



Public Document Pack

Melksham Town Council

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

3 March 2025

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 10th March 2025** commencing at **7.00 pm**.

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

Yours sincerely

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

Melksham Town Council
Finance, Administration and Performance Committee

Monday 10 March 2025
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 - 6)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 17th February 2025.

5. Grants Awarded

To receive monitoring forms for grants awarded in September 2024.

5.1 **Back on Track** (Pages 7 - 8)

5.2 **Melksham Foodbank** (Pages 9 - 10)

5.3 **Swish** (Pages 11 - 12)

5.4 **Youth Adventure Trust** (Pages 13 - 16)

5.5 **Wessex MS Therapy Centre** (Pages 17 - 18)

6. Grants (Pages 19 - 22)

To consider applications for grants.

Summary of applications and summary of grants awarded to date/ balance to allocate attached.

6.1 **Melksham Amateur Swimming Club** (Pages 23 - 30)

6.2 **Bowerhill Baby & Toddler Group** (Pages 31 - 38)

6.3 **Melksham Gardeners Society** (Pages 39 - 46)

6.4 **Melksham Transport Group** (Pages 47 - 54)

6.5 **Melksham & District Historical Association** (Pages 55 - 62)

6.6 **Melksham WI** (Pages 63 - 70)

6.7 **Crazy About Knitting** (Pages 71 - 78)

6.8 **Melksham Girlguiding** (Pages 79 - 86)

6.9 **Friends of Gifford Surgery** (Pages 87 - 98)

7. Joint Melksham Neighbourhood Plan (Pages 99 - 104)

To approve additional funding.

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Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 17th February 2025

PRESENT: Councillor A Griffin (Chair)

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

IN ATTENDANCE:

OFFICERS:	Hayley Bell	Deputy Clerk
	Kalpesh Patel	RFO
	Mel Rolph	Finance Officer

PUBLIC PARTICIPATION: No members of the public or press were present.

84/24 Apologies

Apologies were received from Councillor Stokes.

85/24 Declarations of Interest

There were no declarations of interest.

86/24 Public Participation

There was no public participation.

87/24 Minutes of the Finance, Administration and Performance Committee meeting held on 13th January 2025

The minutes of 13th January 2025, having previously been circulated, were approved as a correct record and signed by the chair Councillor Griffin.

88/24 Financial statements

Councillor Hubbard acknowledged having the variance report was a step forward but felt it should be amalgamated with the Income & Expenditure report, not a separate item.

Concern was expressed about some aspects of the report, eg, 4960 Live Entertainment. Spend year to date of £3078 but only £1563 explained. Also nothing budgeted so why is there even a spend on it? Not aware of council ever authorising spend on Totally

Mad Bingo or a pantomime. Members were very concerned that these events were in contravention of the policy that the Town Council would not put on events that needed council expenditure.

The Chair asked for a more detailed assessment of the event costs. Locum RFO was able to confirm income was higher than cost. Members acknowledged this but no full breakdown and still against policy. Members need to know how the shows came to be put on. Deputy Clerk confirmed she would investigate.

(Note. Subsequent search by officers was unable to locate the resolution/policy referred to. Further details required)

Expenditure lines were discussed.

Sundry Office Expenses. £1046 on tea & coffee? RFO explained this figure covers anything purchased for office that is not separately budgeted for, eg water coolers, statutory guidance books etc. Comment was made that statutory guidance books should have its own budget line and why is a water cooler provided.

Licenses. There was discussion of ModernGov. Members believed that the Council had resolved to end the ModernGov contract when approving the budget last year.

There was discussion on why all expenses for an event not showing together. It was noted that the plan for the upcoming financial year should solve the problem going forward. However, there was concern that councillors are currently unable to discharge their legal duty in respect of finances because of lack of information.

The chair suggested the possibility of a retrospective analysis of a selection of account codes. Locum RFO suggested a reset from new financial year.

Locum RFO assured members that many things had been rectified by him and the finance officer and he could assure them that the underlying figures were correct. There was a feeling from some members on this basis to draw a line and move on, while acknowledging concerns and that further action was required.

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

RESOLVED to accept the report for period month 9.

89/24 Unity Bank - CB1 - December Month 9 2024

It was confirmed that electronic banking was active on Unity account.

Payment to Prosec Security was queried. Confirmed as security for events.

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

UNANIMOUSLY RESOLVED to accept the statement.

90/24 Lloyds Bank Account - CB2 - Month 9 -December 2024

Cllr Hubbard asked for confirmation if Lloyds Bank has been shut down. Members stated that a resolution had been made to close the account at the meeting to approve the budget.

(Note: Committee Clerk subsequently reviewed minutes for budget agreement 2024/25 and 2025/26 and no such resolution was recorded)

Finance Officer explained they are in the process of closing the account down. RFO explained dealing with the bank is not an easy process. There was some discussion and suggestions for a way forward. Cllr Hubbard was concerned how the number of transactions for an account that was being closed.

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

UNANIMOUSLY RESOLVED to accept the statement.

91/24 Petty Cash Month 9 -December 2024

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

UNANIMOUSLY RESOLVED to accept the statement.

92/24 Variance Report December 2024

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

UNANIMOUSLY RESOLVED to accept the report.

93/24 Lloyds Bank - CB2

Item was noted and discussed under item 90/24.

94/24 Financial Risk Assessment

Members expressed disappointment that the Financial Risk Assessment did not show tracked changes.

Use of Council debit or credit card. - Members were very unhappy that the Financial Risk Assessment had not been amended to reflect their decision regarding payment cards. It was noted that there was currently no named debit card and there was a proposal for pre-paid cards.

Whether it is a debit card or a pre-paid card it must be kept in the possession of the named person, not in the safe.

RFO sought clarification on what members wanted. Card(s) to be kept in the possession of the named user at all times. Named user to be responsible for safety of the card.

Members repeated expressed concern that their requests and decisions were not being implemented.

The Chair was asked if he held discussions with officers before the meetings to discuss the agenda. The Chair confirmed that for this meeting, he had not.

Budget setting/monitoring – each of the three items should have its own risk assessment level.

Members were unhappy that the documents requested at the last meeting were not available.

Members requested the Clerk be present in person at the next meeting.

Members refused to accept the Financial Risk Assessment and asked that it be corrected.

95/24 Council Credit Card

Councillor Hubbard asked if there was a cost for the cards. Finance Officer confirmed there was a cost of £3.00 per card, per month. Does Unity Bank not issue a debit card with maximum spending limits?

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

RESOLVED TO approve the issue of pre-pay cards.

Councillor Hubbard commented that he felt £500 was too low a limit. Councillor Griffin suggested a £1000 limit. RFO suggested starting with the lower limit and increasing if necessary.

Councillor Hubbard felt the RFO was discounting councillors' opinions and telling them that they were "wrong on everything". Councillor Hubbard left the meeting at 20:43.

Councillor Rabey accused the RFO of talking over councillors and being rude to them.
RFO said he was giving advice, as he was expected to do.

Councillor Rabey left the meeting to take a telephone call at 20:45.

It was suggested by members that the meeting should be closed.

RFO announced his decision to resign and left the meeting at 20:46.

Councillor Griffin closed the meeting at 20:46.

Meeting Closed at: 8.46 pm

Signed:

Dated:

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GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Back On Track – Stroke Rehab Service	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£ £1,000
Date Received:	10/09/2024
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Rehabilitation	£ £250
Art Therapy	£ £150
Psychotherapy sessions	£ £250
Counselling Sessions	£ 200
Volunteer Drivers	£ £150
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£ £1,000
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.	
<p>This grant has enabled our charity 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. Some of the grant was used to fund vital Volunteer Drivers to transport the Stroke Survivors to the sessions, without which they would not have been able to attend. During the course of the project, local Melksham venues, sports and leisure facilities were used, so supporting community resources and integrating the stroke survivors back into the community.</p>	
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 <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	
We are very grateful for the continued support that Melksham Town Council gives to the Back On Track – Stroke Rehab Service. The grant has enabled us to carry on with our vital work, providing 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.

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GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Melksham Foodbank	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£ 700.00
Date Received:	23 October 2024
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Provision of Christmas lunch for Foodbank Clients	£ 785.15
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 AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£ 700.00
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.	
<p>Melksham Foodbank strives to help people in poverty in the Melksham area, and clients of Melksham Foodbank were invited for a Christmas meal.</p> <p>The Christmas meal that the grant helped provide gave people who are living in poverty a celebration that many people take for granted. It gave them some respite from their everyday struggle, enabled them to come together for fellowship, to see they are not alone and – hopefully - made them feel valued, that people do care. Christmas can be a difficult time for many, and this meal was enjoyed by everyone who attended; feedback was very positive and the atmosphere was festive.</p> <p>If we had not received this grant, funding for the meal would have been wholly reliant upon fundraising/coming from Foodbank resources. The reaction and from the clients is so positive, and the joy it gives means we are committed to providing a Christmas meal as long as our resources allow, for the benefit of our clients.</p> <p>Everyone working at Melksham Foodbank is a volunteers.</p>	
5. How many people in the Melksham Town Council area have benefited from the grant?	
114 people; 100 adults and 14 children	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	

We would like to thank Melksham Town Council for giving us this grant.

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



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Melksham Community Larder	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input type="checkbox"/> Major <input type="checkbox"/> Room Hire <input checked="" type="checkbox"/>
Total Awarded:	£ £112.50
Date Received:	As a room grant it was just via'd across
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Room Hire	£ £112.50
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 AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£ Click or tap here 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.	
<p>The Melksham Community larder held a clothes Swap Shop on 29th September. A clothes swap is where people come and donate good quality clothes. They receive a token for each garment brought. They can then use their tokens to collect clothes on the Sunday opening.</p> <p>Clothes are brought in on the Wednesday/Thursday/Friday and then the Swap is open on the Sunday. It was a very well attended session with lots of clothes donated and many people coming on the Sunday to swap.</p>	
5. How many people in the Melksham Town Council area have benefited from the grant?	
150 -200	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	
We had hoped to run another swap in March, sadly we have had to put that on hold but hope to have another one in September.	

Please return your completed form to
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 or by email to: grants@melksham-tc.gov.uk.

