



# 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 J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton  
Councillor L Lewis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor T Price  
Councillor S Rabey

23 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 **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 27th September 2021** commencing at **7.30 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**  
**Full Council**

*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.*

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

**AGENDA**

**11.3 Finance Administration and Performance Committee** (Pages 1 - 4)

To receive the minutes of the Finance, Administration and Performance Committee Meeting held on 19 July 2021 and the draft minutes of the Finance, Administration and Performance Committee meeting held on 20 September 2021 (to follow).

Members are requested to consider the following recommendation from the meeting held on 19 July 2021, where it was agreed to submit a proposal to the Full Council meeting scheduled for 27 September 2021 to approve the completion of one application form for Red Circled Grant Funding from each applicant to cover the current financial year and the three following financial years (2022-2023, 2023-2024, and 2024-2025).

Members are requested to approve the payment of Red Circled Grants per the applications as budgeted in this financial year and for the financial years 2022-2023, 2023-2024, and 2024-2025 (see attached grant applications and grant summary).

Members are requested to decide whether to fund the payment of two additional large grants, for TransWilts and Relate Wiltshire for the financial years 2021-2022 (see attached grant applications and grant summary).

The total remaining budget for grants for the Financial Year 2021-2022 is £14,100.

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 20th September 2021

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

**IN ATTENDANCE:** Councillor M Sankey Wiltshire Councillor  
Councillor P Alford  
Councillor P Aves  
Councillor T Price

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** One member of the press was present.

#### **34/21 Apologies**

No apologies were received.

#### **35/21 Declarations of Interest**

Councillor Rabey declared an interest in relation to agenda item 5.10 in respect of the Melksham Goes Wild grant application. Councillor Rabey remained in the meeting but did not take part in the debate on this item.

Councillor Mortimer declared an interest in relation to agenda item 5.3 in respect of the Melksham Community Meals grant application. Councillor Mortimer remained in the meeting but did not take part in the debate on this item.

#### **36/21 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 19 July 2021, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Rabey.

**37/21      Finances**

**37/21.1      Monthly Financial Statement for 31 July 2021 (Month 4)**

The monthly financial statement was noted.

The Town Clerk confirmed that the utilities are being investigated and identified anomalies were being queried.

**37/21.2      Earmarked Reserves 31 July 2021 (Month 4)**

The Earmarked Reserves were noted.

**37/21.3      Income and Expenditure Report 31 July 2021 (Month 4)**

The Income and Expenditure Report was noted.

**38/21      Grants 2021/2022**

The Town Clerk reported that two Large Grants had been received from TransWilts and Relate Wiltshire for 2021-2022. These applications would be forwarded to the Full Council meeting to be held on 27 September 2021 for consideration.

Councillor Rabey confirmed that £6,250 was available to be awarded but that a total of £12,579 had been requested by thirteen applicants in this round of applications.

It was proposed by Councillor Rabey, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to approve the grants as follows:

**38/21.1      AFC Melksham Disabled Football Club - £250 Awarded**

**38/21.2      Melksham Community Meals - £163.50 Awarded**

The Group were asked to resubmit the application which would be re-visited at the Finance, Administration and performance meeting to be held on 22 November 2021.

**38/21.3      2385 (Melksham) Squadron ATC (Cadets) - £225 Awarded**

The Group were asked to apply to the Area Board for the remainder

of the funding.

**38/21.4 Alzheimer's Support Wiltshire - £782.25 Awarded**

The Group were asked to apply to the Area Board's Health and Wellbeing fund for the remainder of the funding.

**38/21.5 Dorothy House - £1,442 Awarded**

**38/21.6 Melksham Bloomers - £833.33 Awarded**

**38/21.7 Melksham Goes Wild - £182 Awarded**

**38/21.8 Read Easy North and West Wiltshire - £500 Awarded**

The full amount of the grant request for £500 was awarded to Read Easy North and West Wiltshire.

**38/21.9 Wiltshire Sight - £271.50 Awarded**

**38/21.10 Melksham 60+ Club - Not Awarded**

The Club were asked to submit a new application, with more financial information, to be re-visited at the Finance, Administration and Performance meeting to be held on 22 November 2021.

**38/21.11 Age UK Wiltshire - Not Awarded**

The grant application was not awarded as the Group had adequate reserves to meet the cost of the project.

**38/21.12 Melksham Cricket Club - Not Awarded**

The Group were asked to provide further accounts information. The grant application would be re-visited at the Finance, Administration and Performance meeting to be held on 22 November 2021.

**38/21.13 TransWilts - Not Awarded**

The Group were asked to apply to the Area Board for funding.

**39/21 Unspent Grant Funding**

It was proposed by Councillor J Crundell, seconded by the Deputy Town Mayor, Councillor Goodhind, and

**UNANIMOUSLY RESOLVED** to carry forward the balance of the unspent grant funding totalling £1,600 to the next grant application round to be held in November 2021.

Meeting Closed at: 8.20 pm

Signed: .....

Dated: