

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Wednesday 8 May 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, Campbell, Clark (Chair), Cowley, Davey, Travis, Wilson

Absent: Cllr Kanagarathnam

In attendance: Abi Williams (Parish Clerk), Alex Coxall (Parish Clerk), 10 members of the public

PARISH COUNCIL MEETING: MINUTES – COMMUNITY BENEFIT GRANT FUNDING

Meeting started 19:30

PC247/24 To receive and approve apologies for absence

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

PC248/24 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 Cllr Campbell in item PC253/24b – dispensation was granted to stay for the discussion but not to vote.

Cllr Cowley declared an interest in item PC235/24i as he had submitted the grant application – verbal dispensation was granted to stay for the discussion but not to vote.

Cllr Travis declared an interest in items PC253/24e & h as he had submitted the grant application – verbal dispensation was granted to stay for the discussion but not to vote.

Cllr Clark declared an interest in item PC253/24g as his wife is a Warden – verbal dispensation was granted to stay for the discussion but not to vote.

PC249/24 To approve the minutes of the Parish Council meeting on 22 April 2024

It was RESOLVED to approve the minutes of the Parish Council meeting held on 22 April 2024 as an accurate record.

Proposed by Cllr Wilson, seconded by Cllr Travis.

In favour: Cllrs Alexander, Campbell, Clark, Cowley, Travis, Wilson

Abstain: Cllrs Davey

PC250/24 To report back on the minutes of the Parish Council meeting on 22 April 2024

Nothing to report.

PC251/24 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).

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

PC252/24 To note report on Community Benefit Grant Funding from 2023

It was noted.

PC253/24 To consider applications for community benefit grant funding:

The Clerk noted that due to a clerical error an application had been omitted from the agenda – the application would be heard as item PC253/24j.

- a) Melbourn United Reform Church Requested funding £2,597.20

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

It was noted that this was a repeat application for funding to support the renovations required to allow the very popular lunch club to continue.

It was noted that NALC confirmed the addition of section 19A to the Local Government Act 1894 clarifies that the 1894 Act does not affect the discretionary powers of parish council in England to fund church repairs or property held for an ecclesiastical charity.

On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £2,597.20 to the Melbourn United Reform Church.

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

Melbourn United Reform Church applicant left the meeting 19:38

- b) Melbourn County Primary School PTFA Requested funding £3,780.00

Two representatives were in attendance and answered questions on the project.

It was noted that the fireworks event continues to be a successful income generator for the PTFA and has been a sold-out event for the last few years. On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £3,780.00 to the Melbourn County Primary School PTFA.

Proposed by Cllr Travis, seconded by Cllr Cowley.

In favour: Cllrs Alexander, Clark, Cowley, Davey, Travis, Wilson

Abstain: Cllrs Campbell

- c) Melbourn Bowls Club Requested funding £1,600.00

A representative was in attendance.

No questions were asked. On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £1,600.00 to the Melbourn Bowls Club.

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

- d) Melbourn Dynamos FC Requested funding £8,909.25

Two representatives were in attendance and answered questions on the project.

It was confirmed that the requested amount was a contribution towards a much larger project totalling around £23,000.00. On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £8,909.25 to the Melbourn Dynamos FC.

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

- e) MAYD Requested funding £6,500.00

Two representatives were in attendance and answered questions on the project. Cllr Travis introduced the MAYD initiative and provided information on the Connections Bus and Mix Music. Representatives from Mix Music provided further information about the service provided and the plans for the future.

On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £6,500.00 to the MAYD.

Proposed by Cllr Davey, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Campbell, Clark, Cowley, Davey, Wilson

Abstain: Cllrs Travis

- f) St George's Allotment Association, Melbourn Requested funding £1,022.00

Representatives sent apologies for being unable to attend the meeting.

Cllr Davey questioned the fees not rising for a few years – it was concluded that fees for the allotments had risen in 2022, fees for the insurance cover held by the Association had not. On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £1,022.00 to the St George's Allotment Association, Melbourn.

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

- g) Melbourn & District Warden Scheme Requested funding £3,000.00

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

It was noted that MDWS now covers 35 residents in Melbourn supporting the 'stay at home' model of keeping residents in their homes rather than entering hospices or hospitals at greater cost to the NHS. On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £3,000.00 to the Melbourn & District Warden Scheme.

Proposed by Cllr Davey, seconded by Cllr Wilson.

In favour: Cllrs Alexander, Campbell, Cowley, Davey, Travis, Wilson

Abstain: Cllrs Clark

- h) Melbourn Hub Lunch Club Requested funding £3,000.00

Cllr Travis was the representative in attendance and answered questions on the project.

It was noted that there were regularly up to 18 residents in attendance for the lunch club.

On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £3,000.00 to the Melbourn Hub Lunch Club.

Proposed by Cllr Wilson, seconded by Cllr Campbell.

In favour: Cllrs Alexander, Campbell, Clark, Cowley, Davey, Wilson

Abstain: Cllrs Travis

- i) Melbourn Bell Repair Appeal (via All Saints' PCC) Requested funding £1,000.00

Cllr Cowley was the representative in attendance and answered questions on the project.

It was noted that this was a repeat application for funding to support the repair of two of the bells at All Saints, Melbourn.

It was noted that NALC confirmed the addition of section 19A to the Local Government Act 1894 clarifies that the 1894 Act does not affect the discretionary powers of parish council in England to fund church repairs or property held for an ecclesiastical charity.

Cllr Cowley confirmed that the application had reduced from the previous total of £2,000 due to funding being provided elsewhere.

On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £3,000.00 to the Melbourn Bell Repair Appeal.

Proposed by Cllr Travis, seconded by Cllr Davey.

