respect of liabilities incurred by the charitable company; payment to a company in which a trustee has a one percent or less shareholding and reasonable interest on a loan to the charitable company 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 charitable company promises to pay up to £1 towards the cost of the dissolution of the charitable company, while he or she remains a member or within 12 months afterwards. If the charitable company 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 (REGISTERED NUMBER: 05183873)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

ACHIEVEMENT AND PERFORMANCE

Chair's Report

As we moved into the new financial year of 2020/21, the challenges and difficulties presented by the Coronavirus pandemic became more evident for the charity and the families we support.

As anticipated, referral levels have been lower this year due to the pandemic and the changes and disruption to our usual referrers' working practices. It has also become apparent that, for some families, adapting to home visiting support virtually was too difficult to cope with alongside their existing problems.

From the 1st April 2020 to 31st March 2021: 60 families and 131 children were supported against last year's numbers of 118 families and 229 children. During this year, families identifying mental health needs rose from 78% to 89% with 92% identifying isolation as their main concern.

Referral patterns have fluctuated in line with the changes in the easing and restricting of people's movement. We also saw an increase in referrals when the children returned to school. In anticipation of a growing demand for our services as Covid-19 restrictions ease, we have increased our volunteer base by holding two virtual Volunteer Preparation Courses. Our ability to maintain our service to local families through this difficult and changing time is due to the flexibility and resilience of staff and volunteers.

Adapting our service to meet the changing Government Covid-19 restrictions has required staff to work from home and embrace the necessary technology required to allow virtual working. Volunteers have adapted well to the new way of working and demonstrated creative skills that enable them to support families and their children from a distance. When Covid-19 restrictions have allowed, volunteers have provided 'walk and talk' support and the Family Support Groups have met outside or in appropriate accommodation.

During the first lockdown, while staff were working from home, trustees ensured the safety of staff and volunteers with changes to office accommodation in compliance with Government advice. Screens have been placed between desks and rotas provided to allow staff to comply with social distancing once they returned to the office. Trustees have taken this time to implement a Digital Strategy which provides the staff team with the necessary technology to work remotely and develop the use of this platform in the future. This development was partly grant-funded through our link with Home-Start UK (H-SUK). It is apparent that some aspects of remote working and virtual communication will become part of our continued platform to support families.

The trustees developed a Covid-19 emergency planning group to ensure the implementation of Government requirements and to support the staff. During the year there were changes to the Trustee Board with two trustees resigning and the recruitment of two new trustees. We have been fortunate to be able to recruit four more trustees in the current year.

HSRBSC has been well supported financially by our community who have undertaken various challenges to raise funds for the charity. Funding has also been provided by local councils and individual donors. Trust and Foundation funders have been supportive and understand that it has been a difficult year to meet agreed targets. It has also been another difficult year for local fundraising events with a lot of planned ventures being cancelled at the last minute due to changes in Government Covid-19 restrictions. However, our newly-appointed Community and Events Manager has been innovative with her virtual fund raising events which, although not raising as much money as face to face events, have ensured that we remain in the public eye.

Looking forward, we have agreed an eighteen month Bridging Plan that fits with the steps H-SUK are taking to develop a Strategic Framework, with the help of all schemes. The Plan provides our template for ensuring the charity is able to provide the right support for our families as we hopefully move into living with the virus. The difficulties families face have been exacerbated by the pandemic and it has affected families who perhaps in the past would not be seeking the charity's support.

Achievements

- Continued to accept referrals and support local families through difficult times
- Successful fundraising through Trusts and Foundations which, with Statutory sources, have provided a strong financial basis for the charity to continue its important work.
- Community fundraising, although hit hard by the Covid-19 outbreak, has managed to adapt and ensure our profile has been maintained.

HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021

- Community groups have supported the charity through the year 2020/21
- We have adapted our family support service using digital technology and risk assessments to offer 'walk and talk' support when Government restrictions allowed
- We have upgraded our technology to facilitate staff working from home and improve the office internet access
- Volunteer preparation courses held via video call
- 'Mindfulness' course for volunteers delivered via video call
- Safeguarding training delivered via video call
- Improved communication with local councils
- Expansion of our general communications through refreshed use of social media and re-vitalising of our website

Fund raising

Funding from Trusts and Foundations and Statutory organisations has been above our funding targets. Not surprisingly, there have been fewer community events for us to support and our Community Events target has not been reached. The local community have supported us wherever possible but virtual events generate less income than face to face.

Looking forward to the next year, we are hopeful that face to face events will take place and with less stringent restrictions on numbers. It is vital for the charity's income that this area is able to start performing again. Increasing our sources of 'unrestricted' income remains a priority.

Plans for Fundraising

- Events planned and ready to action when coronavirus circumstances allow for them to occur safely
- Virtual events planned and actioned through the year
- Plan to develop a corporate fundraising group
- Continue to develop fundraising opportunities with identified corporate and local community groups.
- Maintain our applications to Trusts, Foundations and Statutory sources
- Increase unrestricted funds through virtual and face to face events, campaigns and challenges

Plans for Future Years

In anticipation of Covid-19 restrictions being lessened, we are exploring how we will meet the anticipated increase in family referrals. The percentage of families who identify mental health issues as one of their needs has already increased and we expect this to rise further due to the pandemic.

Steps taken to plan for the future include:

- Increase volunteer recruitment by holding preparation courses in the next year
- Review stakeholders' journeys to ensure that access to our service is provided in a timely and efficient manner.
- Produce a 'Thank you!' booklet for volunteers
- 'Mindfulness' courses for families accessed through our Family Groups.
- Further develop our digital communication, including use of our social media platforms and website to support an increased profile in the local community
- Work with HSUK on developing an overarching Strategic Framework

The trustees are confident that the charitable company is ready and prepared to continue supporting our local families as we hopefully move forward into a more positive year as we learn to work within the restrictions created by Covid-19.

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

FINANCIAL REVIEW

The financial accounts are set out on pages 9 to 19. The financial statements have been prepared in compliance with the Charities SORP (FRS 102) and with the Companies Act 2006.

During the year to the end of March 2021, as reflected in the Trustees' Report, we have received extremely generous support from local authorities, trusts, corporate donors and individuals which has ensured that we could continue to employ and train staff and volunteers to support local families in need, although the way we have had to use these resources has been very different from anything that we have faced in the past.

The Statement of Financial Activities shows net surplus for the year of £85,961 (2020 - a deficit of £30,791). The total reserves as at the year-end stand at £233,159 (2020 - £147,198). After allowing for Designated and Restricted Funds (see Note 17 on page 15) this leaves us with just under eight months' operating costs.

Reserves policy

The trustees are satisfied that the assets and reserves of the charity are sufficient for it to meet its obligations for the foreseeable future. The trustees have a minimum closure contingency fund policy of six months operating costs which are held on deposit: this reserve now stands at £112,321 at 31 March (2020 - £105,194) and is part of the total cash balances on the Balance Sheet on page 8. The trustees wish to maintain reasonable access to the Reserve Funds but have a part of the cash balances on longer term deposit in order to take advantage of higher interest rates offered.

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 organisation is a charitable company limited by guarantee as defined by the Companies Act 2006, 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. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per Member of the charity.

As a registered charity, the charity is not currently liable to corporation tax on its investment income, nor on other income derived from carrying out the educational activity of the charity and applied for that purpose.

Governance

The Trustee Board has met virtually throughout the year and held the AGM remotely via Zoom. This was well attended and looking forward, the Trustees anticipate adopting a hybrid of face to face and video attendance. The trustees feel this will increase their community's access to this important meeting.

The new trustees appointed in the current year have broadened the Board's knowledge and skills and a further recruitment drive is planned.

Recruitment and appointment of new trustees

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.

Induction and training of new trustees

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.

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk

The principal risks facing the charity are: that we will be unable to raise sufficient funding to be able to deliver our services to the communities of Royston, Buntingford and South Cambridgeshire; that we could lose key members of staff; that we would be unable to find and retain adequate premises in order to operate; that we could be subject to fraud or deception to the extent that we are unable to continue to operate.

At the beginning of 2020 we appointed a Community and Events Manager to the fundraising team who with her colleague has been able to focus on raising funding on a more stable and consistent basis, which is bearing sufficient fruit for us to believe that this has been as success in spite of the disruptions of the past 18 months. Staff are regularly reviewed on a one to one basis and any feed-back is discussed and acted upon; we are in regular contact with our landlord to secure our tenancy; all staff and trustees are made aware of the necessity to be alert to any attempt to damage the charity and Trustees are always available to discuss any issue that may arise.

