

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

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>Maintenance</u> | | | | | | | |
| <u>110 Wardens</u> | | | | | | | |
| 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) | | | | |
| <u>210 Allotments</u> | | | | | | | |
| 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) | | | | |
| <u>220 Conservation</u> | | | | | | | |
| 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) | | | | |

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| Movement to/(from) Gen Reserve | (27,568) | (38,952) | (11,384) | | | | |
| <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 | 737 | 0 | (737) | | (737) | 0.0% | |
| Stockbridge Meadows :- Indirect Expenditure | 814 | 0 | (814) | 0 | (814) | | 0 |
| Net Expenditure | (814) | 0 | 814 | | | | |
| <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 | 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 | | | | |
| <u>260 Orchard Road Cemetery</u> | | | | | | | |
| 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) | | | | |
| <u>270 New Road Cemetery</u> | | | | | | | |
| 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 |

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

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

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>320 Pavilion</u> | | | | | | | |
| 1550 Hire of Pavilion | 30 | 100 | 70 | | | 30.0% | |
| Pavilion :- Income | 30 | 100 | 70 | | | 30.0% | 0 |
| 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 | 8,374 | 10,827 | 2,453 | 0 | 2,453 | 77.3% | 0 |
| Net Income over Expenditure | (8,344) | (10,727) | (2,383) | | | | |
| <u>400 Car Park</u> | | | | | | | |
| 4510 Water | 119 | 0 | (119) | | (119) | 0.0% | |
| Car Park :- Indirect Expenditure | 119 | 0 | (119) | 0 | (119) | | 0 |
| Net Expenditure | (119) | 0 | 119 | | | | |
| <u>410 Fire Engine House</u> | | | | | | | |
| 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) | | | | |
| <u>420 Community Hub</u> | | | | | | | |
| 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 | 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 | 30,157 | 47,981 | 17,824 | 0 | 17,824 | 62.9% | 7,944 |
| Net Income over Expenditure | (30,007) | (47,981) | (17,974) | | | | |
| 6000 plus Transfer from EMR | 7,944 | 0 | (7,944) | | | | |
| Movement to/(from) Gen Reserve | (22,063) | (47,981) | (25,918) | | | | |

Detailed Income & Expenditure by Budget Heading 10/02/2026

Month No: 10

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 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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Month No: 10

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) | | | | |