

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 4 December at 7.30pm in the Austen Room 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 Alexander, Barnes, Campbell, Clark (Chair), Cowley, Davey, Kanagarathnam, Kilmurray, Travis

Absent:

In attendance: Abi Williams (Parish Clerk), 12 members of the public

PARISH COUNCIL MEETING: MINUTES – COMMUNITY BENEFIT GRANT FUNDING

Meeting started 19.30

PC147/23 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Hart and Wilson.
Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

PC148/23 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- 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 were made by Cllrs Travis and Kilmurray in item PC153/23b – dispensation was granted to stay for the discussion but not to vote.

Cllr Cowley declared an interest in item PC153/23d) – verbal dispensation was stay in the meeting (as Cllr Cowley was applying for a Community Benefit Grant) but not to vote.

Cllr Cowley also declared an interest should discussion be required re allocation of funds to applications in the event of non-full amounts being awarded – dispensation was granted to remain in the meeting but not to vote.

PC149/23 To approve the minutes of the Parish Council meeting on 27 November 2023

Cllr Davey noted corrections to PC138/23a) Remove repeat of Cowley in 'In favour' line. Also noted correction to Worcester Way and not Worcester Wat in item PC137/23a).

It was RESOLVED to approve the minutes, including the corrections as above, of the Parish Council meeting held on 27 November 2023 as an accurate record.

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

PC150/23 To report back on the minutes of the Parish Council meeting on 27 November 2023

Nothing to report.

PC151/23 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).

Twelve members of the public were in attendance as representatives for the grant funding applications.

PC152/23 To note report on Community Benefit Grant Funding from May 2023

It was noted.

Cllr Kilmurray joined the meeting, was available for all votes going forward 19.53

PC153/23 To consider applications for community benefit grant funding

a) Turn on to Christmas £630.00

A representative was in attendance and answered questions on the project.

The applicant explained this is a free community event for the village involving the lighting of a Christmas Tree, children's activities. Funds (made available through Melbourn Fete) had already been spent as the event is already organised. Funding would be used for final payments and to pay back the Fete Committee. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £630.00 to the Turn on to Christmas.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Kanagarathnam

Abstain: Cllrs Kilmurray, Travis

b) Relate £5,000.00

A representative was in attendance and answered questions on the funding request. The applicant explained that they would like to move back to in person consultations after having to release a property in Cambridge due to funding cuts and moving to online consultation during covid. The funding would possibly allow for 1 day's availability in The Hub, consisting of around 4/6 sessions. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £5,000.00 to the Relate.

Proposed by Cllr Davey, seconded by Cllr Alexander.

In favour: Cllrs Alexander, Barnes, Campbell, Clark, Cowley, Davey, Kanagarathnam.

Abstain: Cllrs Kilmurray, Travis

c) Melbourn United Reform Church £2,597.20

Representatives were in attendance and answered questions on the funding request. The applicants explained the community lunch events have been extremely popular, serving around 30 of which 80% are Melbourn residents, and 87.3% of which are non-church members. Funding would be used to update kitchen equipment to allow them to continue. Council acknowledged the benefits of the project but stated that this application would be deferred (explanation below).

d) Melbourn Bell Ringers £2,000.00

A representative was in attendance and answered questions on the funding request. The applicant explained that around £6,500 of the £8,000 need for the project to repair two bells in All Saints Church had already been raised. Funding would allow the project to move forward and allow for all eight bells in the Church to be functional. Council acknowledged the benefits of the project but stated that this application would be deferred (explanation below).

Explanation covering items PC153/23c&d

Under advice from CAPALC it was decided that these applications would be deferred to the next round of funding to allow for clarification around Section 8 of the Local Government Act 1894 and Section 137 (3) of the Local Government Act 1972.

Section 8 of the Local Government Act 1894 provides that parish councils cannot give funding to ecclesiastical charities. And Section 137 (3) of the Local Government Act 1972 allows parish councils to give funding to charitable bodies. Advice from the National Association of Local Councils sets out that there is an accepted legal principle, applied by the courts, which is that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. Section 137 constitutes a general provision and does not override the specific prohibitions in section 8 of the 1894 Act.

It is the advice from CAPALC that parish councils are in general prevented by law from making grants to churches. Melbourn Parish Council are awaiting confirmation from NALC with respect to recent clarifications of the law that may allow donations to be made in the future. This clarification is expected to come in to force on 26th December 2023 and NALC have confirmed that they will be providing a briefing to ensure sector consistency around this time.

e) Melbourn Action Community Support £7,910.00

A representative was in attendance and answered questions on the funding request. The applicant confirmed that food donations were declining although the use of the food bank and associated services was increasing. Funding has been received from ACRE, at this time no other funding had been sought. The applicant confirmed MACS were now supporting both local schools with breakfast bars and fruit juice for those that need it. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £7,910.00 to the Melbourn Action Community Support.

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

f) Melbourn Squash Club £2,400.00

A representative was in attendance and answered questions on the funding request. The applicant confirmed that funds would be used to allow volunteers to gain a qualification that would then allow them to train others. Funds would also be used to provide time with a professional coach as in previous years. It was confirmed that Melbourn Squash Club serve all of the surrounding areas and suggestion was made to apply for funding from other areas too. The applicant confirmed that although the club serves men well it could do better with the younger players and female players – this funding would allow them to support these players through the club. On a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £2,400.00 to the ~~Relate~~ Melbourn Squash Club.

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

g) Community Support for Dementia £6,683.00

Representatives were in attendance and answered questions on the funding request.

The applicant explained that the 65% figure for users within the Parish could change on a monthly basis and was a reflection on where the numbers are today. They explained that the Community Support for Dementia offering is being recommended by GPs, social subscribers, health visitors and nursing staff as there is no other service available. On a show of hands councillors indicated support for the application. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £6,683.00 to the Community Support for Dementia.

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

h) Home-Start Royston £2,907.34

Representatives were in attendance and answered questions on the funding request.

The applicants explained that they serve 25 families in South Cambs, 7 of those being in Melbourn. The funding would go directly to supporting two families from Melbourn. Most referrals came through either medical practices or health visitors. On a show of hands councillors indicated support for the application. It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £2,907.34 to the Home-Start Royston.

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

i) John Impey Way Residents £159.00

No representative was available for comment.

The council reviewed the application to purchase a TV licence for the community room at John Impey Way and on a show of hands councillors indicated support for the application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £159.00 to the John Impey Way Residents to purchase a TV licence.

Proposed by Cllr Barnes, seconded by Cllr Alexander. All in favour.

PC154/23 To consider action to be taken with regard to planted land outside New Road Cemetery.

Council discussed the options. It was noted that Cllr Travis will meet with resident and discuss options and ask what action resident would be happy with and report back to council.

PC155/23 To note the date of the next meeting: 15 January 2024

The date of the next meeting was noted as Monday 15 January 2024.

Meeting closed at 20.58

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 27 November at 7.30pm in the Austen Room 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 Alexander, Barnes, Clark (Chair), Cowley, Davey, Hart, Kilmurray, Travis

Absent: Cllr Campbell

In attendance: Abi Williams & Alex Coxall (Parish Clerks), 2 members of the public

PARISH COUNCIL MEETING: MINUTES

Meeting started 19.30

PC125/23 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Wilson and Kanagarathnam.

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

Apologies noted from County Councillor van de Ven.

PC126/23 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- 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.

Declaration of interests were made by Cllrs Travis and Kilmurray in item PC134/23f – dispensation was granted to stay for the discussion but not to vote.

Declaration of interest was made by Cllr Cowley in item PC138/23a – dispensation was granted to stay for the discussion but not to vote.

Non pecuniary declaration of interest was made by Cllr Kilmurray on item PC138/23a – dispensation was granted to stay for the discussion and to vote.

PC127/23 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.

Two members of public were present.

Individual wanted to add recorded objections to item PC132/23a, correspondence re the CALA Homes development. Objections were listed as:

- The development is for less than 200 houses and so does not require specific infrastructure
- The development will result in a considerable number of children attending Melbourn Schools. Extra class rooms will be needed.
- There is no provision for on site facilities such as a social centre / shop / mobile library attendance. It is a long walk to the centre of the village.
- There needs to be a specific statement that the developer has responsibility for any extra sewage facilities needed. This situation arose with 199 houses off New Road and was covered by the inquiry conditions.
- Is there enough water available without further depleting the aquifers that feed the River Mel.
- I believe the site falls outside the Village Plan and is not in the South Cambs Plan.

Objections are noted and will be recorded for future use.

Two members of the public left the meeting 19.36

PC128/23 To approve the minutes of the Parish Council meeting on 23 October 2023

It was RESOLVED to approve the minutes of the Parish Council meeting held on 23 October 2023 as an accurate record.

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

PC129/23 To report back on the minutes of the Parish Council meeting on 23 October 2023

Nothing to report.

PC130/23 Chair's Announcements

- a) To note the village Christmas tree will be installed on Friday 1 December 2023.

It was noted.

Signed..... Date.....

PC131/23 To receive reports from the District and County Cllrs for Melbourn

Cllr Hart drew attention to the new Civil Parking Enforcement (CPE) powers in South Cambridgeshire that will be given to Cambridgeshire County Council following a decision by Parliament. Highlighting the need to communicate to residents and road users when these changes come to force on 19 December. ACTION: Communicate with local businesses and residents from early December. *A copy of the report can be found in the supporting documents to the minutes on the website.*

PC132/23 Correspondence

- a) To note email from resident re objection to CALA Homes development after public consultation.

It was noted. Thanks were expressed for the comprehensive work that had gone in to the correspondence.

- b) To note correspondence from Cambridge County Council re the modifications to the speed cushion on New Road.

It was noted. Clerk added that complaints had been received that the speed cushion is not square in the road and causing potential safety issues. ACTION: Office to contact Highways with concerns.

PC133/23 Email Decisions

- a) To note payment of Grinnel Hill insurance premium.

It was noted.

PC134/23 Finance Matters

- a) To receive and consider the finance reports for October 2023.

The report was noted.

It was noted that the S137 and S106 reporting is confusing. ACTION: Office to work with RFO on new reporting method.

- b) To consider approval of increased total cost for Little Hands drainage work to be taken from asset reserves – estimate for asbestos removal and additional works was £1,145.56 short due to additional weight of asbestos in tonnes being measured at weighbridge after collection.

Previously approved total £17,475.89 - total costs **£18,621.45**

It was RESOLVED to approve the increased total from RG Carter due to weight of removed asbestos being greater than estimated. Payment of £18,621.45 + VAT to be paid from asset reserve.

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

- c) To consider approving upgrade to office IT infrastructure as recommended by the Finance & Good Governance Committee FG030/23.

It was RESOLVED to approve the upgrade to office IT infrastructure as quoted. Funds to be taken from general reserves.

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

- d) To note South Cambs notification of consultation and precept dates as 12 December 2023 and 31 January 2024.

Dates were noted.

- e) To consider business case for new finance system.

Consideration was given, agreement in principle was indicated. ACTION: RFO and Office to compile a definitive quote for installation and use of new system to be presented to Finance & Good Governance at the meeting scheduled for 18 December 2023 for consideration to be added to the precept for next year.

- f) To consider approving invoices relating to PCN at the Hub.

It was RESOLVED to approve invoice 1699 relating to Healthcare at The Hub for £837.50.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Cowley, Davey, Hart

Abstain: Cllr Kilmurray, Travis

It was RESOLVED to approve invoice 1700 relating to PCN at The Hub for £2100.00.

Proposed by Cllr Davey, seconded by Cllr Barnes.

In favour: Cllrs Alexander, Barnes, Clark, Cowley, Davey, Hart

Abstain: Cllr Kilmurray, Travis

- g) To consider approving approvals lists for November 2023.

It was RESOLVED to approve the approvals list for November 2023.

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

- h) To receive updates and consider actions

None received.

Signed..... Date.....

PC135/23 Bank reconciliations

- a) To note bank reconciliations for October 2023.
Cllr Davey to review.

PC136/23 Governance:

- a) To note response from Old Rec user agreement and consider reduction of fees.
It was noted.
- b) To note confirmation that vacancy notice has expired and no request for election was received.
It was noted.
- c) To receive updates and consider actions
None received.

PC137/23 Maintenance Matters:

- a) To consider approving quote for works to Worcester Way tree line – as recommended by Maintenance Committee MA067/23a)
It was RESOLVED to approved the works for Worcester Way tree line as recommended by the Maintenance Committee for £1250.00.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- b) To consider approving quote for works to Clear Crescent play park by Wickstead.
It was RESOLVED to approve the quote for works to Clear Crescent park at the cost of £3443.40 to be funded from general reserves.
Proposed by Cllr Cowley, seconded by Cllr Davey. All in favour.
- c) To receive updates and consider actions
The destruction of the multigenerational swing at The Moor park was noted. ACTION: Office to proceed with sourcing alternatives and write to MVC re misuse of the area.

PC138/23 Planning Matters

- a) To consider the updated request from 1st Orwell Scout Group to support the building of a new storage unit on the Old Rec. Update to item PC108/23a) 23 October 2023.
It was RESOLVED to support the project in principle with the condition that any final decision would be made when materials, drawings etc had been finalised and subject to any comments by 3rd parties.
Proposed by Cllr Hart, seconded by Cllr Travis.
In favour: Cllrs Alexander, Barnes, Clark, Davey, Hart, Kilmurray, Travis.
Abstain: Cllr Cowley.
- b) To discuss and consider actions to responses from lawyer to TP1 queries for SGB land off New Road (Hopkins Homes).
It was RESOLVED to attempt to have the restrictive covenant regarding the ability for Peterhouse Cambridge to acquire back a parcel of land for access purposes removed. In the event that Peterhouse Cambridge refuse to remove the covenant MPC would still acquire the land on behalf of the village.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
- c) To receive updates and consider actions
None received.

PC139/23 Community Hub

- a) To receive updates and consider actions.
It was noted that the Turn on to Christmas event was taking place on Saturday 9 December.

PC140/23 Health, Safety, accessibility, and Wellbeing

- a) To receive updates and consider actions.
None received.

PC141/23 Melbourn Timebank

- a) To receive the Timebank's monthly report for November.
The report was noted.
- b) To receive any updates and consider actions.
None received.

PC142/23 To receive an update from the MAYD Joint Committee

- a) To note the Connections Bus Newsletter.
It was noted.

PC143/23 To receive an update from the Futures Working Party Committee

- a) To note update from the Chair.

It was noted that a meeting would be arranged with regard to LHI plans, gateways and the Melbourn Map.

PC144/23 HR Matters

- a) To note office closure on Friday 8 December 2023 to allow Clerks to attend SLCC Branch Meeting.
It was noted.
- b) To note office closure from 25 December 2023 until Tuesday 2 January 2024 inclusive.
It was noted.
- c) To consider accepting NALC pay scale increase for year 2023/2024 as published 6 November 2023.
It was RESOLVED to accept the NALC pay scale increase for year 2323/2024 as published.
Proposed by Cllr Cowley, seconded by Cllr Kilmurray. All in favour.
- d) To receive updates and consider actions.
None received.

PC145/23 Policies

- a) To consider approving the Financial Risk Assessment
It was noted that the calculation should be stated as 6 (High).
It was RESOLVED to approve the changes to the Financial Risk Assessment including the change as above.
Proposed by Cllr Hart, seconded by Cllr Alexander. All in favour.
- b) To consider approving the F&GG TOR
It was RESOLVED to approve the changes to the F&GG TOR.
Proposed by Cllr Barnes, seconded by Cllr Cowley. All in favour.
- c) To consider approving the Financial Regulations
Deferred. Cllr Travis highlighted the need for the Financial Regulations to be inline with the new Hub Financial Controls Policy. ACTION: Office to publish Hub Financial Controls Policy as approved at EPCM 10a) 9 August 2023 and ensure changes in Financial Regulations are in line with policy. To be brought back to full council for review.

PC146/23 To note the dates of the next meetings

Monday 4 December – Community Benefit Grants Applications
Monday 15 January 2024 – Full Council

The date of the next Parish Council Meeting (Community Benefit Grant Applications) was noted as 4 December 2023, and the next Parish Council Meeting was noted as 15 January 2023.

Meeting ended 21.14

Community Benefit Grant Funding Report – November 2023

Available for distribution 2023/24 **£53,471.73**

Community Benefit Grants applications for awarded on 3 May 2023

Melbourn Armed Forces and Veterans Breakfast Club	£255.60
Melbourn Dynamos Football Club*	£6,337.76
Melbourn Fete Committee	£1,500.00
Melbourn Area Youth Development (MAYD)	£2,000.00
Melbourn Football Club	£4,527.98
Melbourn Primary School (MPS) PTFA	£4,461.00
1 st Orwell Scout Group	£5,116.00
St George's Allotment Association, Melbourn	£780.30

Total awarded May 2023: **£24,978.64**

Available for distribution Dec 2023: **£28,493.09**

* Awaiting report

AFVBC Grant Report for Melbourn Parish Council

AFVBC grant awarded £255.60 (quote detail below)

Item	Detail	Quote
Banner	AFVBC (newtonnewtonflags.co.uk)	£ 86.00
Base	Heavy flat - 6 KG	£ 42.00
	<i>Banner + Base subtotal</i>	£ 128.00
VAT		£ 25.60
	<i>Banner + Base + VAT total</i>	£ 153.60
AFVBC Pens	Vistaprint (100 pens)	£ 102.00
Total		£ 255.60

Actual purchases (see receipts below):

Item	Order no.	Cost
Pens*	VP_VP6R1RT6	£81.60
Banner + base	#2658	£153.60
Bunting	2603	£25.80
TOTAL		£261.00

*A discount was secured on the pens which permitted purchase of bunting – pens quoted for grant as £102.00. The founder of the club subsidised the additional £5.40.

The pens were available to hand out at the Melbourn Family Fun Day and were subsequently gifted to each attending member on our 1-year anniversary and are now a welcome gift to new members.

Invoice Original



Invoice Number: 0208698749
Invoice Date: 2023-04-17
Payment Date: 2023-04-17
Dispatch Date: 2023-04-17
Order Number: VP_VP6R1RT6

Vistaprint B.V.
Hudsonweg 8
5928 LW
Venlo
Netherlands
VAT #: GB805015277

Billed to:
Melbourn AFVBC

Dispatched to:
Melbourn AFVBC

Order Summary

Item	Qty	VAT %	Net Amount
Elite Soft-Touch Ballpoint Pen – Black I	100	20%	£68.00
			Subtotal (ex VAT) £68.00
			Delivery (ex VAT) £0.00
			20% VAT Total Amount £13.60
			Total £81.60

Page 1/1

This information is for your tax records only. Please do not pay against this invoice.

Our products and services are provided by VistaPrint B.V., Hudsonweg 8, 5928 LW Venlo, the Netherlands.
Registry number: 12051083 | NL VAT #: NL812139513B01

a CIMPRESS company

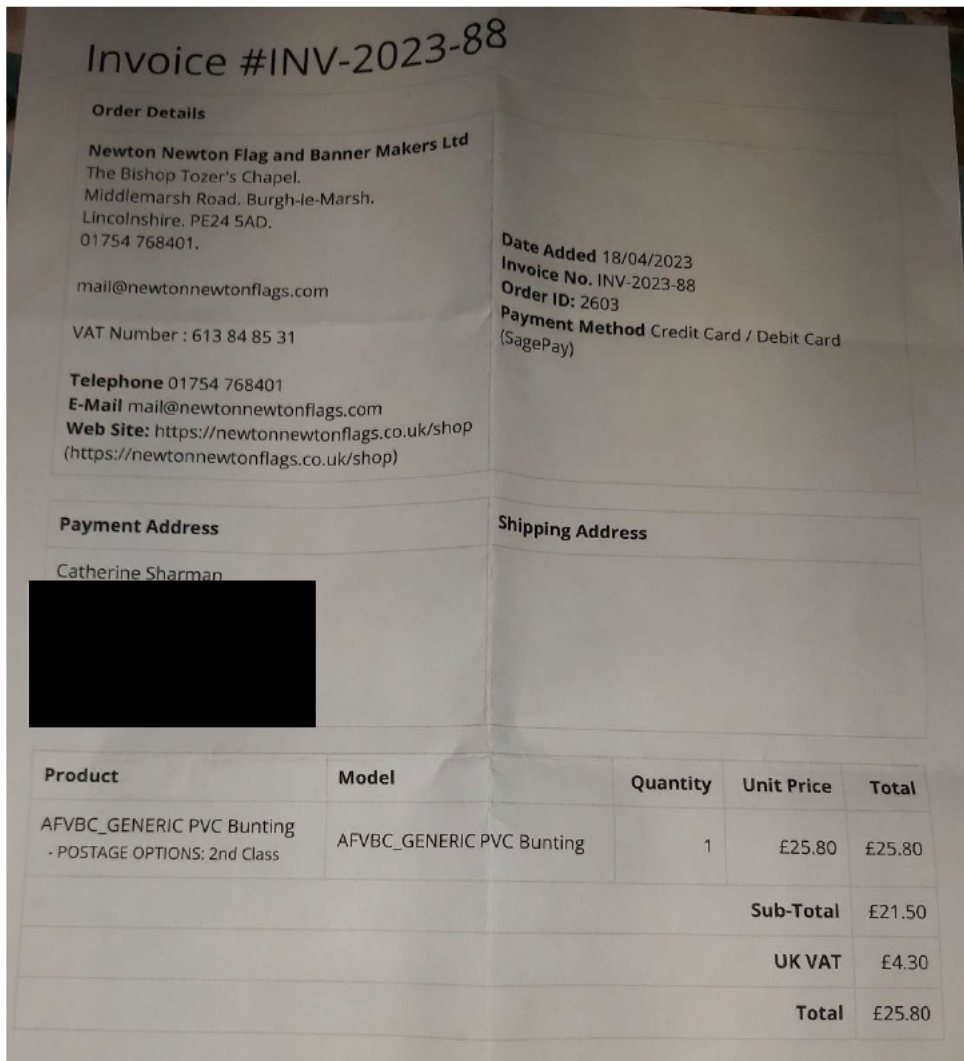
The invoice for the pens



The invoice for the flag



The flag outside the Dolphin during a breakfast club meeting



The invoice for the bunting



The bunting and some pens



The stand with bunting, flag and pens at Melbourn Family Fun Day, June 2023

Melbourn AFVBC are very grateful for the grant awarded by Melbourn Parish Council; we have had 5 new members join us since June and continue to grow in number, supporting veteran and serving members of Melbourn. Thank you from us all.

Report on the expenditure made from the 2023 MPC Grant

The Melbourn Fete Committee received a grant from the MPC Community Grant Fund of £1,500 to underwrite the staging of a Family Fun Day in June 2023. The funds were requested to cover the unavoidable costs which would have been written off if the event were cancelled, as in 2021.

The grant was spent as follows:

Item	Expenditure
PA System	£1020.00
Insurance	£378.00
Deposits for attractions	£205.00
Skip	£240.00
Web and Email Hosting	£77.99
Publicity	£41.23
Total	£1962.22

The additional expenditure was taken from Melbourn Fete Committee funds.

Melbourn Fete Committee is very grateful for the continued support from the MPC. MPC's commitment enables us to stage important events for the community such as the 2023 Fun Day, next year's Fete, Turn on to Christmas each year and Open Gardens. Money raised from the 2023 Fun Day was donated to Melbourn Dynamos, MACS, Royston District and Community Transport, Melbourn Community Library, All Saints Bells and the 1st Orwell Scout Group.

C M Carter

Treasurer

18/10/2023

Melbourn Area Youth Development (MAYD)
REPORT on Community Benefit Grant – In support of DJ Workshops

Original Proposal

DJ ‘Workshops’ - £2,000 as match funding for a SCDC Community Chest Grant towards the purchase of equipment to enable delivery of DJ Workshops. The expert support is to be given free of charge (see Jason Coulman proposal document). The Community Chest Grant application would be made on behalf of the Melbourn Parish Council.

The workshops will include teaching 11 to 16-year olds new skills, how to be a DJ, what it takes to be a DJ, how to blend tracks, how to use the equipment, what the equipment does and why so that they could potentially become a DJ one day, although the process is in itself very enjoyable and plugs into basic youth interests.

The goal will be to provide a taster into music and production outside of a school setting and to support the youth provision in Melbourn and surrounding area.

The proposal is to use the Pavilion as the venue and to store equipment on site using the secure steel shed storage facility.

Outcome

It transpired that MAYD as a body are not eligible for a SCDC Community Chest Grant. However, through savings from an unexpected delay in the start date for the Connections Bus linked with clever purchasing decisions with equipment acquisition, it has been possible to commence the DJ Workshops as originally planned.

A taster session was held at the Hub where the initial interest was sparked and a group of young people formally signed up after a brilliant demonstration of what could be experienced.

Workshops have been running every Monday evening at the pavilion since September with good and growing attendance (8 to 12 young people + at least two DBS-checked supervisors). It attracts (as was hoped) a wide age range of both boys and girls and there is a definite ‘club’ culture developing - a Christmas Party event is being planned.

Sincere thanks are due to Jay Coulman and *Mix Music* for offering this excellent free youth opportunity that merges a key interest for young people with a safe space to socialise and develop confidence.

This was grant money well spent. Jay Coulman will provide an interim report for the end of 2023.

John Travis/Chair MAYD Joint Committee

Melbourn Football Club

We can confirm that the full amount was spent on the new roll-on goals as described.

These were delivered last month and are currently being safely stored in the Melbourn FC lock-up. We aim to have them built and ready for use for the first weekend of November. Work is currently taking place by club volunteers to finish building the storage pen, as requested by the council as a condition of being granted the money.

Best wishes,

Simon
Chairman, Melbourn FC

Invoice attached

NET WORLD SPORTS

Sales Quote

Bill-to Address

Simon Gascoyne
Melbourn Football Club
The Moor Recreation Ground
The Moor, Melbourn SG8 6EF
Great Britain

Ship-to Address

Melbourn Football Club
The Moor Recreation Ground
The Moor
Melbourn, Cambs SG8 6EF
Great Britain

Net World Sports
Bryn Lane
Wrexham Industrial Estate
Wrexham, LL13 9UT

Bill-to Customer No. C02016586
Quote No. Q00048085
Document Date 7. August 2023
Shipment Date 07/08/23
Payment Terms Net 0 days
Payment Discount

Phone No. 01691 683807
Website www.networldsports.co.uk
E-Mail sales@networldsports.com
VAT Registration No. GB946544201
Bank HSBC UK GBP
Bank Sort Code 40-47-26
Account No. 82665255
Salesperson Gareth Powell

Shipment Method
Prices Including VAT Yes

	Description	Quantity	Unit of Measure	Unit Price	Discount %	Amount
SC45166	24x8 Alu110 F/S Box Goal w/360 Wheels +Weights PAIR	1	Piece	4,899.99	15	4,164.99
SHIPPING	Shipping Charges	1	Piece	362.99		362.99
				Subtotal GBP (Excl. VAT)		3,773.32
				20% VAT		754.66
				Total GBP (Incl. VAT)		4,527.98

Report on Parish Council Grant Expenditure

The grant provided by the Parish Council in April 2023 has been used to cover the cost of the Primary School's PTFA annual fireworks display and to purchase additional equipment to improve the school's community events.

The total amount of the grant was £4,461, which was used as follows:

Fireworks display: £3,340 was used to fund the annual fireworks display held at Melbourn Primary School. The display was a sell-out success and enjoyed by the whole community. The event generated a massive £14,255.66 turnover and an estimated £8,500 profit, all of which is available to donate to the school for much needed resources for the children.

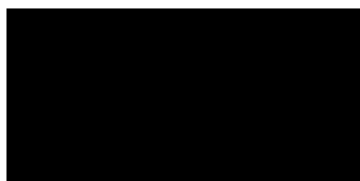
New equipment: £860 was used to purchase a new marquee to be used at PTFA events such as the Fireworks Night and annual Summer Fayre. The new marquee is a little larger than its predecessor, allowing for more space for volunteers using BBQ equipment underneath. It is also much more stable and the cover is fireproof, improving our confidence in the safety of our events.

£375.92 was used to purchase two extra long extension cables to improve safety practices and two new hot water urns to replace faulty equipment. These items will benefit community our community events (Fireworks Night and Summer Fayre) as well as many small events held at and within the school throughout the calendar year. Our new urns also have a better energy efficiency rating than the equipment they are replacing.

This totals £4,575.92 equating to an overspend of £114.92, which has been covered by PTFA funds.

In summary, the Parish Council's grant has been used to great effect and has helped to enhance the PTFA's community events. On behalf of the Melbourn Primary School PTFA, I would like to thank the Parish Council for their support in awarding us the money to improve both provision for community events and our fundraising capabilities.

Signed,

A solid black rectangular box used to redact the signature of Logan Gamble.

Logan Gamble

PTFA Treasurer

On behalf of Melbourn Primary PTFA

1st Orwell Scouts

The money was used exactly as intended to purchase tents and compasses, albeit at a lower cost than anticipated, hopefully you have now received the under-spend back in your account, please could you confirm?. Below are pictures of the tents in action (they are the green tents on the RHS of the top image).

Please pass on our sincere gratitude to the Council for their support of the Scout Group.

Refund of £251.61 received



St George's Allotment Association

Community Grant Report 2023

Summary: The St George's Allotment Association applied for and received a Melbourn Parish Council Community Grant in May 2023 to cover the hire cost of two 8-yard general waste skips (one for early summer and one for autumn), and to purchase soil improver for use on the Melbourn Allotments at The Moor, Melbourn. The grant received (£780.30) was comprised of £520.80 for hire of two skips and £259.50 for purchase and delivery of ~9 tonnes of soil improver. Both amounts were fully spent during the year.

Waste Clearance Skip Hire: An 8-yard general waste skip was hired from the Mick George Group and delivered to the allotments on 2nd June 2023 to coincide with the start of the main gardening season. Plot holders rapidly filled the skip by clearing non-compostable assorted rubbish from their plots, such as broken wire fencing, rusted metal, broken glass, waste plastic, etc., see photo.



A second skip has been purchased and delivery arranged for the 27th October 2023 to coincide with the autumn clear up as tenants start to put their plots to bed for the winter season.

This project is beneficial to all of the St Georges Allotment community and resulted in many tidier allotments. Having less rubbish on their allotments not only benefited the current plot holders but also provides legacy value to future tenants. It also benefited the local environment by removing environmentally harmful materials such as plastic and provides safer conditions for plot holders to tend their plots. It complements the ongoing work by the council to reduce the amount of asbestos cement fragments on the allotments.

Soil Improver: The delivery of a lorry load of soil improver from Waterbeach Waste Management Park was arranged with Melbourn based A J Grab Hire Ltd, and on the 25th August 2023 they duly delivered 10.8 tonnes of lovely black gold, see photo. The soil improver was available to all plot holders and within a few weeks had been wheel-barrowed to individual plots by the holders. The known benefits of using it as a mulch include improved soil structure, increased moisture retention, weed suppression and better crop growth. The improved soil fertility will also benefit future plot holders as well as the current ones. The soil improver is generated from waste food and vegetation collected from households around the county and composted under ideal conditions at the Waterbeach Waste Management Park.



Conclusion: The first skip hire and the purchase and delivery of soil improver have been completed and the remaining skip hire will be delivered on 27th October, ensuring both grant projects will be fully completed in 2023, bringing benefit to allotment holders and the allotment environment. The full amount of the grant has been spent, and a small additional amount to cover the increased cost of the extra soil improver was provided from the Association funds.

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	Turn on to Christmas
2.	Name, Address, and Status of Contact	Trevor Purnell [REDACTED] Chair
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£630
6.	For what purpose of project is the grant requested.	Since 2017 (except 2020 due to Covid) part of the Melbourn Fete Committee have organised the turn on to Christmas (TOTC) event where we turn on the Christmas tree lights outside of the hub. The event is aimed at young families and has always offered free entertainment which includes children's arts and crafts, live Christmas themed music, face painting and storytelling. TOTC starts

		<p>at 4 pm which leads up to the switching on of the tree lights at about 5:45pm. The event is being held on Saturday 9 December this year. From the inaugural event it has proved very popular, partly because of the entertainment for young children but also during this busy and expensive time of year it is a few hours of family fun in the village with no cost, particularly relevant at the moment as many families face cost of living issues. We typically have several hundred people attend half of which are young children. The entire ground floor of the hub and its outside area are used. TOTC works very closely with the hub management and volunteers to make this a popular and successful event which has become an established village occasion. A successful application will enable the fete committee funds to maintain the current balance in order to start planning next years village fete. This planning starts in November 2023 and in order to book popular attractions requires early financial commitment.</p>
--	--	---

7.	What will be the total cost of the above project?	£630
8.	If the total cost of the project is more than the grant, how will the residue be financed?	From Melbourn Fete Funds
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.	Yes, the hub
11.	Who will benefit from the project?	The free event is open to the whole community. There are several hundred attendees.
12.	Approximately how many of those who will benefit are parishioners?	This would be hard to establish. In my experience most people walk to the event and therefore live in the village. In addition, most of our marketing and publicity is done within the village through notice boards, banners at the cross, articles in the Melbourn Magazine and publicity through the hub. We do also use social media which is harder to access its reach.

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.

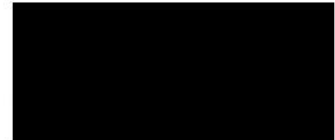
Signed  Date 19 October 2023

3rd parties

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

Name: Jeannie Seers













Organisation: The hub


 Issued on 27 July 2023


 MELBOURN FETE COMMITTEE
 

Your Community Account

At a glance



Date	Description	Money out £	Money in £	Balance £
27 Jun	Start Balance			9,544.27
	 Direct Credit From Brewboard Limited Ref: Brewboard		368.25	9,912.52
28 Jun	 Direct Credit From Slice of Price Ref: Slice of Price		70.00	9,982.52
29 Jun	 On-Line Banking Bill Payment to Mr D W Pettifer Ref: Static Engines	50.00		9,932.52
30 Jun	 On-Line Banking Bill Payment to Mr T L Purnell Ref: Mffd Expenses	11.23		9,921.29
	 On-Line Banking Bill Payment to Melody McKayburton Ref: Mffd Expenses	49.77		9,871.52
	 On-Line Banking Bill Payment to Ellis Amusements Ref: Inv0176	1,200.00		8,671.52
	 Deposit Re 21 Cambridge Benet 100071		960.12	9,631.64
7 Jul	 Direct Credit From Meat Up Ltd Ref: Meaturp		75.80	9,707.44
	 Direct Credit From Wareing L Ref: Calypso G+B		62.00	9,769.44
10 Jul	 Direct Debit to Barclaycard Ref: Bcd01492741300623	36.32		9,733.12
14 Jul	 On-Line Banking Bill Payment to Guann-Yeu Chin Ref: Domain	17.99		9,715.13
	 On-Line Banking Bill Payment to Limegreendreams LT Ref: Web Hosting	60.00		9,655.13

Continued

27 Jun - 26 Jul 2023

Start balance	£9,544.27
Money out	£1,567.59
▶ Commission charges	£0.00
Money in	£1,620.17
▶ Gross interest earned	£0.00
End balance	£9,596.85

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			9,655.13
17 Jul	 On-Line Banking Bill Payment to Gillian Morland Ref: Mffd Expenses	142.28		9,512.85
25 Jul	 Direct Credit From C Rayment Ref: MAD MacS		84.00	9,596.85
26 Jul	Balance carried forward			9,596.85
	Total Payments/Receipts	1,567.59	1,620.17	




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

Issued on 27 September 2023

[REDACTED]
MELBOURN FETE COMMITTEE
[REDACTED]

Your Community Account

At a glance

Date	Description	Money out £	Money in £	Balance £
27 Jul	Start Balance			9,596.85
26 Sep	 On-Line Banking Bill Payment to The Melbourn Commu Ref: 6130039210	500.00		9,096.85
	 On-Line Banking Bill Payment to Royston + District Ref: Fun Day Donation	500.00		8,596.85
	 On-Line Banking Bill Payment to Melbourn Action Co Ref: Fun Day Donation	500.00		8,096.85
26 Sep	Balance carried forward			8,096.85
	Total Payments/Receipts	1,500.00	0.00	

27 Jul - 26 Sep 2023

Start balance	£9,596.85
Money out	£1,500.00
▶ Commission charges	£0.00
Money in	£0.00
▶ Gross interest earned	£0.00
End balance	£8,096.85

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.

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 Cambridgeshire
2.	Name, Address, and Status of Contact	Claire Godward Registered office: 8 Wellington Court, Cambridge CB1 1HZ Chief Executive
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes Charity no. 1096975
5.	Amount of grant requested	£5,000
6.	For what purpose of project is the grant requested.	We offer emotional support, and through our specialist counselling services we help individuals, couples families and children, lead better happier lives. In the past we have asked for a grant to subsidise our counselling service , for the residents of Melbourn. This time I would like to ask for something different, and something I believe would not only add value to the Melbourn residents but also be of considerable help to the Charity. And that is a grant which will facilitate us delivering services at the HUB. So the funding would be used to pay for the room hire at the Hub, so the residents of Melbourn can benefit from face to face counselling on their door step. This makes our service accessible to all.

		<p>We as a Charity are still feeling the impact of the pandemic. We are now in our second year of deficit. We gave up our premises to save money during Covid, and now we find we are unable to afford to pay rent and make ends meet. So the majority of our services remain online, but we are seeing a growing demand for face to face counselling, and if we can offer this again it will benefit clients and also help the charity generate much needed income.</p> <p>So we would like a grant to cover the cost of hiring a counselling room ,once a week, and to cover some core costs to run and manage this. We would hope to commence this in the New Year, and timing will depend upon Counsellor availability.</p> <p>Residents will still enjoy access to our general bursary, which offers low cost counselling and to our free services which are funded by national grants such as the National Lottery (Autistic client work) and BBC Children in Need (children and young people counselling) , and all the free counselling available under various Relate National contracts which support personnel working in areas such the RAF, Grocery workers and civil servants .</p> <p>Our attached report reveals the number of sessions delivered to local residents over the last 12 months, since the last grant. Many people are now struggling due to the cost of living and this puts added pressure on relationships. We delivered 159 sessions and helped 17 local families.</p>
--	--	---

MELBOURN PARISH COUNCIL

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

		With the benefit of face to face sessions we expect to increase this number and help more residents. Each session now costs the Charity £70 to deliver. Many clients can't afford this and so we subsidise the cost from donations and grants such as this..
7.	What will be the total cost of the above project?	£5,000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Clients who can't afford the full cost will pay us what they can afford and our bursary will make up the rest. We will apply our reserves and any grants or donations we receive.
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	Any resident of Melbourn who needs support – individuals, couples, families children and young people.
12.	Approximately how many of those who will benefit are parishioners?	All of them

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. 5/06/2022

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report. Our report is attached covering a 12 month period.

Signed..........Date...13/11/23

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 2022 to 30th March 2023)

<u>Melbourn Residents: appointment data</u>	
Number of appointments delivered	159
Number of cases seen	17
Number of clients seen	27

<u>Most common presenting issues for Melbourn Residents</u>	
Presenting issue	No. of cases with presenting issue
Communication Problems	10
Mental / Physical Illness	9
Sexual Problems	5
Children	5
Work Issues	3
Separation/Divorce	3
Self-Esteem	2
Trust	2
Difficulty Forming Relationship	2
Family Conflict	2
Past Abuse (Sexual)	1
Alcohol-Related	1
Elderly Dependant	1
Concern for siblings	1
Friendships	1

Client Feedback

“Since finishing our sessions we feel that our relationship is improving and we are enjoying each other’s company so we do feel that the sessions were worthwhile and successful.”

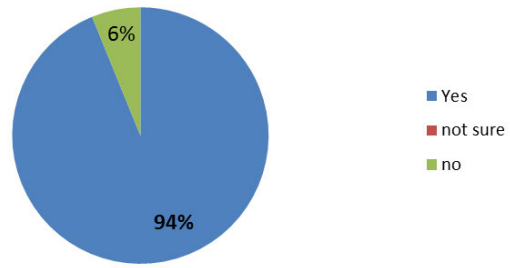
“I have found the sessions really helpful, thought provoking and helped put things into perspective both in terms of recent challenges and why I react how I do due to past relationships.”

“We addressed issues that we hadn’t really talked about in detail, and it has enabled us to have those more difficult conversations.”

“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 this alone without the support of Relate Cambridgeshire and am extremely grateful”

Would you recommend Relate?

