


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 Community Hub Management Group
2.	Name, Address, and Status of Contact John Travis Chair, Directors and Trustees	30 High Street Melbourn SG8 6DZ
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity? Charity Reg. No. 1152407	Yes
5.	Amount of grant requested *NOTE: This assumes the transfer/nomination to the Jubilee Project of £3,000 from Celebrating Ages grants and £240 from the Fete Committee returned from the Party in the Park grant.	£4,000 (See response 8 below)
6.	For what purpose of project is the grant requested. The funds are requested for the delivery of a Platinum Jubilee Street Party Celebration to be centred on the Hub, with closure of the High Street and jointly supported by the Parish Council, Fete Committee and Melbourn Amateur Dramatics Society	An non-ticket street party, open to all comers with BBQ's, Bars, Live Music and Children's Entertainment. (see outline programme attached)
7.	What will be the total cost of the above project?	£4,240
8.	If the total cost of the project is more than the grant, how will the residue be financed? Re-designation of Celebrating Ages Grant Reassignment of Fete Committee Residual Grant Total	£ 3,000 240 3,240

MELBOURN PARISH COUNCIL

Doc. No.4.03
Version 6
Review Date: Feb 2022

9.	Have you applied for a grant for the same project to another organisation? If so, which organisation and how much?	No N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	- Fete Committee - Parish Council - County Highways - Live Music Contributors - MADS - Volunteer Team
11.	Who will benefit from the project?	The Residents of Melbourn
12.	Approximately how many of those who will benefit are parishioners?	All, although there may be a few attending from other nearby villages or Royston. It is an open event and so this cannot be defined precisely.

You may use a separate sheet of paper to submit any other information that you feel will support this application, please keep this information to 1 page. **See attached**
Have you previously received a grant from MPC? Yes

If yes, please give date. 2018 (Extension of Hub Front Terrace + Drainage)

[Redacted Signature]

Signed.....Date...18/04/2022

J W Travis

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out. Note that the Parish Council is also a 3rd party to this project.

Name: David Atkins

Organisation: Fete Committee

Name: Donna Sleight

Organisation: MADS

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Platinum Jubilee – Additional Information Summary

The main elements of the Sunday Event are:

- *Decorated site with road closure 10am to 6pm*
- *Street party*
- *BBQ*
- *Bars*
- *Café*
- *Children's activities*
- *Recorded music playlist*
- *Live band/singer(s)*
- *Raffle*

Basic Outline

The day will consist of an open invitation to join a 'Street Party' for which trestles and chairs will be provided but where those joining may bring their own picnic furniture and food/drinks if they wish. The car park will remain accessible to allow for those with limited mobility or to transport items required near to the site. Brooksbank neighbours will be invited as special guests. It is the intention to offer cold food from the Hub café and hot food in the form of burgers and hot dogs from two BBQ's, selling at very competitive prices. It is not intended to make high profits, only to ensure that money is not lost on the day. Draught, canned and bottled beers plus wine will also be on sale at competitive prices. No spirits will be on sale. The road will be closed from 10.00am to 6.00pm. The party will commence properly at noon and will last until late, although the street party element will close after 4.00pm to allow time for clean up and road reopening at 6.00pm. The event will be held in harmony with other village Jubilee celebrations, such as those being organised at All Saints Community Hall. The marquee will be retained in case of bad weather.

Beneficiaries

The event benefits all residents of Melbourn who have interest in participating. Numbers could be large and at least 500 attendees are anticipated. This is a classic community event bringing together all age groups, particularly the elderly and young families, plus offering very good value for those who might be struggling financially through the subsidisation of food and drink prices.

Principal Cost Categories

	£
Banners/Bunting/Signage/Publicity/Themed Table Cloths/flags	800
Drink and food subsidies	1000
Staff and Hub Operating Costs/ Energy and Cleaning	1000
Paper plates/plastic glasses and single use items + Janitorial/Refuse costs	500
Other sundries	540
Contingency @ 10%	400
TOTAL	4240

Note: Costs will depend on attendance. All/any surplus funds will be returned.

MELBOURN COMMUNITY HUB MANAGEMENT GROUP

Directors' Report and Unaudited Accounts

Year Ended

30 September 2021

Company Number 08320569

Melbourn Community Hub Management Group

Accounts for the year ended 30 September 2021

Contents

Page:

2	General information
3	Report of the Directors
4	Profit and Loss Account
5	Balance Sheet
6 - 9	Notes to the Accounts

Melbourn Community Hub Management Group

General Information

Directors John Travis (Chairman)
 Stephen Kilmurray
 Jonathan Berks
 Nicola Cross
 Emma Grant
 Graham Hales
 Clive Porter
 Jean Seers

Registered office 30 High Street
 Melbourn
 Royston
 Hertfordshire
 SG8 6DZ

Company number 08320569

Melbourn Community Hub Management Group

Report of the Directors

The directors present their report and unaudited accounts for the year ended 30 September 2021.

Directors

The following directors have held office since 1 October 2020:

John Travis (Chairman)	(Appointed 22.02.17)
Stephen Kilmurray	(Appointed 22.02.17)
Clive Porter	(Appointed 20.02.17)
Graham Hales	(Appointed 22.02.17)
Nicola Cross	(Appointed 22.02.17)
Emma Grant	(Appointed 24.03.17)
Jean Seers	(Appointed 16.05.17)
Jonathan Berks	(Appointed 13.06.18)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Directors' report and the accounts in accordance with applicable law and regulations.

Company law requires the directors to prepare accounts for each financial year.

