



Public Document Pack

Melksham Town Council

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

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

To: Councillor S Rabey (Chair)
Councillor J Crundell (Vice-Chair)
Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor C Forgacs
Councillor C Houghton
Councillor S Mortimer

14 September 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, Administration and Performance Committee** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 20th September 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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

Melksham Town Council Finance, Administration and Performance Committee

**Monday 20 September 2021
At 7.00 pm at the 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

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 8)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 19 July 2021.

4. Finances

To consider the following.

4.1 Monthly Financial Statement Year to Date to 31 July 2021 (Month 4) (Pages 9 - 10)

To note the monthly Financial Statement.

4.2 Earmarked Reserves Year to Date to 31 July 2021 (Month 4) (Pages 11 - 12)

To note the Earmarked Reserves.

4.3 Income and Expenditure Report Year to Date to 31 July 2021 (Month 4) (Pages 13 - 22)

To note the monthly Income and Expenditure Report.

5. Grants 2021/2022 (Pages 23 - 92)

Members are requested to consider the grant applications detailed in the scoring grid attached.

A copy of the Grant Applications and Grant Policy are attached for information.

5.1 AFC Melksham Disabled Football Club

5.2 Melksham 60+ Club

Members are requested to consider awarding the remainder of the grant request. 50% of the grant (£250) was awarded in June 2021. (see original grant application attached).

5.3 Melksham Community Meals

Members are requested to consider awarding the remainder of the grant request of £490.50. One third of the grant (£163.50) was awarded in June 2021. (see original grant application attached).

5.4 2385 (Melksham) Squadron ATC (Cadets)

5.5 Age UK Wiltshire

5.6 Alzheimer's Support Wiltshire

5.7 Dorothy House

5.8 Melksham Bloomers

5.9 Melksham Cricket Club

5.10 Melksham Goes Wild

5.11 Read Easy North and West Wiltshire

5.12 TransWilts

5.13 Wiltshire Sight

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 19th July 2021

PRESENT: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Aves
Councillor S Crundell
Councillor C Houghton
Councillor S Mortimer

OFFICERS:	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: Two members of the public and one member of the press were present.

7/21 Election of Chair for the Meeting

It was **UNANIMOUSLY RESOLVED** that the Town Mayor, Councillor Hubbard, act as Chair for the meeting.

8/21 Apologies

Apologies for absence were received from Councillors Rabey, J Crundell and Forgacs.

Councillor Aves substituted for Councillor Forgacs, and Councillor S Crundell substituted for Councillor J Crundell.

9/21 Declarations of Interest

Councillor Mortimer declared a pecuniary interest in relation to the Melksham Community Meals grant application. Councillor Mortimer left the meeting voluntarily.

When it was up for debate the Town Mayor, Councillor Hubbard declared an interest in relation to the Red Circled Grants Agenda item No. 6.

10/21 Minutes

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Aves and

UNANIMOUSLY RESOLVED that the minutes of the Finance and Administration Committee meeting held on 8 March 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

11/21 Finances

.1 Monthly Financial Statement Year to Date at 31 May 2021

The monthly financial statement was noted.

.2 Earmarked Reserves Year to Date at 31 May 2021

The earmarked reserves year to date report was noted.

.3 Income and Expenditure Report Year to Date at 30 June 2021

The income and expenditure report was noted.

12/21 Grant Applications 2021/2022

The report of the Community Development Officer was noted.

The Town Mayor, Councillor Hubbard, confirmed that the grants for consideration were the first to use the new methodology for awarding small grants throughout the year. Many grant applications had been received but only 25% of the annual grant fund of £25,000 could be awarded each quarter. For each grant the Committee needed to decide whether to award the total amount requested, to defer the application to a later date, to partially award the grant or to sign-post the applicant to a more appropriate funding stream.

13/21 AFC Melksham Disabled Football Club grant of £250.00 - scored 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that as the grant request was for capital items (purchase of equipment) the AFC Melksham Disabled Football Club be asked to apply to the Area Board for funding.

14/21 Bowerhill Residents Action Group (BRAG) grant of £185.00 scored - 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the amount of the grant request for £185 be awarded to the Bowerhill Residents Action Group (BRAG).

15/21 Chippenham and District Talking Newspapers (Melksham Edition) grant of £1,000.00 - scored 20 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£500) be awarded to the Chippenham and District Talking Newspapers Group and that the Group be asked to apply to the Area Board's Health and Wellbeing fund for the remainder of the funding.

16/21 The Female of the Species grant of £729.20 - scored 10 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that The Female of the Species group pay for the hire of the Assembly Hall but offer to them 25% of the bar takings, for the night of their concert.

17/21 Group Five grant of £1,000.00 - scored 18 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 25% of the grant request (£250) be awarded to Group Five and that the application be revisited at the next Finance, Administration and Performance meeting to be held on 20 September 2021.

18/21 Help Counselling Services grant of £300.00 - scored 19 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the amount of the grant request for £300 be awarded to Help Counselling Services.

19/21 Independent Living Centre grant of £1,500.00 - scored 20 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask the Independent Living Centre to apply to the Wiltshire Community Foundation for funding.

20/21 Melksham 60+ Club grant of £500.00 - scored 14 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£250) be awarded to the Melksham 60+ Club and that the application be revisited at the next Finance, Administration and Performance meeting to be held on 20 September 2021.

21/21 Melksham Amateur Swimming Club grant of £680.00 - scored 18 out of 20 in the criteria

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask Melksham Amateur Swimming Club to explore sports related funding and to contact Wiltshire Council for details of further funding opportunities.

22/21 Melksham Community Meals grant of £490.50 - scored 20 out of 20 in the criteria

Councillor Mortimer left the meeting at 9.06 pm.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that a third of the grant request (£163.50) be awarded to the Melksham Community Meals Group to cover the first of three events, and that the application be revisited at the next Finance, Administration and Performance Committee meeting to be held on 20 September 2021.

Councillor Mortimer re-joined the meeting at 9.12 pm.

23/21 Melksham Community Money Advice grant of £1,218.00 - scored 15 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£609) be awarded to Melksham Community Money Advice and that the Group be asked to apply to the Area Board to obtain match funding for the remainder.

24/21 Melksham Community Transport grant of £2,400.00 - scored 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that 50% of the grant request (£1,200) be awarded to Melksham Community Transport and that the Group be asked to apply to the Area Board's Health and Wellbeing fund to obtain match funding.

25/21 Melksham Goes Wild grant of £460.00 - scored 12 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the amount of the grant request of £460 be awarded to the Melksham Goes Wild Group.

26/21 Melksham Town Youth Football Club grant of £2,500.00 - scored 17 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that £500 of the grant request be awarded to Melksham Town Youth Football Club and that the Club be asked to apply to the Area Board and for other sports related grants for the remainder.

27/21 Multiple Sclerosis Therapy (Wessex) Ltd grant of £500.00 - scored 19 out of 20 in the criteria.

It was proposed by Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask the Multiple Sclerosis Therapy (Wessex) Ltd to apply to the Area Board's Health and Wellbeing fund for funding.

28/21 Proud Melksham grant of £750.00 - scored 12 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the Proud Melksham Group application be revisited at the next Finance, Administration and Performance Committee

meeting to be held on 20 September 2021, as the criteria for having a bank account was not met.

29/21 West Wilts Model Car Club grant of £1,080.00 - scored 18 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to ask West Wilts Model Car Club what has happened to the subscriptions paid before and during lockdown.

30/21 Wiltshire Bobby Van Trust grant of £500.00 - scored 19 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the grant request of £500 be awarded to the Wiltshire Bobby Van Trust.

31/21 Wiltshire Mind grant of £1,400.00 - scored 18 out of 20 in the criteria.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the grant request of £1,400 be awarded to the Wiltshire Mind Group.

32/21 "Red Circled" Grants

The Town Mayor, Councillor Hubbard, suggested that the Committee consider including small grants applications, that had previously relied on Melksham Town Council grants for core funding, in the Red Circled Grants process.

Members considered asking the Red Circled Grant applicants to submit further information to supplement their current applications by the end of September 2021, to cover a further three-year period.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to forward a proposal to the Full Council meeting to be held on 27 September 2021 for a decision to agree Red Circled Grant Funding for four financial years and to ask the Red Circled grant applicants for additional information in connection with this.

33/21 Performance Monitoring

The Committee agreed to defer discussion regarding performance monitoring of the Council to a later meeting of the Finance, Administration and Performance Committee.

Meeting Closed at: 10.00 pm

Signed:

Dated:

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Melksham Town Council
Monthly Financial Statement 31 July 2021

Cash and Bank Balances:

Co-operative Current Account	353,516	
Assembly General Account	202,131	
Assembly Hall Bar Account	447,459	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	139	
Petty Cash	129	
Bar Float	1,100	
		1,056,409

Debtors (monies owed to council)

H M Customs - Vat recoverable	3,427	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		9,870
		1,066,279

Less: Creditors (monies owed by council)

Suppliers of goods and services	-108	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	17,121	
Events Control	1,829	27,407

Net Cash Available 1,038,872

Represented by:

General Fund

Current Year Surplus	181,009	
Earmarked Reserves Used in year	<u>-604</u>	
	180,405	
Contribution to Earmarked Reserves	<u>1,846</u>	178,559
General Reserve balance at beginning of year		359,836

Earmarked Reserves

Balance at 1st April 2021	485,508	
Plus; Added in Year	<u>0</u>	
	485,508	
Less: Used to Fund Expenditure	<u>-604</u>	486,112

Specific Reserves

Balance at 1st April 2021	12,519	
Plus: Received in Year	<u>1,846</u>	
	14,365	
Less: Used to Fund Expenditure	<u>0</u>	14,365

1,038,872

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Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.05.2021

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10/08/2021

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance and Administration</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	22,500	89,037	269,000	179,963		179,963	33.1%
4021 Stationery & Sundry Office Exp	347	950	1,500	550		550	63.3%
4023 Advertising	618	1,555	1,500	(55)		(55)	103.7%
4024 Equipment/furniture	22	53	2,000	1,947		1,947	2.7%
4026 Photocopying	55	233	1,500	1,267		1,267	15.5%
4027 Telephones and Mobiles	18	553	3,000	2,447		2,447	18.4%
4028 Postage	20	121	300	179		179	40.3%
4029 Subscriptions	7	1,748	3,000	1,252		1,252	58.3%
4040 Information Technology	563	10,745	15,000	4,255		4,255	71.6%
4042 Website and Licences	253	989	1,500	511		511	65.9%
4058 Insurance	545	1,880	8,000	6,120		6,120	23.5%
4061 Travel	0	0	500	500		500	0.0%
4075 Training	348	3,768	4,000	232		232	94.2%
Central Costs :- Indirect Expenditure	25,295	111,632	310,800	199,168	0	199,168	35.9%
Net Expenditure	(25,295)	(111,632)	(310,800)	(199,168)			
<u>110 Corporate Costs</u>							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	459,375	918,750	459,375			50.0%
Corporate Costs :- Income	0	459,375	919,750	460,375			49.9%
4017 Bank account fees	43	261	500	239		239	52.1%
4043 HR consultancy	0	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional Fees	504	574	3,000	2,426		2,426	19.1%
4057 Audit/Year End Costs/Prof.Fees	1,716	3,516	12,000	8,484		8,484	29.3%
4076 Health & Safety	0	25	2,000	1,975		1,975	1.3%
Corporate Costs :- Indirect Expenditure	2,263	7,170	23,500	16,330	0	16,330	30.5%
Net Income over Expenditure	(2,263)	452,205	896,250	444,045			
<u>115 Civic and Democratic</u>							
4030 Town Crier's expenses	0	0	400	400		400	0.0%
4034 Councillors training	771	1,272	2,000	728		728	63.6%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's expenses	0	62	1,000	938		938	6.2%
4085 Civic Ceremony	0	0	2,500	2,500		2,500	0.0%
4311 Remembrance Day	0	(17)	2,000	2,017		2,017	(0.8%)
Civic and Democratic :- Indirect Expenditure	771	1,317	9,900	8,583	0	8,583	13.3%
Net Expenditure	(771)	(1,317)	(9,900)	(8,583)			