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GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Youth Adventure Trust	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£ 249
Date Received:	23/10/2024
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
February, and April Pathway Days activities: Instructors, activities, facilities & transport for up to 4 young people from Melksham	£ 125
February, and April Pathway Days: Volunteer expenses for 4 young people from Melksham	£ 10
February, and April Pathway Days Resources (printing, postage etc) for up to 4 young people from Melksham	£ 2
June Pathway Days activities: Instructors, activities, facilities & transport for up to 4 young people from Melksham	£ 104
Asdan Certificates for up to 4 young people from Melksham	£ £8
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£ 249
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.	
<p>The young people from Melksham attending their Pathway Days benefitted in numerous ways, including:</p> <ul style="list-style-type: none"> • A reported increase in self-esteem and self-confidence • An increase in their resilience and determination to keep trying in the face of adversities • An improvement to their physical and mental health, reducing their stress levels. • Eagerness for self-improvement and learning, creating better students and participants in society <p>Our February Pathway Day is also called 'Give Back Day' - a day focused on volunteering and social action, where young people discover how powerful giving back to their community can be.</p>	



This cohort of young people volunteered with Wiltshire Wildlife Trust on Lower Moor Farm.

The young people laced up their boots and got their hands dirty, pruning willow trees around the farm that they used to build fences. This repurposing of natural materials brought the cohort closer to nature and showed them how impactful volunteering can be.



They also took part in bushcraft activities during the day, and bird watched by the nearby pond.

Youth Support Workers also dedicated extra time to support identified young individuals who they felt needed additional support. This involved meetings at schools, homes, or over the phone to encourage engagement and foster individual relationships with the young people and their families. This has made a huge impact on some of our more vulnerable young people, such as Anika (in additional info section)

April Pathway Days



Our April Pathway Days were the penultimate day for this year group. This day was focused on looking forward towards the future and preparing them for what they would do when the programme finished in July.

This day was the time for volunteers to shine - because we have deliberately selected volunteers with a vast array of interests and hobbies, they were able to showcase many different activities that young people could get involved with after the programme if they were interested.

Afterwards, young people took note of any activities they would like to try themselves, such as photography and wildlife identification as you can see in the photos!

Programme Managers also took special note of what hobbies young people wrote down. Staff then spent time researching these interests so that they could pass on more information to the young people on their final Pathway Day.

One member of staff remarked what an incredibly strong bond the Youth Support Workers had created with the young people.

One of the young people experienced sensory overwhelm and had to sit out for a bit. Rather than pushing her to participate, Youth Support Workers gave her the space she needed and gentle support when she was ready to join back in. She happily finished the day, joining in with a beaming smile.



June Pathway Days

This Pathway Day marked the end of the journey for our 2024 cohort as their last days on the programme. Our Programme Managers and Staff planned of 15 exciting games!

Young people were put into groups of 5-6 alongside a volunteer, eager to try as many of the games as they could, including: a blindfolded obstacle course challenge, a football penalties challenge, hide and seek on the grounds where the volunteer hid and the team would seek them, target games, and card games. The day was extra exciting because they earned points for each game they completed, competing against other teams for the win. This fostered a great sense of teamwork throughout the day.

Each game tested a different skill that they have learned throughout the programme. For example, the blindfolded obstacle course tested their courage as they had to put complete trust in their teammates. Football penalties tested their patience and willingness to try again even if they missed the first time.

To help consolidate what they have learnt and look back on some of the fond



memories they shared, they also got to build and admire their puzzle - on each puzzle piece was an achievement or special photos from the camps and days.

This cohort showed excellent engagement and focus. Whilst they could sometimes get a bit chatty (mostly because they were excited to see their friends again for the final time), when their Programme Manager asked them to listen up they would quickly switch back to their task. This is a huge achievement for many who, without the YAT Adventure Programme, would have had difficulty concentrating in class and truanted school

These young people have also developed a huge sense of empathy. Allie, one of the young people on the programme, was absolutely terrified of heights.

This made tackling the high ropes course on one of the Activity Days extra challenging. Despite shaking the whole time and nearly having a panic attack, she was able to conquer the course, using breathing techniques they'd all practised together. When she came down and saw another friend afraid just like she had been, she shouted: "Breathe through your nose and just go for it!"



5. How many people in the Melksham Town Council area have benefited from the grant?

4

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?

Anika's Journey

When Anika first joined the programme, she was terrified. She is autistic and latched onto two other girls who didn't have the best attitude, meaning that her having a meaningful experience was made all the more difficult. On our October Pathway Day, the two girls didn't attend, and Anika thrived as she interacted with more positive young people. She had the time of her life helping others and climbing trees - all things she would have struggled with before.

She contacted our Youth Support Workers before the February Pathway Day to be set up in a different group away from the two girls, which they were happy to accommodate. This paid off massively on the day, and Anika has been excited about the programme since.

Anika took the initiative to make self-empowering choices, helping her to talk to new people and have a meaningful

experience. ***"I feel like I am more confident around my peers and feel like I can be myself more. I feel like people saw a different side to me and I don't feel the need to act differently to fit in".***

Her parent also reached out to us and said: ***"Thank you so much for your help, I am so glad she got on well today, she hasn't stopped talking about it since she got home, so that's a good sign, thank you"***



THANK YOU FOR YOUR 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.***



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Wessex MS Therapy Centre	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£ £700
Date Received:	23.10.24
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
To help members from Melksham have access to Neuro-physiotherapy	£ £700.00
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.
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 here 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.	
<p>Not all members can afford private physiotherapy (in fact very few can) or are unable to access ongoing physiotherapy through the NHS and we want to be able to bridge that gap for our members with MS who live in Melksham and surrounding areas.</p> <p>We are fortunate to have a great physiotherapy gym and therapy garden, where we can work on specific areas of gait/balance and moving with confidence for members with Multiple Sclerosis</p> <p>This is essential background work for the reality of everyday mobility. We want to be able to deliver long term, ongoing physiotherapy under the guidance of a neuro physiotherapist which can greatly help with members' confidence to manage life skills more independently. This grant has given our members help with continuity of their neuro-physiotherapies.</p>	
5. How many people in the Melksham Town Council area have benefited from the grant?	
4 % of our members come from Melksham	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	

We would like to thank Melksham Town Council for their support with the grant, which enabled our members who lived in Melksham to continue receiving neuro physiotherapy.

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

	F	G	N	R	S	T	U	V	W	X	Y	AJ	AJ	AM	AN	AO	AP	AQ	AR	AS	AT	AU	AV	AW	AX	AY	
3																											
4		TYPE OF GRANT REQUESTED	AMOUNT REQUESTED	WHAT THE GRANT IS FOR	Total Beneficiaries	Melksham Town Beneficiaries	Melksham Beneficiaries %	TOTAL COST OF PROJECT	AMOUNT REQUESTED	% OF TOTAL COST REQUESTED	Grant per Melksham beneficiary	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	RECENT ACCOUNTS PROVIDED	RECENT BANK STATEMENTS INCLUDED	SAFEGUARDING POLICY INCLUDED	EQUAL OPPORTUNITIES POLICY INCLUDED	ENVIRONMENTAL POLICY INCLUDED	DECLARATION SIGNED	SCORE OUT OF 23	Notes on Scores	Officer Advise	AMOUNT REQUESTED
4		Regular	£600.00	A Backstroke Start ledge	150		0.00	£3,600.00	£600.00	16.67	#DIV/0!	1	N		Y	2023/24 Teaching courses and tablet - £325	1	1	0	1	1	0	1	21	Bank Statement is missing	Q1 funding in this financial year As the application is for an asset, may be worth suggesting to applicant to consider an area board or Sport England grant	£600.00
5		Regular	£400.00	Uniform for our volunteers and Toddler Equipment (safety helmets, road traffic signs and role play petrol pumps)	30	26	86.67	£1,972.99	£400.00	20.27	£15.38	1	N		Y	5th December 2023 - £500 for Baby Sensory Mats	1	1	1	1	1	0	1	22	Organisation does not hold an environmental policy	Strong application, with clear evidence of specific beneficiaries in the Melksham Town Area	£400.00
6		Room Hire	£243.10	Room Hire Grant	200	150	75.00	£600.00	£243.10	40.52	£1.62	1	N		Y	2023/2024 Q4 Grant for Assembly Hall Room Hire for the	1	1	1	0	0	0	1	18	Organisation does not appear to hold an environmental, Safeguarding or equal opportunity policy	Room hire for a well attended community event. Long term may be required to be guided to resources to create missing policies creation to support future applications	£243.10
7		Regular	£400.00	Assistance with room hire, support for publicity of services, support for attendance at Travelwatch Southwest, West Wilts User Group and other regional transport authorities. Production of information leaflets and local timetables showing integrating between buses and trains.	29,028	18,130	62.46	£800.00	£400.00	50.00	£0.02	1	N		Y	2018 - £300 to support similar costs	1	1	0	0	0	0	1	19	Organisation does not appear to hold an environmental, Safeguarding or equal opportunity policy	Long term may be required to be guided to resources to create missing policies creation to support future applications	£400.00
8		Regular	£555.00	Storage Charges	29,028	18,130	62.46	£2,220.00	£555.00	25.00	£0.03	1	Y	Items were previously stored at Avonside free of charged, but unit was no longer available so items were moved and are currently being stored at Assembly Hall but the roof is no longer weather proof following storm damage. A dry and secure storage facility is required	N		1	1	1	0	0	0	1	20	Organisation does not appear to hold an environmental, Safeguarding or equal opportunity policy	Grant is for running (storage) costs. Grant receipt needs to clarify if this is short or long term situation. Organisation does not appear to hold an environmental, Safeguarding or equal opportunity policy	£555.00
9		Regular	£200.00	Speakers and Venue costs	30	20	66.67	£200.00	£200.00	100.00	£10.00	1	N		Y	2023 - £300 to support similar costs	0	1	1	0	0	0	1	19	A number of key documents have failed to be included. They have asked for full funding when only eligible for half.		£200.00
10		Regular	£500.00	Yarn for the poppies and pop up garden flowers	29,028	18,130	62.46	£500.00	£500.00	100.00	£0.03	1	N		N		0	1	1	0	0	0	0	16	Group has begun developing a constitution. Asked for the full funding when only eligible for half	Organisation is missing a number of key documents but have not previous held due to the informal nature of the group.	£500.00
11		Room Hire	£211.50	Room Hire Grant	180	100	55.56	£500.00	£211.50	42.30	£2.12	1	N			Unknown by applicator	1	1	1	1	1	1	1	23	Perfect score	Would recommend request to provide room hire grant in full.	£211.50
12		Regular	£1,000.00	Website development, creation of Directory of Services and ongoing wellbeing workshops.	14,401	7685	53.36	£6,800.00	£1,000.00	14.71	£0.13	1	N		N		1	0	1	1	1	0	1	21		An argument could be made that the function being provided is one that should primarily be undertaken by the health authority which would make it ineligible. But the community benefits helping people to seek health advice for themselves and the ROI on the amount requested weighed against the beneficiaries of the grant is good. They are a fairly new organisation and may not as yet have a full set of accounts	£1,000.00
13		Regular	£1,000.00	Counselling for adults living in Melksham	40	25	62.50	£7,500.00	£1,000.00	13.33	£40.00		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	22	Granted £250 per quarter in July 2024.		250
14		Regular	£1,000.00	Rent	500	122	24.40	£15,000.00	£1,000.00	6.67	£8.20	1	Y	Request to support annual vehicle running costs and do not appear to be exceptional	Y	Q1 - 2024/2025 financial year	1	1	1	1	1	0	1	22	Scores well but the monies requested are for annual running costs	Application rejected at submission - The charity has had a grant this financial year and has requested funding for the same assistance with running costs which is ineligible under the grants policy.	
15		Regular	£1,000.00	running costs	175	120	68.57	£1,000.00	£1,000.00	100.00	£8.33	1	Y	Request to support annual running costs and do not appear to be exceptional	Y	Q1 - 2024/2025 financial year	1	1	1	1	1	0	1	21	Scores well but the monies requested are for annual running costs	Application rejected at submission - The charity has had a grant this financial year and has requested funding for the same assistance with running costs which is ineligible under the grants policy.	
16		Regular	£900.00	To run Melksham based subsidised grants to children and adults with SEN or a disability	70	70	100.00	£900.00	£900.00	100.00	£12.86	0			N		1	1	1	1	1	0	1	18	organisation is part of a larger Bristol based CIC. Unclear if the 70 beneficiaries also include Melksham Without	Application rejected at submission - Applicant has failed to fully complete the application form. Applied for full amount and not half, has no additional match funding. Officer would not recommend proceeding with this grant at this time, evidence and feedback is based on work undertaken in Bristol and BANES and Melksham. Monies will be used for salaries. Applicant was given feedback and recommended to reapply future and consider a room hire grant.	
17																											
18						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
19						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
20						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
21						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
22						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
23						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
24						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
25						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
26						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
27						#DIV/0!	£0.00	£0.00	#DIV/0!	#DIV/0!														0			£0.00
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Grants Awarded from 2023/24 Budget But Paid in April 2024 -
Adjustments have not been made by RFO

