



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracey Predeth BA(Hons) MPA, FLSCC

To: Councillor A Griffin (Chair)
Councillor C Stokes (Vice-Chair)
Councillor P Aves
Councillor C Forgacs
Councillor J Hubbard
Councillor S Rabey
Councillor J Westbrook

1 July 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 the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 8th July 2024** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

Melksham Town Council
Finance, Administration and Performance Committee

Monday 8 July 2024
At 7.00 pm at the Town Hall

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=WlAvY1ZsYVNyUIM3VktgajFxOHhtdz09>

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. Public Participation

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their public question to locum@melksham-tc.gov by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Minutes (Pages 1 - 4)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 13th May 2024.

5. Grants (Pages 5 - 82)

To consider applications for regular grants.

For decision.

6. Wiltshire Towns Programme Activity Generation Grant Programme 2024/25 and 2025/26 (Pages 83 - 92)

For decision.

7. Banking Mandate

To agree to add Tracy Predeth, Locum Town Clerk and Kalpesh Patel, Locum RFO onto the bank mandate to be able to make payments, transfers, and authorise payments.

8. Signatories & Payment Processes

To discuss improvements and increase the number of authorised signatories.

9. Financial Statements

9.1 Lloyds (Pages 93 - 96)

To receive Lloyds statement for April 2024

9.2 Unity (Pages 97 - 102)

To receive Unity statement for April 2024.

9.3 Petty Cash (Pages 103 - 104)

To receive Petty Cash statement for April 2024.

9.4 Income & Expenditure (Pages 105 - 114)

To receive the Income & Expenditure report for April 2024.

10. Confidential Session

Members are requested to discuss the following items in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

11. Council leases/licenses

To receive and agree updates regarding Council leases/licenses. Report to follow or verbal update from Locum Clerk.

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 13th May 2024

PRESENT: Councillor S Rabey (Chair)

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

IN ATTENDANCE: Councillor P Aves

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Mel Rolph	Finance Officer

PUBLIC PARTICIPATION: One member of the public and one member of the press were present and three members of the public were present virtually.

100/23 Public Participation

Joe McCann

CCTV. What is the end date of the project? Councillor Hubbard advised it was intended that the installation resolved should be completed by the end of May but there may be a delay of a week or two because of additional permissions to be obtained from Wiltshire Council. The project itself may take longer because of possible work in the underpass and King Street carpark.

BMX Pump Track. What is happening with the project. the project? Councillor Rabey said an update would be obtained from Head of Operations.

Melksham East Community Centre. What is happening with the project?

Sue Mortimer

Has spoken to children in the town and their preferred location for the BMX pump track would be in KGV or at the Campus. She speculated on the possible use of the field next to the cricket pitch or field after Murray Walk bridge. Ownership of these fields is not known.

101/23 Apologies

There were no apologies.

102/23 Declarations of Interest

There were no declarations of interest.

103/23 Minutes

The minutes of 11th March 2024, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

104/23 Report on Grant and Funding Requests

Councillor Hubbard asked for clarification on whether the report was to be noted only or taken as the correct procedure going forward. Councillor Griffin advised he wanted to highlight that the correct procedure had not been followed in respect of Age UK Wiltshire. There was discussion on the Age UK Wiltshire project and Councillor Hubbard said that the review of the project had not taken place.

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

RESOLVED to suspend Standing Orders to allow Sue Mortimer to speak.

Sue Mortimer said that she thought Age UK Wiltshire had reported to a meeting of the Council as she remembers being impressed with what they had done.

Standing Orders were reinstated.

The report was noted.

105/23 Melksham Carnival Grant Awards

The report was discussed.

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

UNANIMOUSLY RESOLVED to suspended Standing Orders.

Michelle of Melksham Carnival confirmed the £1000 in process of being paid had not yet been received and asked about future grants. Councillor Hubbard explained the grant procedure.

Councillors felt that the Regular Grant awarded should be honoured.

For the avoidance of doubt, it was confirmed that Melksham Carnival would receive the following

- 2024/2025 - £3500, of which £1000 was paid on 5th December 2023, leaving £2500 to be paid now.
- 2025/2026 - £2500 major grant on condition a monitoring form is submitted.
- 2026/2025 – A new application should be made when requested by the Council in 2025.

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

UNANIMOUSLY RESOLVED to reinstate Standing Orders.

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

UNANIMOUSLY RESOLVED that there was an agreement in 2023/2024 that the £2500 Major Grant would be paid in year 2024/2025 and that the £1000 grant for a gazebo was paid in December 2023. Therefore the £1000 of the 2024/2025 grant is in transit and a further £1500 is to be paid.

106/23 Grants Procedure

The matter was discussed. Concern was expressed about setting a precedent for awarding an annual grant and what would happen if there were completing organisations offering the same or similar service. It was suggested that it may be appropriate to review the conditions and wording of the grants policy.

It was agreed that the Locum Clerk would investigate the criteria applied by other local councils and report back with suggestions to amend the policy and application form

- to give organisations the opportunity to apply year on year and making it clear that each application will be considered on its own merits
- To require evidence showing how the application benefits people within the Town Council boundaries
- Tighten up the scoring matrix to weed out applications before they come to committee.

There was also discussion of the Mayoral charity with a request for this to be promoted more and to encourage the selection of a local charity. It was noted that the choice is for the Mayor to make.

107/23 Joint Melksham Neighbourhood Plan

The Locum Clerk introduced the item. There was discussion and concern was raised over the cost of the Joint Melksham Neighbourhood Plan. It was noted that nothing had been budgeted for the coming year.

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

UNANIMOUSLY RESOLVED to delegate authority to the Locum Clerk to pay from General Reserves any sums due in respect of the Joint Melksham Neighbourhood Plan, up to a maximum of £20000 in total. Any payments that take the total over £20000 would need to be referred back to committee.

108/23 Report from Locum Clerk

A Locum R.F.O has been engaged to help with end of year and problems with the system. Should then be able to bring to council correct reports as required.

109/23 Lloyds

Councillor Griffin asked if statements could be in Excel or CSV format. It was noted that ModernGov does not work well with Excel documents. Finance Office said she could produce a separate Excel document.

The statements were received.

110/23 Unity

The statements were received.

111/23 Petty Cash

The statements were received.

It was noted that once problems had been sorted out it should be possible to produce budget reports with explanations of over and under spends.

112/23 Project Plans

The report was received. There was discussion on the some of the projects and the project management system. Committee Clerk confirmed that it was a work in progress and it was intended that it would eventually be accessible to all on the website.

Meeting Closed at: 8.05 pm

Signed:

Dated:



Melksham Town Council

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	X
Room Hire Grant	
How much are you applying for in this application?	£ 1,000

1. ORGANISATION/GROUP'S NAME

Alzheimer's Support

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: ^{Yes} If so, please give your charity number: 1048314

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Alzheimer's Support is Wiltshire's homegrown dementia charity. We support people across Wiltshire living with all types of dementia and their family carers, reducing loneliness, creating connections and enabling people to lead active, productive and meaningful lives. Alzheimer's Support runs 4 day clubs, one-on-one home support, 40+ community activity groups include Music and Movement for the Mind, memory cafes, art groups, discussion groups and gardening groups - all designed to keep minds and bodies active and reduce isolation. We also support carers and run training courses. Our first-ever Movement group was founded in Melksham in 2011 and is still going strong.

5. THE PROJECT

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

To fund the costs of the Specialist Movement Instructor at our Bowerhill Movement for the Mind project to deliver up to 20 sessions over 12 months.

If needed, please elaborate here with further details

Melksham Movement for the Mind meets fortnightly on Wednesdays for gentle exercise in a supportive, friendly group. Each session offers gentle exercises, which help with mobility and co-ordination, improves memory, mental health and relieves stress and anxiety. Carers also attend as they too benefit from the chance to de-stress in a warm, friendly environment. Our specialist facilitators include dance therapists, fitness coaches and physiotherapists who are trained in supporting people living with dementia. The exercise lasts for about an hour and at the end, refreshments are served during a social half hour. As one of the carers puts it: "Your whole organisation has been so helpful and supportive".

How will this benefit the community or people of Melksham?

The mixture of physical activity and social interaction will not only improve physical and mental well being but will also help overcome social isolation and give our clients a sense of belonging by becoming part of a wider group. This in turn will enhance and strengthen the wider community by actively supporting local people living with dementia and their family carers, allowing them to achieve their full potential whilst living with dementia. Our group is deeply embedded in the local community and by bringing dementia to the attention of the wider community through fun, empowering activities helps to reduce the stigma still attached to the disease as well as offering valuable volunteering opportunities for local people.

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

As the Council will no doubt remember from their previous very generous support, Melksham has hosted our Movement for the Mind group since 2011. Thanks to the Council's on-going support, the feedback we have received from our members and their carers has been hugely positive and the continuing popularity of this project is the best evidence that this type of service is both necessary and welcomed by the people of Melksham.

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

Judging by the feedback we continue to receive from our existing members, Melksham residents living with dementia and their family carers would definitely lose out if this service were unable to continue. Furthermore, the wider community would also lose out as this project helps to combat negative stereotypes around dementia by encouraging those living with this condition to become more visible in the town.

6. BENEFICIARIES

How many people in total will benefit from this grant?	40, incl. family members
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How many of the beneficiaries are residents of Melksham Town? Please use the attached map which indicates the Melksham Town boundary.	90%
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Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

These are calculated on contact details given (especially postcodes). Also, although we seek to provide a service of one sort or another within 5 miles of anyone living in Wiltshire, the central Wiltshire/Melksham area is particularly well-served, with day clubs active in the adjoining towns of Trowbridge and Devizes and a variety of activities running in Westbury and Corsham. As a result, our Melksham services tend to attract a very local clientele by default as those further away have other, closer options available to them.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 4,681.50	GRANT AID REQUESTED FROM MTC £ 1,000
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What are your current or planned subs/fees/charges?

We charge a fee of £4.50 per person, per session. We deliberately keep the fees low to keep this service accessible to all, even those on the lowest (fixed) income. We also have an active fundraising campaign to generate income from (amongst others) parish councils, businesses and grant-makers.

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

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

Item	Amount
Specialist Movement Instructor @£50 per session x20 sessions	£ 1,000
	£
	£
	£
	£
	£
	£
Total	£ 1,000

How else are you funding your project?

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

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

Source	£	Confirmed?
Sessional fee @ £4.50 per session x 15 members x 20 sessions	£ 1,350	Yes
Other costs covered by fundraising: Specialist Support Staff & refreshments	£ 2,331.50	Yes
	£	
	£	
	£	
	£	
Total	£ 3,681.50	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2023

TOTAL GROSS INCOME £ 2,204,563

TOTAL EXPENDITURE £ 2,183,855

BALANCE AT YEAR END £ 20,708

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 613,028

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

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

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. The costs requested are to cover one-off sessional fees, not an on-going salary</p>	
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances. N/A</p>	
<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 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 ..Melanie.Nicolaou.....) / No/Not applicable</p>	
<h3>10. CHECKLIST</h3>	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<h3>11. BANK DETAILS</h3>	
<p>Name of Account: ..Alzheimer's Support.....Account number:00012194.....Sort Code: ..40... - ..52... - ..40...</p>	
<h3>12. DECLARATIONS</h3>	
<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: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: 13th June 2024</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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

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

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME			
Bowerhill Baby & Toddler Group			
2. APPLICANTS DETAILS (Give details of a representative for correspondence)			
NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	
3. ABOUT YOUR ORGANISATION			
Does your organisation:			
Have its own bank account, with two unrelated signatories?			Yes/ No <u>Yes</u>
Have at least three members on its management committee?			<u>Yes</u>
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)			<u>Yes</u>
Are you a registered charity? Yes/No: If so, please give your charity number:			No
Is your organisation part of, or affiliated to, a larger organisation? If so, which:			No
Please circle the categories that best describe your organisation?			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%;"> <ul style="list-style-type: none"> Charitable Organisations Youth Group Senior Citizen Group Sports Clubs and Arts Groups Advice Organisations </div> <div style="width: 50%;"> <ul style="list-style-type: none"> Organisations assisting the disabled Minority Groups Community buildings Community events Health/transport/safety groups Other (please explain) A Baby & Toddler Group </div> </div>			
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:			
What does your organisation do and how does it benefit the residents of Melksham?			
<p>Bowerhill Baby and Toddler Group has been running for around 20 years. In June of 2023 a group of Mums decided to take on the running of the group rather than loose such a fabulous facility. The group operates on Mondays 10am-11:30.</p> <p>We offer a different theme each week such as "under the sea" with sea creature toys, water and sea themed crafts. We have had visits from a fire engine, Peppa Pig, Longleat, Wiltshire Police and so much more! We offer a safe space for babies and toddlers to socialise and introduce the early years to the power of play, role play, music and dancing with their grown ups. It is also a space for adults to come and meet new support networks and create a circle of friends that can support eachother looking after little ones.</p> <p>We offer a healthy snack and dancing to music at the end of our session. Our group is made up of committee members and attendees from both Melksham Town and Melksham Without and therefore we actively seek support from both towards making our little group so successful.</p>			

5. THE PROJECT

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

We would like a grant to be considered to fund a bouncy castle for our little ones to enjoy, bounce, exercise and play. We often hire in bouncy castles from outside agencies and this is becoming costly, by having our own it would allow us to regularly put on special events for our little ones to enjoy. This particular bouncy castle we have researched allows us to change it to adapt it for the different festivities throughout the year such as an Easter theme, Santa Grotto, Halloween etc.

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

Our committee and attendees are made up of people from Melksham Town and Melksham without. Our group is fully booked every week and we allow for up to 40 toddlers and 10 babies. Its extremely popular to the point we had to introduce a booking system to keep our little ones safe whilst attending. Our visitor numbers each week have shown that we are a popular group. We know the early years groups are vital for the community, not only for stimulating the children but as a support network for families. We can help parents learn about the importance of play, about how best to play with their children, and give families access to new and varied toys and equipment for play.

The link below is research from Action for Children which found an early association between increased children's centre usage and a decreasing gap in educational outcomes between disadvantaged children and their peers <https://www.actionforchildren.org.uk/blog/levelling-up-for-0-5s-the-potential-of-baby-and-toddler-groups/>

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

We have recently set up a booking app as we found we quickly reached capacity and had to turn people away from group on the day. The app now allows people to book in advance and shows when at capacity. We share information via FaceBook about the upcoming session and special events which raises awareness and in Melksham and surrounding areas.

We have already released our Summer party and Christmas special for 2024, both of these events are nearly sold out already. These 'special events' are costly to our group so by having our own equipment such as a bouncy castle, we can provide more of these to our local community.

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

Feedback from parents and carers that visit our group ensures we are offering a vital service. Not only for the babies and toddlers that visit us regularly and get to experience a range of activities but for their parents/carers to meet and chat with others finding a support network. It would just mean we wouldn't be able to afford to make these 'special events' a regular occurrence due to the cost of the outside agencies and would mean us having to increase our prices if we wanted to run more special sessions.

6. BENEFICIARIES

How many people in total will benefit from this grant?

200

How many of the beneficiaries are residents of Melksham Town?

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

Please see below

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

We cannot be 100% sure of the number of beneficiaries living in Melksham as we do not ask or keep records of addresses for security and GDPR reasons, but upon speaking and engaging with our parents we are aware most of them live in Melksham. We conducted a poll via our Facebook Page which showed a large proportion of our attendees living in the Melksham Town area.

We understand Bowerhill Village Hall may be outside/on the edge of the boundary, which is why we also request support from Melksham Without who have again supported us this year in funds (£1643) towards new toys and equipment. We ensure we approach from areas for support.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

£2000

GRANT AID REQUESTED FROM MTC £

£1000

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

We charge an entry fee for each child but this pays for hall rental, snacks, activity supplies, insurance. Any accumulation of entry fee goes toward replacing old or broken toys.

Toddler = £4.00

Baby = £2.25

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
Bouncy Castle	£ 2000
	£
	£
	£
	£
	£
	£
Total	£ 2000

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?
Bowerhill Baby & Toddler Group existing reserves	£ 500.00	Yes
Volunteer time	£ 100	Yes
Fundraising Photoshoot	£ 100	Yes
Summer Party - Fundraiser	£ 100	
Selwood Housing	£ 200	Yes
	£	
Total	£ £1000	

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

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

- The volunteers took over the running of Bowerhill Baby and Toddler Group in June 2023 and a business account was set up in Sept 2023. Therefore we do not have a full year total yet but I will provide copies of our projected forecast and expenditure.

