Public Document Pack Melksham Town Council Town Hall, Melksham, Wiltshire, SN12 6ES



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

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To: Councillor A Griffin (Chair)

Councillor C Stokes (Vice-Chair)

Councillor P Aves Councillor J Hubbard Councillor S Rabey Councillor J Westbrook

28 October 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 4th November 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

Tibredeth

Town Clerk and RFO

Melksham Town Council Finance, Administration and Performance Committee

Monday 4 November 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

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

Email: towncouncil@melksham-tc.gov.uk Web: www.melksham-tc.gov.uk Facebook: facebook.com/melksham.town

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

Members of the public are requested to send their question to locum@melksham-tc.gov.uk 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 - 8)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 9th September 2024.

5. Financial Risk Assessment (Pages 9 - 14)

To receive the Financial Risk Assessment for 2024/25.

6. Budget

6.1 **Budget 2024/25** (Pages 15 - 16)

To note the budget spent to date and available to spend.

6.2 **Budget 2025/26**

To start discussions on committee budget for 2025/26

7. Grants Awarded (Pages 17 - 28)

To receive monitoring forms for grants previously awarded.

8. Grants (Pages 29 - 30)

To consider applicants for grants to community groups.

Members are reminded that £250 of this quarters grant budget is earmarked for Wiltshire Mind, as per the resolution of this committee on Monday 8th July 2024

- 8.1 **Avon Bowls Club** (Pages 31 38)
- 8.2 Back on Track- Stroke Rehab Service
- 8.3 **Celebrating Age Wiltshire** (Pages 39 46)
- 8.4 **Forest Community Centre** (Pages 47 56)
- 8.5 **HELP Counselling Services** (Pages 57 66)
- 8.6 **Melksham Foodbank** (Pages 67 74)
- 8.7 Melksham Phab Club (Pages 75 82)
- 8.8 **Read Easy North and West Wiltshire** (Pages 83 90)
- 8.9 **Splash Community First Wiltshire** (Pages 91 100)

Meeting of 9th September 2024 resolved to defer this application to the next meeting and for a representative of Splash (Community First Wiltshire) to attend the meeting to present evidence of outcomes.

8.10 The Parochial Church Council of the Melksham Parish of the Ecclesiastical Parish of Melksham, Salisbury (Pages 101 - 118)

9. Major Grants

9.1 **Major Grants 2024/25** (Pages 119 - 128)

To receive Monitoring Forms and to confirm grants for 2025/26.

For decision

9.2 **2025/26 onwards**

To discuss procedure for Major Grant applications.

For decision.

10. Lloyds Bank Account

At Full Council on Monday 23rd September 2024 Councillor Hubbard raised a query on the Lloyds Bank Account. His recollection was that a decision had been take to close the account. The Finance Officer believes the possibly was raised but no firm decision was made.

For decision on whether the Lloyds Bank Account should be closed and all transactions be conducted via Melksham Town Council Unity account.

11. Lloyds, Unity and Petty Cash (Pages 129 - 134)

To receive and agree Lloyds Statements for August and September.

12. Unity (Pages 135 - 142)

To receive and agree Unity statements for August and September 2024.

13. Petty Cash

To receive Petty Cash statements for August and September.

14. Bank Reconciliations to March 2023 (Pages 143 - 144)

Report from Councillor Griffin to note.

15. Project Updates (Pages 145 - 152)

To receive update on high priority projects.



Agenda Item 4

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 9th September 2024

PRESENT: Councillor A Griffin (Chair)

Councillor C Stokes (Vice-Chair)

Councillor J Hubbard
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS: Andrew Meacham Committee Clerk

Tracy Predeth Locum Clerk
Mel Rolph (via Zoom) Finance Officer

PUBLIC PARTICIPATION: One member of the public and one member of the press were present. Members of the public were present for grant applications as recorded in the individual minute item.

16/24 Apologies

Apologies were received from Councillor Rabey.

17/24 Declarations of Interest

Councillor J Westbrook declared an interest in relation to the grant application from Melksham Community Larder. Councillor J Westbrook remained in the meeting and took part in the debate on this item but did not vote.

18/24 Public Participation

Joe McCann asked why there was no performance and project update. The Clerk advised that the Strategy Task & Finish Group was currently reviewing project priorities. Councillor Hubbard asked when the responsibility had been removed from this committee. Councillor Griffin stated that reports should come back to this committee but in the absence of a report nothing could be done that night. The Clerk advised that there was some confusion as In her experience of other councils, performance updates went to the relevant committee and that there may be some misunderstanding on the part of officers of the role of the Strategy Task & Finish Group.

Sue Mortimer.

Referencing agenda item 6. Is it appropriate or necessary for the Town Clerk and RFO to be signatories? Where are the segregation of duties? Segregation of Duties means

individuals who have responsibility of control of money must not be able to approve transactions. It is the responsibility of two councillors to approve transactions. The addition of these two signatures to the bank mandate was resolved at Finance meeting, which appears to be in breach of finance regs. Council banking arrangements, including the bank mandate, shall be made by the Town Clerk and approved by Council. Banking arrangements may not be delegated to a committee. How would the governance audit feel about this?

The Clerk answered that Council sets its budget every year and that is the authority to spend within that budget. Purchase orders are made, invoices come in and it is for the Town Clerk, RFO or Finance Officer to check that invoice against the order. Currently councillors are asked to come into the office to then also check. You have to remember that we run as a business with lots of transactions so it is a much quicker process and council had been criticised for the time taken to make payments. It is within the law that the Clerk or RFO can authorise payments. It then goes on to the banking system and is sent on for councillors to electronically approve payment. In a way there is a treble check with the finance officer loading the invoices, the Clerk or RFO checking and members authorising.

Sue suggested it would make more sense for invoices to be sent out for approval and authorisation of payment all in one go.

Councillor Griffin shared some of the concerns over potential absence of segregation of responsibilities. He would look back and ensure that if any revisions or amendments were required they would be enacted as soon as possible.

Councillor Hubbard noted the process described by the Clerk was not as set out in the minutes. It was resolved to add the Locum Town Clerk and Locum RFO to the bank mandate to be able to make payments, transfer and authorise payments. Councillor Griffin repeated that he intended to look at this. The Clerk advised that if she and the RFO were not on the bank mandate they would not be able to talk to the bank.

For clarity Councillor Hubbard stated that the documented process is that officers would put onto the system and then councillors would authorise but it is technically possible for officers to be able to make a payment from the council bank account without councillors being involved.

The Clerk stated it would always need a second member. Councillor Hubbard pointed out that it could be a second officer. The Clerk conceded this was possible. Councillor Hubbard made it clear that he was not suggesting any distrust of the current clerk and RFO but councillors needed to look at the process, not the people.

Councillor Griffin stated that what needed to be made clear was whether the documented process was compliant and whether the documented process was being followed.

Sue Mortimer then asked some questions that had been submitted to the RFO by email and responded to by the RFO

Q. Allotment 203 1045 Income Allotments Mth 3 £485 (page 99 of the Agenda Pack) Mth 4 (£165) (page 73 of Agenda Pack). What is the reason for the debit movement in month 4 of £650 on this code.

A. There was an error of entering income twice in the past and those entries have been reversed now

SM. These items also show as outstanding on the bank rec back in year end March 2024. Questions should have been asked why there were February 2024 receipts outstanding at the end of March.

Q. What was the amount £637,457 on code 1180 CIL received for? (mth 2 page 143 of Agenda Pack).

A. It is Sec 106 money £637,457.04 received for East of Melksham Development. SM. CIL monies received need to be posted to an income code and a cost centre in the 400's. 901 should not be used.

Councillor Griffin asked if he could liaise with the RFO to come back with a more detailed explanation.

SM. Asked a question about PAYE showing a Debit balance. The RFO was looking into it.

Q. Historically, certainly in the time when I was a Councillor, I have not seen published a year end Statement of Account. The Statement of Account is a statutory document. Why has this not been done? The Statement of Account for category 2 authorities must take the form of an income and expenditure account and a statement of balances.

A. Melksham Town Council is not a category 2 authority.

SM. In her view Melksham Town Council is category 2.

SM had some comments on accounts and investments. Councillor Griffin thanked her but advised there would not be time that evening to go into detail. SM passed her written comments to the Chair, Councillor Griffin.

The Clerk acknowledged that SM was trying to be helpful but the number of questions was overwhelming, especially and she and the RFO were new to the council. She was aware of the investment issue and it was in hand.

19/24 Minutes

Councillor Hubbard raised the following

Minute 4/24. The 2nd sentence in the 2nd paragraph of item 4/24 was not complete. He requested an amendment so that the minutes noted that projects plans should be a standing item on the agenda with an update coming to each meeting.

Minute 8/24. Had the proposed rota for signing financial documents been created. It was confirmed that a rota had not been set up.

Minute 9/24. The item was still showing against an earmarked reserve and had not been moved to a spend code. Spends were still being recorded against reserves.

Subject to the amendment above, the minutes of 8th July 2024, having previously been circulated, were approved as a correct record and signed by Councillor Griffin.

20/24 Grants

The committee clerk reminded members that the budget for the quarter was £4000 but £250 was earmarked for Wiltshire Mind, as per the resolution of 8th July 2024.

21/24 Melksham Community Larder

Adrienne Westbrook attended for the applicant.

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

RESOLVED to award Melksham Community Larder a grant of £112.50 for Assembly Hall room hire.

22/24 Melksham Foodbank

Melksham Foodbank was not represented. An email of apology had been sent but this was not known by the meeting.

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

UNANIMOUSLY RESOLVED to award Melksham Foodbank a grant of £700.00

23/24 Melksham Music Festival Ltd

Mark Stansby and Bruce Burry attended for the applicants.

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

UNANIMOUSLY RESOLVED to award Melksham Music Festival Ltd a grant of £180.00 for Assembly Hall room hire.

24/24 Wessex MS Therapy Centre

Sarah Folker attended for the applicants.

Councillor Hubbard sought clarity on the equipment and said that if future applications were made, he would like to see a discount for Melksham Town residents on the

voluntary donation per session. This would demonstrate to councillors that approving a grant would have a benefit for Melksham Town residents.

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

UNANIMOUSLY RESOLVED to award Wessex Multiple Sclerosis Therapy Centre a grant of £700.00.

Sarah Folker invited councillors to visit and see the group's work.

25/24 Youth Adventure Trust

Emily Ball attended for the applicants.

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

UNANIMOUSLY RESOLVED to award Youth Adventure Trust a grant of £249.00.

26/24 Splash - Community First Wiltshire

The applicants were not represented but had sent apologies.

There were concerns that this was a county wide project and there was insufficient information about the benefit to Melksham town residents. Other evidence is based on national figures. There is no evidence of the impact of the Splash programs in Wiltshire.

It was proposed by Councillor Stokes, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to defer this application to the next meeting and for a representative of Splash (Community First Wiltshire) to attend the meeting to present evidence of outcomes.

27/24 Back on Track - Stroke Rehab Service

The applicants were not represented but had sent apologies.

There was discussion about the percentage of Melksham Town residents that would benefit.

It was proposed by Councillor Stokes, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to award Back on Track – Stroke Rehab Service a grant of £1000.00.

28/24 Request for Confirmation of signatories for Unity Bank

This item was referred to Full Council.

29/24 Data Comms into the Town Hall

It was noted that this could be dealt with under delegated authority.

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

UNANIMOUSLY RESOLVED to approve the installation of the additional line.

30/24 Financial Regulations 2024

Members had not had sufficient time to consider the document. It was agreed that members would take the document away and review before the Full Council meeting on Monday 23rd September.

31/24 Dates of meetings

Members discussed the dates, the need for budget meetings, the elections and the final quarters grants.

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

UNANIMOUSLY RESOLVED

- To move the Finance meeting on 6th January 2025 to 13th January 2025
- To move the Finance meeting on 3rd March 2025 to 10th March 2025 to allow the 4th quarter grant awards.
- To hold additional Finance meetings end of November and December 2024 for budget discussions.
- To recommend to Full Council that the Full Council meeting on 27th January 2025 be moved to 20th January 2025 for budget approval

32/24 Project Plans

The Committee Clerk gave a verbal update on CCTV and Avon War Memorial.

CCTV due for completion by the end of the month and on budget.

Avon War Memorial, co-ordinating availability of Richard, Tony Jones and a rep from Cooper Avon.

33/24 Income & Expenditure

Members expressed their dissatisfaction with the reports supplied and that concerns expressed on several occasions had not been addressed.

Members wanted to see monthly cash books for Lloyds, Unity and Petty Cash as well as the Income & Expenditure report and the balance sheet.

Councillor Hubbard pointed out that the council was legally required to publish transactions over £500 and having these statements on the published agenda was an easy way to satisfy this requirement.

Concerns were expressed about the breakdowns on the reserves and other coding.

It was agreed that Councillor Griffin and Councillor Hubbard would meet with the RFO and the Finance Office to discuss the concerns.

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

UNANIMOUSLY RESOLVED to defer items 11 & 12 to the next meeting.

34/24	Balance Sheet
	See 32/24.
Meeting C	losed at: 9.20 pm

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34/24

Signed:

Page 7 7

Dated:



Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Accounting System: Rialtas Omega Accounting/Bookings Software.	Run data check routine daily - any discrepancy indicates data corruption.	Report to software provider for correction. Covered by software maintenance agreement.	L
<u>Income</u>			
Precept. Set annually via Town Council Budget.	Represents 90% of the Councils income. Collected on behalf of the Council by Wiltshire Council via the Council Tax and paid in two equal instalments in April and September.	See Appendix 2 for Reserves Policy. Report to the Town Clerk and Chair of the Council if not received by 30 th April and 30 th September each year, contact Wiltshire Council for current situation. Maintain General Fund at 3 months operating costs as a minimum. (See budget process).	<u>L</u>
Commercial Property Lettings	Non- payment of rent by tenants. Premises kept in poor repair by the tenant.	All commercial property rentals secured by formal repairing leases with regular rent reviews. Arrange regular landlord inspection to ensure in good internal repair. Rental invoices raised on monthly/quarterly cycle as defined in lease. If not paid within 30 days standard debt collection routines as defined in accounting procedures come into force.	L/M
Facility Lettings	Non-payment of fees by hirers. Damage to premises by hirers.	Casual Hirers-No credit given - payment in advance. Booking secured by deposit. Regular Hirers with approved credit, if not paid within 14 days standard debt collection routines as defined in accounting procedures come into force. No further hiring allowed until debt cleared in full. For large parties etc. damage deposit taken and not refunded until facility inspected after the event.	L/M
Allotments- Managed on the Rialtas Allotments Computer Package.	Allotment agreement not signed. Non-Payment of fees by holder. Non cultivation of allotment.	Allotment Invoices raised April annually, if not paid within 14 days standard debt collection routines as defined in accounting procedures come into force. Allotments inspected regularly and tenant warned if not cultivated to acceptable standard.	L

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Income (Cont'd)			
Events/Market Income	Non-payment of stall rental at events	All rentals payable in advance of event	L
	Protection of Cash taken at Bars	Minimum of two bar operatives. Supervisor must record the amount of the float and sign. All cash MUST be recorded through till at the point of sale. At the end of the event tills are cashed up and physical cash checked against till roll any overs or under must be noted at the event. Supervisor must note and sign discrepancy report. Float must be returned separately to safe and signed back in.	Н
Deposit of funds with financial institutions.	Financial Institution bankrupt. Misappropriation of funds.	Deposits controlled by Finance and Admin Officer and RFO. All deposits reported to and authorised by the Finance and Admin Committee. All Financial Institutions should be checked with either Moody's or Fitch and have the top credit rating available. No Investment is to be for more than 12 months. Investment in Stocks, Shares or similar is not allowed	L

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
<u>Expenditure</u>			
Budget setting/Monitoring	Failure to project expenditure accurately. Setting Business Income at an unattainable level. Failure to include projects in the budget. Failure to include capital expenditure. Inclusion of non-budgeted expenditure during the year. Failure to identify and report overspends in a timely manner. Failure to identify shortfall in income and report in a timely manner.	Budgets prepared by RFO in conjunction with senior managers. Initial approval by Finance and Admin Committee authorised by relevant committee and passed by full council. Maintain an Earmarked Reserve to support the Precept. Maintain General Fund at between 40 and 50% of Precept. Produce monthly Budget Monitoring Reports distributed to Finance Working Group. All budget discrepancies investigated by RFO and reported to Finance and Admin Committee. Each spending committee presented with Budget Monitoring Report on a 3 monthly basis with discrepancy report. All budget overspends approved by the relevant committee by resolution. Ascertain reason for shortfall in income and whether it can be recovered in the financial year. If not take appropriate steps to support the General Fund by cutting expenditure or allocating shortfall from Earmarked Reserves	L/M

Expenditure	Expenditure in breach of	All managers have copy of	L
	Financial Regulations.	Financial Regulations and	
	Expenditure exceeds officer	understand contents.	
	authority.	All Expenditure must be the	
	Payment to incorrect supplier	subject of a purchase order.	
	Payment to non-genuine	All purchase orders must be	
	supplier-hacked supplier	authorised by relevant manager.	
	account.	All purchase orders must be	
	Expenditure not correctly	allocated to the relevant budget	
	authorised.	heading	
	Expenditure not allocated to	All approved suppliers to be	
	correct Budget.	recorded in the accounts system	
	Not genuine council	Purchase Ledger section.	
	expenditure.		
	Page	11	

Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Change of supplier banking information from fraudulent emails-supplier account hacked. Inclusion of ghost suppliers as bonafide suppliers. Change of supplier details on cheque after signature.	All approved suppliers to be paid within 30 days on periodic payment runs. All supplier payments to be approved by at least 2 Councillors. All supplier payments to be in line with the payment procedure protocol. All payments by Direct Debit to follow the above procedures. All payment listings to be presented to periodic meetings of Full Council for consideration. Any changes to supplier banking information must be confirmed by a telephone call to the number stated on the supplier invoice. All supplier accounts more than 60 days old to be reported to Finance and Admin Committee.	L
Misuse of Cards. Use by non-authorised staff.	Cards to be kept in safe by Finance and Admin Officer Only senior managers permitted to use cards. Debit/Credit cards to be signed for by the user. After use card must be returned to the Finance and Admin Officer with details of expenditure and backup documentation. Card expenditure to be included in authorisation documentation approved by councillors signing off the payment run.	L
Impact on General Fund balances.	Approved by relevant committee by resolution. Source of funding: a) From General Fund Balance. b) From Earmarked Reserve. c) By transfer from alternative Budget Code with predicted underspend.	L/M
	Change of supplier banking information from fraudulent emails-supplier account hacked. Inclusion of ghost suppliers as bonafide suppliers. Change of supplier details on cheque after signature. Misuse of Cards. Use by non-authorised staff.	Change of supplier banking information from fraudulent emails-supplier account hacked. Inclusion of ghost suppliers as bonafide suppliers. Change of supplier details on cheque after signature. All supplier payments to be approved by at least 2 Councillors. All supplier payments to be in line with the payment procedure protocol. All payments by Direct Debit to follow the above procedures. All payments by Direct Debit to follow the above procedures. All payment listings to be presented to periodic meetings of Full Council for consideration. Any changes to supplier banking information must be confirmed by a telephone call to the number stated on the supplier invoice. All supplier accounts more than 60 days old to be reported to Finance and Admin Committee. Misuse of Cards. Use by non-authorised staff. Cards to be kept in safe by Finance and Admin Officer Only senior managers permitted to use cards. Debit/Credit cards to be signed for by the user. After use card must be returned to the Finance and Admin Officer with details of expenditure and backup documentation. Card expenditure to be included in authorisation documentation approved by councillors signing off the payment run. Impact on General Fund balances. All supplier payments to be in line with the payments to be in line with the payment procedure. All supplier payments to be in line with the payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol. All supplier payments to be in line with the payment procedure protocol

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H	
Payroll	Inclusion of ghost employees on payroll. Falsification of time sheet records. Incorrect calculation of employee pay. Payment of incorrect salary rates. Use of incorrect PAYE/NI data. Unauthorised changes in employee details. Incorrect or fraudulent expenses claims. Breach of confidentiality of employee details (GDPR).	Have Internal Audit conduct a periodic check of payroll function to verify correctness of payments and employees being paid still work for the Council Create a tracking log and record changes to employee details when made. All time sheets to be authorised by senior managers and counter signed by the Town Clerk All automatic, cost of living scale point changes in pay scale to be authorised by senior managers e and counter signed by the Town Clerk. All changes to salaries to be approved by HR Committee and signed by the Chair. All employee records to be kept under lock and key when not in use.	L/M	
Insurance	Danger of under Insurance. Danger of over insurance. All Council Assets not included in insurance Schedule. Insurance premiums too high.	Ensure Insurance Values Included in Asset Register. Periodical review Plant and Equipment to ensure replacement values are realistically reflected in the Insurance Value. Every five years revalue buildings at insurance value and check against insurance policy. Ensure Consequential Loss Insurance adequately covers all Council Liquid Assets. Insurance re-quoted every 3 years.	L	



Agenda Item 6.1

28/10/2024

Melksham Town Council Current Year

18:30

Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance	e, Admin & Performance								
<u>101</u>	Central Costs								
4000		237,047	171,233	225,000	53,767		53,767	76.1%	
4005	Temporary Staff	135	10,441	. 0	(10,441)		(10,441)	0.0%	
	Sundry Office Expenses	888	702	0	(702)		(702)	0.0%	
4021	Stationery	1,125	490	1,000	510	33	477	52.3%	
4023	Advertising	(38)	6,390	3,000	(3,390)	74	(3,464)	215.5%	
4024	Equipment/furniture	665	24	1,000	976		976	2.4%	
4026	Photocopier/copying	1,472	314	1,000	686		686	31.4%	
4027	Telephones and Mobiles	2,408	1,740	2,500	760		760	69.6%	
4028	Postage	344	30	500	470		470	6.0%	
4029	Subscriptions	2,474	2,049	3,000	951		951	68.3%	
4040	Infomation Technology/Hardware	339	589	5,000	4,411		4,411	11.8%	
4042	Licences/Software	20,391	15,685	6,000	(9,685)		(9,685)	261.4%	
4050	Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058	Insurance	36,631	37,803	38,000	197		197	99.5%	
4061	Travel	949	2,434	300	(2,134)		(2,134)	811.2%	
4075	Training	3,561	2,128	2,500	372	500	(128)	105.1%	
4810	Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
	Central Costs :- Indirect Expenditure	294,656	252,052	288,800	36,748	607	36,140	87.5%	0
	Net Expenditure	(294,656)	(252,052)	(288,800)	(36,748)				
110	Corporate Costs								
	Income Interest	6,357	1,577	1,000	(577)			157.7%	
	Precept Received	999,784	1,047,270	1,047,270	0			100.0%	
1170	11000pt 110001100								
	Corporate Costs :- Income	1,006,141	1,048,847	1,048,270	(577)			100.1%	0
4017	Bank account fees	569	306	500	194		194	61.2%	
4043	HR consultancy	4,095	13,325	6,000	(7,325)	450	(7,775)	229.6%	
4050	Legal and Professional Fees	12,115	9,728	7,000	(2,728)		(2,728)	139.0%	
4057	Accountancy and Audit	9,858	2,529	5,000	2,471		2,471	50.6%	
4076	Health & Safety	2,691	0	3,500	3,500		3,500	0.0%	
	Corporate Costs :- Indirect Expenditure	29,329	25,888	22,000	(3,888)	450	(4,338)	119.7%	0
	Net Income over Expenditure	976,812	1,022,959	1,026,270	3,311				
<u>115</u>	Civic and Democratic								
	Receipts - Mayors Reception	1,329	0	0	0			0.0%	
	Civic and Democratic :- Income	1,329		0					

28/10/2024

18:30

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2024

Month No: 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4030	Town Crier's expenses	25	0	300	300		300	0.0%	
4034	Councillors' training	0	60	0	(60)		(60)	0.0%	
4062	Election Expenses	0	22,489	8,000	(14,489)		(14,489)	281.1%	
4070	Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085	Civic and Ceremonial	5,609	2,220	3,000	780	1,021	(241)	108.0%	
4311	Remembrance Day	1,223	120	1,500	1,380		1,380	8.0%	
Ci	ivic and Democratic :- Indirect Expenditure	7,857	24,889	13,800	(11,089)	1,021	(12,110)	187.8%	(
	Net Income over Expenditure	(6,528)	(24,889)	(13,800)	11,089				
<u>151</u>	<u>Grants</u>								
4301	Grants	6,545	7,316	16,000	8,684		8,684	45.7%	
4302	Grant CAB	5,000	0	0	0		0	0.0%	
4303	Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4305	Grant Christmas Lights	10,000	10,000	10,000	0		0	100.0%	
4306	Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310	Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317	Grant Carnival	1,000	2,500	0	(2,500)		(2,500)	0.0%	
4322	Age UK Project Worker	0	12,000	0	(12,000)		(12,000)	0.0%	
4330	Grant TIC	4,000	4,000	4,000	0		0	100.0%	
	Grants :- Indirect Expenditure	41,545	50,816	48,000	(2,816)	0	(2,816)	105.9%	
	Net Expenditure	(41,545)	(50,816)	(48,000)	2,816				
Fina	nce, Admin & Performance :- Income	1,007,470	1,048,847	1,048,270	(577)			100.1%	
	Expenditure	373,387	353,646	372,600	18,954	2,079	16,876	95.5%	
	Movement to/(from) Gen Reserve	634,083	695,202						
	Grand Totals:- Income	1,007,470	1,048,847	1,048,270	(577)			100.1%	
	Expenditure	373,387	353,646	372,600	18,954	2,079	16,876	95.5%	
	Net Income over Expenditure	634,083	695,202	675,670	(19,532)				
	Movement to/(from) Gen Reserve	634,083	695,202						

