
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 Hub
2.	Name, Address, and Status of Contact	John Travis, Hub Director 30 High Street Melbourn SG8 6DZ
3.	Telephone Number of Contact	01763263303
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£3000.00
6.	For what purpose of project is the grant requested.	To sustain the existing older peoples weekly lunch club
7.	What will be the total cost of the above project?	£3000.00
8.	If the total cost of the project is more than the grant, how will the residue be financed?	n/a
9.	Have you applied for grant for the same project to another organisation?	Yes The Co-op Community Grant

	If so, which organisation and how much?	Scheme The amount will depend on member support and cannot be guaranteed
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	Older people who live in Melbourn who suffer from limited mobility and isolation
12.	Approximately how many of those who will benefit are parishioners?	All

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. 2022

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

Signed..... Date.....29 April 2024

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

Weekly Older Persons Lunch Club

A weekly Lunch Club has been run for many years by volunteers from the Melbourn Hub. Those attending are specifically residents who are elderly and mostly living alone, many with mobility problems that restrict socialisation and who are essentially housebound much of the time. The Hub provides the venue, the paid catering staff support and a host of volunteers that deliver a Lunch Club service with a smile. In order to make access affordable the food and staff costs are significantly subsidised. The clients pay less than actual cost. The Lunch Club is more than just delicious hot food. It provides companionship and a social focus for a group of residents who are often lonely and isolated, helping their mental wellbeing, forming part of a package that secures their continued home living. The present subsidy is provided from a ring-fenced Hub account established with Parish Council support. The Cash Flow spreadsheet attached shows that the present funds will shortly need replenishment. The requested monies will sustain the Lunch Club service for the next 18 months in an environment of increasing food and labour costs.

JT/April 2024

LUNCH CLUB CASHFLOW

April 24 - March 25

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Opening Reserve	1,237.93	1,012.93	3,787.93	3,562.93	3,337.93	3,112.93	2,887.93	2,662.93	2,437.93	2,212.93	1,987.93	1,762.93	1,237.93
													-
Weekly Client Subsidy	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	(225.00)	- 2,700.00
													-
													-
Community Grant Application		3,000											3,000.00
Cash inflow /(Outflow)	- 225.00	2,775.00	- 225.00	- 225.00	- 225.00	- 225.00	- 225.00	- 225.00	- 225.00	- 225.00	- 225.00	- 225.00	300.00
Closing Reserve	<u>1,012.93</u>	<u>3,787.93</u>	<u>3,562.93</u>	<u>3,337.93</u>	<u>3,112.93</u>	<u>2,887.93</u>	<u>2,662.93</u>	<u>2,437.93</u>	<u>2,212.93</u>	<u>1,987.93</u>	<u>1,762.93</u>	<u>1,537.93</u>	<u>1,537.93</u>

Based on ~ 18 Clients per week
50 Week Year
£3.00 subsidy per meal served

**MELBOURN COMMUNITY HUB
MANAGEMENT GROUP**

Directors' Report and Unaudited Accounts

Year Ended

30 September 2023

Company Number 08320569

Melbourn Community Hub Management Group

Accounts for the year ended 30 September 2023

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Melbourn Community Hub Management Group

General Information

Directors John Travis (Chairman)
Stephen Kilmurray
Jonathan Berks
Linsey Craike
Graham Hales
Jean Seers

Registered office 30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Company number 08320569

Melbourn Community Hub Management Group

Report of the Directors

The directors present their report and unaudited accounts for the year ended 30 September 2023.

Directors

The following directors have held office since 1 October 2022:

John Travis (Chairman)	(Appointed 22.02.17)
Stephen Kilmurray	(Appointed 22.02.17)
Graham Hales	(Appointed 22.02.17)
Jean Seers	(Appointed 16.05.17)
Jonathan Berks	(Appointed 13.06.18)
Linsey Craike	(Appointed 29.09.22)

STATEMENT OF DIRECTORS' RESPONSIBILITIES

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

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

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

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

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

This report was approved by the board on 29 February 2024, and has been prepared in accordance with the small companies regime of the Companies Act 2006.