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

Trustees

M Brierley
O Cooper (appointed 5.7.21)
P Hodgson
S Higginbotham (resigned 11.11.20)
J Mitchinson (appointed 22.4.21)
L Nolasco (resigned 31.3.21)
D M Phillips (appointed 19.4.21)
M Pinto-Chilcott (appointed 19.4.21)
A Smith
L Smith
I Stephens
A Tresadern
B Tzeng (appointed 15.3.21)
A Xia
T Wright (appointed 17.11.20)

Company Secretary

S Mascall

Independent Examiner

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

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)**

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2021**

Approved by order of the Board of Trustees on 23 September 2021 and signed on its behalf by:

P Hodgson - Trustee

**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 2021.

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 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	115,037	38,161	153,198	61,097
Charitable activities					
Home-Start Royston & South Cambridgeshire		45,645	-	45,645	11,196
Other trading activities	4	19,155	-	19,155	35,592
Investment income	5	524	-	524	700
Other income		3,923	-	3,923	-
Total		184,284	38,161	222,445	108,585
EXPENDITURE ON					
Raising funds	6	11,161	-	11,161	20,050
Charitable activities					
Home-Start Royston & South Cambridgeshire	7	111,103	14,220	125,323	119,326
Total		122,264	14,220	136,484	139,376
NET INCOME/(EXPENDITURE)		62,020	23,941	85,961	(30,791)
RECONCILIATION OF FUNDS					
Total funds brought forward		145,401	1,797	147,198	177,989
TOTAL FUNDS CARRIED FORWARD		207,421	25,738	233,159	147,198

The notes form part of these financial statements

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)**

**STATEMENT OF FINANCIAL POSITION
31 MARCH 2021**

	Notes	Unrestricted funds £	Restricted funds £	31.3.21 Total funds £	31.3.20 Total funds £
FIXED ASSETS					
Tangible assets	13	2,673	-	2,673	731
CURRENT ASSETS					
Debtors	14	6,989	-	6,989	4,646
Cash at bank and in hand		200,227	25,738	225,965	144,302
		<u>207,216</u>	<u>25,738</u>	<u>232,954</u>	<u>148,948</u>
CREDITORS					
Amounts falling due within one year	15	(2,468)	-	(2,468)	(2,481)
NET CURRENT ASSETS					
		<u>204,748</u>	<u>25,738</u>	<u>230,486</u>	<u>146,467</u>
TOTAL ASSETS LESS CURRENT LIABILITIES					
		207,421	25,738	233,159	147,198
NET ASSETS					
		<u>207,421</u>	<u>25,738</u>	<u>233,159</u>	<u>147,198</u>
FUNDS					
16					
Unrestricted funds:					
General fund				95,100	40,207
Designated funds				112,321	105,194
				<u>207,421</u>	<u>145,401</u>
Restricted funds:					
Family Groups fund				12,968	-
Home Visiting fund				12,770	1,797
				<u>25,738</u>	<u>1,797</u>
TOTAL FUNDS					
				<u>233,159</u>	<u>147,198</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 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.

The notes form part of these financial statements

HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE (REGISTERED NUMBER: 05183873)

STATEMENT OF FINANCIAL POSITION - continued
31 MARCH 2021

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 and authorised for issue on 23 September 2021 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 2021**

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 2021.

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 2019)', 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 charitable company 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 charitable company 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 charitable company 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.

Tangible fixed assets

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

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

Fixtures, fittings and equipment - 25% on cost

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 Board for particular purposes.

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

Pensions

The charitable company operates a defined contribution pension scheme. Contributions payable for the year are charged to the Statement of Financial Activities.

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

	31.3.21	31.3.20
	£	£
Donations	40,926	16,631
Grants	112,272	44,466
	<hr/>	<hr/>
	153,198	61,097
	<hr/>	<hr/>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

4. OTHER TRADING ACTIVITIES		31.3.21	31.3.20
		£	£
Fundraising		18,435	35,592
Other income		720	-
		<u>19,155</u>	<u>35,592</u>
5. INVESTMENT INCOME		31.3.21	31.3.20
		£	£
Deposit account interest		524	700
		<u>524</u>	<u>700</u>
6. RAISING FUNDS			
Raising donations and legacies			
		31.3.21	31.3.20
		£	£
Fundraising costs		11,161	20,050
		<u>11,161</u>	<u>20,050</u>
7. CHARITABLE ACTIVITIES COSTS			
	Direct	Support	
	Costs	costs (see	
	£	note 8)	Totals
		£	£
Home-Start Royston & South Cambridgeshire	91,762	33,561	125,323
	<u>91,762</u>	<u>33,561</u>	<u>125,323</u>
8. SUPPORT COSTS			Other
			£
Home-Start Royston & South Cambridgeshire			33,561
			<u>33,561</u>
9. NET INCOME/(EXPENDITURE)			
Net income/(expenditure) is stated after charging/(crediting):			
		31.3.21	31.3.20
		£	£
Depreciation - owned assets		893	244
		<u>893</u>	<u>244</u>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the year ended 31 March 2020.

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 charitable company during the year.

11. STAFF COSTS

	31.3.21	31.3.20
	£	£
Wages and salaries	86,438	73,387
Social security costs	1,114	2,370
Other pension costs	4,210	3,707
	91,762	79,464
	91,762	79,464

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

	31.3.21	31.3.20
Direct charitable/Family groups	6	4
	6	4
	6	4

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

The charitable company 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. 2020 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	55,706	5,391	61,097
Charitable activities			
Home-Start Royston & South Cambridgeshire	11,196	-	11,196
Other trading activities	35,592	-	35,592
Investment income	700	-	700
	103,194	5,391	108,585
Total	103,194	5,391	108,585
EXPENDITURE ON			
Raising funds	20,050	-	20,050
Charitable activities			
Home-Start Royston & South Cambridgeshire	115,732	3,594	119,326

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

12. 2020 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
	<u> </u>	<u> </u>	<u> </u>
Total	135,782	3,594	139,376
NET INCOME/(EXPENDITURE)	<u>(32,588)</u>	<u>1,797</u>	<u>(30,791)</u>

RECONCILIATION OF FUNDS

Total funds brought forward	177,989	-	177,989
TOTAL FUNDS CARRIED FORWARD	<u>145,401</u>	<u>1,797</u>	<u>147,198</u>

13. TANGIBLE FIXED ASSETS

	Fixtures, fittings and equipment £
COST	
At 1 April 2020	15,368
Additions	2,835
At 31 March 2021	<u>18,203</u>
DEPRECIATION	
At 1 April 2020	14,637
Charge for year	893
At 31 March 2021	<u>15,530</u>
NET BOOK VALUE	
At 31 March 2021	<u>2,673</u>
At 31 March 2020	<u>731</u>

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other debtors and prepayments	<u>6,989</u>	<u>4,646</u>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Other creditors and accruals	2,468	2,481
	<u> </u>	<u> </u>

16. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	40,207	62,020	(7,127)	95,100
Designated funds	105,194	-	7,127	112,321
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	145,401	62,020	-	207,421
Restricted funds				
Family Groups fund	-	12,968	-	12,968
Home Visiting fund	1,797	10,973	-	12,770
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
	1,797	23,941	-	25,738
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>147,198</u>	<u>85,961</u>	<u>-</u>	<u>233,159</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	184,284	(122,264)	62,020
Restricted funds			
Family Groups fund	21,139	(8,171)	12,968
Home Visiting fund	17,022	(6,049)	10,973
	<u> </u>	<u> </u>	<u> </u>
	38,161	(14,220)	23,941
	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS	<u>222,445</u>	<u>(136,484)</u>	<u>85,961</u>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

16. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.20 £
Unrestricted funds				
General fund	87,263	(32,588)	(14,468)	40,207
Designated funds	90,726	-	14,468	105,194
	<u>177,989</u>	<u>(32,588)</u>	<u>-</u>	<u>145,401</u>
Restricted funds				
Home Visiting fund	-	1,797	-	1,797
	<u>177,989</u>	<u>(30,791)</u>	<u>-</u>	<u>147,198</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	103,194	(135,782)	(32,588)
Restricted funds			
Home Visiting fund	5,391	(3,594)	1,797
	<u>108,585</u>	<u>(139,376)</u>	<u>(30,791)</u>

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

	At 1.4.19 £	Net movement in funds £	Transfers between funds £	At 31.3.21 £
Unrestricted funds				
General fund	87,263	29,432	(21,595)	95,100
Designated funds	90,726	-	21,595	112,321
	<u>177,989</u>	<u>29,432</u>	<u>-</u>	<u>207,421</u>
Restricted funds				
Family Groups fund	-	12,968	-	12,968
Home Visiting fund	-	12,770	-	12,770
	<u>-</u>	<u>25,738</u>	<u>-</u>	<u>25,738</u>
	<u>177,989</u>	<u>55,170</u>	<u>-</u>	<u>233,159</u>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2021**

16. MOVEMENT IN FUNDS - continued

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 £
Unrestricted funds			
General fund	287,478	(258,046)	29,432
Restricted funds			
Family Groups fund	21,139	(8,171)	12,968
Home Visiting fund	22,413	(9,643)	12,770
	<u>43,552</u>	<u>(17,814)</u>	<u>25,738</u>
TOTAL FUNDS	<u><u>331,030</u></u>	<u><u>(275,860)</u></u>	<u><u>55,170</u></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 Visiting: This fund comprises monies received for home visiting to help with school readiness and to help with mental health difficulties.