94% of clients would recommend us



Registered Charity Number : 1096975
Registered Company Number : 04664883

RELATE CAMBRIDGESHIRE LTD

UNAUDITED
TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

RELATE CAMBRIDGESHIRE LTD

CONTENTS

	Page
Reference and administrative details of the charity, its trustees and advisers	1
Trustees' report	2-4
Independent Examiner's Report	5-6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the financial statements	9-14

RELATE CAMBRIDGESHIRE LTD

THE REFERENCE AND ADMINISTRATION OF THE CHARITY, ITS TRUSTEES AND ADVISERS
FOR THE YEAR ENDED 31 MARCH 2023

Directors and Trustees

I Maddison (Chairman)
J Dibnah (resigned 31 August 2022)
J Rackowe (resigned 16 November 2022)
F McLeman
S Escott
L Amos (resigned 19 April 2022)
A Bayliss
A Forman (appointed 16 November 2022)
K Bates (appointed 16 November 2022)
C Levins (appointed 22 March 2023)

Charity Registered Number

1096975

Compny Number

04664883

Registered Office

8 Wellington Court, Cambridge, CB1 1HZ

Independent Examiner

Compton Hardwick Ltd, 20 Elin Way, Meldreth, Royston, SG8 6LX

RELATE CAMBRIDGESHIRE LTD

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 MARCH 2023

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 Cambridgeshire Ltd for the year ended 31 March 2023. 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 Cambridgeshire Ltd 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 Cambridgeshire Ltd 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 Cambridgeshire Ltd 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. Reserve Policy

The Trustees have established a Reserve 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 at 31 March 2023 the Trustees have a Trustee Reserve of £100,000 (2022: £100,000) 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 CAMBRIDGESHIRE LTD

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023

The report of the trustees

The financial statements set out on pages 7 to 14 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".

This year has again, as expected, been challenging with counselling activity continuing to remain below its pre-pandemic level. Although we did see a slight increase in the number of counselling sessions delivered, turnover of counselling staff remains a constraint. We are however pleased that demand for counselling remains strong.

The Charity has continued to adapt and has benefited from a grant from Children in Need and a contract with the Cambridgeshire & Peterborough NHS Support Hub. Most of our services were delivered via webcam although we started to offer some limited face to face counselling, mainly for children's services. We were also able to resume some of our professional training activities.

Nationwide inflationary pressures have been an issue for our cost-base, especially our staff costs. The Charity recognises the need to be flexible regarding working arrangements and has relinquished its Cambridge office premises. Overall there has been a deficit for the year of £9,245 (2022 deficit of £38,696). The directors are nevertheless satisfied that the Charity can continue its activities during the coming year and that the Charity's assets are adequate to fulfil its obligations.

The Charity has been sad to report the retirement of three of our Trustees who we gratefully thank for their service. Moreover a long standing former trustee, Chris Padfield, who was chair for many years died in June 2023. Chris was a staunch supporter and advocate of Relate and the Trustees would like to acknowledge his significant contribution over many years. We are also very pleased to welcome three new Trustees who have expanded our knowledge and experience.

The statement of Financial Activities shows incoming resources for the year of a revenue nature of £293,268 (2022: £263,706), giving realised net (deficit) resources of £9,245 (2022: deficit £38,696). 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
Simon Gibson Trust
National Lottery

RELATE CAMBRIDGESHIRE LTD

TRUSTEES' REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023

Statement of Trustees responsibilities

The trustees (who are also directors of Relate Cambridgeshire Ltd for the purposes of company law) are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year. Under company law the trustees must not approve the financial statements unless they are satisfied that they 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:

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 judgements that are reasonable and prudent;
- State whether applicable UK accounting standards have been followed, subject to any departures disclosed and explained in the financial statements; and
- Prepare the accounts on a going concern basis unless it is inappropriate to presume that the charity will continue in business.

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 taking the reasonable steps for the prevention of detection of fraud and other irregularities.

Approved by order of the board of trustees on 25 October 2023 and on its behalf by:

.....
I Maddison - Chairman

RELATE CAMBRIDGESHIRE LTD

INDEPENDENT EXAMINER'S REPORT
FOR THE YEAR ENDED 31 MARCH 2023

Independent examiner's report to the Trustees of Relate Cambridgeshire Ltd

We report on the financial statements of the charity for the year ended 31 March 2023 which are set out on pages 7 to 14, 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 purposes of company law) are responsible for the preparation of the accounts. The charities 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
- the 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 CAMBRIDGESHIRE LTD

INDEPENDENT EXAMINER'S REPORT (continued)
FOR THE YEAR ENDED 31 MARCH 2023

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.

Compton Hardwick Ltd

.....
Compton Hardwick Ltd
20 Elin Way
Meldreth
Royston
SG8 6LX

DATE 25/10/2023

RELATE CAMBRIDGESHIRE LTD

STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023

	Note	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
INCOME:					
Voluntary income		49,322	13,362	62,683	34,722
Activities for generating funds		-	228,633	228,633	227,955
Investment income		-	1,951	1,951	63
Government grants		-	-	-	966
TOTAL INCOME		49,322	243,946	293,268	263,706
EXPENDITURE ON:					
Charitable activities		48,195	241,002	289,197	285,939
Governance costs		1,127	12,189	13,316	16,463
TOTAL EXPENDITURE		49,322	253,191	302,513	302,402
NET (DEFICIT)		-	(9,245)	(9,245)	(38,696)
RECONCILIATION OF FUNDS					
Total funds brought forward		-	158,452	158,452	197,148
Net movement in funds		-	(9,245)	(9,245)	(38,696)
TOTAL FUNDS CARRIED FORWARD		-	149,207	149,207	158,452

All activities derive from continuing operation

The notes of pages 9 to 14 form part of these financial statements.

RELATE CAMBRIDGESHIRE LTD

BALANCE SHEET
AS AT 31 MARCH 2023

Note	2023		2022	
	£	£	£	£
Fixed Assets		<u>6,467</u>		<u>10,232</u>
Total Fixed Assets		<u>6,467</u>		<u>10,232</u>
Current Assets				
Debtors	10,247		11,205	
Cash at bank	<u>173,214</u>		<u>168,207</u>	
	183,461		179,412	
Creditors: Amounts falling due within one year	<u>(40,721)</u>		<u>(31,192)</u>	
Net Current Assets		<u>142,740</u>		<u>148,220</u>
NET ASSETS		<u>149,207</u>		<u>158,452</u>
FUNDS				
Trustee Reserve		100,000		100,000
General Fund		<u>49,207</u>		<u>58,452</u>
		<u>149,207</u>		<u>158,452</u>

The charitable company is entitled to exemption from audit under section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2016 and
- 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

Fiona McLeman
Director

Approved by the board of trustees on 25 October 2023

The notes on pages 9 to 14 form part of the financial statements.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

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 have been prepared in accordance with 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 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) 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 have taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS102 "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 are available to spend on activities that further any of the purposes of charity. Designated funds are unrestricted funds of the charity which the trustees have decided at their discretion to set aside to use for a specific purpose. The aim and purpose of each designated fund is set out in the notes to the financial statements. Restricted funds are funds of the charity restricted for specific services or for educational and research projects being undertaken by the charity. The cost of raising and administering such funds are charged against the specific fund. The aim and use of each material designated and restricted fund is set out in the notes to the financial statements.

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. Income is deferred where it has been received ahead of the period where the funds will be used.

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.

Allocation and Apportionment of Costs:

Where possible, costs are allocated directly to the fund and activity that they relate to. Where costs are shared between activities or funds an apportionment is made using an appropriate basis such as budgeted costs or percentage of total costs.

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

TAXATION

The charity is exempt from corporation tax on its charitable activities.

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 offered.

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 month 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 CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

3. DONATIONS AND LEGACIES

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Donations and Grants	49,322	1,751	51,073	28,680
Local authority funding	-	11,610	11,610	6,042
	<u>49,322</u>	<u>13,362</u>	<u>62,683</u>	<u>34,722</u>

4. INCOME FROM INVESTMENTS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Bank deposit interest received	-	1,951	1,951	63
	<u>-</u>	<u>1,951</u>	<u>1,951</u>	<u>63</u>

5. INCOME FROM FUNDRAISING ACTIVITIES

Activities for generating funds	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Income from client services (including gift aid)	-	149,178	149,178	197,340
Income from contracted services	-	75,800	75,800	30,474
Training services	-	3,340	3,340	-
Other	-	315	315	141
	<u>-</u>	<u>228,633</u>	<u>228,633</u>	<u>227,955</u>

6. GOVERNMENT GRANTS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Job retention scheme	-	-	-	966
	<u>-</u>	<u>-</u>	<u>-</u>	<u>966</u>

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

7. EXPENDITURE ON RAISING FUNDS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Charitable activities	<u>48,195</u>	<u>241,002</u>	<u>289,197</u>	<u>285,939</u>
	<u>48,195</u>	<u>241,002</u>	<u>289,197</u>	<u>285,939</u>
Charitable activities				
Staff salaries, NI and pensions	21,543	140,311	161,854	151,673
Other staff costs	823	313	1,136	914
Counsellor salaries	14,073	80,623	94,696	89,658
Other counsellor costs	1,679	3,978	5,657	5,847
Establishment costs	3,670	2,350	6,020	18,541
Administrative costs	<u>6,407</u>	<u>13,427</u>	<u>19,834</u>	<u>19,306</u>
	<u>48,195</u>	<u>241,002</u>	<u>289,197</u>	<u>285,939</u>

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

8. GOVERNANCE COSTS

	Restricted Funds £ 2023	Unrestricted funds £ 2023	Total Funds £ 2023	Total Funds £ 2022
Independent examiner's fee	77	823	900	900
National Relate Federation service charge	<u>1,050</u>	<u>11,366</u>	<u>12,416</u>	<u>15,563</u>
	<u>1,127</u>	<u>12,189</u>	<u>13,316</u>	<u>16,463</u>

9. STAFF COSTS

	2023 £	2022 £
Wages and salaries	245,506	230,442
Social security costs	7,984	7,769
Pension contributions	<u>3,060</u>	<u>3,120</u>
	<u>256,550</u>	<u>241,331</u>

Number of full time employees or full time equivalents

	2023	2022
Direct charitable (including unpaid volunteer staff)	8	7

The above number does not include directors who are not permitted to receive remuneration for their duties. In view of the nature of the charity's activities the majority of administrative and counselling staff do not work full time. There were 24 (2022: 22) people who provided time to the charity. Expenses paid to directors totalled £Nil (2022: £Nil). There were no related party transactions requiring disclosure.

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

10. TANGIBLE FUNCTIONAL FIXED ASSETS

	Furniture & equipment £
Cost	
At 1 April 2022	41,872
Additions	1,310
Disposals	<u>(30,789)</u>
At 31 March 2023	<u>12,393</u>
Depreciation	
At 1 April 2022	31,640
Charge for the year	3,165
Disposals	<u>(28,879)</u>
At 31st March 2023	<u>5,926</u>
Net book value	
At 31 March 2023	<u>6,467</u>
At 31 March 2022	<u>10,232</u>

11. DEBTORS

	2023 £	2022 £
Trade debtors	8,829	10,752
Debtors - gift aid recoverable	123	53
Prepayments	<u>1,295</u>	<u>400</u>
	<u>10,247</u>	<u>11,205</u>

12. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	1,358	5,338
Accrued expenses	4,075	2,258
Dilapidation provision	5,000	5,000
PAYE and pension contributions	3,932	4,424
Deferred income - Children in Need	11,919	8,577
Deferred income - National Lottery Grant	6,162	-
Deferred income - Other bursary funds	<u>8,275</u>	<u>5,595</u>
	<u>40,721</u>	<u>31,192</u>

RELATE CAMBRIDGESHIRE LTD

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

13. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Fixed Assets £	Current Assets £	Creditors £	Net Current Assets £
Unrestricted funds				
Trustee Reserve	6,467	93,533	-	100,000
General Fund	-	89,928	(40,721)	49,207
	<u>6,467</u>	<u>183,461</u>	<u>(40,721)</u>	<u>149,207</u>
Total Funds	<u>6,467</u>	<u>183,461</u>	<u>(40,721)</u>	<u>149,207</u>

As recommended by Relate Head Office, the trustees reserve should equate to three months running costs at £100,000.

Analysis of unrestricted fund movements

	Funds at 2022 £	Movements in Funds £	Transfers Between Funds £	Funds at 2023 £
Trustee Reserve	100,000	-	-	100,000
General Fund	58,452	(9,245)	-	49,207
	<u>158,452</u>	<u>(9,245)</u>	<u>-</u>	<u>149,207</u>

14. COMPANY STATUS AND WINDING UP OR DISSOLUTION OF THE CHARITY

Relate Cambridgeshire Ltd 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 are no related party disclosures for the year ended 31 March 2023.

Annual Report

Year April 2022 - March 2023



Relate
Cambridgeshire

Message from our Chair and Chief Executive

Everyone in the team has felt the effect of having to adapt to the numerous adjustments and changes created by the pandemic. We should not overlook the enormity of some of those challenges, and the subsequent impact on our Charity. Consequently as expected this year has been difficult with counselling activity continuing to remain below its pre-pandemic levels.

The main challenges include: meeting client demand and the pressure that puts on recruitment and retention issues, expectations of staff and clients around flexible working, the cost of living crisis and the inflationary pressure on the Centre's cost base.

We have responded to these external constraints and risen to the challenge with our usual determination and creativeness. We gave up our premises in Brooklands Avenue, and now work predominately from home and online. This recognises the expectation of providing flexible working arrangements.

As a result of some very successful recruitment campaigns the workforce is increasing and we also have a record number of trainees. Clients interest in our service continues to be strong and we are making strides now towards meeting that demand.

We were assisted by our grant providers and supporters, and give grateful thanks to them. We benefited from a 3 year grant from BBC Children in Need and a contract with the Cambridgeshire & Peterborough NHS Support Hub during this period.

We are also very excited about our new Autism service which offers unique support for couples where one or both are Autistic. Our workforce was trained using a National Lottery grant. Whilst the year to date has not been that good so far we are seeing the first signs of some improvement in activity.

We feel sure that all the measures we have put in place will aid our recovery and we continue to have huge confidence the Relate team, counsellors, supervisors, leadership and admin heroes.

Great work everyone, you're a part of something to be proud of.

Ian Maddison – Chair & Claire Godward – Chief Executive

Message from our Clinical Director

Looking back over the year I think the most challenging issue has been recruiting new counsellors in order to meet the demand for our services. During the first lockdown, we lost over half of the team and it has taken until now to build the team back to something approaching pre-pandemic numbers. Although there is a lot of work involved in inducting and supporting trainees I have been impressed with the calibre of our new recruits and the enthusiasm and energy they bring to the work.

This year we have consolidated two new services, the first being a new model for the assessment process. We piloted a three-session model, which includes a couple session and two individual sessions, at the start of the year and, with a few adjustments, have now adopted it as standard practice. We also launched the Autism Relationship Counselling service in December and there has been a steady increase in the number of couples and individuals we are seeing in the service. Some clients come having already been diagnosed but the specialist training the counselling team has received enables them to identify clients who would benefit from a different counselling approach. We have continued our association with Maxine Aston who has just delivered a second very successful two-day training on Understanding and Working with Neurodiversity.

Our counselling service for children and young people remains very much in demand both in-house funded by Children in Need and in Girton Primary School funded by Girton Town Charity. In order to better support the counsellors working in this service we have recruited a specialist supervisor who will join the supervisory team in October. We have also partnered with Talya Bruck who is an author of books for children. She has created the Savanna series of therapeutic books which cover issues our young clients frequently bring to counselling such as bereavement, managing difficult feelings and emotional distress. The counsellors will incorporate these books into their work and provide us and Talya with feedback and new ideas.

We are still delivering the majority of counselling sessions online but we have recently seen an increase in requests to see clients face-to-face. We have met the demand, so far, by working from venues with no or low cost and from counsellors' own consulting rooms. In the coming year, we will continue to look for premises that suit our changing needs both financially and for space.

Annie Wimbush – Clinical Director



Service Delivery

Counselling

In 2022/23 the Centre delivered 3689 appointments to clients to 926 clients in 592 cases.

Most common issues clients come to us with

1. Communication Problems
2. COVID-19
3. Financial Problems
4. Mental Health
5. Children
6. Separation/ Divorce
7. Work-related issues
8. Family Conflict
9. Trust
10. Domestic Abuse & Violence

Service output for all services

	2021 - 22	2022 - 23
Total number of clients seen	1132	926
Total number of initial consultations	980	592
Total number of counselling hours delivered	3482	3689

Client Feedback

“Since finishing our sessions we feel that our relationship is improving, and we are enjoying each other’s company so we do feel that the sessions were worthwhile and successful.”

“I have found the sessions really helpful, thought provoking and helped put things into perspective both in terms of recent challenges and why I react how I do due to past relationships.”

“We addressed issues that we hadn’t really thought about in detail, and it has enabled us to have those more difficult conversations.”

“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.”

Our Supporters

We are grateful for the financial support we gained in this year. Grants, contracts and donations make a huge difference to the sustainability of the Charity.

Major funders were:

BBC Children in Need, Cambridgeshire & Peterborough NHS wellbeing support hub, National Lottery, Girton Town Charity, Huntingdon Freeman's Trust, and John Huntingdon's Charity.



**Huntingdon Freeman's
Trust**

We also received much appreciated financial support from the following:

Local authority Grants:

Linton PC

St. Ives PC

Sawston PC

Soham Town Council

Cottenham PC

Papworth Everard PC

Great Shelford PC

Melbourn PC

Meldreth PC

St. Neots Town Council

Other funding and contracts:

HMP Littlehey

The Simon Gibson Charitable Trust

Donations (major):

Trinity College Cambridge

Jesus College Cambridge

Charities Aid Foundation

Wendy Carr



Administrative Details

Directors and Trustees

Il Maddison (Chairman and Treasurer)

J Dibnah (resigned 31 August 2022)

J Rackowe (resigned 16 November 2022)

F McLeman

S Escott

L Amos (resigned 19 April 2022)

A Bayliss

A Forman (appointed 16 November 2022)

K Bates (appointed 16 November 2022)

C Levins (appointed 22 March 2023)

C Godward (Company Secretary)

Charity Registered Number: 1096975

Company Number: 04664883

Website: <https://www.relate.org.uk/centre/cambridgeshire>

Telephone: 01302 347712

Registered Office: 8 Wellington Court, Cambridge, CB11HZ

Independent Examiner: Compton Hardwick Ltd, 20 Elin Way, Meldreth, Royston, SG8 6LX

Executive Team

C Godward Chief Executive

A Wimbush Clinical Director

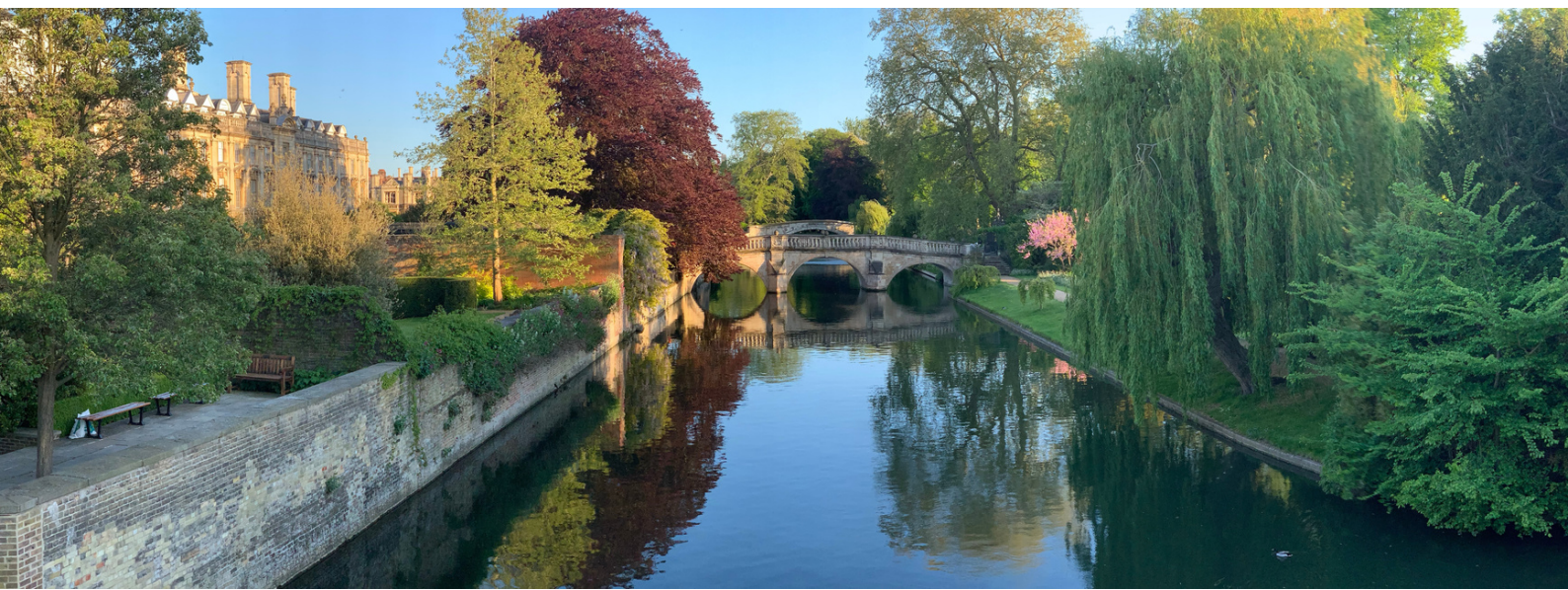
Clinical Supervisors

A Wimbush

N Thomson

V Poole

With many thanks to our dedicated counselling team and admin support.



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 United Reformed Church Orchard Rd, Melbourn SG8 6BP
2.	Name, Address, and Status of Contact	Peter Karner [REDACTED] [REDACTED] Elder and Convenor of Kitchen Working Group
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Please see the attached letter which explains our charitable position. United Reformed Church Trust, Charity Number: 1133373
5.	Amount of grant requested	£2,597.20
6.	For what purpose of project is the grant requested.	To upgrade our kitchen appliances so they are fit for purpose as we seek to serve the community of Melbourn. To upgrade the crockery available to hall users, including mugs, cups and saucers, side plates, water glasses etc. (60 of each)
7.	What will be the total cost of the above project?	£5,097.20
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Melbourn URC Church Meeting on 22 October 2023 has already committed to fund up to £2500 from its own resources by drawing on savings and/or fund raising.and/or seeking further grants.

9.	<p>Have you applied for grant for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	<p>Not at present but we will need to do so if this application is unsuccessful.</p>
10.	<p>Are 3rd parties necessary to deliver your project? If yes, please list them.</p>	<p>No</p>
11.	<p>Who will benefit from the project?</p> <p>Those using the hall include the following: (Some groups will clearly benefit more than others.)</p>	<p>Monthly Community Lunch (approx. 400 covers during the last 15 months). - Average attendance 30.</p> <p>Monthly Friday Coffee group – 10 to 15 people.</p> <p>Twice weekly Bridge Club – 30 -40 people per meeting.</p> <p>Weekly Craft and Chat – 5 – 10 people.</p> <p>Weekly Brownie group (2nd Melbourn Brownie pack) – approx. 24 members.</p> <p>Monthly Soup on Sunday -18 people.</p> <p>Birthday parties – Average booking are 10 per year -(approx.15 – 25 children).</p> <p>Annual Tastes of Christmas event – approx. 100 hot meals.</p> <p>5 sessions per week Pilates – up to10 people per group.</p>
12.	<p>Approximately how many of those who will benefit are parishioners?</p>	<p>For the Community Lunches in excess of 80% of the attendees are parishioners of Melbourn.</p> <p>Whilst we do not have figures we think it reasonable to estimate that at least 75% of those attending events in the hall stem from the Melbourn community.</p>

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.

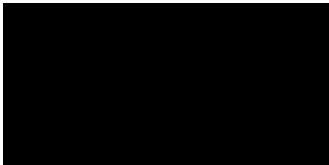
Have you previously received a grant from MPC? Yes

If yes, please give date. 17.11.2016

(The 2016 grant was for Gopak tables and these very tables are the ones in use at the community lunches and other events in our hall. Thank you.)

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

Signed:



Date: 20.11.2023

3rd parties – Not applicable

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

Enclosures:

Supporting document for application

Melbourn URC Church Accounts

Letter explaining Charitable status

Melbourn United Reformed Church – Supporting Document for Application – November 2023

Melbourn United Reformed Church has a congregation of 34 members drawn from Melbourn and surrounding communities. The Church, founded in 1694, has a long history of supporting the community through regular activities and opening its premises to local groups. Many community-based groups use the hall regularly, for children (e.g. Brownies), adults (Fitness classes, Bridge club), and retired or elderly residents who can benefit from warmth, nutritious food and respite from loneliness (Friday Coffee, Craft and Chat, Soup on Sunday, Community Lunch). The Church Hall is also used by the community for seasonal / occasional activity including Burns Night Supper, Taste of Christmas, Cherry Homes charity annual meeting, children's birthday parties and as the polling station for Melbourn parishioners.

In September 2022, the Church started a monthly Community Lunch on a Friday, which has now provided over 400 covers of a 3-course hot meal. This activity is available to the community on a first-come, first-served basis but tends to support the retired and elderly population since it is offered during the working week. No charge is made for the lunches but we ask for a donation where attendees can afford it. The attendance has consistently been around 30. As we look to provide more community outreach activity and service, it has become very clear that our current hospitality facilities require an improved approach to food preparation; potentially to include more people, and/ or to increase the frequency of our service provision.

Driven by the success of the Community Lunches, we established a Kitchen Working Group to research how we could do better. The group broke down our current and notable past events into 3 broad categories of activity:

1. Tea and coffee refreshments: Sunday morning coffee, Friday coffee, hall users refreshments
2. Buffet / sandwich / cake: birthday parties, wake buffet, Brownie Christingle, community afternoon tea, concert / evening talk, bring and share tea
3. Sit down hot food / meal: Soup on Sunday, Church Lunch, Burns Night, Tastes of Christmas, Community Lunch

These activities have informed our proposed improvements to our existing arrangements that have served us well over the last 20+ years. Setting aside the more ambitious long term improvements the Working Group recommended a more achievable target as follows.

Kitchen appliances (to replace two 20 year old domestic electric cookers)

• Commercial stainless steel high output table top hob (2 x 4 heating rings)	1199.98
• Commercial convection oven to accommodate 4 gastronorm trays.	2267.99
• Stainless steel table with shelf to sit beside the hob. 1 x 1200mm +1 x 600mm	575.98
Sub Total	4043.95

Crockery (as resources allow)

• 60 plain white mugs with stacking capability to be available in the hall	197.95
• 60 cups and saucers and 8" side plates to be available in the hall	317.90+ 251.95
• 10 sugar bowls, milk jugs, and 10" biscuit plates.	49.19 +35.99+63.59
• 60 water glasses and 10 jugs 1L	71.90 + 64.78
Sub Total	1053.25
Total	5097.20

Possible supplier Nisbets Catering Equipment. (figures include VAT)

Proposed Resourcing

Budget of the proposed upgrade:	£5097.20
Proposed Melbourn URC contribution –	up to £2500
Request for funding support from Community Grant:	£2597.20

MELBOURN UNITED REFORMED CHURCH

Statement of Accounts Year Ended 31st December 2022

GENERAL ACCOUNT

INCOME

Opening Balance		£38,965.89
Collections Loose		£1,452.90
Collections Envelopes & Bank Transfers		£11,174.00
Donations & Bequests		£970.00

Special Events

Gift Day	£1,980.00	
Craft & Chat Sales	£58.40	
Soup Lunches	£419.22	
Tastes of Christmas	£1,452.70	£3,910.32

Coffee Money		£268.00
Hire of Hall		£6,745.00
Christian Aid		£10.00
CWM		£75.00
"Gift Aid" Repayment		£4,155.71
Brenton Mitchell Funeral		£360.00
Fowlmere Communion Wine		£11.00
Interest		£8.24

£68,106.06

MELBOURN UNITED REFORMED CHURCH

Statement of Accounts Year Ended 31st December 2022

GENERAL ACCOUNT

EXPENDITURE

Central Funds		£12,024.00
Pulpit Fees		£930.00
Insurance		£3,267.03
Electricity & Water Rates		£2,190.41
<u>Property (General)</u>		
J Johnson (Organ Tuning)	£133.00	
Chubb Fire (Annual Inspection)	£263.17	
Prince Property (Hall Roof Tiles)	£124.80	
Prince Property (Install Dishwasher)	£123.04	
Prince Property (P.A. Testing)	£66.00	£710.01
Cleaning		£737.00
Grounds Maintenance		£2,220.00
Licences		£498.89
SKY		£442.50
Frank Wright Mundy (Communion Wine)		£68.00
Website Hosting		£88.18
Linked Pastorate		£2,386.53
Closing Balance		£42,543.51
		<hr/>
		£68,106.06

MELBOURN UNITED REFORMED CHURCH

Statement of Accounts Year Ended 31st December 2022

Reserve Account

<u>Income</u>		<u>Expenditure</u>	
Opening Balance	£18,000.00	Closing Balance	£18,000.00

Building Account

<u>Income</u>		<u>Expenditure</u>	
Opening Balance	£9,725.54	Closing Balance	£9,725.54

Graveyard Account

<u>Income</u>		<u>Expenditure</u>	
Opening Balance	£3,602.00	Closing Balance	£3,631.16
Interest (all accounts)	£29.16		
	<u>£3,631.16</u>		<u>£3,631.16</u>

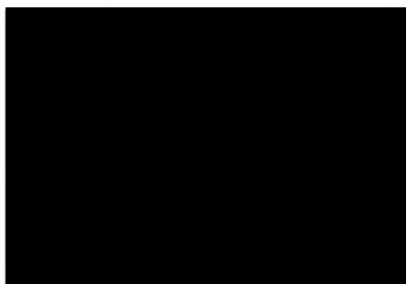
Summary of Balances as at 31st December 2021

General Account	£42,543.51
Reserve Account	£18,000.00
Building Account	£9,725.54
Graveyard Account	£3,631.16
	<u>£73,900.21</u>
Current Account	£34,002.79
Deposit Account	£8,540.72
National Savings Bank	£31,356.70
	<u>£73,900.21</u>

In my examination of the Church funds, nothing came to my attention which gave me cause to believe otherwise than that the financial statements accord with the accounting records of the Church, and that those records satisfied the relevant requirements of the Charities Act.

I am not aware of any matter to which attention should be drawn in order to enable a proper understanding of the financial statements to be reached.

Date 8th February 2023





**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Charity Commission
PO Box 211
Bootle
L20 7YX

T: 0300 066 9197

Date: 24 August 2023

To whom it may concern,

Excepted United Reformed Church charities in England and Wales

The Charity Commission for England and Wales ('the Commission') is the government body which registers and regulates charities in England and Wales.

Under the [Charities \(Exception from Registration\) Regulations 1996](#), certain charities, including certain church charities, are 'excepted' from registration with the Commission if they have an annual income of under £100,000 per year.

This exception for specific church charities is due to last until 31 March 2031, when they will be required to register.

More information about what excepted charities are, and which church charities are excepted, can be found using the below link:

<https://www.gov.uk/government/publications/excepted-charities/excepted-charities--2>

Currently, excepted charities do not have to register with the Commission or submit annual returns. However, they are otherwise exactly the same as registered charities and are:

- Subject to the requirements of charity law in England and Wales;
- Subject to our jurisdiction as the regulator of charities in England and Wales;
- Able to register with HMRC for recognition as a charity for tax purposes.

On track to meet your deadline?

Visit www.gov.uk/charity-commission for help on filing your annual return and accounts

t: 0300 066 9197 (General enquiries)
0300 066 9219 (Textphone)

w: www.gov.uk/charity-commission

Please note that an individual church charity cannot use the charity number of another linked body which is registered with the Commission (such as a central umbrella body). The two would be legally separate and distinct charitable entities.

Any application for services by an excepted church charity in England and Wales should not therefore require the provision of a registered charity number as:

- It is not currently possible for them to obtain one; and
- (as described above) the lack of a registered charity number does not affect their status as charities in any way.

I would be grateful if you would consider this when assessing any such application.

Yours sincerely,



Thomas Yih

Head of Charities Engagement
Regulatory Services Directorate
Charity Commission for England and Wales

31 JANUARY 2018

L01-18 | FINANCIAL ASSISTANCE TO THE CHURCH

Introduction

The purpose of this briefing is to consider whether a parish council or, in Wales, a community council may provide financial assistance to the church (or other religious bodies).

Relevant legislation

s.6(1) (a) of the Local Government Act 1894 (“1894 Act”) transferred powers from the Vestry and Churchwardens to the newly formed parish councils **“except so far as relates to the affairs of the church or to ecclesiastical charities.”** s.6(1) (c) of the 1894 Act confirms the powers, duties and liabilities conferred on parish councils include “the holding and management of parish property **“not being property relating to affairs of the church or held for an ecclesiastical charity”**”.

S.8 of the 1894 Act gives parish councils further powers including the power “to execute any works (including works of maintenance or improvement) incidental to or consequential on the exercise of the powers in s.6 , **“not being property relating to affairs of the church or held for an ecclesiastical charity”** and further “to contribute towards the expense of doing any of the things above mentioned, or to agree or combine with any other parish council to do or contribute towards the expense of doing any of the things above mentioned”. It should be noted that the prohibition relates to the nature of the property concerned not to the use to which that any funding will be put. Thus funding to make a church hall suitable for meetings of the guides and scouts is still prohibited because the building is church property.

Despite references in the above provisions to parish councils, the 1894 Act applies to both England and Wales.

The powers in the 1894 Act prohibit councils’ involvement in property relating to the affairs of the church e.g. the maintenance or improvement of buildings or land or contributing to the costs. The question often asked is whether that prohibition still applies or is it overridden by legislation made after the 1894 Act. Examples of such legislation are:

- s.214(6) of the Local Government Act 1972 (“the 1972 Act”) which provides that councils which are burial authorities may contribute to another

person's expenses (e.g. the PCC or synagogue) in providing a cemetery in which residents in the council's area may be buried.

- s.215 of the 1972 Act permits a council to maintain a closed churchyard.
- s.137 of the 1972 Act which allows a council to incur expenditure for any purpose except one which is subject to a statutory prohibition, restriction or limitation.
- s.138B of the 1972 Act empowers a parish council to support or facilitate a religious event.
- The General Power of Competence in s.1 of the Localism Act 2011 ("the 2011 Act") is available to eligible parish councils that satisfy the conditions in Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012/965.

NALC's views

There is an accepted legal principle, applied by the courts, which is that in interpreting what an Act of Parliament means, a specific provision overrides one of a general nature. In other words, if two statutory provisions are in conflict or overlap, the detailed provision will prevail over the more general one. In applying this principle, NALC's views are as summarised below.

Ss.137 and 138B of the 1972 Act and s.1 of the 2011 Act constitute general provisions and do not override the specific prohibitions in s.8 of the 1894 Act. S.137 expressly provides that expenditure cannot be incurred purposes which are subject to a statutory prohibition, restriction or limitation.

S.2 of the 2011 Act confirms that the general power of competence does not allow an eligible parish council to get round any statutory prohibition, restriction and limitation which existed before the general power was introduced.

S.214(6) of the 1972 Act which permits a council as a burial authority to contribute to the expenses of anyone else providing a cemetery, appears to overlap with the specific provision in s.8 of the 1894 Act which prevents a council from contributing to the affairs of the church and, in NALC's view, the specific provision would prevail.

S.215 of the 1972 Act is a specific provision in respect of the responsibilities of a council (whether or not a burial authority) to maintain a closed churchyard which, in NALC's opinion, thus overrides the prohibitions in ss. 6 and 8 of the 1894 Act.

Summary

There is no current case law to resolve the question of whether or not the 1894 Act restrictions override the provisions in later Acts of Parliament and ultimately it would be for the courts to determine the extent of any prohibition from the 1894 Act. Any court action started so as to resolve this point is likely to be expensive and time consuming.

It would, of course, be possible for Parliament to clarify the point with a specific provision in new legislation, however, the Government's current view on the legal issues is that there is no need for any further legislation as they believe the 1894 Act restrictions do not override the provisions in later Acts of Parliament.

Whilst there is no consensus on this issue, a council that considers making a payment in these circumstances needs to consider whether it is prudent to take a course of action that it cannot be certain is legally valid.

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 Bell Repair Appeal (via All Saints' PCC)
2.	Name, Address, and Status of Contact	Ian Cowley [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes, PCC is
5.	Amount of grant requested	£2,000
6.	For what purpose of project is the grant requested.	Repair of 2 bells in the Melbourn bell tower
7.	What will be the total cost of the above project?	£8494
8.	If the total cost of the project is more than the grant, how will the residue be financed?	£1956 work given in kind ~£1000 from charity cycle ride £1000 from Supporters of All Saints £202 from charity raffle £70 from bucket whip-round ~£1000 from donors ~£1000 from Ely Diocesan Association bell fund grant Residue to be raised, with further offers of support from Bellringers and SOAS

MELBOURN PARISH COUNCIL

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

9.	Have you applied for grant for the same project to another organisation?	Yes, see above. Also applying to Cambridgeshire Historic Churches Trust for a grant
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Only the bellhangers who have quoted for the work
11.	Who will benefit from the project?	Bellringers, churchgoers, wider village
12.	Approximately how many of those who will benefit are parishioners?	Virtually all. Approx 10 regular bellringers come from other parishes, but the enjoyment of the bells will benefit the entire village.

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...21/11/2023...

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

Supporting information

Bellringing is a historic and curiously English activity – of around 6000 church towers with ringable bells in the world, 99% are in the UK and 95% are in England. Bellringing is an enjoyable and sociable pastime that is open to anyone over the age of 8 years old regardless of gender, faith, race or nationality, and all are welcome to start learning the art of bellringing. Bellringing is now largely a secular pastime, with fewer ringers than ever being affiliated to the C of E.

Bellringers have been celebrating, mourning and announcing public events for hundreds of years. Recent events in Melbourn have included the coronation of King Charles III (including the Melbourn street party), the death of Queen Elizabeth II, the death of the Prince Philip Duke of Edinburgh and the installation of the new Vicar. Additionally bells are rung for weddings, funerals and Sunday church services. The bells are also available for visiting bands to attempt quarter peals and full peals (continuous ringing of 45 minutes or 3 hours respectively).

The oldest bells in the Melbourn bell tower date to the 17th century and have been augmented over the years to the current ring of 8 bells. The most recent additions were in 1987. Sadly the fittings for these bells were not installed correctly and in February 2023 a large crack appeared in the fitting of one, rendering it unringable since. The second bell is also deemed to be unsafe for the same fault. These bells require new fittings to become ringable once more. The two bells in question were not installed by the Church, nor with money raised by the Church or parishioners. They were donated as a memorial to a local man, and paid for by his parents. They were installed, without cost, by the local Tower Captain and engineer, John Gipson. The man's sister has made a significant contribution of £817 to the current appeal to help fix her brother's bells.

Bellringing as a pastime, and the upkeep of the bells themselves, do not really fall under the remit of the Church authorities anymore. The Church has asked the bellringers themselves to spearhead a fundraising campaign for the bell repairs, hence this grant application. Funds have been secure from a variety of sources, but we are still several thousand pounds short of our target.

It is intended that the new fittings will be installed by the Diocesan team of volunteers- all who are experienced in this type of work. This is an equivalent of a £2k donation in kind.

We hope that this repair is something that the Parish Council would be able to consider supporting. Meldreth Parish gave financial support to the refurbishment of the Meldreth Bells in 2015, and recent changes to legislation allow parish councils to award grant monies to support churches – see link below. That the bells were rung for the passing of Queen Elizabeth II and again for the Coronation of King Charles III underlines their importance for the whole village and the nation.

As this is a one-off fundraising request, we have no bank account or statement of previous financial activity to provide.

<https://www.churchofengland.org/media-and-news/press-releases/legislation-clarifying-right-local-authorities-support-churches>

MATTHEW HIGBY & COMPANY LTD

BELL FOUNDERS - BELL HANGERS – SERVICE ENGINEERS

Unit 16, Charmborough Farm, Holcombe, Radstock, Somerset, BA3 5FX

Tel: 01761 233757 **or** 07971 441042 **Email:** matthewhigby@gmail.com

Website: www.bellhangers.com

Company no 04540126 VAT Registration number 779 4220 01

Church of All Saints, Melbourn, Cambridgeshire.

An estimate to rehang the two smallest bells with mostly new fittings. Estimate date 16th November 2023.

Dismantling

Travel to the church with all required tools and lifting equipment.

Dismantle the bell fittings and lower the two bells (bells 1 and 2 of 8) to the floor using existing trap doors and lifting beams.

Transport the bells and all required fittings to our works.

Bell Fittings

Provide all new fittings for the bells, with the exception of one wheel. Details as follows:

- Bespoke fabricated steel headstocks with turned steel gudgeons, wheel cleats and clapper adjustment screws. Accurately balance and drill each bell on its headstock and drill for the bell bolts.
- Self-aligning, ball bearings, housed in cast iron plummer blocks and charged with the correct amount of lubricant.
- Provide all required isolation pads, supporting bolts, with nuts, lock nuts and isolation washers.
- Provide one traditional bell wheel of finest hardwood, with stainless-steel fixings throughout. Provide Galvanized steel wheel irons.
- Independent clapper staple fitted with a high tensile steel hinge pin.
- Clapper of spheroidal graphite iron, properly proportioned, fully machined along its length and fitted with a Tufnol bush at the point of swing and grease applicator. *(N.B. The clapper assemblies being essentially maintenance free, however they work better with occasional lubrication).*

Reuse one of the existing wheels and convert it to suit the new arrangement.