MELKSHAM TOWN COUNCIL RE	GULAR GRANT APPLICAT	IONS WARCH 2024				
Organisation Name	What the Grant is For	SCORE OUT OF 21	MARCH GRANT REQUESTS	AMOUNT AWARDED MARCH 2024	DATE MONITORING FORM RECEIVED AFTER GRANT PAID	ATTENDING MEETING ON MONDAY 4TH NOVEMBER 202
Back On Track - Stroke Rehab Service	Provide Rehabilitation, Activites, Conselling and Pschotherapy for Stoke Survivors and family members	21	£1,000.00	£1,000.00	12/09/2024	Unable to atten but sent apologies 16/09/2024
Trauma Breakthrough (Holly)	Mental health support for survivors of trauma and abuse	21	£1,000.00	£1,000.00	17/10/2024	Unable to atten but sent apologies 18/10/2024- could attend ne mtg on 13/01/2025 if needed
Celebrating Age Wiltshire	6 week creative conversation group for men aged 60+	21	£1,000.00	£1,000.00	04/10/2024	Yes- David Walker (local resident re: Men's Creative Conversation Group)
Wiltshire Sight	Monthly sight loss hub	21	£500.00	£500.00	04/10/2024	Unable to atter but sent apologies 04/10/2024- could attend ne mtg on 13/01/2025 if needed
British Cactus & Succulent Society Wiltshire Branch	Room Hire	21	£544.40	£544.40	10/09/2024	Yes, Derek Ma

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1. ORGANISATION/GROUP'S NAME	1. ORGANISATION/GROUP'S NAME					
ORGANISATION: British Cactus & Succulent Society (Wiltshire	Branch)					
2. GRANT AWARDED						
Type of Grant (please tick):	Regular 🗆	Major \square	Room Hire ⊠			
Total Awarded:	£ 544.40					
Date Received:	June 2024					
3. Please give details below of the items or activities fund	led by this gi	ant				
ITEM/ACTIVITY		TOTAL	L COST			
		£ Click or tap he	ere to enter text.			
British Cactus & Succulent Society (Wiltshire Branch Annual Show 15t 2023	th June		all less deposit 36			
Click or tap here to enter text.		£ Click or tap he	ere to enter text.			
Click or tap here to enter text.		£ Click or tap he	ere to enter text.			
Click or tap here to enter text.		£ Click or tap he	ere to enter text.			
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GR	RANT:	£ Click or tap he	ere to enter text.			
 The benefits of your grant- Please give details below benefit to the work of your group and how this benefithe the Melksham Town Council area. 	-	_	_			
Receiving this grant has allowed the members of the Wiltshire branch of the British Cactus & Succulent Society Wiltshire Branch to show their cacti and succulents. It also gives them the opportunity to meet monthly at the Riverside Club and share their passion for horticulture. The club, and the organising and hosting of this event provides all our members with the opportunity to make new friends and share their skills and ideas, all of which has a positive impact on both their emotional and social wellbeing in a safe environment. The club provides members with a relaxed and friendly environment where they can develop long term friendships and share life experiences. The show provides the members with a focus for their society and gives them an opportunity to share their skills and knowledge with the local community. The sharing of the hobby with the community is very important, as it is a key method for showcasing both the hobby and the club and helps to encourage new members.						
5. How many people in the Melksham Town Council area	have benefi	ted from the gra	nt?			
We had 161 paying visitors and would estimate the at least 80-90% w	ere locals					
6. Has the grant been spent in accordance with its purpose as previously approved?						
Yes ⊠ No □		Partially □]			
7. Is there anything else that you would like to say regarding your grant?						
Any profits made from the show are used by the branch to allow a full programme of speakers and events at our monthly meeting over the following years. I would just like to say thank you to Melksham Town Council for their generosity in awarding us this grant it is really appreciated by all members.						

Please return your completed form to

Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES

or by email to: grants@melksham-tc.gov.uk.

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1. ORGANISATION/GROUP'S NAME					
ORGANISATION: Back On Track – Stroke Rehab Service					
2. GRANT AWARDED					
Type of Grant (please tick):	Regular *□ M	1ajor □ Room Hire			
Total Awarded:	£ 1,000				
Date Received:	11/03/2024				
3. Please give details below of the items or activities fun	ded by this grant				
ITEM/ACTIVITY		TOTAL COST			
Rehabilitation		£ 250			
Art Therapy		£ 150			
Psychotherapy	£ 250				
Counselling		£ 250			
Volunteer Drivers		£ 100			
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL	GRANT:	£ 1,000			
4. The benefits of your grant- Please give details below benefit to the work of your group and how this benefithe Melksham Town Council area.		_			
The Grant has enabled us to provide rehabilitation, Counselling, Psychotherapy and Art Therapy sessions, to help the stroke survivors of Melksham overcome their disabilities and work towards regaining their independence and quality of life. In order to be able to attend these sessions, clients often need to use our Volunteer Drivers to drive them to/from the venues. Most stroke survivors lose their ability to drive following their strokes, so this provision is vital for them to access the rehabilitation they need. Local Melksham venues, sports and leisure facilities have been used during the course of this project, integrating the stroke survivors back into the community.					
5. How many people in the Melksham Town Council area have benefited from the grant?					
12					
6. Has the grant been spent in accordance with its purpose as previously approved?					
Yes **□ No □		Partially □			
7. Is there anything else that you would like to say regard	ding your grant?				

We are very grateful for the continued support that Melksham Town Council gives to the Back On Track – Stroke Rehab Service. The grants enable us to carry on with our vital work, providing the rehabilitation and support to stroke survivors and their families, living in Melksham.

Please return your completed form to

Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES

or by email to: grants@melksham-tc.gov.uk.

Updated: 11/07/2024



1. ORGANISATION/GROUP'S NAME											
ORGANISATION: Celebrating Age Wiltshire											
2. GRANT AWARDED											
Type of Grant (please tick):	Regular ⊠	Major \square	Room Hire \Box								
Total Awarded:	£ 1,000										
Date Received: 20 March 2024											
3. Please give details below of the items or activities funded by this grant											
ITEM/ACTIVITY		TOTAL COST									
Artist facilitator fees		£ 1,	,000								
Click or tap here to enter text.		£ Click or tap he	ere to enter text.								
Click or tap here to enter text.		£ Click or tap he	ere to enter text.								
Click or tap here to enter text.		£ Click or tap he	ere to enter text.								
Click or tap here to enter text.		£ Click or tap he	ere to enter text.								
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL	GRANT:	£ 1,	,000								
4. The benefits of your grant- Please give details below benefit to the work of your group and how this benefit the Melksham Town Council area. With the grant we have been able to deliver 6 weeks of secretive Conversations group. 12 older men who are strugglen.	essions at the	unity and/or ind	dividuals within Men's over 65								
health; isolation and feeling lonely have been able to corfacilitated discussion and become more bonded as a group. local events or activity in small groups as a result of meeting	ne together These men	and share crea	itive time, with								
5. How many people in the Melksham Town Council ar	ea have bene	efited from the	grant?								
12											
6. Has the grant been spent in accordance with its purp	ose as previ	ously approved	?								
Yes ⊠ No □		Partially	y 🗆								
7. Is there anything else that you would like to say rega											
Thank you so much to Melksham Town Council. Without you	ır continued	support we woເ	ıldn't be able to								
do this valuable activity											

Please return your complet
Melksham Town Council, Town Hall, Melk
or by email to: arants@melksl

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or by email to: <u>grants@melksl</u> Page 23





1. ORGANISATION/GROUP'S NAME			
ORGANISATION: Wiltshire Sight			
2 00417 41/40050			
2. GRANT AWARDED			
Type of Grant (please tick):	Regular ☑	Major 🗆	Room Hire 🗆
Total Awarded:	£ 500		
Date Received:	11th March		
3. Please give details below of the items or activities fur	nded by this gra	nt	
ITEM/ACTIVITY		<u>TO</u>	TAL COST
Community sight loss advisor time at the hub (£100 per hu	b)	£ 225	
Travel (£8 per hub)		£ 35	
Marketing/Publicity including client communication - visib	le newsletter	£ 115	
Volunteer Expenses		£ 60	
Overheads		£ 65	
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL	GRANT:	£ 500	
4. The benefits of your grant- Please give details below	-	_	-
benefit to the work of your group and how this benefi	ts the communi	ty and/or indi	viduals within
the Melksham Town Council area. The grant awarded has helped fund our monthly community sight loss hub are	ad social group in M	olksham Throug	sh the grant we
have directly supported 33 blind and partially sighted people at the hub and she pst 6 months. 98% of clients have rated our services good with 85% ratin in their ability to manage day to day. 91% who were stuggling with isolation hour support. We have been able to demonstrate magnification and lighting at hem to enable them to make the most of their remaining sight. "I didn't think Merlin Desktop Video Magnifier, I can now magnify my music sheets and play Another client told us "Since buying the talking bathroom scales, I have lost a makes you realise how well you have been doing." The social group has enadeas whilst helping reduce their isolation.	social group and have them as very goo have told us that the the hub helping ind I could play the guilt y my guitar again. I a stone and a half. I bled clients to recei	ve had over 45 ad. 93% have see y feel less isolate lividuals find the ar again. However am so happy I calleving scales that we peer support	ittendances over en an improvement ed as a result of best resources for rer, since getting a an continue." at talk to you really and share tips and
5. How many people in the Melksham Town Council are	ea have benefite	ed from the g	rant?
44 have benefited from the grant with 33 people having received direct support. We we support in melksham over the past 6 months.			nber of clients
6. Has the grant been spent in accordance with its purp	ose as previous	y approved?	
Yes ☑ No □		Partia	ly 🗆
7. Is there anything else that you would like to say regard	rding your grant	t?	
All of our services are provided free of charge and we are the only of partially sighted people living in Melksham. Through our community able to provide blind and partially sighted people with the tools they the right tools to make the most of their remaining sight. We support and when their sight changes and when they need our support. This We couldn't do our work in Melksham without the support of Melkshat the continued support.	sight loss service need to help them individuals throug could be regular	in Melksham i remain indepe ghout their sigh support or just	we have been entant and find t loss journey as one off support.

Please return your completed form to Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES or by email to: grants@melksham-tc.gov.uk.
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1. ORGANISATION/GROUP'S NAME												
ORGANISATION: Trauma Breakthrough												
2. GRANT AWARDED												
Type of Grant (please tick):	Regular 🗵	Major \square	Room Hire 🗆									
Total Awarded:	£ 1000											
Date Received:	9/4/2024											
3. Please give details below of the items or activities funded by this grant												
ITEM/ACTIVITY TOTAL COST												
Specialist Therapist 20hrs (delivered as either												
individual therapy sessions, assessment & crisis support plan	n	C 420										
sessions, or mental health skills group sessions –		£ 420										
depending on each Melksham resident's needs)												
Admin & Management (includes referral triage,		£ 30F										
appointment booking, onward referrals)		£ 285										
Staff & Volunteer Training		£ 200										
General expenses (inc resources printing, tea/coffee for sess	sions, etc)	£ 95										
Click or tap here to enter text.		£ Click or tap here to enter text.										
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL	GRANT:	£ Click or tap he	ere to enter text.									
4. The benefits of your grant- Please give details below	of the ways	in which the gr	ant has been of									
benefit to the work of your group and how this benefi	its the comm	unity and/or in	dividuals within									
the Melksham Town Council area.												
Melksham residents:												
• Referrals received: 11												
• Signpost/advice ONLY: 5												
• Assessment offered: 6												
Out of the 4 people who have currently been assessed: - 1 person has received an offer of an 18-month place in our Creative Group - 3 have been offered 1:1 therapy												
2 people have assessments booked across Octo	ober who	have not	yet attended.									
Please note that this number is unusually low due to services being over capacity leading to unacceptable waiting times for those in crisis, therefore all new referrals were paused at the end of July 2024 to allow time to work through assessment & support plan backlogs and shorten waiting times for those already on our list. Because of this (and limited funding available for additional therapy hours), we estimate approx. 8 Melksham residents were unable to be seen by our service.												

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Overall service statistics:

of referrals were from men and 5% from people who identify 23% 25% of referrals were for individuals age 18-25 and 5% were for people age 60+ Over 75% of our service users have experienced sexual abuse or sexual Over 75% have experienced abuse/trauma both in childhood AND later on in adulthood - 1 in 6 of service users would consider themselves to have a disability or accessibility need. - Around 40% of referrals included a recent (<6 months) serious suicide attempt or potentially life-affecting self-harm. - 1 in 4 of our service users have struggled with addiction as a coping strategy **Outcome measures:** Sessions Average Wellbeing Increase After sessions 36.60% After 24 sessions 45.06% After 36 sessions 199.10% All of these represent significant improvements in wellbeing. The figures also demonstrate that the greatest improvements by far are for those service users who continue to receive therapeutic services for 9 months or longer. Risk of harm Many survivors of complex trauma find themselves at some risk of harm during their recovery. We measure 7 risk factors at assessment and at 12 session/1 term intervals after service-users start receiving services. This table shows the average reduction in overall risk, by number of sessions received Sessions Average Risk Reduction After 12 sessions 41.61% After 24 27.89% sessions After 36 sessions 58.86% 5. How many people in the Melksham Town Council area have benefited from the grant? 11 6. Has the grant been spent in accordance with its purpose as previously approved? Yes 🖂 No 🗆 Partially □ 7. Is there anything else that you would like to say regarding your grant? Other: Trauma Breakthrough have also been able to offer employment to 1 Melksham resident on a 12-month fixed term contract from 3rd September 2024.

Please return your completed form to

Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES

or by email to: grants@melksham-tc.gov.uk.

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ELKSHAM TOWN COUNCIL REGULAR GRANT APPLICATIONS NOV 2024																										
ORGANISATION NAME	TYPE OF GRANT REQUESTED	AMOUNT REQUESTED	WHAT THE GRANT IS FOR	Total Beneficiaries	Melksham Town Beneficiaries	Melksham Beneficiaries %	TOTAL COST OF PROJECT		% OF TOTAL COST REQUESTED	Melksham	Evidence of match funding/other sources of funding?	Is the grant for general or ongoing running costs such as salaries or rent? (Y/N)	If Yes, are there exceptional circumstances/how will you meet costs?	Previously received funding from Melksham Town Council? (Y/N?)	If Yes, when, what for and what amount?	GOVERNING DOCUMENT PROVIDED	ACCOUNTS	STATEMENTS	SAFEGUARDING POLICY INCLUDED	EQUAL OPPORTUNITIES POLICY INCLUDED			SCORE OUT OF 23	Notes on Scores	AMOUNT REQUESTED	MEE: MON NOV
Avon Bowls Club	Regular	£1,000.00	To replace the old and deteriorated green edging, surrounding ditch back boards and ditch suppressors and chippings to comply with Bowls England regulations.	99	64	64.65	£2,600.00	£1,000.00	38.46	£15.63	1	N	N/A	N	N/A	1	1	1	1	1	1	1	23	Perfect Score!	£1,000.00	Yes- I
Back on Track- Stroke Rehab Service	Regular	£1,000.00	To provide Rehabilitation, Additional Therapies, Counselling and Psychotherapy, free of charge for our clients.	50	15	30.00	£17,260.00	£1,000.00	5.79	£66.67	1	Y		Y	March and Sept 2024- £1,000 each- for Rehabilitation and Additional Therapies.	1	1	1	1	1	1	1	23	Perfect Score! But already applied twice in 2024 and seems to be for general running costs as opposed to a specific project or item.	£1,000.00	La 11
Celebrating Age Wiltshire	Regular	£980.00	A series of 5 creative art workshops to support isolated and vulnerable local older people by bringing them together to boost confidence and engage in social time.	15	15	100.00	£1,580.00	£980.00	62.03	£65.33	1	N	N/A	Y	March 2024-£1,000 for 6 week creative conversation group for men aged 60+ AND July 2024-£530.87 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.	1	1	1	1	1	1	1	23	Perfect Scorel But already applied twice in 2024.	£980.00	Yes- Di (local i Men' Con
orest Community Centre	Regular	£1,000.00	We desperately need a lap top, printer, laminator and answer phone	400	400	100.00	£1,300.00	£1,000.00	76.92	£2.50	1	N	N/A	N	N/A	To follow	With accountants	1	1	1		1		Docs to follow	£1,000.00	
LP Counselling Services	Regular	£1,000.00	To support 52 people in Melksham via sessions at Queensway Chapel and at St Michael's, for 12 weekly sessions.	52	52	100.00	£10,930.00	£1,000.00	9.15	£19.23	1	N	N/A	Y	March 2023- £338 for chairs for new premises.	1	1	1	1	1	1	1	23	Perfect Score!- Unsuccessful in July as needed more info re: Melksham beneficiaries- helpful if attend meeting.	£1,000.00	Ama
Melksham Foodbank	Regular	£300.00	Provision of cooked breakfast to Foodbank clients on the first Saturday morning of January, February and March 2025, in the hall of Melksham Baptist Church. Received funding will be used to	50	50	100.00	£300.00	£300.00	100.00	£6.00	1	N	N/A	Y	Sept 2024-£700 for 2x monthly breakfasts and a Christmas lunch.	1	1	1	1	1	1	1	23	Perfect Score! Only applied last cycle.	£300.00	La 11
Melksham Phab Club	Regular	£750.00	subsidise a summer trip and coach travel.	32	30	93.75	£1,200.00	£750.00	62.50	£25.00	1	N	N/A	Y	group outing. Sept 2023- £500 for	1	1	1	1	1	1	1	23	Perfect Score!	£750.00	16
d Easy North and West Wiltshire	Regular	£500.00	To support local adults to improve their life chances, economic potential and well-being with no cost to them by providing them with resources and tailored learning, so that they can improve their literacy, self-worth and self-confidence.		11	20.00	£2,500.00	£500.00	20.00	£45.45	1	Y		Y	Materials and ongoing support/training for volunteer coaches and volunteer expenses for existing readers and to support additional readers.	1	1	1	1	1	1	1	23	Perfect Score! But seems to be for general running costs as opposed to a specific project or item.	£500.00	Att
olash (Community First Itshire)- applied in Sept 024 round- deferred to Nov for decision	Regular	£1,000.00	12 spaces on Splash positive activities for young people aged 9-16 from Melksham who are facing challenges in their lives.	12	12	100.00	£1,267.00	£1,000.00	78.93	£83.33	1	N	N/A	Y	Sept 2023- £768 for 12 places on Splash positive activity days.	1	1	1	1	1	1	1	23	Perfect Scorel- Deferred as application appears to be a generic one and not specific to Melksham people. Therefore, to be encouraged to the next meeting to present their application. Current application stands.	£1,000.00	At Zo Crav
The Parochial Church uncil of the Melksham ish of the Ecclesiastical Parish of Melksham, Salisbury	Major	£10,000.00	We are requesting £10,000 towards our total construction costs of £220k to rescue and renovate 11 Canon Square, an abandoned grade-Il listed building, to be refurbished as a vibrant and flexible multi-use space that will benefit both church and community.	1000	500	50.00	£550,518.00	£10,000.00	1.82	£20.00	1	N	N/A	N	N/A	1	1	1	1	1	1	1	23	Agreed to process as regular grant for consideration as a new potential Major Grant recipient.	£10,000.00	Atte
tshire Mind- Automatic £250 per quarter	Regular	£1,000.00	Counselling for adults living in Melksham	40	25	62.50	£7,500.00	£1,000.00	13.33	£40.00	1	Y	N/A	Y	£250 from each FAP meeting 2024/2025- totalling £1,000 this financial year - no need for another application.	1	1	1	1	1	1	1	23	Granted £250 per quarter in July 2024.	£1,000.00	No au
																									£16,000.00	F
																								Total Requested Nov 2024=	£18,530.00	
	1	1	1	1	1	1	1	1	1	1	1	1	I	1	1	I	1	I	I	I		1	1	Difference=	-£2,530.00	4

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Agenda Item 8.1



REGULAR GRANT APPLICATION FORM- PART 1

PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
Avon Bowls Club	
CONTACT DETAILS-	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

			Date of relevant Finance, Administration & Performance Committee Meeting where		
Round	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025	
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 10 th March 2025	
3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	May/June 2025 tbc	
4	Monday 13 th January 2025	Friday 21st February 2025	Monday 10 th March 2025	September 2025 tbc	

Updated: 02/10/2024



1. ORGANISATION/GROUP'S NAME				
Avon Bowls Club				
2 VOUD CDANT				
2. YOUR GRANT		. (, , , , , , , , , , , , , , , , , ,		
Which is a few days a second in few 2	_	rant (up to £1,000)		
Which type of grant are you applying for?		e Grant (for Melksham Assembly Hall o	r	
	Town Hall)			
How much are you applying for in this applic If applying for a Room Hire Grant, please con		ham Town Council or Malksham		
Assembly Hall prior to making this application			£ 100	0.00
event/s would cost.	ii to get u q	dote for the exact amount your		
eventy's treate cost.				
3. ABOUT YOUR ORGANISATION				
Please tick to confirm that your organisation	has:			
Its own bank/building society current accour		me of the organisation, with two		\boxtimes
unrelated signatories	10, 111 0110 110	me or the organisation, than the		
At least three members on its management of	committee/	board		\boxtimes
				\boxtimes
rules or trust deed)				
Are you a registered charity?				YES □ NO ⊠
If Yes, please provide your charity number:	lick or tap he	ere to enter text.		
Is your organisation part of, or affiliated to, a	a larger orga	anisation?		YES □
				NO ⊠
If Yes, which: Click or tap here to enter text.				
Please tick the categories that best describe	your organi	sation:		
☐ Charitable organisation		☐ Minority group		
☐ Youth group ☐ Community building				
☐ Senior Citizen group ☐ Community event				
☐ Advice organisation ☐ Other (please specify): Click or tap here to 0			enter	
☐ Organisation assisting the disabled text.				
4. AIMS AND OBJECTIVES OF YOUR ORGANIS	ATION:			
What does your organisation do and how do	es it benefit	the community and/or individuals in	the a	rea
covered by Melksham Town Council?				
We provide lawn green bowling for members	s to improve	e their health and well-being. In addit	tion w	e hold
various social events for members and reside	ents through	nout the year.		

Page 32

5. THE PROJECT/SERVICE

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

To replace the old and deteriorated green edging, surrounding ditch back boards and ditch suppressors and chippings to comply with Bowls England regulations.

If needed, please elaborate here with further details:

Failure to maintain the green and its ditches to the required standard would mean that the Club would not be able to enter into any competitions, which would result in members leaving and the probable closure of the Club.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Without the repairs to the green edging and ditches it will not be possible to compete in any competitions. If this happened many of our members would leave and join clubs elsewhere. The loss of a significant number of members would make the club financially unviable leading to its closure, resulting in a lost amenity for residents and to the detriment of Melksham town.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

The majority of our members, including those with both physical and learning difficulties (aged from 16 to 90) live in the Melksham Town area and the provision of lawn green bowls improves their health and mental wellbeing by exercise, companionship and social activities. As a benefit to the overall community, healthy members are less likely to make use of health and other support services. We also provide assisted bowling for the disabled on one afternoon a week during the summer, which benefits them in many different ways.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Without the existence of the Avon Bowls Club its members would join other clubs outside the area, thus increasing their use of cars with the consequent impact on pollution. Others may give up bowls altogether with a possible adverse effect on their health and mental wellbeing and increased use of local health services.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	99 members + visitors.
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	64

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

By checking members addresses to ascertain the number who reside within the Melksham Town Boundaries.

7. FINANCIAL INFORMATION			
ESTIMATED TOTAL COST OF PROJECT	£ 2600		
GRANT AMOUNT REQUESTED	£ 1000		
What are your current or planned subs/fees/charges?	£82.50 PA for full members £20.00 PA for Juniors and social members. £4.00 match fee per member playing.		

