



Melksham Town Council

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

Acting CEO/Town Clerk Miss Hayley Bell

To: Councillor J Westbrook (Chair)
Councillor P Aves
Councillor R Cleary
Councillor G Elson
Councillor S Rabey

9th June 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Community Development Committee** meeting of the Melksham Town Council.

The meeting will be held in the council chamber at the Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES on **Monday 16th June 2025** commencing at **7.00 pm**.

Members of the public and press are welcome to attend the meeting in person or online and a period of public participation will take place during the meeting, limited to 3 minutes per person and no more than 30 minutes in total.

If you wish to ask a question online please join via Teams on this link <https://tinyurl.com/yfc3hsse> .

The meeting will also be live streamed at <https://www.facebook.com/melksham.town> but you will not be able to interact.

Yours sincerely

Miss Hayley Bell

Acting CEO/Town Clerk

Melksham Town Council
Community Development Committee

Monday 16th June 2025

At 7pm 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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration of Interest

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

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

3. Public Participation

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

Members of the public are requested to send their question to hayley.bell@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. You should still attend the meeting, in person or online, to ask your question.

4. Minutes Pgs 5-7

To approve the Minutes of the Community Development Committee meeting held on 7th April 2025.

5. Committee Membership

To agree for Councillor E Calland to joint the Community Development Committee.

6. Vice Chair

The Chair will ask for nominations for the Vice Chair.

The Chair will put the nominations to the meeting. Members will vote and the Chair will declare the result.

7. Budget Pgs 8-9

To note total spend against budget to date and available balance

8. Grants Pgs 10-118

8.1 Policy

To note that a proposed amended policy is to be presented to Full Council

8.2 Core Grants Pgs 10-42

For decision on Core Grants for the Council years 2025 to 2029.

8.2.1 4Youth Pgs 11-17

8.2.2 Melksham Food and River Festival Pgs 18-26

8.2.3 Melksham Carnival Pgs 27-35

8.2.4 Melksham Tourist Information Centre Pgs 36-42

8.3 Community Grants Pgs 43 - 95

8.3.1 Age UK Pgs 44-51

8.3.2 Alzheimer's Support Pgs 52-61

8.3.3 Cacti Society Pgs 62-69

8.3.4 Melksham Foodbank and Lifeline CIO Pgs 70-78

8.3.5 Melksham Girlguiding Pgs 79-88

8.3.6 Group Five Pgs 89-95

8.4 Monitoring Forms Pgs 96-118

To receive monitoring forms for grants awarded in November 2024 and Core Grant for 4Youth

9. Items to note Pgs 119-135

To note items in the report that are to note.

10. Great British Spring Clean Pgs 135-136

For decision on allocating a budget code to the event

11. Christmas Pg 136

For decision on providing a photobooth for the Christmas Lights Switch On.

12. Civic Awards

At the Community Development meeting on 7th April 2025 there was discussion on the Civic Awards 2025 and it was felt that the process for awards should be reviewed by members of this committee.

For decision.

13. Motion on Melksham Carnival Pgs 137-138

For decision on motion for payment of sums to Melksham Carnival from events budget.

Melksham Town Council
Minutes of the Community Development Committee
on Monday 7th April 2025

PRESENT Councillor J Westbrook (Chair)
 Councillor S Rabey (Vice Chair)
 Councillor P Aves
 Councillor J Oatley
 Councillor C Stokes
 Councillor A Westbrook

IN ATTENDANCE

OFFICERS Christina Connor Events & Community Development Officer
 Andrew Meacham Committee Clerk

PUBLIC: No members of the public or press were present

209/24 Apologies

Apologies were received from Councillor Griffin

210/24 Declaration of Interest

There were no declarations of interest.

212/24 Public Participation

There was no public participation.

213/24 Minutes

The minutes of Monday 3rd February 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor J Westbrook.

214/24 Budget

The budget was noted. Chair mentioned the overspend and requested officers investigate.

215/24 Report

The report was noted and discussed

Congratulations were given to Bridie and Lauren for launching Doorstep Club

Thanks were expressed to the Deputy Clerk, the Events & Community Development Officer and all staff who contributed to the Mayors Reception.

The following requests were made:-

- Establish who empties bins at Awdry Avenue.
- Town Events – remove events from report once past.
- Could councillors be emailed when events such as Spring Market are coming up.
- Splashpad – councillors to take school holidays into account when considering opening hours in future years
- Park Yoga – Take account of Food & River Festival
- Shambles – Ensure grass cutting etc done ready for set up.
- Poppies – Consider time lapse and loaning to other towns.
- Proms in the Park – Find out costing for flags.
- Civil Awards – Community Development Committee to consider process by which winners decided and announced.
- Mayors Reception – Try to find a balance between civic dignitaries and sponsored tables. Revisit the decision to charge Melksham Town Council councillors and staff.

216/24 Town Event

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

UNANIMOUSLY RESOLVED to postpone the event until 2026 and earmark the funding for a week long Arts Festival. Delegated authority to officers start conversations with local schools and organisations.

It was suggested that contact be made with DOCA.

217/24 Christmas

Members were not willing to approve without additional information or other groups being given the opportunity to be considered. It was proposed that a task and finish group be formed to set the criteria for groups wishing to run the grotto.

218/24 Pop Up Park and Buskers in the Market Place

It was proposed by the Deputy Town Mayor Councillor Rabey, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to invite buskers and performers to use the Market Place as a performance space and to adopt the Wiltshire Council Buskers Code of Practice.

219/24 Religious Statue

It was proposed by Councillor A Westbrook, seconded by the Deputy Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to return the statue to the Friends Garden.

Meeting closed at: 8.12pm

Signed

Dated

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Community Development								
<u>302 Projects</u>								
1050 Grants Received	69,124	32,483	0	(32,483)			0.0%	
1052 Christmas Market Stalls	(350)	50	2,500	2,450			2.0%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1174 Christmas Income	50	0	0	0			0.0%	
1179 Neighbourhood Plan	3,456	0	0	0			0.0%	
1189 Proms in Park (Vendors)	0	0	1,000	1,000			0.0%	
1193 Wiltshire Town Programme Grant	0	0	50,000	50,000			0.0%	
Projects :- Income	72,281	32,533	58,500	25,967			55.6%	0
4074 Neighbourhood Plan	13,472	11,452	2,825	(8,627)		(8,627)	405.4%	
4078 Community Projects	6,957	860	2,000	1,140		1,140	43.0%	
4080 Melksham Garden Competition	305	0	350	350		350	0.0%	
4092 Park Yoga	1,400	0	1,400	1,400		1,400	0.0%	
4304 Christmas Lights	17,882	57	19,000	18,943		18,943	0.3%	
4313 Holiday Activities	1,030	7	0	(7)		(7)	0.0%	
4329 VE Day Celebration	933	1,646	1,500	(146)		(146)	109.7%	
4332 Wiltshire Town Programme Exp	12,008	93	50,000	49,907		49,907	0.2%	
4333 Carole Round the Tree	0	0	1,000	1,000		1,000	0.0%	
4334 Youth Council	0	0	1,500	1,500		1,500	0.0%	
4336 Sensory Garden	0	5,230	11,000	5,770		5,770	47.5%	
Projects :- Indirect Expenditure	53,987	19,345	90,575	71,230	0	71,230	21.4%	0
Net Income over Expenditure	18,293	13,188	(32,075)	(45,263)				
<u>303 Events</u>								
1005 Deposits	(917)	0	0	0			0.0%	
Events :- Income	(917)	0	0	0				0
4093 Proms in Park	0	0	10,000	10,000		10,000	0.0%	
4313 Holiday Activities	4,964	0	5,000	5,000		5,000	0.0%	
4335 Town Events	0	0	10,000	10,000		10,000	0.0%	
4337 General Events	0	0	5,000	5,000		5,000	0.0%	
Events :- Indirect Expenditure	4,964	0	30,000	30,000	0	30,000		0
Net Income over Expenditure	(5,881)	0	(30,000)	(30,000)				
<u>310 East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	50,000	50,000		50,000	0.0%	
East Melksham Community Hall :- Indirect Expenditure	0	0	50,000	50,000	0	50,000		0
Net Expenditure	0	0	(50,000)	(50,000)				

Continued over page

10/06/2025

Melksham Town Council Current Year

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09:53

Detailed Income & Expenditure by Budget Heading 31/05/2025

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
Community Development :- Income	71,364	32,533	58,500	25,967			55.6%	
Expenditure	58,951	19,345	170,575	151,230	0	151,230	11.3%	
Movement to/(from) Gen Reserve	12,412	13,188	(112,075)	(125,263)				
Grand Totals:- Income	71,364	32,533	58,500	25,967			55.6%	
Expenditure	58,951	19,345	170,575	151,230	0	151,230	11.3%	
Net Income over Expenditure	12,412	13,188	(112,075)	(125,263)				
Movement to/(from) Gen Reserve	12,412	13,188	(112,075)	(125,263)				

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Monday, April 28, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name	4Youth (South West)
Contact Name	
Postal Address	Canberra Centre
Postcode	SN12 7NY
Phone Number	
Mobile Phone Number	
Email	

2. Type of Grant

Which type of grant are you applying for? Please refer to policy	Core Grants
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If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000	No
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3. About your organisation

Please 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

If Yes please provide your charity number

1147394

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

Youth 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?

4Youth (South West) provides vital services for children and young people up to the age of 18, or 25 for those with Special Educational Needs or Disabilities (SEND). We aim to create safe, inclusive, and empowering environments that support young people in reaching their full potential.

5. The Project/Service

Project or Service Name:

4Youth

Please describe what the funding is being requested for:

The funding we are requesting will help pay the core costs of delivering our services. In Melksham we run The Canberra Youth Centre where we deliver youth clubs for young people aged from 8 to 18, and run our TeenTalk Counselling Service. We also run weekly Detached (street-based) sessions in Melksham.

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

We have been running the services for nearly 14 years and know from the attendance of young people at our clubs, and their engagement with our Youth Workers during Detached (street-based) sessions that young people need, welcome and value our services. We also measure the outcome / impact of our TeenTalk service.

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

The data available to us show that a majority of attendees at our Melksham based events and activities are residents in the area covered by 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?

We know that whenever we are unable to run one of our events or activities we often are contacted by young people who are keen to know that we will be back the following week. We also believe that some of our clubs are not available elsewhere in the area so there would be no "replacement" available for young people.

6.Beneficiaries

How many people in total will benefit from this grant? 2000

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 1100

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

All attendances are recorded on our database system and we are able to identify the Parish the young person lives in from the data we store (although this does not apply for our Detached sessions). We looked at our data for the last 2 years to estimate for the year ahead.

7. Financial Information

Estimated Total Cost of Project? 85,000

Grant Amount requested? 10,000

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

Young people attending our youth clubs all usually paying a £2 entry fee, however we . In addition we run a Tuck Shop which contributes towards the costs of running the charity. We also rent out The Canberra Centre to raise funds.

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: December 2023

Total Expenditure: 199,014

Total Gross Income: 176,521

Balance at year end:	19,701
Savings (Reserves, Cash, Investments)	25,134

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

- 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, martial status, pregnancy or any disability.
- Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).
- Is the Grant requested for general or ongoing running costs such as salaries or rent?

Is the Grant requested for general or ongoing running costs such as salaries or rent?

Yes

10. Additional Information

Has your group/organisation previously received funding from Melksham Town Council	<div>Yes</div>
If Yes what year was it awarded?	2021
How much was awarded?	10,000
What was the funding for?	core costs
Is the funding for security measures?	<div>No</div>
Is the funding for work with vulnerable adults or children?	<div>Yes</div>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council	<div>No</div>

11. Checklist

Please ensure the documents outlined below are attached:


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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)



Articles of Association - 4Youth (Sout... .pdf

Upload a copy of your most recent accounts



Approved full accounts_316431.pdf

Upload a copy of your most recent bank statement & details of any other investments/savings



CAFCash March 2025.pdf

A copy of your Safeguarding Policy



Safeguarding Children Policy 1.5 Decpdf



Safeguarding Adult Policy v1.0 Dec 20....pdf

12. Bank Account Details

Name of Account	<div></div>
Account Number	<div></div>

Sort Code:

13. 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

Date Monday, April 28, 2025

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	251174578501053
DOCUMENT PAGES	6
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

Signed

Apr 28, 2025
03:30 PMSigned
IP: 92.16.129.5



Wednesday, April 9, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name	Melksham Food and River Festival
Contact Name	[REDACTED]
Postal Address	[REDACTED]
Postcode	[REDACTED]
Phone Number	[REDACTED]
Mobile Phone Number	[REDACTED]
Email	[REDACTED]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy	Core Grants
--	-------------

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000	No
--	----

3. About your organisation

Are you a registered charity ?

No

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

No

Please tick the categories that best describe your organisation:

Community Event

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 Festival is planned to be a weekend of field and river based activities, events, exhibitions, competitions, food and drinks stalls, and live family music all day over the two days of weekend 30 and 31 August 2025

The aim of Festival is to highlight the benefits of the River Avon in Melksham and to celebrate local food and drink producers and suppliers from Melksham and its hinterland.

The objectives of the Festival remain largely the same as in previous years, namely:

- To raise the profile of Melksham, its surrounding villages and rural hinterland.
- To show that the River Avon is an important leisure and wildlife resource.
- To promote the facilities available in the King George V Park.
- To give people a safe, fun weekend on and by the river that is suitable for everyone.
- To promote local food and drink businesses, and community, craft and voluntary groups.
- To offer opportunities for local individuals and businesses to provide activities and attractions.
- To encourage tourists and day visitors to the Melksham area.
- To publicise the Wilts & Berks Canal Trust and promote membership.
- To promote and gain public support for the Melksham Canal Link project.
- To provide a platform for local organisations to publicise their activities and membership.
- To generate sufficient income to cover Festival costs and expand the annual event.

The Festival is organised largely by volunteers, with support from several other local organisations.

The Festival is FREE to attend and attracts several thousand Melksham Town and Parish residents, and increasingly from visitors from wider afield, on each of the days of the weekend

5. The Project/Service

Project or Service Name:

Food and River Festival

Please describe what the funding is being requested for:

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

Planning for the Festival takes place throughout the preceding year, with monthly Steering Committee meetings held on the second Thursday in the month to review progress.

The Festival itself is planned to take place in Melksham's King George V Playing Fields and on the River Avon during the weekend of 31st August and 1st September 2024.

Set-up and Take Down arrangements take place on the respective preceding Thursday / Friday with 'clean up' on the following Monday. The Festival open to the public on the Saturday and Sunday of the weekend with the park open to the park users throughout.

It is planned to provide a weekend of social, community, educational and fund raising opportunities; to be

a shop window for many local small suppliers of food and other related crafts and products; and to highlight the benefits of the Park and the River Avon to Melksham residents and visitors from surrounding areas.

The grant we are applying for is needed to contribute towards meeting anticipated additional externally provided costs:

1. charged for professional third party provision of specialist services to support the Festival – such as the electrical / sound, entertainment, hiring of extra barriers, events insurance premium, first aid, security, waste collection and disposal, to meet Council and government requirements.
2. limited scope to increase the prices charged for the trader stalls and activity providers in the present trading circumstances, to meet the possible Council and government regulations for social gathering and other virus protection arrangements to cover the potential number of attendees.

