



# 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 (Chair)

Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor A Griffin  
Councillor J Hubbard  
Councillor J Westbrook

3 May 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 13th May 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 13 May 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 - 8)**

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 11 March 2024.

**4. Report on Grant and Funding Requests (Pages 9 - 14)**

For information only.

**5. Melksham Carnival Grant Awards (Pages 15 - 16)**

On 29<sup>th</sup> April 2024 Full Council requested officers to investigate what sums have been awarded to Melksham Carnival in the last year.

Report is attached.

For decision.

**6. Grants Procedure (Pages 17 - 28)**

At the Finance, Administration and Performance meeting of 11 March 2024, it was noted that two grant applications, namely Back on Track – Stroke Rehab Service and British Cactus & Succulent Society Wiltshire Branch, were annual requests. It was suggested the committee review the grants procedure and consider whether to move one or more of the annual requests to major grants.

For discussion and decision.

**7. Joint Melksham Neighbourhood Plan**

To delegate to the locum clerk authority to pay any sums due in respect of the Joint Melksham Neighbourhood Plan.

For decision.

**8. Financial Statements**

**8.1 Report from Locum Clerk**

To receive the Locum Clerks verbal update on finance and reporting

**8.2 Lloyds (Pages 29 - 36)**

To receive Lloyds statements for February 2024 and March 2024.

**8.3 Unity (Pages 37 - 50)**

To receive Unity statements for February 2024 and March 2024.

**8.4 Petty Cash (Pages 51 - 54)**

To receive Petty Cash statements for February 2024 and March 2024.

**9. Project Plans (Pages 55 - 60)**

To receive an update on all current open projects.

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 11th March 2024

#### PRESENT:

Councillor S Rabey (Vice-Chair)  
Councillor A Griffin  
Councillor J Hubbard  
Councillor J Westbrook

**IN ATTENDANCE:** Councillor P Aves, Councillor S Crundell and Councillor T Price

**OFFICERS:** Hugh Davies                      Head of Operations  
Gloria Delves                      Communications and Events  
Officer

#### 86/23      Public Participation

##### Adrienne Westbrook

Thanked the council for putting Food & River Festival on the grants list and for upping the grant last year. Wrote to all councillors last year about electrics in KGV. The supply now available is insufficient for the Food & River Festival. A generator will have to be hired and run for 48 hours at a cost of £1500. Does the council see the park as a community venue? If so, should consider putting in another supply box. Head of operations said he would speak to Adrienne about the issues.

##### Sue Mortimer

JPAG is responsible for issuing proper practices about the governance and accounts of smaller authorities.

First question relates to Section 1 – Proper Practises Annual Governance Statement 1.1 The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the systems of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

My first question is when and by which Councillors was the review of the effectiveness of the systems of internal controls last undertaken?

Second question

Last year we were without accounting data for 3 to 4 months because of corrupt data in the Rialtas software. I feel this could have been avoided if the accounting software would have been regularly backed up.

My second question is can you let me know if back up are now being done after the accounting software has been used?

Councillor Rabey said that someone would come back with the answers.

**John Glover**

MTC budget is a matter for MTC Councillors but there are two joint projects with MWPC. The MTC adopted budget for 2024/2025 has no expenditure for the Joint Melksham neighbourhood Plan or the Age UK Project Worker.

The Age UK Project Worker contract was a joint contract signed by Age UK, MTC and MWPC. How can the joint project proceed if not funded? If MTC does not fund then MWPC will continue but only to serve their own residents.

Expenditure is expected on the Joint Melksham Neighbourhood in the coming year, if only for the referendum.

Councillor S Crundell and Councillor Hubbard felt there may have been an expectation of an underspent but they would look into the matter.

**Joe McCann**

Was it the intention going forward to only stream meetings on Zoom or are there any plans to stream on YouTube or restore streaming to Facebook? It was confirmed that all options would be explored.

**Sarah Cardy**

Concerned that grant application is under small grants for which it doesn't meet the criteria. Believed that the application would go back to Full Council. Now have a member of staff whose future is uncertain. Will also affect people that member of staff is currently supporting, who are not getting support from other sources. The support they receive will be being spent locally.

**87/23 Apologies**

Apologies were received from Councillor J Crundell.

Apologies were also sent by Councillor Ellis but were not recorded at the meeting.

**88/23 Declarations of Interest**

Councillor Westbrook declared an interest in respect of the Melksham Food & River Festival grant application as a family member of the Food & River Festival chair. Councillor Westbrook remained in the meeting but abstained from the vote.

Councillor Hubbard declared an interest in respect of the 4Youth grant application as chair of the Trustees. Councillor Hubbard remained in the meeting but abstained from the vote.

## **89/23 Minutes**

Councillor Westbrook noted that her name was not on the list of attendees. Subject to this, the minutes of 15 January 2024, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

## **90/23 Major Grants**

### **Tourist Information Centre**

It was proposed by Councillor Hubbard, seconded by Councillor Westbrook and

**UNANIMOUSLY RESOLVED** to award the Melksham Tourist Information Centre a grant of £4000.

### **Citizens Advice Bureau**

It was noted that funds were previously granted to provide a service for Melksham residents at the Town Hall. This service was no longer provided. No vote was required.

### **Food & River Festival**

It was proposed by Councillor Hubbard, seconded by Councillor Rabey and

**RESOLVED** to award the Food & River Festival a grant of £5000.00

### **Christmas Lights Group/Light Fantastic**

It was proposed by Councillor Hubbard, seconded by Councillor Westbrook and

**UNANIMOUSLY RESOLVED** to award the Christa Lights Group a grant of £10000.

### **Melksham Carnival**

There was discussion on the sums allocated to Melksham Carnival and the amount carried forward. Councillor Hubbard noted there had been no virement and suggested that a recommendation be made to full council for a virement of £1500 from General Reserves back into grants. It was agreed it would be referred to full council

### **4Youth**

It was proposed by Councillor Westbrook, seconded by Councillor Aves and

**RESOLVED** to award 4Youth a grant of £10000

#### **Party in the Park**

There being no paperwork or information provided, no decision could be made.

### **91/23 Grants**

#### **Milktown Writers' Group**

There was confusion as to what the grant was to fund.

It was proposed by Councillor Westbrook, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to suspend standing orders to allow representatives of the group to speak.

Sam Geddes and Jeff Phelps spoke on behalf of the group. They wish to set up a more functional website to incorporate blogs, share the groups writing and be more interactive. Want to be a voice in the community.

There was discussion and questions on accounts, bank statements, match funding and a breakdown of the figure requested. It was noted that the rules do allow volunteer manhours to off-set match funding but more detailed information was need on this and other matters.

It was proposed by Councillor Hubbard, seconded by Councillor Westbrook and

**UNANIMOUSLY RESOLVED** to reject the application but invite the group to resubmit for the next round of grants.

#### **Back on Track – Stroke Rehab Service**

It was noted that this grant was applied for every year and consideration should be given to moving it to major grants.

It was proposed by Councillor Westbrook, seconded by Councillor Griffin and

**UNANIMOUSLY RESOLVED** to award Back on Track – Stroke Rehab Service a grant of £1000

#### **Trauma Breakthrough**

It was proposed by Councillor Westbrook, seconded by Councillor Aves and



**UNANIMOUSLY RESOLVED** to award Trauma Breakthrough a grant of £1000

#### **Celebrating Age Wiltshire**

It was proposed by Councillor Hubbard, seconded by Councillor Griffin and

**UNANIMOUSLY RESOLVED** to award Celebrating Age Wiltshire a grant of £1000  
**Wiltshire Sight**

It was proposed by Councillor Aves, seconded by Councillor Westbrook and

**UNANIMOUSLY RESOLVED** to award Wiltshire Sight a grant of £500

#### **British Cactus & Succulent Society Wiltshire Branch**

Councillor Rabey and Councillor Aves advised that they were members of this society. Councillor Rabey noted that this was another annual request.

It was proposed by Councillor Westbrook, seconded by Councillor Hubbard and

**RESOLVED** to award the British Cactus & Succulent Society Wiltshire Branch a grant of £544.40.

Councillor Rabey and Councillor Aves abstained.

#### **Age UK Wiltshire**

There was discussion on possible ways forward.

Standing Orders were suspended to allow John Glover and Sarah Cardy to speak.

Councillor Hubbard made it clear that his issue with the funding was that the project was no longer Melksham Community Support Service and was in effect an age specific support officer. If expressed in that way, he had no issue with the funding. It was suggested that the application be considered in that way, the balance of funds in major and small grants, calculated at £8524 be awarded and the matter referred to full council to consider the balance and how the Council wished to classify the project.

After a query from the Communications & Events Officer investigation revealed that some grants awarded for room hire had not been taken up and would therefore be rolled back into general reserves.

It was proposed by Councillor Hubbard, seconded by Councillor Griffin and

**UNANIMOUSLY RESOLVED** to award Age UK Wiltshire a grant of £8524 plus whatever the remaining funds in the grant pot are, which could be up to another £1500. The

balance of the request and the nature of the agreement between Melksham Town Council, Melksham Without Parish Council and Age UK Wiltshire be referred to full council.

## **92/23 Financial Statements**

Councillor Hubbard again expressed his concerns about the accuracy of figures. Councillor Hubbard had prepared documents setting out reserves and summary of 2023/24 accounts to month 10. These were circulated to members and Councillor Hubbard spoke to the breakdown and the issues.

Thanks were expressed to Councillor Hubbard for the work undertaken.

The issues were discussed.

It was proposed by Councillor Rabey, seconded by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to suspend standing orders to allow Sue Mortimer to speak.

Sue Mortimer asked members to bear in mind that when setting the budget for 2023/24 it was supported by £130000 from general reserve. Councillor Hubbard gave a comprehensive answer to Sue Mortimer's concerns. The Town Mayor Councillor S Crundell gave a further explanation.

John Glover commented on the agreed budget.

Joe McCann asked how the Council had got to this situation. Members felt they could not comment.

Councillor Hubbard felt it should be recorded that there have been challenges and problems but it was time to look forward.

Standing orders were reinstated.

It was proposed by Councillor Aves, seconded by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** that financial reports be available for each committee.

Councillor Griffin felt that a summary in addition to the existing reports would be helpful. Other members felt this was not necessary.

## **93/23 Lloyds**

Councillor Griffin raised the following.

Page 71 there is a refund of just under £5000. Head of Operations confirmed we had been overpaying for a number of years.

Councillor Rabey again asked members if they could submit queries of this type in advance of the meeting.

Councillor Griffin felt that the recording of VAT seems to be inconsistent.

The statements were received.

**94/23      Unity**

The statements were received.

**95/23      Petty Cash**

Councillor Griffin queried an entry for milk with VAT against it.

The statements were received.

**96/23      Monthly Financial Statement**

It was proposed and unanimously agreed that Councillor Hubbard and Councillor Griffin form a short-term Task Group to look at the accounts and accounting procedures ready for the new financial year.

The statement were received.

**97/23      Budget Report**

The report was received.

**98/23      Income Report**

The report was received.

**99/23      Earmarked Reserves**

Subject to previous discussion, the report was received.

Meeting Closed at: 9.00 pm

**Signed:** .....

**Dated:**

This page is intentionally left blank

## Melksham Town Council; Finance, Administration and Performance Committee

### Report on grant and funding requests considered in March/April 2024

Prepared by Andrew Griffin, 7 May 2024

#### Introduction

The meeting Finance Committee held on 11<sup>th</sup> March 2024 was presented for consideration, grant application forms from Age UK Wiltshire, and Melksham Carnival Committee. Lengthy discussions ensued before decisions were reached, as minuted.