Under that law the directors have elected to prepare the accounts in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the directors must not approve the accounts unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these accounts, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business.

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

This report was approved by the board on 6th April 2022, and has been prepared in accordance with the small companies regime of the Companies Act 2006.

By order of the board

John Travis (Director)

Melbourn Community Hub Management Group

Profit and Loss for the year ended 30 September 2021

	Note	2021 £	2020 £
Turnover		87,889	114,759
Cost of sales		(47,648)	(80,450)
		<hr/>	<hr/>
Gross profit		40,241	34,309
Administrative expenses		(29,450)	(33,186)
Depreciation		(2,840)	(2,351)
		<hr/>	<hr/>
Profit/(loss) on ordinary activities before taxation		7,951	(1,228)
Taxation on profit on ordinary activities		-	-
		<hr/>	<hr/>
Profit/(loss) for the financial year		7,951	(1,228)
		<hr/> <hr/>	<hr/> <hr/>

The notes on pages 6 to 9 form part of these financial statements.

Melbourn Community Hub Management Group

Registered in England Company No: 08320569
Balance Sheet at 30 September 2021

	Note	2021 £	2021 £	2020 £	2020 £
Fixed assets					
Tangible assets	3		51,996		3,287
Current assets					
Stocks		600		600	
Debtors	4	3,073		7,692	
Cash at bank and in hand		16,315		49,637	
		<u>19,988</u>		<u>57,929</u>	
Creditors: amounts falling due within one year	5	(6,703)		(17,364)	
Net current assets			<u>13,285</u>		<u>40,565</u>
Net assets			<u>65,281</u>		<u>43,852</u>
Capital and reserves					
Restricted and unrestricted grants			208,843		193,843
Other reserves			1,832		1,832
Profit and loss account			(145,394)		(151,823)
Members' Funds			<u>65,281</u>		<u>43,852</u>

For the year ending 30 September 2021 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and in accordance with the provisions of FRS 102 Section 1A – small entities.

Directors' responsibilities:

- the members have not required the company to obtain an audit of its accounts for the year in accordance with section 476,
- the directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts
- these accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime of the Companies Act 2006.

The financial statements were approved by the board of directors on 6th April 2022 and were signed on its behalf by:-

John Travis - Director

Company registration number: 08320569

Melbourn Community Hub Management Group

Notes forming part of the financial statements for the year ended 30 September 2021

1 Accounting policies

These financial statements for the year ended 30 September 2021 comply with FRS 102 Section 1A small entities. The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

The accounts have been prepared under the historical cost accounting rules, modified to include the revaluation of certain assets.

Turnover

Turnover represents the amounts (excluding value added tax) derived from the provision of goods and services to customers during the year.

Pension costs

The company operates a defined contribution pension scheme. Contributions are charged to the profit and loss account for the year in which they are payable to the scheme. Differences between contributions payable and contributions actually paid in the year are shown as either accruals or prepayments at the year end.

Tangible Fixed Assets

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Computer equipment	33.3% on cost
Fixtures, fittings & equipment	25% on cost

Stock

Stock is valued at the lower of cost and net realisable value.

2 Operating profit

	2021 £	2020 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	2,840	2,351
	<u> </u>	<u> </u>

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

3 Tangible fixed assets

	Plant and machinery
	£
<i>Cost or valuation</i>	
At 1 October 2020	16,314
Additions	51,549
	<hr/>
At 30 September 2021	67,863
	<hr/>
<i>Depreciation</i>	
At 1 October 2020	13,027
Provision for year	2,840
	<hr/>
At 30 September 2021	15,867
	<hr/>
<i>Net book value</i>	
At 30 September 2021	51,996
	<hr/> <hr/>
At 30 September 2020	3,287
	<hr/> <hr/>

4 Debtors

	2021	2020
	£	£
Trade debtors	2,607	5,852
Prepayments and accrued income	466	318
Other debtors	-	1,522
	<hr/>	<hr/>
	3,073	7,692
	<hr/>	<hr/>

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

5 Creditors: amounts falling due within one year

	2021 £	2020 £
Trade creditors	10,815	8,612
Taxation and social security	(11,391)	(1,648)
Other creditors	1,800	5,077
Accruals and deferred income	5,479	5,323
	<u>6,703</u>	<u>17,364</u>

6 Employee Numbers

	2021	2020
The average number of persons employed by the company was	<u>6</u>	<u>7</u>

7 Additional information

The company is a private company, limited by guarantee and registered in England

Its registered number is: 08320569

Its registered office is:

30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2021 (continued)

Trading Profit and Loss account For the year ended 30 September 2021

Income	£	£
Donations		1,000
		<u>1,000</u>
Café sales		34,896
Room rental	Commercial and Community Parish Council	989
		13,244
Government grants		36,757
Other Income		986
Bank Interest		17
Total Income		<u>87,889</u>
Cost of Café Sales		
Supplies	15,876	
Wages	31,772	
		47,648
Gross profit		<u>40,241</u>
Expenses		
Staff costs	2,116	
Advertising and marketing	1,063	
Bank and card charges	861	
Equipment Leasing	1,400	
IT costs	3,043	
Insurance	844	
Light, heat, water	3,144	
Waste management	902	
General maintenance and cleaning supplies	9,269	
Office expenses	4,574	
Professional fees	1,529	
Sundry expenses	705	
		<u>29,450</u>
Trading profit/(loss) for the year		<u>10,791</u>
Depreciation		2,840
Net profit/(loss) for the year		<u><u>7,951</u></u>