3. significantly reduced access of other third party local funding sponsorship;

The expenditure budget for the 2025 Festival is approximately £15,300. Most of these third-party costs will only actually be incurred at the Festival in September 2024; but they have to be contracted – if not paid until after the event - with third parties well in advance.

At the time of writing we are seeking provisional third party cost estimates. Already we know about a likely new cost not previously incurred - the need to hire a large-scale power generator to support the various hot food stalls.

Based on Festival costs incurred for the 2023 and initial feedback, we estimate that increased costs likely to arise will raise the draft expenditure budget for the two day 2024 Festival to around £18,500.

The intention of the Steering Group has always been to build up a sufficient reserve to fully cover the costs of the succeeding Festival. A significant proportion of the projected 2024 Festival cost can be funded from the carried forward of the surplus from previous events, and from grants \ sponsorship or from aid in kind. This leaves us needing to raise around at least £5,000 from sale of stalls, which is very achievable as we already have around 60 stall bookings – although some of these are local charity / community stalls.

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

This is the tenth year of the Festival. Over the past decade it has become an important activity in the community calendar. It is a FREE to enter event attracting people of all ages.

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

How will this benefit the community or people of melksham?

Cancellations of other events in the Park in recent years has left the Festival as the only major community event within Melksham. The event is widely respected by the public and looked forward to.

For the past decade it has been delivered by a partnership between volunteers from the general community and the local Wilts & Berks Canal Trust Branch. A Steering Group undertakes the planning, management and administration of the Festival - working hard to deliver a wonderful weekend of community engagement / entertainment in a very cost effective way.

The Festival is FREE for the public to attend, and will be additional to all the amenities and facilities of the King George V Playing Field and the River Avon in Melksham.

The aims of the Festival is to promote the facilities and amenities of the King George V Playing Field and the River Avon riverside – both of which pass through the Town Council area.

The Festival is an important and cost effective event for promoting Melksham in terms of cultural and economic development. It also attracts a significant number of local charity and community stalls for fundraising and for sharing information and awareness building.

The Melksham Food and River Festival has been a well-established part of the Summer Programme of activities over many years.

It attracts an increasing number of residents from Melksham Town and Parish areas and its surrounding villages, and increasingly people from elsewhere in Wiltshire and even further afield.

At the time of preparing this application, we have around 60 stalls registered. This is up on the number booked at this same time for the 2023 event.

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?

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

This is an increasingly important event in the life of the Town. We believe that the community and local people will be very disappointed if it cannot go ahead or becomes unviable for the future.

The number of stalls has steadily increased year on year. Over 90 stalls and activities have currently registered to participate in the 2025 Festival.

6. Beneficiaries

How many people in total will benefit from this grant?

The whole Town will benefit if they choose to attend.

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

Because the scale of the event and the open access to the Park it is impossible to be accurate about the total number of people attending but it runs into thousands

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

Estimated - based on observation of attendance and feedback from stall holders.

7. Financial Information

Estimated Total Cost of Project?

£20,000

Grant Amount requested?

£5,000

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

The Festival is run entirely by volunteers. Access is FREE to attend. Commercial stalls pay a 'pitch fee' to participate. As the event costs far more than the grant the grant goes to many aspects of the event.

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending:

12,790

Total Expenditure:	18,500
Balance at year end:	12,790
Savings (Reserves, Cash, Investments)	12.790

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

The aim of the finances has always been to have one years worth of the Festival Money . This is because one weekend of wet weather would take the Festival into a very serious financial sutuation.

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

- 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, martial 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?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?

Since 2014

How much was awarded?

£3000 until 2023 then £5000

What was the funding for?

To help deliver the Festival

Is the funding for security measures?

Yes

If Yes, do you have the support of the local police and/or crime reduction officer?

Yes

If yes please enter the contact name

Gemm a Rutter now, but I have no idea who it was in 2014 when first submitted

Is the funding for work with vulnerable adults or children?

No

11. Checklist

Please ensure the documents outlined below are attached:

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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)

 companies_house_document.pdf

Upload a copy of your most recent accounts

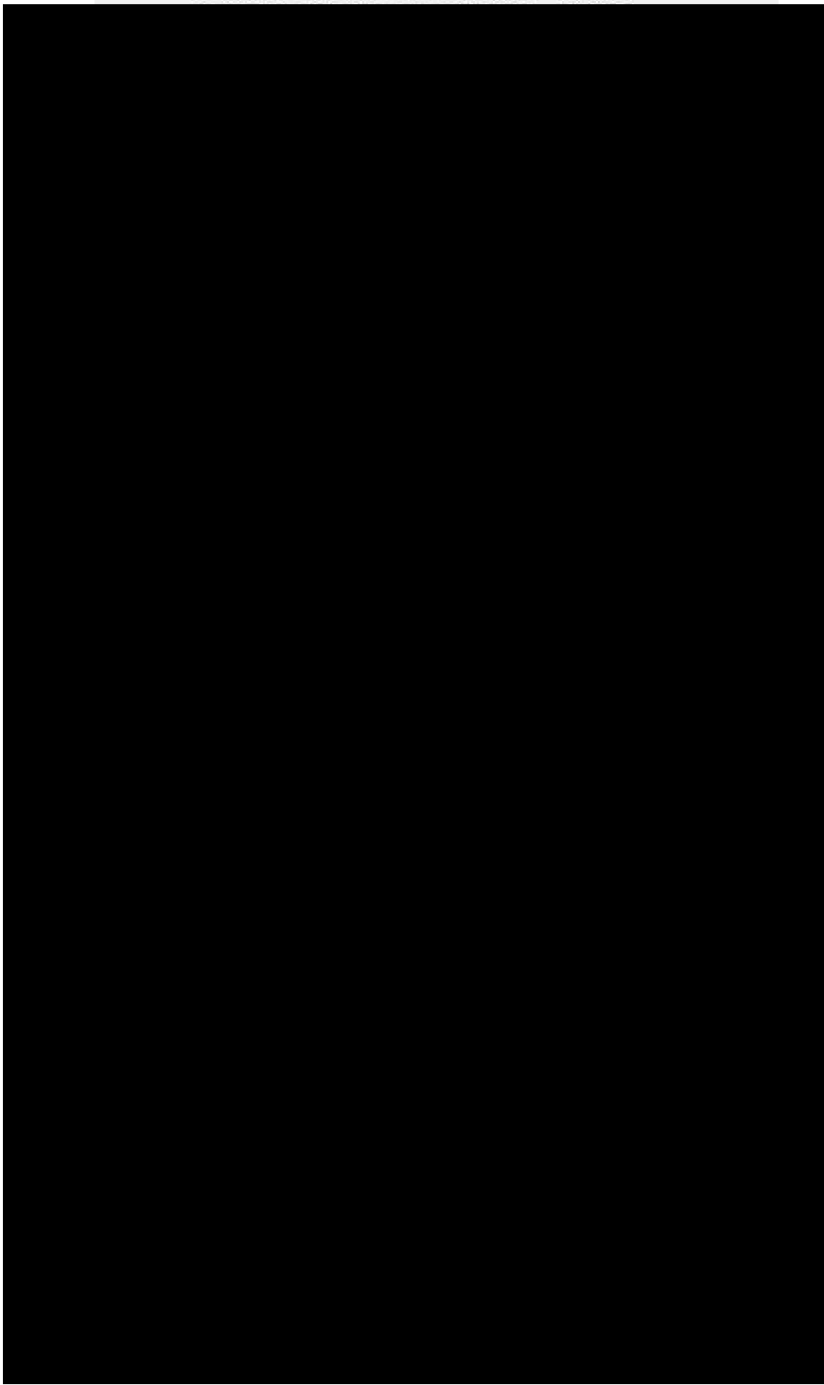
 MFRF 2024 detailed (1).xlsx

 MELKSHAM FOOD AND RIVER FESTIV....pdf

Upload a copy of your most recent bank statement & details of any other investments/savings

19:03

60



A copy of your Equal Opportunities Policy or Statement

 MFRF Eaqual Opportunities Policy.docx

12. Bank Account Details

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

13. 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.

Date Thursday, September 4, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	250985665452064
DOCUMENT PAGES	8
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

Signed

Apr 09, 2025
07:05 PMSigned
IP: 92.28.183.83



Tuesday, April 15, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name

Melksham Carnival

Contact Name

[REDACTED]

Postal Address

[REDACTED]

Postcode

[REDACTED]

Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Email

[REDACTED]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy

Core Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

If Yes, please explain the exceptional circumstances:

* Please note that there isnt a way to skip past this question on submission, we are not applying for a community grant-but had to give an answer anyway

3. About your organisation

Please 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 ?

No

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

No

Please tick the categories that best describe your organisation:

Community Event

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 objectives of the Carnival committee are :

- * To organise the annual Melksham Carnival parade through the town for the entertainment of the residents of Melksham, the neighbouring areas and it's visitors
 - *To improve community engagement by encouraging as many local community and voluntary groups. schools and local businesses to participate in the parade as possible
 - *To organise other activities in support of Melksham carnival (for example, fundraising events and events to raise the profile of the Carnival)
 - *To raise funds to support the running of the Carnival.
- All profits from any years Carnival will be re-invested into the next years budget.

In addition to our objectives, the Carnival Committee may spend funds as necessary for achieving the objectives and contributing to the vibrancy of the community we live in.

5. The Project/Service

Project or Service Name: Carnival procession

Please describe what the funding is being requested for:

The estimated costs for a successful procession, based on our 2024 event include:
Safety provisions,
Road closures- £2,857
Car park hire -£193

Insurances-£1040
 Parade entertainment/other costs-£557
 Event security staff-£200
 Toilet/bin hire -£600
 Royalty costs-£550

This makes an estimated basic operating cost of £5997.

This is before adding approximately 385 hours annually of man power sourcing, planning, attending this and not only our own events, but those that we support in the local community.

At minimum wage this is another £4700 making our costs £10,697 as a minimum.

We are asking that Melksham Town Council continue to support our efforts in making sure this age old Melksham FREE event, continues to grow and thrive in a community that clearly loves it.

With the funding from Melksham Town Council, we can provide a safe, fun, FREE summer event, showcasing the best of what Melksham has to offer its residents in terms of social groups, sports teams, businesses and services as well as the creativity and passions of their town.

We are asking for £4000 per year, for each of the four year grant rotation.
 £4000 is approximately 38% of each years total costs.

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

Melksham Carnival is a long-established and well-attended FREE community event.

The energy and enthusiasm for the event from participants and spectators (which is often shared publicly through social media) shows the event is very popular and fosters the growth of community spirit.

The parade route is entirely within the area covered by Melksham Town Council and the majority of the participants and spectators come from the town.

If the event wasn't held within the area covered by Melksham Town council, it would not be 'Melksham' Carnival, and wouldn't be the tradition loved by so many, both in their current thoughts and memories of the past.

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

The event aims to improve community engagement by encouraging as many local community and voluntary groups, schools and local businesses to participate in the parade as possible. Through participating in the event groups and local businesses have the opportunity to promote themselves and showcase what they do in a fun and festive way.

The event brings the community together and adds vibrancy to the town. Social media posts show that many people, still resident in the town and further afield, have fond memories of past Carnivals and consequently fond memories of Melksham

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

If Melksham Carnival was not to continue it would be a loss to the town. Short term it would be the loss of a vibrant fun community event enjoyed by participants and spectators throughout the town, and a lost opportunity to build community spirit. Long term it would deprive the younger generations from forming positive memories about the event and about the town.

6. Beneficiaries

How many people in total will benefit from this grant? 8500+

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

Approx 75%

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

In 2024, based on entry forms there were ~420 participants in the procession. Based on the nature of the entry we have estimated that 70% are residents in the area covered by Melksham Town Council. The number of spectators in 2024 has been estimated to be 8000, based on photos/videos of the parade and the length of the route. These will mainly be residents of the area covered by Melksham Town Council but will also include residents of the area covered by Melksham Without Parish Council and further afield. We have estimated that 75% of spectators are residents in the area covered by Melksham Town Council based on the observation that the majority of people walk to see the procession. In 2025 and subsequent years we are aiming to grow the Carnival and to increase both the participant and spectator numbers

7. Financial Information

Estimated Total Cost of Project?

£42,788 (£10,697 PA)

Grant Amount requested?

£16,000 (£4,000 PA)

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

Melksham Carnival is and will remain a free to enter, free to enjoy event making it accessible to all. As it stands we do not charge any fees/subs for our volunteers and committee members

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending:

30/09/2024

Total Expenditure:

£5059.80

Total Gross Income:

£7270.74

Balance at year end:

£5835.04

Savings (Reserves, Cash, Investments)

0

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

N/A

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

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, martial status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

Is the Grant requested for general or ongoing running costs such as salaries or rent?

Is the Grant requested for general or ongoing running costs such as salaries or rent?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?	2024/25
How much was awarded?	£2500
What was the funding for?	Costs associated with Melksham Carnival inc. Bonnie baby, Royalty Tea Party , and procession essentials
Is the funding for security measures?	<div>No</div>
If Yes, do you have the support of the local police and/or crime reduction officer?	<div>No</div>
Is the funding for work with vulnerable adults or children?	<div>No</div>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council	<div>No</div>

11. Checklist

Please ensure the documents outlined below are attached:

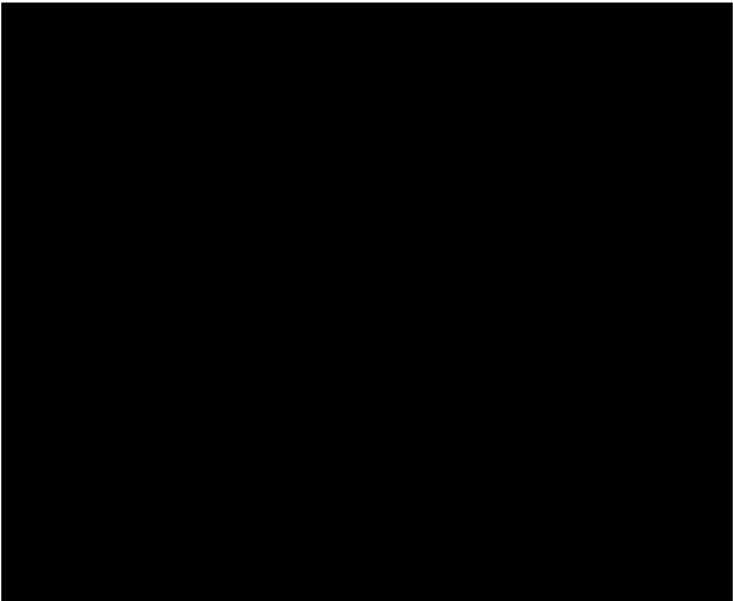
Please note - applications that are missing documents will be rejected unless an explanation is provided for its absence.