Reuse and convert the existing roller boxes, ropes and slider/runner arrangements, altering them to suit.

Installation

Transport everything back to the site, and hoist into the belfry. Assemble the bells and their fittings in the bell frame, and set the bells for even striking and the correct depth of set at both hand stroke and back stroke.

Test the bells with the local ringers and following any final adjustments, leave all ready for use.

The cost of this option, including all of the work specified in our main estimate above, plus the provision of equipment, labour, draughtsmanship, expenses, carriage and third-party insurance in connection therewith, would cost £8494.00 + VAT.

If Tom Ridgman and his self-help team are able to do all of the site work in connection with this project, I would be willing to make an allowance of £1956 from the above total.

Matthew Higby & Co Ltd – Estimate Notes and Terms of Business.

General Business Etiquette

We strive to give honest and factual advice from the outset, and aim to be as flexible and transparent at every stage of our business transactions. At no point will we ever attempt to sell you something that you don't need, and try to make ourselves readily available to discuss answer any questions which you may have.

Acceptance of Quotations

Due to the current volatile nature of the metal markets, these quotations are based upon current costs, but can be held firm if accepted in writing within three months of the estimate date. Revised estimates can be supplied on request.

Standard Terms of Payment

We try to be as flexible as possible when it comes to payments and payment regimes. We offer a range of options which would be agreed by both parties in advance. A 100% refundable deposit with order would hold prices for up to 1 year whilst fundraising continues or faculties are sought. We offer a discount for full payment in advance. Our most regular payment regimes work out as follows:

For orders where the total value is less than £20,000 (ex VAT):

50% when work begins.

The balance, less any deductions due, on completion.

For orders where the value exceeds £20,000 (ex VAT):

These quotations are based upon the following terms of payment:

One-third payable when work starts.

One-third at an agreed midway point.

The balance, less any deductions, within 14 days of our final invoice.

Lead times

For larger projects we currently have approximately a 6-9 lead time from the point of order, to being in a position to start work. This does alter on a regular basis, so please do check the current status. Our site working slots are then allocated on a first come, first served basis, after both faculty permission and funding are in place. Small projects can often be slotted in alongside other larger projects, with significantly shorter lead-times.

Grant Aid

If the project is lucky enough to secure grant aid, please note that the customer is 100% liable for the full amount to be paid within the terms of our invoice (our invoice terms are generally payment within 14 days unless agreed in advance). We have past experience of grant making bodies and trusts taking over 12 months to pay. If Trusts and Grant Making Bodies prefer to pay the contractor direct, the customer is still liable for the full amount to be paid within the terms as detailed on the invoice and we will fully reimburse the customer when the funds have been received.

Post-Conservation Reports

Grant-Making Bodies often require a post-conservation report before paying their promised grant. Such a report outlines the work that has been undertaken in fine detail, including specifications and details of materials used and techniques. Colour photographs of the work being undertaken are also required. It has become increasingly apparent that the contractor is expected to provide this report. If you need such a report, please inform us before we start work, to enable us to take the required photographs etc. We charge £65 + VAT per hour for the production of post-conservation reports. These usually take between 3 and 5 hours to produce.

Faculty Permission etc

Most of the work to be undertaken to bell installations in churches requires a faculty to be granted by either the Archdeacon (for smaller works) or by the Chancellor of the Diocese. We are not in a position to commence any work until we either receive a copy of such documentation or written notification that it has been received.

Insurance

We carry full insurance cover for all of our products and our site work. Please ask if you require details.

Volunteer 'DIY' labourers

We are aware that some of our competitors offer sizeable savings for local volunteers assisting with site work. Having consulted 4 separate insurance firms with regard to this matter, we have been assured that insurance cover for those assisting with sitework is a very grey area. As things currently stand, our insurers refuse to provide insurance cover for what they consider to be 'untrained operatives' assisting with physically demanding works, which often involve working at height,

and lifting heavy objects. If you can provide insurance cover for volunteer labourers, through the church's own insurance firm (at no cost to our firm) then we would be happy to look at this proposal again.

Drawings and Photographs

All drawings, plans and photographs are the property of Matthew Higby & Company Limited and are subject to copyright.

VAT

If the building in which the bells are to be installed, is a listed place of worship. the VAT paid should be reclaimable via the Listed Places of Worship Grant Scheme. See <https://listed-places-of-worship-grant.dcms.gov.uk/> for more information.

Guarantees

All bell frames and most new bell fittings are guaranteed for the ten years. Stays and sliders, which are designed to break when subjected to excessive force, are not guaranteed. Frictional parts such as clapper bushes are only guaranteed through faulty materials or workmanship, and do not include normal wear and tear. Bell ropes are guaranteed for 12 months from the point of sale, not the point of fitting.

Delivery Dates

We endeavour to give realistic and firm delivery dates for all of our projects. However, with the best will in the world, these sometimes have to be amended depending on obtaining parts from suppliers. We endeavour to give constant updates if problems occur. Do not arrange dedication ceremonies etc, until we have a confirmed date of installation.

Method Statements, Risk Assessments, Health and Safety

We have a full company health and safety policy, copies of which can be made available on request. This policy carries general method statements and risk assessments which cover the majority of our work. Bespoke method statements and risk assessments are available at additional cost.

Visiting our Works

We invite our customers to visit our works whilst we are working on their projects. We often entertain large parties and are pleased to provide descriptive talks and guided tours of our workshops, Tours often includes an illustrated talk, with demonstrations of various aspects of our work. Bellringers are welcome to use our small demonstrator peal or in-house dumbbell to demonstrate their own skills. Some customers choose to use their visit as a fund-raising event or to publicise their project. Refreshments can be provided by the customer, or by ourselves by prior arrangement.



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	MACS -Melbourn Action Community Support
2.	Name, Address, and Status of Contact	Stephanie Trayhurn MACS Lead [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£7910
6.	For what purpose of project is the grant requested.	For Food Bank and Cozy Corner
7.	What will be the total cost of the above project?	£ 9500
8.	If the total cost of the project is more than the grant, how will the residue be financed?	ACRE grant and Fundraising

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?	Melbourn residents
12.	Approximately how many of those who will benefit are parishioners?	98%

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 2022

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

Signed..........Date.....22 November 2023

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

MPC Grant Application - November 2023



MACS (Melbourn Action Community Support)



Melbourn Food Bank and Cozy Corner are supporting residents through the cost of living crisis. Both are located in Vicarage Close Community Hall and supported by a dedicated team of volunteers.

Food Bank provides non-perishable foods and essentials on a 'no voucher, no referral' basis to Melbourn residents.

Open Mondays and Thursdays 10-12 serving an average of 17 customers per week, numbers of customers rising.

MACS supports both MPS and MVC with breakfast foods and has developed a reciprocal relationship with period products.

MACS is a member of South Cambs Foodbank network.

MACS has Trusted Partner status for Household Support Fund applications for customers.

Donations of food have declined from all sources necessitating the need to purchase food for customers.

Supported with regular and one-off financial donations and Harvest collections at MPS and Melbourn Springs.

Fund raising activities such as Aquathon, Craft stalls and DanceAthon undertaken

FOOD BANK (Mondays & Thursdays 10-12)			Per week	£
Vicarage Close (9.30- 12.00 x 2 49 weeks)	5hrs	£5ph	£25	1225
Food				4900
Flyers – Printing and delivery	2	150		500
Signage				200
Total				£6,825
Cozy Corner (Mondays & Thursdays 12-3)				
Refreshments, hot drinks, biscuits £7 pw				350
Hot meal – (Soup and a roll) £15 pw				735
Total				1,085
GRAND TOTAL				£7,910



MACS (Melbourn Action Community Support)



MPC Grant (£2786) received November 2022

MACS was formed to address the cost of living crisis and a FOOD BANK and WARM HUB were opened in December 2022

Both located in Vicarage Close Community Hall

Food Bank provides non-perishable foods and essentials to Melbourn residents

Opens Mondays and Thursdays 10-12

- Donation boxes situated around the Village at local residencies, The United Reform, Baptist and All Saints Churches and various other commercial premises
- Flyer and Posters delivered to Melbourn residents, businesses and organisations.
- MACS Facebook page updated regularly with opening times and food 'wishlist'
- Melbourn Primary School and Melbourn Village College both provided with Breakfast foods and support of food, nappies and baby milk for individual families referred by school.

Warm Hub rebranded as Cozy Corner – providing refreshments of Tea/Coffee, biscuits with activities; Bowling, Cards, Table tennis, Board games and Craft group

Opens Mondays and Thursdays 12:00-15:00

- **ACRE** provided training for 2 Volunteers
- **ACRE** funding received for Hall hire

MPC Grant received spent on:

- Hire of Vicarage Close for both Food Bank and Cozy Corner
- Food for Food bank customers
- Refreshments for both Food bank and Cozy corner
- Flyers to promote MACS
- Storage for Food Bank
- Collection boxes for Food Bank

MACS - Food Bank and Warm Hub				
FOOD BANK			Per week	£
Room hire 9.30- 12.00 x 2	5hrs	£5ph	£25	1225
Storage units				80
Food				3000
Collection boxes x 6				36
Leaflets - Printing				40
Delivery x 2	£150			300
TOTAL				4681
Warm Hub/Cozy Corner				
Room hire 12-3.00 x 2	6hrs	£5ph	£30	1470
Refreshments			£15	500
TOTAL				1970
TOTAL				6651

Your Statement

[REDACTED]
 Melbourn Action Community Support

[REDACTED]
[REDACTED]
[REDACTED]



Account Summary

Opening Balance	2,733.49
Payments In	727.50
Payments Out	1,201.59
Closing Balance	2,259.40

18 May to 17 June 2023

International Bank Account Number

[REDACTED]

Branch Identifier Code

[REDACTED]

Account Name

Melbourn Action Community Support

Sortcode

[REDACTED]

Account Number Sheet Number

[REDACTED] 9

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
17 May 23	BALANCE BROUGHT FORWARD			2,733.49
18 May 23	BP S Trayhurn			
	FBank tesco shop	93.38		
	BP S Trayhurn			
	Shop MPS parent	44.37		
	BP S Trayhurn			
	MACS refreshments	65.70		
	BP S Trayhurn			
	A Shea shoes	30.00		2,500.04
24 May 23	CR CAMBRIDGESHIRE ACR			
	BC210.2WHUB COSTS		210.00	
	CR CASH IN AT HSBC BANK PLC			
	CAMBRIDGE CITY OFFICE		50.00	
	BP S Trayhurn			
	FB Aldi shop	50.12		
	BP S Trayhurn			
	Car seat ukr fam	20.00		2,689.92
26 May 23	BP HOME-START			
	Aquathon		407.50	3,097.42
31 May 23	BP S Trayhurn			
	Shelving/ fb	98.55		
	BP S Trayhurn			
	WH B/day tesco	20.25		2,978.62
04 Jun 23	BP S Trayhurn			
	Macs family shop	118.39		
	BP S Trayhurn			
	Macs family shop	5.53		
	BALANCE CARRIED FORWARD			2,854.70

18 May to 17 June 2023

Your Statement

Account Name
 Melbourn Action Community Support

Sortcode **Account Number** **Sheet Number**
██████ ██████████ █






Your Charitable Bank Account details				
<i>Date</i>	<i>Payment type and details</i>	<i>Paid out</i>	<i>Paid in</i>	<i>Balance</i>
	BALANCE BROUGHT FORWARD			2,854.70
	BP S Trayhurn			
	Mac's family shop	17.80		2,836.90
05 Jun 23	BP CAMBRIDGESHIRE STH			
	Invoice 80071593	112.50		
	BP CAMBRIDGESHIRE STH			
	Invoice 80071591	97.50		
	BP CAMBRIDGESHIRE STH			
	Invoice 80071592	100.00		
	BP CAMBRIDGESHIRE STH			
	Invoice 80071590	82.50		
	BP CAMBRIDGESHIRE STH			
	Invoice 80071313	112.50		
	BP CAMBRIDGESHIRE STH			
	Invoice 80071312	127.50		2,204.40
07 Jun 23	DR TOTAL CHARGES			
	TO 16MAY2023	5.00		2,199.40
08 Jun 23	CR MORLAND G R			
	GMDONATION		20.00	2,219.40
15 Jun 23	CR CAMBRIDGESHIRE ACR			
	BC2135/WHUBBURSA		40.00	2,259.40
17 Jun 23	BALANCE CARRIED FORWARD			2,259.40

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Credit Interest Rates	<i>balance</i>	<i>AER</i> <i>variable</i>	Debit Interest Rates	<i>balance</i>	<i>EAR</i> <i>variable</i>
Credit interest is not applied			Debit interest		21.34%

Your Statement


 Melbourn Action Community Support







Account Summary

Opening Balance	2,259.40
Payments In	440.00
Payments Out	596.14
Closing Balance	2,103.26

18 June to 17 July 2023

International Bank Account Number



Branch Identifier Code



Account Name

Melbourn Action Community Support

Sortcode



Account Number Sheet Number

 11

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
17 Jun 23	BALANCE BROUGHT FORWARD			2,259.40
22 Jun 23	CR CAMBRIDGESHIRE ACR BC214.1CHUB COSTS		165.00	2,424.40
03 Jul 23	BP S Trayhurn FB WH FIN	132.04		
	BP S Trayhurn FB Aldi shop	192.18		2,100.18
06 Jul 23	BP S Trayhurn FB Tesco Shop	233.01		1,867.17
08 Jul 23	DR TOTAL CHARGES TO 16JUN2023	5.60		1,861.57
10 Jul 23	CR MORLAND G R GMDONATION		20.00	1,881.57
12 Jul 23	CR CAMBRIDGESHIRE ACR BC219.15CHUB OPC		255.00	2,136.57
13 Jul 23	BP S Trayhurn MPS and WH	25.75		
	BP S Trayhurn FIN	7.56		2,103.26
17 Jul 23	BALANCE CARRIED FORWARD			2,103.26

Your Statement

[REDACTED]
 Melbourn Action Community Support

[REDACTED]
[REDACTED]
[REDACTED]



Account Summary

Opening Balance	2,103.26
Payments In	340.00
Payments Out	349.77
Closing Balance	2,093.49

18 July to 17 August 2023

International Bank Account Number

[REDACTED]

Branch Identifier Code

[REDACTED]

Account Name

Melbourn Action Community Support

Sortcode

[REDACTED]

Account Number Sheet Number

[REDACTED] 13

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
17 Jul 23	BALANCE BROUGHT FORWARD			2,103.26
19 Jul 23	CR CASH IN AT HSBC BANK PLC CAMBRIDGE CITY OFFICE		60.00	2,163.26
20 Jul 23	BP S Trayhurn Tesco FB shop	67.63		2,095.63
22 Jul 23	BP S Trayhurn Shop FIN	13.78		2,081.85
27 Jul 23	CR WHITMORE LC MACS SQUARES		5.00	2,086.85
07 Aug 23	DR TOTAL CHARGES TO 16JUL2023	5.00		2,081.85
08 Aug 23	CR MORLAND G R GMDONATION		20.00	
	BP S Trayhurn FB Tesco shop	197.05		1,904.80
10 Aug 23	BP S Trayhurn Macs and FB Aldi	44.31		
	BP S Trayhurn M and S Macs	22.00		1,838.49
16 Aug 23	CR CAMBRIDGESHIRE ACR BC22314/CHUBOPC		255.00	2,093.49
17 Aug 23	BALANCE CARRIED FORWARD			2,093.49

Your Statement

Melbourn Action Community Support



Account Summary

Opening Balance	2,093.49
Payments In	20.00
Payments Out	486.40
Closing Balance	1,627.09

18 August to 17 September 2023

International Bank Account Number

Branch Identifier Code

Account Name

Melbourn Action Community Support

Sortcode

Account Number Sheet Number

15

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
17 Aug 23	BALANCE BROUGHT FORWARD			2,093.49
07 Sep 23	DR TOTAL CHARGES TO 16AUG2023	5.64		
	BP S Trayhurn Tesco shop	205.77		
	BP S Trayhurn FIN shop	21.70		
	BP S Trayhurn Costco MPS bfast	9.38		
	BP S Trayhurn FB shop	40.46		
	BP S Trayhurn FB shop	10.65		1,799.89
08 Sep 23	CR MORLAND G R GMDONATION		20.00	1,819.89
15 Sep 23	BP S Trayhurn FB Tesco shop	192.80		1,627.09
17 Sep 23	BALANCE CARRIED FORWARD			1,627.09

Information about the Financial Services Compensation Scheme

Most deposits made by HSBC Business customers are eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at fscs.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (hsbc.co.uk/fscs/).

Your Statement

████████████████████
 Melbourn Action Community Support
 ██████████
 ████████
 ██████



Account Summary	
Opening Balance	1,627.09
Payments In	780.00
Payments Out	940.00
Closing Balance	1,467.09

18 September to 17 October 2023

International Bank Account Number

████████████████████

Branch Identifier Code

██████████

Account Name

Melbourn Action Community Support

Sortcode

██████

Account Number Sheet Number

████████

17

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
17 Sep 23	BALANCE BROUGHT FORWARD			1,627.09
26 Sep 23	CR MELBOURN FETE CO FUN DAY DONATION		500.00	
	BP S Trayhurn FB Meldreth pies	20.00		2,107.09
29 Sep 23	CR CAMBRIDGESHIRE ACR BC2388/CHUBOPC		240.00	2,347.09
03 Oct 23	BP CAMBRIDGESHIRE STH MACS FB June/July	225.00		
	BP CAMBRIDGESHIRE STH MACS WHUB Jun/July	255.00		1,867.09
04 Oct 23	BP CAMBRIDGESHIRE STH Invoice 80077385	210.00		
	BP CAMBRIDGESHIRE STH Invoice 80077386	225.00		1,432.09
08 Oct 23	DR TOTAL CHARGES TO 16SEP2023	5.00		1,427.09
09 Oct 23	CR MORLAND G R GMDONATION		20.00	1,447.09
15 Oct 23	BP KEYLOCK N Dance		20.00	1,467.09
17 Oct 23	BALANCE CARRIED FORWARD			1,467.09

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 Village College Squash Club
2.	Name, Address, and Status of Contact	Matthew Walker [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£2400
6.	For what purpose of project is the grant requested.	To maintain and expand the provision of squash coaching to juniors and ladies in the community
7.	What will be the total cost of the above project?	£1200 to retain the services of a professional coach to deliver the current offer of weekly sessions to junior players (£100/month) £1200 to contribute to the development of 'home-grown' coaches from within the club membership in order to expand the provision to weekend sessions
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Alternative sources of funding
9.	Have you applied for grant for the same project to another organisation?	Cambridge County Squash have in principle offered some financial support, not expected to exceed £200.

	If so, which organisation and how much?	
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Chris Shaw, Level 2 qualified coach is paid on a retainer of £100 / month to provide mid-week junior sessions. We plan to fund up to 10 experienced players from within the club to gain Level 1 coaching qualification (@ c.£200 per player). These 'home-grown' coaches would work on a volunteer basis to deliver mid-week sessions to female club members and weekend sessions to juniors.
11.	Who will benefit from the project?	Squash is a great physical and mental workout. A game for all ages and abilities, it fits easily into busy & family lifestyles, and is relatively inexpensive. It never gets rained off. Melbourn Squash Club is the only facility of its type in South Cambs and has a majority adult male membership. One of our key priorities as a club committee is to expand the total membership and in particular to attract more junior and female members to enjoy the benefits of playing squash. In order to do that, we need to provide structured access to the game for those who haven't played before or are returning to the sport after some time away. The primary beneficiaries of the coaching programme will therefore be younger age groups and female members of the community who want to play squash on a more social basis and/or wish to play more competitively within or for the club.
12.	Approximately how many of those who will benefit are parishioners?	The club serves a wider community beyond the Parish, but we expect the majority of those accessing the junior coaching programme to be pupils at either Melbourn Primary School or Village College. We would also expect the majority of female members wishing to take advantage of the weekly mid-

		week session to be from within the Melbourn community.
--	--	--

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 2019: £750

November 2020: £1200

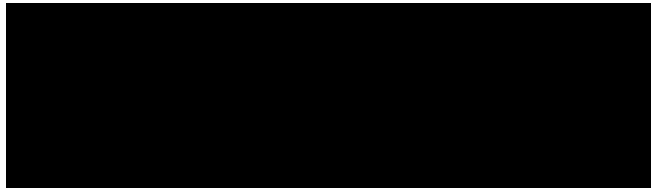
November 2021: £1560

November 2022: £1200

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

The grant has been spent in full to retain the services of a Level 2 qualified professional coach who provides a mid-week junior session at a rate of £100 / month.

