



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To:

Councillor S Rabey (Vice-Chair)
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard
Councillor J Westbrook
Councillor A Griffin

4 March 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Finance, Administration and Performance Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 11th March 2024** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

Melksham Town Council
Finance, Administration and Performance Committee
Monday 11 March 2024
At 7.00 pm at the Town Hall

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFvOHhtdz09>

Join Zoom Meeting

Meeting ID: 836 6987 6198 **Passcode:** 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

- 3. Minutes (Pages 1 - 2)**
To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 15 January 2024.
- 4. Major Grants (Pages 3 - 20)**
For decision on Major Grants.
- 5. Grants (Pages 21 - 66)**
For decision on grant applications.
- 6. Financial Statements**
 - 6.1 Lloyds (Pages 67 - 74)**
To receive Lloyds statements for December 2023 and January 2024.
 - 6.2 Unity (Pages 75 - 84)**
To receive Unity statements for December 2023 and January 2024.
 - 6.3 Petty Cash (Pages 85 - 92)**
To receive Petty Cash statements for December 2023 and January 2024.
 - 6.4 Monthly Financial Statement (Pages 93 - 96)**
To receive monthly financial statements for December 2023 and January 2024.
 - 6.5 Budget Report (Pages 97 - 120)**
To receive budget reports for December 2023 and January 2024.
 - 6.6 Income Report (Pages 121 - 124)**
To receive the income reports for December 2023 and January 2024.
 - 6.7 Earmarked Reserves (Pages 125 - 128)**
The receive the earmarked reserves reports for December 2023 and January 2024.

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Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 15th January 2024

PRESENT:

Councillor S Rabey (Vice-Chair)
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard

IN ATTENDANCE: Councillor P Aves

OFFICERS: Andrew Meacham Committee Clerk

PUBLIC PARTICIPATION: One member of the public was present and one member of the public was present virtually.

Mike Saunders asked for updates on a number of matters.

Noticeboard in Church Street is scratched and difficult to read. Will this be replaced?

Lighting in King George V has gone quiet. It was confirmed that a motion had been passed and work had started. Councillor Hubbard advised that bespoke parts had to be ordered. Completion expected February/March.

Town Hall as a wedding venue. Head of Operations advised that the matter had been put on a back burner as the two times it had been before council there was little appetite for it. The Town Hall had previously had a licence but it was a loss maker. The matter may be revisited when resources allow.

Roundhouse Repointing. The Chair confirmed that planning had only recently been granted and the matter had been reported on by BBC news. Councillor Hubbard pointed out that a date could not be arranged until after planning permission was granted.

Assembly Hall roof . The contractor was running behind due to various weather events and work would commence as soon as possible.

Dog Agility Area. In discussion with local experts. Will be more Dog Enrichment than Dog Agility.

Assembly Hall management. This is a staffing matter which cannot be commented on at this time.

Mike expressed concern that, in his view, there was an increasing amount of information not available to the public. The Chair confirmed that anyone is free to contact any councillor, or the Town Hall officers, direct. A lot of the information requested tonight is already in the public domain. Councillor Ellis referred to item 5 of the agenda. Councillor Westbrook noted that it was ultimately intended that project updates would be available on the Town Council website.

Councillor Hubbard asked for clarification on reference to his 'misunderstanding' at the last full council meeting. The question of ECWG meetings was discussed.

Councillor Ellis asked for it to be recorded that he had questions on this matter to be put to full council on Monday.

74/23 Apologies

Apologies were received from Councillor Mortimer.

75/23 Declarations of Interest

There were no declarations of interest.

76/23 Minutes

The minutes of 20 November 2023, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

77/23 Matter arising from Full Council on 18 December 2023 and Finance, Administration and Performance on 20 November 2023

Members were reminded of what occurred at the Finance, Administration and Performance meeting of 20 November 2023. The question was asked whether members should discuss the matter in the absence of Councillor Mortimer. Councillor Hubbard felt that the matter should be discussed in view of the upcoming budget.

The Locum RFO gave his professional opinion that it made no difference how the items were coded. Councillor Hubbard outlined his concerns. There was a discussion, mainly between the Locum RFO and Councillor Hubbard. Councillor Rabey commented that many councils do as Melksham Town Council currently does.

There was discussion on whether Standing Orders allowed the motion to be revisited at this time or if the motion was valid. Councillor Hubbard suggested that if seven councillors wrote to the Proper Officer (or in the current circumstances the committee clerk), the matter could be brought back to full council on Monday.

78/23 Project Plans

A verbal update was given.

Bowman's Court Lighting – referred to LHFIG who are meeting later this month.

BMX Track – responsibility for the tender process has been passed to Reg Williams.

Cricketer's Café – Expected to open beginning of February. Councillors agreed that the refurbishment looked amazing. The committee clerk commented that, subject to any objection, this should no longer be considered a council project

Dog Park – Dave Elms is in consultation with Andrew Bloomfield on design of Dog Enrichment Area. Dog Agility Equipment would need to be breakaway and would be easily to steal. Councillor Hubbard asked what was happening with the previously installed kit and was a refund being sought.

KGV CCTV – Poles are up and expected to be completed 16 February 2024.

KGV Lighting – As KGV CCTV

East Melksham Community Hall – Planning application was expected to be submitted mid December. However, David Sharp emailed some questions to the Town Clerk on 12 December 2023. Head of Operations will see if he can answer the questions.

CCTV Report – Being dealt with by Ken Graham of Instrom Ltd. Expected before the end of the month.

Councillor Aves asked if it could be confirmed where the money put aside for the work on the entrance to Shurnhold Fields was held.

Councillor Ellis said there were some other projects he would like updates on and he would forward details.

79/23 Financial Statement

80/23 Lloyds

Received.

81/23 Unity

Received.

82/23 Petty Cash

Received.

83/23 Monthly Statement

Councillor Hubbard noted that the spreadsheet on page 31 of the agenda pack shows the same information as the spreadsheet on page 55 for item 6.6, but differently and under different sub-headings. Could this be looked at so there is a consistent method of recording the data.

Councillor Rabey asked, if councillors have queries on financial statements, could they if possible be emailed in advance to give officers notice.

Subject to the above, the statements were received.

84/23 Budget Report

Councillor Hubbard queried the following.

Overspend on 4021 Stationery, 4042 licences/software and 4104 window cleaning.

4150 Uniform/PPE. Assume because of high turnover of staff. Head of operations advised also because of ensuring a stock of supplies.

4156 Vehicle leasing. At 146% and another quarter to go. Head of operations confirmed payments made monthly and would shortly be dispensing with one of the leased vehicles. It had been intended to get rid of one vehicle at the start of the year but problems with other vehicles meant were unable to do so with knock-on effect on budget. Councillor Hubbard commented that a Budget Report to accompany the statement would explain such issues.

4102 Non Domestic Rates. Head of Operations said that an office had previously been let out to another business and double rates are incorrectly being charged.

4158 Replacement Play Equipment. Is this actually dog agility equipment. Head of Operations believed it was. Councillor Hubbard said this should not be under replacement play equipment and asked for an assurance that it would be corrected coded.

4309 Newsletter. Councillor Hubbard believed the Council had a duty to issue a yearly newsletter and could this be looked at.

4354 Parking Scheme. Is this figure correct or is it miscoding? Committee Clerk advised he personally had regularly taken envelopes full of refund vouchers. Possible reasons for increase in usage of the scheme were discussed. Councillor Hubbard felt council would at some point need to consider how the scheme would work if car parks went to online payments only and whether the refund should be one hour or two hours.

4913 Water DO NOT USE. Clearly is being used. Head of Operations and Locum RFO advised this would be a historical note which has copied across all 4913 codes. The wording DO NOT USE should be removed.

Assembly Hall. There was discussion on ticket sales money and where it was recorded. Councillor Hubbard also stressed that it was council policy to have hire charge only and not ticket splits. Councillor Westbrook asked for clarification regarding the definition of 'council run events'.

85/23 Earmarked Reserves

Councillor Hubbard referred back to his earlier comments and also that not all earmarked reserve 'pots' are showing. Council cannot see what is actually available to spend.

Subject to this, the statements were received.

Meeting Closed at: 8.05 pm

Signed:

Dated:

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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES (01225) 704187 grants@melksham-tc.gov.uk

GRANT MONITORING FORM 2024/2025

YOUR CONTACT DETAILS	
ORGANISATION: Melksham Tourist Information Centre	
NAME:	
1. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY	TOTAL COST
Helping to keep the Tourist Information Centre open for the use of residents of Melksham and Without, and visitors to the area.	
Selling tickets for local events and the Assembly Hall.	
Enabling us to support Melksham Community Transport with office space and being the contact point for bookings.	
Helping us to buy in new items for Melksham Souvenirs.	
We have also used the grant in to help update our display window	
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT	£4,000.00
Helping to keep the Tourist Information Centre open for the use of residents	
2. The benefits of your grant	
3. How many people in Melksham have benefited from the grant?	
We do not have a system of counting how many people call in or phone.	
4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)	
Yes	

5. Is there anything else that you would like to say regarding your grant?

Thank you for the grant which enables us to stay open.

Please return this form by email to grants@melksham-tc.gov.uk. or to Melksham Town Hall.
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GRANT MONITORING FORM 2024/2025

YOUR CONTACT DETAILS	
ORGANISATION: Wiltshire Citizens Advice	
NAME:	
1. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY	TOTAL COST
5 hours day per week paid advisor	£4,375
IT Support	£575
Postage	£50
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT	£5,000
2. The benefits of your grant	
<p>Between January 23 and December 23, we have supported a total of 354 clients from Melksham with 1,613 issues. This is an average of 4.5 issues for every client that we helped. Our top issues were benefits and tax credits, especially personal independence payments and new claims for Universal Credit. We also had 82 queries about general benefit entitlement, from those struggling to pay bills to see if there is any more income they may be entitled to.</p> <p>We have helped with an increasing number of debt issues, and fuel debts have now overtaken Council Tax as our number 1 debt issue. 54% of Melksham clients had a disability or long-term health condition. For every client we help with a benefit claim we secure them an average additional income of £6,827 per annum, and for debt clients an average of £10,954 debts written off. As well as giving advice we have in 2023 been able to access a significant number of local and national funds to help clients with the ever-increasing costs of living.</p>	

In this/these parish/es we helped

Clients	354
Issues all	1,613

Top Issues

Benefits & tax credits	397
Benefits Universal Credit	329
Debt	192
Housing	122
Employment	114

Top 5 benefit issues

21 Personal independence payment	149
01 Initial claim	140
28 General Benefit Entitlement	82
02 Standard element	43
08 Calculation of income, earnings and capital	38

Top 5 debt issues

04 Fuel debts	33
09 Council tax arrears	23
99 Other Debt	18
60 Debt Assessment	13
16 Water supply & sewerage debts	11

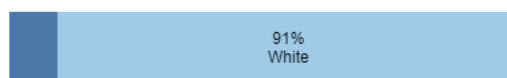
Homelessness

03 Threatened homelessness	8
02 Actual homelessness	6

Gender



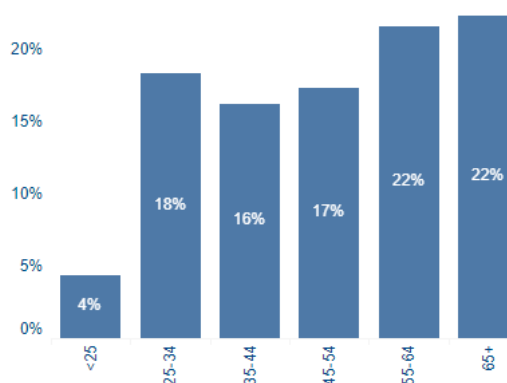
Ethnicity



Disabled or Long term health



Age group



In this/these parish/es we helped

Clients	354
Issues all	1,613

Outcomes	Clients with an outcome	Total Value	Avg per client
Income gain	38	£259,414	£6,827
Repayments rescheduled	2	£1,200	£600
Other	24	£14,636	£610
Debts written off	2	£21,908	£10,954

3. How many people in Melksham have benefited from the grant?

354 households, which is an average of 850 individuals.

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes

5. Is there anything else that you would like to say regarding your grant?

We have seen increased demand from the people of Melksham in 2023, especially with regard to emergency and charitable support, access to foodbanks, additional benefits and fuel debt.

We also published our housing report highlighting the issues faced by clients in Wiltshire with access to affordable and decent quality housing.

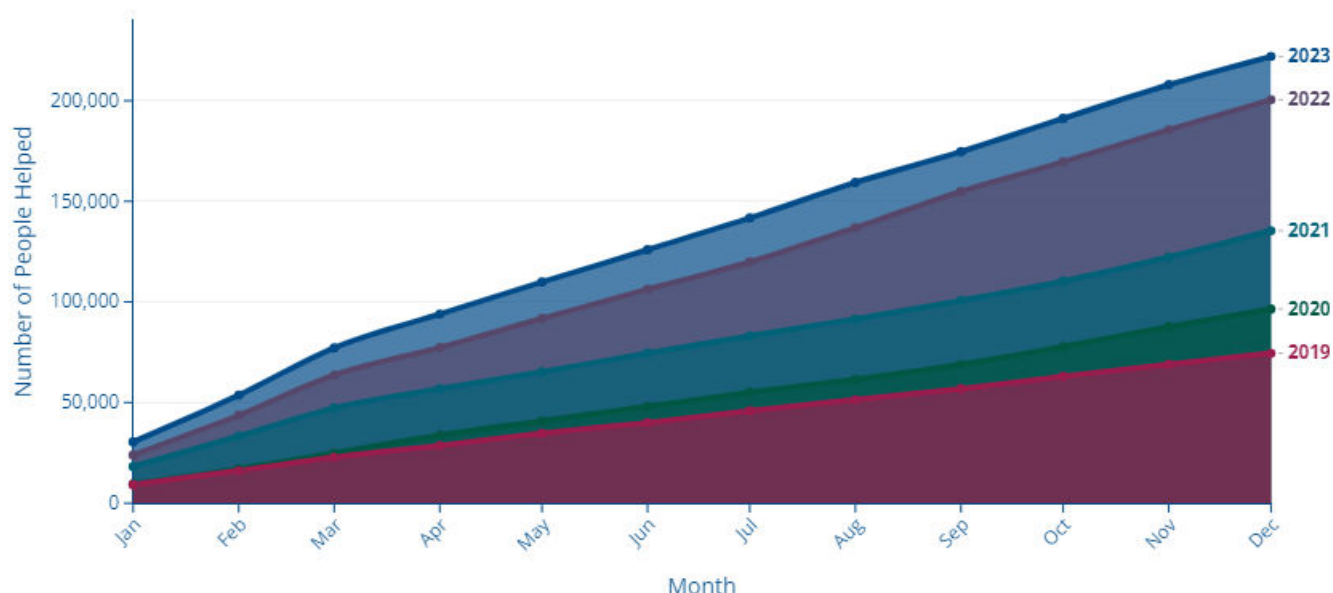
<https://www.citizensadvicewiltshire.org.uk/spotlight-on-our-housing-data>

Nationally Melksham is following the trend of us helping more clients with crisis support than ever before.

Cumulative number of people we've helped with crisis support each year

We've helped more people with crisis support than at this point in any other year on record.

Crisis support includes food bank referrals and emergency charitable support.



Please return this form by email to grants@melksham-tc.gov.uk or to Melksham Town Hall. If you have any questions or require any help please do not hesitate to contact grants on grants@melksham-tc.gov.uk or call 01225 704187.

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GRANT MONITORING FORM 2024/2025

YOUR CONTACT DETAILS		
ORGANISATION: Melksham Food and River Festival 2024		
NAME:		
1. Please give details below of the items or activities funded by this grant		
ITEM/ACTIVITY	ESTIMATED COST	
Hire of the Festival Marquee,	1,350.00	
Insurance Premium	1,500.00	
Security	2,400.00	
Medical and First Aid	950.00	
Electrical Power / PA services and hire of large TV screens	3,300.00	
Waste, toilets and site cleaning	2,500.00	
Hire of Electric Power Generator	1,800.00	
Hire of Fire Extinguisher	120.00	
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT		5,000.00
The grant is needed as a partial (36%) contribution towards meeting the costs of key professional activities and services necessary to achieve the successful event.		13,920.00
2. The benefits of your grant		
Please give details below of the ways in which the award has been of benefit to the work of your group and how this benefits people of Melksham as stated on your original application.		
Grant support from the Council the past years, has enabled local volunteers to deliver the highly successful annual Melksham Food and River Festival in Melksham's King George V Playing Fields and on the River Avon during the first weekend of September annually.		
The grant helps the event maintain FREE access for residents and visitors to attend; and to retain a very competitive cost structure that is very attractive to local communities, charities, local organisations, businesses.		

Based on Festival costs incurred for the 2023 and initial feedback, we estimate that increased costs are likely to raise the draft expenditure budget for the two day 2024 Festival to around £18,500. Most of these third-party costs will only actually be incurred after the Festival in September 2024; but they have to be contracted – if not paid until after the event - with third parties well in advance

3. How many people in Melksham have benefited from the grant?

Because the event is free to attend it is not possible to obtain a precise demographic breakdown, but we are confident that a significant public attendance is drawn from all areas of the MTC area. In 2023 public attendance over the weekend is estimated to be in the order 8,000 to 10,000 people.

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes

5. Is there anything else that you would like to say regarding your grant?

See grant application form.

In 2024, the Festival Steering Committee faces a number of challenges arising from issues beyond our control. These include (a) accessing free car parking previously provided on the new closed Cooper Tires (CT); (b) access to the CT side river bank a base for the zip wire; (c) replacing sponsorship; access to electrical services in the KGvP. The Committee has built up a reasonably healthy carry-forward reserve contingency fund in anticipation of of such challenges; and is seeking ways to address these at the time of writing.

Please return this form by email to grants@melksham-tc.gov.uk. or to Melksham Town Hall. If you have any questions or require any help please do not hesitate to contact grants on grants@melksham-tc.gov.uk or call 01225 704187.

people who have been through a counselling service. Evaluation forms evidence the help that young people have received by being able to access this service and the difference we make.

The mentoring programme links local business and young people to help support young people raise their aspirations and make reasoned choices relating to the world of work, training and further education.

3. How many people in Melksham have benefited from the grant?

In 2022 we have worked with more than 700 young people in Melksham through our Youth Work and TeenTalk early help and support counselling service. We have held over 100 youth club sessions based at The Canberra Centre with young people attending over 4050 times across those sessions. We have reopened our face to face counselling and been able to reach and support over 150 young people.

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes

No

Partially

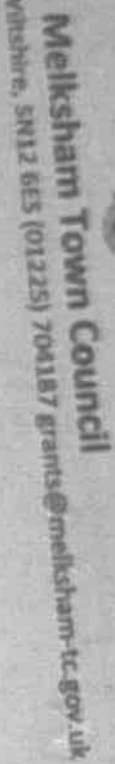
5. Is there anything else that you would like to say regarding your grant?

We are continuing to develop our Youth Work programme and are reaching out and targeting our activities and clubs with the young people in our community at the heart of these decision and planning processes.

We are looking at developing our TeenTalk service to include group therapy, controlling anger and have successfully established at the end of 2022 a youth club specifically for young people who have been through a counselling service. This specific group enables them to develop their social skills in a safe environment.

We are hoping to deliver workshops for parents on issues and concerns that young people face in this modern world including family therapy and re-establish our mentoring scheme linking young people and business within our town.