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

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

Item	Amount
Metal edging and metal stakes for the Green edging	£ 600.00
Ditch suppressors and chippings	£ 500.00
Composite boards for ditch backboards	£ 500.00
Labour (estimated 50 hours @ £20 ph) by members. Estimated value.	£ 1000.00
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 2,600.00

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount	
Existing Reserves	YES ⊠ NO □	£ 300.00	
Fundraising	YES ⊠ NO □	£ 300.00	
Labour by members	YES ⊠ NO □	£ 1000.00	
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.	
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.	
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.	
	Total	£ 1,600.00	

COUNT YEAR ENDING:	31.10.2023
TAL EXPENDITURE:	£ 31,260.33
TAL GROSS INCOME:	£ 30,283.30
LANCE AT YEAR END:	£ -977.33
VINGS (RESERVES, CASH, INVESTMENTS):	£ 4988.95

9. ELIGIBILITY	
Please tick to confirm that this grant application meets the following criteria: Please note- applications that do not meet all the criteria will be rejected.	
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes
Is NOT for a national organisation or charity	\boxtimes
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	\boxtimes
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes
Is NOT for a political or religious organisation	\boxtimes
Is NOT for an activity that is completely funded from another funding source	\boxtimes
Is NOT for loans or interest payments	\boxtimes

Updated: 02/10/2024

\boxtimes
\boxtimes
\boxtimes
YES □ NO ⊠
YES □ NO ⊠

10. ADDITIONAL INFORMATION			
Has your group/organisation previously received funding from Melksham Town Council?			
has your group/organisation previously received funding from Merksham Town Council:			
If Yes:			
What year was it awarded?	2024		
What was the amount? £500.00			
What was the funding for? Purchase of a folding ramp.			
La Ala a fina dina fan a a suritu na a a			
Is the funding for security measures?			
If Very de very house the assument of the level malice and /or assume reduction officers?			
If Yes, do you have the support of the local police and/or crime reduction officer?			
If Yes, please provide contact name: Click or tap here to enter text.			
to the Coulting Course of the Country of the countr			
Is the funding for work with vulnerable adults or children?			
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire			
Council?			
If Yes, please provide contact name: Click or tap here to enter text.			

4	4		~	/	IST
-					•

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☑ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- □ A copy of your most recent accounts
- ☐ A copy of your most recent bank account statement & details of any other investments/savings
- A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☑ A copy of your adopted Equal Opportunities Policy or Statement
- ⊠ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s):		
Date: 17.10.2024		

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>

<u>Committee meetings which are relevant to your application round (see page 1).</u>



PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
Celebrating Age \	Wiltshire
CONTACT DETAILS-	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	K

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

			Date of relevant Finance, Administration & Performance Committee Meeting where		
Round	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025	
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 10 th March 2025	
3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	Tuesday 6 th May 2025 tbc	
4	Monday 13 th January 2025	Friday 21st February 2025	Monday 10 th March 2025	September 2025 tbc	



1. ORGANISATION/GROUP'S NAME		
Celebrating Age Wiltshire		
2. YOUR GRANT		
2. TOOK GRAINT		
	Regular Grant (up to £1,000)	X
Which type of grant are you applying for?	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	
How much are you applying for in this application? If applying for a Room Hire Grant, please contact Melks. Assembly Hall prior to making this application to get a contact would cost.		£ 980.00
3. ABOUT YOUR ORGANISATION		
Please tick to confirm that your organisation has:		
Its own bank/building society current account, in the na unrelated signatories	me of the organisation, with two	X
At least three members on its management committee,	/board	X
A written governing document (e.g. a constitution, men rules or trust deed)	norandum, articles of association, set of	×
Are you a registered charity?		YES ☑ NO □
If Yes, please provide your charity number:		1026160
Is your organisation part of, or affiliated to, a larger organisation	anisation?	YES □ NO ☑
If Yes, which:		-1
Please tick the categories that best describe your organi	isation:	
☐ Charitable organisation	☐ Minority group	
☐ Youth group	☐ Community building	
☑ Senior Citizen group	☑ Community event	
☑ Sports club or arts group	☐ Health/transport/safety group	
☐ Advice organisation	☐ Other (please specify):	
☐ Organisation assisting the disabled		
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:		
What does your organisation do and how does it benefi	t the community and/or individuals in the	area
covered by Melksham Town Council?		
Celebrating Age Wiltshire (CAW) uses arts & heritage activit Melksham area, helping to tackle loneliness and aiming to in artistic engagement. In particular CAW targets those people health, dementia, poor mobility or caring responsibilities. Our both live and online activity to meet the needs of this group. the county with Wiltshire Music Centre as lead organisation.	nprove their health and wellbeing through creat who are vulnerable and socially isolated due or programme has developed four different strated CAW is a partnership of community organisate	ative and to frailty, ill ands of

5. THE PROJECT/SERVICE

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

A series of **6** creative art workshops to support isolated and vulnerable local older people by bringing them together to boost confidence and engage in social time.

If needed, please elaborate here with further details:

We have identified a need and desire amongst local older people for more creative workshops for participants to try new skills and meet new people whilst joining in this creative activity. For this set of **6** workshops, we would like to partner with Meadowbrook, a local creative enterprise. The workshops would be hosted by the library and delivered by Creative facilitators from Meadowbrook. Weather permitting, some of the activity would happen at Meadowbrook.

Each workshop will be 1.5 hours

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

We have been approached by older members of the local public who have attended our activity previously asking when there will be more that they can attend. In discussion with Meadowbrook staff, they have also identified a need for creative activity for older people who have attended events on their land.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

CAW has been delivering creative projects and activity in the Melksham Town area for several years and is well connected to the older members of the public. We frequently consult attendees and draw feedback from participants and our audiences to ensure what we provide is what they want. Feedback illustrates the benefits our creative activities are having on the participants and the fact that they are requesting more, shows the need for more.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

If we didn't deliver these creative activities some members of the older community would be missing out. They have told us how good for their mental health these activities are and how they help to connect them with others in a socialble, creative, non judgemental space.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	15
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	15

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

The activity will only be open to Melksham residents. CAW works in many other areas across the county and we offer other creative activity for residents in those areas. This project would be exclusively for Melksham residents.

7. FINANCIAL INFORMATION	
ESTIMATED TOTAL COST OF PROJECT	£ 1580
GRANT AMOUNT REQUESTED	£ 980
What are your current or planned subs/fees/charges?	All workshops will be free to participants

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

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

Item	Amount
Creative artist facilitator fees @ £150 per session x 6	£ 900
Art materials for workshops	£80
	£
	£
	£
	£
	£
Total	£ 980

How else are you funding your project?

- Please include:
 - \checkmark grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirm	ned?	Amount
Venue hire for workshops - in kind from library and Meadowbrook	YES ☑	П ОИ	£ 300
Admin, marketing, publicity, evaluation included from CAW funding from	YES ☑	П ОИ	£ 300
Melksham Area Board	YES □	П ОИ	£
	YES □	ΝО □	£
	YES □	П ОИ	£
	YES □	ΝО □	£
	Total		£ 600

OTAL GROSS INCOME: £ 913,296 ALANCE AT YEAR END: £ -247,642	ACCOUNT YEAR ENDING:	03/23
ALANCE AT YEAR END: £-247,642 AVINGS (RESERVES, CASH, INVESTMENTS): £179,212	TOTAL EXPENDITURE:	£ 1,160,938
AVINGS (RESERVES, CASH, INVESTMENTS): £ 179,212	TOTAL GROSS INCOME:	£ 913,296
,	BALANCE AT YEAR END:	f -247,642
your savings are more than your annual expenditure, what are they for?	SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 179,212
	If your savings are more than your annual expen	diture, what are they for?

9. ELIGIBILITY	
Please tick to confirm that this grant application meets the following criteria: Please note- applications that do not meet all the criteria will be rejected.	
Is NOT for a private organisation operating as a business to make a profit or surplus	Ø
Is NOT for a national organisation or charity	
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	Ø
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\square
Is NOT for a political or religious organisation	
Is NOT for an activity that is completely funded from another funding source	□
Is NOT for loans or interest payments	\
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	ď
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	Ø
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	□/
Is the grant requested for general or ongoing running costs such as salaries or rent	YES □ NO ☑
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future	2 :
If requesting a Regular Grant, is the grant requested more than £1,000?	YES □ NO ☑
If Yes, please explain the exceptional circumstances:	

10. ADDITIONAL INFORMATION

Has your group/organisation previously r	eceived funding from Melksham Town Council?	YES 🖸
If Yes:		NO 🗆
-		
What year was it awarded?	2024	
What was the amount?	£530	
What was the funding for?	Summer activity and a concert	
Is the funding for security measures?		YES 🗆
is the fullding for security measures.		NO 🖸
If Yes, do you have the support of the loc	al police and/or crime reduction officer?	YES □ NO □
If Yes, please provide contact name:		
Is the funding for work with vulnerable a	dults or children?	YES 🖸
		NO 🗆
	r Adult Social Care or Children's Services at Wiltshire	YES 🗆
Council?		NO 🖸
If Yes, please provide contact name:		
11. CHECKLIST		
Please tick to confirm that you have inclu	-	
	g documents will be rejected unless an explanation is pr	ovided for
its absence.		
., , , , , , , , , , , , , , , , , , ,	.g. a constitution, memorandum, articles of association,	set of rules
or trust deed)		
☐ A copy of your most recent accounts	at statement 8 datails of any ather investments/sovince	
• • •	nt statement & details of any other investments/savings	o and lar
vulnerable adults)	olicy (if your group works with children and young people	e anu/or
☐ A copy of your adopted Equal Opportur	aitios Policy or Statomont	
	Policy (or evidence of the environmentally responsible a	nd
sustainable practices of your organisation		IIU
sustamable practices of your organisation	J.	



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s):	
Date:	

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>

<u>Committee meetings which are relevant to your application round (see page 1).</u>



Agenda Item 8.4



REGULAR GRANT APPLICATION FORM- PART 1

PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
FOREST COMMUNIT	Y CENTRE
CONTACT DETAILS- I	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBE	
EMAIL:	

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

		Date of relevant Finance, Administration & Performance Committee Meeting where		
Round	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025
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3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	Tuesday 6 th May 2025 tbc
4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



1. ORGANISATION/GROUP'S NAME				
FOREST COMMUNITY CENTRE				
2. YOUR GRANT				
)	ant (up to £1,000)		
Which type of grant are you applying for?		Grant (for Melksham Assembly Hall o	r	
Harry warrah aya yarra ayah ing fay in this ayalia	Town Hall)			
How much are you applying for in this application of the same applying for a Room Hire Grant, please con		nam Town Council or Malksham		
Assembly Hall prior to making this application			£ 10	00.00
event/s would cost.	n to get u q	dote for the exact amount your		
3. ABOUT YOUR ORGANISATION				
Please tick to confirm that your organisation	has:			
Its own bank/building society current account		me of the organisation with two		\boxtimes
unrelated signatories	it, iii tiic iia	me of the organisation, with two		
At least three members on its management of	committee/	board		\boxtimes
A written governing document (e.g. a constitution, memorandum, articles of association, set of				
rules or trust deed)				
Are you a registered charity?		YES ⊠ NO □		
If Yes, please provide your charity number: C	lick or tap he	re to enter text.		
Is your organisation part of, or affiliated to, a	larger orga	nisation?		YES 🗆
is your organisation part or, or animated to, a	i laigei Oiga	iiiisatioii:		NO □
If Yes, which: Click or tap here to enter text.				
Please tick the categories that best describe	your organi	sation:		
□ Charitable organisation		☐ Minority group		
☐ Youth group		☐ Community building		
☐ Senior Citizen group				
□ Sports club or arts group □ Health/transport/safety group				
☐ Advice organisation ☐ Other (please specify): Click or tap here to each		to enter		
☐ Organisation assisting the disabled text.				
4. AIMS AND OBJECTIVES OF YOUR ORGANIS	ATION:			
What does your organisation do and how does it benefit the community and/or individuals in the area				
covered by Melksham Town Council?				
We enable free training and match pitches for all out football groups upto under 15's. 5 groups of children				
Plus under 15's and mens team for training o	nly.			

5. THE PROJECT/SERVICE In ONE SENTENCE please describe what the funding is being requested for: We desperately need a lap top, printer, laminator and answer phone
·
If needed, please elaborate here with further details: We need this for making booking forms, printing them out, producing flyers, posters and booklets advertising the centre as well as being able to produce spreadsheets for accountant every month. We are missing bookings by not having an answer phone. I get notifications saying missed calls all the time.
What evidence do you have that this project/service is required in the area covered by Melksham Town Council? Forest Communioty Centre is in the most deprived area of Melksham and we are trying to let Forest area know where we are, what we do and what we can offer. We need to get all the bookings that we can to keep building our business. The evidence is the missed calls and enquiries we may not get through not having an answer phone and publicly advertising our fantastic centre.
What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council? By comments that we are a lovely clean centre at very affordable and sometimes free events being put on for the children that live very locally (Meadow Road estate) and now want to offer services to Forest areas in general keeping to the LOCAL audience.
What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue? One of the ways is by not charging certain clubs/groups for hire of the facilities. We offer a facility for under 8's to play football here where we do not charge the club for the use of our fields. Asking for grants means we can keep offering these services at charge.
6. BENEFICIARIES

How many people in total will benefit from this grant?	400+
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	All of them

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

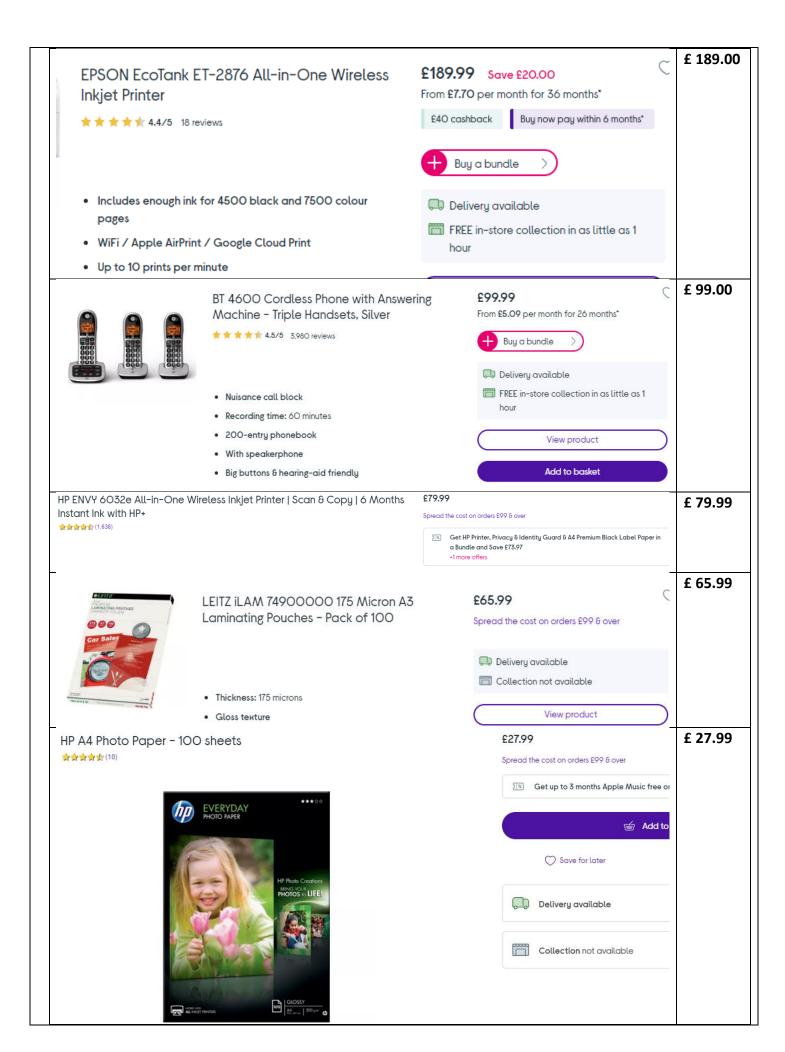
By all the groups that currently use us, the word of mouth of what a great centre we are by people who attend parties etc.

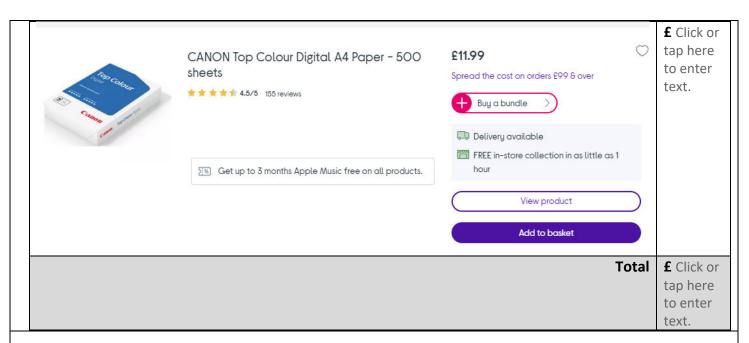
7. FINANCIAL INFORMATION	
ESTIMATED TOTAL COST OF PROJECT	£ 1300.00
GRANT AMOUNT REQUESTED	£ 1000.00
What are your current or planned subs/fees/charges?	We don't charge a membership as we are a charity

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

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

Item		Amount
		£ 799.00
ACER Swift 3 14 Lo 7, 1 TB SSD, Silver	aptop - AMD Ryzen	
£699.00	Was £799.00	
Specs according to your of Work: Powerful AMD Ryzen 7 + make this laptop perfect for demanding work tasks.	processor and 16GB RAM	
+ RAM: 16.00 GB		
+ Hard Drive Capacity: 1024 G	BB	
+ Processor: AMD Ryzen™ 7		





How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
We are doing a Christmas Fayre with tombola	YES □ NO □	£ Click or tap here to enter text.
Also stall fees 10 x £10	YES ⊠ NO □	£ 100.00
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
	Total	£ Click or tap here to enter text.

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:		
ACCOUNT YEAR ENDING:	April 2024 with accountant	
TOTAL EXPENDITURE:	£ Click or tap here to enter text.	
TOTAL GROSS INCOME:	£ Click or tap here to enter text.	
BALANCE AT YEAR END:	£ Click or tap here to enter text.	
SAVINGS (RESERVES, CASH, INVESTMENTS): £ Click or tap here to enter text.		

If your savings are more than your annual expenditure, what are they for?		
We don't have savings		
9. ELIGIBILITY		
Please tick to confirm that this grant application meets the following criteria:		
Please note- applications that do not meet all the criteria will be rejected.		
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes	
Is NOT for a national organisation or charity	\boxtimes	
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central	\boxtimes	
Headquarters for redistribution)		
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)		
Is NOT for a political or religious organisation	\boxtimes	
Is NOT for an activity that is completely funded from another funding source	\boxtimes	
Is NOT for loans or interest payments	\boxtimes	
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or	\boxtimes	
Wiltshire Council's Social Services	<u> </u>	
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender,	\boxtimes	
transgender, sexual orientation, marital status, pregnancy or any disability		
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a	\boxtimes	
one-off project which has already happened)	\/50 □	
Is the grant requested for general or ongoing running costs such as salaries or rent	YES □ NO ⊠	
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future		
Click or tap here to enter text.		
If requesting a Regular Grant, is the grant requested more than £1,000?	YES 🗆	
in requesting a Regular Grant, is the grant requested more than £1,000?	NO ⊠	
If Yes, please explain the exceptional circumstances:		
Click or tap here to enter text.		
10. ADDITIONAL INFORMATION		
Has your group/organisation previously received funding from Melksham Town Council?	YES □	
rias your group/organisation previously received funding from wielkshall fown coulicits	NO ⊠	
If Yes:		
What year was it awarded? Click or tan here to enter text		

Click or tap here to enter text.

Updated: 11/09/2024

What was the amount?

What was the funding for?	Click or tap here to ente	r text.		
Is the funding for security measures?			YES □ NO ⊠	
			YES 🗆	
If Yes, do you have the support of the local police	e and/or crime reduction	on officer?	NO □	
			NO L	
If Yes, please provide contact name: Click or tap he	ere to enter text.			
to the Court of the Leading of the court	-1-9.1 2		YES 🗆	
Is the funding for work with vulnerable adults or children?			NO \boxtimes	
If Yes, do you have the support of either Adult S	Social Care or Children	's Services at Wiltshire	YES 🗆	
Council?			NO □	
If Yes, please	provide	contact	name:	
PLEASE NOTE – ANSWERS TO QUESTIONS BELOW				
BRIDIE HANDRAS HAS A COPY OF ALL OUR POLICIES AND WE ARE AWAITING HELP WITH OUR				
CONSTRITUTION AND ACCOUNTS BACK FROM ACCOUNTANT (requested for this application)				
SORRY NO WHERE ELSE TO PUT THIS				
· ·				

11. CHECKLIST
Please tick to confirm that you have included the following documents:
Please note- applications that are missing documents will be rejected unless an explanation is provided for
its absence.
☐ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules
or trust deed)
☐ A copy of your most recent accounts
\square A copy of your most recent bank account statement & details of any other investments/savings
☐ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or
vulnerable adults)
☐ A copy of your adopted Equal Opportunities Policy or Statement
\square A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and
sustainable practices of your organisation



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s)	
Date: 15/10/2024	

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>

<u>Committee meetings which are relevant to your application round (see page 1).</u>





PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GROUP'S NAME		
HELP Counselling Se	rvices	
CONTACT DETAILS-	Please give details of a representative for correspondence	
NAME:		
ADDRESS:		
PHONE NUMBER:		
EMAIL:		

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

			Date of relevant Finance, Administration & Performance Committee Meeting where		
Round	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025	
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 10 th March 2025	
3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	Tuesday 6 th May 2025 tbc	
4	Monday 13 th January 2025	Friday 21 st February 2025	Monday 10 th March 2025	September 2025 tbc	



1. ORGANISATION/GROUP'S NAME				
HELP Counselling Services				
2. YOUR GRANT				
	Regular Gr	ant (up to £1,000)		
Which type of grant are you applying for?	Room Hire	Grant (for Melksham Assembly Hall o	r	
	Town Hall)		_	
How much are you applying for in this applic				
If applying for a Room Hire Grant, please con			£ 10	000
Assembly Hall prior to making this application	on to get a q	uote for the exact amount your		
event/s would cost.			<u></u>	
3. ABOUT YOUR ORGANISATION				
Please tick to confirm that your organisation				
Its own bank/building society current account	nt, in the na	me of the organisation, with two		\boxtimes
unrelated signatories				
At least three members on its management	committee/	board		
A written governing document (e.g. a constitution	tution, mem	orandum, articles of association, set	of	\boxtimes
rules or trust deed)				
Ana varia magistamad shanitra	YES 🛛			YES ⊠
Are you a registered charity?				NO □
If Yes, please provide your charity number: 1	1174668			
Is your organisation part of, or affiliated to, a	a larger orga	enisation?		YES □
is your organisation part of, or armiated to, o	a laigei Oiga	inisacion:		NO ⊠
If Yes, which: Click or tap here to enter text.				
Please tick the categories that best describe	your organi	sation:		
□ Charitable organisation	☐ Minority group			
☐ Youth group	Youth group Community building			
☐ Senior Citizen group		☐ Community event		
☐ Sports club or arts group ☐ Health/transport/safety group				
☐ Advice organisation ☐ Other (please specify): Click or tap here to enter		to enter		
Organisation assisting the disabled text.				
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:				
What does your organisation do and how does it benefit the community and/or individuals in the area				
covered by Melksham Town Council?				
To provide counselling to anyone living in West Wiltshire over the age of 16. In 2023/24 we worked with 53				
residents of Melksham providing 624 sessions. Our work in Melksham improves the wellbeing of the town,				
working on issues such as loss and bereavement, anxiety, low mood, stress and trauma. It reduces the				
stigma around seeking support. Our work supports vulnerable groups such as survivors of abuse, those				

with long term health needs, and the elderly. Providing a place they can talk through their issues and empower their lives. Receiving timely mental health support prevents more serious problems esculating, causing demand for crisis services, emergency services, time of work and other community services. It supports interpersonal relationships with our families and in our workplaces. It increases awareness and resilience, providing coping strategies, being able to overcome obstacles, problem solve, and awareness of self and others. Finally our work promotes openness, to talk with our issues and fights isolations.

5. THE PROJECT/SERVICE

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

We received 10k with Wiltshire Community Foundation to provide counselling in Melksham and Chippenham to help challenge health inequalities in the town. The funding is to support 26 people in each town, however we have expanded this to 52 people or 576 sessions. The grant will support sessions Queenway Chapel and the later at St Michael's, for 12 weekly sessions. This support would be hugely beneficial for the town, allowing those who are unable to travel to our premises in Trowbridge, local, face to face contact with a counsellor. We have 4 counsellors offering a range of daytime and evening sessions.

If needed, please elaborate here with further details:

A grant of £1000, will project ensure that this project not only support our targeted area of Forest area but support all Melksham residents. We are primarily asking for support for costs around our professional trained, volunteer counsellors expenses, which amount to £2880 and include external clinical supervision which maintains the safety and efficacy of the counselling. This service is in addition to the work we do to support Melksham residents in Trowbridge and remotely by phone and online

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Melksham is the most deprived town in Wiltshire, with the highest percentage of working-age residents receiving benefits at 21.9%, slightly below the national average of 22.3% but above the South West average of 19.4%. It also has the highest proportion of adults (7.5%) and children (5.4%) receiving disability benefits in the county. Notably, Melksham is the only town in Wiltshire where the proportion of people with no qualifications (18.2%) exceeds the national average (18.1%).