Signed



Date: 18th November 2023

3rd parties

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

Name: Chris Shaw

Organisation: Professional Squash Coach

Melbourn Squash Club: Coaching Programme update November 2023

Context

Melbourn Squash Club is a non-profit community sports club operating from wholly-owned premises set within the grounds of the Village College and adjoining Melbourn Community Sports centre. It has a membership of around 75, split between adult, junior and family members.

The Club aims to serve players in both competitive and social contexts and across a wide range of abilities and experience from beginners through to nationally ranked players. It enters two men's teams in the Hertfordshire summer and Cambridgeshire winter leagues, and has entered a ladies team into the latter in the past. There is a weekly Club Night, Ladies Session, Junior Coaching and internal box leagues.

Role of Coaching at the Club

The Club appointed an England Squash Level 2 qualified coach, Chris Shaw, as club coach in 2019. Following a dip in active membership and court usage during and following the pandemic, the Club Committee is focused on a key priority to widen participation, increase playing numbers and reach a more diverse membership. As a minority sport buoyed by recent news of inclusion in the Los Angeles Olympics in 2028, we believe a more extensive coaching programme will support access, motivation and improvement in players who are relatively new to the sport.

Funding for Coaching

Melbourn Squash Club has received a grant from Melbourn Parish Council in over the last 4 years for the purpose of providing free squash coaching for key target groups which are under-represented in our membership: juniors and ladies. The money was used to pay for a professional squash coach whilst the Club funded the cost of the courts and provided equipment.

- Grants of £750 in 2019 and £1200 in 2020 covered the cost of a 12-month retainer to our coach, who ran weekly sessions for 15-20 juniors.
- A grant of £1560 in 2021 covered the cost of a 12-month retainer for the coach to run weekly sessions for juniors, as well as a second visiting coach to run a mid-week ladies session every other month.
- A grant of £1200 in November 2022 enabled us to continue to offer the junior sessions on the same basis as the previous year. The ladies' mid-week session has run without a coach.

The Club is applying for a grant of £2400 for squash coaching in 2024 to cover the following:

- Continuation of a £1200 retainer to the Club coach to maintain the weekly junior coaching provision
- A further £1200 investment in a 'home-grown' coaching programme in which more experienced players in the Club are funded to achieve a Level 1 coaching qualification from England Squash and work as a team and on a volunteer basis to support the ladies' mid-week session and further weekend sessions aimed at current and new junior members.

A note on the Club Finances

The Club operates on a not-for-profit basis and remains solvent on the basis of prudent management of limited resources. Income is earned almost entirely from membership and court fees. A copy of our most recent accounts is attached, showing a net profit in 2022 and a net loss in 2023.

Beyond the regular outgoings, the Club refurbishes the courts on a bi-annual basis to maintain a good quality playing environment. Otherwise, we aim to build up reserves in order (a) to maintain a contingency fund for any emergency requirements and (b) to make periodic and more material investments in the upkeep and improvement of the fabric of the Club.

This application to support the funding of the coaching programme represents an important contribution that both safeguards ongoing provision and enables a key element of the Club's short to medium term priorities in growing our membership and offering the benefits of our sport to members of the Parish and local community.

Matthew Walker
Vice Chair, Melbourn Squash Club
November 2023

All players aged 5-18
welcome regardless
of ability....
Equipment provided

Junior Squash coaching

WHEN: Wednesdays, 16:00-17:00
WHERE: Melbourn Village College Sports Centre
SG8 6EF
COST: Free: funded by Melbourn Parish Council
CONTACT: 



englandsquash.com





Melbourn
Squash
Club

WOMEN AND GIRLS CASUAL SQUASH

Give Squash a try in a supportive and encouraging environment!



Fortnightly on Tuesdays from 7-9pm
Melbourn Squash Club @ Melbourn Leisure Centre, SG8 6EF
Open to all, £2 per session
No prior experience necessary. No minimum age.
Racquets and balls available to borrow

For further information contact:



Melbourn Village College Squash Club

Unaudited Financial Information
for the Year Ended 31 August 2023

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 2023**

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 2023 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 2023 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 : 7 September 2023

Melbourn Village College Squash Club
Profit and Loss Account for the Year Ended 31 August 2023

	2023 £	2022 £
Turnover		
Members Subscriptions	8,173	7,106
Membership - Tech Partnership	750	1,889
Membership - Meteor Inkjet	-	572
Playing Fees and Lights - Members	4,807	4,149
Playing Fees and Lights - Casuals	3,002	1,825
	<u>16,732</u>	<u>15,541</u>
Other income		
Sale of Clothing	-	30
Grant - Melbourn Parish Council	1,200	1,560
Ladies Casual	-	95
	<u>1,200</u>	<u>1,685</u>
Total income	<u>17,932</u>	<u>17,226</u>
Cost of sales		
Casual Squash - Sports Centre	892	584
	<u>892</u>	<u>584</u>
Gross profit	<u>17,040</u>	<u>16,642</u>
Gross profit %	95.03%	96.61%
Expenses		
Water Rates	588	-
Light and Heat	9,873	-
Insurance	1,021	929
Repairs and Renewals - Squash Court Refurbishment	10,440	-
Repairs and Renewals - General	25	2,449
Squash Balls	224	501
England Squash	545	545
Printing, Postage and Stationery	-	11
Coaching Fees	2,630	1,155
Team Entry Fees	260	160
Cleaning Costs	1,200	1,263
Website and Promotion	17	17
Paypal Charges	265	229
	<u>27,088</u>	<u>7,259</u>
Net (loss)/profit	<u>(10,048)</u>	<u>9,383</u>

**Melbourn Village College Squash Club
Balance Sheet as at 31 August 2023**

	Note	2023 £	2022 £
Fixed assets			
Tangible assets		59,042	59,042
Current assets			
Debtors		620	693
Cash at bank and in hand		7,204	16,982
		<u>7,824</u>	<u>17,675</u>
Current liabilities			
Accruals		<u>(1,128)</u>	<u>(931)</u>
Net current assets		<u>6,696</u>	<u>16,744</u>
Net assets		<u>65,738</u>	<u>75,786</u>
Accumulated Fund			
Balance Brought Forward		75,786	66,403
Excess of Income over Expenditure		<u>(10,048)</u>	<u>9,383</u>
		<u>65,738</u>	<u>75,786</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	COMMUNITY SUPPORT FOR DEMENTIA.
2.	Name, Address, and Status of Contact	Darina Biswell & Stephanie Trayhorn [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes <input checked="" type="radio"/> No <input type="radio"/>
5.	Amount of grant requested	£ 6,683.00
6.	For what purpose of project is the grant requested.	memory cafes, training & support for people living with dementia & their personal carers.
7.	What will be the total cost of the above project?	£ 10,844.00.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Donations & quiz night
9.	Have you applied for grant for the same project to another organisation?	NO

MELBOURN PARISH COUNCIL

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

	If so, which organisation and how much?	N/A.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Venue: Meldreth Village Hall Training: Forger me not TRAINING.
11.	Who will benefit from the project?	Residents of Melbourn Living with Dementia' their families & unpaid carers
12.	Approximately how many of those who will benefit are parishioners?	65%.

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. JUNE 2022.

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

Signed.  Date. 20/11/23

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

What happened in 2022/3

With the introduction of the Integrated Care Systems, we received (and are still receiving) regular referrals from Granta and Meridian Social Navigators/Prescribers, for people diagnosed with Dementia and their personal carers. There still appears to be nowhere to go after diagnosis. We continue to offer Support, Training and Awareness for those 'caring for' and 'living with dementia'.

Memory Cafés were held once a month on a Saturday afternoon at Meldreth Village Hall. They have proved extremely popular, and the attendance is growing each month. We have lots of new members and sadly have lost members this year. Not forgetting that Dementia is a progressive disease, with no cure. We do continue to support their widows/widowers. Some of whom still come to the events because they have made friends and feel inclusive.

We have **not** found a local care home to support a second Memory Café each month. In our opinion, the group is just too big for them to accommodate.

Two trips to The Hut, in Felixstowe. These trips are very successful. If we could bottle the looks on peoples faces and the comments, it would be priceless. Somebody said to us this year, *'I want to come because I will probably never get to see the sea again!'*

Two Dementia Workshops were held for carers at the Melbourn Hub. Chris Elsley from Forget Me Not Dementia training presented the workshops. We had 16-18 personal carers attend each workshop, and they are all hungry for more.

Carer's meetings were started. One per month. They were very well attended to begin with. But the numbers have dwindled. It is very difficult to establish what exactly is needed for the carers. Everyone is at a different stage in their journey and therefore have different needs. However, they have brought the carers closer together and organic groups have formed because of these meetings.

Our plans for 2024

- Memory Cafes (monthly) – continue in the same format.
- Dementia Workshops (x3) – Forget me not Dementia Training
- Felixstowe trip (x1) – continue in the same format.
- Virtual Dementia Training (x1) – Training2care
- Carers Café's – in a different format.
- Informative Video for Dr Surgery's and community Hubs (x1)
- Website – informative (CS4D) – this is in the development stages.
(<https://www.communitysupportdementia.co.uk/>)
- Encourage Melbourn to become a Dementia Friendly Village.

Funding – what we need.

- Memory Cafes (monthly)
- Dementia Workshops (x3)
- Felixstowe trip (x1)
- Virtual Dementia Training (x1)
- Informative Video for Dr Surgery's and Community Hubs (x1)

Funding – how we raise it.

- Quiz night – February 2024
- Raffles at Memory Cafés
- Community Chest application for Video
- Community Grants***

******We intend to apply for a Community Chest Grant for the Informative Video for Dr Surgery's and community Hubs.***

How we create awareness of our group

- Informative Video for Dr Surgery's and community Hubs (x1)
- Dr's Surgery – Social Prescribers/Navigators*****
- Dementia Support & Awareness
- Advertising: Listing, Meldreth Matters, Melbourn magazine,
- Other organisations: MMWS, Timebank
- Parish Council – welcome packs

Community Support for Dementia 2023-2024

Testimonials

The Meldreth Memory Cafe has been really enjoyable for both my wife Pat, and me. It's the only place I can take her to and know she will have a good time and want to stay. The activities are varied and lively, the music and dance events she particularly takes to. There are plenty of people in support at the cafe which makes for a relaxing time and eases the burden of care for a while.

Andy and his wife Pat

My wife was diagnosed with Alzheimer's in February 2023, we were put in touch with The Community Support for Dementia, this organisation has been invaluable to us giving us information, support and comfort, being able to meet other people with the same issues, I don't know what we would have done without this organisation and the people that are involved with running it are outstanding to the community.

Peter and his wife Florence

Since joining the support group back earlier this year I have gained so much information and advice regarding dementia. The knowledge and understanding from this group have enabled me to feel less isolated and supported by a strong caring team. More importantly is the joy love and support my mother has felt and gained from attending the functions and meetings organised by the team. It has most definitely given her so much more than can be expressed in words having to cope and live with this terrible disease.

Theresa and her mum Jose

The dedication and commitment that Davina and Steph and their team give to the support of people with Dementia and their carers is outstanding. We attend the Dementia Cafe as often as we can and are always warmly greeted and looked after. The cafe is a safe space for people with dementia and their carers to socialise and make new friends. I cannot praise them highly enough.

Jane and her husband Roger

My mum first visited the Memory Cafe in September. It was perfect timing as there was a Salsa dance presentation and my mum's passion is dancing, and she had a wonderful time. Her face lit up and she joined in learning some dance steps and was in her element. Prior to visiting I had a conversation with Davina explaining mum's stage of dementia. Davina was so easy to talk to, she listened and asked what mum was like now and when she was younger. On arriving at the cafe, the atmosphere was great, you were made to feel at ease and treated as individual not just a group of people at a club. Both Steph & Davina greeted us straight away and showed real compassion. I thoroughly enjoy taking mum to the memory cafe & it was a real shame we couldn't make the November one.

Sonia and her mum

John and I started going to the Memory Cafe in January 2023. My husband John has Vascular Dementia and enjoys being with different people. Also, he enjoys the entertainment, the various word searches and quizzes plus the Afternoon Tea. I have received support from Davina and Stephanie regarding any problems I may have looking after my husband as I am his main carer. Davina also sends out emails with details of other organizations that may help both of us. I have recently received a visit from an Admiral Nurse, Helen, who will now visit us regularly at home and a Social Navigator Lucy from Granta who will be there to help us. When my husband was diagnosed with Dementia and was discharged by the consultant I felt very alone. Since John and I have been going to the Memory Cafe I know I am not alone anymore.

Jill and her husband John

I brought my mum to the memory cafe last month for the first time. I had been looking for something to take her to for a while and it is so difficult to find. A friend of mine told me about it. It was the most amazing experience I have had since my mum got dementia. The group is so friendly and made everyone so welcome. There were teas and coffees, and everyone was given a lovely box with sandwiches and cakes inside. There was a Ukulele group that day. I have never seen people enjoy themselves so much. Everyone was so happy having such a wonderful time singing and dancing. It gave me real hope. I had not seen my mum so lively and responsive for a long time. I am so looking forward to going to more events. Davina and Steff are amazing and groups like these are so important for people suffering with dementia and their carers.

Tracy and her mum Mary

I have been taking my wife Catherine to the memory café for more than a year now. She has early onset dementia and really enjoys the friendly reception and all the activities. It attracts patients of all ages with all types of cognitive issues and their carers. We have been made very welcome and I as a carer have found it very helpful to meet with others with similar if not worse conditions. The café is extremely well run and offers all sorts of activities revolving around an afternoon tea. Catherine has really enjoyed the musical, dancing and flower arranging sessions. I was impressed by the cognitive stimulation games and puzzles that are often available on the tables. I find it helps us both and it is really good to meet regularly with so many kind and friendly people. I cannot give enough praise and thanks to the kind people who work so hard to put on these events.

Stephen and his wife Catherine

What a wonderful job Davina and Steph do by helping families like mine when caring for someone coping with dementia. The girl's work so hard organising gatherings, arranging various activities and refreshments and are always very cheerful.

Petula and her husband Roy

We have been helped, guided and to me most importantly, befriended by Davina, Stephanie and their band of volunteers for nearly four years. During Covid times they were in regular contact delivering goodies and activities which kept our spirits up. We now meet up regularly, always greeted and treated like part of a big family sharing the same problems and concerns in a comfortable environment. It is a date on the calendar which both my husband and I really look forward to.

Sally and her husband Tony

The dedication and commitment that Davina and Steph and their team give to the support of people with Dementia and their carers is outstanding. We attend the Dementia Cafe as often as we can and are always warmly greeted and looked after. The cafe is a safe space for people with dementia and their carers to socialise and make new friends. I cannot praise them highly enough.

Jane and her husband Roger

"My husband has Lewy Body Dementia and is unable to speak, is immobile, and incontinent. This a progressive disease and does over 5 to 20 years becomes terminal. This is a huge strain on him and myself, as his carer. I feel grief for the loss of my partner of 50 years and yet he is still here and needs care. After suffering depression, I was referred by the doctor to get involved with other carers getting together in Melbourne hub. There I was directed to go to the Meldreth Memory Café in the village hall. This has been a life saver. The friendly welcome, the lively activities, the memorable music, the connecting with others in the same boat, the happy smile I see on my husband's face, and the feeling to be able to be included in something like this, all goes towards improving my husband's anxiety and cognitive level and my own health and wellbeing. There is little else going on to help us in this area."

Joan and her husband John

The Memory Cafe that Davina and Steph run so efficiently and professionally has helped so many sufferers of dementia and their carers to enjoy a relaxed and happy afternoon every month. Each month they entertain the people attending with a delicious tea and entertainment in one form or another. Their helpers are lovely caring people who give up their time to help and wait on those attending. They are all truly wonderful, dedicated people who give everyone happiness and pleasure.

Jill and her husband Alan

Application for Funding re Dementia awareness project - Melbourn

Total requested as grant funding

£ 6,683.04

Nov- 2023 - Nov 2024

Expenditure	Projects with costs	Frequency per Annum	Costs	Total	Anticipated Income	
	Dementia Friends Cafe	12	300	3600	1200	Refreshments/dementia champion/hire (45+)
	Dementia Cafe Entertainment	12	50	600	0	Event leader = entertainment Avg £50 (x12)
	Daily Sparkle Activity Coordinator	12	59	708	0	Monthly subscription for Dementia friendly activities
	Printing costs - Daily sparkle	12	10	120	0	30 copies - 59 colour pages per memory café
	Dementia equipment one off costs	1	300	300	0	This will include a varying array of dementia related equipment
	Coach Trip/lunch /the Hut, Felixstowe	1	1300	1300	400	Coach £800.00 - Lunch 50 @ 6.00 per head+ refreshments (20 @£20)
	Dementia Training Session/Carers	3	360	1080	300	Every 4 months/Hub meeting room/Forget me knot dementia (10 @ £10)
	Virtual Dementia Bus Experience	1	1200	1200	540	One per year/Training2u/(36 @ £15.00)
				0	0	
				0	0	
	Other grant Funding Sources				0	It will be the intention to approach other PC's as new members come from those parishes.
	Donations					
	Current monies held				1720.96	
				£ 10,844.00	£ 4,160.96	

HSBC UK

International Bank Account Number
IBAN: GB71 2500 0000 0000 0000 0000

3 August to 2 October 2022

Account Name: [Redacted]

Statement Period: 01/08/22 to 02/10/22

Date	Description	Debit	Credit	Balance
01/08/22	Balance b/fwd			1,000.00
01/08/22	Transfer to [Redacted]	100.00		900.00
01/08/22	Transfer to [Redacted]	100.00		800.00
01/08/22	Transfer to [Redacted]	100.00		700.00
01/08/22	Transfer to [Redacted]	100.00		600.00
01/08/22	Transfer to [Redacted]	100.00		500.00
01/08/22	Transfer to [Redacted]	100.00		400.00
01/08/22	Transfer to [Redacted]	100.00		300.00
01/08/22	Transfer to [Redacted]	100.00		200.00
01/08/22	Transfer to [Redacted]	100.00		100.00
01/08/22	Balance c/fwd			1,000.00

Information about the Financial Services Compensation Scheme

© HSBC Bank plc. Registered in England. No. 1420334. Registered office: 8th Floor, 125 Broad Street, London, EC2A 4DF.

HSBC UK

International Bank Account Number
IBAN: GB71 2500 0000 0000 0000 0000

3 August to 2 September 2022

Account Name: [Redacted]

Statement Period: 01/08/22 to 02/09/22

Date	Description	Debit	Credit	Balance
01/08/22	Balance b/fwd			1,000.00
01/08/22	Transfer to [Redacted]	100.00		900.00
01/08/22	Transfer to [Redacted]	100.00		800.00
01/08/22	Transfer to [Redacted]	100.00		700.00
01/08/22	Transfer to [Redacted]	100.00		600.00
01/08/22	Transfer to [Redacted]	100.00		500.00
01/08/22	Transfer to [Redacted]	100.00		400.00
01/08/22	Transfer to [Redacted]	100.00		300.00
01/08/22	Transfer to [Redacted]	100.00		200.00
01/08/22	Transfer to [Redacted]	100.00		100.00
01/08/22	Balance c/fwd			1,000.00

Information about the Financial Services Compensation Scheme

© HSBC Bank plc. Registered in England. No. 1420334. Registered office: 8th Floor, 125 Broad Street, London, EC2A 4DF.

HSBC UK

International Bank Account Number
IBAN: GB71 2500 0000 0000 0000 0000

3 August to 2 September 2022

Account Name: [Redacted]

Statement Period: 01/08/22 to 02/09/22

Date	Description	Debit	Credit	Balance
01/08/22	Balance b/fwd			1,000.00
01/08/22	Transfer to [Redacted]	100.00		900.00
01/08/22	Transfer to [Redacted]	100.00		800.00
01/08/22	Transfer to [Redacted]	100.00		700.00
01/08/22	Transfer to [Redacted]	100.00		600.00
01/08/22	Transfer to [Redacted]	100.00		500.00
01/08/22	Transfer to [Redacted]	100.00		400.00
01/08/22	Transfer to [Redacted]	100.00		300.00
01/08/22	Transfer to [Redacted]	100.00		200.00
01/08/22	Transfer to [Redacted]	100.00		100.00
01/08/22	Balance c/fwd			1,000.00

Information about the Financial Services Compensation Scheme

© HSBC Bank plc. Registered in England. No. 1420334. Registered office: 8th Floor, 125 Broad Street, London, EC2A 4DF.