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.	N/A
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable N/A	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable No	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: Bowerhill Baby & Toddler Group.....Account number:79751960.....Sort Code:30.... -99.... -50....	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: 17/06/2024	

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

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

How much are you applying for in this application?

£273.40

1. ORGANISATION/GROUP'S NAME

BOWERHILL VILLAGE HALL TRUST

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: 297945

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

PLEASE SEE OUR CONSTITUTION - ITEM 4
OUR TRUST PREMISES ARE FOR PURPOSES OF TRAINING,
RECREATION, CLASSES, ENTERTAINMENT OF ANY INHABITANTS
OF MELKSHAM. ANY ONE CAN HIRE OUR HALL, WHATEVER
THEIR POSITION IN LIFE.

5. THE PROJECT

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

NEW STRONG FOLDING CHAIRS

If needed, please elaborate here with further details

12 CHAIRS NEEDED AS REPLACEMENTS

How will this benefit the community or people of Melksham?

OUR CHAIRS ARE AGING AND SEVERAL OF THEM HAVE BENT. ALL USERS WILL BENEFIT FROM NEW CHAIRS

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

OUR HALL IS WELL USED, AND MOST HIRES USE THE CHAIRS. OUR HIRES INCLUDE PEOPLE FROM ALL OVER MELKSHAM, SOME OF OUR REGULAR USERS ARE: - PHAB, WOBAM, SCOUTS, TODDLERS, SLIMMING WORLD, BUSY BEES, CRAFT, COFFEE + CHAT, ALZHEIMERS SUPPORT, AGE UK, PRIVATE PARTIES

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

NONE. BUT SHOULD A CHAIR FAIL?

6. BENEFICIARIES

How many people in total will benefit from this grant?

DOZENS

How many of the beneficiaries are residents of Melksham Town?

DOZENS

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

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

WE ARE UNABLE TO CALCULATE. WE HIRE TO GROUPS, BUT DO NOT KNOW THE NUMBERS. WE DO KNOW THAT MANY HIRES HAVE MEMBERS FROM ALL OVER MELKSHAM.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £547.20

GRANT AID REQUESTED FROM MTC £

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

ROOM HIRE IS FROM £12.50 TO £17.50 PER HOUR, DEPENDING ON HOW MANY ROOMS USED

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
NEW / REPLACEMENT CHAIRS	£
	£
	£
	£
	£
	£
	£
	£
Total	£

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?
FROM OUR SAVINGS ACCOUNT	£273.40	YES.
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31/03/2024

TOTAL GROSS INCOME £31,907.18 TOTAL EXPENDITURE £40,010.76

BALANCE AT YEAR END £(8,103.58) SAVINGS (RESERVES, CASH, INVESTMENTS) £27,059.10

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

OUR SAVINGS ACCOUNT IS BEING USED FOR A NEW KITCHEN

£14313.48 SAVINGS
£12,740.62 CURRENT

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.	NO
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/ <u>Not applicable</u>	
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/ <u>Not applicable</u>	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <div style="float: right; text-align: right; margin-top: -20px;"> ACCOUNTS ARE WITH OUR ACCOUNTANT, THUS UNAUDITED. </div> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation. <p style="margin-left: 40px;"><u>WE FOLLOW ALL NATIONAL GUIDELINES</u></p>	
11. BANK DETAILS	
Name of Account: <u>LLOYDS</u> Account number: <u>02720296</u> Sort Code: <u>30 - 98 - 75</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>21 JUNE 2024</u>	

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



Melksham Town Council

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	/
Room Hire Grant	
£ 1000	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Carer Support Wiltshire

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

yes

Have at least three members on its management committee?

yes

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

yes

Are you a registered charity? Yes/No: If so, please give your charity number: 1092762

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

CSW is a registered charity helping unpaid carers of all ages in Wiltshire to access services, information, education, training, activities, respite and breaks from their caring role.
We ensure carers have a voice and work with health and social care professionals and employers to raise awareness of the practical and mental health struggles faced by carers and endeavour to reduce feelings of isolation and loneliness.

5. THE PROJECT

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

The Westbury Peer Support Cafe is a group for unpaid carers to come and share stories, advice, support and receive guidance, reassurance and a small break from their caring role.

If needed, please elaborate here with further details

The monthly group is held at the Methodist Church and remains open to all local unpaid carers, particularly those struggling with isolation and loneliness. It is an opportunity to socialise with others best placed to empathise with their situation, encouraging peer to peer support and a chance to have a small break away from their caring responsibilities in a warm, friendly environment with light refreshments.

Guest speakers and trained volunteers attend groups so there is always someone there for them to lean on for direct help and advice if they are at crisis point.

Many of our elderly carers are not confident using the internet and find the growing reliance upon tech for communications, referrals, applications etc daunting.

Guidance navigating information online is a constant request we receive and something we can help them with at these groups, learning and sharing skills together.

We often provide extra activities at these cafes, taking the group for Christmas lunch, Easter Egg hunts and other trips or activities throughout the year along with their cared for.

The peer support cafe remains one of the best ways for CSW to stay in touch with carers on a personal level and provides an easy approachable avenue for new carers coming forward who are perhaps reluctant to admit to their circumstances as we so often hear is the case.

How will this benefit the community or people of Melksham?

The group remains open to all unpaid carers in the area whether they are registered with us or not. They are free to attend and seek support.

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

There are 490 unpaid carers registered with us in the Westbury area.

The group in its initial set up phase has seen a good attendance averaging 8 persons per session. We expect this to increase over the course of 2024 to 12 with further increases in 2025 once the group is further established.

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

Unpaid carers are our forgotten heroes providing millions of unpaid hours of work each year. Work that would surely see the social care system collapse if it were called upon to replace them.

They very often do not recognise their role as unique and worthy of recognition - simply that they are doing what any good wife, mother, father, partner, child would do.

There is very little tangible support out there for them and only limited services of respite on offer.

6. BENEFICIARIES

How many people in total will benefit from this grant?

15-20

How many of the beneficiaries are residents of Melksham Town?

all

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

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

This is based on our own database of registered volunteers.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1705
annually

GRANT AID REQUESTED FROM MTC £ 1000

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

we do not charge carers for this service

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
Refreshments (for 12 months)	£ 390
Communications/promotions	£ 143
Volunteering training and management	£ 320
Overheads	£ 147
	£
	£
	£
Total	£ 1000

How else are you funding your project?

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

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

Source	£	Confirmed?
other local funders	£	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31/ 3 / 23

TOTAL GROSS INCOME £ 1,694,474

TOTAL EXPENDITURE £ 1,712,043

BALANCE AT YEAR END £ £333,834.30 reserves

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

Please note this was based on in income from our tenure contract with Wiltshire Council which as of April 2024 we no longer have in place.

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?	

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>The group is funded by other local supporters eg. Morrisons, Inner Wheel Club, Lions etc all of which have expressed interest in supporting the continued running of the group</p>	
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p>	
<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>	
<h3>10. CHECKLIST</h3> <p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<h3>11. BANK DETAILS</h3> <p>Name of Account: Carer Support Wiltshire Account number: 00017295 Sort Code: 40-52-40</p>	
<h3>12. DECLARATIONS</h3> <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: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</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



Melksham Town Council

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

Grant Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	yes
Room Hire Grant	
How much are you applying for in this application?	£991.50

1. ORGANISATION/GROUP'S NAME

Celebrating Age Wiltshire

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

NAME:

ADDRESS:

Wiltshire Music Centre, Ashley Road, Braford on Avon, Wiltshire, BA15 1DZ

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: 1026160

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

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

5. THE PROJECT

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

Summer/Autumn creative workshops, to include T shirt printing for Melksham men's group and a social concert for residents of Melksham with an emphasis on older, isolated adults.

If needed, please elaborate here with further details

We would like to organise 3 x 2 hour Summer creative workshops in the library facilitated by highly experienced professional artists. Two of these workshops would be a combination of creative arts/crafts and creative writing sessions for older residents, to include the members of the Men's 65+ group who continued to meet together after their series of workshops earlier this year. One of these workshops would include an opportunity for the men to create their own T shirts and get them printed by an on line T shirt company (quote given in budget) to link in with the song they have written called 'We are the Grey People'. The third workshop would be an intergenerational workshop for all ages to come together for some creative fun during the Summer holidays.

The library manager has expressed her enthusiasm for these workshops and has agreed to us using the library for free.

We would also like to organise a social concert in the Melksham Forest area in the Autumn of 2024 to support the community in this area.

How will this benefit the community or people of melksham?

Celebrating Age Wiltshire has a strong reputation for delivering high quality activity and events and we have worked in the Melksham area for the past 5 years. The planned workshops in the library will support isolated older people from the local community, as well as local younger people and families.

The concert in Melksham Forest will bring people together from all parts of Melksham for a social occasion and hopefully alleviate loneliness and endorse community cohesion.

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

We regularly get 30 – 40 older adults at our monthly events (such as at The Riverside) and our library workshops are always fully booked. Local residents often make requests for more activity.

Men's mental health is currently a key focus for the Melksham Health and Wellbeing forum and at the last meeting in May it was discussed as a priority for this year. We would like to be able to offer our expertise to support this focus with these activities and include older local men who have expressed their need for such activity.

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

These activities will further develop community cohesion in Melksham, so if they don't go ahead, the library won't be able to host these events.

We are working with Bridie Hannraads to support the local residents in Melksham Forest to have more activity bringing the local community together. Without this funding, the social concert won't be able to go ahead this time in the Autumn.

6. BENEFICIARIES

How many people in total will benefit from this grant?	Up to 150
How many of the beneficiaries are residents of Melksham Town? Please use the attached map which indicates the Melksham Town boundary.	Up to 75
Please explain how you calculated the number of beneficiaries within the Melksham Town boundary. We will advertise the Summer sessions locally and work with Melksham community support and mental health support workers, GPs, Social Prescribers, MOP team, the library, newspapers, etc to promote the sessions only with those who live within the area. The Melksham Forest event may also attract residents from Melksham	

Town as well as all other local Melksham areas.

Each library workshop can take up to 25 participants (a total of 75 over all 3) and the social concert can take up to 75.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3,061.50

GRANT AID REQUESTED FROM MTC £991.50

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

The workshops and concert will be free to all, including all materials.

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
Summer workshop facilitator fees + travel @ £165 per workshop x 3	£495
Musician fees + travel for social concert	£315
Printing of 10 polo shirts - quote from Tshirtstudio.com	£121.50
Workshops materials	£60
	£
	£
	£
Total	£991.50

How else are you funding your project?

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

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

Source	£	Confirmed?
Melksham Area Board funding towards regular CAW monthly concerts and events	£1,500	yes
Venue space in kind @ £20 per hour x 8 hours	£160	yes
CAW admin time @ £120 per day x 2 days from core budget	£360	yes
Refreshments for social concert – tea and cake	£50	yes
	£	
	£	
Total	£2,070.00	

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

ACCOUNT YEAR ENDING: 03/23

TOTAL GROSS INCOME £913,296

TOTAL EXPENDITURE £1,160,938

BALANCE AT YEAR END £-247642

SAVINGS (RESERVES, CASH, INVESTMENTS) £179,212

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

Celebrating Age Wiltshire's core costs and activity are covered by restricted grants from various sources with finances being managed by Wiltshire Music Centre. £179,212 of unrestricted reserves are available for general use by the organisation. The Trust's reserves policy is based on a detailed analysis of the required minimum level of reserves based on a risk assessment of the main risks relating to loss of income together with allocating reserves for specific investment project expenditure. This policy requires that the designated reserves include

a risk management fund maintained at a level which will enable the organisation to operate for a two-year period if adverse operating conditions make this necessary.	
9. ELEGIBILITY	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	no
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	no
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	no
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	no
5. Is the funding for Loans or interest payments?	no
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	no
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	no
8. If you are requesting funding for a one-off project, has the project already happened?	no
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	no
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	no
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/ Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/ Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? xA copy of your most recent accounts xYour most recent bank account statement & details of any other investments/savings; xA copy of your constitution / terms of reference / set of rules; xA copy of your safeguarding policy if your group works with vulnerable adults, or children; xA copy of your adopted equal opportunities policy or statement xEvidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: Wiltshire Music Centre Trust Ltd Account number: 21132350 Sort Code: 40 -13 -17	
12. DECLARATIONS	

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

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

Declaration:

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

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

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

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

Signature of applicant(s) _____ Date: 21/06/24

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to grants@melksham-tc.gov.uk by 21 June 2024



Melksham Town Council

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

Grants Application Form

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

Please tick to say which grant your application is for

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

How much are you applying for in this application?

£ 1000-00

1. ORGANISATION/GROUP'S NAME

GROUP FIVE

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Yes/ No
Have at least three members on its management committee?	YES
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: 1037024

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

GROUP FIVE IS A FURNITURE CHARITY OPERATING IN THE FIVE WEST WILTSHIRE TOWNS OF TREWISBRIDGE, ISRADFORD ON AVON, MELKSHAM, WESTBURY AND WARMINSTER. WE COLLECT UNWANTED FURNITURE - REFURBISH IT AS NECESSARY - AND PASS IT ON FREE OF CHARGE TO NEEDY FAMILIES WHO FOR WHATEVER REASON ARE UNABLE TO AFFORD TO PURCHASE THEIR OWN.

5. THE PROJECT

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

TO ASSIST WITH THE MAINTENANCE AND RUNNING COST OF OUR RENAULT MASTER VAN AND THE GENERAL COST OF RUNNING THE CHARITY.

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

WE PROVIDE FREE FURNITURE TO NEEDY, DESPERATE FAMILIES IN MELKSHAM AND OTHER WEST WILTSHIRE TOWNS, REFERRED TO US BY A RECOGNISED AGENCY.

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

LAST YEAR WE ASSISTED 122 FAMILIES IN MELKSHAM WHO WOULD OTHERWISE HAVE NO FURNITURE AND EXPECT A SIMILAR NUMBER THIS YEAR.

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

SEE ABOVE.

6. BENEFICIARIES

How many people in total will benefit from this grant?

AS MANY AS

How many of the beneficiaries are residents of Melksham Town?

REQUIRE OUR HELP

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

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

WE RECORD DETAILS OF THE FAMILIES WE ASSIST EACH YEAR.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

APPROX 15,000 ANNUALLY.

GRANT AID REQUESTED FROM MTC £

1,000-00

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

WE MAKE NO CHARGE FOR OUR SERVICES.

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

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

Item	Amount
	£
TO ASSIST WITH THE MAINTENANCE AND	£
RUNNING COST OF OUR RENAULT MASTER	£
VAN AND THE GENERAL OPERATING COST OF	£
RUNNING THE CHARITY.	£
	£
	£
APPROX Total	£ 15,000

How else are you funding your project?

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

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

Source	£	Confirmed?
	£	
WILTSHIRE COMMUNITY FOUNDATION.	£ 5000	✓
TROWBRIDGE TOWN COUNCIL	£ 2000	✓
WESSEX WATER	£ 3000	✓
MELKSHAM WITHOUT PARISH COUNCIL	£ 500	✓
SELWOOD HOUSING ASSOCIATION	£ 2000	✓
Total	£	

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

ACCOUNT YEAR ENDING: 31/11/24

TOTAL GROSS INCOME £ 17,563 - 86

TOTAL EXPENDITURE £ 16,851 - 42

BALANCE AT YEAR END £ 5,644 - 84

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

REPLACEMENT VAN ACCOUNT 18,238 - 61

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?	

GROUP FIVE COMMENCED IN NOV. 1990 AND WILL CONTINUE UNTIL OUR SERVICES ARE NO LONGER REQUIRED.

