

## Melbourn Parish Council Precept Requirement 2023/24

<b>Precept 2022/23 £</b>		<b>Precept 2023/24 £</b>	<b>Change £</b>	<b>Change %</b>
(41,300)	Total Income budget	(48,205)	(6,905)	16.72%
320,430	Total Expenditure budget	328,675	8,245	2.57%
14,300	Contributions to reserves	34,420	20,120	140.70%
<b>293,430</b>	<b>Precept Requirement</b>	<b>314,890</b>	<b>21,460</b>	<b>7.31%</b>
2,097.70	Tax Base (Band D households)	2,178.70	81.00	3.86%
<b>139.88</b>	<b>Cost per household</b>	<b>144.53</b>	<b>4.65</b>	<b>3.32%</b>

Recommended by FGGC 19/12/22

Approved by Melbourn Parish Council xx/xx/23

SCDC deadline 31/01/23

Indicative 2024/25	Indicative 2025/26
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(48,475)	(48,800)
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335,160	346,347
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34,420	34,420
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321,105	331,967
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## **Melbourn Parish Council 2023/24 Net Income & Expenditure Budget**

	<b>2023-24 Income Budget £</b>	<b>2023-24 Expenditure Budget £</b>	<b>2023-24 Net Budget £</b>
Allotments & Conservation	6,650	33,100	26,450
Cemeteries	4,200	10,145	5,945
Play Areas & Recreation Grounds	4,355	28,545	24,190
Finance & General Purpose	6,000	246,135	240,135
Future Planning		3,200	3,200
Highways		1,000	1,000
Rental Property (Littlehands)	27,000	6,550	(20,450)
<b>Total excluding contributions to reserves</b>	<b>48,205</b>	<b>328,675</b>	<b>280,470</b>
<b>Asset Management Reserve</b>		<b>34,420</b>	<b>34,420</b>
<b>Total</b>	<b>48,205</b>	<b>363,095</b>	<b>314,890</b>

## Melbourn Parish Council 2023/24 Income Budget

2021-22 Actual £	EDGE budget code	Income Heading	2022-23 Budget £	2022-23 Forecast £	Forecast/ Actual	2023-24 Budget £	Notes:	2024-25 Forecast £	2025-26 Forecast £
		<u>Conservation:</u>							
2,543	100	Allotment rent	2,400	2,500	F	2,800	Assume increase to contribute towards increased costs	2,800	3,000
3,849	110	Grass cutting contribution from CCC Highways	3,850	3,849	A	3,850	Assume no increase	3,850	3,850
<b>6,392</b>		<b>Total Conservation</b>	<b>6,250</b>	<b>6,349</b>		<b>6,650</b>		<b>6,650</b>	<b>6,850</b>
		<u>Cemeteries:</u>							
6,585	200 1	Burial fees	2,500	3,500	F	2,625	Burials vary quite a lot; budget on prudent basis - next fee review Sept 2023	2,755	2,755
700	200 2	Memorials	500	1,100	F	525		550	550
2,145	200 3	Cremated remains	1,000	500	F	1,050		1,105	1,105
<b>9,430</b>		<b>Total Cemeteries</b>	<b>4,000</b>	<b>5,100</b>		<b>4,200</b>		<b>4,410</b>	<b>4,410</b>
		<u>Play &amp; Rec:</u>							
	300	Match Fees							
720	300 1	Melbourn Saturdays	1,200	1,000	F	1,000	Assume continued agreement with Dynamos	1,050	1,050
2,200	300 2	Melbourn Dynamos	2,000	2,200	F	2,200		2,200	2,300
75	300 4	Other Local Clubs	-	-	F	-		-	-
<b>2,995</b>		<b>Total Match Fees</b>	<b>3,200</b>	<b>3,200</b>		<b>3,200</b>		<b>3,250</b>	<b>3,350</b>
801	320	Hire of Recreation Grounds	800	800	F	840	Fair (incl utilities) and boot camps	850	860
1,570	340	Pavilion hire	300	300	F	315	School hire has finished; ad-hoc bookings	315	330
-	370	Pavilion hire - MAYD recharge	-	-	F	-		-	-
<b>5,366</b>		<b>Total Play Areas &amp; Recreation Grounds</b>	<b>4,300</b>	<b>4,300</b>		<b>4,355</b>		<b>4,415</b>	<b>4,540</b>
		<u>Finance &amp; General Purpose:</u>							
581	420	Interest receivable	750	4,500	F	6,000	Interest rate increases	6,000	6,000
<b>581</b>		<b>Total Finance &amp; General Purpose</b>	<b>750</b>	<b>4,500</b>		<b>6,000</b>		<b>6,000</b>	<b>6,000</b>
		<u>Rental Property:</u>							
26,000	900	Little Hands Property Rent	26,000	26,000	F	27,000	4% rent increase recommended - last increase Apr 2018	27,000	27,000
<b>26,000</b>		<b>Total Rental Property</b>	<b>26,000</b>	<b>26,000</b>		<b>27,000</b>		<b>27,000</b>	<b>27,000</b>
3,855		Income from unbudgeted sources		250	F				
<b>51,624</b>		<b>Total income excluding Precept</b>	<b>41,300</b>	<b>46,499</b>		<b>48,205</b>		<b>48,475</b>	<b>48,800</b>
<b>275,300</b>		<b>Precept</b>	<b>293,430</b>	<b>293,430</b>	<b>A</b>	<b>314,890</b>			
<b>326,924</b>		<b>Total income (excluding ring-fenced funds eg S106, community benefit, MAYD, Timebank events, Zero carbon grant etc)</b>	<b>334,730</b>	<b>339,929</b>		<b>363,095</b>			