This paper does not question those decisions, but seeks to provide information that was not available for consideration at the time, and which may be beneficial for future decisions.

#### Age UK Wiltshire

- A. This project was initially considered at a meeting of the Full Council on 28 November 2022, and later on 30 January 2023 (Appendix 1 below), at which it was resolved to proceed. A Service Level Agreement (SLA) was completed between Age UK Wiltshire, Melksham Town Council, and Melksham Without Parish Council (Appendix 2). The initial period of the service was one year from 1 April 2023 until 31 March 2024.
- B. The SLA explicitly states at clause 1.7 "Discussions about extending the agreement into 2024/25 will take place in November 2023." No minutes of any such discussions have been found.
- C. Through the 2023/24 financial year, three payments of £2875 were made (1/4 of the agreed £11500 annual cost). Payment dates were: 16/08/2023, 03/11/2023, 05/12/2023, from Unity Bank account. No further payments can be traced in reports up to 31 March 2024 (Month 12).
- D. The transactions were charged to Cost Centre 302-Projects, A/C code 4322-Age UK Project Worker.
- E. The Budget for both 2023/24 and 2024/25 against this code is Nil.
- F. The total expenditure to the account in the last presented Income & Expenditure Report is £8146. It appears that a deduction (presumably in respect of VAT included at 20%) was incorrectly made from the first payment of £2875 to a net £2395.83.

#### Conclusions

- 1. Given that the Council was aware of and supported the proposal for this service from at least November 2022, appropriate amounts should have been included in the financial budget for the year to 31 March 2024, but for unknown reasons, this was omitted.
- 2. Subsequently, as the service was in progress at the time of budget setting for 2024/25, full and proper consideration should have been made for its inclusion. That it was not included suggests that the budget-setting process is defective.
- 3. At the meeting on 11 March, Age UK presented a Grant Application for funding through the financial year 2024/25, apparently having been requested to do so by council. With the benefit of hindsight and the information since discovered relating to the SLA and project services provided, that method was incorrect. The proper method should have been to hold discussions with Officers and Full Council about continuation of the service, and reach an agreement about its continuation or cessation.
- 4. The deduction from the first transaction in August 2023 is inconsistent with the later two. If it was in respect of VAT, we have either underclaimed on the second two, or (more likely and more serious) have incorrectly reclaimed on the first. Further investigation and corrective action is urgently required.

**Full Council, 28 November 2022, Approved Minutes**

**399/22 Melksham Area Board Health and Wellbeing Group - proposal from offshoot meeting**

The Town Mayor, Councillor S Crundell, explained that there had been an update to the agenda item following discussions with Age UK Wiltshire.

Councillor Hubbard explained that the proposed motion was a joint motion with Melksham Without Parish Council. The legacy from Melksham Community Support (MCS) involved two functions:

1. Management of localised emergency situations such as flooding, power cuts, and major incidents where volunteers were needed. The infrastructure is already there to support the emergency plan.
2. The provision of other more practicable support for other wellbeing issues currently hidden in the community for which help is not actually being requested.

Councillor Hubbard explained that the purpose of the motion was for both the Town Council and the Parish Council to jointly fund a post at Age UK Wiltshire to carry out this service at a maximum cost of £11,500 per annum for each council less any Area Board funding, which would be quantified when the Area Board met in February 2023.

Standing Orders were suspended to allow the Clerk from Melksham Without Parish Council to speak.

The Clerk from Melksham Without Parish Council advised members that Age UK Wiltshire would monitor, recruit and supervise the postholder. She was aware that the proposal wasn't fully costed and designed but needed to be considered now as both councils were currently budget setting. She confirmed that a local coordinator would reduce duplication of services by signposting users to Age UK Wiltshire's own services or other services elsewhere.

Standing Orders were reinstated.

The need to encourage people to become more independent and not rely on MCS was discussed.

Councillor Hubbard explained that the current MCS volunteer team would continue in a streamlined, more efficient manner, and would be supported by Age UK Wiltshire.

It was proposed by Councillor Hubbard, seconded by Councillor Rabey and UNANIMOUSLY RESOLVED that Melksham Town Council agreed to support an ongoing community support model by jointly funding, with Melksham Without Parish Council, the employment of a dedicated officer by Age UK Wiltshire to coordinate and manage the emergency support volunteer team. Year 1 funding would be to a maximum of £11,500 for each council, with funding to be provided in principle for three years. Funding should also be sought from neighbouring parish councils whose residents have been helped and continue to be helped by MCS.

**Full Council, 30 January 2023, Approved Minutes**

**425/22 Melksham Community Support - Age UK funded post, Service Level Agreement and Job Description**

It was proposed by Councillor Hubbard, seconded by the Town Mayor, Councillor S Crundell, and UNANIMOUSLY RESOLVED to support the proposed post, jointly with Melksham Without Parish Council, to a value of £11,500.

**SERVICE LEVEL AGREEMENT BETWEEN**

**AGE UK WILTSHIRE (AUKW), MELKSHAM TOWN COUNCIL AND MELKSHAM WITHOUT PARISH COUNCIL**

**FOR THE PROVISION OF THE MELKSHAM COMMUNITY SUPPORT SERVICE 2023-2024**

**1. SERVICES**

- 1.1. The following service is covered by this Agreement:
- 1.2. The provision of the Melksham Community Support Service, which aims to support older people across the area served by Melksham Town Council and Melksham Without Parish Council.
- 1.3. The project outcomes are to:
  - 1.3.1. Improve the wellbeing of older people living in the Melksham community area and Melksham without, by offering support, access to information and practical help.
  - 1.3.2. Ensure that support is available to those who need it most, particularly those who don't have a support network.
  - 1.3.3. Promote the take-up of welfare benefits and access to other sources of financial support.
  - 1.3.4. Promote and provide holistic support tailored to the individual's need.
  - 1.3.5. Provide an evidence base of future needs.
- 1.4. The service will be delivered primarily through an AUKW employed, trained and supported Senior Project Worker (SPW), who will:
  - Develop a communication and marketing strategy to promote the support available for older people widely across Melksham and Melksham Without, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces, news articles, social media and working in partnership with groups and organisations operating in the area. People under the age of 60 will be included in the service by exception, for example people who have health issues, need support and do not have a network.
  - Recruit, support and supervise volunteers involved in the delivery of the service.
  - Ensure robust procedures, policies and risk assessments for safeguarding, client welfare, volunteer safety, DBS decisions, etc.
  - Undertake guided conversations with clients accessing the service, to identify their needs and how these can be met; identify sources of support, which will include community support volunteers and AUKW and other services. These guided conversations will usually take place at the client's home.
  - Establish an active referral system for other organisations to refer clients for support.
- 1.5. The SPW will be managed and trained by a senior member of staff at AUKW.
- 1.6. This agreement sets out the terms and conditions that both parties have agreed to as regards the provision of the service detailed above.
- 1.7. This agreement commences on 1st April 2023 and continues until 31st March 2024. Discussions about extending the agreement into 2024/25 will take place in November 2023.

**2. PAYMENT AND FINANCIAL CONDITIONS**

- 2.1. The service will be funded as follows:
  - Melksham Town Council - £11,500 per annum.
  - Melksham Without Parish Council - £11,500 per annum.
  - Payment will be made quarterly in advance, on receipt of an invoice from AUKW.
- 2.2. AUKW shall keep appropriate written records to show how the funding for this service is being used only within the project parameters.
- 2.3. Melksham Town Council and Melksham Without Parish Council shall have the right to examine these records and to request an annual report on performance.

**3. MANAGEMENT RESPONSIBILITIES**

- 3.1. AUKW will notify Melksham Town Council and Melksham Without Parish Council of any material changes to its constitution or charitable objectives if they affect the service being provided under this service agreement.
- 3.2. AUKW shall have in place appropriate policies and procedures as required by this service agreement.

## APPENDIX 2 – wording of SLA

- 3.3. AUKW, Melksham Town Council and Melksham Without Parish Council will ensure that any matters that may affect services being provided under this service agreement shall be made disclosed in a timely manner and on the understanding that confidentiality will be respected.

### 4. PERFORMANCE MEASURES

- 4.1. Performance indicators / targets will be agreed and will be monitored during the term of the project, with quarterly reports provided to Melksham Town Council and Melksham Without Parish Council. Service review meetings, attended by the AUKW Senior Project Worker and senior manager, will be held quarterly.
- 4.2. Reports will include:
- Number of referrals received
  - Number of guided conversations and types of issue identified, compared to the financial year 2022/23.
  - Number and type of volunteer inputs
  - Number of clients and volunteers engaged during the quarter
  - Financial Benefits gained for clients (£)
  - Age UK Wiltshire enquiry codes
  - Referrals to other sources of support
  - Outcome evaluation
  - Gaps identified
- 4.3. Age UK Wiltshire will be responsible for making reporting any serious untoward incident to Melksham Town Council and Melksham Without Parish Council Clerks aware of any serious incidents that might impact on service delivery immediately.

### 5. CONFIDENTIALITY

- 5.1. Both parties must comply with the requirements of the Data Protection Act 2018 (DPA 2018), and the UK General Data Protection Regulation (UK GDPR), in so far as they apply to the provision of the service and/or otherwise to this agreement.
- 5.2. Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services. Should the contract end, Age UK Wiltshire will ensure that Melksham Town Council and Melksham Without Parish Council have up to date information about clients supported through the service proportionate to their needs for emergency planning, volunteer supervision, etc.

### 6. PERSONNEL ISSUES

- 6.1. Age UK Wiltshire will recruit, train and employ a half-time member of staff, dedicated to this project.
- 6.2. Age UK Wiltshire will have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities and anti-discriminatory practice.
- 6.3. Age UK Wiltshire will ensure that DBS checks are conducted for staff and volunteers as required by legislation.
- 6.4. Age UK Wiltshire will work towards ensuring that staff and volunteers are familiar with, and follow, all relevant policies on the protection of vulnerable adults.

### 7. INSURANCE

- 7.1. Age UK Wiltshire will ensure that its insurance policies are adequate to cover all eventualities in the provision of this service, and maintain the following minimum cover:
- Public Liability Insurance: £5 million.
  - Employers Liability: £10 million
  - Adequate professional indemnity, errors and omissions or malpractice insurance.
- 7.2. The above cover will be maintained with a reputable company or companies and Melksham Town Council and Melksham Without Parish Council will be provided with documentation which on request, such information as may be reasonably required to confirm that the insurance referred to above has been affected and is adequate and in force at all times.



**8. STATUTORY OBLIGATIONS**

- 8.1. Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

**9. FREEDOM OF INFORMATION**

- 9.1. Both parties must comply with the requirements of the Freedom of Information Act 2000 as they apply to the provision of this service.

**10. SIGNATORIES TO THE AGREEMENT**

**Melksham Town Council**

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Town Council:

Date:

**Melksham Without Parish Council**

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Without Parish Council:

Date:

**Age UK Wiltshire**

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.

Signed on behalf of Age UK Wiltshire:

Date:



## Grant sums awarded to Melksham Carnival

### Report of the Committee Clerk

Friday 3<sup>rd</sup> May 2024.