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p><i>WE PAY RENT FOR OUR STORE BUT NO SALARIES.</i></p>	
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p> <p style="text-align: center;"><i>N/A.</i></p>	
<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 <u>Not applicable</u></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 <u>Not applicable</u></p>	
<p>10. CHECKLIST</p> <p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation. 	
<p>11. BANK DETAILS</p> <p>Name of Account: <i>GROUP FIVE</i> Account number: <i>56509499</i> Sort Code: <i>60-21-36</i></p>	
<p>12. DECLARATIONS</p> <p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: <i>15-6-24</i></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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	1000
£	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

HELP Counselling Services

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

NAME:			
ADDRESS:	Kestel House, 7 Mill St, Trowbridge, Wiltshire BA14 7RX		
TELEPHONE:	01225 767459	EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?	Yes/ No
Have at least three members on its management committee?	Yes
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: 1174668

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

Please circle the categories that best describe your organisation? Charitable Organisation/ Health Group

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

To provide donation-based counselling to anyone over the age of 16 living in West Wiltshire.

To provide professional support to those dealing with mental health issues such as low mood, anxiety, stress, trauma, relationship issues and bereavement and loss.

To providing support for individuals experiencing crises, such as suicidal thoughts, trauma, or severe emotional distress, and provide advocacy to access the Community Mental Health Team and other services.

Helping our clients understand and manage their emotions, leading to improved overall well-being and personal growth.

Helping our clients resolve conflicts, improving communication, and build healthier relationships

Helping our clients achieving personal goals, enhancing self-esteem, and improving life skills.

5. THE PROJECT

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

We are opening rooms in Melksham, providing 12 sessions a week, 6 in the morning and 6 in the evening. We have been working with St Michael's to use there rooms at a cost of £40 per week, which is very reasonable, but will also help them with their renovating plans too, as well as keeping any funding we are given within the Melksham community.

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

Melksham has high areas of deprivation and this project is specifically aimed at reducing health inequalities, especially within Forest Community. We have received some funding from Wiltshire Community Foundation and the Integrated Care Board to set up a one year project. If this is successful, it would potentially a permanent presence in the town, offering the amazing work we do in Trowbridge. This project is town central so as many people as possible can access the service as possible. We are really hoping we can get as much local support as possible, so that we can make this a success and as much of the funding we have received is going into providing the service, aimed at creating healthier relationships, lowering the impacts of trauma, improving personal awareness and growing resilience. As part of this multi-organisational project we will bring equality those living in Melksham and give residents access to excellent mental health support.

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

Melksham is the most deprived town in Wiltshire and also has the highest proportion of people receiving working age benefits of all the towns in Wiltshire – 21.9%, this is slightly below the national average (22.3%) and above the average across the South West as a whole (19.4%). Melksham also has the highest proportion of adults (7.5%) and children (5.4%) in receipt of disability benefits of any town in the county. Melksham is also the only town in Wiltshire with a higher proportion of people with no qualifications (18.2%) than the national average (18.1%). The increase in unemployment is leading to increasing levels of economic stress. In response to this, British Red Cross have pulled together two bespoke Indices aimed at identifying areas 'at risk' of financial hardship. The Food Vulnerability Index measures risk of food insecurity across neighbourhoods in England with Melksham 3rd in Wiltshire for unemployment and food hardship.

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

There is widespread evidence of social care challenges arising from poor health and disability across Melksham, having higher proportions of people receiving disability benefits to support their social care needs (Disability Living Allowance or Personal Independence payments) than the national average. The towns has the highest proportion of residents receiving these benefits are Melksham (7.5%), Trowbridge (7.2%) and Westbury. In simple terms poverty makes it harder to take care of personal health, this is starkly shown with the average resident in the Melksham Forest area living 10 years less than their more affluent neighbours.

6. BENEFICIARIES

How many people in total will benefit from this grant?

52

How many of the beneficiaries are residents of Melksham Town?

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

52

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

The project will only open Melksham residents, with a particular focus of the Forest community.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

GRANT AID REQUESTED FROM MTC £

£2080 room rental (entire project £15,600)

£1000

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

We only ask for a donation per session, allowing anyone access to our service

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
St Michael's	£ 2080
	£
	£
	£
	£
	£
	£
Total	£ 2080

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?
Wiltshire Community Foundation	£ 5000	Yes
Client Donations	£ 3500	Expected
Reserves	£ 5000	Yes
Fundraising	£ 2000	No
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 /3 /2023

TOTAL GROSS INCOME £80781

TOTAL EXPENDITURE £ 89030

BALANCE AT YEAR END £ 64623

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 64623

If your savings are more than your annual expenditure, what are they for? We are still waiting on our 2023/24 Accounts but can provide them in Management Accounts form

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

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact Not applicable) / No/Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact No Applicable) / No/Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: <u>HELP Counselling Services</u> Account number: <u>82789779</u> Sort Code: <u>40</u> - <u>09</u> - <u>19</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>11th June 2024</u>	

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



Melksham Town Council

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

RECEIVED

24/6/24

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
How much are you applying for in this application?	£ 650.00

1. ORGANISATION/GROUP'S NAME

Melksham Amateur Swimming Club

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:

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

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groupsOther (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Melksham swordfish is a long stand club and within this club we teach swimming and water safety to ages 6 years and over. Our teachers are from our squad swimmers who enjoy putting skills back into our teach to swim sessions

5. THE PROJECT

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

We have an ongoing need to fund level 1 and 2 teachers with-in the club

If needed, please elaborate here with further details

As our teachers are made up with a 50% young adult age, and we have a constant turnover of this age group because of leaving the club due to starting work/collage/university

How will this benefit the community or people of Melksham?

This will benefit the community of Melksham through having enough teachers to effectively running each stage of swimming through stage 1 to 7 and squad training to represent Melksham at competition levels

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

As this is a life skill to be safe in and around water and a good way of keeping fit. Being part a of a team built on the members of Melksham community. The club helps be build skills in working as a team and honing skills in being responsible.

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

This will inhibit the clubs growth and being the only swimming club within Melksham our community may have seek lessons in otherf towns.

6. BENEFICIARIES

How many people in total will benefit from this grant?

130

How many of the beneficiaries are residents of Melksham Town?

104

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

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

By using our members addresses and the map we can see how many are within the town bundary

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 650

GRANT AID REQUESTED FROM MTC £ 650

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

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
Teach to swim course fees	£ 650.00
	£
	£
	£
	£
	£
	£
	£
Total	£ 650.00

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?
membership fees	£ 23846.27	
Existing reserves	£ 10093.80	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 2023 / 24 /

TOTAL GROSS INCOME £ 27522.83

TOTAL EXPENDITURE £ 24879.52

BALANCE AT YEAR END £ 2643.31

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 10093.80

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
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: <u>Melksham Amateur Swimming Club</u> Account number: <u>02023765</u> Sort Code: <u>30</u> <u>98</u> <u>75</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process. I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s): _____	Date: <u>19/6/24</u>

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

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

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

MELKSHAM GARDENERS SOCIETY

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

YES

Have at least three members on its management committee?

YES

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

YES

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

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

Please circle the categories that best describe your organisation?

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

Other (please explain) GARDEN SOCIETY GARDEN TALK

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The furtherance of gardening knowledge, plant cultivation and techniques including organic methods, considering the environment and local wild life. Through the medium of meetings, lectures, demonstrations and garden visits, shows and exhibitions

5. THE PROJECT

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

To Pay For THE HIRE OF THE ASSEMBLY HALL TO RUN OUR FLOWER AND PRODUCE SHOW

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

The society is open to all residents of Melksham and surrounding areas. And brings together people of a like mind in a social setting to explore and develop their knowledge.

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

Previous shows have attracted around 300 entries with over 200 people visiting the show.

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

None

6. BENEFICIARIES

How many people in total will benefit from this grant?

250

How many of the beneficiaries are residents of Melksham Town?

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

75%

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

From our membership list and entry forms

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £350

GRANT AID REQUESTED FROM MTC £ 273
HIRE OF ASSEMBLY HALL FOR
A DAY

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

membership is £15 per year plus £1 entry to club nights

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
hire of Assembly Hall	£
	£
	£
	£
	£
	£
	£
Total	£

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?
Membership subscriptions + entry fees	£ 250	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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
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 NA	
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 NA	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: Account number: Sort Code: - -	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>19-06-2024</u>	

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	X
Room Hire Grant	

How much are you applying for in this application?

£281-63

1. ORGANISATION/GROUP'S NAME	
MELKSHAM LIONS CLUB (CIO)	
2. APPLICANTS DETAILS (Give details of a representative for correspondence)	
NAME:	
ADDRESS:	
TELEPHONE:	01225 704187
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: 1191977	
Is your organisation part of, or affiliated to, a larger organisation? If so, which: N/A	
Please circle the categories that best describe your organisation?	
<ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations 	<ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain)
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
What does your organisation do and how does it benefit the residents of Melksham?	
FUND RAISING THROUGHOUT THE YEAR, PARTICULAR AT CHRISTMAS AND EASTER.	
ALL INCOME FROM THESE ACTIVITIES IS USED FOR CHARITABLE PURPOSES, WITH NOTHING GOING TO THE RUNNING OF THE CLUB	
THE MAJORITY OF WHAT WE PAY OUT GOES TO HELPING LOCAL INDIVIDUALS OR ORGANISATIONS	

5. THE PROJECT

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

WE WOULD LIKE TO REFURBISH OUR CHRISTMAS SLEIGH, TO INCLUDE RE-PAINTING, WOODWORK REPAIRS AND ELECTRICAL ISSUES RESOLUTION.

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

IT WILL ENABLE US TO CONTINUE OUR CHRISTMAS ACTIVITIES, BOTH OUTSIDE SHOPS AND ROUND THE STREETS OF MELKSHAM

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

IT HAS BECOME PART OF CHRISTMAS FOR MANY PEOPLE IN MELKSHAM, PARTICULARLY CHILDREN.

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

WE WILL CONTINUE WITH OUR CHRISTMAS ACTIVITIES IF THE PROJECT DOES NOT GO AHEAD, BUT MAY HAVE TO RESTRICT WHAT WE DO, WITH A CONSEQUENT LOSS OF INCOME.

6. BENEFICIARIES

How many people in total will benefit from this grant?

565

How many of the beneficiaries are residents of Melksham Town?

325

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

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

REFER TO ATTACHED SHEET

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 281.63

GRANT AID REQUESTED FROM MTC £281.63

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

WE CURRENTLY CHARGE OUR MEMBERS £7.00 PER MONTH SUBSCRIPTION, THE MAJORITY OF WHICH GOES TO RUNNING THE LOSS ORGANISATION WORLDWIDE

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
4 X PLYWOOD SHEETS	£ 43.88
2PK 2" TIMBER	£ 60.00
2.5L WHITE UNDERCOAT	£ 41.00
2.5L WHITE GLOSS	£ 32.00
2.5L BROWN GLOSS	£ 39.99
2SETS TRAILER LIGHTS	£ 39.99
INCIDENTALS (FILLER, SCREWS, CABLE ETC)	£ 24.77
ESTIMATE Total	£ 281.63

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?
VOLUNTARY HOURS EXCEED 2,500	£ 281.63	YES
(REFER TO ATTACHED SHEET)	£	
	£	
	£	
	£	
	£	
Total	£ 281.63	

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

ACCOUNT YEAR ENDING: 30/06/2023

TOTAL GROSS INCOME £ 11,985

TOTAL EXPENDITURE £ 14,168

BALANCE AT YEAR END £ 7,257

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 0

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

N/A

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.	20
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	20
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 <u>NOT APPLICABLE</u>) / No <u>Not applicable</u>	
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 <u>NOT APPLICABLE</u>) / No <u>Not applicable</u>	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <u>N/A</u> <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: <u>MELKSHAM LIONS CLUB (C/O)</u> Account number: <u>73006379</u> Sort Code: <u>20 - 68 - 15</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>12/6/24</u>	

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000

Room Hire Grant

How much are you applying for in this application?

£ 1,000

1. ORGANISATION/GROUP'S NAME

RIVERSIDE CENTRE

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes

Have its own bank account, with two unrelated signatories?
on its management committee?

Have at least three members

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

Are you a registered charity? Yes If so, please give your charity number: 259577

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

THE RIVERSIDE CENTRE IS A COMMUNITY BUILDING OPEN FOR ALL. THE AIMS OF THE CHARITY ARE TO PROVIDE THE BEST FACILITIES SO THAT HIRERS CAN FEEL COMFORTABLE AND RELAXED. THE FACILITIES THAT ARE PROVIDED ARE TO MATCH THE NEEDS OF THE USERS. DISABILITY ACCESS, BABY CHANGING AREA, MODERN KITCHEN. THE HALL IS WELL LIT WITH LED LIGHTING, LARGE CLEAR DOUBLE GALZED WINDOWS WITH SAFETY OPENINGS, A SPACE WITH MODERN ACOUSTIC SOUND FACILITY WITHOUT SOUND FEED BACK.

5. THE PROJECT

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

TO PROVIDED TWO DOMESTIC COOKERS FOR USE ON COOKERY DEMONSTRATION IN PLACE OF A 19070 GAS COOKER.

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

THE REPLACEMENT COOKERS WILL PROVIDE THE KITCHEN WITH A SUITABLE BASE FOR HELPING TO BRING THOSE INTO THE CENTRE WHO HAVE LITTLE OR NO EXPERIENCE WITH COOKING NUTRIENOUS MEALS. IN ADDITION THE NEW COOKERS WILL BE OF BENEFIT TO A CURRENT USER THAT HAS WEEKLY HOT MEALS FOR OLDER AND DISBALED MEMBERS.

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

FOLLOWING A PROJECT IN MARCH 2024 THIS HAS SHOWN A GAP IN THE EDUCATION OF SOME OF MELKSHAMS RESIDENT WHO COLLECT FOOD FROM THE LARDER/FOODBANK BUT ARE UNABLE TO UTILIES SOME OF THE FRESH PRODUCE.

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

COOKING FOR THE REGULAR DISABLED/ELDER USERS IS DIFFICULT WITH THE EXISTING FACILITY.
IN ADDITION, CURRENTLY NO OTHER COURSES ARE BEING OFFERED TO THE COMMUNITY OF MELKSHAM TO ASSIST
WITH FRESH FOOD COOKING AND UTILISING THE LARDER/FOODBANK

6. BENEFICIARIES

How many people in total will benefit from this grant?

100 -150

How many of the beneficiaries are residents of Melksham Town?

100 - 150

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

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

NUMBERS ARE BASED ON THE CURRENT TAKE-UP AT THE LARDER/FOODBANK

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 2,500

GRANT AID REQUESTED FROM MTC £ 1,000

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

THE COOKERY COURSES ARE PROVIDED BY THE PUBLIC HEALTH WILTSHIRE

THE DISABLED/ELDERLY CLUB IS SELF FUNDING AND IS CONNECTED TO THE RIVERSIDE CENTRE BY WAY OF A HALL HIRE FEE

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
1 REMOVAL OF OLD GAS COOKER AND WARMING OVEN	£ 500
2 PURCHASE OF TWO LARGE DOMESTIC FREE STANDING COOKERS	£ 1,500
3 INSTALATION OF NEW COOKERS	£ 300
4 Cosmetic repairs	£ 200
	£
	£
	£
Total	£ 2,500

How else are you funding your project?

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

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

Source	£	Confirmed?
MONIES WITHIN THE SAVING BUDGET OF RIVERSIDE	£ 500	YES
SMALL HALL GRANTS	£1,000	NO
MTC GRANT	£1,000	NO
	£	
	£	
	£	
Total	£ 2,500	

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

ACCOUNT YEAR ENDING: 31/ 03 / 24

TOTAL GROSS INCOME £20,741.13

TOTAL EXPENDITURE £ 26,402.79

BALANCE AT YEAR END £1,762.23

SAVINGS (RESERVES, CASH, INVESTMENTS) £5081.28

If your savings are more than your annual expenditure, what are they for? SECURE THE MAINTENANCE OF THE BUILDING

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) / 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) / Not applicable</p>	

10. CHECKLIST

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

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

11. BANK DETAILS

Name of Account: Riverside Centre.....Account number: 03185106.....Sort Code:30 -98 -75

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s)_____

Date: 22/05/2024

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



Melksham Town Council

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	yes
Room Hire Grant	
How much are you applying for in this application?	£ 1000

1. ORGANISATION/GROUP'S NAME

Stepping Stones

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

NAME:			
ADDRESS:	Longfield Children's Centre, Broadcloth Lane, Trowbridge, Wiltshire, BA14 7HE		
TELEPHONE:	01225 350004	EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? Yes/No: If so, please give your charity number: 1012556

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Stepping Stones is a District Specialist Centre for children aged from birth to 5 years who have special needs. Children come to us from all over the West Wiltshire Area – Trowbridge, Melksham, Westbury, Warminster, Bradford on Avon and all the surrounding villages. Most of the children who come to the group have been referred to us by a health professional and may have a wide range of different conditions such as Downs Syndrome, Cerebral Palsy, or Autism. Many children have a developmental delay, which means that they have had difficulties in learning skills such as walking and talking. Some children have very rare conditions, which mean they have very complex needs.

