



Public Document Pack

Melksham Town Council

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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor V Fiorelli (Chair)
Councillor A Westbrook (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor M Sankey
Councillor T Watts
Councillor T Welch
Councillor R Wiltshire

1 March 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Finance and Administration Committee** meeting of the Melksham Town Council. The meeting will be held at the Melksham Town Hall on **Monday 8th March 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Finance and Administration Committee
Melksham Town Council**

**Monday 8 March 2021
At 7.00 pm at the Melksham Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

AGENDA

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting

<https://us02web.zoom.us/j/89885496843?pwd=Wjh4dVUzc3poLzJLWmJjbStRYTJnZz09>

Meeting ID: 898 8549 6843

Passcode: 351114

1. Apologies

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 4)

To approve the Minutes of the Finance and Administration Committee meeting held on

9 November 2020.

4. Grant Report of the Community Development Officer (Pages 5 - 14)

Members are requested to make a recommendation to Full Council on 22 March 2021 to adopt the new grant funding policy and application process as contained in the Community Development Officer's Grant Report.

5. Closure of Lloyds Bar Bank Account

The Committee to review and decide on the closure of the Lloyds Bar bank account.

6. Date and Time of Next Meeting

4 May 2021 at 7.00 pm via Zoom.

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Melksham Town Council

Minutes of the Finance and Administration Committee meeting held on Monday 9th November 2020

PRESENT: Councillor V Fiorelli (Chair)
Councillor A Westbrook (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor M Sankey
Councillor T Welch
Councillor R Wiltshire

ALSO IN ATTENDANCE

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	David McKnight	Economic Development Manager
	Miriam Zaccarelli	Finance Development Officer

PUBLIC PARTICIPATION: 3 members of the public were present.

19/20 Apologies

No apologies for absence were received at the meeting.

20/20 Declarations of Interest

Councillor Jon Hubbard declared an interest Grant item relating to Age Friendly and Melksham CIC. Councillor Hubbard withdrew from the meeting during discussion of this item.

Councillor Adrienne Westbrook declared an interest Grant item relating to Melksham Food and River Festival and Councillor Westbrook muted herself during discussion on this agenda item.

Councillor Terri Welch declared an interest Grant item relating to Bloom in Melksham, Melksham Seniors and TIC. Councillor Welch muted herself during discussion on this agenda item.

21/20 Minutes

Councillor Sankey raised an issue relating to item 15.20 on the minutes of 2 November 2020, regarding the Art House Café becoming a Community Hub. He raised the question whether this had formally been agreed. He was informed it was discussed at the Council meeting on Monday 26 October 2020 and it would be presented to a council meeting for agreement.

The minutes of 2 November 2020 having previously been circulated, were approved as a correct record and agreed to be signed by the Chair, Councillor Fiorelli at a later date.

22/20 Draft Assembly Hall Budget

The Town Clerk presented the 2021-2022 draft Assembly Hall budget and confirmed that due to the Covid-19 situation income was considerably reduced and that the income projected was for half a year, warning that this may have to be reduced further. Councillor Sankey suggested the Council set an initial budget for next year and then re-forecast in March 2021.

Councillor Hubbard stated a pessimistic view needs to be taken rather than budgeting income that is not received so it was better to budget for a worse case scenario. Councillor Wiltshire suggested taking out all income for the Assembly Halls in the 2021-2022 budget.

23/20 Mobile Phones

The Town Clerk reported Admin Staff had been using their own personal mobile phones for work and stated it would be better for them to have mobile phones provided for work.

Councillor Fiorelli stated that staff needed to be able to turn off mobile phones during non-working hours.

23.1/19 Mobile Phone Quote

The Town Clerk reported on a mobile phone contract quote to provide staff with mobile phones for a 2 year period at a cost of £5,076.

After reviewing the proposed mobile phone contract Councillor Hubbard suggested that the Council purchase mobile phones and have a Sim only 2-year contract separately. There would be enough data and calls included in the contract and it would mean a considerable saving to the Council.