Date	Organisation	Amount Paid
09/04/24	Wiltshire Sight	£ 500.00
09/04/24	Wiltshire Music Centre	£ 1,000.00
09/04/24	Trauma Breakthrough	£ 1,000.00
09/04/24	Back on Track	£ 1,000.00
Total		£ 3,500.00

Grants Awarded and Paid in 2024/25 Budget

Q1	Organisation	Amount Paid
22/07/2024	Group Five	£ 530.80
22/07/2024	Riverside Club	£ 530.80
22/07/2024	Wiltshire Mind	£ 250.00
22/07/2024	MASC	£ 325.00
22/07/2024	Good News Church	£ 530.87
22/07/2024	Melksham Lions	£ 281.63
22/07/2024	Wilthsire Music Centre	£ 530.80
22/07/2024	WILSAR	£ 530.87
22/07/2024	Gardener's Society Room Hire	£ 273.00
Total		£ 3,783.77

Q2	Organisation	Amount Paid
23/10/2024	Youth Adventure Trust	£ 249.00
23/10/2024	Back on Track	£ 1,000.00
23/10/2024	Melksham Foodbank	£ 700.00
23/10/2024	Wessex MS Society	£ 700.00
23/10/2024	Wiltshire Mind	£ 250.00
23/10/2024	Melksham Music Festival Room Hire	£ 180.00
23/10/2024	Melksham Community Larder Room Hire	£ 112.60
Total		£ 3,191.60

Q3	Organisation	Amount Paid
25/11/2024	Forest Community Centre	£ 650.00
25/11/2024	Splash	£ 633.50
25/11/2024	Celebrating Age	£ 790.00
25/11/2024	Melksham PHAB	£ 600.00
25/11/2024	Read Easy	£ 500.00
25/11/2024	Melksham Foodbank	£ 300.00
25/11/2024	Wiltshire Mind	£ 250.00
25/11/2024	HELP Counselling	£ 1,000.00
25/11/2024	Avon Bowls Club	£ 1,000.00
Total		£ 5,723.50

Q4 (Pre-Allocated)	Organisation	Amount Paid
10/03/2025	Wiltshire Mind	£ 250.00
Total		£ 250.00

Quarter	Total
Q1	£ 3,783.77
Q2	£ 3,191.60
Q3	£ 5,723.50
Q4 (Pre-Allocated)	£ 250.00
Total	£ 12,948.87

Available Balance for Q4	
Grant total Budget	£ 16,000.00
Total Spent Q1 -Q4	£ 12,948.87
Total for Q4	£ 3,051.13

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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/GROUP'S NAME	
MELKSHAM AMATEUR SWIMMING CLUB	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc

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

ACCOUNT YEAR ENDING:	2023/24
TOTAL EXPENDITURE:	£ 34,047.58
TOTAL GROSS INCOME:	£ 42,619.38
BALANCE AT YEAR END:	£ 23,969.21
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 15,397.41

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	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances:	

10. ADDITIONAL INFORMATION

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 3600

GRANT AMOUNT REQUESTED

£ 600.00

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

£26 per ~~SWIM~~ MEMBER PER MONTH FOR 1 SWIM A WEEK

£29 per MEMBER PER MONTH FOR 2 SWIMS A WEEK

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
BACKSTROKE START LEDGE	£ 600.00
	£
	£
	£
	£
	£
	£
	£
Total	£

How else are you funding your project?

• Please include:

- ☐ grants received and applied for from other organisations
- ☐ any income from fundraising
- ☐ 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
FUNDRAISING	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1000.00
MEMBERSHIP FEES/EXISTING RESERVES	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 2000.00
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
Total		£

5. THE PROJECT/SERVICE

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

EQUIPMENT FOR BACKSTROKE STARTS

If needed, please elaborate here with further details:

A ~~SD~~ SMALL LEDGE TO AID IN BACKSTROKE STARTS SO OUR COMPETITIVE SWIMMERS DON'T MISS OUT ON THIS VALUABLE TRAINING

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

AS A CLUB THAT REPRESENTS MELKSHAM IN SWIMMING THESE WOULD BE USED IN TRAINING & COMPETITIONS AND WILL MAXIMIZE OUR CHILDRENS POOL SKILLS AND MAKING THIS START EFFECTIVE & FUN TO LEARN

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?

THESE ITEMS ARE AN ASSET IN TRAINING AND WILL BENEFIT OUR LEARNERS WHICH IS A VALUABLE AID IN MELKSHAM'S SWIMMING CLUB WHEN RACING OTHER TOWNS

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?

LOSING OUT ON 1 VITAL SKILL & MAKING SWIMMING A FUN SKILL TO ACHIEVE

6. BENEFICIARIES

How many people in total will benefit from this grant?

150

How many of the beneficiaries are residents of the area covered by Melksham Town Council?

95%

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

ASKING THE SECRETARY TO CHECK ON MEMBERS AND CONFIRM IN A PERCENTAGE ON HOW MANY LIVE IN MELKSHAM



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

MELKSHAM AMATEUR SWIMMING CLUB

2. YOUR GRANT

Which type of grant are you applying for?	Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>
	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input type="checkbox"/>
How much are you applying for in this application? <i>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.</i>		£600

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	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide your charity number:	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, which:	

Please tick the categories that best describe your organisation:

<input type="checkbox"/> Charitable organisation <input checked="" type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input checked="" type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input type="checkbox"/> Other (please specify):
---	--

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?

TEACHING CHILDREN & YOUNG ADULTS TO SWIM, GAIN CONFIDANCE & PASSING A TEACH TO SWIM QUALIFICATION

Has your group/organisation previously received funding from Melksham Town Council?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes:		
What year was it awarded?	2023/24	
What was the amount?	£25,000 £325.00	
What was the funding for?	TEACHING COURSES & TABLET	
Is the funding for security measures?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		
Is the funding for work with vulnerable adults or children?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		

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: 8/1/25

***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).

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REGULAR GRANT APPLICATION FORM- PART 1

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

ORGANISATION/GROUP'S NAME	
Bowerhill Baby & Toddlers	
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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

Bowerhill Baby & Toddlers

2. YOUR GRANT

Which type of grant are you applying for?	Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>
	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input type="checkbox"/>

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.

£ 400

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 ☒

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) ☒

Are you a registered charity? YES ☐ NO ☒

If Yes, please provide your charity number: Click or tap here 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 your organisation:

- | | |
|---|--|
| <input type="checkbox"/> Charitable organisation
<input type="checkbox"/> Youth group
<input type="checkbox"/> Senior Citizen group
<input type="checkbox"/> Sports club or arts group
<input type="checkbox"/> Advice organisation
<input type="checkbox"/> Organisation assisting the disabled | <input type="checkbox"/> Minority group
<input type="checkbox"/> Community building
<input type="checkbox"/> Community event
<input type="checkbox"/> Health/transport/safety group
<input checked="" type="checkbox"/> Other (please specify): Baby & Toddler Group |
|---|--|

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?

Bowerhill Baby and Toddler Group has been running for around 20 years. In June of 2023 a group of Mums decided to take on the running of the group rather than loose such a fabulous facility. The group operates on Mondays 9:30-11:00

at Bowerhill Village Hall. This group is open to little ones ages 0-4 to come along with their grown ups, whether that be parents, grandparents, child minders etc.

We offer a different theme each week such as space, construction, princess, emergency services and much more. We have had visits from a fire engine, Peppa Pig, Longleat, Olaf, Elf on the shelf, Wiltshire Police and a Breast Cancer Specialist all within the last year. We offer a safe space for babies and toddlers to socialise, learn and grow. We also aim to introduce the early years to the power of play with their grown ups. It is also a space for adults to come and meet new support networks and create a circle of friends that can support each other looking after little ones.

We offer a healthy snack and dancing to music and disco lights at the end of our session. From a recent survey conducted on 18/02/2025 we have identified that up to 86.66% of our regular users can be from Melksham Town Council. To add to this we have 3 members on our core committee team of volunteers who run the group also live within Melksham Town Council area. We understand that we provide a group that heavily benefits the people from Melksham Town Council and would therefore ask for your kind consideration to this grant application.