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151</u>	<u>Grants</u>							
1050	Grants Received	2,033	6,344	0	(6,344)			0.0%
	Grants :- Income	<u>2,033</u>	<u>6,344</u>	<u>0</u>	<u>(6,344)</u>			
4301	Grants	5,444	5,444	25,000	19,556		19,556	21.8%
4302	Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303	Grant-Young Melksham	0	0	10,000	10,000		10,000	0.0%
4305	Grant Christmas Lights	10,000	10,000	10,000	0		0	100.0%
4306	Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310	Grant Food and River Festival	0	0	3,000	3,000		3,000	0.0%
4317	Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330	Grant TIC	0	0	4,000	4,000		4,000	0.0%
	Grants :- Indirect Expenditure	<u>15,444</u>	<u>15,444</u>	<u>62,500</u>	<u>47,056</u>	<u>0</u>	<u>47,056</u>	<u>24.7%</u>
	Net Income over Expenditure	<u>(13,411)</u>	<u>(9,100)</u>	<u>(62,500)</u>	<u>(53,400)</u>			
	Finance and Administration :- Income	2,033	465,719	919,750	454,031			50.6%
	Expenditure	43,773	135,563	406,700	271,137	0	271,137	33.3%
	Movement to/(from) Gen Reserve	<u>(41,740)</u>	<u>330,156</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

Asset Management**201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1034 Income Town Hall Bookings	0	0	6,500	6,500			0.0%
Town Hall :- Income	0	0	6,500	6,500			0.0%
4100 Gas	0	1,276	3,500	2,224		2,224	36.5%
4101 Electricity	167	723	2,500	1,777		1,777	28.9%
4102 Rates	1,558	4,362	10,000	5,638		5,638	43.6%
4103 Water Rates	750	775	1,500	725		725	51.7%
4104 Window Cleaning	0	535	1,400	865		865	38.2%
4108 Equipment and servicing	309	3,279	8,000	4,721		4,721	41.0%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
4110 Telephone: security alarms	0	0	150	150		150	0.0%
Town Hall :- Indirect Expenditure	2,783	10,951	28,050	17,099	0	17,099	39.0%
Net Income over Expenditure	(2,783)	(10,951)	(21,550)	(10,599)			

202 Environmental Services

1027 Agency Services Re-imbursed	1,480	2,998	3,000	2			99.9%
Environmental Services :- Income	1,480	2,998	3,000	2			99.9%
4000 Salaries ENI & Pension	14,789	76,145	255,000	178,855		178,855	29.9%
4027 Telephones and Mobiles	253	683	1,600	917		917	42.7%
4150 Clothing	34	88	2,000	1,912		1,912	4.4%
4151 Tools	120	124	1,000	876		876	12.4%
4153 Vehicle Running Costs	445	2,487	7,000	4,513		4,513	35.5%
4156 Lease of van	979	5,288	12,000	6,712		6,712	44.1%
4163 Maintenance and Repairs	3,229	4,449	10,000	5,551		5,551	44.5%
4167 Street Furniture	125	162	2,000	1,838		1,838	8.1%
4186 Maintenance of defibrillators	0	770	1,050	280		280	73.3%
4196 Container storage	113	450	1,600	1,150		1,150	28.1%
4915 Equipment-Purchases	923	923	0	(923)		(923)	0.0%
Environmental Services :- Indirect Expenditure	21,009	91,568	293,250	201,682	0	201,682	31.2%
Net Income over Expenditure	(19,530)	(88,571)	(290,250)	(201,679)			

203 Allotments

1045 Income Allotments	20	280	4,700	4,420			6.0%
Allotments :- Income	20	280	4,700	4,420			6.0%
4200 Water Rates - Allotments	298	298	1,700	1,402		1,402	17.5%

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	298	298	2,000	1,702	0	1,702	14.9%
Net Income over Expenditure	(278)	(18)	2,700	2,718			
<u>204 Pavilion</u>							
1046 Income - Pavilion	300	300	3,000	2,700			10.0%
Pavilion :- Income	300	300	3,000	2,700			10.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	80	125	1,100	975		975	11.4%
4254 Water - Pavilion	115	115	200	85		85	57.4%
4255 Fire Security - Pavilion	0	0	500	500		500	0.0%
4256 Maintenance - Pavilion	1,105	1,105	1,000	(105)		(105)	110.5%
Pavilion :- Indirect Expenditure	1,300	1,345	3,000	1,655	0	1,655	44.8%
Net Income over Expenditure	(1,000)	(1,045)	0	1,045			
<u>205 Public Toilets</u>							
1060 Funding for Public Toilets	0	0	6,600	6,600			0.0%
Public Toilets :- Income	0	0	6,600	6,600			0.0%
4180 Running Costs Public Toilets	859	4,507	17,000	12,493		12,493	26.5%
4185 Electricity supply: Toilets	173	772	1,150	378		378	67.1%
Public Toilets :- Indirect Expenditure	1,031	5,279	18,150	12,871	0	12,871	29.1%
Net Income over Expenditure	(1,031)	(5,279)	(11,550)	(6,271)			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	583	2,231	6,900	4,669			32.3%
1042 Income Roundhouse	167	667	1,600	933			41.7%
Corporate Properties :- Income	750	2,897	8,500	5,603			34.1%
4175 Costs Art House Cafe	378	448	500	52		52	89.6%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	378	448	1,000	552	0	552	44.8%
Net Income over Expenditure	372	2,450	7,500	5,051			
<u>215 Depot</u>							
4103 Water Rates	9	9	200	192		192	4.3%
4159 Electric - Unit	392	646	750	104		104	86.1%

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4160 Leasing-Unit at Bowerhill	779	3,117	10,850	7,733		7,733	28.7%
4161 Rates-Unit at Bowerhill	230	915	2,400	1,485		1,485	38.1%
4184 Fire security: Unit	0	34	400	366		366	8.5%
Depot :- Indirect Expenditure	1,410	4,721	14,600	9,879	0	9,879	32.3%
Net Expenditure	(1,410)	(4,721)	(14,600)	(9,879)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,405	1,930	10,000	8,070		8,070	19.3%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	0	298	5,000	4,702		4,702	6.0%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4193 Rospa checks: Play areas	0	0	1,050	1,050		1,050	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	1,405	2,228	23,050	20,822	0	20,822	9.7%
Net Expenditure	(1,405)	(2,228)	(23,050)	(20,822)			
221 King George V Park							
4199 Splash & Play Running Costs	903	2,234	10,000	7,766		7,766	22.3%
King George V Park :- Indirect Expenditure	903	2,234	10,000	7,766	0	7,766	22.3%
Net Expenditure	(903)	(2,234)	(10,000)	(7,766)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	204	627	1,000	373			62.7%
Economic Dev. and Planning :- Income	204	627	1,000	373			62.7%
4080 Melksham in Bloom Competition	0	0	500	500		500	0.0%
4308 CCTV	0	0	2,500	2,500		2,500	0.0%
4309 Newsletter	0	0	4,000	4,000		4,000	0.0%
4312 Shurnhold Fields	0	50	0	(50)		(50)	0.0%
4327 Community Development Support	0	0	750	750		750	0.0%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	32	46	1,500	1,454		1,454	3.1%
4356 Highways projects CATG	0	0	6,000	6,000		6,000	0.0%
4922 Publicity and Marketing	0	0	1,000	1,000		1,000	0.0%
4925 Town Development	0	4,915	6,500	1,585		1,585	75.6%
Economic Dev. and Planning :- Indirect Expenditure	32	5,011	23,750	18,739	0	18,739	21.1%
Net Income over Expenditure	172	(4,384)	(22,750)	(18,366)			

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
405 Solar Farm Projects							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>			<u>0.0%</u>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	<u>0</u>	<u>40,000</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Asset Management :- Income	2,754	7,103	73,300	66,197			9.7%
Expenditure	30,550	124,082	456,850	332,768	0	332,768	27.2%
Movement to/(from) Gen Reserve	<u>(27,796)</u>	<u>(116,980)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
1050 Grants Received	0	1,197	0	(1,197)			0.0%
Projects :- Income	0	1,197	0	(1,197)			
4071 Town Floral Displays	0	39	10,000	9,961		9,961	0.4%
4074 Neighbourhood Plan	2,193	2,193	5,000	2,808		2,808	43.9%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Town Team project	0	0	5,000	5,000		5,000	0.0%
4304 Christmas Tree	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	2,193	2,232	22,200	19,968	0	19,968	10.1%
Net Income over Expenditure	(2,193)	(1,035)	(22,200)	(21,165)			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional Fees	0	1,329	0	(1,329)		(1,329)	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	1,329	0	(1,329)	0	(1,329)	
Net Expenditure	0	(1,329)	0	1,329			
Community Development :- Income	0	1,197	0	(1,197)			0.0%
Expenditure	2,193	3,561	22,200	18,639	0	18,639	16.0%
Movement to/(from) Gen Reserve	(2,193)	(2,364)					

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	324	1,158	20,000	18,842			5.8%
1050 Grants Received	0	6,420	0	(6,420)			0.0%
Assembly Hall Central Costs :- Income	324	7,578	20,000	12,422			37.9%
4000 Salaries ENI & Pension	8,216	32,865	103,000	70,135		70,135	31.9%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	66	232	1,500	1,268		1,268	15.4%
4909 Licences	0	180	3,500	3,320		3,320	5.1%
4911 Electricity	0	0	12,000	12,000		12,000	0.0%
4912 Gas	10	40	500	460		460	7.9%
4913 Water	319	1,161	2,000	839		839	58.1%
4914 Rates	861	3,442	9,000	5,558		5,558	38.2%
4916 Maintenance-Equipment	0	0	3,000	3,000		3,000	0.0%
4917 Service Contracts	263	1,243	7,000	5,757		5,757	17.8%
4918 Maintenance-General	0	25	500	475		475	5.1%
4922 Publicity and Marketing	0	0	2,000	2,000		2,000	0.0%
4923 Cash register/bar phone	111	402	1,400	998		998	28.7%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	59	281	1,000	719		719	28.1%
Assembly Hall Central Costs :- Indirect Expenditure	9,906	39,870	147,500	107,630	0	107,630	27.0%
Net Income over Expenditure	(9,583)	(32,293)	(127,500)	(95,207)			
510 Assembly Hall Events							
1004 Film shows	0	0	500	500			0.0%
Assembly Hall Events :- Income	0	0	500	500			0.0%
4919 Films: expenses and contract	2	2	500	498		498	0.3%
Assembly Hall Events :- Indirect Expenditure	2	2	500	498	0	498	0.3%
Net Income over Expenditure	(2)	(2)	0	2			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	636	636	20,000	19,364			3.2%
Assembly Hall Bar and Catering :- Income	636	636	20,000	19,364			3.2%
4903 Assembly Hall Bar expenditure	593	593	10,000	9,407		9,407	5.9%
Assembly Hall Bar and Catering :- Indirect Expenditure	593	593	10,000	9,407	0	9,407	5.9%
Net Income over Expenditure	43	43	10,000	9,957			

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	960	8,214	40,500	32,286			20.3%
Expenditure	10,501	40,465	158,000	117,535	0	117,535	25.6%
Movement to/(from) Gen Reserve	(9,542)	(32,252)					

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	1,846	0	(1,846)			0.0%
Earmarked Reserves :- Income	<u>0</u>	<u>1,846</u>	<u>0</u>	<u>(1,846)</u>			
9202 Unplanned Maintenance	0	0	65,780	65,780		65,780	0.0%
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	10,830	10,830		10,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	6,837	6,837		6,837	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	11,632	11,632		11,632	0.0%
9244 Major Projects Reserve	0	(604)	299,900	300,504		300,504	(0.2%)
9245 Solar Money	0	0	13,123	13,123		13,123	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	14,365	14,365		14,365	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>(604)</u>	<u>499,872</u>	<u>500,476</u>	<u>0</u>	<u>500,476</u>	<u>(0.1%)</u>
Net Income over Expenditure	<u>0</u>	<u>2,450</u>	<u>(499,872)</u>	<u>(502,322)</u>			
Earmarked Reserves :- Income	0	1,846	0	(1,846)			0.0%
Expenditure	0	(604)	499,872	500,476	0	500,476	(0.1%)
Movement to/(from) Gen Reserve	<u>0</u>	<u>2,450</u>					
Grand Totals:- Income	5,746	484,079	1,033,550	549,471			46.8%
Expenditure	87,016	303,067	1,543,622	1,240,555	0	1,240,555	19.6%
Net Income over Expenditure	<u>(81,270)</u>	<u>181,012</u>	<u>(510,072)</u>	<u>(691,084)</u>			
Movement to/(from) Gen Reserve	<u>(81,270)</u>	<u>181,012</u>					

MELKSHAM TOWN COUNCIL GRANT APPLICATIONS SEPTEMBER 2021																				ELIGIBILITY										DATA FROM JUNE					
Organisation Name	Type of Grant	What the Grant is For	Total beneficiaries	Melksham Town beneficiaries	Own bank account, with two signatories	At least 3 members on its management committee	Is the project of benefit to Melksham?	Evidence of benefit to Melksham?	Match funding/ other sources of funding?	Not a private org or business	Not an upward funder	Not for an individual or religious/political	Not for running costs, evidence of sustainability	ACCOUNTS	BANK STATEMENT	CONSTITUTION	SAFEGUARDING	EQUAL OPPORTUNITIES	SCORE OUT OF 20	September GRANT REQUESTED	Whole project cost	% of project requested	Grant per Melksham benefciary	GRANT REQUESTED IN JUNE	RESOLVED AT FINANCE AND ADMIN IN JUNE	NOTES FROM JUNE MEETING	SEPTEMBER UPDATE								
RETURNING APPLICATIONS FROM JUNE																																			
AFC Melksham Disabled Football Club	S	Melksham Oak hire		36	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18.0	£ 250.00	£ 780.00	32%	£7	£ 250.00	zero	Ask them to apply to area board for capital funding but if it comes back to TC we would consider it	UPDATE: Previous application was for capital funding (footballs) and this one is for Hall Hire							
Melksham 60+ Club	S	Restart the club after Covid - day centre, day trips and transport costs		50	1	1	1	1	1	1	1	1	1	1	1	1	1	1	14.0	£ 250.00	£ 500.00	50%	£5	£ 500.00	£ 250.00	Suggest half of it now and come back later if it's going well.	UPDATE: Club now open and getting 30 to 40 attending. Moving to Queensway chapel Costs occurred with move and re stocking . Extra funds would help cushion initial costs incurred during closure								
Melksham Community Meals	H	Hall hire for 3 sundays to restart Community Meals	162	102	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20.0	£ 327.00	£ 490.50	67%	£3	£ 490.50	£ 163.50	Agree to September date and bring back to September meeting to decide about the next two.	UPDATE: due to oven replacement the kitchen wasn't ready for September. They will start in October instead: 3rd October, 31st October and 5th December, 12pm - 2pm.								
NEW APPLICATIONS IN SEPTEMBER																																			
Age UK Wiltshire	S	Fitness and Friendship Club in Bowerhill Village Hall - Hall Hire, transport, Jamma de Samba	20	12	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0	£ 920.00	£ 4,125.00	22%	£77												
Alzheimer's Support Wiltshire	S	Movement for the Mind sessions - specialist instructor and support staff	250	200	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0	£1,564.50	£ 3,334.50	47%	£8												
2385 Squadron ATC (Cadets)	S	Walkie talkie radio base station for our minibus, new badges for cadets	1000	500	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0	£ 450.00	£ 450.00	100%	£1												
Dorothy House	S	Set up costs for 12 months: staff costs, printing, room hire	96	48	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0	£ 1,442.00	£ 2,884.00	50%	£30												
Melksham Bloomers	S	Community garden plants	6400	3400	1		1	1	1	1	1	1	1	1	1	1	1	1	17.0	£ 2,500.00	£ 17,826.00	14%	£1												
Melksham Cricket Club	S	Astroturf	200	100	1	1	1	1		1	1	1	1	1	1	1	1	1	16.0	£ 2,500.00	£ 11,478.00	22%	£25												
Melksham Goes Wild	H	Wilding event in Assembly Hall on 6 November		?		1	1	1		1	1	1	1	1	1	1	1	1	13.5	£ 182.00	£ 197.00	92%													
Read Easy North and West Wiltshire	S	Training, travel, specialist books & materials, print, post, professional fees		6	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18.0	£ 500.00	£ 3,000.00	17%	£83												
Transwilt	S	Defibrillator		?	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20.0	£ 1,150.00	£ 2,300.00	50%													
Wiltshire Sight	S	Run a sight loss community hub - advisor, venue hire, travel, marketing, overheads	70	40	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0	£ 543.00	£ 1,086.00	50%	£14												

Notes on Grant Application scoring matrix
Scores are a guide, based on the questions in the application form
a score of 1 denotes compliance, 0 is non-compliance.
Blue text is a Hall Hire application

Budget for quarter 2	£6,250
TOTAL REGULAR GRANT APPLICATIONS	£12,579
OVERSPEND	-£6,329

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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	X
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

AFC MELKSHAM DISABLED FOOTBALL CLUB

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

3. ABOUT YOUR ORGANISATION

Does your organisation:

	Yes/
Have its own bank account, with two unrelated signatories?	_____
Have at least three members on its management committee?	yes _____
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	yes _____

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

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

5. THE PROJECT

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.

WEEKLY COACHING OF DISABLED PEOPLE FOOTBALL 2 ADULT (OVER16) AND ONE UNDER 16

FA AFFILIATED ALL PLAYERS REGISTERED

PUBLIC LIABILITY PAID VIA WFA

BLUEFIN (MARCH)PLAYER INSURANCE

DBS FA COACHES

WELFARE OFFICER

PLAYER S AND CLUB AFFILIATED TO WFA

WE ARE A FA STANDARD CHARTERED CLUB AND THEN ANNUAL CHECKS DONE BY WFA

How will this benefit the community or people of melksham?

NO OTHER WEEKLY DISABLED FOOTBALL CLUBS

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

MANY YEARS STANDINGAND A CONTINUED REFRESHING OF PEOPLE

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

REMOVAL OF A CLUB SO NO DISABLED FOOTBALL IN MELKSHAM

6. BENEFICIARIES

How many people in total will benefit from this grant?

18PLUS CARERS AND
PARENTS SOME 1
8 MORE

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

ALL

Please explain how you calculated the number of Melksham beneficiaries.

SIGNED ON TO WFA DISABLED LEAGUE AND WEEKLY

ATTENDANCE

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1250 PA plus

equipment costs as when need replacing

Breakdown attached separate

GRANT AID REQUESTED FROM MTC £250

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

Nil free to disabled players

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

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

Item	Amount
Melksham Oak indoor gym hire (part of £780 hire charges -£28 a week)	£250
	£
	£
	£
	£
	£
	£
Total	£250

How else are you funding your project?

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

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

Source	£	Confirmed?
mwpc	£250	No as yet
Almshouse	£250	Dec21
Knorre Bremse	£500	confirmed
MELSHAM TOWN Council	£250	This grant tbc
	£	
	£	
Total	£1250	

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

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £1250

TOTAL EXPENDITURE £

BALANCE AT YEAR END £ 2111

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

COVID MENT UNABLE TO OPERATATE 18 MONTHS BUT NOW HAVE 3 TEAMA AS WAS TWO

9. ELEGIBILITY**YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

NO

5. Is the funding for Loans or interest payments?

NO

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	NO
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. Has the project that you want the funding for already happened?	LONG RUNNING
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	Gym hire
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	no
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contactn/a.....) / Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / /Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. <input type="checkbox"/> All provided# 	
12. DECLARATIONS	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	
<p>Declaration:</p> <p>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.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/we declare that we have included all the requested information.</p> <p>I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s)_____Date: 23/06/2021_____</p>	



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	<input checked="" type="checkbox"/>
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

MELKSHAM 60+ CLUB

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

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ ☒

Have its own bank account, with two unrelated signatories?

Have at least three members on its management committee?

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

☒ ☒ ☒

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

N.

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

WEEKLY social event with
ADVICE, catch up and TIPS and SPECIAL TEA BISCUITS
EVENTS.

5. THE PROJECT

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.

CLUBS BEEN CLOSED DUE TO COVID
CANT WOULD HELP RE-START
WILL NEED NEW BUSINESS & TEE STOCK
AND OTHER COSTS INVOLVED WITH START
ALSO SUBSIDISE PAY TRIPS & COMMUNIT BUS

How will this benefit the community or people of Melksham?

MEMBERS HAVE MISSED WEEKLY MEETINGS
CLUB BEEN GOING OVER 70 YEARS
THAT HAVE PROVIDED WERE NEEDED.
GREAT CHANCE TO MEET OTHER SENIORS
AND HAVE A ONE OF A KIND

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

70+ YEARS OF PROVIDING CLUB
CLUB HAS GREAT HISTORY

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

AT ABOVE

6. BENEFICIARIES

How many people in total will benefit from this grant?

60+

How many of the beneficiaries are residents of Melksham Town?

50+

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

FROM MEMBERSHIP LIST
AS AT 20/12/2020

BEFORE HAVING TO CLOSE
DUE TO COVID

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 500

GRANT AID REQUESTED FROM MTC £ 500

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

£3 YEAR MEMBERSHIP
£1.50 A WEEK SUBS

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

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

Item	Amount
disrupt area restock	£ 100
community bus subsidy	£ 200
day trip subsidy	£ 200
	£
	£
	£
Total	£ 500

How else are you funding your project?

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

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

Source	£	Confirmed?
	£	
	£	
None	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 30/4/2021

TOTAL GROSS INCOME £ 0 TOTAL EXPENDITURE £ 796

BALANCE AT YEAR END £ -796 SAVINGS (RESERVES, CASH, INVESTMENTS) £ 1,800

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

unknown expenditure

9. ELIGIBILITY**YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?
5. Is the funding for Loans or interest payments?
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?
8. Has the project that you want the funding for already happened?

N

N

N

N

N

N

N

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p>	
<p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p>	
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p>	
<p>10. CHECKLIST</p>	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Any other documentation you feel may help in assessing your application.</p>	
<p>11. BANK DETAILS</p>	
<p>Name of Account: Account number: Sort Code: - -</p>	
<p>12. DECLARATIONS</p>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: _____</p>	

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	
Room Hire Grant	✓

1. ORGANISATION/GROUP'S NAME

MELKSHAM COMMUNITY MEALS

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

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

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

YES

Are you a registered charity? ~~Yes~~ (No) If so, please give your charity number:

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

Please circle the categories that best describe your organisation?

