Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: October 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 October 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 uplanned 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.
- **Pavillion:** Income for the pavilion to October was £30.00 Expenditure in maintaining the building £6,723. Alternative use for the pavilion should be considered.
- Weather Conditions have resulted in additional cuts being required in the village.

- It has been put forward as an idea to obtain an updated croyland report for asset maintenance.

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
October 2025

Maintenance

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110	Wardens							
4000	Salaries & Pensions	11,480	19,747	8,267		8,267	58.1%	
4110	Insurance	373	689	316		316	54.2%	
4175	Subcontractors	0	3,000	3,000		3,000	0.0%	
4230	Van - Tax, MOT, Fuel, Repairs	758	647	(111)		(111)	117.2%	
4235	Wardens Materials	251	0	(251)		(251)	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	**13,014**	**27,622**	**14,608**	**0**	**14,608**	**47.1%**	**0**
	Net Expenditure	**(13,014)**	**(27,622)**	**(14,608)**				
210	Allotments							
1200	Allotment Rent received	3,181	3,154	(27)			100.9%	
	Allotments :- Income	**3,181**	**3,154**	**(27)**			**100.9%**	**0**
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	**597**	**3,298**	**2,701**	**0**	**2,701**	**18.1%**	**0**
	Net Income over Expenditure	**2,584**	**(144)**	**(2,728)**				
220	Conservation							
1210	Grass Cutting Contribution	3,939	3,850	(89)			102.3%	
	Conservation :- Income	**3,939**	**3,850**	**(89)**			**102.3%**	**0**
4000	Salaries & Pensions	2,692	4,619	1,927		1,927	58.3%	
4175	Subcontractors	1,535	3,300	1,765		1,765	46.5%	
4320	Maintenance & Reps- Unplanned	118	1,154	1,036		1,036	10.2%	
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 - Unplanne	1,440	2,032	592		592	70.9%	
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	12,187	17,923	5,736		5,736	68.0%	
	Conservation :- Indirect Expenditure	**22,472**	**43,126**	**20,654**	**0**	**20,654**	**52.1%**	**931**
	Net Income over Expenditure	**(18,533)**	**(39,276)**	**(20,743)**				
6000	plus Transfer from EMR	931	0	(931)				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	Movement to/(from) Gen Reserve	**(17,603)**	**(39,276)**	**(21,673)**				
230	Stockbridge Meadows							
4235	Wardens Materials	30	0	(30)		(30)	0.0%	
4320	Maintenance & Reps- Unplanned	47	0	(47)		(47)	0.0%	
4635	Village Maintenance Contract	515	0	(515)		(515)	0.0%	
	Stockbridge Meadows :- Indirect Expenditure	**592**	**0**	**(592)**	**0**	**(592)**		**0**
	Net Expenditure	**(592)**	**0**	**592**				
250	Cemetery General							
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**
4505	Electricity	(403)	0	403		403	0.0%	
4635	Village Maintenance Contract	5,664	9,752	4,088		4,088	58.1%	
	Cemetery General :- Indirect Expenditure	**5,261**	**9,752**	**4,491**	**0**	**4,491**	**53.9%**	**0**
	Net Income over Expenditure	**(4,651)**	**(5,727)**	**(1,076)**				
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	206	278	72		72	74.1%	
4505	Electricity	87	221	134		134	39.4%	
4605	Refuse & Dog Bin Collection	0	103	103		103	0.0%	
	Orchard Road Cemetery :- Indirect Expenditure	**293**	**1,234**	**941**	**0**	**941**	**23.7%**	**0**
	Net Income over Expenditure	**(193)**	**(1,234)**	**(1,041)**				
270	New Road Cemetery							
1300	Burial Fees	4,865	0	(4,865)			0.0%	
1305	Memorials Fees	1,400	0	(1,400)			0.0%	
1310	Internment Fees	1,635	0	(1,635)			0.0%	
	New Road Cemetery :- Income	**7,900**	**0**	**(7,900)**				**0**
4315	Maintenance & Reps - Planned	2,350	0	(2,350)		(2,350)	0.0%	2,350