The rise in unemployment has heightened economic stress in the area. In response, the British Red Cross has developed two bespoke indices to identify areas at risk of financial hardship. One of these, the Food Vulnerability Index, measures the risk of food insecurity across neighbourhoods in England. Melksham ranks third in Wiltshire for both unemployment and food hardship.

Currently melksham residents come to us telling us they are unable to access mental services in Melksham as they are over stretched, with long wait times.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

As Melksham is the most deprived town in Wiltshire, with a high proportion of residents receiving working-age benefits (21.9%) and disability benefits (7.5% adults, 5.4% children), there is a clear need for accessible mental health services to support those facing financial and health-related challenges.

Additionally many residents in Melksham face difficulties travelling to Trowbridge for counselling due to financial constraints. By offering local, face-to-face sessions, this project removes a significant barrier to accessing mental health support.

Melksham has a higher-than-average proportion of individuals with no qualifications (18.2%), a factor often linked to poorer mental and physical health outcomes. Providing accessible counselling can help address these health disparities by offering emotional support and coping strategies to those most at risk.

Our previous experience and the growing number of referrals from Melksham indicate a strong demand for local mental health services. This project responds directly to that need, expanding capacity and improving accessibility for those who would otherwise go unsupported.

Finally, research consistently shows that counselling is an effective in improving mental health, reducing stress, and enhancing well-being. By offering this service, we aim to improve the overall mental health of the community, reduce isolation, and enhance resilience.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

With Melksham being the most deprived town in Wiltshire and having high levels of people receiving benefits and living with disabilities, there is a clear need for mental health support. Without this service, these vulnerable groups would continue to face unmet mental health needs, potentially leading to worsening mental health conditions, increased stress, and decreased quality of life.

Many residents of Melksham struggle with transport and financial limitations, making it difficult for them to access counselling in Trowbridge or other areas. Without a local service, those already facing economic stress would be further disadvantaged, unable to seek timely help for mental health issues, which could lead to crises or longer-term consequences.

Melksham already faces significant health inequalities, with a high proportion of residents lacking qualifications and dealing with financial hardship. This is closely linked to poor mental health. If this project does not go ahead, these inequalities may deepen, as individuals continue to lack the support they need to cope with stress, anxiety, depression, and other issues, which could contribute to a downward spiral in wellbeing.

Without accessible mental health support in Melksham, there could be an increased strain on local NHS services, social services, and emergency services, as individuals in crisis seek help through other channels. This could lead to further delays in care, further compounding mental health problems and putting pressure on already overstretched resources.

Mental health services play a vital role in improving not only individual well-being but also community cohesion and resilience. If the project doesn't proceed, the broader community may suffer from increased isolation, poor mental health, and the social and economic consequences of untreated mental health issues.

6. BENEFICIARIES

How many people in total will benefit from this grant?	52
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	52

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

We currently see over 50 people a year in Melksham, we would expect this to increase with a local service, especially as we have been spreading the word of this project across local schools, the GPs, Community Conversation Leads and other groups.

7. FINANCIAL INFORMATION		
ESTIMATED TOTAL COST OF PROJECT	£ 10,930	
GRANT AMOUNT REQUESTED	£ 1000	
What are your current or planned subs/fees/charges?	We are donation based, and we ask for a donation of at least £5 per session. However no-one is ever turned away because of lack of income.	

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

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

Item	Amount
Room Rental	£ 3150
Volunteer Expenses	£ 2880
Travel Expenses	£ 1200
Client Admin and set up	£ 3500
Insurance	£ 200
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 10,930

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
Wiltshire Community Foundation	YES ⊠ NO □	£ 5000
Client Donations	YES ⊠ NO □	£ 3000
Melksham Town Council	YES □ NO ⊠	£ 1000
Reserves	YES ⊠ NO □	£ 2000
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
	Total	£ 11,000

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:		
ACCOUNT YEAR ENDING: 2022/23		
TOTAL EXPENDITURE: £ 89030		
TOTAL GROSS INCOME: £ 80781		
BALANCE AT YEAR END: £ 64623		
SAVINGS (RESERVES, CASH, INVESTMENTS): £ 64623		

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

Apologies we are still waiting for our 2023/24 from our accountant, but I have included our management accounts for 2023/24 as well as our audited accounts for 2022/23

9. ELIGIBILITY		
Please tick to confirm that this grant application meets the following criteria: Please note- applications that do not meet all the criteria will be rejected.		
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes	
Is NOT for a national organisation or charity	\boxtimes	
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	\boxtimes	
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes	
Is NOT for a political or religious organisation	\boxtimes	
Is NOT for an activity that is completely funded from another funding source	\boxtimes	
Is NOT for loans or interest payments	\boxtimes	

Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender,	\bowtie
transgender, sexual orientation, marital status, pregnancy or any disability	
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	\boxtimes
	YES □
Is the grant requested for general or ongoing running costs such as salaries or rent	
Click or tap here to enter text.	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES □ NO ⊠
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	

10. ADDITIONAL INFORMATION			
Has your group/organisation previously received funding from Melksham Town Council?		YES ⊠	
		NO □	
If Yes:			
What year was it awarded?	2023		
What was the amount?	250		
What was the funding for?	Counselling services		
Is the funding for security measures?		YES □	
		NO ⊠	
If Yes, do you have the support of the local police and/or crime reduction officer?		YES □	
		NO ⊠	
If Yes, please provide contact name: Click or tap here to enter text.			
Is the funding for work with vulnerable adults or children?		YES 🗆	
		NO ⊠	
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire		YES 🗆	
Council?		NO □	
If Yes, please provide contact name: We do not work with under 16's however some of the adults we work			

If Yes, please provide contact name: We do not work with under 16's however some of the adults we work with can be vulnerable. We are a vulnerable persons policy, and have safeguarding measures in place, like volunteer support, supervision, lone working policy, a self harm and suicide policy and training, we also work closely with the mental health nurses is local surgeries, and people like Bridie Haanrads who is the community conversation lead for Melksham or Kat Hoskins in Public Health

11. CHECKLIST

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☑ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- □ A copy of your most recent accounts
- ☑ A copy of your most recent bank account statement & details of any other investments/savings.
- ☑ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☑ A copy of your adopted Equal Opportunities Policy or Statement
- ☑ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

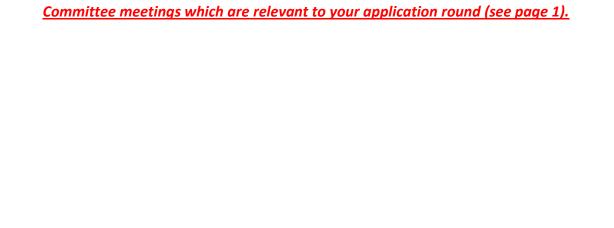
Signature(s) of Applicant(s):



Date: 20-09-2024

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>
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PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

<u>PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS</u>

<u>BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.</u>

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
Melksham Foodbanl	<
CONTACT DETAILS-	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round			Date of relevant Finance, Administration & Performance Committee Meeting where		
	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20th May 2024	Friday 21st June 2024	Monday 8th July 2024	Monday 13th January 2025	
2	Monday 15th July 2024	Friday 23rd August 2024	Monday 9th September 2024	Monday 10 th March 2025	
3	Monday 9th September 2024	Friday 18th October 2024	Monday 4th November 2024	Tuesday 6th May 2025 tbc	
4	Monday 13th January 2025	Friday 21st February 2025	Monday 10th March 2025	September 2025 tbc	



Melksham Foodbank					
2. YOUR GRANT					
Regular Grant (up to £1,000)					
Which type of grant are you applying for?		Grant (for Melksham Assembly Hall o	r		
How much are you applying for in this application? If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.				00.00	
3. ABOUT YOUR ORGANISATION			Ē		
Please tick to confirm that your organisation Its own bank/building society current accounts.		me of the organization with two	T	F-1	
unrelated signatories	int, in the ha	me of the organisation, with two		⊠	
At least three members on its management committee/board				\boxtimes	
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)				\boxtimes	
Are you a registered charity?				YES □ NO ☑	
If Yes, please provide your charity number:	Click or tap he	re to enter text.			
Is your organisation part of, or affiliated to, a larger organisation?				YES □ NO ⊠	
If Yes, which: Click or tap here to enter text.					
Please tick the categories that best describe	e your organi	sation:			
☐ Charitable organisation		☐ Minority group			
☐ Youth group					
☐ Senior Citizen group	☐ Senior Citizen group ☐ Community event				
☐ Sports club or arts group ☐ Health/transport/safety group					
☐ Advice organisation ☐ Other (please specify): Addressing for			g foo	d poverty	
☐ Organisation assisting the disabled					
4. AIMS AND OBJECTIVES OF YOUR ORGAN				34 11	
What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?					
We address and prevent food poverty by taking donations of food and finance from the community and					
providing regular parcels of non-perishable					

1. ORGANISATION/GROUP'S NAME

5. THE PROJECT/SERVICE

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

Provision of cooked breakfast to Foodbank clients on the first Saturday morning of January, February and March 2025 in the hall of Melksham Baptist Church.

If needed, please elaborate here with further details:

The invitation is to adults and children who are in receipt of food parcels in the preceding month. Our physical limit is 100, although typical attendance is around 40 individuals. The monthly cost is £100. Receiving the grant means that we can maximise our expenditure on food parcels for regular distribution.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Attendance figures (see above) confirm that a need is being met. Most participants travel on foot.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Regular clients return and speak appreciatively of the meal. Referring agencies speak positively about the effect of a regular, even if infrequent, hot meal on the clients with whom they are familiar.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

This project further contributes to the positive effect of the Foodbank, without which we would likely experience more illness, petty theft, anti-social bheaviour and truancy from school.

6. BENEFICIARIES

How many people in total will benefit from this grant?	40-50
How many of the beneficiaries are residents of the area covered by	all
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	all

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

Referral information indicates client home addresses and the fact that most attendees at breakfasts travel

on foot.			

7. FINANCIAL INFORMATION		
ESTIMATED TOTAL COST OF PROJECT	£ 300	
GRANT AMOUNT REQUESTED	£ 300	
What are your current or planned subs/fees/charges?	Nil	

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

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

ltem	Amount
Monthly breakfast supplies x 3 months	£ 300
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 300

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
Volunteer donations	YES □ NO 🗵	£ 60
Existing reserves (heat & light)	YES ⊠ NO □	£ 20
Volunteer time (6 x 2 hrs x 3 events @£10)	YES ⊠ NO □	£ 360
Click or tap here to enter text.	YES□ NO□	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
	Total	£ 440

ACCOUNT YEAR ENDING:	31/12/2023
TOTAL EXPENDITURE:	£ 46,511
TOTAL GROSS INCOME:	£ 42,566
BALANCE AT YEAR END:	£ 39,443
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 39,443
If your savings are more than your annual expenditure, what Click or tap here to enter text.	are they for?

9. ELIGIBILITY	
Please tick to confirm that this grant application meets the following criteria: Please note- applications that do not meet all the criteria will be rejected.	
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes
Is NOT for a national organisation or charity	\boxtimes
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	\boxtimes
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes
Is NOT for a political or religious organisation	Ø
Is NOT for an activity that is completely funded from another funding source	\boxtimes
Is NOT for loans or interest payments	\boxtimes

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Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	\boxtimes
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender,	\boxtimes
transgender, sexual orientation, marital status, pregnancy or any disability	
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	
	YES 🗆
Is the grant requested for general or ongoing running costs such as salaries or rent	NO ⊠
If requesting a Regular Grant, is the grant requested more than £1,000?	YES □ NO ⊠
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	

10. ADDITIONAL INFORMATION				
Has your group/organisation previously received funding from Melksham Town Council?				
,	4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4 4	NO 🗆		
If Yes:				
What year was it awarded?	2024			
What was the amount?	£700			
What was the funding for? 2 x Monthly breakfasts and a Christmas lunch				
to the first discrete section and the section of th				
Is the funding for security measures?				
If You do you have the gument of the level nation and /ou origina reduction officer?				
If Yes, do you have the support of the local police and/or crime reduction officer?				
If Yes, please provide contact name: Click or tap here to enter text.				
Is the funding for work with wileseable adults o	Cacablida	YES □		
Is the funding for work with vulnerable adults or children?				
If Yes, do you have the support of either Adult	Social Care or Children's Services at Wiltshire	YES 🗆		
Council?		NO 🗆		
If Yes, please provide contact name: Click or tap here to enter text.				

4.4	CHICA	CKLIST	
	LMEC	KILVI	
100	~11L\	-1/6121	

 ${\it Please tick to confirm that you have included the following documents:}$

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☑ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- □ A copy of your most recent accounts

- ☑ A copy of your most recent bank account statement & details of any other investments/savings
- ☑ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☑ A copy of your adopted Equal Opportunities Policy or Statement
- ☑ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s): Click or tap here to enter text.

Date: Click or tap here to enter text.



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

Please remember to make a note of the dates of the Finance, Administration & Performance

Committee meetings which are relevant to your application round (see page 1).

8

Agenda Item 8.7



REGULAR GRANT APPLICATION FORM- PART 1

PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
Melksham Phab Cluk	
CONTACT DETAILS-	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

			Date of relevant Finance, Administration & Performance Committee Meeting where		
Round	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025	
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 10 th March 2025	
3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	Tuesday 6 th May 2025 tbc	
4	Monday 13 th January 2025	Friday 21st February 2025	Monday 10 th March 2025	September 2025 tbc	



1. ORGANISATION/GROUP'S NAME				
Melksham Phab				
2. YOUR GRANT				
	Regular Gr	rant (up to £1,000)		
Which type of grant are you applying for?	Room Hire	e Grant (for Melksham Assembly Hall or		
	Town Hall))		
How much are you applying for in this applic				
If applying for a Room Hire Grant, please con		+ A	' 50	
Assembly Hall prior to making this application	ın to get a q	uote for the exact amount your		
event/s would cost.				
3. ABOUT YOUR ORGANISATION				
Please tick to confirm that your organisation	has:		_	
Its own bank/building society current accour	nt, in the na	me of the organisation, with two	\boxtimes	
unrelated signatories				
At least three members on its management of	committee/	board	\boxtimes	
A written governing document (e.g. a constit	ution, mem	orandum, articles of association, set of	\boxtimes	
rules or trust deed)				
Ave very a vesistaved should.			YES ⊠	
Are you a registered charity?		NO □		
If Yes, please provide your charity number: 1	018646			
Is your organisation part of, or affiliated to, a	a larger orgs	anisation?	YES ⊠	
13 your organisation part or, or armated to, o	i laigei oiga	anisacion:	NO □	
If Yes, which: PHAB UK				
Please tick the categories that best describe	your organi	sation:		
□ Charitable organisation		☐ Minority group		
☐ Youth group		☐ Community building		
⊠ Senior Citizen group		☐ Community event		
Sports club or arts group	· ·			
☐ Advice organisation ☐ Other (please specify): Click or tap here to en			e to enter	
□ Organisation assisting the disabled text. □ Text.				
4. AIMS AND OBJECTIVES OF YOUR ORGANIS	ATION:			
What does your organisation do and how does it benefit the community and/or individuals in the area				
covered by Melksham Town Council?				
Phab provides safe and fun places for disabled and non-disabled people to feel independent, meet new				
friends and gain confidence, together.				

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5. THE PROJECT/SERVICE

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

Received funding will be used to subsidise a summer trip and coach travel.

If needed, please elaborate here with further details:

Over the past year, our members have been able to contribute less towards outings and trips and at times our fortnightly meetings. Our members have experienced financial hardship especially in the realms of transport. We are asking for increased funding to further subsidise our yearly trips to allow those to continue to partake in our group and overall aim of social inclusion for all.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Our members have shared with us that the community activities they participate in are being offered less frequently, which has had a significant impact on their social lives and well-being. Many of the local clubs and gatherings that provide them with vital social interaction and a sense of belonging are either reducing their sessions or facing cancellations. This lack of regular, dependable community engagement is leaving our members feeling increasingly isolated. Now, more than ever, the ability to offer consistent social inclusion through our club is critical for maintaining stability in their lives.

One of the key challenges our members face is accessing these activities due to both the reduced availability of clubs and the growing issue of transport. For many, public transport is either inaccessible or unreliable, making it difficult to attend the few activities still running. This situation is especially concerning during the summer months, when our annual seaside trips to places like Weymouth or Weston-super-Mare are key highlights that provide joy, connection, and inclusion. These outings are essential opportunities for our members to come together and enjoy a shared experience, fostering a sense of community that is deeply needed.

To ensure all members can attend this year's summer seaside trip, we will need to hire a coach as this is the only viable transportation option (for example, spaces for two bariatric wheelchairs alongside other seats for members). The funding we are seeking will specifically cover the cost of transportation for this trip. By supporting the cost of this event, particularly the transport for the seaside trip, we can ensure that our members are able to participate in these vital summer activities, preventing further isolation during this important time of year.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

Our members are residents of Melksham and look forward to these events all year. Based on previous years, where we were able to secure partial funding to support these activities, we have seen firsthand the joy and positive impact they bring to our members. Attendees have expressed their happiness in participating, and the events have proven to be valuable opportunities for social inclusion and community connection. Feedback from past events highlights how much these experiences enhance their well-being, reduce

isolation, and provide a sense of belonging, demonstrating the clear benefit to both individuals and the wider community.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

If we are unable to host our summer seaside trip, many of our members will face increased isolation, particularly as other community activities have reduced in frequency (e.g., The Melksham Disco now monthly, not weekly). These summer outings to places like Weymouth or Weston-super-Mare are a key source of social interaction and joy for our members. Without them, they may miss out on the sense of connection and adventure that helps combat loneliness. The absence of these activities could have a negative impact on their emotional well-being and further limit their opportunities to engage with the community, especially during the summer when inclusion and shared experiences are most needed.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	32
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	30

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

Our club has regular members attend, all of which live in Melksham. We have two members from outside Melksham, however they had previously lived here until their supported living was moved to Chippneham and Trowbridge. These are our two longest attending members who have been part of the club for over 25 years and were long term residents of Melksham.

7. FINANCIAL INFORMATION		
ESTIMATED TOTAL COST OF PROJECT	£ 1200	
GRANT AMOUNT REQUESTED	£ 750	
What are your current or planned subs/fees/charges?	We are asking members to contribute a one-off payment towards the trip and in addition to buy their own fish and chips to be enjoyed as a group. This is £10pp	

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

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

Item	Amount
Transport	£ 750
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 750

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
Member One-off contributions	YES ⊠ NO □	£ 320
Voluntary time	YES ⊠ NO □	£ 457.6
Club Reserves	YES ⊠ NO □	£ Dependant on
		requirement to subsidise
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
	Total	£ 777.6

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:	
ACCOUNT YEAR ENDING:	2023/2024
TOTAL EXPENDITURE:	£ 4238.53
TOTAL GROSS INCOME:	£ 2054.04
BALANCE AT YEAR END:	£ 1675.25
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 0.00

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

We have moved monies mid year so the above box is true but not representative of our financial picture (see attached). We are spending twice as much as our income and will not be able to complete trips going forward. Our current balance is extremely close to our yearly expenditure. However with xmas and halloween coming up, our balance will soon be much lower than our yearly expenditure with events such as xmas meal and pantomime transport and tickets.

9. ELIGIBILITY	
Please tick to confirm that this grant application meets the following criteria:	
Please note- applications that do not meet all the criteria will be rejected.	
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes
Is NOT for a national organisation or charity	\boxtimes
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central	
Headquarters for redistribution)	\boxtimes
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes
Is NOT for a political or religious organisation	\boxtimes
Is NOT for an activity that is completely funded from another funding source	\boxtimes
Is NOT for loans or interest payments	\boxtimes
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or	
Wiltshire Council's Social Services	\boxtimes
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender,	\boxtimes
transgender, sexual orientation, marital status, pregnancy or any disability	
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a	\boxtimes
one-off project which has already happened)	
Is the grant requested for general or ongoing running costs such as salaries or rent	YES □
	NO ⊠
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future	: :
N/A	
	VEC 🗆
If requesting a Regular Grant, is the grant requested more than £1,000?	YES □ NO ⊠
If Yes, please explain the exceptional circumstances:	NU 🛆
N/A	
N/A	
10. ADDITIONAL INFORMATION	
	YES 🗵

2023

NO 🗆

Has your group/organisation previously received funding from Melksham Town Council?

What year was it awarded?

If Yes:

What was the amount?	£300	
What was the funding for?	Summer Trip to Weymouth	
Is the funding for security measures?		YES □ NO ⊠
If Yes, do you have the support of the local police and/or crime reduction officer?		YES □ NO □
If Yes, please provide contact name: Click or tap here to enter text.		
Is the funding for work with vulnerable adults or	children?	YES ⊠ NO □
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?		YES □ NO ⊠
If Yes, please provide contact name: Click or tap here to enter text.		

11. CHECKLIST

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☑ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- □ A copy of your most recent accounts
- ☑ A copy of your most recent bank account statement & details of any other investments/savings.
- ☑ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☐ A copy of your adopted Equal Opportunities Policy or Statement
- ☑ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s):	
Date: 14/10/24	

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>

<u>Committee meetings which are relevant to your application round (see page 1).</u>



PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
Read Easy North and	l West Wiltshire
CONTACT DETAILS-	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

			Date of relevant Finance, Administration & Performance Committee Meeting where		
Round	Open for Applications	Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025	
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 10 th March 2025	
3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	May/June 2025 tbc	
4	Monday 13 th January 2025	Friday 21st February 2025	Monday 10 th March 2025	September 2025 tbc	

Updated: 02/10/2024



4 ODGANICATION/ODGUDIC NAME				
1. ORGANISATION/GROUP'S NAME				
Read Easy North & West Wiltshire				
2. YOUR GRANT				
Regular Grant (up to £1,000)				
Which type of grant are you applying for? Room Hire Grant (for Melksham Assembly Hall or				
	Town Hall)			
How much are you applying for in this applic				
If applying for a Room Hire Grant, please co	+ 5	00		
Assembly Hall prior to making this application	on to get a quote for the exact amount your			
event/s would cost.				
3. ABOUT YOUR ORGANISATION				
Please tick to confirm that your organisation				
	nt, in the name of the organisation, with two	\boxtimes		
unrelated signatories				
At least three members on its management	committee/board	\boxtimes		
A written governing document (e.g. a constitution, memorandum, articles of association, set of				
rules or trust deed)				
Are you a registered charity?				
Are you a registered chartey:				
If Yes, please provide your charity number: \	We are currently registering with the Charity Commiss	sion		
Is your organisation part of, or affiliated to,	a larger organisation?	YES ⊠		
	ŭ ŭ	NO □		
	cost materials and insurance, access to training etc to	Read Easy		
UK charity 1151288				
Please tick the categories that best describe	your organisation:			
□ Charitable organisation	☐ Minority group			
☐ Youth group	☐ Community building			
☐ Senior Citizen group	☐ Community event			
☐ Sports club or arts group ☐ Health/transport/safety group				
☐ Advice organisation ☐ Other (please specify): helping adults lead				
☐ Organisation assisting the disabled	read			
4. AIMS AND OBJECTIVES OF YOUR ORGANIS	SATION:			
_	pes it benefit the community and/or individuals in the	area		
covered by Melksham Town Council?				
We recruit, train and support Volunteer Reading Coaches from the local community, who then work one to one with local adults, who are unable to read, to improve their literacy using a recognised adult reading				
	i, to improve their literacy using a recognised adult rea	uing		
scheme.				

Updated: 02/10/2024

Research demonstrates that this can increase their access to and engagement with health services and improve well-being and economic potential. There is no charge to readers. We receive referrals (from public and community organisations) and self-referrals for adults with low or no functional literacy. In addition, by supporting local people to volunteer both as coaches and in various roles in the Management Team (fundraising, publicity, literacy support etc), we contribute to creating a sense of community and enable volunteers to develop skills and resilience. We will be focussing on offering our services to local people in need in Melksham as we celebrate our tenth anniversary next year, as the local group was started by Melksham residents in the town.

5. THE PROJECT/SERVICE

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

To support local adults to improve their life chances, economic potential and well-being with no cost to them by providing them with resources and tailored learning, so that they can improve their literacy, self-worth and self-confidence

If needed, please elaborate here with further details:

Read Easy is a unique programme, run solely by volunteers, where a trained and supported volunteer coach is matched with a 'new reader' and works with them, one to one, twice a week for 30 minutes per session in the local library, using the tailored resources and training we provide, for anything from 6 months to 2 years to help them improve their literacy and increase their confidence.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

Research indicates that over 2.4 million adults in England can barely read or cannot read at all.