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

18. LEASING COMMITMENTS

The charity has a rolling annual lease for its premises in Meldreth. The cost of the rolling annual lease is £9,000 per annum.

19. PENSION COMMITMENTS

The contributions payable for the period were £4,210 (2020: £3,707). At the balance sheet date there were no outstanding or prepaid contributions.

MELBOURN PARISH COUNCIL
Full Council Meeting : 22 November 2021

Item : PC111 21a) Expenditure on Hub kitchen equipment

From: John Travis <johntravis895@gmail.com>
Sent: 31 October 2021 11:44
To: RFO <RFO@melbournpc.co.uk>; Parish Clerk <parishclerk@melbournpc.co.uk>
Cc: Jose Hales <josehales@gmail.com>; Steve Kilmurray <steve@kilmurray.org>
Subject: Emergency Purchase

Hi Gabby and Claire,

This email is to inform you that the commercial Kenwood Mixer effectively 'exploded' on Thursday morning. This is the mixer that has been in daily constant use over nearly eight years for pretty much everything the Hub sells that gets baked. It had a good life! However, it was not repairable.

We needed to act immediately to replace this unit which I believe is part of the basic kitchen equipment forming the Parish Council inventory. An order was made to replace on a like for like basis and paid using the Hub Debit Card @ £428.34 + VAT.

Apologies for not clearing this with you both at the time but it was a very urgent purchase as you must appreciate, and neither of you were on site that day.

I attach the invoice copy. Please indicate if you are happy for the Parish Council to cover the cost of replacement. If so, the Hub will raise an invoice accordingly.

Many thanks,

John

.....

From: Parish Clerk
Sent: 01 November 2021 13:20
To: John Travis <johntravis895@gmail.com>; RFO <RFO@melbournpc.co.uk>
Cc: Jose Hales <josehales@gmail.com>; Steve Kilmurray <steve@kilmurray.org>
Subject: RE: Emergency Purchase
Importance: High

Hi John

Thanks for your email. Graham and I can approve emergency expenditure up to £1,000. This can then be reported at the next full Council meeting.

Graham – can you please confirm that you are happy to co-approve this expenditure.

Many thanks

Claire

.....

On 03/11/2021 11:08 Parish Clerk <parishclerk@melbournpc.co.uk> wrote:

Hi Graham

Just to follow up – can you please confirm that you are happy to retrospectively co-approve this expenditure.

Many thanks

Claire

From: Councillor Clark <cllr.clark@melbournparishcouncil.co.uk>
Sent: 03 November 2021 16:03
To: Parish Clerk <parishclerk@melbournpc.co.uk>
Cc: Assistant Clerk <assistantclerk@melbournpc.co.uk>
Subject: Re: FW: Emergency Purchase

Claire, yes I co approve.

Graham

From: Parish Clerk parishclerk@melbournpc.co.uk
Sent: 04 November 2021
To: Assistant Clerk assistantclerk@melbournpc.co.uk
Subject: Emergency Purchase

Hi Sophie

Graham has co-approved the expenditure for the replacement mixer so you can go ahead and process the invoice.

Many thanks
Claire

Claire Littlewood
Parish Clerk
Melbourn Parish Council

Invoice No. 21179

27 October 2021

The Clerk
Melbourn Parish Council
30 High Street
Melbourn
SG8 6DZ

The Hub, Melbourn (Fire Strategy Drawings)

To Professional Services:

1.	Architectural Services: Prepare Fire Strategy Drawings plus Liaison with Control, as per email dated 29 th Sept 2021	
	Fee now due	£ 440.00
	Fees issued to date	£ nil
	Fees due on this invoice	£ 440.00
2.	Additional Fees (incurring VAT)	£ -
3.	Subtotal	£ 440.00
4.	VAT at 20%	£ 88.00
5.	Total due on this Invoice	£ 528.00

VAT Reg No 424 7529 45

Electronic payments to: Yorkshire Bank; Acc. No. 65619071 Sort Code: 05-03-56

Melbourn Parish Council District and County Councillors Report District and County Councillors report

Covid: Cambridgeshire 'Enhanced Response Area' status

Unfortunately, Covid rates in Cambridgeshire and Peterborough have been running so high that from early November we have been an 'Enhanced Response Area.' Local NHS and GP services are severely stretched, as many people will have experienced personally – both as patients and as employees – and schools across the county have been hard hit. This initiative by the Director of Public Health is both necessary and welcome.

Council meetings are being held virtually unless formal decision-making is required. The status runs at least through the first week in December and allows additional support for rolling out vaccinations, among other measures.

Housebound people who have not yet had their vaccine should be getting a letter about options this week. Local booster vaccine clinics have often been overwhelmed but additional capacity is being sought.

More information here: <https://www.cambridgeshire.gov.uk/.../enhanced-response...> (note link will be down until Monday due to website work)

Walk-in vaccination clinics at the Guildhall in Cambridge on 27 and 28 November:

Some booster clinics have been full – more information here:

<https://www.cambridgeshireandpeterboroughccg.nhs.uk/news-and-events/latest-news/get-vaccinated-ahead-of-the-festive-season/>

Household flooding

We're aware of four homes that have experienced repeated household flooding during recent extreme rainfall events. We have put all four in contact with the County Flood and Highways teams and are liaising with them on potential remedial action.

This is the basic information we are sharing in the first instance:

In order to obtain as much information as possible, regarding the internal property flooding element of this matter, the relevant residents could either complete the attached form, or report the matter to our team directly by the link here - [Flood reporting - Instructions and Data Protection - Self \(achieveservice.com\)](#)

The Flood and Water team work with other flood risk management partners (Internal Drainage Boards, Anglian Water, the Environment Agency, Highways Authorities etc) to gather as much information as possible about how the flooding occurred so that we can then, liaising with you, identify how best to manage this type of flooding in future. This process can take several weeks after a flood, but we will keep you informed of progress. If you have further details about how the flooding occurred or any photos please do send them to us at floodandwater@cambridgeshire.gov.uk

We have attached a guide about recovering from flooding that may be of assistance, along with the following links:

[National Flood Forum – A charity to help, support and represent people at risk of flooding.](#)

<http://www.knowyourfloodrisk.co.uk/>

<http://www.floodadvisoryservice.co.uk/>

Anglian Water

We had an excellent meeting with Anglian Water to discuss system capacity issues in our area. Key points arising:

- Anglian Water welcomes supporting parish councils with regard to planning applications with significant implications on drainage.
- Anglian Water is working to anticipate the effects of climate change and the projection of high frequency severe rainfall events.
- Extra help: [Anglian Water's Priority Service Register](#) is a free service that anyone can sign up to, should they need a little extra support of help. Customers can sign up on the Anglian Water website or through AW contact centres – it's all here:
<https://www.anglianwater.co.uk/help-and-advice/water-care/priority-services/>
- We have been provided with asset maps for the Melbourn area, for a better understanding of the system and its function.

The Unflushables - we figure this needs as much advertising as possible!

Every year, Anglian Water clears around 40,000 blockages from our sewers alone. 80% of these blockages are completely avoidable but cause the more pollutions in the environment than anything else.