By order of the board

John Travis (Director)

Melbourn Community Hub Management Group

Profit and Loss for the year ended 30 September 2023

	Note	2023 £	2022 £
Turnover		255,540	164,003
Cost of sales		(194,654)	(130,880)
		<hr/>	<hr/>
Gross profit		60,886	33,123
Administrative expenses		(42,344)	(34,353)
Depreciation		(3,949)	(3,779)
		<hr/>	<hr/>
Profit/(loss) on ordinary activities before taxation		14,593	(5,009)
Taxation on profit on ordinary activities		-	-
Additional income	3	-	7,702
		<hr/>	<hr/>
Profit/(loss) for the financial year		14,593	2,693
		<hr/> <hr/>	<hr/> <hr/>

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

Melbourn Community Hub Management Group

Registered in England Company No: 08320569
Balance Sheet at 30 September 2023

	Note	2023 £	2023 £	2022 £	2022 £
Fixed assets					
Tangible assets	4		42,070		40,636
Current assets					
Stocks		900		600	
Debtors	5	4,623		6,278	
Cash at bank and in hand		77,834		54,757	
		<u>83,357</u>		<u>61,635</u>	
Creditors: amounts falling due within one year	6	(21,511)		(14,664)	
Net current assets			61,846		46,971
Net assets			<u>103,916</u>		<u>87,607</u>
Capital and reserves					
Restricted and unrestricted grants			230,375		230,375
Other reserves			1,724		8
Profit and loss account			(128,183)		(142,776)
Members' Funds			<u>103,916</u>		<u>87,607</u>

For the year ending 30 September 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

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

Directors' responsibilities:

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

The financial statements were approved by the board of directors on 29 February 2024 and were signed on its behalf by:-

John Travis - Director
Company registration number: 08320569

Melbourn Community Hub Management Group

Notes forming part of the financial statements for the year ended 30 September 2023

1 Accounting policies

These financial statements for the year ended 30 September 2023 comply with FRS 102 Section 1A small entities. The principal accounting policies adopted in the preparation of the financial statements are set out below and have remained unchanged from the previous year.

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

Turnover

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

Pension costs

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

Tangible Fixed Assets

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

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

Stock

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

2 Operating profit

	2023 £	2022 £
This is arrived at after charging:		
Depreciation of tangible fixed assets	3,949	3,779
	<u> </u>	<u> </u>

3 Additional income

	2023 £	2022 £
Government covid grants	-	2,667
Insurance business interruption	-	5,035
	<u> </u>	<u> </u>
	<u> </u>	<u>7,702</u>

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2023 (continued)

4 Tangible fixed assets

	Property fixtures and equipment
	£
<i>Cost or valuation</i>	
At 1 October 2022	60,282
Additions	5,383
	<hr/>
At 30 September 2023	65,665
	<hr/>
<i>Depreciation</i>	
At 1 October 2022	19,646
Provision for year	3,949
	<hr/>
At 30 September 2023	23,595
	<hr/>
<i>Net book value</i>	
At 30 September 2023	42,070
	<hr/> <hr/>
At 30 September 2022	40,636
	<hr/> <hr/>

5 Debtors

	2023	2022
	£	£
Trade debtors	4,071	5,286
Prepayments and accrued income	552	992
	<hr/>	<hr/>
	4,623	6,278
	<hr/>	<hr/>

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2023 (continued)

6 Creditors: amounts falling due within one year

	2023	2022
	£	£
Trade creditors	5,956	6,465
Taxation and social security	9,760	2,720
Other creditors	150	-
Accruals and deferred income	5,645	5,479
	<hr/>	<hr/>
	21,511	14,664
	<hr/>	<hr/>

7 Employee Numbers

	2023	2022
The average number of persons employed by the company was	8	7
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8 Additional information

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

Its registered number is: 08320569

Its registered office is:

30 High Street
Melbourn
Royston
Hertfordshire
SG8 6DZ

Melbourn Community Hub Management Group

Notes forming part of the financial statements
for the year ended 30 September 2023 (continued)

Trading Profit and Loss account For the year ended 30 September 2023

Income	£	£
Donations		9,019
Café sales		194,843
Events income		4,027
Room rental	Commercial and Community Parish Council	33,181
		13,850
Interest		620
Total Income		<u>255,540</u>
Cost of Café Sales		
Supplies	72,695	
Staff costs	118,516	
Collection charges	3,443	
		(194,654)
Gross profit/(loss)		<u>60,886</u>
Expenses		
Advertising and marketing	1,272	
Bank charges	173	
IT costs	3,407	
Insurance	1,083	
Light, heat, water	13,959	
Waste management	2,403	
General maintenance and landscaping	13,018	
Office expenses	4,515	
Professional fees	2,088	
Sundry expenses	426	
		<u>(42,344)</u>
Trading profit/(loss) for the year		<u>18,542</u>
Depreciation		(3,949)
Net profit/(loss) for the year		<u>14,593</u>