HSBC UK

International Bank Account Number
IBAN: GB71 2500 0000 0000 0000 0000

3 August to 2 September 2022

Account Name: [Redacted]

Statement Period: 01/08/22 to 02/09/22

Date	Description	Debit	Credit	Balance
01/08/22	Balance b/fwd			1,000.00
01/08/22	Transfer to [Redacted]	100.00		900.00
01/08/22	Transfer to [Redacted]	100.00		800.00
01/08/22	Transfer to [Redacted]	100.00		700.00
01/08/22	Transfer to [Redacted]	100.00		600.00
01/08/22	Transfer to [Redacted]	100.00		500.00
01/08/22	Transfer to [Redacted]	100.00		400.00
01/08/22	Transfer to [Redacted]	100.00		300.00
01/08/22	Transfer to [Redacted]	100.00		200.00
01/08/22	Transfer to [Redacted]	100.00		100.00
01/08/22	Balance c/fwd			1,000.00

Information about the Financial Services Compensation Scheme

© HSBC Bank plc. Registered in England. No. 1420334. Registered office: 8th Floor, 125 Broad Street, London, EC2A 4DF.

HSBC UK

International Bank Account Number
IBAN: GB71 2500 0000 0000 0000 0000

3 August to 2 September 2022

Account Name: [Redacted]

Statement Period: 01/08/22 to 02/09/22

Date	Description	Debit	Credit	Balance
01/08/22	Balance b/fwd			1,000.00
01/08/22	Transfer to [Redacted]	100.00		900.00
01/08/22	Transfer to [Redacted]	100.00		800.00
01/08/22	Transfer to [Redacted]	100.00		700.00
01/08/22	Transfer to [Redacted]	100.00		600.00
01/08/22	Transfer to [Redacted]	100.00		500.00
01/08/22	Transfer to [Redacted]	100.00		400.00
01/08/22	Transfer to [Redacted]	100.00		300.00
01/08/22	Transfer to [Redacted]	100.00		200.00
01/08/22	Transfer to [Redacted]	100.00		100.00
01/08/22	Balance c/fwd			1,000.00

Information about the Financial Services Compensation Scheme

© HSBC Bank plc. Registered in England. No. 1420334. Registered office: 8th Floor, 125 Broad Street, London, EC2A 4DF.

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 and South Cambridgeshire)</i>
2.	Name, Address, and Status of Contact	Amanda Hourmand Fundraiser [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£2,907.34 (Breakdown of Costs attached)
6.	For what purpose of project is the grant requested.	<p>The grant would enable us to provide crucial Home-Visiting support to 2 vulnerable Melbourn families, facing crisis situations.</p> <p>Supported families struggle with diverse and often complex issues ranging from poor mental health and social isolation to domestic and drug abuse, amongst many other challenges.</p> <p>A highly-trained volunteer will meet 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.</p> <p>As a result of our support, the families will be able to manage their family lives again, with the tools, skills and knowledge to access mainstream support and community networks.</p>

		<p>The cost per family is: £1,453.67 for nine months' support (the average time a family needs our help).</p> <p>In 2022-23, we supported 9 Melbourn families in total and to date in 2023-24 we have supported 7 Melbourn families.</p>
7.	What will be the total cost of the above project?	£2,907.34
8.	If the total cost of the project is more than the grant, how will the residue be financed?	N/A
9.	<p>Have you applied for grant for the same project to another organisation?</p> <p>If so, which organisation and how much?</p>	No, we have not applied for a grant for home-visiting support for these 2 Melbourn families.
10.	<p>Are 3rd parties necessary to deliver your project?</p> <p>If yes, please list them.</p>	No
11.	Who will benefit from the project?	<p>2 vulnerable Melbourn families with at least one child of 9 or under will benefit from Home-Visiting Support.</p> <p>Without our support these families are at risk of family breakdown, which could include children being taken into care, amongst other serious consequences.</p> <p>There will also be a wider benefit to: Local schools and health services.</p>
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).

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. December 2022

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

We confirm that the grant has been spent – please see attached report for further details.

Signed . *Amanda Bond*

Date 22 November 2023

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)



Royston, Buntingford &
South Cambridgeshire

HOME-VISITING SERVICE COSTS - PER FAMILY FOR 9 MONTHS: Application for 2 Families

Prepared for: Melbourn Parish Council

Date: 22 November 2023

COST ITEM	AVERAGE COST PER FAMILY FOR 9 MONTHS (£)			DESCRIPTION
	No of Hours	Cost per Hour (£)	Cost (£)	
STAFF COSTS:				
Manager	2	23.25	46.50	Collation of outcome & impact data; overall management of family work
Senior Co-ordinator	8	18.46	147.68	Supervision of co-ordinator, team meetings, matching meetings
Co-ordinator	39	16.05	625.95	One hour per week per family to include volunteer supervision sessions, contact with referrer and other agencies
Administrator	9	15.71	141.39	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			53.36	Initial training & 2 training days, including safeguarding update
Expenses			195.75	Travel and subsistence for home visits and co-ordinator support at office
OVERHEADS				
Proportion of Overhead Costs			196.54	Rent, rates, water, electricity, equipment & IT, phone & broadband, premises
TOTAL (Per Family)			£1,453.67	
TOTAL (2 Families)			£2,907.34	

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



Royston, Buntingford &
South Cambridgeshire

Melbourn Parish Council Community Grant Report

Prepared for: Melbourn Parish Council

Date: 22 November 2023

We are so grateful for your funding in December 2022, which enabled us to provide critical home-visiting support to two vulnerable families living in Melbourn.

The families' **diverse and complex issues** included:

- PTSD as a result of birth trauma
- Physical difficulties for child
- Feeding problems for child
- Difficult parental relationships
- Domestic abuse
- Multiple children
- Pregnant & very tired mother
- Possible ADHD diagnosis for mother and child
- Sibling rivalry
- Lack of relationship with other agencies including school, so lacking in confidence in engaging with them
- Financial challenges.

The Community Grant enabled our highly-trained volunteers to meet with the families for 2-3 hours every week, providing bespoke practical and emotional support, based on the above identified issues, support which is non-judgemental, confidential and free. This included:

- Physical support after hospital stay
- Support to stop smoking
- Support with ADHD diagnosis for child
- Support for parent with suspected ADHD, including strategies to remain calm
- Development of planning and organisational skills
- Improved relationships with other agencies, including school
- Access to our South Cambridgeshire Family Support Group in Meldreth
- Support with budgeting
- Signposting to a debt support charity
- Establishing routines to aid in managing the household
- Child Support Agency application.

cont./...

As a result of our support, the families developed the tools, knowledge and skills to manage their family lives.

Parents had:

- Improved mental health
- Improved self-esteem and confidence
- Improved relationship with school, giving consistency for children
- Better family relationships
- Better routines – after school, mealtimes, keeping on top of household chores
- Better financial management
- Improved health – cessation of smoking.

Also:

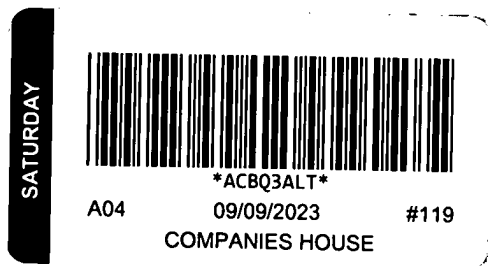
- Parents were less stressed and more able to manage emotions
- Parents were calmer managing children
- Parents had strategies around ADHD.

Prepared by: Amanda Hourmand, Fundraiser



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

REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023
FOR
HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE



**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

	Page
Report of the Trustees	1 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Statement of Financial Position	10 to 11
Notes to the Financial Statements	12 to 20

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023. 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 Co-ordinators 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, Senior Co-ordinator, Co-ordinators, Administrator and a Fundraising Events Support Manager; it also uses the services of a freelance bookkeeper and a freelance bid writer. 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 2023**

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 2023**

ACHIEVEMENT AND PERFORMANCE

Chair's Report

The cost-of-living increase has hit the families that Home-Start Royston Buntingford & South Cambridgeshire (HSRBSC) supports hard during this year. Many families are struggling to pay their bills and make ends meet; this has added stress for them on top of the underlying issues, with which many are having to cope. Our biggest referral source continues to be Health Visitors, followed by self-referrals, the latter indicating the ongoing successful use of social media to promote the charity's work, ensuring we remain accessible to those in our community who want support.

From the 1st of April 2022 to 31st March 2023: Home-Start has been in contact with 93 families, providing home visiting or family group support to 82 families and 202 children. This compares with last year's figures where a total of 82 families and 183 children received support. In 2022-23 families identified parental mental health, supporting their children's early learning, development and socialisation skills as the main areas where Home-Start support was required.

Volunteers have provided families with mainly face-to-face support this year, although the offer of remote support is still there if required. This year's volunteer preparation course was held in person at a local training facility provided by a corporate supporter. It was very successful and feedback from the staff team and the volunteers was extremely positive. The staff team were also able to hold a volunteer event to mark the charity's 40th anniversary. This special session was held at Barkway village hall and involved the staff and volunteers making beautiful bunting for use at events. This event was very well received by those who attended.

Following the procedures set up during the pandemic we have continued with flexibility in working and meeting practices. The digital strategy implemented has provided this flexibility with remote working and virtual meetings still being useful. Board meetings are back to being in person which has been useful for Trustees who were recruited during the 'lockdown' phase of the pandemic. Following the retirement of our Chair in December 2022, a new Chairperson was appointed but, sadly, they had to step down in January 2023 due to personal reasons. I took over as the new Chair in January 2023. We have successfully recruited a new Trustee responsible for Safeguarding and a replacement for our Treasurer who will take over in a gradual handover during 2023.

Throughout this year Home-Start UK has finalised the new Agreement between HSUK, our national body and local schemes. HSRBSC signed the new agreement in October 2022 which sees the introduction of a new Handbook that all schemes must adhere to.

Our Scheme Manager, working with the HR Committee, has finalised our three-year Development plan. This will be our basis now to move forward. Progress will be monitored at team meetings and by the Board. We anticipate that the need for the charity's support will increase with the pressure families are facing from the impact of outside factors such as the rise in the cost of living.

Fundraising

HSRBSC continues to be well supported financially by our community. Our profile has been raised considerably by increasing our networking, raising our social media presence and improvements to our website.

We held the successful 'Strictly for Charity' Event held at the Cambridge Vale Hotel in May 22, which raised almost £12,000 and the fundraising team have continued to deliver other popular events such as the 40th Anniversary Community Concert - Celebrating Voices, held at St John the Baptist Church in Royston and the Aquathon which took place at Royston Leisure Centre. Community Events such as Royston Kite festival and similar local events are an important date in our calendar as they provide a chance to keep our profile raised in the local community and meet our families and volunteers.

It has been another successful year in our bids to Trusts and Foundations for funding, securing funds of £60,666 during 2022/23. We also continue to manage a joint grant with Home-Start Cambridgeshire, which provides funding from South Cambridgeshire District Council for our school readiness project.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

Key Achievements

Met the high level of referrals and provided the necessary support for local families through difficult times.

Set up a successful South Cambridgeshire family Group which already has 8 families attending on a regular basis.

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 and local fundraising events have been extremely successful, and alliances forged with local businesses have continued to thrive.

During this period our volunteers gave us over 3,500 hours of time. This involved more than 1,000 hours planning and delivering Family Groups, with over 550 hours spent visiting families at home.

Recruited two new Trustees and filled the vacant Safeguarding role following the retirement of our Chair and the Treasurer role.

Challenges for the future

Ensuring sufficient finance to maintain the charity.

Recruitment of volunteers, particularly in the events area as some of our volunteers may be looking to retire over the next 12 months.

Restructuring roles within the team to best utilise the skills we have and provide training and support to facilitate that.

Building on the success of working with local businesses and expanding our corporate supporters. A campaign to enable is a key focus for 23/24.

Increasing unrestricted income generated from our Individual Donations funding stream, ensuring we have crucial funding necessary to support development over the next year.

The Trustees are confident that the charity will be able to meet the needs of our local families in the forthcoming year. Our staff team and volunteers are well equipped to continue to offer a professional service to local families who are referred or seek our support.

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

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

FINANCIAL REVIEW

The financial accounts are set out on pages 9 to 20. 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 2023, as reflected in the Trustees' Report, we have received 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. Our total income was higher than in 2022 owing to our ability to return to fund-raising events during the year, although not to the level we would have liked.

The Statement of Financial Activities shows net deficit for the year of £5,357 (2022 - a deficit of £16,201). The total free reserves at the year-end stand at £72,958 (2022 - £86,094); after allowing for Designated and Restricted Funds, this leaves us with about three months' operating costs not designated or committed elsewhere.

The Trustees plan to continue to maintain the high level of service that we provide in our area 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.

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 £130,093 at 31 March (2022 - £119,482) and is part of the total cash balances on the Balance Sheet on page 11. 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 that we provide in our area 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 in person throughout the year and including the AGM. 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.

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.

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

**REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023**

STRUCTURE, GOVERNANCE AND MANAGEMENT

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.

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.

The fundraising team have focused on establishing more consistent and stable funding although this continued to prove challenging. 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 (resigned 31.12.22)
O Cooper (resigned 25.7.22)
P Hodgson
J Mitchinson (Chair)
D M Phillips (resigned 4.10.22)
M Pinto-Chilcott (resigned 12.1.23)
A Smith
I Stephens (resigned 16.8.22)
B Tzeng (resigned 4.4.22)
A Xia
T Wright (resigned 30.6.22)
Dr G Watkins (appointed 2.12.22)

Company Secretary

S Mascal

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

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31 MARCH 2023

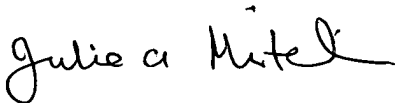
REFERENCE AND ADMINISTRATIVE DETAILS

Independent Examiner

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

Approved by order of the Board of Trustees on 12 July 2023 and signed on its behalf by:

J Mitchinson - Trustee

A handwritten signature in black ink that reads "Julie A. Mitchell". The signature is written in a cursive style with a prominent initial 'J' and 'M'.

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 2023.

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').

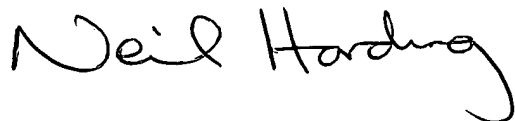
Having satisfied myself that the accounts of the Company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under Section 145 of the Charities Act 2011 ('the 2011 Act'). 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: 7/9/23

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies	3	70,786	20,859	91,645	88,420
Charitable activities					
Home-Start Royston, Buntingford & South Cambridgeshire		9,874	-	9,874	32,091
Other trading activities	4	46,511	-	46,511	20,818
Investment income	5	432	-	432	407
Total		<u>127,603</u>	<u>20,859</u>	<u>148,462</u>	<u>141,736</u>
EXPENDITURE ON					
Raising funds	6	12,947	-	12,947	12,930
Charitable activities					
Home-Start Royston, Buntingford & South Cambridgeshire	7	140,872	-	140,872	145,007
Total		<u>153,819</u>	<u>-</u>	<u>153,819</u>	<u>157,937</u>
NET INCOME/(EXPENDITURE)					
Transfers between funds	16	(26,216) <u>23,691</u>	20,859 <u>(23,691)</u>	(5,357) <u>-</u>	(16,201) <u>-</u>
Net movement in funds		(2,525)	(2,832)	(5,357)	(16,201)
RECONCILIATION OF FUNDS					
Total funds brought forward		205,576	11,382	216,958	233,159
TOTAL FUNDS CARRIED FORWARD		<u><u>203,051</u></u>	<u><u>8,550</u></u>	<u><u>211,601</u></u>	<u><u>216,958</u></u>

The notes form part of these financial statements

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

**STATEMENT OF FINANCIAL POSITION
31 MARCH 2023**

	Notes	Unrestricted funds £	Restricted funds £	31.3.23 Total funds £	31.3.22 Total funds £
FIXED ASSETS					
Tangible assets	13	957	-	957	1,529
CURRENT ASSETS					
Debtors	14	11,336	-	11,336	13,284
Cash at bank and in hand		196,062	8,550	204,612	228,831
		<u>207,398</u>	<u>8,550</u>	<u>215,948</u>	<u>242,115</u>
CREDITORS					
Amounts falling due within one year	15	(5,304)	-	(5,304)	(26,686)
NET CURRENT ASSETS		<u>202,094</u>	<u>8,550</u>	<u>210,644</u>	<u>215,429</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>203,051</u>	<u>8,550</u>	<u>211,601</u>	<u>216,958</u>
NET ASSETS		<u>203,051</u>	<u>8,550</u>	<u>211,601</u>	<u>216,958</u>
FUNDS	16				
Unrestricted funds:					
General fund				72,958	86,094
Designated funds				130,093	119,482
				<u>203,051</u>	<u>205,576</u>
Restricted funds:					
Family Groups fund				2,550	2,440
Home Visiting fund				6,000	8,942
				<u>8,550</u>	<u>11,382</u>
TOTAL FUNDS				<u>211,601</u>	<u>216,958</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2023.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2023 in accordance with Section 476 of the Companies Act 2006.

The notes form part of these financial statements

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

STATEMENT OF FINANCIAL POSITION - continued
31 MARCH 2023

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.

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 12 July 2023 and were signed on its behalf by:



P Hodgson - Trustee

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023**

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 2023.

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.

HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

2. ACCOUNTING POLICIES - continued

Tangible fixed assets

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

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.

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

3.	DONATIONS AND LEGACIES		
		31.3.23	31.3.22
		£	£
	Donations	30,979	18,333
	Grants	60,666	70,087
		<u>91,645</u>	<u>88,420</u>
4.	OTHER TRADING ACTIVITIES		
		31.3.23	31.3.22
		£	£
	Fundraising	45,626	20,073
	Other income	885	745
		<u>46,511</u>	<u>20,818</u>
5.	INVESTMENT INCOME		
		31.3.23	31.3.22
		£	£
	Deposit account interest	432	407
		<u>432</u>	<u>407</u>
6.	RAISING FUNDS		
	Raising donations and legacies		
		31.3.23	31.3.22
		£	£
	Fundraising costs	12,947	12,930
		<u>12,947</u>	<u>12,930</u>
7.	CHARITABLE ACTIVITIES COSTS		
		Direct Costs	Support costs (see note 8)
		£	£
	Home-Start Royston, Buntingford & South Cambridgeshire	<u>108,454</u>	<u>32,418</u>
			<u>140,872</u>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

8. SUPPORT COSTS

		Other £
Home-Start Royston, Buntingford & South Cambridgeshire		32,418

9. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	31.3.23 £	31.3.22 £
Depreciation - owned assets	572	1,144

10. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2023 nor for the year ended 31 March 2022.

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

	31.3.23 £	31.3.22 £
Wages and salaries	101,244	102,882
Social security costs	2,147	2,875
Other pension costs	5,063	5,144
	108,454	110,901

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

	31.3.23	31.3.22
Direct charitable/Family groups	6	6

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.