2021/22 comparator shows actual figures against budgeted items. Some additional income was received that was not budgeted e.g grants, FiT, allotment insurance, recharges etc.

FiT receipts are paid to the Hub (net zero), allotment insurance is paid to the Allotment Association (net zero) and other items cannot be budgeted as they are not predictable

Melbourn Parish Council 2022/23 Expenditure Budget

2021/22 Actual £	EDGE Budget code	EXPENDITURE	2022-23 Budget £	2022/23 Forecast £	2023-24 Budget £	Notes:	2024-25 Forecast £	2025-26 Forecast £
		<u>Conservation:</u>						
1,432	1000	Allotments	1,890	2,180	3,150	Annual asbestos inspections	2,675	2,805
6,272	1100	Conservation	11,300	12,800	13,210	2022/23 includes tree planting; 2023/24 benches and litter bins	11,405	14,220
1,140	1150	Stockbridge Meadows	1,290	1,628	1,650	Nature Reserve Management Plan	1,855	1,930
7,470	1200	Grass Cutting Contract	8,670	8,670	8,670	3 yr deal - due for renewal Apr 2024	10,000	10,000
5,980	1300	Public Open Space Maintenance Contract	7,670	6,320	6,420		7,050	7,090
<b>22,294</b>		<b>Total Conservation</b>	<b>30,820</b>	<b>31,598</b>	<b>33,100</b>		<b>32,985</b>	<b>36,045</b>
		<u>Cemeteries:</u>						
3,219	2000	Cemetery rates, utilities & upkeep	4,765	4,323	4,555		6,300	6,415
5,276	2100	Cemetery Grounds Maintenance Contract	5,950	5,590	5,590	3 yr deal - due for renewal Apr 2024	6,500	6,500
<b>8,495</b>		<b>Total Cemeteries</b>	<b>10,715</b>	<b>9,913</b>	<b>10,145</b>		<b>12,800</b>	<b>12,915</b>
		<u>Play Areas &amp; Recreation Grounds:</u>						
6,027	3000	Play Areas	4,220	4,133	4,290		4,580	4,860
11,900	3200	Recreation Grounds	12,720	14,330	14,190	Goal mouth works	15,615	15,905
8,490	3400	Pavilion	9,160	10,227	10,065	Replace internal glazed doors (safety requirement)	10,380	11,020
<b>26,417</b>		<b>Total Play Areas &amp; Recreation Grounds</b>	<b>26,100</b>	<b>28,690</b>	<b>28,545</b>		<b>30,575</b>	<b>31,785</b>
		<u>Finance &amp; General Purpose:</u>						
3,256	4000	Audit, Legal and Professional Fees	1,750	1,750	1,900		2,000	2,100
2,505	4300	Wardens' Materials, Equipment & Van	2,400	2,450	2,630		2,560	2,680
13,472	4500	Insurances	12,550	15,181	15,950	Increased cover	16,748	17,585
1,243	4700	Membership of Societies	1,370	1,415	1,500		1,575	1,650
2,519	4900	Parish Clock	400	205	415		430	450
22,595	5000	Parish Office, IT & Contractors	26,688	28,822	27,490	New IT equipment 2022/23 plus temporary warden cover	24,245	27,020
68,653	5100	Salaries, NI & Pensions	73,600	76,200	82,000	NALC salary rate increase plus E'ee pension	86,100	90,400
418	5300	Sundry Expenses	150	300	198		210	220
1,460	5400	Training	1,500	1,500	1,600		1,680	1,765
432	5700	Pension Scheme Service Charge	440	432	440		440	440
192	5900	Bank Charges	400	200	210		220	230
7,502	6000	Grants Payable	7,600	7,625	10,250	CRP, Mobile Wardens, Grinnel Hill insurance - £2,500 increase requested by MMWS	10,760	11,300
6,000	6005	Grants Payable - MAYD	6,000	6,000	6,500		7,000	7,500