In favour: Cllrs Alexander, Campbell, Clark, Davey, Travis, Wilson

Abstain: Cllrs Cowley

- j) Melbourn Fete Requested funding £2,500.00

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

It was noted that the Melbourn Fete, to be held on 15 June 2024, would be a larger free to enter event this year after the success of the event in 2023.

On a show of hands councillors indicated support for this application.

It was RESOLVED, under the General Power of Competence, Localism Act 2011, to award the grant of £2,500.00 to the Melbourn Fete.

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

PC254/24 To note the date of the next meetings are:

- Annual Parish Meeting, Monday 13 May 2024
- Annual Parish Council Meeting, Monday 20 May 2024

The dates of the next meetings were noted as Monday 13 May 2024 for the Annual Parish Meeting and Monday 20 May for the Annual Parish Council Meeting.

Meeting closed 20:04

MELBOURN PARISH COUNCIL

(District of South Cambridgeshire)

A meeting of this Council was held on Monday 22 April 2024 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 Barnes, Clark (Chair), Cowley (Vice Chair), Kilmurray, Kanagarathnam, Travis, Wilson

Absent: Cllr Alexander

In attendance: Abi Williams (Parish Clerk), County Cllr Susan van de Ven

PARISH COUNCIL MEETING: MINUTES

Meeting started 19:33

PC226/24 To receive and approve apologies for absence

It was RESOLVED to accept apologies from Cllrs Campbell, Davey and Hart.
Proposed by Cllr Kilmurray, seconded by Cllr Barnes. All in favour.
Apologies were noted from District Cllr Hales.

PC227/24 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 items PC 233/24b) and items PC 238/24a-e) – dispensation was granted to stay for the discussion but not to vote.

PC228/24 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.

There were no members of the public present.

PC229/24 To approve the minutes of the Parish Council meeting held on 25 March 2024

It was RESOLVED to approved the minutes of the Parish Council meeting held on 25 March 2024 as an accurate record.

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

PC230/24 To report back on the minutes of the Parish Council meeting held on 25 March 2024

- a) To note that due to a clerical error in January 2024 the numbering of agendas has changed and so as not to duplicate will remain as ‘meeting-number/calendar year’ and not ‘meeting-number/civic year’.

Change in numbering going forward was noted. Suggested change from civic year 2024 to ‘meeting-civic year-item number’ ACTION: Office to discuss.

PC231/24 Chair’s Announcements

Nothing to note.

PC232/24 To receive reports from the District and County Cllrs for Melbourn

A verbal and written report was presented by County Cllr van de Ven.

A full copy of the report can be found in the supporting documents for this meeting.

ACTION: Office to investigate if Little Hands heating or Pavilion kitchen refit could be covered by the South Cambs District Council Zero Carbon Communities Grant.

It was noted that County Cllr van de Ven had ensured that Orchard Road pavements were back on the repair list. Potholes had also been re-added to the Highways reporting tool for the Back Lane area.

County Cllr van de Ven left the meeting 19:52

PC233/24 Finance Matters

- a) To receive and consider the finance reports for March 2024.

It was noted.

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

It was RESOLVED to approve invoice 1715 at a cost of £37.50

Proposed by Cllr Cowley, seconded by Cllr Wilson.

In favour: Cllrs Barnes, Clark, Cowley, Kanagarathnam, Wilson.

Abstain: Cllrs Kilmurray, Travis.

It was RESOLVED to approve invoice 1716 at a cost of £1,590.00

Proposed by Cllr Barnes, seconded by Cllr Cowley.

In favour: Cllrs Barnes, Clark, Cowley, Kanagarathnam, Wilson.

Abstain: Cllrs Kilmurray, Travis.

- c) To consider approving the annual payment to Royston and District Community Transport from s106 monies.

It was RESOLVED to approve the payment of £5,000 to Royston and District Community Transport from s106 monies held for community transport.

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

- d) To consider approving the approvals list for April 2024.

It was RESOLVED to approve the approvals list for April 2024.

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

PC234/24 Bank reconciliations

- a) To note bank reconciliations for March 2024.

It was duly noted that the bank reconciliations had been completed.

PC235/24 Governance

- a) To receive the first part of the Internal Audit report from CAPALC and receive the Clerks report on actions.

The report was noted.

- b) To note the second internal audit visit will take place on Wednesday 5 June 2024.

The date was noted.

- c) To consider the DRAFT calendar of meetings for the forthcoming civic year.

It was RESOLVED to approve the calendar of meetings for the forthcoming civic year.

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

- d) To note the importance of informing Clerks of absence from meetings as soon as possible to allow time for substitutes to be arranged if necessary and also to list volunteer substitutes for Planning and Maintenance.

It was noted. ACTION: Office to compile a list of substitutes who could be available if required.

- e) To receive any updates and consider actions.

None received.

PC236/24 Maintenance Matters

- a) To note the approval by Chair to proceed with Cambridge Asbestos quote for asbestos testing in The Moor car park.

It was noted.

- b) To receive an update on the asbestos survey carried out in The Moor car park prior to works being carried out.

Chair provided an update to confirm that chrysotile asbestos had been identified in the area of works.

- c) To consider quotes for remedial works to The Moor car park.

Discussion took place over suggested plan for works.

It was noted that the works including the removal of asbestos would be costly without deriving extra value for residents. It was decided to proceed with obtaining quotes for asbestos removal to add to the current quotes from John Cobb & Sons Ltd and Curtis and Sons and to look at alternative options in the event that the decision was taken not to proceed with resurfacing. To look at options such as boulders to stop parking etc, installing a wildflower garden and a path. ACTIONS: Office to request updated quotes from suppliers stated and obtain quote for removal by Cambridge Asbestos. To look at costs for alternative solutions. To request CDM regulation paperwork from suggested suppliers.