5. THE PROJECT

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

We are applying for support towards our outreach support programme, this is open and available to all of the nurseries in Melksham.

If needed, please elaborate here with further details

We offer help and support to all nurseries who already support a child with special needs, or may support a child with Special Needs in the future. This can be a child who already attends sessions at Stepping Stones, or it could be a child who only attends a mainstream nursery in the Melksham, Outreach can be offered to the Nursery in how best to support that child to be included in their community, and to help them to implement all of the strategies recommended for that child. Our highly trained staff will go and observe the child at the nursery to provide them with the support that is needed. We also offer in house and online training/support sessions to these nurseries.

How will this benefit the community or people of Melksham?

Stepping Stones supports children under the age of 5 years with Special Needs in Melksham.

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

We already provide outreach support to nurseries in Melksham and help to support them with all the needs they might have to best support children with Special Needs in their care.

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

Not as many children in Melksham with special needs under 5 years or the Nurseries they attend, would get the level of support and help they need to best meet their needs.

6. BENEFICIARIES

How many people in total will benefit from this grant?

unlimited

How many of the beneficiaries are residents of Melksham Town?

Unlimited

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

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

The number of children and nurseries who can benefit from this grant is unlimited as we can support all nurseries and child minders in Melksham who support a child with Special Needs now and in the future, so we are unable to put a number on this, but we currently support 6 nurseries in Melksham. The money will be used for our Outreach programme, this is an ongoing project that will help us to support all of the nurseries in Melksham. It will help us to fund the hourly cost of one of our highly trained staff, travelling to the nursery, implementing strategies, writing up reports and recommendations to help them support children with Special Needs. This service is also available to child minders.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

£1800

GRANT AID REQUESTED FROM MTC £

£1000

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

We do not charge Parents to bring their child to Stepping Stones.

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 hourly cost of one of our highly trained staff, travelling to the nursery, implementing strategies,	£
writing up reports and recommendations to help them support children with Special Needs.	£ 1800
	£
	£
	£
	£
	£
Total	£ 1800

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?
Fundraising ourselves by attending various events eg/ Melksham lights switch on, having a stall there. We hold in house fundraisers, like a virtual duck race.	£ unknown	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2023

TOTAL GROSS INCOME £ 208,117

TOTAL EXPENDITURE £ 214,757

BALANCE AT YEAR END £ 265,992

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 237,851
(includes £82,156.63 Close Brothers and £70,000 one year bond.)

If your savings are more than your annual expenditure, what are they for? Our Reserves policy is to hold a maximum of 12 months running costs in reserves. Last year we had a deficit, we will use any surplus to offset deficit and pay for additional projects, like more outreach or replacing equipment.

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?	N/A

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>It is needed for a salary cost as a member of our highly trained team needs to visit the nurseries to help them implement best practice and pass on their specialist knowledge to the nursery staff. Funding in future will be through applying for Grants, or fundraising.</p>	YES
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p>	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..Sue Kirk.. Senior Commissioner..) / No/Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input checked="" type="checkbox"/> A copy of your most recent accounts</p> <p><input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
11. BANK DETAILS	
<p>Name of Account: <u>Stepping Stones</u>.....Account number: <u>00013993</u>.....Sort Code: <u>40</u> - <u>52</u> - <u>40</u></p>	
12. DECLARATIONS	
<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: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: <u>19/06/2024</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



Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
How much are you applying for in this application?	£ 800

1. ORGANISATION/GROUP'S NAME

that meeting space administered by GoodNews Church

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: 1167992

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

'that meeting space' aims to provide a safe and welcoming place that anyone in Melksham can access for friendship, activities and community initiatives. Our objectives are to serve the town and its residents by assessing and fulfilling needs within the community.

Since opening in November 2021, 'that meeting space' has benefited a wide range of Melksham residents through its community drop-in; bereavement courses; provision of English lessons for Ukrainian refugees in Melksham, and support of community events. During 2023-24, 'that meeting space' was been used by two art groups; two singing groups; a Bump and Baby group; a book club; Melksham WI; 4Youth; Makaton Lessons; as well as by committees for the Food and River Festival and the Melksham Community Larder, with more organisations scheduled to use the space in the near future for the benefit of Melksham residents – including support groups, and crochet events.

The Bereavement Journey course held in 'that meeting space' has now completed 10, 7-week sessions over the last 30 months. Our next course is scheduled for September in response to continued demand.

Part of the remit of 'that meeting space' is to be an incubator for new groups. We are in discussion with groups looking to begin sessions for the socially isolated including those with mental illness and carers. We are also hoping to begin a help point for those who are challenged in using their smart phones.

'that meeting space' is a project of the GoodNews Church, Melksham CIO. The objectives of 'that meeting space' are in line with the objectives (2 and 3) of the constitution of the CIO.

The finances of the 'that meeting space' are ring-fenced within the accounts of the CIO.

5. THE PROJECT

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

We would like to use the funding to continue to support, facilitate and help establish groups within the community, so that they are able to flourish, grow and ultimately be self-sustaining – see above.

If needed, please elaborate here with further details

'that meeting space' is in need of some updating of some of the soft furnishings, such as table cloths and wall coverings to make the space more comfortable and to reduce background noise for those with hearing impairments.

The English lessons for Melksham's Ukrainian refugees continue – although our weekly children's course ended in 2023, we still maintain our weekly adult course, at no charge to the students or tutor. The teachers are volunteers, but the costs associated with resources to support this initiative are all covered by 'that meeting space'.

Paul Martin, expert antique valuer, used 'that meeting space' in May for a valuation day and the event drew many from the local community. It proved to be a very social time as people interacted while they waited their turn and watched Paul's valuations with interest. Paul has booked the space for another valuation day in September.

How will this benefit the community or people of Melksham?

The project will continue to benefit the community by providing a safe place and the opportunity for members of the community to meet and pursue interests that will contribute to their wellbeing, socialisation and mental health.

We will continue to provide support to emerging groups by subsidising rent and offering practical help until the initiatives are self-sustaining. We have proved this over three past years and anticipate an increase in

the opportunities available to Melksham residents through widening our reach. We have already seen that successful groups will soon outgrow 'that meeting space' and move on to larger facilities, thus benefiting other community venues in Melksham and being replaced by new initiatives.

We are becoming more visible to Melksham residents and more people are accessing our activities.

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

The demand for the Bereavement Courses continues to grow and is being recognised regionally – we have already completed 10 courses in the past 30 months and have a waiting list for future courses.

The Tuesday drop-in is very well-attended and has become a lifeline for many people who have been socially isolated, often through bereavement. It is a safe place for anyone to come and make friends in a welcoming, non-threatening environment. It is rewarding to see some of them taking ownership by organising trips, birthday celebrations, encouraging each other to join other groups and establishing support networks.

We have successfully facilitated the start of a few small groups already and have been approached by other groups wanting to establish themselves in Melksham.

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

The numerous reports of how much 'that meeting space' is appreciated by a wide range of Melksham residents indicates that without the facilitation and support we have been providing, some of the groups would not be able to continue. Our location in the Market Place is accessible to most people and it would be difficult for many to get to venues out of the town centre.

6. BENEFICIARIES

How many people in total will benefit from this grant?

110-150/week

How many of the beneficiaries are residents of Melksham Town?

60-110/week

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

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

We conducted a survey of people using that meeting space during a typical week. We asked users for their Post Codes, without requiring any other personal identifiers. 62% of our users were identified as being from Melksham Town and 26% from Melksham Without, and 12% from outside our local area, for instance, people who are coming to Melksham for the Tuesday Market.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ £8000 to run 'that meeting space' per annum

GRANT AID REQUESTED FROM MTC £ 800

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

As 'that meeting space' has become established, so have the income structures.

A simple charge of £12/hour (plus a winter heating surcharge of £2) is made for those hiring 'that meeting space', though we would reduce the rate for those groups we are supporting to establish a presence in Melksham.

Informal social groups using the space are encouraged to give a donation.

Donations are encouraged at the drop-in sessions, facilitated by volunteers.

Charges for courses such as the Bereavement Journey cover the costs of materials, facilitated by volunteers.

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
Wages – Cleaning	£ 150
Website	£ 100
Supplies, cleaning materials, toilet rolls, tea, coffee, etc.	£ 150
Tablecloths and wall coverings	£ 400
	£
	£
	£
Total	£ 800

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?
Donations	£ 2000	
Rentals	£ 2500	
Balance paid from GoodNews Church Funds	£ 3500	YES
Volunteer time for running drop-ins, groups and courses and other activities (6 Volunteers – 18 hours/week)	£	YES
	£	
Total	£ 8000	

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

ACCOUNT YEAR ENDING: 31 / 3 / 2024 GoodNews Church Melksham CIO

TOTAL GROSS INCOME £45,992

TOTAL EXPENDITURE £ 54,943

BALANCE AT YEAR END £ 38,718

SAVINGS (RESERVES, CASH, INVESTMENTS) £25,897

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

'that meeting space' accounts are ringfenced within the accounts of GoodNews Church.

These are the figures for that meeting space 2023/24

INCOME £3,334

EXPENITURE £8,011

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
<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>As new groups are being established, they need support in advertising, hosting and facilitating their activities, as well as availability of refreshments. The space needs to be cleaned regularly after activities. We are employing a teenager to meet some of the above needs.</p> <p>Our total rent is £500 per month, and in winter typically about £100/month for heating which is partially covered by GoodNews Church, so until we have more private rental of the space, there is a shortfall.</p>	Yes
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p>	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact.....) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact.....) / No/Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
11. BANK DETAILS	
<p>Name of Account: GoodNews Church Melksham CIO</p> <p>Account number: 28644131</p> <p>Sort Code: 52-21-30</p>	

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) _____ Date: 20th June 2024

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000

Room Hire Grant



How much are you applying for in this application?

£ 216

1. ORGANISATION/GROUP'S NAME

Wilts & Berks Canal Trust

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:

299595

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

N/a

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations

- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain) Volunteering opportunities

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The restoration of the Wilts & Berks Canal, in particular in the area from Melksham to Chippenham. The restoration will not only allow boats onto the River Avon at Melksham, but in the first instance provide a safe walking/cycle route to and from Melksham, Lacock, Chippenham along the towpath and in addition to routes connected by the Kennet and Avon Canal towpath and the Wiltshire cycle way.

5. THE PROJECT

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

Hire of the Melksham Assembly Hall for our annual Ale/Cider & Sausage Festival fund raising event.

If needed, please elaborate here with further details

The Wilts & Berks Canal Trust is a registered UK Charity currently involved in the restoration of the Wilts and Berks Canal from Semmington to Abingdon.

As a charity, we are constantly fund raising and the local Melksham Branch is fund raising for the Melksham Link which will bring boats from the Kennet and Avon Canal right into Melksham on the River Avon. Part of this project will be a canal towpath accessible to all. As a fund raising event, we plan to hold a sausage and ale festival in the Melksham Assembly Hall.

How will this benefit the community or people of Melksham?

Not only will this event raise funds for the local branch and the work on the Melksham Link, but will also promote local produce, in the form of sausages/bread and ale. In addition, this will promote the sensible use of local pubs and amenities, and also the work of the Wilts & Berks Canal Trust and its volunteers.

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

There is no annual ale/cider/sausage festival in Melksham. These events help support local industries and give an opportunity for likeminded people to meet and socialise.

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

None.

6. BENEFICIARIES

How many people in total will benefit from this grant?

150+

How many of the beneficiaries are residents of Melksham Town?

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

Estimate 100

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

Based on previous years attendance, employees of local business benefiting from the festival- MAH staff, butchers, cafe, breweries, local shops visitors to the festival may before/after the event.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1200.00

GRANT AID REQUESTED FROM MTC £ 210.00

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

Entry fee of £5 to include free Festival glass and programme.

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
One day hire of the Melksham Assembly Hall/ kitchen	£ 215.00
	£
	£
	£
	£
	£
	£
Total	£ 215.00

How else are you funding your project?

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

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

Source	£	Confirmed?
Volunteer hours to set up /run/dismantle event (46 hrs@£10)	£ 460.00	Yes
Event lead (9 hrs@£20)	£ 180.00	Yes
Sponsorship of 1/2 pint glasses	£ 330.00	Yes
	£	
	£	
	£	
Total	£ 970.00	

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

ACCOUNT YEAR ENDING: 31 / 12 / 2023

TOTAL GROSS INCOME £ 313,313.00

TOTAL EXPENDITURE £ 311,931.00

BALANCE AT YEAR END £ 1382.00

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 72,043.00

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

Our reserves are used for day to day running of the Trust: pay the few part time employees, leases on land, insurance fuel for equipment etc

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

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
11. BANK DETAILS	
Name of Account: <u>W&B (Melksham Branch)</u> Account number: <u>01993093</u> Sort Code: <u>30</u> - <u>92</u> - <u>63</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>20/02/2024</u>	

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



Melksham Town Council

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

Grants Application Form

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

Please tick to say which grant your application is for

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

How much are you applying for in this application?

£ 1000

1. ORGANISATION/GROUP'S NAME

WILTSHIRE & BATH INDEPENDENT LIVING TRUST LTD

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

NAME:

ADDRESS:

INDEPENDENT LIVING CENTRE, ST GEORGE'S RD,
SENINGTON, BA14 6JQ

TELEPHONE:

EMAIL:

ILCseningtonCEO@gmail.com

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: 1000659

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

Please circle the categories that best describe your organisation?

- ☒ Charitable Organisations
- ☐ Youth Group
- ☐ Senior Citizen Group
- ☐ Sports Clubs and Arts Groups
- ☒ Advice Organisations

- ☒ Organisations assisting the disabled
- ☐ Minority Groups
- ☐ Community buildings
- ☐ Community events
- ☐ Health/transport/safety groups
- ☐ Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

We offer free and impartial Occupational Therapy Assessments. We have a large range of mobility equipment which clients can see and try with the advice of a professional, to find practical solutions to maintain their independence. Approx 20% of our clients are from Melksham.

5. THE PROJECT

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

To increase the range of Technology Enabled Care items we have for assessment.

If needed, please elaborate here with further details

TEC can be used to combat isolation, e.g. video calls with family, it can increase security, e.g. Ring doorbells to screen visitors, make daily life easier, e.g. robot hoovers, automatic pet feeders, and offer reassurance when people are vulnerable, e.g. falls alarms.

How will this benefit the community or people of Melksham?

Approx 20% of our clients are from Melksham. Having an increased range of TEC allows those clients to learn about these items and try them with no obligation. Often older people are nervous or reluctant to use technology and wouldn't learn about the potential benefits without this option.

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

In April + May alone we helped 42 people from Melksham. 29 of these people had at least one enquiry about Technology Enabled Care.

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

Technology continues to advance as the aging population continues to grow. A report by Wiltshire Community First shows and Wiltshire CIC is linked to along with this application

6. BENEFICIARIES

How many people in total will benefit from this grant?

1200 per year

How many of the beneficiaries are residents of Melksham Town?

