

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: June 25

1. Introduction

This report has been generated using the Rialtas Finance System and provides a comprehensive overview of the income and expenditure related to the maintenance of Melbourn Village for the period 01 April 2025 to 30 June 2025. The aim is to support informed decision-making by the Maintenance Committee.

2. Report Overview

All financial data is categorised into cost centres that correspond to different areas of village and the maintenance required. Where applicable expenditures have been split into two categories:

- **Planned** (budgeted)
- **Unplanned** (non-budgeted/emergency or unforeseen)

This classification helps to better track how the Council's financial resources are being used and to identify areas requiring attention.

3. Key Notes

- **There are a few minor amendments that need to be made these are:**
Refuse collection to be allocated to correct cost centres
Littlehands expenditure to be reviewed as potentially funded by a Earmarked reserve.
- **Maintenance Contract:** The Parish Council has entered into a village maintenance contract, which has helped in streamlining and effectively managing recurring costs. Associated costs have been appropriately distributed among relevant cost centres.
- **Stockbridge Meadows:** This area was added to the village maintenance contract **after the annual budget was approved**. Consequently, its associated costs are **not reflected in the original budget** and will require close monitoring to avoid overspending.
- **Reserves Management:** When reviewing expenses, it is important to assess whether they:
 - Fall within the planned budget,
 - Can be covered by any existing reserves held.
 - Or are unplanned.

4. Ongoing Improvements

As the Council continues to transition to more detailed financial reporting, the **Parish Clerk and the RFO** will work in closely to:

- Provide additional insights where needed,
- Flag any anticipated high-cost maintenance works,
- Ensure the Committee is fully informed to make sound financial decisions.

5. Conclusion

The financial reporting approach using Rialtas enhances transparency and accountability. Monitoring cost centres closely, especially for post-budget additions like Stockbridge Meadows, will be critical in the coming months.

For any further clarifications or questions regarding this report, please feel free to contact the RFO directly.

Prepared by:

Responsible Financial Officer (RFO)
Melbourn Parish Council
June 25

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance & Good Governance							
<u>100 Finance & General Purpose</u>							
1000 Interest Received	2,276	6,000	3,724			37.9%	
1076 Precept	87,554	350,217	262,663			25.0%	
1610 Misc Income	57,564	0	(57,564)			0.0%	57,564
Finance & General Purpose :- Income	147,394	356,217	208,823			41.4%	57,564
4000 Salaries & Pensions	25,827	110,982	85,155		85,155	23.3%	
4010 Other Staff Costs	0	600	600		600	0.0%	
4055 Pension Scheme Costs	144	591	447		447	24.4%	
4060 Staff & Councillor Expenses	64	0	(64)		(64)	0.0%	
4065 Training	1,269	2,500	1,231		1,231	50.8%	
4070 Timebank Expenses	333	587	254		254	56.7%	115
4100 Audit Fees	500	2,000	1,500		1,500	25.0%	
4105 Legal & Professional Fees	800	0	(800)		(800)	0.0%	800
4110 Insurance	0	13,259	13,259		13,259	0.0%	
4115 Memberships & Subscription	797	1,706	909		909	46.7%	
4120 Parish Clock	0	447	447		447	0.0%	
4130 Computer & IT	270	2,802	2,532		2,532	9.6%	
4140 Software Licences	2,552	4,012	1,460		1,460	63.6%	
4150 Printing Postage & Stationery	367	1,370	1,003		1,003	26.8%	
4155 Office Costs	84	0	(84)		(84)	0.0%	
4170 Office Rent	3,750	15,000	11,250		11,250	25.0%	
4175 Subcontractors	714	62	(652)		(652)	1150.9%	
4190 Office Furniture & Equipment	0	2,000	2,000		2,000	0.0%	
4195 Sundry Expenses	142	758	616		616	18.8%	
4200 Bank Charges	84	226	142		142	37.4%	
4205 Grants	37,853	8,550	(29,303)		(29,303)	442.7%	37,853
4208 S106 Expenditure	5,000	0	(5,000)		(5,000)	0.0%	5,000
4225 Community Events	48	2,677	2,629		2,629	1.8%	
4235 Wardens Materials	22	0	(22)		(22)	0.0%	
4850 Parish Planning	0	1,000	1,000		1,000	0.0%	
Finance & General Purpose :- Indirect Expenditure	80,622	171,129	90,507	0	90,507	47.1%	43,768
Net Income over Expenditure	66,772	185,088	118,316				
6000 plus Transfer from EMR	5,903	0	(5,903)				
6001 less Transfer to EMR	57,564	0	(57,564)				
Movement to/(from) Gen Reserve	15,111	185,088	169,977				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Wardens</u>							
4000 Salaries & Pensions	4,757	19,747	14,990		14,990	24.1%	
4110 Insurance	160	689	529		529	23.2%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	172	647	475		475	26.6%	
4235 Wardens Materials	41	0	(41)		(41)	0.0%	
4240 Wardens Equipment	0	1,539	1,539		1,539	0.0%	
4320 Maintenance & Reps- Unplanned	0	2,000	2,000		2,000	0.0%	
Wardens :- Indirect Expenditure	<u>5,129</u>	<u>27,622</u>	<u>22,493</u>	<u>0</u>	<u>22,493</u>	<u>18.6%</u>	<u>0</u>
Net Expenditure	<u>(5,129)</u>	<u>(27,622)</u>	<u>(22,493)</u>				
<u>120 *</u>							
4235 Wardens Materials	(0)	0	0		0	0.0%	
* :- Indirect Expenditure	<u>(0)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(0)</u>				
Finance & Good Governance :- Income	<u>147,394</u>	<u>356,217</u>	<u>208,823</u>			<u>41.4%</u>	
Expenditure	<u>85,751</u>	<u>198,751</u>	<u>113,000</u>	<u>0</u>	<u>113,000</u>	<u>43.1%</u>	
Net Income over Expenditure	<u>61,643</u>	<u>157,466</u>	<u>95,823</u>				
plus Transfer from EMR	<u>5,902</u>	<u>0</u>	<u>(5,902)</u>				
less Transfer to EMR	<u>57,564</u>	<u>0</u>	<u>(57,564)</u>				
Movement to/(from) Gen Reserve	<u>9,982</u>	<u>157,466</u>	<u>147,484</u>				
<u>Maintenance</u>							
<u>200 General Conservation</u>							
4605 Refuse & Dog Bin Collection	4,784	0	(4,784)		(4,784)	0.0%	
General Conservation :- Indirect Expenditure	<u>4,784</u>	<u>0</u>	<u>(4,784)</u>	<u>0</u>	<u>(4,784)</u>		<u>0</u>
Net Expenditure	<u>(4,784)</u>	<u>0</u>	<u>4,784</u>				
<u>210 Allotments</u>							
1200 Allotment Rent received	51	3,154	3,103			1.6%	
Allotments :- Income	<u>51</u>	<u>3,154</u>	<u>3,103</u>			<u>1.6%</u>	<u>0</u>
4320 Maintenance & Reps- Unplanned	0	538	538		538	0.0%	
4430 Grounds Maintenance - Planned	0	1,936	1,936		1,936	0.0%	
4510 Water	0	824	824		824	0.0%	
Allotments :- Indirect Expenditure	<u>0</u>	<u>3,298</u>	<u>3,298</u>	<u>0</u>	<u>3,298</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>51</u>	<u>(144)</u>	<u>(195)</u>				

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Conservation</u>							
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%	
Conservation :- Income	3,939	3,850	(89)			102.3%	0
4000 Salaries & Pensions	1,116	4,619	3,503		3,503	24.2%	
4175 Subcontractors	815	3,300	2,485		2,485	24.7%	
4320 Maintenance & Reps- Unplanned	24	1,154	1,130		1,130	2.0%	
4350 Christmas Tree/Plants	623	1,430	807		807	43.5%	623
4360 Tree & Hedge Work - Planned	0	6,618	6,618		6,618	0.0%	
4365 Tree & Hedge Work - Unplanned	0	3,546	3,546		3,546	0.0%	
4370 Project work	61	1,026	965		965	6.0%	
4410 Nature Reserve management plan	0	513	513		513	0.0%	
4420 Grounds Maintenance - Unplanned	0	2,032	2,032		2,032	0.0%	
4430 Grounds Maintenance - Planned	0	324	324		324	0.0%	
4605 Refuse & Dog Bin Collection	832	641	(191)		(191)	129.8%	
4635 Village Maintenance Contract	4,572	17,923	13,351		13,351	25.5%	
Conservation :- Indirect Expenditure	8,042	43,126	35,084	0	35,084	18.6%	623
Net Income over Expenditure	(4,103)	(39,276)	(35,173)				
6000 plus Transfer from EMR	623	0	(623)				
Movement to/(from) Gen Reserve	(3,480)	(39,276)	(35,796)				
<u>230 Stockbridge Meadows</u>							
4320 Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635 Village Maintenance Contract	220	0	(220)		(220)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	267	0	(267)	0	(267)		0
Net Expenditure	(267)	0	267				
<u>250 Cemetery General</u>							
1300 Burial Fees	610	2,000	1,390			30.5%	
1305 Memorials Fees	0	525	525			0.0%	
1310 Internment Fees	0	1,500	1,500			0.0%	
Cemetery General :- Income	610	4,025	3,415			15.2%	0
4635 Village Maintenance Contract	2,413	9,752	7,339		7,339	24.7%	
Cemetery General :- Indirect Expenditure	2,413	9,752	7,339	0	7,339	24.7%	0
Net Income over Expenditure	(1,803)	(5,727)	(3,924)				