- d) To consider decision of covering costs of work quoted in PC237/24c) by general or asset reserves.

Deferred to such time as works are decided.

- e) To receive updates and consider actions.

None received.

PC237/24 Planning Matters

- a) To receive report from Clerks on attendance of recent planning meeting with Greater Cambridge Planning. The report was noted.

- b) To note completion of works to Piggott Close / Orchard Gardens area – works signed off and invoiced.

It was noted that works were complete. *After the meeting it was confirmed that the invoice for cost of remedial works had been paid by Stonebond.*

- c) To receive updates and consider actions.

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

None received.

PC238/24 Community Hub

- a) To note flooring upgrade requirement in the kitchen – quotes to be obtained.
It was noted. ACTION: Office to work with Hub Management team to obtain quotes for works and bring proposal back to full Council.
- b) To note request for spend on replacement chairs required.
It was noted. ACTION: Office to work with Hub Management team to secure numbers of chairs required and bring proposal back to full Council.
- c) To note payment of Gratte Brothers invoice for kitchen equipment at a cost of £6,594.00 as approved PC194/22c) – carried out in 2023 (not invoiced by company at the time).
Payment was noted.
- d) To note that roof tiles were replaced at a cost of £190+VAT.
Works were noted. Thanks passed to Cllr for introduction to supplier.
- e) To receive updates and consider actions.
None received.

PC239/23 Health, Safety, accessibility, and Wellbeing

- a) To note update on First Aid procedures.
Deferred.
- b) To receive updates and consider actions.
None received.

PC240/24 Melbourn Timebank

- a) To receive the Timebank's monthly report for April.
It was noted.
- b) To note the Mental Health Awareness course being provided by the Timebank / MACS. Clerks to attend on 7 May 2024.
It was noted.
- c) To receive any updates and consider actions.
None received.

PC241/24 To receive an update from the MAYD Joint Committee

It was noted that the next MAYD Joint Committee meeting would be held on 22 May 2024.

PC242/24 To receive an update from the Futures Working Party Committee

It was noted that the next Futures Working Party meeting would be held on 25 April 2024 – covering gateways to the village, a village map and road marking.

PC243/24 To receive an update from the Skate Park Working Party Committee

- a) To confirm initial meeting to be held 29 April 2024 and to note potential change of Terms of Reference to allow up to four members of the public to sit on the working party.
It was RESOLVED to approve the change to the Terms of Reference for the Skate Park Working Party to permit up to four members of the public on the committee.
Proposed by Cllr Cowley, seconded by Cllr Barnes. All in favour.

PC244/24 HR Matters

- a) To note the increase in minimum wage for litter pickers – from £10.42 to £11.44 from 1st April 2024.
It was noted.
- b) To receive updates and consider actions.
None received.

PC245/24 Policies

- a) To note that the Financial Regulations are currently being updated by NALC our approved regulations will be reviewed after these have been released.
It was noted.

PC246/24 To note the date of the next meetings

The **Community Benefit Grant Meeting** will be held on **Wednesday 8 May 2024** at 7.30pm.

The **Annual Parish Meeting** will be held on **Monday 13 May 2024** at 7.30pm.

The **Annual Parish Council Meeting** will be held on **Monday 20 May 2024** at 7.30pm

The dates meetings were noted as Wednesday 8 May 2024 (Community Benefit Grant Meeting), Monday 13 May 2024 (Annual Parish Meeting) and Monday 20 May 2024 (Annual Parish Council Meeting).

Meeting closed at 20:59

Community Benefit Grant Funding Report – May 2024

Total 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**

Balance available for distribution Dec 2023: **£28,493.09**

Community Benefit Grants applications to be awarded 4 Dec 2023

Turn on to Christmas	£630.00
Relate	£5,000.00
Melbourn United Reformed Church	<i>deferred</i>
Melbourn Bell Ringers	<i>deferred</i>
Melbourn Action Community Support	£7,910.00
Melbourn Squash Club	£2,400.00
Community Support for Dementia	£6,683.00
Home-Start Royston	£2,907.34
John Impey Way Residents	£159.00

Total awarded Dec 2023: **£25,689.34**

Balance to carried forward £2,803.75

Amount awarded for distribution £74,363.37

Total available for distribution 2024/25 **£77,167.12**

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
		<hr/>
		£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/Rear 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

Review Policy:

Every 2 years or after grant application round if amendments identified

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 County Primary School Parents Teachers and Friends Association
2.	Name, Address, and Status of Contact	Logan Gamble, Treasurer [REDACTED] [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£ 3,780
6.	For what purpose of project is the grant requested.	Following the success of the 2023 MPS PTFA Fireworks Night, we would like to request a grant to again help cover the cost of this annual event. The amount requested covers the cost of

		the display and represents a 12% increase in the cost vs 2023.
7.	What will be the total cost of the above project?	The total cost of the event is expected to be in the order of £6000
8.	If the total cost of the project is more than the grant, how will the residue be financed?	The PTFA will buy food, drinks, glow items etc for sale and run those stalls ourselves using volunteers. The PTFA also funds the cost of licensing, safety equipment and first aid cover for the event.
9.	Have you applied for grant for the same project to another organisation?	No
	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes: Starburst The Firework Co. www.skyburst.co.uk
11.	Who will benefit from the project?	Families in the parish will benefit from this staple community event. The event is very popular and well attended; tickets will once again be available to

		<p>all Melbourn families at the school as well as the wider community in Melbourn and beyond. Should our grant application be successful, it will allow us to keep our ticket prices affordable in the face of inflation. This allows a greater proportion of the community to benefit.</p> <p>The Fireworks Night is our largest fundraising event, and the income generated enables the PTFA to fund enrichment activities, provide new facilities or equipment, and to support the well-being of the local children.</p>
12.	Approximately how many of those who will benefit are parishioners?	<p>It is difficult to say because the PTFA does not record geographic data with ticket sales. The majority of attendees are from the local school community. We are aware of non-school community members who regularly attend and also live in the parish. Equally some attendees we know come from surrounding villages and towns. The vast majority of the ~1,300 attendees would be from the parish.</p> <p>90% of the school community lives in Melbourn, all of whom will benefit from the funds raised for the school.</p>

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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: April 2023

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report: Previous grant spent in its entirety. Report previously submitted to Parish Council and re-submitted alongside this application.