On Tuesday 9<sup>th</sup> May 2023 Finance, Administration & Performance considered the major grants. It was noted that £2500 had been budgeted for Carnival but that the Carnival Parade was not taking place this year. Councillor Aves pointed out that carnival held other events other the year, but Councillor Rabey felt that the Major Grant was awarded specifically for the parade. After discussion it was resolved not to award the grant.

On Monday 4<sup>th</sup> September 2023 a regular grant application was made for £2400 for a gazebo, walls, flags, bases and banners to allow them to *“improve our visibility at the events we attend all year, to help boost our fundraising efforts for carnival”*.

The committee felt the sum requested was excessive for a gazebo and asked carnival to liaise with Gloria and resubmit the application.

On Monday 20<sup>th</sup> November 2023 the revised regular grant application was considered. It asked for £1000 for *“The running of Melksham Carnival 2024 and to book our entertainment for the event, enticing the public to showcase their own talents within the community, for the wider area to enjoy and book the first aid cover for our day”*.

Michelle Brightwell and Beth Dark were in attendance and said that they ultimately hoped the carnival would be self-funding. They were aware of other events taking place around the same time and wanted to act quickly to secure entertainment and first aid cover. It was unanimously resolved to award the grant.

I have reviewed the videos of the meetings on 4<sup>th</sup> September 2023 and 20<sup>th</sup> November 2023. It was quite clear that this was a regular grant application and at no point did anyone raise the fact that Carnival was also a Major Grant recipient. The recording of 4 September 2023 is clear that members were happy to grant the award if the application was resubmitted requesting an amount under the £1000 limit, with clearer costings and an explanation of what the gazebo would be used for.

At the meeting on 20 November a second resolution was passed to recommend to Full Council that Melksham Carnival Group’s Major Grant of £2500 in this year’s budget be rolled over to be added to next year’s Major Grant. There was no mention of the £1000 grant being deducted from the sum rolled over. This recommendation was approved by Full Council on 27<sup>th</sup> November 2024.

On Monday 29<sup>th</sup> April 2024 Full Council resolved to pay £1000 from general reserves against whatever sum was due and asked me to investigate and report back.

In summary:-

- £2500 was allocated in 2023/2024 budget for a major grant to fund the carnival parade.
- This was not paid as parade did not take place in 2023.
- A subsequent resolution of full council rolled over the budgeted sum of £2500 to 2024/2025.
- 2024/2025 budget did not allocate any further sum for a major grant.
- A regular grant of £1000 to assist carnival in attending events other than the parade was awarded at the meeting of 20th November 2024.
- The total sum awarded to Carnival is £3500. £1000 has been paid and £1000 is in the process of being paid, leaving £1500 outstanding.



## GRANT APPLICATION POLICY

### 1. Introduction

Melksham Town Council allocates part of its annual budget to donate money back into the local area through grants. The purpose of the grants is to bring real improvements to the local community and the lives of the people living there.

### 2. Process

In order to make the process as clear and fair as possible, applications will be accepted throughout the year, rather than during a restricted period. The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. Applications will be considered at quarterly Finance and Admin Committee meetings. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events, which will be paid for by means of a voucher from the Town Council.
- **Regular grants** are for applications of less than £1000, which can be applied for quarterly and will be paid by means of either a cheque or bank transfer.
- **Major Grants** are awarded annually for up to four years at a time; this offers financial assurance to larger organisations operating within Melksham Town. Applications for Major grants must be received by 30 September of each year in order to be considered in the Town Council's budget for the following financial year. Major grants will only be awarded to organisations based in the town and will be paid by means of either a cheque or bank transfer.

All applications which meet the eligibility and content requirements will be reviewed by Town Council staff, reporting formally to the Finance Administration and Performance Committee for a decision by elected members.

The form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Finance Administration and Performance Committee meeting.

### **3. Eligible organisations**

Below are examples of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups

### **4. Eligibility criteria**

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind)

### **5. Ineligibility**

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- Grant applications originating from national organisations or national charities.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.

- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- General funding for your organisation or others.
- For ongoing running costs such as salaries or rent.
- Groups who received similar grant funding in recent years

## **6. Content of grant application**

Applicants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document
- Evidence that the grant will benefit people in the Melksham area, according to the map showing the Melksham Town boundary
- Evidence that the project/service is needed
- Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds
- Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council)
- Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding)

The Town Council reserves the right to request any additional information to aid determination of the grant.

## **7. Bid outcome and conditions**

All applicants will be informed in writing of the outcome of their bid.

If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents
- In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.
- The grant should be spent within six months (12 in exceptional circumstances)
- A Monitoring Form will be required after six months to show how the grant money was spent. The organisation must be able to provide receipts, invoices and other evidence. Should the evidence not be received the Town Council can request the return of the funds.

- Recognition of the Town Council's support must be given on all printed and electronic material produced by the organisation.





## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: [grants@melksham-tc.gov.uk](mailto: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	
£ £1,000	

How much are you applying for in this application?

£ £1,000

#### 1. ORGANISATION/GROUP'S NAME

Back On Track - Stroke Rehab Service

#### 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

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/No: If so, please give your charity number: 1156529

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Our Charity was set up to meet the need to provide rehabilitation and support to young Stroke Survivors, many of whom live in Melksham. We have a 1:1 Home Visiting Service that provides information, advice and goal-setting sessions to stroke survivors, as they adjust to life after Stroke. We provide rehabilitation and activities to assist the stroke survivor achieve their personal goals, including Volunteering opportunities and back to work guidance and support. We also run a Peer Support Group for young Stroke Survivors which is based in Melksham, using Community venues such as the Riverside Centre and local Cafes and gyms for our activities.

## 5. THE PROJECT

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

We would use the funding to provide Rehabilitation, Activities, Counselling and Psychotherapy for the Stroke Survivors and family members.

**If needed, please elaborate here with further details**

Most Stroke Survivors lose their jobs when they have a stroke and cannot fund additional therapies needed to help with their recovery. When a person has a stroke it affects the whole family and many partners also need counselling to deal with the life changing effects that stroke causes, which is why we want to be able to fund these additional therapies.

**How will this benefit the community or people of Melksham?**

We have many young, working age stroke survivors living in and around Melksham that are being supported by our service, which is why our service has had a base in Melksham for over 12 years. We will visit and support all those clients living in Melksham who are referred to our service. We use many local venues for our rehabilitation, sport and community activities and are well known in local cafes where we sometimes meet.

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

The Back On Track - Stroke Rehab Service was set up over 12 years ago. I am a Senior Occupational Therapist and while I was working for the Stroke Association, running Wiltshire Councils' Life After Stroke Service, I came across many young Stroke Survivors living in Melksham, who did not have any specific support in the Community. So I set up a Stroke Support Group in Melksham to encourage the young Stroke Survivors to meet up. When I left the Stroke Association, there were many stroke survivors who needed rehabilitation and support, so I set up the Back On Track - Stroke Service, which has been successfully running ever since.

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

Without this project the young stroke survivors would not be able to access the rehabilitation, activities, counselling and psychotherapy that they need to help them overcome their disabilities and work towards independence and increasing their chances of regaining some form of employment and improved quality of life.

## 6. BENEFICIARIES

**How many people in total will benefit from this grant?**

35

**How many of the beneficiaries are residents of Melksham Town?**

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

10 + any new referrals

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

We are supporting 10 Melksham Stroke Survivors and their families at the moment. This number is likely to be more as we receive new referrals during the year.

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT** £ 13,435

**GRANT AID REQUESTED FROM MTC** £ 1,000

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

The subs for attending the Stroke Support Group have just increased to £5 per session. There are on average 20 Stroke Survivors that attend weekly, totalling £100/wk x 47 wks (1yr) = £4,700/yr.

### 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
Rehabilitation @ £25/hr x 5 sessions/wk x 47wks (1yr)	£ 5,875
Art Therapy @ £40/2hr session x 1mth x 12mths	£ 540
Psychotherapy @ £40/hr x 1 wk x 47wks (1yr)	£ 2,115
Counselling @ £40/hr x 1wk x 47 wks (1yr)	£ 2,115
Hall Hire @ £30/2hrs x 1mth x 12 mths	£ 360
Volunteers Drivers x 3 to transport clients to activities and Group	£
av 150mls/mth x .45p/ml =£67.50mth x 12 mths (1yr) = £810 x 3 (Vol Drivers)	£ 2,430
<b>Total</b>	<b>£ 13,435</b>

### 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?
Existing Funds	£ 5,000	Confirmed
Co-op Community Fund	£ 1,811.97	Confirmed
Groundwork	£ 375	Confirmed
Wiltshire Community Foundation	£ 3,000	Not confirmed
Wiltshire Energy, food and Community Fund	£ 3,145	Not confirmed
A.H Blakemore Foundation	£ 100	Confirmed
<b>Total</b>	<b>£ 13,431.97</b>	<b>7,286.97</b>

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

ACCOUNT YEAR ENDING: 31 / 08 / 2023

TOTAL GROSS INCOME £ 28,657

TOTAL EXPENDITURE £ 40,775

BALANCE AT YEAR END £ 484

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 0

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

### 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
<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 ..... <b>Not applicable</b> .....) / 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 ..... <b>Not applicable</b> .....) / No/Not applicable</p>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your most recent accounts</li> <li><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</li> <li><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>	
<b>11. BANK DETAILS</b>	
Name of Account: .....Account number: .....Sort Code: ..... - ..... - .....	
<b>12. DECLARATIONS</b>	
<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>15/01/2024</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](mailto:grants@melksham-tc.gov.uk)**



## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

[REDACTED]

ADDRESS:

[REDACTED]

TELEPHONE:

[REDACTED]

EMAIL:

[REDACTED]

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/No

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/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?

- |                                |  |
|--------------------------------|--|
| • 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) 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?  
Please use the attached map which indicates the Melksham Town boundary.

Approx. 60-70%

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?