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

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The objects of the company are to carry on activities which benefit the community and in particular to ensure that every local resident is able to participate with a particular focus on the lonely isolated and vulnerable members of the community

5. THE PROJECT

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.

TO HELP WITH THE RESTART OF MELKSHAM COMMUNITY MEALS.

TO ESTABLISH USERS COMING BACK

TO BUY NEW STOCK. STOCK ~~AT~~ GOING OUT OF DATE WAS PASSED TO FOOD BANK BEFORE EXPIRED. CARD MACHINE

How will this benefit the community or people of melksham?

ENCOURAGE PEOPLE TO GET BACK OUT THERE AFTER THE PANDEMIC. OUR USERS HAVE BEEN MISSING THE SOCIAL SIDE OF THE MEALS AS HAVE OUR VOLUNTEERS. FAMILIES OF USERS AND VOLUNTEERS ALSO BENEFIT THEIR PARENTS HAVE SOMEWHERE TO GO.

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

EVERYONE HAS BEEN MISSING THE MEALS SO MUCH DURING THE PANDEMIC. WHEN DELIVERING THE SURPRISE ICEP IN TOUCH BAGS EVERYONE ASKING WHEN WE CAN START AGAIN!

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

SOME OF OUR USERS HAVE NOT SOCIALIZED BECAUSE OF THE PANDEMIC. THEY NEED A REASON TO GET BACK OUT THERE AND I THINK THE MEALS COULD BE JUST SUCH A REASON. AN ADVERSE EFFECT OF THE PROJECT NOT GOING AHEAD COULD BE FURTHER DECLINE IN THEIR HEALTH + WELL BEING

6. BENEFICIARIES

How many people in total will benefit from this grant?	DIRECT USERS + VOL INDIRECT FAMILIES	112. 50.
--	---	-------------

How many of the beneficiaries are residents of Melksham Town?	102
---	-----

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

SURPRISE DELIVERIES 100.	LESS 12 BOWERHILL	
1 ATHWORTH 1 BOWWACRE 4 SEMINGTON		82.
VOLUNTEERS MELKSHAM		10.
INDIRECT FAMILIES KNOWN TO LIVE IN MELKSHAM (PROBABLY MORE)		10
		<u>102</u>

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ START UP. 1500.	GRANT AID REQUESTED FROM MTC £ RENT FOR 1st Sunday in Sept 21 Oct 21 Nov 21.
--	--

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

CHARGES FOR MEALS SUNDAY LUNCH START 6.95

ALSO LOOKING TO OFFER SUBSIDIES MEALS TO SOME OF THOSE STRUGGLING & USING FOOD BANK.

Amount
£
£
£
£
£
£
£
£
Total £

How else are you funding your project?

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

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

Source	£	Confirmed?
ASDA - USED FOR KEEP IN TOUCH BAGS	£ 700	YES
ECOSURETY LTD	£ 250	YES
CO-OP. RESTRICTED 2467.31	£ 2859.02	YES
CO-OP USED FOR KEEP IN TOUCH. BAL	£	
	£	
VOLUNTEERS. EST PER SESSION.	£ 125.	
Total	£	

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

ACCOUNT YEAR ENDING: 15/14/20.

TOTAL GROSS INCOME £ 32438.60 TOTAL EXPENDITURE £ 33171.56

BALANCE AT YEAR END £ 6858.71 SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

30/4/21 Reserves. Restricted £2467.31. Redundancy Reserve 1000
unrestricted £4069.39

9. ELEGIBILITY

	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No.
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? WAS ORIGINALLY RUN BY WILTS COUNCIL TAKEN OVER FEB 19	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No

8. Has the project that you want the funding for already happened? PRE PANDEMIC YES

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

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

RENT RUNNING COST TO HELP GET ESTABLISHED AFTER PANDEMIC, FUTURE RENT FROM TAKINGS.

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

NO. RENT OF HALL FOR 1ST SUNDAY IN SEPT. 21 OCT. 21 NOV. 21

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact)/ No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact)/ No/Not applicable

10. CHECKLIST

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

A copy of your most recent accounts

Your most recent bank account statement & details of any other investments/savings;

A copy of your constitution / terms of reference / set of rules;

A copy of your safeguarding policy if your group works with vulnerable adults, or children;

A copy of your adopted equal opportunities policy or statement

Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s)

Date: 23.6.21

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	X
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

2385 (Melksham) Squadron ATC

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Yes – Air Training Corps

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

- To promote and encourage among young people a practical interest in aviation and the Royal Air Force.
- To provide training which will be useful in the Services and civilian life.
- To foster the spirit of adventure and develop qualities of leadership and good citizenship.

Directly benefits young people aged 12-20.

Indirectly benefits the wider community as Melksham Squadron is actively involved in community activities and projects.

5. THE PROJECT

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.

1. A “walkie talkie” radio base station for our minibus. This will enable the bus to be used as a mobile base station on our events.
2. A small amount of money to support purchasing of new badges for the cadets

How will this benefit the community or people of melksham?

Enables additional and greater cadet activities.
Supports the Sqns events.

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

Recent activities have highlighted the need for the equipment.

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

None. But it wont be a benefit delivered.

6. BENEFICIARIES

How many people in total will benefit from this grant?

50 immediately
1000+ over life of
equipment.

How many of the beneficiaries are residents of Melksham Town?

50%

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

Based on postcodes of cadets.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £450.00

GRANT AID REQUESTED FROM MTC £450.00

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

We charge £12.00 per month. No changes planned.

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

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

Item	Amount
Vehicle radio	£250
Vehicle radio antenna	£100
	£
Badges for cadets	£100
Total	£450.00

How else are you funding your project?

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

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

Source	£	Confirmed?
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 /03 / 2021

TOTAL GROSS INCOME £ 14550.60

TOTAL EXPENDITURE £15927.77

BALANCE AT YEAR END £16045.02 SAVINGS (RESERVES, CASH, INVESTMENTS) £14950.08

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

1. Reserve funds of £3000.00 for emergency.
2. Allocated grant expenditure from other grants (Heritage Lottery Fund being the vast majority).

9. ELEGIBILITY**YES/NO**

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

8. Has the project that you want the funding for already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (name of contact) / No/**Not applicable**

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact) / No/**Not applicable**

10. CHECKLIST

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

- ☐ **YES** A copy of your most recent accounts
- ☐ **YES** Your most recent bank account statement & details of any other investments/savings;
- ☐ **YES** A copy of your constitution / terms of reference / set of rules;
- ☐ **YES** A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ **YES** A copy of your adopted equal opportunities policy or statement
- ☐ **YES** Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: 2385 (Melksham) Squadron Air Training Corps

Account number

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) _____ Date: ____ 03/09/2021 ____



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	✓
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Age UK Wiltshire

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

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? Yes: If so, please give your charity number: CRN 800912

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

Age UK Wiltshire is a Branch Partner of Age UK National – but receives no funding from the national charity.

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Age UK Wiltshire is a small, independent charity, entirely responsible for our own funding to deliver a range of services, designed to promote the physical, mental and emotional resilience of our clients. With research indicating that the primary concerns experienced by older people relate to becoming dependent, experiencing isolation and loneliness, financial insecurity and/or health issues, a holistic approach underpins the delivery of our work, to ensure our clients are well-equipped for and can readily access help to cope with the challenges of later life. In the last year, we have provided practical and emotional support to nearly 100 older residents of Melksham, via our information and advice line, our wellbeing and telephone befriending programmes, our fitness and friendship clubs and our Meals Plus scheme, or Home from

Hospital service, contributing meaningfully and positively to their quality of life - and we anticipate significant demand for our work as the community re-adjusts to “normal” life.

5. THE PROJECT

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.

Age UK Wiltshire’s funding request to Melksham Town Council relates to the delivery of our Fitness and Friendship Club in Melksham, which was relaunched in July. Taking place on a fortnightly basis, in Bowerhill Village Hall, the volunteer-led Club, which prior to the pandemic had over 25 members, provides an opportunity for older residents of Melksham to combine participation in low intensity and carefully planned exercise programmes, with time to enjoy the company of others.

However, with some apprehension from our community re returning to the Clubs, reflecting the findings of research by Age UK National which revealed that over one third of older people feel “less motivated to do the things they used to enjoy”, we recognise the need to support and encourage attendance at the sessions.

Whilst the provision of transport to the venue and venue hire costs form part of our request, we intend to use opportunity to participate in an exciting “Jamma de Samba” percussion workshop to attract returning and new members back to the Clubs – and would be very grateful if Melksham Town Council would consider funding this initiative.

How will this benefit the community or people of melksham?

By providing opportunity to address issues associated with sedentary lifestyles, health conditions, weight etc, and alleviate isolation and loneliness, participants in our Melksham Fitness and Friendship Club, who can self-refer or be referred (with the consent of the individual involved) access the programme on the basis of addressing a variety of physical, mental and emotional needs.

Whilst initial participation in some low intensity and easily manageable exercise routines, tailored to individual capabilities, including Tai Chi and chair-based exercises, followed by group games and competitions, aims to promote mobility, maintain joint and muscle function and increase core strength and balance, the positive impact of physical activity on cognitive function, in terms of thinking skills and memory performance, and alleviation of concerns re falling, significantly contributes to the ability of members to maintain choice and control over their lives.

With the focus of the groups as much on social interaction as exercise, time for a cup of tea and meaningful chat with others forms an essential part of the sessions, allowing participants, who often live alone and lack opportunity for social interaction, to enjoy a sense of community and friendship.

Whilst the use of a “Wellbeing Compass” to measure and capture the impact of the programme, records self-perceived measures of members’ feelings of independence, choice and control, connectedness, resilience and general wellbeing, at regular intervals, feedback from clients is gathered regularly and references the benefits of “improved movement”, the “company” of others, and the increased confidence and self-esteem of participants.

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

With people over 65 currently accounting for almost a quarter of the population in Melksham (with the proportion over 85 expected to double in the next ten years), data showing that less than half of older people

in Wiltshire have the amount of social contact they would like highlights the need for opportunities for community participation.

With hospital admissions data revealing that Melksham has a higher rate of older people needing medical treatment, due to falls (reflecting mobility and/or core muscle strength issues), endorsing the need for physical exercise opportunities, Age UK's Wiltshire's vision and collaborative approach reflects recognition of the consequence of an ageing population on social care services and the NHS.

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

With the prioritisation of the relaunch of Age UK Wiltshire's Fitness and Friendship Clubs reflecting research by Age UK National, revealing that for older people, day to day life has become "crushingly hard" as a result of the pandemic, the adverse impact on the community of the suspension of these opportunities would be significant.

With the ability of older people in Melksham to access the benefits of exercise and opportunity to enjoy spending time with others significantly contributing to their ability to stay healthy and well, remain independent and maintain a sense of social connection, the focus of the Clubs on responding to the increasingly complex issues associated with the imposition of restrictions over the last year, reflects our commitment to responding to the current needs of our clients.

With data showing over one third of older people reporting feeling more anxious since the start of the pandemic, with many less confident leaving their homes; over one quarter revealing they are unable to walk as far as they used to, many of whom feel "less steady on their feet" and at increased risk of falling; and one in five having problems remembering things; the need for support remains essential.

6. BENEFICIARIES

How many people in total will benefit from this grant?

20 + on basis build on 14 current attendees.

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map as an indication of the Melksham Town boundary

12 of current attendees are residents of Melksham Town – with the remainder from Bower Hill.

Please explain how you calculated the number of Melksham beneficiaries.

Numbers based on previous Club attendance figures.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT
£4,125 – Melksham Fitness and Friendship Club (including room hire, transport, refreshments, volunteer expenses, proportion of salary cost (senior project worker), supervision, training, "Jamma de Samba" session, IT requirements and core contribution.