5. THE PROJECT/SERVICE

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

- Uniform for our volunteers
- Toddler Equipment (safety helmets, road traffic signs and role play petrol pumps)

If needed, please elaborate here with further details:

- As it stands we do not have anything that our team is able to wear to make themselves known to others that they are 'running' the session. We want our team to be able to be easily identified in emergency situations and also to everyone that attends the sessions. For example, the hall is busy and full of babies and toddlers on a Monday morning, if you are new to the group it's not easy to identify who to approach. If there is an emergency it's not easy to identify who to turn to for help. If matters need raising it's not easy to know who to go to. A 'uniform' for our team would mean that they can be easily identified and stand out in the hall to others would better our health and safety and also make the team much more approachable.

As an estimate - 10 embroidered tops – £20.00 each = £200.00

- We are also focusing on enhancing our toddlers equipment this year with new balance bikes/scooters. We have recently applied for a grant from Melksham Without Parish who have given us £1500 towards new bikes/scooters. We are now seeking further support from Melksham Town Council towards safety helmets and further equipment for our Toddler Scooter Sessions. During these sessions our aim is to educate the little ones of road safety and to also enhance their ability to balance and ride, a key motor skill in early years development.

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

- We are fully booked with toddlers every single Monday. We are just exploring setting up a 'waiting list' due to the demand this group is in. We have a queue of people waiting for our doors to open each week. The group has and is continue to grow from strength to strength and we are excited for its growth to continue into 2025.

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?

- Please see attached document where I have detailed the postcode of all those that attend our group living within the Melksham Town Council. Our results show that up to 86.66% of our regular users can be from Melksham Town Council. Therefore, we would propose that we provide a group that heavily benefits the people from Melksham Town Council and would kindly request to be considered for a grant from Melksham Town Council.

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?

- Feedback from the grown ups that visit our group ensures we are offering a vital service. Not only for the babies and toddlers that visit us regularly and get to experience a range of activities but for their parents/carers to meet and chat with others finding a support network. We are also FULLY BOOKED every single week. We know from our own research that we are one of the cheapest and most accessible baby and toddler group in the area who operate every Monday morning.

6. BENEFICIARIES

How many people in total will benefit from this grant?	20 Toddlers and 10 Babies plus accompanying adults every Monday.
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	Our survey indicated up to 86.66% (26) can be from Melksham Town Council.

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

- We use Facebook as our only form of communication with the public to advertise and book onto our sessions. On Tuesday 18th February 2025, we have posted a map of the Melksham Town Council area and asked those that attend our group to confirm they do on our post by also providing us with their postcode. We have then been able to compile a list of adults who attend our group with their postcodes. 26 adults confirmed they are users of our group and live within the Melksham Town Council area. Please see attached word document with this evidence.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT	£ 1972.99
GRANT AMOUNT REQUESTED	£ 400

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

Toddler - £5.00
Baby – £2.50

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
Uniform for the Volunteer Team	£ 200
Safety Helmets for Toddlers x 5	£ 225
Road Safety Traffic Signs	£ 55
Little Tikes Petrol Pump x 3 (Role Play)	£ 75.00
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	£ 555

How else are you funding your project?

- Please include:
 - grants received and applied for from other organisations
 - any income from fundraising
 - 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
Melksham Without Parish - Scooter/Bikes x 15	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 1500.00
Fundraiser Photoshoot - Giant Tickle Me Sensory Tunnel	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 167.99
Volunteer Time (Benefit in kind)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 150.00
Bowerhill Toddler Group existing reserve Funds	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 155.00
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Total		£ 1972.99

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

ACCOUNT YEAR ENDING:

2024

TOTAL EXPENDITURE:	£ 5828.00
TOTAL GROSS INCOME:	£ 5426.50
BALANCE AT YEAR END:	£ 1225.76
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ Click or tap here to enter text.
If your savings are more than your annual expenditure, what are they for? Savings and Balance at year end are the same.	

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	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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 <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances: <ul style="list-style-type: none"> - We generally always try and keep £1000 in our account to act as an emergency buffer. We remain a non profit organisation and any funds made are always spent on improving and enhancing the group. 	

10. ADDITIONAL INFORMATION



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: 19/02/2025

***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).

Has your group/organisation previously received funding from Melksham Town Council?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes:		
What year was it awarded?	5 th December 2023	
What was the amount?	£500	
What was the funding for?	Baby Sensory & Baby Mats	
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	
If Yes, please provide contact name: Melksham Neighbourhood Policing Team		
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If Yes, please provide contact name: Click or tap here to enter text.		

11. CHECKLIST
<p>Please tick to confirm that you have included the following documents:</p> <p>Please note- applications that are missing documents will be rejected unless an explanation is provided for its absence.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed) <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> A copy of your most recent bank account statement & details of any other investments/savings <input checked="" type="checkbox"/> A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults) <input checked="" type="checkbox"/> A copy of your adopted Equal Opportunities Policy or Statement <input checked="" type="checkbox"/> A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation)



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/GROUP'S NAME	
MELKSHAM GARDENERS SOCIETY	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
MELKSHAM GARDENERS SOCIETY

2. YOUR GRANT		
Which type of grant are you applying for?	Regular Grant (up to £1,000) <input type="checkbox"/> Room Hire Grant (for Melksham Assembly Hall or Town Hall) <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>
How much are you applying for in this application? <i>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.</i>		£

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	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide your charity number:	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, which: ROYAL HORTICULTURAL SOCIETY	
Please tick the categories that best describe your organisation:	
<input type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input checked="" type="checkbox"/> Other (please specify):
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?	
The furtherance of gardening knowledge, plant cultivation and techniques including organic methods considering the environment and local wild life. The society is open to all residents of Melksham and surrounding area.	

5. THE PROJECT/SERVICE	
In ONE SENTENCE please describe what the grant is being requested for:	
TO PAY THE ASSEMBLY HALL HIRE FOR OUR FLOWER AND PRODUCE SHOW	
If needed, please elaborate here with further details:	
What evidence do you have that this project/service is required in the area covered by Melksham Town Council?	
THE SHOW ATTRACTS OVER 300 ENTRIES EACH YEAR WITH AROUND 200 PEOPLE TAKING PART EITHER AS EXHIBITORS OR VISITORS	
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?	
WE HAVE OVER 90 MEMBERS WHO TAKE PART IN REGULAR MEETING AS WELL AS TAKING PART IN THE SHOW	
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?	
NONE	
6. BENEFICIARIES	
How many people in total will benefit from this grant?	OVER 200
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	AT LEAST 150
Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?	
NUMBERS CALCULATED FROM MEMBERSHIP DATA AND DATA ON SHOW ENTRY FORMS	

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 600.00

GRANT AMOUNT REQUESTED

£ 243.00

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

Membership £15 / year
entrance to society evenings
£1 for members
£3 for non members

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
ASSEMBLY HALL RENT	£
	£
	£
	£
	£
	£
	£
	£
Total	£

How else are you funding your project?

• Please include:

- grants received and applied for from other organisations
- any income from fundraising
- 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
MEMBERSHIP SUBSCRIPTIONS	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
Total		£

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:	
ACCOUNT YEAR ENDING:	29th Feb 2024
TOTAL EXPENDITURE:	£ 4,632.27
TOTAL GROSS INCOME:	£ 3,020.50
BALANCE AT YEAR END:	£ 3,058.56
SAVINGS (RESERVES, CASH, INVESTMENTS):	£
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	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances:	

10. ADDITIONAL INFORMATION

Has your group/organisation previously received funding from Melksham Town Council?		YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes:		
What year was it awarded?	2024	
What was the amount?		
What was the funding for?	ASSEMBLY HALL RENTAL	
Is the funding for security measures?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		
Is the funding for work with vulnerable adults or children?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		

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) *See Aims of Society*



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:

21-2-25

**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).

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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/GROUP'S NAME	
Melksham Transport User Group	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

**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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Melksham Transport User Group

2. YOUR GRANT		
Which type of grant are you applying for?	<div style="display: flex; justify-content: space-between;"> <div>Regular Grant (up to £1,000)</div> <div><input checked="" type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Room Hire Grant (for Melksham Assembly Hall or Town Hall)</div> <div><input type="checkbox"/></div> </div>	
How much are you applying for in this application? <i>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.</i>		£ Click or tap here to enter text.

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide your charity number: Click or tap here to enter text.	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, which: Click or tap here to enter text.	
<i>Please tick the categories that best describe your organisation:</i>	
<input type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input checked="" type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input checked="" type="checkbox"/> Health/transport/safety group <input type="checkbox"/> 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 benefit the community and/or individuals in the area covered by Melksham Town Council?

The User Group acts a conduit between passengers and various authorities (Network Rail, GWR, Wiltshire Council, Bus companies), to promote use and integration of rail and bus services. Promotion of the bus service has resulted in new and improved services on X34, 271/2/3 for residents of Melksham

5. THE PROJECT/SERVICE

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

Assistance with room hire, support for publicity of services, support for attendance at Travelwatch Southwest, West Wilts User Group and other regional transport authorities. Production of information leaflets and local timetables showing integrating between buses and trains.

If needed, please elaborate here with further details:

Click or tap here to enter text.

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

Our input has helped with current improvements with local bus services on routes X34, 271, 272, 273 and previously increases in the frequency of trains through Melksham. Our input is crucial for provision of services between the town centre and all parts of Melksham Town and Without to ensure residents have ease of access to the retail facilities in 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?

Increased useage of the trains through Melksham and the retention of the improved bus 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? Continued use of motor vehicles for shopping, leisure and commuting.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Anyone who uses rail and bus in Melksham

How many of the beneficiaries are residents of the area covered by Melksham Town Council?

All residents of Melksham Town and additionally other in

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

All residents of Melksham Town have access to both rail and bus services in Melksham

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 800

GRANT AMOUNT REQUESTED

£ 400

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

None at present but under review.

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 Hire £ 200

Support for production of local bus and train timetables £ 200

Attendance at regional meetings in support of transport for Melksham Town. £ 100

Group Insurance. £ 200

Web site and domain registration . £ 100

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 £ 800

How else are you funding your project?

• *Please include:*

- *grants received and applied for from other organisations*
- *any income from fundraising*
- *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

Melksham Without Parish Council YES x NO £ 400

Volunteers time YES ☒ NO ☐ £ 500

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:	12.2024
TOTAL EXPENDITURE:	£ 800
TOTAL GROSS INCOME:	£0
BALANCE AT YEAR END:	£ 700
SAVINGS (RESERVES, CASH, INVESTMENTS):	£As per balance
<p>If your savings are more than your annual expenditure, what are they for?</p> <p>Click or tap here to enter text.</p>	

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

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 <input checked="" type="checkbox"/> NO <input type="checkbox"/>
---	--

If Yes:

What year was it awarded?	2018
---------------------------	------

What was the amount?	300
----------------------	-----

What was the funding for?	Similar support costs
---------------------------	-----------------------

Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
---------------------------------------	--

If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---

If Yes, please provide contact name: Click or tap here to enter text.

Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
---	--

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	---

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)



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	Melksham Town Council Development Grant
Account Number:	08 00 00 00 00 00 00 00
Sort Code:	00 00 00

DECLARATIONS

- ☒ In accordance with the General Data Protection Regulation (GDPR), I/we agree that Melksham Council will process and hold personal information about me/us only in relation to my/our application.
- ☒ I/we consent to my/our personal information, including that contained within this form, being:
☒ manually and/or electronically. It will be held securely and treated confidentially for 6 years af application is made.
- ☒ I/we understand that it will only be accessed by authorised staff members to manage the application process.
- ☒ I/we also understand that Melksham Town Council may pass details onto an official organisation 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 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 recei 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 w the terms laid out in the Policy.
- ☒ I/we declare that I/we have included all the requested information *where available*.
- ☒ I/we fully understand that if I/we do not include the requested information and/or if the applicat 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 fur for consideration by the Finance, Administration & Performance Committee.

Signature(s) of Applicant(s):

Date: 28 Feb 2025

***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



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/GROUP'S NAME	
Melksham & District Historical Association	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	(Monday 10 th March 2025)	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

Melksham & District Historical Association

2. YOUR GRANT

Which type of grant are you applying for?

Regular Grant (up to £1,000) ☒

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 Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.

£555

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 ☒

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) ☒

Are you a registered charity?

YES ☐

NO ☒

If Yes, please provide your charity number:

Is your organisation part of, or affiliated to, a larger organisation?

YES ☐

NO ☒

If Yes, which:

Please tick the categories that best describe your organisation:

☐ Charitable organisation

☐ Youth group

☐ Senior Citizen group

☐ Sports club or arts group

☐ Advice organisation

☐ Organisation assisting the disabled

☐ Minority group

☐ Community building

☐ Community event

☐ Health/transport/safety group

☒ Other (please specify):

Community Group

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?

Established in 1962, we aim to inform residents of the history of the town through talks, events + displays. Ultimately we hope to establish a museum in the town.

5. THE PROJECT/SERVICE

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

To cover a portion of the storage charges for looking after items from Melksham's heritage

If needed, please elaborate here with further details:

Two large items; a loom from Maggs Rope Factory & the clock from Spences were stored for free @ Avonside. This property is no longer available. The upper floor of the Assembly Hall building recently became unsecure and lost its 'weatherproofing' during recent storm. Items are currently being stored there. ^{All at short notice}

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

Sixty years of looking after these items on behalf of 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?

We have regular monthly meetings where approx 100 people from the town attend, both members & visitors. Our Facebook page has over 1k followers regularly sharing information. A survey was conducted last year showing a desire for a museum.

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?

We have 100's possibly 1000's of items secured over 100's of years that could potentially be lost to the town if at least a short term solution is not secured for the storage of these items

6. BENEFICIARIES

How many people in total will benefit from this grant?

The whole town.

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?

The items are from the town - for the town.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 2,220 per annum.

GRANT AMOUNT REQUESTED

£ 555

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

We currently charge members £18 pa & visitors £4 per talk for entry to our events.

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
One year's storage @ Baverhill	£ 2,220
	£
	£
	£
	£
	£
	£
Total	£ 2,220

How else are you funding your project?

• Please include:

- grants received and applied for from other organisations
- any income from fundraising
- 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
Melksham Without Parish Council	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 555
Wiltshire Area Board	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 555
Our own funds	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 555
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
Total		£ 1,665

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

ACCOUNT YEAR ENDING:	31/10 2024
TOTAL EXPENDITURE:	£ 7,369
TOTAL GROSS INCOME:	£ 6,310
BALANCE AT YEAR END:	£ 7,994
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ 2,000

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

£2000 is a gift to cover membership subscriptions on behalf of the donor upon their death. The balance is a 'war chest' for expenses relating to a future museum and/or to fund exhibitions & events as they arise over and above our regular schedule.

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	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent <i>(expenditure will be ongoing for year. The premises have been secured at short notice)</i>	YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future: This will cover the next 12 months, which were unexpected, while plans are put in place for the long term.	
If requesting a Regular Grant, is the grant requested more than £6,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

If Yes, please explain the exceptional circumstances:

10. ADDITIONAL INFORMATION

Has your group/organisation previously received funding from Melksham Town Council?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes:		
What year was it awarded?		
What was the amount?		
What was the funding for?		
Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If Yes, do you have the support of the local police and/or crime reduction officer?	N/A	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	N/A	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		

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



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	[REDACTED]
Account Number:	[REDACTED]
Sort Code:	[REDACTED]

DECLARATIONS
<ul style="list-style-type: none">• 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): [REDACTED]
Date: 27/1/25

***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).***

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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/GROUP'S NAME	
MELKSHAM WOMEN'S INSTITUTE	
CONTACT DETAILS- Please give details of a representative for correspondence	
NAME:	[REDACTED]
ADDRESS:	[REDACTED]
PHONE NUMBER:	[REDACTED]
EMAIL:	[REDACTED]

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 BOOM HIRE GRANTS

Round	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME
Melksham WI

2. YOUR GRANT		
Which type of grant are you applying for?	<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Regular Grant (up to £1,000) <input checked="" type="checkbox"/></div> <div style="border-bottom: 1px solid black; padding-bottom: 5px;">Room Hire Grant (for Melksham Assembly Hall or Town Hall) <input type="checkbox"/></div>	
How much are you applying for in this application? <i>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.</i>		£

3. ABOUT YOUR ORGANISATION	
<i>Please tick to confirm that your organisation has:</i>	
Its own bank/building society current account, in the name of the organisation, with two unrelated signatories	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide your charity number: 1197142	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, which:	
<i>Please tick the categories that best describe your organisation:</i>	
<input checked="" type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input type="checkbox"/> Other (please specify):
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
<i>What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council?</i>	
WI Provides A MEETING PLACE ONCE A MONTH FOR LADIES TO COME FROM SPEAKERS PROVIDED AND TO SUPPORT EACH OTHER.	

5. THE PROJECT/SERVICE

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

THE GRANT WOULD HELP WITH THE COSTS OF SPEAKERS AND VENUE.

If needed, please elaborate here with further details:

SPEAKERS COST FROM £50 - £100.

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

WE HAS BEEN ACTIVE SINCE 1918 AND IN MELKSHAM SINCE 1983.

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?

IT GIVES AN INTERESTING GROUP TO JOIN FOR LADIES WHO LIVE LOCALLY AND SUPPORTS THEM.

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?

I BELIEVE THE MEMBERS WOULD MISS WE IF IT DISCONTINUED.

6. BENEFICIARIES

How many people in total will benefit from this grant?

30

How many of the beneficiaries are residents of the area covered by Melksham Town Council?

20

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

POSTCODES IN MELKSHAM WITHIN.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 200 - 00

GRANT AMOUNT REQUESTED

£ 200 - 00

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

£ 51.00

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
SPENDERS & VENUE	£ 200 -
	£
	£
	£
	£
	£
	£
Total	£ 200 -

How else are you funding your project?

• Please include:

- grants received and applied for from other organisations
- any income from fundraising
- 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
MELKSHAM WITHOUT	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 100 - 00
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
	YES <input type="checkbox"/> NO <input type="checkbox"/>	£
Total		£ 100 - 00

8. ANNUAL ACCOUNTS- Please provide the following information from your annual accounts:	
ACCOUNT YEAR ENDING:	12/23.
TOTAL EXPENDITURE:	£ 1,258.82.
TOTAL GROSS INCOME:	£ 1,407.30
BALANCE AT YEAR END:	£ 1,338.19
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ —
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: <i>Please note- applications that do not meet all the criteria will be rejected.</i>	
Is NOT for a private organisation operating as a business to make a profit or surplus	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:	
If requesting a Regular Grant, is the grant requested more than £1,000?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please explain the exceptional circumstances:	

10. ADDITIONAL INFORMATION

Has your group/organisation previously received funding from Melksham Town Council?		YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes:		
What year was it awarded?	2023	
What was the amount?	€300	
What was the funding for?	SPEAKERS + VENUE	
Is the funding for security measures?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?		N/A YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		
Is the funding for work with vulnerable adults or children?		YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?		N/A YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:		

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.	
<input type="checkbox"/> A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed) <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> A copy of your most recent bank account statement & details of any other investments/savings <input type="checkbox"/> A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults) N/A <input type="checkbox"/> A copy of your adopted Equal Opportunities Policy or Statement <input type="checkbox"/> 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:	[REDACTED]
Account Number:	[REDACTED]
Sort Code:	[REDACTED]

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):

[REDACTED]

Date: 21.2.25 .

***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).***





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/GROUP'S NAME	
Crazy About Knitting	
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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

Crazy About Knitting

2. YOUR GRANT

Which type of grant are you applying for?	<div style="display: flex; justify-content: space-between;"> <div>Regular Grant (up to £1,000)</div> <div><input checked="" type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Room Hire Grant (for Melksham Assembly Hall or Town Hall)</div> <div><input type="checkbox"/></div> </div>
How much are you applying for in this application? <i>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.</i>	
£ £500	

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	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input type="checkbox"/>
Are you a registered charity?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide your charity number: Click or tap here to enter text.	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, which: Click or tap here to enter text.	

Please tick the categories that best describe your organisation:

<input type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input checked="" type="checkbox"/> Other (please specify): We are a group that knits for charities local, national and international. This also help local people to meet together in a warm safe place to chat and knit. All the knitting we do is donated free of charge to the charities and good causes we support.
---	--

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?

We are a group that knits for charities local, national and international. We also help local people to meet together in a warm safe place to chat and knit. All the knitting we do is donated free of charge to the charities and good causes we support.

5. THE PROJECT/SERVICE

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

To help with the cost of wool for the town poppy appeal for VE Day 2025 and the planned Pop-up gardens in the summer. It will also be shared with other local groups who are joining in the poppy knitting.

If needed, please elaborate here with further details:

Click or tap here to enter text.

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

As we have been asked to take part in this project to help with knitting the 1,000 of poppies needed. Also the flowers for the pop-up gardens later on in the summer

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?

It will give the knitters a great sense of purpose for their knitting, so they feel valued and appreciated. It will also help towards Melksham having another great display in the town centre and in the pop-up gardens

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?