Statistically in the Melksham area there will be at least 5% of adults in this position (possibly as many as 1,200)

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

This local Read Easy group started in Melksham nearly 10 years ago and still has strong roots in and key volunteers (Deputy Team Leader, Treasurer, Volunteer Recruiter, Literacy Specialist and coaches) from the Melksham community. This is an essential opportunity for local adults who are disadvantaged because of their low or no literacy skills. Our free programme and the resources we give them provide chance to grow, learn and become more economically and socially independent.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Adult literacy problems are usually hidden. Some can stem from unrecognised learning disabilities. Many are the result of limited engagement with or access to support when in education under 18.

Research shows that over 50% of non-literate adults do not even reveal to their partners that they cannot read or struggle to do so.

The impacts of not being able to read have been shown to be multiple and wide-ranging from lower earnings and job status to unemployment, reduced well-being and self-confidence, social isolation and even negative health impacts (particularly to mental health). Inevitably these impacts are real not just for the non-reader but also their wider family (including children and grandchildren) and community.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	Up to 25 readers and over 30 volunteers, with the money specifically paying for the cost of working with two readers for a year.
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	At least 3 readers and 8 volunteers

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

We currently support Melksham-based one reader and their coach (supported by 5 further volunteers in the management team, also Melksham-based). Our aim, as part of our 10th anniversary year celebrations is to recruit and train at least 2 more coaches to then be able to start to help 2 additional readers in the Melksham Town Council area in 2025. That would be part of a wider aim to boost the number of readers we can help at any one time by ten across our '7 towns' area of Wiltshire.

7. FINANCIAL INFORMATION	
ESTIMATED TOTAL COST OF PROJECT	£ 2,500 – the cost of helping an extra ten more readers (across our '7 towns' area we need about £5000 - £8000 per year)
GRANT AMOUNT REQUESTED	£ 500
What are your current or planned subs/fees/charges?	Our service is free

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

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

Item	Amount
Providing materials and one to one coaching to help one reader learn	£ 250
to read over the course of a year	
Providing materials and one to one coaching to help one reader learn	£ 250
to read over the course of a year	
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ Click or tap here to enter text.

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
Wiltshire Council area forum – contact made with	YES □ NO ⊠	£ 500
Richard Rogers		
Chippenham Town Council	YES ⊠ NO □	£ 500
Mander Duffil	YES ⊠ NO □	£ 250
Bradford Town Council – awaiting decision	YES □ NO ⊠	£ 500
Various local businesses – now being approached	YES □ NO ⊠	£ 250 each
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
	Total	£ 750 confirmed

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:		
ACCOUNT YEAR ENDING:	30 September 2024	
TOTAL EXPENDITURE:	£ 4649.54	
TOTAL GROSS INCOME:	£ 5623	
BALANCE AT YEAR END:	£ 973.46	
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 3882.53	

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

We have no guaranteed grants or income year on year an so endeavour to hold at least £1000 in reserve and up to £4000 at the start of our financial year (1^{st} October) to ensure that existing readers can be supported to continue their learning journey.

9. ELIGIBILITY	
Please tick to confirm that this grant application meets the following criteria:	
Please note- applications that do not meet all the criteria will be rejected.	
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes
Is NOT for a national organisation or charity	\boxtimes
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central	\boxtimes
Headquarters for redistribution)	
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes
Is NOT for a political or religious organisation	\boxtimes
Is NOT for an activity that is completely funded from another funding source	\boxtimes
Is NOT for loans or interest payments	\boxtimes
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or	\boxtimes
Wiltshire Council's Social Services	
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender,	\bowtie
transgender, sexual orientation, marital status, pregnancy or any disability	
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a	\boxtimes
one-off project which has already happened)	
Is the grant requested for general or ongoing running costs such as salaries or rent	YES □
is the grant requested for general or ongoing running costs such as salaries or rent	NO ⊠
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future	:
Click or tap here to enter text.	
	YES 🗆
If requesting a Regular Grant, is the grant requested more than £1,000?	NO ⊠
If You who are a symbolic the associational aircompetences.	NU 🗵
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	
Click of tap here to enter text.	

10. ADDITIONAL INFORMATION				
Has your group/organisation previously received funding from Melksham Town Council?				
NO [NO □	
If Yes:				
What year was it awarded? Sept 2023				
What was the amount? £500 Page 88				

Updated: 02/10/2024

What was the funding for? Materials and ongoing support/training for volunteer coaches and volunteer expenses for existing readers and to support additional readers		
Is the funding for security measures?		YES □ NO ⊠
If Yes, do you have the support of the local police and/or crime reduction officer?		YES □ NO □
If Yes, please provide contact name: Click or tap here to enter text.		
Is the funding for work with vulnerable adults or children?		YES ⊠ NO □
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?		YES □ NO ⊠
If Yes, please provide contact name: Click or tap here to enter text.		

11. CHECKLIST

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- □ A copy of your most recent accounts
- ☐ A copy of your most recent bank account statement & details of any other investments/savings
- A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☐ A copy of your adopted Equal Opportunities Policy or Statement
- A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s):	
Date: 16/10/24	

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>

<u>Committee meetings which are relevant to your application round (see page 1).</u>

Agenda Item 8.9



REGULAR GRANT APPLICATION FORM- PART 1

PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS
BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	OUP'S NAME
Splash (Community F	First Wiltshire)
CONTACT DETAILS- I	Please give details of a representative for correspondence
NAME:	
ADDRESS:	
PHONE NUMBER:	
EMAIL:	

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

Updated: 15/07/2024



MELKSHAM TOWN COUNCIL GRANTS SCHEME SCHEDULE OF DATES 2024/2025

REGULAR GRANTS AND ROOM HIRE GRANTS

Round Open for Applications Deadline for Applications				dministration & Performance leeting where	
			decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)	
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025	
2 Monday 15 th July 2024 Friday 23 rd August 2024		Monday 9 th September 2024	Monday 3 rd March 2025		
3	Monday 23 rd September 2024	Friday 25 th October 2024	Monday 11 th November 2024	May 2025 tbc	
4	Monday 13 th January 2025	Friday 21st February 2025	Monday 3 rd March 2025	September 2025 tbc	

REGULAR GRANT APPLICATION FORM- PART 2

Regular Grant (up to £1,000)		\boxtimes
Room Hire Grant (for Melksham Assembly Hall o	r	
Town Hall)		Ц
cation?		
ntact Melksham Town Council or Melksham	C 1000	
on to get a quote for the exact amount your	£ 1000	,
	Room Hire Grant (for Melksham Assembly Hall o	Room Hire Grant (for Melksham Assembly Hall or Town Hall) cation? ntact Melksham Town Council or Melksham

3. ABOUT YOUR ORGANISATION	
Please tick to confirm that your organisation has:	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	\boxtimes
At least three members on its management committee/board	
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	\boxtimes
Are you a registered charity?	YES ⊠ NO □
If Yes, please provide your charity number: 288117	

Updated: 15/07/2024

1. ORGANISATION/GROUP'S NAME

Is your organisation part of, or affiliated to, a larger orga	anisation?	YES □ NO ⊠
If Yes, which: For context Splash is a programme carried out by the Youth Action Wiltshire team which is the youth arm of Community First Wiltshire		
Please tick the categories that best describe your organi	sation:	
□ Charitable organisation □ Yanth group	☐ Minority group	
	Community building	
☐ Senior Citizen group	☐ Community event	
☐ Sports club or arts group	☐ Health/transport/safety group	
☐ Advice organisation	☐ Other (please specify): Click or tap here	to enter
☐ Organisation assisting the disabled	text.	
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	the comment of the test that the test the	
What does your organisation do and how does it benefit covered by Melksham Town Council?	the community ana/or individuals in the	area
For 33 years, Splash has supported young people in Wilt.	shire as part of Youth Action Wiltshire, the	e vouth
division of Community First (registered charity number 2	· · · · · · · · · · · · · · · · · · ·	- ,
, , , , , ,	•	
The Splash team offers personalised one-on-one youth w	vorker support, weekly online group activi	ities
during term time, and in-person group activities on week	kends and school holidays. These services	cater to
young people facing various challenges, including those	with special educational needs, child prot	ection
issues, living in care, young carers, and young victims of		
and self-esteem, nurture feelings of self-worth and acce		
friendships, and improve the mental health and wellbeir		-
in a welcoming environment, Splash empowers young p	eople and inspires them to aspire to a brig	jhter
future.		
This grant application seeks funding specifically for oppo	ortunities for young people in Melksham v	vho are
facing challenges. Over the past year, 35 young people f		
included a combination of one-on-one support, group ac	tivities, and webinars.	
Both experience and national research show that working		_
people in small, closely supervised groups allows them to		
helps them form positive friendships, develop self-worth		•
mental wellbeing and resilience to future challenges. Du		•
These shallenges can range from oversoming a fear of h		
These challenges can range from overcoming a fear of h friends, or leading a group activity. Together, we encour		
achievements of those involved with Splash. The positive		
and valued by schools, families, and the wider communi		cogmsca
	•	
Postcodes of the 35 young people from Melksham who I	nave accessed Splash since 18/07/2023 (sc	эте
postcodes have multiple children accessing the service:		
SN12 6EE		
SN12 6HF		
SN12 6SD		
SN12 7LX		
SN12 7PT		
SN12 7SD		
SN12 7SJ SN12 8AL		
SITTL UAL		

Updated: 15/07/2024

SN126BQ SN126EJ SN126HN SN126RP **SN126RS SN126UH** SN126WA SN127AZ **SN127BH** SN127DT **SN127EH** sn127fs SN127FT SN127GL SN127LP **SN127NH** SN127PH **SN127PO** SN127RF SN128AJ sn128ba SN128DN SN128FA SN128FD

5. THE PROJECT/SERVICE

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

12 spaces on Splash positive activities for young people aged 9-16 from Melksham who are facing challenges in their lives.

If needed, please elaborate here with further details:

Young people can participate in a range of positive projects based on their preferences and our available programmes. Additionally, we offer one-on-one sessions with our staff when needed. Transport is provided for sessions where needed and we can also provide food for the days that we are supporting the young people in our care, this helps us to remove barriers from families who may have difficulty accessing the support otherwise. We have also established SLA's with various mental health services (Wiltshire Mind and Relate) to provide counselling sessions to young people referred through our charity, we spot purchase the counselling sessions and they come at no cost to the families.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

In addition to the direct benefits for the young people attending Splash, the wider community also sees positive impacts. Families report increased happiness in their children, and schools note improved attendance and engagement in lessons. The development of positive social and youth volunteering skills

further benefits local communities. We also partner with organisations like Wiltshire Wildlife Trust for activity days in natural spaces, promoting mindfulness and respect for the environment.

Results from our April 2024 parent/referrer feedback survey showed the following impacts on beneficiaries:

- 90% reported increased self-esteem, happiness, pride, and self-worth.
- 93% reported increased self-confidence and belief in themselves.
- 91% reported improved mental health and wellbeing.
- 72% of families reported improved school attendance.
- 88% of families reported improved attitudes and behaviour, as well as increased feelings of inclusion and reduced isolation.
- 91% of families reported improved home life quality and social skills, including communication and interaction within the family and with others.

What evidence do you have that this project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council?

From 18/07/2020 90 different young people from the town have benefitted from Splash support attending 409 Splash contact sessions. Young people have been referred under the following referral categories:

Parent/Young Person Mental Health issues

Behaviour Difficulties

Non/Poor/Reluctant school Attendance

Statement of SEN/Learning Difficulties/ASD

Free School Meals

Emotional Difficulties

Victims of Crime/Bullying/Abuse

Those with Child Protection Plans/issues

Children in Care

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

Early intervention and prevention are essential in helping young people avoid long-term mental health issues. The data highlights a worrying trend in England:

The mental health charity Young Minds reports that:

- One in six children aged five to 16 were identified as having a probable mental health problem in July 2021, a huge increase from one in nine in 2017. That's five children in every classroom.
- The number of A&E attendances by young people aged 18 or under with a recorded diagnosis of a psychiatric condition more than tripled between 2010 and 2018-19.
- 83% of young people with mental health needs agreed that the coronavirus pandemic had made their

Updated: 15/07/2024

mental health worse.

- In 2018-19, 24% of 17-year-olds reported having self-harmed in the previous year, and seven per cent reported having self-harmed with suicidal intent at some point in their lives. 16% reported high levels of psychological distress.
- Suicide was the leading cause of death for males and females aged between five to 34 in 2019.
- Nearly half of 17-19 year-olds with a diagnosable mental health disorder has self-harmed or attempted suicide at some point, rising to 52.7% for young women.

The rising demand for services like CAMHS adds significant pressure on to schools, families, charities and of course the NHS. The Education Policy Institute reports that school attendance has still not recovered post-pandemic, with persistent absence rates soaring from 13.1% in autumn 2019 to 24.2% in autumn 2022, affecting over 1.7 million pupils. Persistent absence not only impacts educational attainment but also serves as an indicator of wider issues like deteriorating mental health among secondary school pupils.

Splash works closely with local schools, including Melksham Oak, accepting referrals and providing one-onone support to help young people address and overcome specific challenges. Our survey feedback consistently displays that Splash support contributes to improving relationships with schools and improving school attendance. These results demonstrate the effectiveness of early intervention through Splash, which positively impacts families, peer groups, school communities, and the wider local community.

Our support has also helped to 'focus' some young people and enable them to navigate away from poorer choices such as alcohol and drug use and anti-social behaviour which has impact on the wider community. We know this through case studies and feedback received directly from the young people we work with as well as their families testimonials. Being supported, listened to, and welcomed within a peer group significantly boosts their motivation, confidence, and self-belief, helping them develop resilience and positive life skills, and aspire to a brighter future. Splash's approach of understanding, listening, empathising, supporting, welcoming, encouraging, and challenging young people enables them to thrive.

Without Splash and similar youth support services, young people will continue to struggle, leading to strained family and school relationships and negative implications for community wellbeing.

6. BENEFICIARIES	
How many people in total will benefit from this grant? 12 (plus wider familial impact)	
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	12 (plus wider familial impact)

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

Based on previous years statistics we anticipate approx. 30-40 young people from the town engaging with Splash. However, we operate a multi-source funding model and will approach other local funders to ensure all young people referred from the town will be able to access our services. We are proposing that the Town Council fund 12 places for young people from the town, who are facing challenges in their lives.

Updated: 15/07/2024

7. FINANCIAL INFORMATION		
ESTIMATED TOTAL COST OF PROJECT	£ 1267	
GRANT AMOUNT REQUESTED	£ 1000	
What are your current or planned subs/fees/charges?	All our services, including transport to and from activities is provided free of charge. This is in order to provide equality of opportunity and easy access in a bid to engage the hardest to reach young people.	

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

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

Item	Amount
Activity Facilitators/Providers	£ 560
Travel and Travel to and from activity venues across the county – broadening opportunities for young people from the town	£ 180
Youth Support Worker, Project Coordination, Safeguarding, Health and Safety, Monitoring and Evaluation	£ 482
Welfare Costs (Sanitary Products, Food and Drinks)	£ 45
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 1267

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Please note: projects must be match funded if you are requesting over £250. (Voluntary time can be counted as benefit in kind.)

Source	Confirmed?	Amount
OPCC	YES ⊠ NO □	£ 267
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
Click or tap here to enter text.	YES □ NO □	£ Click or tap here to enter text.
	Total	£ 267

ACCOUNT YEAR ENDING:	March 2023
TOTAL EXPENDITURE:	£ Click or tap here to enter text.
TOTAL GROSS INCOME:	£ Click or tap here to enter text.
BALANCE AT YEAR END:	£ Click or tap here to enter text.
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ Click or tap here to enter text.
If your savings are more than your annual expenditure, what Click or tap here to enter text.	at are they for?

9. ELIGIBILITY	
Please tick to confirm that this grant application meets the following criteria:	
Please note- applications that do not meet all the criteria will be rejected.	
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes
Is NOT for a national organisation or charity	\boxtimes
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	\boxtimes
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes
Is NOT for a political or religious organisation	\boxtimes
Is NOT for an activity that is completely funded from another funding source	\boxtimes
Is NOT for loans or interest payments	\boxtimes
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	\boxtimes
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	\boxtimes
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	\boxtimes
one-on project which has already happened	YES 🗆
Is the grant requested for general or ongoing running costs such as salaries or rent	NO ⊠
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future Click or tap here to enter text.	2:
If requesting a Regular Grant, is the grant requested more than £1,000?	YES □ NO ⊠
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.	

Page₈98

10. ADDITIONAL INFORMATION		
Has your group/organisation previously received funding from Melksham Town Council?		YES ⊠
Has your group/organisation previously received funding from Melksham Town Council?		NO □
If Yes:		
What year was it awarded?	September 2023	
What was the amount?	£768	
What was the funding for?	ling for? 12 places on Splash positive activity days	
le the founding for account, reconnect		YES □
Is the funding for security measures?		NO ⊠
If Very device, howether assumed of the level malice and for asime and satisfy officer?		YES □
If Yes, do you have the support of the local police and/or crime reduction officer?		NO □
If Yes, please provide contact name: Click or tap h	nere to enter text.	
In the founding for work with will people adults of	د معاملاتام	YES ⊠
Is the funding for work with vulnerable adults or children?		NO □
If Yes, do you have the support of either Adult	Social Care or Children's Services at Wiltshire	YES ⊠
Council?		NO □
If Yes, please provide contact name: Georgia Tanner for Young Carers and individual support workers for		
individual young neonle, we also have direct acc	ress to Julia Gay from The Horizon Team at Wilts	hire Police

11. CHECKLIST

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☑ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- □ A copy of your most recent accounts
- ☐ A copy of your most recent bank account statement & details of any other investments/savings
- ☑ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☐ A copy of your adopted Equal Opportunities Policy or Statement
- ☑ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



BANK DETAILS		
Name of Account:		
Account Number:		
Sort Code:		

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s):	
Date: 18/07/2024	

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u>

<u>Committee meetings which are relevant to your application round (see page 1).</u>

Agenda Item 8.10



GRANT APPLICATION FORM- PART 1

PLEASE READ THE GRANT APPLICATION POLICY AND GUIDANCE NOTES BEFORE COMPLETING THIS FORM

PLEASE NOTE- APPLICATIONS THAT DO NOT BENEFIT THE COMMUNITY AND/OR INDIVIDUALS BASED IN THE AREA COVERED BY MELKSHAM TOWN COUNCIL WILL BE REJECTED.

THE AREA COVERED BY MELKSHAM TOWN COUNCIL DOES NOT INCLUDE BOWERHILL OR SURROUNDING VILLAGES, INCLUDING SEMINGTON, BEANACRE, WHITLEY & SHAW.

ORGANISATION/GR	ORGANISATION/GROUP'S NAME		
The Parochial Churc	h Council of the Melksham Parish of the Ecclesiastical Parish of Melksham, Salisbury		
CONTACT DETAILS-	Please give details of a representative for correspondence		
NAME:			
ADDRESS:			
PHONE NUMBER:			
EMAIL:			

Following your application, you are encouraged to attend the Finance, Administration & Performance Committee meetings which are relevant to your application round. This will allow you to ask and answer any questions in support of your application.

Please refer to the following table for relevant dates and monitoring form deadlines.

REGULAR GRANTS AND ROOM HIRE GRANTS

			Date of relevant Finance, Administration & Performance Committee Meeting where	
Round Open for Applications		Deadline for Applications	decisions on Regular Grants are made and announced	Monitoring Forms for Regular Grant recipients will be reviewed (NB: forms will need to be received no later than two weeks prior to this date)
1	Monday 20 th May 2024	Friday 21st June 2024	Monday 8 th July 2024	Monday 13 th January 2025
2	Monday 15 th July 2024	Friday 23 rd August 2024	Monday 9 th September 2024	Monday 10 th March 2025
3	Monday 9 th September 2024	Friday 18 th October 2024	Monday 4 th November 2024	Tuesday 6 th May 2025 tbc
4	Monday 13 th January 2025	Friday 21st February 2025	Monday 10 th March 2025	September 2025 tbc

REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

The Parochial Church Council of the Melksham Parish of the Ecclesiastical Parish of Melksham, Salisbury

2. YOUR GRANT			
	Regular Grant (up to £1,000) -		×
Which type of grant are you applying for?	MAJOR GRANT		
Which type of grant are you applying for?	Room Hire Grant (for Melksham Assembly Hall	or	
	Town Hall)		
How much are you applying for in this application? If applying for a Room Hire Grant, please contact Melksham Town Council or Melksham		£10,00	00

3. ABOUT YOUR ORGANISATION	
Please tick to confirm that your organisation has:	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	\boxtimes
At least three members on its management committee/board	\boxtimes
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	\boxtimes
Are you a registered charity?	YES ⊠ NO □

If Yes, please provide your charity number: 1138038				
		YES 🛛		
Is your organisation part of, or affiliated to, a larger organisation?		NO □		
If Yes, which: Church of England, Diocese of Salisbury				
Please tick the categories that best describe your organ	nisation:			
□ Charitable organisation	☐ Minority group			
	□ Community building			
⊠ Senior Citizen group	☐ Community event			
☐ Sports club or arts group				
☑ Advice organisation	☐ Health/transport/safety group			
☑ Organisation assisting the disabled	☐ Other (please specify): Click or tap her	☐ Other (please specify): Click or tap here to		
	enter text.			
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:				
What does your organisation do and how does it beneft covered by Melksham Town Council?	fit the community and/or individuals in the	area		
Melksham Church's vision is to 'Make Jesus known', and has a thriving congregation that has more than doubled in size since emerging from the pandemic, currently attracting well over 100 adults from the town and a growing number of children and youth on Sundays. The church actively engages with the local community through various outreach initiatives, including Alpha courses, a weekly craft cafe, a toddler group, visits to retirement homes, partnerships with community organisations, as well as collaborations with local schools and youth groups. Melksham Church aims to be an inclusive and welcoming presence, embracing those from all walks of life and fostering a sense of community and connection. The church's role extends beyond traditional worship services, and is actively sought out by the town's residents for support during times of grief, celebration, and cultural events, reflecting its integral position within the fabric of Melksham society.				

5. THE PROJECT/SERVICE

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

We are requesting £10,000 towards our total construction costs of £220k to rescue and renovate 11 Canon Square, an abandoned grade-II listed building, to be refurbished as a vibrant and flexible multi-use space that will benefit both church and community,

If needed, please elaborate here with further details:

Melksham Church is has launched an ambitious project to rescue and restore 11 Canon Square, a prominent listed building in the town centre's historic conservation area, for the benefit of both church and community. The building was abandoned for many years during the Covid pandemic by its previous owners, attracting problems with squatters, antisocial behaviour and drug misuse leading to frequent police callouts.

Additionally it presents an eyesore and an unfortunate backdrop for events such as the town's annual Remembrance parades around the adjacent war memorial. The property requires significant renovation work to bring it up to usable condition, including addressing structural issues, adhering to listed building regulations, and making the necessary repairs and improvements.

Once fully renovated, the ground floor and rear cottage of 11 Canon Square will be converted into a suite of attractive and flexible meeting spaces to be used for children & youth groups on Sundays and by community partnership groups throughout the week. Prospective community partnerships currently include Growing Hope (offering therapy for children & families with additional needs), Safe Families (supporting vulnerable children & adults), and HELP counselling (offering free counselling to those with mental health challenges).

These modernised, versatile facilities will revitalise the our ability to serve and transform lives in Melksham, responding directly to the town's priorities identified by the 'Community Area Strategic Needs Assessment' of reducing anti-social behaviour, improving access to health services and caring for our local history and environment.

What evidence do you have that this project/service is required in the area covered by Melksham Town Council?

We have undertaken a review of the Strategic Needs Assessment documentation* for Melksham, conducted local research, consultation and deeper data reviews. All this points towards the following town priorities requirements, which refurbishing this property will enable action directly into -

Anti-social behaviour

- Refocusing this space as something positive vs somewhere to break into, and offering mid week safe spaces to be, train and connect
 - The rate of substance related hospital admissions in Melksham is higher than the Wiltshire average
 - Melksham Community Area has a higher rate of reported domestic abuse offences than the Wiltshire average
 - Melksham has a lower than average apprenticeship rate, restoring this property allow us to work with charities like 'Spear' who coach young people into work

Environment

Only 2% of Melksham Community Area is classified as either a Site of Special Scientific Interest (SSI), and this property sits in the edge of the conservation area in a historic part of town - looking after the building benefits the immediate local surrounding eg repaired drainage (the drainpipes have been leaking for years damaging the stone). This house is a cultural asset of Melksham's and deserves care and restoration.