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

12. 2022 COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted funds £	Restricted funds £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	88,420	-	88,420
Charitable activities			
Home-Start Royston, Buntingford & South Cambridgeshire	32,091	-	32,091
Other trading activities	20,818	-	20,818
Investment income	407	-	407
Total	<u>141,736</u>	<u>-</u>	<u>141,736</u>
EXPENDITURE ON			
Raising funds	12,930	-	12,930
Charitable activities			
Home-Start Royston, Buntingford & South Cambridgeshire	145,007	-	145,007
Total	<u>157,937</u>	<u>-</u>	<u>157,937</u>
NET INCOME/(EXPENDITURE)	(16,201)	-	(16,201)
Transfers between funds	14,356	(14,356)	-
Net movement in funds	(1,845)	(14,356)	(16,201)
RECONCILIATION OF FUNDS			
Total funds brought forward	207,421	25,738	233,159
TOTAL FUNDS CARRIED FORWARD	<u>205,576</u>	<u>11,382</u>	<u>216,958</u>

**HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023**

13. TANGIBLE FIXED ASSETS

Fixtures,
fittings
and
equipment
£

COST

At 1 April 2022 and 31 March 2023

18,203

DEPRECIATION

At 1 April 2022

16,674

Charge for year

572

At 31 March 2023

17,246

NET BOOK VALUE

At 31 March 2023

957

At 31 March 2022

1,529

14. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.3.23

31.3.22

£

£

Other debtors and prepayments

11,336

13,284

15. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

31.3.23

31.3.22

£

£

Other creditors and accruals

5,304

26,686

16. MOVEMENT IN FUNDS

	At 1.4.22 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	86,094	(26,216)	13,080	72,958
Designated funds	119,482	-	10,611	130,093
	205,576	(26,216)	23,691	203,051
Restricted funds				
Family Groups fund	2,440	-	110	2,550
Home Visiting fund	8,942	20,859	(23,801)	6,000
	11,382	20,859	(23,691)	8,550
TOTAL FUNDS	216,958	(5,357)	-	211,601

HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

16. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	127,603	(153,819)	(26,216)
Restricted funds			
Home Visiting fund	20,859	-	20,859
TOTAL FUNDS	<u>148,462</u>	<u>(153,819)</u>	<u>(5,357)</u>

Comparatives for movement in funds

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.22 £
Unrestricted funds				
General fund	95,100	(16,201)	7,195	86,094
Designated funds	112,321	-	7,161	119,482
	<u>207,421</u>	<u>(16,201)</u>	<u>14,356</u>	<u>205,576</u>
Restricted funds				
Family Groups fund	12,968	-	(10,528)	2,440
Home Visiting fund	12,770	-	(3,828)	8,942
	<u>25,738</u>	<u>-</u>	<u>(14,356)</u>	<u>11,382</u>
TOTAL FUNDS	<u>233,159</u>	<u>(16,201)</u>	<u>-</u>	<u>216,958</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	141,736	(157,937)	(16,201)
TOTAL FUNDS	<u>141,736</u>	<u>(157,937)</u>	<u>(16,201)</u>

HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

16. MOVEMENT IN FUNDS - continued

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

	At 1.4.21 £	Net movement in funds £	Transfers between funds £	At 31.3.23 £
Unrestricted funds				
General fund	95,100	(42,417)	20,275	72,958
Designated funds	112,321	-	17,772	130,093
	<u>207,421</u>	<u>(42,417)</u>	<u>38,047</u>	<u>203,051</u>
Restricted funds				
Family Groups fund	12,968	-	(10,418)	2,550
Home Visiting fund	12,770	20,859	(27,629)	6,000
	<u>25,738</u>	<u>20,859</u>	<u>(38,047)</u>	<u>8,550</u>
TOTAL FUNDS	<u><u>233,159</u></u>	<u><u>(21,558)</u></u>	<u><u>-</u></u>	<u><u>211,601</u></u>

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	269,339	(311,756)	(42,417)
Restricted funds			
Home Visiting fund	20,859	-	20,859
TOTAL FUNDS	<u><u>290,198</u></u>	<u><u>(311,756)</u></u>	<u><u>(21,558)</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.

HOME-START ROYSTON AND SOUTH
CAMBRIDGESHIRE

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 MARCH 2023

17. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2023.

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 £5,063 (2022: £5,144). At the balance sheet date there were no outstanding or prepaid contributions.

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	John Impey Way Residents Association
2.	Name, Address, and Status of Contact	C Porter [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes /No
5.	Amount of grant requested	£159
6.	For what purpose of project is the grant requested.	A TV licence for the community room
7.	What will be the total cost of the above project?	£159
8.	If the total cost of the project is more than the grant, how will the residue be financed?	n/a

MELBOURN PARISH COUNCIL

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

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.	Housing manager
11.	Who will benefit from the project?	The elderly residents on the estate. Various events are organised to alleviate loneliness, to keep residents warm and well. A TV had been donated at an earlier date.
12.	Approximately how many of those who will benefit are parishioners?	100%

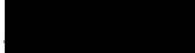
You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

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

If yes, please give date.

November 2022 - previous grant funding was provided for the tv licence for the previous year.

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

Signed.....  Date 23/11/23

3rd parties

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

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Page 5

PC154/23) Land outside 77 Victoria Way & New Road Cemetery

Consideration to be given to request for works to area outside New Road Cemetery.

Attached

- Email communication between proposer and Melbourn Parish Council
- Original proposal
- Land Register details – redacted as permission to share has not been granted
- Related issue with parking
- Images of the area

parish clerk

From: [REDACTED]
Sent: 10 November 2023 20:01
To: Parish Clerk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

We understand nothing has been done to attend/remove the dead hedge on the section of land that is currently unclear regarding ownership. The 10 meter long bush has been dead for over 6 months, and while we have generally maintained the entirety of the area, including removal of weeds, removal of trash emanating from the cemetery, planting of bulbs, trimming of bushes and other general maintenance activities, we are now growing concerned over the lack of care and attention to this area unless we perform all activities. We believe that half of the bush sits on our land and the other half sits on parish council property, but irrespective, the bush is now causing an esthetic problem as well as a health and safety concern and needs resolution.

We have tried multiple times to arrange a video conference which would allow us to initiate discussions on this subject and to try and discuss proposals to purchase the entirety of the small parcel of land. We will be back visiting family and friends in Melbourn over the festive period and can meet any morning, in person, from 09:00-11:30am on the 27th-29th and then at 12-2pm on 30th.

A response on this urgent matter would be most appreciated

kind regards

[REDACTED]

From: [REDACTED]
Sent: 14 July 2023 21:32
To: Parish Clerk <parishclerk@melbournparishcouncil.gov.uk>
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

Thanks for your comments about the ownership of the land. It is very unclear to us from the deeds who it belongs too, hence we had taken care of most of the front garden ourselves, including a gardening services taking care of the landscaping every two weeks.

Unfortunately we are temporarily in Philadelphia, USA and we will be back in the UK during the Xmas festive season. We would appreciate the consideration of a meeting via teams/zoom/skype at the earliest opportunity to discuss the action to be taken about the dead hedge, which is our main priority at present. Let us know if this is possible,

Kind regards

[REDACTED]

From: Parish Clerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 12 July 2023 09:44

To: [REDACTED]

Cc: [REDACTED]

Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Thank you for your email.

Looking at the deeds, it appears that the land is part of the cemetery (parish council land) and therefore the shrubs are the responsibility of the parish council.

It seems that previously this was not clear and consequently the maintenance of the shrubs has not been up to standard. The Maintenance Committee are going to consider the shrubs in question at the next meeting and work out how to best deal with them.

As previously mentioned, are you back in the country to arrange an in person meeting to discuss your proposal?

Many thanks

Sophie

Sophie Marriage

Parish Clerk

Melbourn Parish Council

Melbourn Community Hub

30 High Street

Melbourn

Cambridgeshire

SG8 6DZ

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday afternoon, Tuesday to Thursday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk
You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk
To view Melbourn Parish Council's Privacy Notice please [click here](#)

On 08/07/2023 12:26 BST [REDACTED]

Dear Parish Clerk,
I hope this email finds you well.
Have you had the opportunity to review the deeds in regards to the issue below?
If so, your opinion would be much appreciated. You can understand it is not a pretty view from inside or outside of our property and we would like it to be removed and/or replaced at the earliest opportunity.
Regards
[REDACTED]

From: [REDACTED]
Sent: 15 June 2023 23:29
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk <parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

Thank you for your response, we will be looking forward to meeting you and discuss the proposal, likely to be towards the end of the year and we will be in touch providing you plenty of notice.

Another issue I would like to raise is the up keep of the area in question. A number of bushes have died due to fluctuating weather and need removal and replacement. We have looked at the deeds and feel it is somewhat unclear if the bushes in question are on our property or on the land owned by the parish council. Before we remove and replace them we want to confirm that they are indeed on our side of the boundary line. I have attached a picture of the bushes in question, if you could advice how we can seek clarity with the

parish council we would be most grateful. We are keen to maintain our property but do not wish to cause offence by conducting work where it is not appropriate.

Kind regards

■

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 08 June 2023 11:21

To: [REDACTED] parishclerk@melbournpc.co.uk
<parishclerk@melbournpc.co.uk>

Cc: [REDACTED]

Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good afternoon,

Sorry for the delay in getting back to you – May was a very busy month!

I think that councillors may prefer to meet in person on site. When you are back in the UK please let us know and we can arrange a date.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel (01763) 263303 option 3

<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday afternoon, Tuesday to Thursday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [REDACTED]
Sent: 23 May 2023 02:24
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Sophie

Thank you for coming back to us. It would be great to meet and discuss the proposal. Unfortunately, we cannot meet on site as currently we are temporarily based in Philadelphia, USA, as my husband is here on a work secondment. If we could initially meet to discuss the proposal via teams/zoom/skype we could then follow up with an in-person site discussion later if the council members wished to discuss the proposal.

We can be quite flexible over the next few weeks, we could probably do most Tuesdays, Wednesdays or Thursdays at 2pm UK times. Please let us know if this is possible

kind regards

[REDACTED]

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 18 May 2023 11:51
To: [REDACTED] parishclerk@melbournpc.co.uk
<parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good afternoon,

Following the meeting today, the committee agreed some members will meet you to discuss proposal on site.

When would you be available over the next few weeks?

Many thanks
Sophie

Sophie Marriage
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel (01763) 263303 option 3
<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday afternoon, Tuesday to Thursday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [REDACTED]
Sent: 16 May 2023 15:05
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Thanks for your response,
Let us know what is next after the maintenance meeting
Regards
[REDACTED]

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 15 May 2023 09:00
To: [REDACTED] parishclerk@melbournpc.co.uk
<parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good afternoon,

Unfortunately, some has come up and I will be unable to do a zoom tomorrow. I will get back to you after the maintenance meeting on Thursday and I will then let you know how to progress this.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel (01763) 263303 option 3
<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday afternoon, Tuesday to Thursday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [REDACTED]
Sent: 10 May 2023 17:56
To: parishclerk <parishclerk@melbournparishcouncil.gov.uk>; parishclerk@melbournpc.co.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Thank you for your response.

I think it would be really helpful to have a discussion on Tuesday 16th May and prior to the maintenance meeting. We would prefer an in-person meeting but unfortunately we are currently in the USA with [REDACTED] work on a temporary secondment. Would a teams/zoom call be possible on Tuesday 16th May so we can discuss our proposal?

Many thanks

[REDACTED]

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>
Sent: 10 May 2023 06:25
To: [REDACTED]
<parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Apologies for the delay in coming back to you, but your proposal will be brought to the attention of the maintenance committee at the next meeting on 18 May at 9:30am.

I appreciate that it may be difficult to find a date to meet before the meeting, but if you are available on Tuesday 16 May I would be happy to meet to discuss in person, or you are welcome to attend the meeting to explain your proposal to committee.

Following the meeting, I will inform you of committee's thoughts and share any questions that they may raise with you.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel (01763) 263303 option 3
<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday afternoon, Tuesday to Thursday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: parishclerk <parishclerk@melbournparishcouncil.gov.uk>

Sent: 24 April 2023 08:34

To: [REDACTED]

Cc: [REDACTED]

Subject: RE: [REDACTED] Victoria Way, Melbourn. Proposal

Good morning,

Thank you for your email – I can confirm it has now been received. (My apologies it had fallen into my spam folder!)

I will review your request and the relevant information and get back to you shortly.

Many thanks
Sophie

Sophie Marriage
Parish Clerk

Melbourn Parish Council
Melbourn Community Hub
30 High Street
Melbourn
Cambridgeshire
SG8 6DZ

Tel (01763) 263303 option 3
<http://melbournparishcouncil.co.uk>

Please note my usual working days are Monday afternoon, Tuesday to Thursday.

The Parish Office opening hours are 10am – 1pm / 2pm – 3pm Monday to Friday

You have received this email from Melbourn Parish Council. The content of this email is confidential, may be legally privileged and intended for the recipient(s) specified in the message only. It is strictly forbidden to share any part of this message with any third party, without written consent of the sender. If you received this message by mistake, please reply to this message and follow with its deletion, so that we can ensure such a mistake does not occur in the future.

Melbourn Parish Council considers email security to be a high priority. Therefore, we have put efforts into ensuring that the message is error and virus-free. Unfortunately, full security of the email cannot be ensured as, despite our efforts, the data included in emails could be infected, intercepted, or corrupted. Therefore, the recipient should check the email for threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email.

By Contacting Melbourn Parish Council you agree that your contact details may be held and processed for the purpose of corresponding.

You may request access to the information we hold on you: parishclerk@melbournparishcouncil.gov.uk

You may request to be removed as a contact at any time: parishclerk@melbournparishcouncil.gov.uk

To view Melbourn Parish Council's Privacy Notice please [click here](#)

From: [REDACTED]
Sent: 21 April 2023 15:14
To: parishclerk@melbournpc.co.uk; parishclerk@melbournparishcouncil.gov.uk
Cc: [REDACTED]
Subject: Re: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Parish Clerk,

We have not received a response or acknowledgement of receipt to our email dated 13 April 2023, hence we are wondering if you have missed our email/request

Kind regards

[REDACTED]

From: [REDACTED]
Sent: 13 April 2023 10:57
To: parishclerk@melbournpc.co.uk <parishclerk@melbournpc.co.uk>
Cc: [REDACTED]
Subject: [REDACTED] Victoria Way, Melbourn. Proposal

Dear Sir/Madam,

We would like the local authority to consider this proposal in the next council meeting, see attachment.

Our proposal is to purchase some of the land in front of our property from the parish council to alleviate some of the congestion issues while working with you to ensure we reach an agreement on how the aesthetics of the land would work and so all parties are happy with any proposed landscape changes. We are fully committed to ensuring that any changes made, or maintenance given, is in keeping with the current landscape of the cemetery, as well as addressing some of the congestion issues, for the benefits of all visitors.

Kind regards

[REDACTED]

Reference: 77 Victoria Way

████████████████████
77 Victoria Way
Melbourn

13 April 2023

To whom it might concern

Dear local council, we are writing to you regarding the front garden of our property, No. 77 Victoria Way, Melbourn, SG8 6FE.

As you are aware most of the land at the front of 77 Victoria Way belongs to the local parish council and not to us, see copy of deeds attached. We would like to explore the possibility of purchasing all or some of this land to ease traffic and parking constraints while also ensuring suitable maintenance of the otherwise abandoned piece of land.

The flow of traffic to the cemetery entrance is of critical importance and parking around Victoria Way is becoming a major issue. The situation is sometimes dire as, on occasions, there are barely any spaces available through the whole of the development. The privately owned access road to the cemetery is poorly designed, with the cemetery ground maintenance team requiring to mount our drive to get their vehicles through the cemetery gate. Indeed, the road is so poorly designed that for any of the residents to turn their car around we must either enter the cemetery car park or reverse out of the road which has caused many problems for the cemetery visitors. Therefore, we would like to enquire about purchasing the land at the front of our property from the parish council. We propose a sufficient design could be agreed to allow suitable additional parking to alleviate some of the congestion issues while, most importantly, leaving the full road width access to the cemetery gate at a critical juncture.

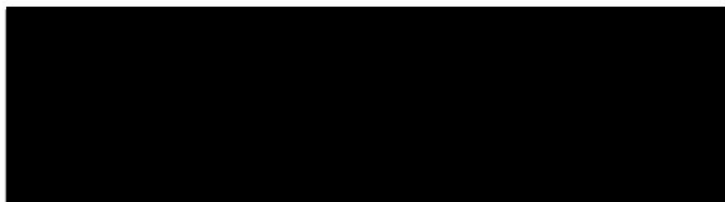
Furthermore, there is currently insufficient maintenance of the otherwise abandoned land. To the best of our knowledge there has been no maintenance of that land since we moved into the property in June 2019. Instead, as proud homeowners and keen community members, we have provided the maintenance ourselves, including weeding, trimming of the bushes and planting of bulbs in keeping with those of the cemetery. In addition, we have been removing rubbish on the land from the cemetery, both deposited by visitors and after winds and rains have blown it from the cemetery. More worryingly is the need to remove dog excrement from the front of the house left by visitors to the cemetery. However, to date we have limited our activities to the very basics as the land does not belong to us and as you can understand this minimal maintenance work is not sustainable in the long term.

Our proposal is to work with you and reach an agreement on how the aesthetics of the land would work and so all parties are happy with any proposed landscape changes. We are fully committed to ensuring that any changes made, or maintenance given, is in keeping with the current landscape of the cemetery, and for the benefit of all visitors.

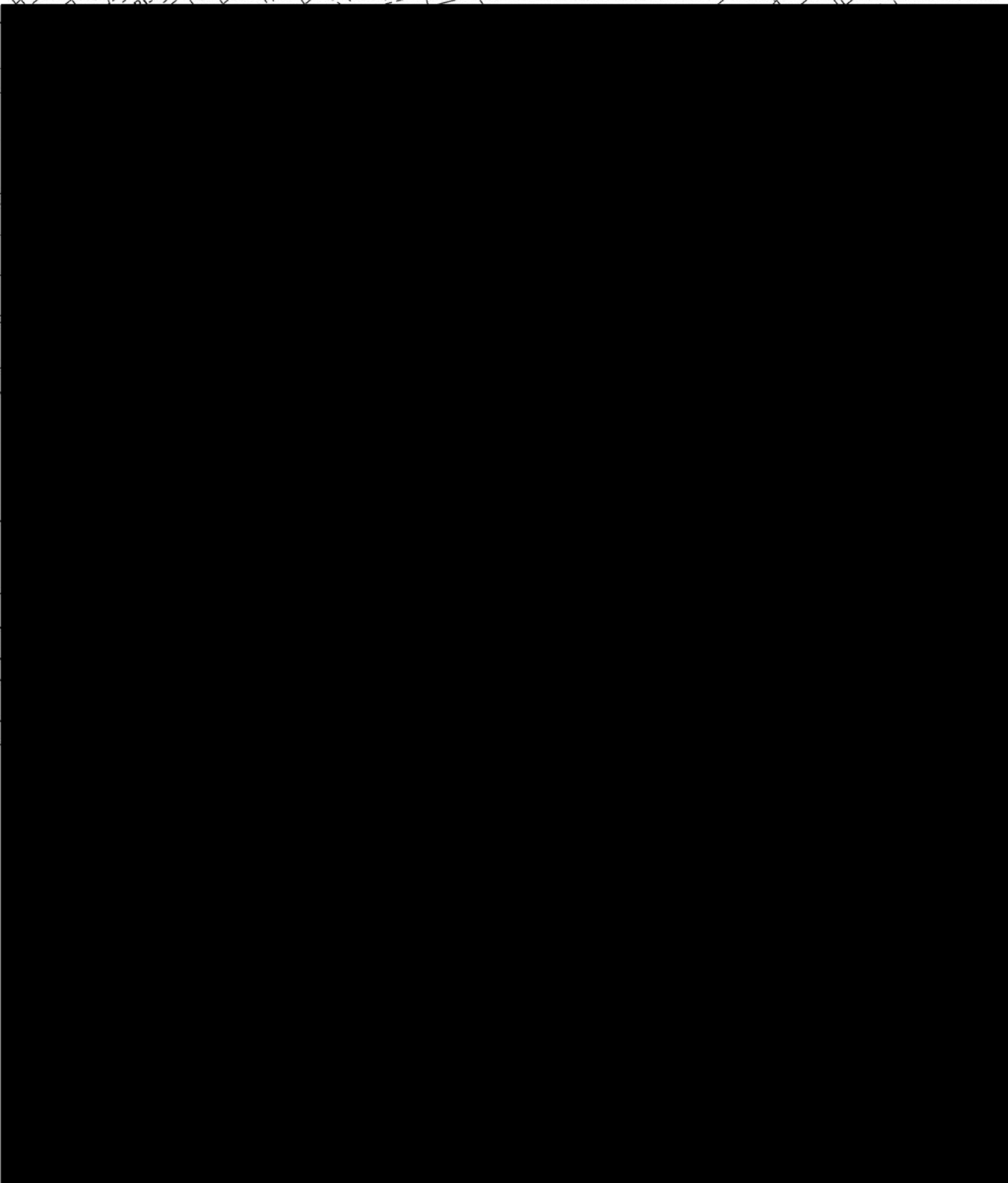
Please advise on the best possible course of action in addressing the issues raised here.

████████████████████

████████████████



© Crown copyright and database rights 2018 Ordnance Survey 100026316. You are not permitted to copy, sub-license, distribute or sell any of this data to third parties in any form.



PC154/23) Land outside 77 Victoria Way & New Road Cemetery

I have just returned from the New Rd.Cemetery. Unfortunately, there was a car parked partially obstructing the cemetery gate again.My car is relatively small but a wider one would have struggled to get through.

Best Wishes



PC154/23) Land outside 77 Victoria Way & New Road Cemetery



PC154/23) Land outside 77 Victoria Way & New Road Cemetery