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

240 per year

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

20% of our clients come from Melksham.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

£5000 including work already done

GRANT AID REQUESTED FROM MTC £

£1000

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

Appointments are free of charge

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
Abilia Assessment kit + Komp	£ 2040
Echo Show 15	£ 280
Ring Doorbell	£ 120
Eury Robot Hoover	£ 300
Metacat	£ 120
Smart Pet Feeder	£ 70
GrandPad	£ 600
Total	£ 3530

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?
SEBR / SWITCH AID	£ 700	✓
Phillips (Donated Products)	£ 350	✓
Droplet (Donated Products)	£ 65	✓
Trowbridge Town Council	£ 2000	X
	£	
	£	
Total	£ 3115	X

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

ACCOUNT YEAR ENDING: 31/3/2023

TOTAL GROSS INCOME £ 97,304 TOTAL EXPENDITURE £ 119,971

BALANCE AT YEAR END £ -22,667 SAVINGS (RESERVES, CASH, INVESTMENTS) £ 98,478

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.	NO
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/ <u>Not applicable</u>	
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 <u>Lindsey Miller</u>) / No/Not applicable <u>Laura Degville</u>	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation. 	
11. BANK DETAILS	
Name of Account: <u>WILTSHIRE & BATH INDEPENDENT LIVING TRUST LTD</u> Account number: <u>00605155</u> Sort Code: <u>30 - 98 - 75</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>20/6/24</u>	

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



Melksham Town Council

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
How much are you applying for in this application?	£1000.00

1. ORGANISATION/GROUP'S NAME			
Wiltshire Mind			
2. APPLICANTS DETAILS (Give details of a representative for correspondence)			
NAME:			
ADDRESS:	Trinity House, Bryer Ash Business Park, Trowbridge, BA14 8HE		
TELEPHONE:	01225 706532	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: YES If so, please give your charity number: 1113751			
Is your organisation part of, or affiliated to, a larger organisation? If so, which:			
We are federated to National Mind, but have no financial support from them. We use local branding associated with 'mental health and wellbeing'.			
Please circle the categories that best describe your organisation?			
<ul style="list-style-type: none"> Charitable Organisations Youth Group Senior Citizen Group Sports Clubs and Arts Groups Advice Organisations Organisations assisting the disabled Minority Groups Community buildings Community events Health/transport/safety groups Other (please explain) 			
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:			
What does your organisation do and how does it benefit the residents of Melksham?			

We provide mental health support to our local communities through the provision of adult and young persons counselling, support groups, and a new schools wellbeing programme.

We benefit the residents of Melksham by providing low cost and free access to services supporting individuals mental health and wellbeing.

Our charitable aims include:

Enhance mental wellbeing by developing resilience.

We influence public health policy to reduce environmental risk factors for poor mental health.

Enable social participation by reducing stigma and enabling people with mental health problems to play a full part in society through employment and training.

Empower people experiencing mental health problems by providing access to information & advice, peer support networks and personalised services.

5. THE PROJECT

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

We are seeking funding to help pay towards the cost of counselling for adults living in Melksham.

If needed, please elaborate here with further details

Our adult counselling is offered at low cost for our community. The price of the sessions does not cover the project costs, and therefore we have to supplement the costs from our reserves or fundraise against this element. We wish to continue to provide adult counselling to local residents, and therefore this grant will help towards the project costs.

How will this benefit the community or people of Melksham?

The difference we make is helping individuals cope with bipolar, psychosis, schizophrenia, depression, anxiety and panic attacks, personality disorders, drug, eating and alcohol related problems/addictions, loneliness, relationship problems, obsessive compulsive disorder (OCD) and many other types of mental health problems.

Local NHS mental health services are at capacity, and those waiting to be seen face a waiting list of up to a year through statutory provision. The need we address is important because as a local charity, we bridge that capacity in NHS services by providing our services free of charge or low-cost to those needing support.

Our counselling helps those individuals who struggle with their mental health. We provide one-to-one counselling support for adults who are suffering with stress, anxiety, depression, low self-esteem, low mood or emotional distress.

We listen in a non-judgmental way, providing a safe and confidential place to talk. By helping service users explore emotions and feelings, counselling enables individuals to understand their own, and other peoples' behaviour. Our counsellors help with coping skills to deal with life events, stresses and daily challenges.

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

Our on going discussions with the ICB, the NHS and Wiltshire Council demonstrate the need across our county. In Melksham. The GP surgeries in Melksham are not specifically equipped to deal with Mental Health support and have limited capacity in this regard.

The evidence is also provided by the number of applications we receive on a weekly basis for our counselling support. Melksham is the second highest town in Wiltshire requiring mental health support according to our current waiting list.

In recent years the Wiltshire Health and Wellbeing Joint Strategic Needs Assessment has importantly shown the following: -

- Mental ill health represents up to 23% of ill health in the UK and is the largest single cause of disability.
- People with severe mental illnesses die on average 20 years earlier than the general population.
- The NHS spends around 11% of its budget on mental health. This is almost double the amount spent on cancer.

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

With out our charity operating, some 250-300 people each year in Melksham could be disadvantaged by the absence of mental health support. We calculate this from our counselling, support groups and schools wellbeing support programme.

Specifically, in relation to this project - lack of counselling support will inevitably lead to a further decline in overall county wide mental health

levels. The Covid-19 pandemic has exacerbated the problem, along with the cost of living situation. The data is proof that we have a mental health crisis in the UK.

We believe 0.8% of the Wiltshire population experience schizophrenia, bipolar disorder and psychoses.

If we cannot deliver the project, there will be an increase in demand for NHS provider locally.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Approximately 30-40

How many of the beneficiaries are residents of Melksham Town?

25 last year (2023)

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

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

We have a client management system which records all our service users and clients details, sortable by postcode.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £7,500 for provision of counselling to Melksham Residents

GRANT AID REQUESTED FROM MTC £1000

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

Free at the point of use for those experiencing financial difficulty. We also have a low-cost £15 per session fee, plus a £30 per session fee dependent upon financial circumstances.

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
Counselling provision and clinical supervision costs to deliver our counselling for Melksham residents.	£ 1000
	£
	£
	£
	£
	£
	£
Total	£ 1000

How else are you funding your project?

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

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

Source	£	Confirmed?
No other grant funding for Melksham residents.	£	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31/ 3/2023

TOTAL GROSS INCOME £ 146,258

TOTAL EXPENDITURE £193,006

BALANCE AT YEAR END £ -46,748

SAVINGS (RESERVES, CASH, INVESTMENTS) £97,000

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

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p>	
<p>Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.</p>	
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p>	
<p>10. CHECKLIST</p>	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution/terms of reference/set of rules.</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children.</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<p>11. BANK DETAILS</p>	
<p>Name of Account:Wiltshire Mind.....Account number:65217171.....Sort Code:08... -92.... -99</p>	
<p>12. DECLARATIONS</p>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	
<p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p>	
<p>Signature of applicant(_____ Date: 19/6/24 _____</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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Grants Application Form

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

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
How much are you applying for in this application?	£900

1. ORGANISATION/GROUP'S NAME

Wiltshire Search and Rescue

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

NAME:			
ADDRESS:	c/o Police Headquarters, London Road, Devizes, SN10 2DN		
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? Yes/No: If so, please give your charity number: Yes 1205651

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Wiltshire Search and Rescue is a voluntary organisation that is deployed at the request of the emergency services control room. Our primary aim is to locate high-risk, vulnerable missing individuals, provide life-saving medical care and return them to a place of safety. If sadly necessary, we will also recover their body to provide closure to their loved ones. We also support our local communities in times of adverse weather such as the recent flooding, where we undertook welfare checks and evacuations of residents. All our members are unpaid volunteers, and we make no charge for our services. Our trustees are all operational members, actively participating in search operations.

5. THE PROJECT

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

A generator to provide power at our command point.

If needed, please elaborate here with further details

A generator is needed to provide us power at our command point. We are rarely lucky enough to be deployed to somewhere with an existing facility to be used and it is often during the hours of darkness. Therefore we need a means of powering our welfare tent facilities, our flood lighting to ensure safe working in the area, and power our air pumps to inflate the boat and sleds for any water rescue operations. Inflating the boat and sleds rapidly is crucial for rescuing someone who has fallen into the water, where every minute matters, and a generator is substantially faster than a manual air pump.

How will this benefit the community or people of Melksham?

We do not choose whom we are requested to support, as it could be anywhere across the county at any time of day. We aim to respond to every request from the emergency services control room and provide a rapid and effective response. We do not charge for our services and are committed to supporting individuals when they are experiencing crisis.

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

We have deployed routinely across the county, and we are seeing a significant increase in mental health related incidents as well as flood rescue efforts. We must remain able to deploy to any location and be self sufficient.

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

Without access to power, we will be limited in our ability to operate after dark as we must ensure the safety of our volunteers. An increasing number of our call outs are also requiring extensive water search efforts, both for accidental and intentional immersion into the water. Alongside this the climate changing has resulted in more widespread flooding, including in areas which have previously remained mostly flood-free.

6. BENEFICIARIES

How many people in total will benefit from this grant?

150

How many of the beneficiaries are residents of Melksham Town?

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

4

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

Direct beneficiaries are those we search for, and an estimated number we engage with through flood rescue efforts. Indirect beneficiaries would be significantly higher than the 150 individuals, as we include their loved ones and families. Within Melksham town, we estimate that during the life of the generator we would attend at least 2 call outs in the Melksham area - although this cannot be predicted with any accuracy.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

3400

GRANT AID REQUESTED FROM MTC £

900

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

We do not charge for our services, not to the individual or their families, nor to any other agency.

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable Not directly applicable, work with Police	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution/terms of reference/set of rules. <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults or children. <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation. In Draft	
11. BANK DETAILS	
Name of Account: <u>Wiltshire Search and Rescue</u> Account number: <u>39762162</u> Sort Code: <u>30</u> - <u>99</u> - <u>50</u>	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: <u>28May2024</u>	

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

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
https://store.honda.co.uk/eu30is-3000w-generator/11702825.html	£ 3400
	£
	£
	£
	£
	£
	£
Total	£ 3400

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?
Selwood Housing	£2000	Yes
We have unrestricted funding which would cover our remaining £500, however we are actively searching for additional grant opportunities to negate the need to utilise our unrestricted funds from tin rattles.	£ 500	If necessary
Our members contribute 25,000 hours to the charity each year, all voluntarily.	£	
	£	
	£	
Total	£ 2500	

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

ACCOUNT YEAR ENDING: 31 /12 / 2023

TOTAL GROSS INCOME £ 79341.98

TOTAL EXPENDITURE £ 117870.95

BALANCE AT YEAR END £ 58231.30

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 26245

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

Last year saw our purchase of a new vehicle - expenditure higher than typical. Reserves account holds approximately 12 months running costs, for essentials such as insurance, fuel and licenses.

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

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June 2024

Dear Melksham Town Council

Wiltshire Towns Programme Activity Generation Grant 2024-25 and 2025-26

I am pleased to write to inform you that the Wiltshire Towns Programme will continue providing grants and support to you to generate activity on your High Street.

Following feedback received, this year the councils in the programme will be able to secure funding for 2024-25 and 2025-26 in one grant agreement.

The grant sums allocated to your council are detailed below.

Location	Year 3 Allocation	Year 4 Allocation	Total Activity Generation Allocation Y3 & Y4
Melksham	£50,000*	£25,000	£75,000

*Your council did not access the Year 2 allocation; therefore, the previously allocated but unpassed sum (of £25,000) has been carried forward into the Year 3 allocation above.

Further details regarding the 2024-25 and 2025-26 activity generation grant programme, how to access the funds and details regarding eligible expenditure are found in the information document accompanying this letter. You can also contact the Wiltshire Towns Programme Team via the email address below with any queries or for assistance progressing your High Street activity generation work.

Yours sincerely



Richard Clewer
Leader of Wiltshire Council

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ACTIVITY GENERATION GRANT PROGRAMME 2024/25

What is The Activity Generating Grant Programme?

To facilitate the revitalisation and transformation of the High Streets in Wiltshire, the Activity Generation Programme is an offer available to 22 local councils in Wiltshire identified as eligible for funding and support.

The aim of the programme is to create activity on Wiltshire's High Streets - by increasing capacity and encouraging people back to the High Street, taking into account the top 25 priorities, identified by the High Streets Task Force, for local place leaders to focus on to in their pursuit of sustainable high streets that meet the needs of their catchment.

We will write to the councils eligible for the funding, detailing the funds that have been allocated to them, which can be accessed by entering into a grant agreement with Wiltshire Council.

How does the grant align with the work of the High Streets Task Force?

The High Streets Task Force has a framework of four strategic approaches to high street renewal - these four approaches align with the Wiltshire Towns Programme.

Through the Activity Generation Grant offer, we have created a town centre action plan template and funding to implement measures identified, to communicate your unique offer, and enable you to form and strengthen partnerships to drive and sustain positive collaboration and change.

Action Plans – **repositioning** to develop an inspiring vision through participation and engagement – to ensure these are actively used they should be adopted and have buy-in from stakeholders.

We have previously supplied an action plan template, in Year 1 of the Activity Generation Grant Programme, and encourage you to revisit it to shape your grant proposals for Year 3. We are happy to attend a review and/or refresh of your plan if it would be of benefit. You may to build on your action plan and develop a Town Centre Vision, or review an existing town centre strategy, engaging a consultant and bringing stakeholders together in the process.

Taking Action – **reinventing** – this can be larger projects such as regeneration, led by a Town Centre Vision, but may also be the activation of your high street through events, arts and culture and many other small-medium scale interventions.

Some of your Generating Activity Grant can be used to enable projects that increase the vitality and enhance vibrancy of your town centre - increasing footfall and extending dwell time – example interventions and projects are listed in Appendix 1. You can use the grant to be creative and test new ideas, or, if you have an existing programme you would like to scale up or communicate more widely, you can use the grant to do so.

Communication – **rebranding** through clearly defining or refining your town's offer and outwardly celebrating it, using it to shape events and projects – defining your town's unique identity, realising the vision for your high street and marketing your destination.

Brand development takes time and resource, involving a wide range of stakeholders. Your Activity Generation Grant can be used to provide additional capacity for rebranding and communication activity, for example using the Explore Wiltshire Events platform (<https://events.wiltshire.gov.uk/>) to list events, further examples are found in Appendix 1.

Partnerships – **restructuring** existing partnerships or forming new ones – involving as many stakeholders as possible e.g. retail, leisure, commercial, local council, local authority, community anchors, and residents, to create a governance structure and allow strategic planning to enable you to move forward with significant projects.

Activity Generation Grant funding can be used to engage stakeholders and enable the formation of partnerships; The High Streets Task Force has some useful resources available here if you need help to get started: - <https://squidex.mkmaps.com/api/assets/ipm/best-practice-guide-place-partnerships.pdf>.

What Can be Funded by the Grant?

The grant can fund measures which will Improve the Vitality and Vibrancy of the Town Centre. The High Streets Task Force has set out 25 priorities that a town can influence that will have a medium-high impact on its vitality and vibrancy – these can help you shape your Activity Generation Grant funding proposal. The 25 priorities have many component factors and can impact the high streets look and feel, its function, the offer available, the changes needed and the management of the town centre, as illustrated below in Figure 1.



What affects the look and feel of the high street?

4) Experience 5) Appearance 12) Place marketing 20) Crime and Safety 22) Liveability



How does the high street function?

1) Activity Hours 7) Necessities 14) Accessibility 11) Walkability 24) Functionality



What does the high street have to offer?

2) Retail Offer 8) Anchors 9) Non-Retail Offer 10) Merchandise 16) Attractiveness 17) Markets 18) Recreational Space



How does the high street need to change?

15) Diversity 19) Barriers to entry 21) Adaptability 25) Innovation 23) Redevelopment Plans



How is the high street managed?

3) Vision and strategy 6) Place management 15) Networks and partnership

Figure 1 – extract from the High Streets Task Force “Place Making Action Plans” presentation found here: - <https://www.highstreets taskforce.org.uk/wp-content/uploads/2022/06/hstf-presentation-bristol-roadshow.pdf>

Some factors may be more relevant to your town than others, depending on the strengths, weaknesses opportunities and threats identified in your action plan. The 25 priorities are listed in order of priority in terms of both influence and control in Appendix 2 and coded according to the groupings created by the High Street Task Force as illustrated in Figure 1.

What are the timescales or deadlines attached to this grant?

The deadline for submitting the information required to participate in the Year 3 and 4 programme (on pages 7 and 8 of this document) is **31st October 2024**, with grant agreements to be in place by **31st January 2025**.

Please note the funding allocated for Years 3 and 4 will be secured through a **single grant agreement to cover the 2024/25 and 2025/26 financial years**, with 2 invoices to be submitted: by **28th February 2025** for **Year 3**; and between **7th April 2025** and **28th February 2026** for **Year 4**.

If the information required from your council is not submitted in accordance with the deadlines above, the funding will no longer be available, and may be and reallocated to other Wiltshire Towns Programme initiatives.

What information is required by Wiltshire Council?

