



Public Document Pack

Melksham Town Council

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

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

16 November 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 Melksham Town Hall on **Monday 22nd November 2021** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) 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
Finance, Administration and Performance Committee

Monday 22 November 2021

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

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 4)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 20 September 2021.

4. Finances

To consider the following:

4.1 Monthly Financial Statements Year to date to 31 October 2021 (Month 7)
(Pages 5 - 8)

To note the monthly Financial Statements to 31 August 2021 and to 30 September 2021 (See attached). To note the monthly Financial Statement to 31 October 2021 (To follow).

4.2 Income and Expenditure Year to date to 31 October 2021 (Month 7) (Pages 9 - 26)

To note the monthly Income and Expenditure reports to 31 August 2021 and 30 September 2021. To note the monthly Income and Expenditure report to 31 October 2021 (To follow).

4.3 Earmarked Reserves Year to date to 31 October 2021 (Month 7) (Pages 27 - 30)

To note the monthly Earmarked Reserves reports to 31 August 2021 and 30 September 2021. To note the monthly Earmarked Reserves report to 31 October 2021 (To follow).

5. Draft Budget 2022-2023 (Pages 31 - 86)

To receive the Draft Budget 2022-2023 Breakdown and the Draft Budget 2022-2023 Options 1, 2, and 3 (see attached).

Members are requested to decide on an option or options to recommend to the Full Council meeting to be held on 13 December 2021.

6. Grant Applications 2021-2022 (Pages 87 - 188)

Members are requested to consider the grant applications detailed in the scoring grid attached and listed here in the agenda for ease of reference.

A copy of the Grant Applications are attached for information.

- 6.1 **Age UK Wiltshire - grant of £920 - scored 19 out of 20 in the criteria.**
- 6.2 **Melksham Community Meals - grant of £327 - scored 20 out of 20 in the criteria**
- 6.3 **Melksham Cricket Club - grant of £2,500 - scored 16 out of 20 in criteria**
- 6.4 **Melksham Sixty Plus Club - grant of £250 - scored 14 out of 20 in criteria**
- 6.5 **Proud Melksham - grant of £464.40 - scored 13.5 out of 20 in criteria**
- 6.6 **Celebrate Melksham - grant of £750 - scored 15 out of 20 in criteria**
- 6.7 **Community Action Shaw and Whitley - grant of £1,000 - scored 17 out of 20 in criteria**
- 6.8 **Little Cherubs Toddler Group - grant of £1,000 - scored 17.5 out of 20 in criteria**
- 6.9 **Melksham Amateur Swim Club - grant of £1,000 - scored 16 out of 20 in criteria**
- 6.10 **Melksham and District Historical Association - grant of £1,076.04 - scored 19 out of 20 in criteria**
- 6.11 **Melksham Baptist Church - grant of £250 - scored 17 out of 20 in criteria**
- 6.12 **Melksham Community Dining - grant of £412 - scored 18 out of 20 in criteria**
- 6.13 **Riverside Club - grant of £1,398.30 - scored 18 out of 20 in criteria**

- 6.14 **Somerset and Wiltshire Advanced Motorists - grant of £2,280 - scored 17 out of 20 in the criteria**
- 6.15 **Splash Wiltshire/Community First - grant of £2,253.00 - scored 18 out of 20 in the criteria**
- 6.16 **Stepping Stones - grant of £2,500 - scored 20 out of 20 in the criteria**
- 6.17 **W.A.N.D.S (Wiltshire Adopters - Networking, Development and Support) - grant of £1,360 - scored 19 out of 20 in the criteria**
- 6.18 **Wiltshire Mind - grant of £1,500 - scored 19 out of 20 in the criteria**

7. Draft Procurement Policy (Pages 189 - 196)

To receive the draft Procurement Policy including amendments from the Full Council meeting held on 25 October 2021, and recommend it for adoption by Full Council.

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

OFFICERS:	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:

Melksham Town Council
Monthly Financial Statement 31 August 2021

Cash and Bank Balances:

Co-operative Current Account	265,207	
Assembly General Account	650,103	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	68	
Petty Cash	164	
Bar Float	1,100	
		968,577

Debtors (monies owed to council)

H M Customs - Vat recoverable	9,352	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		15,795
		984,372

Less: Creditors (monies owed by council)

Suppliers of goods and services	222	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	18,207	
Events Control	1,829	28,823

Net Cash Available 955,549

Represented by:

General Fund

Current Year Surplus	97,686	
Earmarked Reserves Used in year	<u>8,411</u>	
	106,097	
Contribution to Earmarked Reserves	<u>12,858</u>	93,239
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>8,411</u>	477,097

Specific Reserves

Balance at 1st April 2021	12,519	
Plus: Received in Year	<u>12,858</u>	
	25,377	
Less: Used to Fund Expenditure	<u>0</u>	25,377

955,549

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Melksham Town Council
Monthly Financial Statement 30 September 2021

Cash and Bank Balances:

Co-operative Current Account	579,962	
Assembly General Account	646,719	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	68	
Petty Cash	148	
Bar Float	1,100	
	<u>1,279,932</u>	

Debtors (monies owed to council)

H M Customs - Vat recoverable	14,574	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
	<u>21,017</u>	
	<u>1,300,949</u>	

Less: Creditors (monies owed by council)

Suppliers of goods and services	612	
Retention Due	8,065	
Other Creditors	500	
Paye, NI and Pension Due	4,307	
Events Control	<u>969</u>	14,453

Net Cash Available 1,286,496

Represented by:

General Fund

Current Year Surplus	428,633	
Earmarked Reserves Used in year	<u>9,552</u>	
	438,185	
Contribution to Earmarked Reserves	<u>12,858</u>	425,327
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>9,552</u>	475,956

Specific Reserves - CIL

Balance at 1st April 2021	12,519	
Plus: Received in Year	<u>12,858</u>	
	25,377	
Less: Used to Fund Expenditure	<u>0</u>	25,377

1,286,496

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20/09/2021

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance and Administration							
101 Central Costs							
4000 Salaries ENI & Pension	26,953	115,990	269,000	153,010		153,010	43.1%
4021 Stationery & Sundry Office Exp	270	1,220	1,500	280		280	81.3%
4023 Advertising	49	1,604	1,500	(104)		(104)	106.9%
4024 Equipment/furniture	594	647	2,000	1,353		1,353	32.4%
4026 Photocopying	76	309	1,500	1,191		1,191	20.6%
4027 Telephones and Mobiles	747	1,299	3,000	1,701		1,701	43.3%
4028 Postage	16	137	300	163		163	45.6%
4029 Subscriptions	(7)	1,742	3,000	1,258		1,258	58.1%
4040 Information Technology	0	10,745	15,000	4,255		4,255	71.6%
4042 Website and Licences	790	1,779	1,500	(279)		(279)	118.6%
4058 Insurance	7,734	9,614	8,000	(1,614)		(1,614)	120.2%
4061 Travel	0	0	500	500		500	0.0%
4075 Training	635	4,403	4,000	(403)		(403)	110.1%
Central Costs :- Indirect Expenditure	37,857	149,489	310,800	161,311	0	161,311	48.1%
Net Expenditure	(37,857)	(149,489)	(310,800)	(161,311)			
110 Corporate Costs							
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	13	273	500	227		227	54.7%
4043 HR consultancy	0	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional Fees	8	582	3,000	2,418		2,418	19.4%
4057 Audit/Year End Costs/Prof.Fees	1,200	4,716	12,000	7,284		7,284	39.3%
4076 Health & Safety	0	25	2,000	1,975		1,975	1.3%
Corporate Costs :- Indirect Expenditure	1,221	8,391	23,500	15,109	0	15,109	35.7%
Net Income over Expenditure	(1,221)	450,984	896,250	445,266			
115 Civic and Democratic							
4030 Town Crier's expenses	235	235	400	165		165	58.8%
4034 Councillors training	20	1,292	2,000	708		708	64.6%
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	255	1,572	9,900	8,328	0	8,328	15.9%
Net Expenditure	(255)	(1,572)	(9,900)	(8,328)			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
4301 Grants	0	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	0	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>0</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 Expenditure	<u>0</u>	<u>(15,444)</u>	<u>(62,500)</u>	<u>(47,056)</u>			
Finance and Administration :- Income	0	459,375	919,750	460,375			49.9%
Expenditure	39,333	174,896	406,700	231,804	0	231,804	43.0%
Movement to/(from) Gen Reserve	<u>(39,333)</u>	<u>284,479</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	45	45	6,500	6,455			0.7%
Town Hall :- Income	45	45	6,500	6,455			0.7%
4100 Gas	0	1,276	3,500	2,224		2,224	36.5%
4101 Electricity	146	869	2,500	1,631		1,631	34.8%
4102 Rates	780	5,142	10,000	4,858		4,858	51.4%
4103 Water Rates	0	775	1,500	725		725	51.7%
4104 Window Cleaning	185	720	1,400	680		680	51.4%
4106 Maintenance	1,322	1,322	0	(1,322)		(1,322)	0.0%
4108 Equipment and servicing	5,436	8,715	8,000	(715)		(715)	108.9%
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	7,869	18,820	28,050	9,230	0	9,230	67.1%
Net Income over Expenditure	(7,824)	(18,775)	(21,550)	(2,775)			

202 Environmental Services

1027 Agency Services Re-imbursed	144	3,142	3,000	(142)			104.7%
Environmental Services :- Income	144	3,142	3,000	(142)			104.7%
4000 Salaries ENI & Pension	18,451	94,596	255,000	160,404		160,404	37.1%
4027 Telephones and Mobiles	139	822	1,600	778		778	51.4%
4150 Clothing	242	330	2,000	1,670		1,670	16.5%
4151 Tools	0	124	1,000	876		876	12.4%
4153 Vehicle Running Costs	590	3,077	7,000	3,923		3,923	44.0%
4156 Lease of van	996	6,284	12,000	5,716		5,716	52.4%
4163 Maintenance and Repairs	58	4,507	10,000	5,493		5,493	45.1%
4167 Street Furniture	0	162	2,000	1,838		1,838	8.1%
4186 Maintenance of defibrillators	1,875	2,645	1,050	(1,595)		(1,595)	251.9%
4196 Container storage	113	563	1,600	1,038		1,038	35.2%
4915 Equipment-Purchases	0	923	0	(923)		(923)	0.0%
Environmental Services :- Indirect Expenditure	22,464	114,033	293,250	179,217	0	179,217	38.9%
Net Income over Expenditure	(22,320)	(110,891)	(290,250)	(179,359)			

203 Allotments

1045 Income Allotments	0	280	4,700	4,420			6.0%
Allotments :- Income	0	280	4,700	4,420			6.0%

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4200 Water Rates - Allotments	229	527	1,700	1,173		1,173	31.0%
4201 Maintenance - Allotments	0	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	229	527	2,000	1,473	0	1,473	26.4%
Net Income over Expenditure	(229)	(247)	2,700	2,947			
204 Pavilion							
1046 Income - Pavilion	0	300	3,000	2,700			10.0%
Pavilion :- Income	0	300	3,000	2,700			10.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	915	1,040	1,100	60		60	94.6%
4254 Water - Pavilion	0	115	200	85		85	57.4%
4255 Fire Security - Pavilion	0	0	500	500		500	0.0%
4256 Maintenance - Pavilion	0	1,105	1,000	(105)		(105)	110.5%
Pavilion :- Indirect Expenditure	915	2,260	3,000	740	0	740	75.3%
Net Income over Expenditure	(915)	(1,960)	0	1,960			
205 Public Toilets							
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	(2,194)	2,313	17,000	14,687		14,687	13.6%
4185 Electricity supply: Toilets	69	840	1,150	310		310	73.1%
Public Toilets :- Indirect Expenditure	(2,126)	3,153	18,150	14,997	0	14,997	17.4%
Net Income over Expenditure	2,126	(3,153)	(11,550)	(8,397)			
210 Corporate Properties							
1040 Income 31 Market Place	583	2,814	6,900	4,086			40.8%
1042 Income Roundhouse	167	833	1,600	767			52.1%
Corporate Properties :- Income	750	3,647	8,500	4,853			42.9%
4175 Costs Art House Cafe	18	466	500	34		34	93.2%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	18	466	1,000	534	0	534	46.6%
Net Income over Expenditure	732	3,182	7,500	4,319			
215 Depot							
4103 Water Rates	9	17	200	183		183	8.5%

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4159 Electric - Unit	91	737	750	13		13	98.3%
4160 Leasing-Unit at Bowerhill	779	3,896	10,850	6,954		6,954	35.9%
4161 Rates-Unit at Bowerhill	230	1,145	2,400	1,255		1,255	47.7%
4184 Fire security: Unit	0	34	400	366		366	8.5%
Depot :- Indirect Expenditure	1,109	5,830	14,600	8,770	0	8,770	39.9%
Net Expenditure	(1,109)	(5,830)	(14,600)	(8,770)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,335	3,265	10,000	6,735		6,735	32.6%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	323	621	5,000	4,379		4,379	12.4%
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	1,658	3,886	23,050	19,164	0	19,164	16.9%
Net Expenditure	(1,658)	(3,886)	(23,050)	(19,164)			
221 King George V Park							
4199 Splash & Play Running Costs	936	3,171	10,000	6,829		6,829	31.7%
King George V Park :- Indirect Expenditure	936	3,171	10,000	6,829	0	6,829	31.7%
Net Expenditure	(936)	(3,171)	(10,000)	(6,829)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	204	831	1,000	169			83.1%
Economic Dev. and Planning :- Income	204	831	1,000	169			83.1%
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	29	79	0	(79)		(79)	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	0	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	34	4,949	6,500	1,551		1,551	76.1%
Economic Dev. and Planning :- Indirect Expenditure	63	5,075	23,750	18,675	0	18,675	21.4%
Net Income over Expenditure	141	(4,243)	(22,750)	(18,507)			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	0	0	40,000	40,000			0.0%
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	0	0	0			
Asset Management :- Income	1,143	8,246	73,300	65,055			11.2%
Expenditure	33,137	157,219	456,850	299,631	0	299,631	34.4%
Movement to/(from) Gen Reserve	(31,994)	(148,974)					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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</u>	<u>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	0	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	0	2,232	22,200	19,968	0	19,968	10.1%
	Net Income over Expenditure	0	(1,035)	(22,200)	(21,165)			
<u>310</u>	<u>East Melksham Community Hall</u>							
4050	Legal and Professional Fees	400	1,729	0	(1,729)		(1,729)	0.0%
	East Melksham Community Hall :- Indirect Expenditure	400	1,729	0	(1,729)	0	(1,729)	
	Net Expenditure	(400)	(1,729)	0	1,729			
	Community Development :- Income	0	1,197	0	(1,197)			0.0%
	Expenditure	400	3,961	22,200	18,239	0	18,239	17.8%
	Movement to/(from) Gen Reserve	(400)	(2,764)					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	1,106	2,263	20,000	17,737			11.3%
1050 Grants Received	2,019	14,783	0	(14,783)			0.0%
Assembly Hall Central Costs :- Income	3,125	17,046	20,000	2,954			85.2%
4000 Salaries ENI & Pension	15,620	48,486	103,000	54,514		54,514	47.1%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	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	9	49	500	451		451	9.8%
4913 Water	159	1,320	2,000	680		680	66.0%
4914 Rates	861	4,303	9,000	4,697		4,697	47.8%
4916 Maintenance-Equipment	21	21	3,000	2,979		2,979	0.7%
4917 Service Contracts	309	1,552	7,000	5,448		5,448	22.2%
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	90	492	1,400	908		908	35.1%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	59	340	1,000	660		660	34.0%
Assembly Hall Central Costs :- Indirect Expenditure	17,129	56,999	147,500	90,501	0	90,501	38.6%
Net Income over Expenditure	(14,005)	(39,953)	(127,500)	(87,547)			
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	0	2	500	498		498	0.3%
Assembly Hall Events :- Indirect Expenditure	0	2	500	498	0	498	0.3%
Net Income over Expenditure	0	(2)	0	2			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	524	1,160	20,000	18,840			5.8%
Assembly Hall Bar and Catering :- Income	524	1,160	20,000	18,840			5.8%
4903 Assembly Hall Bar expenditure	113	706	10,000	9,294		9,294	7.1%
Assembly Hall Bar and Catering :- Indirect Expenditure	113	706	10,000	9,294	0	9,294	7.1%
Net Income over Expenditure	411	454	10,000	9,546			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	3,648	18,206	40,500	22,294			45.0%
Expenditure	17,242	57,707	158,000	100,293	0	100,293	36.5%
Movement to/(from) Gen Reserve	(13,594)	(39,501)					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	11,012	12,858	0	(12,858)			0.0%
Earmarked Reserves :- Income	11,012	12,858	0	(12,858)			
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	9,015	8,411	299,900	291,489		291,489	2.8%
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	25,377	25,377		25,377	0.0%
Earmarked Reserves :- Indirect Expenditure	9,015	8,411	510,884	502,473	0	502,473	1.6%
Net Income over Expenditure	1,997	4,447	(510,884)	(515,331)			
Earmarked Reserves :- Income	11,012	12,858	0	(12,858)			0.0%
Expenditure	9,015	8,411	510,884	502,473	0	502,473	1.6%
Movement to/(from) Gen Reserve	1,997	4,447					
Grand Totals:- Income	15,803	499,882	1,033,550	533,668			48.4%
Expenditure	99,126	402,194	1,554,634	1,152,440	0	1,152,440	25.9%
Net Income over Expenditure	(83,323)	97,688	(521,084)	(618,772)			
Movement to/(from) Gen Reserve	(83,323)	97,688					

Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Central Costs							
4000 Salaries ENI & Pension	19,393	135,384	269,000	133,617		133,617	50.3%
4021 Stationery & Sundry Office Exp	261	1,481	1,500	19		19	98.7%
4023 Advertising	0	1,604	1,500	(104)		(104)	106.9%
4024 Equipment/furniture	1,582	2,230	2,000	(230)		(230)	111.5%
4026 Photocopying	209	518	1,500	982		982	34.5%
4027 Telephones and Mobiles	84	1,383	3,000	1,617		1,617	46.1%
4028 Postage	71	208	300	92		92	69.3%
4029 Subscriptions	396	2,137	3,000	863		863	71.2%
4040 Information Technology	880	11,625	15,000	3,375		3,375	77.5%
4042 Website and Licences	53	1,832	1,500	(332)		(332)	122.1%
4058 Insurance	0	9,614	8,000	(1,614)		(1,614)	120.2%
4061 Travel	15	15	500	485		485	3.0%
4075 Training	10	4,413	4,000	(413)		(413)	110.3%
Central Costs :- Indirect Expenditure	22,954	172,443	310,800	138,357	0	138,357	55.5%
Net Expenditure	(22,954)	(172,443)	(310,800)	(138,357)			
110 Corporate Costs							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	459,375	918,750	918,750	0			100.0%
Corporate Costs :- Income	459,375	918,750	919,750	1,000			99.9%
4017 Bank account fees	116	390	500	110		110	77.9%
4043 HR consultancy	0	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional Fees	12	594	3,000	2,406		2,406	19.8%
4057 Audit/Year End Costs/Prof.Fees	600	5,316	12,000	6,684		6,684	44.3%
4076 Health & Safety	1,395	1,420	2,000	580		580	71.0%
Corporate Costs :- Indirect Expenditure	2,123	10,514	23,500	12,986	0	12,986	44.7%
Net Income over Expenditure	457,252	908,236	896,250	(11,986)			
115 Civic and Democratic							
4030 Town Crier's expenses	0	235	400	165		165	58.8%
4034 Councillors training	0	1,292	2,000	708		708	64.6%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's expenses	1,000	1,062	1,000	(62)		(62)	106.2%
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	1,000	2,572	9,900	7,328	0	7,328	26.0%
Net Expenditure	(1,000)	(2,572)	(9,900)	(7,328)			