Detailed Income & Expenditure by Budget Heading 30/06/2025

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
260 Orchard Road Cemetery							
1305 Memorials Fees	100	0	(100)			0.0%	
Orchard Road Cemetery :- Income	100	0	(100)				0
4315 Maintenance & Reps - Planned	0	175	175		175	0.0%	
4430 Grounds Maintenance - Planned	0	457	457		457	0.0%	
4500 Rates	88	278	190		190	31.7%	
4505 Electricity	32	221	189		189	14.6%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	121	1,234	1,113	0	1,113	9.8%	0
Net Income over Expenditure	(21)	(1,234)	(1,213)				
270 New Road Cemetery							
1300 Burial Fees	1,500	0	(1,500)			0.0%	
1305 Memorials Fees	300	0	(300)			0.0%	
1310 Internment Fees	480	0	(480)			0.0%	
New Road Cemetery :- Income	2,280	0	(2,280)				0
4315 Maintenance & Reps - Planned	2,350	0	(2,350)		(2,350)	0.0%	2,350
4420 Grounds Maintenance - Unplanned	0	1,026	1,026		1,026	0.0%	
4430 Grounds Maintenance - Planned	0	2,473	2,473		2,473	0.0%	
4500 Rates	270	845	575		575	32.0%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	2,620	4,490	1,870	0	1,870	58.4%	2,350
Net Income over Expenditure	(340)	(4,490)	(4,150)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
Movement to/(from) Gen Reserve	2,010	(4,490)	(6,500)				
300 Play Areas							
4315 Maintenance & Reps - Planned	256	0	(256)		(256)	0.0%	
4320 Maintenance & Reps- Unplanned	0	3,357	3,357		3,357	0.0%	
4605 Refuse & Dog Bin Collection	1,248	2,771	1,523		1,523	45.0%	
Play Areas :- Indirect Expenditure	1,504	6,128	4,624	0	4,624	24.5%	0
Net Expenditure	(1,504)	(6,128)	(4,624)				
310 Recreation Ground							
1400 Match Fees	135	3,350	3,215			4.0%	
1500 Hire of Recreation Grounds	0	840	840			0.0%	

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Month No: 3

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1610 Misc Income	646	0	(646)			0.0%	
Recreation Ground :- Income	781	4,190	3,409			18.6%	0
4430 Grounds Maintenance - Planned	0	3,225	3,225		3,225	0.0%	
4505 Electricity	38	518	480		480	7.4%	
4510 Water	64	0	(64)		(64)	0.0%	
4605 Refuse & Dog Bin Collection	2,704	2,364	(340)		(340)	114.4%	
4635 Village Maintenance Contract	1,609	6,502	4,893		4,893	24.7%	
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	4,415	14,579	10,164	0	10,164	30.3%	0
Net Income over Expenditure	(3,634)	(10,389)	(6,755)				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	0	100	100			0.0%	
Pavilion :- Income	0	100	100			0.0%	0
4125 Broadband & Telephone	60	177	117		117	34.1%	
4175 Subcontractors	315	1,728	1,413		1,413	18.2%	
4315 Maintenance & Reps - Planned	879	2,483	1,604		1,604	35.4%	
4320 Maintenance & Reps- Unplanned	1,148	513	(635)		(635)	223.7%	
4500 Rates	649	2,822	2,173		2,173	23.0%	
4505 Electricity	1,003	2,587	1,584		1,584	38.8%	
4510 Water	486	100	(386)		(386)	485.9%	
4605 Refuse & Dog Bin Collection	115	417	302		302	27.5%	
Pavilion :- Indirect Expenditure	4,654	10,827	6,173	0	6,173	43.0%	0
Net Income over Expenditure	(4,654)	(10,727)	(6,073)				
<u>410 Fire Engine House</u>							
4315 Maintenance & Reps - Planned	0	600	600		600	0.0%	
Fire Engine House :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Net Expenditure	0	(600)	(600)				
<u>510 Highways</u>							
4320 Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920 Street Lighting	198	1,026	828		828	19.3%	
Highways :- Indirect Expenditure	358	1,026	668	0	668	34.9%	0
Net Expenditure	(358)	(1,026)	(668)				