GRANT AID REQUESTED FROM MTC
£920

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

Members pay £5.00 to attend sessions, which last for 2 hours and incorporate guided exercise programmes, refreshments and time to spend chatting with friends.

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

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

Item	Amount
Hire of Bowerhill Village Hall – 13 x sessions @ £40.00 per session	£520
Cost of providing transport for residents of Melksham to Bowerhill	£100
Cost of providing a Jamma de Samba session	£300
	£
	£
	£
	£
Total	£920

How else are you funding your project?

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

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

Source	£	Confirmed?
Wiltshire Community Foundation – funding to meet the costs associated with relaunch of Melksham Fitness and Friendship Club (total funding £10,035 – across 6 Clubs)	£1,672	Y
Tackling Inequalities Fund – Sport England – funding to meet the costs associated with relaunch of Melksham Fitness and Friendship Club (total funding £5,926 – across 6 Clubs – to include update of IT equipment).	£987	Y
	£	
	£	
	£	
	£	
Total	£2,659	

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

ACCOUNT YEAR ENDING: 31 /03 /20

TOTAL GROSS INCOME £902,347

TOTAL EXPENDITURE £848,404

BALANCE AT YEAR END £53,943

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

Age UK Wiltshire maintains a reserve to protect our service users from any interruption to our service delivery, in the event of a financial shortfall.

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

No

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

No

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

No

5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. Once the Clubs are up and running at pre-pandemic levels, it is intended they be self-sufficient in terms of the core costs (rent) associated with each venue. The salary of the Senior Project Worker who co-ordinates all the Clubs has, to date, been funded by The Wiltshire and Swindon Sport Partnership.	Yes
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Any other documentation you feel may help in assessing your application.</p>	
12. DECLARATIONS	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	
<p>Declaration:</p> <p>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.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/we declare that we have included all the requested information.</p> <p>I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p>	
Signature of applicant(s) Date: 06.09.21	



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	X
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Alzheimer's Support

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

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? Yes: If so, please give your charity number: 1048314

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Alzheimer's Support is Wiltshire's homegrown dementia charity. Founded in a tiny office 30 years ago, it has grown to provide support to people living in their own homes across the county. Truly person-centred care is at the heart of everything we do. We support people living with all types of dementia and their family carers, reducing loneliness, creating connections and enabling people to lead active, productive and meaningful lives. Alzheimer's Support runs 3 day clubs, 1:1 home support, 40+ community activity groups include Music and Movement for the Mind, memory cafes, art groups, discussion groups, nature and gardening groups - all designed to keep minds and bodies active and reduce isolation. We also support carers and run training courses.

In Melksham, we currently run fortnightly Movement for the Mind sessions at Bowerhill Village Hall on alternate Wednesdays. We have also previously run our popular Memory Cafe' in the town but the original venue is currently unavailable to us.

5. THE PROJECT

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.

Our “Movement for the Mind” project provides activity sessions blending exercise, reminiscence and fun, helping people regain confidence, providing a social outing and helping to stimulate brain function.

Our Melksham Movement for the Mind group meet fortnightly at Bowerhill Village Hall for gentle exercise to music in a supportive and friendly group setting. The groups were started in response to research showing the benefits of physical activity to people with memory and cognitive problems. Each session offers gentle, regular exercise, which supports mobility and co-ordination, improves memory and cognitive skills and relieves stress and anxiety. Carers will also be able to attend as they too can benefit from the chance to de-stress in a warm friendly environment.

Our facilitators include dance therapists, fitness coaches and physiotherapists who are specialists in their field and trained in dementia awareness. Sessions start with a gentle warm-up before moving on to the main activity. Everyone is encouraged to do as much or little as they feel able to and you do not have to be 'super-fit' to take part. People with restricted mobility and wheelchair users are welcome. The exercise lasts for about an hour and at the end of the session refreshments are served during a social half hour before the group closes.

As one of our Therapists puts it: 'You can see the people's mood change as they go through the session. Their confidence grows as if they are saying to themselves 'I can do this'. What matters to me is that the members have come out, done some exercise in a social setting and they go away feeling great.' And one of our carers notes that “They are a wonderful activity for anyone living with dementia/Alzheimers and you should all be super proud of the work you do. I'm very grateful for all the sessions my grampie attended, they certainly helped him. Thank you all.”

How will this benefit the community or people of melksham?

The mixture of physical stimulation and heightened social interaction will not only improve physical and cognitive well-being but will also help overcome social isolation and give our clients a sense of belonging by becoming part of a wider group. This in turn will enhance and strengthen the wider Melksham community by actively supporting those local people living with dementia and their family carers allowing them to achieve their full potential whilst living with dementia. Furthermore, based on previous experience attending our community-based services such as Movement for the Mind is also often the entry point for people with dementia and their carers to access further services such as our Home Support Service and allied support. Movement for the Mind is not therefore just a stand-alone activity but rather forms part of a network of non-statutory services that stretch across Wiltshire. Movement for the Mind in Melksham can be seen as a support multiplier that can ultimately provide far more than just physical exercise and a friendly chat important as those are and thereby strengthen the overall health and well-being of the town and surrounding area.

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

As the Council will no doubt remember from their previous very generous support, Melksham was the first Movement for the Mind group to start and since 2011 has been led by a varied team of talented instructors who take it in turns to lead the group on a rota. For 2021, we are bringing in a new Movement instructor who will focus on exercise-style movements to complement our existing dance-based itinerary. The feedback we have received from our members and their carers has been hugely positive:

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

We are the sole county-wide provider of services for older people with dementia and their carers. Judging by the feedback we have received from our existing members, Melksham residents living with dementia would definitely lose out if this service were unable to continue.

How many of the beneficiaries are residents of Melksham Town?		80%+																								
Please use the attached map as an indication of the Melksham Town boundary																										
Please explain how you calculated the number of Melksham beneficiaries.																										
<p>These are calculated on contact details given (esp. postcodes). Also, although we seek to provide a service of one sort or another within 5 miles of anyone living in Wiltshire, the central Wiltshire/Melksham area is particularly well-served, with day clubs active in the adjoining towns of Trowbridge and Devizes and a variety of activities running in Westbury and Corsham. As a result, our Melksham services tend to attract a very local clientele by default as those further away have other, closer options available to them.</p>																										
7. FINANCIAL INFORMATION																										
ESTIMATED TOTAL COST OF PROJECT £3,334.50		GRANT AID REQUESTED FROM MTC £1,564.50																								
What are your current/planned subs/fees/charges?																										
<p>We charge a fee of £1 per person, per session. We deliberately keep the fees low to keep this service accessible to all, even those on the lowest (fixed) income. We also have an active fundraising campaign to generate income from (amongst others) local Area Boards, businesses and grant-makers.</p>																										
How will you spend the grant money you are applying for?																										
Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.																										
<table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Specialist Movement Instructor @ £45 per session x24 sessions</td> <td>£1,080.00</td> </tr> <tr> <td>Specialist Dementia Support Staff x2 @ £9.69 per session x25 sessions</td> <td>£484.50</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td>Total</td> <td>£1,564.50</td> </tr> </tbody> </table>		Item	Amount	Specialist Movement Instructor @ £45 per session x24 sessions	£1,080.00	Specialist Dementia Support Staff x2 @ £9.69 per session x25 sessions	£484.50		£		£		£		£	Total	£1,564.50									
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8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 /03 /2020

TOTAL GROSS INCOME £ 1,969,528

TOTAL EXPENDITURE £1,936,001

BALANCE AT YEAR END £33,527

SAVINGS (RESERVES, CASH, INVESTMENTS) £146,454**

** Representing unrestricted reserves

The charity decided that a key aim of FY 2020 post Covid-19 should be to increase its free reserves to equal a minimum of 3 months operating costs in line with standard business practices and Charities SORP. As a result, the charity is prioritising building up its free reserves to once again meet this minimum level and thereby safeguard the wider programme of work carried out by the charity in Melksham and across Wiltshire as the sole county-wide provider of services for older people with dementia and their carers.

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

9. ELEGIBILITY**YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

NO

5. Is the funding for Loans or interest payments?

NO

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

NO

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

NO

8. Has the project that you want the funding for already happened?

NO

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

NO

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

Is the grant requested (for a Regular Grant) more than £2500?

NO

If so, please explain the exceptional circumstances.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact)

10. CHECKLIST

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

- ☒ A copy of your most recent accounts
- ☒ Your most recent bank account statement & details of any other investments/savings;
- ☒ A copy of your constitution / terms of reference / set of rules;
- ☒ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☒ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application – **N/A**.

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) _____ Date: __06/096/2021_____

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	x
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Dorothy House Hospice Care

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

Are you a registered charity? Yes If so, please give your charity number: 275745

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Dorothy House's aim is to provide outstanding palliative and end of life care to patients with life-limiting illnesses, and to help them and their families to live each day to the full.

Our specialist teams give patients medical and nursing care, as well as much needed psychological, social, spiritual and practical support. We help patients cope with challenges faced throughout their illness and support them to have a

peaceful death. We also offer emotional, psychological and practical support to patients' families and carers both pre and post-bereavement.

Our services include an Inpatient Unit, Community Nurse Specialists, Hospice at Home, Day Patient Services, Therapies (including Physiotherapy, Occupational Therapy, Complementary Therapy, Creative Therapy), Psychological Support, Family Support, Bereavement Support, Peer Support groups, a 24 Hour Advice Line and a pioneering Research and Education Programme.

All services are provided free of charge whenever and wherever they are needed; in patients' homes, online, at our main Hospice in Winsley or out in the community. Over 3000 people receive our care each year across Bath and North East Somerset, and parts of Wiltshire and Somerset.

The residents of Melksham are able to access Dorothy House's entire range of services. In 20/21, 140 patients and their families in the Melksham area (residents registered at either Giffords Primary Care Centre or the Spa Medical Centre) were cared for and support by Dorothy House. This includes 22 people who were cared for on our Inpatient Unit, 29 people who received Hospice at Home care at the end of their life, and 85 people who benefitted from the ongoing support of our community-based Nurse Specialists.

Yet, we know there are more Melksham residents who could and should be benefitting from our support, and that the need for such care in the local area is growing due to our ageing population, an increase in the diagnosis of complex palliative conditions and the overwhelming impact of the coronavirus. There is only one chance to 'get it right' for each resident. And so, we are actively trying to meet this growing need by restructuring and expanding our services, to ensure everyone who needs our specialist care is able to access it and receives the help they need when it really counts.

5. THE PROJECT

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.

We are seeking funding to help us establish a new monthly clinic, run by a Dorothy House nurse, in a central location within Melksham. We anticipate this being located in a community centre, at the community hospital or at one of the GP surgeries.

This is part of a wider project to establish similar clinics in 10 neighbourhoods across our region (funding has already been secured to establish a clinic in Chippenham). The start date of the Melksham clinic will partly depend on any remaining restrictions related to the pandemic, but we are aiming to open it during winter 2021.

The half-day-per-month clinic will be open to anyone with a life-limiting illness, with a key focus on improving access to care for those who are geographically isolated or those who may be unaware that they are able to access hospice services, such as those with heart disease, frailty or dementia. Patients will be able to access the clinic at any stage in their diagnosis, supporting the benefits of early intervention and re-enablement therapies to help people achieve a better quality of life for as long as possible.

During a clinic appointment (available as a drop-in or pre-bookable), the nurse will undertake a clinical, psychological and social assessment of the patient, helping to identify their ongoing needs. Patients will benefit from the nurse's specialist knowledge of palliative care and their skills in symptom management and emotional support. The clinics will also provide the opportunity for people to be supported in difficult decision-making and in preparing for the challenges they will face. Where appropriate, people will be given referrals and advice about other supportive services provided by Dorothy House and other local organisations, to ensure a fully joined-up approach within the community.