-	6200	Staff and Councillor expenses	200	100	200		200	200
15,000	6400	Community Hub - Grant	15,000	15,000	15,000		15,000	15,000
6,216	6401	Community Hub - Maintenance & Replacements (excl FIT)	11,870	11,740	10,210	Includes equipt replacement - see Project tab	13,365	14,000
28,098	6450	PWLB Community Hub - Interest	27,876	27,876	27,643		27,400	27,145
4,856	6451	PWLB Community Hub - Capital	5,078	5,078	5,311		5,554	5,809
5,632	6452	PWLB Car Park - Interest	5,314	5,314	4,986		4,649	4,302
11,255	6453	PWLB Car Park - Capital	11,574	11,574	11,902		12,239	12,585
357	6600	Timebanking Expenses	470	350	390		410	430
-	6700	War Memorial	-	645	-		2,000	-
-	6800	Election Costs	240	225	-	Every four yrs (next due 2026/27)	-	-
-	6900	Community Events	4,000	4,000	3,110	Queens Jubilee/Coronation	-	-
14,313	7100	Village Car Park - Rates, Utilities & Maintenance	15,855	15,374	15,900		15,940	19,985
-	7200	Fire Engine House	-	-	400		1,750	-
<b>215,974</b>		<b>Total Finance &amp; General Purpose</b>	<b>232,325</b>	<b>239,355</b>	<b>246,135</b>		<b>252,475</b>	<b>262,797</b>
		<u>Planning:</u>						
2,244	7000	Community Development	-	-	3,000	Futures group - gateways 2023/34	-	-
-	7050	Parish Planning	1,000	-	200	Consultation events	-	-
<b>2,244</b>		<b>Total Planning</b>	<b>1,000</b>	<b>-</b>	<b>3,200</b>		<b>-</b>	<b>-</b>
		<u>Highways:</u>						
-	8000	Highways and Footpaths	11,500	11,500	-	LHI scheme 2022/23	-	-
843	8100	Street Lighting	2,500	1,000	1,000		1,000	1,100
<b>843</b>		<b>Total Highways</b>	<b>14,000</b>	<b>12,500</b>	<b>1,000</b>		<b>1,000</b>	<b>1,100</b>
		<u>Rental Property:</u>						
9,551	9000	Little Hands Nursery	5,470	5,725	6,550	2021/22 drains repair; 2022/23 replace windows; 2023/24 drains repair	5,325	1,705
<b>9,551</b>		<b>Total Rental Property</b>	<b>5,470</b>	<b>5,725</b>	<b>6,550</b>		<b>5,325</b>	<b>1,705</b>
<b>285,818</b>		<b>Total expenditure</b>	<b>320,430</b>	<b>327,780</b>	<b>328,675</b>		<b>335,160</b>	<b>346,347</b>
		<u>Contributions to reserves:</u>						
8,508		General Reserve	-	-	-		-	-
20,000		Asset Management	10,300	10,300	34,420	Build up Asset Management Reserve to fund major capital repairs/replacements	34,420	34,420
-		Election Reserve	-	-	-		-	-
3,000		Parish Van Replacement Reserve	4,000	4,000	-	Replace van 2022/23	-	-
<b>31,508</b>		<b>Total Precept expenditure budget</b>	<b>14,300</b>	<b>14,300</b>	<b>34,420</b>		<b>-</b>	<b>-</b>
<b>317,326</b>		<b>Total Precept expenditure budget</b>	<b>334,730</b>	<b>342,080</b>	<b>363,095</b>		<b>369,580</b>	<b>380,767</b>

2021/22 shows actual figures against budgeted items. Some additional expenditure was incurred that was not budgeted e.g FIT, allotment insurance, prior year reserve expenses etc. FIT receipts are paid to the Hub (net zero), allotment insurance is paid to the Allotment Association (net zero)

Melbourn Parish Council 2023/24 Detailed Expenditure Budget Workings by EDGE cost code