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

**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
The hire of Melksham Assembly Hall	£ Full less deposit
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£</b>

**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?
Traders sales tables (2 attending)	£20	
Sponsorship of plant classes(68 Available)	£260	
Refreshment sales	£	
Percentage of members plant sales	£	
Tombola	£	
	£	
<b>Total</b>	<b>£</b>	

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

ACCOUNT YEAR ENDING: 31/10/2023

TOTAL GROSS INCOME £ 1006.64

TOTAL EXPENDITURE £ 848.77

BALANCE AT YEAR END £ 2229.77

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

**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.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	N/A
<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>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <p>A copy of your most recent accounts.</p> <p>Your most recent bank account statement &amp; details of any other investments/savings;</p> <p>A copy of your constitution / terms of reference / set of rules;</p> <p>A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p>A copy of your adopted equal opportunities policy or statement</p> <p>Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<b>11. BANK DETAILS</b>	
<p>Name of Account: British Cactus &amp; Succulent Society Wilts Branch</p> <p>Account number: ..... Sort Code: .....</p>	
<b>12. DECLARATIONS</b>	
<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: _____</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](mailto:grants@melksham-tc.gov.uk)**



Date: 29/04/2024		Melksham Town Council Current Year					Page: 1	
Time: 09:31		Cashbook 2					User: MEL	
		Bank Assembly Hall A/c					For Month No: 11	
Receipts for Month 11		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,144,123.78	1,144,123.78					
	BACS Banked: 02/02/2024	25.00						
	BACS Beaney - Desborough	25.00		4.17	1000	501	20.83	Stall - Glass Arts
	BACS Banked: 02/02/2024	25.00						
	BACS Beaney-Desborough	25.00		4.17	1000	501	20.83	Stall - Emporium
500740(B)	Banked: 02/02/2024	16.70						
500740(B)	WWMCC	16.70		2.78	1001	520	13.92	WWMCC
500740	Banked: 02/02/2024	396.50						
500740	Kast off Kinks	70.50			566		70.50	Kast off Kinks
500740	Quiz Team	15.00		2.50	1173	510	12.50	Quiz Team
500740	Room hire - AH	311.00		51.83	1000	501	259.17	Room hire - AH
500740(B)	Banked: 02/02/2024	12.60						
500740	WWMCC	12.60		2.10	1001	520	10.50	WWMCC
	BACS Banked: 05/02/2024	500.00						
	BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
	BACS Banked: 06/02/2024	25.00						
	BACS Haw es	25.00		4.17	1000	501	20.83	Stall - Prints
	BACS Banked: 06/02/2024	418.50						
	BACS Emily Alner	418.50		69.75	1000	501	348.75	Room hire - AH
	BACS Banked: 06/02/2024	25.00						
	BACS Rayner & Knight	25.00		4.17	1000	501	20.83	Stall - Bird & Bat
	BACS Banked: 06/02/2024	152.00						
	BACS Secret Crocheter	152.00		25.33	1000	501	126.67	Room hire - AH
500741(B)	Banked: 06/02/2024	910.30						
500741(B)	We 3 Kings	739.85		123.31	1001	520	616.54	We 3 Kings
500741(B)	4 Star Dance	170.45		28.41	1001	520	142.04	4 Star Dance
	BACS Banked: 07/02/2024	81.00						
	BACS Pickw ick Academy	81.00		13.50	1000	501	67.50	Room hire - AH
	BACS Banked: 07/02/2024	2,838.00						
	BACS Ticket source	2,838.00			566		2,838.00	We 3 Kings
	BACS Banked: 07/02/2024	621.00						
	BACS 4 Star Dance	621.00		103.50	1000	501	517.50	Room hire - AH
	BACS Banked: 12/02/2024	258.48						
	BACS Southgate	258.48		43.08	1000	501	215.40	Room hire - AH
500742(B)	Banked: 19/02/2024	616.30						
500742(B)	WWMCC	5.20		0.87	1001	520	4.33	WWMCC
500742(B)	Kast off Kinks	597.70		99.62	1001	520	498.08	Kast off Kinks
500742(B)	WWMCC	13.40		2.23	1001	520	11.17	WWMCC

Continued on Page 2

Continued on Page 2

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 2

Time: 09:31

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500743	Banked: 19/02/2024	466.00						
500743	Kast off Kinks	47.00			566		47.00	Kast off Kinks
500743	Room hire - AH	419.00		69.83	1000	501	349.17	Room hire - AH
BACS	Banked: 19/02/2024	226.80						
BACS	Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
BACS	Banked: 21/02/2024	9,448.00						
BACS	Ticketsource	9,448.00			566		9,448.00	Majesty
BACS	Banked: 22/02/2024	25.00						
BACS	Hodges	25.00		4.17	1000	501	20.83	Stall - Homemade
BACS	Banked: 22/02/2024	25.00						
BACS	Guy	25.00		4.17	1000	501	20.83	Stall - Pixie Creations
BACS	Banked: 26/02/2024	70.00						
BACS	Bramw Chiv	70.00		11.67	1000	501	58.33	Room hire - AH
500745(B)	Banked: 26/02/2024	1,332.50						
500745(B)	Majesty	592.90		98.82	1001	520	494.08	Majesty
500745(B)	WWMCC	12.60		2.10	1001	520	10.50	WWMCC
500745(B)	Rock n Roll	712.70		118.78	1001	520	593.92	Rock n Roll
500745(B)	Record Fayre	14.30		2.38	1001	520	11.92	Record Fayre
500744	Banked: 27/02/2024	235.00						
500744	Stalls	130.00		21.67	1000	501	108.33	Stalls
500744	Quiz Team	10.00		1.67	1173	510	8.33	Quiz Team
500744	Room hire - AH	95.00		15.83	1000	501	79.17	Room hire - AH
SB06B	Banked: 27/02/2024	25.00						
SB06B	Evans	25.00			1045	203	25.00	Allotment rent
ME5A/6A	Banked: 27/02/2024	50.00						
ME5A/6A	Cox	50.00			1045	203	50.00	Allotment rent
SB23B	Banked: 27/02/2024	25.00						
SB23B	Moran	25.00			1045	203	25.00	Allotment rent
ME16A	Banked: 27/02/2024	25.00						
ME16A	Myers	25.00			1045	203	25.00	Allotment rent
ME24	Banked: 28/02/2024	50.00						
ME24	Beves	50.00			1045	203	50.00	Allotment rent
SB11A	Banked: 28/02/2024	25.00						
SB11A	Purps	25.00			1045	203	25.00	Allotment rent
ME21	Banked: 28/02/2024	50.00						
ME21	Earley	50.00			1045	203	50.00	Allotment rent
SB04B	Banked: 28/02/2024	25.00						
SB04B	Green	25.00			1045	203	25.00	Allotment rent

Continued on Page 3

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 3

Time: 09:31

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

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

ME35 Banked: 28/02/2024	25.00						
ME35 Potter/Low ey		25.00		1045	203	25.00	Allotment rent
SB02B/31B Banked: 28/02/2024	50.00						
SB02B/31B Legg		50.00		1045	203	50.00	Allotment rent
WC04 Banked: 28/02/2024	50.00						
WC04 Elter		50.00		1045	203	50.00	Allotment rent
SB12/13 Banked: 28/02/2024	100.00						
SB12/13 Bennett		100.00		1045	203	100.00	Allotment rent
Banked: 29/02/2024	6,186.91						
AIB Credit/Debit Card Control Acco		6,186.91		213		6,186.91	AIB - Card
SB30B Banked: 29/02/2024	25.00						
SB30B Noyes		25.00		1045	203	25.00	Allotment rent
DC03A Banked: 29/02/2024	25.00						
DC03A Pratt		25.00		1045	203	25.00	Allotment rent
SB30A/31A Banked: 29/02/2024	50.00						
SB30A/31A Cotton		50.00		1045	203	50.00	Allotment rent
SB27A Banked: 29/02/2024	25.00						
SB27A MacDonald		25.00		1045	203	25.00	Allotment rent
ME31 Banked: 29/02/2024	50.00						
ME31 Dow n		50.00		1045	203	50.00	Allotment rent

**Total Receipts for Month**      25,611.59      0.00      974.38      24,637.21

**Cashbook Totals**      1,169,735.37      0.00      974.38      1,168,760.99

Continued on Page 4

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 4

Time: 09:31

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 11

## Payments for Month 11

## 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>
01/02/2024	Water2business	010224	142.50	142.50		501		Water rates - AH
02/02/2024	Tolchards Ltd	020224	989.01	989.01		501		Bar stock
09/02/2024	Tolchards Ltd	090224	1,532.54	1,532.54		501		Bar stock
13/02/2024	Unity Bank	3776	100,000.00			203	100,000.00	Transfer of funds
16/02/2024	Market Place Merchants	160224	25.16	25.16		501		Cash till
16/02/2024	Tolchards Ltd	160224/2	908.23	908.23		501		Bar stock
29/02/2024	Hills Waste	290224	670.49	670.49		501		Waste collection
<b>Total Payments for Month</b>			104,267.93	4,267.93	0.00		100,000.00	
<b>Balance Carried Fwd</b>			1,065,467.44					
<b>Cashbook Totals</b>			1,169,735.37	4,267.93	0.00		1,165,467.44	

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 464

Time: 09:40

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
<b>Balance Brought Fwd :</b>		<b>1,065,467.44</b>					<b>1,065,467.44</b>	
	BACS Banked: <b>01/03/2024</b>	<b>135.00</b>						
	BACS Tiger Martial Arts	135.00		22.50	1000	501	112.50	Room hire - AH
	BACS Banked: <b>01/03/2024</b>	<b>81.00</b>						
	BACS Tiger Martial Arts	81.00		13.50	1000	501	67.50	Room hire - AH
	BACS Banked: <b>04/03/2024</b>	<b>500.00</b>						
	BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
	BACS Banked: <b>04/03/2024</b>	<b>25.00</b>						
	BACS Crafty Crations	25.00		4.17	1000	501	20.83	Stall - Craft Fayre
	BACS Banked: <b>06/03/2024</b>	<b>60.00</b>						
	BACS Ticketsource	60.00		10.00	1173	510	50.00	Quiz Night
	BACS Banked: <b>06/03/2024</b>	<b>25.00</b>						
	BACS Johns	25.00		4.17	1000	501	20.83	Stall - Craft Fayre
	BACS Banked: <b>07/03/2024</b>	<b>135.00</b>						
	BACS Johnson	135.00		22.50	1000	501	112.50	Room hire (dep) - AH
	BACS Banked: <b>07/03/2024</b>	<b>226.80</b>						
	BACS Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
	BACS Banked: <b>08/03/2024</b>	<b>1,321.00</b>						
	BACS Melksham TIC	90.00			566		90.00	Christmas Memories
	BACS Melksham TIC	1,078.00			566		1,078.00	Christmas Memories (con)
	BACS Melksham TIC	133.00			566		133.00	DS:UK
	BACS Melksham TIC	20.00			566		20.00	80s/90s Party
	500746/747 Banked: <b>11/03/2024</b>	<b>934.00</b>						
	500746/747 Stalls	25.00		4.17	1000	501	20.83	Room hire - AH
	500746/747 Vox Beatles	66.00			566		66.00	Vox Beatles
	500746/747 Giants of Rock	80.00			566		80.00	Giants of Rock
	500746/747 Neil Sands	28.00			566		28.00	Neil Sands
	500746/747 Quiz Team	5.00		0.83	1173	510	4.17	Quiz Team
	500746/747 Time of our Lives	40.00			566		40.00	Time of our Lives
	500746/747 Room hire - AH	635.00		105.83	1000	501	529.17	Room hire - AH
	500746/747 Room hire (dep) - AH	50.00		8.33	1000	501	41.67	Room hire (dep) - AH
	500746/747 Unreceipted income	5.00		0.83	1000	501	4.17	Room hire - AH
	500748(B) Banked: <b>11/03/2024</b>	<b>405.00</b>						
	500748(B) WWMCC	13.30		2.22	1001	520	11.08	WWMCC
	500748(B) Quiz Night	121.90		20.32	1001	520	101.58	Quiz Night
	500748(B) WWMCC	23.00		3.83	1001	520	19.17	WWMCC
	500748(B) Emily Alner	227.90		37.98	1001	520	189.92	Emily Alner
	500748(B) Unreipted income	18.90		3.15	1001	520	15.75	Unreipted income
	BACS Banked: <b>15/03/2024</b>	<b>196.00</b>						
	BACS Thera Trust	196.00		32.67	1000	501	163.33	Room hire - AH
	BACS Banked: <b>15/03/2024</b>	<b>50.00</b>						