The cost of setting up and delivering this clinic for a period of 12 months is anticipated to be £2884. Dorothy House is committed to delivering this service and is happy to provide matched funding to meet the total cost. This matched funding will be sought via a range of fundraising activities aimed at securing unrestricted funds (e.g. events, appeals, major donor fundraising), as well through applications to other local funders. For example, we hope to submit an

application to the Melksham Without Parish Council in the months ahead as this new service will support residents in this locality too.

How will this benefit the community or people of Melksham?

This new clinic is intended to benefit the people of Melksham in the following ways:

- 1) More patients in Melksham with life-limiting illnesses will be able to access the specialist advice and support they need.
- 2) Local residents will find it easier to access support due to the clinic being located in the heart of their community, alongside other services they use regularly.
- 3) More patients will access support at an earlier point in their diagnosis, enabling them to benefit from the impact of early intervention, meaning they live better for longer.
- 4) Patients with a wider range of illnesses will access support, including those with frailty and dementia.
- 5) Visibility of local hospice services will increase, improving local understanding of availability of support.
- 6) Pressure on GPs, practice nurses and the local hospital will be reduced, resulting in improved access to healthcare for the wider Melksham population.

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

Dorothy House already supports approximately 140 residents in Melksham each year via our wide range of services. However, it is estimated that this represents less than 70% of residents with a palliative care need within the Melksham community (based on the nationally recognised figure proposed by Marie Curie of 0.68% of a population being estimated to have a palliative care need). Evidently, there is a clear need to take action to enable more people in Melksham to receive the support they need and deserve.

Crucially, both national and local evidence also predicts that the need for such support is growing. Deaths in the UK are expected to rise by 17% by 2030, and three-quarters of these people will require considerable levels of care (NHS, 2014). Furthermore, thanks to advances in medical treatment, people are now living longer with long-term, complex and multiple illnesses, as well as frailty. But to allow them to enjoy a positive quality of life during this time, significant care and support is often required, further increasing the need for palliative care in the community (NHSE, 2018).

Within Melksham, 22.4% of the population are over 65, which is higher than the national average, and the proportion of over 65s is expected to grow faster than the national and regional rate. As highlighted by the Wiltshire Community Foundation, “this is likely to have implications in terms of service delivery with increasing demands on health and social care services to support an aging population”. (Needs Analysis for Wiltshire and Swindon, January 2021). This paper also highlights that residents of Melksham are thought to be particularly vulnerable to the social, health and economic impacts of the covid-19 pandemic due to rising unemployment and areas of high social deprivation. The impact of this on the local healthcare system means additional support will be required to meet the local population’s growing healthcare needs – our new clinic is intended to directly address this need.

Importantly, there is also strong evidence to support the proposal to establish this service in the geographical heart of the local Melksham community. People in rural areas across the UK are known to experience greater challenges in accessing health and social care services due to longer travel distances and lack of available transport. Indeed, 15.9% of residents in Melksham do not own a car, making access to services outside of their local vicinity more challenging. By locating the new clinic within or very close to existing community services, we will make access to this type of support far easier and simpler. This also directly reflects the NHS’s goal to increase the localisation of care, as identified in the 2019 Long-term Strategy, giving patients “more options, better support, and properly joined-up care at the right time in the optimal care setting.”

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

As the [landmark paper](#) by the Leadership Alliance for the Care of Dying People (2014) stated, there is just “one chance to get it right” when it comes to caring for people towards the end of life

If this project does not go ahead, there is a risk that some residents of Melksham diagnosed with life-limiting illnesses in the months and years ahead will not be able to access the care and support they need to cope with their illnesses and experience a supported, ‘good’ death.

This will undoubtedly impact the patients and families who don’t receive the care they need and deserve. Research highlighted in the [2016 governmental paper](#) ‘Our Commitment to you for end of life care: the Government Response to the Review of Choice in End of Life Care’, indicates that those who do not receive good quality end of life care can experience unnecessary pain and a lack of dignity and respect, and that their individual wishes, preferences and needs are not recognised or followed. Evidently, the potential adverse effects on the residents of Melksham are wide-ranging, impacting individuals’ physical, mental and emotional health and well-being.

Not increasing the capacity of palliative care available within the community will also have an adverse effect on the local healthcare sector. As stated by the [British Medical Association](#) in August 2021, “GP surgeries across the country are experiencing significant and growing strain with rising demand, practices struggling to recruit staff, and patients having to wait longer for appointments.” It is clear that if palliative diagnoses increase as expected and no additional support is provided in the community, GPs and their primary care colleagues will continue to be overwhelmed, and as a result, patient care will suffer.

6. BENEFICIARIES

How many people in total will benefit from this grant?	96
How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary	Approximately 48

Please explain how you calculated the number of Melksham beneficiaries.

Each clinic will last half a day, during which time up to four patients will be supported. Over 12 months, this means up to 48 patients will be seen at the clinic. Most patients have at least one close family member/carers who will indirectly benefit from the support provided through the clinic, due to the positive impact it will have on the patient. This equates to 96 people.

The figure of 48 has been used to estimate the number of beneficiaries resident in Melksham Town. This is very much a rough estimate, based on 50% of the total beneficiaries, due to the higher density of Melksham Town compared to the more rural surrounding areas.

Four patients is double the number of patients a nurse could see in half a day if he/she were to visit a patient’s home. This means this service will directly contribute to DH’s strategic goal for our community nursing team to support up to 15% more patients per year by 2023, responding to increasing local need. Importantly, this service will not replace the home visits currently undertaken by our nurses - it will complement them, offering improved visibility of and access to care, still within a familiar environment with the additional benefit of being more closely integrated with other local healthcare providers.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £2884	GRANT AID REQUESTED FROM MTC £1442
---------------------------------------	------------------------------------

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

We do not charge for any services.

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

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

Item	Amount
Staff costs to coordinate the set-up of the clinic (50% of total cost)	£ 115
Staff costs (including 10% overheads) to deliver the clinic for 6 months	£ 679
Production and printing costs for clinic marketing banner (50% of total cost)	£ 48
Room hire costs for clinic for 6 months	£ 600
Total	£ 1442

How else are you funding your project?

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

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

Source	£	Confirmed?
We will be seeking a grant from other sources to fund the remaining costs, including the Melksham Without Town Council and other local trusts (e.g. Walter Guinness Charitable Trust)	£	
We will also undertake a variety of other fundraising activities as part of our overall fundraising work in Melksham, and part of the funds raised will go towards this project.	£	
As a last resort, we will look to our free reserves to fund the remainder of the project.	£	
	£	
	£	
	£	
Total	£1442	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 14,489,935

TOTAL EXPENDITURE £ 13,864,819

BALANCE AT YEAR END £ 1,366,497

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 4,162,440

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

Our free reserves represent approx. 3.5 months worth of costs.

9. ELEGIBILITY**YES/NO**

- | | |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. If the project is deemed successful and the clinics are extended beyond the initial 12 month period, the costs will become part of our annual budget and will be met by a wide variety of annual fundraising activities.	No
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (name of contact) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Our services are provided in full collaboration with the BSW Integrated Care System, including the local clinical commissioning groups and local councils. Our Chief Executive, [REDACTED], plays a leading role in the BSW End of Life Care Alliance – this group was formed in September 2020 and includes representatives from over 20 local organisations, including [REDACTED] (Director, Adult Care Operations, Wiltshire Council).

10. CHECKLIST

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

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: [REDACTED]

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s)

A blue rectangular redaction mark covering the signature of the applicant(s).

Date: 26/08/2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	X
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Melksham Bloomers

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

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

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

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Melksham Bloomers pride ourselves on beautifying areas of the town that can often be forgotten.

We aim to improve the appearance of the town one project at a time, breaking up tarmac and bricks with interesting floral displays to encourage people to reside and shop in the town.

We have won several awards since our inception so the work has been officially recognised as beneficial.

5. THE PROJECT

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.

The funding is to build a Melksham Community Garden on the unused green space next to the Morrison's Petrol Station on Semington Road (Proposal attached)

Assuming there are no objections and appropriate permissions in place, we would like to start work around October (2021) when things quieten down for contractors, this has allowed us to get a very competitive quote for the parks development. I would anticipate that the park will be ready for spring the following year (2022) for the benefit of the town and local residents.

How will this benefit the community or people of melksham?

The green space is currently unused for anything other than local dog walkers for which a grassy area will be retained. It will be a wonderful place for the local residents to relax and promote mental wellbeing for the community.

It will provide a fantastic first impression for individuals driving to Melksham as it's one of the main arteries into the town off the A350, which we hope will encourage individuals to stop at the marketplace and spend with local shops.

We're intending on generating financial support for the project with the assistance of local authorities and local businesses. We're hoping to have a 'Welcome to Melksham, home of the Business Growth Group' and with businesses placing their sponsorship to fund the park, this will again promote Melksham as a progressive town that considers individuals and businesses.

There will be benches and a gazebo to offer shade and respite in the summer months and encourage people to get out and explore the town.

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

I've been talking about this since Lockdown to various groups in and around Melksham, all of which find it a good idea. The Business Growth Group, Melksham Bloomers, Local Residents and the Local Authority has given it's support to the project.

Morally, as the town comes out of lockdown it would be nice to have a community project bringing people back together in a productive and rewarding project (and outdoors too for people who might be anxious about re-integrating)

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

Cars will continue to drive into Melksham town without anything capturing the imagination.
Residents will continue not using the grassy area.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Approx. 6400 a year.

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map as an indication of the Melksham Town boundary

Approx 400 Residents in the local area.

Please explain how you calculated the number of Melksham beneficiaries.

Approximately 400 local residents within a half mile radius of the park.

Approximately 500 individuals driving past each month observing the signage (Welcome to Melksham)

That totals 6000 per year, around half estimated to be Melksham Town residents. So 3000 plus the 400 residents makes around 3400 Melksham beneficiaries.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £17,826

GRANT AID REQUESTED FROM MTC £2500

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

None, it will be free for all members of the community to enjoy

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

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

Item	Amount
Pathway Install without edging	£1100
Screen hedging install of Portuguese laurels 2L	£1200
Wildflower Install	£200
	£
	£
	£
	£
Total	£2500

How else are you funding your project?

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

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

Source	£	Confirmed?
Melksham Area Board	£5000	N
Melksham Bloomers	£2500	N
BGG (Business Growth Group)	£2500	N
Local Sponsorships	£2826	N
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 13 / 09 / 2021

TOTAL GROSS INCOME £ 3763.01

TOTAL EXPENDITURE £ 1484.11

BALANCE AT YEAR END £ 3499.32

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an "Upward funder", i.e., a group whose fund raising is sent to central Head Quarters for redistribution?

No

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Not applicable

10. CHECKLIST

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

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) _____ Date: _____



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	<input checked="" type="checkbox"/>
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

MELKSHAM CRICKET CLUB

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/No

Y

Have at least three members on its management committee?

Y

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

Y

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

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

MEMBER OF THE ENGLAND
CRICKET BOARD OR ECB

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

WE PROVIDE CRICKET COACHING, FITNESS, RESPECT AND
A STRONG COMMUNITY CLUB. SOCIAL SPACE. FAMILY.
OUR VENUE IS USED BY MANY IN THE COMMUNITY.

5. THE PROJECT

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.

NEW SINGLE LANE ASTRO WICKET. OUR CURRENT ASTRO IS OVER 25 YEARS OLD. IT IS RECOMMENDED TO REPLACE. THE CLUB IS HAVING A 2 LANE NET SYSTEM INSTALLED AT A GREAT COST OF MONEY TO THE CLUB & IT WOULD BE CHEAPER TO HAVE BOTH WORKS CARRIED OUT AT THE SAME TIME.

