Melbourn Parish Council
Maintenance Committee Report
Prepared by the Responsible Financial Officer (RFO)
Date: June 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 30th June 2026. This report also includes invoices received in July 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 £14,549 against a budget of £45,246 (32.2%). Total maintenance expenditure stands at £40,602 against a budget of £200,880 (20.4%). The movement in budgeted figure relates to £12,500 being removed as a reserve amount for Highways and £1,970 being removed as a reserve amount for Power Pitch grant.

The overall spending within this committee area currently remains slightly under 3/12th 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.

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 relates to 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 discussed no significant spend to report.

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
July 2026

Melbourn Parish Council Current Year

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **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	4,920	20,317	15,397		15,397	24.2%	
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	83	1,000	917		917	8.3%	
4235	Wardens Materials	408	750	342		342	54.4%	
4240	Wardens Equipment	20	1,500	1,480		1,480	1.3%	
	Wardens :- Indirect Expenditure	**5,486**	**27,284**	**21,798**	**0**	**21,798**	**20.1%**	**0**
	Net Expenditure	**(5,486)**	**(27,284)**	**(21,798)**				
210	Allotments							
1200	Allotment Rent received	10	3,500	3,490			0.3%	
	Allotments :- Income	**10**	**3,500**	**3,490**			**0.3%**	**0**
4105	Legal & Professional Fees	230	0	(230)		(230)	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	317	800	483		483	39.6%	
	Allotments :- Indirect Expenditure	**547**	**3,388**	**2,841**	**0**	**2,841**	**16.2%**	**0**
	Net Income over Expenditure	**(537)**	**112**	**649**				
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	1,151	4,743	3,592		3,592	24.3%	
4175	Subcontractors	630	3,435	2,806		2,806	18.3%	
4320	Maintenance & Reps- Unplanned	200	500	300		300	40.0%	
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	208	0	(208)		(208)	0.0%	
4635	Village Maintenance Contract	5,745	17,941	12,196		12,196	32.0%	
	Conservation :- Indirect Expenditure	**13,969**	**40,869**	**26,900**	**474**	**26,426**	**35.3%**	**1,000**
	Net Income over Expenditure	**(9,937)**	**(36,930)**	**(26,993)**				
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	**(8,937)**	**(36,930)**	**(27,993)**				
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	296	924	628		628	32.0%	
	Stockbridge Meadows :- Indirect Expenditure	**296**	**4,427**	**4,131**	**0**	**4,131**	**6.7%**	**0**
	Net Expenditure	**(296)**	**(4,427)**	**(4,131)**				
250	Cemetery General							
4635	Village Maintenance Contract	3,251	10,152	6,901		6,901	32.0%	
	Cemetery General :- Indirect Expenditure	**3,251**	**10,152**	**6,901**	**0**	**6,901**	**32.0%**	**0**
	Net Expenditure	**(3,251)**	**(10,152)**	**(6,901)**				
260	Orchard Road Cemetery							
1305	Memorials Fees	200	0	(200)			0.0%	
1310	Internment Fees	75	0	(75)			0.0%	
	Orchard Road Cemetery :- Income	**275**	**0**	**(275)**				**0**
4320	Maintenance & Reps- Unplanned	100	500	400		400	20.0%	
4500	Rates	81	367	286		286	22.0%	
4505	Electricity	(89)	250	339		339	(35.4%)	
4510	Water	0	125	125		125	0.0%	
	Orchard Road Cemetery :- Indirect Expenditure	**92**	**1,242**	**1,150**	**0**	**1,150**	**7.4%**	**0**
	Net Income over Expenditure	**183**	**(1,242)**	**(1,425)**				
270	New Road Cemetery							
1300	Burial Fees	1,600	3,500	1,900			45.7%	
1305	Memorials Fees	500	1,000	500			50.0%	
1310	Internment Fees	1,005	1,000	(5)			100.5%	
	New Road Cemetery :- Income	**3,105**	**5,500**	**2,395**			**56.5%**	**0**
4315	Maintenance & Reps - Planned	0	492	492		492	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	268	1,125	857		857	23.8%	