2021/22 (Actual)		EDGE	Expense Heading	Budget item	2022/23 Budget		2022/23 (Forecast)		Forecast/	2023/24 Budget		Notes and queries:	2024/25	2025/26
£	£	budget code			£	£	£	£	Actual	£	£		Forecast	Forecast
			<u>Conservation</u>											
802		1000	Allotments	Water (two meters)	790		800		F	850			890	935
450		1000	Allotments	Plot clearance	600		-		F	400			420	440
		1000	Allotments	Hedge Cutting			-			600			-	-
		1000	Allotments	Asbestos - annual check and clear			-			800			840	880
180		1000	Allotments	Unplanned maint e.g asbestos clearance/survey, water leak, signs etc	500		1,380		F	500		Asbestos clearance 2022/23	525	550
	1,432							2,180			3,150		2,675	2,805
180		1100	Conservation	Christmas Tree, plants for tubs/83 High Street	300		400		F	400			420	440
5,244		1100	Conservation	Tree survey/ inspection (£810) plus tree works/ivy (£5,350)	5,500		5,500		F	6,160			6,470	6,790
		1100	Conservation	Emergency tree works	3,000		3,000		F	3,300			3,465	3,640
		1100	Conservation	Project works - tree planting (2022/23), new litter bins (£650)/ benches x 2 (£1,700) (2023/24)	2,000		2,000		F	2,350		Note: ring fence and carry forward unspent 2022/23 tree planting budget	2,300	2,300
847		1100	Conservation	Unplanned e.g. River Mel Group projects, signage, fencing	500		1,900		F	1,000			1,050	1,050
	6,272					11,300		12,800			13,210		11,405	14,220
312		1150	Stockbridge Meadows	Refuse collection	490		328		A	350			510	530
140		1150	Stockbridge Meadows	Path cutting and rolling	300		300		F	300			310	320
		1150	Stockbridge Meadows	Nature Reserve Management Plan and FWAG grant works (pond testing)			500		F	500		Costs for ongoing management unsure at moment - monitor	525	550
688		1150	Stockbridge Meadows	Small repairs/Unplanned (2021/22 River Mel back project- £510)	500		500		F	500			510	530
	1,140					1,290		1,628			1,650		1,855	1,930
	7,470	1200	Grass Cutting Contract	Verges contract (£622.50 per month plus 2 x extra cuts @ £600)		8,670		8,670	F		8,670	No change - contract to be retendered 2024	10,000	10,000
5,980		1300	Public Open Space- Maintenance Contract	General Maintenance Contract (£460 per month)	6,420		5,520		F	5,520		£460 per month- contract to be retendered 2024.	6,100	6,100
-		1300	Public Open Space- Maintenance Contract	Hopkins Homes open space maintenance (to be funded from commuted sum for 10 yrs) in negotiation	-		-		F	-		Monitor for a few years and then include in precept as necessary	-	-
-		1300	Public Open Space- Maintenance Contract	Extra work eg extra cuts plus hedge and path cutting, leaf clearance etc	1,250		800		F	900			950	990
	5,980					7,670		6,320	F		6,420		7,050	7,090
	22,294		<b>Total Conservation</b>			30,820		31,598			33,100		32,985	36,045
		2000	<u>Cemeteries</u>											
245		2000	1 Orchard Road	Rates	255		245		A	255			265	275
198		2000	1 Orchard Road	Utilities - Electricity and water (£100)	430		300		F	300		Electricity 3 yr fixed deal ends May 2025	300	400
		2000	1 Orchard Road	Lychgate - recoat main walls (£835) and gates (£415)						1,000			-	-
		2000	1 Orchard Road	Fixed electrical installaion testing (£170 - every 5 yrs)						170			-	-
	443	2000	1 Orchard Road	Unplanned (eg path cleaning/moss spraying)	400		400		F	425			445	470