Please return this form by email to grants@melksham-tc.gov.uk. or to Melksham Town Hall.
If you have any questions or require any help please do not hesitate to



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Town Hall, Melksham, Wiltshire, SN12 6ES 01225 70034/70025

GRANT MONITORING FORM 2024/2025

YOUR CONTACT DETAILS

ORGANISATION:

11: Meksham Carnival

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2. The benefits of your grant

2. The benefits of your grant

Please give details below of the ways in which the award has been of benefit to the work of your group and how this benefits people of Melksham as stated on your original application.

Carnival Benefits the Community which we hope to continue through 2024

Supporting at other events inc

- Food & River Fest
- ~~Wagga~~ Bonnie Baby (Hosp. car fete)
- Payanty Selection Event
- Climate Fest
- Lions 50th Event
- Remembrance Parade

3. How many people in Melksham have benefited from the grant?

1-3500

4. Has last year's grant been spent in accordance with its purpose as requested last year? (please circle)

Yes N/A

No

Partially

5. Is there anything else that you would like to say regarding your grant?

The 2022/23 grant was earmarked for M. carnival, we didn't manage to go ahead but as per the 2011/23 meeting we were hoping to be able to run this over to ensure the future of Carnival 2024.

Please return this form by email to grants@melksham-tc.gov.uk, or to Melksham Town Hall if you have any questions or require any help please do not hesitate to contact grants on grants@melksham-tc.gov.uk or call 01225 704187.

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Plans for 2024-6

- Annual street carnival procession, remaining free for all of Melksham and the surrounding areas to enjoy, and participate in
- Annual Royalty competition
- Annual Bonnie baby competition, linking Melksham Carnival with Melksham Hospital
- Christmas Grotto with MTC - after a successful 2023 Christmas event, we would love to help this grow each year keeping both our visibility as more than a 'once a year' team and also to support the residents have an affordable, memorable event to attend
- Various community events inc. Food and river festival, lions 50th celebrations and Melksham Hospital fete.

Our main goals over the next few years are to expand our volunteer base, and promote Carnival as a family friendly, open to all group.

We want to be seen to help our community at various fundraisers and awareness events as well as keeping a long standing tradition alive for all to enjoy

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MELKSHAM TOWN COUNCIL REGULAR GRANT APPLICATIONS MARCH 2024																												
Organisation Name	What the Grant is For	Total Beneficiaries	Melksham Town Beneficiaries	Melksham Beneficiaries %	Own bank account, with two signatories	At least 3 members on its management committee	Constitution, terms of reference or set of rules	Is the project of benefit to Melksham?	Evidence of Melksham Town residents who benefit?	Match funding/ other sources of funding?	Not a private organisation or business	Not an upward funder	Not passing funding on	Not for an individual or religious/political	Not for loan/interest payments	Not undertaken by health authority	No discrimination	Not already happened	Not for running costs, evidence of sustainability	ACCOUNTS	BANK STATEMENT	CONSTITUTION	SAFEGUARDING	EQUAL OPPORTUNITIES	ENVIRONMENTAL POLICY	SCORE OUT OF 21	Notes on scores	MARCH GRANT REQUESTS
Milktown Writers' Group	Set up a website	30	15	50.00		1	1	1	1	1	1	1	1	1	1	1	1	1	1			1	1	1	1	18	Match funding source not mentioned. No bank statements and no accounts.	£740.00
Back On Track - Stroke Rehab Service	Provide Rehabilitation, Activities, Counselling and Psychotherapy for Stoke Survivors and family members	35	10	28.57	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21		£1,000.00
Trauma Breakthrough	Mental health support for survivors of trauma and abuse	925	20	2.16	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21		£1,000.00
Celebrating Age Wiltshire	6 week creative conversation group for men aged 60+	15	15	100.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21		£1,000.00
Age UK Wiltshire	Provide Melksham Community Support service	100	60	60.00	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21		£12,000.00
Wiltshire Sight	Monthly sight loss hub	70	45	64.29	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21	Major grant 2023 - not awarded in 2024/25 budget advised by Council to apply for regular grant. Service agreement with Melksham Without Parish Council - £12,000 Separately applying to Melksham Area Board for information & Advice outreach	£500.00
British Cactus & Succulent Society Wiltshire Branch	Room Hire	150	60-70		1	1	1	1	1	1	1	1	1	1	1	1	1	N	1	1	1	1	1	1	1	21	Event in June 2024	£544.40
Page 21	Notes on Grant Application scoring matrix •Scores are a guide, based on the questions in the application form. •A score of 1 denotes compliance, 0 is non-compliance. •Blue text is a Hall Hire application.																						1				Budget 2022/2023 Awarded so far	£16,000.00 £8,045.00
																											Final Quarter funds available	£7,955.00
																											TOTAL GRANT APPLICATIONS	£16,784.40
																											DIFFERENCE	-£8,829.40

Whole project cost	% of project requested	Grant per Melksham beneficiary
£1,490	49.66	£49
£13,435	7.44	£100
£270,768	0.37	£50
£2,500	40.00	£67
£24,000	50.00	£200
£3,364	14.86	£11
£680		



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Grants Application Form

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	<input type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>

How much are you applying for in this application?

£ 1000	<input type="checkbox"/>
--------	--------------------------

1. ORGANISATION/GROUP'S NAME

Trauma Breakthrough

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Have at least three members on its management committee? YES
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	YES

Are you a registered charity? Yes/No: If so, please give your charity number: 1150508

Is your organisation part of, or affiliated to, a larger organisation? If so, which: N/A

Please circle the categories that best describe your organisation?

- | | |
|--------------------------------|--|
| • Charitable Organisations | • Organisations assisting the disabled |
| • Youth Group | • Minority Groups |
| • Senior Citizen Group | • Community buildings |
| • Sports Clubs and Arts Groups | • Community events |
| • Advice Organisations | • Health/transport/safety groups |
| • Other (please explain) | |

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Trauma Breakthrough exists to support the 1-in-3 who experience trauma (childhood abuse, domestic abuse, sexual assault, displacement, and traumatic incidents) during their lifetime. Without support, this can lead to long-term difficulties with physical, emotional and mental health, as well as issues around addiction, isolation, eating, homelessness, job retention and self-harm.

Only 1 in 4 of those living with PTSD receive any form of treatment, treatment which is often inappropriate for their needs. In the South West there is very little provision within statutory services for survivors, and 1 in 6 people try to take their own life while on an NHS waiting list.

Trauma Breakthrough started from small means in 2012 initially offering a support group for local people, but the need and demand was huge, 10yrs on we now provide FREE specialist services for individuals across the South West offering individual therapy, groups, drop-in crisis support, mental health skills courses, and survivor-led wellbeing activities; as well as training for friends & family, schools, businesses, and community organisations in how to support those struggling.

Trauma Breakthrough directly support around 125 people per month through our Support Centre which we opened in September 2020 to be able to offer distanced face-to-face therapeutic services throughout the lockdowns and provide community support for those struggling.

Between our support services and training courses, we support around 1500 people per year.

The need and demand is huge, and growing. Referrals to us have increased by over 2000% since the pandemic. Across 2022 we received 39 referrals per month on average, currently it's 80-100 new crisis referrals per month, which shows the huge need for Trauma Breakthrough's input as one of the few trauma-specialist services nationally.

Although we are Bath-based, we've intentionally kept a very wide catchment area due to the lack of services like this elsewhere, which is why we're able to offer services for Melksham residents.

As a base line we receive around 8-12 new crisis referrals for Melksham (or surrounding villages) residents per month, and work with around 75-120 residents a year.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Specialist mental health support services for survivors of trauma and abuse, and those in mental health crisis.

If needed, please elaborate here with further details

As a charity we believe that everyone has the right to access appropriate support for their individual needs, no two survivors' experiences are the same, therefore support should not be 'one size fits all'.

Our work with each individual can include a mix of initial triage, signposting, support planning with one of the therapy team, individual therapy, groups, art therapy, drop-in crisis support, mental health skills programmes, and survivor-led wellbeing activities. These can be delivered over a short period (2-3 months, or medium to longer term 6-18 months)

As grant of £1,000 could fund:

- £975 - A total of 15 specialist 1hr therapy sessions to help individuals with complex needs process past trauma and recovery

<p>What evidence do you have of adverse effects on the community if your project does not go ahead?</p> <p>Service users referred to us have usually been seen by local statutory services (GP, mental health team, supported housing, etc) numerous times before a referral is made, presenting with a range of issues and high need.</p> <p>In crisis input alone our service helps prevent individuals from causing themselves harm or requiring input from Emergency Services and A&E. Such visits to A&E cost the NHS £228-806 per visit [The Lancet, Vol. 4, Issue 10, p759-767, Oct 01, 2017]. 41.5% of referrals we received in the last year included a recent (<6 months) serious suicide attempt or potentially life-affecting self-harm requiring hospital input.</p> <p>On average 1 in 4 of our service users feel able to return to work / education (or an important activity if work/study are not part of their circumstances) following access to our services. In the UK, more than half of health-related absences are attributed to poor mental health – nearly 20 million days per year. Trauma related mental health issues cost employers over £34 billion every year.</p>	
<p>6. BENEFICIARIES</p>	
<p>How many people in total will benefit from this grant?</p>	<p>925 (across the charity's annual work as a whole)</p>
<p>How many of the beneficiaries are residents of Melksham Town? Please use the attached map which indicates the Melksham Town boundary.</p>	<p>75-120 across the year. But 4-20 within the scope of a £1000 grant.</p>
<p>Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.</p> <p>Based on geographic data from referrals within the past 6 months, applied to the largest number of beneficiaries from Melksham that we can realistically support within the scope of a small grant.</p>	
<p>7. FINANCIAL INFORMATION</p>	
<p>ESTIMATED TOTAL COST OF PROJECT £ 270,768</p>	<p>GRANT AID REQUESTED FROM MTC £ 1000</p>
<p>What are your current or planned subs/fees/charges?</p> <p>All our services are free at point of delivery.</p>	

- £1,000 – 4 places on our START Programme (8-week mental health skills course helping those in crisis build skills to manage their mental health and ground when distressed, triggered or experiencing panic attacks, and build relational skills to help combat social isolation)
- £1,000 – 20x Support Sessions with a therapist to assess needs and build a support plan for local residents who are in mental health crisis and at risk of suicide or serious harm.

How will this benefit the community or people of Melksham?

Our outcome measures for service users who entered our service at the end of 2023 show on average a 20% increase in sense of safety, 10% increase in mood and a 11% reduction in social isolation within their first 3 months of accessing services.

Service users on average also saw a significant reduction (58%) in risk - including suicidality, self-harm, substance misuse, and risk-taking behaviours. Our psychoeducation programme shows that 94% found the input received helpful, 80% had a reduction in use of self-harm or negative coping mechanisms since taking part, 100% of attendees felt they understood more about trauma and its effects through their work with us, and 100% felt more equipped with mental health skills.

We are a small team with a big impact, and a life-saving service.

Across the last the average amount of time Melksham residents spent accessing our services was 6.5 months, at a cost of over £15,000 to the charity as a whole.

Case Study:

Female Melksham resident in her mid-50s was referred to our services from North Wiltshire Intensive Team following 2 serious suicide attempts and multiple years accessing statutory mental health services and not finding appropriate support. Client was experiencing suicidal thoughts, regular flashbacks, self harm, and issues with sleep, eating, drug-use, and risk taking behaviours. She had experienced multiple incidents of sexual abuse in childhood, and domestic abuse in adulthood.

North Wilts Intensive Team felt unable to offer any ongoing support.

In her first 6 months with us, she accessed our 8-week mental health skills programme, followed by some long term individual art psychotherapy. This has helped her manage her emotional responses and reduce risk scores by 12 points (17%) in the first few months. She has been able to process childhood experiences within therapy sessions, improved family relationships, and has improved her social connection within the community engaging with activities within the town and reaching out for support when struggling (seeing a considerable reduction in reliance on A&E or Emergency Services responses). Client felt stable to leave our services after 14months and is managing her mental health.

What evidence do you have that this project/service is required in Melksham?

Quick Stats for Trauma Breakthrough's work as a whole:

- 1 in 5 people are abused as children
- 1 in 4 experience domestic abuse
- It takes on average 26yrs for men to disclose having been abused
- 53% of LGBT+ people in the UK have been subjected to sexual violence
- Only 1 in 4 of those living with PTSD receive any form of treatment, treatment which is often inappropriate for their needs (80% of the referrals we receive are from statutory services with no provision for trauma work).
- 1 in 6 people try to take their own life while on an NHS waiting list for psychological therapy.
- 41.5% of referrals we received in the last year included a recent (<6 months) serious suicide attempt or potentially life-affecting self-harm.
- Over 25% of the referrals we receive are from men
- 31% of our referrals are for young adults (those age 18-25) and 6% are for those age 60+
- 72% of our service users have experienced sexual violence (either as a child or as an adult)
- Over 75% have experienced abuse/trauma in both childhood AND adulthood.
- 1 in 6 of our service users would consider themselves to have a disability or access need
- 1 in 3 of our service users have struggled with **Page 26** as a coping strategy

How will you spend the grant money you are applying for?

Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
Specialist Therapist 20hrs (delivered as either individual therapy sessions, crisis support plan sessions, or mental health skills group sessions – depending on each Melksham resident's needs)	£ 420
Admin & Management (includes referral triage, appointment booking, onward referrals)	£ 285
Staff & Volunteer Training	£ 200
General expenses (inc resources printing, tea/coffee for sessions, etc)	£ 95
	£
	£
	£
Total	£ 1000

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Lloyds Bank Foundation	£ 25,000	Yes
Tudor Trust	£ 45,000	Yes
Lloyds Bank Foundation	£75,000	Pending
Sovereign Housing Group	£ 1500	Yes
Midsomer Norton Town Council	£ 5000	pending
Bath Boules	£ 2000	Pending
Applications to a range of Trusts and Foundations pending decisions across 2024.	£ 84,500 Total	
Total	£	

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	31	/	3	/	2023
TOTAL GROSS INCOME	£	207,071		TOTAL EXPENDITURE	£ 225,003
BALANCE AT YEAR END	£	2995		SAVINGS (RESERVES, CASH, INVESTMENTS)	£ 52,500

If your savings are more than your annual expenditure, what are they for?

Savings account = 3 months running costs as per reserves policy

9. ELIGIBILITY**YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. If you are requesting funding for a one-off project, has the project already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	Yes
<p>Proportion of costs related to therapist time toward support sessions. These costs so not reflect the full salary core costs but in the majority reflect costs related to that staff member's time e.g. professional fees, clinical supervision, etc.</p> <p>Majority of salary costs currently funded by Lloyds Bank Foundation, National Lottery (until 31/3/24), Tudor Trust, and other unrestricted grants from other trusts and foundations.</p>	
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable – No explicit support required, but hold regular MDTs and team meetings with these and other statutory services who refer to us to keep updated and improve access.</p>	

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

☐ A copy of your most recent accounts
☐ Your most recent bank account statement & details of any other investments/savings;
☐ A copy of your constitution/terms of reference/set of rules.
☐ A copy of your safeguarding policy if your group works with vulnerable adults or children.
☐ A copy of your adopted equal opportunities policy or statement
☐ Evidence of the environmentally responsible and sustainable practices of your organisation.

11. BANK DETAILS

Name of Account:

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12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s)

Date: 2/2/24

Please return your completed form with copies of the relevant documents to Melksham Town

Hall, SN12 6ES, or by email to grants@melksham-tc.gov.uk



Melksham Town Council
 Town Hall, Melksham, Wiltshire, SN12 6ES
 Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Grant Application Form

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	Full
	Full days hire

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

British Cactus & Succulent Society Wiltshire Branch

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:		
ADDRESS:		
TELEPHONE:		EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?
 Have at least three members on its management committee?
 Have a constitution, terms of reference or set of rules? *(please ask for help with this if needed)*

Yes/No
 Yes
 Yes
 Yes

Are you a registered charity? Yes/No: If so, please give your charity number:

The main society is 290786 but the branch is not.

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

The British Cactus & Succulent Society

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain)Hobby Group |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

The aims of the society are to advance the education of the public by the study, culture and propagation of Cacti & Succulent plants and to promote the conservation of such plants. The residents of Melksham will be able to advance their knowledge to gain further enjoyment from the hobby and meet like minded people.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

The funding requested is for the hire of the Melksham Assembly Hall so that we can use this spacious facility for our annual 'Cactus & Succulent Show'

If needed, please elaborate here with further details:

Every month except January we meet at the Riverside Centre where we have a mix of speakers, workshops and discussions on the hobby of Cacti and Succulents, unfortunately the hall is not large enough to show the plants at their best

How will this benefit the community or people of Melksham?

The residents will be able to see what the hobby has to offer and converse with like minded people. We use this event to bring the hobby to a wider audience and try to encourage them to join us in our monthly meetings to learn more about the care and propagation of Cacti & Succulents.

What evidence do you have that this project/service is required in Melksham?

The residents of Melksham will miss out on the opportunity of seeing some wonderful Cacti & Succulents

What evidence do you have of adverse effects on the community if your project does not go ahead?

The only evidence I have is that you hear from those that attend, they have really enjoyed the experience of such a variety of plants i.e. Cacti & Succulents.

6. BENEFICIARIES

How many people in total will benefit from this grant?

>150(2023 figures)

How many of the beneficiaries are residents of Melksham Town?

Approx. 60-70%

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary. For the last 2 years we have collected post codes from a small survey form as people entered the hall.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £	GRANT AID REQUESTED FROM MTC
	Full cost of the hall hire minus a deposit of £130

What are your current or planned subs/fees/charges?

Entrance fee to the event will be £1 per adult and accompanied children free. Attending traders will be charged £10 per table (2 Attending)

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	N/A
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable	
10. CHECKLIST Have you submitted the following (please tick the appropriate boxes)? A copy of your most recent accounts. Your most recent bank account statement & details of any other investments/savings; A copy of your constitution / terms of reference / set of rules; A copy of your safeguarding policy if your group works with vulnerable adults, or children; A copy of your adopted equal opportunities policy or statement Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS Name of Account: British Cactus & Succulent Society Wilts Branch Account number _____	
12. DECLARATIONS In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process. I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: _____	

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to grants@melksham-tc.gov.uk



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Application for Grant – February 2024

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	yes
Room Hire Grant	
£1,000	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Celebrating Age Wiltshire

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:			
ADDRESS:			
TELEPHONE:		ALL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories? Yes/ No
Have at least three members on its management committee? yes
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed) yes
yes

Are you a registered charity? Yes/No: If so, please give your charity number: 1026160

Is your organisation part of, or affiliated to, a larger organisation? If so, which: n/a

Please circle the categories that best describe your organisation?

- | | |
|--|---|
| <ul style="list-style-type: none">• Charitable Organisations• Youth Group• Senior Citizen Group• Sports Clubs and Arts Groups• Advice Organisations | <ul style="list-style-type: none">• Organisations assisting the disabled• Minority Groups• Community buildings• Community events• Health/transport/safety groups• Other (please explain) |
|--|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Celebrating Age Wiltshire (CAW) uses arts & heritage activities to reach the most isolated older people in the Melksham area, helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular CAW targets those people who are vulnerable and socially isolated due to frailty, ill health, dementia, poor mobility or caring responsibilities. Our programme has developed four different strands of both live and online activity to meet the needs of this group. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.

Environmental information: We will be working within Wiltshire Music Centre's Environmental policy and action plan to ensure that our activities have the minimal impact environmentally. Where possible our artists and facilitators, if they need to travel, share transport. All materials used for workshops are carefully resourced for least environment impact and any waste is recycled if possible. Printing is kept to a minimum for activity and materials re used whenever possible. We will work to uphold good practice in all areas of the project, including offering online resources for those able to access our digital offers.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

A 6 week Creative Conversations group specifically for men aged 60+ at Melksham Library.

