

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

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## **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<sup>th</sup> September 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  
September 2025

## Detailed Income &amp; Expenditure by Budget Heading 14/10/2025

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Maintenance</b>							
110 Wardens							
4000 Salaries & Pensions	9,513	19,747	10,234		10,234	48.2%	
4110 Insurance	320	689	369		369	46.5%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	230	647	417		417	35.6%	
4235 Wardens Materials	234	0	(234)		(234)	0.0%	
4240 Wardens Equipment	151	1,539	1,388		1,388	9.8%	
4320 Maintenance & Reps- Unplanned	0	2,000	2,000		2,000	0.0%	
Wardens :- Indirect Expenditure	<b>10,449</b>	<b>27,622</b>	<b>17,173</b>	<b>0</b>	<b>17,173</b>	<b>37.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,449)</b>	<b>(27,622)</b>	<b>(17,173)</b>				
210 Allotments							
1200 Allotment Rent received	102	3,154	3,052			3.2%	
Allotments :- Income	<b>102</b>	<b>3,154</b>	<b>3,052</b>			<b>3.2%</b>	<b>0</b>
4320 Maintenance & Reps- Unplanned	27	538	511		511	5.0%	
4430 Grounds Maintenance - Planned	570	1,936	1,366		1,366	29.4%	
4510 Water	0	824	824		824	0.0%	
Allotments :- Indirect Expenditure	<b>597</b>	<b>3,298</b>	<b>2,701</b>	<b>0</b>	<b>2,701</b>	<b>18.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(495)</b>	<b>(144)</b>	<b>351</b>				
220 Conservation							
1210 Grass Cutting Contribution	3,939	3,850	(89)			102.3%	
Conservation :- Income	<b>3,939</b>	<b>3,850</b>	<b>(89)</b>			<b>102.3%</b>	<b>0</b>
4000 Salaries & Pensions	2,231	4,619	2,388		2,388	48.3%	
4175 Subcontractors	1,535	3,300	1,765		1,765	46.5%	
4320 Maintenance & Reps- Unplanned	112	1,154	1,042		1,042	9.7%	
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	2,677	3,546	869		869	75.5%	
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	240	2,032	1,792		1,792	11.8%	
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	10,750	17,923	7,173		7,173	60.0%	
Conservation :- Indirect Expenditure	<b>19,370</b>	<b>43,126</b>	<b>23,756</b>	<b>0</b>	<b>23,756</b>	<b>44.9%</b>	<b>931</b>
<b>Net Income over Expenditure</b>	<b>(15,431)</b>	<b>(39,276)</b>	<b>(23,845)</b>				
6000 plus Transfer from EMR	931	0	(931)				

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Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(14,500)</b>	<b>(39,276)</b>	<b>(24,776)</b>				
<u>230 Stockbridge Meadows</u>							
4235 Wardens Materials	30	0	(30)		(30)	0.0%	
4320 Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635 Village Maintenance Contract	441	0	(441)		(441)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	<b>518</b>	<b>0</b>	<b>(518)</b>	<b>0</b>	<b>(518)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(518)</b>	<b>0</b>	<b>518</b>				
<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	<b>610</b>	<b>4,025</b>	<b>3,415</b>			<b>15.2%</b>	<b>0</b>
4635 Village Maintenance Contract	4,851	9,752	4,901		4,901	49.7%	
Cemetery General :- Indirect Expenditure	<b>4,851</b>	<b>9,752</b>	<b>4,901</b>	<b>0</b>	<b>4,901</b>	<b>49.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,241)</b>	<b>(5,727)</b>	<b>(1,486)</b>				
<u>260 Orchard Road Cemetery</u>							
1305 Memorials Fees	100	0	(100)			0.0%	
Orchard Road Cemetery :- Income	<b>100</b>	<b>0</b>	<b>(100)</b>				<b>0</b>
4315 Maintenance & Reps - Planned	0	175	175		175	0.0%	
4430 Grounds Maintenance - Planned	0	457	457		457	0.0%	
4500 Rates	177	278	101		101	63.5%	
4505 Electricity	75	221	146		146	33.7%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	<b>251</b>	<b>1,234</b>	<b>983</b>	<b>0</b>	<b>983</b>	<b>20.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(151)</b>	<b>(1,234)</b>	<b>(1,083)</b>				
<u>270 New Road Cemetery</u>							
1300 Burial Fees	4,865	0	(4,865)			0.0%	
1305 Memorials Fees	1,200	0	(1,200)			0.0%	
1310 Internment Fees	1,635	0	(1,635)			0.0%	
New Road Cemetery :- Income	<b>7,700</b>	<b>0</b>	<b>(7,700)</b>				<b>0</b>
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%	

