

MELBOURN PARISH COUNCIL

Doc. No.: 4.03
Version: 7
Date approved: 30 July 2025
Review date: July 2027

Review Policy:

Every 2 years or after grant application round if amendments identified

MELBOURN PARISH COUNCIL

Application for Grant

Please note that this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of Organisation	Melbourn Baptist Church (Zion Baptist Church, Melbourn, Charity Number: 1164945)
Name, Address, and Status of Contact	Janet Cottenden Secretary Melbourn Baptist Church Mortlock Street Melbourn Royston SG8 6DB
Telephone Number of Contact	[REDACTED]
Email contact	[REDACTED]@melbourn-baptist.org.uk
Is the organisation a Registered Charity?	Yes / No
Amount of grant requested	£ 2153.99 (inc. VAT)
For what purpose of project is the grant requested.	To purchase an external defibrillator to be installed on the outside wall of Melbourn Baptist Church, Mortlock Street. This will be registered on the "The Circuit" (The National Defibrillator Network) and maintained by the church (including pads and battery replacement as necessary).

	Being located on an external wall, the defibrillator will be available and accessible for anyone who needs it. Current guidance from the British Heart Foundation states that for a defibrillator to be effective, it should be possible to fetch it within 4 minutes, which they advise equates to it being within 200 metres of where it is needed. The closest 24/7 accessible defibrillators to the Baptist Church currently are located at All Saints Community Hall, Orchard Surgery and Melbourn Hub, all of which are over 200 metres from the Baptist Church. We feel that to install one at the Baptist Church would provide an additional asset to the village community, located between existing sites at All Saints and Orchard Surgery. There is always a possibility of a defibrillator being needed, and the more there are available in the community, the better chances of one being able to be used quickly and effectively if needed. The church would like to be able to host this equipment, and enable it to be available to the village, whilst of course also having one close by should it ever be needed at the church itself. The model we have selected is the ZOLL AED 3 fully automatic defibrillator with locked external cabinet (code would be provided upon contacting emergency services), to be purchased through the British Heart Foundation. It is a fully automatic model, for ease of use by members of the public, can be used on children from 1 year old,
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	has a child mode switch, and uses the same pads for adults and children, avoiding the need to change pads. The machine also comes with an 8 year warranty. We believe this to be a good choice of model for the location and for ease of use by members of the public.
What will be the total cost of the above project?	£ 2153.99 (as above to purchase the equipment), plus installation costs and ongoing maintenance – see below.
If the total cost of the project is more than the grant, how will the residue be financed?	The church will cover any additional and ongoing costs: • Installation costs for a qualified electrician to install the cabinet (this is expected to be a few hundred pounds, and the cost will be covered by the church). • Ongoing maintenance costs will be covered by the church, which will be dependent on use, but will be approximately: £216 for replacement pads every five years, or after use. £180 for replacement battery every 4-5 years.
Have you applied for grant for the same project to another organisation?	No
If so, which organisation and how much?	N/A
Are 3 rd parties necessary to deliver your project? If yes, please list them.	No

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Who will benefit from the project?	There is the potential for anybody from the local community, or visiting the village, to benefit from this. A defibrillator can be needed at any time, and having as many as possible available throughout the village is of potential benefit to everyone in the community.
Approximately how many of those who will benefit are parishioners? Please provide % numbers for beneficiaries within the Parish if known.	Potential for 100% to benefit.

You may use a separate sheet of paper to submit any other information which you feel will support this application, please keep this information to 1 page.

Have you previously received a grant from MPC? Yes / **No**

If yes, please give date.

If yes and within the previous 12 months, please confirm that the grant has been spent and provide a brief report.

Signed. Date. 15/4/2025

3rd parties

I/we have been fully consulted about the role attributed to us in this proposal and agree to carry it out.

Name:

Organisation:

Name:

Organisation



Charity Name Zion Baptist Church Melbourn		No (if any) 1164945	CC16a
Receipts and payments accounts			
For the period from	Period start date 01/01/2024	To	Period end date 31/12/2024

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
General fund	60,611	-	-	60,611	52,190
Fabric fund	-	34,058	-	34,058	17,582
Sponsorship fund	-	-	-	-	-
Soul Survivor	-	-	-	-	-
Church weekend	-	-	-	-	-
Christ's Hope International	-	783	-	783	607
Activities	184	8	-	192	105
HMRC Gift Aid	12,090	6,957	-	19,047	15,132
Other income	11,590	279	-	11,869	7,270
	-	-	-	-	-
Sub total (Gross income for AR)	84,475	42,085	-	126,560	92,886
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	84,475	42,085	-	126,560	92,886
A3 Payments					
Ministry Expenses	34,306	-	-	34,306	2,205
Manse Expenses	14,548	-	-	14,548	28,677
Church Expenses	18,435	3,116	-	21,551	24,647
Charitable Donations	7,042	911	-	7,953	7,141
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	74,331	4,027	-	78,358	62,670
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	74,331	4,027	-	78,358	62,670
Net of receipts/(payments)	10,144	38,058	-	48,202	30,216
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	79,389	223,035	-	302,424	272,208
Cash funds this year end	89,533	261,093	-	350,626	302,424

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	General Fund	89,533	-	-
	Fabric fund	-	260,603	-
	Other restricted funds	-	490	-
	Total cash funds	89,533	261,093	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature

[Redacted Signature]

Print Name

C R SIMS
L HORDEN

Date of approval

21/03/25
9/04/25



Section A

Independent Examiner's Report

Report to the trustees

Charity Name
ZION BAPTIST CHURCH MELBOURN

On accounts for the year
ended

31ST DECEMBER 2024

Charity no
(if any)

1164945

Set out on pages

1 AND 2

(remember to include the page numbers of additional sheets)

Responsibilities and
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. *Delete [] if not applicable.*

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

* Please delete the words in the brackets if they do not apply.

Signed:

Date:

12.03.2025

Name:

C TAYLOR - TAYLOR & CO.

Relevant professional
qualification(s) or body

ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

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Disclosure

Give here brief details of any items that the examiner wishes to disclose.