If needed, please elaborate here with further details

We currently have funding from Wiltshire Community Foundation (WCF) to start a Creative Conversations group specifically for older men in the Melksham area. We have had an excellent response to our publicity and we currently have 8 men aged 70 – 85 signed up for the first 6 week course, every Tuesday 11.00 – 12.30, starting on 20 Feb 2024. The sessions will run in Melksham library and staff are very supportive of our activity as Wiltshire Libraries are partners in the CAW project.

As this is first 6 weeks is a pilot series, we would very much like to be able to offer these men and potentially more to join, a further 6 week project after Easter 2024 to extend the series to 12 sessions in total. We are therefore requesting funding from Melksham Town Council for the second set of 6 sessions.

How will this benefit the community or people of melksham?

At the time of submission of this application, we are about to start a 6 week project just for older men, with funding from WCF to test such a project and see if the need is there. The men who have signed up have all expressed an interest in joining this course due to their low mental health, loneliness, missing activities that they can no longer join in with, due to ill health, mobility issues, or social anxiety. This course is a steppingstone to getting out and about back into the community and making new friends to share their mature years with. This is particularly difficult for men as they get older, as often their wives / partners have done the organising for them in the past.

The Creative Conversations group is designed to support participants to express themselves in a safe and supportive group with no expectation or pressure. It is facilitated by a highly experienced leader, who has worked in Melksham before. Each session will offer opportunities for much needed conversation, sharing of thoughts, feelings and ideas through a facilitated relaxed set of activities. The key aim is to support the participants in getting to know each other and forming friendships that can be developed beyond the 6 week series.

The facilitator is highly experienced at delivering creative support groups for vulnerable people and is DBS checked and works under the Wiltshire Music Centre's safeguarding policy.

What evidence do you have that this project/service is required in Melksham?

CAW has worked with the Melksham community for over 3 years now and has got to know the community and those who support more vulnerable isolated older people. The project is well respected by the Health and Wellbeing group and Age UK Wiltshire - who refer and signpost local residents to our activity.

Wendy Barker, library manager is keen for the project to offer further sessions in the library, which is an excellent

space for such activity. We have discussed the need for a men only group with the Social Prescribing and MOP teams, who all agreed that it was a good opportunity to refer men who are currently on their books. We have had excellent support from the Health and Wellbeing forum as well.

What evidence do you have of adverse effects on the community if your project does not go ahead?

The funding we have from WCF will only support the group for 6 weeks, which is not long for a group to bond and develop a deeper set of friendships. With an extra 6 weeks funded by the Town Council there will be a much greater chance that the men will form longer friendships and support each other beyond the sessions alone.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Up to 15

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map which indicates the Melksham Town boundary.

Up to 15

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

We will advertise the sessions locally and work with Melksham community support workers, GPs, Social Prescribers, MOP team, etc to promote the sessions only with those who live within the area. CAW works in 10 areas in Wiltshire, so other areas outside Melksham would be provided for through activity in their own area.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £2,250

GRANT AID REQUESTED FROM MTC £1,000

What are your current or planned subs/fees/charges?

The project will be free for all participants, including all materials and the provision of transport should they need it.

How will you spend the grant money you are applying for?

Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
Art facilitator's fees for leading the Creative Art sessions in Melksham library	£1,000
	£
	£
	£
	£
	£
	£
Total	£1,000

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Melksham Area Board funding towards CAW activities in Melksham	£1,500	yes

	£	
	£	
	£	
	£	
	£	
	£	
Total		£1,500

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 03/22

TOTAL GROSS INCOME £ 860,155.00 TOTAL EXPENDITURE £991,045.00

BALANCE AT YEAR END £ -130890.00 SAVINGS (RESERVES, CASH, INVESTMENTS) £353,039.00

If your savings are more than your annual expenditure, what are they for?

Celebrating Age Wiltshire's core costs and activity are covered by restricted grants from various sources with finances being managed by Wiltshire Music Centre. £353,039.00 of unrestricted reserves are available for general use by the organisation. The Trust's reserves policy is based on a detailed analysis of the required minimum level of reserves based on a risk assessment of the main risks relating to loss of income together with allocating reserves for specific investment project expenditure. This policy requires that the designated reserves include a risk management fund maintained at a level which will enable the organisation to operate for a two-year period if adverse operating conditions make this necessary.

9. ELIGIBILITY

	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	no
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	no
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	no
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	no
5. Is the funding for Loans or interest payments?	no
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	no
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	no
8. If you are requesting funding for a one-off project, has the project already happened?	no
Is the grant requested for ongoing running costs such as salaries or rent?	no
If so, please explain the exceptional circumstances, and how you will meet these costs in future.	
Is the grant requested (for a Regular Grant) more than £1000?	no
If so, please explain the exceptional circumstances.	

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact)/ No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact)/ No/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Evidence of the environmentally responsible and sustainable practices of your organisation.

11. BANK DETAILS

Name of Account:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) _____ Date: 19/2/24 _____

Please return your completed form with copies of the relevant documents to Melksham Town

Hall, SN12 6ES or by email to grants@melksham-tc.gov.uk by 19 February 2024



Melksham Town Council
Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Grants Application Form

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	
£12,000	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Age UK Wiltshire

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:		
ADDRESS:		
TELEPHON E:	EMAIL :	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories? Yes _____
Have at least three members on its management committee? Yes _____

Have a constitution, terms of reference or set of rules? (please ask for help with this if needed) Yes _____

Are you a registered charity? Yes: If so, please give your charity number: 800912

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Age UK

Please circle the categories that best describe your organisation?

- | | |
|---------------------------------------|---|
| • Charitable Organisations YES | • Organisations assisting the disabled YES |
| • Youth Group | • Minority Groups |
| • Senior Citizen Group YES | • Community buildings |
| • Sports Clubs and Arts Groups | • Community events |
| • Advice Organisations YES | • Health/transport/safety groups YES |
| | • Other (please explain) |

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

At Age UK Wiltshire, our mission is to improve the quality of life for all older people across Wiltshire and Swindon, by promoting choice, opportunities and independence.

We provide a range of services to ensure local older people and their families receive the support they need to tackle the challenges of later life.

- Our free, quality accredited **Information & Advice** service provides comprehensive information and advice on a wide range of issues affecting older people, including welfare benefits and money; arranging care and support; housing options; finding local services and later life planning.
- Our **Fitness & Friendship Clubs** provide a great opportunity for older people to socialise and stay active. Each meeting includes gentle exercise and Tai Chi to help maintain strength, balance and flexibility, and there's also lots of time to enjoy chatting over refreshments. The Melksham club is held fortnightly, at Bowerhill, and is very well attended.
- Our **Wellbeing** service provides short-term support to help older people regain their confidence to go out and about and re-develop their connections in the community. This is currently available only through internal referrals.
- Our team of volunteers offer weekly **Telephone Befriending** calls to people who are very socially isolated. This is currently available only through internal referrals.
- Our **Welfare Checks with Meals** service provides 1,300 welfare visits and hot lunchtime meals to older people in their homes each week.

- Sheltered housing sites
- Pharmacies
- Clubs for older people, including lunch clubs
- Mobile library
- Library home visiting library service
- Link drivers
- Melksham Community Hospital
- Celebrating Age Wiltshire

A full list is appended.

How will this benefit the community or people of Melksham?

The service supports people in Melksham through offering a person-centred, holistic service and a wide range of support. In year two we are keen to make sure that everyone living in Melksham is aware of the service and what it can offer, supporting more people to remain independent at home, with support as they need it.

The project will continue to improve the wellbeing of older people living in Melksham, by offering support, access to information and practical help; ensuring that support is available to those who need it most, particularly those who don't have a support network; promoting the take-up of welfare benefits and access to other sources of financial support; and promoting and providing holistic support tailored to the individual's need.

What evidence do you have that this project/service is required in Melksham?

When we started this project there were 10 regular users of the MCS phone line. Since then we've identified further hidden need through publicity and talking with other organisations. We know that there are people living in Melksham who are not in contact with health services or Adult Social Care, don't have support networks and are in need of help and support in order to live independently at home. This project takes a proactive approach to promotion, to try to reach these people, who may not reach out for help. There are various barriers to people accessing support, including not feeling comfortable asking for help, and we have a lot of experience in working alongside people to remove these barriers.

The last year has shown the growing need for holistic, face-to-face support targeted to the less visible people within the community.

What evidence do you have of adverse effects on the community if your project does not go ahead?

We have worked hard to raise the profile of the Melksham Community Support service and have more plans afoot to make sure everyone in Melksham is aware of what we can offer.

The outcomes reported since our Senior Project Worker started visiting people in their homes and working with them on a wide range of issues show the value of this person-centred, face-to-face work. If the project were to end we would not be able to offer the same level of support to people in Melksham.

Although demand for prescription collection and shopping has reduced, we see this as a positive, as callers have been provided with more support.

6. BENEFICIARIES

How many people in total will benefit from this grant?	100
How many of the beneficiaries are residents of Melksham Town?	60
Please use the attached map which indicates the Melksham Town boundary.	

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

To enable Age UK Wiltshire to continue to provide the Melksham Community Support service,

If needed, please elaborate here with further details

Age UK Wiltshire was approached by Melksham Town Council and Melksham Without Parish Council, to ask whether we would be interested in taking on the Melksham Community Support service, which had been established during Covid and was still being used by a small number of older people, requesting support with prescription collection and shopping; and to expand the offer to include a new dedicated face-to-face support service for people living in Melksham. A service specification was agreed, as follows:

1. Improve the **wellbeing of older people** living in Melksham Town and Melksham Without, by offering support, access to information and practical help.
2. Ensure that support is available to **those who need it most**, particularly those who don't have a support network.
3. Promote the take-up of welfare benefits and access to other sources of financial support.
4. Promote and provide **holistic support** tailored to the individual's need.
5. Provide an **evidence base** of future needs.

People under the age of 60 are included by exception, for example people who have health issues, need support and do not have a support network.

The service started in April 2023 and the Melksham Community Support service part-time member of staff started in June. The service has supported 41 people so far, offering a wide range of support on a range of issues. There have been 390 contacts with or on behalf of clients, and people have been supported with 247 issues. Outcomes have been very positive, including supporting 25 older people in Melksham to increase their income by £91,884 per year, an average of £3,675 per person.

Before

After

Before

After

On the whole I am
feeling okay. Just
need help with my
medication as my
family doesn't live
locally.

Family Admiration:
I don't feel happy if
my dad's not at home.
He's my heart & soul,
on my own I feel
lonely and worried.

The service has been widely promoted, including to:

- GP surgeries, Social Prescribers, Care Coordinators
 - Local resident groups
- Page 44

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>The coming year is year two of a planned three-year project, for which there was a Service Level Agreement for year one. We have been asked to submit a grant application for 2024/25 by Melksham Town Council.</p>	Yes
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p>	Yes
<p>We have been asked to submit a grant application by Melksham Town Council.</p> <p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Not applicable</p>	
<p>10. CHECKLIST</p> <p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<p>11. BANK DETAILS</p> <p>Name of Account:</p>	
<p>12. DECLARATIONS</p> <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: /we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. /we declare that we have read the MTC grants policy and that our application complies with the policy. /we declare that we have included all the requested information. /we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p>	
<p>Signature of applicant(s) _____ Date: 19th February 2024_</p>	

above criteria, as 3 to 6 months expenditure.

The total value of funds held at the balance sheet date was £552,893 (2022: £687,055). The value of restricted funds was £74,326 (2022: £63,176) Designated funds of £140,000 (2022: £140,000) are held to support specific future projects. The charity also holds £10,121 of funds that can only be realised by disposing of tangible fixed assets. Therefore, the free reserves of the charity are £328,446 (2022: £468,409).

The charity holds funds in line with the policy, although the charity is facing unprecedented demand for services and the future for the commissioning of statutory services remains unclear. Several services continue to be funded or part-funded from voluntary income, so we will seek additional income to further develop our services. We are looking to expand our commercial operations to raise enough income to sustain the charity going forward.

9. ELIGIBILITY	
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	NO
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	NO
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	NO
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	NO
5. Is the funding for Loans or interest payments?	NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	NO
7. Does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. If you are requesting funding for a one-off project, has the project already happened?	ongoing

How will you spend the grant money you are applying for?
Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

The grant funding will enable us to continue to employ a dedicated member of staff in Melksham, to visit people in their homes, provide a range of follow-up support, connect people with volunteers within their community, and to handle requests for support through the MCS phone line.

Staffing - £7,719
Travelling costs - £60
Training - £100
Information & Advice - £2,579
Supervision - £771
Infrastructure (insurance, audit, governance, ICT, printing, postage, etc.) - £771

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.
Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Service agreement with Melksham Without Parish Council - £12,000

Separately, we have applied to Melksham Area Board for Information & Advice outreach sessions in Melksham, which will complement this project.

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING:	31/03/2023	
TOTAL GROSS INCOME	£1057820	TOTAL EXPENDITURE £1161022
BALANCE AT YEAR END (£103202)		SAVINGS (RESERVES, CASH, INVESTMENTS) £328446 (free reserves)

If your savings are more than your annual expenditure, what are they for?

Reserves Policy

In compliance with the guidance from the Charity Commission, the trustees ensure that a financial risk assessment is completed as part of the annual budgeting and business planning process. The Reserves Policy was re-assessed during the year and the level decided upon is maintained to enable Age UK Wiltshire to discharge all financial and pension liabilities in the event of closure.

In assessing the need for reserves the trustees consider:

1. The advisable funding to cover the plans to mitigate an unexpected cut in funding,
2. Specific funding for the development of new or expanded services, and
3. Specific reserves for identified long term liabilities.

For the 2022/2023 fiscal year the trustees have assessed the reserves needed, based upon the

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

Based on the previous evidence of the services we provide where we record addresses.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £24,000

GRANT AID REQUESTED FROM MTC £12,000

What are your current or planned subs/fees/charges?

None.

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES, or by email to plants@melksham-tc.gov.uk

Appendix – promotion:

PROMOTION OF MCS SERVICE
Melksham Link Scheme
Melksham Hospital
Bowerhill - Community Dining
Celebrating Age Wiltshire Events
Cinema Club / Melksham Assembly Town Hall
Melksham Library
Melksham Mobile Library
Melksham Library Home deliveries
Ludlow Hewitt Court
Whitley Reading rooms
Spa Medical Centre
Rainbow Club
Giffords Surgery
The Melksham Pharmacy
Boots Pharmacy
Gompels Pharmacy
Fitness & Friendship Club – talk and leaflets
Gifford Court (retirement flats)
Shaw & Whitley Friendship Group – talk and leaflets
Crown House (retirement flats)
Dorset Crescent (elderly bungalows)

Orchard Gardens (elderly bungalows)
Thornbank (retirement properties)
Thornleigh
Berryfields Village Hall
60+ Club
Veterans Breakfast – individual talks
The Shed - mini talk
Wharf Court
Spa Medical Centre
Melksham Health & Wellbeing group – attend meetings



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Grants Application Form

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
£ 500	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Wiltshire Sight

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Yes/ No
Have at least three members on its management committee?	Yes/ No
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	Yes/ No

Are you a registered charity? Yes/~~No~~: If so, please give your charity number: 1119462

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> Charitable Organisations Youth Group Senior Citizen Group Sports Clubs and Arts Groups Advice Organisations Other (please explain) | <ul style="list-style-type: none"> Organisations assisting the disabled Minority Groups Community buildings Community events Health/transport/safety groups |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Wiltshire Sight improves the quality of life for blind and partially sighted people in Wiltshire (including Melksham). We are the only charity providing face-to-face support across the county. A diagnosis of sight loss isn't the end of everything it is just the start of huge change – but it can feel like the end of a process.”

People have to relearn how to safely use their kitchen (even simple tasks such as making a hot drink), move around their home, and go outside. It can be devastating but there is lots of support to help people move forward after sight loss and we are there to help people become more resilient, supporting them to live independently through practical support, whilst reducing isolation through emotional support.

Without help to come to terms with their sight loss and support to develop positive practical coping strategies, people, particularly older people, rapidly lose their confidence leading to social isolation and are at significant increased risk of developing mental health conditions.

Initially, we create an individualised plan with clients through our sight loss assessment. We then continue to provide one-to-one support at any of our local community hubs or over the telephone for as long as people need us. Alone, people may feel that tools to help living with sight loss don't work for them. But with our support they can find the right tools for them and their sight loss maximising on any remaining sight they have. Our support might be practical - demonstrating daily living aids, training on technology, trailing different lighting or magnification or emotional - helping people to rebuild confidence or grow social connections through peer support. By being able to support people face to face throughout their sight loss journey we are best placed to provide the appropriate support at the appropriate time.

As well as tailored support, we offer courses structured to take people through all they need to know on a topic. That could be adapting to living with sight loss – people don't know what is possible, and our course takes them step by step through each area of life. Topics include reading and writing, kitchen skills, getting out and about, everyday technology, managing your finances.

We also run a free audio library as well as a telephone befriending service.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Funding is being requested to help run our monthly community sight loss hub and social group for blind and partially sighted people living in Melksham for 6 months.

If needed, please elaborate here with further details

Losing your sight can be devastating, but we are there from day one of a diagnosis to help people become more resilient and independent.

We provide a full range of practical and emotional support through our monthly local community hub in Melksham for as long as people need us. This holistic and integrated approach is vital. People come to us with practical needs – perhaps support getting outside or managing independently at home. Our practical support might include demonstrating daily living aids, training on technology, trailing different lighting or magnification. But people often have emotional needs – feeling isolated or wanting someone to talk to who understands sight loss. These needs are harder to address for people to seek help for but are just as

important to someone's overall wellbeing. Our emotional support includes helping people to rebuild their confidence or grow social connections through peer support.

We offer this complete package of support through our sight loss service in Melksham. People can drop into the hub for advice or arrange an appointment for a full consultation including a sight loss assessment, or meet others affected by sight loss and support each other at our social group that runs alongside the hub.

Our Sight Loss Assessment framework is sector-leading and looks at all areas of our clients lives including their understanding of their eye condition, how they manage at home, how they move around indoors and outdoors, communication and their health and wellbeing and with them we come up with a tailored package of support to help them progress towards their goals.

To summarise we will run 6 community sight loss hubs in Melksham over 6 months and alongside the hubs we will run a volunteer led social group. At the hub we will have a range of equipment on hand to demonstrate, including talking clocks & watches, talking book players, magnification aids and lighting. We can also suggest other gadgets or ways of supporting people living with sight loss to manage your sight loss. We will also provide one-to-one sessions where we can carry out our sight loss assessment and come up with tailored individual packages of support.

Alternatively, blind and partially sighted people could join us at our social group which provides an opportunity for them to get together, share experiences, swap tips and relax. This support helps to reduce isolation.

How will this benefit the community or people of Melksham?

The majority of people using our services are vulnerable, isolated and depressed when they first visit us. In the past 12 months less than half felt they are managing independently at home. Only half felt comfortable moving around or leaving their home. Only 15% felt confidently able to communicate with others – including friends or suppliers such as electricity providers or health care professionals. More than a third had significant worries about their financial situation. After completing a tailored programme of support and by the time people have had at least 2 assessments we found that 89% of people felt they had made progress. 90% felt they were now managing at home, and 90% felt confident moving around and leaving the home. We continue to work with people after this point. Improvement isn't a straight line – people can experience setbacks in any area and often continue to need additional or different support as their sight loss changes over time. We expect to achieve similar results from this project over the coming year and expect to see an increase in the number of clients that we support living in Melksham through this work. We hope to provide support to at least 20% more blind and partially people living in Melksham over the next 12 months.

