

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

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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 28<sup>th</sup> February 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. Overall Position**

Maintenance income for the year to date totals £46,209 against a budget of £42,319 (109.2%), largely due to higher-than-expected income from burial fees and other miscellaneous receipts. Total maintenance expenditure stands at £197,020 against a budget of £208,031 (94.7%), indicating that overall spending within this committee area currently remains below the annual budget.

Some variances are the result of timing differences between planned and unplanned maintenance works, together with the use of earmarked reserves to fund specific repairs and projects.

## **4. Key Points.**

- **Wardens** – Costs remain within budget overall. Van repairs have exceeded the original allocation but are partially offset by underspends elsewhere within the wardens' budget.
- **Stockbridge Meadows** – This area was added to the village maintenance contract after the annual budget was approved, meaning associated costs were not originally budgeted and will need to be monitored.
- **Tree and Hedge Works** – Unplanned tree works have exceeded the budget; however planned tree works remain significantly underspent pending the outcome of the tree survey. These areas are expected to balance once the programme of works is confirmed.
- **Cemeteries** – Income from burial and memorial fees has been stronger than anticipated during the year.

- Recreation Ground – Income and expenditure remain broadly in line with expectations, with some maintenance costs expected later in the financial year.
- Pavilion – Income remains minimal while maintenance and utility costs continue. The Pavilion is currently being used to support community initiatives such as the foodbank, and the ongoing community benefit should continue to be monitored against maintenance costs.
- Community Hub – Expenditure appears higher due to loan interest and capital repayments being recorded within the cost centre, together with works funded from earmarked reserves.
- Little Hands – Higher maintenance expenditure reflects unplanned repairs to the oil boiler and doors, which have been funded from reserves.

## **5. 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.

## **6. Conclusion**

Overall, the maintenance budget remains within the Council's planned financial position, with higher costs in some areas being balanced by underspends elsewhere and by the appropriate use of earmarked reserves.

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  
February 2026

## Detailed Income &amp; Expenditure by Budget Heading 09/03/2026

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Maintenance</b>							
<u>110 Wardens</u>							
4000 Salaries & Pensions	18,040	19,747	1,707		1,707	91.4%	
4110 Insurance	587	689	102		102	85.2%	
4175 Subcontractors	0	3,000	3,000		3,000	0.0%	
4230 Van - Tax, MOT, Fuel, Repairs	1,556	647	(909)		(909)	240.4%	
4235 Wardens Materials	466	0	(466)		(466)	0.0%	
4240 Wardens Equipment	381	1,539	1,158		1,158	24.7%	
4320 Maintenance & Reps- Unplanned	0	2,000	2,000		2,000	0.0%	
Wardens :- Indirect Expenditure	<b>21,029</b>	<b>27,622</b>	<b>6,593</b>	<b>0</b>	<b>6,593</b>	<b>76.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(21,029)</b>	<b>(27,622)</b>	<b>(6,593)</b>				
<u>210 Allotments</u>							
1200 Allotment Rent received	3,257	3,154	(103)			103.3%	
Allotments :- Income	<b>3,257</b>	<b>3,154</b>	<b>(103)</b>			<b>103.3%</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	571	824	253		253	69.3%	
Allotments :- Indirect Expenditure	<b>1,168</b>	<b>3,298</b>	<b>2,130</b>	<b>0</b>	<b>2,130</b>	<b>35.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,089</b>	<b>(144)</b>	<b>(2,233)</b>				
<u>220 Conservation</u>							
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	4,227	4,619	392		392	91.5%	
4175 Subcontractors	2,549	3,300	751		751	77.2%	
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%	1,487
4365 Tree & Hedge Work - Unplanned	9,237	3,546	(5,691)		(5,691)	260.5%	
4370 Project work	796	1,026	230		230	77.6%	308
4410 Nature Reserve management plan	561	513	(48)		(48)	109.4%	
4420 Grounds Maintenance - Unplanned	1,527	2,032	505		505	75.2%	
4605 Refuse & Dog Bin Collection	832	641	(191)		(191)	129.8%	
4635 Village Maintenance Contract	17,931	17,923	(8)		(8)	100.0%	1,870
Conservation :- Indirect Expenditure	<b>39,910</b>	<b>42,802</b>	<b>2,892</b>	<b>0</b>	<b>2,892</b>	<b>93.2%</b>	<b>4,288</b>
<b>Net Income over Expenditure</b>	<b>(35,971)</b>	<b>(38,952)</b>	<b>(2,981)</b>				
6000 plus Transfer from EMR	4,288	0	(4,288)				
<b>Movement to/(from) Gen Reserve</b>	<b>(31,683)</b>	<b>(38,952)</b>	<b>(7,269)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 09/03/2026

