Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: May 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 31st May 2026. This report also includes invoices received in June 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 £11,096 against a budget of £45,246 (24.5%). Total maintenance expenditure stands at £39,259 against a budget of £215,350 (18.5%), indicating that overall spending within this committee area currently remains slightly over 2/12th 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 and has been covered by the reserves held, indicating that there is an additional £1,000 available.

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

• Pavilion – Income remains non-existent with one confirmed hire. While maintenance and utility costs continue. The Electricity bill is usually refunded but will need close monitoring.

- ROSPA reports have been received and any maintenance spend may need to be considered.

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
May 2026

Detailed Income & Expenditure by Budget Heading 16/06/2026

Month No: 2 **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	3,280	20,317	17,037		17,037	16.1%	
4110	Insurance	55	717	662		662	7.6%	
4175	Subcontractors	0	3,000	3,000		3,000	0.0%	
4230	Van - Tax, MOT, Fuel, Repairs	25	1,000	975		975	2.5%	
4235	Wardens Materials	289	750	461		461	38.6%	
4240	Wardens Equipment	136	1,500	1,364		1,364	9.1%	
	Wardens :- Indirect Expenditure	**3,785**	**27,284**	**23,499**	**0**	**23,499**	**13.9%**	**0**
	Net Expenditure	**(3,785)**	**(27,284)**	**(23,499)**				
210	Allotments							
1200	Allotment Rent received	10	3,500	3,490			0.3%	
	Allotments :- Income	**10**	**3,500**	**3,490**			**0.3%**	**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	**10**	**112**	**102**				
220	Conservation							
1210	Grass Cutting Contribution	4,032	3,939	(93)			102.4%	
	Conservation :- Income	**4,032**	**3,939**	**(93)**			**102.4%**	**0**
4000	Salaries & Pensions	767	4,743	3,976		3,976	16.2%	
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	2,455	1,500	(955)		(955)	163.7%	
4365	Tree & Hedge Work - Unplanned	0	7,500	7,500		7,500	0.0%	
4370	Project work	1,000	2,000	1,000	474	526	73.7%	1,000
4410	Nature Reserve management plan	0	500	500		500	0.0%	
4420	Grounds Maintenance - Unplanne	2,580	2,000	(580)		(580)	129.0%	
4605	Refuse & Dog Bin Collection	139	0	(139)		(139)	0.0%	
4635	Village Maintenance Contract	2,872	17,941	15,069		15,069	16.0%	
	Conservation :- Indirect Expenditure	**10,177**	**40,869**	**30,692**	**474**	**30,218**	**26.1%**	**1,000**
	Net Income over Expenditure	**(6,145)**	**(36,930)**	**(30,785)**				
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	**(5,145)**	**(36,930)**	**(31,785)**				
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	148	924	776		776	16.0%	
	Stockbridge Meadows :- Indirect Expenditure	**148**	**4,427**	**4,279**	**0**	**4,279**	**3.3%**	**0**
	Net Expenditure	**(148)**	**(4,427)**	**(4,279)**				
250	Cemetery General							
4635	Village Maintenance Contract	1,625	10,152	8,527		8,527	16.0%	
	Cemetery General :- Indirect Expenditure	**1,625**	**10,152**	**8,527**	**0**	**8,527**	**16.0%**	**0**
	Net Expenditure	**(1,625)**	**(10,152)**	**(8,527)**				
260	Orchard Road Cemetery							
1305	Memorials Fees	100	0	(100)			0.0%	
1310	Internment Fees	75	0	(75)			0.0%	
	Orchard Road Cemetery :- Income	**175**	**0**	**(175)**				**0**
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	54	367	313		313	14.7%	
4505	Electricity	(103)	250	353		353	(41.2%)	
4510	Water	0	125	125		125	0.0%	
	Orchard Road Cemetery :- Indirect Expenditure	**(49)**	**1,242**	**1,291**	**0**	**1,291**	**(4.0%)**	**0**
	Net Income over Expenditure	**224**	**(1,242)**	**(1,466)**				
270	New Road Cemetery							
1300	Burial Fees	1,200	3,500	2,300			34.3%	
1305	Memorials Fees	200	1,000	800			20.0%	
1310	Internment Fees	795	1,000	205			79.5%	
	New Road Cemetery :- Income	**2,195**	**5,500**	**3,305**			**39.9%**	**0**
4315	Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	179	1,125	946		946	15.9%	