Health and wellbeing

o The demand for counselling and mental heath services is more than the supply can currently provide - the mental health provision landscape is concerning and wait times are long - refurbishing this space and current partnerships set up (Help Counselling) will speak directly into this need with immediate benefit for local residents

Housing

- O There are 2,370 (and counting) new homes planned in Melksham Community Area in the current plan period of 2006-2026
 - we will offer 2 affordable homes in the centre of town, which in turn allows for this property to be self sufficient and looked after for years to come with the income generated

Children and young people

- Renovating this building will enable us to address this by providing after school homework clubs with dinner and particular passion for SEN children
 - 14% of pupils in Melksham Community Area have either an Education, Health and Care

Plan or Special Educational Needs

■ 11% of 0-19 year olds in Melksham Community Area are thought to be living in poverty. This higher than across Wiltshire (9%)

Provision of services for older people

- Renovation of this building will enable us to offer a more suitable place for pastoral care around funerals and more mid week retirement groups aimed at social connections and learning new skills (e.g. IT or craft)
 - Only 13.4% of adult carers aged 65+ feel that they have as much social contact as they would like

Local charities have expressed a need for quiet, private, home like, welcoming spaces to conduct their work of providing bereavement support, helping unskilled young people into the work force, supporting parents and siblings of children with additional needs, giving mental health support to local residents. St Michael's church room is over-subscribed, deteriorating, and does not have an accessible toilet (larger prams and walking aids cannot get round the bend in the corner of the hallway). The parent and baby groups, youth groups, and craft cafe (providing much needed social interaction for older people) are already having to turn people away due to lack of space. Refurbishing the ground floor of 11 Canon Square will provide the space, atmosphere, and W/C facilities that many local residents need to comfortably use the organisations' services.

What evidence do you have of adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if your project/service does not continue?

If the project does not continue, 11 Canon Square will remain a derelict eyesore and a magnet for anti-social behaviour which has already caused problems for neighbours. Groups such as the Crafty Cafe have outgrown the St Michael's church room and are having to turn people away so local elderly, bereaved, and disabled people are missing out on much needed social contact. Part of the renovation is to provide more accessible toilet facilities which the church room is missing. Local charities will have to look outside Melksham town centre, possibly having to pay more for rent and drawing foot traffic away from the town centre.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	1000
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	500 per year

Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?

Estimates based on projections from partnering charities and organisations for the number of people who will utilise their services in the space. The number would be far greater if it included footfall figures of those who indirectly benefit from the improved visual aspect of the town's historic centre and conservation area.

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7. FINANCIAL INFORMATION	
	£550,518
ESTIMATED TOTAL COST OF PROJECT	Purchase of Canon Square property = £330,000 (Already funded through sale of historic church investments) Building and renovation costs = £220,518
GRANT AMOUNT REQUESTED	Major grant - £10,000 Towards the £220,518 construction costs
What are your current or planned subs/fees/charges?	Community Room rentals: The large community room will be rented out at £20 and the small community room will be rented out at £15 an hour. (this is tbc as we are finalising a model that enables free services to use the space, partly covered by commercial rentals that can afford to pay more) Rental of two flats: 20% below suggested market rate - approx £600 pcm each (TBC pending professional valuation)

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

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

We are applying for £10,000 towards the construction costs of £220,518

Item	Amount
Plumbing	£ 38,000
Electrical	£ 28,158
Windows	£ 27,000
Stone masonry	£ 23,360
Labour, Management	£ 89,000
Contingency	£ 15,000
Total	£220,518

How else are you funding your project?

- Please include:
 - o grants received and applied for from other organisations
 - o any income from fundraising
 - o any existing reserves

Source	Confirmed?	Amount
Cross Trust Grant	YES ⊠ NO □	£ 50,000
Vibrant Wiltshire Grant	YES ⊠ NO □	£ 10,000
St Simons PCC	YES ⊠ NO □	£ 10,000
Garfield Weston Grant	YES ⊠ NO □	£30,000
Benefact Trust Grant	YES ⊠ NO □	£9,300
Melksham Without Parish Council	YES ⊠ NO □	£5000
Bernard Sunley Grant	YES □ NO X	£tbc - at application submission state
Sabina Sutherland Grant	YES □ NO X	£tbc - at application submission state
Donations from congregation	YES × NO □	£ 35,000
Hills CF Landfill grant	YES □ NO X	£ 10,000 - at final info submission stage
Area board grant	YES □ NO X	£tbc - at application submission state
Loan from Salisbury DBF		£tbc - hoping won't be required, depending on success of pending grant applications
	Total	£149,300

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:				
ACCOUNT YEAR ENDING:	2023			
TOTAL EXPENDITURE:	£ 234,395			
TOTAL GROSS INCOME:	£ 275,681			
BALANCE AT YEAR END:	£ 118,432			
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 55,943			
If your savings are more than your annual expenditure, what are they for?				

9. ELIGIBILITY			
Please tick to confirm that this grant application meets the following criteria:			
Please note- applications that do not meet all the criteria will be rejected.			
Is NOT for a private organisation operating as a business to make a profit or surplus	\boxtimes		
Is NOT for a national organisation or charity	 		
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central			
Headquarters for redistribution)	\boxtimes		
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	\boxtimes		
Is NOT for a political or religious organisation	\boxtimes		
Is NOT for an activity that is completely funded from another funding source	\boxtimes		
Is NOT for loans or interest payments	\boxtimes		
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	×		
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender,	\boxtimes		
transgender, sexual orientation, marital status, pregnancy or any disability			
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a			
one-off project which has already happened)			
Is the grant requested for general or ongoing running costs such as salaries or rent			
is the grant requested for general or ongoing running costs such as salaries of rent			
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future Click or tap here to enter text.	::		
	YES 🗆		
If requesting a Regular Grant, is the grant requested more than £1,000?	NO □		
If Yes, please explain the exceptional circumstances: Click or tap here to enter text.			

10. ADDITIONAL INFORMATION		
Has your group/organisation previously received funding from Melksham Town Council?		YES □ NO ⊠
If Yes:		
What year was it awarded?	Click or tap here to enter text.	
What was the amount? Click or tap here to enter text.		
What was the funding for?	Click or tap here to enter text.	
Is the funding for security measures?		YES 🗆
		NO ⊠
If Yes, do you have the support of the local police and/or crime reduction officer?		YES □
		NO □
If Yes, please provide contact name: Click o	r tap here to enter text.	
		YES 🛛
Is the funding for work with vulnerable adults or children? indirectly		NO □
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire		YES 🗆
Council?		NO ⊠
If Yes, please provide contact name: Click or tap here to enter text.		

11. CHECKLIST

Please tick to confirm that you have included the following documents:

Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.

- ☑ A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)
- **☒** A copy of your most recent accounts
- ☑ A copy of your most recent bank account statement & details of any other investments/savings
- ☑ A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults)
- ☑ A copy of your adopted Equal Opportunities Policy or Statement
- ☑ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	
Account Number:	
Sort Code:	

DECLARATIONS

- In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Town Council will process and hold personal information about me/us only in relation to my/our grant application.
- I/we consent to my/our personal information, including that contained within 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/we understand that it will only be accessed by authorised staff members to manage the grant application process.
- I/we also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract.
- I/we understand that my/our data will be disposed of securely 6 years after the application and that I/we have the right to correct the information at any time.
- I/we have been made aware of my/our rights under GDPR.
- 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 I/we have read the Grant Application Policy and that the application complies with the terms laid out in the Policy.
- I/we declare that I/we have included all the requested information.
- I/we fully understand that if I/we do not include the requested information and/or if the application does not comply with the policy, the application may be rejected.
- I/we agree to complete and return a Monitoring Form within 6 months of receipt of any grant funds for consideration by the Finance, Administration & Performance Committee.



Signature(s) of Applicant(s):

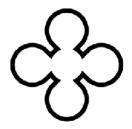
Date: 16th October 2024

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

<u>Please remember to make a note of the dates of the Finance, Administration & Performance</u> Committee meetings which are relevant to your application round (see page 1).

Updated: 11/09/2024





Building To Serve: Case For Support

Executive Summary

Melksham Church is a lively Anglican church that is now launching "Building to Serve" - an ambitious project to expand its facilities and better serve the rapidly growing congregation and local community.

The project aims to **Serve the Church** by providing more space for the growing congregation; **Serve the Community** by offering better facilities for local community partnerships; and **Serve the Future** by ensuring that Melksham's oldest buildings are updated and preserved for generations to come.

Phase 1 of Building to Serve is the purchase and renovation of 11 Canon Square - an attractive and historic grade 2 listed building adjacent to St Michael's Church which has sadly been derelict for many years leading to difficulties with squatters, anti-social behaviour and drug raids.

In November 2023, after a successful online auction, the church completed the purchase of the building, and now plans to refurbish it to create a vibrant and flexible multi-use space that will benefit both church and community.

Phase 1

- Renovate the newly acquired 11 Canon Square property adjacent to the church
- Create additional spaces for children/youth groups, pastoral meetings, parish office
- Provide rentable community space; host local partnership services; offer affordable residential units for income generation to make the property self-sustaining.

This vital project will restore a deteriorating historic building to facilitate the church's ministry and community outreach..

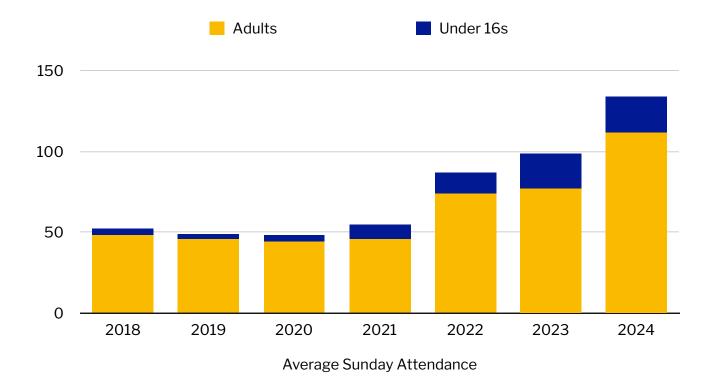
Melksham Church

Melksham Church's vision is to 'Make Jesus known', and has a thriving congregation that has more than doubled in size since emerging from the pandemic, currently attracting well over 100 adults and a growing number of children and youth on Sundays. The church actively engages with the local community through various outreach initiatives, including Alpha courses, a weekly craft cafe, a toddler group, partnerships with community organisations, as well as



collaborations with local schools and youth groups.

Melksham Church aims to be an inclusive and welcoming presence, embracing those from all walks of life and fostering a sense of community and connection. The church's role extends beyond traditional worship services, and is actively sought out by the town's residents for support during times of grief, celebration, and cultural events, reflecting its integral position within the fabric of Melksham society.



The Need

Community

Melksham is the most deprived town in Wiltshire¹, and in the top 10% most deprived parishes nationally according to the indices of multiple deprivation, and faces significant economic, social and spiritual challenges:

- · highest proportion receiving working age benefits of all the towns in Wiltshire
- highest proportion receiving disability benefits of any town in Wiltshire
- the only town in Wiltshire with a higher proportion of people with no qualifications (18.2%) than the national average
- standards of achievement at primary and secondary school level are both lower than the Wiltshire average
- rates of childhood poverty, childhood obesity, alcohol related hospital admissions, and violent and domestic abuse offences are all higher than the Wiltshire average

Conservation

11 Canon Square is a prominent listed building in the historic town centre, which is designated a conservation area. The building was abandoned for many years during the Covid pandemic by its previous owners, attracting problems with squatters, antisocial behaviour and drug misuse leading to frequent police callouts. Additionally it presents an eyesore and an unfortunate backdrop for the town's annual Remembrance parades around the adjacent war memorial.

The property requires significant renovation work to bring it up to usable condition, including addressing structural issues, adhering to listed building regulations, and making the necessary repairs and improvements. Initial efforts have been made to clean and prepare the least derelict areas for temporary use.

Congregation

St Michael's is facing significant space constraints that are hampering its ability to effectively serve the growing congregation and local community. Despite the remarkable increase in attendance, the church lacks adequate facilities to accommodate this growth.

-

¹ Melksham Community Area JSNA

Children's and youth ministry has lacked the room to grow, being forced to operate in temporary meeting spaces; marquees, log cabins, and repurposed choir vestries. The current spaces are cramped and unsuitable for those with additional needs; our Church Room is deteriorating and at capacity, forcing the church to pause certain programs like toddler groups and cap attendance for youth and community activities.



Church and Community Impact

Once fully renovated, the ground floor and rear cottage of 11 Canon Square will be converted into a suite of attractive and flexible meeting spaces to be used for children & youth groups on Sundays and by community partnership groups throughout the week. In addition to providing these much-needed facilities for the community, the renovation aims to offer two affordable one-bedroom homes, addressing the demand for such housing in Melksham.

The renovations will immediately alleviate several pressing issues the church currently faces. As well as providing space for our children's & youth work, expanded facilities will allow community groups including the Crafty Cafe and the Little Cherubs Toddler Group to grow.

But beyond immediate needs, these new versatile facilities will enable the church to launch new community initiatives previously impossible due to lack of space; hosting new community groups and renting space to local businesses and charities. Prospective community partnerships currently include Growing Hope (offering therapy for children & families with additional needs), Safe Families (supporting vulnerable children & adults), and HELP counselling (profiled below).

The renovations will enable sustainable income generation via affordable rental units and meeting rooms while improving the town centre though the restoration of the historic Canon Square property. The project prioritises accessibility and inclusion with new WCs, open layouts, and welcoming environments for those with additional needs and special requirements.

Overall, these modernised, versatile facilities will revitalise the church's ability to serve and transform lives in Melksham, an expanding town of over 30,000 residents, whose 'Community Area Strategic Needs Assessment' includes town priorities that this building project directly responds to, including reducing anti-social behaviour, access to health services and caring for our local history and environment.

Community Partnership - HELP Counselling

HELP Counselling Services, established by churches in Trowbridge in the 1980s to address substance abuse and mental health issues, has been awarded a significant one-year grant to provide free counselling in the deprived Forest area of Melksham. They're looking for a safe, accessible and private town-centre location to host their services, addressing a crucial gap in the counselling provision in Wiltshire, as the main supplier's 25-year contract ends this year. Melksham, in particular, has inadequate provision of counselling services compared to other parts of Wiltshire. A refurbished 11 Canon Square would be able to provide the necessary space for HELP Counselling to deliver this essential service, enhancing community support and well-being.



11 Canon Square - then and now





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Endorsements

"It is fantastic news that Melksham Church have completed the purchase of 11 Canon Square; a historic building that has been derelict in Melksham for a long time. I know from my conversations with Rev Charlie Thomson that the Church has excellent plans to bring the building back to life"

- Michelle Donelan MP

"11 Canon Square has become a rather depressing backdrop to the War Memorial, especially for our Remembrance Sunday parade when Canon Square welcomes so many from the community. I wholeheartedly endorse this project and I wish the church every success in restoring it for the year round benefit of the wider community."

- Air Vice-Marshal David Couzens, Deputy Lieutenant for Wiltshire

'The building's prominent position in the oldest part of Melksham means restoring it to its former glory is critical - it's such a shame to see this beautiful building crumble"

- Peter Maslen, Secretary for Melksham & District Historical Association

'It is so encouraging to see this church making such exciting plans to respond to growth, particularly the number of young families who are becoming an important part of the life of St Michael's."

- Patrick Wintour, chair of Friends of Wiltshire Churches

"I have made a significant breakthrough and I feel much better equipped to make healthy choices"

- HELP Counselling testimonial

'Our regular trips to St Michael's are a much appreciated highlight - we're excited to see the church's facilities being improved for the benefit of local groups like us"

- Tim Just, leader 1st Bowerhill Scouts

'We are so pleased to have you as our new neighbours at number 11 - we know it's going to be a great success"

- Annie Benham-Taylor, Canon Square resident

"I once knocked down the back door of the building in a drug raid - to see it become home to counselling services for those with drug addiction would be an incredible turnaround!"

- Retired Police Officer

'Everyone is welcome at St Michaels - love having our own space, but now our group is growing we need more room as it's getting a bit cramped in the 'den'."

- Isaac, youth group member

Agenda Item 9.1 MELKSHAM TOWN COUNCIL MAJOR GRANTS

MONITORING 2024

4Youth	Emailed several times requesting monitoring documents- no response		
Melksham Carnival	Documents received- no response re: attending meeting		
Melksham Food and River Festival	Documents received- no response re: attending meeting		
Melksham Christmas Lights Group	Emailed several times requesting monitoring documents- no response. Discussion in person re: changing grant process for this group		
Melksham Tourist Information Centre	All documents except Business Plan received (they don't have one)- can't attend meeting		
The Parochial Church Council of the Melksham Parish of the Ecclesiastical Parish of Melksham, Salisbury	All documents received to be considered as a new Major Grants recipient- attending meeting.		





GRANT MONITORING FORM

1. ORGANISATION	ON/GROUP'S NAME
ORGANISATION:	MELKSHAM FOOD AND RIVER FESTIVAL - 2024 – 2025 EVENT

2. GRANT AWARDED				
Type of Grant (please tick):		Regular \square	Major $oxtimes$	Room Hire \Box
Total Awarded:		£ 5,000		
Date Received:		Expected to	receive in Apr	il 2025
3. Please give details below of the items or a	ctivities fun	nded by this g	rant	
ITEM/ACTIVITY			TOTAL	L COST
We are very grateful to Melksham Town Council for grant contribution. This has again helped us by commeeting the cost of specialist professional service buy-in to create a safe and secure environment at	ntributing to es that we ha the Festival	owards ave to		
The Festival takes place over the period of the last and first weekend of September – planned to avoid and commencement of the adjoining school. For 2 Saturday 30th and Sunday 31st August.	d the Bank I 2015 this wi	Holiday Il fall on		
The estimated cost of these professional services, the 2024 Festival includes: - insurance - electrical, generator and PA - first aid and medical - 24hr patrolling security + radios - mobile and disabled toilets plus waste management and collection - fire protection equipment Total – estimated main expenditure	£883 £4,551 £996 £2,489 £2,681	VAT, for 1,720	£ 19	,271
The entire £5,000 MTC grant was spent to contribute payment of the above costs.	ute towards	the		
Other costs provided for in the Festival budget incl - entertainment and music - hire of marquee, equipment - advertising / publicity - miscellaneous TOTAL ESTIMATED FESTIVAL TOTAL COST.	£3,285 £1,092 £1,464 £1,710	,551 9,271		

Updated: 11/07/2024 Page 121

The 2024 MTC grant represented around 26% of the estimated projected total costs incurred to run the 2024 Festival To cover these remaining total costs the Steering Group has receiveded funding from grants plus carried forward surpluses and other sources including sponsorship, shared income donations, and very competitive fees from the sale of stalls. This approach has again enabled the Festival to continue with our policy of providing stalls to local community and charity groups at either FREE or at a substantially reduced rate to local branches of national charities. Any surplus of income remaining after all the bills have been paid we be again be carried forward in line with the event's three year plan.	ill						
Click or tap here to enter text.	£ Click or tap here to enter text.						
nsurance	£ Click or tap here to enter text.						
Click or tap here to enter text.	£ Click or tap here to enter text.						
Click or tap here to enter text.	£ Click or tap here to enter text.						
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRAN	f : f Click or tap here to enter text.						
4. The benefits of your grant- Please give details below of the benefit to the work of your group and how this benefits the the Melksham Town Council area.							
The grant for each Festival weekend has three benefits: 1. allow FREE access to the Festival in the spirit of encouraging public	cuse of the King George vVPark						
 allow FREE access to the Festival in the spirit of encouraging public use of the King George vVPark; to enable local community, educational, fund raising, social groups and local Melksham artisans to promote their activities to Melksham, the adjoining neighbourhood and increasingly the wider areas; as well as being a shop window for a range of hot food and other stalls to promote the food and products for many local small suppliers. 							
3. to provide a weekend of fun and community engagement for all a	ges						
5. How many people in the Melksham Town Council area have	e benefited from the grant?						
The Festival is increasing recognised; and is popular with family atteages.	ndance with adults and children of all						
Calculation of the footfall of public attendance is hard to be precise because of the FREE-to-attend policy fthat has been adopted for the two day event. Footfall is drawn from the entire Melksham and surrounding villages area – and increasingly from a wider catchment area.							
We estimate that approximately 6,000 – 8,000 people attended the 2023 Festival; with approximately 8,000 - 10,000 attending the recent 2024 Festival.							
6. Has the grant been spent in accordance with its purpose as	previously approved?						
Yes ⊠ No □	Partially 🗆						

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

We are very grateful to Melksham Town Council for their grant contribution and support for the Festival.

This helped us to fund the specialist professional electrical, insurance, medical, security, toilets and waste disposal service providers, costing £11,720, needed to support the event this year.

The Festival's accounting period is from 1st October to 30th September annually. Accounts for previous years have been lodged with the Town Council annually.

A copy of the preliminary statement for the 2024 Festival is attached for information. This indicates a possible surplus of £1,269 for 2024 and reserves of £14,404. This projected surplus will be carried forward in accordance with our established business plan policy to launch our 2025 Festival planning.

The Melksham Food and River Festival takes place in the King George V Park and on the River Avon over the first weekend in September each year. The event is entirely planned, managed and delivered by a team of volunteers.

A 'Wash-Up' meeting will be held in October to review lessons from the 2024 Festival event, to agree the dates for the 2025 Festival dates, and to commence the planning process for the event. Comments will be welcome. An immediate issue is to finalise a date for the Festival in 2025.

In 2023 the Festival was held over the weekend of 2nd and 3rd September; and the 2024 event has just been held again over the weekend of 31st August and 1st September 2024. The logic for our choice of this annual date is to hold the event after the Bank Holiday but before local schools go back. If this to be achieved for the 2025 event to avoid the 25th August Bank Holiday, it will be necessary to move the event to Friday 29th August for set up and for the Festival to run over the weekend of 30th and 31st August 2025.

The Festival is generally very well attended. In addition to all the local food and drink / charity and community / and artisan stalls, visitors have enjoyed a programme of field and river based activities; family musical entertainment; a fun fair and other activities for children and people of all ages.

Feedback this year from the eighty plus stallholders and activity providers indicate they too are happy with the friendly ambience that our volunteers have evolved for the event. We have already received a number of indications of intent to come again in 2025. However it is too soon after the end of the 2024 Festival to know how many of these stallholders will actually book again for the 2025 Festival. Stall bookings will open again on 1st January 2025.

Draft dated 20th September 2024

NOTE: The date below is assumed to be related to the upgrading of the MTC Form

Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.

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GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME								
ORGANISATION: Melksham Carnival								
2. GRANT AWARDED								
Type of Grant (please tick):	Regular 🗆	Major $oxtimes$	Room Hire \Box					
Total Awarded:	£ unclear							
Date Received:	Unclear							
3. Please give details below of the items or activities fur	nded by this	grant						
ITEM/ACTIVITY		TOTAL	L COST					
First aid		£2	95					
Road closures		£ 249	97.20					
Click or tap here to enter text.		£ Click or tap he	ere to enter text.					
Click or tap here to enter text.		£ Click or tap he	ere to enter text.					
Click or tap here to enter text.		£ Click or tap he	ere to enter text.					
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL	GRANT:	£ Click or tap he	ere to enter text.					
4. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area. The grant provided by MTC allows Melksham Carnival to go ahead, legally and safely and as a non profit venture, we would not be able to provide this completely free to enjoy/participate in event for the community to enjoy- offering hundreds of households a fun filled and much loved evening								
5. How many people in the Melksham Town Council are	ea nave bene	inted from the	grants					
1000+ based on MIN reports								
6. Has the grant been spent in accordance with its purp	ose as previo	ously approved	?					
Yes □ No □		Partially	/⊠					
7. Is there anything else that you would like to say rega	rding your g	rant?						
I am unaware major grant application stated for its use, when chasing it up there seems to have been some overlap between councils/committee members (MC) that has caused some confusion Due to the issues we did receive some funds late this year for use on promotional items (warm clothes for fundraising events, banner, gazebos etc) so some of the items weren't purchased in time for this years events, how ever the money for these items has been ringmarked and will be spent in the coming quarter once all the quotes have been received and assessed.								

We do not know exactly what was on the previous major grant form- but will happily ensure the items are

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covered if it can be located.

Melksham Carnival apologises for their part in the poor paper trail of the past teams, and the difficulty's it has caused the MTC, we have resolved the issues our end and will be able to keep better records going forward

Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.