Councillor Hubbard suggested that the cost of purchasing the phones and sim only contract be agreed if the cost is less than the current

quote of £5,076 for a 2 year period.

It was proposed by Councillor Hubbard, seconded by Councillor Fiorelli .

UNANIMOUSLY RESOLVED that the matter is delegated to the Town Clerk and the budget does not exceed £5,076 over a two-year period.

24/20 Grant Awards

Councillor Wiltshire requested that a one off payment be made to the British Legion of £500.

It was proposed by Councillor Hubbard, seconded: Councillor Fiorelli and

UNANIMOUSLY RESOLVED to make a recommendation to the Full Council meeting on 16 November 2020 as a specific one-off donation of £500 to the British Legion.

Councillor Hubbard proposed a more robust grant guidance for next year's applications, highlighting more information is required and confirming not all grants will be awarded. Information signposting non-successful applicants to additional funding streams should be forwarded.

Councillor Hubbard requested where possible grants should be transferred by BACS rather than cheques paid. The confirmation of funding letter should include a request for bank details.

Councillor Hubbard requested that all future applications over £250 should include match funding, and applicants need to provide proof that benefit of grants will be to people who actually reside within the Melksham area.

Councillor Westbrook proposed grant awards be publicised.

The Committee discussed increasing the General Grants budget to £25,000 next year.

24.1/19 Grant Scoring Matrix

The Community Development Officer had produced a scoring matrix against which members were asked to make their recommendations for approval. All Red Circle Grants were approved and seconded and all General Grants were unanimously approved. They were not all approved as presented, many had a reduced amount awarded that needs to be made clear.

Recommendations for approval can be seen on the attached Grants Scoring Matrix including Results.

Initial indications show an overspend on Red Circle Grants of £6,930.00 and for General Grants an overspend of £800.

It was proposed by Councillor Westbrook

UNANIMOUSLY RESOLVED: To make a recommendation to the Full Council meeting on 16 November 2020 that the agreed overspend on all grants be vired over from General Reserve.

Meeting Closed at: 10.00 pm

Signed:

Dated:



MELKSHAM TOWN COUNCIL

Finance and Admin Committee - 8 March 2021

Report: Report on Grants 2020

1 BACKGROUND

- 1.1 At the meeting of Finance and Admin on November 9 2020, it was resolved to award grants totalling £60750.00 to 35 groups. The recommendations from that committee were approved at Full Council on 16 November, and are listed in Appendix 1.
- 1.2 As there was no awards events, due to Covid, messages of thanks were received by email and are included in Appendix 2
- 1.3 In discussion of the awards, suggestions were made for improvements to future grants processes.

2 FUTURE APPLICATION PROCESS

At the Finance and Admin meeting on 9 November 2020, the following recommendations were made for future grants awards:

- 2.1 Commonality of counting beneficiaries is required - applicants will be given a map to evidence the numbers of people the grant will support within the boundaries of Melksham Town.
- 2.2 Groups applying for funding over £250 should be match funded.
- 2.3 We need to educate and empower groups about other funding sources including the Almshouses and Area Board etc.
- 2.4 Refer groups to Area Board for capital funding
- 2.5 For 2020 grants, use the general reserves to fill the deficit and next year budget 25k for general grants
- 2.6 Create stronger grants guidance for next year - consider benefit in kind of their volunteers. We should not be funding 100% of a project.