The pro-forma in Appendix 3 should be completed and returned to us via this address: wiltshiretownsprogramme@wiltshire.gov.uk. This will help us gather the information required to start the process of setting up the grant agreement.

We also need to have received your monitoring reports for Year 1 and Year 2 expenditure – if you are still implementing your Year 2 funding measures, we can accept an interim report.

Once we have the pro-forma and expenditure report, we will review the interventions / strategic actions proposed and offer support to develop these, where needed.

How Will Compliance be Monitored?

Following the grant award, we may request evidence of your grant expenditure (e.g. invoices, works orders, strategy documents), together with a narrative of the impact of the interventions funded on your High Street.

This information is required for monitoring and reporting purposes – a template will be supplied for this purpose.

We also ask you to acknowledge the grant in your annual report and accounts, including a reference to the source of the grant.

Appendix 1: Example Interventions

These are examples -your proposals should be developed in response to your action plan.

Look and Feel - Marketing and Promotion, Town Dressing and Street Scene.	
<p>Development of an identity for marketing – for example through: -</p> <ul style="list-style-type: none">• shop Local brand with details of products, offers, events and news,• creating a “Made in/Made Local” stall/shop/social media campaign,• celebrating the independent shops,• window dressing,• social media and website marketing support for retailers,• publicising locally hosted events through listings on the Explore Wiltshire Events website https://events.wiltshire.gov.uk/,• printed media (leaflets/magazines),• initiatives for staff of local businesses, such as a discount card.	<p>Improved online presence – for example by sharing: -</p> <ul style="list-style-type: none">• maps,• videos,• audio,• images,• text,• downloads,• games,• stories,• event listings. <p>Town dressing/street scene improvements – for example: -</p> <ul style="list-style-type: none">• pop up parks,• wooden planters,• boxed trees,• seating,• banners, flags etc.,• fingerposts,• redecoration of street furniture,• public art installations.
Function - Way Finding and Accessibility.	
<p>Develop greater pedestrian circulation and links to the high street through: -</p> <ul style="list-style-type: none">• signage and information boards,• digital information hub and interpretation boards,• an accessibility audit, and• implementation of accessibility action plan• collaborate with local businesses to align opening hours with peak demand and/or to support the night-time economy.	
Offer – Retail and Non-Retail Offer and Events.	
<ul style="list-style-type: none">• Attract and inform visitors and residents through your unique offer e.g. food and drink, cultural, entertainment and heritage assets.• Enhancements to public spaces/parks.• Provision of leaflet/magazines, visitor guides/maps, information webpages and leaflets.• Curate and share town trails – e.g. blue plaque trail, public art trails using the Explore Wiltshire app.	<p>Support for existing events or, in the absence of such, develop and plan for new events – for example: -</p> <ul style="list-style-type: none">• Film Week,• Markets,• Craft & Local Food Taste Festivals,• Festivals and Carnivals,• Health & Wellbeing Day,• Christmas Lights Switch On• Indoor/Outdoor Christmas Market,• Christmas Window Competition,• Pop-up experiences.• Publicising events on the Explore Wiltshire Events website.

Changes - Removing Barriers and Innovating.

- Liaison with landlords and agents of vacant units to support them to find tenants.
- Support to small/local/independent businesses to move into the town centre.
- Support for pop-up/meanwhile uses.
- Identifying regeneration projects.

Management – Networks, Partnerships, Engagement, Vision and Strategy Development.

- Additional capacity for development of tourism & events offers and/or support to businesses to promote shopping and event destination.
- Support businesses to meet training needs and/or to have an online presence.
- Data gathering, research and analysis (footfall, catchment, spend data).
- Commissioning consultant to provide recommendations for improvements to enhance and promote the town centre and visitor experience.
- Stakeholder engagement: -
 - evaluation of visitor experience,
 - survey of local businesses, local art and culture group(s),
 - evaluation of current offer/USP,
 - benchmarking against other towns,
 - identification of local aspirations and action plans for enabling improvement.

Strategies may be developed by your council, or by a consultant/specialist and could include/respond to, but are not limited to, the following priorities: -

- Town Centre Branding,
- Shop Front Design Policy,
- Green Infrastructure,
- Tree and/or Planting Strategy,
- Public Art,
- Public Realm,
- Visitor Experience,
- Travel Trade,
- Tourism,
- Events,
- Food & Drink,
- Night-time Economy,
- Destination Marketing,
- Way Finding,
- Town Trails,
- Accessibility,
- Active Travel,
- Safety and Cleaning,
- Workspaces on the High Street,
- Business Skills & Support.

Appendix 2: 25 Priorities for Vitality and Vibrancy

Priority is rated from high to low by both influence and control.
Classification as per colour coding.

Look and Feel

Function

Offer

Changes

Management

Priority	Component Factors
1. Activity	Opening hours; footfall; shopping hours; evening economy.
2. Retail Offer	Retailer offer; retailer representation.
3. Vision & Strategy	Leadership; collaboration; area development strategies.
4. Experience	Centre image; service quality; visitor satisfaction; familiarity; atmosphere.
5. Appearance	Visual appearance; cleanliness; ground floor frontages
6. Place Management	Centre management; shopping centre management; Town Centre Management (TCM); place management; BIDs.
7. Necessities	Car-parking; amenities; general facilities.
8. Anchors	Presence of anchors - which give locations their basic character and signify importance.
9. Non-retail offer	Attractions; entertainment; non-retail offer; leisure offer.
10. Merchandise	Range/Quality of goods; assortments; merchandising.
11. Walking	Walkability; pedestrianisation/flow; cross-shopping; linked trips; connectivity.
12. Place Marketing	Centre marketing; marketing; orientation/flow.
13. Networks & Partnerships with Council	Networking; partnerships; community leadership; retail/tenant trust; tenant/manager relations; strategic alliances; centre empowerment; stakeholder power; engagement.
14. Accessible	Convenience; accessibility.
15. Diversity	Range/quality of shops; tenant mix; tenant variety; availability of alternative formats; store characteristics; comparison/convenience; chain vs independent; supermarket impact; retail diversity; retail choice.
16. Attractiveness	Sales/turnover; place attractiveness; vacancy rates; attractiveness; retail spend; customer/catchment views; Construction of out-of-town centre.
17. Markets	Traditional markets; street trading.
18. Recreational Space	Recreational areas; public space; open space.
19. Barriers to Entry	Barriers to entry; landlords.
20. Safety/Crime	A centre KPI measuring perceptions or actual crime including shoplifting.
21. Adaptability	Retail flexibility; retail fragmentation; flexibility; store/centre design; retail unit size; store development; rents turnover.
22. Liveable	Multi/mono-functional; liveability; personal services; mixed use.
23. Redevelopment Plans	Planning blight; regeneration.
24. Functionality	The degree to which a centre fulfils a role – e.g. Service centre, employment centre, residential centre, tourist centre.
25. Innovation	Opportunities to experiment; retail Innovation.

Appendix 3: Grant Information and Checklist - Generating Activity Programme 2024-25

Please ensure information supplied above has been read before completing this form.

Name of Town/Parish Council:	
Postal Address:	
Contact Details for Queries – Name, Telephone Number and Email Address.:	
Grant Sum Claimed:	£
Grant Period:	1 st April 2024 – 31 st March 2026
Public liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Service.	Yes/No
Employer's liability insurance with a limit of indemnity of not less than five million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Service.	Yes/No
Name and Position/Job Title of Authorised Council Official for Dispute Resolution Clause:	
Authorised Officer/s, Cllrs executing deed – Name and Position/s:	
Is your Council's Execution Method: By <u>affixing the Common Seal of the Council</u> : If a Town/Parish Council has its own seal, it should use it when executing a deed and their Constitution/ Standing Orders should specify who in their Town/Parish Council can sign their seal.	Yes/No
Is your Council's Execution Method: By <u>two elected members of the Council signing</u> : If a Town/Parish Council does not have its own seal, two members of the Council should sign when executing a deed. The members need to be elected and can include a Mayor, Chairperson, Councillor etc <u>but it does not include a Town/Parish Clerk</u> . The document they are executing should state the capacity in which they are signing the deed. Please note that the signatures of the members of the Council do not need to be witnessed.	Yes/No
Please provide bank account name, address, sort code and account number.	
Please Confirm Vendor ID † if known (6 digits)	

Equality

Under the Equality Act 2010 the Council has a legal duty to ensure that different groups are not disadvantaged from applying for or receiving our grants funding. We also want to ensure that people who benefit from our grants programme represents the makeup of the local population. Please indicate which (if any) groups will particularly benefit from your project and give details where you think this is relevant.

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Data Protection and Information Governance

The information you have provided will be used by the Council to process your grant agreement and to enable us to contact you about your grant, should we have any queries. Your information will be held securely within the Council and only passed to others within the Council for the purposes of assessing this grant application and for internal reporting and monitoring. Information will be destroyed in line with the Council's Information Retention Policy. More information can be found here: -

[Privacy notice – Economic Regeneration – Wiltshire Council](#)

Information Regarding Your Generating Activity Interventions

Please provide below a breakdown of the items included in the sum claimed, with associated costs – this will be the basis for your invoice once approved.

Summary – Y3 Deliverables/Interventions (to be invoiced for before March 2025 and spent by March 2026)		Cost (£s)
Y3 TOTAL		£

Summary – Y3 Deliverables/Interventions (to be invoiced for from April 2025 and spent by March 2027)		Cost (£s)
Y4 TOTAL		£

Date: 01/07/2024		Melksham Town Council Current Year					Page: 1	
Time: 14:14		Cashbook 2					User: MEL	
		Bank Assembly Hall A/c					For Month No: 1	
Receipts for Month 1		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		974,943.61	974,943.61					
	BACS Banked: 02/04/2024	70.00						
	BACS Bramwell	70.00		11.67	1000	501	58.33	Room hire - AH
	BACS Banked: 02/04/2024	15.00						
	BACS Hanks	15.00		2.50	1000	501	12.50	Crat Fayre
	BACS Banked: 03/04/2024	500.00						
	BACS Good News Church	500.00			1048	210	500.00	Rent - Art House
	BACS Banked: 03/04/2024	25.00						
	BACS Churchward	25.00		4.17	1000	501	20.83	Craft Fayre
	BACS Banked: 03/04/2024	50.00						
	BACS Ticket Source	50.00		8.33	1173	510	41.67	Quiz Night
	BACS Banked: 04/04/2024	147.74						
	BACS Melk & Dev (AH293)	147.74		24.62	1000	501	123.12	Room hire - AH
	500749 Banked: 05/04/2024	167.00						
	500749 Stalls	25.00		4.17	1173	510	20.83	Stalls
	500749 New Jersey Boys	42.00		7.00	1173	510	35.00	New Jersey Boys
	500749 Quiz Team	5.00		0.83	1173	510	4.17	Quiz Team
	500749 Room hire - AH	95.00		15.83	1000	501	79.17	Room hire - AH
	500750(B) Banked: 05/04/2024	1,543.35						
	500750(B) WWMCC	18.80		3.13	1001	520	15.67	WWMCC
	500750(B) Giants of Rock	748.25		124.71	1001	520	623.54	Giants of Rock
	500750(B) WWMCC	5.90		0.98	1001	520	4.92	WWMCC
	500750(B) Mayor's Reception	71.50		11.92	1001	520	59.58	Mayor's Reception
	500750(B) Rock n Roll	507.15		84.52	1001	520	422.63	Rock n Roll
	500750(B) WWMCC	44.50		7.42	1001	520	37.08	WWMCC
	500750(B) Quiz Night	135.00		22.50	1001	520	112.50	Quiz Night
	500750(B) Lib Dems	12.25		2.04	1001	520	10.21	Lib Dems
	BACS Banked: 08/04/2024	226.80						
	BACS Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
	BACS Banked: 15/04/2024	108.00						
	BACS Tiger Martial Arts	108.00		18.00	1000	501	90.00	Room hire - AH
	BACS Banked: 17/04/2024	3,840.00						
	BACS Ticket Source	3,840.00			566		3,840.00	Meatloud
	BACS Banked: 17/04/2024	2,928.00						
	BACS Ticket Source	2,928.00			566		2,928.00	Carpenters
	500753 Banked: 17/04/2024	718.20						
	500753 Craft Fayre	27.20		4.53	1001	520	22.67	Craft Fayre
	500753 WWMCC	12.40		2.07	1001	520	10.33	WWMCC
	500753 Carpenters	216.00		36.00	1001	520	180.00	Carpenters
	500753 MeatLoud	462.60		77.10	1001	520	385.50	MeatLoud

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Date: 01/07/2024

Melksham Town Council Current Year

Page: 2

Time: 14:14

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500751/752	Banked: 17/04/2024	580.00						
500751/752	MeatLoud	72.00			566		72.00	MeatLoud
500751/752	Room hire - AH	508.00		84.67	1000	501	423.33	Room hire - AH
500755	Banked: 18/04/2024	112.00						
500755	New Jersey Boys	42.00			566		42.00	New Jersey Boys
500755	Time of our Lives	-40.00			566		-40.00	Till error
500755	Room hire - AH	110.00		18.33	1000	501	91.67	Room hire - AH
BACS	Banked: 19/04/2024	1,246.00						
BACS	TIC	1,246.00			566		770.00	We 3 Kings
					566		196.00	Majesty
					566		275.00	Majesty (concession)
					1173	510	5.00	Quiz Night
BACS	Banked: 24/04/2024	324.00						
BACS	Baker	324.00		54.00	1000	501	270.00	Room hire - AH
	Banked: 30/04/2024	4,467.29						
Xfer	Credit/Debit Card Control Acco	4,467.29			213		4,467.29	AIB payments

Total Receipts for Month	17,068.38	0.00	668.84	16,399.54
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Cashbook Totals	992,011.99	0.00	668.84	991,343.15
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Date: 01/07/2024

Melksham Town Council Current Year

Page: 3

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount	Transaction Detail
02/04/2024	Water2business	020424	187.96	187.96		502		Water rates - AH
02/04/2024	Tolchards Ltd	020424/2	1,450.14	1,450.14		502		Bar stock
04/04/2024	E. Alner	3780	121.50			1000 501	121.50	Refund - hall hire
08/04/2024	Unity Bank	Xfer	100,000.00			203	100,000.00	Xfer from AH a/c to TH a/c
15/04/2024	Wiltshire Council	DDR	858.75			4914 501	858.75	Rates
17/04/2024	Unity Bank	Xfer	100,000.00			203	100,000.00	Transfer from AH to TH account
17/04/2024	Market Place Merchants	170424	25.16	25.16		502		Till
26/04/2024	Tolchards Ltd	260424	2,213.76	2,213.76		502		Bar stock
30/04/2024	Hills Waste	30042024	721.66	721.66		502		Waste collection
Total Payments for Month			205,578.93	4,598.68	0.00		200,980.25	
Balance Carried Fwd			786,433.06					
Cashbook Totals			992,011.99	4,598.68	0.00		987,413.31	