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4430 Grounds Maintenance - Planned	0	2,473	2,473		2,473	0.0%	
4500 Rates	540	845	305		305	63.9%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	<b>2,890</b>	<b>4,490</b>	<b>1,600</b>	<b>0</b>	<b>1,600</b>	<b>64.4%</b>	<b>2,350</b>
<b>Net Income over Expenditure</b>	<b>4,810</b>	<b>(4,490)</b>	<b>(9,300)</b>				
6000 plus Transfer from EMR	2,350	0	(2,350)				
<b>Movement to/(from) Gen Reserve</b>	<b>7,160</b>	<b>(4,490)</b>	<b>(11,650)</b>				
<b>300 Play Areas</b>							
4315 Maintenance & Reps - Planned	937	0	(937)		(937)	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	<b>2,185</b>	<b>6,128</b>	<b>3,943</b>	<b>0</b>	<b>3,943</b>	<b>35.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,185)</b>	<b>(6,128)</b>	<b>(3,943)</b>				
<b>310 Recreation Ground</b>							
1305 Memorials Fees	94	0	(94)			0.0%	
1400 Match Fees	2,290	3,350	1,060			68.4%	
1500 Hire of Recreation Grounds	765	840	75			91.1%	
1610 Misc Income	646	0	(646)			0.0%	
Recreation Ground :- Income	<b>3,794</b>	<b>4,190</b>	<b>396</b>			<b>90.6%</b>	<b>0</b>
4320 Maintenance & Reps- Unplanned	236	0	(236)		(236)	0.0%	
4430 Grounds Maintenance - Planned	0	3,225	3,225		3,225	0.0%	
4505 Electricity	325	518	193		193	62.6%	
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	3,234	6,502	3,268		3,268	49.7%	
4640 Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
Recreation Ground :- Indirect Expenditure	<b>6,562</b>	<b>14,579</b>	<b>8,017</b>	<b>0</b>	<b>8,017</b>	<b>45.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,768)</b>	<b>(10,389)</b>	<b>(7,621)</b>				
<b>320 Pavilion</b>							
1550 Hire of Pavilion	210	100	(110)			210.0%	
Pavilion :- Income	<b>210</b>	<b>100</b>	<b>(110)</b>			<b>210.0%</b>	<b>0</b>
4125 Broadband & Telephone	103	177	74		74	58.1%	
4175 Subcontractors	753	1,728	976		976	43.5%	