In the kitchen:

- Used water is the only thing you should put down your sink.
- Used cooking oil should never be poured down the sink. Instead recycle it, compost at home or wait until it is cool, pour into a plastic bottle with a lid, and take to a Household Waste Recycling Centre for recycling.
- Use kitchen towel to absorb cooled liquid fat from cooking pans and trays
- Leftovers, peelings and food scraps should never go down the sink. Use a sink strainer to stop them going down the plughole and empty into the bin or food waste bin. Peelings can be composted at home.

In the bathroom:

- The three 'Ps' (pee, poo and toilet paper) are the only things that should go down the loo.
- A bin is the best place for all your unflushable waste. Put one by the loo, so nobody's tempted to flush rubbish.
- Put wipes, cotton wool, floss and cotton buds in the bin
- Use bags or toilet paper to discreetly dispose of sanitary products waste – again, in the bin
- Sink strainers are good at catching hair that could otherwise block the plughole in your shower or bath.

Half-hourly rail service to resume at our village stations

Following considerable lobbying efforts by our Community Rail Partnership, and a genuinely listening ear on the part of Govia Thameslink Railways, it's good to report that half-hourly train services will be restored for Meldreth, Shepreth and Foxton Stations from December 12. It will be important to see ridership figures rise.

Rail User Group November 30

The RUG meets virtually on Nov 30 – all welcome; please contact railusergroup.com for the link.

Foxton Travel Hub

Following further public consultation the Foxton Travel Hub design plan has seen significant alterations, with the size of the car park reduced from 500 to 200 spaces. The plan retains a passenger lift and footbridge, and adds a village bus service. It's important to note how very challenging it is to secure investment in a lift at a small station. This goes to the GCP Board for decision on December 9.

Making Connections - consultation on bus network for the wide area

This is a really important consultation – I will bring more information to the meeting.

<https://consultcambs.uk.engagementhq.com/making-connections-2021>

Melbourn Practical Solutions Group

The Melbourn PSG will be meeting online in early December, having had to cancel a meeting this month due to Covid. We will be meeting Melbourn Village College student leaders and looking at possible community projects which young people would like to see happening in Melbourn.

A10 Underpass

We'd like to thank Melbourn Science Park contractor SDC for offering and organising to cut vegetation way back at the A10 underpass. We're working together with the police and district and county councils on ideas for improving the underpass environment, and should be seeing an action plan coming up. We'll also be engaging the PSG on this project.

Thakeham

We are organizing another session for parish council representatives with the director of Greater Cambridge Shared Planning, for further insights onto the Local Plan process and implications for Thakeham's vision of South West Cambridge new town.

South Cambs Local Plan First Proposals consultation

Please remember to respond to the consultation before December 13! Do please comment on any positives, not just negatives.

District Council budget preparation

Unison has highlight South Cambs District Council as one of ten councils nationally that is in a position to have to make no cuts.

<https://councilcuts.unison.org.uk/data-visualisation/p/14>

County Council Finances

Progress is being made towards closing a projected £19.5m gap in Cambridgeshire County Council's budget for next year – despite growing levels of need leading to uncertainty. The Council is calling on Government to provide a more realistic and robust financial settlement for the county as it continues to take a central role in managing the current effects of the COVID-19 pandemic.

The five-year plan – agreed by Full Council in February this year – saw a balanced budget in the current year achieved by using some one-off funding, but at the beginning of the year had estimated an initial gap for 2022/3 of £22.5m, with further gaps to fill in succeeding years. The council is identifying further ways to close the gap through savings, generating income and updating estimates of need based on new population figures.

The council is predicting long term increases and changes in the pattern of demand for its services, linked to the economic after-effects of the pandemic – and additional cost are still being incurred as the council takes a central role fighting COVID-19, coordinating the public sector response, managing a complex public health situation and the impact on vulnerable people and children’s education. 80% of the council’s budget expenditure is spent on social care. The government’s health and social care reforms are likely to place significant additional pressures on the council’s budget.

Besides the pandemic, the other major risks and uncertainties in setting budgets for 2022-27 include the potential for national policy changes, such as reform of social care funding, the need for a multi-year funding settlement from government, the availability and sustainability of supply chains and resources, and changing patterns of demand for our services that has been a longer-term trend.

Reminder - Covid support available

- The Government has extended the financial payments available to help people self-isolate, until the end of next March. These payments support people who will lose income as a result of having to self-isolate and will struggle to pay their bills or buy food and essentials.
<https://www.cambridgeshire.gov.uk/residents/coronavirus/coronaviruscovid-19-support-to-self-isolate>
- A Household Support Fund (originally the Winter Support Grant) is now up and running - more information here:
<https://www.cambridgeshire.gov.uk/residents/children-and-families/schools-learning/help-with-school-learning-costs/free-school-meals>

Melbourn Parish Council

Nov 2021 Expenditure transactions - approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4805	DD211117 THREE	£15.13	£2.52	£12.61	18/10/21 3 Business Services - Timebank phone	£15.13
		£15.13	£2.52	£12.61	3 Business Services - Total	
4818	BACS2111 22AMA	£528.00	£88.00	£440.00	27/10/21 AMA Chartered Architects - Prepare fire strategy drawings - Hub	£528.00
		£528.00	£88.00	£440.00	AMA Chartered Architects - Total	
4785	BACS2111 22BARLEY	£147.00	£24.50	£122.50	26/10/21 Barley Property Maintenance - secure man hole cover at pavilion	£147.00
		£147.00	£24.50	£122.50	Barley Property Maintenance - Total	
4800	BACS2111 22BREMNER	£1,920.00	£320.00	£1,600.00	31/10/21 Bremner Partnership LLP - Prep of Reinstatement Cost Assessments for insurance purposes	£1,920.00
		£1,920.00	£320.00	£1,600.00	Bremner Partnership LLP - Total	
4801	DD211119 BGASORG	£9.17	£0.43	£8.74	02/11/21 British Gas - Electricity bill - old rec ground 30/09/21 - 29/10/21 - actual	£9.17
4817	DD211125 GASWSHOP	£132.09	£6.29	£125.80	11/11/21 British Gas - Workshop electricity - 10/10-09/11/21 actual	£132.09
		£141.26	£6.72	£134.54	British Gas - Total	
4701	DD211105 DVLA	£24.06	£0.00	£24.06	05/11/21 DVLA - Parish Van road tax - instalment 8 of 12	£24.06
		£24.06	£0.00	£24.06	DVLA - Total	
4807	DD211124 EONORC	£13.10	£0.62	£12.48	09/11/21 e.0n - Electricity - Orchard Road Cemetery 01/10/21- 31/10/21 estimated	£13.10
		£13.10	£0.62	£12.48	e.0n - Total	
4787	BACS2111 22H&CGM	£552.00	£92.00	£460.00	29/10/21 Herts & Cambs Ground Maintenance Limited - Grounds maintenance - Oct 1/12	
4788	BACS2111 22H&CGM	£906.00	£151.00	£755.00	29/10/21 Herts & Cambs Ground Maintenance Limited - Ground maitenance - recreation grounds	
4789	BACS2111 22H&CGM	£487.00	£81.17	£405.83	29/10/21 Herts & Cambs Ground Maintenance Limited - Cemeteries ground maintenance - 1/12	

Signature

Signature

Date

Melbourn Parish Council

Nov 2021 Expenditure transactions - approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4790	BACS2111 22H&CGM	£747.00	£124.50	£622.50	29/10/21 Herts & Cambs Ground Maintenance Limited - Verge cutting - Sep (1/12)	
4776	BACS2111 22H&CGM	£576.00	£96.00	£480.00	22/10/21 Herts & Cambs Ground Maintenance Limited - Prep ground for memorial bench for Rosemary Gatward in Stockbridge	£3,268.00
		£3,268.00	£544.67	£2,723.33	Herts & Cambs Ground Maintenance Limited - Total	
4808	BACS2111 22L&S	£54.00	£9.00	£45.00	11/11/21 L&S Signs - Moor Play Park Sign	£54.00
		£54.00	£9.00	£45.00	L&S Signs - Total	
4798	BACS2111 22LUCID	£157.20	£26.20	£131.00	01/11/21 LUCID Systems - Covered agreement - December	£157.20
		£157.20	£26.20	£131.00	LUCID Systems - Total	
4796	BACS2111 22HUB	£514.01	£85.67	£428.34	02/11/21 Melbourn Community Hub Management Group - Kenwood mixer - Hub kitchen	£514.01
		£514.01	£85.67	£428.34	Melbourn Community Hub Management Group - Total	
4777	DD211101 NOW	£43.20	£7.20	£36.00	01/11/21 Now Pensions - Employer Service Charge November 2021	£43.20
4775	BACS2111 22SLCC	£36.00	£6.00	£30.00	20/10/21 Society Of Local Council Clerks - assistant clerk training - budgeting basics	£36.00
		£36.00	£6.00	£30.00	Society Of Local Council Clerks - Total	
4703	DD211108 WBWS	£5.50	£0.00	£5.50	20/05/21 Source for Business (Cambridge Water) - Work Shop in Car Park -	£5.50
		£5.50	£0.00	£5.50	Source for Business (Cambridge Water) - Total	