Melksham Town Council

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

GRANT MONITORING FORM 2024/2025

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

s there anything else that you would like to say regarding your grant?	
ank you for the grant which enables us to stay open.	
and you for the grant times of the stay open.	
se return this form by email to grants@melksham-tc.gov.uk. or to Melksham Tov	

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

Agenda Item 11

Date: 28/10/2024 Melksham Town Council Current Year Page: 1
Time: 13:54 Cashbook 2 User: MEL

Lloyds Bank Assembly Hall A/c For Month No: 5

eceipts f	or Month 5			Nominal Ledger Analysis					
ceipt Ref_	Name of Payer	£Am	nt Received_	£ Debtors	<u>£V</u> AT	A/c	Centre	£ Amount_	Transaction Detail
	Balance Bro	ought Fwd:	807,321.98					807,321.98	
AH317	Banked: 05/08/2024	108.00							
	Sales Recpts Page 10		108.00	108.00		101			Sales Recpts Page 10
BACS	Banked: 05/08/2024	500.00							
BACS	Good News Church		500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 07/08/2024	4,846.00							
BACS	Ticketsource		4,846.00			566		4,846.00	Fleetw ood Mac
00774(B)	Banked: 08/08/2024	1,102.55							
00774(B)	Bingo Mad		193.40		32.23	1001	520	161.17	Bingo Mad
	Rock n Roll		466.50		77.75	1001	520		Rock n Roll
00774(B)	WWMCC		8.20		1.37	1001	520	6.83	WWMCC
00774(B)	WWMCC		6.40		1.07	1001	520	5.33	WWMCC
00774(B)	Seven Wonders		428.05		71.34	1001	520	356.71	Seven Wonders
MDHA	Banked: 08/08/2024	108.00							
	Sales Recpts Page 19		108.00	108.00		101			Sales Recpts Page 19
500773	Banked: 08/08/2024	140.00							
500773	Seven Wonders		41.00			566		41.00	Tickets - Seven Wonders
500773	WWMCC		95.00		15.83	1000	501	79.17	Room hire - AH
500773	J. Sparrow		4.00			4016	101	4.00	ID badge
BACS	Banked: 08/08/2024	22.50							
BACS	Charm (UK)		22.50		3.75	1000	501	18.75	Room hire - AH
BACS	Banked: 12/08/2024	42.90							
	Sales Recpts Page 17		42.90	42.90		101			Sales Recpts Page 17
AHTIC12	Banked: 14/08/2024	141.00							
AHTIC12	Melksham TIC		141.00			566		141.00	Seven Wonders tickets
OLPA	Banked: 23/08/2024	35.00							
	Sales Recpts Page 18		35.00	35.00		101			Sales Recpts Page 18
BACS	Banked: 23/08/2024	142.00							
BACS	Pole-de-Cise		142.00		23.67	1000	501	118.33	Room hire - AH
BACS	Banked: 29/08/2024	290.02							
BACS	Water2Business		290.02			4913	501	290.02	Refund - Water rates
	Banked: 31/08/2024	2,270.55							
AIB	Credit/Debit Card Cont	rol Acco	2,270.55			213		2,270.55	AIB card payments
Total	Receipts for Month	9,748.52		293.90	227.01			9,227.61	
·otai		0,1 10.32		200.00	LL1.01			0, <u>22</u> 1.01	
	Cashbook Totals	817,070.50		293.90	227.01			816,549.59	
	Cashbook rolais	017,070.30		233.30	221.01		_	010,045.05	

Continued on Page 2

Page:2	Melksham Town Council Current Year
User: MEL	Cashbook 2
For Month No: 5	Llovds Bank Assembly Hall A/c

			Lioyas Darik	TO MONUTAGE		
Payments for Month 5					Nominal Ledger A	nalysis
<u>Date</u>	Payee Name	Reference_	£ Total Amnt_	£ Creditors	£ VAT_ A/c_Centre	£ Amount <u>Transaction Detail</u>
01/08/2024	Water2business	010824	312.80	312.80	502	Water rates - AH
08/08/2024	Rentokil Initial	080824	876.00	876.00	502	Pest control - Eco loos
15/08/2024	Wiltshire Council	DDR	861.00		4914 501	861.00 Rates - AH
16/08/2024	Tolchards Ltd	160824	882.84	882.84	502	Bar stock
19/08/2024	Market Place Merchants	190824	25.16	25.16	502	Till - AH
30/08/2024	Hills Waste	300824	717.92	717.92	502	Waste collection
	Total Payments fo	r Month	3,675.72	2,814.72	0.00	861.00
	Balance Carr	ied Fwd	813,394.78			
	Cashboo	k Totals	817,070.50	2,814.72	0.00	814,255.78

Date: 28/10/2024 Time: 13:54

Melksham Town Council Current Year

Cashbook 2

Date: 28/10/2024

Time: 13:55

Page: 1 User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 6

Receipts t	Receipts for Month 6				Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£An	nnt Received_	£ Debtors	<u>£V</u> AT	A <u>/c</u>	Centre_	£ Amount_	Transaction Detail	
	Balance Broug	ght Fwd:	813,394.78					813,394.78		
Good News	Banked: 03/09/2024	500.00								
	Sales Recpts Page 20		500.00	500.00		103			Sales Recpts Page 20	
Tiger	Banked: 09/09/2024	108.00								
· ·	Sales Recpts Page 21		108.00	108.00		101			Sales Recpts Page 21	
BACS	Banked: 18/09/2024	9,075.00								
BACS	Ticketsource	•	9,075.00			566		9,075.00	Motow n	
BACS	Banked: 18/09/2024	0.01								
BACS			0.01			4917	501	0.01	Bank a/c check	
	Banked: 19/09/2024	748.85								
. ,	Lego Bricks	7-10.00	15.70		2.62	1001	520	13.08	Lego Bricks	
	Rock n Roll		699.15		116.52		520		Rock n Roll	
500777(B)			30.30			1001	520		WWMCC	
500777(B)			3.70			1001	520		WWMCC	
500775/776	Banked: 19/09/2024	1,157.50								
500775/776	Abba		220.00			566		220.00	Abba	
500775/776	Bricks & Pieces		149.00			566		149.00	Bricks & Pieces	
500775/776	Africa Choir		88.00			566		88.00	Africa Choir	
500775/776	Motow n		137.50			566		137.50	Motow n	
500775/776	Quiz Team		10.00		1.67	1173	510		Quiz Team	
500775/776	Seriously Collins		50.00			566		50.00	Seriously Collins	
500775/776			453.00		75.50		501		Room hire	
500775/776	Room hire - AH		50.00		8.33	1000	501	41.67	Room hire - AH	
HCRG	Banked: 20/09/2024	1,868.30								
	Sales Recpts Page 36		1,868.30	1,297.80		101			Sales Recpts Page 36	
				570.50		103			Sales Recpts Page 36	
Lab	Banked: 24/09/2024	40.00								
	Sales Recpts Page 41		40.00	-8.00		101			Sales Recpts Page 41	
				48.00		103			Sales Recpts Page 41	
R&R	Banked: 24/09/2024	216.00								
	Sales Recpts Page 42		216.00	216.00		101			Sales Recpts Page 42	
BACS	Banked: 25/09/2024	1,400.00								
BACS	TicketSource		1,400.00			566		1,400.00	Peter Kay	
Charm	Banked: 25/09/2024	495.00								
	Sales Recpts Page 38		495.00	495.00		101			Sales Recpts Page 38	
	Banked: 30/09/2024	3,304.40								
AlB	Credit/Debit Card Control	Acco	3,304.40			213		3,304.40	AIB payments	
BACS	Banked: 30/09/2024	50.00								
BACS	DoJo		50.00			566		50.00	Tickets - Seriously Col	

Continued on Page 2

Date: 28/10/2024 Time: 13:55	Melksh	Page: 2 User: MEL				
	Ll	For Month No: 6				
Receipts for Month 6			No	ominal Le	dger Analys	sis
Receipt Ref Name of Payer	£ Amnt Receive	ed_ £ Debtors	£VAT A/c	:_Centre	£ Amount_	Transaction Detail
BACS DoJo	157.9	90	26.32 1001	1 520	131.58	Card machine
Total Receipts for Month	19,120.96	3,227.30	236.63		15,657.03	
Cashbook Totals	832,515.74	3,227.30	236.63		829,051.81	

Page: 3	Melksham Town Council Current Year
User: MEL	Cashbook 2
For Month No: 6	Lloyds Bank Assembly Hall A/c

		'	Lioyao Barin	101 11101111111010			
Payment	ts for Month 6				Nominal Ledge	r Analysis	
<u>Date</u>	Payee Name	Reference_	£ Total Amnt_	£ Creditors	£VAT A/c Cen	tre £ Amount	Transaction Detail
07/09/2024	Market Place Merchants	170924	25.16	25.16	502		Cash till - AH
16/09/2024	Wiltshire Council	DDR	861.00		4914 50	1 861.00	Rates - AH
20/09/2024	Tolchards Ltd	200924	1,561.85	1,561.85	502		Bar stock
24/09/2024	Rentokil Initial	240924	619.39	619.39	502		Pest control
30/09/2024	Hills Waste	300924	854.39	854.39	502		Waste collection - AH
	Total Payments fo	or Month	3,921.79	3,060.79	0.00	861.00	
	Balance Carr	ried Fwd	828,593.95				
	Cashboo	k Totals	832,515.74	3,060.79	0.00	829,454.95	

Date: 28/10/2024 Time: 13:55



Agenda Item 12

Date: 28/10/2024 Melksham Town Council Current Year Page: 1
Time: 13:49 Cashbook 1 User: MEL
Unity Bank - Main Account For Month No: 5

Receipts f	Nominal Ledger Analysis									
Receipt Ref_	Name of Payer	£Amr	nt Received_	£ Debtors	£VAT_	A <u>/c</u>	Centre_	£ Amount_	Transaction Detail	
	Balance Broug	ht Fwd:	856,338.46					856,338.46		
	Banked: 05/08/2024	840.00								
	Sales Recpts Page 6		840.00	840.00		103			Sales Recpts Page 6	
	Banked: 07/08/2024	9.84								
	Sales Recpts Page 5		9.84	9.84		103			Sales Recpts Page 5	
BACS	Banked: 14/08/2024	59.57								
BACS	West Mercia		59.57		2.84	4101	206	38.34	Refund - electricity - Bath Rd	
						4252	204	18.39	Refund - electricity - Store	
BACS	Banked: 16/08/2024	902.40								
BACS	Rialtas		902.40		150.40	4075	101	752.00	Refund - dup p'mt	
SB25A	Banked: 20/08/2024	25.00								
SB25A	Poolton		25.00			1045	203	25.00	Allotment rent	
ME13B	Banked: 20/08/2024	25.00								
ME13B	Silverthorne		25.00			1045	203	25.00	Allotment rent	
Mar-Jun	Banked: 21/08/2024	540.00								
	Sales Recpts Page 16		540.00	540.00		103			Sales Recpts Page 16	
	Banked: 22/08/2024	3,737.56								
	Sales Recpts Page 7		3,737.56	3,737.56		103			Sales Recpts Page 7	
ME18B	Banked: 23/08/2024	25.00								
ME18B	Pople		25.00			1045	203	25.00	Allotment rent	
BACS	Banked: 27/08/2024	907.50								
	Sales Recpts Page 11		907.50	907.50		103			Sales Recpts Page 11	
BACS	Banked: 27/08/2024	259.20								
	Sales Recpts Page 12		259.20	259.20		103			Sales Recpts Page 12	
BACS	Banked: 27/08/2024	453.75								
	Sales Recpts Page 13		453.75	453.75		103			Sales Recpts Page 13	
BACS	Banked: 27/08/2024	574.50								
	Sales Recpts Page 14		574.50	574.50		103			Sales Recpts Page 14	
Feb	Banked: 27/08/2024	135.00								
	Sales Recpts Page 15		135.00	135.00		103			Sales Recpts Page 15	
BACS	Banked: 27/08/2024	700.00								
BACS	Wiltshire Publications		700.00		116.67	1040	210	583.33	Rent - 31 Mkt Place	
	Banked: 28/08/2024	25.00								
SB8B	Higgins		25.00			1045	203	25.00	Allotment rent	

Continued on Page 2

Date: 28/10/2024	te: 28/10/2024 Melksham Town Council Current Year							
Time: 13:49			User: MEL					
	Unity Bank - Main Account							
Total Receipts for Month	9,219.32	7,457.35	269.91	1,492.06				
Cashbook Totals	865,557.78	7,457.35	269.91	857,830.52				

Time: 13:49

Date: 28/10/2024

Cashbook 1

Page: 3

User: MEL

For Month No: 5

Unity Bank - Main Account

Payment	ts for Month 5	Nominal Ledger Analysis								
<u>Date</u>	Payee Name	Reference_£	Total Amnt_	£ Creditors	£VAT_	A/c	Centre_	_£ Amount	Transaction Detail	
01/08/2024	Water2business	010824	777.46	777.46		501			Water rates - Pavilion	
01/08/2024	Water2business	010824/2	23.50	23.50		501			Water rates - Bow erhill Depot	
01/08/2024	Water2business	010824/3	120.32	120.32		501			Water rates - Mkt Pl toilets	
01/08/2024	Water2business	010824/4	54.48	54.48		501			Water rates - Addison allotmts	
01/08/2024	Water2business	010824/5	189.44	189.44		501			Water rates - Southbrook allot	
01/08/2024	Water2business	010824/6	63.55	63.55		501			Water rates - Dorset allotmts	
02/08/2024	BT Group plc	020824	82.40	82.40		501			Wifi - KGV	
05/08/2024	Redhorn Holdings Ltd	050824	1,234.99	1,234.99		501			Rent - Bow erhill Depot	
06/08/2024	British Gas	060824	1,327.94	1,327.94		501			Electricity - Pavilion	
08/08/2024	Enterprise Flex-E-Rent	080824	562.90	562.90		501			Vehicle leasing	
14/08/2024	WPF	DDR	11,294.24			516		11,294.24	S	
14/08/2024	Mainstream Digital	140824	361.59	361.59		501			Phones	
14/08/2024	West Mercia Energy	140824/2	292.02	292.02		501			Electricity - KGV store	
14/08/2024	Office Evolution Ltd	140824/3	188.79	188.79		501			Stationery	
15/08/2024	Wiltshire Council	DDR	641.85			4102	215	641.85	Rates - Bow erhill Depot	
15/08/2024	Wiltshire Council	DDR	1,060.00			4102	201	1,060.00	Rates - TH	
15/08/2024	Daisy Communications	150824	47.15	47.15		501			Wifi - Pavilion	
16/08/2024	Lloyds Bank	DDR	120.31			4050	110	100.00	WC - Premises Licence KGV	
						4023 4017	101 110		Indeed - Advertising	
16/09/2024	Lloyds Bank	DDR	553.78		92.30		202		Bank charges TJ - Van hire (credit)	
10/00/2024	Lidyus Barik	DDN	333.76		92.30	4021	101		Imagin - ID badges	
						4167	202		One Garden - Benches	
						4151	202		Boels - Generator/cable	
						4021	101		Imagin - ID badges	
16/08/2024	British Gas	160824	35.99	35.99		501	101	01.00	Electricity - Roundhouse	
	Fuel Genie	160824/2	150.61	150.61		501			Fuel	
	The Best Connection Employment	13612684	1,423.44	1,423.44		501			Temp - Admin role	
19/08/2024	Brian Bennett	404978149	84.87	84.87		501			Cables	
	Comax UK Ltd	460272358	694.25	694.25		501			Cleaning products	
	EMPIRE DRINKS AND REFRIGERATIO	126633839	333.45	333.45		501			Bar stock	
19/08/2024	Kan Connections	5178524	240.00	240.00		501			Electrics - Sam Evans	
	PURE ENTERTAINMENT GROUP	355561761	1,440.00	1,440.00		501			Totally Mad Bingo	
	LTD Wired Publishing	973112742	187.20	187.20		501			Advertising - AH	
19/08/2024	=	759003527	1,341.94	1,341.94		501			· ·	
	Melksham Without Parish Counci	498835274	165.00	165.00		501			Cleaning - Mkt Pl toilets NHP - additional resources	
19/08/2024		320086998	17.69	17.69		501			Union bracket	
	SLCC Enterprises Ltd	830720780	920.02	920.02		501			Books - Knowles/Local Council	
19/08/2024	Stannah Lift Services Ltd	59035449	570.88	570.88		501			Lift - annual contract	
	T H White Installation Ltd	170591559	1,279.17	1,279.17		501			Annual alarm monitoring	
13/00/2024	i i i vvinte ii i standtion Etu	170031003	1,4/3.1/	1,2/3.1/		501			Annual alam monitoring	

Continued on Page 4

Melksham Town Council Current Year

Cashbook 1

Date: 28/10/2024

Time: 13:49

Unity Bank - Main Account For Month No: 5

834,037.18

Page: 4

User: MEL

Payments for Month 5			Nominal Ledger Analysis							
<u>Date</u>	Payee Name	Reference_	£ Total Amnt_	£ Creditors	£VAT_	A <u>/c</u> (Centre_	_£ Amount	Transaction Detail	
19/08/2024	Travis Perkins Trading Company	530291083	70.90	70.90		501			Padlock	
19/08/2024	Wiltshire Council	82603666	1,766.56	1,766.56		501			Payroll - Apr-Aug 24	
19/08/2024	Chloe's Mobile Farm	59739833	361.40	361.40		501			Xmas Lights - Farm animals	
19/08/2024	The MOT Centre & The Garage on	25711665	45.00	45.00		501			Repairs - KV20 OFJ	
19/08/2024	D&M Gompels Ltd	207186694	88.35	88.35		501			Pkg redemp - June 24	
19/08/2024	Hannah Blueitt	1922184	350.00	350.00		501			Park Yoga	
19/08/2024	Hugh Davis	489347318	34.99	34.99		501			Badge reels & caribiners	
19/08/2024	Industrial Door & Gate Solutio	151278662	270.00	270.00		501			Public toilets - door check	
19/08/2024	Julie Sparrow	2248076	65.98	65.98		501			Various	
19/08/2024	Lightmedia Displays Ltd	928858747	5,760.00	5,760.00		501			Trailer LED screen	
19/08/2024	Wiltshire Association of Local	263013684	2,203.10	2,203.10		501			WALC/NALC subs	
19/08/2024	National Association of Local	885798011	216.00	216.00		501			Advertising - jobs x2	
19/08/2024	Place Studio Ltd	374131498	1,815.00	1,815.00		501			NHP - Draft/Consultation	
19/08/2024	R. B. Poolman Ltd	167973169	1,314.00	1,314.00		501			Install w ater heater	
19/08/2024	Tracy Predeth	114033953	270.00	270.00		501			Accommodation	
19/08/2024	Sara Land	984458995	33.86	33.86		501			Bar catering/stock	
19/08/2024	Sarah Askew	162158642	11.99	11.99		501			Frames	
19/08/2024	SASS Events Ltd	791076544	250.00	250.00		501			Xmas Lights - Face painting	
19/08/2024	TF Slade	61734311	68.00	68.00		501			Signwriting - Mayor's sign	
19/08/2024	Your Wiltshire	377970830	36.00	36.00		501			Advertising - AH	
19/08/2024	Workplace Wellness	274494233	450.00	450.00		501			OHP services	
	British Gas	190824	29.97	29.97		501			Electricity - Mkt Pl toilets	
19/08/2024	Oakw ood	190824/2	135.00	135.00		501			Container	
19/08/2024	S. Randall	BACS	77.04			4153	202	77.04	Fuel (no TH card)	
20/08/2024	British Gas	200824	71.25	71.25		501			Gas - TH	
20/08/2024	British Gas	200824/2	14.96	14.96		501			Gas - AH	
20/08/2024	Wiltshire Council	DDR	32,619.70			520		32,619.70	Salaries	
21/08/2024	British Gas	210824	322.39	322.39		501			Electricity - TH	
21/08/2024	British Gas	210824/2	1,039.74	1,039.74		501			Electricity - AH	
23/08/2024	British Gas	230824	61.23	61.23		501			Electricity - Bow erhill Depot	
23/08/2024	British Gas	230824/2	41.19	41.19		501			Electricity - Mkt Traders	
	Unity Bank	DDR	28.62			4017	110	28.62	Bank charges	
	Zen International Ltd	300824	20.40	20.40		501			Wifi - Art House	
	Total Payments for I	Month	77,823.84	31,428.30	92.30			46,303.24		
Balance Carried Fwd										

865,557.78 31,428.30

92.30

Cashbook Totals

Time: 13:52

Cashbook 1

Unity Bank - Main Account For Month No: 6

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Receipts f	or Month 6					Nom	inal Le	edger Analy	sis
Receipt Ref	Name of Payer	£Am	nt Received_	£ Debtors	£VAT_	A/ <u>c</u>	Centre_		Transaction Detail
	Balance Brou	ight Fwd:	787,733.94					787,733.94	
BOA	Banked: 10/09/2024	533.84							
	Sales Recpts Page 29		533.84	533.84		103			Sales Recpts Page 29
Basket	Banked: 11/09/2024	56.40							
	Sales Recpts Page 22		56.40	56.40		103			Sales Recpts Page 22
Basket	Banked: 11/09/2024	112.80							
	Sales Recpts Page 23		112.80	112.80		103			Sales Recpts Page 23
Basket	Banked: 11/09/2024	56.40							
	Sales Recpts Page 24		56.40	56.40		103			Sales Recpts Page 24
Basket	Banked: 12/09/2024	112.80							
	Sales Recpts Page 25		112.80	112.80		103			Sales Recpts Page 25
Basket	Banked: 12/09/2024	282.00							
	Sales Recpts Page 26		282.00	282.00		103			Sales Recpts Page 26
Basket	Banked: 12/09/2024	56.40							
	Sales Recpts Page 27		56.40	56.40		103			Sales Recpts Page 27
Elec	Banked: 12/09/2024	1,365.38							
	Sales Recpts Page 30		1,365.38	1,365.38		103			Sales Recpts Page 30
BACS	Banked: 12/09/2024	56.44							
BACS	Caterfix		56.44			4916	501	56.44	Dup VAT - repayed
Basket	Banked: 13/09/2024	56.40							
	Sales Recpts Page 28		56.40	56.40		103			Sales Recpts Page 28
New mans	Banked: 19/09/2024	112.80							
	Sales Recpts Page 31		112.80	112.80		103			Sales Recpts Page 3
PSP	Banked: 20/09/2024	112.80							
	Sales Recpts Page 32		112.80	112.80		103			Sales Recpts Page 32
Goughs	Banked: 20/09/2024	112.80							
	Sales Recpts Page 33		112.80	112.80		103			Sales Recpts Page 33
SB9	Banked: 23/09/2024	50.00							
SB9	Haslam		50.00			1045	203	50.00	Allotment rent
Cons	Banked: 23/09/2024	112.80							
	Sales Recpts Page 34		112.80	112.80		103			Sales Recpts Page 34
GNC	Banked: 24/09/2024	9.85							
	Sales Recpts Page 35		9.85	9.85		103			Sales Recpts Page 3
	Banked: 25/09/2024	523,635.00							
BACS	Wiltshire Council		523,635.00			1176	110	523,635.00	Pre-cept
Rent	Banked: 26/09/2024	700.00							
	Sales Recpts Page 37		700.00	700.00		103			Sales Recpts Page 3

Continued on Page 2

Date: 28/10/2024	Melks	'ear	Page: 2			
Time: 13:52	2 Cashbook 1				User: MEL	
		Unity Bank - Main Account				
Total Receipts for Month	527,534.91	3,793.47	0.00	523,741.44		
Cashbook Totals	1,315,268.85	3,793.47	0.00	1,311,475.38		

Time: 13:52

Date: 28/10/2024

18/09/2024 West Mercia Energy

Cashbook 1
Unity Bank - Main Account

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For Month No: 6

			Officy Dail	K Main Acco	unit				TOT MICHELLING: 0
Paymen	ts for Month 6				Nomir	nal Le	dger A	nalysis	
<u>Date</u>	Payee Name	Reference_f	£ Total Amnt_	£ Creditors	£VAT_	A <u>/c</u>	Cen <u>tre</u>	£ Amount	Transaction Detail
02/09/2024	The Best Connection Employment	98671280	711.72	711.72		501			Temp staff - Admin
02/09/2024	United EPoS Solutions	315656690	60.00	60.00		501			Till - AH
	Paul Seemayer	44854587	100.00	100.00		501			Lighting - Fleetw ood Mac
	PPL PRS Ltd	137928601	5,723.93	5,723.93		501			Licence - Royalties
	Seven Wonders	140912932	4,637.12	4,637.12		501			Spirit of Fleetw ood Mac
02/09/2024	Adrienne Westbrook	97012813	10.50	10.50		501			Premises licence
02/09/2024	Glasdon UK Ltd	60471453	2.286.36	2,286.36		501			Picnic tables
	IDverde Limited	708565501	1,341.94	1,341.94		501			Cleaning - Mkt Pl toilets
02/09/2024	Microshade Business Consultant	540281927	401.94	401.94		501			Hosting services
02/09/2024	Travis Perkins Trading Company	978308169	100.37	100.37		501			Nails cartridge
02/09/2024	Wiltshire Publications Ltd	105438879	295.68	295.68		501			Advertising - AH
02/09/2024	AquAid Southcoast	53894476	299.38	299.38		501			Water bottle/annual renew al
02/09/2024	The Community Heartbeat Trust	696795944	132.00	132.00		501			Annual support - Hub Cafe
02/09/2024	CP Fire Consultants Ltd	608797252	366.00	366.00		501			Fire RA - Pavilion
02/09/2024	Exponential-E Ltd	813998229	109.31	109.31		501			Online back-up/monitoring
02/09/2024	Hannah Blueitt	63845075	280.00	280.00		501			Park Yoga sessions
02/09/2024	J. H. Jones & Sons	347669896	4,740.00	4,740.00		501			Grasscutting - WMF
02/09/2024	Julie Sparrow	246891702	17.94	17.94		501			Wireless mouse
02/09/2024	SLCC Enterprises Ltd	625607848	2,542.80	2,542.80		501			Support - Building Conditions
02/09/2024	Leafield Environmental Ltd	227488703	1,744.80	1,744.80		501			Litter bin
02/09/2024	Microsoft	783103172	247.10	247.10		501			Licences - Microsoft
02/09/2024	Stage Events	345098626	1,200.00	1,200.00		501			Trailer - Xmas Lights
02/09/2024	Your Wiltshire	581291024	36.00	36.00		501			Advertising - AH
02/09/2024	Water2business	020924	29.50	29.50		501			Water rates - Bow erhill Unit
02/09/2024	Water2business	020924/2	131.07	131.07		501			Water rates - Mkt Pl toilets
03/09/2024	BT Group plc	030924	82.40	82.40		501			Wifi - KGV
03/09/2024	Redhorn Holdings Ltd	030924/2	1,234.99	1,234.99		501			Rent - Bow erhill Unit
09/09/2024	Enterprise Flex-E-Rent	090924	562.90	562.90		501			Vehicle leasing
13/09/2024	WPF	DDR	11,608.62			516		11,608.62	Pensions
13/09/2024	British Gas	130924	52.86	52.86		501			Electricity - Mkt Pl toilets
16/09/2024	Wiltshire Council	DDR	1,060.00			4102	201	1,060.00	Rates - TH
16/09/2024	Wiltshire Council	DDR	642.00			4102	215	642.00	Rates - Bow erhill Unit
16/09/2024	Lloyds Bank	DDR	750.69		125.12	4108	201	540.00	White ⊟ephant - carpet clean
						4023	101	85.57	Indeed - Job advert
16/09/2024	Lloyds Bank	DDR	769.90			4042	101	129.90	Canva
						4922	501	637.00	Printed Easy
						4017	110	3.00	Bank charges
16/09/2024	Mainstream Digital	160924	426.39	426.39		501			Phones
16/09/2024	Daisy Communications	160924/2	47.15	47.15		501			Wifi - Pavilion
16/09/2024	British Gas	160924/3	35.74	35.74		501			Electricity - Roundhouse
17/09/2024	Castle Water Ltd	170924	21.36	21.36		501			Standpipe - Mkt Pl
17/09/2024	Office Evolution Ltd	170924/2	87.78	87.78		501			Photocopying - meter rdg
17/09/2024	Fuel Genie	170924/3	453.00	453.00		501			Fuel
19/00/2024	West Maraia Energy	190024	221 96	221.96		501			Bootrioity KGV store