Month No: 11

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	811	0	(811)		(811)	0.0%	
Stockbridge Meadows :- Indirect Expenditure	<b>888</b>	<b>0</b>	<b>(888)</b>	<b>0</b>	<b>(888)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(888)</b>	<b>0</b>	<b>888</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>
4505 Electricity	(403)	0	403		403	0.0%	
4635 Village Maintenance Contract	8,915	9,752	838		838	91.4%	
Cemetery General :- Indirect Expenditure	<b>8,512</b>	<b>9,752</b>	<b>1,240</b>	<b>0</b>	<b>1,240</b>	<b>87.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,902)</b>	<b>(5,727)</b>	<b>2,175</b>				
<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	<b>310</b>	<b>0</b>	<b>(310)</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	324	278	(46)		(46)	116.4%	
4505 Electricity	144	221	77		77	64.9%	
4605 Refuse & Dog Bin Collection	0	103	103		103	0.0%	
Orchard Road Cemetery :- Indirect Expenditure	<b>467</b>	<b>1,234</b>	<b>767</b>	<b>0</b>	<b>767</b>	<b>37.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(157)</b>	<b>(1,234)</b>	<b>(1,077)</b>				
<u>270 New Road Cemetery</u>							
1300 Burial Fees	5,360	0	(5,360)			0.0%	
1305 Memorials Fees	1,500	0	(1,500)			0.0%	
1310 Internment Fees	2,040	0	(2,040)			0.0%	
New Road Cemetery :- Income	<b>8,900</b>	<b>0</b>	<b>(8,900)</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	991	845	(146)		(146)	117.2%	
4510 Water	72	0	(72)		(72)	0.0%	
4605 Refuse & Dog Bin Collection	0	146	146		146	0.0%	
New Road Cemetery :- Indirect Expenditure	<b>3,413</b>	<b>4,490</b>	<b>1,077</b>	<b>0</b>	<b>1,077</b>	<b>76.0%</b>	<b>2,350</b>
<b>Net Income over Expenditure</b>	<b>5,487</b>	<b>(4,490)</b>	<b>(9,977)</b>				
6000 plus Transfer from EMR	2,350	0	(2,350)				
<b>Movement to/(from) Gen Reserve</b>	<b>7,837</b>	<b>(4,490)</b>	<b>(12,327)</b>				
<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	<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>				
<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	<b>4,262</b>	<b>4,190</b>	<b>(72)</b>			<b>101.7%</b>	<b>0</b>
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	249	518	269		269	48.0%	
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	5,943	6,502	559		559	91.4%	
4640 Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%	(1,920)
Recreation Ground :- Indirect Expenditure	<b>9,953</b>	<b>14,579</b>	<b>4,626</b>	<b>0</b>	<b>4,626</b>	<b>68.3%</b>	<b>(1,920)</b>
<b>Net Income over Expenditure</b>	<b>(5,691)</b>	<b>(10,389)</b>	<b>(4,698)</b>				
6000 plus Transfer from EMR	(1,920)	0	1,920				
<b>Movement to/(from) Gen Reserve</b>	<b>(7,611)</b>	<b>(10,389)</b>	<b>(2,778)</b>				