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420	Grounds Maintenance - Unplanne	0	1,026	1,026		1,026	0.0%	
4430	Grounds Maintenance - Planned	0	2,473	2,473		2,473	0.0%	
4500	Rates	630	845	215		215	74.6%	
4605	Refuse & Dog Bin Collection	0	146	146		146	0.0%	
	New Road Cemetery :- Indirect Expenditure	**2,980**	**4,490**	**1,510**	**0**	**1,510**	**66.4%**	**2,350**
	Net Income over Expenditure	**4,920**	**(4,490)**	**(9,410)**				
6000	plus Transfer from EMR	2,350	0	(2,350)				
	Movement to/(from) Gen Reserve	**7,270**	**(4,490)**	**(11,760)**				
300	Play Areas							
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	**2,185**	**6,128**	**3,943**	**0**	**3,943**	**35.7%**	**0**
	Net Expenditure	**(2,185)**	**(6,128)**	**(3,943)**				
310	Recreation Ground							
1305	Memorials Fees	562	0	(562)			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	**4,262**	**4,190**	**(72)**			**101.7%**	**0**
4320	Maintenance & Reps- Unplanned	704	0	(704)		(704)	0.0%	
4430	Grounds Maintenance - Planned	290	3,225	2,935		2,935	9.0%	
4505	Electricity	185	518	333		333	35.7%	
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	3,776	6,502	2,726		2,726	58.1%	
4640	Melbourn Dynamos Power Grant	0	1,970	1,970		1,970	0.0%	
	Recreation Ground :- Indirect Expenditure	**7,722**	**14,579**	**6,857**	**0**	**6,857**	**53.0%**	**0**
	Net Income over Expenditure	**(3,460)**	**(10,389)**	**(6,929)**				
320	Pavilion							
1550	Hire of Pavilion	30	100	70			30.0%	
	Pavilion :- Income	**30**	**100**	**70**			**30.0%**	**0**
4125	Broadband & Telephone	117	177	60		60	66.1%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4175	Subcontractors	875	1,728	853		853	50.6%	
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	1,514	2,822	1,308		1,308	53.6%	
4505	Electricity	1,437	2,587	1,150		1,150	55.6%	
4510	Water	486	100	(386)		(386)	485.9%	
4605	Refuse & Dog Bin Collection	268	417	149		149	64.3%	
	Pavilion :- Indirect Expenditure	**6,723**	**10,827**	**4,104**	**0**	**4,104**	**62.1%**	**0**
	Net Income over Expenditure	**(6,693)**	**(10,727)**	**(4,034)**				
400	Car Park							
4510	Water	119	0	(119)		(119)	0.0%	
	Car Park :- Indirect Expenditure	**119**	**0**	**(119)**	**0**	**(119)**		**0**
	Net Expenditure	**(119)**	**0**	**119**				
410	Fire Engine House							
4315	Maintenance & Reps - Planned	0	600	600		600	0.0%	
	Fire Engine House :- Indirect Expenditure	**0**	**600**	**600**	**0**	**600**		**0**
	Net Expenditure	**0**	**(600)**	**(600)**				
420	Community Hub							
1610	Misc Income	150	0	(150)			0.0%	
	Community Hub :- Income	**150**	**0**	**(150)**				**0**
4206	Hub Fund redistribution - Heal	4,772	0	(4,772)		(4,772)	0.0%	4,772
4208	S106 Expenditure	2,822	0	(2,822)		(2,822)	0.0%	2,822
4315	Maintenance & Reps - Planned	1,680	5,086	3,406		3,406	33.0%	
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	**27,907**	**47,981**	**20,074**	**0**	**20,074**	**58.2%**	**7,594**
	Net Income over Expenditure	**(27,757)**	**(47,981)**	**(20,224)**				
6000	plus Transfer from EMR	7,594	0	(7,594)				
	Movement to/(from) Gen Reserve	**(20,163)**	**(47,981)**	**(27,818)**				

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
510	Highways							
4320	Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920	Street Lighting	1,339	1,026	(313)		(313)	130.5%	
	Highways :- Indirect Expenditure	**1,499**	**1,026**	**(473)**	**0**	**(473)**	**146.1%**	**0**
	Net Expenditure	**(1,499)**	**(1,026)**	**473**				
520	Little Hands							
1600	Property Rental Income	15,750	27,000	11,250			58.3%	
	Little Hands :- Income	**15,750**	**27,000**	**11,250**			**58.3%**	**0**
4175	Subcontractors	861	1,756	895		895	49.0%	
4315	Maintenance & Reps - Planned	1,626	1,129	(497)		(497)	144.0%	
4320	Maintenance & Reps- Unplanned	11,554	538	(11,016)		(11,016)	2147.5%	10,652
	Little Hands :- Indirect Expenditure	**14,041**	**3,423**	**(10,618)**	**0**	**(10,618)**	**410.2%**	**10,652**
	Net Income over Expenditure	**1,709**	**23,577**	**21,868**				
6000	plus Transfer from EMR	10,652	0	(10,652)				
	Movement to/(from) Gen Reserve	**12,362**	**23,577**	**11,215**				
530	Workshop							
4315	Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500	Rates	7,423	13,671	6,248		6,248	54.3%	
4505	Electricity	820	2,901	2,081		2,081	28.3%	
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	**14,958**	**34,269**	**19,311**	**0**	**19,311**	**43.6%**	**0**
	Net Expenditure	**(14,958)**	**(34,269)**	**(19,311)**				
	Maintenance :- Income	**35,923**	**42,319**	**6,396**			**84.9%**	
	Expenditure	**120,365**	**208,355**	**87,990**	**0**	**87,990**	**57.8%**	
	Net Income over Expenditure	**(84,442)**	**(166,036)**	**(81,594)**				
	plus Transfer from EMR	**21,526**	0	(21,526)				
	Movement to/(from) Gen Reserve	**(62,915)**	**(166,036)**	**(103,121)**				

Continued over page

Detailed Income & Expenditure by Budget Heading 18/11/2025

Month No: 7 **Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**35,923**	**42,319**	**6,396**			**84.9%**	
Expenditure	**120,365**	**208,355**	**87,990**	**0**	**87,990**	**57.8%**	
Net Income over Expenditure	**(84,442)**	**(166,036)**	**(81,594)**				
plus Transfer from EMR	**21,526**	0	(21,526)				
Movement to/(from) Gen Reserve	**(62,915)**	**(166,036)**	**(103,121)**				