Below are a few quotes that we have received about our service over the past 12 month:

"I found it uplifting being shown the technology available and getting 1:1 support, it lifted my spirits seeing the independence that can be achieved."

"A great service not only for the sight impaired but also for their support network"

"I was given lots of advice, and it was the little things like writing down numbers vertically rather than in a line, so that they don't get lost"

"We came to the resource centre looking for something to help Andrew read his magazine as this is something he loves doing and he was getting upset as he was struggling to do so. It was great being able to see what was available so we could find what would work best for Andrew. The electronic magnifier we brought is excellent. He takes it to his group and shows it to everyone. He uses it for all sorts of things, and not just reading his magazine."

What evidence do you have that this project/service is required in Melksham?

Sight loss is the only life-changing diagnosis that is made on the high street, and people desperately need practical and emotional support within their own communities which our Community Sight Loss Service and Hub in Melksham provides. We currently have around 70 clients living in Melksham with 45 of those living in Melksham Town who would not receive the support that they need to begin the process of learning to live

with their sight loss whilst remaining independent and part of their local communities without our support. There are over 300 people newly diagnosed with sight loss each year in Wiltshire. Hospitals tell us they only have us to refer people for critical emotional and practical support. Ophthalmology is currently the busiest outpatient speciality in secondary care and makes up almost 10% of the entire waiting list. We are the only ones to bridge the gap whilst blind and partially sighted people wait for their appointments.

What evidence do you have of adverse effects on the community if your project does not go ahead?

Research shows sight loss is the third most feared medical diagnosis for older people after cancer and dementia. The emotional and psychological impact of sight loss is profound. People who receive a diagnosis of sight loss speak of shock, fear, frustration, isolation and a feeling of powerlessness leaving many people feeling they can no longer continue to live independent lives without support. Research shows that 70% diagnosed with sight loss say they would like to meet and talk to somebody about the impact sight loss will have, but only 19% are currently offered this. 76% also experience poor mental health in particular depression. Our individual support provided by the community sight loss advisor for Melksham helps decrease this risk and the social group that we run alongside our community sight loss hub in Melksham provides a chance to for clients to receive peer support. Without our services blind and partially sighted people living in Melksham would have no access to the vital support they need increasing the risk of depression.

6. BENEFICIARIES

How many people in total will benefit from this grant?	70
How many of the beneficiaries are residents of Melksham Town? Please use the attached map which indicates the Melksham Town boundary.	45

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.
From the address we hold for our clients and the ward that we attach to their records.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 3,364	GRANT AID REQUESTED FROM MTC £ 500
---	--------------------------------------

What are your current or planned subs/fees/charges?
We do not charge for our services.

How will you spend the grant money you are applying for?

Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Total Amount	Amount requested from Melksham Town Council
Community sight loss advisor time at the hub £100 per hub	£600	£ 200
Travel £8 per hub	£48	£ 35
Marketing / Publicity	£120	£ 50
Volunteer Expenses	£90	£ 70
Overheads	£156	£ 65
Client communications including bi-annua newsletters	£175	£ 80
Community Sight Loss Advisor time in Melksham for 6 months including home visits / visits to our main resource centre, telephone support and follow up support	£2,175	£ 0
	Total £3,364	£ 500

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Volunteer time (3 hours a month)	18 hours	Yes
Anonymous Funder (To cover all our work throughout Wiltshire with a proportion allocated to our work in Melksham)	£3,000	Yes
Walter Guinness Trust (To cover all our work throughout Wiltshire with a proportion allocated to our work in Melksham)	£4,000	Outstanding application
Sobell Foundation (To cover all our work throughout Wiltshire with a proportion allocated to our work in Melksham)	£27,100 over 3 years	Outstanding application
Our Lottery (to be split throughout the whole of Wiltshire with a proportion allocated to our work in Melksham and this project)	£1,000 £1,000	Raised Expected in 2024
Community Fundraising Activities in 2024 (to be split throughout the whole of Wiltshire with a proportion allocated to our work in Melksham and this project)	£800	Events confirmed
Spring Appeal (to be split throughout the whole of Wiltshire with a proportion allocated to our work in Melksham and this project)	£2,000	Currently being mailed
To be split throughout Wiltshire with a proportion allocated to our work in Melksham with additional applications to other town councils to help cover the work within their town council area.	Total £38,900	

ACCOUNT YEAR ENDING: 31 / 03 / 2023	
TOTAL GROSS INCOME £ 188,451	TOTAL EXPENDITURE £ 230,539
BALANCE AT YEAR END £ 662,645	SAVINGS (RESERVES, CASH, INVESTMENTS) £ 49,984
<p>If your savings are more than your annual expenditure, what are they for?</p> <p>£138,482 are unrestricted reserves that are tied up in capital assets of the charity and £300,000 have been designated by the trustees for ongoing projects in Wiltshire to be completed over the next three years. Our current level of free reserves is £49,983. As a small charity with limited fundraising capacity, we are prone to significant fluctuations in income – in some years we receive legacies which provide significant income, and in other years our expenditure is significantly more than our income. Savings are therefore used by the Board to ensure continuation of full services across Wiltshire independent of income fluctuations. The target amount for contingency set by the charity is therefore 12 months' operating costs. The reserves policy is kept under constant scrutiny by the Trustees</p>	
9. ELEGIBILITY	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. If you are requesting funding for a one-off project, has the project already happened?	NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No

If the funding is for security measures do you have the support of the local police and/or crime reduction officer? ~~Yes~~ ~~(name of contact)~~) / ~~No~~/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes ~~(name of contact)~~) / ~~No~~/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☒ A copy of your most recent accounts
- ☒ Your most recent bank account statement & details of any other investments/savings; ☒ A copy of your constitution/terms of reference/set of rules.
- ☒ A copy of your safeguarding policy if your group works with vulnerable adults or children.
- ☒ A copy of your adopted equal opportunities policy or statement
- ☒ Evidence of the environmentally responsible and sustainable practices of your organisation.

11. BANK DETAILS

Name of Account:

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) _____ Date: 14/02/2023

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES, or by email to grants@melksham-tc.gov.uk



Melksham Town Council
Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187 Email: grants@melksham-tc.gov.uk

Grants Application Form

Please read the Melksham Town Council Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
£ 740	<input type="checkbox"/>

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Milkdown Writers' Group

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:	
ADDRESS:	
TELEPHONE:	EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories? Yes/ No
Have at least three members on its management committee? pending
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed) Yes
Yes

Are you a registered charity? Yes/No: If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">• Charitable Organisations• Youth Group• Senior Citizen Group• Sports Clubs and Arts Groups• Advice Organisations | <ul style="list-style-type: none">• Organisations assisting the disabled• Minority Groups• Community buildings• Community events• Health/transport/safety groups• Other (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

Milkdown Writers' Group is an open group for local people interested in writing in all its forms. We believe there is huge untapped potential in Melksham and encourage residents to write creatively. We welcome all standards of writers.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

To set up a website for Melksham Writers' Group

If needed, please elaborate here with further details

To set up a website in order to publicise the group's existence, provide a hub of information, make contact with potential members and showcase the group's writings.

How will this benefit the community or people of Melksham?

By alerting the community to our activities and giving confidence to anyone thinking of taking up this rewarding activity.

What evidence do you have that this project/service is required in Melksham?

We had our first meeting in September 2023 and have experienced big demand ever since. Attendance at meetings has regularly been 15-19 people. We are now in a position to consolidate our presence in Melksham by means of a website.

What evidence do you have of adverse effects on the community if your project does not go ahead?

We believe an online presence will attract residents who might otherwise not be aware of the work we do. Current members would be disadvantaged if knowledge is limited.

6. BENEFICIARIES

How many people in total will benefit from this grant?

30+

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map which indicates the Melksham Town boundary.

approx. 50%

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

We have assumed attracting and informing a similar number to our current membership, of which approximately 50% live within the Melksham town boundary.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1,490

GRANT AID REQUESTED FROM MTC £ 740

What are your current or planned subs/fees/charges?

None. We currently meet monthly in Melksham Library (Community Hub) without charge.

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p>	No
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p>	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p>	
<p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p>	
<p>10. CHECKLIST</p> <p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<p>11. BANK DETAILS</p> <p>Name of Account: Account number: Sort Code:</p>	
<p>12. DECLARATIONS</p> <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration:</p> <p>I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/we declare that we have included all the requested information.</p> <p>I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: <u>14.2.2024</u></p>	

Please return your completed form with copies of the relevant documents to Melksham Town
Hall, SN12 6ES, or by email to grants@melksham-tc.gov.uk

Agenda Item 6.1

Date: 27/02/2024		Melksham Town Council Current Year					Page: 1	
Time: 12:33		Cashbook 2					User: MEL	
		Bank Assembly Hall A/c					For Month No: 9	
Receipts for Month 9			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail	
Balance Brought Fwd :		1,107,775.87				1,107,775.87		
BACS	Banked: 04/12/2023	500.00						
BACS	Good New s Church	500.00			1048 210	500.00	Rent - Art House	
BACS	Banked: 04/12/2023	519.74						
BACS	Wiltshire Council	519.74		86.62	1000 501	433.12	Room hire - AH	
BACS	Banked: 06/12/2023	962.00						
BACS	Ticketsource	962.00			566	962.00	Christmas Memories	
BACS	Banked: 06/12/2023	6,137.00						
BACS	Ticketsource	6,137.00			566	6,137.00	DS:UK	
500733(B)	Banked: 06/12/2023	1,841.70						
500733(B)	Quiz Night	32.90		5.48	1001 520	27.42	Quiz Night	
500733(B)	Rock n Roll	584.05		97.34	1001 520	486.71	Rock n Roll	
500733(B)	Record Fair	29.90		4.98	1001 520	24.92	Record Fair	
500733(B)	WWMCC	18.60		3.10	1001 520	15.50	WWMCC	
500733(B)	Christmas Memories	201.90		33.65	1001 520	168.25	Christmas Memories	
500733(B)	DS:UK	636.90		106.15	1001 520	530.75	DS:UK	
500733(B)	Xmas Lights	334.95		55.82	1001 520	279.13	Xmas Lights	
500733(B)	WWMCC	2.50		0.42	1001 520	2.08	WWMCC	
500733/34	Banked: 06/12/2023	589.00						
500733/34	DS:UK	19.00			566	19.00	DS:UK	
500733/34	Quiz Team	25.00		4.17	1173 510	20.83	Quiz Team	
500733/34	Room hire - AH	545.00		90.83	1000 501	454.17	Room hire - AH	
BACS	Banked: 07/12/2023	162.00						
BACS	Tiger Martial Arts	162.00		27.00	1000 501	135.00	Room hire - AH	
BACS	Banked: 08/12/2023	226.80						
BACS	Arts Society	226.80		37.80	1000 501	189.00	Room hire - AH	
BACS	Banked: 12/12/2023	175.50						
BACS	McNamara	175.50		29.25	1000 501	146.25	Room hire - AH	
BACS	Banked: 13/12/2023	1,430.00						
BACS	Ticketsource	1,430.00			566	1,430.00	80s 90s Party	
BACS	Banked: 13/12/2023	51.98						
BACS	Secret Crocheter	51.98			1034 201	51.98	Room hire - TH	
BACS	Banked: 14/12/2023	80.00						
BACS	Baker	80.00			1034 201	80.00	Room hire - TH	
BACS	Banked: 19/12/2023	108.00						
BACS	Future of Football	108.00		18.00	1000 501	90.00	Room hire - AH	
BACS	Banked: 20/12/2023	35.00						
BACS	Ticketsource	35.00		5.83	1173 510	29.17	Quiz Night	
BACS	Banked: 20/12/2023	675.00						

Continued on Page 2

Date: 27/02/2024

Melksham Town Council Current Year

Page: 2

Time: 12:33

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	4 Star Dance	675.00		112.50	1000	501	562.50	Room hire - AH
BACS	Banked: 20/12/2023	135.00						
BACS	Age UK	135.00		22.50	1000	501	112.50	Room hire - AH
BACS	Banked: 28/12/2023	250.00						
BACS	Ticketsource	250.00		41.67	1004	510	208.33	Film - Home Alone
	Banked: 31/12/2023	7,316.16						
AIB	Credit/Debit Card Control Acco	7,316.16			213		7,316.16	AIB payments
Total Receipts for Month		21,194.88	0.00	783.11			20,411.77	

Cashbook Totals	1,128,970.75	0.00	783.11	1,128,187.64
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Continued on Page 3

Date: 27/02/2024	Melksham Town Council Current Year	Page:3
Time: 12:33	Cashbook 2	User: MEL
	Bank Assembly Hall A/c	For Month No:9

Payments for Month 9		Nominal Ledger Analysis					
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
01/12/2023	Water2business	01122023	1,129.65	1,129.65		502	Water rates - AH
06/12/2023	Room hire - AH	CASH	29.00		4.83	1000 501	24.17 Room hire - AH (Correction)
08/12/2023	Tolchards Ltd	08122023	1,034.82	1,034.82		502	Bar stock
15/12/2023	Tolchards Ltd	15122023	1,822.34	1,822.34		502	Bar stock
15/12/2023	Wiltshire Council	DDR	861.00			4914 501	861.00 Rates - AH
18/12/2023	Market Place Merchants	18122023	25.16	25.16		502	Till - AH
22/12/2023	Rentokil Initial	22122023	563.09	563.09		502	Pest control
29/12/2023	Tolchards Ltd	29122023	296.72	296.72		502	Bar stock
29/12/2023	Hills Waste	29122023/2	716.60	716.60		502	Waste collection
Total Payments for Month			6,478.38	5,588.38	4.83		885.17
Balance Carried Fwd			1,122,492.37				
Cashbook Totals			1,128,970.75	5,588.38	4.83		1,123,377.54

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Date: 27/02/2024

Melksham Town Council Current Year

Page: 1

Time: 12:35

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,122,492.37					1,122,492.37	
BACS	Banked: 03/01/2024	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 05/01/2024	4,995.19						
BACS	PPL PRS	4,995.19			4909	501	4,995.19	Refund - PPL licence
500735(B)	Banked: 08/01/2024	1,592.15						
500735(B)	Bingo Night	163.05		27.18	1001	520	135.87	Bingo Night
500735(B)	80s 90s Night	594.00		99.00	1001	520	495.00	80s 90s
500735(B)	WWMCC	10.00		1.67	1001	520	8.33	WWMCC
500735(B)	Quiz Night	107.70		17.95	1001	520	89.75	Quiz Night
500735(B)	Rock n Roll	564.80		94.13	1001	520	470.67	Rock n Roll
500735(B)	4 Star Dance	112.20		18.70	1001	520	93.50	4 Star Dance
500735(B)	WWMCC	12.10		2.02	1001	520	10.08	WWMCC
500735(B)	Home Alone	28.30		4.72	1001	520	23.58	Home Alone
500735/736	Banked: 08/01/2024	632.00						
500735/736	Quiz Team	40.00		6.67	1173	510	33.33	Quiz Team
500735/736	Film	15.00		2.50	1004	510	12.50	Film
500735/736	Room hire - AH	545.00		90.83	1000	501	454.17	Room hire - AH
500735/736	Room hire - TH	32.00			1034	201	32.00	Room hire
BACS	Banked: 12/01/2024	64.00						
BACS	Wiltshire MWA	64.00			1034	201	64.00	Room hire - TH
BACS	Banked: 16/01/2024	68.00						
BACS	Cooper	68.00			1034	201	68.00	Room hire - TH
500737(B)	Banked: 17/01/2024	6.00						
500737(B)	WWMCC	6.00		1.00	1001	520	5.00	WWMCC
500737	Banked: 17/01/2024	183.00						
500737	We 3 Kings	88.00			566		88.00	We 3 Kings
500737	Room hire - AH	95.00		15.83	1000	501	79.17	Room hire - AH
BACS	Banked: 22/01/2024	226.80						
BACS	Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
500738	Banked: 23/01/2024	49.00						
500738	Quiz Night	5.00		0.83	1173	510	4.17	Quiz Night
500738	We 3 Kings	44.00			566		44.00	We 3 Kings
500738(B)	Banked: 23/01/2024	876.70						
500738(B)	WWMCC	23.10		3.85	1001	520	19.25	WWMCC
500738(B)	Forbidden Nights	853.60		142.27	1001	520	711.33	Forbidden Nights
BACS	Banked: 24/01/2024	8,189.00						
BACS	Ticketsource	8,189.00			566		8,189.00	Forbidden Nights
BACS	Banked: 26/01/2024	117.00						
BACS	Melksham HA	117.00		19.50	1000	501	97.50	Room hire - AH

Continued on Page 2

Date: 27/02/2024

Melksham Town Council Current Year

Page: 2

Time: 12:35

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

BACS Banked: 29/01/2024	226.80						
BACS Brown & Sam Dance	226.80		37.80	1000	501	189.00	Room hire - AH
BACS Banked: 30/01/2024	108.00						
BACS Melksham & Devizes	108.00		18.00	1000	501	90.00	Room hire - AH
500739(B) Banked: 30/01/2024	996.80						
500739(B) WWMCC	14.00		2.33	1001	520	11.67	WWMCC
500739(B) Quiz Night	110.10		18.35	1001	520	91.75	Quiz Night
500739(B) Rock n Roll	872.70		145.45	1001	520	727.25	Rock n Roll
BACS Banked: 31/01/2024	60.00						
BACS Ticketsource	60.00		10.00	1173	510	50.00	Quiz Night
BACS Banked: 31/01/2024	165.00						
BACS MDHA	165.00		27.50	1000	501	137.50	Room hire - AH
Banked: 31/01/2024	5,189.56						
AIB Credit/Debit Card Control Acco	5,189.56			213		5,189.56	AIB

Total Receipts for Month 24,245.00 0.00 845.88 23,399.12

Cashbook Totals 1,146,737.37 0.00 845.88 1,145,891.49

Continued on Page 3

Date: 27/02/2024

Melksham Town Council Current Year

Page: 3

Time: 12:35

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2024	TV Licensing	DDR	159.00			4909 501	159.00	TV licence
15/01/2024	Wiltshire Council	DDR	861.00			4914 501	861.00	Rates - AH
26/01/2024	Tolchards	DDR	0.02			4903 520	0.02	Bar stock
31/01/2024	Water2business	02012024	256.03	256.03		502		Water rates - AH
31/01/2024	Hills Waste	31012024	751.64	751.64		502		Waste collection
31/01/2024	Market Place Merchants	17072024	25.16	25.16		502		Till
31/01/2024	Tolchards Ltd	17012024	560.74	560.74		502		Bar stock
Total Payments for Month			2,613.59	1,593.57	0.00		1,020.02	
Balance Carried Fwd			1,144,123.78					
Cashbook Totals			1,146,737.37	1,593.57	0.00		1,145,143.80	

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Date: 27/02/2024

Time: 12:28

Melksham Town Council Current Year

Cashbook 1

Unity Bank

Page: 1

User: MEL

For Month No: 9

Receipts for Month 9

Receipt Ref

Name of Payer

£ Amnt Received

£ Debtors

£ VAT

A/c Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

378,265.69

378,265.69

BACS Banked: 04/12/2023

150.00

BACS DJ Bew ley

150.00

1052

302

150.00

Xmas Fayre - donation

BACS Banked: 07/12/2023

137.50

BACS Raymond Mills

137.50

4918

501

137.50

Maintenance - AH (dup)