Signature
Date

Signature

Melbourn Parish Council

Nov 2021 Expenditure transactions - approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
4705	DD211101 SCDCCP	£1,198.00	£0.00	£1,198.00	01/11/21 South Cambs District Council - Rates - Car park instalment 8 of 10	£1,198.00
4781	DD211101 SCDCNR	£75.00	£0.00	£75.00	01/11/21 South Cambs District Council - Rates - Victoria Way Cemetery Instalment 8 of 10	£75.00
4419	DD211101 SCDCPAV	£38.71	£0.00	£38.71	01/07/21 South Cambs District Council - Pavilion - Fortnightly waste collection instalment 5 of 9	
4707	DD211101 SCDCPAV	£259.00	£0.00	£259.00	01/11/21 South Cambs District Council - Rates - Pavilion Rec Ground Instalment 8 of 10	£297.71
		£1,570.71	£0.00	£1,570.71	South Cambs District Council - Total	
4791	BACS2111 22WSTEE D	£53.28	£8.88	£44.40	26/10/21 Wicksteed Leisure - Spare parts to repair equipment	£53.28
		£53.28	£8.88	£44.40	Wicksteed Leisure - Total	
		£5,574.69	£0.00	£5,574.69	Confidential items - salaries, NI & pensions	

Items Already Paid (Clerk and RFO delegated authority):

4797	BACS2111 08DPETTI FER	£89.10	£0.00	£89.10	03/11/21 David William Pettifer - Litter picking	£89.10
		£89.10	£0.00	£89.10	David William Pettifer - Total	
4799	BACS2110 8DYNO	£330.00	£55.00	£275.00	03/11/21 Dynorod - drain cleaning pavilion	£330.00
		£330.00	£55.00	£275.00	Dynorod - Total	
4794	BACS2111 08MWYER	£106.92	£0.00	£106.92	01/11/21 Mark Wyer - Litter picking	£106.92
		£106.92	£0.00	£106.92	Mark Wyer - Total	
4779	BACS2111 08MELGA RAGE	£446.00	£66.00	£380.00	22/10/21 Melbourn Garage - MOT - replace tyre, carry out welding, replace boot clip and fill with grease	£446.00
		£446.00	£66.00	£380.00	Melbourn Garage - Total	
4792	BACS2111 08RECO	£68.00	£0.00	£68.00	31/10/21 Royston Eco Cleaning Company - Pavilion Cleaning x 4	£68.00
		£68.00	£0.00	£68.00	Royston Eco Cleaning Company - Total	

Signature

Signature

Date

Melbourn Parish Council

Nov 2021 Expenditure transactions - approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Prepaid Debit Card Expenditure:						
4673	BACS2111 08SOLDO	£19.24	£3.21	£16.03	12/09/21 1&1 Ionos - Website Hosting	
4753	BACS2111 08SOLDO	£31.22	£5.20	£26.02	13/10/21 1&1 Ionos - Website Hosting & domain name	£50.46
4747	BACS2111 08SOLDO	£21.56	£3.59	£17.97	12/10/21 Amazon Marketplace - Jubilee clips	
4793	BACS2111 08SOLDO	£11.90	£1.98	£9.92	29/10/21 Amazon Marketplace - Litter picker gloves	£33.46
4672	BACS2111 08SOLDO	£25.20	£0.00	£25.20	13/09/21 Cambs Lock and Safe - 2 padlock	£25.20
4709	BACS2111 08SOLDO	£1.35	£0.00	£1.35	23/09/21 Co-op Supermarket - Tea and milk for Parish Office	£1.35
4696	BACS2111 08SOLDO	£14.99	£2.50	£12.49	19/09/21 Decathlon - Bike Stand	£14.99
4665	BACS2111 08SOLDO	£12.50	£2.08	£10.42	09/09/21 GCL Products Ltd - Pegs for grass matting in Clear Crescent	£12.50
4754	BACS2111 08SOLDO	£3.00	£0.00	£3.00	12/10/21 H M Land Registry - (1)Copy of title deed for Planning Committee Taylor Wimpey	
4755	BACS2111 08SOLDO	£3.00	£0.00	£3.00	12/10/21 H M Land Registry - (2)Copy of title deed for Planning Committee Taylor Wimpey	
4756	BACS2111 08SOLDO	£3.00	£0.00	£3.00	12/10/21 H M Land Registry - (3)Copy of title deed for Planning Committee Taylor Wimpey	
4757	BACS2111 08SOLDO	£3.00	£0.00	£3.00	12/10/21 H M Land Registry - (4)Copy of title deed for Planning Committee Taylor Wimpey	£12.00
4740	BACS2111 08SOLDO	£9.60	£1.60	£8.00	06/10/21 Jewson Ltd - Bolts for bin	£9.60
4744	BACS2111 08SOLDO	£102.50	£17.08	£85.42	07/10/21 Madingley Mulch - Play Area Bark - 1 cu m bag	£102.50
4778	BACS2111 08SOLDO	£5.23	£0.00	£5.23	25/10/21 Melbourn Stores - Tea + Milk	£5.23
4748	BACS2111 08SOLDO	£8.99	£1.50	£7.49	11/10/21 Merlin Mica Hardware - Legionella thermometer	
4749	BACS2111 08SOLDO	£5.99	£1.00	£4.99	11/10/21 Merlin Mica Hardware - hose clips and plumbing fittings	

Signature

Signature

Date

Melbourn Parish Council

Nov 2021 Expenditure transactions - approval list

Start of year

01/04/21

Tn no	Cheque	Gross	Vat	Net Invoice	Details	Cheque
Prepaid Debit Card Expenditure (contd):						
4750	BACS2111 08SOLDO	£2.99	£0.50	£2.49 11/10/21	Merlin Mica Hardware - Staples	
4751	BACS2111 08SOLDO	£25.00	£4.17	£20.83 11/10/21	Merlin Mica Hardware - staple gun	£42.97
4739	BACS2111 08SOLDO	-£1.00	£0.00	-£1.00 10/09/21	Namesco Ltd - Refund - Charge re Renewal of domain name melbourn.pc.co.uk for 2 years	-£1.00
4795	BACS2111 08SOLDO	£9.90	£0.00	£9.90 01/11/21	Phillimore Garden Centre - 3 x Turf for New Road	£9.90
4803	BACS2111 08SOLDO	£26.97	£4.49	£22.48 08/11/21	Rontec - Diesel for Parish Van	
4804	BACS2111 08SOLDO	£12.36	£2.06	£10.30 08/11/21	Rontec - Fuel for mower	£39.33
4802	BACS2111 08SOLDO	£17.00	£0.00	£17.00 04/10/21	Royal British Legion - Remembrance Day Poppt Wreath	£17.00
4718	BACS2111 08SOLDO	£7.99	£1.33	£6.66 28/09/21	Screwfix - Magnusson Torx Key Set	£7.99
4737	BACS2111 08SOLDO	£9.00	£1.50	£7.50 06/10/21	Urban Plastics - 3 tap keys	£9.00
4695	BACS2111 08SOLDO	£14.39	£2.40	£11.99 20/09/21	Zoom Video Communications Inc. - Zoom pro 20/09/2021 - 19/10/2021	
4774	BACS2111 08SOLDO	£14.39	£2.40	£11.99 20/10/21	Zoom Video Communications Inc. - Zoom pro 20 Oct 2021- 19 Nov 2021	£28.78
Total		£15,526.42	£1,309.57	£14,216.85		

Signature
Date

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Melbourn Parish Council Financial Budget Comparison 31 Oct 2021