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<u>320 Pavilion</u>							
1550 Hire of Pavilion	30	100	70			30.0%	
Pavilion :- Income	<b>30</b>	<b>100</b>	<b>70</b>			<b>30.0%</b>	<b>0</b>
4125 Broadband & Telephone	174	177	3		3	98.1%	
4175 Subcontractors	1,523	1,728	206		206	88.1%	
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	2,379	2,822	443		443	84.3%	
4505 Electricity	2,019	2,587	568		568	78.0%	
4510 Water	561	100	(461)		(461)	561.3%	
4605 Refuse & Dog Bin Collection	421	417	(4)		(4)	101.0%	
Pavilion :- Indirect Expenditure	<b>9,103</b>	<b>10,827</b>	<b>1,724</b>	<b>0</b>	<b>1,724</b>	<b>84.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(9,073)</b>	<b>(10,727)</b>	<b>(1,654)</b>				
<u>400 Car Park</u>							
4510 Water	119	0	(119)		(119)	0.0%	
Car Park :- Indirect Expenditure	<b>119</b>	<b>0</b>	<b>(119)</b>	<b>0</b>	<b>(119)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(119)</b>	<b>0</b>	<b>119</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</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	3,233	0	(3,233)		(3,233)	0.0%	3,350
4315 Maintenance & Reps - Planned	2,602	5,086	2,484		2,484	51.2%	
4320 Maintenance & Reps- Unplanned	7,367	10,000	2,633		2,633	73.7%	
4505 Electricity	150	0	(150)		(150)	0.0%	
4700 PWLB Interest	29,268	27,340	(1,928)		(1,928)	107.1%	
4705 PWLB Capital	12,129	5,555	(6,574)		(6,574)	218.3%	
Community Hub :- Indirect Expenditure	<b>59,522</b>	<b>47,981</b>	<b>(11,541)</b>	<b>0</b>	<b>(11,541)</b>	<b>124.1%</b>	<b>8,121</b>
<b>Net Income over Expenditure</b>	<b>(59,372)</b>	<b>(47,981)</b>	<b>11,391</b>				
6000 plus Transfer from EMR	8,121	0	(8,121)				
<b>Movement to/(from) Gen Reserve</b>	<b>(51,251)</b>	<b>(47,981)</b>	<b>3,270</b>				

## Detailed Income &amp; Expenditure by Budget Heading 09/03/2026

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<b>510 Highways</b>							
4320 Maintenance & Reps- Unplanned	160	0	(160)		(160)	0.0%	
4920 Street Lighting	1,695	1,026	(669)		(669)	165.2%	
Highways :- Indirect Expenditure	<b>1,855</b>	<b>1,026</b>	<b>(829)</b>	<b>0</b>	<b>(829)</b>	<b>180.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,855)</b>	<b>(1,026)</b>	<b>829</b>				
<b>520 Little Hands</b>							
1600 Property Rental Income	24,750	27,000	2,250			91.7%	
Little Hands :- Income	<b>24,750</b>	<b>27,000</b>	<b>2,250</b>			<b>91.7%</b>	<b>0</b>
4175 Subcontractors	1,579	1,756	177		177	89.9%	
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	<b>16,946</b>	<b>3,423</b>	<b>(13,523)</b>	<b>0</b>	<b>(13,523)</b>	<b>495.1%</b>	<b>12,839</b>
<b>Net Income over Expenditure</b>	<b>7,804</b>	<b>23,577</b>	<b>15,773</b>				
6000 plus Transfer from EMR	12,839	0	(12,839)				
<b>Movement to/(from) Gen Reserve</b>	<b>20,644</b>	<b>23,577</b>	<b>2,933</b>				
<b>530 Workshop</b>							
4315 Maintenance & Reps - Planned	0	588	588		588	0.0%	
4500 Rates	11,664	13,671	2,007		2,007	85.3%	
4505 Electricity	1,562	2,901	1,339		1,339	53.8%	
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	<b>21,951</b>	<b>34,269</b>	<b>12,318</b>	<b>0</b>	<b>12,318</b>	<b>64.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(21,951)</b>	<b>(34,269)</b>	<b>(12,318)</b>				
Maintenance :- Income	<b>46,209</b>	<b>42,319</b>	<b>(3,890)</b>			<b>109.2%</b>	
Expenditure	<b>197,020</b>	<b>208,031</b>	<b>11,011</b>	<b>0</b>	<b>11,011</b>	<b>94.7%</b>	
<b>Net Income over Expenditure</b>	<b>(150,812)</b>	<b>(165,712)</b>	<b>(14,900)</b>				
plus Transfer from EMR	<b>25,679</b>	<b>0</b>	<b>(25,679)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(125,133)</b>	<b>(165,712)</b>	<b>(40,579)</b>				

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	46,209	42,319	(3,890)			109.2%	
Expenditure	197,020	208,031	11,011	0	11,011	94.7%	
<b>Net Income over Expenditure</b>	<b>(150,812)</b>	<b>(165,712)</b>	<b>(14,900)</b>				
plus Transfer from EMR	25,679	0	(25,679)				
<b>Movement to/(from) Gen Reserve</b>	<b>(125,133)</b>	<b>(165,712)</b>	<b>(40,579)</b>				