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		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510	Water	60	150	90		90	40.0%	
	New Road Cemetery :- Indirect Expenditure	**239**	**2,267**	**2,028**	**0**	**2,028**	**10.5%**	**0**
	Net Income over Expenditure	**1,956**	**3,233**	**1,277**				
300	Play Areas							
4315	Maintenance & Reps - Planned	262	266	4		4	98.5%	
4320	Maintenance & Reps- Unplanned	0	3,000	3,000		3,000	0.0%	
4605	Refuse & Dog Bin Collection	139	1,299	1,160		1,160	10.7%	
	Play Areas :- Indirect Expenditure	**401**	**4,565**	**4,164**	**0**	**4,164**	**8.8%**	**0**
	Net Expenditure	**(401)**	**(4,565)**	**(4,164)**				
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	27	550	523		523	4.9%	
4510	Water	275	0	(275)		(275)	0.0%	
4605	Refuse & Dog Bin Collection	520	2,815	2,295		2,295	18.5%	
4635	Village Maintenance Contract	1,084	6,768	5,684		5,684	16.0%	
4640	Melbourn Dynamo's Power Pitch	1,920	1,970	50		50	97.5%	
	Recreation Ground :- Indirect Expenditure	**3,826**	**14,163**	**10,337**	**0**	**10,337**	**27.0%**	**0**
	Net Income over Expenditure	**(3,826)**	**(10,063)**	**(6,237)**				
320	Pavilion							
1550	Hire of Pavilion	0	100	100			0.0%	
	Pavilion :- Income	**0**	**100**	**100**			**0.0%**	**0**
4125	Broadband & Telephone	32	184	152		152	17.1%	
4175	Subcontractors	210	1,799	1,589		1,589	11.7%	
4315	Maintenance & Reps - Planned	1,150	1,768	618		618	65.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	537	2,701	2,164		2,164	19.9%	
4505	Electricity	1,520	2,600	1,080		1,080	58.5%	
4510	Water	0	750	750		750	0.0%	
4605	Refuse & Dog Bin Collection	0	478	478		478	0.0%	
	Pavilion :- Indirect Expenditure	**3,448**	**10,780**	**7,332**	**0**	**7,332**	**32.0%**	**0**
	Net Income over Expenditure	**(3,448)**	**(10,680)**	**(7,232)**				

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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							
4208	S106 Expenditure	253	0	(253)		(253)	0.0%	
4315	Maintenance & Reps - Planned	422	5,114	4,692		4,692	8.3%	
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	**675**	**49,028**	**48,353**	**0**	**48,353**	**1.4%**	**0**
	Net Expenditure	**(675)**	**(49,028)**	**(48,353)**				
510	Highways							
4900	Highways & Footpaths	12,500	12,500	0		0	100.0%	
4920	Street Lighting	104	1,250	1,146		1,146	8.3%	
	Highways :- Indirect Expenditure	**12,604**	**13,750**	**1,146**	**0**	**1,146**	**91.7%**	**0**
	Net Expenditure	**(12,604)**	**(13,750)**	**(1,146)**				
520	Little Hands							
1600	Property Rental Income	4,685	28,107	23,423			16.7%	
	Little Hands :- Income	**4,685**	**28,107**	**23,423**			**16.7%**	**0**
4175	Subcontractors	143	1,828	1,685		1,685	7.8%	
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	**143**	**3,503**	**3,360**	**0**	**3,360**	**4.1%**	**0**
	Net Income over Expenditure	**4,542**	**24,604**	**20,063**				
530	Workshop							
4315	Maintenance & Reps - Planned	0	50	50		50	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	1,786	13,246	11,460		11,460	13.5%	
4505	Electricity	452	2,600	2,148		2,148	17.4%	
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	**2,238**	**29,932**	**27,694**	**0**	**27,694**	**7.5%**	**0**
	Net Expenditure	**(2,238)**	**(29,932)**	**(27,694)**				
	Maintenance :- Income	**11,096**	**45,246**	**34,150**			**24.5%**	
	Expenditure	**39,259**	**215,350**	**176,091**	**474**	**175,616**	**18.5%**	
	Net Income over Expenditure	**(28,163)**	**(170,104)**	**(141,941)**				
	plus Transfer from EMR	**1,000**	0	(1,000)				

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Detailed Income & Expenditure by Budget Heading 16/06/2026

Month No: 2 **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	**(27,163)**	**(170,104)**	**(142,941)**				
Grand Totals:- Income	**11,096**	**45,246**	**34,150**			**24.5%**	
Expenditure	**39,259**	**215,350**	**176,091**	**474**	**175,616**	**18.5%**	
Net Income over Expenditure	**(28,163)**	**(170,104)**	**(141,941)**				
plus Transfer from EMR	**1,000**	0	(1,000)				
Movement to/(from) Gen Reserve	**(27,163)**	**(170,104)**	**(142,941)**				