Comparison between 01/04/21 and 31/10/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
INCOME				
Conservation				
100 Allotment Rent	£2,400.00	£0.00	£2,015.13	-£384.87
101 Allotment Insurance Premiums	£0.00	£0.00	£270.00	£270.00
110 CCC Grass Cutting Payment	£3,850.00	£0.00	£0.00	-£3,850.00
Total Conservation	£6,250.00	£0.00	£2,285.13	-£3,964.87
Cemeteries				
200 Burial Fees	£3,000.00	£0.00	£4,190.00	£1,190.00
Total Cemeteries	£3,000.00	£0.00	£4,190.00	£1,190.00
Play Areas & Recreation Grounds				
300 Match Fees	£2,320.00	£0.00	£515.00	-£1,805.00
320 Hire of Recreation Grounds	£100.00	£0.00	£581.40	£481.40
340 Pavilion Hire	£3,300.00	£0.00	£1,570.00	-£1,730.00
370 Pavilion Hire - MAYD recharge	£1,000.00	£0.00	£0.00	-£1,000.00
Total Play Areas & Recreation Grounds	£6,720.00	£0.00	£2,666.40	-£4,053.60
Finance & General Purpose				
410 Precept	£275,300.00	£0.00	£275,300.00	£0.00
420 Interest - Deposit Account Unity	£50.00	£0.00	£0.00	-£50.00
425 Interest - Nationwide 45 Day	£350.00	£0.00	£0.00	-£350.00
430 Interest - Public Sector Deposit	£100.00	£0.00	£4.43	-£95.57
460 Miscellaneous Income	£0.00	£0.00	£2,003.00	£2,003.00
485 Feed In Tariff	£0.00	£0.00	£597.42	£597.42
660 Timebanking Income	£0.00	£500.00	£500.00	£0.00
Total Finance & General Purpose	£275,800.00	£500.00	£278,404.85	£2,604.85
Highways				
Total Highways	£0.00	£0.00	£0.00	£0.00
Rental Property				
900 Little Hands Nursery Rent	£26,000.00	£0.00	£15,166.69	-£10,833.31
Total Rental Property	£26,000.00	£0.00	£15,166.69	-£10,833.31
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt Reserve	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
960 Solar Farm Grant Income	£0.00	£43,234.63	£43,234.63	£0.00
Total Community Benefit Reserve	£0.00	£43,234.63	£43,234.63	£0.00
S106 & Other Capital Grants Reserve				
140 S.106 Grants	£0.00	£8,126.29	£8,126.29	£0.00
141 S106 - Community Transport Service	£0.00	£55,054.95	£55,054.95	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£63,181.24	£63,181.24	£0.00
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Income	£317,770.00	£106,915.87	£409,128.94	-£15,556.93

Melbourn Parish Council Financial Budget Comparison 31 Oct 2021

Comparison between 01/04/21 and 31/10/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance	
EXPENDITURE					
Conservation					
1000	Allotments	£1,600.00	£0.00	£837.39	£762.61
1100	Conservation	£12,300.00	£0.00	£2,269.10	£10,030.90
1150	Stockbridge Meadows	£1,125.00	£0.00	£390.60	£734.40
1200	Grass Cutting Contract	£8,670.00	£0.00	£3,735.00	£4,935.00
1300	Public Open Space Maintenance Contract	£7,620.00	£0.00	£3,220.00	£4,400.00
Total Conservation		£31,315.00	£0.00	£10,452.09	£20,862.91
Cemeteries					
2000	Cemetery Rates, Utilities & Upkeep	£4,570.00	£0.00	£2,007.90	£2,562.10
2100	Cemetery Grounds Maintenance Contract	£6,950.00	£0.00	£2,840.81	£4,109.19
Total Cemeteries		£11,520.00	£0.00	£4,848.71	£6,671.29
Play Areas & Recreation Grounds					
3000	Play Areas	£4,200.00	£0.00	£1,726.04	£2,473.96
3200	Recreation Grounds	£12,475.00	£0.00	£7,175.20	£5,299.80
3400	Pavilion	£8,350.00	£0.00	£4,453.56	£3,896.44
Total Play Areas & Recreation Grounds		£25,025.00	£0.00	£13,354.80	£11,670.20
Finance & General Purpose					
4000	Audit, Legal and Professional Fees	£3,400.00	£0.00	£197.95	£3,202.05
4200	Contingency	£1,500.00	£0.00	£0.00	£1,500.00
4300	Wardens' Materials, Equipment & Van	£2,200.00	£0.00	£1,176.81	£1,023.19
4500	Insurances	£7,800.00	£0.00	£12,028.58	£-4,228.58
4700	Membership of Societies	£1,340.00	£0.00	£932.03	£407.97
4900	Parish Clock	£1,350.00	£0.00	£916.00	£434.00
5000	Parish Office, IT & Contractors	£23,725.00	£0.00	£4,183.53	£19,541.47
5100	Salaries, NI & Pensions	£71,750.00	£0.00	£39,025.86	£32,724.14
5300	Sundry Expenses	£114.00	£0.00	£401.00	£-287.00
5400	Training	£1,500.00	£0.00	£990.00	£510.00
5700	Pension Scheme Charges	£440.00	£0.00	£252.00	£188.00
5900	Bank Charges	£400.00	£0.00	£96.90	£303.10
6000	Grant funding - MMWS, CRP, Grinnel Hill ins	£7,450.00	£0.00	£5,700.00	£1,750.00
6005	Grant funding - MAYD	£6,000.00	£0.00	£0.00	£6,000.00
6200	Staff & Councillor Expenses	£200.00	£0.00	£0.00	£200.00
6400	Community Hub - Grant	£15,000.00	£0.00	£15,000.00	£0.00
6401	Community Hub - Maintenance & Replacements	£6,850.00	£457.75	£4,873.15	£2,434.60
6402	Community Hub - Feed in Tariff	£0.00	£0.00	£597.42	£-597.42
6450	PWLB Community Hub -	£28,098.00	£0.00	£28,098.22	£-0.22
6451	PWLB Community Hub - Capital	£4,856.00	£0.00	£4,855.98	£0.02
6452	PWLB Car Park - Interest	£5,632.00	£0.00	£2,855.38	£2,776.62
6453	PWLB Car Park - Capital	£11,255.00	£0.00	£5,588.35	£5,666.65
6600	Timebanking Expenses	£650.00	£0.00	£173.64	£476.36
7100	Village Car Park - Rates, Utilities & Maintenance	£14,200.00	£0.00	£8,984.86	£5,215.14
Total Finance & General Purpose		£215,710.00	£457.75	£136,927.66	£79,240.09

Melbourn Parish Council Financial Budget Comparison 31 Oct 2021

Comparison between 01/04/21 and 31/10/21 inclusive. Excludes transactions with an invoice date prior to 01/04/21

	2021/22 Budget	Reserve Movements	Actual Net	Balance
Planning				
7000 Community Development	£5,000.00	£0.00	£2,156.17	£2,843.83
Total Planning	£5,000.00	£0.00	£2,156.17	£2,843.83
Highways				
8000 Highways and Footpaths	£3,000.00	£0.00	£0.00	£3,000.00
8100 Street Lighting	£1,750.00	£0.00	£571.44	£1,178.56
Total Highways	£4,750.00	£0.00	£571.44	£4,178.56
Rental Property				
9000 Little Hands Nursery	£1,450.00	£0.00	£905.00	£545.00
Total Rental Property	£1,450.00	£0.00	£905.00	£545.00
Melbourn Area Youth Develpt Reserve				
Total Melbourn Area Youth Develpt	£0.00	£0.00	£0.00	£0.00
Community Benefit Reserve				
9600 Community Benefit Donations	£0.00	£27,031.95	£27,031.95	£0.00
Total Community Benefit Reserve	£0.00	£27,031.95	£27,031.95	£0.00
S106 & Other Capital Grants Reserve				
1400 S106 Expenditure	£0.00	£89,258.39	£89,258.38	£0.01
1410 S106 Community Transport Service	£0.00	£5,000.00	£5,000.00	£0.00
1450 Community Capital Fund Grant - Hub Extension	£0.00	£40,766.67	£40,766.67	£0.00
Total S106 & Other Capital Grants Reserve	£0.00	£135,025.06	£135,025.05	£0.01
Celebrating Ages Reserve				
Total Celebrating Ages Reserve	£0.00	£0.00	£0.00	£0.00
Total Expenditure	£294,770.00	£162,514.76	£331,272.87	£126,011.89
Total Income	£317,770.00	£106,915.87	£409,128.94	-£15,556.93
Total Expenditure	£294,770.00	£162,514.76	£331,272.87	£126,011.89
Total Net Balance	£23,000.00		£77,856.07	

Cash and Bank Balances at 31st October 2021

Ordinary Accounts

Current Account Unity	£214,642.59
Deposit Account Unity (Instant Access)	£162,928.11
Petty Cash	£30.00
Prepaid Debit Cards	£600.00

Short Term Investment Accounts

CCLA - Public Sector Deposit fund	£25,000.00
Charity Bank Ethical 1 Yr Fixed Term	£30,000.00
HTB 45 day Business Notice	£85,000.00
Nationwide 45 day Business Saver	£150,691.29
Total	£668,891.99

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

Melbourn Parish Council Finance Report 31st October 2021

The figures above have been produced by the Parish Council's accounting system. The 'Actual' figures include receipts and payments to 31st October 2021. Adjustments for accruals and prepayments will be made at the financial year end. Where an item is funded by a reserve and does not form part of the precept budget, it is shown in the Reserve Movements column.