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)

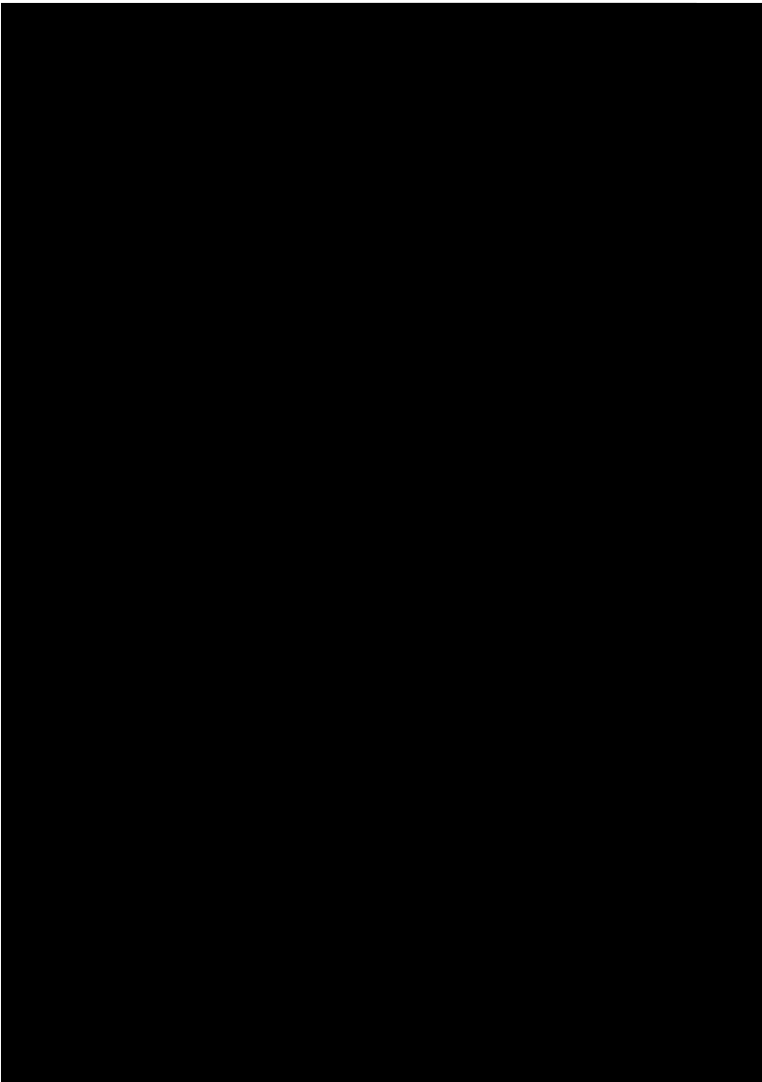


Constitution 2025.docx

Upload a copy of your most recent accounts




Upload a copy of your most recent bank statement & details of any other investments/savings



A copy of your Safeguarding Policy

 Safeguarding Policy.docx

A copy of your Equal Opportunities Policy or Statement

 Equality and Diversity Policy 2025.docx

A copy of your Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation).

 MC-Environmental-statement-2025.pdf

12. Bank Account Details

Name of Account



Account Number



Sort Code:



13. 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



Date

Tuesday, March 4, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	251044041161036
DOCUMENT PAGES	8
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY



Signed

Apr 15, 2025
03:55 PM

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IP: 2a02:c7c:8832:d800:5930:3e48:a



Monday, April 14, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name	Melksham Tourist Information Centre
Contact Name	
Postal Address	
Postcode	
Phone Number	
Mobile Phone Number	
Email	

2. Type of Grant

Which type of grant are you applying for? Please refer to policy	Core Grants
--	-------------

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000	No
--	----

3. About your organisation

Please 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

Are you a registered charity ?

No

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

No

Please tick the categories that best describe your organisation:

Advice Organisation

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 Tourist Information Centre maintains the provision of a range of services not available in other organisations in the town or its environs.

We are the source of information on activities, learning and travel for people of all ages. It allows both local residents and visitors to access information on our town.

We are also a booking agent for National Express and Community Transport and box office for professional and amateur productions and events.

An agent for charity Christmas cards – Cards for Good Causes, Air Ambulance, RNLI and ReMindUK.

We also sell local souvenirs, literature, postcards, postage stamps and local honey.

5. The Project/Service

Project or Service Name: Information Centre

Please describe what the funding is being requested for:

The funding is being requested to help keep the Information Centre open to enable us to support and serve the community.

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

We have a variety of customers calling into the centre for information on the local area, eg walks.

They either call in or telephone to book on the Community Bus service to enable them to do their weekly shopping and to have the chance to go to other towns.

We also have our regular customers who call in for cards, souvenirs, honey, stamps and the Melksham Independent News.

People who are looking at house to move to here come in to learn about Melksham, the community and area.

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

By continuing our service to the local residents of Melksham, of booking the Community Bus and events. Offering information/details on services available within in Melksham and surrounding areas. Helping residents to book National Express tickets, especially for those who do not have internet access.

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?

As this has not yet happened, we do not have any evidence on how this would affect the community.

6.Beneficiaries

How many people in total will benefit from this grant? The local population

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

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

We no longer keep a tally of enquiries but serve anybody, entering or enquiring about services, etc.

7. Financial Information

Estimated Total Cost of Project? ongoing

Grant Amount requested? £5,000

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 2024

Savings (Reserves, Cash, Investments) 0

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

- 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, martial 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?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?

2024

How much was awarded?

£4,000

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?


No

11. Checklist

Please ensure the documents outlined below are attached:

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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)



Upload a copy of your most recent accounts



Balance Sheet 23.24.pdf

Upload a copy of your most recent bank statement & details of any other investments/savings



bank statement march 2025.pdf

12. Bank Account Details

Name of Account

Account Number

Sort Code:

13. 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

A. Whalley

Date

Tuesday, November 4, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	251032755197054
DOCUMENT PAGES	6
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY



Signed

Apr 14, 2025
10:59 AM

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IP: 92.19.219.229

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Wednesday, April 23, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name	Age UK Wiltshire
Contact Name	[Redacted]
Postal Address	[Redacted]
Postcode	[Redacted]
Phone Number	[Redacted]
Mobile Phone Number	[Redacted]
Email	[Redacted]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy	Community Grants
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If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000	No
--	----

3. About your organisation

Please 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

If Yes please provide your charity number

800912

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

Yes

If Yes which organisation:

Age UK

Please tick the categories that best describe your organisation:

- Charitable Organisation
- Senior Citizen Group
- Advice Organisation
- Health/transport/safety 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?

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

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

Our free, quality accredited Information & Advice service provides comprehensive information and advice on a wide range of issues affecting older people, including welfare benefits and money; arranging care and support; housing options; finding local services and later life planning.

Our Fitness & Friendship Clubs provide a great opportunity for older people to socialise and stay active. Each meeting includes gentle exercise and Tai Chi to help maintain strength, balance and flexibility, and there's also lots of time to enjoy chatting over refreshments. The Melksham club is held fortnightly, at Bowerhill, and is very well attended.

Our Wellbeing service provides short-term support to help older people regain their confidence to go out and about and re-develop their connections in the community. This is currently available only through internal referrals.

Our team of volunteers offer weekly Telephone Befriending calls to people who are very socially isolated. This is currently available only through internal referrals.

Our Welfare Checks with Meals service provides 1,300 welfare visits and hot lunchtime meals to older people in their homes each week.

5. The Project/Service

Project or Service Name: Melksham Community Support

Please describe what the funding is being requested for:

We have a Service Agreement with Melksham Town Council in place for 2025/26, which is year three of the service. This application is to meet a funding shortfall, as the SLA funding for the coming year was set at the year one level. We have been advised to apply for a grant to make up the shortfall.

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

The service has been hugely successful in meeting its aims, and is highly valued by older people, their families and carers, and professionals. The service supports more than 100 older people each year with intensive one to one, face to face support.

In the financial year 2024/2025 Age UK Wiltshire supported 43 older people in Melksham to increase their income by £134,836 per year, an average of £3,135 each year per person, much of which is spent locally on goods and services.

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

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

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

What evidence do you have 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 know that there are people living in Melksham who are not in contact with health services or Adult Social Care, don't have support networks and are in need of help and support in order to live independently at home. This project takes a proactive approach to promotion, to reach these people, who may not reach out for help. There are various barriers to people accessing support, including not feeling comfortable asking for help, and we have a lot of experience in working alongside people to remove these barriers.

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

6. Beneficiaries

How many people in total will benefit from this grant? 100 (including SLA)

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 60

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

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

7. Financial Information

Estimated Total Cost of Project? 24,720

Grant Amount requested? 860

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

N/A

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

Source	Amount	ConfirmedY/N?
Melksham Town Council	11500	Y
Melksham Without Parish Council	12360	Y

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 2024

Total Expenditure: 1,718,163

Total Gross Income: 1,643,554

Balance at year end:	468,284
Savings (Reserves, Cash, Investments)	468,284

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

- 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, martial status, pregnancy or any disability.
- Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).
- Is the Grant requested for general or ongoing running costs such as salaries or rent?

Is the Grant requested for general or ongoing running costs such as salaries or rent?

Yes







10. Additional Information

Has your group/organisation previously received funding from Melksham Town Council	<div>Yes</div>
If Yes what year was it awarded?	2024
How much was awarded?	12,000
What was the funding for?	Melksham Community Support service
Is the funding for security measures?	<div>No</div>
Is the funding for work with vulnerable adults or children?	<div>Yes</div>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council	<div>No</div>

11. Checklist

Please ensure the documents outlined below are attached:

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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)	<div><div></div><div>Age UK Wiltshire Articles - Adopted At... .pdf</div></div>
Upload a copy of your most recent accounts	<div><div></div><div>FY24 AUKW trustees report and finan... .pdf</div></div>
Upload a copy of your most recent bank statement & details of any other investments/savings	<div><div></div><div>Note re requested document.docx</div></div>
A copy of your Safeguarding Policy	<div><div></div><div>aukw-safeguarding-policy-and-proced... .pdf</div></div>
A copy of your Equal Opportunities Policy or Statement	<div><div></div><div>equality-diversity-and-inclusion-policy.pdf</div></div>
A copy of your Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation.	<div><div></div><div>Note re requested document_6268.docx</div></div>

12. Bank Account Details

Name of Account

Account Number

Sort Code:

13. 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

Date

Wednesday, April 23, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

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TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	251125034188047
DOCUMENT PAGES	7
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY



Signed

Apr 23, 2025
05:31 PM

Signed
IP: 83.105.52.150



Tuesday, April 15, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name

Alzheimers Support

Contact Name

[REDACTED]

Postal Address

[REDACTED]

Postcode

[REDACTED]

Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Email

[REDACTED]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

No

3. About your organisation

Please 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

If Yes please provide your charity number

1048314

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

Senior Citizen Group

Organisation assisting the disabled

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?

Alzheimer's Support is Wiltshire's home-grown dementia charity that has been supporting people living with all types of dementia and their family carers for over 30 years. Most of those we support are aged 65+ plus but we do also help those living with early-onset dementia (30+) . We support people who are living with dementia in their own homes, helping them to retain as much personal independence and control over their own lives as possible. Our national award-winning services include four inspirational day clubs, 35+ community-based activity groups (covering music and movement for the mind, memory cafes, art groups and gardening groups), home-based respite support and dementia advice, alongside training courses for carers and other groups.

Within Melksham itself, our Home Support Service currently provides companionship and respite for 11 clients and their family carers in their own homes, as detailed below. We also run a local Movement for the Mind activity project in the adjoining parish of Melksham Without (this project is not covered by the current application, as detailed below).

5. The Project/Service

Project or Service Name:

To provide home-based respite for local people living with dementia in Melksham (excl. Bowerhill)

Please describe what the funding is being requested for:

We are seeking support for our award-winning Home Support Service (HSS) which provides trained support workers who visit people living with dementia in their own homes . Our support workers provide much-needed social contact, not least through opportunities to continue to pursue hobbies and interests. Critically, they also provide a much-needed break for their family carers by taking over carer responsibilities for two hours each week. Our specialist support workers are trained to understand how

memory problems can affect life and relationships. Each support worker is carefully matched to individual clients to maximise their individual connections. Subject to availability, they can arrange to come at any time of the day or evening, any day of the week.

Each client's needs and interests are different but examples of how HSS can help include companionship and conversation at home, support to continue a favourite hobby or pastime (or to try something new), social trips out, help paying bills, collecting pensions, shopping trips and appointments or just an opportunity to talk, revive past skills or have fun together. As well as giving our clients the freedom to undertake a wide range of hobbies and social activities, these two hours a week also allow their carers to take a break from their caring responsibilities to either undertake other household activities or to enjoy a few precious hours of respite.

Each weekly 2-hour session costs £74 at £37 p/h and we charge a fee of £27 p/h, £54 per session. We cover the £20 per session shortfall from our own fundraising in order to keep the fees as low as we can to make this service accessible to as wide an audience as possible, especially as the majority of our potential clients live on (low) fixed incomes.

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

We currently have 11 clients in the area of benefit (excl. Bowerhill), the 3rd highest figure for any town in Wiltshire. Our adjoining Movement for the Mind service in Bowerhill is also well used, indicating a broadly-spread need across the wider area surrounding central Melksham. More broadly, there are approximately 8,300 people across Wiltshire who are living with dementia but not all will be diagnosed – Wiltshire has a below average diagnosis rate. This is likely to rise to 11,878 by 2030, of whom 1,600 will have severe dementia – double the 2021 figure. According to the 2021 Census, Wiltshire is one of only 3 areas in the whole South West that recorded a 30% rise in older people – a critical point as age is the biggest risk factor for dementia.

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

As noted above, we directly support 11 local people living with dementia plus their family carers within the area of benefit but the positive impact of this service will radiate out to their wider families. The benefits of this service are clear from the feedback we receive:

"Thank you both, I would be lost without your visits to my wife and my job as a 24/7 carer is a bit easier because of you both" (Husband and carer)

"He loves Debbie [support worker], she is very, very good with him and I have taken leaves out of her book and do different things with him. She has a lovely, gentle manner and is very kind with him and has such good ideas" (Wife and carer)

More broadly, this service will also help to promote an active and inclusive community across Melksham by supporting an increased level of social interaction between those living with dementia and the wider community through visits to local shops, pubs and civic amenities. This service encourages local residents living with dementia to retain their former selves by reviving previous interests and re-engaging with the wider community, as well as providing precious respite for their carers which will in turn open up opportunities for them to similarly re-engage with local civic life. One of the most pernicious effects of dementia is that your world (and that of your carers) closes in, as going outside for even the most mundane reason becomes an increasing challenge, resulting in a very real risk of social isolation. With the Council's help, we can make a real difference to the lives of people across Melksham who are living with dementia – your support WILL make a difference.

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

Without the charitable support for this service, we would struggle to maintain the current (high) level of coverage across the area of benefit, which would adversely affect some of the most vulnerable members of the local community.