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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	58	150	92		92	38.5%	
	New Road Cemetery :- Indirect Expenditure	**326**	**2,267**	**1,941**	**0**	**1,941**	**14.4%**	**0**
	Net Income over Expenditure	**2,779**	**3,233**	**454**				
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	208	1,299	1,091		1,091	16.0%	
	Play Areas :- Indirect Expenditure	**470**	**4,565**	**4,095**	**0**	**4,095**	**10.3%**	**0**
	Net Expenditure	**(470)**	**(4,565)**	**(4,095)**				
310	Recreation Ground							
1400	Match Fees	0	3,350	3,350			0.0%	
1500	Hire of Recreation Grounds	40	750	710			5.3%	
	Recreation Ground :- Income	**40**	**4,100**	**4,060**			**1.0%**	**0**
4315	Maintenance & Reps - Planned	0	560	560		560	0.0%	
4320	Maintenance & Reps- Unplanned	220	500	280		280	44.0%	
4430	Grounds Maintenance - Planned	0	1,000	1,000		1,000	0.0%	
4505	Electricity	41	550	509		509	7.5%	
4605	Refuse & Dog Bin Collection	780	2,815	2,035		2,035	27.7%	
4635	Village Maintenance Contract	2,167	6,768	4,601		4,601	32.0%	
4640	Melbourn Dynamo's Power Pitch	3,840	0	(3,840)		(3,840)	0.0%	1,920
	Recreation Ground :- Indirect Expenditure	**7,049**	**12,193**	**5,144**	**0**	**5,144**	**57.8%**	**1,920**
	Net Income over Expenditure	**(7,009)**	**(8,093)**	**(1,084)**				
6000	plus Transfer from EMR	1,920	0	(1,920)				
	Movement to/(from) Gen Reserve	**(5,089)**	**(8,093)**	**(3,004)**				
320	Pavilion							
1550	Hire of Pavilion	60	100	40			60.0%	
	Pavilion :- Income	**60**	**100**	**40**			**60.0%**	**0**
4125	Broadband & Telephone	47	184	137		137	25.7%	
4175	Subcontractors	315	1,799	1,484		1,484	17.5%	
4315	Maintenance & Reps - Planned	1,221	1,768	547		547	69.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	805	2,701	1,896		1,896	29.8%	
4505	Electricity	1,675	2,600	925		925	64.4%	

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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	274	750	476		476	36.6%	
4605	Refuse & Dog Bin Collection	0	478	478		478	0.0%	
	Pavilion :- Indirect Expenditure	**4,338**	**10,780**	**6,442**	**0**	**6,442**	**40.2%**	**0**
	Net Income over Expenditure	**(4,278)**	**(10,680)**	**(6,402)**				
420	Community Hub							
4208	S106 Expenditure	253	0	(253)		(253)	0.0%	
4315	Maintenance & Reps - Planned	499	5,114	4,615		4,615	9.8%	
4320	Maintenance & Reps- Unplanned	233	10,000	9,767		9,767	2.3%	
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	**985**	**49,028**	**48,043**	**0**	**48,043**	**2.0%**	**0**
	Net Expenditure	**(985)**	**(49,028)**	**(48,043)**				
510	Highways							
4900	Highways & Footpaths	0	0	0		0	0.0%	(12,500)
4920	Street Lighting	203	1,250	1,047		1,047	16.2%	
	Highways :- Indirect Expenditure	**203**	**1,250**	**1,047**	**0**	**1,047**	**16.2%**	**(12,500)**
	Net Expenditure	**(203)**	**(1,250)**	**(1,047)**				
6000	plus Transfer from EMR	(12,500)	0	12,500				
	Movement to/(from) Gen Reserve	**(12,703)**	**(1,250)**	**11,453**				
520	Little Hands							
1600	Property Rental Income	7,027	28,107	21,080			25.0%	
	Little Hands :- Income	**7,027**	**28,107**	**21,080**			**25.0%**	**0**
4175	Subcontractors	283	1,828	1,545		1,545	15.5%	
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	**283**	**3,503**	**3,220**	**0**	**3,220**	**8.1%**	**0**
	Net Income over Expenditure	**6,744**	**24,604**	**17,860**				
530	Workshop							
4315	Maintenance & Reps - Planned	0	50	50		50	0.0%	
4320	Maintenance & Reps- Unplanned	0	500	500		500	0.0%	
4500	Rates	2,680	13,246	10,566		10,566	20.2%	

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Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3 **Committee Report**

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4505	Electricity	559	2,600	2,041		2,041	21.5%	
4510	Water	69	250	181		181	27.6%	
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	**3,308**	**29,932**	**26,624**	**0**	**26,624**	**11.1%**	**0**
	Net Expenditure	**(3,308)**	**(29,932)**	**(26,624)**				
	Maintenance :- Income	**14,549**	**45,246**	**30,697**			**32.2%**	
	Expenditure	**40,602**	**200,880**	**160,278**	**474**	**159,803**	**20.4%**	
	Net Income over Expenditure	**(26,054)**	**(155,634)**	**(129,580)**				
	plus Transfer from EMR	**(9,580)**	0	9,580				
	Movement to/(from) Gen Reserve	**(35,634)**	**(155,634)**	**(120,000)**				
	Grand Totals:- Income	**14,549**	**45,246**	**30,697**			**32.2%**	
	Expenditure	**40,602**	**200,880**	**160,278**	**474**	**159,803**	**20.4%**	
	Net Income over Expenditure	**(26,054)**	**(155,634)**	**(129,580)**				
	plus Transfer from EMR	**(9,580)**	0	9,580				
	Movement to/(from) Gen Reserve	**(35,634)**	**(155,634)**	**(120,000)**				