

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: July 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 31st July 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.

- **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.
- **Reporting detail:** By showing the income and subsequent expenditure will allow the committee to see how much each area costs and assess the income and or the community benefit that is derived from our assets.
- **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.
- **Pavillion Boiler:** This was an unplanned repair in July.
- **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

July 25

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Maintenance							
<u>110 Wardens</u>							
4000 Salaries & Pensions	6,342	19,747	13,405		13,405	32.1%	
4110 Insurance	213	689	476		476	31.0%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	201	647	446		446	31.1%	
4235 Wardens Materials	77	0	(77)		(77)	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	6,834	27,622	20,788	0	20,788	24.7%	0
Net Expenditure	(6,834)	(27,622)	(20,788)				
<u>210 Allotments</u>							
1200 Allotment Rent received	102	3,154	3,052			3.2%	
Allotments :- Income	102	3,154	3,052			3.2%	0
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	0	3,298	3,298	0	3,298	0.0%	0
Net Income over Expenditure	102	(144)	(246)				
<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	1,488	4,619	3,131		3,131	32.2%	
4175 Subcontractors	998	3,300	2,302		2,302	30.2%	
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	(308)	3,546	3,854		3,854	(8.7%)	
4370 Project work	369	1,026	657		657	35.9%	308
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	6,008	17,923	11,915		11,915	33.5%	
Conservation :- Indirect Expenditure	10,033	43,126	33,093	0	33,093	23.3%	931
Net Income over Expenditure	(6,094)	(39,276)	(33,182)				
6000 plus Transfer from EMR	931	0	(931)				

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(5,163)	(39,276)	(34,113)				
<u>230 Stockbridge Meadows</u>							
4320 Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635 Village Maintenance Contract	294	0	(294)		(294)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	341	0	(341)	0	(341)		0
Net Expenditure	(341)	0	341				
<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	3,226	9,752	6,526		6,526	33.1%	
Cemetery General :- Indirect Expenditure	3,226	9,752	6,526	0	6,526	33.1%	0
Net Income over Expenditure	(2,616)	(5,727)	(3,111)				
<u>260 Orchard Road Cemetery</u>							
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	118	278	160		160	42.3%	
4505 Electricity	47	221	174		174	21.1%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	164	1,234	1,070	0	1,070	13.3%	0
Net Income over Expenditure	(64)	(1,234)	(1,170)				
<u>270 New Road Cemetery</u>							
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%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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4500 Rates	360	845	485		485	42.6%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	2,710	4,490	1,780	0	1,780	60.4%	2,350
Net Income over Expenditure	(430)	(4,490)	(4,060)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
Movement to/(from) Gen Reserve	1,920	(4,490)	(6,410)				
<u>300 Play Areas</u>							
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)				
<u>310 Recreation Ground</u>							
1400 Match Fees	135	3,350	3,215			4.0%	
1500 Hire of Recreation Grounds	30	840	810			3.6%	
1610 Misc Income	646	0	(646)			0.0%	
Recreation Ground :- Income	811	4,190	3,379			19.4%	0
4430 Grounds Maintenance - Planned	0	3,225	3,225		3,225	0.0%	
4505 Electricity	162	518	356		356	31.3%	
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	2,150	6,502	4,352		4,352	33.1%	
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	5,080	14,579	9,499	0	9,499	34.8%	0
Net Income over Expenditure	(4,269)	(10,389)	(6,120)				
<u>320 Pavilion</u>							
1550 Hire of Pavilion	30	100	70			30.0%	
Pavilion :- Income	30	100	70			30.0%	0
4125 Broadband & Telephone	74	177	103		103	42.1%	
4175 Subcontractors	403	1,728	1,326		1,326	23.3%	
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	865	2,822	1,957		1,957	30.6%	

Detailed Income & Expenditure by Budget Heading 31/07/2025

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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	153	417	264		264	36.7%	
Pavilion :- Indirect Expenditure	5,011	10,827	5,816	0	5,816	46.3%	0
Net Income over Expenditure	(4,981)	(10,727)	(5,746)				
<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>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	3,007	0	(3,007)				
Movement to/(from) Gen Reserve	(19,711)	(47,981)	(28,270)				
<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)				
<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

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4175 Subcontractors	575	1,756	1,181		1,181	32.7%	
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%	10,652
Little Hands :- Indirect Expenditure	12,815	3,423	(9,392)	0	(9,392)	374.4%	10,652
Net Income over Expenditure	(3,815)	23,577	27,392				
6000 plus Transfer from EMR	10,652	0	(10,652)				
Movement to/(from) Gen Reserve	6,837	23,577	16,740				
<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	4,242	13,671	9,429		9,429	31.0%	
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	4,963	34,269	29,306	0	29,306	14.5%	0
Net Expenditure	(4,963)	(34,269)	(29,306)				
Maintenance :- Income	17,022	42,319	25,297			40.2%	
Expenditure	75,907	208,355	132,448	0	132,448	36.4%	
Net Income over Expenditure	(58,886)	(166,036)	(107,150)				
plus Transfer from EMR	16,940	0	(16,940)				
Movement to/(from) Gen Reserve	(41,946)	(166,036)	(124,090)				
Grand Totals:- Income	17,022	42,319	25,297			40.2%	
Expenditure	75,907	208,355	132,448	0	132,448	36.4%	
Net Income over Expenditure	(58,886)	(166,036)	(107,150)				
plus Transfer from EMR	16,940	0	(16,940)				
Movement to/(from) Gen Reserve	(41,946)	(166,036)	(124,090)				