SB27B Banked: 11/12/2023

5.00

SB27B Phelps

5.00

1045

203

5.00

Allotment rent

BACS Banked: 11/12/2023

650.00

BACS D. Toogood

650.00

1052

302

650.00

Xmas Fayre - stalls

BACS Banked: 18/12/2023

83.99

BACS Wiltshire Council

83.99

1034

201

83.99

Room hire - TH

AA57B Banked: 19/12/2023

5.00

AA57B Battimelli

5.00

1045

203

5.00

Allotment rent

BACS Banked: 27/12/2023

700.00

BACS Wiltshire Publications

700.00

116.67

1040

210

583.33

Rent - 31 Mkt Pl

Total Receipts for Month

1,731.49

0.00

116.67

1,614.82

Cashbook Totals

379,997.18

0.00

116.67

379,880.51

Continued on Page 2

Date: 27/02/2024

Melksham Town Council Current Year

Page: 2

Time: 12:28

Cashbook 1

User: MEL

Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
01/12/2023	Grounds Management Association	01122023	157.50	157.50		501		Membership - grounds maintenanc
01/12/2023	Water2business	01122023/2	23.50	23.50		501		Water rates - Bow erhill Unit
01/12/2023	Water2business	01122023/3	6.16	6.16		501		Water rates - Mkt Pl toilets
01/12/2023	Redhorn Holdings Ltd	01122023/4	1,234.99	1,234.99		501		Rent - Bow erhill - Apr 2024
01/12/2023	Redhorn Holdings Ltd	01122023/5	1,234.99	1,234.99		501		Rent - Bow erhill - May 24
05/12/2023	Comax UK Ltd	446951841	191.34	191.34		501		Soap/dispenser
05/12/2023	Denman Electrical Wholesalers	805688919	6.00	6.00		501		Crompton lamp
05/12/2023	Mr. Steve HOLDER	191965369	1,100.00	1,100.00		501		Sound - History of Soul
05/12/2023	Wired Publishing	502341392	93.60	93.60		501		Advertising - AH
05/12/2023	The Cobblers Bench	704469527	80.00	80.00		501		Shield/engraving
05/12/2023	Light Fantastic	161629583	6,240.00	6,240.00		501		Solar lights - KGV
05/12/2023	Prosec Consultancy Ltd	98899626	144.00	144.00		501		Security - Rich Hall
05/12/2023	Trade UK	163620560	50.57	50.57		501		Padlock (Dog Park)
05/12/2023	T H White Installation Ltd	70203476	335.94	335.94		501		Service - Intruder alarm - AH
05/12/2023	Travis Perkins Trading Company	433839027	459.15	459.15		501		Grip gloves
05/12/2023	Wiltshire Publications Ltd	571235429	3,251.52	3,251.52		501		Advertising - NHP
05/12/2023	Age UK Wiltshire	47407326	2,875.00	2,875.00		501		Age UK Project Wkr
05/12/2023	AJs Training Ltd	308623033	234.00	234.00		501		Training - NRSWA - SR
05/12/2023	AquAid Southcoast	885124500	300.00	300.00		501		Water/sanitisation
05/12/2023	Castle Water Ltd	425371258	3.56	3.56		501		Water - Mkt Pl
05/12/2023	EFA Training Ltd	271523951	504.00	504.00		501		Training - First aid
05/12/2023	IC2 CCTV Security Specialists	792439777	672.00	672.00		501		Release brackets
05/12/2023	Jack's Kitchen Ltd	57678264	4,800.00	4,800.00		501		LVT flooring - Pavilion
05/12/2023	J. H. Jones & Sons	992626510	3,208.80	3,208.80		501		Grasscutting - Methuen
05/12/2023	Melksham Groundcare Machinery	212218691	545.51	545.51		501		Strimmer heads
05/12/2023	Microsoft	439184648	229.07	229.07		501		Licences
05/12/2023	Place Studio Ltd	375583939	765.00	765.00		501		NHP - support
05/12/2023	R. B. Poolman Ltd	135104760	270.00	270.00		501		Gas safety check - 31 Mkt Pl
05/12/2023	Shiners Commercial Ltd	142828904	200.00	200.00		501		Window cleaning
05/12/2023	VK Graphics Ltd	122797078	150.00	150.00		501		Road signs - Remembrance
05/12/2023	Your Wiltshire	966860427	36.00	36.00		501		Advertising - AH
05/12/2023	Comax UK Ltd	957614212	362.89	362.89		502		Cleaning items
05/12/2023	Your Wiltshire	651526837	72.00	72.00		502		Advertising - AH
05/12/2023	St Michaels Bellringers	BACS	1,000.00			4301	151	1,000.00 Grant
05/12/2023	Melksham Carnival	BACS	1,000.00			4317	151	1,000.00 Grant
05/12/2023	Baby & Toddler	BACS	500.00			4301	151	500.00 Grant
05/12/2023	Raymond Mills	BACS	137.50			4918	501	137.50 Maintenance - AH (dup)
05/12/2023	JPC Management Services	613533152	9,612.29	9,612.29		501		Show - Abbamania
05/12/2023	Dave Phillips Music	593329797	6,101.86	6,101.86		501		Show - DS:UK
07/12/2023	Paul Seemayer	739290204	700.00	700.00		502		Lighting - Seriously Collins
07/12/2023	Mr. B. Burry	568325411	28.84	28.84		501		Various
07/12/2023	Hugh Davis	425181700	15.41	15.41		501		Fence panels
07/12/2023	Sarah Askew	942052731	21.17	21.17		501		Xmas Fayre items
07/12/2023	Gloria Delves	692357059	16.83	16.83		501		Xmas Fayre items

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Melksham Town Council Current Year

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c_Centre	£ Amount	Transaction Detail
12/12/2023	Enterprise Flex-E-Rent	12122023	562.90	562.90		501		Vehicle lease
14/12/2023	Elite Promotions	869226793	280.00	280.00		501		Photobooth - Xmas Fayre
14/12/2023	United EPoS Solutions	86926927	60.00	60.00		501		Softw are - AH
14/12/2023	A. C. Entertainment Technologi	657622346	138.00	138.00		501		Osram lamp
14/12/2023	Hunt Management Solutions	634439930	156.00	156.00		501		Stocktake - AH
14/12/2023	Kan Connections	68816698	9,686.40	9,686.40		501		Camera (bike area) - KGV
14/12/2023	The Temple Brothers Ltd	383289870	1,492.44	1,492.44		501		Show - The Dreamers
14/12/2023	The Publishing House	546305387	163.80	163.80		501		Advertising - AH
14/12/2023	Wired Publishing	271105649	93.60	93.60		501		Advertising - AH
14/12/2023	Avon IT systems	244808848	936.00	936.00		501		IT support/hardw are
14/12/2023	The Cobblers Bench	869094248	37.50	37.50		501		Keys
14/12/2023	Embroidery UK Ltd	6525472	75.18	75.18		501		Hi-vis jackets
14/12/2023	Glasdon UK Ltd	554293439	2,274.37	2,274.37		501		Seat x 3
14/12/2023	IDverde Limited	257663453	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
14/12/2023	Microshade Business Consultant	947511644	1,048.80	1,048.80		501		Hosting services -
14/12/2023	Peter J Dauncey	282771054	300.00	300.00		501		Tow n Crier's outfit
14/12/2023	Prosec Consultancy Ltd	142607157	3,741.30	3,741.30		501		Security - 011223
14/12/2023	RBL Poppy Appeal	479521422	40.00	40.00		501		Wreaths
14/12/2023	Trade UK	799729267	8.29	8.29		501		Padlock
14/12/2023	T H White Installation Ltd	319138602	285.04	285.04		501		Service - Intruder alarm TH
14/12/2023	Trow bridge Tow n Council	434430829	598.96	598.96		501		Sports Roadshow s
14/12/2023	Wiltshire Publications Ltd	59264444	277.20	277.20		501		Advertising - NHP
14/12/2023	A. Wilson (Plumbing and Heatin	353444918	747.53	747.53		501		Plumbing w ork - Pavilion
14/12/2023	J. Brady	700920023	25.00	25.00		501		Alterations - Tow n Criers outt
14/12/2023	Castle Water Ltd	319710294	0.54	0.54		501		Water - Mkt Pl
14/12/2023	CJW Roofing Specialist	588297071	540.00	540.00		501		Repairs to AH roof
14/12/2023	Colder Refrigeration Services	478133365	4,320.00	4,320.00		501		Air con - Pavilion
14/12/2023	Coppard Plant Hire Ltd	358509441	69.30	69.30		501		Barriers - Remembrance
14/12/2023	CP Fire Consultants Ltd	825976958	1,224.00	1,224.00		501		Fire RAs - x6
14/12/2023	Friends of Melksham Hospital	313608651	129.50	129.50		501		Xmas Lghts - Tables
14/12/2023	D&M Gompels Ltd	856437808	255.40	255.40		501		Pkg red - July/Oct
14/12/2023	James Hallam Council Guard	76295177	2,220.20	2,220.20		501		Insurance - vehicles
14/12/2023	Healthmatic Ltd	232849617	480.00	480.00		501		Cleaning - Eco loo
14/12/2023	Hugh Davis	543701855	103.28	103.28		501		Accelerator pedal - VW
14/12/2023	Industrial Door & Gate Solutio	100733546	270.00	270.00		501		Service - toilet doors
14/12/2023	J. H. Jones & Sons	297706744	4,183.20	4,183.20		501		Grasscutting - KGV
14/12/2023	Melksham Recycling & Skips Ltd	452541278	60.00	60.00		501		Xmas Lights - recycling bins
14/12/2023	Microsoft	830338842	224.70	224.70		501		Licence
14/12/2023	Rigg Construction (Southern) L	931209917	40,213.20	40,213.20		501		Demolition of shed - KGV
14/12/2023	Sara Land	225816848	6.65	6.65		501		Milk/ refs
14/12/2023	Shiners Commercial Ltd	422782602	200.00	200.00		501		Window cleaning
14/12/2023	Signs Express (Huddersfield)	153799690	628.32	628.32		501		Breast feeding signs
14/12/2023	Stage Events	561704565	425.00	425.00		501		Trailer stage - Xmas Fayre
14/12/2023	Structural Solutions Managemen	657870221	639.90	639.90		501		Survey - Blue Pool
14/12/2023	Supermix Sound & Lighting Ltd	70766836	2,215.33	2,215.33		501		Xmas Fayre - sound & lighting

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/12/2023	Swindon Stilt Walkers	201263161	440.00	440.00		501			Xmas Fayre - Stilt Walkers
14/12/2023	Tom Ledbury	303898483	1,976.54	1,976.54		501			Bike hoops/maintenance strn
14/12/2023	Your Wiltshire	898170818	36.00	36.00		501			Advertising - AH
14/12/2023	Prosec Consultancy Ltd	233134523	144.00	144.00		502			Security - 271023
14/12/2023	HMRC	DDR	8,298.56			520		8,298.56	PAYE/NI
14/12/2023	Mainstream Digital	14122023	88.60	88.60		501			Phones
14/12/2023	Mainstream Digital	14122023/2	37.96	37.96		501			Phones
14/12/2023	Mainstream Digital	14122023/3	164.03	164.03		501			Phones
14/12/2023	Office Evolution Ltd	14122023/4	161.06	161.06		501			Photocopying
15/12/2023	Wiltshire Council	DDR	1,229.00			4102	215	1,229.00	Rates - Bow erhill Unit
15/12/2023	Wiltshire Council	DDR	241.00			4102	215	241.00	Rates - Bow erhill Unit
15/12/2023	Wiltshire Council	DDR	1,060.00			4102	201	1,060.00	Rates - TH
15/12/2023	Daisy Communications	15122023	40.80	40.80		501			Wifi - Pavilion
15/12/2023	British Gas	15122023/2	244.84	244.84		501			Electricity - Mkt Pl toilets
15/12/2023	British Gas	15122023/3	29.30	29.30		501			Electricity - Roundhouse
18/12/2023	Lloyds Bank	DDR	391.65			4050	110	3.00	Land Registry - 1000003874774
						4085	115	275.00	Charity - H4H
						4050	110	3.00	Land Registry - 1000003875450
						4050	110	3.00	Land Registry - 100003875585
						4050	110	3.00	Land Registry - 1000003876736
						4017	110	6.00	Bank fees
						4028	101	17.99	Postage - UPS
						4106	201	52.00	Cobblers - Keys
						4304	302	28.66	Amazon - Santa boots
18/12/2023	Lloyds Bank	DDR	1,726.67		287.78	4311	115	77.12	Asda - Remembrance
						4922	501	718.00	Printed Easy - leaflets
						4151	202	12.95	Tool Stn - tools
						4151	202	20.00	Wickes - tools
						4151	202	42.65	Wickes - tools
						4163	202	95.50	Boels - plant hire
						4304	302	38.33	Amazon - Mrs Claus outfit
						4304	302	83.82	Asda - Santa gifts
						4304	302	25.23	Asda - refs/Xmas Fayre
						4163	202	62.00	Buildbase - grout/postfix
						4901	520	194.38	Bookers - AH catering
						4304	302	44.46	Factory Shop - Grotto/lights
						4304	302	24.45	Sainsburys - refs Xmas Fayre
18/12/2023	West Mercia Energy	18122023	143.53	143.53		501			Electricity - KGV store
18/12/2023	Fuel Genie	18122023/2	391.58	391.58		501			Fuel
18/12/2023	Oakw ood	18122023/3	135.00	135.00		501			Container
20/12/2023	Wiltshire Council	DDR	38,286.71			520		38,286.71	Salaries
20/12/2023	British Gas	20122023	889.36	889.36		501			Gas - TH
20/12/2023	British Gas	20122023/2	20.66	20.66		501			Gas - AH
20/12/2023	British Gas	20122023/3	475.93	475.93		501			Electricity - TH

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c_Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/12/2023	British Gas	20122023/4	2,040.70	2,040.70		501		Electricity - AH
22/12/2023	WPF	DDR	9,159.27			520	9,159.27	Pensions
22/12/2023	British Gas	22122023	46.98	46.98		501		Electricity - Mkt Traders
27/12/2023	British Gas	27122023	90.56	90.56		501		Electricity - Bowerrhill Unit
28/12/2023	British Gas	28122023	108.16	108.16		501		Electricity - Mkt Pl toilets
29/12/2023	Unity Bank	BACS	0.30			4017 110	0.30	Handling charge
29/12/2023	Enterprise Flex-E-Rent	29122023	964.30	964.30		501		Van lease
31/12/2023	Unity Bank	BACS	56.70			4017 110	56.70	Service charge
Total Payments for Month			200,869.51	137,782.15	287.78		62,799.58	
Balance Carried Fwd			179,127.67					
Cashbook Totals			379,997.18	137,782.15	287.78		241,927.25	

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Unity Bank

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		179,127.67				179,127.67	
BACS Banked: 09/01/2024		170.66					
BACS Good News Church		170.66			1048 210	170.66	Gas - Art House
SB21 Banked: 10/01/2024		40.00					
SB21 Sobala		40.00			1045 203	40.00	Allotment rent
BACS Banked: 16/01/2024		34,895.75					
BACS HMRC		34,895.75			105	34,895.75	VAT refund
AR3A Banked: 17/01/2024		5.00					
AR3A Tys		5.00			1045 203	5.00	Allotment rent
BACS Banked: 18/01/2024		487.21					
BACS DJ Cooper		487.21		81.20	1027 202	406.01	Caretaking - Factory Shop
BACS Banked: 20/01/2024		135.00					
BACS Jacks Kitchen		135.00		22.50	1027 202	112.50	Container - Dec 23
BACS Banked: 24/01/2024		36.00					
BACS Carter		36.00			1016 115	36.00	Mayors Reception
BACS Banked: 25/01/2024		55.00					
BACS JH Jones		55.00			1016 115	55.00	Mayors Reception
BACS Banked: 26/01/2024		700.00					
BACS Wiltshire Publications		700.00		116.67	1040 210	583.33	Rent - 31 Mkt Pl
BACS Banked: 26/01/2024		55.00					
BACS Couzens		55.00			1016 115	55.00	Mayors Reception
BACS Banked: 29/01/2024		54.00					
BACS Strange		54.00			1016 115	54.00	Mayors Reception
BACS Banked: 30/01/2024		36.00					
BACS Gaskell		36.00			1016 115	36.00	Mayors Reception
Total Receipts for Month		36,669.62	0.00	220.37		36,449.25	

Cashbook Totals	215,797.29	0.00	220.37	215,576.92
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Unity Bank

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Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	Zen International Ltd	02012024	31.20	31.20		501			Wifi - Art House
02/01/2024	Water2business	02012024/2	340.30	340.30		501			Water rates - TH
02/01/2024	Water2business	02012024/3	23.50	23.50		501			Water rates - Depot
02/01/2024	Water2business	02012024/4	159.00	159.00		501			Water rates - Mkt Pl toilets
02/01/2024	Water2business	02012024/5	106.67	106.67		501			Water rates - Roundhouse
03/01/2024	Office Evolution Ltd	03012024	128.02	128.02		501			Notebook/Planners
04/01/2024	Unity Bank	DDR	28.20			4017	110	28.20	BACS charge
04/01/2024	Grenke Leasing	04012024	89.00	89.00		501			Photocopier - Eqmt protection
04/01/2024	Grenke Leasing	04012024/2	177.98	177.98		501			Photocopier - lease
04/01/2024	British Gas	04012024/3	2,396.08	2,396.08		501			Electricity - Pavilion
09/01/2024	Enterprise Flex-E-Rent	09012024	562.90	562.90		501			Vehicle lease
12/01/2024	HMRC	DDR	13,323.05			520		13,323.05	PAYE/NI
12/01/2024	West Mercia Energy	12012024	142.45	142.45		501			Electricity - KGV Store
15/01/2024	Wiltshire Council	DDR	1,060.00			4102	201	1,060.00	Rates - TH
15/01/2024	Wiltshire Council	DDR	241.00			4102	215	241.00	Rates - Depot
15/01/2024	Wiltshire Council	DDR	1,229.00			4102	215	1,229.00	Rates - Depot (O/S)
15/01/2024	Mainstream Digital	15012024	227.32	227.32		501			Phones
15/01/2024	Daisy Communications	15012024/2	40.80	40.80		501			Wifi - Pavilion
15/01/2024	Office Evolution Ltd	15012024/4	69.50	69.50		501			Photocopying
16/01/2024	Lloyds Bank	DDR	299.91			4017	110	6.00	Card charges x 2
						4028	101	45.00	Stamps
						4061	101	44.90	Air BNB - KF
						4050	110	98.20	Indeed - Amenities Asst
						4050	110	105.81	Indeed - Dec 2023
16/01/2024	Lloyds Bank	DDR	627.86		104.64	4903	520	42.33	Bar catering
						4167	202	398.70	Nettl - Roundabout sign
						4304	302	48.88	Aldi - Mulled wine/oranges
						4021	101	33.31	Viking - Desk diaries
16/01/2024	British Gas	16012024	86.00	86.00		501			Electricity - Mkt Pl toilets
16/01/2024	Fuel Genie	16012024/2	182.48	182.48		501			Fuel
18/01/2024	Mr. B. Burry	408900690	16.45	16.45		501			DVD/refs
18/01/2024	Comax UK Ltd	859990073	678.64	678.64		501			Disinfectant
18/01/2024	Denman Electrical Wholesalers	42495511	92.40	92.40		501			Lights
18/01/2024	Dentons	773499268	300.00	300.00		501			Advertising - AH
18/01/2024	Elite Promotions	849014898	500.00	500.00		501			Disco/photobooth
18/01/2024	Kan Connections	971610016	1,989.60	1,989.60		501			Electrical w ks - Pavilion
18/01/2024	Off The Kerb Productions	322250826	5,753.78	5,753.78		501			Show - Rich Hall
18/01/2024	Paul Seemayer	104257834	710.00	710.00		501			Lighting - Rich Hall
18/01/2024	IDverde Limited	811395866	1,341.94	1,341.94		501			Cleaning - Bath Rd toilets
18/01/2024	Light Fantastic	604461766	660.00	660.00		501			PA hire - Remembrance
18/01/2024	Microshade Business Consultant	76724798	720.00	720.00		501			Accounting services - Oct 2023
18/01/2024	Prosec Consultancy Ltd	77517068	180.00	180.00		501			Security - 091223
18/01/2024	Rialtas Business Solutions Ltd	976664205	623.76	623.76		501			Training - Omega
18/01/2024	Trade UK	975334765	354.02	354.02		501			Garage pack
18/01/2024	T H White Installation Ltd	66162936	104.50	104.50		501			Service - fire alarm TH
18/01/2024	Travis Perkins Trading Company	43227115	51.12	51.12		501			Brick mortar gun kit

