

Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: January 2026

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 January 2026. This report also includes invoices received in February for a more up to date review. 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. Included in the figure is £1,870 for Hopkins this has been used from the Hopkins Homes reserves and does not form part of the budgeted amount.
- **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. The pavilion income does not reflect the costs of maintaining the building, however as the building is now being used to provide various community based schemes the value of the community benefit may outweigh the cost of maintaining.
- **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.
- Pavillion: Income generated to date £30.00, with expenditure of £8,374 incurred in maintaining the building.

Given the ongoing cost of upkeep compared to minimal income, alternative uses for the Pavilion should be considered. The space is now being utilised by the foodbank and other community initiatives, this should be monitored carefully to ensure the Pavilion remains an appropriate and suitable venue for these activities. Access to the Pavilion is by foot only, which may restrict accessibility for some users. This should be reviewed further in line with the findings of the reports on the villages assets.

Consideration should also be given to whether this level of use provides a measurable community benefit that can be evidenced and reported.

- 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, this has been included in the 2026/27 precept. For this report to support the finances it should be split into planned annual maintenance and planned asset maintenance per the asset management reserve.
- **Tree & Hedge Work:** Unplanned tree works has been overspent whilst the planned was based on a report which has now been received. Please keep in mind that the overspend could be offset against the planned underspend when considering quotes for work that need to be completed. Note that the budget starts again in April 2026 of which we have allocated £1,500 to planned and £7,500 to 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
January 2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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Maintenance110 Wardens

4000 Salaries & Pensions	16,400	19,747	3,347	3,347	83.0%		
4110 Insurance	534	689	156	156	77.4%		
4175 Subcontractors	85	3,000	2,915	2,915	2.8%		
4230 Van - Tax, MOT, Fuel, Repairs	1,556	647	(909)	(909)	240.4%		
4235 Wardens Materials	410	0	(410)	(410)	0.0%		
4240 Wardens Equipment	289	1,539	1,250	1,250	18.8%		
4320 Maintenance & Reps- Unplanned	0	2,000	2,000	2,000	0.0%		
Wardens :- Indirect Expenditure	19,274	27,622	8,348	0	8,348	69.8%	0

Net Expenditure**(19,274) (27,622) (8,348)**210 Allotments

1200 Allotment Rent received	3,231	3,154	(77)		102.5%		
Allotments :- Income	3,231	3,154	(77)		102.5%		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	571	824	253	253	69.3%		
Allotments :- Indirect Expenditure	1,168	3,298	2,130	0	2,130	35.4%	0
Net Income over Expenditure	2,063	(144)	(2,207)				

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	3,843	4,619	776	776	83.2%		
4175 Subcontractors	2,146	3,300	1,154	1,154	65.0%		
4320 Maintenance & Reps- Unplanned	118	1,154	1,036	1,036	10.2%		
4350 Christmas Tree/Plants	644	1,430	786	786	45.0%	623	
4360 Tree & Hedge Work - Planned	1,487	6,618	5,131	5,131	22.5%		
4365 Tree & Hedge Work - Unplanned	4,577	3,546	(1,031)	(1,031)	129.1%		
4370 Project work	796	1,026	230	230	77.6%	308	
4410 Nature Reserve management plan	449	513	64	64	87.5%		
4420 Grounds Maintenance - Unplanned	1,440	2,032	592	592	70.9%		
4430 Grounds Maintenance - Planned	1,480	0	(1,480)	(1,480)	0.0%		
4605 Refuse & Dog Bin Collection	832	641	(191)	(191)	129.8%		
4635 Village Maintenance Contract	16,495	17,923	1,428	1,428	92.0%	1,870	
Conservation :- Indirect Expenditure	34,308	42,802	8,494	0	8,494	80.2%	2,801

Net Income over Expenditure**(30,369) (38,952) (8,583)**

6000 plus Transfer from EMR 2,801 0 (2,801)

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(27,568)	(38,952)	(11,384)				
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	737	0	(737)		(737)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	814	0	(814)	0	(814)		0
Net Expenditure	(814)	0	814				
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	8,102	9,752	1,650		1,650	83.1%	
Cemetery General :- Indirect Expenditure	7,699	9,752	2,053	0	2,053	79.0%	0
Net Income over Expenditure	(7,089)	(5,727)	1,362				
260 Orchard Road Cemetery							
1305 Memorials Fees	100	0	(100)			0.0%	
1310 Internment Fees	210	0	(210)			0.0%	
Orchard Road Cemetery :- Income	310	0	(310)				0
4315 Maintenance & Reps - Planned	0	175	175		175	0.0%	
4430 Grounds Maintenance - Planned	0	457	457		457	0.0%	
4500 Rates	294	278	(16)		(16)	105.8%	
4505 Electricity	130	221	91		91	59.0%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	425	1,234	809	0	809	34.4%	0
Net Income over Expenditure	(115)	(1,234)	(1,119)				
270 New Road Cemetery							
1300 Burial Fees	5,195	0	(5,195)			0.0%	
1305 Memorials Fees	1,400	0	(1,400)			0.0%	
1310 Internment Fees	1,905	0	(1,905)			0.0%	
New Road Cemetery :- Income	8,500	0	(8,500)				0