6. Beneficiaries

How many people in total will benefit from this grant? 33

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 33

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

As noted above, we currently have 11 clients with dementia who are living in the area of benefit. We have also allocated a conservative estimate of 2 other family members per client who will benefit from the respite and general improvement in their loved one's mood as a result of re-engaging with mentally and physically stimulating activities. In reality, this is a conservative estimate, as in many cases, anecdotal evidence indicates a more widespread positive impact on the wider family.

7. Financial Information

Estimated Total Cost of Project? £3,700 @ 74 per 2-hr session x 50 sessions

Grant Amount requested? Up to £1,000 @ £20 per 2-hr session x 50 sessions

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

We charge a fee of £54 per session @ £27 p/h.

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

Item	Amount
Project costs of the Support Worker over >50 2-hr sessions	1,000

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

Source	Amount	ConfirmedY/N?
The Whinbank Trust	2,500	N
Macaulay Moat Foundation	2,500	N
Diana Startin Charitable Trust	2,500	n

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: March 2024

Total Expenditure: 2,380,771

Total Gross Income: 2,272,778

Balance at year end: (107,993)

Savings (Reserves, Cash, Investments) 518,219

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

N/A

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

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, martial status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

Is the Grant requested for general or ongoing running costs such as salaries or rent?

Is the Grant requested for general or ongoing running costs such as salaries or rent?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?2023

How much was awarded?£1,680

What was the funding for?

Bowerhill Movement for the Mind

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

Yes

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council

Yes

If yes please enter the contact name

Karen Wade

11. Checklist

Please ensure the documents outlined below are attached:

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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)



Alzheimer Support Governing Docu... .docx

Upload a copy of your most recent accounts



Alzheimers Support Annual Accountspdf

Upload a copy of your most recent bank statement & details of any other investments/savings

A copy of your Safeguarding Policy




Pol Proc - Safeguarding Vulnerable Ad... .pdf

A copy of your Equal Opportunities Policy or Statement



Pol Proc - Equality and Diversity.pdf

A copy of your Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation.



Pol & Proc - Environment.doc

12. Bank Account Details

Name of Account

[REDACTED]

Account Number

[REDACTED]

Sort Code:

[REDACTED]

13. 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

[REDACTED]

Date

Tuesday, April 15, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	251043108950045
DOCUMENT PAGES	9
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

Signed

Apr 15, 2025
11:06 AMSigned
IP: 92.237.194.95



Wednesday, March 19, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name	British Cactus & Succulent Society Wiltshire Branch
Contact Name	
Postal Address	
Postcode	
Phone Number	
Mobile Phone Number	
Email	

2. Type of Grant

Which type of grant are you applying for? Please refer to policy	Facility Hire Grants
--	----------------------

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000	No
--	----

3. About your organisation

Please 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 ?

No

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

Yes

If Yes which organisation:

British Cactus & Succulent Society

Please tick the categories that best describe your organisation:

Community Event

Hobby 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?

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

5. The Project/Service

Project or Service Name:

BCSS Wiltshire Branch Annual Show 2025

Please describe what the funding is being requested for:

The funding requested is for the hire of the Melksham Assembly Hall so that we can use this spacious facility for our annual 'Cactus & Succulent Show'. Any profits made will go towards running of the branch. Every month except January we meet at the Riverside Centre where we have a mix of speakers, workshops and discussions on the hobby of Cacti & Succulents, unfortunately the hall is not large enough to show the plants at their best, hence using the Melksham Assembly Hall.

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

Whilst putting on the show, we have the opportunity to discuss with the general public the diversity of this large group of plants. We also invite them to partake in a friendly and welcoming group of people and encourage them to join us in our monthly meetings so they can learn more about the care and propagation of Cacti & Succulents in a safe environment. This could be beneficial to peoples health and wellbeing where they can meet and talk to people face to face

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

The fact that up to 160 people visited our show last year. This number has been increasing every year

since using the Hall and hear from those that attend, that they really enjoyed the experience of such a variety of plants i.e. Cacti & Succulents

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?

The residents of Melksham will miss out on the opportunity of seeing some wonderful Cacti & Succulents, and also the opportunity of talking to some very enthusiastic members of the hobby of Cacti & Succulents. And also miss out on joining a friendly group of people.

6. Beneficiaries

How many people in total will benefit from this grant? >160(2024 figures)

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 60-70%

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

For the last 2 years we have collected post codes from a small survey form as people entered the hall.

7. Financial Information

Estimated Total Cost of Project? £700

Grant Amount requested? £374.30

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

Entrance fee to the event will be £1 per adult and accompanied children will be free. Attending traders will be charged £10 per table. 3 Traders will be attending

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending:	Oct 2024
Total Expenditure:	£1143.17
Total Gross Income:	£802.49
Balance at year end:	£2513.98

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

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?

Is the Grant requested for general or ongoing running costs such as salaries or rent?

No

10. Additional Information

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

Yes


If Yes what year was it awarded?	2016, 2017, 2018, 2022, 2023, 2024
How much was awarded?	£50, £100, £342, £350, £350, £544
What was the funding for?	Hire of Melksham Assembly Hall
Is the funding for security measures?	<div>No</div>
If Yes, do you have the support of the local police and/or crime reduction officer?	<div>No</div>
Is the funding for work with vulnerable adults or children?	<div>No</div>
If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council	<div>No</div>

11. Checklist

Please ensure the documents outlined below are attached:

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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)

 PDF

BCSS Wilts Branch Constitution.pdf

Upload a copy of your most recent accounts

 PDF

BCSS Wilts Grant 2025 accounts 23-24.pdf

Upload a copy of your most recent bank statement & details of any other investments/savings

 PDF

BCSS Wilts Grant 2025 Feb Statement.pdf

A copy of your Safeguarding Policy

 PDF

BCSS Wilts Grant 2025 SafeGuardingpdf

 PDF

BCSS Wilts Grant 2025 safeguarding p....pdf

 PDF

BCSS Wilts Grant 2025 safeguarding p....pdf

12. Bank Account Details

Name of Account

Account Number

Sort Code:

13. 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.
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- 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

Date

Wednesday, March 19, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	250772995780068
DOCUMENT PAGES	7
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY



Signed

Mar 19, 2025
10:38 AM

Signed
IP: 78.151.48.10



Monday, April 14, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name MELKSHAM FOODBANK AND LIFELINE CIO

Contact Name [REDACTED]

Postal Address [REDACTED]

Postcode [REDACTED]

Phone Number [REDACTED]

Mobile Phone Number [REDACTED]

Email [REDACTED]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000 Yes

3. About your organisation

Please 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

If Yes please provide your charity number

1212842

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

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 object is the prevention and relief of poverty of people living in the Mleksham and surrounding area by providing food and other essential items to individuals and families in need; by providing informataiaon, advice and support.

5. The Project/Service

Project or Service Name:

Monthly breakfast and summer barbeque

Please describe what the funding is being requested for:

Foodbank provides a monthly breakfast, when funding allows, to clients; ie adults and children who are in receipt of food parcels in the preceeding months. Physical limit is 100, typical attendance 40. It is hoped to provide a summer BBQ event for clients in August.

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

Attendance to the monthly breakfasts is regular, and other one-off events such as Christas and Easter meals are also well attended, and popular.

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

Those who attend are appreciative, and attend regularly. The one-off meals are provided so that those living in poverty can experience food-based gatherings and a social experience that they are unable to afford and that many take for granted (eg Christmas, the BBQ, etc). Referring agencies have given positive feedback on the effect of regular breakfasts on those with whom they are familiar, and volunteers are also thanked by clients.

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?

The breakfasts project enables clients to have hot food on a regular basis, contributing to their overall health, with the one-off events such as a BBQ they also encourage social cohesion, reduce isolation and engender trust. These positive outcomes hopefully help clients to engage positively with wider society by helping to enhance their feeling of self worth.

6. Beneficiaries

How many people in total will benefit from this grant? 40-50

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

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

Referral information indicates client addresses, and most cliets walk to Foodbank

7. Financial Information

Estimated Total Cost of Project? 1000

Grant Amount requested? 500

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

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

Item	Amount
1 x summer BBQ - food, paper plates, etc	200

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

Source	Amount	ConfirmedY/N?
Utilities, cleaning materials, etc	30	y
Volunteer time	470	y

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending:	2024
Total Expenditure:	34408.72
Total Gross Income:	38113.93
Balance at year end:	43148.58
Savings (Reserves, Cash, Investments)	0.00

If your savings are more than your annual expenditure, what are they for?
All cash held in the bank is for purchasing foodbank stock, and essential overheads.

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

- 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, martial 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?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?

2025

How much was awarded?

300

What was the funding for?

3 x monthly breakfasts

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?


No

11. Checklist

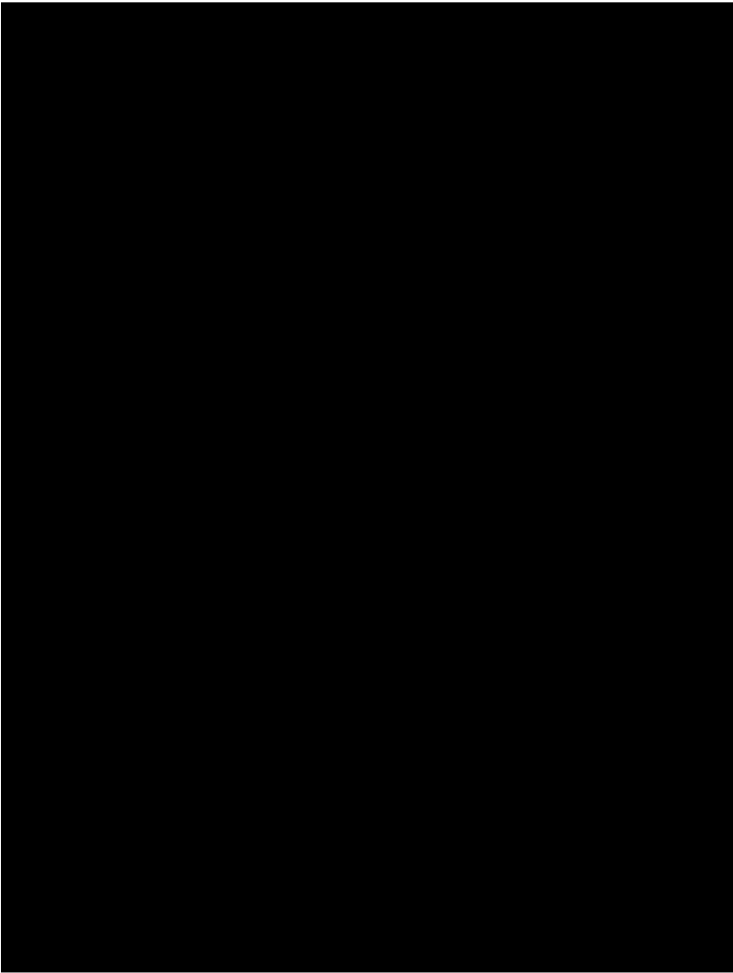
Please ensure the documents outlined below are attached:

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

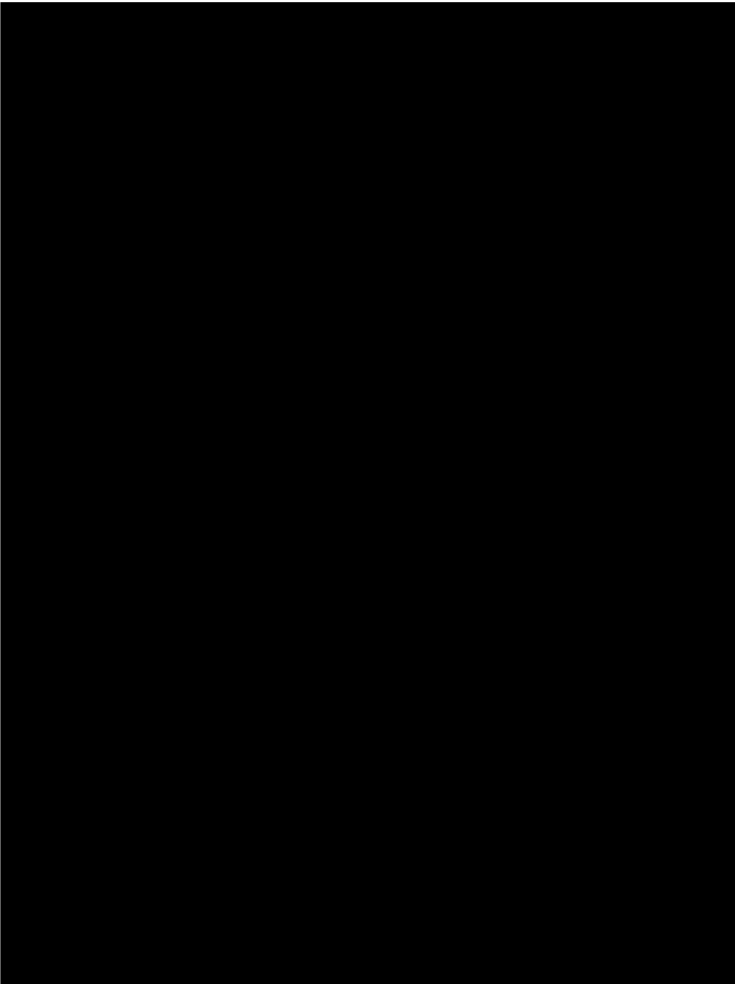
Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)

 Melksham Foodbank and Lifeline CIO-... .pdf

Upload a copy of your most recent accounts



Upload a copy of your most recent bank statement & details of any other investments/savings



A copy of your Safeguarding Policy

 Safeguarding Policy Melksham Foodpdf

A copy of your Equal Opportunities Policy or Statement

 Equal _Opps_Policy.pdf

A copy of your Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation.

 Environmental_Responsibility Policy.pdf

12. Bank Account Details

Name of Account

Account Number

Sort Code:

13. 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.
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- 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



Date

Monday, April 14, 2025

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	251034273784053
DOCUMENT PAGES	8
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

Signed

Apr 14, 2025
04:42 PMSigned
IP: 77.101.138.203



Thursday, April 10, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name Melksham and District Guide Association

Contact Name [Redacted]

Postal Address [Redacted]

Postcode [Redacted]

Phone Number [Redacted]

Mobile Phone Number [Redacted]

Email [Redacted]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000 No

3. About your organisation

Please 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

If Yes please provide your charity number

1033245

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

Yes

If Yes which organisation:

Girlguiding UK

Please tick the categories that best describe your organisation:

Charitable Organisation

Youth Group

Community Building

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 the building on behalf of Melksham Girlguiding units and other hall users.
Ensuring the building is kept habitable and safe at all times, making sure the building complies with current legislations.
we promote the usage of the building by Girlguiding groups and the general public

5. The Project/Service

Project or Service Name:

Access- Chairs-Ramp

Please describe what the funding is being requested for:

Melksham Guide HQ is at the start of a huge renovation period, as it has with out a doubt seen better days. The HQ is used by approximately 180+ people wet week, ranging from Guiders aged 4-18, across six sessions, as well as the ukulele group and the Slimming world group who meet twice a week and we wish to buy a new portable access ramp to allow more people to access these services, as well as making it easier for the people who already do.
We aim to build the usability of the HQ, opening up to other event users to generate a better income level for the hall, to help with the maintenance and up keep of the building.
With a new ramp, we are ensure safe, easy access to people who may struggle with the current steps, wheel chair users, walking frames, physical difficulty's as well as pushchairs keeping the HQ inclusive to all who may need to visit.