Signed..........Date...21/04/2024...

3rd parties

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

Name: Leigh Pittaway

Organisation: Skyburst The Firework Co.

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.

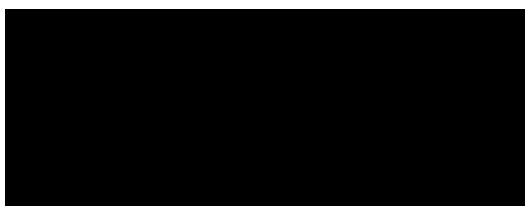
New equipment: £860 was used to purchase a new marquee to be used at PTFA events such as the Fireworks Night and annual Summer Fayre. The new marquee is a little larger than its predecessor, allowing for more space for volunteers using BBQ equipment underneath. It is also much more stable and the cover 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 large black rectangular redaction box covering the signature area.

Logan Gamble

PTFA Treasurer

On behalf of Melbourn Primary PTFA

100% = double
200% = triple

Description	2022/2023				2021/2022
	Income	Expenditure	Profit	Profit Inc/(Dec) on PY	Profit
Summer Fayre	£8,098	(£3,343)	£4,755	(35%)	£7,333
Fireworks	£11,963	(£4,590)	£7,372	1%	£7,303
Quiz Night	£2,081	(£681)	£1,400	21%	£1,153
Christmas cards	£1,082	(£5)	£1,078	(1%)	£1,091
Christmas Fayre	£1,210	(£248)	£962		£0
Lucky Numbers	£696	(£455)	£241	(61%)	£617
Ice pops	£0	£0	£0		£237
Discos	£3,166	(£1,329)	£1,837	114%	£859
Pancake Flip	£2,278	(£70)	£2,207		£0
Total from events	£30,573	(£10,722)	£19,852	7%	£18,593
Non-event income	£3,297		£3,297	(40%)	£5,530
Non-event expenditure		(£4,261)	(£4,261)	92%	(£2,215)
Total before donations	£33,870	(£14,983)	£18,889	(14%)	£21,908
Donations paid (see Appendix B)		(£34,573)	(£34,573)	3746%	(£899)
TOTAL FOR 2022/23	£33,870	(£49,556)	(£15,684)	(175%)	£21,009

Bank reconciliation

Description	2022/23	2021/22
Bank b/f @ 1 September 2022	£25,339	£5,730
Total for 2022/23 per above	(£15,684)	£21,009
Debtors movement	£1,334	(£1,354)
Creditors movement	£225	(£30)
Deferred income movement	(£90)	£650
Stock movement	(£258)	£114
Prepayments movement	£4,421	(£780)
Bank c/f @ 31 August 2023	£15,287	£25,339
Less: Committed costs		
None		
Committed donations	£0	£0
Reserves	£15,287	£25,339

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 BOWLS CLUB
2.	Name, Address, and Status of Contact	PETER BLAYNEY CLUB CHAIR/SEC. [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 MAINTENANCE OF CLUBHOUSE
7.	What will be the total cost of the above project?	£ 1656 QUOTATION COSTS NO CONTINGENCY
8.	If the total cost of the project is more than the grant, how will the residue be financed?	FROM CLUB FUNDS
9.	Have you applied for grant for the same project to another organisation?	NO

MELBOURN PARISH COUNCIL

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	If so, which organisation and how much?	N/A
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	YES A.J. THURLEY PAINTER
11.	Who will benefit from the project?	ALL PLAYING OR SOCIAL CLUB MEMBERS, VISITORS & OPPOSING TEAMS & SPECTATORS
12.	Approximately how many of those who will benefit are parishioners?	GUESSTIMATE 36 CA HALF CLUB MEMBERSHIP 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

3rd 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 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
Remarks	Sub Total £2,128.30
<i>ALL ACCOUNTS TO BE MADE PAYABLE TO MR DARREN PARTT.</i>	VAT £425.66
<i>THE CO-OPERATIVE BANK.</i>	Total £2,553.96
<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

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 2023	YEAR END 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
TOTAL	18005.19	14352.38
CURRENT YEAR INCOME		
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)
TOTAL INCOME	13125.67	2510.10
CURRENT YEAR EXPENDITURE		
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)
TOTAL EXPENDITURE	-12891.03	-6133.91
PROFIT/LOSS IN YEAR	234.64	-3623.81
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
TOTAL	18005.19	14352.38

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 Area Youth Development (MAYD)
2.	Name, Address, and Status of Contact	John Travis Parish Councillor
3.	Telephone Number of Contact	
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£6,500.00
6.	For what purpose of project is the grant requested.	Support to Youth Services in Melbourn and surrounding communities 2024/2025
7.	What will be the total cost of the above project?	See Cash Flow Spreadsheet
8.	If the total cost of the project is more than the grant, how will the residue be financed?	See Cash Flow Spreadsheet
9.	Have you applied for grant for the same project to another organisation?	Other funding is being explored via County Youth Services and

MELBOURN PARISH COUNCIL

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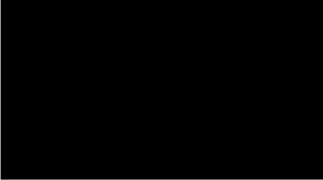
	If so, which organisation and how much?	through support from other participating councils.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Yes 1. Connections Bus Project 2. Mix Music
11.	Who will benefit from the project?	Yong people of Melbourn and surrounding Area
12.	Approximately how many of those who will benefit are parishioners?	90%

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. 2023

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: Jason Coulman

Organisation: Mix Music

Name: Alan Webb

Organisation: Connections Bus

Melbourn Area Youth Development (MAYD)

Synopsis: MAYD has had the best year of service delivery to young people since before the pandemic. It requires financial support to allow consolidation of what has already been achieved, together with the development of some further options to keep interest alive.

