Meeting note:	**Melbourn Community Hub Management Group (MCHMG) and Melbourn Parish Council (MPC) - update**
Date & location:	Thursday 21 August, 9.30am, Austen Room, The Hub
Attendees:	Jonathan Berks (JB), Graham Clark (GC), Jose Hales (JH), Jeannie Seers (JS), Abigail Williams (AW)

Meeting Note

Meeting opened 9.30am.

Representatives from the MPC and MCHMG met to discuss current position.

Overview of business status, accounts and projections from Melbourn Community Hub Management Group

JB updated on historical and current financial position – highlighting the strain that increased wage bills, national insurance contributions and general rising costs had placed on the financial situation. The current Integrated Care Board (ICB) funding for Healthcare at the Hub has been drastically reduced to £8,000 and will cease completely after this year due to Government changes within the NHS that will see the ICB disbanded. Needless to say, alternative incomes are required. TTP Group have recently contributed the sum of £5,000 to support Health at the Hub.

Current financial situation is stable and projected income levels are healthy and should cover rising costs associated with running a community café and space.

It was noted that Melbourn Community Hub is held in high regard by other Parishes as a great example of how the Parish Council can support innovative initiatives for the benefit of the community.

MCHMG have been working to ensure financial stability by looking at staffing hours and levels. Staffing hours and levels are assessed on an ongoing basis with changes made according to business need.

Update on Healthcare at the Hub and room hire options

Alternative funding streams for room hire have been agreed – with a mix of NHS and private health providers who are all self-funded, offering a range of important community health services. The small pots of funding received from the ICB and TTP has enabled The Hub to continue to fund selected GP services at The Hub.

There is also a commercial client entering into an agreement for long term hire to provide services for the community going forward. All relevant insurances and risk assessments will be completed. An announcement will be made by the commercial party in early September, and it is hoped that the relationship will continue to ensure that Melbourn Community Hub is at the centre of providing services to the local community whilst remaining financially viable well into the future.

MPC suggested use of Melbourn Hub be considered for potential youth provision on the early evenings. Further discussion is needed about the suitability of the space and the confirmation of the conditions of planning permission stipulating the building was not to be used for youth provision.

ACTION: Councillors to be updated when commercial announcements are made.

Confirmation of room use agreement

It was confirmed that MPC has use of the office room and, as requested and available, other meeting rooms. With the rooms being required for paying customers the system of booking the rooms will be reviewed and confirmed.

As MPC grows and the number of Councillors increases it is suggested that the parish council meetings may move to the atrium – no fee for using the area would be required but a staffing and cleaning fee would need to be negotiated for use.

ACTION: MPC to work with MCHMG to create suitable room booking procedure and investigate costs for using the atrium for parish council meetings.

Building maintenance

Short term (2-5 years) building maintenance projects that require precepted/reserves funding include:

- Replacing all café seating. *(Rural England Prosperity Fund grant application pending)*
- Installatiuon of a fat trap to ensure water treatment regulations are adhered to. *(Rural England Prosperity Fund grant application pending)*
- Exterior redecoration – to include wood panelling to the front elevation and replacement of the roof windows.
- Installation of blinds to the roof windows to help with overheating.
- Ongoing kitchen equipment replacements (repairs and non-fixed appliances to be covered by MCHMG).

Long term building maintenance projects that should be budgeted for include:

- Replacing stairlift.
- Possible replacement of solar panels.
- Possible plant room update.

MPC will consider works to be included in the precept 2026/2027 and look to build reserves for future works with the lowest impact on precepted funds.

ACTION: MPC to work with MCHMG to gather projected costs for projects to be taken into consideration by Full Council.

It was noted that it would be beneficial to hold a social event between MCHMG and MPC to better educate Councillors on MPC involvement in the Melbourn Community Hub and the vital services it is providing to the local community.

MCHMG have been invited to attend 4 parish council meetings a year to provide council with an update on the Hub and discuss any ongoing projects.

ACTION: MPC to confirm dates for attendance and arrange social event (perhaps part of the Annual Parish Meeting) that allows Councillors to learn about how the investment by MPC into the Melbourn Hub benefits the community.

Meeting closed 11.30am.