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Unity Bank

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
18/01/2024	Wiltshire Publications Ltd	595038818	1,428.00	1,428.00		501		Advertising
18/01/2024	Boels Rental Ltd	191297888	237.84	237.84		501		Generator & eqpmt
18/01/2024	The MOT Centre & The Garage on	187248747	160.00	160.00		501		Battery (VW)
18/01/2024	James Hallam Council Guard	529013326	518.81	518.81		501		Insurance - special events
18/01/2024	J. H. Jones & Sons	621535419	1,616.40	1,616.40		501		Fencing - KGV
18/01/2024	Kevin Farrow	852566838	206.00	206.00		501		Mileage
18/01/2024	Municipal Maverick	879376567	960.00	960.00		501		Consultancy
18/01/2024	Nicola Elms	934247699	43.50	43.50		501		Santa/Elf costumes
18/01/2024	Austen Group	49088903	72.95	72.95		501		Sak trucks
18/01/2024	Shiners Commercial Ltd	275612958	392.00	392.00		501		Window cleaning
18/01/2024	VK Graphics Ltd	681645382	150.00	150.00		501		Road sign graphics
18/01/2024	One Entertainment Ltd	18012024	2,426.30	2,426.30		501		Show - Rock for Heroes
18/01/2024	Jack's Kitchen Ltd	18012024/2	9,600.00	9,600.00		501		Pavilion - final works
18/01/2024	Lazerlight Roadshow	360732131	500.00	500.00		501		Xmas Lights - Lazers
18/01/2024	Linda De Santiz	796879739	1,200.00	1,200.00		501		Honoraria - 23/24
18/01/2024	British Gas	18012024	762.34	762.34		501		Gas - TH
18/01/2024	British Gas	18012024/2	14.47	14.47		501		Gas - AH
18/01/2024	British Gas	18012024/3	29.29	29.29		501		Electricity - Roundhouse
18/01/2024	Oakwood	18012024/4	135.00	135.00		501		Container
19/01/2024	Wiltshire Council	DDR	32,153.40			520	32,153.40	Salaries
19/01/2024	Wiltshire Council	DDR	16,214.52			520	16,214.52	WPF
19/01/2024	British Gas	19012024	2,127.97	2,127.97		501		Electricity - AH
22/01/2024	British Gas	22012024	898.48	898.48		501		Electricity - TH
22/01/2024	British Gas	22012024/2	180.45	180.45		501		Electricity - Mkt Traders
25/01/2024	Unity Bank	DDR	28.48			4017	110 28.48	BACS charge
25/01/2024	British Gas	25012024	201.65	201.65		501		Electricity - Depot
30/01/2024	Zen International Ltd	30012024	31.20	31.20		501		Wifi - Art House
31/01/2024	United EPoS Solutions	264529095	60.00	60.00		501		Till - AH
31/01/2024	Houseman Environmental Ltd	32831982	570.00	570.00		501		Water hygiene - TH
31/01/2024	Neil Sands Productions	959934534	2,201.58	2,201.58		501		Show - Xmas Memories
31/01/2024	Seamless Laundry	206200263	36.50	36.50		501		Laundry - AH Tablecloths
31/01/2024	The Publishing House	23092558	163.80	163.80		501		Advertising - AH
31/01/2024	The Publishing House	119406804	174.00	174.00		501		Advertising - AH
31/01/2024	Wired Publishing	178795634	93.60	93.60		501		Advertising - AH
31/01/2024	Microshade Business Consultant	550896413	1,080.30	1,080.30		501		Accounting services
31/01/2024	Trade UK	453938157	142.41	142.41		501		Marking tape
31/01/2024	Stannah Lift Services Ltd	141086537	3,619.92	3,619.92		501		Lift - service
31/01/2024	Travis Perkins Trading Company	615752726	38.40	38.40		501		Sand
31/01/2024	Vysion Ltd	991236898	327.90	327.90		501		Online back-up services
31/01/2024	Wiltshire Publications Ltd	622626920	138.60	138.60		501		Advertising - NHP
31/01/2024	Wiltshire Council	735774395	1,194.39	1,194.39		501		Dropped kerb - The Grays
31/01/2024	AquaAid Southcoast	793549778	91.15	91.15		501		Water fountain - sanitisation
31/01/2024	Aquam Water Services Ltd	473706528	42.00	42.00		501		Standpipe - Mkt Pl
31/01/2024	Castle Water Ltd	99419949	0.56	0.56		501		Water - Mkt Pl
31/01/2024	Distant Thunder Fireworks	57942454	1,200.00	1,200.00		501		Fireworks - Xmas Fayre
31/01/2024	The MOT Centre & The Garage	366176541	90.00	90.00		501		Sprinter - repairs

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Date: 27/02/2024		Melksham Town Council Current Year				Page: 4	
Time: 12:31		Cashbook 1				User: MEL	
		Unity Bank				For Month No: 10	
Payments for Month 10		Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT_</u>	<u>A/c_ Centre</u>	<u>£ Amount Transaction Detail</u>
	on						
31/01/2024	Healthmatic Ltd	4033339	960.00	960.00		501	Cleaning - KGV eco loo - Oct
31/01/2024	Hugh Davis	76831484	20.76	20.76		501	Sugar soap/mould remover
31/01/2024	Kalpesh Patel	35126935	389.70	389.70		501	Locum RFO services
31/01/2024	Microsoft	625395076	224.70	224.70		501	Licences
31/01/2024	National Allotment Society	166560416	66.00	66.00		501	Annual subs
31/01/2024	NPower (Yorkshire) Ltd	928971090	45.45	45.45		501	Electricity - KGV/Pavilion
31/01/2024	Place Studio Ltd	987616760	3,630.00	3,630.00		501	NHP - support
31/01/2024	Plan of Action	674626087	150.00	150.00		501	Band - Xmas Lights
31/01/2024	Right Directions (Management)	738228541	8,316.00	8,316.00		501	Management support
31/01/2024	Sandridge Stone Ltd	8029275	11,018.28	11,018.28		501	Church wall - repairs
31/01/2024	Sara Land	328198767	17.50	17.50		501	Desserts - Mayors Reception
31/01/2024	The Sunnies	223219866	180.00	180.00		501	Music - Xmas lights
31/01/2024	T W Landscapes Ltd	907311694	17,310.60	17,310.60		501	Trees/planting
31/01/2024	Sara Land	544784767	20.73	20.73		501	Various items
31/01/2024	Kalpesh Patel	575205096	1,238.80	1,238.80		501	RFO services
31/01/2024	Show Planr Ltd	449102452	6,679.17	6,679.17		501	Show - Forbidden Nights
31/01/2024	Mr. Steve HOLDER	937564241	300.00	300.00		501	Sound - Forbidden Nights
31/01/2024	Enterprise Flex-E-Rent	31012024	996.44	996.44		501	Vehicle lease
31/01/2024	British Gas	31012024/2	1,538.11	1,538.11		501	Electricity - Pavilion
Total Payments for Month			172,304.83	107,099.41	104.64	65,100.78	
Balance Carried Fwd			43,492.46				
Cashbook Totals			215,797.29	107,099.41	104.64	108,593.24	

Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 9

Receipts for Month 9		Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Balance Brought Fwd :		122.60				122.60
Banked:		0.00				
			0.00			0.00
Total Receipts for Month		0.00	0.00	0.00		0.00
Cashbook Totals		122.60	0.00	0.00		122.60

Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
07/12/2023	B. Burry	TRANS	15.00		2.50	4960 510	12.50	Tickets
15/12/2023	S. Land	TRANS	5.94		0.99	4021 101	4.95	Xmas cards
20/12/2023	S. Land	TRANS	2.27		0.38	4021 101	1.89	Stationery
Total Payments for Month			23.21	0.00	3.87		19.34	
Balance Carried Fwd			99.39					
Cashbook Totals			122.60	0.00	3.87		118.73	

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Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received_ £ Debtors _____ £ VAT_ A/c_Centre_ £ Amount_ Transaction Detail

Balance Brought Fwd : 99.39

99.39

Cash Banked: 31/12/2023 **107.89**

Cash Xmas Carols 107.89 1052 302 107.89 Xmas Carols

Total Receipts for Month 107.89 0.00 0.00 107.89

Cashbook Totals 207.28 0.00 0.00 207.28

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Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/12/2023	M. Rolph	TNSFR	30.00			4028 101	30.00	Stamps
02/01/2024	S. Land	TNSFR	4.45		0.74	4016 101	3.71	Refs
09/01/2024	H. Davies	TNSFR	2.76		0.46	4021 101	2.30	Dividers
16/01/2024	Hannah	TNSFR	3.00		0.50	4016 101	2.50	Milk
20/01/2024	H. Davies	TNSFR	5.99		1.00	4016 101	4.99	Toilet brush
29/01/2024	J. Burry	TNSFR	1.35		0.22	4016 101	1.13	Milk
31/01/2024	Unreceipted purchase	TNSFR	2.94			4016 101	2.94	Unreceipted purchase
Total Payments for Month			50.49	0.00	2.92		47.57	
Balance Carried Fwd			156.79					
Cashbook Totals			207.28	0.00	2.92		204.36	

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Melksham Town Council
Monthly Financial Statement 31 December 2023

Cash and Bank Balances:

Unity Bank	179,128	
Cambridge B S	85,053	
Assembly General Account	1,122,492	
Lloyds Short Term Fixed Deposit	51,957	
Lloyds Fixed Term Deposit		
CCLA Investment	121	
Credit/Debit Card Control	-177	
Petty Cash	99	
Bar Float	1,100	
		1,439,773

Debtors (monies owed to council)

H M Customs - Vat recoverable	34,896	
Bar Stock	3,329	
Debtors and Prepayments	3,555	
		41,780
		1,481,553

Less: Creditors (monies owed by council)

Suppliers of goods and services	22,627	
Retention Due	8,065	
Other Creditors	5,592	
Salaries Control	0	
Paye, Ni and Pension Due	29,423	
Events Control	9,941	
		75,648

Net Cash Available 1,405,905

Represented by:

General Fund

Current Year Surplus	95,394	
Earmarked Reserves Used in year	220,587	
	315,981	
Contribution to Earmarked Reserves	49,245	266,736
General Reserve balance at beginning of year		364,159

Earmarked Reserves

Balance at 1st April 2023	797,899	
Plus; Added in Year	797,899	
	178,628	619,271
Less: Used to Fund Expenditure		

Specific Reserves

CIL

Balance at 1st April 2023	52,520	
Plus: Received in Year	1,140	
	53,660	
Less: Used to Fund Expenditure		53,660

Solar Farm

Balance at 1st April 2023	95,933	
Plus Received in Year	48,105	
	144,038	
Less:Used to Fund Expenditure	41,959	102,079

1,405,905

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Melksham Town Council
Monthly Financial Statement 31st January 2024

Cash and Bank Balances:

Unity Bank	43,492	
Cambridge B S	85,053	
Assembly General Account	1,144,124	
Lloyds Short Term Fixed Deposit	51,957	
Lloyds Fixed Term Deposit		
CCLA Investment	121	
Credit/Debit Card Control	4,083	
Petty Cash	157	
Bar Float	1,100	
		1,330,087

Debtors (monies owed to council)

H M Customs - Vat recoverable	12,150	
Bar Stock	3,329	
Debtors and Prepayments	172	
		15,651
		1,345,738

Less: Creditors (monies owed by council)

Suppliers of goods and services	16,037	
Retention Due	8,065	
Other Creditors	5,698	
Salaries Control		
Paye, Ni and Pension Due	18,502	
Events Control	5,278	
		53,580

Net Cash Available

1,292,158

Represented by:

General Fund

Current Year Surplus	-18,353	
Earmarked Reserves Used in year	261,625	
	243,272	
Contribution to Earmarked Reserves	49,245	194,027
General Reserve balance at beginning of year		364,159

Earmarked Reserves

Balance at 1st April 2023	797,899	
Plus; Added in Year	797,899	
Less: Used to Fund Expenditure	219,666	578,233

Specific Reserves

CIL

Balance at 1st April 2023	52,520	
Plus: Received in Year	1,140	
	53,660	
Less: Used to Fund Expenditure		53,660

Solar Farm

Balance at 1st April 2023	95,933	
Plus Received in Year	48,105	
	144,038	
Less: Used to Fund Expenditure	41,959	102,079

1,292,158

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

Finance, Admin & Performance

101 Central Costs

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries ENI & Pension	29,079	172,641	300,500	127,859		127,859	57.5%	
4005 Temporary Staff	0	135	0	(135)		(135)	0.0%	
4016 Sundry Office Expenses	6	584	0	(584)		(584)	0.0%	
4021 Stationery	7	973	500	(473)		(473)	194.7%	
4023 Advertising	0	(38)	500	538		538	(7.7%)	
4024 Equipment/furniture	0	665	1,000	335		335	66.5%	
4026 Photocopier/copying	134	1,243	750	(493)		(493)	165.7%	
4027 Telephones and Mobiles	242	1,735	3,000	1,265		1,265	57.8%	
4028 Postage	18	160	500	340		340	31.9%	
4029 Subscriptions	131	2,028	3,500	1,472		1,472	57.9%	
4040 Infomation Technology/Hardware	0	1,322	20,000	18,678		18,678	6.6%	
4042 Licences/Software	499	15,239	7,000	(8,239)		(8,239)	217.7%	
4058 Insurance	0	36,631	38,000	1,369		1,369	96.4%	
4061 Travel	206	852	500	(352)		(352)	170.5%	
4075 Training	520	3,366	6,000	2,634		2,634	56.1%	

Central Costs :- Indirect Expenditure **30,842** **237,535** **381,750** **144,215** **0** **144,215** **62.2%** **0**

Net Expenditure **(30,842)** **(237,535)** **(381,750)** **(144,215)**

110 Corporate Costs

1026 Income Interest	0	4,726	400	(4,326)			1181.5%	
1176 Precept Received	0	999,784	999,784	0			100.0%	
Corporate Costs :- Income	0	1,004,510	1,000,184	(4,326)			100.4%	0
4017 Bank account fees	63	362	500	138		138	72.3%	
4043 HR consultancy	0	4,095	7,500	3,405		3,405	54.6%	
4050 Legal and Professional Fees	12	3,521	7,000	3,479		3,479	50.3%	
4057 Accountancy and Audit	600	7,069	12,000	4,931		4,931	58.9%	
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%	

Corporate Costs :- Indirect Expenditure **675** **16,743** **30,500** **13,757** **0** **13,757** **54.9%** **0**

Net Income over Expenditure **(675)** **987,767** **969,684** **(18,083)**

115 Civic and Democratic

1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%	
Civic and Democratic :- Income	0	538	0	(538)				0
4030 Town Crier's expenses	25	25	300	275		275	8.3%	
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%	
4085 Civic and Ceremonial	425	2,558	3,500	942		942	73.1%	
4311 Remembrance Day	427	1,187	1,000	(187)		(187)	118.7%	
Civic and Democratic :- Indirect Expenditure	877	4,770	8,800	4,030	0	4,030	54.2%	0
Net Income over Expenditure	(877)	(4,232)	(8,800)	(4,568)				
151 Grants								
4301 Grants	1,500	6,545	16,000	9,455		9,455	40.9%	
4302 Grant CAB	0	5,000	5,000	0		0	100.0%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%	
4317 Grant Carnival	1,000	1,000	2,500	1,500		1,500	40.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	2,500	41,545	53,500	11,955	0	11,955	77.7%	0
Net Expenditure	(2,500)	(41,545)	(53,500)	(11,955)				
Finance, Admin & Performance :- Income	0	1,005,048	1,000,184	(4,864)			100.5%	
Expenditure	34,894	300,593	474,550	173,957	0	173,957	63.3%	
Movement to/(from) Gen Reserve	(34,894)	704,455						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Asset Management & Amenities</u>								
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	292	1,503	2,000	497			75.2%	
Town Hall :- Income	292	1,503	2,000	497			75.2%	0
4000 Salaries ENI & Pension	0	2,673	0	(2,673)		(2,673)	0.0%	
4100 Gas	741	3,820	6,000	2,180		2,180	63.7%	
4101 Electricity	441	3,002	5,000	1,998		1,998	60.0%	
4102 Non Domestic Rates	1,060	9,544	10,000	456		456	95.4%	
4103 Water Rates	0	793	2,000	1,208		1,208	39.6%	
4104 Window Cleaning	392	2,376	1,600	(776)		(776)	148.5%	
4106 Repairs and Maintenance	83	3,161	6,000	2,839		2,839	52.7%	
4108 Service Contracts	87	5,952	10,500	4,548		4,548	56.7%	
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%	
4261 Building Condition Reps Works	0	2,880	70,000	67,120		67,120	4.1%	
Town Hall :- Indirect Expenditure	2,805	34,200	112,500	78,300	0	78,300	30.4%	0
Net Income over Expenditure	(2,513)	(32,697)	(110,500)	(77,803)				
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	0	4,234	3,000	(1,234)			141.1%	
Asset and Amenities :- Income	0	4,234	3,000	(1,234)			141.1%	0
4000 Salaries ENI & Pension	28,259	166,826	275,000	108,174		108,174	60.7%	
4027 Telephones and Mobiles	0	716	1,500	784		784	47.7%	
4075 Training	0	2,438	0	(2,438)		(2,438)	0.0%	
4150 Uniform/PPE	210	1,115	1,000	(115)		(115)	111.5%	
4151 Tools and Equipment	189	2,054	2,000	(54)		(54)	102.7%	
4153 Vehicle Running Costs	546	2,897	5,000	2,103		2,103	57.9%	
4156 Vehicle Leasing	1,273	9,787	5,800	(3,987)		(3,987)	168.7%	
4163 Repairs and Maintenance	183	1,508	8,000	6,492		6,492	18.9%	
4167 Street Furniture and Signage	0	4,681	7,500	2,819		2,819	62.4%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	0	990	4,000	3,010		3,010	24.8%	
Asset and Amenities :- Indirect Expenditure	30,660	193,014	310,800	117,786	0	117,786	62.1%	0
Net Income over Expenditure	(30,660)	(188,780)	(307,800)	(119,020)				
<u>203 Allotments</u>								
1045 Income Allotments	10	290	5,000	4,710			5.8%	
Allotments :- Income	10	290	5,000	4,710			5.8%	0