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Electricity - KGV store

180924

231.86

231.86

501

Melksham Town Council Current Year

Cashbook 1

Date: 28/10/2024

Payments for Month 6

18/09/2024 British Gas 18/09/2024 British Gas

Payee Name

Time: 13:52

<u>Date</u>

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For Month No: 6

Unity Bank - Main Account

			Nominal Ledger An	alysis	
Reference_£	Total Amnt_	£ Creditors	£VAT_ A/c_Centre	_£ Amount_	Transaction Detail
180924/2	70.25	70.25	501		Gas - TH
180924/3	14.96	14.96	501		Gas - AH
180924/4	135.00	135.00	501		Container - KGV
DDR	32,868.68		520	32,868.68	Salaries
000004	200.07	200.07	E04		Clasticity TH

18/09/2024	Oakw ood	180924/4	135.00	135.00	501		Container - KGV
20/09/2024	Wiltshire Council	DDR	32,868.68		520	32,868.68	Salaries
20/09/2024	British Gas	200924	322.07	322.07	501		Electricity - TH
20/09/2024	British Gas	200924/2	1,050.52	1,050.52	501		⊟ectricity - AH
20/09/2024	British Gas	200924/3	45.33	45.33	501		Electricity - Mkt Pl toilets
20/09/2024	British Gas	200924/4	33.94	33.94	501		Electricity - Mkt Traders
20/09/2024	Wiltshire Council	DDR	4,000.00		520	4,000.00	Salaries
24/09/2024	British Gas	240924	3,621.84	3,621.84	501		Electricity - Pavilion
25/09/2024	HMRC	DDR	12,714.67		515	12,714.67	PAYE/NI
25/09/2024	British Gas	250924	54.52	54.52	501		Electricity - Bow erhill Unit
26/09/2024	Unity Bank	DDR	19.36		4017 110	19.36	BACS charge
30/09/2024	Unity Bank	DDR	0.30		4017 110	0.30	Handling charge
30/09/2024	Unity Bank	DDR	58.95		4017 110	58.95	Service charge
30/09/2024	Zen International Ltd	300924	20.40	20.40	501		Wifi - Art House

 Total Payments for Month
 100,643.89
 36,150.72
 125.12
 64,368.05

 Balance Carried Fwd
 1,214,624.96
 1
 1,215.12
 1,278,993.01

 Cashbook Totals
 1,315,268.85
 36,150.72
 125.12
 1,278,993.01

Bank Reconciliations to 31 March 2024

This report is provided in accordance with Financial Regulations 2023, paragraph 2.2, which were applicable at the relevant time, prior to adoption of Financial Regulations 2024.

A review of bank reconciliations of both Lloyds and Unity bank current accounts for months July 2023 to March 2024 was undertaken between 29 May and 06 June 2024. The bank statements and cash book reports generated from our Rialtas accounting system were provided to me, together with files of underlying documents to support or evidence validity of payment transactions.

The following exceptions were noted:

- Lloyds Direct Debit payment 31/07/2023 to Hills for £995.78 was £2.00 greater than the supporting Invoices
- Unity Direct Debit payments to Water 2 Business; several differences of 1p between payment amounts.
- Lloyds Various Unpresented Receipts were noted on successive reconciliations which were old and should have been investigated and corrected. These included £4007.15 from 24/03/2022, £137.50 from 31/10/2023, and 17 transactions 27-29/02/2024 totalling £950.00. The cumulative total at 31 March 2024 was £4819.65
- Lloyds Six Unpresented Payments were noted on successive reconciliations which were old and should have been investigated and corrected. These dated between 30/09/2022 and 25/09/2023 and totalled £383.63.
- Unity Five Unpresented Payments were noted on successive reconciliations which were old and should have been investigated and corrected. These dated between 07/09/2022 and 05/12/2023 and totalled £686.24.
- These exceptions were notified on 06 June 2024 by email to Mel Rolph (Finance Officer) and Louise Steele, who assisted with preparation of the financial reports for the year ended 31 March 2024.

Bank Reconciliations to 30 June 2024

A review of bank reconciliations of both Lloyds and Unity bank current accounts for months April to June 2024 was undertaken on 05 August. The bank statements and cash book reports generated from our Rialtas accounting system were provided to me.

- The old outstanding transactions noted above during the review of bank reconciliations up to 31 March 2024 remained in each reconciliation report.
- No further outstanding transactions were recorded.

- All of the old outstanding transactions noted by me when reviewing previous bank reconciliation reports and for April June 2024 (on 05 August 2024) were corrected or reversed by MTC staff during July 2024.
- at 21 October 2024, review by a second Councilor had not been undertaken.

A separate report has been provided to Full Council in respect of my review of bank reconciliations for July - September 2024, in accordance with Financial Regulations 2024, paragraph 2.6 which is now applicable.

PROJECT/WORK AREA/EVENT	<u>STATUS</u>	<u>UPDATE</u>	SUGGESTED NEXT ACTION	DATE OF LAST ACTION	DATE UPDATED
Allotment Audit and Management	Next Steps Required	Audit last brought to AM&A 04/12/2023. UNANIMOUSLY RESOLVED for the Head of Operations to investigate the legal position and costs implication of removing buildings from the plots at Addison Road that have been subject to a land grab. UNANIMOUSLY RESOLVED to cut a hole in the hedge at Southbrook Road Allotments to allow access to Plots 12-15.	HD to check with Dave and Mel to bring audit back to Council. Coming to next AMA.	21/10/2024	21/10/2024
Allotments- Water Troughs	Next Steps Required	AM&A 12/08/2024 UNANIMOUSLY RESOLVED to request a further report from officers detailing for each allotment area: • Is there a current pipped water supply • Do we have access to that piped supply and are we utilising it • If not, what other provisions could be made to fill troughs • The cost implications of all the above (water rates etc) for consideration at next AM&A 21/10/2024.	DE reccomending to AMA 21/10/2024 to place 1 trough each at Dunch lane and Methuen Allotments they will both be replacing taps so no additional pipe will need to be laid and this will stop people using hoses and wasting water.	21/10/2024	21/10/2024
Page Avon War Memorial	Next Steps Required	Two coats of paint applied. To Asset Management 21/10/2024 to consider plaque. Remedial work carried out by RBC.	Rededication ceremony to be held- CS arranging. Plaque approved at AMA 21/10/2024. HD "sourcing suitably qualified contractors to deal with refurbishing the names on the plaque."	21/10/2024	21/10/2024
Awdry Avenue Play Area	Next Steps Required	Officers given permission to work with Community Conversations (who are the lead on this project) on options for the Play Area- subject to funding from WC.	Consultation event being held at FCC 01/11/2024. SA promoted online and in MIN. CC attending. Special meeting to be set to discuss further after the consultation.	21/10/2024	21/10/2024
Blue Pool/Assembly Hall Project	Next Steps Required	Full Council 22/01/2024, the report on responses from architects was received. UNANIMOUSLY RESOLVED that the Head of Ops do report back to the Full Council meeting in March with suggestions for how to proceed.	Full Council 30/09/2024 UNANIMOUSLY RESOLVED to instruct the clerk to go forward with negotiations for an asset transfer. Clarification and clauses will be needed on the following; Access by the public and Wiltshire Council; Access by Melksham Town Council across Wiltshire Council land; Maintenance of boundary wall; Overage and claw back from overage of costs incurred by Melksham Town Council should the project not proceed and the site be sold for residential redevelopment.		04/10/2024
BMX Pump Track	Next Steps Required	Support the principle of installing a BMX Pump Track at a suitable location in the Town to be determined from guidance offered by JB Extreme Landscapes. Now part of Play Area Strategy.	Head of Ops to report back to Council with a fully costed proposal for the project to be placed for tender.	26/07/2024	06/08/2024

			·		
Bowmans Court Lighting	Next Steps Required	Clerk delegated authority to purchase low level solar lighting up to £8,000. Note: previous estimates may be out of date now.	JO to talk to residents in Bowman's Court and obtain permission from WC ensuring resident's privacy is not invaded, and bring back to council.	13/05/2024	06/08/2024
Christmas Market & Lights Switch On (2024)	In Progress	Gathered expressions of interest for volunteers, entertainers and stallholders. Booked headline Act (Female of the Species), PA, Stage, Security, Stiltwalkers, Compere/DJ, Photo Booth, Fireworks, Santa & Mrs Clause, Face Painter, Mascots. Road closures submitted and posters ready. CC allocating entertainment and stallholder spaces.	Grotto to be added to TicketSource. See Action Plan for details. Cllrs and Mayor to liaise with local businessses and residents re road closures. For 2025, speak to disability charities (eg: Wiltshire CIL) for advice on safety at events.	15/10/2024	15/10/2024
Church Street Toilets Transfer	Next Steps Required	Interest from Melksham Pet Food Bank to use for storage voiced at Full Council 29/04/2024. Wendy Isaacs from Pet Food Bank emailed 31/07/2024 for update- advised no further progress but in hand.	UNANIMOUSLY RESOLVED for officers to explore an asset transfer and produce a report for full council on the potential cost/benefits and risks. Head of Ops needs capacity to action.	01/08/2024	06/08/2024
East Melksham Community Centre P සු ල	Next Steps Required	As per email 06/08/2024- architect requesting clarity "as to what land has actually been allocated for the Centre as this has potential implications for the design of the Centre and needs to be correct in terms of submission to the Council. Has a Land Transfer progressed/is there yet a Title Plan defining the site?"	Full Council 19/08/2024 UNANIMOUSLY RESOLVED that The Clerk will move the matter on by responding to questions from the architect, with reference to Full Council if required Authority is delegated to the Clerk to employ professional support as she sees fit. East Melksham Community Centre will be a standing item on Full Council agenda.	19/08/2024	28/08/2024
Events Calendar	Ongoing/Business as Usual	EVERY DATE EVER spreadsheet created with all TC, AH and community events and details. Plus ongoing weekly events, awareness days and ideas for future events. 'ULTIMATE EVENTS PLANNING LIST' also created with contact details for all event related services, stalls etc and populated with a whole year's worth of event ideas. Comms Officer pulled together suggested ideas and draft 2025 calendar for consideration.	Task & Finish Group to be set up to discuss and finalise. CommDev 07/10/2024: It was agreed that in 2025 they would like to have Christmas, Remembrance, Proms in the Park or something similar and the Mayors Community Event (or whatever name was given to it). Additionally there would be an event to commemorate the 80th Anniversary of the end of World War II. It was agreed to request a budget of £50,000. UNANIMOUSLY RESOLVED (i) For Confetti Battle and Colour Run. To talk with community groups to see if either with fit with a community event that they are running. (ii) In addition to (i), to discuss at the Community Development meeting in February 2025, whether one or both could form part of the Mayor's Community Event. (iii) To discuss Yarn Bombing as part of events to commemorate the 80th Anniversary of the end of WWII.	15/10/2024	15/10/2024
Flood Plan	Next Steps Required	Part of Melksham Community Emergency Plan (saved on Shared Drive) last updated 04/01/2024.	Needs completing and updating.	04/01/2024	06/08/2024

Green Flag Status for KGV	Next Steps Required	AW brought proposal to Full Council 28/05/2024. UNANIMOUSLY RESOLVED To obtain Green Flag status for King George V Playing Field (commonly called the Park); The Melksham Town Council Strategy Task and Finish group to consider the formation of a sub committee to include councillors, officers and all users of the park to help the Amenities Team plan, manage and maintain this area for people in Melksham and visitors to our area; Task & Finish group to bring an action plan to full council on 29th July 2024. Membership to be open to all councillors and the locum clerk to set dates for a couple of meetings.	Task & Finish group met 25/07/2024 (DE, JH, RBC, AW). Now to bring action plan to Full Council. Add 'Green Flag Status Application' to Dec AMA.	21/10/2024	21/10/2024
Joint Cemetery Strategy	Awaiting Cllr Decision	Proposal brought to Full Council April 2024 by PAlf re: need to consider current capacity and future options. Suggested that Task & Finish Group to be set up with MWPC to consider strategy in more detail and advise next steps.	Officers to approach MWPC to set up the first meeting of this group. Date set for w/c 28/10/2024.	21/10/2024	21/10/2024
Page 147	Next Steps Required	Complaints from public re: no water for handwashing. AM&A 12/08/2024 UNANIMOUSLY RESOLVED for eco loos to be converted to plumbed in flush toilets with running water, preferably hot; Baby changing units to be installed in each toilet; The Clerk to ascertain whether planning permission is required; The Clerk to investigate the possibility of claiming back from Healthmatic; Signage to be put on the closed Eco Loos directing people to alternative facilities; The Clerk was delegated to spend up to £15,000 on the project, to be paid from 9244 Major Projects Ear-marked Reserve, subject to approval at full council.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to approve the resolution and the allocation of £15,000 funding from 9244 Major Projects Ear-Marked Reserve.	19/08/2024	28/08/2024
KGV Masterplan	Next Steps Required	NVB Proposal completed in March 2019. Individual items in the Masterplan being considered separately.	See KGV Sensory Garden and Dog Bark. HD and AW meeting to discuss w/c 14/10/2024.	26/07/2024	06/08/2024
KGV Sensory Garden	Next Steps Required	Expressions of Interest invited in Year One for an initial concept design including examples of what could be added, with the possibility of a contract in Year Two for such additional works. Discussed at AM&A 10/06/2024. UNANIMOUSLY RESOLVED to set up a Sensory Garden Task and Finish Group. It was agreed to put membership out to all councillors and to open meetings to the public. To consider Wild Landscapes 2019 proposal in more detail and advise next steps.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to delegate authority to the Clerk to consult with Richard Baulch-Collett, choose a quote and move the project forward. £25,000 is allocated to complete groundwork and then landscape in-house. Start work on levelling area before nesting season resumes. Board to be put up also to let public know what is happening. On AMA agenda 21/10/2024 as part of WC Towns Programme report.	18/10/2024	18/10/2024

KGV Signage	In Progress	At AM&A 10/06/2024 a member of the public asked for more signage in KGV about keeping dogs on leads. Discussed at AM&A 12/08/2024 where Comms Officer was asked to create signage- however Head of Ops was already in process of sourcing signage including byelaws.	Head of Ops/Receptionist awaiting quotes on various sizes for approval. UNANIMOUSLY RESOLVED to delegate authority to the Clerk to spend up to £1,000 from budget code 4163 on additional signage. Signage ordered. Signage discussed at AMA 21/10/2024- need to amalgamate signage in one place for KGV.	21/10/2024	21/10/2024
Newsletter	Awaiting Cllr Decision	In April 2024 Cllrs requested for Public Newsletter to be produced by MIN as opposed to in-house. Approved budget of £7,632 a year to produce 18 pages over that period. MIN saw this spreadsheet and approaced Comms Officer. Content has been in MIN EVERY ISSUE since 15th August 2024.	Comms Officer in contact with MIN re planned content and has a plan for content for the rest of 2024. Need confirmation on budget code and Cllrs plan for next year.	21/10/2024	21/10/2024
Page 148	Awaiting Cllr Decision	CommDev 11/12/2023 UNANIMOUSLY RESOLVED to install floral displays in the telephone boxes adopted by Melksham Town Council at Spa Road and Littlejohn Avenue. Amenities Team have sanded down all boxes and fixed the door to the Phone Box near the Pig and Whistle in Forest and will soon be ready to paint and install planters. Boxes cannot be moved. Discussed at CommDev 29/07/2024 and 07/10/2024.	UNANIMOUSLY RESOLVED for the Deputy Clerk to investigate other options for long-term use of the telephone boxes and report back to the next Community Development meeting. Pending report and decision, delegated authority is given to speak with relevant local charities and community groups about interim use and to authorise such use (eg: To offer the one in Forest to Community Conversations, and the in South to 4Youth/Spurgeons to use in the interim while we decide best use. Bring report to CommDev 03/02/2025 for alt uses. MYAB could vote on use at launch event in Feb 2025).		15/10/2024
Play Area Signage	Next Steps Required	Including dogs on leads	Head of Ops/Amenites Team Manager sourcing effective signage. HD and AW meeting to discuss w/c 14/10/2024.	10/10/2024	11/10/2024
Project Assurance Sub-Committee and/or Project Action Plan	Ongoing/Business as Usual	THIS SPREADSHEET! :o) Staff, Committee and Meeting Structures all being reviewed to decide where Project Updates sit.	To be re-visited when Committee and Meeting Structure reviewed in light of new MTC Strategy. Next meeting tbc.	09/10/2024	09/10/2024
Recruitment of Assembly Hall Staff	In Progress	Head of Ops recruiting new Duty Manager.	Recruitment of 30hr pw Duty Manager- in progress.	07/10/2024	09/10/2024

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	Remembrance (2024)	In Progress	PA (Steve Holder) booked. 3000 Orders of Service ordered, received and folded. Security and catering (cupcakes) booked. Suggested at MTC Strategy meeting 05/08/2024 to liaise with RBL for them to take on organsiation of event- RBL declined.	See Action Plan for details. Road closure confirmed and comms in progress. Attendance being collated. Catering will liaise with AH Team.	15/10/2024	15/10/2024
R	Rivermead School Parking	Next Steps Required	Teachers using parking spaces behind Pavilion during term time has knock on effect on Café and park users.	Locum to apply for change of status with Fields in Trust. See also KGV Maintenance Building.	26/07/2024	06/08/2024
	Safeguarding Policy	Next Steps Required	JO and AM worked on Policy. Brought to Full Council 22/07/2024. JO spoke to the policy. Some tweaks have been suggested by Councillor Griffin and some amendments would be required to take account of a Youth Council but it can be adopted as stands. Questions were asked about naming the safeguarding officer and training.	Further amendments to be brought back to next Full Council (19/08/2024).	22/07/2024	06/08/2024
	Skate Park Lighting	In Progress	Reports from park users of lights dimming/not working. HD/DE contacted WC to gain access key to lights so bulbs can be changed.	Paul Weymouth to fix when access gained and approved.	23/09/2024	23/09/2024
Page 1	Skate Park Signage	In Progress	As of Head Ops report to AM&A 04/12/2023, play area signage being chased. Sue Mortimer raised question of signage at Skate Park at Full Council 22/07/2024 following an injury.	Amenities Team Manager sourcing suitable safety signage. HD/AW meeting to discuss w/c 14/10/2024. Signage ordered	21/10/2024	21/10/2024
49	Skylark Road Lighting	Next Steps Required	Complaints from residents re: lights shining into their bedroom windows. HD/DE sourced shields to fit. As per email from Town Hall inbox 17/05/2024 "Sorry to hear about the inconvenience. I have spoken to our Head of Operations who has confirmed that we now have shields and arrangements will be made to install them." Same query made 12/08/2024. SL passed to HD.	Resident emailed again 22/09/2024. Query to HD. Shields to be fitted.	23/09/2024	23/09/2024
	Splash Pad Resurfacing	In Progress	Delayed due to delivery of materials being held back at Customs in May 2024.	Resurfacing ongoing October 2024. PR released and in MIN. Do we need metal signage re: these works? Comms Officer made draft just in case.	09/10/2024	09/10/2024
	Splash Pad Signage	Next Steps Required	Examples created by Comms Officer in June for Head of Ops to send to signmaking people. Discussed at AM&A 12/08/2024 and Comms Officer printed and laminated posters again to keep at Pad for when needed.	Head of Ops/Amenites Team Manager sourcing effective signage inc. no photography. Comms Officer sent all in-house signage we currently have for info. HD/AW meeting to discuss w/c 14/10/2024.	10/10/2024	11/10/2024

Staffing Structure	Next Steps Required	Consultation and review undertaken in November and December 2023 in order to have the right number of staff in the right roles at the right times. Locum given delegated authority at Full Council 19/08/2024 to make staffing decisions as needed.	New staff started Autumn 2024. Comms Officer created new, accurate staff structure plan. HB and TP to work to streamline and clarify structure and roles.	09/10/2024	09/10/2024
Street Trees	Next Steps Required	Approval granted to plant 20 additional street trees and Melksham Shed/SS Carpentry to make containers from recycled wood. See also Wiltshire Towns Programme Funding.	Wiltshire Towns Grant Report to AMA 21/10/2024.	21/10/2024	21/10/2024
Town Centre CCTV	Next Steps Required	All cameras fully operational. Policy before Full Council in November.	To be discussed FC Nov 2024.	30/09/2024	18/10/2024
Town Hall Clock	Next Steps Required	Clock mechanism unserviceable.	Sourcing suitable replacement.	21/10/2024	21/10/2024
P a ge Town Hall Flag Flying and Lights Policy ၂၂ ၂၂ ၂၂ ၂၂ ၂၂ ၂၂ ၂၂ ၂၂	Awaiting Cllr Decision	Policy to be updated, taking into consideration spreadhseet of all potential flag and light-up dates put together by Comms Officer. Policy needs to make clear who makes decision on what occasions we fly flags and light up Town Hall for.	Policy to be revisited and updated for consideration at Full Council. Current Flag Flying policy on website. Queries over 999 Day and which events we light up in Septmber raised by Comms Officer- needs guidance asap to avoid any offence to public. A few lights happened in sept- comms officer shared, unsure of policy. TP/TP to discuss.	09/10/2024	09/10/2024
VE Day 80th Anniversary Event	Awaiting Cllr Decision	Brought to CommDev 07/10/2024 to discuss ideas to commemorate the 80th Anniversary of the End of World War II.	UNANIMOUSLY RESOLVED to set up a Task & Finish Group inviting Melksham Without Parish Council and community groups to be involved. Councillor Aves, Councillor Oatley, the Deputy Mayor Councillor Rabey and Councillor J Westbrook were elected to the group. It was agreed to hold an initial informal meeting of these four councillors and the Deputy Clerk. (iii) To discuss Yarn Bombing as part of events to commemorate the 80th Anniversary of the end of WWII.	07/10/2024	15/10/2024
Website Structure	Awaiting Cllr Decision	Report written by Comms Officer re: need for an editable and effective website, plus quotes for consideration. Comms Officer also started work on a proposed website structure which is based on the new MTC Strategy which will highlight all chosen priorities and all necessary content plus added value for residents and visitors.	Report with HB to check and take to Full Council.	14/10/2024	15/10/2024

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Website Upgrade	Awaiting Cllr Decision	Report written by Comms Officer re: need for an editable and effective website, plus quotes for consideration.	Report with HB to check and take to Full Council.	14/10/2024	15/10/2024
Wiltshire Towns Programme Funding	Next Steps Required	Full Council 19/08/2024, UNANIMOUSLY RESOLVED to delegate authority to the Clerk to appoint a consultant to work on the Wiltshire Towns Programme Activity Generation Grant Programme submission.	Report plus lots of new ideas for new projects brought to Council by HB and consultant at Asset Management Monday 21st October.	21/10/2024	21/10/2024

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