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Date: 01/07/2024		Melksham Town Council Current Year				Page: 1	
Time: 14:12		Cashbook 1				User: MEL	
		Unity Bank				For Month No: 1	
Receipts for Month 1		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		86,773.89					86,773.89
ME37	Banked: 02/04/2024	25.00					
ME37	Stevens	25.00			1045 203	25.00	Allotment rent
ME39	Banked: 02/04/2024	25.00					
ME39	Whitbread	25.00			1045 203	25.00	Allotment rent
BACS	Banked: 02/04/2024	37.50					
BACS	Yates	37.50			1016 115	37.50	Mayor's Reception
Cash	Banked: 02/04/2024	812.00					
Cash	Quinney	50.00			1045 203	50.00	ME3A/4A - allotment
Cash	Hinton	50.00			1045 203	50.00	SB16 - allotment rent
Cash	Gough	50.00			1045 203	50.00	PR1/2 - allotment rent
Cash	Var	36.00			1016 115	36.00	Mayor's Reception - meals
Cash	Var	626.00			1016 115	626.00	Mayor's Reception - Charity
BACS	Banked: 02/04/2024	405.52					
BACS	Wiltshire Council	405.52		67.59	1000 501	337.93	Room hire - AH
ME12A	Banked: 03/04/2024	25.00					
ME12A	Haw orth	25.00			1045 203	25.00	Allotment rent
Cheques	Banked: 03/04/2024	90.00					
Cheques	Clayton	18.00			1016 115	18.00	Mayor's Reception
Cheques	Paterson	18.00			1016 115	18.00	Mayor's Reception
Cheques	Perry	36.00			1016 115	36.00	Mayor's Reception
Cheques	Welch	18.00			1016 115	18.00	Mayor's Reception
	Banked: 08/04/2024	100,000.00					
Xfer	Bank Assembly Hall A/c	100,000.00			251	100,000.00	Xfer from AH a/c to TH a/c
BACS	Banked: 12/04/2024	487.21					
BACS	DJ Cooper	487.21		81.20	1027 202	406.01	Caretaking - Factory Shop
	Banked: 17/04/2024	100,000.00					
Xfer	Bank Assembly Hall A/c	100,000.00			251	100,000.00	Transfer from AH to TH account
Cash	Banked: 17/04/2024	100.00					
Cash	Raw lings	25.00			1045 203	25.00	ME41
Cash	Weaver	25.00			1045 203	25.00	ME15B
Cash	Slater	50.00			1045 203	50.00	ME30
BACS	Banked: 19/04/2024	523,635.00					
BACS	Wiltshire Council	523,635.00			1176 110	523,635.00	Pre-cept
ME12B	Banked: 22/04/2024	25.00					
ME12B	Chu	25.00			1045 203	25.00	Allotment rent
AA56B	Banked: 22/04/2024	25.00					
AA56B	Davies	25.00			1045 203	25.00	Allotment rent
BACS	Banked: 26/04/2024	700.00					

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Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Wiltshire Publications	700.00		116.67	1040	210	583.33	Rent - 31 Mkt Pl
ME27	Banked: 26/04/2024	10.00						
ME27	Hall (Scott)	10.00			1045	203	10.00	Allotment rent
BACS	Banked: 29/04/2024	1,200.00						
BACS	Chalklands Vets	1,200.00			1027	202	1,200.00	Roundabout sponsorship
Total Receipts for Month		727,602.23	0.00	265.46			727,336.77	
Cashbook Totals		814,376.12	0.00	265.46			814,110.66	

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Date: 01/07/2024

Melksham Town Council Current Year

Page: 3

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Cashbook 1

User: MEL

Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c_Centre	£ Amount	Transaction Detail
02/04/2024	Zen International Ltd	020424	31.20	31.20		501		Wifi - Art House
02/04/2024	Water2business	020424/1	23.50	23.50		501		Water rates - Bow erhill Unit
02/04/2024	Water2business	020424/2	163.20	163.20		501		Water rates - Mkt Pl toilets
02/04/2024	Protocus Ltd	895888795	624.00	624.00		501		Website hosting
03/04/2024	British Gas	030424	1,609.10	1,609.10		501		Electricity - Pavilion
09/04/2024	United EPoS Solutions	329987501	60.00	60.00		501		Cash till - AH
09/04/2024	Hunt Management Solutions	262068778	156.00	156.00		501		Stocktake
09/04/2024	Paul Seemayer	913174247	300.00	300.00		501		Lighting - We 3 Kings
09/04/2024	Mr. Steve HOLDER	684473777	350.00	350.00		501		Sound system - Kast off Kinks
09/04/2024	The Cobblers Bench	979755229	4.50	4.50		501		Keys
09/04/2024	Embroidery UK Ltd	358430530	180.00	180.00		501		Gloves
09/04/2024	Light Fantastic	473567053	33,480.00	33,480.00		501		Festoon lighting - KGV
09/04/2024	Microshade Business Consultant	320532744	1,058.94	1,058.94		501		Accounting services
09/04/2024	Playsafety Ltd	474503297	1,318.80	1,318.80		501		ROSPA checks
09/04/2024	Prosec Consultancy Ltd	811360659	288.00	288.00		501		Security - 170224
09/04/2024	Redhorn Holdings Ltd	4528912	396.00	396.00		501		Insurance - Bow erhill depot
09/04/2024	Trade UK	937079247	115.20	115.20		501		Stencil/handle/door closer
09/04/2024	T H White Installation Ltd	334556831	819.78	819.78		501		Fire alarm service - Art Hse
09/04/2024	Trow bridge Tow n Council	285959165	306.68	306.68		501		Sports Roadshow
09/04/2024	Travis Perkins Trading Company	234094361	476.03	476.03		501		Green roll
09/04/2024	Vysiion Ltd	493363885	111.71	111.71		501		Back-up - Jan 24
09/04/2024	Wiltshire Publications Ltd	512321878	297.60	297.60		501		Advertising
09/04/2024	Wiltshire Council	33928019	502.95	502.95		501		Snarlton Lane - surfacing
09/04/2024	Age UK Wiltshire	980925200	2,875.00	2,875.00		501		Provision CSS - Q4 SLA
09/04/2024	Castle Water Ltd	524815843	0.52	0.52		501		Water - Mkt Pl
09/04/2024	Exponential-E Ltd	880524922	327.90	327.90		501		Back-up - Apr to June
09/04/2024	D&M Gompels Ltd	927234569	112.30	112.30		501		Parking Redemp - Jan
09/04/2024	Hugh Davis	276402883	155.11	155.11		501		Channel mixer - AH
09/04/2024	J. H. Jones & Sons	301742864	117.60	117.60		501		Grasscutting - Carsons Roundab
09/04/2024	Microsoft	974982616	500.35	500.35		501		Online services
09/04/2024	Piggotts Flags & Branding Ltd	377742876	1,380.00	1,380.00		501		Flag pole - maintenance
09/04/2024	Place Studio Ltd	900773683	2,970.00	2,970.00		501		NHP
09/04/2024	Right Directions (Management)	384379045	1,194.00	1,194.00		501		Training - H&S
09/04/2024	Rigg Construction (Southern) L	7708232	21,277.20	21,277.20		501		Roof repairs - AH
09/04/2024	Paul Wootten Double Glazing Lt	260502929	2,800.00	2,800.00		501		Window s - Pavilion
09/04/2024	Wiltshire Sight	BACS	500.00			4301	151	500.00 Grant
09/04/2024	Wiltshire Music Centre	BACS	1,000.00			4301	151	1,000.00 Grant
09/04/2024	Trauma Breakthrough	BACS	1,000.00			4301	151	1,000.00 Grant
09/04/2024	Back on Track	BACS	1,000.00			4301	151	1,000.00 Grant
09/04/2024	Enterprise Flex-E-Rent	090424	562.90	562.90		501		Vehicle leasing
09/04/2024	IDverde Limited	160098623	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
09/04/2024	Your Wiltshire	941866173	36.00	36.00		501		Advertising - AH
09/04/2024	Soundbite UK	854216208	1,360.98	1,360.98		501		Giants of Rock
12/04/2024	HMRC	BACS	9,038.80			520		9,038.80 PAYE/NI
15/04/2024	Mainstream	DDR	242.05		40.34	4027	101	201.71 Telephones

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Melksham Town Council Current Year

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Cashbook 1

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Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
15/04/2024	Daisy Communications	150424	47.15	47.15		501		Wifi - Pavilion
15/04/2024	Office Evolution Ltd	150424/1	50.65	50.65		501		Photocopying
15/04/2024	Wiltshire Council	DDR	1,063.75			4102 201	1,063.75	Rates - TH
15/04/2024	Wiltshire Council	DDR	266.19			4102 215	266.19	Rates - Bow erhill Unit
15/04/2024	Wiltshire Council	DDR	188.25			4102 215	188.25	Rates - Bow erhill Unit
16/04/2024	West Mercia Energy	160424	144.03	144.03		501		Electricity - KGV store
16/04/2024	British Gas	160424/2	188.31	188.31		501		Electricity - Mkt Pl toilets
16/04/2024	Fuel Genie	160424/3	213.22	213.22		501		Fuel
16/04/2024	Lloyds Bank	DDR	1,349.38			4017 110	6.00	Charges
						4153 202	322.50	Veh tax - Berlingo
						4085 115	450.00	Flowers - Mayor's Reception
						4027 101	20.00	O2 - unreceipted
						4085 115	135.00	Gonjos - Mayor's Reception
						4085 115	323.85	Aldis - Mayor's Reception
						4027 101	20.00	O2 - unreceipted
						4027 101	20.00	O2 - unreceipted
						4016 101	7.22	eBay - unreceipted
						4016 101	2.53	eBay - unreceipted
						4016 101	10.99	eBay - unreceipted
						4027 101	20.00	O2 - unreceipted
						4016 101	2.99	eBay - unreceipted
						4016 101	8.30	eBay - unreceipted
16/04/2024	Lloyds Bank	DDR	948.99		158.16	4903 520	275.85	Bookers - bar stock
						4085 115	16.40	eBay - Mayor's Reception
						4040 101	111.78	Amazon - cables/monitor
						4075 101	120.00	SLCC - ILCA (GD)
						4085 115	50.00	Poundstretcher - Mayor's Recep
						4151 202	71.98	Nisbetts - water boiler
						4153 202	22.91	EuroParts - hydraulic
						4151 202	64.15	Tool Stn - vacuum/charger
						4023 101	57.76	Indeed - advertising
18/04/2024	Oakwood	180424	135.00	135.00		501		Container
19/04/2024	Houseman Environmental Ltd	140640319	570.00	570.00		501		Water hygiene tests - Pavilion
19/04/2024	Kan Connections	190424	9,192.00	9,192.00		501		CCTV - KGV & Pavilion
19/04/2024	Motion Picture Licensing Compa	313833924	316.57	316.57		501		MPLC - licence Apr 24-Apr 25
19/04/2024	Paul Seemayer	588366977	150.00	150.00		501		Lighting - Giants of Rock
19/04/2024	Mr. Steve HOLDER	15158807	350.00	350.00		501		Sound - Guns n Roses
19/04/2024	The Publishing House	143240031	348.00	348.00		501		Advertising - AH
19/04/2024	IDverde Limited	943636119	1,341.94	1,341.94		501		Cleaning - Mkt Pl toilets
19/04/2024	Melksham Without Parish Council	448622025	1,001.50	1,001.50		501		NHP
19/04/2024	Prosec Consultancy Ltd	167496066	216.00	216.00		501		Security - 160324
19/04/2024	Trade UK	391679150	133.94	133.94		501		Batteries
19/04/2024	SLCC Enterprises Ltd	817290632	391.00	391.00		501		Membership - MTC
19/04/2024	Stannah Lift Services Ltd	298902054	570.88	570.88		501		Lift - service

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Unity Bank

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
19/04/2024	Wiltshire Publications Ltd	502553754	739.20	739.20		501		Advertising - AH
19/04/2024	AquaAid Southcoast	354054382	48.00	48.00		501		Water sanitisation
19/04/2024	Bricks Tarding Ltd	444550349	1,560.00	1,560.00		501		Events strategy - refund
19/04/2024	Donna Wilson	93375478	695.00	695.00		501		Mayors Recep - entertainment
19/04/2024	D&M Gompels Ltd	396106440	139.40	139.40		501		Parking redemp - Feb24
19/04/2024	J. P. Lennard Ltd	87695670	270.42	270.42		501		Chemicals - Splashpad
19/04/2024	Melksham Groundcare Machinery	388465615	613.09	613.09		501		Service - Bushcutter
19/04/2024	Shiners Commercial Ltd	828555948	452.00	452.00		501		Window cleaning
19/04/2024	Tudor Environmental	507142380	390.91	390.91		501		Garden tools
19/04/2024	Wiltshire Council	DDR	31,962.60			520	31,962.60	Salaries
19/04/2024	British Gas	190424	737.22	737.22		501		Gas - TH
19/04/2024	British Gas	190424/1	14.96	14.96		501		Gas - AH
19/04/2024	British Gas	190424/2	40.04	40.04		501		Electricity - Roundhouse
19/04/2024	British Gas	190424/4	450.27	450.27		501		Electricity - TH
22/04/2024	British Gas	220424	1,717.68	1,717.68		501		Electricity - AH
22/04/2024	Rose Hoskins	526234742	102.58	102.58		501		Mayors Recep - candles/runners
22/04/2024	British Gas	220424	6.55	6.55		501		Electricity - Roundhouse
23/04/2024	British Gas	230424	37.40	37.40		501		Electricity - Mkt Traders
25/04/2024	British Gas	250424	158.10	158.10		501		Electricity - Bow erhill Unit
29/04/2024	Microshade Business Consultant	205251769	10,452.00	10,452.00		501		Annual renew al - Modern.Gov
30/04/2024	WPF	DDR	9,200.49			520	9,200.49	Pensions
30/04/2024	Unity Bank	BACS	27.92			4017 110	27.92	BACS charge
30/04/2024	Enterprise Flex- E-Rent	300424	313.75	313.75		501		Vehicle leasing
30/04/2024	Zen International Ltd	300424/1	33.60	33.60		501		Wifi - Art House
Total Payments for Month			171,805.77	114,017.35	198.50		57,589.92	
Balance Carried Fwd			642,570.35					
Cashbook Totals			814,376.12	114,017.35	198.50		700,160.27	

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Petty Cash

For Month No: 1

Receipts for Month 1		Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Balance Brought Fwd :		275.72				275.72
Banked:		0.00				
			0.00			0.00
Total Receipts for Month		0.00	0.00	0.00		0.00
Cashbook Totals		275.72	0.00	0.00		275.72

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Petty Cash

For Month No: 1

Payments for Month 1

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>
22/03/2024	S. Land	TNSFR	49.00			4085 115	49.00	Ironing - Reception
03/04/2024	S. Land	TNSFR	1.08		0.18	4016 101	0.90	Greetings cards
04/04/2024	S. Land	TNSFR	4.58			4016 101	4.58	Milk
08/04/2024	H. Watkins	TNSFR	1.35			4016 101	1.35	Milk
11/04/2024	S. Land	TNSFR	2.70			4016 101	2.70	Milk
11/04/2024	H. Davies	TNSFR	1.39		0.23	4153 202	1.16	Bulb
15/04/2024	H. Watkins	TNSFR	1.35			4016 101	1.35	Milk
15/04/2024	B. Bennett	TNSFR	1.49			4901 520	1.49	Squash
21/04/2024	S. Land	TNSFR	24.63			4016 101	24.63	Milk/Refs
22/04/2024	D. Elms	TNSFR	21.98		3.66	4153 202	18.32	Bulb
23/04/2024	D. Elms	TNSFR	2.39		0.40	4151 202	1.99	Razors
23/04/2024	S. Land	TNSFR	1.35			4016 101	1.35	Milk
24/04/2024	S. Land	TNSFR	3.44			4901 520	3.44	Milk/Lemons
Total Payments for Month			116.73	0.00	4.47		112.26	
Balance Carried Fwd			158.99					
Cashbook Totals			275.72	0.00	4.47		271.25	