						1,085		945			2,150		1,010	1,145
749		2000	2 New Road	Rates	780		749		A	780			810	840
123		2000	2 New Road	Water	100		130		F	135			135	140
125		2000	2 New Road	Tree & hedge work (incl periodic hedge reduction)/path edging/weed treatment etc	500		500		F	550			2,600	600
420		2000	2 New Road	Soil store	500		400		F	440			-	-
		2000	2 New Road	Headstone bases	1,300		1,300		F			Installed every few years depending on usage	1,500	1,600
		2000	2 New Road	Maintenance plan repairs									-	1,840
1,360		2000	2 New Road	Other/Unplanned (2021/22 - bench bases/new rear gate)	500		300		F	500		Gate clean and redecorate	245	250
	2,777	3219				3,680		3,379			2,405		5,290	5,270
	5,276	2100	Cemetery Contracts	Grounds Maintenance (£405.83 per month = £4,870 plus 2 extra cuts @ £360 each)		5,950		5,590	F		5,590	Contract 12 x £405.83 monthly fee = £4,870 plus 2 x extra cuts - total £5,590. Contract to be retendered 2024	6,500	6,500
	8,495		<b>Total Cemetery</b>			10,715		9,913			10,145		12,800	12,915
			<u>Play Areas and Recreation Grounds</u>											
				2023/24 - Orchard Gardens play area - covered by commuted sum								Any additional playgrounds to be covered by commuted sum to start		
214		3000	3 Play Areas	Playground maintenance - ROSPA inspection (more items)	220		123		A	300			320	330
4,310		3000	3 Play Areas	Playground maintenance - equipment repairs/renewals	1,500		1,500		F	1,500			1,550	1,650
1,248		3000	3 Play Areas	Refuse & dog bin collection - Moor playground & skateboard park, Clear Cresc playground	1,300		1,310		A	1,440			1,440	1,550
		3000	3 Play Areas	Tree work plus edging	1,000		1,000		F	800			1,000	1,030
255		3000	3 Play Areas	Other/Unplanned	200		200		F	250			270	300
	6,027					4,220		4,133			4,290		4,580	4,860
135		3200	Recreation Grounds	Electricity - old Rec (includes Fair)	370		250		F	250		Electricity 3 yr fixed deal ends 2025	250	300
180		3200	Recreation Grounds	Pest control	650		200		F	500			550	600
1,560		3200	Recreation Grounds	Refuse & dog bin collection (10 bins)	1,620		1,560		A	1,620			1,690	1,755
9,815		3200	Recreation Grounds	Grounds Maintenance Contract (£755 x 12 = £9,060 plus 2 extra cuts @ £130)	9,580		9,320		F	9,320		Allow 2 x extra cuts. Contract to be retendered 2024	10,500	10,500
210		3200	Recreation Grounds	Other maintenance eg leaf collection, replacement bins, goal mouth drainage (2022/23 - goal mouth work)	500		3,000		F	2,500		£1,000 per pitch drainage - Dynamos might get a grant. Easement monies could be used for old rec	2,625	2,750
	11,900			NB Old rec - easement monies could be used		12,720		14,330			14,190		15,615	15,905
510		3400	Pavilion	Cleaner	1,000		1,000		F	1,100			1,150	1,200
2,595		3400	Pavilion	Rates	2,700		2,595		A	2,700			2,800	2,900
947		3400	Pavilion	Utilities - electricity and water (£100)	2,500		2,500		F	2,500		Electricity 3 yr fixed deal ends 2025	2,500	2,800
348		3400	Pavilion	Refuse Collection	360		359		A	380			380	400
717		3400	Pavilion	Maintenance - sanitary disp (£300); septic tank (£150); drain clean (£300); cleaning mats/hand twls; gutters	900		900		F	1,350			1,420	1,490
821		3400	Pavilion	Maintenance - Legionella risk assessment	300		323		A	330			340	350