Summary Case: MAYD is being delivered through two different but complementary platforms –

(A) **The Connections Bus** – A specialised Double Decker Bus vehicle with weekly visits to the Village (parking on the MVC site) carrying a mobile Youth Club. On board are Youth Workers, food and soft drinks, music, games and a place to relax. This has been very successful and is excellent value, costing less than half the prior youth worker contract arrangement via Groundwork East.

Funding is required to ensure this base contract can be sustained through the next year.

(B) **Mix Music** – A volunteer-led initiative run from the Pavilion by Jay Coulman, providing an opportunity for young people to socialise and have fun through the medium of music, learning DJ skills in a workshop training environment. This has proven attractive to a wide and mixed range of young people, male and female in a spectrum of ages, some with socialisation and other needs that are supported very effectively in this environment. Music is supplemented by a range of other creative activities.

Mix Music is now incorporated as a CIC and is seeking funding independently. Discussions have taken place with County Youth Services who are very supportive and are now actively working with both MAYD and Mix Music.

However, funding is requested through this application to (1) cater better for the demands of the present services and provide support to a younger cohort, and (2) In parallel to this to offer more challenging opportunities to those who have developed to a point where they might otherwise become disinterested.

The following items/costs have been identified to address Mix Music objectives:

	£ (excl. VAT)
Controller)	
Computer)	
Stream Deck)	2,830
Amplifier)	
Webcam)	
Digital Gaming Table	750
External Studio Visit	900
Event and other costs	1,000
Total Mix Music	5,480

Key points:

- Mix Music is being delivered by volunteers entirely free of expenses other than those described in the application
- Mix Music makes use of the Pavilion which is underutilised except for sports. Some of the funds being requested will also be used to provide training in suitable outside facilities.
- The creation of a Mix Music CIC shows the degree to which this is a serious undertaking and that future expenses can be mitigated by using the CIC as a basis for obtaining grants
- Equipment would be purchased by the MPC and gifted to the CIC with a formal agreement that this would be returned to the MPC should the CIC be wound up.
- The social benefits of Mix Music are clear. The investment aims to broaden the reach of a successful project to more people.
- The progressive spend of these funds will be monitored and approved through the MAYD Joint Committee, allowing report back and scrutiny by the Full Council on a monthly or other basis.
- The request for £6,500 from the Community Grant fund will jointly fund both Mix Music and the Connections Bus projects for the next year.

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.

John Travis/Chair MAYD Joint Committee

MAYD accounts at 27 March 2024

01/04/2022	£15,411.54	Balance b/fwd at 1st April 2022	
17/11/2022	£1,941.00	Medlreth PC - MAYD contribution 2022	
28/11/2022	£3,000.00	Melbourn PC - Community Benefit Grant award	
30/11/2022	-£8,171.00	Groundworths Summer Provision	
16/01/2023	£6,000.00	Melbourn PC Contributions	
08/12/2022	£250.00	Shepreth Contribution to MAYD	
25/04/2023	-£9,907.00	Groundwork East - winter provision	
31/05/2023	£2,000.00	Melbourn PC - Community Benefit Grant award for DJ Workshops	MM
13/06/2023	-£750.00	Introduction to DJ Workshop & Tutor training	MM
06/06/2023	-£134.83	Mix Music T-Shirts	MM
30/06/2023	-£225.00	Mix Music Banner	MM
13/06/2023	-£24.41	Mix Music Leaflets for Fete	MM
01/08/2023	-£263.33	Pioneer Headphones	MM
01/08/2023	-£380.00	Subwoofer, Booth & Flightcase	MM
01/08/2023	-£149.99	Smart TV	MM
01/08/2023	-£41.66	Floor Fan	MM
01/08/2023	-£12.67	DBS Check	MM
02/08/2023	-£41.12	Step stool	MM
02/08/2023	-£98.19	Microphone system	MM
02/08/2023	-£179.93	USB's, extension leads, tv stand, keyboard & mouse	MM
02/08/2023	-£25.39	Whiteboard	MM
02/08/2023	-£3.90	Delivery	MM
07/08/2023	-£102.88	Cable covers	MM
07/08/2023	-£49.00	DBS Check	MM
07/08/2023	-£1,940.00	Speakers	MM
09/08/2023	-£74.97	Storage Bozes	MM
08/09/2023	£35.00	Speaker Refund	MM
29/09/2023	-£12.67	DBS Check	MM
29/09/2023	-£22.45	Replacement Mic	MM
31/10/2023	-£648.00	The Connections Bus	
28/11/2023	-£44.56	Pizza for Mix Music	MM
20/12/2024	-£2,168.00	The Connections Bus	
26/01/2024	-£63.82	Food and drink for Mix Music Christmas party	MM
28/02/2024	-£1,296.00	The Connections Bus	
26/03/2024	-£972.00	The Connections Bus	
27/03/2024	£6,500.00	Melbourn PC 23/24 Contribution	