A VE Day poppy display wouldn't look very good without any poppies

Click or tap here to enter text.

6. BENEFICIARIES	
How many people in total will benefit from this grant?	Thousands – impossible to calculate as both the knitters involved in knitting the poppies and flowers and the people who enjoy seeing the towns' display
How many of the beneficiaries are residents of the area covered by Melksham Town Council?	In just our group of knitters it would be over 50 knitters. Plus, other groups and individuals involved in the knitting of poppies. Added to that everyone who sees the finished product throughout the town
<p>Please explain how you calculated the number of beneficiaries within the area covered by Melksham Town Council?</p> <p>It's impossible to say, knitting has the power to brighten anyone's day, whether you are the knitter or you enjoy seeing the knitting. Also is a way of showing appreciation for the soldiers and civilians who lived through VE Day all those years ago. Something never to be forgotten.</p>	

7. FINANCIAL INFORMATION	
ESTIMATED TOTAL COST OF PROJECT	£ 500.00
GRANT AMOUNT REQUESTED	£ £500.00
What are your current or planned subs/fees/charges?	<p>£2.00 per person, per session</p> <p>Click or tap here to enter text.</p>

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
To put towards the cost of the wool, which will be shared with other knitters in the town	£ 500.00
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.
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	£ 500.00

How else are you funding your project?

• Please include:

- grants received and applied for from other organisations
- any income from fundraising
- 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
Some will be funded by the groups money and also some from our members personally.	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ unknown
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ 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:	31/3/24
TOTAL EXPENDITURE:	£ 1694.16
TOTAL GROSS INCOME:	£ 1645.91
BALANCE AT YEAR END:	£ 653.02 at Bank
SAVINGS (RESERVES, CASH, INVESTMENTS):	£ see above

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

Click or tap here to enter text.

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	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>
Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>

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 <input type="checkbox"/> NO <input checked="" type="checkbox"/>
---	--

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 <input checked="" type="checkbox"/> NO <input type="checkbox"/>
---	--

If Yes:

What year was it awarded?	2013
What was the amount?	£500.00

What was the funding for?	Help set up the group, after it was realised that Melksham really needed something like this for people to attend	
Is the funding for security measures?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.		
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.		

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



REGULAR GRANT APPLICATION FORM- PART 3

BANK DETAILS	
Name of Account:	<div></div>
Account Number:	
Sort Code:	

DECLARATIONS
<ul style="list-style-type: none">• 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)	<div></div>
Date: 08 01 2025	

***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).



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/GROUP'S NAME	
Melksham and District Guide Association	
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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting 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 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

Melksham and District Guide Association

2. YOUR GRANT

Which type of grant are you applying for?	Regular Grant (up to £1,000)	<input checked="" type="checkbox"/>
	Room Hire Grant (for Melksham Assembly Hall or Town Hall)	<input checked="" type="checkbox"/>
How much are you applying for in this application? <i>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.</i>		£ 211.50

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	<input checked="" type="checkbox"/>
At least three members on its management committee/board	<input checked="" type="checkbox"/>
A written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed)	<input checked="" type="checkbox"/>
Are you a registered charity?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide your charity number: 1033245	
Is your organisation part of, or affiliated to, a larger organisation?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
If Yes, which: Girlguiding UK	

Please tick the categories that best describe your organisation:

<input checked="" type="checkbox"/> Charitable organisation <input type="checkbox"/> Youth group <input type="checkbox"/> Senior Citizen group <input type="checkbox"/> Sports club or arts group <input type="checkbox"/> Advice organisation <input type="checkbox"/> Organisation assisting the disabled	<input type="checkbox"/> Minority group <input checked="" type="checkbox"/> Community building <input type="checkbox"/> Community event <input type="checkbox"/> Health/transport/safety group <input type="checkbox"/> 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 benefit the community and/or individuals in the area covered by Melksham Town Council?

Melksham Guide HQ Building Management Committee, manage the building on behalf of Melksham Girlguiding Units. Ensuring building is kept habitable and safe at all times. Ensure building complies with current legislation. Promote usage of building by Girlguiding groups and general public.

5. THE PROJECT/SERVICE

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

To raise funds for essential repairs to our HQ building

If needed, please elaborate here with further details:

Day to day basic maintenance is covered by charges made to hall users.

We need to fundraise for larger projects. We currently need to raise £46,000 for a new roof. We are running this bingo as our first fundraiser. We are aiming to run events over the year to raise this amount. We are applying for use of assembly hall as a large hall enabling us to open the fundraising event to more people.

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

The Melksham guide hut HQ which is situated near the centre of Melksham, is primarily for the use by girlguiding groups of which there are 5 giving over 100 girls aged 4-16 the opportunity to laugh, learn and have adventures enhancing their well being.

The building is also used by other groups such as Ukulele and Slimming World. Who both support the well being of adults.

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?

Girlguiding continues to be a popular activity for girls and units have waiting lists, a significant number of girls join at 4 and continue through to 16.

Having our own building means we can store equipment and resources and hold sleepovers.

Non guiding groups wish to use the hall as well.

We need to keep the building in a safe usable state.

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?

There is a demand for girlguiding. If we cannot run due to an unsafe roof and have to close.

The girls follow a guide which has skills builders in 6 areas Know Myself, Have Adventures, Be Well, Express Myself, Skills For My Future and Take Action. Which covers everything from first aid, art and crafts, local history and camping, they can also collect interest badges at home. Without our sessions the girls would miss out on having fun socially with friends, problem solving and giving them something to work towards.

6. BENEFICIARIES

How many people in total will benefit from this grant?

180+ pw

How many of the beneficiaries are residents of the area covered by Melksham Town Council?

Guestimated 100

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

Girlguiding members we have used addresses

Slimming World and Ukulele assumed 50% at least.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

^{US}
~~£ 250.00~~ this event £46,000 total for roof

GRANT AMOUNT REQUESTED

£ 211.50

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

Guiding groups charged £25ph
Others users £10ph

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
Hall Hire 3 hours @ £22.50	£ 67.50
Bingo Books – price for 750 8 page books	£ 17.00
Bingo Markers – pack of 48	£ 27.00
Raffle Ticket books	£ 5.00
Sundries – paper/printing posters & letters for raffle prizes/postage	£ 15.00
Food -Hot dogs/buns/sweets	£ 80
Click or tap here to enter text.	£ Click or tap here to enter text.
Total	£ 211.50

How else are you funding your project?

• Please include:

- grants received and applied for from other organisations
- any income from fundraising
- 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
All leaders give their time voluntarily for weekly guide meetings	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
All Volunteers on committee, Meet trades people, prepare accounts, attend meetings	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ Click or tap here to enter text.
Click or tap here to enter text.	YES <input type="checkbox"/> NO <input type="checkbox"/>	£ 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:	31/12/24	Click or tap here to enter text.
TOTAL EXPENDITURE:	11 646-69	£ Click or tap here to enter text.
TOTAL GROSS INCOME:	7618-00	£ Click or tap here to enter text.
BALANCE AT YEAR END:	£11,286-31	£ Click or tap here to enter text.
SAVINGS (RESERVES, CASH, INVESTMENTS):	NONE	£ Click or tap here to enter text.

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

~~I have not received a copy of the accounts yet as they are being audited - we have a AGM on Tuesday where I should hopefully find out more and will forward to you.~~

now enclosed

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	<input checked="" type="checkbox"/>
Is NOT for a national organisation or charity	<input checked="" type="checkbox"/>
Is NOT for an "Upward Funder" (e.g. a local group whose fundraising is sent to central Headquarters for redistribution)	<input checked="" type="checkbox"/>
Will NOT be passed on to any other individuals or groups (except to pay for goods and services)	<input checked="" type="checkbox"/>
Is NOT for a political or religious organisation	<input checked="" type="checkbox"/>
Is NOT for an activity that is completely funded from another funding source	<input checked="" type="checkbox"/>

Is NOT for loans or interest payments	<input checked="" type="checkbox"/>
Is NOT for an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services	<input checked="" type="checkbox"/>
Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability	<input checked="" type="checkbox"/>
Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened)	<input checked="" type="checkbox"/>
Is the grant requested for general or ongoing running costs such as salaries or rent	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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 <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
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 <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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 <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, please provide contact name: Click or tap here to enter text.	
Is the funding for work with vulnerable adults or children?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
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: 21/02/2025

***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).***



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/GROUP'S NAME	
Friends of Giffords Surgery	
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	Open for Applications	Deadline for Applications	Date of relevant Finance, Administration & Performance Committee Meeting where...	
			...decisions on Regular Grants are made and announced	...Monitoring Forms for Regular Grant recipients will be reviewed <i>(NB: forms will need to be received no later than two weeks prior to this date)</i>
1	Monday 20 th May 2024	Friday 21 st 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 21 st February 2025	Monday 10 th March 2025	September 2025 tbc



REGULAR GRANT APPLICATION FORM- PART 2

1. ORGANISATION/GROUP'S NAME

Friends of Giffords Surgery

2. YOUR GRANT

Which type of grant are you applying for?

Regular Grant (up to £1,000) ☒

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 Assembly Hall prior to making this application to get a quote for the exact amount your event/s would cost.

£ 1000

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 ☒

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) ☒

Are you a registered charity?

YES ☐

NO ☒

If Yes, please provide your charity number:

Is your organisation part of, or affiliated to, a larger organisation?

YES ☐

NO ☒

If Yes, which:

Please tick the categories that best describe your organisation:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Charitable organisation | <input type="checkbox"/> Minority group |
| <input type="checkbox"/> Youth group | <input type="checkbox"/> Community building |
| <input type="checkbox"/> Senior Citizen group | <input type="checkbox"/> Community event |
| <input type="checkbox"/> Sports club or arts group | <input type="checkbox"/> Health/transport/safety group |
| <input type="checkbox"/> Advice organisation | <input type="checkbox"/> Other |
| <input type="checkbox"/> Organisation assisting the disabled | (please specify): |

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?

Friends of Giffords Surgery is a not-for-profit association dedicated to enhancing the health and wellbeing of patients served by Giffords Surgery and the surrounding community. Our organisation is built on the principles of collaboration, empowerment, and prevention, aiming to create a supportive network that addresses the specific needs of patients.

We are a new non-profit association set up in April 2024, with our full board of members in place since September 2024. We are a stand-alone organisation, working in partnership with, but separate from Giffords Surgery. We plan to apply for charity status within the next 6 months.

Since our formal launch in December 2024 with our Community@Christmas initiative and our first two joint newsletters with the surgery we are receiving significant interest from patients and strong backing from the surgery.