We are also very short on chairs for the expanding groups using the building.

We would like to purchase a new fridge as ours has some damage and after getting quotes for repair work, it seems more then replacing it with a more energy efficient model

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, gives approximately 100 girls aged 4-18 the opportunity to laugh, learn and have adventures, enhancing their well being, giving them fresh opportunities and showing them the world they live in, and how they can support it and the people around them
The building is also used by other groups such as Ukulele and Slimming World.
Who both support the well being of adults- helping them with weight management and forming healthy habits, and encourages social interaction, and an active mind linked to musical instrument

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

As a management committee we have the responsibility to our users to ensure a safe well maintained building for them to use.
All the groups that use this building on a weekly bases are keen to grow and provide a service to more of the community, and we don't believe that access to the building should be the thing stopping anyone forming friendships, or staying healthy or keeping active

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?

According to the Wiltshire CAJSNA 2024 community pack, 5% of Melksham residents perceive themselves to have bad or very bad mental health compared to the 4.2% of Wiltshire as a whole- The Melksham HQ can help to elevate some of this by continuing to support social engagements, and health habits for all the users regardless of age.
7.1% of Melksham residents are considered disabled with day-to-day activities limited a lot, and 11.2% feel a little limited ... access to Guiding for children, slimming world for adults who require it and ukulele group for those who would enjoy it shouldn't be off the table just because of the steps in to the building

The fridge would allow us to store items used during the social/ fundraising events as well as to teach the Guiders about food storage and safety for the items they prepare or try during their sessions

supporting our proposal with funding would continue and improve the statistics by improving our facility

6.Beneficiaries

How many people in total will benefit from this grant? 180+ per week

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 100 per week estimated

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

Guiding members registered addresses
Estimates from other hall users

7. Financial Information

Estimated Total Cost of Project? £850-900

Grant Amount requested? £900

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

Guiders hall hire ; £25 per hour
Other hall users: £10 per hour

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

Item	Amount
ramp	£250-300
chairs	£380
fridge	£150-200

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

Source	Amount	ConfirmedY/N?
amazon	£850-900	y

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending:	31/12/24
Total Expenditure:	11,646.69
Total Gross Income:	7,618.00
Balance at year end:	11,286.31

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

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, martial status, pregnancy or any disability.

Is NOT for any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened).

Is the Grant requested for general or ongoing running costs such as salaries or rent?

Is the Grant requested for general or ongoing running costs such as salaries or rent?

No

10. Additional Information

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

Yes

If Yes what year was it awarded? 2024/25

How much was awarded? 208.13

What was the funding for?

MAH hire and sundries

Is the funding for security measures?

No

If Yes, do you have the support of the local police and/or crime reduction officer?

No

Is the funding for work with vulnerable adults or children?

No

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council

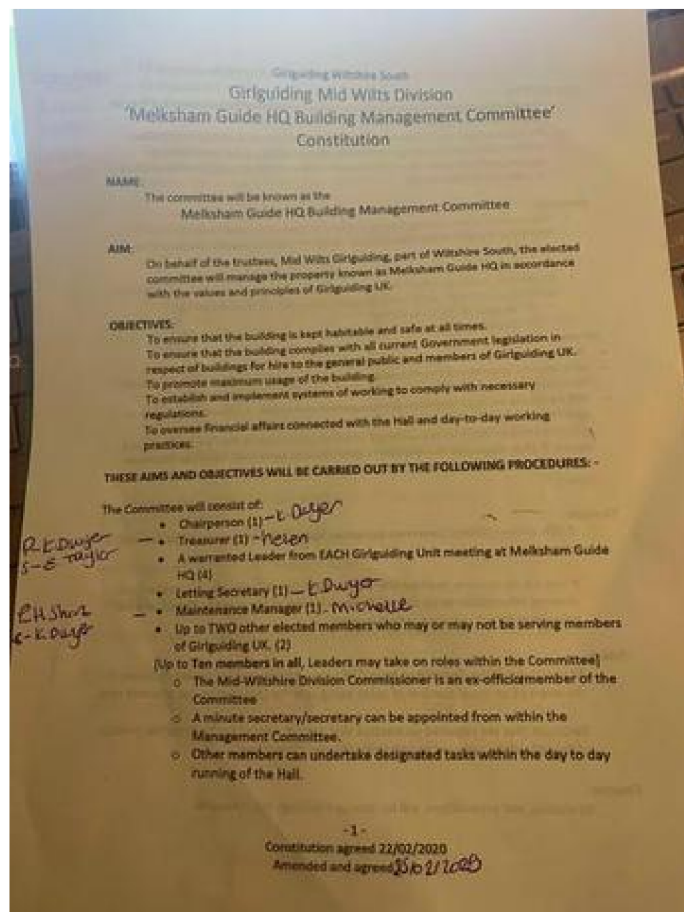
No

11. Checklist

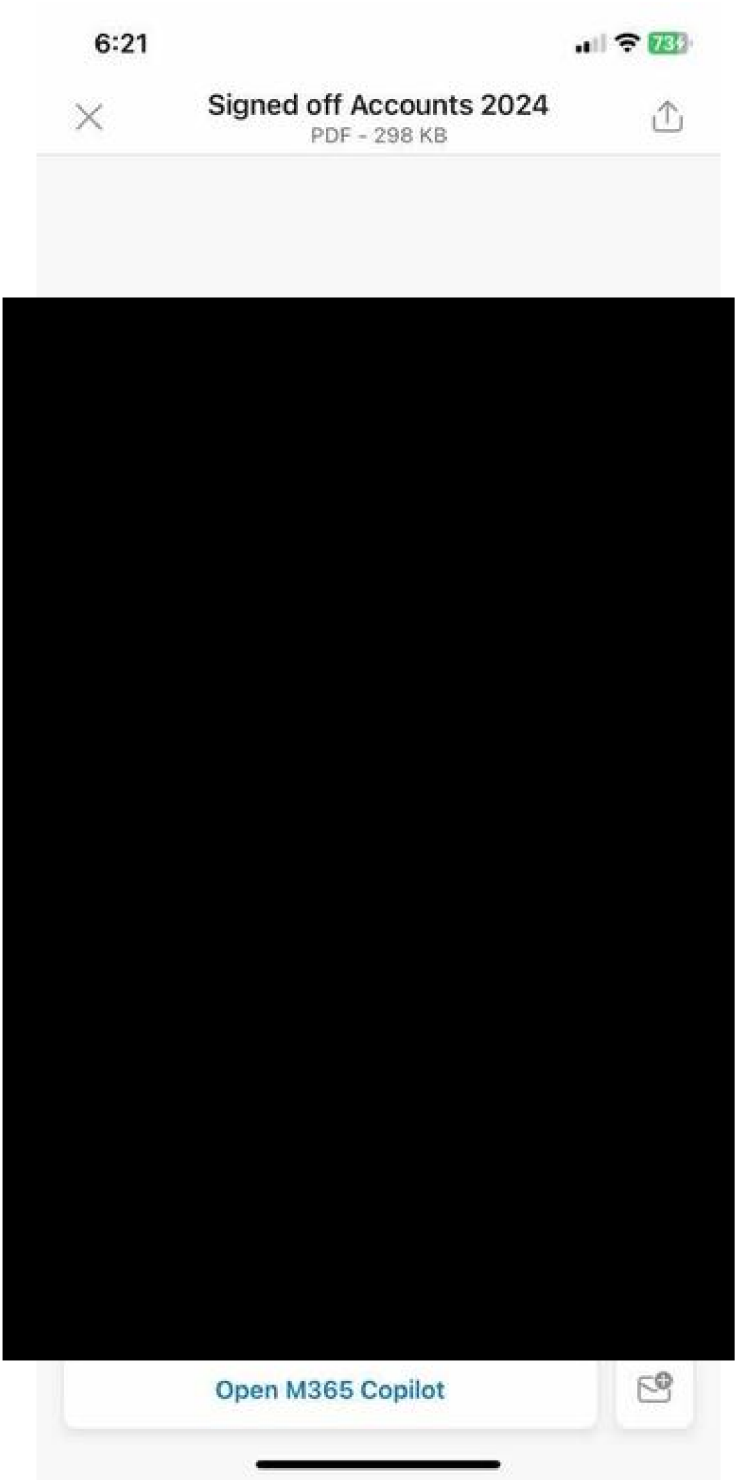
Please ensure the documents outlined below are attached:

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

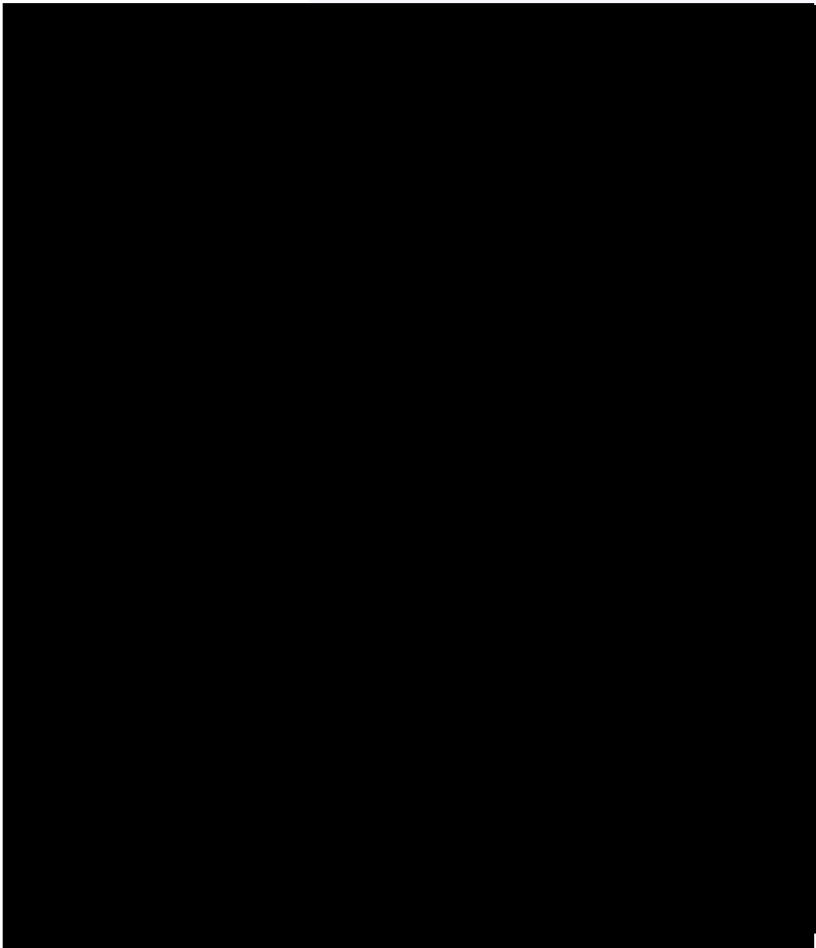
Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)



Upload a copy of your most recent accounts



Upload a copy of your most recent bank statement & details of any other investments/savings




A copy of your Safeguarding Policy

 Safeguarding policy.docx

A copy of your Equal Opportunities Policy or Statement

 equal oppertunities policy.docx

A copy of your Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation.

 Our environmental plan.docx

12. Bank Account Details

Name of Account



Account Number



Sort Code:



13. 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



Date

Saturday, October 4, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	250996515782066
DOCUMENT PAGES	9
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY



Signed

Apr 10, 2025
09:26 PM

Signed
IP: 2a02:c7c:8832:d800:4527:e8e7:3



Wednesday, April 2, 2025

1. Contact Information

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives that contribute to a stronger, more connected, and vibrant Melksham.

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, Berryfields or surrounding villages, including Semington, Beanacre, Whitley and Shaw.

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

Organisation/Group Name

Group Five

Contact Name

[REDACTED]

Postal Address

[REDACTED]

Postcode

[REDACTED]

Phone Number

[REDACTED]

Mobile Phone Number

[REDACTED]

Email

[REDACTED]

2. Type of Grant

Which type of grant are you applying for? Please refer to policy

Community Grants

If applying for a facilities hire grant, please contact Melksham Assembly Hall team or check the Parks and recreation hire policy prior to making this application to obtain a quote for the exact amount your hire will cost for your event.

If applying for a Community Grant, is the maximum that can be applied for is £1000

Yes

3. About your organisation

Please 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

If Yes please provide your charity number

1037024

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

No

Please tick the categories that best describe your organisation:

Charitable Organisation

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 PROVIDE DONATED FURNITURE WHICH WOULD BE DESTINED FOR LANDFILL TO FAMILIES AND INDIVIDUALS WHO ARE REFERRED TO US THROUGH VARIOUS AGENCIES.
WE COLLECT REFURBISH OR REPAIR AS NECESSARY AND DISTRIBUTE TO THE NEEDY FREE OF CHARGE.

5. The Project/Service

Please describe what the funding is being requested for:

THE CHARITY IS 35 YEARS OLD AND IS ENTIRELY PAPER BASED. WE DO NOT HAVE A COMPUTER IN THE OFFICE.

WE DO NOT EVEN HAVE A EMAIL ADDRESS OTHER THAN THE PRIVAE EMAILS OF THE VOLUNTEERS
WE THEREFORE NEED TO BRING THE CHARITY A BIT MORE UP TO DATE AND REQUIRE A COMPUTER, PRINTER ETC

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

WE FREQUENTLY(AT LEAST WEEKLY) VISIT MELKSHAM TO BOTH COLLECT AND DELIVER FURNITURE

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

MANY HOUSE HOLDS HAVE HAD FURNITURE COLLECTED.

MANY FAMILIES PARTICULARLY AT KINGSBURY SQUARE HAVE RECEIVED GOODS FROM US.

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 NO OTHER SERVICE THAT PROVIDES RECYCLED FURNITURE TO PEOPLE OF MELKSHAM FREE OF CHARGE

6.Beneficiaries

How many people in total will benefit from this grant? 450

How many of the beneficiaries are residents of the area covered by Melksham Town Council? 100

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

WE KEEP TRACK OF DELIVERIES AND IN THE LAST TWO YEARS WE HAVE HELPED 94 AND 122 RESIDENTS

7. Financial Information

Estimated Total Cost of Project? 1506

Grant Amount requested? 1000

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

WE MAKE NO CHARGES.
WE TAKE PART IN TROWBRIDGE PARTY IN PARK AND SALE SURPLUS BRIC A BRAC AND UNSUITABLE FURNITURE TO RAISE FUNDS

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

Please include:

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

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

8. Annual Accounts

Please provide the following information from your annual accounts:

Account year Ending: 31/01/25

Total Expenditure: 19103

Total Gross Income: 22691

Balance at year end: 3587

Savings (Reserves, Cash, Investments) 9232

9. Eligibility

Please tick to confirm that this grant application meets the following criteria

Please tick to confirm that this grant application meets the following criteria

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, martial 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?