3 NEW APPLICATION FORM

As part of the grants review process that was started in 2020, staff have created a new draft Application Form (Appendix 3), which includes the following additional elements:

- 3.1 The opportunity to apply for grants more than once throughout the year
- 3.2 Requirement to provide evidence that the service/project is required by the community
- 3.3 Where a group is outside of Melksham, evidence is required of how many Melksham residents will be supported. Grant money must be ringfenced for Melksham residents
- 3.4 Grants will not cover running costs like salaries or rent
- 3.5 Grant money must be spent within 6 months (12 months for exceptional circumstances)

4 RECOMMENDATION

- 4.1 That the grants process be modified to include the above recommendations.
- 4.2 That the draft new application form be considered

5 CONTACT

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Miriam Zaccarelli

Community Development Officer

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Appendix 1: Grants awarded 2020

Organisation Name	What the Grant is For	Grant Award
1st Melksham Brownies	Continuing to provide our Brownies with meetings every week - fun activities and working towards their badges.	£ 300.00
2385 Melksham Sqn ATC	Room hire at Melksham Assembly room for our 60th Annual Dining in Night in 2021 on 1st May 2021.	£ 396.00
2nd Melksham Rainbows	To pay adult volunteers membership fees so we can retain volunteers to run weekly sessions for 5-7 year old girls, additional resources, fees	£ 350.00
AFC Disabled Football	Towards hire of Melksham Oak school facility weekly all term times for disabled football sessions	£ 250.00
Age friendly Melksham	Continue Community Response service for those isolating, with robust framework for volunteers, working with stakeholders on 3-year Action Plan to support isolated & vulnerable people	£ 5,000.00
Alzheimers Support	Movement for the Mind sessions	£ 450.00
Bloom In Melksham	To continue planting and enhance the forgotten areas of town	£ 3,000.00
Bowerhill Residents Action Group	running costs of picnic area	£ 100.00
British Cactus & Succulent Society	Hire Assembly Hall for annual show	£ 360.00
Melksham Carnival	Carnival safety (road closure, barriers), toilets, bins, insurance.	£ 1,500.00
Melksham Christmas Lights	To light up Melksham with spectacular lights at Christmas	£ 10,000.00
Citizens Advice	Part of a supervisors post to be able to support volunteers on an ongoing basis to provide our Core service during increased demand	£ 5,800.00
Melksham Community Meals	Removal of equipment and storage until new venue found	£ 500.00
Melksham Cricket Club	New helmets for the batting cage, practice/games and indoor cricket.	£ 200.00
Melksham Food and River Festival	To provide a free weekend of social, community, educational and fund raising opportunities; promote local small suppliers; and highlight the benefits of Park and River Avon	£ 1,000.00
Melksham Gardeners' Society	Venue hire for open show	£ 591.60
Help Counselling	Volunteer expenses of one of our counsellors for 5 months providing 60 sessions to Melksham clients.	£ 250.00

Melksham Historical Association	Hall hire for meetings	£ 732.60
Melksham Music Festival	To help alleviate the costs of running our event which brings community together, promotes local groups, involves volunteers and showcases local performers	£ 2,000.00
Melksham Rail Users Group	leafleting and additional costs to promote all public transport in the area	£ 300.00
Messy Church	Melksham Messy Church Summer Fun Holiday Club materials and covid security	£ 400.00
Neighbourhood Watch	Advertising, promotion, meeting, road signs, window stickers, admin etc	£ 350.00
Netball Club	Additional sanitising, equipment, coaching and venue fees	£ 200.00
PHAB	Transport for enabling members to attend meals or trips out	£ 450.00
Read Easy	Specialised reading books for those that need help, and sanitisers	£ 500.00
Melksham Rugby Club	New kit for girls section	£ 450.00
Melksham Seniors	Re-establish the suspended weekly and monthly activities, consult with older people on post covid needs, pay activity co-ordinator, venue hire, promotion.	£ 4,000.00
Splash	Activity costs for 15 places on Splash positive activities	£ 500.00
Splitz	To recruit and train 4 Buddy volunteers to support victims of domestic abuse and sexual violence in Melksham	£ 1,000.00
Melksham Tourist Information Centre	To help with expenses so TIC can continue to provide information on activities, learning and travel	£ 6,000.00
Transwiltz	To install kitchen units and the operating equipment/furniture in the café at Melksham Station.	£ 2,500.00
Wessex MS Therapy	To run the physiotherapy gym	£ 400.00
Wiltshire Mind	For the continuation of the Melksham Mental Health Peer Support Group activity. Jan '21 onwards	£ 500.00
Wiltshire Sight	To support those with sight loss and their families	£ 400.00
Young Melksham	Core funding - Canberra centre, staff, youth work at Canberra and around town, Teen Talk Counselling	£ 10,000.00