Our overall organisational objectives are:

- To provide support for equipment and training needed by Giffords Surgery (a GP Practice) but not supplied by the NHS, to benefit the patients, their families and to some extent the wider community.
- Promoting and signposting local support to vulnerable groups using the surgery, identifying and facilitating any shortfalls in provision
- Improving the knowledge of patients by building community interest
- Improving the overall health and well-being of patients

5. THE PROJECT/SERVICE

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

Website development, creation of Directory of Services and ongoing wellbeing workshops.

If needed, please elaborate here with further details:

We are applying for a startup grant to help deliver our first year's business plan. One of our initiatives within that plan is called **Stay Well! Stay Well Informed!** Details are as follows:

Initiative Start and End Dates: January 2025 – December 2025

N.B. Although we are linked to Giffords Surgery, our **Stay Well! Stay Well Informed!** Initiative is open to all local residents.

Location: Giffords Surgery, Spa Road, Melksham, and local community venues as needed.

Initiative Goals:

- To empower patients with the tools, knowledge, and resources to manage their health and wellbeing proactively.
- To support the surgery in delivering tailored health and wellbeing workshops that address the most common patient needs.
- To reduce social isolation and promote independence by connecting individuals with local resources and activities.
- To complement existing social prescribing services by creating accessible directories and digital platforms that centralise information about available support.

Breakdown:

This Initiative has three core elements, aligned to our goals and designed to empower patients and enhance community health:

- 1. Workshops:** We are already piloting workshops on topics such as dementia care, sleep health, healthy eating, and primitive reflexes. These workshops, developed in conjunction with Giffords Surgery, aim to deliver tailored, practical information and skills that address some of the most common patient needs. The workshops are developed in direct collaboration with Giffords Surgery to address the most common reasons for patient attendance. By identifying the top ten reasons patients visit the surgery, the initiative ensures that resources, workshops, and tools are focused on the areas of greatest need. Over the course of the year, the plan is to deliver a minimum of 12 workshops, covering topics such as bereavement, dementia care, sleep health, and healthy eating. For example, following feedback from surgery staff, an upcoming workshop will focus on managing grief and accessing local bereavement support networks.
These sessions are already under way, with 4 pilot sessions scheduled, and we will use patient and surgery feedback to develop a sustainable model of community health support, benefitting patients by promoting self-care. There is a clear target to help ease the demand on surgery resources where self help avenues could be better utilised. Patients, volunteers, and healthcare staff have actively participated in planning the January training, which has generated strong interest. Continued feedback from these groups will be assessed and monitored to help shape future sessions and ensure the initiative's stays relevant, in terms of timings, accessibility and subject matter.
- 2. Directory of Services:** We will create an accessible directory (available in both online and hard copy formats) to consolidate information about local activities and health and wellbeing support services. This directory will complement existing social prescribing services by enhancing access to resources for patients. Many people do not know where to turn when they suddenly experience a life event that changes the circumstances of themselves or their family and friends. There is already a huge network of support out there, however it can be difficult to find and information is rarely all in one place.
The organisation has local area coordinators, who are volunteers serving as our eyes and ears in and around the Giffords catchment area. Through them we have identified a variety of support groups and activities that can promote independence and reduce social isolation.
By developing a **Directory of Services (available in both online and hard copy formats)** focused on the needs of Giffords patients, the initiative enhances the capacity of the part-time social prescriber post, which currently serves a footprint of 14,000 patients in Melksham and surrounding villages. This directory will bring together information about the great wealth of support available to help people live healthier and better.
- 3. Dedicated Website:** We will create a user-friendly website to host educational materials, workshop schedules and downloadable resources, ensuring patients have access to tools for prevention and self-care. The dedicated website will extend the reach of the workshops and Directory, hosting educational materials, workshop schedules, and self-care tools. This ensures that patients can access reliable, curated information at their convenience.

Digital literacy support alongside using non digital channels, such as posters in the surgery, and hard copies of digital material in key locations such as nursing homes, churches and village halls, will help us ensure that our services are inclusive and accessible to all. Our network of local area coordinators will provide eyes and ears on the ground and help us expand our community reach.

Together, the 3 elements of our Stay Well! Stay Well Informed! initiative aim to foster a proactive approach to health, reducing reliance on surgery services and enabling Giffords to serve the community more effectively, making best use of their own limited resources.

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

Many Melksham residents face barriers in accessing non-clinical health and wellbeing support, particularly for bereavement, mental health, social isolation, and long-term condition management. People often don't know where to turn for help, leading to avoidable GP visits, unnecessary stress, and missed opportunities for early intervention.

Since launching in December 2024, Friends of Giffords Surgery has seen strong community engagement in our wellbeing initiatives, proving that there is demand for what we are offering.

Why this project is needed:

- Many older adults and vulnerable individuals struggle to find support, highlighting the need for a print and digital directory to ensure accessibility for all.
- No central directory exists, making it difficult for residents to find local clubs, befriending services, financial support, and wellbeing initiatives.
- Workshops which are held at the surgery are already providing practical education on key non clinical topics, helping people improve self-management and reduce preventable GP visits.
- The website will bring together information which benefits patients and the wider community in one place.

- Enhances the job of social prescribers across the area, not just our social prescriber at Giffords.

The Stay Well! Stay Well Informed! initiative directly fills this gap by providing:

- A Directory of Services, listing local wellbeing groups, social activities, and self-help resources
- Workshops on topics such as dementia care, sleep health, bereavement support, and healthy eating.
- A website offering a clear, structured hub for accessing health and community services.

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?

We are already connecting people together. We can link into existing Town Council events, such as the Christmas Grotto, Food and River Festival, Melksham Carnival etc. to reach a wider footprint. We can tailor our involvement so that we work in partnership with existing volunteer organisations, spotting opportunities to add extra value to people. We are not trying to duplicate any of the great work that is currently done by local groups.

A great example was the Christmas Toy Drive, which we ran alongside Melksham Town Council's Grotto and Carols round the tree. We collected hundreds of toys donated by the community and distributed them to lots of parents and children, some who were struggling at Christmas - and seeing the joy on those faces was enough to know that this is something we can make even bigger this year.

This initiative is enabling a platform where the local community has better access to support they need and we aim to host this all in one place. There is so much out there, however people don't know how to find the information easily or quickly. Having the website at the heart of our organisation and the ability to reach those who don't have access to digital channels, will enable us to establish a much wider reach within the community served by Melksham Town Council.

Evidence of how this will benefit Melksham residents can be seen through our own events and collaboration with other organisations. We have:

- Run pilot workshops on Sleep Health, Dementia, Healthy Eating, Primitive Reflexes have been well-attended, with positive feedback. Participants and the surgery requesting more information on topics and requests to run other topics such as bereavement
- Engaged a wide range of residents through our Community@Christmas initiative including:
 - o A hugely successful Toy Drive run in partnership with Melksham Town Council, supporting local families.
 - o Carers' wellbeing drop-ins, helping caregivers access emotional and practical support.
 - o Daily wellbeing posts on social media, ensuring community members could access self-help tips and information.
 - o Supporting other local voluntary organisations, such as Shine, Rainbow Day Centre with their events
- Had direct feedback from patients, carers, and GP staff indicates that many residents struggle to find available support and need structured signposting to services.
- Met with the Community Engagement Managers at Wiltshire Council who confirmed the need in this area. We discussed how our charity and our Stay Well! Stay Well Informed! Initiative could support not only our GP patient population but the wider community by supporting social prescribers across the area with good information on what's available.

How the project will benefit the community:

- Residents will have a clear, easy-to-access resource to find local wellbeing and support services.
- Workshops will equip people with practical skills and knowledge, helping them manage their health and wellbeing more effectively.
- Social isolation will be reduced, as more people become aware of local community groups, befriending services, and social opportunities.
- ensures that Melksham residents have the tools and resources needed to improve their wellbeing, maintain independence, and connect with community support.

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 this initiative, residents will continue to face barriers in accessing support, leading to:

- Increased pressure on local services – Many people don't require a medical intervention but end up seeking help from healthcare providers because they don't know where else to turn.
- Social isolation and poor mental health – Older adults, carers, and those living alone face higher risks of loneliness and lack of social support. Without clear access to befriending services, community groups, and mental health resources, their wellbeing will decline.
- Missed opportunities for early intervention – Without this project, people will continue to struggle to find relevant support, meaning that preventable health issues could worsen, leading to more severe long-term consequences.

In summary, services and information will remain stove-piped. People who really need help will struggle to find information, often at the most stressful times of their lives – coming out of hospital, bereavement, diagnosis of a new and daunting medical condition, help as a new mum, looking after a loved one, dealing with loneliness and anxiety. We can help signpost all of this and create a comfort blanket around our community.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Circa 25,000

How many of the beneficiaries are residents of the area covered by Melksham Town Council?

Circa 16,000

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

Giffords Surgery has **14,401 registered patients** - the following wards fall under Giffords Surgery and represent the majority of the surgery's patient base. Numbers in bold are wards within Melksham Town Council's area:

- **Melksham East: 2,232 patients**
- **Melksham Forest: 2,742 patients**
- **Melksham South: 2,711 patients**
- *Melksham Without North & Shurnhold: 2,036 patients*
- *Melksham Without West & Rural: 1,261 patients*
- *Bowerhill: 1,981 patients*

Together, these wards represent **12,963 patients**, accounting for approximately **90%** of the surgery's registered patients. Of these patients listed, approx **7,600** fall under Melksham Town Council.

Spa Surgery has circa 15,000 patients – while we don't have access to any of the geographical locations of these patients, it doesn't seem unreasonable to assume they have a similar percentage of Town Council residents registered with them. There are also Melksham patients registered with the Bradford on Avon practice.

16,000 seems a sound estimate, based on stats from the 2 doctor's surgeries.

The **25,000** figure is based on the population of both councils, although lines can be blurred e.g. where Broughton Gifford has its own council, however its residents are registered with Melksham surgeries.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 6800

GRANT AMOUNT REQUESTED

£ 1000

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

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.

Finance Details

Total Initiative Cost: £6,800

Amount Requested: £1,000

Funding Breakdown:

- **Website Development and Hosting:** £3000
 - Initial website design and one year of hosting.
- **Workshops:** £1,200
 - Trainer fees, materials, and supplies for workshops tailored to patient needs.
- **Printed Directory and Engagement Materials (partially covered by Giving Print):** £1,000
 - Durable banners, display boards, and posters to promote resources and extend reach beyond initial events.
- **Administration and Volunteer Support:** £1000
 - Research, design, and printing of physical copies, and setting up an online directory.
- **Additional Workshop Materials and Resources:** £600
 - Expanded resource creation, including videos and digital guides.