532		3400	Pavilion	Maintenance - Services - Burglar alarm £100/fire extinguishers/alarm £255/boiler service £300/PAT test £5	400		650		F	705			740	780
1,525		3400	Pavilion	Unplanned repairs & maint (repairs & replacements); 2022/23 clock	1,000		1,700		F	1,000		2021/22 shower repairs/descaling £800	1,050	1,100
495		3400	Pavilion	Maintenance projects - 2023/24 replace internal glazed doors (£1,000)/destratification pumps (£1,000) NF	-		200		A	-		Fire safety?	-	-
	8,490					9,160		10,227			10,065		10,380	11,020
	26,417		<b>Total Play &amp; Rec</b>			26,100		28,690			28,545		30,575	31,785
			<u>Finance &amp; General Purpose</u>											
	3,256	4000	Audit, Legal & Professional Fees	Internal Audit (£450) , External Audit (£1,400), land searches NOTE insurance valuation 5 yrly (done 2021/22)		1,750		1,750	F		1,900	Note: new auditors 2023/24 onwards. Building valuation every 5 yrs (due 2026/27)	2,000	2,100
		4300	Warden Materials and Equipment:											
489		4300	2 Materials	Materials, mower fuel	500		650		F	680			520	540
574		4300	3 Equipment	Equipment - PPE equipment, tools etc	500		400		F	500		Any specific equip required next year?	520	540
1,442		4300	4 Parish Van Expenses	Insurance, tax, MOT, fuel, repairs	1,400		1,400		F	1,450		Van to be replaced 2022/23 (replacement cost funded from ring-fenced reserve)	1,520	1,600
	2,505		<b>Total Warden Materials and Equipment</b>			2,400		2,450			2,630		2,560	2,680
	13,472	4500	Insurances			12,550		15,181	A		15,950	New 3 yr deal from 2021 (includes revalued assets)	16,748	17,585
	1,243	4700	Membership of societies	CAPALC (£960), SLCC x2 (£370) , ICCM (£100), ACRE (£60)		1,370		1,415	F		1,500		1,575	1,650
	2,519	4900	Parish Clock	Service (£200); minor repairs (£200)		400		205	F		415	2020/21 major repairs	430	450
		5000	Parish Office:											
		5000	1 IT/phone	Phone top-ups eg key-holder				20			30		30	35
288		5000	1 IT/phone	Website hosting (£200)plus domain names (bi-yearly), Gov.uk (bi-yearly) plus Glasblade plug-in (£50)	250		344		F	250			350	265
1,361		5000	1 IT/phone	IT support /back-up(£142 p/m)	1,600		1,600		F	1,700			1,665	1,730
	1,649					1,850		1,964			1,980		2,045	2,030
353		5000	2 Office Supplies	Stationery, tea, coffee etc	500		400		F	430			450	470
1,076		5000	3 Photocopier Rent and Printing Costs	Rent (£550) plus printing	1,200		1,200		F	1,260			1,250	1,300
254		5000	4 Parish Office Sundries	Publications, awards, reference books, shredding , unplanned etc	198		198		F	210			210	220
14		5000	5 Postage		100		50		F	100			105	110
13,400		5000	6 Office Licence Fee		14,000		14,000		F	15,000		£1k increase proposed by Hub (7%)	14,000	14,600
300		5000	7 Office Cleaner		280		140		F	300			315	330
1,610		5000	8 Software Licences	Adobe acrobat £160/Payroll Software £80/Edge accounting software £1,600	2,000		1,820		F	1,850			1,930	2,030
		5000	9 Contractors											
2,654		5000	9.3 Litter Picker & Warden cover	Litter picking plus equipment (say £275 per month); temporary warden sickness cover	4,000		6,500		F	6,300		6 mnth temporary warden cover @ 21 hrs/week (3mths 2022/23; 3 mths 2023/24)	3,675	3,860
100		5000	9.4 DPO	CAPALC membership scheme	60		50		A	60			65	70