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Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
151_ Grants							
4301 Grants	4,304	9,748	25,000	15,252		15,252	39.0%
4302 Grant CAB	5,000	5,000	5,000	0		0	100.0%
4303 Grant-Young Melksham	10,000	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	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	3,000	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	26,304	41,748	62,500	20,752	0	20,752	66.8%
Net Expenditure	(26,304)	(41,748)	(62,500)	(20,752)			
201_ Town Hall							
1034 Income Town Hall Bookings	409	454	6,500	6,046			7.0%
Town Hall :- Income	409	454	6,500	6,046			7.0%
4100 Gas	0	1,276	3,500	2,224		2,224	36.5%
4101 Electricity	174	1,043	2,500	1,457		1,457	41.7%
4102 Rates	2,376	7,518	10,000	2,482		2,482	75.2%
4103 Water Rates	0	775	1,500	725		725	51.7%
4104 Window Cleaning	0	720	1,400	680		680	51.4%
4106 Maintenance	0	1,322	0	(1,322)		(1,322)	0.0%
4108 Equipment and servicing	929	9,644	8,000	(1,644)		(1,644)	120.6%
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	3,478	22,298	28,050	5,752	0	5,752	79.5%
Net Income over Expenditure	(3,069)	(21,844)	(21,550)	294			
202_ Environmental Services							
1027 Agency Services Re-imbursed	0	3,142	3,000	(142)			104.7%
Environmental Services :- Income	0	3,142	3,000	(142)			104.7%
4000 Salaries ENI & Pension	20,273	114,870	255,000	140,130		140,130	45.0%
4027 Telephones and Mobiles	140	962	1,600	638		638	60.2%
4150 Clothing	105	434	2,000	1,566		1,566	21.7%
4151 Tools	107	230	1,000	770		770	23.0%
4153 Vehicle Running Costs	265	3,343	7,000	3,657		3,657	47.8%
4156 Lease of van	996	7,280	12,000	4,720		4,720	60.7%
4163 Maintenance and Repairs	701	5,208	10,000	4,792		4,792	52.1%
4167 Street Furniture	392	555	2,000	1,445		1,445	27.7%

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Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4186 Maintenance of defibrillators	0	2,645	1,050	(1,595)		(1,595)	251.9%
4196 Container storage	113	675	1,600	925		925	42.2%
4915 Equipment-Purchases	0	923	0	(923)		(923)	0.0%
Environmental Services :- Indirect Expenditure	23,093	137,125	293,250	156,125	0	156,125	46.8%
Net Income over Expenditure	(23,093)	(133,983)	(290,250)	(156,267)			
<u>203 Allotments</u>							
1045 Income Allotments	100	380	4,700	4,320			8.1%
Allotments :- Income	100	380	4,700	4,320			8.1%
4200 Water Rates - Allotments	0	527	1,700	1,173		1,173	31.0%
4201 Maintenance - Allotments	207	207	300	93		93	68.8%
Allotments :- Indirect Expenditure	207	734	2,000	1,266	0	1,266	36.7%
Net Income over Expenditure	(107)	(354)	2,700	3,054			
<u>204 Pavilion</u>							
1046 Income - Pavilion	0	300	3,000	2,700			10.0%
Pavilion :- Income	0	300	3,000	2,700			10.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	0	1,040	1,100	60		60	94.6%
4254 Water - Pavilion	0	115	200	85		85	57.4%
4255 Fire Security - Pavilion	82	82	500	418		418	16.4%
4256 Maintenance - Pavilion	0	1,105	1,000	(105)		(105)	110.5%
Pavilion :- Indirect Expenditure	82	2,342	3,000	658	0	658	78.1%
Net Income over Expenditure	(82)	(2,042)	0	2,042			
<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	536	2,849	17,000	14,151		14,151	16.8%
4185 Electricity supply: Toilets	69	910	1,150	240		240	79.1%
Public Toilets :- Indirect Expenditure	606	3,759	18,150	14,391	0	14,391	20.7%
Net Income over Expenditure	(606)	(3,759)	(11,550)	(7,791)			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	1,083	3,897	6,900	3,003			56.5%

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Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1042 Income Roundhouse	139	972	1,600	628			60.8%
Corporate Properties :- Income	1,222	4,870	8,500	3,630			57.3%
4175 Costs Art House Cafe	315	781	500	(281)		(281)	156.2%
4178 Costs Roundhouse	60	60	0	(60)		(60)	0.0%
4191 Costs 31 Market Place	187	187	500	313		313	37.4%
Corporate Properties :- Indirect Expenditure	562	1,028	1,000	(28)	0	(28)	102.8%
Net Income over Expenditure	660	3,842	7,500	3,658			
<u>215_Depot</u>							
4103 Water Rates	9	26	200	175		175	12.8%
4159 Electric - Unit	92	829	750	(79)		(79)	110.6%
4160 Leasing-Unit at Bowerhill	779	4,675	10,850	6,175		6,175	43.1%
4161 Rates-Unit at Bowerhill	460	1,605	2,400	795		795	66.9%
4184 Fire security: Unit	72	106	400	294		294	26.5%
Depot :- Indirect Expenditure	1,411	7,241	14,600	7,359	0	7,359	49.6%
Net Expenditure	(1,411)	(7,241)	(14,600)	(7,359)			
<u>220 Play Areas and Open Spaces</u>							
4157 Grasscutting	3,360	6,625	10,000	3,375		3,375	66.3%
4158 Replacement Play Equipment	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	(29)	592	5,000	4,408		4,408	11.8%
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	3,331	7,217	23,050	15,833	0	15,833	31.3%
Net Expenditure	(3,331)	(7,217)	(23,050)	(15,833)			
<u>221 King George V Park</u>							
4199 Splash & Play Running Costs	2,032	5,202	10,000	4,798		4,798	52.0%
King George V Park :- Indirect Expenditure	2,032	5,202	10,000	4,798	0	4,798	52.0%
Net Expenditure	(2,032)	(5,202)	(10,000)	(4,798)			
<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	5,732	5,771	10,000	4,229		4,229	57.7%

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Detailed Income & Expenditure by Budget Heading 01/09/2021

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4074 Neighbourhood Plan	43	2,236	5,000	2,764		2,764	44.7%
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	5,775	8,007	22,200	14,193	0	14,193	36.1%
Net Income over Expenditure	(5,775)	(6,810)	(22,200)	(15,390)			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional Fees	0	1,729	0	(1,729)		(1,729)	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	1,729	0	(1,729)	0	(1,729)	
Net Expenditure	0	(1,729)	0	1,729			
<u>403 Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	219	1,050	1,000	(50)			105.0%
Economic Dev. and Planning :- Income	219	1,050	1,000	(50)			105.0%
4080 Melksham in Bloom Competition	628	628	500	(128)		(128)	125.7%
4308 CCTV	0	0	2,500	2,500		2,500	0.0%
4309 New sletter	40	40	4,000	3,960		3,960	1.0%
4312 Shurnhold Fields	393	472	0	(472)		(472)	0.0%
4327 Community Development Support	0	0	750	750		750	0.0%
4328 Business Netw orking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	46	1,500	1,454		1,454	3.1%
4356 Highw ays 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	4,949	6,500	1,551		1,551	76.1%
Economic Dev. and Planning :- Indirect Expenditure	1,061	6,136	23,750	17,615	0	17,615	25.8%
Net Income over Expenditure	(842)	(5,085)	(22,750)	(17,665)			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	0	0	40,000	40,000			0.0%
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	0	0	0			

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Detailed Income & Expenditure by Budget Heading 01/09/2021

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	539	2,803	20,000	17,197			14.0%
1050 Grants Received	211	14,994	0	(14,994)			0.0%
Assembly Hall Central Costs :- Income	750	17,796	20,000	2,204			89.0%
4000 Salaries ENI & Pension	32,208	80,694	103,000	22,306	22,306		78.3%
4900 Uniforms	0	0	500	500	500		0.0%
4905 Cleaning Materials	204	436	1,500	1,064	1,064		29.1%
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	11	60	500	440	440		12.0%
4913 Water	162	1,482	2,000	518	518		74.1%
4914 Rates	861	5,164	9,000	3,836	3,836		57.4%
4916 Maintenance-Equipment	0	21	3,000	2,979	2,979		0.7%
4917 Service Contracts	2,364	3,916	7,000	3,084	3,084		55.9%
4918 Maintenance-General	35	61	500	439	439		12.1%
4922 Publicity and Marketing	0	0	2,000	2,000	2,000		0.0%
4923 Cash register/bar phone	90	582	1,400	818	818		41.6%
4927 Stocktaking	0	0	600	600	600		0.0%
4929 AIB and Worldpay	106	447	1,000	553	553		44.7%
Assembly Hall Central Costs :- Indirect Expenditure	36,042	93,041	147,500	54,459	0	54,459	63.1%
Net Income over Expenditure	(35,292)	(75,245)	(127,500)	(52,255)			
510 Assembly Hall Events							
1004 Film show s	0	0	500	500			0.0%
1173 Live Entertainment	2,165	2,165	0	(2,165)			0.0%
Assembly Hall Events :- Income	2,165	2,165	500	(1,665)			432.9%
4919 Films: expenses and contract	1,572	1,573	500	(1,073)	(1,073)		314.7%
Assembly Hall Events :- Indirect Expenditure	1,572	1,573	500	(1,073)	0	(1,073)	314.7%
Net Income over Expenditure	593	591	0	(591)			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	446	1,606	20,000	18,394			8.0%
Assembly Hall Bar and Catering :- Income	446	1,606	20,000	18,394			8.0%
4903 Assembly Hall Bar expenditure	966	1,672	10,000	8,328	8,328		16.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	966	1,672	10,000	8,328	0	8,328	16.7%
Net Income over Expenditure	(520)	(66)	10,000	10,066			

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Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 Earmarked Reserves							
1180 CIL Received	0	12,858	0	(12,858)			0.0%
Earmarked Reserves :- Income	0	12,858	0	(12,858)			
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	1,141	9,552	299,900	290,348	290,348		3.2%
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	25,377	25,377	25,377		0.0%
Earmarked Reserves :- Indirect Expenditure	1,141	9,552	510,884	501,332	0	501,332	1.9%
Net Income over Expenditure	(1,141)	3,306	(510,884)	(514,190)			
Grand Totals:- Income	464,686	964,568	1,033,550	68,982			93.3%
Expenditure	133,740	535,934	1,554,634	1,018,700	0	1,018,700	34.5%
Net Income over Expenditure	330,946	428,634	(521,084)	(949,718)			
Movement to/(from) Gen Reserve	330,946	428,634					

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Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.08.2021

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DRAFT Budget Options 2022-2023

Last Year's Precept (2021/2022)

918,750 – Band D £164.08

Last Year's Tax Base: 5599.26

Draft Budget Options 2022-2023

Option 1 – Stand Still, no projects - precept required

891,132 – Band D = £155.87

Option 2 – Projects* added to precept – precept required

1,040,076 – Band D = £181.92

(*Projects include Play Areas, CCTV and public toilets)

Option 3 – Borrowing up to £1 million from PWLB –
precept required

941,528 – Band D = £164.69

Suggested projects to be funded by a loan could include but are not limited to:

NB: If Council approved option 3 and resolved to borrow £1million there is no obligation on the council to draw down the loan. Equally the loan can be drawn in stages according to projects being realised.

- Amenities Depot at (KGV) (council has already approved borrowing for the build up to £200,000).
- Refurbishment and overhaul of the towns play areas.
- Re-Open and/or refurbishment of Melksham's public toilets, Re-open Church Street, fully open Bath Road and refurbish Market Place toilets.
- Town wide, sophisticated CCTV system with Central Control Room (consider ANPR in KGV car park). To work up a co-ordinated system where all cameras (as well as businesses with their permission) feedback to the Central Control Room. All to be pro-actively monitored at the Control Room by volunteers. Introduce a Shop Watch system. The Amenities team to be issued with radios with a radio station at all town council premises (where staff are present) all feeding back to the central control room which could/should include a Police radio.
- 20 is plenty campaign for the whole town.
- Extension of the pavilion and provision of public toilets at the pavilion.

- Climate Change improvements to council owned facilities

The projected outturn is suggesting a £50,816 surplus. The projections will allow for under spends or none spends to be rolled over and could be the start of maintenance/sinking funds.

For example:

- Once the new amenities building is completed there will be no requirement to lease the unit at Bowerhill. This will save £15,150 per year. **15,150**
- Currently there is an ear marked reserve of £21,000 for Equipment Replacement only £6,000 will be spent by the year end. **15,000**
- Maintenance of Play Areas - underspend of **2,000**
- Tree Planting £1,000 – underspend of **1,000**
- KGV Materials - underspend of **2,000**

At the end of the financial year (31 March 2022) it will be suggested (for members to decide) that the sum of **£20,150** is set aside to start the sinking/maintenance fund.

Draft Budget 2022 – 2023

Option 1

Stand still, no projects

Precept = 891,132 ÷ 5717.10 (tax base)

Proposed Band D for 2022 - 2023 = **£155.87***

*Band D in 2021 -2022 = £164.08

OPTION 1

STAND STILL
NO PROTECTS

Note: 2022/2023 Draft Budget

		Budget 2020/2021		Budget 2021/2022			Budget 2022/2023			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Finance, Admin & Performance										
101	Central Costs									
4000	Salaries ENI & Pension	269,000	224,773	269,000	135,384	252,000	0	225,000	0	0
4002	Locum Support	0	40,163	0	0	0	0	0	0	0
4021	Stationery	2,000	1,973	1,500	1,532	2,700	0	2,750	0	0
4023	Advertising	1,500	3,176	1,500	1,647	1,750	0	1,750	0	0
4024	Equipment/furniture	3,000	759	2,000	2,230	2,500	0	3,000	0	0
4026	Photocopying	2,500	1,373	1,500	606	1,100	0	1,200	0	0
4027	Telephones and Mobiles	2,300	5,002	3,150	1,408	2,500	0	3,000	0	0
4028	Postage	1,000	372	300	208	250	0	400	0	0
4029	Subscriptions	2,600	3,803	3,000	2,137	3,000	0	4,000	0	0
4040	Information Technology/Hardware	15,000	16,860	15,000	11,215	15,000	0	17,500	0	0
4042	Licences/Software	1,500	4,984	1,500	2,214	4,200	0	4,500	0	0
4058	Insurance	8,000	8,594	8,000	9,614	9,700	0	9,750	0	0
4061	Travel and Subsistence	1,500	9	500	94	200	0	500	0	0
4075	Training	5,000	2,823	4,000	4,433	4,500	0	5,000	0	0
Overhead Expenditure				310,950	172,722	299,400	0	278,350	0	0
Movement to/(from) Gen Reserve				(310,950)	(172,722)	(299,400)		(278,350)		
Corporate Costs										
110	Income Interest	1,000	0	1,000	0	0	0	0	0	0
1176	Precept Received	884,122	884,122	918,750	918,750	918,750	0	0	0	0
Total Income				919,750	918,750	918,750	0	0	0	0

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017 Bank account fees	500	365	500	935	500	0	500	0	0
4043 HR consultancy	5,000	12,293	6,000	2,795	4,600	0	5,000	0	0
4050 Legal and Professional	2,500	1,381	3,000	612	3,000	0	3,500	0	0
4057 Accountancy and Audit	10,000	14,028	12,000	5,916	12,000	0	12,000	0	0
4076 Health & Safety	2,500	354	2,000	1,426	2,500	0	2,500	0	0
Overhead Expenditure									
	20,500	28,420	23,500	11,684	22,600	0	23,500	0	0
Movement to/(from) Gen Reserve	864,622	855,702	896,250	907,066	896,150		(23,500)		
Civic and Democratic									
4030 Town Crier's expenses	400	235	400	235	400	0	300	0	0
4034 Councillors' training	2,000	0	2,000	1,292	2,000	0	2,000	0	0
4062 Election Expenses	5,000	0	2,000	0	2,000	0	2,000	0	0
4070 Mayor's Allowance	1,000	1,000	1,000	1,062	1,000	0	1,000	0	0
4085 Civic and Ceremonial	2,500	1,044	2,500	1,258	2,500	0	2,500	0	0
4311 Remembrance Day	2,500	485	2,000	63	2,000	0	2,000	0	0
Overhead Expenditure									
	13,400	2,763	9,900	3,910	9,900	0	9,800	0	0
Movement to/(from) Gen Reserve	(13,400)	(2,763)	(9,900)	(3,910)	(9,900)		(9,800)		
151 Grants									
4301 Grants	15,000	18,846	25,000	9,748	25,000	0	25,000	0	0
4302 Grant CAB	5,000	5,800	5,000	5,000	5,000	0	5,000	0	0
4303 Grant-4Youth	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4305 Grant Christmas Lights	7,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4306 Grant Party in the Park	3,000	2,000	3,000	0	0	0	3,000	0	0

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Budget 2020/2021		Budget 2021/2022				Budget 2022/2023			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4310	Grant Food and River Festival	3,000	1,000	3,000	3,000	0	3,000	0	0
4317	Grant Carnival	2,500	0	2,500	0	0	2,500	0	0
4330	Grant TIC	4,000	6,000	4,000	4,000	0	4,000	0	0
4331	Grant Trans Wilts	3,500	2,500	0	0	0	0	0	0
	Overhead Expenditure	53,000	56,146	62,500	41,748	57,000	62,500	0	0
	Movement to/(from) Gen Reserve	(53,000)	(56,146)	(62,500)	(41,748)	(57,000)	(62,500)		
	Finance, Admin & Performance - Income	885,122	884,122	919,750	918,750	918,750	0	0	0
	Expenditure	401,800	401,994	406,850	230,065	388,900	374,150	0	0
	Movement to/(from) Gen Reserve	483,322	482,128	512,900	688,685	529,850	(374,150)		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022			Budget 2022/2023			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Asset Management & Amenities									
201 Town Hall									
1020	0	8,420	0	0	900	0	0	0	0
1034	13,000	0	6,500	454	800	0	1,000	0	0
Total Income			6,500	454	1,700	0	1,000	0	0
4100	4,000	4,430	3,500	1,281	3,500	0	4,020	0	0
4101	9,000	2,347	2,500	1,230	2,500	0	3,000	0	0
4102	10,500	8,653	10,000	8,684	9,500	0	10,000	0	0
4103	1,600	657	1,500	775	1,500	0	1,800	0	0
4104	1,400	1,420	1,400	720	1,400	0	1,600	0	0
4106	0	0	0	1,322	1,322	0	6,000	0	0
4108	6,000	9,534	8,000	10,256	10,240	0	6,000	0	0
4109	1,200	-213	1,000	0	1,000	0	1,200	0	0
4110	200	0	0	0	0	0	0	0	0
Overhead Expenditure			27,900	24,268	30,962	0	33,620	0	0
Movement to/(from) Gen Reserve			(21,400)	(23,814)	(29,262)		(32,620)		
202 Asset and Amenities									
1027	1,600	4,692	3,000	4,109	4,850	0	4,000	0	0
Total Income			3,000	4,109	4,850	0	4,000	0	0
4000	251,852	202,434	255,000	114,870	235,000	0	225,000	0	0
4027	550	0	1,600	1,103	1,700	0	1,800	0	0

Continued on next page

Budget 2020/2021			Budget 2021/2022			Budget 2022/2023			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Uniform/PPE	2,500	1,505	2,000	2,000	0	2,400	0	0
4151	Tools and Equipment	0	0	1,000	244	2,000	4,000	0	0
4153	Vehicle Running Costs	7,000	5,584	7,000	3,592	0	7,000	0	0
4156	Vehicle Leasing	10,000	12,469	12,000	8,259	13,000	13,000	0	0
4163	Repairs and Maintenance	10,000	7,386	10,000	5,430	10,000	12,000	0	0
4167	Street Furniture and Signage	3,000	1,448	2,000	555	2,000	10,000	0	0
4177	Churchyard maintenance	2,000	500	0	0	0	1,500	0	0
4186	Defibrillators	1,000	1,017	1,050	3,520	3,600	3,000	0	0
4196	Container storage	1,250	1,148	1,600	788	1,600	0	0	0
4195	Equipment	0	0	0	923	0	0	0	0
			293,250	139,862	270,900	0	279,700	0	0
			(290,250)	(135,753)	(266,050)		(275,700)		
Movement to/(from) Gen Reserve									
203 Allotments									
1045	Income Allotments	5,000	5,141	4,700	420	5,000	5,000	0	0
			5,000	420	5,000	0	5,000	0	0
Total Income									
4200	Water Rates - Allotments	750	1,274	1,700	527	1,500	1,800	0	0
4201	Maintenance - Allotments	500	108	300	207	300	1,000	0	0
			1,250	734	1,800	0	2,800	0	0
			3,750	(314)	3,200		2,200		
Movement to/(from) Gen Reserve									
204 KGV Pavilion and Car Park									
1046	Income - Pavilion	750	0	3,000	1,614	2,000	1,500	0	0