How will this benefit the community or people of Melksham? IDEALLY FEB 2022. READY FOR IT MEANS PRACTICE CAN TAKE PLACE THE NEW SEASON IN THE FIELD ALL YEAR ROUND & PROVIDE A FACILITY THAT MELKSHAM HASNT GOT.

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

THERE ISNT ANOTHER ASTRO WICKET IN MELKSHAM ALLOWING SCHOOLS TO COME & USE GREAT FACILITIES.

THIS WILL BE USED BY ALL AGES

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

IF WOULD COST MORE TO HAVE THE INSTALLERS ON SITE FOR A SECOND TIME. THE CURRENT ASTRO IS DANGEROUS AS ITS BUMPS/ UNEVEN SURFACE MAKES A BALL PATHWAY UNPREDICTABLE. IT WOULD

6. BENEFICIARIES NOT BE AN ALL YEAR ROUND PLAYING SURFACE

How many people in total will benefit from this grant? 200+ MAYBE MORE AS ALL THE

How many of the beneficiaries are residents of Melksham Town? SCHOOLS WOULD & COULD USE IT.
Please use the attached map as an indication of the Melksham Town boundary 100+

Please explain how you calculated the number of Melksham beneficiaries. AT LEAST TWO SCHOOLS NOT INCLUDING OUR MEMBER COULD TAKE THE OPPORTUNITY TO USE IT. WILTSHIRE CRICKET ALSO WOULD START TO USE IT AS THEY HAVE USED OUR GROUND IN THE PAST.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

£9565+ VAT.

GRANT AID REQUESTED FROM MTC £

£2500

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

ADULT MEMBERS £75

CHILD MEMBERS £10

STUDENTS MEMBERS £15.

Youth Fee £4 Pay as you Play
MATCH FEE £7 OR £5 Student.

WITH MEMBERSHIP THEY HAVE A KIT
BUNDLE IN RETURN.

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

Item	Amount
Notts D System specification - Shockpad System	£ 9565
	£
	£
	£
Vat.	£ 1913.00
	£
	£
Total	£ 11 478.00

How else are you funding your project?

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

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

Source	£	Confirmed?
MELKSHAM AREA BOARD.	£	
MELKSHAM WITHOUT COUNCIL	£	
AREA BOARD.	£	
MELKSHAM CRICKET CLUB.	£	
VOLUNTEER LABOUR FDC - GROUNDWORK	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

If your savings are more than your annual expenditure, what are they for? OUR SAVINGS ARE FOR A TWO LANE NET SYSTEM.

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

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	NO
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable	

10. CHECKLIST

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

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: [REDACTED]

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) [REDACTED]

Date:

6/9/2021.

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	
Room Hire Grant	•

1. ORGANISATION/GROUP'S NAME

Melksham goes wild

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

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories? yes

Have at least three members on its management committee? yes

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

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

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

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) voluntary group established to help support biodiversity and the development of wildlife habitat in and around Melksham |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

We set out our aims and objectives in our application for a grant in June. We aspire to making the whole of Melksham more wildlife friendly, we are particularly concerned about the plight of insects and pollinators which have seen a catastrophic decline over the last 50 years. There are some simple actions which can be taken by the Melksham community which will help redress this balance. We seek to be the facilitators of this change by education and networking.

This application is part of the development of the **Page 66**

5. THE PROJECT

Describe what the funding is being requested for

We have access to the expertise of Paul Jupp who runs a not-for-profit community interest company "Meadow in my Garden" he is prepared to facilitate a workshop pulling together appropriate and interested individuals and organisations, so this will include reps from Melksham town and district council, Selwood housing, the farming community, the Gardening Club and allotment society, Melksham in Bloom the WI, other community groups like BRAG and Primrose Drive Nature group. As well as interested and passionate members of the public. This list is not complete but gives a flavour of the kind of workshop we want to do.

We would like to hire the Assembly Hall for this purpose.

Paul has contacts in other localities and suggests we invite individuals who are already actively involved in making change in their locality and can help us as we start our journey

The intention of the workshop is to share expertise and things that are already happening, discuss concerns and obstacles to the changes that we have to make, provide the opportunity to network and educate ourselves in the process.

How will this benefit the community or people of melksham?

This workshop is part of the work of our group, to bring together relevant people and organisations with a view to working together in a supportive manner to bring about change.

At present there are things happening but its all a bit fragmented and "willy nilly"!

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

There is ample evidence of the loss of insect life in our community

In my own garden i have seen only 1 or two butterflies this year and the lavender, usually covered in bees, has had many fewer visitors .

As approximately 75% of our crops need pollinators to grow successfully, its clear why we need to act to help restore the pollinator and other insect populations.

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

I can't think of any adverse effects on the community, many people are in favour of this type of change and there is ample evidence of the beneficial effects of wildflower verges along major roads reducing road stress amongst drivers.

Dorset council have developed a very successful wildflower verge along the Weymouth bypass and this has been very well received by the community.

6. BENEFICIARIES

How many people in total will benefit from this project

		The question really is will wildlife benefit! The answer is all of it!																		
How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary		n/a																		
Please explain how you calculated the number of Melksham beneficiaries. N/A																				
7. FINANCIAL INFORMATION																				
ESTIMATED TOTAL COST OF PROJECT £ 197		GRANT AID REQUESTED FROM MTC £182																		
What are your current/planned subs/fees/charges? None																				
How will you spend the grant money you are applying for? Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.																				
<table border="1"> <thead> <tr> <th>Item</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>room hire £33/ hr for 4 hours</td> <td>£132</td> </tr> <tr> <td>use of microphone and projector for the session at £25 each</td> <td>£ 50</td> </tr> <tr> <td>provision of hand sanitiser for Workshop attendees</td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td></td> <td>£</td> </tr> <tr> <td style="text-align: right;">Total</td> <td>£172</td> </tr> </tbody> </table>		Item	Amount	room hire £33/ hr for 4 hours	£132	use of microphone and projector for the session at £25 each	£ 50	provision of hand sanitiser for Workshop attendees							£		£	Total	£172	
Item	Amount																			
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use of microphone and projector for the session at £25 each	£ 50																			
provision of hand sanitiser for Workshop attendees																				
	£																			
	£																			
Total	£172																			
How else are you funding your project? Please include grants from other organisations, fund raising and existing reserves. Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).																				
<table border="1"> <thead> <tr> <th>Source</th> <th>£</th> <th>Confirmed?</th> </tr> </thead> <tbody> <tr> <td>volunteer time</td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> <tr> <td></td> <td>£</td> <td></td> </tr> </tbody> </table>		Source	£	Confirmed?	volunteer time	£			£			£			£					
Source	£	Confirmed?																		
volunteer time	£																			
	£																			
	£																			
	£																			

	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

None as yet, a new projects only set up this year.

9. ELEGIBILITY

**YES/N
O**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

NO

5. Is the funding for Loans or interest payments?

NO

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?

NO

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

NO

8. Has the project that you want the funding for already happened?

NO

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

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

NO

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

NO

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children’s Services at Wiltshire Council?

Yes (name of contact) Not applicable

10. CHECKLIST

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

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: being applied for with Santander Bank.....Account number:
.....Sort Code: - -

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s). _____ Date: 2/09/2021_____



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	<input checked="" type="checkbox"/>
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

READEASY NORTH WEST WILTSHIRE

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

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/No

Have its own bank account, with two unrelated signatories?

YES

Have at least three members on its management committee?

YES

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

YES

Are you a registered charity? Yes/No: If so, please give your charity number: 1151288

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Read Easy offers a free service from trained coaches for two half hour sessions a week to learn or improve their reading skills, ultimately keeping their life skills.

5. THE PROJECT

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.

Ongoing funding is required to provide local adults the opportunity to learn or improve their reading skills giving them confidence and ability to be offered work and enjoy new hobbies.

How will this benefit the community or people of Melksham?

To be able to read will give local adults the confidence to join local organisations and to assist with events.

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

By advertising in local shops and The Melksham News we have had a good response from local people.

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

If our local people are not given this opportunity this can lead to isolation and mental health issues.

6. BENEFICIARIES

How many people in total will benefit from this grant?

as many as wish to apply

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

Currently, there are 6 adults in Melksham who have applied, unfortunately the Lock Down has made it difficult for adults to apply

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 3,000
per year

GRANT AID REQUESTED FROM MTC £ 500.00

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

There are no subs, fees or charges
Read Easy offers a free service
to all adults who wish to learn how to read.

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

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

Item	Amount
TRAINING NEW COACHES	£ 196.00
TRAVELLING EXPENSES	£ 47.43
SPECIALIST READING BOOKS	£ 42.65
SPECIALIST LITERARY MATERIALS	£ 25.00
PRINTING COSTS	£ 131.31
POSTAGE & PROFESSIONAL FEES	£ 189.54
	£
PLEASE NOTE: WE WERE UNABLE TO CONTINUE FULLY DURING THE LOCKDOWN	Total £ 631.93

How else are you funding your project?

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

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

Source	£	Confirmed?
APPLICATION TO THE NATIONAL LOTTERY	£	
	£1,000	NO
	£	
	£	
	£	
	£	
Total	£1,000	NO

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

ACCOUNT YEAR ENDING: 14/7/2021

TOTAL GROSS INCOME £ 1,3505 TOTAL EXPENDITURE £ 2,66.20

BALANCE AT YEAR END £ 4105.5 SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY

YES/NO

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

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No /Not applicable If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No /Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application.	
11. BANK DETAILS	
Name of Account: [REDACTED] Account Number: [REDACTED]	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process. I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) [REDACTED]	Date: 30.8.2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	X
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

TRANSWILTS Community Interest Company

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

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: COMMUNITY RAIL NETWORK (DFT)

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Transwilt community interest company is an accredited non-profit organisation promoting community rail partnerships in Wiltshire. Providing engagement with local community organisations. Campaigning for improved train services on the Swindon to Westbury line which exclusively serves Melksham. Improving the station area as a welcoming gateway to Melksham and providing facilities at Melksham Hub to support station users, such as cafe and toilet, car parking, bike hire and electric vehicle charging.

5. THE PROJECT

Describe what the funding is being requested for

The funding is being sought to provide a defibrillator at Melksham Hub Café. The defibrillator will be on the outside wall of the cafe and available 24/7 for public use. This will extend the coverage of defibrillators in Melksham. We have obtained 50% matched funding from GWR minor projects fund and Community Rail Network.

We are seeking a one off grant of £1,150 to enable us to purchase and install the defibrillator equipment. This cost includes the need for a power supply from the café, plus cardiac arrest response training for café staff. We have chosen a machine from Community Heartbeat Trust to be consistent with the other machines in Melksham. In view of the isolated position the machine has a locked cabinet with keypad entry. We would hope the cost of maintenance could be included in the Town Council annual contract at a marginal extra cost.

How will this benefit the community or people of Melksham?

The numbers of Melksham train passengers will grow and the location on the west of the A350 will benefit businesses and residents. The population and businesses in the area are already benefiting from the Hub facility. Cafe staff will be trained in cardiac arrest response training.

We have always planned to install a defibrillator once the café was open and the major Hub refurbishment completed.

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

Rapid access to a defibrillator is a proven life saver. This machine will add to the coverage in Melksham as a whole and be available for train users. The café will be opening in the afternoons for 'tea and cake' events which will benefit the more elderly demographic.

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

With the equipment we will considerably improve the chance of saving a life should there be a cardiac arrest incident at the cafe or the station.

6. BENEFICIARIES

How many people in total will benefit from this grant?