Continued on Page 465

Date: 29/04/2024

Melksham Town Council Current Year

Page: 465

Time: 09:40

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

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

BACS Emery	50.00	8.33	1000	501	41.67	Stall - Craft Fayre
BACS Banked: 18/03/2024	2,623.00					
BACS Ticketsource	2,623.00		566		2,623.00	Giants of Rock
BACS Banked: 18/03/2024	30.00					
BACS Bramwell Chiv	30.00	5.00	1000	501	25.00	Room hire - AH
BACS Banked: 19/03/2024	52.00					
BACS Secret Crocheter	52.00		1034	201	52.00	Room hire - TH
BACS Banked: 28/03/2024	10.00					
BACS Cute as a Button	10.00	1.67	1000	501	8.33	Stall - Craft Fayre
BACS Banked: 28/03/2024	100.00					
BACS Bramwell Chiv	100.00	16.67	1000	501	83.33	Room hire - AH
Banked: 29/03/2024	5,780.55					
AIB Credit/Debit Card Control Acco	5,780.55		213		5,780.55	AIB

**Total Receipts for Month**      12,689.35      0.00      366.47      12,322.88

**Cashbook Totals**      1,078,156.79      0.00      366.47      1,077,790.32

Continued on Page 466

Date: 29/04/2024

Melksham Town Council Current Year

Page: 466

Time: 09:40

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 12

## Payments for Month 12

## 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>
01/03/2024	Unity Bank	3778	100,000.00			203	100,000.00	Transfer of funds
01/03/2024	Water2business	01032024	196.91	196.91		502		Water rates - AH
01/03/2024	Tolchards Ltd	01032024/2	1,566.86	1,566.86		502		Bar stock
01/03/2024	Market Place Merchants	18032024	25.16	25.16		502		Cash till
25/03/2024	Rentokil Initial	25032024	563.09	563.09		501		Pest control - Mar to Jun 24
28/03/2024	Hills Waste	28032024	861.16	861.16		502		Waste collection
<b>Total Payments for Month</b>			103,213.18	3,213.18	0.00		100,000.00	
<b>Balance Carried Fwd</b>			974,943.61					
<b>Cashbook Totals</b>			1,078,156.79	3,213.18	0.00		1,074,943.61	

This page is intentionally left blank



Date: 29/04/2024

Time: 09:28

Melksham Town Council Current Year

Cashbook 1

Unity Bank

Page: 1

User: MEL

For Month No: 11

Receipts for Month 11

Receipt Ref

Name of Payer

£ Amnt Received

£ Debtors

£ VAT

A/c Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

43,492.46

43,492.46

BACS Banked: 02/02/2024

36.00

BACS Cox (WI)

36.00

1016

115

36.00

Mayors Reception

BACS Banked: 02/02/2024

18.00

BACS De Santiz

18.00

1016

115

18.00

Mayors Reception

BACS Banked: 06/02/2024

18.00

BACS Askew

18.00

1016

115

18.00

Mayors Reception

BACS Banked: 07/02/2024

103.37

BACS Good New s Church

103.37

1048

210

103.37

Electricity - Art House

ME13A/14 Banked: 08/02/2024

75.00

ME13A/14 Burgess

75.00

1045

203

75.00

Allotment rent

SB20B Banked: 08/02/2024

25.00

SB20B Haslam

25.00

1045

203

25.00

Allotment rent

SB02A Banked: 09/02/2024

25.00

SB02A Maslen

25.00

1045

203

25.00

Allotment rent

SB22 Banked: 09/02/2024

50.00

SB22 Buckle

50.00

1045

203

50.00

Allotment rent

ME18B Banked: 09/02/2024

25.00

ME18B Thomson

25.00

1045

203

25.00

Allotment rent

BACS Banked: 09/02/2024

30.00

BACS Westbury TC

30.00

1016

115

30.00

Mayors Reception

ME11A Banked: 09/02/2024

25.00

ME11A Jarman

25.00

1045

203

25.00

Allotment rent

SB05B Banked: 09/02/2024

25.00

SB05B Smith

25.00

1045

203

25.00

Allotment rent

SB26 Banked: 09/02/2024

50.00

SB26 McMullen

50.00

1045

203

50.00

Allotment rent

AA56A Banked: 09/02/2024

25.00

AA56A Passmore

25.00

1045

203

25.00

Allotment rent

AA57A Banked: 09/02/2024

25.00

AA57A Gurd

25.00

1045

203

25.00

Allotment rent

AR08 Banked: 12/02/2024

50.00

AR08 Baker

50.00

1045

203

50.00

Allotment rent

AA73B Banked: 12/02/2024

25.00

AA73B Wright

25.00

1045

203

25.00

Allotment rent

AR03A Banked: 12/02/2024

25.00

AR03A Tys

25.00

1045

203

25.00

Allotment rent

Continued on Page 2

Date: 29/04/2024

**Melksham Town Council Current Year**

Page: 2

Time: 09:28

**Cashbook 1****User: MEL****Unity Bank****For Month No: 11****Receipts for Month 11****Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
ME01	Banked: 12/02/2024	50.00						
ME01	Spenceley	50.00			1045	203	50.00	Allotment rent
AR04A	Banked: 12/02/2024	30.00						
AR04A	Snook	30.00			1045	203	30.00	Allotment rent
AA52B	Banked: 12/02/2024	25.00						
AA52B	Cooke	25.00			1045	203	25.00	Allotment rent
ME38A	Banked: 12/02/2024	25.00						
ME38A	Rigby	25.00			1045	203	25.00	Allotment rent
ME07B	Banked: 12/02/2024	25.00						
ME07B	Hodges	25.00			1045	203	25.00	Allotment rent
WC02B	Banked: 12/02/2024	25.00						
WC02B	Jeffrey	25.00			1045	203	25.00	Allotment rent
SB07A	Banked: 12/02/2024	25.00						
SB07A	Higgins	25.00			1045	203	25.00	Allotment rent
WC02A	Banked: 13/02/2024	25.00						
WC02A	Randall	25.00			1045	203	25.00	Allotment rent
	Banked: 13/02/2024	100,000.00						
3776	Bank Assembly Hall A/c	100,000.00			251		100,000.00	Transfer of funds
AA68A	Banked: 14/02/2024	25.00						
AA68A	Palmer	25.00			1045	203	25.00	Allotment rent
SB20A	Banked: 14/02/2024	25.00						
SB20A	Cleverley	25.00			1045	203	25.00	Allotment rent
WC01	Banked: 14/02/2024	50.00						
WC01	Biggin	50.00			1045	203	50.00	Allotment rent
MA03	Banked: 15/02/2024	50.00						
MA03	Langton	50.00			1045	203	50.00	Allotment rent
SB25B	Banked: 15/02/2024	25.00						
SB25B	Mitchener	25.00			1045	203	25.00	Allotment rent
AA69	Banked: 16/02/2024	50.00						
AA69	Edwards	50.00			1045	203	50.00	Allotment rent
BACS	Banked: 16/02/2024	135.00						
BACS	Jacks Kitchen	135.00		22.50	1027	202	112.50	Container
SB27B	Banked: 19/02/2024	25.00						
SB27B	Phelps	25.00			1045	203	25.00	Allotment rent
ME33	Banked: 19/02/2024	25.00						
ME33	McTiernan	25.00			1045	203	25.00	Allotment rent

Continued on Page 3

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 3

Time: 09:28

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
SB06A	Banked: 19/02/2024	25.00						
SB06A	Cruse	25.00			1045	203	25.00	Allotment rent
SB35	Banked: 19/02/2024	50.00						
SB35	Hayden	50.00			1045	203	50.00	Allotment rent
SB38B	Banked: 19/02/2024	30.00						
SB38B	Brow nrigg	30.00			1045	203	30.00	Allotment rent
BACS	Banked: 19/02/2024	135.00						
BACS	Jacks Kitchen	135.00		22.50	1027	202	112.50	Container - rent
BACS	Banked: 19/02/2024	-135.00						
BACS	Jacks Kitchen	-135.00		-22.50	1027	202	-112.50	Container (double entry)
AR06	Banked: 20/02/2024	50.00						
AR06	Pakeman	50.00			1045	203	50.00	Allotment rent
SB21	Banked: 20/02/2024	50.00						
SB21	Sobala	50.00			1045	203	50.00	Allotment rent
ME16B/17B	Banked: 20/02/2024	50.00						
ME16B/17B	Hollow ay	50.00			1045	203	50.00	Allotment rent
SB28	Banked: 20/02/2024	50.00						
SB28	New man	50.00			1045	203	50.00	Allotment rent
ME34	Banked: 20/02/2024	25.00						
ME34	Jameson	25.00			1045	203	25.00	Allotment rent
SB10	Banked: 20/02/2024	50.00						
SB10	Nunn	50.00			1045	203	50.00	Allotment rent
BACS	Banked: 21/02/2024	18.00						
BACS	Griffin	18.00			1016	115	18.00	Mayors Reception
Cheques	Banked: 21/02/2024	325.00						
Cheques	Ponting	25.00			1045	203	25.00	SB11B
Cheques	Hervin	100.00			1045	203	100.00	ME23/25
Cheques	Williams	25.00			1045	203	25.00	ME07A
Cheques	Lockey	50.00			1045	203	50.00	SB24
Cheques	Hill	50.00			1045	203	50.00	DC01
Cheques	Phelan	25.00			1045	203	25.00	AA74B
Cheques	Gradwell	50.00			1045	203	50.00	AA75
BACS	Banked: 21/02/2024	36.00						
BACS	Westbrook	36.00			1016	115	36.00	Mayors Reception
AA55A	Banked: 21/02/2024	25.00						
AA55A	Morris	25.00			1045	203	25.00	Allotment rent
AA54B	Banked: 22/02/2024	25.00						
AA54B	Brigden	25.00			1045	203	25.00	Allotment rent

Continued on Page 4

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 4

Time: 09:28

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
MA01	Banked: 22/02/2024	25.00					
MA01	Holder	25.00			1045 203	25.00	Allotment rent
MA04	Banked: 22/02/2024	50.00					
MA04	Thomas	50.00			1045 203	50.00	Allotment rent
BACS	Banked: 22/02/2024	30.00					
BACS	Liam Richards	30.00			1027 202	30.00	Electricity - Mkt Pl (Inv 43)
ME02	Banked: 23/02/2024	50.00					
ME02	Wait	50.00			1045 203	50.00	Allotment rent
SB15	Banked: 26/02/2024	50.00					
SB15	Heard	50.00			1045 203	50.00	Allotment rent
AR07/09	Banked: 26/02/2024	100.00					
AR07/09	Wakely	100.00			1045 203	100.00	Allotment rent
SB17	Banked: 26/02/2024	50.00					
SB17	Tunney	50.00			1045 203	50.00	Allotment rent
AA53B	Banked: 26/02/2024	25.00					
AA53B	Carter	25.00			1045 203	25.00	Allotment rent
MA02	Banked: 26/02/2024	25.00					
MA02	Harding	25.00			1045 203	25.00	Allotment rent
AR11	Banked: 26/02/2024	50.00					
AR11	Parr	50.00			1045 203	50.00	Allotment rent
AA69B	Banked: 26/02/2024	25.00					
AA69B	Majew ska	25.00			1045 203	25.00	Allotment rent
AA51	Banked: 26/02/2024	50.00					
AA51	Weare	50.00			1045 203	50.00	Allotment rent
BACS	Banked: 26/02/2024	700.00					
BACS	Wiltshire Publications	700.00		116.67	1040 210	583.33	Rent - 31 Mkt Pl
BACS	Banked: 26/02/2024	55.00					
BACS	Devizes TC	55.00			1016 115	55.00	Mayors Reception
AA70	Banked: 26/02/2024	50.00					
AA70	Wookey	50.00			1045 203	50.00	Allotment rent
AA54A	Banked: 26/02/2024	25.00					
AA54A	Smith	25.00			1045 203	25.00	Allotment rent
AA74A	Banked: 26/02/2024	25.00					
AA74A	Rossiter	25.00			1045 203	25.00	Allotment rent
AA57B	Banked: 27/02/2024	25.00					
AA57B	Battimelli	25.00			1045 203	25.00	Allotment rent