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	750	0	3,000	1,614	2,000	0	1,500	0	0
4250 Telephone - Pavilion	200	231	200	0	200	0	300	0	0
4252 Electricity - Pavilion	800	1,015	1,100	1,146	1,800	0	2,300	0	0
4254 Water - Pavilion	450	166	200	115	300	0	1,200	0	0
4255 Fire Safety Checks	200	451	500	82	250	0	250	0	0
4256 Maintenance - Pavilion	0	0	1,000	1,105	1,200	0	2,000	0	0
4260 Non Domestic Rates - Car Park	0	0	0	0	3,000	0	2,000	0	0
Overhead Expenditure	1,650	1,863	3,000	2,447	6,750	0	8,050	0	0
Movement to/(from) Gen Reserve	(900)	(1,863)	0	(833)	(4,750)		(6,550)		
Public Toilets									
1060 MWPC contr. to Market Place	7,000	6,549	6,600	0	6,600	0	7,500	0	0
Total Income	7,000	6,549	6,600	0	6,600	0	7,500	0	0
4180 Cleaning	29,400	14,630	17,000	6,295	15,000	0	15,000	0	0
4185 Electricity supply: Toilets	600	670	1,150	990	1,600	0	2,000	0	0
Overhead Expenditure	30,000	15,299	18,150	7,285	16,600	0	17,000	0	0
Movement to/(from) Gen Reserve	(23,000)	(8,750)	(11,550)	(7,285)	(10,000)		(9,500)		
Corporate Properties									
1040 Income 31 Market Place	5,780	5,106	6,900	4,981	7,500	0	6,900	0	0
1042 Income Roundhouse	1,000	806	1,600	1,139	1,139	0	0	0	0
1047 Income Unit at Bowerhill	3,600	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1048	Income Art House Cafe	7,500	2,500	0	0	3,000	0	6,000	0
	Total Income	17,880	8,411	8,500	6,120	11,639	0	12,900	0
4175	Costs Art House Cafe	1,000	573	500	1,714	1,000	0	500	0
4178	Costs Roundhouse	1,000	1,447	0	60	60	0	4,000	0
4191	Costs 31 Market Place	1,000	130	500	187	500	0	500	0
	Overhead Expenditure	3,000	2,151	1,000	1,961	1,560	0	5,000	0
	Movement to/(from) Gen Reserve	14,880	6,261	7,500	4,159	10,079		7,900	
220	Depot								
4103	Water Rates	200	269	200	34	200	0	250	0
4159	Electric - Unit	1,000	1,328	750	944	1,400	0	1,500	0
4160	Leasing	10,850	9,350	10,850	5,454	10,850	0	10,850	0
4161	Rates-Unit at Bowerhill	2,500	2,295	2,400	1,605	2,400	0	2,400	0
4184	Fire security: Unit	300	373	400	106	300	0	300	0
	Overhead Expenditure	14,850	13,615	14,600	8,143	15,150	0	15,300	0
	Movement to/(from) Gen Reserve	(14,850)	(13,615)	(14,600)	(8,143)	(15,150)		(15,300)	
220	Play Areas and Open Spaces								
4157	Grasscutting	10,000	5,551	10,000	8,030	12,000	0	18,000	0
4158	Replacement Play Equipment	5,000	5,630	5,000	0	5,000	0	5,000	0
4165	Maintenance play areas	5,000	1,327	5,000	1,192	5,000	0	5,000	0
4169	Maintenance of trees	2,000	0	2,000	0	2,000	0	0	0
4179	Tree Planting	5,000	0	0	0	1,100	0	5,000	0

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	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4193 Rospa checks: Play areas	1,050	910	1,050	0	1,050	0	1,100	0	0
Overhead Expenditure	28,050	13,418	23,050	9,222	26,150	0	34,100	0	0
Movement to/(from) Gen Reserve	(28,050)	(13,418)	(23,050)	(9,222)	(26,150)		(34,100)		
221 King George V Park									
1050 Grants Received	0	25,000	0	0	0	0	0	0	0
Total Income	0	25,000	0	0	0	0	0	0	0
4038 Skate Park Extension	0	24,500	0	0	0	0	0	0	0
4199 Materials	10,000	10,028	10,000	6,120	10,000	0	10,000	0	0
4193 Sports Roadshow	3,000	0	0	0	0	0	5,000	0	0
Overhead Expenditure	13,000	34,528	10,000	6,120	10,000	0	15,000	0	0
Movement to/(from) Gen Reserve	(13,000)	(9,528)	(10,000)	(6,120)	(10,000)		(15,000)		
405 Solar Farm Projects									
1182 Solar money received	40,000	12,843	40,000	0	25,000	0	10,000	0	0
Total Income	40,000	12,843	40,000	0	25,000	0	10,000	0	0
Solar Money Projects	40,000	0	40,000	0	0	0	10,000	0	0
Overhead Expenditure	40,000	0	40,000	0	0	0	10,000	0	0
Movement to/(from) Gen Reserve	0	12,843	0	0	25,000		0		

Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Asset Management & Amenities - Income	85,230	71,056	72,300	12,718	56,789	0	41,900	0	0
Expenditure	454,852	342,576	432,950	200,043	379,872	0	420,570	0	0
Movement to/(from) Gen Reserve	<u>(369,622)</u>	<u>(271,519)</u>	<u>(360,650)</u>	<u>(187,326)</u>	<u>(323,083)</u>		<u>(378,670)</u>		

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

		<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Development</u>										
<u>302</u>	<u>Projects</u>									
1050	Grants Received	0	13,971	0	62	0	0	0	0	0
1059	Sponsorship	0	0	0	1,135	1,135	0	0	0	0
1210	Community Hub Income	0	1,018	0	0	0	0	0	0	0
	Total Income	0	14,989	0	1,197	1,135	0	0	0	0
4003	Environmental Projects	0	0	0	0	0	0	1,000	0	0
4004	Neighbourhood Plan	10,000	6,685	5,000	2,227	2,500	2,500	5,000	0	0
4008	Community Projects	0	0	0	0	0	0	1,000	0	0
4081	Melksham Art Project	1,000	0	1,000	0	1,000	0	2,000	0	0
4083	Virtual Community Hub	5,000	0	5,000	55	5,000	0	1,200	0	0
4270	Community Hub Expenditure	0	2,247	0	0	0	0	0	0	0
	Overhead Expenditure	16,000	8,931	11,000	2,282	8,500	2,500	10,200	0	0
	Movement to/(from) Gen Reserve	(16,000)	6,058	(11,000)	(1,085)	(7,365)		(10,200)		
<u>310</u>	<u>East Melksham Community Hall</u>									
4050	Legal and Professional	0	0	0	1,729	1,729	0	1,000	0	0
	Overhead Expenditure	0	0	0	1,729	1,729	0	1,000	0	0
	Movement to/(from) Gen Reserve	0	0	0	(1,729)	(1,729)		(1,000)		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Community Development - Income	0	14,989	0	1,197	1,135	0	0	0	0
Expenditure	16,000	8,931	11,000	4,011	10,229	2,500	11,200	0	0
Movement to/(from) Gen Reserve	(16,000)	6,058	(11,000)	(2,814)	(9,094)		(11,200)		

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

		<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Economic Development</u>										
<u>403 Economic Dev. and Planning</u>										
1023	Projects: SID Deployment	350	0	0	0	0	0	0	0	0
1030	Income-Melksham Makers Market	0	0	1,000	1,269	1,500	0	1,000	0	0
	Total Income	350	0	1,000	1,269	1,500	0	1,000	0	0
4071	Town Floral Displays	10,000	8,733	10,000	5,771	10,000	0	10,000	0	0
4080	Melksham in Bloom Competition	700	509	500	628	628	0	1,000	0	0
4084	Christmas Tree	1,200	1,200	1,200	0	1,500	0	1,500	0	0
4118	CCTV	0	0	2,500	60	2,500	0	2,500	0	0
4309	Newsletter	4,000	0	4,000	40	2,000	0	4,000	0	0
4312	Shurhold Fields	500	328	0	575	0	0	0	0	0
4327	Community Development Support	0	0	750	34	400	0	750	0	0
4328	Business Networking	0	0	1,000	0	0	0	0	0	0
4354	Parking Scheme	250	541	1,500	46	100	0	1,500	0	0
4356	Highways projects CATG	7,500	7,385	6,000	0	6,000	0	7,500	0	0
4922	Publicity & Marketing	0	0	1,000	645	1,000	0	2,000	0	0
4925	Town Development	0	2,000	6,500	8,415	7,400	0	15,000	0	0
	Overhead Expenditure	24,150	20,696	34,950	16,215	31,528	0	45,750	0	0
	Movement to/(from) Gen Reserve	(23,800)	(20,696)	(33,950)	(14,945)	(30,028)		(44,750)		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Economic Development - Income	350	0	1,000	1,269	1,500	0	1,000	0	0
Expenditure	24,150	20,696	34,950	16,215	31,528	0	45,750	0	0
Movement to/(from) Gen Reserve	<u>(23,800)</u>	<u>(20,696)</u>	<u>(33,950)</u>	<u>(14,945)</u>	<u>(30,028)</u>		<u>(44,750)</u>		

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022			Budget 2022/2023			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Assembly Hall									
501	Assembly Hall Central Costs								
1000	40,000	2,272	20,000	3,844	10,000	0	38,000	0	0
1050	0	16,643	0	14,994	14,994	0	0	0	0
	40,000	18,916	20,000	18,838	24,994	0	38,000	0	0
	Total Income								
4000	125,300	119,999	103,000	80,694	103,000	0	78,000	0	0
4900	900	0	500	0	500	0	625	0	0
4902	6,000	0	0	0	0	0	0	0	0
4905	1,600	670	1,500	1,051	1,500	0	700	0	0
4907	350	78	0	0	0	0	600	0	0
4909	1,000	2,607	3,500	180	0	3,500	3,600	0	0
4911	6,000	13,651	12,000	3,086	12,000	0	13,200	0	0
4912	8,000	138	500	73	150	0	1,000	0	0
4913	3,300	2,136	2,000	1,640	2,100	0	2,400	0	0
4914	9,000	8,608	9,000	6,025	9,000	0	9,000	0	0
4915	2,000	2,883	0	0	0	0	0	0	0
4916	3,500	3,432	3,000	100	3,000	0	10,000	0	0
4917	7,000	7,314	7,000	4,286	7,000	0	7,200	0	0
4918	1,000	8,789	500	73	500	0	12,000	0	0
4922	8,500	126	2,000	287	2,000	0	4,800	0	0
4923	1,400	1,122	1,400	603	1,400	0	6,600	0	0
4924	350	0	0	0	0	0	360	0	0
4927	600	165	600	0	600	0	600	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4929	AIB	831	1,000	447	1,000	0	1,800	0	0
4949	Provision/Hire Stage Lights	0	0	0	0	0	1,800	0	0
4958	Event Security	0	0	0	0	0	2,400	0	0
Overhead Expenditure			147,500	98,544	143,750	3,500	156,685	0	0
Movement to/(from) Gen Reserve			(127,500)	(79,706)	(118,756)		(118,685)		
Assembly Hall Events									
1004	Film shows	396	500	0	0	0	200	0	0
1003	Live Entertainment	804	0	6,251	7,000	0	43,000	0	0
Total Income			500	6,251	7,000	0	43,200	0	0
4949	Films: expenses and contract	280	500	1,573	1,573	0	2,000	0	0
4954	PA and Lighting Costs	589	0	0	0	0	6,000	0	0
4960	Live entertainment:	2,871	0	2,311	6,000	0	40,000	0	0
Overhead Expenditure			500	3,884	7,573	0	48,000	0	0
Movement to/(from) Gen Reserve			0	2,367	(573)		(4,800)		
Assembly Hall Bar and Catering									
1001	Income-Assembly Hall Bar	87	20,000	4,379	5,000	0	60,750	0	0
1003	Income Food and Snacks	0	0	0	0	0	21,500	0	0
Total Income			20,000	4,379	5,000	0	82,250	0	0
4901	Catering Stock Purchases	1,247	0	0	0	0	10,752	0	0
4903	Bar Stock Purchases	1,460	10,000	3,110	2,500	0	30,375	0	0

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,000	2,707	10,000	3,110	2,500	0	41,127	0	0
Movement to/(from) Gen Reserve	29,000	(2,620)	10,000	1,269	2,500		41,123		
Assembly Hall - Income	176,000	20,202	40,500	29,468	36,994	0	163,450	0	0
Expenditure	294,900	178,993	158,000	105,538	153,823	3,500	245,812	0	0
Movement to/(from) Gen Reserve	(118,900)	(158,791)	(117,500)	(76,070)	(116,829)		(82,362)		
Total Budget Income	1,146,702	990,369	1,033,550	963,402	1,015,168	0	206,350	0	0
Expenditure	1,191,702	953,189	1,043,750	555,871	964,352	6,000	1,097,482	0	0
Movement to/(from) Gen Reserve	(45,000)	37,180	(10,200)	407,531	50,816		(891,132)		

Draft Budget 2022 – 2023

Option 2

Add some project costs to the precept

Precept = 1,040,076 ÷ 5717.10 (tax base)

Proposed Band D for 2022 - 2023 = **£181.92***

***Band D in 2021 -2022 = £164.08**

OPTION 2

ADD PROJECT
COSTS TO PRECEPT

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Finance, Admin & Performance</u>									
<u>101 Central Costs</u>									
4000 Salaries ENI & Pension	269,000	224,773	269,000	135,384	252,000	0	225,000	0	0
4002 Locum Support	0	40,163	0	0	0	0	0	0	0
4021 Stationery	2,000	1,973	1,500	1,532	2,700	0	2,750	0	0
4023 Advertising	1,500	3,176	1,500	1,647	1,750	0	1,750	0	0
4024 Equipment/furniture	3,000	759	2,000	2,230	2,500	0	3,000	0	0
4026 Photocopying	2,500	1,373	1,500	606	1,100	0	1,200	0	0
4027 Telephones and Mobiles	2,300	5,002	3,150	1,408	2,500	0	3,000	0	0
4028 Postage	1,000	372	300	208	250	0	400	0	0
4029 Subscriptions	2,600	3,803	3,000	2,137	3,000	0	4,000	0	0
4040 Information Technology/Hardware	15,000	16,860	15,000	11,215	15,000	0	17,500	0	0
4042 Licences/Software	1,500	4,984	1,500	2,214	4,200	0	4,500	0	0
4058 Insurance	8,000	8,594	8,000	9,614	9,700	0	9,750	0	0
4061 Travel and Subsistence	1,500	9	500	94	200	0	500	0	0
4075 Training	5,000	2,823	4,000	4,433	4,500	0	5,000	0	0
Overhead Expenditure	314,900	314,664	310,950	172,722	299,400	0	278,350	0	0
Movement to/(from) Gen Reserve	(314,900)	(314,664)	(310,950)	(172,722)	(299,400)		(278,350)		
<u>110 Corporate Costs</u>									
1026 Income Interest	1,000	0	1,000	0	0	0	0	0	0
1176 Precept Received	884,122	884,122	918,750	918,750	918,750	0	0	0	0
Total Income	885,122	884,122	919,750	918,750	918,750	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4017	500	365	500	935	500	0	500	0	0
4043	5,000	12,293	6,000	2,795	4,600	0	5,000	0	0
4050	2,500	1,381	3,000	612	3,000	0	3,500	0	0
4057	10,000	14,028	12,000	5,916	12,000	0	12,000	0	0
4076	2,500	354	2,000	1,426	2,500	0	2,500	0	0
	20,500	28,420	23,500	11,684	22,600	0	23,500	0	0
	864,622	855,702	896,250	907,066	896,150		(23,500)		
<u>Civic and Democratic</u>									
4050	400	235	400	235	400	0	300	0	0
4051	2,000	0	2,000	1,292	2,000	0	2,000	0	0
4062	5,000	0	2,000	0	2,000	0	2,000	0	0
4070	1,000	1,000	1,000	1,062	1,000	0	1,000	0	0
4085	2,500	1,044	2,500	1,258	2,500	0	2,500	0	0
4311	2,500	485	2,000	63	2,000	0	2,000	0	0
	13,400	2,763	9,900	3,910	9,900	0	9,800	0	0
	(13,400)	(2,763)	(9,900)	(3,910)	(9,900)		(9,800)		
<u>Grants</u>									
4301	15,000	18,846	25,000	9,748	25,000	0	25,000	0	0
4302	5,000	5,800	5,000	5,000	5,000	0	5,000	0	0
4303	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4305	7,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4306	3,000	2,000	3,000	0	0	0	3,000	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4310 Grant Food and River Festival	3,000	1,000	3,000	3,000	3,000	0	3,000	0	0
4317 Grant Carnival	2,500	0	2,500	0	0	0	2,500	0	0
4330 Grant TIC	4,000	6,000	4,000	4,000	4,000	0	4,000	0	0
4331 Grant Trans Wilts	3,500	2,500	0	0	0	0	0	0	0
Overhead Expenditure	53,000	56,146	62,500	41,748	57,000	0	62,500	0	0
Movement to/(from) Gen Reserve	(53,000)	(56,146)	(62,500)	(41,748)	(57,000)		(62,500)		
Finance, Admin & Performance - Income	885,122	884,122	919,750	918,750	918,750	0	0	0	0
Expenditure	401,800	401,994	406,850	230,065	388,900	0	374,150	0	0
Movement to/(from) Gen Reserve	483,322	482,128	512,900	688,685	529,850		(374,150)		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Asset Management & Amenities</u>								
<u>201 Town Hall</u>								
1020	0	8,420	0	0	900	0	0	0
1034	13,000	0	6,500	454	800	0	1,000	0
Total Income		13,000	8,420	454	1,700	0	1,000	0
4100	4,000	4,430	3,500	1,281	3,500	0	4,020	0
4101	9,000	2,347	2,500	1,230	2,500	0	3,000	0
4102	10,500	8,653	10,000	8,684	9,500	0	10,000	0
4103	1,600	657	1,500	775	1,500	0	1,800	0
4104	1,400	1,420	1,400	720	1,400	0	1,600	0
4105	0	0	0	1,322	1,322	0	6,000	0
4106	6,000	9,534	8,000	10,256	10,240	0	6,000	0
4108	1,200	-213	1,000	0	1,000	0	1,200	0
4109	200	0	0	0	0	0	0	0
4110								
Overhead Expenditure		33,900	26,828	24,268	30,962	0	33,620	0
Movement to/(from) Gen Reserve		(20,900)	(18,408)	(23,814)	(29,262)		(32,620)	
<u>202 Asset and Amenities</u>								
1027	1,600	4,692	3,000	4,109	4,850	0	4,000	0
Total Income		1,600	4,692	4,109	4,850	0	4,000	0
4000	251,852	202,434	255,000	114,870	235,000	0	225,000	0
4027	550	0	1,600	1,103	1,700	0	1,800	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150 Uniform/PPE	2,500	1,505	2,000	580	2,000	0	2,400	0	0
4151 Tools and Equipment	0	0	1,000	244	2,000	0	4,000	0	0
4153 Vehicle Running Costs	7,000	5,584	7,000	3,592	0	0	7,000	0	0
4156 Vehicle Leasing	10,000	12,469	12,000	8,259	13,000	0	13,000	0	0
4163 Repairs and Maintenance	10,000	7,386	10,000	5,430	10,000	0	12,000	0	0
4167 Street Furniture and Signage	3,000	1,448	2,000	555	2,000	0	10,000	0	0
4177 Churchyard maintenance	2,000	500	0	0	0	0	1,500	0	0
4180 Defibrillators	1,000	1,017	1,050	3,520	3,600	0	4,444	0	0
4186 Container storage	1,250	1,148	1,600	788	1,600	0	0	0	0
4195 Equipment	0	0	0	923	0	0	0	0	0
Overhead Expenditure	289,152	233,491	293,250	139,862	270,900	0	281,144	0	0
Movement to/(from) Gen Reserve	<u>(287,552)</u>	<u>(228,799)</u>	<u>(290,250)</u>	<u>(135,753)</u>	<u>(266,050)</u>		<u>(277,144)</u>		
203 Allotments									
1045 Income Allotments	5,000	5,141	4,700	420	5,000	0	5,000	0	0
Total Income	5,000	5,141	4,700	420	5,000	0	5,000	0	0
4200 Water Rates - Allotments	750	1,274	1,700	527	1,500	0	1,800	0	0
4201 Maintenance - Allotments	500	108	300	207	300	0	1,000	0	0
Overhead Expenditure	1,250	1,382	2,000	734	1,800	0	2,800	0	0
Movement to/(from) Gen Reserve	<u>3,750</u>	<u>3,759</u>	<u>2,700</u>	<u>(314)</u>	<u>3,200</u>		<u>2,200</u>		
204 KGV Pavilion and Car Park									
1046 Income - Pavilion	750	0	3,000	1,614	2,000	0	1,500	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	750	0	3,000	1,614	2,000	0	1,500	0	0
4250 Telephone - Pavilion	200	231	200	0	200	0	300	0	0
4252 Electricity - Pavilion	800	1,015	1,100	1,146	1,800	0	2,300	0	0
4254 Water - Pavilion	450	166	200	115	300	0	1,200	0	0
4255 Fire Safety Checks	200	451	500	82	250	0	250	0	0
4256 Maintenance - Pavilion	0	0	1,000	1,105	1,200	0	2,000	0	0
4260 Non Domestic Rates - Car Park	0	0	0	0	3,000	0	2,000	0	0
Overhead Expenditure	1,650	1,863	3,000	2,447	6,750	0	8,050	0	0
Movement to/(from) Gen Reserve	(900)	(1,863)	0	(833)	(4,750)		(6,550)		
Public Toilets									
1060 MWPC contr. to Market Place	7,000	6,549	6,600	0	6,600	0	7,500	0	0
Total Income	7,000	6,549	6,600	0	6,600	0	7,500	0	0
Direct Expenditure	0	0	0	0	0	0	30,000	0	0
4180 Cleaning	29,400	14,630	17,000	6,295	15,000	0	15,000	0	0
4185 Electricity supply: Toilets	600	670	1,150	990	1,600	0	2,000	0	0
Overhead Expenditure	30,000	15,299	18,150	7,285	16,600	0	17,000	0	0
Movement to/(from) Gen Reserve	(23,000)	(8,750)	(11,550)	(7,285)	(10,000)		(39,500)		
Corporate Properties									
1040 Income 31 Market Place	5,780	5,106	6,900	4,981	7,500	0	6,900	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1042 Income Roundhouse	1,000	806	1,600	1,139	1,139	0	0	0	0
1047 Income Unit at Bowerhill	3,600	0	0	0	0	0	0	0	0
1048 Income Art House Cafe	7,500	2,500	0	0	3,000	0	6,000	0	0
Total Income	17,880	8,411	8,500	6,120	11,639	0	12,900	0	0
4175 Costs Art House Cafe	1,000	573	500	1,714	1,000	0	500	0	0
4178 Costs Roundhouse	1,000	1,447	0	60	60	0	4,000	0	0
4191 Costs 31 Market Place	1,000	130	500	187	500	0	500	0	0
Overhead Expenditure	3,000	2,151	1,000	1,961	1,560	0	5,000	0	0
Movement to/(from) Gen Reserve	14,880	6,261	7,500	4,159	10,079		7,900		
Depot									
4103 Water Rates	200	269	200	34	200	0	250	0	0
4159 Electric - Unit	1,000	1,328	750	944	1,400	0	1,500	0	0
4160 Leasing	10,850	9,350	10,850	5,454	10,850	0	10,850	0	0
4161 Rates-Unit at Bowerhill	2,500	2,295	2,400	1,605	2,400	0	2,400	0	0
4184 Fire security: Unit	300	373	400	106	300	0	300	0	0
Overhead Expenditure	14,850	13,615	14,600	8,143	15,150	0	15,300	0	0
Movement to/(from) Gen Reserve	(14,850)	(13,615)	(14,600)	(8,143)	(15,150)		(15,300)		
Play Areas and Open Spaces									
4157 Grasscutting	10,000	5,551	10,000	8,030	12,000	0	18,000	0	0
4158 Replacement Play Equipment	5,000	5,630	5,000	0	5,000	0	100,000	0	0
4165 Maintenance play areas	5,000	1,327	5,000	1,192	5,000	0	20,000	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	Budget 2020/2021		Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4169 Maintenance of trees	2,000	0	2,000	0	2,000	0	0	0	0
4179 Tree Planting	5,000	0	0	0	1,100	0	5,000	0	0
4193 Rospa checks: Play areas	1,050	910	1,050	0	1,050	0	1,100	0	0
Overhead Expenditure	28,050	13,418	23,050	9,222	26,150	0	144,100	0	0
Movement to/(from) Gen Reserve	(28,050)	(13,418)	(23,050)	(9,222)	(26,150)		(144,100)		
221 King George V Park									
1050 Grants Received	0	25,000	0	0	0	0	0	0	0
Total Income	0	25,000	0	0	0	0	0	0	0
4198 Skate Park Extension	0	24,500	0	0	0	0	0	0	0
4199 Materials	10,000	10,028	10,000	6,120	10,000	0	10,000	0	0
4313 Sports Roadshow	3,000	0	0	0	0	0	5,000	0	0
Overhead Expenditure	13,000	34,528	10,000	6,120	10,000	0	15,000	0	0
Movement to/(from) Gen Reserve	(13,000)	(9,528)	(10,000)	(6,120)	(10,000)		(15,000)		
405 Solar Farm Projects									
1182 Solar money received	40,000	12,843	40,000	0	25,000	0	10,000	0	0
Total Income	40,000	12,843	40,000	0	25,000	0	10,000	0	0
Solar Money Projects	40,000	0	40,000	0	0	0	10,000	0	0
Overhead Expenditure	40,000	0	40,000	0	0	0	10,000	0	0
Movement to/(from) Gen Reserve	0	12,843	0	0	25,000		0		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Asset Management & Amenities - Income	85,230	71,056	72,300	12,718	56,789	0	41,900	0	0
Expenditure	454,852	342,576	432,950	200,043	379,872	0	562,014	0	0
Movement to/(from) Gen Reserve	<u>(369,622)</u>	<u>(271,519)</u>	<u>(360,650)</u>	<u>(187,326)</u>	<u>(323,083)</u>		<u>(520,114)</u>		

Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

		<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Development</u>										
<u>302</u>	<u>Projects</u>									
1050	Grants Received	0	13,971	0	62	0	0	0	0	0
1059	Sponsorship	0	0	0	1,135	1,135	0	0	0	0
1210	Community Hub Income	0	1,018	0	0	0	0	0	0	0
Total Income		0	14,989	0	1,197	1,135	0	0	0	0
4073	Environmental Projects	0	0	0	0	0	0	1,000	0	0
4084	Neighbourhood Plan	10,000	6,685	5,000	2,227	2,500	2,500	5,000	0	0
4088	Community Projects	0	0	0	0	0	0	1,000	0	0
4091	Melksham Art Project	1,000	0	1,000	0	1,000	0	2,000	0	0
4083	Virtual Community Hub	5,000	0	5,000	55	5,000	0	1,200	0	0
4270	Community Hub Expenditure	0	2,247	0	0	0	0	0	0	0
Overhead Expenditure		16,000	8,931	11,000	2,282	8,500	2,500	10,200	0	0
Movement to/(from) Gen Reserve		(16,000)	6,058	(11,000)	(1,085)	(7,365)		(10,200)		
<u>310</u>	<u>East Melksham Community Hall</u>									
4050	Legal and Professional	0	0	0	1,729	1,729	0	1,000	0	0
Overhead Expenditure		0	0	0	1,729	1,729	0	1,000	0	0
Movement to/(from) Gen Reserve		0	0	0	(1,729)	(1,729)		(1,000)		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
Community Development - Income	0	14,989	0	1,197	1,135	0	0	0	0	0
Expenditure	16,000	8,931	11,000	4,011	10,229	2,500	11,200	0	0	0
Movement to/(from) Gen Reserve	<u>(16,000)</u>	<u>6,058</u>	<u>(11,000)</u>	<u>(2,814)</u>	<u>(9,094)</u>		<u>(11,200)</u>			

Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Economic Development</u>									
<u>403 Economic Dev. and Planning</u>									
1023	350	0	0	0	0	0	0	0	0
1030	0	0	1,000	1,269	1,500	0	1,000	0	0
Total Income	350	0	1,000	1,269	1,500	0	1,000	0	0
4071	10,000	8,733	10,000	5,771	10,000	0	10,000	0	0
4080	700	509	500	628	628	0	1,000	0	0
4304	1,200	1,200	1,200	0	1,500	0	1,500	0	0
4308	0	0	2,500	60	2,500	0	10,000	0	0
4309	4,000	0	4,000	40	2,000	0	4,000	0	0
4312	500	328	0	575	0	0	0	0	0
4327	0	0	750	34	400	0	750	0	0
4328	0	0	1,000	0	0	0	0	0	0
4354	250	541	1,500	46	100	0	1,500	0	0
4356	7,500	7,385	6,000	0	6,000	0	7,500	0	0
4922	0	0	1,000	645	1,000	0	2,000	0	0
4925	0	2,000	6,500	8,415	7,400	0	15,000	0	0
Overhead Expenditure	24,150	20,696	34,950	16,215	31,528	0	53,250	0	0
Movement to/(from) Gen Reserve	(23,800)	(20,696)	(33,950)	(14,945)	(30,028)		(52,250)		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Economic Development - Income	350	0	1,000	1,269	1,500	0	1,000	0	0
Expenditure	24,150	20,696	34,950	16,215	31,528	0	53,250	0	0
Movement to/(from) Gen Reserve	<u>(23,800)</u>	<u>(20,696)</u>	<u>(33,950)</u>	<u>(14,945)</u>	<u>(30,028)</u>		<u>(52,250)</u>		

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

		<u>Budget 2020/2021</u>			<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Assembly Hall</u>										
<u>501 Assembly Hall Central Costs</u>										
1000	Income-Assembly Hall Lettings	40,000	2,272	20,000	3,844	10,000	0	38,000	0	0
1050	Grants Received	0	16,643	0	14,994	14,994	0	0	0	0
Total Income		40,000	18,916	20,000	18,838	24,994	0	38,000	0	0
4000	Salaries ENI & Pension	125,300	119,999	103,000	80,694	103,000	0	78,000	0	0
4900	Uniforms	900	0	500	0	500	0	625	0	0
4902	Salaries Casual staff	6,000	0	0	0	0	0	0	0	0
4905	Cleaning Materials	1,600	670	1,500	1,051	1,500	0	700	0	0
4907	Stationery/Printing/Postage	350	78	0	0	0	0	600	0	0
4909	Licences	1,000	2,607	3,500	180	0	3,500	3,600	0	0
4911	Electricity	6,000	13,651	12,000	3,086	12,000	0	13,200	0	0
4912	Gas	8,000	138	500	73	150	0	1,000	0	0
4913	Water	3,300	2,136	2,000	1,640	2,100	0	2,400	0	0
4914	Rates	9,000	8,608	9,000	6,025	9,000	0	9,000	0	0
4915	Equipment	2,000	2,883	0	0	0	0	0	0	0
4916	Maintenance-Equipment	3,500	3,432	3,000	100	3,000	0	10,000	0	0
4917	Service Contracts	7,000	7,314	7,000	4,286	7,000	0	7,200	0	0
4918	Maintenance	1,000	8,789	500	73	500	0	12,000	0	0
4922	Publicity & Marketing	8,500	126	2,000	287	2,000	0	4,800	0	0
4923	Mnagement Information Systems	1,400	1,122	1,400	603	1,400	0	6,600	0	0
4924	Telephone: security alarms	350	0	0	0	0	0	360	0	0
4927	Stocktaking	600	165	600	0	600	0	600	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4929	AIB	831	1,000	447	1,000	0	1,800	0	0
4949	Provision/Hire Stage Lights	0	0	0	0	0	1,800	0	0
4958	Event Security	0	0	0	0	0	2,400	0	0
Overhead Expenditure			147,500	98,544	143,750	3,500	156,685	0	0
Movement to/(from) Gen Reserve			(127,500)	(79,706)	(118,756)		(118,685)		
<u>510 Assembly Hall Events</u>									
1001	Film shows	396	500	0	0	0	200	0	0
1003	Live Entertainment	804	0	6,251	7,000	0	43,000	0	0
Total Income			500	6,251	7,000	0	43,200	0	0
4919	Films: expenses and contract	280	500	1,573	1,573	0	2,000	0	0
4954	PA and Lighting Costs	589	0	0	0	0	6,000	0	0
4960	Live entertainment:	2,871	0	2,311	6,000	0	40,000	0	0
Overhead Expenditure			500	3,884	7,573	0	48,000	0	0
Movement to/(from) Gen Reserve			0	2,367	(573)		(4,800)		
<u>520 Assembly Hall Bar and Catering</u>									
1001	Income-Assembly Hall Bar	87	20,000	4,379	5,000	0	60,750	0	0
1003	Income Food and Snacks	0	0	0	0	0	21,500	0	0
Total Income			20,000	4,379	5,000	0	82,250	0	0
4901	Catering Stock Purchases	1,247	0	0	0	0	10,752	0	0
4903	Bar Stock Purchases	1,460	10,000	3,110	2,500	0	30,375	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,000	2,707	10,000	3,110	2,500	0	41,127	0	0
Movement to/(from) Gen Reserve	<u>29,000</u>	<u>(2,620)</u>	<u>10,000</u>	<u>1,269</u>	<u>2,500</u>		<u>41,123</u>		
Assembly Hall - Income	176,000	20,202	40,500	29,468	36,994	0	163,450	0	0
Expenditure	294,900	178,993	158,000	105,538	153,823	3,500	245,812	0	0
Movement to/(from) Gen Reserve	<u>(118,900)</u>	<u>(158,791)</u>	<u>(117,500)</u>	<u>(76,070)</u>	<u>(116,829)</u>		<u>(82,362)</u>		
Total Budget Income	1,146,702	990,369	1,033,550	963,402	1,015,168	0	206,350	0	0
Expenditure	1,191,702	953,189	1,043,750	555,871	964,352	6,000	1,246,426	0	0
Movement to/(from) Gen Reserve	<u>(45,000)</u>	<u>37,180</u>	<u>(10,200)</u>	<u>407,531</u>	<u>50,816</u>		<u>(1,040,076)</u>		

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Draft Budget 2022 – 2023

Option 3

Borrow up to £1M to fund investment into major infrastructure

Precept = 941,528 ÷ 5717.10 (tax base)

Proposed Band D for 2022 - 2023 = **£164.69***

***Band D in 2021 -2022 = £164.08**

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

16/11/2021
16:02

Borrow to deliver projects.

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Finance, Admin & Performance</u>									
<u>101</u>	<u>Central Costs</u>								
4000	269,000	224,773	269,000	135,384	252,000	0	225,000	0	0
4002	0	40,163	0	0	0	0	0	0	0
4021	2,000	1,973	1,500	1,532	2,700	0	2,750	0	0
4023	1,500	3,176	1,500	1,647	1,750	0	1,750	0	0
4024	3,000	759	2,000	2,230	2,500	0	3,000	0	0
4026	2,500	1,373	1,500	606	1,100	0	1,200	0	0
4027	2,300	5,002	3,150	1,408	2,500	0	3,000	0	0
4028	1,000	372	300	208	250	0	400	0	0
4029	2,600	3,803	3,000	2,137	3,000	0	4,000	0	0
4040	15,000	16,860	15,000	11,215	15,000	0	17,500	0	0
4042	1,500	4,984	1,500	2,214	4,200	0	4,500	0	0
4058	8,000	8,594	8,000	9,614	9,700	0	9,750	0	0
4061	1,500	9	500	94	200	0	500	0	0
4075	5,000	2,823	4,000	4,433	4,500	0	5,000	0	0
	314,900	314,664	310,950	172,722	299,400	0	278,350	0	0
	(314,900)	(314,664)	(310,950)	(172,722)	(299,400)		(278,350)		
<u>110</u>	<u>Corporate Costs</u>								
1026	1,000	0	1,000	0	0	0	0	0	0
1176	884,122	884,122	918,750	918,750	918,750	0	0	0	0
	885,122	884,122	919,750	918,750	918,750	0	0	0	0
	Total Income								

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4088	Loan Repayments	0	0	0	0	0	58,952	0	0
Direct Expenditure									
4017	Bank account fees	500	365	500	935	500	500	0	0
4043	HR consultancy	5,000	12,293	6,000	2,795	4,600	5,000	0	0
4050	Legal and Professional	2,500	1,381	3,000	612	3,000	3,500	0	0
4057	Accountancy and Audit	10,000	14,028	12,000	5,916	12,000	12,000	0	0
4076	Health & Safety	2,500	354	2,000	1,426	2,500	2,500	0	0
Overhead Expenditure									
	20,500	28,420	23,500	11,684	22,600	0	23,500	0	0
Movement to/(from) Gen Reserve									
	864,622	855,702	896,250	907,066	896,150		(82,452)		
Civic and Democratic									
4030	Town Crier's expenses	400	235	400	235	400	300	0	0
4034	Councillors' training	2,000	0	2,000	1,292	2,000	2,000	0	0
4062	Election Expenses	5,000	0	2,000	0	2,000	2,000	0	0
4070	Mayor's Allowance	1,000	1,000	1,000	1,062	1,000	1,000	0	0
4085	Civic and Ceremonial	2,500	1,044	2,500	1,258	2,500	2,500	0	0
4311	Remembrance Day	2,500	485	2,000	63	2,000	2,000	0	0
Overhead Expenditure									
	13,400	2,763	9,900	3,910	9,900	0	9,800	0	0
Movement to/(from) Gen Reserve									
	(13,400)	(2,763)	(9,900)	(3,910)	(9,900)		(9,800)		
151 Grants									
4301	Grants	15,000	18,846	25,000	9,748	25,000	25,000	0	0
4302	Grant CAB	5,000	5,800	5,000	5,000	5,000	5,000	0	0

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4303 Grant-4Youth	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4305 Grant Christmas Lights	7,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4306 Grant Party in the Park	3,000	2,000	3,000	0	0	0	3,000	0	0
4310 Grant Food and River Festival	3,000	1,000	3,000	3,000	3,000	0	3,000	0	0
4317 Grant Carnival	2,500	0	2,500	0	0	0	2,500	0	0
4330 Grant TIC	4,000	6,000	4,000	4,000	4,000	0	4,000	0	0
4331 Grant Trans Wilts	3,500	2,500	0	0	0	0	0	0	0
Overhead Expenditure	53,000	56,146	62,500	41,748	57,000	0	62,500	0	0
Movement to/(from) Gen Reserve	(53,000)	(56,146)	(62,500)	(41,748)	(57,000)		(62,500)		
Finance, Admin & Performance - Income	885,122	884,122	919,750	918,750	918,750	0	0	0	0
Expenditure	401,800	401,994	406,850	230,065	388,900	0	433,102	0	0
Movement to/(from) Gen Reserve	483,322	482,128	512,900	688,685	529,850		(433,102)		

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

		<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Asset Management & Amenities</u>										
<u>201</u>	<u>Town Hall</u>									
1020	Miscellaneous Income	0	8,420	0	0	900	0	0	0	0
1034	Income Town Hall Bookings	13,000	0	6,500	454	800	0	1,000	0	0
	Total Income	13,000	8,420	6,500	454	1,700	0	1,000	0	0
4100	Gas	4,000	4,430	3,500	1,281	3,500	0	4,020	0	0
4101	Electricity	9,000	2,347	2,500	1,230	2,500	0	3,000	0	0
4102	Non Domestic Rates	10,500	8,653	10,000	8,684	9,500	0	10,000	0	0
4103	Water Rates	1,600	657	1,500	775	1,500	0	1,800	0	0
4104	Window Cleaning	1,400	1,420	1,400	720	1,400	0	1,600	0	0
4105	Repairs and Maintenance	0	0	0	1,322	1,322	0	6,000	0	0
4108	Service Contracts	6,000	9,534	8,000	10,256	10,240	0	6,000	0	0
4109	Trade Waste	1,200	-213	1,000	0	1,000	0	1,200	0	0
4110	Telephone: security alarms	200	0	0	0	0	0	0	0	0
	Overhead Expenditure	33,900	26,828	27,900	24,268	30,962	0	33,620	0	0
	Movement to/(from) Gen Reserve	(20,900)	(18,408)	(21,400)	(23,814)	(29,262)		(32,620)		
<u>202</u>	<u>Asset and Amenities</u>									
1027	Income - Amenity Services	1,600	4,692	3,000	4,109	4,850	0	4,000	0	0
	Total Income	1,600	4,692	3,000	4,109	4,850	0	4,000	0	0
4000	Salaries ENI & Pension	251,852	202,434	255,000	114,870	235,000	0	225,000	0	0
4027	Telephones and Mobiles	550	0	1,600	1,103	1,700	0	1,800	0	0