No

10. Additional Information

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

Yes

If Yes what year was it awarded?

2024

How much was awarded?

530.80

What was the funding for?

ONGOING COST

Is the funding for security measures?

No

Is the funding for work with vulnerable adults or children?

Yes

If Yes, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council

Yes

11. Checklist

Please ensure the documents outlined below are attached:

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

Upload a copy of your governing document, (e.g. constitution, memorandum, articles of association, set of rules or trust deed)

 GROUP 5 CONSTITUTION.pdf

Upload a copy of your most recent accounts

 GROUP 5 ACCOUNTS 1.pdf

Upload a copy of your most recent bank statement & details of any other investments/savings

 GROUP 5 BANK STATEMENT.pdf

12. Bank Account Details

Name of Account

Account Number

Sort Code:

13. 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



Date

Wednesday, April 2, 2025

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Application Form
DOCUMENT ID	250914147997065
DOCUMENT PAGES	6
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY



Signed

Apr 02, 2025
03:57 PM

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IP: 92.233.237.225



Tuesday, May 27, 2025

1. Contact Information

Organisation/Group Name4Youth (South West)

2. Grant Awarded

Which type of grant are you applying for?Core Grant

Total Awarded:10,000

3. Item/Activity

Please give details below of the items or activities funded by this grant

Items and Activities Purchased	Item	Amount
	General Funds	10,000

Total Amount Spent from Melksham Town Council Grant:10,000

Has the grant been spent in accordance with its purpose as previously approved?Yes

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

4Youth (South West) continues to deliver a range of services for children and young people in the Melksham community area.

One of the current key services being provided is counselling for children and young people; mental health issues, including anxiety, behaviour, relationships and bereavement are key areas. 4Youth (South West) is keen to help improve the emotional wellbeing and mental health of the children and young people in our community.

Our Youth Clubs offer a variety of activity and informal education to the young people. Young people are engaged and supported through influential years. Our youth clubs offer a safe outdoor space and supportive professional team to offer advice and guidance as needed.

How many people in the Melksham Town Council area have benefited from the grant?1216

5. Additional Information

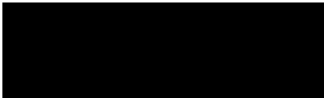
Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

Please find attached a presentation of activities previously provided for the Annual Town Meeting, showing activities in 2024

Upload image of your item/activity

 Presentation for Annual Town Meetin... .pdf

Signature



Date

Friday, March 5, 2027

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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Tuesday, May 20, 2025

1. Contact Information

Organisation/Group NameAvon Bowls Club

2. Grant Awarded

Which type of grant are you applying for?Community Grant

Total Awarded:£1000.00

Date Received:Tuesday, February 11, 2025

3. Item/Activity

Please give details below of the items or activities funded by this grant

Total Amount Spent from Melksham Town Council Grant:£1,000.00

Has the grant been spent in accordance with its purpose as previously approved?Yes

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

The grant allowed for the purchase of materials to repair the ditches surrounding the bowling green. Without the repairs it would not have been possible to continue as a registered club with Bowls England.

How many people in the Melksham Town Council area have benefited from the grant?around 60.

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

A big Thank You.

Signature



DateTuesday, August 5, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Monitoring Form
DOCUMENT ID	251393088671060
DOCUMENT PAGES	2
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

	Signed	May 20, 2025 11:41 AM	Signed IP: 2a00:23c6:2726:5801:81c:6969:7
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Wednesday, May 21, 2025

1. Contact Information

Organisation/Group Name
 Celebrating Age Wiltshire

2. Grant Awarded

Which type of grant are you applying for?
 Community Grant

Total Awarded:
 £790

Date Received:
 Thursday, December 11, 2025

3. Item/Activity

Please give details below of the items or activities funded by this grant

Items and Activities Purchased	Item	Amount
	Artist facilitator fees for 5 workshops	£700
	Art materials for workshops	£90

Total Amount Spent from Melksham Town Council Grant:
 £790

Has the grant been spent in accordance with its purpose as previously approved?
 Yes

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

We delivered 5 creative art workshops for older members of the Melksham community in partnership with Meadowbrook community organisation. The sessions took place at the library.
 Feedback from participants:
 Thoroughly enjoyable from every aspect. Well run, friendly, nothing was too much trouble. And fun too.
 Thank you so much.

What will you take away from these sessions?
 Confidence in myself to try anything art related and generally to have a go.

How many people in the Melksham Town Council area have benefited from the grant?
 20

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

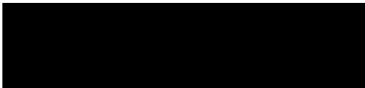
Please find attached examples of the art work created.

Thank you for supporting us once again.

Upload image of your item/activity



Signature



Date

Friday, September 5, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In


Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Monitoring Form
DOCUMENT ID	251404574172049
DOCUMENT PAGES	3
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

	Signed	May 21, 2025 05:35 PM	Signed IP: 81.152.74.107
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Friday, May 16, 2025

1. Contact Information

Organisation/Group NameHELP Counselling Services

2. Grant Awarded

Which type of grant are you applying for?Community Grant

Total Awarded:1000

Date Received:Sunday, January 11, 2026

3. Item/Activity

Please give details below of the items or activities funded by this grant

Items and Activities Purchased

Item	Amount
Towards the cost of running counselling rooms in Melksham	1000

Total Amount Spent from Melksham Town Council Grant:1000

Has the grant been spent in accordance with its purpose as previously approved?Yes

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

It has provided Melksham with local counselling facilities for 26 people, the project is still ongoing and will continue until the end of August

How many people in the Melksham Town Council area have benefited from the grant?26

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

We are very grateful to Melksham Town Council for their support. Running this project was really hard but

we know that it was worth it. We hope we will be able to do something like this again, and we hope you received our end of year letter and enjoyed reading all the work we achieved in Melksham and West Wiltshire in general.

Signature



Date

Tuesday, April 5, 1025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In


Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Monitoring Form
DOCUMENT ID	251351663844055
DOCUMENT PAGES	2
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

	Signed	May 16, 2025 07:30 AM	Signed IP: 77.101.139.69
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Friday, May 23, 2025

1. Contact Information

Organisation/Group Name

MELKSHAM FOODBANK AND LIFELINE

2. Grant Awarded

Which type of grant are you applying for?

Community Grant

Total Awarded:

300

Date Received:

Thursday, January 11, 2024

3. Item/Activity

Please give details below of the items or activities funded by this grant

Items and Activities Purchased

Item	Amount
Bacon, sausages milk, coffee cups	262.95
Brioche rolls/loaves	17.80
Sausages, bread, milk, breakfast pastries	71.54
Mik, Bacon, sugar, tea bags	152.46
Volunteer time - 6 x 2 hrs x 3 events	360

Total Amount Spent from Melksham
Town Council Grant:

300

Has the grant been spent in
accordance with its purpose as
previously approved?

Yes

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

Hot, full English breakfasts are well received by all clients; for some this will be the only hot meal they have that day. Clients have the opportunity to sit and chat with other people and realise they are not alone. This has a positive impact on their mental wellbeing and enables social cohesion, helping fulfil the "Lifeline" arm of our charity's purpose. The Foodbank Manager says "It's lovely to see them smiling and happy, even

for a short time. It's a lovely atmosphere - it's good to see clients open up and mix well with everybody." During the funding pperiod, 118 breakfasts were served, averaging 36 clients; however, some different clients attended each meal, and a more accurate figure of those benefitting is approximately 40-45.

How many people in the Melksham Town Council area have benefited from the grant? 40-45

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

We are very grateful to Melksham Town Council for the grant funding they award to Melksham Foodbank. Unfortunately, to maintain client confidentiality, we do not take photographs of the breakfasts. The grant also enabled us to commit to providing breakfasts for the 3-month period, by giving the project some financial security.

Signature 


Date Friday, May 23, 2025

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187

TITLE	Melksham Town Council Grant Monitoring Form
DOCUMENT ID	251423149486056
DOCUMENT PAGES	2
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

	Signed	May 23, 2025 11:53 AM	Signed IP: 77.101.138.203
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Thursday, May 22, 2025

1. Contact Information

Organisation/Group Name

Melksham PHAB

2. Grant Awarded

Which type of grant are you applying for?

Core Grant

Total Awarded:

600

Date Received:

Monday, November 25, 2024

3. Item/Activity

Please give details below of the items or activities funded by this grant

Items and Activities Purchased

Item	Amount
Coach Hire	-

Total Amount Spent from Melksham Town Council Grant:

0

Has the grant been spent in accordance with its purpose as previously approved?

No

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

We have not yet been able to spend the monies. Our summer trip is due to take place on 13/07/25 with a trip to weymouth. We are currently liaising with multiple coach companies to try and procure the cheapest rate possible. This will allow the money received from the grant to go as far as possible. As described in the original grant application "Our members have shared with us that the community activities they participate in are being offered less frequently, which has had a significant impact on their social lives and well-being. Many of the local clubs and gatherings that provide them with vital social interaction and a sense of belonging are either reducing their sessions or facing cancellations. This lack of regular, dependable community engagement is leaving our members feeling increasingly isolated. Now, more than ever, the ability to offer consistent social inclusion through our club is critical for maintaining stability in their lives. One of the key challenges our members face is accessing these activities due to both the reduced availability of clubs and the growing issue of transport. For many, public transport is either inaccessible or unreliable, making it difficult to attend the few activities still running. This situation is especially concerning during the summer months, when our annual seaside trips to places like Weymouth or Weston-super-Mare are key highlights that provide joy, connection, and inclusion. These outings are essential opportunities for our members to come together and enjoy a shared experience, fostering a

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

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

30+

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

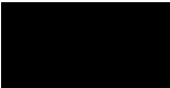
Thank you for the opportunity to provide feedback. I’d like to suggest that it could be helpful for grant applications to be initially assessed for eligibility before groups are invited to the decision meeting. Where possible, an indication of whether funding is likely to be awarded could be shared in advance. In situations where more information is needed, it might be more supportive to invite charities and volunteers on the night to provide that clarification, rather than placing the emphasis on delivering a speech or presentation.

From my experience, the vast majority of people attending these meetings are volunteers who give up significant time and, often, personal resources to support their communities. Asking them to publicly justify their funding in a pressured setting can feel like an additional burden. While I appreciate that some level of prioritisation is necessary when funds are limited, I believe decisions should not be based on how well a group can speak in a public forum. Instead, councillors or decision-makers might consider proactively engaging with groups in advance to understand their impact and needs more fully.

At the meeting I attended, there was a lengthy wait before the grant decisions were discussed, and initially it was communicated that only a very small amount of funding was available (which was later clarified). There was also an expectation to speak, which we hadn’t been prepared for – though I acknowledge that may have been an oversight on our part.

Overall, I’m grateful for the grant opportunity and the support offered. I share this feedback in the spirit of helping to make the process feel more inclusive, efficient, and fair for all involved – especially the volunteers working hard to deliver valuable local services.

Signature



Date

Thursday, May 22, 2025

Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

At Melksham Town council we understand the importance of protecting your data. To see how we process, store and look after your data, see our privacy policy on our website, <https://www.melksham-tc.gov.uk/> or ask a member of the team to send you a copy. 01225 704187



Thursday, May 22, 2025

1. Contact Information

Organisation/Group Name

Read Easy North and West Wiltshire

2. Grant Awarded

Which type of grant are you applying for?

Community Grant

Total Awarded:

£500

Date Received:

Thursday, April 11, 2024

3. Item/Activity

Please give details below of the items or activities funded by this grant

Total Amount Spent from Melksham Town Council Grant:

£500

Has the grant been spent in accordance with its purpose as previously approved?

Yes

4. The Benefit of your grant

Please give details below of the ways in which your 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 areas.

We have two reading pairs in Melksham, and the town is at the centre of a new expansion project to increase the number of people we help at any one time by 50%.

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

2

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

We're very grateful for the support of the town council. We launched in Melksham ten years ago, and hold all our management committee meetings at Queensway Chapel.

Upload image of your item/activity



Signature



Date

Sunday, October 5, 2025

Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing

Opt In


Would you like your information retained to be contacted about grant opportunities from Melksham Town Council Events

Opt In

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TITLE	Melksham Town Council Grant Monitoring Form
DOCUMENT ID	251413040109037
DOCUMENT PAGES	2
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

	Signed	May 22, 2025 12:01 PM	Signed IP: 92.25.88.153
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Splash.
5 Splash participants also engaged in 15 One to one /time to talk sessions with our Splash Support workers. These 121 sessions give the young person a safe place to talk with their Splash youth support worker. This in turn develops a strong relationship with the Splash Support worker, creating trust and building confidence & resilience in themselves to better cope with the challenges they face in their lives. Splash has worked closely with schools, accepting referrals, offering support to overcome specific challenges. Our Survey feedback once more showed that Splash support contributes to improving relationships in schools and improving school attendance.

How many people in the Melksham Town Council area have benefited from the grant? 16

5. Additional Information

Is there anything else that you would like to say regarding your grant, the grant application process or means communication regarding your grant?

-


Signature 

Date Wednesday, May 14, 2025

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TITLE	Melksham Town Council Grant Monitoring Form
DOCUMENT ID	251335064044044
DOCUMENT PAGES	2
STATUS	COMPLETED
TIME ZONE	Europe/London

DOCUMENT HISTORY

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**MELKSHAM TOWN COUNCIL
MEETING OF THE COMMUNITY DEVELOPMENT COMMITTEE**

Date	16th June 2025
Report Title	Report to Community and Development Committee
Authors	Hayley Bell Acting CEO/Town Clerk , Christina Connor Events and Community Development Officer. Franchezka Cunanan

Grants

1. Grants policy going forward to next full council meeting with the following proposed amendments to the policy:

- To set the dates for all grant applications to be received by the council for consideration as the 30th April and the 30th September annually.
- Grant recipients with reserves greater than £20,000 will be excluded from application.
- Core grants will from 2029-2030 (the next 4 year funding cycle) only consider fund up to a maximum of 25% of overall event/running costs.

