

## 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<br>BOWLS CLUB                         |
| 2. | Name, Address, and Status of Contact   | PETER BLAYNEY<br>CLUB CHAIR/SEC.<br>[REDACTED] |
| 3. | Telephone Number of Contact  | [REDACTED]                                     |
| 4. | Is the organisation a Registered Charity?  | Yes/No   |
| 5. | Amount of grant requested  | £ 1600   |
| 6. | For what purpose of project is the grant requested.  | CARE AND<br>MAINTENANCE<br>OF<br>CLUBHOUSE     |
| 7. | What will be the total cost of the above project?  | £<br>1656<br>QUOTATION COSTS<br>NO CONTINGENCY |
| 8. | If the total cost of the project is more than the grant, how will the residue be financed? | FROM CLUB<br>FUNDS                             |
| 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 <sup>rd</sup> parties necessary to deliver your project?<br>If yes, please list them. | YES<br>A.J. THURLEY<br>PAINTER  |
| 11. | Who will benefit from the project?  | ALL PLAYING OR SOCIAL<br>CLUB MEMBERS, VISITORS<br>& OPPOSING TEAMS &<br>SPECTATORS |
| 12. | Approximately how many of those who will benefit<br>are parishioners?                       | GUESSTIMATE 36<br>CA HALF CLUB<br>MEMBERSHIP<br>See Note *                          |

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. 2016, 2019, 2021

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

Signed.....  ..... Date 24/4/24

**3<sup>rd</sup> parties**

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

Name: ANDREW THURLEY. 

Organisation: ANDREW JOHN THURLEY - PAINTER & DECORATOR

Name:

Organisation

NOTE \* CURRENT MEMBERSHIP NOW 72 BUT RENEWALS DUE ON MAY 1ST & OPEN DAY ON MAY 5TH COULD CHANGE.

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

## APPENDIX ONE - SUPPORTING INFORMATION

The bowls clubhouse dates from 1986 and although the long term aim is for a new building that remains a pipe dream at present. To keep the building exterior in good condition it is regularly painted by the members, however this year we have a problem. The top paint layer is blistering and flaking off, possibly due to poor preparation or the weather, and despite scraping and brushing down it now clearly needs professional attention to give the required finish. We have therefore obtained quotations for the work from three local painters, and discounting the highest by far, have opted for the higher of the other two, whose figures were very similar. (See Appendices 2,3 & 4)

As part of job we intend to renew the large club sign board and the grant request figure includes the cost of the necessary materials. (See Appendix 5)

Because of the club heavy match programme during the summer this work cannot be done until September, and no contingency has been applied to the quoted figures so any subsequent overspend will be covered from club funds.

### LIST OF ATTACHED APPENDICES

- |  |       |
|--|-------|
| 2. Quotation from Andrew Thurley Painter & Decorator       | £1525 |
| 3. Quotation from Andy Goodliffe Property Services         | £1450 |
| 4. Quotation from Barley Property Maintenance              | £2554 |
| 5. Quotation from Red Graphic for Signboard                | £131  |
| 6. Club Financial Statement for year ending September 2023 |       |

# APPENDIX TWO

## Melbourn Bowls club exterior decorating Quote

Andrew Thurley [REDACTED]

Thu 2024-03-21 12:22 AM

To: [REDACTED]

Andrew John Thurley  
Painter & Decorator

### QUOTATION

Melbourn Bowls Club  
The Moor  
Melbourn  
Cambridgeshire  
SG8 6ED

Ref: Job number 0609

Work location: Melbourn Bowls Club

20th March 2024

Dear Sir / madam

Please find below the quotation for the decorating work you require undertaking to your property :

Exterior

Front elevation

- Repair and make good walls, fascia and soffit.
- Apply a coat of primer / sealer to the walls on the clubhouse.
- Apply two coats of exterior masonry emulsion to the required walls. (Colour - magnolia)
- Apply a coat of Dulux weathershield undercoat to the fascia , soffit, doors & frame. (Colour customer specific)
- Apply a coat of Dulux Weathershield gloss as a top coat to the woodwork as above.
- Paint the four metals poles with two coats of black.
- Remove the current sign in place.
- Leave the work area clean and tidy once the work is complete.

Right elevation

- Repair and make good walls, fascia and soffit.
- Apply a coat of primer / sealer to the walls on the clubhouse.
- Apply two coats of exterior masonry emulsion to the required walls. (Colour - magnolia)

- Apply a coat of Dulux weathershield undercoat to the fascia , soffit, doors & frame. (Colour customer specific)
- Apply a coat of Dulux Weathershield gloss as a top coat to the woodwork as above.
- Leave the work area clean and tidy once the work is complete.

#### Left elevation

- Repair and make good walls, fascia and soffit.
- Apply a coat of primer / sealer to the walls on the clubhouse.
- Apply two coats of exterior masonry emulsion to the required walls. (Colour - magnolia)
- Apply a coat of Dulux weathershield undercoat to the fascia & soffit. (Colour customer specific)
- Apply a coat of Dulux Weathershield gloss as a top coat to the woodwork as above.
- Leave the work area clean and tidy once the work is complete.