Continued on Page 5

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 5

Time: 09:28

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
SB05A	Banked: 27/02/2024	25.00						
SB05A	Forw ard-Pow ell	25.00			1045	203	25.00	Allotment rent
SB37/39	Banked: 27/02/2024	100.00						
SB37/39	Mustor (Gibson)	100.00			1045	203	100.00	Allotment rents
ME06B	Banked: 27/02/2024	25.00						
ME06B	Evans	25.00			1045	203	25.00	Allotment rent
ME05A/06A	Banked: 27/02/2024	50.00						
ME05A/06A	Cox	50.00			1045	203	50.00	Allotment rent
SB23B	Banked: 27/02/2024	25.00						
SB23B	Moran	25.00			1045	203	25.00	Allotment rent
ME16A	Banked: 27/02/2024	25.00						
ME16A	Myers	25.00			1045	203	25.00	Allotment rent
ME24	Banked: 27/02/2024	50.00						
ME24	Beves	50.00			1045	203	50.00	Allotment rent
ME11A	Banked: 27/02/2024	25.00						
ME11A	Purps	25.00			1045	203	25.00	Allotment rent
ME21	Banked: 27/02/2024	50.00						
ME21	Earley	50.00			1045	203	50.00	Allotment rent
SB04A	Banked: 27/02/2024	25.00						
SB04A	Green	25.00			1045	203	25.00	Allotment rent
Inv 43	Banked: 28/02/2024	1,897.50						
Inv 43	MWOFC	1,897.50			1179	302	1,897.50	Place Inv 6072 - 30% cont
Inv 45	Banked: 28/02/2024	907.50						
Inv 45	MWOFC	907.50			1179	302	907.50	Place Inv 6088 - 30% cont
Inv 32	Banked: 28/02/2024	2,268.75						
Inv 32	MWOFC	2,268.75			1179	302	2,268.75	Place Inv 6065 - 30% cont
Inv 33	Banked: 28/02/2024	10.50						
Inv 33	MWOFC	10.50			1179	302	10.50	NHP - consultation boxes
Inv 46	Banked: 28/02/2024	5,000.00						
Inv 46	MWOFC	5,000.00			1060	205	5,000.00	Mkt Pl toilets - 23/24
Inv 48	Banked: 28/02/2024	1,051.20						
Inv 48	MWOFC	1,051.20			1027	202	1,051.20	Shurnhold Fields - caretaking
ME35	Banked: 28/02/2024	25.00						
ME35	Potter (Low ey)	25.00			1045	203	25.00	Allotment rent
SB02B/31B	Banked: 28/02/2024	50.00						
SB02B/31B	Legg	50.00			1045	203	50.00	Allotment rent

Continued on Page 6

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 6

Time: 09:28

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 11

## Receipts for Month 11

## Nominal Ledger Analysis

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

WC04	Banked: 28/02/2024	50.00					
WC04	Elter	50.00		1045	203	50.00	Allotment rent
SB12/13	Banked: 28/02/2024	100.00					
SB12/13	Bennett (Kane)	100.00		1045	203	100.00	Allotment rent
SB30B	Banked: 28/02/2024	25.00					
SB30B	Noyes	25.00		1045	203	25.00	Allotment rent
DC03A	Banked: 28/02/2024	25.00					
DC03A	Pratt	25.00		1045	203	25.00	Allotment rent
SB30A/31A	Banked: 28/02/2024	50.00					
SB30A/31A	Cotton	50.00		1045	203	50.00	Allotment rent
SB27A	Banked: 28/02/2024	25.00					
SB27A	MacDonald	25.00		1045	203	25.00	Allotment rent
ME31	Banked: 28/02/2024	50.00					
ME31	Down	50.00		1045	203	50.00	Allotment rent

**Total Receipts for Month**      115,449.82      0.00      139.17      115,310.65

**Cashbook Totals**      158,942.28      0.00      139.17      158,803.11

Continued on Page 7

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 7

Time: 09:28

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/02/2024	Water2business	010224	283.24	283.24		501		Water rates - Pavilion
01/02/2024	Water2business	010224/2	23.50	23.50		501		Water rates - Depot
01/02/2024	Water2business	010224/3	177.03	177.03		501		Water rates - Mkt Pl toilets
01/02/2024	Water2business	010224/4	45.92	45.92		501		Water rates - Addison allots
01/02/2024	Water2business	010224/5	61.17	61.17		501		Water rates - Aw dry allotments
01/02/2024	Water2business	010224/6	156.68	156.68		501		Water rates - Southbrook allot
01/02/2024	Water2business	010224/7	86.63	86.63		501		Water rates - Dorset allotmts
01/02/2024	Water2business	010224/8	182.87	182.87		501		Water rates - Methuen allots
08/02/2024	Enterprise Flex - E-Rent	080224	562.90	562.90		501		Van lease
14/02/2024	HMRC	DDR	9,653.17			520	9,653.17	PAYE/NI
14/02/2024	Mainstream Digital	140224	377.29	377.29		501		Phones
14/02/2024	Mainstream Digital	140224/2	37.96	37.96		501		Phones
14/02/2024	Mainstream Digital	140224/3	164.03	164.03		501		Phones
14/02/2024	West Mercia Energy	140224/5	154.24	154.24		501		Electricity - KGV
14/02/2024	British Gas	140224/6	204.80	204.80		501		Electricity - Mkt Pl toilets
15/02/2024	Wiltshire Council	DDR	1,229.00			4102 215	1,229.00	Rates - Depot (OS)
15/02/2024	Daisy Communications	150224	40.80	40.80		501		Wifi - Pavilion
15/02/2024	Office Evolution Ltd	150224/2	26.00	26.00		501		Photocopying
16/02/2024	Lloyds Bank	DDR	230.90			4017 110	6.00	Bank charges
						4909 501	70.00	Premises licence
						4042 101	129.90	Zoom - annual subs
						4016 101	25.00	Flow ers - Cllr
16/02/2024	Lloyds Bank	DDR	737.63		122.94	4907 501	41.52	Stone Labels
						4016 101	29.17	Amazon - U/K
						4903 520	14.16	Amazon - plastic glasses
						4085 115	85.03	Amazon - flags/cloths
						4042 101	12.99	Zoom - Dec 2023
						4042 101	12.99	Zoom - Jan 2024
						4907 501	69.83	Ticketsource - tickets
						4903 520	158.43	Vinto - bar stock
						4915 501	85.11	Nisbetts - bottle bank/knife
						4050 110	105.46	Indeed - recruitment
16/02/2024	British Gas	160224	33.75	33.75		501		Electricity - Roundhouse
16/02/2024	Fuel Genie	160224/2	281.45	281.45		501		Fuel
19/02/2024	Oakw ood	DDR	135.00		22.50	4256 204	112.50	Container
20/02/2024	Wiltshire Council	DDR	28,867.68			520	28,867.68	Salaries
20/02/2024	British Gas	200224	1,107.90	1,107.90		501		Gas - TH
20/02/2024	British Gas	200224/2	15.44	15.44		501		Gas - AH
21/02/2024	British Gas	210224	564.20	564.20		501		Electricity - TH
21/02/2024	British Gas	210224/2	1,634.66	1,634.66		501		Electricity - AH
22/02/2024	Wiltshire Council	DDR	8,963.74			520	8,963.74	WPF
22/02/2024	British Gas	220224	59.77	59.77		501		Electricity - Mkt Traders
26/02/2024	British Gas	260224	404.85	404.85		501		Electricity - Depot
27/02/2024	Unity Bank	DD	28.20			4017 110	28.20	BACS charge

Continued on Page 8

Date: 29/04/2024

**Melksham Town Council Current Year**

**Page: 8**

Time: 09:28

**Cashbook 1**

**User: MEL**

**Unity Bank**

**For Month No: 11**

---

<b>Total Payments for Month</b>	56,532.40	6,687.08	145.44	49,699.88
<b>Balance Carried Fwd</b>	102,409.88			
<b>Cashbook Totals</b>	158,942.28	6,687.08	145.44	152,109.76

---



Date: 29/04/2024

## Melksham Town Council Current Year

Page: 348

Time: 09:38

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		102,409.88					102,409.88	
AA72	Banked: 01/03/2024	50.00						
AA72	Outlaw	50.00			1045	203	50.00	Allotment rent
Cheques Banked: 01/03/2024		150.00						
Cheques	Comley	50.00			1045	203	50.00	SB32 - allotment rent
Cheques	Erikson	50.00			1045	203	50.00	ME10 - allotment rent
Cheques	Gibson	50.00			1045	203	50.00	AR10 - Gibson
Banked: 01/03/2024		100,000.00						
3778	Bank Assembly Hall A/c	100,000.00			251		100,000.00	Transfer of funds
ME27	Banked: 01/03/2024	50.00						
ME27	Hall	50.00			1045	203	50.00	Allotment rent
ME32	Banked: 01/03/2024	50.00						
ME32	Lambert (Welford)	50.00			1045	203	50.00	Allotment rent
ME27	Banked: 01/03/2024	-50.00						
ME27	Hall	-50.00			1045	203	-50.00	Allotment rent
ME27	Banked: 01/03/2024	40.00						
ME27	Hall Allotment rent	40.00			1045	203	40.00	Hall Allotment rent
BACS	Banked: 04/03/2024	36.00						
BACS	Carpenter	36.00			1016	115	36.00	Mayors Reception
BACS	Banked: 04/03/2024	36.00						
BACS	Emery	36.00			1016	115	36.00	Mayors Reception
SB34	Banked: 04/03/2024	50.00						
SB34	Anderson	50.00			1045	203	50.00	Allotment rent
SB08A	Banked: 04/03/2024	25.00						
SB08A	Moore	25.00			1045	203	25.00	Allotment rent
AR01A	Banked: 08/03/2024	25.00						
AR01A	Stephens	25.00			1045	203	25.00	Allotment rent
BACS	Banked: 08/03/2024	18.00						
BACS	Wilkes	18.00			1016	115	18.00	Mayors Reception
BACS	Banked: 08/03/2024	18.00						
BACS	Row ley	18.00			1016	115	18.00	Mayors Reception
SB06B	Banked: 08/03/2024	25.00						
SB06B	Straw son	25.00			1045	203	25.00	Allotment rent
ME20	Banked: 11/03/2024	50.00						
ME20	Ellis	50.00			1045	203	50.00	Allotment rent
ME15A	Banked: 11/03/2024	25.00						
ME15A	Watling	25.00			1045	203	25.00	Allotment rent

