Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: April 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 2026 to 30 April 2026. This report also includes invoices received in May 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 £4,287 against a budget of £45,246 (9.5%). Total maintenance expenditure stands at £15,328 against a budget of £215,350 (7.1%), indicating that overall spending within this committee area currently remains with 1/12th of 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. I have yet to work through last years spend and bring forward the deferred expenditure.

4. Key Points.

• Stockbridge Meadows – This area was added to the village maintenance contract after the previous annual budget was approved, meaning associated costs were not originally budgeted and will need to be monitored.

• Tree and Hedge Works – Relates to Shires Trees work completed off the back of the tree survey. No more planned work for trees currently.

• Project work relates to strategic greenbelt at Hopkins Homes.

• Grounds Maintenance – includes an extra grass cut and verti drain work.

• Pavilion – Income remains non-existent with no current confirmed hire. While maintenance and utility costs continue. The Electricity bill is usually refunded but will need close monitoring.

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
April 2026

Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Maintenance								
110	Wardens							
4000	Salaries & Pensions	1,640	20,317	18,677		18,677	8.1%	
4110	Insurance	0	717	717		717	0.0%	
4175	Subcontractors	0	3,000	3,000		3,000	0.0%	
4230	Van - Tax, MOT, Fuel, Repairs	0	1,000	1,000		1,000	0.0%	
4235	Wardens Materials	114	750	636		636	15.3%	
4240	Wardens Equipment	10	1,500	1,490		1,490	0.7%	
	Wardens :- Indirect Expenditure	**1,764**	**27,284**	**25,520**	**0**	**25,520**	**6.5%**	**0**
	Net Expenditure	**(1,764)**	**(27,284)**	**(25,520)**				
210	Allotments							
1200	Allotment Rent received	0	3,500	3,500			0.0%	
	Allotments :- Income	**0**	**3,500**	**3,500**			**0.0%**	**0**
4115	Memberships & Subscription	0	73	73		73	0.0%	
4315	Maintenance & Reps - Planned	0	895	895		895	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430	Grounds Maintenance - Planned	0	1,120	1,120		1,120	0.0%	
4510	Water	0	800	800		800	0.0%	
	Allotments :- Indirect Expenditure	**0**	**3,388**	**3,388**	**0**	**3,388**	**0.0%**	**0**
	Net Income over Expenditure	**0**	**112**	**112**				
220	Conservation							
1210	Grass Cutting Contribution	0	3,939	3,939			0.0%	
	Conservation :- Income	**0**	**3,939**	**3,939**			**0.0%**	**0**
4000	Salaries & Pensions	384	4,743	4,359		4,359	8.1%	
4175	Subcontractors	363	3,435	3,072		3,072	10.6%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4350	Christmas Tree/Plants	0	750	750		750	0.0%	
4360	Tree & Hedge Work - Planned	1,205	1,500	295		295	80.3%	
4365	Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%	
4370	Project work	1,000	2,000	1,000		1,000	50.0%	1,000
4410	Nature Reserve management plan	0	500	500		500	0.0%	
4420	Grounds Maintenance - Unplanne	2,270	2,000	(270)		(270)	113.5%	
4605	Refuse & Dog Bin Collection	69	0	(69)		(69)	0.0%	
4635	Village Maintenance Contract	1,436	17,941	16,505		16,505	8.0%	
	Conservation :- Indirect Expenditure	**6,727**	**40,869**	**34,142**	**0**	**34,142**	**16.5%**	**1,000**
	Net Income over Expenditure	**(6,727)**	**(36,930)**	**(30,203)**				
6000	plus Transfer from EMR	1,000	0	(1,000)				

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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	**(5,727)**	**(36,930)**	**(31,203)**				
230	Stockbridge Meadows							
4235	Wardens Materials	0	300	300		300	0.0%	
4240	Wardens Equipment	0	500	500		500	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4420	Grounds Maintenance - Unplanne	0	1,000	1,000		1,000	0.0%	
4430	Grounds Maintenance - Planned	0	337	337		337	0.0%	
4605	Refuse & Dog Bin Collection	0	866	866		866	0.0%	
4635	Village Maintenance Contract	74	924	850		850	8.0%	
	Stockbridge Meadows :- Indirect Expenditure	**74**	**4,427**	**4,353**	**0**	**4,353**	**1.7%**	**0**
	Net Expenditure	**(74)**	**(4,427)**	**(4,353)**				
250	Cemetery General							
4635	Village Maintenance Contract	813	10,152	9,339		9,339	8.0%	
	Cemetery General :- Indirect Expenditure	**813**	**10,152**	**9,339**	**0**	**9,339**	**8.0%**	**0**
	Net Expenditure	**(813)**	**(10,152)**	**(9,339)**				
260	Orchard Road Cemetery							
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	27	367	340		340	7.3%	
4505	Electricity	(116)	250	366		366	(46.4%)	
4510	Water	0	125	125		125	0.0%	
	Orchard Road Cemetery :- Indirect Expenditure	**(89)**	**1,242**	**1,331**	**0**	**1,331**	**(7.2%)**	**0**
	Net Expenditure	**89**	**(1,242)**	**(1,331)**				
270	New Road Cemetery							
1300	Burial Fees	1,200	3,500	2,300			34.3%	
1305	Memorials Fees	100	1,000	900			10.0%	
1310	Internment Fees	645	1,000	355			64.5%	
	New Road Cemetery :- Income	**1,945**	**5,500**	**3,555**			**35.4%**	**0**
4315	Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	89	1,125	1,036		1,036	7.9%	
4510	Water	0	150	150		150	0.0%	
	New Road Cemetery :- Indirect Expenditure	**89**	**2,267**	**2,178**	**0**	**2,178**	**3.9%**	**0**
	Net Income over Expenditure	**1,856**	**3,233**	**1,377**				