\* All materials needed for the completion of the work are included in the total below.

Total : £ 1525.00

Any queries please do not hesitate to contact me.



Regards

Andrew

Sent from my iPhone

CONFIDENTIAL



# Andy Goodliffe Property Services

## Estimate

For: Peter Blayney



Estimate No: 15

Date: 21/03/2024

| Description  | Quantity | Rate      | Amount    |
|--|----------|-----------|-----------|
| Quote for work on bowls club outhouse<br>Scrape back and prep all bad and flakey paint as best as possible. Then to re coat with a masonry paint - 2 coats. Colour of your choice. | 1        | £1,450.00 | £1,450.00 |
| To make good the rotten bits on the top skirt around the top of the building. Then to re coat - 2 coats, colour of your choice.  |          |           |           |
| Paint grills on windows. Same colour as building   |          |           |           |
| Paint black supporting poles - re coat in a black exterior paint   |          |           |           |
| To sand back and prep all doors. - again colour of your choice - 2 coats to be applied   |          |           |           |

|                             |           |
|-----------------------------|-----------|
| Subtotal                    | £1,450.00 |
| Total                       | £1,450.00 |
| Withholding Tax 20% (£0.00) | £0.00     |

Total £1,450.00

**BARLEY PROPERTY MAINTENANCE.**

14 BANKSIDE, THE HIGH STREET  
BARLEY, HERTFORDSHIRE.  
SG8 8HU.

VAT REG NO:362 7825 75.

*Sold To*

**MR PETER BLAYNEY.**

**ESTIMATE**

Quotation QT1266  
Date 22/03/2024  
Our Ref. CLUB HOUSE.  
Cust Ref. CLUB HOUSE.  
Terms COMPLETION.

| Description   | Amount                     |
|---|----------------------------|
| TO:REFURBISH BOWLS CLUB HOUSE AS DISCUSSED WITH PETER.                    |                            |
| TO:PAINT X3 EXTERIOR WALLS.(PREP FOR FLAKEING PAINT.)                     |                            |
| TO:PREP AND REPAINT ALL FACIAS/SOFT FITS/BARGE BOARDS .                   |                            |
| TO:PREP AND REPAINT ALL DOORS AND FRAMES MAKE REPAIRS TO SIDE DOOR FRAME. |                            |
| EXTERIOR WALL SEALANT:  | £34.19                     |
| EXTERIOR WALL PAINT(APPROX.)  | £64.78                     |
| EXTERIOR TIMBER UNDER COAT:   | £34.00                     |
| EXTERIOR TIMBER TOP COAT:   | £38.53                     |
| SUNDRIES:   | £56.80                     |
| LABOUR:   | £1,900.00                  |
| <b>Remarks</b>  | <b>Sub Total £2,128.30</b> |
| <i>ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT.</i>                | <b>VAT £425.66</b>         |
| <i>THE CO-OPERATIVE BANK.</i>   | <b>Total £2,553.96</b>     |
| <i>SORT CODE:08-90-66.</i>  |                            |
| <i>ACC NO:08207672.</i>   |                            |

**Martin Leggett**

---

**From:** Lorraine Brown [REDACTED]  
**Sent:** 11 April 2024 09:58  
**To:** Martin Leggett  
**Subject:** Q15582 : Club sign for Melbourn Bowls Club - Estimate V1

Hi Martin,

Sorry for the delay, we've been so busy with two local charity events, almost caught up!

I'd be delighted to create you a new sign, options below, both sizes will be the same cost:

Estimate:

**Artwork setup and proof - £35 +vat**

**Option 1: Rigid PVC 5mm with laminate (3+ year life – as previous) - £48 +vat**

or

**Option 2: Rigid DiBond (metal) 3mm with laminate (7+ year life – as previous) - £74 +vat**

Client collects.

Prices valid 30 days.

Speak soon,

Best wishes,  
Lorraine 😊

£109 + VAT  
= ~ £131

**Red Graphic**

01223 837799

[www.redgraphic.co.uk](http://www.redgraphic.co.uk)

69 High Street, Sawston, Cambridge, CB22 3BG

**From:** Martin Leggett [REDACTED]  
**Date:** Wednesday, 27 March 2024 at 10:22  
**To:** 'Lorraine Brown' [REDACTED]  
**Subject:** Club sign for Melbourn Bowls Club

Good morning Lorraine,

I hope that you are keeping well. We are in the process of collecting quotes from various local painters to try and obtain funding from the Parish Council to repair and repaint the outside of our clubhouse. As part of this exercise, we would like to obtain a new sign to go over the entrance. The existing sign has been there more years than any of us care to think about and is starting to show its age.