All rail station users

How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary

All the residents in the town council and also the parish without boundaries.

Please explain how you calculated the number of Melksham beneficiaries.

Pre pandemic the railway users had grown to 75,000 journeys pa. Elsewhere in Wiltshire similar sized towns with a railway station have up to 400,000 journeys pa.

We expect the climate crisis to accelerate growth of public transport use. The attractiveness of the available facilities at the station will affect the rate of transfer to rail with a higher proportion of residents in consequence using Melksham Station.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £
£2,300

GRANT AID REQUESTED FROM MTC £
£1,150

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

There is no membership fee, except for Transwilt's CIC membership, The Hub costs are entirely funded from the users of the facilities with some grant aid. and local business sponsors.

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

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

Item	Amount
50% contribution to defibrillator costs	£900
50% contribution to installation and training costs	£250
	£
	£
	£
	£
	£
Total	£1,150

How else are you funding your project?

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

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

Source	£	Confirmed?
GWR Minor Projects Fund	£900	Yes
Community Rail Network Small Projects Fund	£250	Yes in principle
	£	
	£	
	£	
	£	
Total	£1,150	

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

ACCOUNT YEAR ENDING: 31 / 01 / 2021

TOTAL GROSS INCOME £ 203,012.00

TOTAL EXPENDITURE £194,672.00

BALANCE AT YEAR END £ 8,340

SAVINGS (RESERVES, CASH, INVESTMENTS) £24,869

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

Our savings are required for employee costs and administration, we have exhausted our project reserves in delivering the current Melksham Hub phase.

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened? (Future expenditure)	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. The cafe and Hub is in the initial start-up phase planned pre pandemic. and now significantly affected by the reduction in rail passenger numbers. We expect the growth in the next 12 months will enable the cafe to reach near breakeven with any shortfall covered by future core funding grants.	
Is the grant requested (for a Regular Grant) more than £2500? No, this is a major grant application.	

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (name of contact) / Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children’s Services at Wiltshire Council?
Yes (name of contact) / Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)? Already supplied in June 2021

- ☐ A copy of your most recent accounts **X**
- ☐ Your most recent bank account statement & details of any other investments/savings; **X**
- ☐ A copy of your constitution / terms of reference / set of rules; **X**
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children; **X TWP03**
- ☐ A copy of your adopted equal opportunities policy or statement **X TWP02**
- ☐ Any other documentation you feel may help in assessing your application. **X CIC34 & Annual Report**

12. DECLARATIONS

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

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

Declaration:

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

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

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

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



Signature of applicant(s) _____ Date: __22/8/21_____

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	
Regular Grant Up To £2500	✓
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Wiltshire Sight

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Have at least three members on its management committee?

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

Yes/ No

✓

✓

✓

Are you a registered charity? Yes/No: If so, please give your charity number: 1119462

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

There are currently more than 18,000 people living with sight loss in Wiltshire. Wiltshire Sight is the only charity in the area providing local face-to-face support for people with sight loss. Sight loss has practical and emotional consequences. It can restrict social and personal interaction, leading to isolation whilst removing a person's independence as they have to rely on others for simple tasks. It can be dangerous and scary. People have to re-learn how to safely use their kitchen (even simple tasks such as making a hot drink), move around their home, and go outside. It can be devastating.

Wiltshire Sight exists to make sure people don't just survive, but thrive after sight loss. Whether we are working with someone who has been visually impaired for a long time, or someone who is newly diagnosed, we offer a range of services that are appropriate to the specific needs of the individual, from information, advice and guidance, to training in accessible technology, and volunteer-led social and peer support activities in the community to reduce isolation.

Our information, advice and guidance services are delivered by a team of Community Sight Loss Advisors who are based in the community, some of whom are registered blind themselves and have years of lived experience. Alongside emotional support and guidance, the team can advise and train people on use of specialist equipment, and also provide training in other areas such as reading and writing, kitchen skills, getting out and about, everyday technology, and managing finances. Our Sight Loss Assessment explores how people are coping in all areas of their life. We create a plan with people helping them progress towards their goals. We measure their progress, recording outcomes to make sure we know we are making a difference in people's lives. After our initial support, we continue to be there by holding support hubs in local community spaces across the county and continuing to provide a full range of practical and emotional support. Our Sight Loss Advisors are local and know the challenges and support available. We show people a range of innovative technology to find the right tools for them and their sight loss, training people to use items effectively, maximising any remaining sight that they have.

The pandemic has particularly affected people with a visual impairment – 85% of whom are older people, and many have complex health needs. This means a great many have been shielding throughout the pandemic, increasing their sense of isolation. We are very proud that we've continued to deliver support throughout the pandemic. However, in spite of our efforts, our clients are still amongst the most isolated and vulnerable in our communities. We have adapted our services e.g. supporting people to use technology, and we are now looking forward to responding to the challenges of society reopening, and ensuring that people with sight loss aren't left behind. After a year of isolation for so many, there is a huge need to help people gain confidence leaving home.

We are also very concerned that people have postponed eye health checks due to needing to isolate or shield and believe that there will be a significant jump in new diagnoses and sadly a marked deterioration of people's sight conditions emerging over the next twelve months.

5. THE PROJECT

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.

We will provide our support at a local community hub in Melksham once a month or through home visits to blind and partially sighted people living in Melksham.

We are seeking funding towards our Community Sight Loss Advice Service in Melksham to enable us to continue and build on our valuable work in Melksham for those residents living with sight loss, with increased focus this year on embedding our local community hub and building connections in the community and helping people to re-connect through peer support groups, befriending, and accessible social and sporting opportunities. We are also very concerned that people have postponed eye health checks due to needing to isolate or shield. We will help more people to reach their full potential by supporting them as soon as they are diagnosed, and regularly when their sight deteriorates and needs change. Sight loss is the only life-changing diagnosis that is made on the high street, and people desperately need practical and emotional support within their own communities which our Community Hub provides. The funding will pay for a Community Sight Loss Advisor one day a month for 6 months to manage the Community Hub in Melksham.

How will this benefit the community or people of melksham?

There is estimated to be over 500 people living with sight loss in Melksham. There are currently 40 clients registered with us who live in Melksham, but we are there for everyone if and when they need us.

Not everyone with sight loss needs our help. People may need our help for a while, or again in the future as their eye condition changes. Or they might contact us after hearing of new technology that might help them with a particular activity. Travel can be particularly concerning and be a barrier for blind and partially sighted people being able to access the appropriate support and services they need so being able to hold a local Community Hub in Melksham once a month for blind and partially sighted people and their family, friends and carers is essential for them to be able to access the support. Our Community Hub not only provides a service but also the vital support needed by blind and partially sighted people living in Melksham which will not only improve their quality of life but will also help to reduce isolation and promote independence. We aim to improve general wellbeing by giving those living with sight loss access to a range of activities that they have not previously thought possible.

Our Community Sight Loss Advisor is on hand to provide both practical and emotional support with regards to all aspects of their sight loss. They are able to demonstrate equipment and help individuals make the most of their remaining sight.

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

Wiltshire Sight is the sole provider of face-to-face support in the region. All of our work is guided by what our clients and the visually impaired community tell us is needed. We seek continual feedback from clients to inform service development. Members of our board and staff are themselves registered significantly sight impaired, and this summer we are launching an Advisory Board of clients to help guide our work. Clients tell us that living with sight loss makes it harder to get out of the house. The fear of stigma alone can be a huge deterrent, and when added to practical issues of leaving the house with sight impairment, it can often seem like an insurmountable barrier. Wiltshire Sight works in collaboration with a large number of third sector organisations, NHS bodies and local authorities, to ensure that our clients are receiving full wrap-around support for all their needs, and that two-way referrals work smoothly and efficiently. We work very closely with the Sight Loss Council to ensure we are meeting the needs of the visually impaired community. We are active members of the Bristol Older People's Support Hub covering the South West. Our community hub is always well attended in Melksham.

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

The UK Vision "Seeing it my way" report demonstrated the significant impacts of sight loss, and this is backed up by our own research and reporting. Our outcomes are based on the needs identified in this report, ensuring that people with sight loss are free from isolation and able to live independently.

Demographic forecasts show that by 2021, 40 per cent of the population will be over the age of 50. A significant proportion of sight loss is related to age and one in eight of people over 75 and one in three of people over 90 have serious sight loss.

Three out of four blind or partially sighted older people live in poverty or on its margins (Unseen RNIB 2004) and only 34 per cent of blind and partially sighted people are in employment (Douglas et al. Network 1000. Victar/Vision 2020 UK 2006).

6. BENEFICIARIES

How many people in total will benefit from this grant?

70

How many of the beneficiaries are residents of Melksham Town?

40

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

The number of beneficiaries are calculated by the number of clients we currently support that live in Melksham but the number of beneficiaries is likely to be higher as we raise awareness of our work and are able to reach more people living with sight loss in Melksham.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1086

GRANT AID REQUESTED FROM MTC £ 543

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

All of our services are free

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

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

Item	Amount
Community Sight Loss Advisor – Preparation Work 0.5 days a month	£ 138
Community Sight Loss Advisor – Attendance 0.5 days a month	£ 138
Travel	£ 75
Venue Hire	£ 60
Marketing	£ 60
Overheads	£ 72
	£
Total	£ 543

How else are you funding your project?

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

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

Source	£	Confirmed?
National Lottery Awards for All	£543	Yes
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2020

TOTAL GROSS INCOME £56,962

TOTAL EXPENDITURE £146,941

BALANCE AT YEAR END £443,612



SAVINGS (RESERVES, CASH, INVESTMENTS) £107,735

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

As a small charity with limited fundraising capacity, we are prone to significant fluctuations in income – in some years we receive legacies which provide significant income, and in other years our expenditure is significantly more than our income. Savings are therefore used by the Board to ensure continuation of full services across Wiltshire independent of income fluctuations.

(We are currently waiting for our 2020/2021 accounts to be finalized)

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

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact)/ No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact)/ No/Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> ✓ A copy of your most recent accounts ✓ Your most recent bank account statement & details of any other investments/savings; ✓ A copy of your constitution / terms of reference / set of rules; ✓ A copy of your safeguarding policy if your group works with vulnerable adults, or children; ✓ A copy of your adopted equal opportunities policy or statement ✓ Any other documentation you feel may help in assessing your application. 	
11. BANK DETAILS	
Name of Account 	
12. DECLARATIONS	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p>	
<p>Signature of applicant(s)  Date: 31/8/2021</p>	

Please return your completed form with copies of the relevant documents to Melksham Town

Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021

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MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2021

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 quarterly 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. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for projects less than £2500, which can be applied for quarterly
- **Major grants** will be agreed at the beginning of each council's administration; this offers financial assurance to groups such as the Citizens Advice, Christmas Lights, Food & River Festival, Party in the Park, 4Youth etc.

The Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £2,500 per application.

Each quarter's agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants (over £2500) will be decided by Full Council.

Applications for Regular Grants will be eligible to apply for a second grant in any 12-month period provided the projects are separate.

All applications which meet the eligibility and content requirements will be reviewed by Town Council officers, reporting formally to the Finance, Administration and Performance Committee for a decision. The application form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Council 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. Grant money must be ringfenced for Melksham residents.
- 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, transgender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- National organisations or charities
- For ongoing running costs. Whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis.

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.

If applicants are unsuccessful, help can be requested from Melksham Town Council to assist in the application process for a subsequent round.

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.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- 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.
- 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 first round of grants in 2021 is open from 28 May to 24 June.

Please send completed application forms by email to miriamzaccarelli@melksham-tc.gov.uk or by post to Melksham Town Hall, Melksham, SN12 6ES.

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