2. The following are for consideration for core grants (2025 – 2029) refer to accompanying documents:

1. 4Youth
2. Food and River Festival
3. Melksham Carnival
4. Melksham Tourist Information Centre

3. The following are for consideration for community and facility hire grants refer to accompanying documents:

1. Age UK
2. Alzheimer's Support
3. Catci Society (facility hire)
4. Melksham Foodbank and Lifeline CIO
5. Melksham Girlguiding
6. Group Five

Community Development

For note

1. Supported Spurgeons Family Navigator based in the library with their Easter Trail with both the Town Hall and the Assembly Hall displaying a letter. Participants visit each venue hosting a letter to rearrange into a word to collect their prize from the library.
2. Met with Melksham and District Girlguiding to provide guidance and support for grant applications to grant funding companies and organisations.
3. The Events and Community Development Officer with the Melksham Gardeners Society, to support them as they developed an adult safeguarding policy for the group. Discussed supporting the distribution of information relating to the 2025 Melksham Gardeners Society show alongside our May Half Term planting activity and the sharing of information relating to the Melksham Gardening Competition to their members.
4. A consultation meeting was organised for Shurnhold Field providing an opportunity to view the proposed plans for the bund and the car park.
5. The Events and Community Development Officer received a set of letters from the Melksham Scouts. Who wrote to Melksham Town Council as part of their Environmental Conservation Badge. The Events and Community Development Officer has responded and invited the scouts to borrow litter picking equipment and to share their suggestions relating to the skate park and littering at either a Facilities and Assets or at a Community Development Committee meeting as part of public participation.
6. The Events and Community Development and Assistant Events and Community Development Officers attended the Blenheim House coffee morning on Wednesday 4th June. Discussing opportunities for Blenheim House to engage in existing community activities and identified ways community groups, particularly youth groups and schools can support the residents.
7. The Events and Community Development Officer met with the Melksham Tourist Information Centre on the 6th June to discuss and provide support for the development of policies including safeguarding, environmental policies and a governance or constitution.
8. The Events and Community Development Officer submitted Melksham into the ['Let's Celebrate Towns'](#) competition. Entering the Market Place in the category for High Street Transformation. The closing date for the competition was the 8th June.
9. We have been approached by the Wiltshire Digital Drive to join other local town councils to be a drop off hub for old tech that is repurposed and distributed to Wiltshire residents who cannot afford their own laptop for studying, applying for jobs or staying connected with others. We are going to find space for one of their collection boxes at the office, they ask for 5 devices to be collected before they will come and collect from a hub.

Mayoral Updates

- Thursday 15th May 2025 – The Mayor attended the tenth anniversary of Read Easy North and West Wiltshire and delivered a short speech.
- Tuesday 20th May 2025 – The Mayor visited the Melksham Detachment to officially appoint Lance Corporal William Watters as Mayoral Cadet 2025–2026.
- Friday 23rd May 2025 – The Mayor attended the community open day at Melksham House School, held at Melksham House, Market Place.
- Tuesday 3rd June 2025 – The Mayor and Deputy Mayor attended the official launch of Melksham Foodbank and Lifeline as a Charitable Incorporated Organisation.
- Saturday 7th June 2025 – The Mayor will attend the Garden Party hosted by the High Sheriff of Wiltshire.
- Tuesday 24th June – Mayoral Visit to Melksham Army Cadets.

Mayoral Charity Site Visits

- Monday 9th June 2025 – Wiltshire Air Ambulance will visit Melksham Town Council to meet with council officers.
- 24th June 2025 – Site visit to Wiltshire Air Ambulance headquarters in Bowerhill.
- 1st July 2025 (pencilled in) – Site visit to FearFree charity in Trowbridge.
- Date TBC – A representative from FearFree will also visit Melksham Town Council to meet officers.

Communications

For note

1. To update local residents on the need for the tree coppicing and the arrival of the circus letters were delivered to all residential properties on Lowbourne facing the park and those backing on to the park in Union Street.
2. Melksham's VE Day commemorations were featured on ITV news both the lunchtime and evening editions of the programme.
3. The new website has the facility for local community groups and event organisers to upload their own information to allow Melksham Town Council to cross promote and share community events:
<https://melkshamtc.kinsta.cloud/register-profile/>

Melksham Town Council Events 2025

Updated list of events for 2025 for note

<u>Date</u>	<u>Day</u>	<u>Event</u>	<u>Location</u>	<u>Start</u>	<u>End</u>	<u>Organiser</u>	<u>Town Crier</u>	<u>Mayor</u>	<u>Details</u>	<u>Demographic</u>	<u>Holidays</u>
28/06/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	All	
05/07/25	Saturday	Melksham Carnival	Evie's Kitchen	6pm	8pm	Melksham Carnival	TBC	Y	Carnival-run event	All	
06/07/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

14/07/25	All week	Melksham Gardens Competition includes business window competition	Town General	ALL	WEEK	MTC	N	Y	Judging date TBC	All	
		Melksham Open Gardens				Bloomers/ Children's Society	N	Y			
26/07/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	All	
Starts 29/07/25 until 28/08/25	Tuesday and Thursday all Summer	Half Term Activities	KGV	11am	2pm	Tuesday Football Factory TBC	N	N	Summer Hols Tues and Thurs	Children	Summer Hols Fri 25th July-Sun 31st Aug 2025
03/08/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

15/05/2025	Friday	VJ Day	Canon Square	5;45p m	6:30p m	MTC	Y	Y		All	
30/08/25 and 31/08/25	Saturday /Sunday	Food and River Festival	KGV	11am	4pm	Food and River Festival	TBC	Y	Includes Melksham Gardens Competition Awards	All	Schools back Mon 1st Sept 2025
07/09/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	
13/09/25	Saturday	Proms in the Park	KGV	6pm	11pm	MTC	N	Y	As per last year	All	
26/09/25	Friday	Macmillian Coffee Morning	Town Hall			Assembly Hall	N	N		All	
27/09/25	Saturday	Melksham Makers Market	Market Place	9am	2pm	Melksham Makers	N	N	Last Saturday of every month (April - Sept excludes Aug)	All	

05/10/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	
23/10/25 and 30/10/25	Thursday	Half Term Activities	KGV	11am	2pm		N	N	October Half Term	Children	Half Term Thurs 23rd Oct- Sun 2nd Nov 2025
27/10/25	Monday	Halloween Window Competition	Town General			MTC	N	Y		Businesses	
02/11/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

09/11/25	Sunday	Remembrance Day	Town General	10am	12noon	St Michael's and Royal British Legion/MT C	Y	Y	As always	All	
10/11/25	Monday	Remembrance Window Competition	Town General			MTC	N	Y		Businesses	
W/C 24/11/25	Monday	Christmas Window Display Competition Judging	Town General			MTC	N	Y	Window display comp as usual	Businesses	
06/12/25	Saturday	Xmas Market and Light Switch On	Town General	2pm	6pm	MTC/Melksham Christmas Lights	Y	Y	Event as always	All	
07/12/25	Sunday	Town Tidy	Town Hall	1pm	3pm	Melksham Bloomers	N	N		All	

11/12/25 or 12/12/25	Thurs or Friday	Carols By the Tree	Market Place	6pm	7pm	MTC	Y	Y	Event as always	All	Schools break up Fri 19th Dec 2025
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Blue – MTC Events

Red – Third party organisations

New events to note:

The Market Square Group Spring Event has moved to the 28th/29th and 30th March from April 2025.

Bounce Around an inflatable hire company are hiring KGV for 2 days in the second week of half term providing a ticketed event for children.

Melksham Town Council Holiday Activities

For note

1. April Holiday Activities were well attended but provided limited feedback. Week 1 (10th April) hosted Clare's Circus at the King George V Playing Fields. Feedback provided by the provider indicated attendance in the hundreds with both adults and children joining in the activity. Feedback from one resident described the event as "perfect for my grandchildren".
2. April Week 2 (17th April) saw a HAF funded event at the skate park. Feedback provided data from 58 participants. 48 were male, 9 female and 1 unrecorded gender. The majority of participants were aged 11+

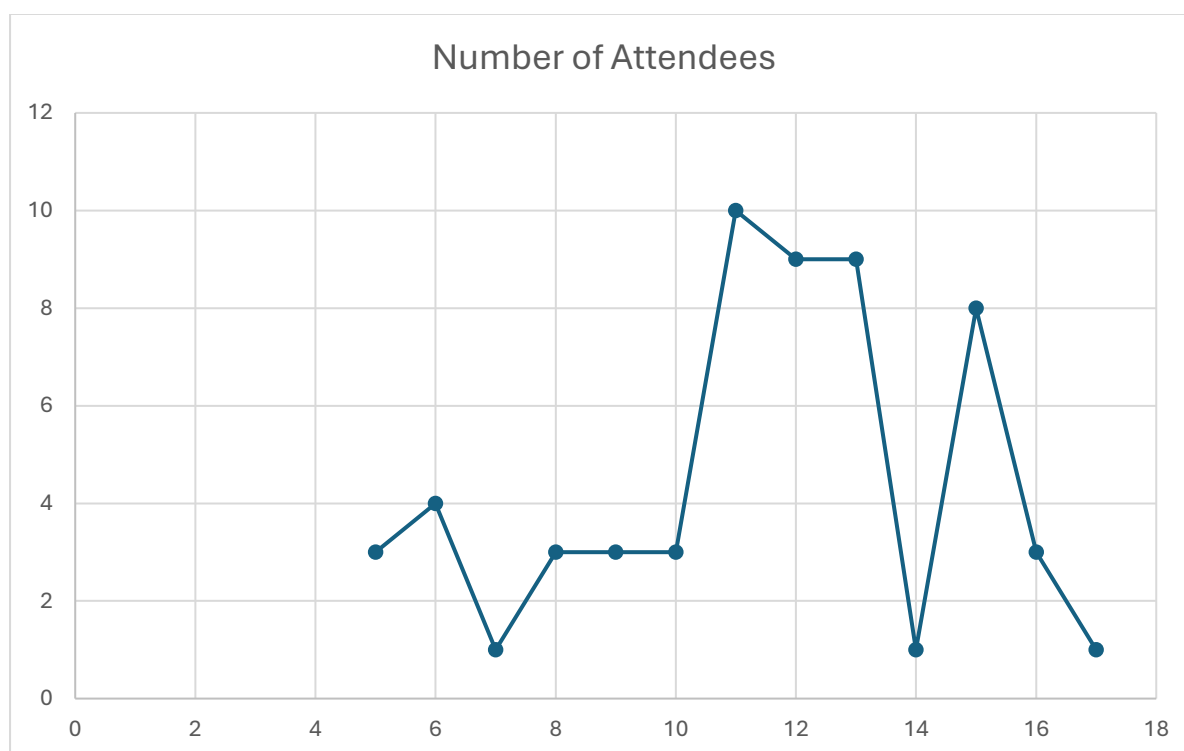


Chart 1 - Attendees of ATB event 17th April

Melksham Forest was the widest represented ward, followed by Melksham South with participants traveling from outside both the town and county to attend.

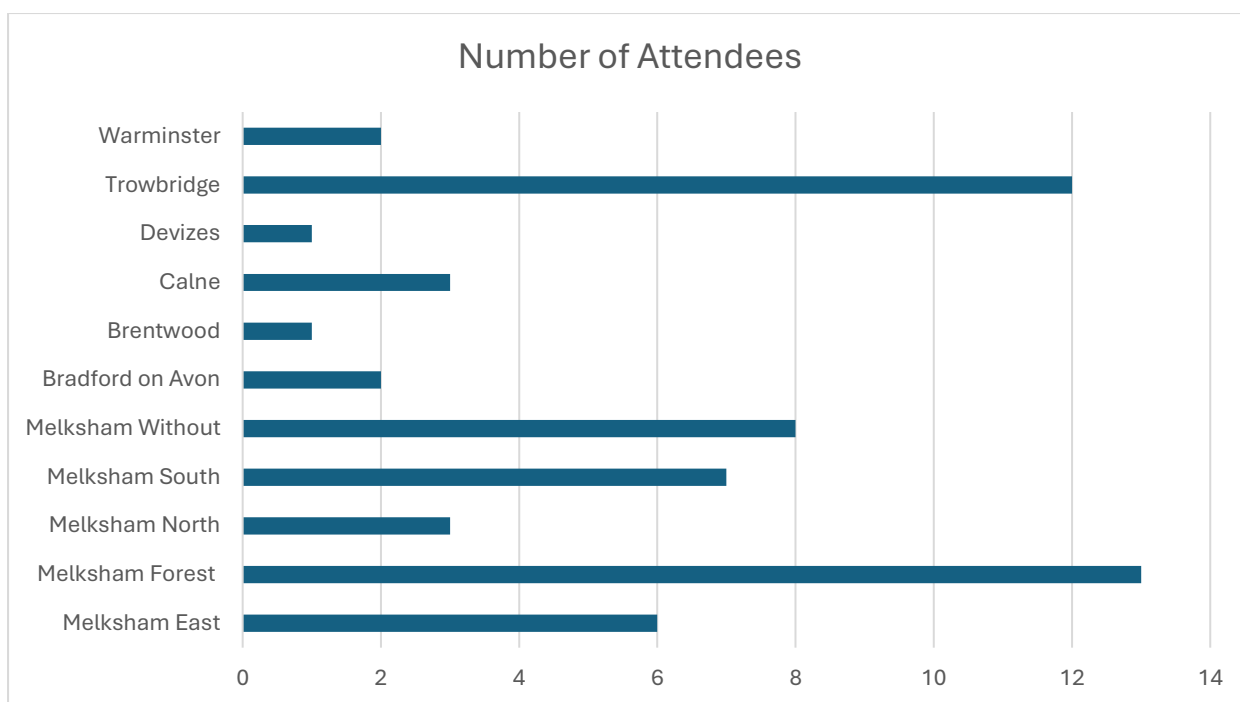


Chart 2 - Locations of attendees for ATC Skate event participants.