Continued on Page 349

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 349

Time: 09:38

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	BACS Banked: 11/03/2024	18.00					
	BACS Czerw ionka	18.00			1016 115	18.00	Mayors Reception
	AA73A Banked: 11/03/2024	25.00					
	AA73A Masters	25.00			1045 203	25.00	Allotment rent
	BACS Banked: 11/03/2024	18.00					
	BACS Drew	18.00			1016 115	18.00	Mayors Reception
	BACS Banked: 11/03/2024	55.00					
	BACS Seed	55.00			1016 115	55.00	Mayors Reception
	DC03B Banked: 12/03/2024	25.00					
	DC03B Weatherburn	25.00			1045 203	25.00	Allotment rent
	BACS Banked: 12/03/2024	25.00					
	BACS Oscar Pet Foods	25.00		4.17	1000 501	20.83	Stall - Craft Fayre
	BACS Banked: 13/03/2024	18.00					
	BACS Jacks Kitchen	18.00			1016 115	18.00	Mayors Reception
	SB36B Banked: 13/03/2024	25.00					
	SB36B Stenner	25.00			1045 203	25.00	Allotment rent
	BACS Banked: 13/03/2024	36.00					
	BACS Gerrish	36.00			1016 115	36.00	Mayors Reception
	BACS Banked: 14/03/2024	55.00					
	BACS BoA TC	55.00			1016 115	55.00	Mayors Reception
	BACS Banked: 14/03/2024	15.00					
	BACS Stepping Stones	15.00		2.50	1000 501	12.50	Stall - Craft Fayre
	BACS Banked: 15/03/2024	18.00					
	BACS Telfer	18.00			1016 115	18.00	Mayors Reception
	ME26 Banked: 18/03/2024	50.00					
	ME26 Edw ards	50.00			1045 203	50.00	Allotment rent
	BACS Banked: 18/03/2024	18.00					
	BACS Lew is	18.00			1016 115	18.00	Mayors Reception
	BACS Banked: 18/03/2024	90.08					
	BACS Good New s Church	90.08			1048 210	90.08	Gas - Art House
	ME19 Banked: 19/03/2024	50.00					
	ME19 Pow ell	50.00			1045 203	50.00	Allotment rent
	ME36 Banked: 21/03/2024	20.00					
	ME36 Timperley	20.00			1045 203	20.00	Allotment rent
	ME03B Banked: 25/03/2024	25.00					
	ME03B Johnson	25.00			1045 203	25.00	Allotment rent

Continued on Page 350

Date: 29/04/2024

## Melksham Town Council Current Year

Page: 350

Time: 09:38

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
ME09A	Banked: 25/03/2024	25.00					
ME09A	Lorimer	25.00			1045 203	25.00	Allotment rent
ME36	Banked: 25/03/2024	5.00					
ME36	Timperley	5.00			1045 203	5.00	Allotment rent
ME40	Banked: 25/03/2024	25.00					
ME40	Archer	25.00			1045 203	25.00	Allotment rent
ME08	Banked: 25/03/2024	50.00					
ME08	Littlejohn	50.00			1045 203	50.00	Allotment rent
BACS	Banked: 26/03/2024	700.00					
BACS	Wiltshire Publications	700.00		116.67	1040 210	583.33	Rent - 31 Mkt Pl
Chqs	Banked: 26/03/2024	425.00					
Chqs	Roberts	25.00			1045 203	25.00	Allotment rent - SB33A
Chqs	Adams	100.00			1045 203	100.00	Allotment rent - AR05/SB38A/4A
Chqs	Alexander	50.00			1045 203	50.00	Allotment rent - SB18
Chqs	Hitchins	50.00			1045 203	50.00	Allotment rent - SB9
Chqs	Gregory	50.00			1045 203	50.00	Allotment rent - SB19
Chqs	Cleverley	50.00			1045 203	50.00	Allotment rent - DC02
Chqs	Jacklin	100.00			1045 203	100.00	Allotment rent - ME28/29
Chq	Banked: 26/03/2024	969.78					
Chq	Scottish & Southern	969.78			1027 202	969.78	Refund - electricity
ME17A	Banked: 27/03/2024	25.00					
ME17A	Coe	25.00			1045 203	25.00	Allotment rent
Total Receipts for Month		103,408.86	0.00	123.34		103,285.52	
Cashbook Totals		205,818.74	0.00	123.34		205,695.40	

Continued on Page 351

Date: 29/04/2024		Melksham Town Council Current Year				Page: 351
Time: 09:38		Cashbook 1				User: MEL
		Unity Bank				For Month No: 12
Payments for Month 12		Nominal Ledger Analysis				
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_ A/c_Centre	£ Amount Transaction Detail
01/03/2024	Zen International Ltd	44416082	31.20	31.20	501	Wifi - Art House
01/03/2024	Water2business	01032024	23.50	23.50	501	Water rates - Bow erhill Depot
01/03/2024	British Gas	010324	1,898.76	1,898.76	501	Electricity - Pavilion
01/03/2024	Water2business	010324/3	167.78	167.78	501	Water rates - TH
08/03/2024	Enterprise Flex -E-Rent	080324	562.90	562.90	501	Vehicle leasing
14/03/2024	A M Productions	211208495	4,435.32	4,435.32	501	Show - We Three Kings
14/03/2024	Comax UK Ltd	183377544	314.42	314.42	501	Cleaning items
14/03/2024	Denman Electrical Wholesalers	266588496	16.42	16.42	501	Lamp
14/03/2024	United EPoS Solutions	453048127	60.00	60.00	501	Till - AH
14/03/2024	Kan Connections	51924191	2,052.00	2,052.00	501	Electric work - Art Hse/31 Mkt
14/03/2024	The Publishing House	975850723	174.00	174.00	501	Advertising - AH
14/03/2024	Wired Publishing	66599597	93.60	93.60	501	Advertising - AH
14/03/2024	IDverde Limited	144131738	2,314.92	2,314.92	501	Cleaning - Mkt Pl loos Oct 23
14/03/2024	Melksham Without Parish Council	931496868	1,750.55	1,750.55	501	NHP - Consultant
14/03/2024	Microshade Business Consultant	625578071	1,027.44	1,027.44	501	Hosting services
14/03/2024	Prosec Consultancy Ltd	667727069	243.00	243.00	501	Security - 190124
14/03/2024	Trade UK	639126261	19.99	19.99	501	Painting items
14/03/2024	SLCC Enterprises Ltd	442134140	3,188.80	3,188.80	501	Staffing review
14/03/2024	Travis Perkins Trading Company	688902463	50.14	50.14	501	Paint
14/03/2024	Wiltshire Publications Ltd	424586990	295.68	295.68	501	Advertising - AH
14/03/2024	Wiltshire Council	518186010	1,707.06	1,707.06	501	Payroll services - Q3
14/03/2024	AquAid Southcoast	356652374	32.36	32.36	501	Water bottle
14/03/2024	Castle Water Ltd	341957115	3.56	3.56	501	Water - Mkt Pl standpipe
14/03/2024	Exponential-E Ltd	236339304	218.62	218.62	501	Cloud - monitoring/back-up
14/03/2024	The MOT Centre & The Garage on	248419748	42.00	42.00	501	MOT - Berlingo
14/03/2024	D&M Gompels Ltd	773933750	351.20	351.20	501	Pkg Red - Nov
14/03/2024	Handy Compact Tractors & Machi	844358129	60.00	60.00	501	Welding - Hazlewood gate
14/03/2024	Healthmatic Ltd	193694556	480.00	480.00	501	Cleaning - Eco Loo
14/03/2024	Industrial Door & Gate Solutio	734975875	180.00	180.00	501	Overhead door - Depot
14/03/2024	Instrom Ltd	265321144	2,880.00	2,880.00	501	CCTV review
14/03/2024	J. H. Jones & Sons	85992966	492.00	492.00	501	Grasscutting - Methuen
14/03/2024	Melksham Groundcare Machinery	355934651	379.84	379.84	501	Service - John Deere x590
14/03/2024	Mel Rolph	573687108	107.14	107.14	501	Stamps/envelopes
14/03/2024	Right Directions (Management)	634864807	234.00	234.00	501	Online training cses
14/03/2024	Sara Land	653699958	24.51	24.51	501	Various items
14/03/2024	Shiners Commercial Ltd	868577200	260.00	260.00	501	Window cleaning
14/03/2024	Splash Pads Enterprises Ltd	864511487	4,536.36	4,536.36	501	Resurface deposit - Splashpad
14/03/2024	HMRC	DD	9,232.96		520	9,232.96 PAYE/NI
14/03/2024	Mainstream Digital	140324	290.81	290.81	501	Phones
14/03/2024	RELEA Productions Ltd	14032024	9,338.64	9,338.64	501	Majesty
14/03/2024	SLCC Enterprises Ltd	14032024/2	637.76	637.76	501	Inv 695 - VAT (entry error)

Continued on Page 352

Date: 29/04/2024		Melksham Town Council Current Year					Page: 352
Time: 09:38		Cashbook 1					User: MEL
		Unity Bank					For Month No: 12
Payments for Month 12				Nominal Ledger Analysis			
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount Transaction Detail
14/03/2024	Sara Land	TNSFR	-24.51			4901 520	-3.00 AH catering
						4016 101	-1.20 Milk
						4901 520	-12.31 AH catering
						4085 115	-8.00 Mayors Reception - seeds
14/03/2024	Sara Land	TNSFR	16.51			4901 520	3.00 AH catering
						4016 101	1.20 Milk
						4901 520	12.31 AH catering
15/03/2024	Daisy Communications	150324	40.80	40.80		501	Wifi - Pavilion
15/03/2024	Office Evolution Ltd	69434	72.00	72.00		501	Photocopying
15/03/2024	British Gas	150324	200.02	200.02		501	Electricity - Mkt Pl toilets
15/03/2024	Wiltshire Council	DDR	1,229.00			4102 215	1,229.00 Rates - Depot (o/s)
18/03/2024	West Mercia Energy	180324	162.16	162.16		501	Electricity - Bath Rd toilets
18/03/2024	British Gas	180324/2	30.25	30.25		501	Electricity - Roundhouse
18/03/2024	Fuel Genie	10076257	317.73	317.73		501	Fuel
18/03/2024	Oakwood	180324/3	135.00	135.00		501	Container
18/03/2024	Lloyds Bank	DDR	121.43			4050 110	115.43 Indeed - recruitment
						4017 110	6.00 Card charges
18/03/2024	Lloyds Bank	DDR	2,352.75		392.12	4061 101	51.68 Travelodge - KF
						4163 202	317.00 Turvec - Bike pump
						4901 520	24.96 Amazon - Tumblers
						4016 101	83.32 Home Secure - Letterbox
						4106 201	38.33 Ikea - Cutlery
						4078 302	82.71 Kidshavis - Hi vis jkts
						4078 302	53.58 Screw fix - Builders gloves
						4903 520	209.02 Vimto - Bar stock
						4078 302	45.82 Amazon - Litter pickers
						4078 302	108.51 VSafety - Hi vis
						4078 302	139.40 Kidshavis - Hi Vis jkts
						4078 302	88.30 Amazon - Litter pickers
						4922 501	718.00 Printed Easy - Advertising AH
19/03/2024	British Gas	190324	13.99	13.99		501	Gas - AH
19/03/2024	British Gas	190324/2	788.46	788.46		501	Gas - TH
20/03/2024	Wiltshire Council	DD	28,466.91			520	28,466.91 Salaries
21/03/2024	British Gas	210324	438.45	438.45		501	Electricity - TH
21/03/2024	British Gas	210324/2	1,801.58	1,801.58		501	Electricity - AH
22/03/2024	WPF	DD	8,024.96			520	8,024.96 Pensions
22/03/2024	British Gas	220324	34.89	34.89		501	Electricity - Mkt Traders
22/03/2024	Padfield Porkies	220324	868.00	868.00		501	Roast - Mayors Reception
25/03/2024	British Gas	250324	225.98	225.98		501	Electricity - Bow erhill Depot
25/03/2024	Kan Connections	250324	20,000.00	20,000.00		501	CCTV - part payment
25/03/2024	HAGS-SMP Ltd	250324	299.28	299.28		501	Washers/bungs/nuts
27/03/2024	Unity Bank	DD	28.06			4017 110	28.06 BACS charges
27/03/2024	Enterprise Flex-E-Rent	270324	1,288.42	1,288.42		501	Vehicle leasing
28/03/2024	Unity Bank	DD	3.90			4017 110	3.90 BACS - handling charge
28/03/2024	Enterprise Flex-E-Rent	280324/2	1,826.84	1,826.84		501	Vehicle leasing
31/03/2024	Unity Bank	DD	72.75			4017 110	72.75 Handling charge