Variations from Budget

Income:

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

Pavilion Hire MAYD recharge – MAYD youth club activities have not taken place so far this year due to Covid 19. Discussions are ongoing about restarting activities in 2022 but Pavilion income from MAYD is in doubt and will not meet budgeted level.

Burial Fees – income from this source is difficult to predict but burials this year are already £1,190 above budget.

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

Expenditure:

Insurances – following the professional insurance revaluation exercise of the Parish Council's buildings and the end of the previous three-year insurance deal, the insurance premium has increased by approx. £4,200 over the budget for this item.

Gabrielle van Poortvliet
RFO Melbourn Parish Council

10th November 2021

PROJECT FEASIBILITY SUMMARY

Local Highway Improvement (LHI) Initiative



Applicant	Melbourn PC	Status	Draft
Application Reference No	30 - South Cambs	Version	1.0
Assigned Highways Officer	Joshua Rutherford	Approved by	
Location of proposal	New Road		
Streetview Link	https://www.google.co.uk/maps/place/Mortlock+St,+Melbourn,+Royston/@52.0804181,0.0228402,17z/data=!4m5!3m4!1s0x47d87f699afc040b:0xb9a7019faa214717!8m2!3d52.0830801!4d0.0169375		
Highway Issue or Improvement -	Speed reduction & road safety		
Key Considerations -	Forward visibility to new raised features. Compliance with 20mph speed limit. Appropriate levels of lighting. Suitable install / mounting locations for the new posts and road markings.		
Optimum Solution -	Installation of 40mph buffer zone extending out 400m. Installation of speed cushions, one alongside existing GW feature at entry point to village, and a further 3 pairs of cushions on New Road to compliment the existing traffic calming - 7no total. 800 linear m 20mph Zone from existing GW feature to junction with High St. Advisory HGV sign at junction with Beechwood Avenue		
Other options considered -	Central islands, further give way chicanes, road narrowing's and passive safety measures.		
Key project risks -	Objections to the locations of the speed cushions may mean the 20mph wont be self enforcing, (as the number of pairs of cushions might have to reduce), if this is the case then the 20mph would have to be withdrawn and the speed cushions installed within the existing 30mph limit with additional warning signs which haven't been included in the below costs. We have assumed there are no conflicts with utilities and that the road is in good enough condition to install the cushions without first patching the road.		

TECHNICAL APPRAISAL OF PROPOSED SOLUTION	
Road Safety Benefit and/or Issues	RAG
1 serious injury on New Road outside 30mph limit.	
Risks to Delivery (see 'Key project risks' section above for further information)	RAG
Objections to Speed Cushions & Speed Limit	
Effectiveness	RAG
Physical measures will result in lower vehicle speeds.	
Maintenance Considerations	RAG
Features will be maintained by CCC going forward	

ESTIMATED CONSTRUCTION & OTHER COSTS	
Item	Estimated Cost
Staff Cost	£ 2,037.82
Construction Cost (Inc. Traffic Management)	£ 17,893.66
TTRO	£ 1,000.00
Safety Audit (Stages 1-3)	£ 2,000.00
Legal Traffic Regulation Order (Includes 2 No. Newspaper Adverts)	£ 1,000.00
Sub-Total	£ 23,931.48
10% Risk Contingency	£ 2,393.15
GRAND TOTAL	£ 26,324.63

Total Project Budget Required	£	26,324.63
Applicant Contribution	£	11,400.00
CCC Contribution applied for	£	14,924.63
Estimated duration of project	10 - 12 months (commencing 1st April 2022)	

Melbourn Timebank Report – November 2021



Membership growth to November 2021

	As at 19 October	As at 19 November	Conversion	Pipeline
Individual Members	82	85	3	2
Organisational Members	16	16		2

Total exchanges to date: 4316 hours (of which MCCR = 1680.5 hours)

Non MCCR: 2635.5 hours

Timebank activities



Dog Café - sunny Tuesdays

Puppy Love @Dog Café

Wimpole tour

- 23 Oct Memory Café at Elysium supported by Timebank volunteers
 - 25 Oct Boosting Biodiversity in your garden, tour at Wimpole
 - 25 Oct Games Night at The Black Horse
 - 27 Oct Wednesday Walk
 - 31 Oct Solo Sunday lunch at the Chequers
 - 03 Nov Arts & Crafts group at the Dolphin
 - 06 Nov Clothes Sales at Meldreth Village Hall in aid of CS4D supported by Timebank
 - 07 Nov Litter Pick alongside A10
 - 08 Nov Meeting with Sawston coordinator
 - 10 Nov Wednesday Walk meet Rowena Bland Social Navigator
 - 11 Nov Katie Ixer Community Connector and Cam Sight attend Coffee morning
 - 11 Nov Timebank quiz team x 2 entered local competition
 - 17 Nov Arts & Crafts Group
 - 20 Nov Memory Café at Elysium with a Magician supported by Timebank volunteers
 - 21 Nov Solo Sunday lunch at The Chequers
 - 22 Nov Games Night
 - 24 Nov Wednesday Walk, ST to accompany vulnerable resident
- 1:1 exchanges, grass cutting, befriending, knitting of fidget mats, help with lifts and reintegration into community of isolated members, all on-going

Dog Café weekly on Tuesdays 10-12 Coffee morning every Thursday 10-12 both at The Dolphin

Forthcoming Events and Administrative tasks:

- Exploring TBUK Timebanking Together project to engage disabled people in activities funding opportunity
 - MENTAL health group under discussion
 - Walking Group to be introduced
- Facebook statistics for last 28 days
- Max reach 1476
 - Followers 361
 - Post engagement 504
 - ***Proposed expenditure for approval – None***

Melbourn Timebank Report – November 2021



Highlights 2021

- Total hours exchanged since Timebank started in 2018, **4316, a third (1610)** since February 2021
- Individual Membership has **grown by a third (85)**
- Organisation membership has **doubled to (16)** since February 2021

Activities introduced to respond to member demand for events to combat loneliness and social isolation;

- Coffee mornings
- Arts & Crafts Group
- Solo lunches
- Dog Café
- Games night
- Quiz team

Individual exchanges happening organically, lifts offered, help with mobile phone use, shopping, and friendships developed

- Mission to continue to work to 'join the dots'
- Respond to member needs
- Maintain good links with Social prescriber
- Engage with Youth organisations to offer DofE volunteering opportunities
- Extend appeal to families and younger demographic
- MENTal Health group under discussion
- Walking Group to be introduced

What members say about Melbourn Timebank:

'Having been part of Timebank since its inception it has been interesting to see how it has grown and developed in bringing people together, Coffee mornings are better attended than ever, fulfilling needs for people of varied backgrounds and attracting new members, long may it continue, Jane M



'Community Support for Dementia, became a member of the Melbourn Timebank in March 2021. Since joining, we have received many hours of help from Timebank volunteers at our Memory Cafes and other events. Carers within our group have connected with these volunteers/Timebank members and many are now taking part in Timebank events: - coffee mornings, dog cafes, health walks, solo lunches etc. The connection of our two community initiatives is invaluable. We are delighted to have joined and praise Stephanie for all of her hard work in 'joining the dots'

Davina Biswell – Community Support for Dementia

Melbourn Timebank Report – November 2021



“Timebank is a wonderful thing for a wide range of people in the community with growing number of activities on offer. I think the challenge is to reach all of the people who could benefit and encourage them to reap the rewards. This will surely grow with persistence”

Nicky D member since Dec 2018.