What we are looking for is a white plastic sign (similar to the one you did for us a couple of years ago for the visit of the Chelsea Pensioners) with simple dark green lettering. We are toying with two different size/shape



# APPENDIX IX

## MELBOURN BOWLS CLUB

Financial Statement for the Financial Year Ending September 2023

|  | YEAR END<br>2023 | YEAR END<br>2024               |
|--|------------------|--------------------------------|
| BARCLAYS BANK - CURRENT ACCOUNT        | 0.00             | 0.00                           |
| BARCLAYS BANK - PREMIUM ACCOUNT        | 0.00             | 0.00                           |
| LLOYDS BANK - CURRENT ACCOUNT          | 12865.47         | 8871.15                        |
| CAMBS BS - 1 yr Bond                   | 5006.37          | 5098.46                        |
| CASH HELD (FOR BANKING)                | 133.35           | 382.77                         |
| CASH HELD - BAR FLOAT                  | 0.00             | 0.00                           |
| <b>TOTAL</b>                           | <b>18005.19</b>  | <b>14352.38</b>                |
| <b>CURRENT YEAR INCOME</b>             |                  |                                |
| MEMBERS SUBSCRIPTIONS                  | 2740.00          | 1710.00                        |
| RINK FEES                              | 2763.00          | 0.00                           |
| COMPETITION FEES                       | 240.00           | 0.00                           |
| ROLL-UPS                               | 1196.00          | 0.00                           |
| South Cambs Award/Parish Council Award | 1264.60          | 0.00                           |
| INCOME BAR TAKINGS                     | 1624.40          | 0.00                           |
| (EXPENDITURE-BAR PURCHASES)            | -914.96          | 0.00                           |
| Net Profit Bar                         | 709.44           | 0.00                           |
| MATCH RAFFLE                           | 0.00             | 0.00                           |
| MATCH FOOD COSTS                       | 0.00             | 0.00                           |
| Net Match Refreshments                 | 0.00             | 0.00                           |
| CLUB OPEN TRIPLES(NOT BAR TAKINGS)     | 1187.90          | 165.00 (See Note 2)            |
| COFFEE MORNINGS                        | 758.00           | 0.00                           |
| VICE PRESIDENTS DAY                    | 0.00             | 0.00 (See Note 3)              |
| LADIES V GENTS                         | 0.00             | 0.00 (See Note 4)              |
| WHIST DRIVES                           | 378.80           | 337.00                         |
| FISH AND CHIP PAIRS                    | 116.90           | 0.00                           |
| OTHER CLUB EVENTS                      | 651.00           | 0.00 (See Note 6)              |
| PRIZE A MONTH                          | 288.00           | 24.00                          |
| DONATIONS                              | 674.00           | 650.00 (See note 8)            |
| EASY FUNDRAISING                       | 77.61            | 18.96                          |
| BANK INTEREST                          | 6.37             | 92.09                          |
| Charity Receipts (Thursday)            | 29.00            | 29.00 (See Note 1)             |
| SURROUND ADVERTISING (NET)             | 150.00           | 0.00 (See note 11)             |
| NET SALE OF BOWLS ITEMS                | -104.95          | -515.95 (see note 10)          |
| <b>TOTAL INCOME</b>                    | <b>13125.67</b>  | <b>2510.10</b>                 |
| <b>CURRENT YEAR EXPENDITURE</b>        |                  |                                |
| GREEN AND SURROUNDS UPKEEP             | -6308.00         | -3410.00                       |
| LEAGUE/COMPETITION FEES                | -95.50           | -97.50                         |
| EQUIPMENT MAINTENANCE                  | -130.07          | -105.20                        |
| TROPHIES & HONOURS BOARD               | -25.72           | -29.93                         |
| BAR LICENCE                            | -70.00           | -70.00 *                       |
| STATIONERY                             | -50.89           | -30.80                         |
| POSTAGE                                | 0.00             | -3.45                          |
| KITCHEN SUNDRIES                       | -488.61          | -125.96 (See Note 9)           |
| GENERAL CLUB IMPROVEMENTS              | -2504.72         | -195.21 (See Note 7)           |
| WATER RATES                            | -469.86          | -359.16 (See note 13)          |
| INSURANCE                              | -846.31          | -900.28                        |
| FIRE INSPECTION CERTIFICATE            | -85.50           | 0.00                           |
| ELECTRICITY                            | -482.76          | -173.83                        |
| PRINTING COSTS                         | -200.00          | -404.00 (See Note 12)          |
| EXCEPTIONAL EXPENSES                   | -1133.09         | -228.59 (See Note 5)           |
| <b>TOTAL EXPENDITURE</b>               | <b>-12891.03</b> | <b>-6133.91</b>                |
| <b>PROFIT/LOSS IN YEAR</b>             | <b>234.64</b>    | <b>-3623.81</b>                |
| BARCLAYS RECONCILIATION                |                  |                                |
| PREVIOUS YEAR BALANCE C/FWD            | 17770.55 (- £68) | 17976.19 (-£29 charity c/over) |
| PLUS PROFIT/LOSS FOR YEAR              | 234.64           | -3623.81                       |
| <b>TOTAL</b>                           | <b>18005.19</b>  | <b>14352.38</b>                |