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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	1,297	2,822	1,525		1,525	46.0%	
4505 Electricity	1,470	2,587	1,117		1,117	56.8%	
4510 Water	486	100	(386)		(386)	485.9%	
4605 Refuse & Dog Bin Collection	230	417	187		187	55.1%	
Pavilion :- Indirect Expenditure	<b>6,365</b>	<b>10,827</b>	<b>4,462</b>	<b>0</b>	<b>4,462</b>	<b>58.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,155)</b>	<b>(10,727)</b>	<b>(4,572)</b>				
<u>410 Fire Engine House</u>							
4315 Maintenance & Reps - Planned	0	600	600		600	0.0%	
Fire Engine House :- Indirect Expenditure	<b>0</b>	<b>600</b>	<b>600</b>	<b>0</b>	<b>600</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(600)</b>	<b>(600)</b>				
<u>420 Community Hub</u>							
1610 Misc Income	150	0	(150)			0.0%	
Community Hub :- Income	<b>150</b>	<b>0</b>	<b>(150)</b>				<b>0</b>
4206 Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%	4,772
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	205	10,000	9,795		9,795	2.0%	
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	<b>24,926</b>	<b>47,981</b>	<b>23,055</b>	<b>0</b>	<b>23,055</b>	<b>51.9%</b>	<b>4,859</b>
<b>Net Income over Expenditure</b>	<b>(24,775)</b>	<b>(47,981)</b>	<b>(23,206)</b>				
6000 plus Transfer from EMR	4,859	0	(4,859)				
<b>Movement to/(from) Gen Reserve</b>	<b>(19,916)</b>	<b>(47,981)</b>	<b>(28,065)</b>				
<u>510 Highways</u>							
4320 Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920 Street Lighting	1,163	1,026	(137)		(137)	113.3%	
Highways :- Indirect Expenditure	<b>1,323</b>	<b>1,026</b>	<b>(297)</b>	<b>0</b>	<b>(297)</b>	<b>128.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,323)</b>	<b>(1,026)</b>	<b>297</b>				

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<u>520 Little Hands</u>							
1600 Property Rental Income	13,500	27,000	13,500			50.0%	
Little Hands :- Income	<b>13,500</b>	<b>27,000</b>	<b>13,500</b>			<b>50.0%</b>	<b>0</b>
4175 Subcontractors	861	1,756	895		895	49.0%	
4315 Maintenance & Reps - Planned	1,588	1,129	(459)		(459)	140.7%	
4320 Maintenance & Reps- Unplanned	11,541	538	(11,003)		(11,003)	2145.2%	10,652
Little Hands :- Indirect Expenditure	<b>13,990</b>	<b>3,423</b>	<b>(10,567)</b>	<b>0</b>	<b>(10,567)</b>	<b>408.7%</b>	<b>10,652</b>
<b>Net Income over Expenditure</b>	<b>(490)</b>	<b>23,577</b>	<b>24,067</b>				
6000 plus Transfer from EMR	10,652	0	(10,652)				
<b>Movement to/(from) Gen Reserve</b>	<b>10,162</b>	<b>23,577</b>	<b>13,415</b>				
<u>530 Workshop</u>							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	6,362	13,671	7,309		7,309	46.5%	
4505 Electricity	686	2,901	2,215		2,215	23.6%	
4510 Water	72	221	149		149	32.8%	
4700 PWLB Interest	1,748	4,986	3,238		3,238	35.1%	
4705 PWLB Capital	4,895	11,902	7,007		7,007	41.1%	
Workshop :- Indirect Expenditure	<b>13,763</b>	<b>34,269</b>	<b>20,506</b>	<b>0</b>	<b>20,506</b>	<b>40.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,763)</b>	<b>(34,269)</b>	<b>(20,506)</b>				
Maintenance :- Income	<b>30,105</b>	<b>42,319</b>	<b>12,214</b>			<b>71.1%</b>	
Expenditure	<b>108,040</b>	<b>208,355</b>	<b>100,315</b>	<b>0</b>	<b>100,315</b>	<b>51.9%</b>	
<b>Net Income over Expenditure</b>	<b>(77,935)</b>	<b>(166,036)</b>	<b>(88,101)</b>				
plus Transfer from EMR	<b>18,792</b>	<b>0</b>	<b>(18,792)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(59,143)</b>	<b>(166,036)</b>	<b>(106,893)</b>				
Grand Totals:- Income	<b>30,105</b>	<b>42,319</b>	<b>12,214</b>			<b>71.1%</b>	
Expenditure	<b>108,040</b>	<b>208,355</b>	<b>100,315</b>	<b>0</b>	<b>100,315</b>	<b>51.9%</b>	
<b>Net Income over Expenditure</b>	<b>(77,935)</b>	<b>(166,036)</b>	<b>(88,101)</b>				
plus Transfer from EMR	<b>18,792</b>	<b>0</b>	<b>(18,792)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(59,143)</b>	<b>(166,036)</b>	<b>(106,893)</b>				