Total: £60,730

Appendix 2: Thank you messages from recipients

Message	From
<i>Wow!! Thank you all so much. This will make an amazing difference to us.</i>	Bev Viveash, 1st Melksham Brownies
<i>On behalf of the leadership team and the Rainbows thank you for awarding us £350; we are most grateful. This will enable us to keep the unit registered with Girlguiding and enable girls, whose families can not manage the fees to remain in Rainbows.</i>	Karren Dwyer, 2nd Melksham Rainbows
<i>Once again fantastic news ,great support for Melksham Disabled by Melksham Council , We hope to be back in business first Wednesday after lockdown and would welcome any new “ players “ if any time you find an avenue to point them towards us .</i>	Mike Rogers AfcM Chairman Disabled Football
<i>Thank you so much for the good news, very much appreciated.</i>	Phillipa Huxtable Age Friendly Co-ordinator
<i>Please do pass on my profound thanks to everyone involved in this decision – it really is a life-changer.</i> <i>Once again, please do pass on our profound thanks to all those involved in this decision – we are hoping to re-start this programme as soon as possible once the current Lockdown ends next week. We have previously worked closely with Public Health England to ensure all our Community Activities are Covid-secure, so we are ready to re-open as soon as we are allowed.</i>	Julian Roberts, Alzheimers Support
<i>Thank you so much. I really hope that this virus goes away very soon or at least keep it under control so that we can all get back to normal next year.</i>	Derek May, British Cactus and Succulent Society
<i>Thank you for the good news. I await to hear from you as regards Town Council helping out with removal and storage costs makes sense.</i>	Sue Mortimer, Community Meals
<i>Thank you that’s amazing news. Thank you for the additional information I will look into these.</i>	Deborah Burns, Melksham Cricket Club
<i>That is wonderful news and on behalf of the Melksham Gardeners’ Society, please thank the Council for the grant.</i> <i>I sincerely hope that life will be on a nearly normal footing by Summer 2021 thus allowing events such as our annual show to be staged. Everything is crossed!</i>	Cary Hopkins, Gardeners’ Society
<i>That is fantastic news, thank you</i>	Amanda Wilkes, Help Counselling Service
<i>That’s amazing news – thank you so much Melksham Town Council! This grant will have such an impact on the families in our community next summer.</i>	Hannah Tarring, Messy Church
<i>Thank you for letting me know the outcome of our application – please pass on our thanks to the relevant members of the Town Council, it is greatly appreciated.</i>	Jane Andrew, Secretary, Netball Club
<i>I would like to thank Melksham Town Council for the Grant which is much appreciated. Hopefully we will be able to organise a trip at some point next year for our members and this will be used to pay towards the transport without any contribution from our members.</i>	Dawn Gough, PHAB
<i>Brilliant news thank you so much I will get on and get the discussed kit ordered.</i> <i>Thank you again I know the girls will be really pleased</i>	Jez, Rugby Club