Continued on Page 353

Date: 29/04/2024

**Melksham Town Council Current Year**

**Page: 353**

Time: 09:38

**Cashbook 1**

**User: MEL**

**Unity Bank**

**For Month No: 12**

---

<b>Total Payments for Month</b>	119,044.85	69,520.13	392.12	49,132.60
<b>Balance Carried Fwd</b>	86,773.89			
<b>Cashbook Totals</b>	<u>205,818.74</u>	<u>69,520.13</u>	<u>392.12</u>	<u>135,906.49</u>

Date: 29/04/2024	Melksham Town Council Current Year	Page: 1
Time: 09:36	Cashbook 9	User: MEL
	Petty Cash	For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	156.79				156.79
	Cash Banked: 29/02/2024	375.00				
	Cash Gregory	25.00			1045 203	25.00 Allotment rent - SB36B
	Cash Mancey	50.00			1045 203	50.00 Allotment rent - SB3B/8B
	Cash Djaileb	25.00			1045 203	25.00 Allotment rent - ME38B
	Cash Staddon	50.00			1045 203	50.00 Allotment rent - SB01
	Cash Clarke	25.00			1045 203	25.00 lotment rent - ME42
	Cash White	50.00			1045 203	50.00 Allotment rent - ME22
	Cash Toop	50.00			1045 203	50.00 Allotment rent - SB29
	Cash Jones	50.00			1045 203	50.00 Allotment rent - WC03
	Cash Goodhew	50.00			1045 203	50.00 Allotment rent - ME4B/5B
Total Receipts for Month		375.00	0.00	0.00		375.00
Cashbook Totals		531.79	0.00	0.00		531.79

Continued on Page 2

Date: 29/04/2024

## Melksham Town Council Current Year

Page:2

Time: 09:36

## Cashbook 9

User: MEL

## Petty Cash

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/02/2024	A. Meacham	TRANS	1.35		0.22	4016 101	1.13	Milk
10/02/2024	H. Davies	TRANS	1.35		0.22	4016 101	1.13	Milk
11/02/2024	H. Davies	TRANS	40.80			4960 510	40.80	New spapers (Quiz)
14/02/2024	M. Rolph	TRANS	1.20			4163 202	1.20	Electricals
15/02/2024	H. Watkins	TRANS	1.35		0.22	4016 101	1.13	Milk
21/02/2024	M. Rolph	TRANS	6.00			4028 101	6.00	Stamps
22/02/2024	J. Burry	TRANS	1.35		0.22	4016 101	1.13	Milk
22/02/2024	H. Watkins	TRANS	1.19		0.20	4016 101	0.99	Cleaning items
24/02/2024	S. Land	TRANS	1.55		0.26	4016 101	1.29	Milk
26/02/2024	G. Delves	TRANS	3.85		0.64	4016 101	3.21	Refs
27/02/2024	S. Land	TRANS	28.43		4.74	4901 520	23.69	Catering - AH
28/02/2024	S. Land	TRANS	2.35		0.39	4901 520	1.96	Refs - AH
29/02/2024	G. Delves	TRANS	1.35		0.22	4016 101	1.13	Milk
29/02/2024	U/K	TRANS	3.59			4016 101	3.59	Unreceipted purchase
<b>Total Payments for Month</b>			95.71	0.00	7.33		88.38	
<b>Balance Carried Fwd</b>			436.08					
<b>Cashbook Totals</b>			531.79	0.00	7.33		524.46	



Date: 29/04/2024

**Melksham Town Council Current Year**

**Page: 134**

Time: 09:42

**Cashbook 9**

**User: MEL**

**Petty Cash**

**For Month No: 12**

**Receipts for Month 12**

**Nominal Ledger Analysis**

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

**Balance Brought Fwd : 436.08**

**436.08**

Banked:

**0.00**

0.00

0.00

**Total Receipts for Month**

0.00

0.00

0.00

0.00

**Cashbook Totals**

436.08

0.00

0.00

436.08

Continued on Page 135

Date: 29/04/2024

Melksham Town Council Current Year

Page: 135

Time: 09:42

Cashbook 9

User: MEL

Petty Cash

For Month No: 12

## Payments for Month 12

## 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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/03/2024	K. Harvey	TRANS	28.49		4.75	4153	202	23.74	Wiper blades
05/03/2024	H. Watkins	TRANS	0.75			4016	101	0.75	Cleaning items
06/03/2024	H. Davies	TRANS	7.00			4016	101	7.00	Batteries
11/03/2024	J. Burry	TRANS	1.35			4016	101	1.35	Milk
16/03/2024	S. Land	TRANS	1.29			4901	520	1.29	Lemons
18/03/2024	G. Delves	TRANS	1.35			4016	101	1.35	Milk
21/03/2024	S. Land	TRANS	32.40			4085	115	32.40	Refs
21/03/2024	G. Delves	TRANS	12.39			4078	302	12.39	Cleaning items
24/03/2024	J. Burry	TRANS	6.94			4016	101	6.94	Milk
27/03/2024	N. Hutton	TRANS	60.00			4960	510	60.00	Refund - show tickets (FF)
28/03/2024	M. Rolph	TRANS	6.00			4028	101	6.00	Stamps
31/03/2024	Unreceipted payment	TRANS	2.40			4016	101	2.40	Unreceipted payment
<b>Total Payments for Month</b>			160.36	0.00	4.75			155.61	
<b>Balance Carried Fwd</b>			275.72						
<b>Cashbook Totals</b>			436.08	0.00	4.75			431.33	



# Finance Meeting 20th November 2021 Performance Update

Project: Town Centre CCTV  
Committee: Full Council  
Officer Lead: Hugh Davies

Date Updated: 3rd May 2024

Project Code:

Resolution

**Date of Resolution: 18 March 2024**  
To authorise the appointment of Kan Connections to undertake the works as set out in their quotation dated February 2024 to complete the works outlined

Progress

Work in progress. Likely completion date end of June.

Blockers or Obstacles

Next Steps

None.

Top risks and issues

	Score	Mitigating actions

Delivery Status	Resource Status

Decisions or Direction needed

Projected Completion Date

Finance summary		
Budget Pot	Amount	Spent
CIL	£	n/a



Project: BMX Pump Track  
Committee: Full Council  
Officer Lead: Hugh

Date Updated: 3rd May 2024

Project Code: 171/23

Resolution

**Date of Resolution:**  
Support the principle of installing a BMX Pump Track at a suitable location in the Town to be determined from guidance offered by JB Extreme Landscapes

Progress

Now linked to Park Strategy

Blockers or Obstacles

Suitable site.

Next Steps

Report from Hugh to Asset Management

Top risks and issues

	Score	Mitigating actions
Not able to find three companies		

Delivery Status	Resource Status

Decisions or Direction needed

Projected Completion Date

Easter 2024

Finance summary		
Budget Pot	Amount	Spent
Major Projects	£62,000	



Project: Bowmens Court Lighting  
Committee: Full Council  
Officer Lead: Andrew Meacham

Resolution

Date of Resolution:

to delegate the Town Clerk authority to purchase low level solar lighting up to the value of £8000 to be taken from the solar farm funding. Subject to Councillor Oatley talking to resident’s in Bowman’s Court, obtaining permission from Wiltshire Council, ensuring resident’s privacy is not invaded, and bringing the matter back to council to note what is being installed.

Progress

HFAs have advised not for them as it is not a highway. Matter has been referred to Estates & Development. I have emailed details to them and we are waiting on a licence.

Blockers or Obstacles

Out of our hands and dependant on Wiltshire Council turnaround times. Estimate from chosen company may be out of date.

Next Steps

Monitor and chase as appropriate.

Top risks and issues

	Score	Mitigating actions
Delay due refer it back to Council for decision		Taking it to first Full Council meeting available 25 Sept 2023
Permission needed from Wiltshire Council as they own the land		Spoken with Cllr Oatley to move this forward

Date: 23 April 2024

Project Code: 543/23

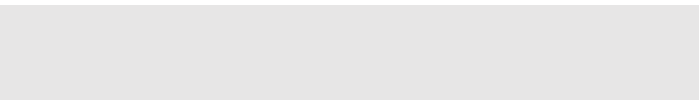
Delivery Status



Resource Status



Decisions or Direction needed



Projected Completion Date

Council gave no projected completion date.

Finance summary

Budget Pot	Amount	Spent
Solar Farm	£8000	



Project: Dog Park - King George V Playing Field

Committee: Full Council

Officer Lead: Hugh

Resolution

**Date of Resolution:** FOR OFFICER TO COMPLETE

To allocate no more than £20,000 for the installation of a Dog Agility Area.

Progress

Equipment removed. Dog Park open.

Blockers or Obstacles

FOR OFFICER TO COMPLETE

Next Steps

To be considered by Asset Management on 10 June 2024.

Top risks and issues

	Score	Mitigating actions
<span>FOR OFFICER TO COMPLETE</span>		

Date Updated: 23 April 2024

Project Code: 480/22

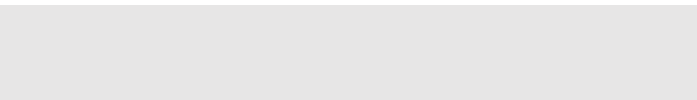
Delivery Status



Resource Status



Decisions or Direction needed



Projected Completion Date

FOR OFFICE TO COMPLETE

Finance summary

Budget Pot	Amount	Spent
<span>FOR OFFICER TO</span>	£20,000	<span>FOR OFFICER TO COMPLETE</span>



Project: Melksham East Community Centre  
Committee: Full Council  
Officer Lead: Linda

Date Updated: 3rd May 2024

Project Code:

Resolution

**Date of Resolution:**  
Support the principle of installing a BMX Pump Track at a suitable location in the Town to be determined from guidance offered by JB Extreme Landscapes

Progress

Progress stalled by lack of clerk

Blockers or Obstacles

Finding a suitable site. Architect cannot submit planning until questions sent in December answered. Hugh has answered some. Need to speak to solicitor.

Next Steps

Locum Clerk to be briefed. Arrange meeting with Melksham East councillors to update?

Top risks and issues

	Score	Mitigating actions
Verbina court may get planning approval on the 30/11 for a care home		We will pull this application should approval be given

Delivery Status	Resource Status

**Decisions or Direction needed**

Full Council need to approve sending in for planning permission.

**Projected Completion Date**

Finance summary		
Budget Pot	Amount	Spent
CIL	£	n/a