- May Half Term provided 2 activities on Tuesday 27th May Melksham Town Council provided a planting activities joining the Melksham Tuesday Market. Tesco provided £30 worth of soil and seeds for the activity which was also utilised as an opportunity to share information on the Melksham Town Council gardening competition and to support increased youth engagement in the Melksham Gardener's Society show but drawing attention to their programme for later in the year. Attendance was hampered by the very heavy rain but 21 members of the public took part:

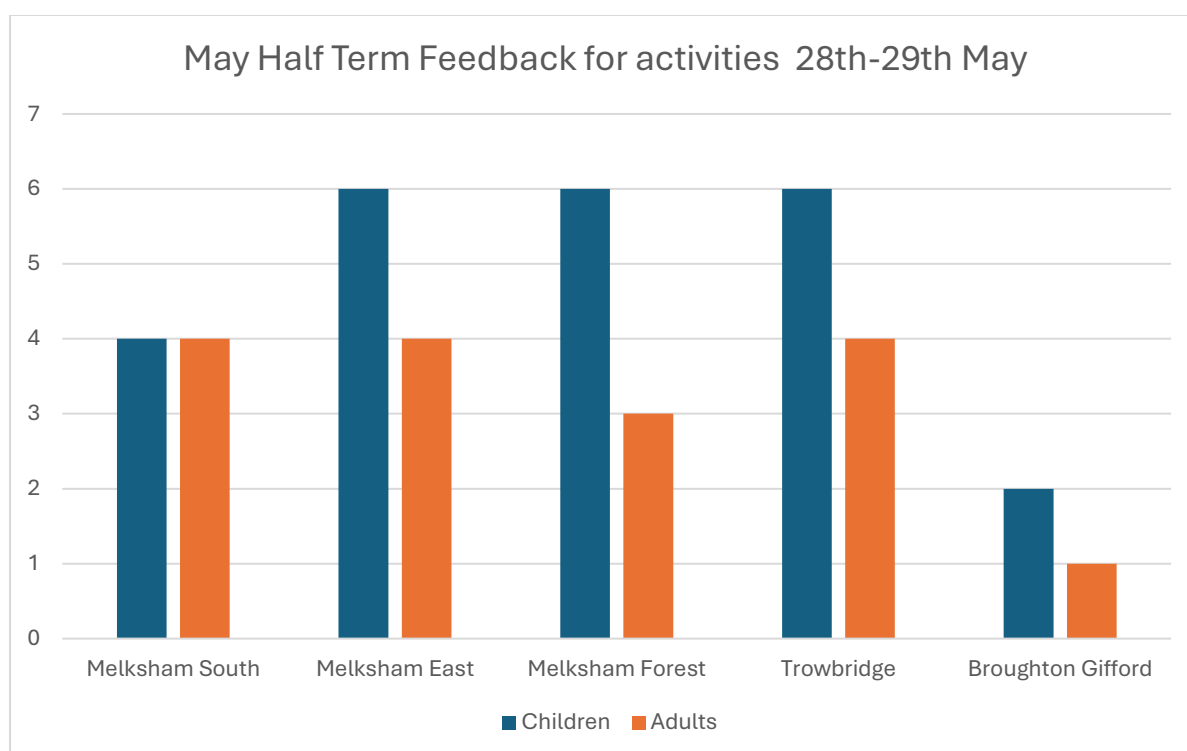
Location	Number of Participants
Calne	1
Melksham South	5
Melksham Without	2
Melksham Forest	6
Keevil	1
Melksham East	2
Trowbridge	3
Bath	1

- Bounce Around attended the park on Wednesday 28th and Thursday 29th May. Feedback for their attendance was overwhelmingly positive including:

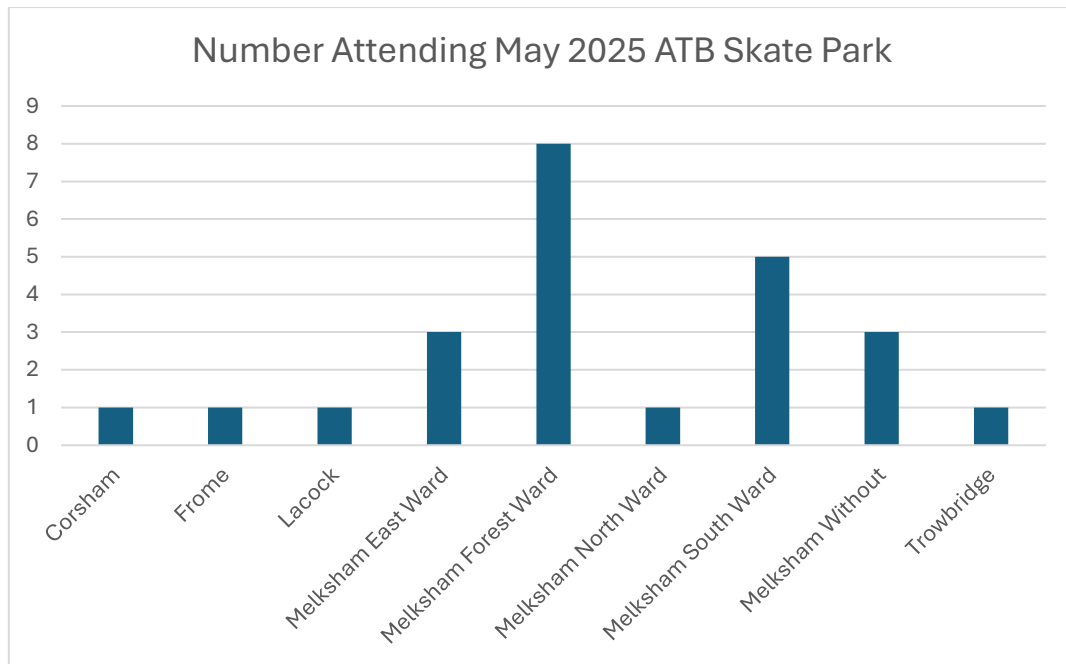
*"We loved the inflatables, thank you so much for organising!
How could you improve? More events like this, especially during the longer summer holidays."*

“Please bring back bouncy castle kingdom regularly! Thoroughly enjoyable session. Great staff, health and safety adhered to; well-priced!”

Concerns were raised regarding parking particularly on Lowbourne. Having previously contacted Wiltshire Council when the circus was on site they advised that for the areas of Lowbourne without parking restrictions, they would be unable to apply temporary restrictions even for events in KGV. Similarly, queries were raised regards removing the railings for additional parking in Bath Road car park. This again is a Wiltshire Council responsibility, and they have designated that space for balls games. It would be unsafe for users of the skate park and those accessing KGV to have moving vehicles so close, and vehicles could be damaged via anti-social behaviour.



5. ATB Skate returned for their second visit to Melksham on Thursday 29th May the team were so busy on site it was challenging for them to obtain attendance data but estimated an average attendance of 40 participants consistently across the 3 hours. ATB also found families were a little reluctant to provide details especially as it involved children. Those that did provide data were from the following areas and much like the session held in April the majority of participants were male.



Sponsorship and Grants

For note

1. Sponsorship Opportunities

The Events and Community Development officer has developed a sponsorship pack that provides sponsorship opportunities for a range of community events across the year. Encouraging organisations to invest in these projects whilst ensuring that we are providing a competitive and comprehensive offer to our sponsors.

Apple a Day Supply sponsored the schools' picnic as part of the VE Day Commemorations to the value of £1000, which mostly funded the cost of the entertainment provision supplied by Jay's Circus.

We are now focusing our attention on obtaining sponsorship for the Proms in the Park.

2. Grant Applications.

There are currently no new grant applications submitted by MTC.

KGV Playing Field Hire

For note

1. Friends of Rivermead School hired the KGV on the 19th April for an organised Easter trail fundraiser. They have been advised by the events and community development officer to consider an application for facilities hire grant for future bookings to cover the costs.
2. Jay's Circus hired the park between 5th -11th May.

3. The Shambles Festival hired the site between 15th -18th May.
4. Bounce Around SW inflatable company hired KGV from the 28th – 29th May.
5. RSBB have booked for the 17th June for one day only.

Current estimated Q1 net income for King George V Playing Field Hire stands at £2525.

K6 Telephone Box Report

For note

We are awaiting a date from BT for a disconnection date The Clerk has followed up and is awaiting a response.

Forest Community Garden

For Note

Update from Amenities Manager - After speaking with Bridie Hanraads from Community Conversations and Councillor Jennie Westbrook; Melksham Town Council are waiting for a renewal of our lease with Wiltshire Council as they own the allotment land and once this is in place the project can move forward. The grant has been approved by Wiltshire Council for the group. There are concerns that the group doesn't have enough members to take on this project but the hope is more community members will join once the project can be advertised.

Park Yoga

For note

Park Yoga returned on the 4th May with a strong positive attendance week on week. The attendance for May is as follows:

Venue	Average Participants	04-May	11-May	18-May	25-May
Melksham	84	85	95	86	68

The 1st session in June was cancelled at short notice due to the replacement instructor being unable to attend. The Events and Community Development Officer has spoken with the Wiltshire and Swindon Sports Partnership in relation to this as they hold the service level agreement with the instructor and a meeting will be arrangement with Park Yoga to discuss stakeholder expectations in due course.

VE Day Commemorations

For note

Thank you to all our dedicated knitters and crocheters for crafting so many poppies, we simply lost count of how many were made.

Special thanks go to our volunteer stitchers who took on the mammoth task of attaching the poppies to the net in just a few weeks across April, we are incredibly grateful for the time they volunteered to do this, some spending their entire day at the town hall over a series of weeks working on crafting this legacy for VE Day. It was a focal point for events, and it was lovely to see so many of the community taking photos in front of it to remember the day's commemorations.

The stitchers have begun their work of completing a second poppy net for use on VJ Day on the 15th August. After this both will be retained for use at Remembrance.

Our thanks have been expressed via letter and email to all those individuals, groups and community organisations who made Melksham's VE Day commemorations so memorable. The feedback from the community was overwhelmingly positive and engagement and comments on the council's social media channels in response to the VE Commemorations in Melksham was high.

The school's picnic and circus performance were a highlight for the children in our community. Costs of delivery were higher than forecast due to the greater than anticipated number of adults attending alongside the children.

The schools were contacted post event to outline the impact of these additional costs. But for future events going forward we would stress the importance of maintaining only those necessary adults to child ratios in line with OFSTED guidance and that any additional support the schools feel is required would need to be funded by the schools themselves.

Apple a Day's sponsorship of the event covered 53.33% of the event cost with the balance of £875 met from the budget of community projects. Hosting this element of the commemorations allowed it to be multi-generational and ensure they were as impactful as the 50th anniversary commemorations has been on children's collective memories.

The VE Day commemoration budget will show as overspent as the contribution from Apple A Day and the grant from Melksham Without will be shown in the income codes for Sponsorship and Grants. Whereas their expense for their contribution to the circus and the Terry Hill Big Band who performed in the Assembly Hall will be taken from the VE Day budget.

But overall profit and loss it will leave an effective surplus of £307.44 this money will be put towards the lighting of the town hall for VJ Day and the purchase of a VJ Day flag for the 15th August.

To mark VJ Day both poppy nets once completed will be installed for the week commencing 11th August, the town hall light from the 11th -17th August, the bells will be rung at St Michael's and All Angels at 6:30pm and prior to this at 6pm a short service of remembrance and wreath laying will be held and the light of peace lit by the mayoral cadet if available.

Both the army and air cadets along with the RBL and St Michael's have been contacted to ask for their availability. The rector is on holiday but has passed the enquiry on to the team vicar Francis Moloney who will lead the service.

Proms in the Park

For note

Proms in the Park is scheduled for Saturday 13th September 2025. The Events Community Development Officer has confirmed screen hire at a cost of £2400+VAT from Worcester based Ad:vantage Digital LTD. This is half the cost of the screen hire for 2024.

Following advise from the Facilities Manager we have contacted Ad:vantage Digital LTD regarding the addition of a PA system to ensure the sound quality of the music is maintained throughout the event and are awaiting their response.

Prosec has been booked as the Security, first aid at a cost of £388+VAT.

Confirmation of stallholders is well underway with 11 of the 15 required stallholders to cover the set budget confirmed; these include 3 varieties of bars and 3 caterers serving steaks & burgers, Sri Lankan food and dessert waffles.

Explorer App

For note

The Events and Community Development Officer worked adding the participants for the VE Day window competition a totally 8 locations into the Explorer App and created into a trail which was accessible from the 1st May – 11th May. This was widely promoted via the town council social media the trail was utilised 3 times during the 10 days it was active. We will look to build on this for future window trails starting with the windows taking part in the gardening business window competition.

Melksham Gardening Competition

For note

Research with trophy companies has shown that from the existing trophies held by the council, which are scratched and tarnished, all bar 1 are not suitable to be re-chromed. It is more cost effective to replace them all than re-chrome a single trophy. The cheapest quote is via a trophy seller on Ebay at a gross cost of £33.96 each this includes plaque engraving whereas local suppliers are the cost of the trophy an average of £36 each + £8 engraving.

There have been 14 submissions so far for the 9 gardening categories, many entering multiple categories, applications for entries close on the 20th June 2025.

11 businesses have entered their windows into the gardening themed business window competition which will be judged at the during the same week as the gardens on the week commencing 14th July.

The Assistant Events and Community Development Officer is continuing to make arrangements for the judging of each category. Judges will be a mix of councillors and community volunteers from The Bloomers and Melksham Gardening Society.

Great British Spring Clean

Recommendation

The Great British Spring Clean 2025 was held on the 6th April 2025 with hubs at the following locations:

South Ward – Town Hall
KGV Playing Field
Forest Ward – Pig and Whistle
East Ward – Watermeadow
North Ward – Asda

42 people RSVP'd to attend. Feedback provided after the event equated to participation from 36 individuals. 53 bags of litter and waste were collected from across the 5 hubs 17 of which were collected by MTC staff member Richard Baulch Collett who collected litter each day through the 3 weeks of Great British Spring Clean.

Feedback from the event would be to focus on additional refreshments suitable for children. Investment in more children's gloves for litter picking would be required for future litter picking activities and reusable event banners would also be useful for highlight the events presents across the hub to increase participation. It worked well hosting the event in line with the monthly Town Tidy and once the dates are confirmed for the 2026 Great British Spring Clean, we would look to align and host the Great British Spring Clean on the Sunday when the Town Tidy would be due to host theirs.

Recommendation:

The 2025 Great British Spring Clean did not have an event budget, recommend for 2026 to have a budget code assigned to cover new reusable banners, additional litter picking equipment, gloves for children and refreshments to a maximum of £500.

Christmas

For recommendation

The criteria for a community group to lead on the grotto has been confirmed and upon the launch of the new website we will begin the process of publicising this.

Events and Community Development Officer is continuing to source quotes from event infrastructure, entertainment providers and seeking stallholders for the event and will begin confirming those stallholders who have already submitted their information by the end of the month.

Recommendation:

To continue to pay for a photobooth for the Christmas Light Switch on but to charge £1 per photo print and for the money to be donated to the Mayoral charities.

MELKSHAM TOWN COUNCIL

Proposed by: **Adriene Westbrook**

Seconded by:

Dated:

1. Purpose of the motion

I attended a meeting between The Community Development Officer and Michelle Brightwell from Melksham Carnival. This was to once and for all try to understand the issues over finances with the Carnival

2. Background (Including previous resolution/s made and date/s if applicable)

There is evidence of complete confusion of the payments made to the carnival over the last four years. The years are 2021 to 2024. This is the four-year cycle of the last major grants. I can category say that no member of staff currently employed has been involved in any of these issues. It has however taken a long time to come to any conclusions on where the problems actually occurred. As part of our major grants policy The Carnival were awarded £2,500 for each year from 2021 to 2024.

3. Current Situation

The Carnival have received

2021

2022

2023

2024

As it can be seen the Carnival have only received £6000 of their allocation of £7,500

4. What financial implications are there?

To pay the Carnival the £1500 that they are owed. This money to come from the 2025 events budget

5. How does the motion link to Town Council policies and core values?

Our core values say that we stand for *Strengthening the sense of community within Melksham, creating and promoting inclusivity and improving the quality of life for all Melksham residents.*

6. What risks are there? (Provide a risk assessment)

None

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

9. What safeguarding concerns are there?

None

Minimal issues and any concerns will be covered in the safeguarding policy and a risk assessment

10. Motion

To allocate £1,500 to the Carnival from this year's events budget to reconcile the money that the carnival has not received.

11. Does the motion impact/ support any previous decisions of council?

Finance - Monday 20th November 2023
A grant application was made for £1000 for

“The running of Melksham Carnival 2024 and to book our entertainment for the event, enticing the public to showcase their own talents within the community, for the wider area to enjoy and book the first aid cover for our day”

Minute:-

Michelle Brightwell and Beth Dark. Carnival is a free event and they ultimately hope to be self-funding. They are aware of other events taking place around the same time and hope to use the funding to secure entertainment and first aid cover.

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

UNANIMOUSLY RESOLVED to award Melksham Carnival Group a grant of £1000.

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

RESOLVED to recommend to Full Council that Melksham Carnival Group's Major Grant of £2500 in this year's budget be rolled over to be added to next year's Major Grant.

This was not put into the budget and therefore was not paid.