<i>That's great news thankyou, and thankyou to the councillors for awarding to Splash.</i>	Dawn Whiting, Splash
<i>What wonderful news and very timely. We are just about to embark on a recruitment campaign for more Volunteer Buddies to join our team in January. This is a really important and valued service for Survivors of Domestic Abuse and can be life changing.</i>	Jacqui Orchard, Splitz
<i>Firstly I'd like to thank everyone at Melksham TC for awarding us with this Grant. Especially during these very difficult times that we're all experiencing.</i>	Mike Southall, Wessex MS Therapy
<i>Thank you very much for the news, and to the Town Council for the grant. These funds will be critical to our delivery of our mental health support over the next year for our town residents.</i>	Paul Mills, Wiltshire Mind
<i>That is great news. Thank you.</i>	Karen Monk, Wiltshire Sight
<i>That is fantastic news, thank you so much, and thank you to your members and teams for the support and kind words. As you would expect we are getting busier and busier and are very much looking forward to when we can work with you again to provide advice face to face, however that might work. Jen will send you the details of the correct account to make payment and we will make sure to use it wisely!</i>	Suzanne Wigmore, Citizens Advice
<i>Many thanks for this super news.</i>	Nick Westbrook, Food and River Festival
<i>Many thanks for your email. That is good news! And, promptly communicated, many thanks.</i>	Tom Sangster, Melksham Music Festival
<i>Thank you. The grant is very much appreciated.</i>	Andrea Smart, TIC
<i>We are pleased and incredibly grateful for the award of £2,500. All grant award contributions are most welcome. Please thank the Melksham Town Council for their ongoing support which is very much appreciated. We do also have funding awards from the Melksham Area Board and Melksham Without, together with matching funds from Community Area Network. We are planning to employ a cafe manager from February next year to facilitate the cafe opening Easter Saturday 3rd April (always subject to Covid-19 regulations). Your award helps us with our cafe preparation, we have bought secondhand equipment from the Arts House cafe which needs some servicing before installation. Your funding will help us complete this kitchen installation work. I have included a presentation from our Community Rail Officer at yesterday's Stakeholder meeting to give you an idea of the range of our activities in 2020 and planned for 2021.</i>	Paul Johnson, Transwilt



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ATTENTION: MIRIAM ZACCARELLI

cabwiltshire.org.uk
citizensadvice.org.uk

MELKSHAM TOWN COUNCIL
TOWN HALL
MELKSHAM
SN12 6ES

1st December 2020

Dear Miriam

We were pleased to receive and would like to acknowledge receipt of your bank deposit for £5,800 to support the services that Wiltshire Citizens Advice delivers to residents of Melksham during 2020/21.

We really appreciate your commitment to helping us provide support and advice.

Once again, please pass on our thanks to all your Councillors and everyone within the Town Council, as we value your support enormously.

Yours sincerely

Suzanne Wigmore
Chief Executive Officer
Wiltshire Citizens Advice



Interim Chief Executive Officer: Suzanne Wigmore
Citizens Advice Wiltshire is an operating name of Wiltshire Citizens Advice.
Registered address: 3 Avon Reach, Monkton Hill, Chippenham, Wiltshire SN15 1EE.
Company limited by guarantee in England & Wales 03204218. Charity Registration Number: 1062219.
~~Authorised~~ and regulated by the Financial Conduct Authority. FRN: 617798.
Wiltshire Citizens Advice has a [complaints](#) handling procedure.
Please write to us at the above address to request a copy of the complaints leaflet to be sent to you.



GRANT APPLICATION POLICY

1. Introduction

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

2. Process

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

There are two grant types:

- **Room hire grants** which enable the Town Council to fund room hire both the Town Hall and the Assembly Hall for a specified number of events,
- **Cash grants** for groups and organisations (excluding businesses) to apply for funding from the Town Council

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

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

3. Eligible organisations

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

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

4. Eligibility criteria

To be eligible for funding, applicants must:

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

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e. local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- General funding for your organisation or others.
- National organisations or charities
- For ongoing running costs such as salaries or rent.
- Groups who received similar grant funding in recent years

6. Content of grant application

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

- Governing document
- Evidence that the grant will benefit people in the Melksham area, according to the map showing the Melksham Town boundary
- Evidence that the project/service is needed
- Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds

- Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council)
- Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding)

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

7. Bid outcome and conditions

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

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

The following conditions must be satisfied by successful applicants:

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