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150	Uniform/PPE	2,500	1,505	2,000	580	2,000	0	2,400	0
4151	Tools and Equipment	0	0	1,000	244	2,000	0	4,000	0
4153	Vehicle Running Costs	7,000	5,584	7,000	3,592	0	0	7,000	0
4156	Vehicle Leasing	10,000	12,469	12,000	8,259	13,000	0	13,000	0
4163	Repairs and Maintenance	10,000	7,386	10,000	5,430	10,000	0	12,000	0
4167	Street Furniture and Signage	3,000	1,448	2,000	555	2,000	0	10,000	0
4177	Churchyard maintenance	2,000	500	0	0	0	0	1,500	0
4186	Defibrillators	1,000	1,017	1,050	3,520	3,600	0	4,444	0
4196	Container storage	1,250	1,148	1,600	788	1,600	0	0	0
4215	Equipment	0	0	0	923	0	0	0	0
74	Overhead Expenditure	289,152	233,491	293,250	139,862	270,900	0	281,144	0
	Movement to/(from) Gen Reserve	(287,552)	(228,799)	(290,250)	(135,753)	(266,050)		(277,144)	
203	Allotments								
1045	Income Allotments	5,000	5,141	4,700	420	5,000	0	5,000	0
	Total Income	5,000	5,141	4,700	420	5,000	0	5,000	0
4200	Water Rates - Allotments	750	1,274	1,700	527	1,500	0	1,800	0
4201	Maintenance - Allotments	500	108	300	207	300	0	1,000	0
	Overhead Expenditure	1,250	1,382	2,000	734	1,800	0	2,800	0
	Movement to/(from) Gen Reserve	3,750	3,759	2,700	(314)	3,200		2,200	
204	KGV Pavilion and Car Park								
1046	Income - Pavilion	750	0	3,000	1,614	2,000	0	1,500	0

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

Budget 2020/2021			Budget 2021/2022				Budget 2022/2023		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward

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Annual Budget - By Committee (Actual YTD Month 7)

Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>				
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
1048	Income Art House Cafe	7,500	2,500	0	0	3,000	0	6,000	0	0
Total Income		17,880	8,411	8,500	6,120	11,639	0	12,900	0	0
4175	Costs Art House Cafe	1,000	573	500	1,714	1,000	0	500	0	0
4178	Costs Roundhouse	1,000	1,447	0	60	60	0	4,000	0	0
4191	Costs 31 Market Place	1,000	130	500	187	500	0	500	0	0
Overhead Expenditure		3,000	2,151	1,000	1,961	1,560	0	5,000	0	0
Movement to/(from) Gen Reserve		14,880	6,261	7,500	4,159	10,079		7,900		
Depot										
4153	Water Rates	200	269	200	34	200	0	250	0	0
4159	Electric - Unit	1,000	1,328	750	944	1,400	0	1,500	0	0
4160	Leasing	10,850	9,350	10,850	5,454	10,850	0	10,850	0	0
4161	Rates-Unit at Bowerhill	2,500	2,295	2,400	1,605	2,400	0	2,400	0	0
4184	Fire security: Unit	300	373	400	106	300	0	300	0	0
Overhead Expenditure		14,850	13,615	14,600	8,143	15,150	0	15,300	0	0
Movement to/(from) Gen Reserve		(14,850)	(13,615)	(14,600)	(8,143)	(15,150)		(15,300)		
Play Areas and Open Spaces										
4157	Grasscutting	10,000	5,551	10,000	8,030	12,000	0	18,000	0	0
4158	Replacement Play Equipment	5,000	5,630	5,000	0	5,000	0	0	0	0
4165	Maintenance play areas	5,000	1,327	5,000	1,192	5,000	0	0	0	0
4169	Maintenance of trees	2,000	0	2,000	0	2,000	0	0	0	0
4179	Tree Planting	5,000	0	0	0	1,100	0	5,000	0	0

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Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4193 Rospa checks: Play areas	1,050	910	1,050	0	1,050	0	1,100	0	0
Overhead Expenditure	28,050	13,418	23,050	9,222	26,150	0	24,100	0	0
Movement to/(from) Gen Reserve	(28,050)	(13,418)	(23,050)	(9,222)	(26,150)		(24,100)		
221 King George V Park									
1050 Grants Received	0	25,000	0	0	0	0	0	0	0
Total Income	0	25,000	0	0	0	0	0	0	0
4198 Skate Park Extension	0	24,500	0	0	0	0	0	0	0
4099 Materials	10,000	10,028	10,000	6,120	10,000	0	10,000	0	0
4313 Sports Roadshow	3,000	0	0	0	0	0	5,000	0	0
Overhead Expenditure	13,000	34,528	10,000	6,120	10,000	0	15,000	0	0
Movement to/(from) Gen Reserve	(13,000)	(9,528)	(10,000)	(6,120)	(10,000)		(15,000)		
405 Solar Farm Projects									
1182 Solar money received	40,000	12,843	40,000	0	25,000	0	10,000	0	0
Total Income	40,000	12,843	40,000	0	25,000	0	10,000	0	0
4500 Solar Money Projects	40,000	0	40,000	0	0	0	10,000	0	0
Overhead Expenditure	40,000	0	40,000	0	0	0	10,000	0	0
Movement to/(from) Gen Reserve	0	12,843	0	0	25,000		0		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Asset Management & Amenities - Income	85,230	71,056	72,300	12,718	56,789	0	41,900	0	0
Expenditure	454,852	342,576	432,950	200,043	379,872	0	412,014	0	0
Movement to/(from) Gen Reserve	<u>(369,622)</u>	<u>(271,519)</u>	<u>(360,650)</u>	<u>(187,326)</u>	<u>(323,083)</u>		<u>(370,114)</u>		

Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community Development</u>									
<u>302 Projects</u>									
1050 Grants Received	0	13,971	0	62	0	0	0	0	0
1059 Sponsorship	0	0	0	1,135	1,135	0	0	0	0
1210 Community Hub Income	0	1,018	0	0	0	0	0	0	0
Total Income	0	14,989	0	1,197	1,135	0	0	0	0
4073 Environmental Projects	0	0	0	0	0	0	1,000	0	0
4074 Neighbourhood Plan	10,000	6,685	5,000	2,227	2,500	2,500	5,000	0	0
4078 Community Projects	0	0	0	0	0	0	1,000	0	0
4081 Melksham Art Project	1,000	0	1,000	0	1,000	0	2,000	0	0
4083 Virtual Community Hub	5,000	0	5,000	55	5,000	0	1,200	0	0
4270 Community Hub Expenditure	0	2,247	0	0	0	0	0	0	0
Overhead Expenditure	16,000	8,931	11,000	2,282	8,500	2,500	10,200	0	0
Movement to/(from) Gen Reserve	(16,000)	6,058	(11,000)	(1,085)	(7,365)		(10,200)		
<u>310 East Melksham Community Hall</u>									
4050 Legal and Professional	0	0	0	1,729	1,729	0	1,000	0	0
Overhead Expenditure	0	0	0	1,729	1,729	0	1,000	0	0
Movement to/(from) Gen Reserve	0	0	0	(1,729)	(1,729)		(1,000)		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Community Development - Income	0	14,989	0	1,197	1,135	0	0	0	0
Expenditure	16,000	8,931	11,000	4,011	10,229	2,500	11,200	0	0
Movement to/(from) Gen Reserve	<u>(16,000)</u>	<u>6,058</u>	<u>(11,000)</u>	<u>(2,814)</u>	<u>(9,094)</u>		<u>(11,200)</u>		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Economic Development</u>									
<u>403 Economic Dev. and Planning</u>									
1023	350	0	0	0	0	0	0	0	0
1030	0	0	1,000	1,269	1,500	0	1,000	0	0
Total Income			1,000	1,269	1,500	0	1,000	0	0
4071	10,000	8,733	10,000	5,771	10,000	0	10,000	0	0
4080	700	509	500	628	628	0	1,000	0	0
4084	1,200	1,200	1,200	0	1,500	0	1,500	0	0
4088	0	0	2,500	60	2,500	0	2,500	0	0
4090	4,000	0	4,000	40	2,000	0	4,000	0	0
4096	500	328	0	575	0	0	0	0	0
4312	0	0	750	34	400	0	750	0	0
4327	0	0	1,000	0	0	0	0	0	0
4328	0	0	1,500	46	100	0	1,500	0	0
4354	250	541	6,000	0	6,000	0	7,500	0	0
4356	7,500	7,385	1,000	645	1,000	0	2,000	0	0
4922	0	0	6,500	8,415	7,400	0	15,000	0	0
4925	0	2,000	34,950	16,215	31,528	0	45,750	0	0
Overhead Expenditure			(33,950)	(14,945)	(30,028)		(44,750)		
Movement to/(from) Gen Reserve			(23,800)	(20,696)					

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Economic Development - Income	350	0	1,000	1,269	1,500	0	1,000	0	0
Expenditure	24,150	20,696	34,950	16,215	31,528	0	45,750	0	0
Movement to/(from) Gen Reserve	<u>(23,800)</u>	<u>(20,696)</u>	<u>(33,950)</u>	<u>(14,945)</u>	<u>(30,028)</u>		<u>(44,750)</u>		

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>			
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Assembly Hall</u>								
<u>501</u>	<u>Assembly Hall Central Costs</u>							
1000	40,000	2,272	20,000	3,844	10,000	0	38,000	0
1050	0	16,643	0	14,994	14,994	0	0	0
	40,000	18,916	20,000	18,838	24,994	0	38,000	0
	Total Income							
4000	125,300	119,999	103,000	80,694	103,000	0	78,000	0
4900	900	0	500	0	500	0	625	0
4902	6,000	0	0	0	0	0	0	0
4905	1,600	670	1,500	1,051	1,500	0	700	0
4907	350	78	0	0	0	0	600	0
4909	1,000	2,607	3,500	180	0	3,500	3,600	0
4911	6,000	13,651	12,000	3,086	12,000	0	13,200	0
4912	8,000	138	500	73	150	0	1,000	0
4913	3,300	2,136	2,000	1,640	2,100	0	2,400	0
4914	9,000	8,608	9,000	6,025	9,000	0	9,000	0
4915	2,000	2,883	0	0	0	0	0	0
4916	3,500	3,432	3,000	100	3,000	0	10,000	0
4917	7,000	7,314	7,000	4,286	7,000	0	7,200	0
4918	1,000	8,789	500	73	500	0	12,000	0
4922	8,500	126	2,000	287	2,000	0	4,800	0
4923	1,400	1,122	1,400	603	1,400	0	6,600	0
4924	350	0	0	0	0	0	360	0
4927	600	165	600	0	600	0	600	0

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>				<u>Budget 2022/2023</u>		
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4929 AIB	1,600	831	1,000	447	1,000	0	1,800	0
4949 Provision/Hire Stage Lights	1,500	0	0	0	0	0	1,800	0
4958 Event Security	2,000	0	0	0	0	0	2,400	0
Overhead Expenditure		190,900	172,546	98,544	143,750	3,500	156,685	0
Movement to/(from) Gen Reserve		(150,900)	(153,631)	(79,706)	(118,756)		(118,685)	
510 Assembly Hall Events								
1004 Film shows	2,000	396	500	0	0	0	200	0
1073 Live Entertainment	84,000	804	0	6,251	7,000	0	43,000	0
Total Income		86,000	1,200	6,251	7,000	0	43,200	0
4919 Films: expenses and contract	2,000	280	500	1,573	1,573	0	2,000	0
4954 PA and Lighting Costs	6,000	589	0	0	0	0	6,000	0
4960 Live entertainment:	75,000	2,871	0	2,311	6,000	0	40,000	0
Overhead Expenditure		83,000	3,740	3,884	7,573	0	48,000	0
Movement to/(from) Gen Reserve		3,000	(2,540)	2,367	(573)		(4,800)	
520 Assembly Hall Bar and Catering								
1001 Income-Assembly Hall Bar	50,000	87	20,000	4,379	5,000	0	60,750	0
1003 Income Food and Snacks	0	0	0	0	0	0	21,500	0
Total Income		50,000	87	20,000	4,379	5,000	82,250	0
4901 Catering Stock Purchases	1,000	1,247	0	0	0	0	10,752	0
4903 Bar Stock Purchases	20,000	1,460	10,000	3,110	2,500	0	30,375	0

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Melksham Town Council Current Year
Annual Budget - By Committee (Actual YTD Month 7)
Note: 2022/2023 Draft Budget

	<u>Budget 2020/2021</u>		<u>Budget 2021/2022</u>			<u>Budget 2022/2023</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,000	2,707	10,000	3,110	2,500	0	41,127	0	0
Movement to/(from) Gen Reserve	29,000	(2,620)	10,000	1,269	2,500		41,123		
Assembly Hall - Income	176,000	20,202	40,500	29,468	36,994	0	163,450	0	0
Expenditure	294,900	178,993	158,000	105,538	153,823	3,500	245,812	0	0
Movement to/(from) Gen Reserve	(118,900)	(158,791)	(117,500)	(76,070)	(116,829)		(82,362)		
Total Budget Income	1,146,702	990,369	1,033,550	963,402	1,015,168	0	206,350	0	0
Expenditure	1,191,702	953,189	1,043,750	555,871	964,352	6,000	1,147,878	0	0
Movement to/(from) Gen Reserve	(45,000)	37,180	(10,200)	407,531	50,816		(941,528)		

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MELKSHAM TOWN COUNCIL GRANT APPLICATIONS NOVEMBER 2021																				ELIGIBILITY										DOCUMENTS				
Organisation Name	Type of Grant	What the Grant is For	What the Grant is For																				Notes	November GRANT REQUEST	Whole project cost	% of project requested	Grant per Melksham beneficiary							
			Total beneficiaries	Melksham Town beneficiaries	Own bank account, with two signatories	At least 2 members on its management committee	Constitution, terms of reference or set of rules	Is the project of benefit to Melksham?	Evidence of Melksham Town residents who benefit?	Match funding/ other sources of funding?	Not a private org or business	Not an upward funder	Not for an individual, or religious/political	Not passing funding on	Not for loan/interest payments	No discrimination	Not already happened	Not for running costs, evidence of sustainability	ACCOUNTS	BANK STATEMENT	CONSTITUTION	SAFEGUARDING						EQUAL OPPORTUNITIES	SCORE OUT OF 20					
RETURNING APPLICATIONS FROM JUNE/ SEPTEMBER																																		
Age UK Wiltshire	REG	Fitness and Friendship Club in Bowerhill Village Hall - Hall Hire, transport, Jamma de Samba	25	14	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	20.0	Age UK requested £920 in September but were asked to come back with an explanation of why they need this money if WCF are covering it, and if they will apply to MWPC.	£ 920.00	£ 4,125.00	22%	£66
Melksham Community Meals	RH	Hall hire for 3 sundays to restart Community Meals	162	102	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	20.0	Community meals applied in June for all three hall hire dates (£490.50), and were awarded one in June, one in September and asked to bring back to November meeting to decide about the third date - 5 December (£163.50).	£ 163.50	£ 490.50	33%	£2
Melksham Cricket Club	REG	Astroturf to replace current 25 year old astro	200	100	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	0.0	0.0	16.0	Cricket Club asked for £2500 in September and were asked to come back with further information and accounts.	£ 2,500.00	£ 11,478.00	22%	£25					
Melksham Sixty Plus Club	REG	Restarting the club after covid. Refreshments, transport, coach trips, christmas lunch	60	50	1.0	1.0	1.0	0.5	0.5	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	0.0	0.0	14.0	60 Plus Club requested £500 in June, were awared half and asked to come back with explanation of how the club is doing before the second half (£250) would be considered.	£ 250.00	£ 500.00	50%	£5						
Proud Melksham	RH	Hiring Assembly Hall for a Pride Event in June 2022	258	193	0.0	1.0	1.0	1.0	0.5	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	17.5	Proud Melksham applied for £750 in June and were asked to come back when they were more fully established.	£ 464.40	£ 1,000.00	46%	£2						
NEW APPLICATIONS IN NOVEMBER																																		
Celebrate Melksham	REG	Podcast equipment and reserves for website	?	?	1.0	0.0	1.0	1.0	0.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	1.0	0.0	1.0	15.0	No accounts as newly formed. No safeguarding as not relevant	£ 750.00	£ 750.00	100%							
Community Action Whitley and Shaw	REG	Shaw and Whitley summer fair for Platinum Jubilee on June 4.	400	?	1.0	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	17.0		£ 1,000.00	£ 3,000.00	33%								
Little Cherubs Toddler Group	REG	Annual hall hire (Melksham Welcome Hall), toys, games, craft materials, refreshments	60	55	1.0	1.0	1.0	1.0	0.5	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	0.0	16.5		£ 1,000.00	£ 1,000.00	100%	£18							
Melksham Amateur Swim Club	REG	To pay for the training of two swim teachers	116	80	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	19.0	Applied in June - unsuccessful, suggested apply to sports charities	£ 1,000.00	£ 1,198.00	83%	£13									
Melksham and District Historical Association	RH	Hiring Assembly Hall plus AV for 7 monthly meetings (£154 per session)	75	60	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	19.0	No safeguarding policy as not relevant	£ 1,076.04	£ 1,076.04	100%	£18									
Melksham Baptist Church	REG	Maintenance of the Old Baptist Burial Ground to keep tidy as a quiet space to meditate or rest	50	40	1.0	1.0	1.0	0.5	0.5	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	0.0	17.0	Religious group. No need for match funding as under £250. Applied in 2020- unsuccessful as religious group	£ 250.00	£ 250.00	100%	£6								
Melksham Community Dining	REG	A free meal for those who feel vulnerable after Covid, in Bowerhill Village Hall	600	200	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	1.0	1.0	1.0	18.0	No bank account yet -using accountant's clients account until charity commission registration comes through.	£ 412.00	£ 3,100.00	13%	£2							
Riverside Club	REG	Replacement of a dishwasher	200	200	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	0.0	18.0		£ 1,398.30	£ 2,796.60	50%	£7									
Somerset and Wiltshire Advanced Motorists	REG	To advertise the sponsored courses to recruit and train 10 safer drivers			1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.0	1.0	18.0		£ 2,280.00	£ 4,730.00	48%										
Splash Wiltshire/ Community First	REG	Splash group activities for young people who face challenges in their lives.	18	18	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	1.0	1.0	1.0	1.0	19.5	Some fuding requested towards staff costs	£ 2,253.00	£ 3,138.00	72%	£125							
Stepping Stones West Wiltshire Opoortunity Group for Children with Special Needs	REG	Update and upgrade the garden area to be a safe learning environment - activity boards and play grass pathway	123	10	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	20.0		£ 2,500.00	£ 40,000.00	6%	£250									
Wiltshire Adopters - Networking, Development and Support	REG	Activities for adoptive families - Craft'ernoon, school holidays workshops, christmas party	45	9	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	0.5	0.0	1.0	1.0	1.0	18.5		£ 1,360.00	£ 3,575.01	38%	£151							
Wiltshire Mind	REG	2 mid-specification laptops for 'virtual counselling'	22.5	23	1.0	1.0	1.0	1.0	0.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	19.0		£ 1,500.00	£ 52,100.00	3%	£67							

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 3	£6,250
rollover from quarter 2	£1,600
Total grant budget available	£7,850
TOTAL REGULAR GRANT APPLICATIONS	£21,077
OVERSPEND	-£14,827

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Miriam Zaccarelli
Melksham Town Council
Town Hall
Melksham
Wiltshire
SN12 6ES

2nd November 2021

Dear Miriam

Application to Melksham Town Council Grants Committee from Age UK Wiltshire

Age UK Wiltshire would be incredibly grateful if Melksham Town Council might consider helping us with a grant, to support our essential focus on responding to the needs of older people in the town, as they readjust to “normal” life, after the pandemic.

The prioritization of the relaunch of our Fitness and Friendship Clubs in Melksham, reflects the significant impact of the suspension of opportunities to remain physically active and spend time with others, during the last year, on the health and wellbeing of older residents of the town.

With research indicating that for many older people, the increasingly sedentary lifestyles they have led as a result of being stuck at home, have left them unable to walk as far as they used to and struggling to manage the symptoms of health conditions, the team at Age UK Wiltshire recognize the urgent need to promote the benefits of participation in physical activity.

With carefully tailored exercise programmes and groups games and activities providing opportunity to address issues associated with reduced mobility, as well as positively impacting cognitive function, the format of the sessions allows participants, many of whom have become increasingly lonely and isolated over the last year, to enjoy a sense of community and friendship.

However, with some apprehension from our community in Melksham in relation to returning to the Club, reflecting the finding of research revealing that over one third of older people feel more anxious and less motivated in relation to “doing the things they used to enjoy, we recognise the need to support and encourage attendance at the sessions.

With nearly a quarter of the population of Melksham over the age of 65, the need to provide opportunity to access opportunities to exercise and/or spend time with others, is reflected in pressure on health and social care services. Whilst levels of obesity in the town above the national average and hospital admissions data, revealing a higher rate of older people needing medical treatment due to falls, endorse the need to address issues associated with sedentary lifestyles, core strength and balance etc; data revealing that nearly half of pensioner households in Wiltshire comprise an older person living alone (rising to 80% in Melksham North) underpins the ongoing focus of Age UK Wiltshire's Fitness and Friendship Club on alleviating isolation and loneliness.