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Water Rates - Allotments	0	1,190	1,200	10		10	99.2%	
4201 Maintenance - Allotments	0	887	1,000	113		113	88.7%	
Allotments :- Indirect Expenditure	0	2,077	2,200	123	0	123	94.4%	0
Net Income over Expenditure	10	(1,787)	2,800	4,587				
204 Pavilion and Car Park								
1046 Income - Pavilion	0	3,138	5,000	1,862			62.8%	
Pavilion and Car Park :- Income	0	3,138	5,000	1,862			62.8%	0
4050 Legal and Professional Fees	0	350	0	(350)		(350)	0.0%	
4250 Telephone - Pavilion	34	306	500	194		194	61.2%	
4252 Electricity	23	7,913	3,000	(4,913)		(4,913)	263.8%	
4254 Water - Pavilion	0	0	1,000	1,000		1,000	0.0%	
4255 Fire Safety Checks	0	355	250	(105)		(105)	142.0%	
4256 Maintenance - Pavilion	1,460	7,671	4,500	(3,171)		(3,171)	170.5%	
Pavilion and Car Park :- Indirect Expenditure	1,516	16,596	9,250	(7,346)	0	(7,346)	179.4%	0
Net Income over Expenditure	(1,516)	(13,457)	(4,250)	9,207				
205 Public Toilets - Market Place								
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%	
Public Toilets - Market Place :- Income	0	6,000	7,500	1,500			80.0%	0
4101 Electricity	323	1,816	1,800	(16)		(16)	100.9%	
4103 Water Rates	6	986	3,000	2,014		2,014	32.9%	
4106 Repairs and Maintenance	0	150	1,000	850		850	15.0%	
4180 Cleaning	503	4,027	7,000	2,973		2,973	57.5%	
Public Toilets - Market Place :- Indirect Expenditure	833	6,979	12,800	5,821	0	5,821	54.5%	0
Net Income over Expenditure	(833)	(979)	(5,300)	(4,321)				
206 Public Toilets - Bath Road								
4101 Electricity	114	1,086	1,400	314		314	77.6%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	0	396	1,000	604		604	39.6%	
4180 Cleaning	615	4,920	7,000	2,080		2,080	70.3%	
Public Toilets - Bath Road :- Indirect Expenditure	729	6,402	11,400	4,998	0	4,998	56.2%	0
Net Expenditure	(729)	(6,402)	(11,400)	(4,998)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Corporate Properties								
1040 Income 31 Market Place	583	9,100	6,900	(2,200)			131.9%	
1048 Income Art House Cafe	500	4,500	6,000	1,500			75.0%	
Corporate Properties :- Income	1,083	13,600	12,900	(700)			105.4%	0
Net Income	1,083	13,600	12,900	(700)				
211 Art House Cafe								
4100 Gas	0	0	1,000	1,000		1,000	0.0%	
4108 Service Contracts	0	357	0	(357)		(357)	0.0%	
4175 Costs Art House Cafe	0	696	0	(696)		(696)	0.0%	
Art House Cafe :- Indirect Expenditure	0	1,053	1,000	(53)	0	(53)	105.3%	0
Net Expenditure	0	(1,053)	(1,000)	53				
212 Round House								
4101 Electricity	28	(1,270)	500	1,770		1,770	(254.0%)	
4103 Water Rates	0	55	240	185		185	22.8%	
4106 Repairs and Maintenance	168	660	1,000	340		340	66.0%	
Round House :- Indirect Expenditure	195	(555)	1,740	2,295	0	2,295	(31.9%)	0
Net Expenditure	(195)	555	(1,740)	(2,295)				
213 31 Market Place								
4108 Service Contracts	0	85	1,000	915		915	8.5%	
31 Market Place :- Indirect Expenditure	0	85	1,000	915	0	915	8.5%	0
Net Expenditure	0	(85)	(1,000)	(915)				
215 Depot								
4101 Electricity	86	1,458	2,000	542		542	72.9%	
4102 Non Domestic Rates	1,470	4,628	2,500	(2,128)		(2,128)	185.1%	
4103 Water Rates	24	160	250	90		90	63.9%	
4106 Repairs and Maintenance	0	0	4,000	4,000		4,000	0.0%	
4160 Leasing	2,058	13,379	12,350	(1,029)		(1,029)	108.3%	
4184 Fire security: Unit	0	94	300	206		206	31.3%	
Depot :- Indirect Expenditure	3,638	19,719	21,400	1,681	0	1,681	92.1%	0
Net Expenditure	(3,638)	(19,719)	(21,400)	(1,681)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Play Areas and Open Spaces								
4157 Grasscutting	0	32,769	30,000	(2,769)		(2,769)	109.2%	
4158 Replacement Play Equipment	800	20,874	0	(20,874)		(20,874)	0.0%	
4165 Maintenance play areas	0	8,193	5,000	(3,193)		(3,193)	163.9%	
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%	
4179 Tree Planting and Ecology	0	47	10,000	9,953		9,953	0.5%	
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%	
Play Areas and Open Spaces :- Indirect Expenditure	800	63,289	48,600	(14,689)	0	(14,689)	130.2%	0
Net Expenditure	(800)	(63,289)	(48,600)	14,689				
221 King George V Park/Splashpad								
4101 Electricity	0	1,550	5,000	3,451		3,451	31.0%	
4106 Repairs and Maintenance	0	1,110	0	(1,110)		(1,110)	0.0%	
4108 Service Contracts	333	3,915	5,000	1,085		1,085	78.3%	
4199 Chemicals	0	2,605	2,000	(605)		(605)	130.2%	
4313 Sports Roadshow	0	2,845	5,000	2,155		2,155	56.9%	
4913 Water	0	0	7,000	7,000		7,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	333	12,024	24,000	11,976	0	11,976	50.1%	0
Net Expenditure	(333)	(12,024)	(24,000)	(11,976)				
405 Solar Farm Projects								
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%	
Solar Farm Projects :- Income	0	48,105	40,000	(8,105)			120.3%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	0	48,105	0	(48,105)				
Asset Management & Amenities :- Income	1,385	76,870	75,400	(1,470)			102.0%	
Expenditure	41,509	354,881	596,690	241,809	0	241,809	59.5%	
Movement to/(from) Gen Reserve	(40,124)	(278,011)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Development</u>								
302 Projects								
1020 Miscellaneous Income	0	117	0	(117)			0.0%	
1050 Grants Received	0	3,060	0	(3,060)			0.0%	
1052 Switch on Event - Stalls	800	3,814	0	(3,814)			0.0%	
1179 Neighbourhood Plan	0	30	0	(30)			0.0%	
Projects :- Income	800	7,020	0	(7,020)				0
4073 Climate Fest	0	1,134	2,500	1,366		1,366	45.4%	
4074 Neighbourhood Plan	990	20,783	2,000	(18,783)		(18,783)	1039.2%	
4078 Community Projects	0	524	1,000	476		476	52.4%	
4080 Melksham in Bloom Competition	0	8	500	492		492	1.6%	
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%	
4304 Switch on Event	5,203	9,762	6,000	(3,762)		(3,762)	162.7%	
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%	
4322 Age UK Project Worker	0	8,146	0	(8,146)		(8,146)	0.0%	
Projects :- Indirect Expenditure	6,193	47,214	17,500	(29,714)	0	(29,714)	269.8%	0
Net Income over Expenditure	(5,393)	(40,193)	(17,500)	22,693				
Community Development :- Income	800	7,020	0	(7,020)			0.0%	
Expenditure	6,193	47,214	17,500	(29,714)	0	(29,714)	269.8%	
Movement to/(from) Gen Reserve	(5,393)	(40,193)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Economic Development								
403 Economic Dev. and Planning								
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%	
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%	
Economic Dev. and Planning :- Income	0	1,461	3,300	1,839			44.3%	0
4071 Town Floral Displays	0	6,084	10,000	3,916		3,916	60.8%	
4308 CCTV	0	560	0	(560)		(560)	0.0%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%	
4354 Parking Scheme	0	817	500	(317)		(317)	163.4%	
4356 LHFIG	0	2,148	10,000	7,852		7,852	21.5%	
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%	
4925 Town Development	0	688	15,000	14,313		14,313	4.6%	
Economic Dev. and Planning :- Indirect Expenditure	0	10,296	43,000	32,704	0	32,704	23.9%	0
Net Income over Expenditure	0	(8,835)	(39,700)	(30,865)				
Economic Development :- Income	0	1,461	3,300	1,839			44.3%	
Expenditure	0	10,296	43,000	32,704	0	32,704	23.9%	
Movement to/(from) Gen Reserve	0	(8,835)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assembly Hall								
501 Assembly Hall Central Costs								
1000 Income-Assembly Hall Lettings	2,178	20,934	50,000	29,066			41.9%	
Assembly Hall Central Costs :- Income	2,178	20,934	50,000	29,066			41.9%	0
4000 Salaries ENI & Pension	10,485	60,488	85,000	24,512		24,512	71.2%	
4005 Temporary Staff	0	3,221	0	(3,221)		(3,221)	0.0%	
4900 Uniforms	0	0	500	500		500	0.0%	
4905 Cleaning Materials	566	1,758	2,000	242		242	87.9%	
4907 Stationery/Printing/Postage	0	52	150	98		98	34.4%	
4909 Licences	0	1,512	4,500	2,988		2,988	33.6%	
4911 Electricity	1,701	11,822	13,500	1,678		1,678	87.6%	
4912 Gas	17	171	350	179		179	48.9%	
4913 Water	1,130	2,327	2,600	273		273	89.5%	
4914 Rates	861	7,747	9,500	1,753		1,753	81.5%	
4915 Equipment	0	115	0	(115)		(115)	0.0%	
4916 Maintenance-Equipment	127	5,301	7,500	2,199		2,199	70.7%	
4917 Service Contracts	587	8,462	12,000	3,538		3,538	70.5%	
4918 Maintenance	102	5,629	7,000	1,371		1,371	80.4%	
4922 Publicity & Marketing	1,046	5,379	5,000	(379)		(379)	107.6%	
4924 Telephone: security alarms	0	0	300	300		300	0.0%	
4927 Stocktaking	0	390	600	210		210	65.0%	
4929 AIB	0	0	2,000	2,000		2,000	0.0%	
4958 Event Security	120	510	1,500	990		990	34.0%	
Assembly Hall Central Costs :- Indirect Expenditure	16,741	114,883	154,000	39,117	0	39,117	74.6%	0
Net Income over Expenditure	(14,564)	(93,949)	(104,000)	(10,051)				
510 Assembly Hall Events								
1004 Film shows	208	346	600	254			57.6%	
1173 Live Shows - Hall Hire	2,505	17,704	2,000	(15,704)			885.2%	
Assembly Hall Events :- Income	2,713	18,050	2,600	(15,450)			694.2%	0
4919 Films: expenses and contract	1	11	300	289		289	3.7%	
4954 PA and Lighting Costs	710	3,680	1,000	(2,680)		(2,680)	368.0%	
4958 Event Security	0	120	0	(120)		(120)	0.0%	
4960 Live entertainment:	(2,393)	2,631	1,000	(1,631)		(1,631)	263.1%	
Assembly Hall Events :- Indirect Expenditure	(1,681)	6,442	2,300	(4,142)	0	(4,142)	280.1%	0
Net Income over Expenditure	4,395	11,608	300	(11,308)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520 Assembly Hall Bar and Catering								
1001 Income-Assembly Hall Bar	3,453	35,436	55,000	19,564			64.4%	
Assembly Hall Bar and Catering :- Income	3,453	35,436	55,000	19,564			64.4%	0
4901 Catering Stock Purchases	209	575	0	(575)		(575)	0.0%	
4903 Bar Stock Purchases	3,128	15,091	24,750	9,659		9,659	61.0%	
Assembly Hall Bar and Catering :- Indirect Expenditure	3,337	15,666	24,750	9,084	0	9,084	63.3%	0
Net Income over Expenditure	116	19,770	30,250	10,480				
Assembly Hall :- Income	8,344	74,420	107,600	33,180			69.2%	
Expenditure	18,397	136,991	181,050	44,059	0	44,059	75.7%	
Movement to/(from) Gen Reserve	(10,054)	(62,571)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Earmarked Reserves								
901 Earmarked Reserves								
1180 CIL Received	0	1,140	0	(1,140)			0.0%	
Earmarked Reserves :- Income	0	1,140	0	(1,140)				0
9202 Unplanned Maintenance	0	47,520	67,109	19,589		19,589	70.8%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	0	9,631	14,830	5,199		5,199	64.9%	
9235 Market Town Initiative	0	3,864	20,000	16,136		16,136	19.3%	
9241 Cil East of Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	0	9,432	10,743	1,311		1,311	87.8%	
9244 Major Projects Reserve	1,658	108,183	278,945	170,762		170,762	38.8%	
9245 Solar Money	0	41,959	144,038	102,079		102,079	29.1%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	52,520	52,520		52,520	0.0%	
Earmarked Reserves :- Indirect Expenditure	1,658	220,587	953,215	732,628	0	732,628	23.1%	0
Net Income over Expenditure	(1,658)	(219,448)	(953,215)	(733,767)				
902 Sinking Funds								
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%	
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	41,242	41,242	0	41,242	0.0%	0
Net Expenditure	0	0	(41,242)	(41,242)				
Earmarked Reserves :- Income	0	1,140	0	(1,140)			0.0%	
Expenditure	1,658	220,587	994,457	773,870	0	773,870	22.2%	
Movement to/(from) Gen Reserve	(1,658)	(219,448)						
Grand Totals:- Income	10,529	1,165,960	1,186,484	20,524			98.3%	
Expenditure	102,652	1,070,563	2,307,247	1,236,684	0	1,236,684	46.4%	
Net Income over Expenditure	(92,123)	95,397	(1,120,763)	(1,216,160)				
Movement to/(from) Gen Reserve	(92,123)	95,397						

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Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance, Admin & Performance</u>								
<u>101 Central Costs</u>								
4000 Salaries ENI & Pension	22,338	194,978	300,500	105,522		105,522	64.9%	
4005 Temporary Staff	0	135	0	(135)		(135)	0.0%	
4016 Sundry Office Expenses	105	688	0	(688)		(688)	0.0%	
4021 Stationery	142	1,116	500	(616)		(616)	223.1%	
4023 Advertising	0	(38)	500	538		538	(7.7%)	
4024 Equipment/furniture	0	665	1,000	335		335	66.5%	
4026 Photocopier/copying	295	1,538	750	(788)		(788)	205.1%	
4027 Telephones and Mobiles	189	1,925	3,000	1,075		1,075	64.2%	
4028 Postage	75	235	500	265		265	46.9%	
4029 Subscriptions	55	2,083	3,500	1,417		1,417	59.5%	
4040 Information Technology/Hardware	0	339	20,000	19,661		19,661	1.7%	
4042 Licences/Software	2,365	18,587	7,000	(11,587)		(11,587)	265.5%	
4058 Insurance	0	36,631	38,000	1,369		1,369	96.4%	
4061 Travel	45	897	500	(397)		(397)	179.5%	
4075 Training	195	3,561	6,000	2,439		2,439	59.3%	
Central Costs :- Indirect Expenditure	25,805	263,340	381,750	118,410	0	118,410	69.0%	0
Net Expenditure	(25,805)	(263,340)	(381,750)	(118,410)				
<u>110 Corporate Costs</u>								
1026 Income Interest	0	4,726	400	(4,326)			1181.5%	
1176 Precept Received	0	999,784	999,784	0			100.0%	
Corporate Costs :- Income	0	1,004,510	1,000,184	(4,326)			100.4%	0
4017 Bank account fees	63	424	500	76		76	84.8%	
4043 HR consultancy	0	4,095	7,500	3,405		3,405	54.6%	
4050 Legal and Professional Fees	8,373	11,894	7,000	(4,894)		(4,894)	169.9%	
4057 Accountancy and Audit	1,590	8,658	12,000	3,342		3,342	72.2%	
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%	
Corporate Costs :- Indirect Expenditure	10,025	26,768	30,500	3,732	0	3,732	87.8%	0
Net Income over Expenditure	(10,025)	977,742	969,684	(8,058)				
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	236	774	0	(774)			0.0%	
Civic and Democratic :- Income	236	774	0	(774)				0
4030 Town Crier's expenses	0	25	300	275		275	8.3%	
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%	
4085 Civic and Ceremonial	1,215	3,773	3,500	(273)		(273)	107.8%	
4311 Remembrance Day	37	1,223	1,000	(223)		(223)	122.3%	
Civic and Democratic :- Indirect Expenditure	1,251	6,021	8,800	2,779	0	2,779	68.4%	0
Net Income over Expenditure	(1,015)	(5,247)	(8,800)	(3,553)				
151 Grants								
4301 Grants	0	6,545	16,000	9,455		9,455	40.9%	
4302 Grant CAB	0	5,000	5,000	0		0	100.0%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%	
4317 Grant Carnival	0	1,000	2,500	1,500		1,500	40.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	41,545	53,500	11,955	0	11,955	77.7%	0
Net Expenditure	0	(41,545)	(53,500)	(11,955)				
Finance, Admin & Performance :- Income	236	1,005,284	1,000,184	(5,100)			100.5%	
Expenditure	37,081	337,674	474,550	136,876	0	136,876	71.2%	
Movement to/(from) Gen Reserve	(36,845)	667,610						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

Asset Management & Amenities**201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1034 Income Town Hall Bookings	234	1,737	2,000	263			86.9%	
Town Hall :- Income	234	1,737	2,000	263			86.9%	0
4000 Salaries ENI & Pension	1,237	3,911	0	(3,911)		(3,911)	0.0%	
4100 Gas	635	4,455	6,000	1,545		1,545	74.3%	
4101 Electricity	921	3,922	5,000	1,078		1,078	78.4%	
4102 Non Domestic Rates	1,060	10,604	10,000	(604)		(604)	106.0%	
4103 Water Rates	341	1,133	2,000	867		867	56.7%	
4104 Window Cleaning	260	2,636	1,600	(1,036)		(1,036)	164.8%	
4106 Repairs and Maintenance	0	3,161	6,000	2,839		2,839	52.7%	
4108 Service Contracts	3,175	9,127	10,500	1,373		1,373	86.9%	
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%	
4261 Building Condition Reps Works	0	2,880	70,000	67,120		67,120	4.1%	
Town Hall :- Indirect Expenditure	7,629	41,829	112,500	70,671	0	70,671	37.2%	0
Net Income over Expenditure	(7,395)	(40,092)	(110,500)	(70,408)				