£7,334.77 Balance at 31 March 2024 (agreed to Edge MAYD Reserve)

Items not yet paid/received:

Precept	£6,500.00	2024/25
	£6,500.00	

£13,834.77 Forecast balance

Breakdown of balance at 30 June 2023

Ringfenced	£141.62	MM Food was donated to Groundworks
Ringfenced	£658.10	MM Equipment 4K agreed remaining balance Ringfenced for DBS
General	£13,035.05	

£13,834.77

MAYD CASHFLOW

April 24 - March 25

	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
Opening Reserve	7,334.77	12,573.30	12,449.31	11,249.31	8,781.31	8,581.31	8,381.31	5,913.31	5,713.31	3,245.31	3,045.31	1,225.31	7,334.77
Precept 24/25	6,500.00												-
The Connections Bus	(972.00)	(1,944.00)		(2,268.00)			(2,268.00)		(2,268.00)		(1,620.00)		- 11,340.00
Other Youth Expenses	(289.47)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	(200.00)	- 2,489.47
Mix Music Events/Other Costs			(1,000.00)										- 1,000.00
Contribution for Mix Music		(4,480)											- 4,479.99
Community Grant Application		6,500.00											6,500.00
Cash inflow/(Outflow)	5,238.53	- 123.99	- 1,200.00	- 2,468.00	- 200.00	- 200.00	- 2,468.00	- 200.00	- 2,468.00	- 200.00	- 1,820.00	- 200.00	- 6,309.46
Closing Reserve	12,573.30	12,449.31	11,249.31	8,781.31	8,581.31	8,381.31	5,913.31	5,713.31	3,245.31	3,045.31	1,225.31	1,025.31	1,025.31



Prepared By:
JASON COULMAN

UPDATED PROPOSAL



UPDATE

ON MIX MUSIC

Mix music Sessions have been running at the Melbourn Pavillion since October 2023. We have 3 dedicated adult volunteers and a group of children that attend every week.

The objective of the community DJ workshops is to equip young participants with the necessary skills and knowledge to explore DJing as both a hobby and a potential career path.

WHAT WE HAVE ACHIEVED

By providing these sessions we have:

- Empowered the youth through creative expression and artistic exploration.
- Provided them with a sense of belonging and community engagement.
- Provided opportunities for skill development and personal growth. One of our youth recently applied for a college course in music production and has been accepted with no GCSE grade dependents by using Mix music sessions as a demonstration of ability.



SESSIONS SO FAR

1. Introduction to DJ equipment.
2. Beatmatching and mixing techniques: Beatmatching, tempo control, cueing and seamless transitions between tracks.
3. Music Theory and selections: Exploring different Genre's and playlists.
4. Understanding stage names and making a stage name.
5. Branding and logo: Exploring branding and designing using the stage name to create a logo.
6. Performance and presentation skills: Use of microphone, confidence building.
7. Guest speaker: Grime MC discussing the use of lyrics and showcasing how a DJ works with MC's and other artists.
8. Christmas party in which they were able to showcase skills learnt so far to family and friends.





Future Plans

We have set up a Community Interest Company (Mix Music DJ (South Cambs) C.I.C - Registered number: 15489913)

We have opened up shorter sessions for year 5 & 6 for the spring / summer term . The plan being these will be shorter sessions and the year 6's may then move into the later sessions upon moving into year 7. Ensuring a continuous stream of 11 - 16 year olds which is the age group we have currently been supporting. We are also looking at Sen friendly sessions.

We would like to have a dedicated space which is set up as a studio and do an event to generate more interest.

We have also built a purpose built studio which we would like to utilise as a venue for streaming and creating a community platform, to generate income to support our future plans.

We are looking to get more guest speakers to attend and showcase different talent. This will be achieved by networking and marketing the CIC.

We want to work with the children showing them branding and business by creating merchandise and marketing.

We want to take them on trips to other studios and music production workshops and songwriting skills.

None of this is possible without funding.

We would also like to request that the Parish Council gift the current equipment to the C.I.C. in lieu of the time spent running the sessions and the continued community support we will provide.

We are requesting that an agreement is made that should for any reason the C.I.C cease trading the equipment gifted will be given back to the Parish Council.



Dedicated Space

We would like a dedicated space to hold sessions ideally closer to other facilities This is to be discussed for the future.

Additional Equipment to set up a local studio stream which will generate income for the CIC to spend on local community projects focusing on the youth.

Controller	£2,049.00
Computer	£550.00
Stream Deck	£150.00
Amplifier	£509.00
Webcam	£138.00
Total	£3,396.00



A studio visit

Cost of visit	£500.00
Minibus	£480.00

Guest speakers

Fund to be used to get guests to the sessions	£1000.00 to be used over the year
--	--

Local event / volunteer support

Graffiti Artist	£450 TBC
BBQ/Food & drink	£500.00



Branding Equipment

Cricut Machine	£499.00
Vinyl & materials	£250.00
Clothes and Merch	£248.00

General running Costs

Funds for volunteers and general costs	TBC
Marketing and promotion - outsource	TBC

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	St George's Allotment Association, Melbourn
2.	Name, Address, and Status of Contact	Chris Selway (Chairman) [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	Skip Hire (x2) £536.00 Soil Improver £486.00 Total £1022.00
6.	For what purpose of project is the grant requested.	Hire of two 8 yard general waste skips to assist with clearing non-compostable assorted rubbish from the Melbourn allotment site, such as broken wire fencing, rusted metal, broken glass, waste plastic, etc. First skip to be on site in June 2024 and second one in September 2024. Also, delivery of ~12 tonnes of soil improver from Envar in Somersham for communal use by plot holders.
7.	What will be the total cost of the above project?	Skips: £536.00. (Two skips at £268.00 each) Soil Improver: £486.00 Total: £1022.00
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? If so, which organisation and how much?	No
10.	Are 3 rd parties necessary to deliver your project?	No


