

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] 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.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Not at present but we will need to do so if this application is unsuccessful.
10.	Are 3 rd parties necessary to deliver your project?	No

	If yes, please list them.	
11.	Who will benefit from the project? Those using the hall include the following: (Some groups will clearly benefit more than others.)	<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.	Approximately how many of those who will benefit are parishioners?	<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

Re-Signed



Date:

23.04.2024

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:

Melbourn URC Supporting information v2

MURC Church Accounts for 2023

Excepted Charities Letter from Charity Commission

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

Update on Community Grant Application made by Melbourn United Reformed Church (URC)

Progress Update

Following the deferral of the grant application made in November 2023 the kitchen improvement project at the URC has proceeded as follows:

1. In December the microwave which was not part of the original application stopped working and was replaced. This resulted in an unexpected expense of £250 for a more commercial appliance. Purchased in February 2024.
2. In January we applied for a grant from a new source of funding in the URC and were successful in being allocated £1250 in February. We felt this grant allowed us to tackle the appliance part of our community project as the old cookers seemed to be struggling. We also understood from the December 2023 Community Grant Application Meeting that a retrospective application would, in the circumstances, be acceptable.
3. In late February we made the initial purchase of the two replacement cooker hobs and oven which were delivered in early March 2024.
4. Given the increased load of the new hobs, we had the electrical supply within the kitchen assessed by a local property maintenance company. Improvements were required to conform to modern standards and improvement were undertaken by a professional electrical contractor from Meldreth. This involved moving cooker outlets, installing an RCD on one circuit and testing. This cost £752.
5. The electrical work and the purchase of the microwave were not included in the original application and these two unexpected expenses (see 1 and 4) are covered by the additional source of funding.

Community Lunch Project

Monthly lunches have taken place every month since the initial application. The Christmas lunch catered for around 40 people and the winter lunches have typically had between 25-30 participants. The vast majority of participants are not members of our church and are residents of Melbourn.

Peter Karner
Convener of Kitchen Improvement Project
April 2024

MELBOURN UNITED REFORMED CHURCH

Statement of Accounts Year Ended 31st December 2023

GENERAL ACCOUNT

INCOME

Opening Balance		£42,543.51
Collections Loose		£1,141.40
Collections Envelopes & Bank Transfers		£11,449.00
Donations & Bequests		£1,015.00
<u>Special Events</u>		
Gift Day	£2,175.00	
Soup Lunches	£596.00	
Tastes of Christmas	£1,564.00	
Historic Churches Cycle Ride	£220.00	
Community Lunches	£1,200.00	£5,755.00
Coffee Money		£440.00
Hire of Hall		£7,589.25
Christian Aid		£65.00
Commitment for Life		£75.00
CWM		£30.00
"Gift Aid" Repayment		£4,269.71
Graveyard		£735.00
Bassingbourn Communion Wine		£17.00
Interest		£106.02
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		£75,230.89

MELBOURN UNITED REFORMED CHURCH

Statement of Accounts Year Ended 31st December 2023

GENERAL ACCOUNT

EXPENDITURE

Central Funds		£13,704.00
Pulpit Fees		£940.00
Insurance		£3,659.08
Electricity & Water Rates		£3,821.66
<u>Property (General)</u>		
Chubb Fire (Annual Inspection)	£259.20	
Prince Property (Hall Roof Tiles)	£102.00	
Prince Property (Hall Back Door Repair)	£469.20	
Prince Property (Ground Floor Church / Hall)	£2,388.00	
Prince Property (Inspect/Repair Cupola & Gutters)	£624.00	
New Hoover	£136.98	
New Kettle	£25.00	£4,004.38
Cleaning		£960.00
Grounds Maintenance		£2,856.00
Licences		£518.30
SKY		£488.25
Domain Renewal		£9.54
Organ Tuning (J Johnson)		£118.00
Candles		£41.50
Christian Aid		£65.00
Commitment for Life		£75.00
Linked Pastorate		£1,950.69
Closing Balance		£42,019.49
		<hr/>
		£75,230.89



**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