If we were successful in obtaining a grant the priority is the development of the website. To date we have been limited to social media channels such as Facebook and Instagram, as well as regular articles in the Melksham News, monthly newsletters and advertising with Giffords Surgery. All of these platforms have worked well, however we need an enduring, secure, platform to host content, improve our communications and publicise events, advertise workshops and for fundraising opportunities, as well as recruiting new members.

The website will make our services and content accessible to a much wider local community.

Item	Amount
Design, development and maintenance of website	£ 1000
	£
	£
	£
	£
	£
	£
	£
Total	£

How else are you funding your project?

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

It's early days for our organisation and the focus so far has been on promoting our objectives and helping as many people as we could with our 25 days of community activities in December. We self funded our early activities. We plan to raise money this year from the following sources:

- Introducing a small token fee for some workshops, to cover costs while keeping them accessible
- Donation boxes in key locations and at events – feedback from our events so far has shown that people would like to donate if they can. The option to donate was specifically requested, by members of the public, at our Xmas Toy Drive.
- Run specific fundraising events e.g. Summer BBQ
- Create a membership scheme
- Link into existing local events to raise awareness and encourage donations
- Obtain sponsorship from local businesses to help us deliver community initiatives in exchange for visibility within the project

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
Melksham Without Parish Council Grant	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 700
Wiltshire Community Fund Grant (await decision)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 1000
Wiltshire Area Board Grant (await decision)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 3400
Wiltshire Community Foundation (application planned for April 2025)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 1000
Volunteer time and donated resources	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	£ 300
In kind printing contribution via Giving Print (planned)	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	£ 100
	Total	£ 6500

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

ACCOUNT YEAR ENDING:	As a startup we do not yet have accounts
TOTAL EXPENDITURE:	£
TOTAL GROSS INCOME:	£
BALANCE AT YEAR END:	£
SAVINGS (RESERVES, CASH, INVESTMENTS):	£

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



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)



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



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



Is NOT for an organisation that discriminates on the grounds of race, religion, age, gender, 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

YES ☐
NO ☒

If Yes, please explain the exceptional circumstances, and how you will meet these costs in future:

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 received funding from Melksham Town Council?

YES ☐
NO ☒

If Yes:

What year was it awarded?

What was the amount?

What was the funding for?

Is the funding for security measures?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of the local police and/or crime reduction officer?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:	
Is the funding for work with vulnerable adults or children? Not directly, only in support of other organisations who work with these groups	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If Yes, please provide contact name:	

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 – **see point 1 below**
- ☐ A copy of your most recent bank account statement & details of any other investments/savings – **see point 1 below**
- ☒ 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 – **note – we are developing our statements and policies – we have a draft statement being presented to our Board on 24th Feb (attached to application)**
- ☒ A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation) – **see point 2 below**

1. As a startup we don't yet have accounts as such. We have an account set up with Metro Bank and a treasurer in place. I have attached the Financial Controls Policy to the application.

2. Environmental Responsibility & Sustainable Practices

While Friends of Giffords Surgery does not have a formal Environmental Policy, we are committed to sustainability and supporting Wiltshire's ambition to become carbon neutral by 2030. Our organisation actively integrates environmentally responsible practices into our operations by:

- Minimising paper waste → We prioritise digital resources, only printing materials where essential. This ensures that workshops, directories, and communications are primarily online and accessible, reducing unnecessary waste.
- Encouraging reuse and sustainability → Workshop content is repurposed and adapted to ensure minimal single-use materials, allowing resources to be used efficiently across multiple sessions.
- Streamlining operations to reduce manual paperwork → We use Podio, a one-stop digital platform, to manage all aspects of our charity's activities, including the Directory of Services, reducing reliance on physical documents and paper-based admin.
- Empowering local services to self-manage updates → Our Directory of Services is designed to allow community groups and service providers to update their own entries online, cutting down on administrative workload and avoiding repeated printed updates.



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):

[REDACTED]

Date: 19th Feb 2025

[REDACTED]

*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).*

Date	Voucher Number	Description	Amount NET	30% Share MWPC	70% Share MTC
June payroll-TS		Stamps for Neighbourhood Plan consultation letters x132 first class	£178.20	£53.46	£124.74
Stamp control sheet		Stamps for Neighbourhood Plan consultation letters x 30 second class	£25.50	£7.65	£17.85
June payment run		Shaw Village Hall venue hire for NHP drop in event 20th July 2024	£60.00	£18.00	£42.00
July Payment run- July payroll TS	V3973	Neighbourhood Plan consultation printing at Nettl Inv.10987614	£428.40	£128.52	£299.88
July Payment run	V3980	Bowerhill Village Hall room hire for NHP drop in event	£42.50	£12.75	£29.75
September payment run		Campus room hire for NHP drop in event	£106.40	£31.92	£74.48
July Payment run- July payroll TS	V3973	Neighbourhood Plan consultation printing at Nettl Inv.11000997- A2 Foamex boards	£457.50	£137.25	£320.25
July Payment run	V3967	Neighbourhood Plan full page consultation advert in the Melksham News (issue 860)- Inv.0076137	£530.00	£159.00	£371.00
July Payment run		Melksham Neighbourhood Plan archive website domain annual cost	£90.00	£27.00	£63.00
July Payment run- July payroll LM	V3974	Land registry search for NHP	£6.00	£1.80	£4.20
August Payment run	V4004	Melksham Neighbourhood Plan domain fee- 2 years- Archive website for NHP 1 and current NHP 2 domain	£40.26	£12.08	£28.18
August Payment run	V4019	Inv.0076476- NHP consultation adverts in the MIN editions 861 & 862	£1,060.00	£318.00	£742.00
August Payment run LM Payroll	V4023	Land registry search for NHP	£6.00	£1.80	£4.20
August Payment run	V4006	Printing for NHP consultation event	£75.00	£22.50	£52.50
September payment run	V4056	Inv.009- Work on NPPF consultation response-	£570.00	£171.00	£399.00
September payment run	V4060	Inv.815-NHP Adverts	£1,060.00	£318.00	£742.00
		Working lunch	£6.66	£2.00	£4.66
October Payment run	V4141	Inv.010- Additional work to support and enable the Parish and Town Council to respond to the NPPF consultation-	£76.00	£22.80	£53.20
October Payment run	V4150	NHP email address renewal	£111.04	£33.31	£77.73
November payment run	Miriam Zaccarelli	Inv. 2405- Additional resource on the Neighbourhood Plan- August, September, October & November 2024- (73.25 hours) MTC to pay full amount for this as previously agreed	£1,465.00	£0.00	£1,465.00
November payment run	HM Land registry	Land registry search for NHP	£3.00	£0.90	£2.10
December payment run	AK Urbanism- V4263	Inv.052023-CT-01- Planning and master planning services support- Cooper Tires	£1,725.00	£517.50	£1,207.50
December payment run	AK Urbanism-V4263	Inv.052023-CT-02- Two stages of work on the development concept and site capacity assessment- Cooper Tires	£6,225.00	£1,867.50	£4,357.50
December payment run	Wiltshire Publications-	Full Page advert in Melksham News- 21st November issue	£530.00	£159.00	£371.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
		Total	£14,877.46	£4,023.74	£10,853.72

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Place Studio Ltd
Bristol And Exeter House Lower
Approach Road
Temple Meads
Bristol
BS1 6QS
katie@placestudio.com
07837478699
VAT: 141942912

JMNP

Melksham Neighbourhood Plan

INVOICE 007

28 August 2024

Payment due by 27 September 2024

QUANTITY	DETAILS	UNIT PRICE (£)	VAT	NET SUBTOTAL (£)
2 Days	Work on an Addendum to the Strategic Environmental Assessment (SEA) for the Neighbourhood Plan	570.00	20%	1,140.00
Net Total				1,140.00
VAT				228.00
GBP Total				£1,368.00

Payment Details

Bank/Sort Code: 306232
Account Number: 24631568
Payment Reference: 007

Other Information

Company Registration Number:
07288847

PAID BY MTC.
MTC TO INVOICE MWPC 30% = £342.00

Approved by TS + DP under delegated powers
as between meetings.
Page 10 of 15 19/12/24

JMNP

Melksham Neighbourhood Plan

INVOICE 011

24 September 2024

Payment due by 24 October 2024

QUANTITY	DETAILS	UNIT PRICE (£)	VAT	NET SUBTOTAL (£)
1.75 Days	Reviewing Feedback and Responses	570.00	20%	997.50
1 Day	Submission Draft JMNP2 Preparation updates	570.00	20%	570.00
2 Days	Supporting Documents	570.00	20%	1,140.00
0.5 Days	Steering Group Preparation and Meeting	570.00	20%	285.00
0.5 Days	Final Submission JMNP2 Desktop Publishing	570.00	20%	285.00
Net Total				3,277.50
VAT				655.50

GBP Total £3,933.00

Payment Details

Bank/Sort Code: 306232
Account Number: 24631568
Payment Reference: 011

Other Information

Company Registration Number:
07288847

PAID TO PLACE BY MTC.

MTC TO INVOICE MWPC
for 30% = £983.25

Approved at Steering
Grp mtg 25/9/24.

place

Place Studio Ltd
Bristol And Exeter House Lower
Approach Road
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katie@placestudio.com
07837478699
VAT: 141942912

JMNP

Melksham Neighbourhood Plan

INVOICE 015

08 November 2024

Payment due by 08 December 2024

QUANTITY	DETAILS	UNIT PRICE (£)	VAT	NET SUBTOTAL (£)
2.5 Days	Submission Draft JMNP2 Preparation updates / Reviewing Feedback and Responses / Supporting Documents (Basic Conditions Statement) - in line with approved fee estimate	570.00	20%	1,425.00
1 Day	Work on the SEA	570.00	20%	570.00
1 Day	Submission Draft JMNP2 Preparation updates / Reviewing Feedback and Responses / Supporting Documents (Basic Conditions Statement). and updates to the website - additional to approved fee estimate	570.00	20%	570.00
Net Total				2,565.00
VAT				513.00

GBP Total £3,078.00

Payment Details

Bank/Sort Code: 306232
Account Number: 24631568
Payment Reference: 015

Other Information

Company Registration Number:
07288847

PAID BY MTC

MTC TO INVOICE MWPC 30% of Net = £769.50

Approved by TS ~~for~~ under delegated powers on between meetings.

Page 103
TS 19/11/24

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