	If yes, please list them.	
11.	/ho will benefit from the project?	All of the St Georges Allotment community can benefit through cleaner and tidier allotments. Plot holders include families with children and a fair proportion of retired people. Having less rubbish on allotments not only benefits the current holders but also provides legacy value to future plot holders. It will also benefit the local environment by reducing environmentally harmful materials such as plastic and provide safer conditions for plot holders. In terms of deliverability, two skips were rapidly filled last year and removed considerable quantities of rubbish. This year's plan with skips in June and September is expected to clear a similar amount, as quantities of rubbish have been building over the year. The soil improver will be available to all plot holders and 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.
12.	Approximately how many of those who will benefit are parishioners?	The skips and soil improver will benefit all 76 association members and the vast majority of these are parishioners.

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. March 2023

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

Signed..... Date.....24 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:

MICK GEORGE

Skip Booking



0800 587

3329

Ex. Vat



Inc. Vat

Log
in

1

Continue Shopping

Basket

Checkout

Confirmation

Your Items

Item	Price	Quantity	Subtotal
 <p>8 Yard Skip - General Waste</p> <p>Skip Hire Duration: 7 Days</p> <p>Preferred Delivery Date: 31/05/2024</p> <p>Estimated Skip Collection Date: 07/06/2024</p> <p>Skip Plus Bonus: Include Skip Plus(+£9.99)</p> <p>Deliver to postcode: SG8 6FL</p>	£268.00	1	£268.00 

Update basket

Apply discount code

Discount code e.g. ABC123

From: accounts <accounts@ajgrabhire.co.uk>
Date: 16 April 2024 at 07:22:57
Subject: RE: Quote for Soil Improver

Hi Chris

Good to hear from you.

I'm afraid that Amey at Waterbeach doesn't have compost anymore so we have to get it from Envar in Somersham, therefore it is a little more expensive now:

£15 per tonne + VAT
£225 + VAT haulage

I look forward to hearing from you.

Kind regards
Jane Harris

Office Manager
AJ Grab Hire Ltd, Langdale Farm,
Cambridge Road, Melbourn, Herts, SG8 6EY
01763 233493
accounts@ajgrabhire.co.uk
www.ajgrabhire.co.uk

If you have a Google account/gmail and would like to leave a review on the service you have received, please do so here: <https://g.page/aj-grabhire-339/review?rc>. It would be very much appreciated.

ST GEORGES ALLOTMENT AND LEISURE GARDENERS ASSOCIATION

TREASURERS REPORT FOR 2023

Thanks to the continuing arrangement with the Parish Council our membership levels have grown (up from 70 in 2022, 72 in 2023 to 76 in 2024), and the balance of total funds available as at 28/3/24 stands at £500.11. There is little change from 2023 (£523.29) however the building society account balance is lower this year (£237.74) compared to last year (£658.92) mainly due to the timing of receipt of membership fees for 2024 (£380), i.e. not received yet from the Parish Council.

Following our renewal timing, insurance is paid for 2024. The cost of insurance for the allotments is now at £145.68 (compared to £143.02 in 2023) , reflecting cover for all allotment holders as now required by the Parish council. Our Chairman secured funding through the Community Grant applications to the Parish Council for £780.30, covering 2 skip hire costs and soil improver. A small profit was also made from the seed orders (£11.40) and we received interest income of £14.54.

I recommend maintaining the membership fee at £5 for 2024, the fee we introduced in 2011 and have held level since then. Using stable membership levels as a guide we should cover the NSALG fees for 2024 and also the insurance costs for 2024, applying this membership fee. In general increased membership numbers do not increase overall balances for the Association due to the costs incurred per member, but insurance costs do drop per member as the overall number increases. We are however likely close to the limit of member numbers given the number of allotments.

The continued support of all of the allotment holders for our funding activities is vital and we look forward to the coming year and any suggestions for further opportunities to fundraise.

Using previous years as a guide we can be confident that there is scope to utilise the majority of the funds balance for improvements and services at the allotment sites during the coming year.

EOGHAN GRIFFIN
TREASURER

ACCOUNTS March 2024

	£
OPENING BALANCE 31/3/2023	523.29
Building Society balance as at 27/3/2024	237.74
Cash as at 28/3/2024	110.37
Debtor – Membership fees	380.00
Creditor- NSALG payment 2024	-228.00
TOTAL available as at 29/3/2024	500.11

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: Two 8-yard general waste skips were hired from the Mick George Group and delivered to the allotments on 2nd June 2023 and 27th October 2023. Plot holders rapidly filled both skips by clearing non-compostable assorted rubbish from their plots, such as broken wire fencing, rusted metal, broken glass, waste plastic, etc., see photo.



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 hire of two skips and the purchase and delivery of soil improver have been completed; therefore both grant projects have been 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.

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 & District Warden Scheme
2.	Name, Address, and Status of Contact	Treasurer Mr Mike Swann [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	Yes
5.	Amount of grant requested	£3,000.00
6.	For what purpose of project is the grant requested.	To cover gap of funding between required funds to cover Melbourn residents and the precepted amount of £7,500 for continued delivery of community scheme for the fiscal year 2024-25. Proposal for £300 per resident per year – currently 35 Melbourn residents being covered.
7.	What will be the total cost of the above project?	£10,500.00 for Melbourn – other Parish Councils are covered at extra cost covered by those parishes.