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<u>520 Little Hands</u>							
1600 Property Rental Income	9,000	27,000	18,000			33.3%	
Little Hands :- Income	9,000	27,000	18,000			33.3%	0
4175 Subcontractors	435	1,756	1,321		1,321	24.8%	
4315 Maintenance & Reps - Planned	1,588	1,129	(459)		(459)	140.7%	
4320 Maintenance & Reps- Unplanned	10,652	538	(10,114)		(10,114)	1980.0%	4,597
Little Hands :- Indirect Expenditure	12,675	3,423	(9,252)	0	(9,252)	370.3%	4,597
Net Income over Expenditure	(3,675)	23,577	27,252				
6000 plus Transfer from EMR	4,597	0	(4,597)				
Movement to/(from) Gen Reserve	922	23,577	22,655				

<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	3,181	13,671	10,490		10,490	23.3%	
4505 Electricity	649	2,901	2,252		2,252	22.4%	
4510 Water	72	221	149		149	32.8%	
4700 PWLB Interest	0	4,986	4,986		4,986	0.0%	
4705 PWLB Capital	0	11,902	11,902		11,902	0.0%	
Workshop :- Indirect Expenditure	3,902	34,269	30,367	0	30,367	11.4%	0
Net Expenditure	(3,902)	(34,269)	(30,367)				

Maintenance :- Income	16,761	42,319	25,558			39.6%	
Expenditure	45,755	132,752	86,997	0	86,997	34.5%	
Net Income over Expenditure	(28,994)	(90,433)	(61,439)				
plus Transfer from EMR	7,570	0	(7,570)				
Movement to/(from) Gen Reserve	(21,424)	(90,433)	(69,009)				

MAYD

<u>340 Melbourn Area Youth Developmen</u>							
4207 Youth Expenditure (Mayd)	3,480	6,500	3,020		3,020	53.5%	
Melbourn Area Youth Developmen :- Indirect Expenditure	3,480	6,500	3,020	0	3,020	53.5%	0
Net Expenditure	(3,480)	(6,500)	(3,020)				

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<u>420 Community Hub</u>							
1610 Misc Income	150	0	(150)			0.0%	
Community Hub :- Income	150	0	(150)				0
4206 Hub Fund redistribution - Heal	2,920	0	(2,920)		(2,920)	0.0%	2,920
4208 S106 Expenditure	87	0	(87)		(87)	0.0%	87
4315 Maintenance & Reps - Planned	1,433	5,086	3,653		3,653	28.2%	
4320 Maintenance & Reps- Unplanned	0	10,000	10,000		10,000	0.0%	
4505 Electricity	150	0	(150)		(150)	0.0%	
4700 PWLB Interest	14,052	27,340	13,288		13,288	51.4%	
4705 PWLB Capital	4,226	5,555	1,329		1,329	76.1%	
Community Hub :- Indirect Expenditure	22,869	47,981	25,112	0	25,112	47.7%	3,007
Net Income over Expenditure	(22,718)	(47,981)	(25,263)				
6000 plus Transfer from EMR	1,539	0	(1,539)				
Movement to/(from) Gen Reserve	(21,180)	(47,981)	(26,801)				
MAYD :- Income	150	0	(150)			0.0%	
Expenditure	26,349	54,481	28,132	0	28,132	48.4%	
Net Income over Expenditure	(26,198)	(54,481)	(28,283)				
plus Transfer from EMR	1,539	0	(1,539)				
Movement to/(from) Gen Reserve	(24,660)	(54,481)	(29,821)				
Grand Totals:- Income	164,305	398,536	234,231			41.2%	
Expenditure	157,854	385,984	228,130	0	228,130	40.9%	
Net Income over Expenditure	6,451	12,552	6,101				
plus Transfer from EMR	15,011	0	(15,011)				
less Transfer to EMR	57,564	0	(57,564)				
Movement to/(from) Gen Reserve	(36,102)	12,552	48,654				