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Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300	Play Areas							
4315	Maintenance & Reps - Planned	0	266	266		266	0.0%	
4320	Maintenance & Reps- Unplanned	0	3,000	3,000		3,000	0.0%	
4605	Refuse & Dog Bin Collection	69	1,299	1,230		1,230	5.3%	
	Play Areas :- Indirect Expenditure	**69**	**4,565**	**4,496**	**0**	**4,496**	**1.5%**	**0**
	Net Expenditure	**(69)**	**(4,565)**	**(4,496)**				
310	Recreation Ground							
1400	Match Fees	0	3,350	3,350			0.0%	
1500	Hire of Recreation Grounds	0	750	750			0.0%	
	Recreation Ground :- Income	**0**	**4,100**	**4,100**			**0.0%**	**0**
4315	Maintenance & Reps - Planned	0	560	560		560	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4430	Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%	
4505	Electricity	14	550	536		536	2.5%	
4605	Refuse & Dog Bin Collection	260	2,815	2,555		2,555	9.2%	
4635	Village Maintenance Contract	542	6,768	6,226		6,226	8.0%	
4640	Melbourn Dynamo's Power Pitch	0	1,970	1,970		1,970	0.0%	
	Recreation Ground :- Indirect Expenditure	**816**	**14,163**	**13,347**	**0**	**13,347**	**5.8%**	**0**
	Net Income over Expenditure	**(816)**	**(10,063)**	**(9,247)**				
320	Pavilion							
1550	Hire of Pavilion	0	100	100			0.0%	
	Pavilion :- Income	**0**	**100**	**100**			**0.0%**	**0**
4125	Broadband & Telephone	16	184	168		168	8.6%	
4175	Subcontractors	123	1,799	1,677		1,677	6.8%	
4315	Maintenance & Reps - Planned	486	1,768	1,283		1,283	27.5%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	268	2,701	2,433		2,433	9.9%	
4505	Electricity	1,327	2,600	1,273		1,273	51.0%	
4510	Water	0	750	750		750	0.0%	
4605	Refuse & Dog Bin Collection	0	478	478		478	0.0%	
	Pavilion :- Indirect Expenditure	**2,219**	**10,780**	**8,561**	**0**	**8,561**	**20.6%**	**0**
	Net Income over Expenditure	**(2,219)**	**(10,680)**	**(8,461)**				

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
420	Community Hub							
4315	Maintenance & Reps - Planned	345	5,114	4,769		4,769	6.8%	
4320	Maintenance & Reps- Unplanned	0	10,000	10,000		10,000	0.0%	
4700	PWLB Interest	0	27,080	27,080		27,080	0.0%	
4705	PWLB Capital	0	5,874	5,874		5,874	0.0%	
4750	Service Charge-Hundred Houses	0	960	960		960	0.0%	
	Community Hub :- Indirect Expenditure	**345**	**49,028**	**48,683**	**0**	**48,683**	**0.7%**	**0**
	Net Expenditure	**(345)**	**(49,028)**	**(48,683)**				
510	Highways							
4900	Highways & Footpaths	0	12,500	12,500		12,500	0.0%	
4920	Street Lighting	56	1,250	1,194		1,194	4.5%	
	Highways :- Indirect Expenditure	**56**	**13,750**	**13,694**	**0**	**13,694**	**0.4%**	**0**
	Net Expenditure	**(56)**	**(13,750)**	**(13,694)**				
520	Little Hands							
1600	Property Rental Income	2,342	28,107	25,765			8.3%	
	Little Hands :- Income	**2,342**	**28,107**	**25,765**			**8.3%**	**0**
4175	Subcontractors	0	1,828	1,828		1,828	0.0%	
4315	Maintenance & Reps - Planned	0	1,175	1,175		1,175	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
	Little Hands :- Indirect Expenditure	**0**	**3,503**	**3,503**	**0**	**3,503**	**0.0%**	**0**
	Net Income over Expenditure	**2,342**	**24,604**	**22,262**				
530	Workshop							
4315	Maintenance & Reps - Planned	0	50	50		50	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	893	13,246	12,353		12,353	6.7%	
4505	Electricity	301	2,600	2,299		2,299	11.6%	
4510	Water	0	250	250		250	0.0%	
4700	PWLB Interest	0	3,497	3,497		3,497	0.0%	
4705	PWLB Capital	0	9,789	9,789		9,789	0.0%	
	Workshop :- Indirect Expenditure	**1,194**	**29,932**	**28,738**	**0**	**28,738**	**4.0%**	**0**
	Net Expenditure	**(1,194)**	**(29,932)**	**(28,738)**				
	Maintenance :- Income	**4,287**	**45,246**	**40,959**			**9.5%**	
	Expenditure	**14,078**	**215,350**	**201,272**	**0**	**201,272**	**6.5%**	
	Net Income over Expenditure	**(9,791)**	**(170,104)**	**(160,313)**				
	plus Transfer from EMR	**1,000**	0	(1,000)				
	Movement to/(from) Gen Reserve	**(8,791)**	**(170,104)**	**(161,313)**				

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Detailed Income & Expenditure by Budget Heading 30/04/2026

Month No: 1

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	**4,287**	**45,246**	**40,959**			**9.5%**	
Expenditure	**14,078**	**215,350**	**201,272**	**0**	**201,272**	**6.5%**	
Net Income over Expenditure	**(9,791)**	**(170,104)**	**(160,313)**				
plus Transfer from EMR	**1,000**	0	(1,000)				
Movement to/(from) Gen Reserve	**(8,791)**	**(170,104)**	**(161,313)**				