202 Asset and Amenities

1027 Income - Amenity Services	519	4,752	3,000	(1,752)			158.4%	
Asset and Amenities :- Income	519	4,752	3,000	(1,752)			158.4%	0
4000 Salaries ENI & Pension	22,534	189,360	275,000	85,640		85,640	68.9%	
4027 Telephones and Mobiles	0	716	1,500	784		784	47.7%	
4075 Training	0	2,438	0	(2,438)		(2,438)	0.0%	
4150 Uniform/PPE	68	1,183	1,000	(183)		(183)	118.3%	
4151 Tools and Equipment	401	2,455	2,000	(455)		(455)	122.8%	
4153 Vehicle Running Costs	194	3,091	5,000	1,909		1,909	61.8%	
4156 Vehicle Leasing	1,299	11,087	5,800	(5,287)		(5,287)	191.2%	
4163 Repairs and Maintenance	119	1,627	8,000	6,373		6,373	20.3%	
4167 Street Furniture and Signage	399	5,080	7,500	2,420		2,420	67.7%	
4168 Bus shelters	249	249	0	(249)		(249)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	0	990	4,000	3,010		3,010	24.8%	
Asset and Amenities :- Indirect Expenditure	25,263	218,277	310,800	92,523	0	92,523	70.2%	0
Net Income over Expenditure	(24,745)	(213,525)	(307,800)	(94,275)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
203	Allotments								
1045	Income Allotments	45	335	5,000	4,665			6.7%	
	Allotments :- Income	45	335	5,000	4,665			6.7%	0
4200	Water Rates - Allotments	0	1,190	1,200	10		10	99.2%	
4201	Maintenance - Allotments	0	887	1,000	113		113	88.7%	
	Allotments :- Indirect Expenditure	0	2,077	2,200	123	0	123	94.4%	0
	Net Income over Expenditure	45	(1,742)	2,800	4,542				
204	Pavilion and Car Park								
1046	Income - Pavilion	0	3,138	5,000	1,862			62.8%	
	Pavilion and Car Park :- Income	0	3,138	5,000	1,862			62.8%	0
4050	Legal and Professional Fees	0	350	0	(350)		(350)	0.0%	
4250	Telephone - Pavilion	34	340	500	160		160	68.0%	
4252	Electricity	3,316	11,230	3,000	(8,230)		(8,230)	374.3%	
4254	Water - Pavilion	0	0	1,000	1,000		1,000	0.0%	
4255	Fire Safety Checks	0	355	250	(105)		(105)	142.0%	
4256	Maintenance - Pavilion	271	7,942	4,500	(3,442)		(3,442)	176.5%	
	Pavilion and Car Park :- Indirect Expenditure	3,621	20,217	9,250	(10,967)	0	(10,967)	218.6%	0
	Net Income over Expenditure	(3,621)	(17,078)	(4,250)	12,828				
205	Public Toilets - Market Place								
1060	Contribution to running costs	0	6,000	7,500	1,500			80.0%	
	Public Toilets - Market Place :- Income	0	6,000	7,500	1,500			80.0%	0
4101	Electricity	82	1,898	1,800	(98)		(98)	105.5%	
4103	Water Rates	159	1,145	3,000	1,855		1,855	38.2%	
4106	Repairs and Maintenance	0	150	1,000	850		850	15.0%	
4180	Cleaning	0	4,027	7,000	2,973		2,973	57.5%	
	Public Toilets - Market Place :- Indirect Expenditure	241	7,219	12,800	5,581	0	5,581	56.4%	0
	Net Income over Expenditure	(241)	(1,219)	(5,300)	(4,081)				
206	Public Toilets - Bath Road								
4101	Electricity	118	1,204	1,400	196		196	86.0%	
4103	Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106	Repairs and Maintenance	0	396	1,000	604		604	39.6%	
4180	Cleaning	0	4,920	7,000	2,080		2,080	70.3%	
	Public Toilets - Bath Road :- Indirect Expenditure	118	6,520	11,400	4,880	0	4,880	57.2%	0
	Net Expenditure	(118)	(6,520)	(11,400)	(4,880)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Corporate Properties								
1040 Income 31 Market Place	583	6,300	6,900	600			91.3%	
1048 Income Art House Cafe	671	5,171	6,000	829			86.2%	
Corporate Properties :- Income	1,254	11,471	12,900	1,429			88.9%	0
Net Income	1,254	11,471	12,900	1,429				
211 Art House Cafe								
4100 Gas	0	0	1,000	1,000		1,000	0.0%	
4108 Service Contracts	0	357	0	(357)		(357)	0.0%	
4175 Costs Art House Cafe	52	748	0	(748)		(748)	0.0%	
Art House Cafe :- Indirect Expenditure	52	1,105	1,000	(105)	0	(105)	110.5%	0
Net Expenditure	(52)	(1,105)	(1,000)	105				
212 Round House								
4101 Electricity	28	(1,242)	500	1,742		1,742	(248.4%)	
4103 Water Rates	107	161	240	79		79	67.2%	
4106 Repairs and Maintenance	0	660	1,000	340		340	66.0%	
Round House :- Indirect Expenditure	135	(421)	1,740	2,161	0	2,161	(24.2%)	0
Net Expenditure	(135)	421	(1,740)	(2,161)				
213 31 Market Place								
4108 Service Contracts	0	85	1,000	915		915	8.5%	
31 Market Place :- Indirect Expenditure	0	85	1,000	915	0	915	8.5%	0
Net Expenditure	0	(85)	(1,000)	(915)				
215 Depot								
4101 Electricity	0	1,458	2,000	542		542	72.9%	
4102 Non Domestic Rates	1,470	6,098	2,500	(3,598)		(3,598)	243.9%	
4103 Water Rates	24	183	250	67		67	73.3%	
4106 Repairs and Maintenance	150	150	4,000	3,850		3,850	3.8%	
4159 Electric - Unit	168	168	0	(168)		(168)	0.0%	
4160 Leasing	0	13,379	12,350	(1,029)		(1,029)	108.3%	
4184 Fire security: Unit	0	94	300	206		206	31.3%	
Depot :- Indirect Expenditure	1,812	21,530	21,400	(130)	0	(130)	100.6%	0
Net Expenditure	(1,812)	(21,530)	(21,400)	130				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Play Areas and Open Spaces								
4157 Grasscutting	0	32,769	30,000	(2,769)		(2,769)	109.2%	
4158 Replacement Play Equipment	0	800	0	(800)		(800)	0.0%	
4165 Maintenance play areas	50	8,243	5,000	(3,243)		(3,243)	164.9%	
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%	
4179 Tree Planting and Ecology	14,426	14,473	10,000	(4,473)		(4,473)	144.7%	
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%	
Play Areas and Open Spaces :- Indirect Expenditure	14,476	57,691	48,600	(9,091)	0	(9,091)	118.7%	0
Net Expenditure	(14,476)	(57,691)	(48,600)	9,091				
221 King George V Park/Splashpad								
4101 Electricity	23	1,573	5,000	3,427		3,427	31.5%	
4106 Repairs and Maintenance	0	1,110	0	(1,110)		(1,110)	0.0%	
4108 Service Contracts	1,586	5,501	5,000	(501)		(501)	110.0%	
4199 Chemicals	0	2,605	2,000	(605)		(605)	130.2%	
4313 Sports Roadshow	0	2,845	5,000	2,155		2,155	56.9%	
4913 Water	0	0	7,000	7,000		7,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	1,609	13,634	24,000	10,366	0	10,366	56.8%	0
Net Expenditure	(1,609)	(13,634)	(24,000)	(10,366)				
405 Solar Farm Projects								
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%	
Solar Farm Projects :- Income	0	48,105	40,000	(8,105)			120.3%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	0	48,105	0	(48,105)				
Asset Management & Amenities :- Income	2,052	75,539	75,400	(139)			100.2%	
Expenditure	54,955	389,763	596,690	206,927	0	206,927	65.3%	
Movement to/(from) Gen Reserve	(52,904)	(314,225)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Development</u>								
302 Projects								
1020 Miscellaneous Income	0	117	0	(117)			0.0%	
1050 Grants Received	0	3,060	0	(3,060)			0.0%	
1052 Switch on Event - Stalls	108	3,921	0	(3,921)			0.0%	
1179 Neighbourhood Plan	0	30	0	(30)			0.0%	
Projects :- Income	108	7,128	0	(7,128)				0
4073 Climate Fest	0	1,134	2,500	1,366		1,366	45.4%	
4074 Neighbourhood Plan	3,141	23,924	2,000	(21,924)		(21,924)	1196.2%	
4078 Community Projects	0	524	1,000	476		476	52.4%	
4080 Melksham in Bloom Competition	0	8	500	492		492	1.6%	
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%	
4304 Switch on Event	1,879	11,641	6,000	(5,641)		(5,641)	194.0%	
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%	
4322 Age UK Project Worker	0	8,146	0	(8,146)		(8,146)	0.0%	
Projects :- Indirect Expenditure	5,019	52,233	17,500	(34,733)	0	(34,733)	298.5%	0
Net Income over Expenditure	(4,911)	(45,105)	(17,500)	27,605				
Community Development :- Income	108	7,128	0	(7,128)			0.0%	
Expenditure	5,019	52,233	17,500	(34,733)	0	(34,733)	298.5%	
Movement to/(from) Gen Reserve	(4,911)	(45,105)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Economic Development</u>								
403 <u>Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%	
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%	
Economic Dev. and Planning :- Income	0	1,461	3,300	1,839			44.3%	0
4071 Town Floral Displays	35	6,119	10,000	3,881		3,881	61.2%	
4308 CCTV	2,885	3,445	0	(3,445)		(3,445)	0.0%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%	
4354 Parking Scheme	0	817	500	(317)		(317)	163.4%	
4356 LHFIG	1,194	3,343	10,000	6,657		6,657	33.4%	
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%	
4925 Town Development	0	688	15,000	14,313		14,313	4.6%	
Economic Dev. and Planning :- Indirect Expenditure	4,114	14,411	43,000	28,589	0	28,589	33.5%	0
Net Income over Expenditure	(4,114)	(12,950)	(39,700)	(26,750)				
Economic Development :- Income	0	1,461	3,300	1,839			44.3%	
Expenditure	4,114	14,411	43,000	28,589	0	28,589	33.5%	
Movement to/(from) Gen Reserve	(4,114)	(12,950)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assembly Hall								
501 <u>Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	1,252	22,186	50,000	27,814			44.4%	
Assembly Hall Central Costs :- Income	1,252	22,186	50,000	27,814			44.4%	0
4000 Salaries ENI & Pension	4,661	65,149	85,000	19,851		19,851	76.6%	
4005 Temporary Staff	0	3,221	0	(3,221)		(3,221)	0.0%	
4900 Uniforms	0	0	500	500		500	0.0%	
4905 Cleaning Materials	0	1,758	2,000	242		242	87.9%	
4907 Stationery/Printing/Postage	0	52	150	98		98	34.4%	
4909 Licences	(4,836)	(3,324)	4,500	7,824		7,824	(73.9%)	
4911 Electricity	1,773	13,595	13,500	(95)		(95)	100.7%	
4912 Gas	12	183	350	167		167	52.4%	
4913 Water	256	2,583	2,600	17		17	99.3%	
4914 Rates	861	8,608	9,500	892		892	90.6%	
4915 Equipment	0	115	0	(115)		(115)	0.0%	
4916 Maintenance-Equipment	14	5,314	7,500	2,186		2,186	70.9%	
4917 Service Contracts	469	8,932	12,000	3,068		3,068	74.4%	
4918 Maintenance	42	5,671	7,000	1,329		1,329	81.0%	
4922 Publicity & Marketing	751	6,130	5,000	(1,130)		(1,130)	122.6%	
4924 Telephone: security alarms	0	0	300	300		300	0.0%	
4927 Stocktaking	0	390	600	210		210	65.0%	
4929 AIB	0	0	2,000	2,000		2,000	0.0%	
4958 Event Security	203	713	1,500	788		788	47.5%	
Assembly Hall Central Costs :- Indirect Expenditure	4,206	119,088	154,000	34,912	0	34,912	77.3%	0
Net Income over Expenditure	(2,953)	(96,902)	(104,000)	(7,098)				
510 <u>Assembly Hall Events</u>								
1004 Film shows	13	358	600	242			59.7%	
1173 Live Shows - Hall Hire	3,774	21,478	2,000	(19,478)			1073.9%	
Assembly Hall Events :- Income	3,786	21,836	2,600	(19,236)			839.8%	0
4919 Films: expenses and contract	0	11	300	289		289	3.7%	
4954 PA and Lighting Costs	300	3,980	1,000	(2,980)		(2,980)	398.0%	
4958 Event Security	0	120	0	(120)		(120)	0.0%	
4960 Live entertainment:	0	2,631	1,000	(1,631)		(1,631)	263.1%	
Assembly Hall Events :- Indirect Expenditure	300	6,742	2,300	(4,442)	0	(4,442)	293.1%	0
Net Income over Expenditure	3,486	15,094	300	(14,794)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520 Assembly Hall Bar and Catering								
1001 Income-Assembly Hall Bar	9,355	44,791	55,000	10,209			81.4%	
Assembly Hall Bar and Catering :- Income	9,355	44,791	55,000	10,209			81.4%	0
4901 Catering Stock Purchases	7	582	0	(582)		(582)	0.0%	
4903 Bar Stock Purchases	510	15,601	24,750	9,149		9,149	63.0%	
Assembly Hall Bar and Catering :- Indirect Expenditure	517	16,183	24,750	8,567	0	8,567	65.4%	0
Net Income over Expenditure	8,838	28,608	30,250	1,642				
Assembly Hall :- Income	14,394	88,814	107,600	18,786			82.5%	
Expenditure	5,022	142,013	181,050	39,037	0	39,037	78.4%	
Movement to/(from) Gen Reserve	9,371	(53,200)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
901 <u>Earmarked Reserves</u>								
1180 CIL Received	0	1,140	0	(1,140)			0.0%	
Earmarked Reserves :- Income	0	1,140	0	(1,140)				0
9202 Unplanned Maintenance	9,182	56,702	67,109	10,407		10,407	84.5%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	0	9,631	14,830	5,199		5,199	64.9%	
9235 Market Town Initiative	0	3,864	20,000	16,136		16,136	19.3%	
9241 Cil East of Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	0	9,432	10,743	1,311		1,311	87.8%	
9244 Major Projects Reserve	11,780	140,037	263,945	123,908		123,908	53.1%	
9245 Solar Money	0	41,959	144,038	102,079		102,079	29.1%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	52,520	52,520		52,520	0.0%	
9251 Shurnhold field Reserve	0	0	15,000	15,000		15,000	0.0%	
Earmarked Reserves :- Indirect Expenditure	20,962	261,623	953,215	691,592	0	691,592	27.4%	0
Net Income over Expenditure	(20,962)	(260,483)	(953,215)	(692,732)				
<u>902 Sinking Funds</u>								
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%	
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Play Equipment Replacement	0	0	21,000	21,000		21,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	41,242	41,242	0	41,242	0.0%	0
Net Expenditure	0	0	(41,242)	(41,242)				
Earmarked Reserves :- Income	0	1,140	0	(1,140)			0.0%	
Expenditure	20,962	261,623	994,457	732,834	0	732,834	26.3%	
Movement to/(from) Gen Reserve	(20,962)	(260,483)						
Grand Totals:- Income	16,789	1,179,365	1,186,484	7,119			99.4%	
Expenditure	127,155	1,197,718	2,307,247	1,109,529	0	1,109,529	51.9%	
Net Income over Expenditure	(110,366)	(18,352)	(1,120,763)	(1,102,411)				
Movement to/(from) Gen Reserve	(110,366)	(18,352)						

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11/01/2024

Melksham Town Council Current Year

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Detailed Income & Expenditure by Account 31/12/2023

Month No: 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Income-Assembly Hall Lettings	2,178	20,934	50,000	29,066			41.9%
1001 Income-Assembly Hall Bar	3,453	35,436	55,000	19,564			64.4%
1004 Film shows	208	346	600	254			57.6%
1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%
1020 Miscellaneous Income	0	117	0	(117)			0.0%
1026 Income Interest	0	4,726	400	(4,326)			1181.5%
1027 Income - Amenity Services	0	4,234	3,000	(1,234)			141.1%
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%
1034 Income Town Hall Bookings	292	1,503	2,000	497			75.2%
1040 Income 31 Market Place	583	9,100	6,900	(2,200)			131.9%
1045 Income Allotments	10	290	5,000	4,710			5.8%
1046 Income - Pavilion	0	3,138	5,000	1,862			62.8%
1048 Income Art House Cafe	500	4,500	6,000	1,500			75.0%
1050 Grants Received	0	3,060	0	(3,060)			0.0%
1052 Switch on Event - Stalls	800	3,814	0	(3,814)			0.0%
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%
1173 Live Shows - Hall Hire	2,505	17,704	2,000	(15,704)			885.2%
1176 Precept Received	0	999,784	999,784	0			100.0%
1179 Neighbourhood Plan	0	30	0	(30)			0.0%
1180 CIL Received	0	1,140	0	(1,140)			0.0%
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%
Total Income	10,529	1,165,960	1,186,484	20,524			98.3%
Total Income	10,529	1,165,960	1,186,484	20,524			98.3%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	10,529	1,165,960	1,186,484	20,524			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	10,529	1,165,960					

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Detailed Income & Expenditure by Account 01/01/2024

Month No: 10

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Income-Assembly Hall Lettings	1,252	22,186	50,000	27,814			44.4%
1001 Income-Assembly Hall Bar	9,355	44,791	55,000	10,209			81.4%
1004 Film shows	13	358	600	242			59.7%
1016 Receipts - Mayors Reception	236	774	0	(774)			0.0%
1020 Miscellaneous Income	0	117	0	(117)			0.0%
1026 Income Interest	0	4,726	400	(4,326)			1181.5%
1027 Income - Amenity Services	519	4,752	3,000	(1,752)			158.4%
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%
1034 Income Town Hall Bookings	234	1,737	2,000	263			86.9%
1040 Income 31 Market Place	583	6,300	6,900	600			91.3%
1045 Income Allotments	45	335	5,000	4,665			6.7%
1046 Income - Pavilion	0	3,138	5,000	1,862			62.8%
1048 Income Art House Cafe	671	5,171	6,000	829			86.2%
1050 Grants Received	0	3,060	0	(3,060)			0.0%
1052 Switch on Event - Stalls	108	3,921	0	(3,921)			0.0%
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%
1173 Live Shows - Hall Hire	3,774	21,478	2,000	(19,478)			1073.9%
1176 Precept Received	0	999,784	999,784	0			100.0%
1179 Neighbourhood Plan	0	30	0	(30)			0.0%
1180 CIL Received	0	1,140	0	(1,140)			0.0%
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%
Total Income	16,789	1,179,365	1,186,484	7,119			99.4%
Total Income	16,789	1,179,365	1,186,484	7,119			99.4%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	16,789	1,179,365	1,186,484	7,119			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	16,789	1,179,365					

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Melksham Town Council
Earmarked Reserves 31 March 2024
Schedule E
31.12.2023

	Balance at 1.04.2022	Added in Year	Total Spent	Projected Spend 23-24	Closing Balance
<u>Earmarked Reserves</u>					
Unplanned Maintenance	67,109		47,520		19,589
Election Expenses	14,830		9,631		5,199
Green Spaces	10,743		9,432		1,311
Major Projects Reserve	278,945		108,183		170,762
Precept Contribution	45,000				45,000
Town Team Project	5,000				5,000
Jubilee Celebrations	0				0
Market Town Initiative	20,000		3,864		16,136
	441,627	0	178,630	0	262,997
<u>Sinking Funds</u>					
Recreation Fund	2,130				2,130
Office Equipment	4,275				4,275
Street Furniture	13,837				13,837
Equipment Replacement	21,000				21,000
	41,242	0	0	0	41,242
<u>Specific Reserves</u>					
CIL	52,520	1,140			53,660
CIL East Melksam Community Hall	315,030				315,030
Solar Money	95,933	48,105	41,959		102,079
	463,483	49,245	41,959	0	470,769
Total Reserves	946,352	49,245	220,589	0	775,008

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Melksham Town Council
Earmarked Reserves 31 March 2024
Schedule E
31.01.2024

	Balance at 1.04.2022	Added in Year	Total Spent	Inter Reserve Transfer	Closing Balance
<u>Earmarked Reserves</u>					
Unplanned Maintenance	67,109		56,702		10,407
Election Expenses	14,830		9,631		5,199
Green Spaces	10,743		9,432		1,311
Major Projects Reserve	278,945		140,037	-15,000	123,908
Precept Contribution	45,000				45,000
Town Team Project	5,000				5,000
Jubilee Celebrations	0				0
Market Town Initiative	20,000		3,864		16,136
Shurnhold Fields Reserve				15,000	15,000
					0
	441,627	0	219,666	0	221,961
<u>Sinking Funds</u>					
Recreation Fund	2,130				2,130
Office Equipment	4,275				4,275
Street Furniture	13,837				13,837
Equipment Replacement	21,000				21,000
	41,242	0	0	0	41,242
<u>Specific Reserves</u>					
CIL	52,520	1,140			53,660
CIL East Melksam Community Hall	315,030				315,030
Solar Money	95,933	48,105	41,959		102,079
	463,483	49,245	41,959	0	470,769
Total Reserves	946,352	49,245	261,625	0	733,972

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