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
4500 Rates	901	845	(56)		(56)	106.6%	
4510 Water	72	0	(72)		(72)	0.0%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
 New Road Cemetery :- Indirect Expenditure	 3,323	 4,490	 1,167	 0	 1,167	 74.0%	 2,350
 Net Income over Expenditure	 5,177	 (4,490)	 (9,667)				
6000 plus Transfer from EMR	2,350	0	(2,350)				
 Movement to/(from) Gen Reserve	 7,527	 (4,490)	 (12,017)				
 <u>300 Play Areas</u>							
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)				
 <u>310 Recreation Ground</u>							
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	236	518	282		282	45.6%	
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	5,401	6,502	1,101		1,101	83.1%	
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%	(1,920)
 Recreation Ground :- Indirect Expenditure	 9,399	 14,579	 5,180	 0	 5,180	 64.5%	 (1,920)
 Net Income over Expenditure	 (5,137)	 (10,389)	 (5,252)				
6000 plus Transfer from EMR	(1,920)	0	1,920				
 Movement to/(from) Gen Reserve	 (7,057)	 (10,389)	 (3,332)				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320</u>	<u>Pavilion</u>							
1550	Hire of Pavilion	30	100	70			30.0%	
	Pavilion :- Income	<u>30</u>	<u>100</u>	<u>70</u>			<u>30.0%</u>	<u>0</u>
4125	Broadband & Telephone	160	177	18	18	90.1%		
4175	Subcontractors	1,313	1,728	416	416	76.0%		
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	2,162	2,822	660	660	76.6%		
4505	Electricity	1,845	2,587	742	742	71.3%		
4510	Water	486	100	(386)	(386)	485.9%		
4605	Refuse & Dog Bin Collection	383	417	34	34	91.8%		
	Pavilion :- Indirect Expenditure	<u>8,374</u>	<u>10,827</u>	<u>2,453</u>	<u>0</u>	<u>2,453</u>	<u>77.3%</u>	<u>0</u>
	Net Income over Expenditure	<u>(8,344)</u>	<u>(10,727)</u>	<u>(2,383)</u>				
<u>400</u>	<u>Car Park</u>							
4510	Water	119	0	(119)	(119)	0.0%		
	Car Park :- Indirect Expenditure	<u>119</u>	<u>0</u>	<u>(119)</u>	<u>0</u>	<u>(119)</u>		<u>0</u>
	Net Expenditure	<u>(119)</u>	<u>0</u>	<u>119</u>				
<u>410</u>	<u>Fire Engine House</u>							
4315	Maintenance & Reps - Planned	0	600	600	600	0.0%		
	Fire Engine House :- Indirect Expenditure	<u>0</u>	<u>600</u>	<u>600</u>	<u>0</u>	<u>600</u>		<u>0</u>
	Net Expenditure	<u>0</u>	<u>(600)</u>	<u>(600)</u>				
<u>420</u>	<u>Community Hub</u>							
1610	Misc Income	150	0	(150)			0.0%	
	Community Hub :- Income	<u>150</u>	<u>0</u>	<u>(150)</u>				<u>0</u>
4206	Hub Fund redistribution - Heal	4,772	0	(4,772)	(4,772)	0.0%	4,772	
4208	S106 Expenditure	3,055	0	(3,055)	(3,055)	0.0%	3,172	
4315	Maintenance & Reps - Planned	1,680	5,086	3,406	3,406	33.0%		
4320	Maintenance & Reps- Unplanned	2,221	10,000	7,779	7,779	22.2%		
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	<u>30,157</u>	<u>47,981</u>	<u>17,824</u>	<u>0</u>	<u>17,824</u>	<u>62.9%</u>	<u>7,944</u>
	Net Income over Expenditure	<u>(30,007)</u>	<u>(47,981)</u>	<u>(17,974)</u>				
6000	plus Transfer from EMR	7,944	0	(7,944)				
	Movement to/(from) Gen Reserve	<u>(22,063)</u>	<u>(47,981)</u>	<u>(25,918)</u>				

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	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	1,631	1,026	(605)		(605)	158.9%	
Highways :- Indirect Expenditure	1,791	1,026	(765)	0	(765)	174.5%	0
Net Expenditure	(1,791)	(1,026)	765				
520 Little Hands							
1600 Property Rental Income	22,500	27,000	4,500			83.3%	
Little Hands :- Income	22,500	27,000	4,500			83.3%	0
4175 Subcontractors	1,442	1,756	314		314	82.1%	
4315 Maintenance & Reps - Planned	1,626	1,129	(497)		(497)	144.0%	
4320 Maintenance & Reps- Unplanned	13,741	538	(13,203)		(13,203)	2554.0%	12,839
Little Hands :- Indirect Expenditure	16,809	3,423	(13,386)	0	(13,386)	491.0%	12,839
Net Income over Expenditure	5,691	23,577	17,886				
6000 plus Transfer from EMR	12,839	0	(12,839)				
Movement to/(from) Gen Reserve	18,531	23,577	5,046				
530 Workshop							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	10,604	13,671	3,067		3,067	77.6%	
4505 Electricity	1,327	2,901	1,574		1,574	45.7%	
4510 Water	281	221	(60)		(60)	127.0%	
4700 PWLB Interest	2,179	4,986	2,807		2,807	43.7%	
4705 PWLB Capital	6,265	11,902	5,637		5,637	52.6%	
Workshop :- Indirect Expenditure	20,655	34,269	13,614	0	13,614	60.3%	0
Net Expenditure	(20,655)	(34,269)	(13,614)				
Maintenance :- Income	43,533	42,319	(1,214)			102.9%	
Expenditure	156,500	208,031	51,531	0	51,531	75.2%	
Net Income over Expenditure	(112,967)	(165,712)	(52,745)				
plus Transfer from EMR	24,014	0	(24,014)				
Movement to/(from) Gen Reserve	(88,953)	(165,712)	(76,759)				

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	43,533	42,319	(1,214)			102.9%	
Expenditure	156,500	208,031	51,531	0	51,531	75.2%	
Net Income over Expenditure	(112,967)	(165,712)	(52,745)				
plus Transfer from EMR	24,014	0	(24,014)				
Movement to/(from) Gen Reserve	(88,953)	(165,712)	(76,759)				