With 13-15 people currently attending each session of our Melksham Fitness and Friendship Club, (compared to circa 25, prior to the pandemic), we would like to offer opportunity to participate in an interesting and exciting "Jamma de Samba" session, to motivate our community to take the first step, in terms of returning to or joining the group on a regular basis.

With a budget of £4,125 to run the Club in Melksham over the next year and projected income to date of £2,644, a grant from Melksham Town Council would be hugely appreciated, allowing us to proactively initiate efforts to return and increase attendance to pre-pandemic levels, as well as helping to cover the costs associated with hiring the venue (on a short term basis, as we return to full capacity) and providing transport, to allow residents of the town lacking access to transport, to get to the Club.

Whilst we are hugely grateful for the support of our community, who take part in sponsored runs, walks and bike rides on our behalf, we rely on the valued support of local and national funders to continue to make a real difference on behalf of older people.

I attach our completed application form, herewith, alongside the supporting documentation requested and please do let me know if you require any further information,

We do hope Melksham Town Council might be prepared to support our work, enabling older people from the town to access the benefits of participating in physical activity, whilst enjoying spending time with each other and thank you so much for considering our request.

With kind regards,

Yours sincerely



Fundraising Manager – Age UK Wiltshire



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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)

NAME:	<div style="background-color: blue; width: 100%; height: 100%;"></div>
ADDRESS:	
TELEPHONE:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

✓

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: If so, please give your charity number: 800912

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

Although Age UK Wiltshire enjoys a mutually supportive relationship with Age UK, enabling us to access research resources and exchange good practice ideas, we are a small independent charity and receive no funding from the national organisation.

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) |
|--|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Age UK Wiltshire provides a range of practical and emotional support services, to ensure local older people are well-equipped for and can readily obtain help to cope with the challenges of later life.

Through the provision of help and support via our Information and Advice line, our Wellbeing and Befriending Programmes, our Fitness and Friendship Clubs and our Community Meals Delivery Scheme, or through our GP and hospital-based services, our work has contributed meaningfully and positively to the quality of life of over 400 older people in Melksham.

During the pandemic, our team of dedicated staff and volunteers continued to respond to the needs of older people in Melksham, using telephone and digital technology to support clients, as they adjusted to the impact of restrictions on their day to day lives.

We are now looking forward to resuming face to face delivery of our services, with appropriate procedures in place to ensure the safety and wellbeing of our community is protected, whilst we provide advice and assistance to support our community as they readjust 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 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 in Melksham in relation to returning to the Club, reflecting the findings of research by Age UK National which revealed that over one third of older people feel more anxious and less motivated in relation to “doing 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 (to enable us to cover costs on a short-term basis as we rebuild capacity at the Club) 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 to the Club – and would be very grateful if Melksham Town Council would consider funding this exciting initiative.

Although we have secured funding from Wiltshire Community Foundation and Sport England to assist with the costs associated with relaunching the Melksham Club, we need to raise a further £1,500 to allow us to continue to hire Bowerhill Village Hall and proactively instigate measures to encourage older people in the town, who remain extremely anxious as they begin to readjust to post-pandemic “normal life”, to return to the sessions.

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 group 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?

The delivery of Age UK Wiltshire’s Fitness and Friendship Club in Melksham reflects our commitment to reach out and respond proactively to the needs of our client base, as an integral and effective part of a wider support network.

With nearly a quarter of the town’s population over the age of 65 (with this figure expected to significantly increase over the next ten years) and relatively high demand for disability benefits to support the social care needs of the ageing population, reflecting significant pressure on the NHS and other social support services, the need to provide opportunity for older people to access the benefits of remaining physically active is essential.

Levels of obesity in the town above the national average and hospital admissions data revealing that Melksham has a higher rate of older people needing medical treatment due to falls, further endorse the need to address issues associated with sedentary lifestyles, core strength and balance etc.

Furthermore, with data revealing that more than half of all pensioner households in Wiltshire comprise an older person living alone, rising to 80% in Melksham North, and data revealing that less than half of lone-pensioners in the County have the amount of social contact they would like, the ongoing focus of Age UK Wiltshire’s Fitness and Friendship Clubs on alleviating isolation and loneliness is essential.

With the pandemic having severely impacted older people, many of whom have become lonelier and less active, with severe consequences for their physical and mental health and wellbeing, Age UK Wiltshire recognises and is committed to responding to the impact of periods of lockdown etc on older people in Melksham.

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?

25 + on basis build-on current 14 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 remaining 2 from Bowerhill.

Please explain how you calculated the number of Melksham beneficiaries.

Numbers based on pre-pandemic attendance at the group.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £4,125

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 tailored exercise programmes and group activities, 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 – to help us to cover costs on a short-term basis whilst we build back capacity at the Club to pre- Covid numbers. 13 sessions x £40 per session	£520
Cost of providing transport for residents of Melksham Town who would otherwise not be able to get to the sessions.	£100
Cost of providing interesting and exciting Jamma de Samba session to encourage older people to return to the Fitness and Friendship sessions.	£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	£1,672	Y
Tackling Inequalities Fund – Sport England – funding allocated for Melksham Fitness and Friendship Club.	£972	Y
As community fundraising events return, we are anticipating some sponsorship income to support our Fitness and Friendship Clubs; and intend submitting requests for funding to local Parish Councils in locations where Clubs take place (including Melksham Without PC).		
	£	
	£	
Total	£2,644	Y

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

ACCOUNT YEAR ENDING: 31/03/2020

TOTAL GROSS INCOME £ 808,144

TOTAL EXPENDITURE £ 822,016

BALANCE AT YEAR END £ (13,872)

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 658,036

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

Age UK Wiltshire maintains unrestricted reserves, which at the end of the last financial year stood at £584,400, to protect our clients from any interruption to our service delivery across our range of work, 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. If you are requesting funding for a one-off project, has the project 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.

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

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: 08.11.21

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 8 November 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?

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

102

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 2467.51	£ 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.

AND KITCHED

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



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

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

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?

- | | |
|---|--|
| <ul style="list-style-type: none"> Charitable Organisations <u>Youth Group</u> Senior Citizen Group <u>Sports Clubs</u> 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) |
|---|--|

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 HASN'T GOT.

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

THERE ISN'T 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.

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
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? NO 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 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.	
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]	

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 – November 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

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

1. ORGANISATION/GROUP'S NAME

MELKSHAM SIXTY PLUS CLUB

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?	<u>YES</u>
Have at least three members on its management committee?	<u>YES</u>
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)	<u>YES</u>

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?

- 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 ARE A WEEKLY SOCIAL CLUB. WE ENJOY A BINGO SESSION WITH REFRESHMENTS AND RAFFLE AT HALF TIME. THE BREAK IS ALSO A GOOD TIME FOR OUR MEMBERS TO "CATCH UP" WITH THEIR FRIENDS. WE ORGANISE COACH TRIPS THROUGHOUT THE YEAR, AND ALWAYS PROVIDE OUR MEMBERS WITH FREE EASTER EGGS AND A FREE CHRISTMAS DINNER. FOR MANY MEMBERS THIS IS THE ONLY TIME THEY GET TO MEET FRIENDS

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.

AS OUR CLUB HAS BEEN CLOSED DUE TO THE PANDEMIC, FUNDING WOULD HELP OUR RE-START. WE NOW HAVE TO RE-STOCK OUR REFRESHMENTS AND YOUR HELP WOULD ENABLE US TO CARRY ON WITH COSTS SUCH AS THE SUBSIDISING OF THE COMMUNITY BUS AND COACH TRIPS. WE ARE ALSO IN THE PROCESS OF ORGANISING THE FREE CHRISTMAS LUNCH, WHICH I FEEL IS VERY IMPORTANT. FOR MANY MEMBERS, IT'S THE ONLY CHRISTMAS LUNCH THEY WILL HAVE!

How will this benefit the community or people of Melksham?

OUR MEMBERS HAVE REALLY MISSED THEIR CLUB! THEY HAVE MISSED MEETING THEIR FRIENDS FOR A GOOD OLD CHAT AND GAME OF BINGO. SOCIALISING WITH FRIENDS IS VERY IMPORTANT AS WE GET OLDER. OUR CLUB STARTED IN 1949, SO WE MUST BE DOING SOMETHING VERY WELL FOR IT STILL TO BE RUNNING.

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

THE CLUB HAS BEEN RUNNING FOR 72 YEARS, SO BENEFITS REALLY SPEAK FOR THEMSELVES!
THE CLUB IS OPEN TO EVERYONE OVER 60. IT IS A SERVICE FOR MEMBERS FROM THE VERY AGILE, TO MEMBERS WHO NEED WALKERS AND WHEELCHAIRS. WE DO NOT DISCRIMINATE AT ALL.

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

I FEEL THAT LONELINESS WOULD BE A BIG FACTOR FOR MANY OF OUR MEMBERS. OUR CLUB PROVIDES A SAFE ENVIRONMENT FOR OUR MEMBERS AND IF ANY HELP OR ADVICE IS REQUESTED WE ARE ALWAYS WILLING TO HELP OR ADVISE AS NECESSARY.

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 INFORMATION ON OUR MEMBERSHIP LIST AS AT 2020 BEFORE CLOSURE DUE TO COVID PANDEMIC

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 500

GRANT AID REQUESTED FROM MTC £ 500
WE HAVE ALREADY RECEIVED
£250 OF THIS AMOUNT!

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

* £3 PER YEAR MEMBERSHIP - NO CHARGE HAS BEEN MADE AT PRESENT
£2 PER WEEK SUBS - THIS FIGURE WAS £1.50, BUT WE INCREASED TO £2 TO OFFSET SOME OF OUR COSTS

* WE DECIDED NOT TO CHARGE UNTIL START OF 2022 DUE TO LATE START OF CLUB AFTER PANDEMIC!

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
	£
RE-STOCK OF REFRESHMENTS & BINGO TICKETS	£ 100
COMMUNITY BUS SUBSIDY & HALL HIRE CHARGES	£ 200
CHRISTMAS MEAL 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?
	£	
NO OTHER FUNDING	£	
	£	
	£	
	£	
	£	
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) £ 1800

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

UNFORSEEN EXPENDITURE

9. ELIGIBILITY**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. If you are requesting funding for a one-off project, has the project 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.	
Is the grant requested (for a Regular Grant) more than £2500? 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? Yes (name of contact Yes / 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 Yes / 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: <u>27-10-2021</u>	

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 8 November 2021



Dear Melksham Town Council,

I wanted to attach this statement to our grant application.

As you'll hopefully know Proud Melksham launched in June of this year. We are an LGBT+ hub, providing support, advice and friendship to the local LGBT+ community and our allies.

The reaction to our launch has been incredible. We have had so many people from not just the local community, but neighbouring towns of Chippenham, Trowbridge, Swindon & more, who have commented, shared, liked, and supported us as we got on our feet.

We have hosted a coffee meet each month since our launch, which has been attended by again not just those in Melksham, but from neighbouring towns and villages too. Its been a great support and help, particularly to younger people. Our goal was to help people of all ages to know that they aren't alone. Being in a safe and non judgmental environment, where they can talk to others who understand their struggles, who get it.

We had a stall at this years Melksham Food & River Festival, again it was overwhelming just how many people came to speak to us and to offer their support.

Proud Melksham's overall aim is to educate and support the local community on LGBT+ rights and issues. As part of this its our ambition to hold a yearly Pride event in Melksham. This coming year would be the FIRST EVER Pride to be held in our town, showing that Melksham is an inclusive and tolerant community.

With 258 Facebook likes and 2060 Instagram likes, what we are doing is providing a value resource to our community, that hadn't been there before.

We have written to you today to ask for a grant to cover the cost of using the Assembly Hall to host Melksham's first Pride Festival.

Planning is well under way. We have spoken to Bruce Burry at the hall & have a date provisionally booked in pending this grants approval. We have worked with Sara Land of the Melksham Christmas Fayre to help plan out an event in the hall, what we can fit and how things work.

We have began to reach out to community groups and businesses to garner interest in the event.

Our plan is to hold a mini convention style Pride, open to all the family. We have a youth zone featuring activities, face painting, LGBT+ themed storybook reading & Project SEMH. A health and wellbeing zone including stalls for the British Army LGBT+ Group & NHS Wiltshire Sexual Health, A life coach & motivational speaker. We have a social space, where people can meet and hopefully make friends over a coffee or cake. We have a variety of stalls, including Bath Bombs, Clothing & Jewellery. Proud Melksham will have a large selection of Rainbow & LGBT+ themed products and information. Other community groups such as Melksham Carnival will also be hosting stalls. We have

Makeup and Makeovers being done by students at Wiltshire College, And we will have entertainment during the day on the main stage.

We are working with all sorts of local groups and businesses, to make this an event that the whole community can enjoy and get involved with. We already have more than ten stalls signed up for the event.

There is a public interest in this event being able to go ahead, Melksham shouldn't have waited this long already to show that we support Pride, and we support our LGBT+ community. This event is a massive opportunity for us as a town, and Melksham Town Council to show its support for a under represented group within the community, to send a message to Wiltshire that Melksham "Gets it" and is a tolerant and inclusive town.

In June 2022 I implore the council to fly Pride flags all month at Townhall, to Light up in Rainbow colours and to support Proud Melksham as we bring Pride to everyone, no matter who you are or where you are from.

I have included drafts of the Assembly Hall layout for the day, as well as an events page from our planned flyer. These are not the final versions but help to give an idea of the event.

Also find attached a petition of support for our event with 135 signatories showing support for our application & for the local LGBT+ community.

Thank you

Ryan Clarke

Proud Melksham

EVENT GUIDE

All-day ENTERTAINMENT

10:00AM

FESTIVAL BEGINS

10:30 AM: LGBT+ STORYTIME

@ THE YOUTH ZONE

11:00 AM:

@ MAIN STAGE

12:00 PM: LGBT+ STORYTIME

@ THE YOUTH ZONE

12:30 PM:

@ MAIN STAGE

2:00PM:

@ MAIN STAGE

3:30 PM: LGBT+ STORYTIME

@ THE YOUTH ZONE

4:00 PM:

@ MAIN STAGE

5:00PM

FESTIVAL FINISHES

FOR LOCATIONS, SEE PAGES 8 + 9

10 PRIDEFEST 2022 GUIDE

HIGHLIGHTS

YOUTH ZONE

- : LGBT+ THEMED STORYTIME
(INFORMATION BOOKS & FAIRYTALES AIMED AT KS1-KS2)
- : ACTIVITY STATION
(LGBT+ THEMED COLOURING ACTIVITIES)

MAIN STALLS

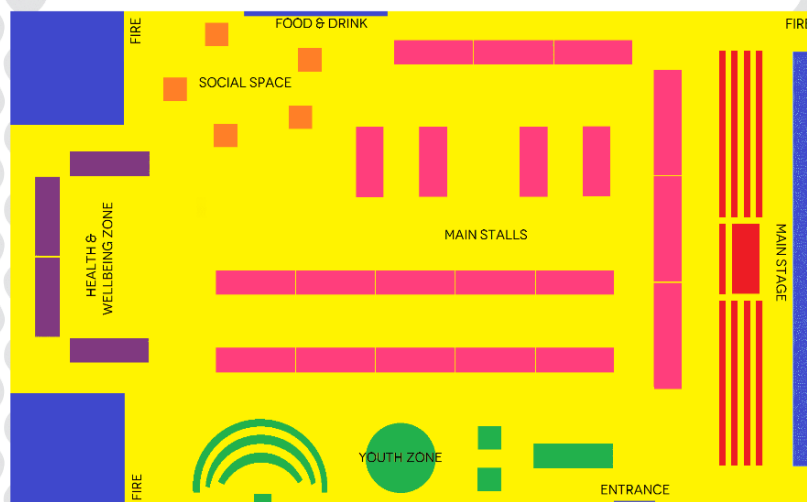
- : PROUD MELKSHAM
(A SELECTION OF RAINBOW AND LGBT+ THEMED PRODUCTS)
- : ZEN LUXURIES
(LUXURY BATH BOMBS, SOAPS, FRAGRANCES & ACCESSORIES)
- : WILD BOYS
(AFFORDABLE THRIFTY LABELLED CLOTHING)
- : MELKSHAM CARNIVAL CAKES
(RAINBOW & LGBT+ THEMED CAKES & SWEETS)

HELP & SUPPORT

- : ARISE
(LIFE COACHING & MOTIVATIONAL SUPPORT)
- : WILTSHIRE SEXUAL HEALTH
(PROVIDING ADVICE & SUPPORT ON SEXUAL HEALTH & WELLBEING)

PRIDEFEST 2022 GUIDE 11

PRIDE FEST MAP



MELKSHAM ASSEMBLY HALL

MARKET PL, MELKSHAM SN12 6ES

8 PRIDEFEST 2022 GUIDE

PRIDEFEST 2022 GUIDE 9



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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	YES

1. ORGANISATION/GROUP'S NAME

PROUD MELKSHAM

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
ADDRESS:	
TELEPHONE:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

NO

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

OUR BANK ACCOUNT REQUIRES A SINGLE SIGNATORY.

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

WE HAVE A PENDING APPLICATION WITH THE CHARITIES COMMISSION.

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

PROUD MELKSHAM HAS BEEN SET UP TO PROVIDE AN LGBT+ HUB FOR THE LOCAL COMMUNITY IN MELKSHAM, AND THE SURROUNDING VILLAGES. ITS AIM IS TO PROVIDE SUPPORT, RESOURCES AND ADVICE TO LGBT+ RESIDENTS IN THE COMMUNITY, AND TO RAISE AWARENESS OF LARGER LGBT+ RIGHTS AND ISSUES TO THE COMMUNITY, AND ITS "ALLIES" (NON LGBT+ IDENTIFYING SUPPORTERS OF THE COMMUNITY)

PROUD MELKSHAM WORKS LARGELY ONLINE, WITH SOCIAL MEDIA ACCOUNTS AND A WEBSITE TO PROMOTE ITS CAUSE.

WE ALSO HOLD REGULAR MEET UPS AND EVENTS FOR THE LOCAL COMMUNITY TO SOCIALISE AND MAKE FRIENDS, SUCH AS MONTHLY COFFEE MORNINGS, AND HAVE TAKEN PART IN LOCAL EVENTS SUCH AS THE MELKSHAM FOOD FESTIVAL.

PROUD MELKSHAM IS NOT AGE RESTRICTED AND SUPPORTS ALL THOSE IN THE LOCAL LGBT+ 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.

WE ARE SEEKING A GRANT TO COVER THE COST OF HIRING THE MELKSHAM ASSEMBLY HALL, SO THAT WE CAN HOLD A PRIDE EVENT IN MELKSHAM, IN JUNE 2022.

WE HAVE BEEN WORKING ON THE PLANNING FOR THE EVENT OVER THE PAST FEW MONTHS, AND REACHED OUT TO LOCAL BUSINESSES, CHARITIES AND ORGANISATIONS TO SEE WHO MIGHT LIKE TO GET INVOLVED.

WE WOULD LIKE MELKSHAM TOWN COUNCIL TO WORK WITH US, SO THAT WE MAY HOST PRIDE AS A DAY OUT FOR ALL THE FAMILY, EDUCATING ON LGBT+ RIGHTS AND ISSUES, WHILE PROVIDING FUN ACTIVITIES.

OUR EVENT FEATURES A YOUTH ZONE, HEALTH & WELLBEING ZONE, SOCIAL SPACE, STALLS AND ENTERTAINMENT. WE HAVE REACHED OUT TO THE LOCAL COMMUNITY AND HAVE VARIOUS CHARITIES AND ORGANISATIONS SIGNED UP TO TAKE PART, INCLUDING THE BRITISH ARMY & NHS, MELKSHAM CARNIVAL, AND PROJECT SEMH.

FURTHER INFORMATION CAN BE FOUND IN THE ATTACHED DOCUMENTATION WITH PLANS AND DETAILS OF THE EVENT ITSELF.

How will this benefit the community or people of melksham?

PRIDE 2022 WILL BE A FUN DAY FOR ALL THE FAMILY, AND OPEN TO ALL RESIDENTS OF MELKSHAM. NEITHER MELKSHAM OR ANY OF THE CLOSEST TOWNS HOST A PRIDE, MAKING SWINDON THE CLOSEST, AND PROVIDING THE OPPORTUNITY TO SET OURSELVES APART AS AN INCLUSIVE AND TOLLERANT TOWN, IN FULL SUPPORT OF AN UNDER REPRESENTED COMMUNITY.

THIS EVENT WOULD HELP BRING OUR RESIDENTS, AND THOSE WIDER TOWNS INTO MELKSHAM FOR THE EVENT, WHICH WILL NOT ONLY EDUCATE, BUT RAISE MONEY TO SUPPORT THE CONTINUED WORK OF PROUD MELKSHAM, IN ITSELF SUPPORTING THE LOCAL LGBT+ COMMUNITY THROUGHOUT THE YEAR WITH ITS COFFEE MEETS, AND PLANS TO HOLD SMALL EVENTS.