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Central Costs								
4000 Salaries ENI & Pension	237,047	18,800	225,000	206,200		206,200	8.4%	
4005 Temporary Staff	135	0	0	0		0	0.0%	
4016 Sundry Office Expenses	888	74	0	(74)		(74)	0.0%	
4021 Stationery	1,125	0	1,000	1,000		1,000	0.0%	
4023 Advertising	(38)	58	3,000	2,942		2,942	1.9%	
4024 Equipment/furniture	665	0	1,000	1,000		1,000	0.0%	
4026 Photocopier/copying	1,472	42	1,000	958		958	4.2%	
4027 Telephones and Mobiles	2,408	282	2,500	2,218		2,218	11.3%	
4028 Postage	344	0	500	500		500	0.0%	
4029 Subscriptions	2,474	0	3,000	3,000		3,000	0.0%	
4040 Information Technology/Hardware	339	472	5,000	4,528		4,528	9.4%	
4042 Licences/Software	20,391	9,483	6,000	(3,483)		(3,483)	158.0%	
4050 Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058 Insurance	36,631	0	38,000	38,000		38,000	0.0%	
4061 Travel	949	337	300	(37)		(37)	112.5%	
4075 Training	3,561	120	2,500	2,380		2,380	4.8%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
Central Costs :- Indirect Expenditure	294,656	29,667	288,800	259,133	0	259,133	10.3%	0
Net Expenditure	(294,656)	(29,667)	(288,800)	(259,133)				
110 Corporate Costs								
1026 Income Interest	6,357	1	1,000	999			0.1%	
1176 Precept Received	999,784	523,635	1,047,270	523,635			50.0%	
Corporate Costs :- Income	1,006,141	523,636	1,048,270	524,634			50.0%	0
4017 Bank account fees	569	34	500	466		466	6.8%	
4043 HR consultancy	4,095	3,639	6,000	2,362		2,362	60.6%	
4050 Legal and Professional Fees	12,115	0	7,000	7,000		7,000	0.0%	
4057 Accountancy and Audit	9,858	0	5,000	5,000		5,000	0.0%	
4076 Health & Safety	2,691	750	3,500	2,750		2,750	21.4%	
Corporate Costs :- Indirect Expenditure	29,329	4,422	22,000	17,578	0	17,578	20.1%	0
Net Income over Expenditure	976,812	519,214	1,026,270	507,056				
115 Civic and Democratic								
1016 Receipts - Mayors Reception	1,329	790	0	(790)			0.0%	
Civic and Democratic :- Income	1,329	790	0	(790)				0
4030 Town Crier's expenses	25	0	300	300		300	0.0%	
4034 Councillors' training	0	60	0	(60)		(60)	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Election Expenses	0	9,602	8,000	(1,602)		(1,602)	120.0%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	1,046	3,000	1,954	899	1,054	64.9%	
4311 Remembrance Day	1,223	0	1,500	1,500		1,500	0.0%	
Civic and Democratic :- Indirect Expenditure	7,857	10,708	13,800	3,092	899	2,192	84.1%	0
Net Income over Expenditure	(6,528)	(9,919)	(13,800)	(3,881)				
151 Grants								
4301 Grants	6,545	3,500	16,000	12,500		12,500	21.9%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	0	10,000	10,000		10,000	0.0%	
4305 Grant Christmas Lights	10,000	0	10,000	10,000		10,000	0.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	0	5,000	5,000		5,000	0.0%	
4317 Grant Carnival	1,000	0	0	0		0	0.0%	
4330 Grant TIC	4,000	0	4,000	4,000		4,000	0.0%	
Grants :- Indirect Expenditure	41,545	3,500	48,000	44,500	0	44,500	7.3%	0
Net Expenditure	(41,545)	(3,500)	(48,000)	(44,500)				
201 Town Hall								
1034 Income Town Hall Bookings	2,167	0	2,000	2,000			0.0%	
Town Hall :- Income	2,167	0	2,000	2,000			0.0%	0
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	614	7,200	6,586		6,586	8.5%	
4101 Electricity	4,841	411	6,000	5,589		5,589	6.8%	
4102 Non Domestic Rates	10,604	1,064	11,000	9,936		9,936	9.7%	
4103 Water Rates	1,304	0	2,000	2,000		2,000	0.0%	
4104 Window Cleaning	3,088	0	1,800	1,800	452	1,348	25.1%	
4106 Repairs and Maintenance	3,199	0	6,000	6,000		6,000	0.0%	
4108 Service Contracts	9,995	0	8,000	8,000		8,000	0.0%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
4972 ARTIST EVENTS	0	0	0	0	600	(600)	0.0%	
Town Hall :- Indirect Expenditure	48,497	2,089	42,000	39,911	1,052	38,859	7.5%	0
Net Income over Expenditure	(46,330)	(2,089)	(40,000)	(37,911)				

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
202 Asset and Amenities								
1027 Income - Amenity Services	8,427	95	4,500	4,405			2.1%	
Asset and Amenities :- Income	8,427	95	4,500	4,405			2.1%	0
4000 Salaries ENI & Pension	232,386	24,440	275,000	250,560		250,560	8.9%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4150 Uniform/PPE	1,223	0	1,000	1,000		1,000	0.0%	
4151 Tools and Equipment	3,289	138	2,000	1,862		1,862	6.9%	
4153 Vehicle Running Costs	3,502	543	6,000	5,457		5,457	9.0%	
4156 Vehicle Leasing	14,621	731	11,000	10,269		10,269	6.6%	
4163 Repairs and Maintenance	3,611	897	6,000	5,103		5,103	14.9%	
4167 Street Furniture and Signage	5,178	0	6,000	6,000		6,000	0.0%	
4168 Bus shelters	249	0	0	0		0	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	0	4,000	4,000		4,000	0.0%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	268,277	26,748	318,000	291,252	0	291,252	8.4%	0
Net Income over Expenditure	(259,851)	(26,654)	(313,500)	(286,847)				
203 Allotments								
1045 Income Allotments	5,785	385	7,000	6,615			5.5%	
Allotments :- Income	5,785	385	7,000	6,615			5.5%	0
4200 Water Rates - Allotments	1,723	0	1,800	1,800		1,800	0.0%	
4201 Maintenance - Allotments	887	0	4,000	4,000		4,000	0.0%	
Allotments :- Indirect Expenditure	2,610	0	5,800	5,800	0	5,800	0.0%	0
Net Income over Expenditure	3,175	385	1,200	815				
204 Pavilion and Car Park								
1046 Income - Pavilion	7,669	(4,530)	17,500	22,030			(25.9%)	
Pavilion and Car Park :- Income	7,669	(4,530)	17,500	22,030			(25.9%)	0
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 Telephone - Pavilion	408	39	1,000	961		961	3.9%	
4252 Electricity	12,874	1,369	12,000	10,631		10,631	11.4%	
4254 Water - Pavilion	283	0	2,500	2,500		2,500	0.0%	
4255 Fire Safety Checks	355	0	400	400		400	0.0%	
4256 Maintenance - Pavilion	10,546	293	2,000	1,707		1,707	14.7%	
Pavilion and Car Park :- Indirect Expenditure	24,816	1,701	17,900	16,199	0	16,199	9.5%	0
Net Income over Expenditure	(17,147)	(6,232)	(400)	5,832				

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Public Toilets - Market Place</u>								
1060 Contribution to running costs	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	11,000	0	5,000	5,000			0.0%	0
4101 Electricity	2,236	179	2,200	2,021		2,021	8.2%	
4103 Water Rates	1,549	163	3,000	2,837		2,837	5.4%	
4106 Repairs and Maintenance	150	35	1,000	965		965	3.5%	
4180 Cleaning	5,229	1,007	7,000	5,993		5,993	14.4%	
Public Toilets - Market Place :- Indirect Expenditure	9,164	1,384	13,200	11,816	0	11,816	10.5%	0
Net Income over Expenditure	1,836	(1,384)	(8,200)	(6,816)				
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,323	109	1,700	1,591		1,591	6.4%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	1,230	7,000	5,770		5,770	17.6%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	8,605	1,339	11,700	10,361	0	10,361	11.4%	0
Net Expenditure	(8,605)	(1,339)	(11,700)	(10,361)				
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	7,467	583	7,000	6,417			8.3%	
1048 Income Art House Cafe	6,479	385	6,700	6,315			5.7%	
Corporate Properties :- Income	13,946	969	13,700	12,731			7.1%	0
Net Income	13,946	969	13,700	12,731				
<u>211 Art House Cafe</u>								
4108 Service Contracts	549	0	0	0		0	0.0%	
4175 Costs Art House Cafe	774	156	750	594		594	20.8%	
Art House Cafe :- Indirect Expenditure	1,323	156	750	594	0	594	20.8%	0
Net Expenditure	(1,323)	(156)	(750)	(594)				
<u>212 Round House</u>								
4101 Electricity	(1,181)	44	400	356		356	10.9%	
4103 Water Rates	161	0	200	200		200	0.0%	
4106 Repairs and Maintenance	966	0	250	250		250	0.0%	
Round House :- Indirect Expenditure	(54)	44	850	806	0	806	5.1%	0
Net Expenditure	54	(44)	(850)	(806)				

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Detailed Income & Expenditure by Budget Heading 31/05/2024

Month No: 1

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>213_31 Market Place</u>								
4106 Repairs and Maintenance	875	0	1,000	1,000		1,000	0.0%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	960	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	(960)	0	(2,000)	(2,000)				
<u>215_Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	151	1,800	1,649		1,649	8.4%	
4102 Non Domestic Rates	8,556	454	5,000	4,546		4,546	9.1%	
4103 Water Rates	230	24	250	227		227	9.4%	
4106 Repairs and Maintenance	150	0	2,000	2,000		2,000	0.0%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	0	15,600	15,600		15,600	0.0%	
4184 Fire security: Unit	94	0	300	300		300	0.0%	
Depot :- Indirect Expenditure	24,984	629	24,950	24,321	0	24,321	2.5%	0
Net Expenditure	(24,984)	(629)	(24,950)	(24,321)				
<u>220_Play Areas and Open Spaces</u>								
4157 Grasscutting	33,179	2,577	25,000	22,423		22,423	10.3%	
4158 Replacement Play Equipment	800	0	0	0		0	0.0%	
4165 Maintenance play areas	8,243	0	10,000	10,000		10,000	0.0%	
4169 Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179 Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	
4193 Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	59,200	2,577	50,600	48,023	0	48,023	5.1%	0
Net Expenditure	(59,200)	(2,577)	(50,600)	(48,023)				
<u>221_King George V Park/Splashpad</u>								
4101 Electricity	1,573	0	7,000	7,000		7,000	0.0%	
4106 Repairs and Maintenance	1,460	93	1,000	907		907	9.3%	
4108 Service Contracts	5,501	361	5,500	5,139		5,139	6.6%	
4199 Chemicals	3,119	0	2,000	2,000		2,000	0.0%	
4313 Sports Roadshow	3,152	0	5,000	5,000		5,000	0.0%	
4913 Water	0	0	10,500	10,500		10,500	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	14,804	454	31,000	30,546	0	30,546	1.5%	0
Net Expenditure	(14,804)	(454)	(31,000)	(30,546)				

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Detailed Income & Expenditure by Budget Heading 31/05/2024

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
302 Projects								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Switch on Event - Stalls	3,921	0	2,000	2,000			0.0%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1179 Neighbourhood Plan	5,689	(575)	0	575			0.0%	
Projects :- Income	12,787	(575)	7,000	7,575			(8.2%)	0
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	1,682	0	(1,682)		(1,682)	0.0%	
4078 Community Projects	1,452	0	4,000	4,000		4,000	0.0%	
4080 Melksham in Bloom Competition	41	0	250	250		250	0.0%	
4304 Switch on Event	11,370	0	10,000	10,000		10,000	0.0%	
4321 Coronation	6,857	0	0	0		0	0.0%	
4322 Age UK Project Worker	11,021	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	61,026	1,682	14,250	12,568	0	12,568	11.8%	0
Net Income over Expenditure	(48,239)	(2,257)	(7,250)	(4,993)				
310 East Melksham Community Hall								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
403 Economic Dev. and Planning								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	(428)	1,300	1,728			(32.9%)	
Economic Dev. and Planning :- Income	1,889	(428)	1,300	1,728			(32.9%)	0
4071 Town Floral Displays	6,119	725	6,000	5,275		5,275	12.1%	
4308 CCTV	3,445	16,667	0	(16,667)		(16,667)	0.0%	
4309 Newsletter	0	0	2,000	2,000		2,000	0.0%	
4354 Parking Scheme	1,516	0	1,000	1,000		1,000	0.0%	
4356 LHFIFG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	15,613	17,392	14,000	(3,392)	0	(3,392)	124.2%	0
Net Income over Expenditure	(13,724)	(17,820)	(12,700)	5,120				

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>405_Solar Farm Projects</u>								
1182 Solar money received	48,105	0	40,000	40,000			0.0%	
Solar Farm Projects :- Income	48,105	0	40,000	40,000			0.0%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	48,105	0	0	0				
<u>501_Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	26,944	4,378	30,000	25,622			14.6%	
1192 Income-Assembly Hall Events	0	0	20,000	20,000			0.0%	
Assembly Hall Central Costs :- Income	26,944	4,378	50,000	45,622			8.8%	0
4000 Salaries ENI & Pension	70,530	9,735	85,000	75,265		75,265	11.5%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	0	1,000	1,000		1,000	0.0%	
4905 Cleaning Materials	2,020	0	2,000	2,000	473	1,527	23.6%	
4907 Stationery/Printing/Postage	163	0	150	150		150	0.0%	
4909 Licences	(2,990)	0	3,500	3,500		3,500	0.0%	
4911 Electricity	16,459	1,431	17,000	15,569		15,569	8.4%	
4912 Gas	208	14	100	86		86	14.3%	
4913 Water	2,922	188	3,000	2,812		2,812	6.3%	
4914 Rates	8,608	859	9,500	8,641		8,641	9.0%	
4915 Equipment	305	124	5,000	4,876		4,876	2.5%	
4916 Maintenance-Equipment	5,314	65	7,000	6,935		6,935	0.9%	
4917 Service Contracts	10,373	311	8,400	8,089		8,089	3.7%	
4918 Maintenance	5,671	0	13,000	13,000		13,000	0.0%	
4922 Publicity & Marketing	8,043	529	6,000	5,471	223	5,248	12.5%	
4927 Stocktaking	520	0	600	600	130	470	21.7%	
4958 Event Security	1,133	0	0	0		0	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	150,229	13,257	161,250	147,993	826	147,167	8.7%	0
Net Income over Expenditure	(123,285)	(8,879)	(111,250)	(102,371)				
<u>510_Assembly Hall Events</u>								
1004 Film show s	358	0	300	300			0.0%	
1173 Live Show s - Hall Hire	23,027	4,182	0	(4,182)			0.0%	
Assembly Hall Events :- Income	23,385	4,182	300	(3,882)			1393.9%	0
4919 Films: expenses and contract	101	0	220	220		220	0.0%	

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4954 PA and Lighting Costs	5,130	450	4,500	4,050	1,150	2,900	35.6%	
4958 Event Security	120	128	0	(128)	128	(256)	0.0%	
4960 Live entertainment:	1,689	433	0	(433)		(433)	0.0%	
Assembly Hall Events :- Indirect Expenditure	7,040	1,011	4,720	3,709	1,278	2,431	48.5%	0
Net Income over Expenditure	16,345	3,170	(4,420)	(7,590)				
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	52,166	6,159	40,000	33,841			15.4%	
1003 Income Food and Snacks	0	0	3,500	3,500			0.0%	
Assembly Hall Bar and Catering :- Income	52,166	6,159	43,500	37,341			14.2%	0
4901 Catering Stock Purchases	676	25	2,000	1,975		1,975	1.2%	
4903 Bar Stock Purchases	20,147	3,354	20,000	16,646	1,228	15,418	22.9%	
Assembly Hall Bar and Catering :- Indirect Expenditure	20,822	3,379	22,000	18,621	1,228	17,393	20.9%	0
Net Income over Expenditure	31,344	2,780	21,500	18,720				
<u>901 Earmarked Reserves</u>								
1180 CIL Received	1,140	0	0	0			0.0%	
Earmarked Reserves :- Income	1,140	0	0	0				0
9202 Unplanned Maintenance	56,702	16,613	10,000	(6,613)		(6,613)	166.1%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	9,631	0	5,199	5,199		5,199	0.0%	
9235 Market Town Initiative	5,164	0	14,836	14,836		14,836	0.0%	
9241 CIL East of Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	9,432	0	1,311	1,311		1,311	0.0%	
9244 Major Projects Reserve	175,947	3,154	137,998	134,844		134,844	2.3%	
9245 Solar Money	41,959	0	53,974	53,974		53,974	0.0%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	53,660	53,660		53,660	0.0%	
9251 Shurnhold field Reserve	0	0	15,000	15,000		15,000	0.0%	
Earmarked Reserves :- Indirect Expenditure	298,833	19,768	657,008	637,240	0	637,240	3.0%	0
Net Income over Expenditure	(297,693)	(19,768)	(657,008)	(637,240)				
<u>902 Sinking Funds</u>								
9203 Recreation Fund	0	0	5,000	5,000		5,000	0.0%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Play Equipment Replacement	0	0	41,000	41,000		41,000	0.0%	

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
9234 Repairs and Maitenance - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	64,837	64,837	0	64,837	0.0%	0
Net Expenditure	0	0	(64,837)	(64,837)				
Grand Totals :- Income	1,222,880	535,060	1,240,070	705,010			43.1%	
Expenditure	1,390,136	141,909	1,871,915	1,730,006	5,284	1,724,723	7.9%	
Net Income over Expenditure	(167,256)	393,151	(631,845)	(1,024,996)				
Movement to/(from) Gen Reserve	(167,256)	393,151						

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