MELBOURN PARISH COUNCIL

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Version 6
Review Date: Feb 2022

		For 2023/24 accounts see Appendix A.
8.	If the total cost of the project is more than the grant, how will the residue be financed?	Contributions are made by other parish councils to cover their residents. Funding received from SCDC £9,551.00 Donation made by TTP £5,000
9.	Have you applied for grant for the same project to another organisation? If so, which organisation and how much?	Not to cover Melbourn. Funding is secured from members, other Parish Councils, SCDC and corporate donations to cover the full scheme.
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	No
11.	Who will benefit from the project?	Residents in Melbourn.
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

If yes, please give date. June 2020

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

Signed.....Mike SwanDate...29 April 2024...

Melbourn Parish Council: 30 High Street Melbourn SG8 6DZ

Page 2

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

Additional information

Melbourn Mobile Warden Scheme (MMWS charitable status) was formed in 1996 and just covered the village of Melbourn. Over the years MMWS expanded by covering Meldreth and Shepreth. We added Whaddon in 2023 and merged with the former Harston scheme to save it from closing. We now operate as **Melbourn & District Warden Scheme (MDWS)** across the villages of Barrington, Grantchester, Harston, Hauxton, Melbourn, Meldreth, Shepreth and Whaddon.

MDWS currently serves 63 people with 11 wardens. 35 of these are Melbourn residents.

It costs approx. £1000 per client per year to provide the service. This includes the scheme administration cost for training, DBS checks, Insurance, scheme magazine, transport, office costs etc.

Both Cambridgeshire County Council (CCC) and South Cambs District Council (SCDC) have also previously funded the scheme. CCC have withdrawn funding going forward and SCDC have secured funding of £9,551.00 to cover the full scheme for 24/25 – a deficit from the previous year combined funding of £3,954.00.

From 2023/24 to 2030/31 it is requested to continue receiving funding from Parish Councils at £300 per annum, per client.

Melbourn Parish Council resolved to provide funding through precept of £7,500 (covering 25 Melbourn residents). It was suggested that the remaining funds, £3,000 (10 covering 10 residents) be applied for through the Community Benefit Grant.

It must be stated that it has been the generosity of the Parish Council grant funding that has enabled MDWS to grow, serve, support and care for our older and more vulnerable residents. The MDWS trustee board wishes to extend their deepest gratitude for the Parish Councils support both now and into the near future.

Appendix A

2023/24 Accounts

Bank Balances - 1st April 2023		
Community current A/C		£ 1,108.20
Rate Reward deposit A/C		£ 48,333.36
TOTAL		£ 49,441.56
Bank Balances Mar-24		
Community current a/c		£ 1,712.69
Business savings a/c		£ 50,000.00
TOTAL		£ 51,712.69
Increase in bank a/cs		£ 2,271.13

INCOME		
Members/Associates fees		£ 21,851.00
Melbourn PC		£ 7,500.00
Meldreth PC		£ 3,600.00
Shepreth PC		£ 450.00
SCDC annual grant		£ 5,000.00
SCDC seed funding - Harston		£ 7,500.00
Cambs CC		£ 8,505.00
SCDC Harston grant		£ 2,000.00
Donations		£ 2,170.00
Interest		£ 657.47
Whaddon PC grant		£ 300.00
Harston PC grant		£ 1,000.00
Barrington PC grant		£ 1,000.00
Grantchester pc grant		£ 500.00
Co-Op		£ 1,289.97
Warden refund - D Watt		£ 71.20
Harston bank a/c transfer		£ 520.00
TOTAL		£ 63,914.64

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EXPENDITURE		
Salaries		£ 57,976.73
CBR-DBS		£ 79.14
Training/Meetings		£ 613.24
ITT/Stationery		£ 653.26
Outings		£ 1,155.00
Misc/Flowers/Gifts		£ 566.86
Insurance		£ 599.88
TOTAL		£ 61,644.11
SURPLUS		£ 2,270.53
Unallocated		£0.60

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

3 Additional income

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

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>

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	£1,000
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

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Version 6
Review Date: Feb 2022

		SOAS have offered a loan to cover the costs until funds are fully raised.
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.....Ian Cowley.....Date...29/04/2024...

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

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. 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.

Work has started with a loan from SOAS to cover the shortfall in fundraising. The bells are currently at the bellhangers having the new headstocks manufactured

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 Fete Committee
2.	Name, Address, and Status of Contact	Chris Carter, [REDACTED] [REDACTED]
3.	Telephone Number of Contact	[REDACTED]
4.	Is the organisation a Registered Charity?	No
5.	Amount of grant requested	£2,500
6.	For what purpose of project is the grant requested.	To underwrite the staging of a free to enter Melbourn Fete on 15 June 2024
7.	What will be the total cost of the above project?	We estimate costs in excess of £5,850
8.	If the total cost of the project is more than the grant, how will the residue be financed?	We will raise funds from local firms, concession holders and SCDC Community Chest Grant
9.	Have you applied for grant for the same project to another organisation?	Yes

	If so, which organisation and how much?	SCDC Community Chest Grant of £2000. We have raised £1150 from local firms
10.	Are 3 rd parties necessary to deliver your project? If yes, please list them.	Melbourn Fete Committee will deliver the event. We will have a range of professional and community providers of attractions, food and drink.
11.	Who will benefit from the project?	The parishioners of Melbourn and profits will be donated to local charities
12.	Approximately how many of those who will benefit are parishioners?	It is expected most attendees will be parishioners

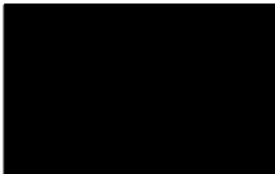
You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes

If yes, please give date: 23/05/2023

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

Signed....



.....Date.....

21/03/24

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

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