‘Steph really has become a lifeline for so many people in Melbourn and surrounding villages who would otherwise be isolated. think everyone looks forward to coffee mornings, walks, Sunday lunches, Dog Café and other things she is always organising. The word is spreading as every week we welcome more people – Wish there was more people like Steph...’ **Joan P member since Jan 2020**



‘The Melbourn Timebank came at a perfect time for **Cam Sight**. Our local services in Melbourn have been suspended due to the Pandemic. Creating links with the Timebank meant that we could have a continued local presence and meet our service users’ needs. Through the Timebank, we have been able to recruit new and dedicated volunteers to help us re-launch our local peer support group. We have also been able to make connections with other local services we can refer our service users to. The Timebank staff are incredibly helpful and are fantastic at connecting the dots in local services. They provide many social opportunities that local Cam Sight members benefit from, which we are very appreciative of.’

Khadija Raza (She/her) Outreach Worker for Cam Sight, South Cambridgeshire

‘Timebank has enabled many people from the village and surrounding areas to meet socially in safe environments, to make friends and enjoy a chat over a coffee’. I think the Dog Café is very therapeutic for people who cannot keep animals in their homes. The community has really benefited from the Timebank coming to Melbourn. People have been able to form friendships more easily and look out for each other, especially during lockdown and beyond.

Les W member since Jan 2019

‘What a great scheme it is for bringing people together, particularly those that have been rather lonely during lockdown’

Hazel and Jack O, joined September 2021

THIS AGREEMENT is made the _____ day of _____ 2021
B E T W E E N MELBOURN PARISH COUNCIL care of Melbourn Community Hub, 30 High Street, Melbourn, Cambridgeshire, SG8 6DZ ("the Parish Council") of the one part and SOUTH CAMBRIDGESHIRE DISTRICT COUNCIL of South Cambridgeshire Hall, Cambourne Business Park, Cambourne, Cambridge, CB23 6EA ("the District Council") of the other part

W H E R E A S :

- (1) Under the terms of a Section 106 Agreement ("the Section 106 Agreement") dated 25 April 2019 and made between the District Council (1) Cambridgeshire County Council (2) Nicholas Newman and Maureen Catherine Newman (3) R2 Developments Ltd (4) and Handelsbanken Plc (5) contributions of a) £11,520.08 (subject to indexation) is payable towards expanding the gross internal area of Melbourn community hub or for use towards such other indoor community facilities the need of which arises as direct result of the development as may be agreed in writing with the party that made the payment ("The Community Space Contribution") b) £1,571.51 (subject to indexation) is payable towards library and lifelong learning educational equipment and resource material ("The Libraries and Lifelong Learning Contribution") and c) £33,663.95 (subject to indexation) is payable towards the provision and maintenance of a new skate park in Melbourn ("The Play Space Contribution") in the circumstances and on the conditions therein prescribed
- (2) The Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution, £12,229.01, £1,668.22 and £35,735.58 respectively, were received by the District Council on 05 November 2021
- (3) The District Council agrees to transfer the Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution to the Parish Council SUBJECT TO the Parish Council agreeing to comply with those covenants given in Paragraphs 1, 2 and 3 of Part 1 of the Fifth Schedule of the Section 106 Agreement as if those Covenants themselves had been given by the Parish Council in favour of the Owner mutatis mutandis and to provide an indemnity as hereinafter described

NOW THIS DEED WITNESSETH as follows:

IN CONSIDERATION of the payment by the District Council to the Parish Council of the Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution the Parish Council covenants with the District Council

1. to use the Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution solely for the purposes specified in the Section 106 Agreement
2. that if it has not applied or made arrangements for the application of all or any part of the Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution within ten years from 05 November 2021 then those Contributions or unexpended proportion thereof (as the case may be) shall be payable to the Owner as provided in the Section 106 Agreement ("the Owner") with interest accrued from the date of receipt by the Parish Council until such sum is paid in full PROVIDED ALWAYS that if before the expiry of the said ten year period there is any contract or contracts in existence to which the Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution are attributable and which contract or contracts shall be completed after the expiry

of the said ten year period any sum to be repaid to the Owner shall be repaid (together with interest thereon as aforesaid) following payment of the final account in respect of any and all such contracts and the sum to be repaid shall be less all costs incurred and/or paid to provide the said infrastructure pursuant to such contract or contracts

3. that it shall if requested by the Owner produce to the Owner within 28 days of such a request a statement of account as to how the Community Space Contribution, the Libraries and Lifelong Learning Contribution and the Play Space Contribution or any part thereof shall have been spent
4. that it will indemnify the District Council fully against any costs or claims which may arise in respect of any breach by the Parish Council of the terms of this Agreement.

IN WITNESS of which two members of the Parish Council have pursuant to a resolution of the Parish Council passed on _____ signed and delivered this Deed on the day and year first above written.

SIGNED AND DELIVERED as a Deed by _____)
Councillor:

SIGNED AND DELIVERED as a Deed by _____
Councillor:

in the presence of :-

in the presence of :-

Witness Signature:

Witness Signature:

Witness Name: (Block Capitals)

Witness Name: (Block Capitals)

Witness Address:

Witness Address:

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INVOICE

MELBOURN PARISH COUNCIL

INVOICE UF5758
13TH NOVEMBER 2021

DESCRIPTION OF GOODS AND/OR SERVICE	QTY	UNIT	RATE	VALUE
Deposit for Oak knee rail fencing.				£ 3,000.00
Payment can be made by bacs. Please use invoice number for payment details. Lloyds TSB account number 02271863 sort code 30-94-47 Universal Fencing Ltd.				
TERMS STRICTLY NET: 7 DAYS FROM DATE OF INVOICE				

TOTAL NETT VALUE	£ 3,000.00
V.A.T @ 20%	£ 600.00
GRAND TOTAL	£ 3,600.00

MELBOURN PARISH COUNCIL

TERMS OF REFERENCE: SKATE PARK WORKING PARTY

PURPOSE: To set out the responsibilities, restrictions and limitations of operation of the Skate Park Working Party

SCOPE: This document covers all those activities related to the design and installation of a skate park

DEFINITIONS: **Skate Park Working Party – ‘SPWP’**
Melbourn Parish Council Maintenance Committee ‘the Committee’
Melbourn Parish Council – ‘the Council’
Melbourn Parish Councillors – ‘Councillors’
Members of the Skate Park Working Party – ‘Members’
Clerk to Melbourn Parish Council – ‘the Clerk’

1. Membership & Controls

1.1 The SKWP will consist of up to [five] Councillors and up to [two/three?] members of the public.

1.2 Non-Councillor members will not have voting rights.

1.3 The Clerk will advertise as needed for members of the public to join the SPWP.

1.4 The SPWP will elect a chair and vice chair from among its Councillor members. In the absence of the chair or vice chair at a meeting the SPWP will elect any Councillor member to act as chair for that meeting.

1.5 The SPWP will need a minimum of three Councillor members in attendance in order to be deemed quorate, and in such circumstances at least three must have voting rights.

1.6 The SPWP may invite interested non-members, experts or contractors to attend meetings.

1.7 Meetings will not be publicised in advance inviting the public to attend. Note: It is not usual for Working Parties to hold public meetings.

1.8 The SPWP will remain active for the duration of the project to install a skate park in Melbourn.

1.9 The SPWP will refer any proposed expenditure to the Maintenance Committee for discussion and ultimately to Full Council for decision. The SPWP has no authority to approve expenditure.

MELBOURN PARISH COUNCIL

2. Reporting

2.1 Notes of meetings of the SPWP will be made available to and noted at meetings of the Maintenance Committee.

2.2 Following due research and public consultation to make a clear report and recommendations to the Maintenance Committee for consideration and approval.

2.3 Decisions taken by the Maintenance Committee will be recorded and published in the minutes, which are available to the public.

3. Terms of reference

3.1 To engage with the Maintenance Committee and full Council with regard to the location and provision of a skate park in Melbourn.

3.2 To engage with suppliers with regard to design and supply of a new skate park in Melbourn.

3.3 To engage the public and to seek their views with regard to the choice and layout of a new skate park.


3.4 To oversee and manage the project to install a new skate park which will be funded by s106 funds.

3.5 To ensure that the project is delivered on budget.

3.6 To make regular reports via the Maintenance Committee to Council on progress and expenditure.

3.6 To seek opportunities to publicise and communicate throughout the project.

Document Approval:



(Chair to Melbourn Parish Council)

Date of approval : 22 November 2021

Review Policy: Six monthly