2,754		Total Contractors		4,060		6,550		6,360		3,740	3,930	
1,186		5000 10 Office furniture & equipment	Computer equipment & furniture	2,500		2,500	F			200	2,000	
	22,595		Total Parish Office		26,688		28,822		27,490		24,245	27,020
	68,653	5100	Salaries and Pensions		73,600		76,200	F	82,000		86,100	90,400
	418	5300	Sundry Expenses		150		300	F	198		210	220
	1,460	5400	Training		1,500		1,500	F	1,600		1,680	1,765
	432	5700	Pension Scheme Service Charges		440		432	F	440		440	440
	192	5900	Bank charges - current a/c		400		200	F	210		220	230
	7,502	6000	Grants payable		7,600		7,625	A	10,250		10,760	11,300
	6,000	6005	Grant funding MAYD		6,000		6,000	A	6,500		7,000	7,500
	-	6200	Staff and Councillor expenses		200		100	F	200		200	200
			Community Hub:									
	15,000	6400	Community Hub -maintenance/replacements		15,000		15,000	A	15,000		15,000	15,000
	120	6401	Community Hub -maintenance/replacements	Maintenance - services: fire alarms(E330), fire extinguishers (£165), boiler service (£145), burglar alarm (£1	1,430		2,300	F	2,060		2,200	2,300
				airconditioning x2 (£200) , stair lift (£330), PAT test (£200), legionella testing (£340), Gutter clearance (£80), PV cleaning (£160), circuit testing (5 yrs - due 2027)								
	922	6401	Community Hub -maintenance/replacements	Service charge - Hundred Houses	940		940	F	1,000		940	950
	886	6401	Community Hub -maintenance/replacements	Small repairs/replacements (minor repairs, equipt replacements)	500		500	F	550		525	550
	1,215	6401	Community Hub -maintenance/replacements	Unplanned and emergency e.g. major equipt repairs/leaks etc	2,500		1,500	F	1,600		1,700	1,800
	3,072	6401	Community Hub -maintenance/replacements	Maint Projects 2021/22 - per list (IT Server upgrade)								
		6401	Community Hub -maintenance/replacements	Maint Projects 2022/23 - per list (convection oven, coffee machine, coffee grinder)	6,500		6,500	F				
		6401	Community Hub -maintenance/replacements	Maint Projects 2023/24 - per list (see project tab)					5,000			
	6,216		Total Community Hub - maintenance/replacements		11,870		11,740		10,210		8,000	8,400
	28,098	6450	PWLB Hub Interest	Loan end date 16/10/63	27,876		27,876	A	27,643		13,365	14,000
	4,856	6451	PWLB Hub Capital	Loan end date 16/10/63	5,078		5,078	A	5,311		27,400	27,145
	5,632	6452	PWLB Car Park Interest	Loan 1 end date 20/09/35 Loan 2 end date 14/02/37	5,314		5,314	A	4,986		5,554	5,809
	11,255	6453	PWLB Car Park Capital	Loan 1 end date 20/09/35 Loan 2 end date 14/02/37	11,574		11,574	A	11,902		4,649	4,302
	357	6600	Timebanking expenses	Software (£150), phone (£140), mileage/travel/other (£100)	470		350	F	390		12,239	12,585
	-	6700	War memorial		-		645	A	-		410	430
	-	6800	Election costs	Election year 2022 - uncontested election costs SCDC (16 seats @ £15)	240		225	A	-		2,000	-
	-	6900	Community events	Queens Jubilee event(2022)/ Coronation (2023)	4,000		4,000	F	3,110		-	-
		7100	Car Park - rates, utilities and maintenance		-		-					
	11,976	7100	Car Park	Rates	12,450		11,976	A	12,450		12,450	12,450
	2,163	7100	Car Park	Electricity	2,700		2,700	F	2,700		2,700	2,700
	174	7100	Car Park	Water - sewerage and fresh	175		175	F	205		225	250
		7100	Car Park	PAT testing - workshop	30		23	A	30		35	35
		7100	Car Park	Maintenance schedule repairs - eg workshop roof								4,000
		7100	Car Park	Contingency eg signage/repairs	500		500	F	515		530	550
	14,314		Total Car Park		15,855		15,374		15,900		15,940	19,985
	-	7200	Fire Engine House	Roof repairs					400		1,750	-
	215,974		<b>Total Finance and General</b>		232,325		239,355		246,135		252,475	262,797
			<u>Planning:</u>									
	2,244	7000	Community Development	Futures Working Party eg gateways	-		-	F	3,000			
		7050	Community Development	Parish Planning - consultation event/leaflets re s106 etc	1,000		-	F	200			
			<u>Highways:</u>									
	-	8000	Highways and Footpaths	LHI scheme funding 2022/23	11,500		11,500	F	-	3,200		
	843	8100	Street Lighting	Electricity (retendered 2022 - 3yr fixed)	2,500		1,000	F	1,000		1,000	1,100
	843		<b>Total Highways</b>		14,000		12,500		1,000		1,000	1,100
			<u>Rental Property:</u>									
	450	9000	Littlehands	Annual drain clean (note: additional works 2022)	470		1,000	F	500		525	550
	1,139	9000	Littlehands	Legionella testing, Roof inspection	1,000		500	F	550		575	605
		9000	Littlehands	Unplanned Maintenance - eg signage, anti-vandalism, emergency repairs			600	F	500		525	550
	7,962	9000	Littlehands	Maintenance projects - (2022/23 - replace windows); drain works in car park (2023/24)	4,000		3,625	A	5,000		3,700	-
	9,551	6023	<b>Total Rental Property</b>		5,470		5,725		6,550		5,325	1,705
	285,819		<b>Total expenditure excluding contributions to Reserves</b>		320,430		327,780		328,675		335,160	346,347
			<u>Contributions to Reserves</u>									
	8,508		General Reserve		-		-		-		-	-
	20,000		Asset Management		10,300		10,300	F	34,420		34,420	34,420
	-		Election Reserve		-		-		-		-	-
	3,000		Parish Van Replacement		4,000		4,000	F	-		-	-
	317,327		<b>Total Expenditure including contributions to Reserves</b>		334,730		342,080		363,095		369,580	380,767
			Allotments						3,150			
			Other Conservation						29,950			
			Cemeteries						10,145			
			Play & Recreation Grounds						28,545			
			Community Hub (incl finance costs)						73,164			
			Car Park (incl finance costs)						32,787			
			Staff costs						82,000			
			Parish Office						12,490			
			Other						49,893			
			Rental Property						6,550			
			Maintenance Projects (AMR)						328,675			
									34,420			
									363,095			

Approved HR panel: Assumes 5% increase  
2021/22 included £360 meeting room hire during Hub refurb

£2,500 increase in MMWS grant requested  
Proposal to increase funding by £500pa to reduce top-up request from Community Benefit

Includes services and safety checks  
Note circuit testing needs to be done every 5 yrs (starting 2022/23) £1,000

Oven repairs not required - oven to be replaced 2023/24

Contested election costs to come from Election Reserve/General Reserve  
Ring fence and c/fwd £890

3 yr deal 2022-25

LHI traffic calming scheme 2022/23  
New certificate - LED lights. 3 yr fixed deal 2022-2025

Van to be replaced 2022/23

Sign, noticeboards, gates and metalwork

Boundary treatments/road markings

Recoat timber/steel gates

Oil tank replacement

Melbourn Parish Council

Project and Discretionary Items recommended for inclusion in 2023/24 budget

EDGE	Description	Precept	Funding Source			Notes
			£106	Asset Mgt	Comm Ben	
1100	Replacement bin - Old Post Office	650				Possibly Vicarage Close too. Including installation
1100	Benches - Norgetts Lane/Medcalf Way	1,700				Including installation
2000/1	Cemetery Lychgate Repairs	1,000				
3000/3	Moor play area - boundary railings & gates			8,333		
3000/3	Moor play area - benches/picnic table		2,000			£4,300 left in s106 play areas
3000/3	Outdoor gym		11,500			£11,500 left in POS s106
3000/4	Skate park		TBC			Still in discussion stage - additional funding would be required for this project
3400	Pavilion - upgrade glazed doors		1,000			s106 Pavilion monies
3400	Pavilion - fit destratification pumps		1,000			s106 Pavilion monies
3400	Pavilion - fire safety measures		3,000			s106 Pavilion monies - awaiting advice on measures required
6900	Coronation commemoration event/benches etc	3,110				
7000	Futures working party - gateways	3,500				Gateways
9000	Littlehands - drain works	5,000		10,000		
		<b>14,960</b>	<b>18,500</b>	<b>18,333</b>	<b>-</b>	
6401	<b>Melbourn Hub 2023-24 Projects</b>					
	Convection oven & deep fat fryer (incl installation)	5,000				Replace equip; oven £2,500; floor standing deep fat fryer £1,500/counter adjs & installation £1,000
	Steel storage unit & landscaping		6,000			
		<b>5,000</b>	<b>6,000</b>	<b>-</b>	<b>-</b>	
<b>Total projects 2022-23</b>		<b>19,960</b>	<b>24,500</b>	<b>18,333</b>	<b>-</b>	
Contributions to reserves:						
	Parish Van					New van expected to be purchased 2022/23 - no longer required
	AMR	34,420				See tab
	General reserve	-				
<b>Total Reserves contributions 2023/24</b>		<b>34,420</b>				



## Melbourn Parish Council Forecast Reserves at 31st March 2023

	General Reserve	Asset Management	Election Reserve	Parish Van
Opening Balance at 1st April 2022	158,507	71,813	2,775	6,000
2022/23 Income - forecast	339,929			
2022/23 Expenditure - forecast	(327,780)	(1,500)		
Reserve movements -tfr to Parish Van reserve (2022/23 budget)	(4,000)			4,000
Reserve movements - tfr AMA (2022/23 budget)	(10,300)	10,300		
Reserve movemensts - release of unused deferred expenditure	2,000			
Closing Balance at 31st March 2023 (forecast)	<u>158,356</u>	<u>80,613</u>	<u>2,775</u>	<u>10,000</u>
Budgeted 2022/23 contribution to General Reserve	-			
Forecast Movement in General Reserve	(151)			
Difference	(151)			
General reserve target = 6 mnths x budgeted expenditure	164,337	(Based on budgeted expenditure before contribs to Reserves)		
Forecast General Reserve	158,356	5.8 months	Assumed sufficient	
Difference	(5,982)			
Budgeted reserve contributions 2023/24	-	No contribution to general reserve required 2023/24; review at year end re actual:		

## Melbourn Parish Council Asset Management Reserve Requirement ye 31st I

	Y/E 31/03/2024	Y/E 31/03/2025	Y/E 31/03/2026	Y/E 31/03/2027
Opening Balance at 1st April 2023	80,613	106,700	99,995	93,071
Expenditure - estimate	(8,333)	(41,125)	(41,344)	(38,588)
Transfers to AMR	34,420	34,420	34,420	34,420
Closing Balance(forecast)	106,700	99,995	93,071	88,903

Required closing balance (opening bal  
adjusted by inflation)

### Assumptions:

The AMR calculations give an approximate indication of the funding requirements for known asset based on the Planned Maintenance Report report drawn up by Croyland Ltd Buiding Surveyors in 21 Items included in AMR rather than the precept are those in excess of £5,000 (exc VAT)

Expendiure estimates per Planned Maintenance Programme have been adjusted to remove VAT w/ Expenditure estimates have been included at the estimates given although quotes will need to be approved by MPC.

Ependiture estimates had not been adjusted for inflation. An estimate of 5% per annum has been u

## March 2024

Y/E  
31/03/2028

88,903

(25,323) (154,713)

34,420

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98,000

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97,986

98,000

-

maintenance/replacemens over the next five years. This is 022.

rich can be reclaimed

obtained by MPC to firm up costs; works will also need to be

ised for this exercise but will need to be reviewed each year

**Melbourn Parish Council Precept 2023-24****Detailed spending plans****(required by SCDC for precepts over £140,000)**

	<b>2022-23</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2023-24</b>
	<b>Gross</b>	<b>Net</b>	<b>Gross</b>	<b>Net</b>
Recreation, conservation and planning	68,635	54,085	74,990	59,785
Highways, footpaths and lighting	14,000	14,000	1,000	1,000
Election costs	240	240	-	-
Corporate Management	237,555	210,805	252,685	219,685
Asset Management/Reserves	14,300	14,300	34,420	34,420
Total	334,730	293,430	363,095	314,890
Contribution from Balances		-		-
<b>Amount of Precept</b>	334,730	<b>293,430</b>	<b>363,095</b>	<b>314,890</b>