THIS EVENT WILL ALSO PROVIDE AN OPPORTUNITY FOR THOSE WHO MAY NEVER HAVE BEEN TO A PRIDE EVENT BEFORE TO LEARN MORE, AND TO SHOW THEIR SUPPORT FOR THE LOCAL LGBT+ COMMUNITY.

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

258 PEOPLE FOLLOW OUR FACEBOOK PAGE, AND 2060 OUR INSTAGRAM. OUR COFFEE MEET IS WELL ATTENDED, AND PROVIDES AN OPPORTUNITY FOR THOSE IN THE LGBT+ COMMUNITY AND OUR ALLIES TO MAKE FRIENDS AND SOCIALISE.

WE ARE THE ONLY GROUP SUPPORTING LGBT+ PEOPLE IN THE COMMUNITY, AND AS A MINORITY GROUP, MANY IN THE LGBT+ COMMUNITY HAVE FELT UNDER REPRESENTED BY LOCAL GOVERNMENT.

HOSTING A PRIDE EVENT IS A WAY TO SHOW THOSE LGBT+ RESIDENTS THEY ARE SUPPORTED AND HEARD BY MELKSHAM TOWN COUNCIL, WHO ARE WILLING TO WORK WITH THE COMMUNITY & TO MAKE MELKSHAM A TOLLERANT AND EMBRASIVE TOWN.

TOGETHER WITH PROUD MELKSHAM, THE TOWN COUNCIL CAN SEND THAT MESSAGE OUT TO NOT ONLY LOCAL RESIDENTS, BUT TO WILTSHIRE, THAT MELKSHAM “GETS IT” AND SUPPORTS THE LGBT+ COMMUNITY.

WE HAVE INCLUDED A PETITION OF SUPPORT FOR THE EVENT, AND PROUD MELKSHAM’S CONTINUED WORK IN SUPPORTING THE LOCAL LGBT+ COMMUNITY, WITH 135 SIGNATORIES.

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

I MYSELF GREW UP FEELING THERE WAS NO SUPPORT IN THE LOCAL COMMUNITY FOR ME, AND IN SPEAKING TO LOCAL RESIDENTS THROUGH PROUD MELKSHAM THAT FEELING WAS SHARED BY OTHERS IN THE LGBT+ COMMUNITY.

PROUD MELKSHAM HAS SHOWN HOW MUCH THIS SERVICE IS NEEDED, AND HOW MUCH THIS COMMUNITY NEEDS SUPPORT.

I BELIEVE IF THIS PROJECT CANNOT GO AHEAD IT EMPHASISES TO THE LOCAL LGBT+ COMMUNITY THAT THEY ARE NOT HEARD OR CARED ABOUT, IT ADDS TO THAT FEELING ALREADY EXPERIENCED BY MANY, THAT THEY ARE ALONE AND NOT INCLUDED, SOMETHING WE ARE TRYING TO CHANGE.

IF MELKSHAM TOWN COUNCIL CAN SUPPORT THIS EVENT, IT WOULD SEND A BIG MESSAGE TO THE LOCAL LGBT+ COMMUNITY, AND SHOW THE COUNCIL SUPPORTS AN UNDER REPRESENTED MINORITY GROUP, SOMETHING PROUD MELKSHAM IS TRYING TO CHANGE BY ENSURING THAT THIS VOICE IS HEARD.

WE BELIEVE WORKING TOGETHER WITH MELKSHAM TOWN COUNCIL, AND THE ABILITY TO HOLD THIS EVENT WILL SEND A POWERFUL MESSAGE TO RESIDENTS THAT MELKSHAM TOWN COUNCIL IS AN ALLY TO THE LGBT+ COMMUNITY.

6. BENEFICIARIES

How many people in total will benefit from this grant?	258+
How many of the beneficiaries are residents of Melksham Town?	193+
Please use the attached map as an indication of the Melksham Town boundary	
Please explain how you calculated the number of Melksham beneficiaries.	
<p>TO DATE THERE ARE 258 FOLLOWERS OF PROUD MELKSHAM’S FACEBOOK PAGE, WE ANTICIPATE AT LEAST 75% OF THOSE LIVE WITHIN MELKSHAM’S BOUNDARIES. BUT THE EVENT ITSELF IS OPEN TO THE ENTIRE POPULATION OF MELKSHAM, AND SO BENEFITS EVERY RESIDENT WHO WOULD LIKE TO ATTEND.</p> <p>WE HAVE ATTACHED A PETITION OF SUPPORT WITH 135 SIGNATORIES, SHOWING US SUPPORT IS MUCH WIDER ACROSS MELKSHAM THAN JUST OUR ONLINE COMMUNITY.</p>	

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1000

GRANT AID REQUESTED FROM MTC £464.40

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

WE PLAN TO CHARGE A SMALL ENTRY FEE FOR THE EVENT, LIKELY £2 IN ORDER TO RAISE MONEY FOR PROUD MELKSHAM TO CONTINUE ITS WORK.

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
10HRS MAIN HALL	£300
DRESSING ROOM	£8
STAGE	£16
AUDIO EQUIPMENT	£13
LIGHTING	£20
KITCHEN PREP	£30
VAT	£77.40
Total	£464.40

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 CHRISTMAS FAIR STALL	£	TBC
STALL FEES FOR EVENT AT £25 A TABLE	£250	TBC
CHRISTMAS RAFFLE	£	TBC
VOLUNTARY TIME (SELF & OTHERS) (100+ HOURS)	£950	YES
MELKSHAM WITHOUT PARISH GRANT SCHEME	£150	TBC
	£	
Total	£	

WE HAVE CALCULATED VOLUNTARY TIME AT TEN VOLUNTEERS COVERING THE EVENT ACROSS ITS TEN HOUR DURATION, AT MINIMUM WAGE FOR JUNE 2022. THE FIGURE IS LIKELY HIGHER AS THE TIME TAKEN TO PLAN THE EVENT & ADDITIONAL VOLUNTEERS ARE NOT INCLUDED.

WE ARE HOLDING A STALL AT THE MELKSHAM CHRISTMAS FAIR TO RAISE MONEY, WE ARE ALSO HOLDING A CHRISTMAS RAFFLE, WHERE A HAMPER HAS BEEN DONATED BY TESCO.

WE WILL ALSO BE CHARGING FOR STALLS AT THE EVENT ITSELF, WITH 26 STALLS IN TOTAL WE ESTIMATE AT LEAST HALF WILL BE CHARGED BUSSINESSES, AND HALF CHARITY/COMMUNITY STALLS.

WE WILL BE REQUESTING A GRANT FROM MELKSHAM WITHOUT PARISH COUNCIL IN THE NEW YEAR TO HELP TOWARDS ENTERTAINMENT FOR THE EVENT.

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?

WE FOUNDED IN JUNE 2021 AND SO DO NOT YET HAVE A FULL YEARS ACCOUNTS.

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. If you are requesting funding for a one-off project, has the project 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

N/A

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

N/A

10. CHECKLIST

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

☐ A copy of your most recent accounts

NO

☐ 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.

YES

WE HAVE INCLUDED A LETTER PROVIDING MORE DETAILS OF THE EVENT ITSELF, AS WELL AS A PETITION OF SUPPORT FROM THE LOCAL COMMUNITY, WITH 78 SIGNATURES.

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)  te: 27/10/21

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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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

Celebrate Melksham

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
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?

No

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 Minority Groups Community buildings Community events Health/transport/safety groups Other (please explain) A Media platform for communities |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The aim is to create a positive community within Melksham. Celebrate Melksham will start out in a podcase format with the hopes of potential growth.

My objective currently is to start a town podcast that has the following format:

Interviewing community groups

Page 118

Advertisements from local businesses (without charge)

Letting the town get to know their town council
Art and Jingles by local artists.

The amount the podcast will be distributed i.e. every 2 weeks or once a month, depends on community groups and business' participation.

I am currently already in touch with Melksham Oak Community School for students to contribute their art / Jingles to the podcast as a community project, and have formulated an email for local business' that will be sent with confirmation of the grant.

I am asking for a one off grant, after which the podcast will be self-efficient and will not need anything other than time.

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.

- Podcast equipment, this will allow me to start interviewing community groups instantly, I have looked at podcast equipment and it is within the £650 range for 4 microphones to interview multiple people and 2 microphone bundles are around £450, this will allow me to interview multiple people at a time and will also allow me to go to the people in the community rather than expecting them to come to me.
- I would also ask for £100 for any start up surprises I may get, if there are none, this money can be put towards a website that I would like to start up in the future for Celebrate Melksham as this will mean more community reach.

How will this benefit the community or people of melksham?

The Celebrate Melksham Podcast will use social media in a positive way to encourage community engagement. This will let community groups have a chance to have their voices heard and will also allow local talent to show off their skill with full credit. It will allow local business' to advertise in a radio format for free, which will encourage communities to use local business'. It will signpost community to their town council and other services they could use, more importantly it will focus on positives in the community and encourage positivity and residence working together.

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

In recent times, there has been a big presence by residents of Melksham on social media. The idea has come from speaking to residents who feel they do not know what is going on in the community.

The reason a podcast format was chosen was to let community residents hear numerous voices in the community to feel closer to the community.

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

A podcast for the town has not been done before, so the effects if this does not go ahead will mean things will stay as they are. Instead, this is bringing something new to the residents of Melksham and can be monitored to see what effect this will have on communities through insights online.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Any residents who can access online

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

As this is an online presence it can reach anyone in Melksham and beyond.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 750

GRANT AID REQUESTED FROM MTC £ 750

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

There will be no charges and it will be a free service, however this has potential to earn some money through online advertising attached to podcasts, or business sponsors, once this service gets going, I plan to ask local businesses if they would like to make a contribution for advertising, however this is not going to be a requirement to advertise said business.

Sometimes you can earn money per number of views of the podcast, which may also be an avenue I will look too as I do not plan to apply for another grant once this is started.

The only reason I would need additional funds would be in the plan of an expansion, however this is thinking of the potential of Celebrate Melksham.

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
Podcast equipment	£650
Reserves / website	£100
	£
	£
	£
	£
	£
Total	£750

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 (Page 23 of 26 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: / /

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?

This is not a profit organisation.

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. If you are requesting funding for a one-off project, has the project 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

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: _____ 31/10/2021 _____

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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant Up To £2500	✓
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Community Action Whitley and Shaw (CAWS)

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: No **If so, please give your charity number:** N/A

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?

Extract From CAWS Constitution

CAWS exists to carry out activities as may be deemed necessary, for the benefit of the community, that promote, support and achieve changes and improvements to the quality of life and wellbeing of local people and businesses.

In furtherance of this aim CAWS shall:

- a) be non-party political;
- b) solicit the views and needs of the residents and businesses;
- c) represent member residents and businesses within the CAWS area;
- d) promote community cohesion;
- e) coordinate community action;
- f) increase awareness of future developments in the community;
- g) work with other local bodies and associations;
- h) consult and inform all members regularly;
- i) promote membership to all members of the community;
- j) raise and hold funds to cover the costs of CAWS;
- k) communicating decisions, requests and enquiries of CAWS to various bodies and individuals.

Benefit to the residents of Melksham

CAWS has a significant benefit to the residents of Melksham. Many of the residents of Shaw and Whitley work, shop, and access services in Melksham. Many have friends and relatives there too. Similarly many of the residents of Melksham visit Shaw and Whitley regularly for leisure and recreation (e.g., sports at Shaw Playing Field, countryside walking), events, schooling, work and family events etc. In discharging its constitution, CAWS benefits the residents of Melksham, by, for example, promoting community cohesion, local businesses, and sensitive developments. That helps to make Shaw and Whitley a great destination for Melksham residents to visit whose patronage helps to sustain our local community be it through our school, community shop, pub, village meeting venues or local businesses.

Our planned community event (details below) will be open to the residents of Melksham and we are confident that it will provide an opportunity for all the local communities to come together, to reengage with each other, and start to rebuild the community spirit that has waned during the pandemic. The event is organised entirely by volunteers. It will be **FREE** to attend.

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 Event

We are planning a Shaw and Whitley Summer Fair to take place on the afternoon of 4 June 2022, which suitably commemorates Her Majesty The Queen's Platinum Jubilee. The event will be open to people of all ages from across our local area (including Melksham) to enjoy. We are also considering adding other events outside the afternoon fun, which would have the twin benefit of raising awareness ahead of the event and boosting Fair revenues, which will ultimately benefit the community.

The objectives of the event include:

- creating an opportunity for the residents of our local communities to reengage with each other and celebrate the Queens Platinum Jubilee;
- providing people with a safe and fun day that is suitable for everyone;
- promoting local businesses, community, training and voluntary groups;
- encouraging visitors to the wider Melksham area;

- promoting the facilities of Shaw Village Hall Playing Field;
- raising funding that will contribute to expected maintenance works for Shaw Village Hall and other projects that benefit the local communities;
- fostering links between the local communities and raising the profile of those communities and the rural hinterland.

What is the funding is being requested for

Planning for the event started in September 2021 and will continue up until the event. The CAWS Committee has established a sub-committee and this meets on at least a monthly basis.

The event will take place on 4 June 2022 on Shaw Playing Field. Set up will take place the day before and on the day of the event.

The grant we are applying for is needed to contribute to the anticipated additional costs likely to arise because of:

- limited scope to increase the prices charged for trader stalls in the present trading environment;
- predicted price increases for third party services to support the event (e.g. PA system, waste collection and disposal) and we note that some suppliers used for previous events are no longer trading as a result of difficulties associated with the pandemic;
- expected additional costs to meet the possible local authority and government guidelines with regards to safety etc.

In addition it will be necessary to make financial commitments before the event to secure the attendance of some key service providers.

It is our intention that any cash surplus from the event is invested in community projects, with Shaw Village Hall being a priority.

How will this benefit the community or people of Melksham?

As stated above our planned community event will be open to the residents of Melksham and we are confident that it will provide an opportunity for all the local communities to come together, to reengage with each other, and start to rebuild the community spirit that has waned during the pandemic.

We will be sending invitations to number of Melksham based businesses and organisations for opportunities to set up a stall, provide entertainment, or otherwise be involved in the event.

The event is organised entirely by volunteers. It will be **FREE** to attend.

You will see from our objectives above that we see real benefit for the people of Melksham and we would emphasise:

- creating an opportunity for the residents of all our local communities to reengage with each other and celebrate the Queens Platinum Jubilee;
- providing everyone with a safe and fun day that is suitable for everyone;
- promoting local (including Melksham) businesses, community, craft and voluntary groups;
- encouraging visitors to the wider Melksham area;
- promoting the facilities of Shaw Village Hall Playing Field which are accessible by Melksham residents;
- fostering links between the local communities and raising the profile of those communities and the rural hinterland that so much contributes to the health and wellbeing of the wider community area.

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

The last CAWS Summer Fair was in June 2019 was well attended by people from Shaw and Whitley and the wider area including Melksham. Feedback was very positive including from Melksham residents, many of whom have been making enquiries about the next event.

We currently expect the 2022 Fair to be bigger than the 2019 event and we expect this to be much appreciated by Melksham residents, businesses and community groups.

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

The planned 2020 Fair had to be cancelled due to the pandemic and we sense a real pent-up demand for an opportunity for the local communities to come together. Local people will be very disappointed if it does not go ahead and an opportunity would be missed to raise funding for local good causes.

6. BENEFICIARIES**How many people in total will benefit from this grant?**

We plan to offer free stalls to local Charities and community groups to publicise their organisations. During the 2019 event there were 400+ visitors on site at any time. With news articles and other communication channels we estimate that we reached many thousands of people with important information about local facilities and groups etc., and we would expect the 2022 event to deliver similar benefits.

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

We believe that attendance will be drawn from across the local community area including Melksham Town.

Please explain how you calculated the number of Melksham beneficiaries.

As this event and previous events have been free to attend we do not have detailed information to hand regarding the origination of attendees. We are nevertheless confident that representation from Melksham will be significant.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3,000

GRANT AID REQUESTED FROM MTC £1,000

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

We do not have subscriptions, fees or charges as such. The price list to rent a stall space for the event is agreed by the CAWS Committee and we expect to implement only a small increase in the price to the 2019 level to take account of the hardship caused by the COVID-19 lockdown regulations causing the cancellation of the 2020 event.

We have also retained the provision of a number of FREE stalls available for local charities or community groups; and some reduced-price stalls for national or regional charity groups providing facilities or services for local residents including those from Melksham.

The event is being organised entirely by volunteers.

Article 10.3 of the CAWS Constitution states:

10.3 CAWS may raise funds either by donation, grant application or other means. The proceeds of any such fundraising shall be used in accordance with, and to the furtherance of, the aims and objectives of CAWS.

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.

Listed below are the keys heads of charge that we would apply the £1000 grant against with the expectation that the balance of costs will be covered by other sources of income (see below).

<u>Item</u>	<u>Amount</u>
Community Bus (to ferry attendees from Shaw School given parking restrictions at the site and to reduce traffic on the day generally)	£200
Hire of BBQ equipment	£200
Hire of PA service (free for previous events but not so now available)	£400
Insurance Premium	£650
TENS Licence	£30
First Aid	£150
Bouncy Castle	£100
<u>Marketing</u>	£100
Total	£1830

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).

<u>Source</u>	<u>£</u>	<u>Confirmed?</u>
Income from stall spaces	£300	No
Proceeds from BBQ	£300	No
Raffle and donations	£300	No
Income from other activities	£100	No
<u>Volunteers time provided free</u>	£1500	Yes
Total	£2500	

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

ACCOUNT YEAR ENDING: 31 /12 / 2020

TOTAL GROSS INCOME £970

TOTAL EXPENDITURE £600

BALANCE AT YEAR END £ 6,131

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. If you are requesting funding for a one-off project, has the project 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 at this time but we do intend to review security costs and liaise with Wiltshire Police as necessary

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 ~~0~~ 1 2 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;

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

N/A A copy of your adopted equal opportunities policy or statement

N/A 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: 8 November 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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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

Little Cherubs in the Forest Toddler Group

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
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

Established through the PCC (Parochial Church Council)

Are you a registered charity? Yes/No: If so, please give your charity number: 1138038

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

Little Cherubs in the Forest is linked to St Andrew's Church on Church Lane. St Andrews is part of Melksham Team Ministry, the group of Anglican churches in the Parish.

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) Children & Families |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Little Cherubs has been running for many years and connected with hundreds of families in our town during this time. Our Little Cherubs sessions include free play, stories, singing, refreshments, and snack, welcoming parents, grandparents, and carers each week.

We aim to extend a warm welcome to the children and families in our town, offering a safe space for families to meet through play and social interaction. It has also been a joy to witness families making relationships with one another through the group, often meeting outside of the sessions and tackling issues of isolation. Our vision is for Little Cherubs to be accessible for all, welcoming and connecting with families in the Forest area and beyond.

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.

Little Cherubs in the Forest runs every Tuesday (during term-time) in Melksham Welcome Hall (formally Melksham Skills Centre). Little Cherubs comes under the umbrella of St Andrews church and aims to be as self-supporting as possible. The cost of hiring the hall has recently increased, causing a challenge in raising the funds and maintaining the running of the group in the Forest area. We are excited to relaunch the group post-lockdown and would like to request funding to cover the cost of the annual hall hire.

Our vision is for Little Cherubs to run long-term, and we hold families at the centre of all that we do. With this in mind, we would also like to apply for funding to further support the running of the group. If successful, this funding will go towards resources (such as toys, games, and craft materials), refreshments for adults and a weekly snack for the children.

Thank you for considering this application.

How will this benefit the community or people of melksham?

Little Cherubs benefits many families within our community, providing a safe space to gather, socialise and play. Little Cherubs welcomes people from all areas of Melksham and is perfectly placed for families living in the Forest area.

We have witnessed an increase in new babies over the past year, many of whom have not experienced social interaction with other children over lockdown. Little Cherubs provides the perfect space for parents and carers to nurture this important part of their child's development, supporting and encouraging them to meet others in similar situations. The group is also a fantastic place for older children and families to get to know one another, before transitioning to a pre-school and school.

Little Cherubs offers support to parents and carers as they begin to explore different services after such a long time of being apart. We offer support to those struggling with isolation, loneliness, and anxiety, extending a warm welcome and introducing them to other families in the area. We are also able to signpost families to other services that offer support, such as Melksham Foodbank, and other community groups.

We are aware that not all families can financially contribute to attend the group and although we have a suggested donation of £1 per family, the group is accessible for all.

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

Communicating with parents and carers is such an important part of running a community group and from this, we can see that the group is valued within the community.

Many parents have fed back about how they have missed interaction with others during the Covid-19 pandemic, and how lockdown has impacted family life. New parents and people who have recently moved to

Melksham have said that they are looking for the opportunity to meet other families, make friends and spend time in a positive social environment. This need is also evident from parents frequently asking questions about local toddler groups via the Melksham Facebook pages.

Families living in the Forest area would not necessarily travel to other groups closer to the town centre. When asked, many parents stated that they do not have access to a car and would need to walk or use public transport to access groups further afield. We are therefore, perfectly placed to welcome families from the Forest area to this toddler group at Melksham Welcome Hall; families who otherwise, might not access a group of this nature.

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

If we are unable to secure funding for the hire of Melksham Welcome Hall, we may need to consider a change of venue for the group, as our weekly donations will not cover the cost. As other venues in the area are not accepting new groups, this could mean moving closer to the town centre, becoming more difficult to access by families in the Forest area.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Over 60 families over the course of the year.

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

Most, if not all families are from the Melksham area (primarily Forest and East Melksham).

Please explain how you calculated the number of Melksham beneficiaries.

Little Cherubs welcomes over 14 families each week, some of whom have multiple children. Many families remain regular attenders of the group, but we often welcome new families to Little Cherubs each week.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1000

GRANT AID REQUESTED FROM MTC £1000

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

Little Cherubs has a suggested donation of £1 per family, per session. On average, we receive donations from 50% of families attending the group each week.

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 Melksham Welcome Hall: £21 per session.	£800
Group resources (including toys, games, craft materials, refreshments, and snack).	£200
	£
	£
	£
	£
	£
Total	£1000

How else are you funding your project? N/A

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: **31/12/2020**

TOTAL GROSS INCOME **£50322**

TOTAL EXPENDITURE **£29568**

BALANCE AT YEAR END **£29425**

SAVINGS (RESERVES, CASH, INVESTMENTS) **£12923**
Allocated for St Andrews building work only.

Please note that these accounts are not a reflection on the finances and income of Little Cherubs toddler group. Although linked to St Andrews church, we are funded only through weekly donations.

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. If you are requesting funding for a one-off project, has the project 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: 

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.

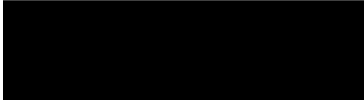
Declaration:

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: 25/10/2021

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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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 Amateur Swimming Club (MASC)

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
ADDRESS:	
TELEPHONE:	

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? No

Is your organisation part of, or affiliated to, a larger organisation? Yes, Swim England (formerly ASA)

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Our objectives are to support the health and well-being of the community of Melksham through a range of opportunities to take part in swimming at all levels. The Club also helps develop its members – young and not so young – to learn new skills through participation in coaching, teaching and official duties such as timekeeping, judging, starting etc, sometimes leading to employment within the leisure environment. Our ambition is to make swimming a habit of a lifetime – keeping our community active, fit and well. We have an active membership of 116 swimmers, around 80 of whom live in Melksham Town Council area (most of the rest in Melksham Without) – swimming is a very localised activity and, unless of elite

standard, most people swim close to where they live. Due to the pandemic, we have lost members from the club, who are unable to swim under certain restrictions affecting all pools, and thus a particularly strong source of revenue.

MASC is a community-based swimming club run entirely by an incredibly dedicated team of volunteers who receive no payment. As a club, in normal times, as well as our coaching for older swimmers, we deliver a comprehensive Teach to Swim programme through the Swim England National Plan. Our Teach to Swim is recognised as one of the best quality and most popular in the county. We also have strong links with local schools, providing coaching and support for school galas.

As with all community organisations we run on a 'shoestring' with our fees being among the lowest in the area – we do not wish money to be a barrier to any swimmer of any ability being able to access our club and, as a result, run on very tight margins.

5. THE PROJECT

Describe what the funding is being requested for

MASC is a not for profit volunteer run club, without our volunteer the club would not be able to continue to run. Every session we run has to have a level 2 qualified swim teacher present and we have recently lost two who have gone to university. In order to continue to run our current sessions successfully we need to have two additional SEQ level 2 qualified swim teachers. We have two level 1 qualified swim teachers that are keen to go on and train to level 2. MASC are keen to support these individuals with their ambitions to be swimming teachers & would not want to put the cost of the course as a financial barrier, particularly given how vital they are to the club. Therefore, the club have a policy of paying for the course and in return a commitment is expected from the individuals to agree to a minimum of 1 hour of poolside teaching per week. All the individuals concerned have already shown a commitment to the club through the volunteering already completed. The ongoing pandemic has made it very difficult for the club as we have been restricted in the number of sessions that we have been able to run and this has had a substantial effect on the funds coming into the club in the form of membership fees and so paying for these courses in full ourselves would be very difficult, we therefore would like to apply for help with the cost of two level 2 courses through this grant.

How will this benefit the community or people of Melksham?

This training will ensure that MASC has adequate swim teachers to continue to run its sessions and will also provide local people with additional qualifications that will benefit the community as they could go on to teach at the local Council Run swimming pool. Without this grant the training would substantially drain club funds.

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

Our Teach to Swim sessions have a long waiting list which shows how in demand they are, we also are receiving enquiries from new families in the town who wish to join the waiting list. We have been unable to run our teach to swim sessions since the COVID pandemic broke out and are now working hard to get these sessions restarted but without suitably qualified teachers this would not be possible.

Our squad sessions are the only training sessions provided in the town, swimmers that are taught to swim elsewhere are transferring over to our squad once they are unable to develop further with their existing teacher.

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

Should the project not go ahead then the club is at risk of closure or at the very least having to scale down the number of sessions that we can run. This would mean that Melksham would not only lose its only competitive swimming squad but also any chance of hosting regional galas at the new pool when it is built. The galas that we would be able to host at the new pool would not only benefit the club but also the local business within the town as swimmers from across the region would be attending to swim bringing new custom to the town.

6. BENEFICIARIES

How many people in total will benefit from this grant?

116

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.

Address checks carried out from our membership database

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1198

GRANT AID REQUESTED FROM MTC £1000

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

Our current membership fee is £24 per month for swimmers attending one session a week or £36 per month for those attending two sessions a week. We have only recently been able to allow swimmers to attend more than one session due to the bubble system we have had in place due to the pandemic.

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
Swim England Level 2 Training Course (while there are several course options, the blended course is the most cost effective: https://www.swimming.org/ios/course/5479)	£599
As above for a second teacher	£599
	£
	£
	£
	£
	£
Total	£1198

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?
Coaches selected for the courses have already provided at least two years worth of voluntary hours, and are qualified SEQ Level 1 swimming coaches / teachers. With Covid shutdowns, this is approximately 80 hours per person. On successful completion of the course, they will be obliged to volunteer for a minimum one year further. Using the minimum wage of £8.91 for the purpose of calculating a figure, previous volunteering over two years would work out at approximately £8.91 X 80 = £712.80:	£712 x2	

	£	
	£	
	£	
	£	
	£	
Total	£1424	

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

ACCOUNT YEAR ENDING: 30/09/21

TOTAL GROSS INCOME £13448.64

TOTAL EXPENDITURE £13754.40

BALANCE AT YEAR END £5832.52

SAVINGS (RESERVES, CASH, INVESTMENTS) £8929.06

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. If you are requesting funding for a one-off project, has the project 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.

N/A

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

If so, please explain the exceptional circumstances.

N/A

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.~~

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.

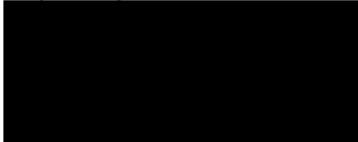
Declaration:

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: 07/11/21

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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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	<input checked="" type="checkbox"/>

1. ORGANISATION/GROUP'S NAME

MELKSHAM DISTRICT HISTORICAL ASSOCIATION

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:

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?

- 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)

LOCAL HISTORY

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

TALKS & VISITS RELEVANT TO LOCAL HISTORY
INFORMS INTERESTED PARTIES

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.

HIRING THE HALL + ITS FACILITIES FOR MEETINGS

How will this benefit the community or people of Melksham?

INCREASING THE KNOWLEDGE OF LOCAL HISTORY

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

MEETINGS ARE ALWAYS WELL ATTENDED

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

POSSIBLE LOSS OR DISPERSAL OF RECORDS

6. BENEFICIARIES

How many people in total will benefit from this grant?

75 members
+ visitors

How many of the beneficiaries are residents of Melksham Town?

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

60

Please explain how you calculated the number of Melksham beneficiaries.

FROM OUR MEMBERSHIP LIST

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

7 x cost of hiring hall

GRANT AID REQUESTED FROM MTC £

7 x hiring of hall

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

PRE-COVID

Members £17 per year

Visitors £3 per meeting

THIS IS TO BE REVIEWED AT
THE A.G.M. IN NOVEMBER

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?
SUBSCRIPTIONS & DONATIONS	£	
DEPENDING ON NUMBERS	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31/10/2021

TOTAL GROSS INCOME £ 128.00

TOTAL EXPENDITURE £ 128.20

BALANCE AT YEAR END £ 10.061.07

SAVINGS (RESERVES, CASH, INVESTMENTS) £ —

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

storage of artefacts & records.

Potential hall hire when the Assembly Hall is closed for the expected refurbishing

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

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> <p>A copy of your most recent accounts ✓</p> <p>Your most recent bank account statement & details of any other investments/savings; ✓</p> <p>A copy of your constitution / terms of reference / set of rules; ✓</p> <p>A copy of your safeguarding policy if your group works with vulnerable adults, or children; N/A ✓</p> <p>A copy of your adopted equal opportunities policy or statement ✓</p> <p>Any other documentation you feel may help in assessing your application.</p>	
11. BANK DETAILS	
[REDACTED]	
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) [REDACTED]</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 8 November 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 BAPTIST CHURCH

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
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? <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: 261709

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

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) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

By promoting the principles of the Christian faith, we endeavour to relieve suffering and poverty as well as encourage tolerance and peace between all in our community, irrespective of race, religion, nationality, age or any other distinguishing feature.

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.

Maintenance of the Old Baptist Burial Ground (by entrance to the National Trust warehouse) in a tidy state so that it may be an attractive feature and available to local office workers (and people researching their ancestry) as a quiet space in which to meditate and rest. We wish to conduct a general tidy -up before winter sets in.

How will this benefit the community or people of Melksham?

It will provide an attractive environmental oasis in what is otherwise a busy area of traffic to and from the warehouse.

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

The town has a growing reputation for environmental care and gardening (SW in Bloom), we would like to contribute to this via this small area, even though it is "out of the way". It is visible to local workers and pedestrian traffic.

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

As the church members can no longer maintain the area totally by our own physical efforts the area is in danger of becoming an eye-sore unless we can obtain professional help with its maintenance.

6. BENEFICIARIES

How many people in total will benefit from this grant?	50?
How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary	80%
Please explain how you calculated the number of Melksham beneficiaries. Estimate of office workers in Caithness House & National Trust Warehouse = 30 (daily) Estimate of visitors (including HGV drivers) to above premises = 10 daily? Pedestrians who pass this way toward housing to west of railway bridge = 10 daily?	

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £250

Page 145

GRANT AID REQUESTED FROM MTC £250

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

We do not have fees/subs. Our members make a weekly free will contribution to church finances.

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
Annual trim of bushes and general tidy-up, including removal of cuttings	£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?
We intend accompanying the professional contractor with volunteer time from 2 volunteers for as long as is necessary to complete work.	£	
Estimate: 2 x 3hrs x 2 days @£10 per hr = £120.	£120	
We have used Probation Service labour in the past, but this has not been available since the onset of Covid.	£	
	£	
	£	
Total	£120	

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

ACCOUNT YEAR ENDING: 31 /03 /2021

TOTAL GROSS INCOME £55,521

TOTAL EXPENDITURE £57,327

BALANCE AT YEAR END £22,515

SAVINGS (RESERVES, CASH, INVESTMENTS) £4,000

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)?

YES

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)  Date: __08/11/2021__

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 8 Nov 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 2021

Please read the 2021 Grants Policy before completing this form

<i>Please tick to say which grant your application is for</i>	Major Grant over £2500	
	Regular Grant Up To £2500	<input checked="" type="checkbox"/>
	Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Melksham Community Dining

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? We are using our accountant's client account until the CIO registration comes through from the charity commission.	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:

Application currently with the Charity Commission for registration as a CIO – Charitable Incorporated Organisation

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 • 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?	
<p>Melksham Community Dining is a non-profit, charitable organisation established specifically to encourage people to come and enjoy being together after COVID-19 lockdowns, in a safe environment.</p> <p>The organisation is especially reaching out to those who feel isolated and vulnerable - people of all ages and from all walks of life, to enjoy a free lunch and to have the opportunity to participate in social activities.</p> <p>Experience of supporting the Melksham community during the COVID-19 lockdowns and restrictions, means we are acutely aware of the restraints and the devastating effects Covid has had on all of us so we have set up this charitable organisation specifically to bring people together in a safe environment.</p>	
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.	
<p>This project has been underway since September 2021, based at Bowerhill Village Hall. It has proved a great success and the current weekly offer is full to capacity by guests from Melksham Town (33%) and Melksham Without (66%). The apportionment of guests by parish location is on the basis of our experience to date and this data is quite constant.</p> <p>The success we're enjoying to date has provided proof of concept to us, and, as we are full every week with demand still growing, we need to increase our capacity at Bowerhill Village Hall, in order to meet demand. We are exploring options now, and expect to be able to offer an expanded service at Bowerhill Village Hall beginning in December 2021.</p> <p>The project will continue for as long as there is demand and we can meet the modest costs involved.</p>	
How will this benefit the community or people of Melksham?	
<p>Melksham Community Dining is a non-profit, charitable organisation established specifically to encourage people to come and enjoy being together after COVID-19 lockdowns, in a safe environment.</p> <p>The organisation is especially reaching out to those who feel isolated and vulnerable - people of all ages and from all walks of life, to enjoy a free lunch and to have the opportunity to participate in social activities.</p> <p>This project helps the beneficiaries to rehabilitate into a life with more normal social contact, but to do so in a safe, caring environment.</p>	

<p>What evidence do you have that this project/service is required in Melksham?</p> <p>We established this project based on our experience of supporting the Melksham community during the COVID-19 lockdowns and restrictions. This experience means we are acutely aware of the restraints and the devastating effects COVID-19 has had so we set up this charitable organisation specifically to bring people together in a safe environment. Our early experience has provided ample proof of concept – our weekly events in Bowerhill Village Hall quickly filled to capacity and we now seek increase event capacity each week.</p>	
<p>What evidence do you have of adverse effects on the community if your project does not go ahead?</p> <p>If this project does not continue, then the most isolated and vulnerable in our community will not benefit from an ability to rehabilitate themselves into social society post COVID-19 restrictions.</p> <p>The high levels of uptake for our initial work at Bowerhill Village Hall, is proof of concept. We have a dining capacity of 30 guests every event and over 50 people on our list of those wishing to attend.</p>	
<p>6. BENEFICIARIES</p>	
<p>How many people in total will benefit from this grant?</p>	<p>With enlarged capacity, 40 beneficiaries each week for 15 weeks (w/c 20 Dec 2021 to 31 March 2022).</p> <p>TOTAL 600 dining places.</p> <p>We appreciate that some beneficiaries will attend more than once.</p>
<p>How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary</p>	<p>To date, 33% of beneficiaries are from Melksham Town, and 66% from Melksham Without.</p>
<p>Please explain how you calculated the number of Melksham beneficiaries.</p> <p>The project is up and running at Bowerhill Village Hall. We know where beneficiaries are from so this calculation is based on our experience to date. We have based this grant application on 33% Melksham Town beneficiaries and expect this figure to be unchanged in the time period of this application.</p>	

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

From w/c 20 Dec 2021 to 31 March 2022 = £2500.00

Plus premises rental (overhead): £600 (Bowerhill Village Hall)

ESTIMATED TOTAL COST £3100.00

For period w/c 20 Dec 2021 – 31 March 2022

All figures include VAT where applicable (the applicant is not VAT registered)

GRANT AID REQUESTED FROM MTC £412.00

This represents 16.5% of costs from w/c 20 Dec 2021 to 31 March 2022 (excluding rent overheads)

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

There is no cost to attendees as the basis of the project is to ensure minimal barriers to attendance, so that people can attend and benefit whatever their financial circumstances.

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
40 lunches (average) weekly at food cost of £3.50 / head x 15 weeks at Bowerhill Village Hall	£2100
40 x Christmas Day lunches at Bowerhill Village Hall at food cost of £10.00/head	£400.00
	£
	£
	£
	£
Total	£2500.00

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?
Local philanthropy	£474	Yes and ongoing
Cash donations from businesses and individuals	£210	Yes and ongoing
Local fundraising activities	£304	Yes and ongoing

Local donations of goods and services	£1100	Yes and ongoing
MTC grant	£412	No
Voluntary time (360 hours valued at £8.91 /hr) w/c 20 Dec 2021 up to 31 March 2022	£3208	Yes
	£	
Total	£5708.00	

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?

Melksham Community Dining is a new organisation and hasn't got its first-year accounts yet.

9. ELEGIBILITY

YES/NO

- Is the grant for a private organisation operating as a business to make a profit or surplus?
- Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?
- Will you be passing the funding on to any other groups (except to pay for goods and services)?
- Is the funding for an individual, a political organisation/project, or a religious organisation/project?
- Is the funding for Loans or interest payments?
- Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

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

- If you are requesting funding for a one-off project, has the project already happened?

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

The cost of rent is being, and will continue to be, met by regular fundraising efforts, company and private donations.	
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	Not applicable
<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 NB: new organisation, first accounts not available yet • 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 checked="" type="checkbox"/> • A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> • Any other documentation you feel may help in assessing your application. <input checked="" type="checkbox"/> Research paper, Dunbar 2017: Breaking Bread, the functions of Social Eating 	
11. BANK DETAILS	
<div style="background-color: black; height: 30px; width: 100%;"></div>	
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>	

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: __8 November 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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

RIVERSIDE CLUB,

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 If so, please give your charity number: 259577

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?

THE RIVERSIDE CLUB IS A COMMUNITY RESOURCE FOR HIRING TO SOCIAL CLUBS OR ORGANISATIONS AS WELL AS INDIVIDUAL PARTIES. THE FACILITIES HAVE BEEN ARRANGED SO THAT ALL MEMBERS OF THE COMMUNITY HAVE EQUAL ACCESS INCLUDING THOSE WITH DISABILITIES.

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.

DURING THE PANDEMIC THAT RIVERSIDE WAS NOT USED SO CERTAIN REFURBISHMENT WAS NECESSARY PRIOR TO REOPENING. PART OF THE REPLACEMENT OF EQUIPMENT HAS BEEN DUE TO IT NOT BEING IN USE ON A REGULAR BASIS AND THEREFORE HAS DEVELOPMENT UNREPAIRABLE FAULTS.

FUNDING IS FOR THE REPLACEMENT OF A DISHWASHER MACHINE TO ENSURE THAT THE 5 STAR EHO RATING IS RETAINED.

How will this benefit the community or people of melksham?

THE KITCHEN AREA IS A VALUABLE ASSET TO THE RIVERSIDE AND MELKSHAM TOWN FOR HIRING FOR COMMUNITY MEALS -. WITHOUT A SAFE DISHWASHER THE RISK WOULD BE A REDUCTION IN THE ENVIRONMENT HEALTH SAFETY STAR RATING.

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

THE USE OF THE RIVERSIDE BY A LOCAL OLDER PEOPLES CLUB (RAINBOW CLUB) IS VERY POPULAR AND PROVIDES AN ATMOSPHERE OF SOCIALISATION WHILE ENJOYING A FRESH COOKED MEAL TWICE A WEEK.

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

SHOULD THE RIVERSIDE BE UNABLE TO PROVIDE A HIGH STANDARD KITCHEN FACILITY THIS WOULD SEVERELY IMPACT ON THE NEEDS OF THE OLDER MEMBERS OF THE TOWN

6. BENEFICIARIES

How many people in total will benefit from this grant?

200 +

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.

FROM THE HIRING GROUPS IT IS SHOWN THAT ALL THE ATTENDEES ARE RESIDENTS IN THE MELKSHAM TOWN AREA

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT

£ 2,330.50 PLUS VAT £ 466.10

GRANT AID REQUESTED FROM MTC

£ 1,398.30

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

THE RIVERSIDE CHARGES £12 PER HOUR FOR REGULAR HIRE
£15 PER HOUR FOR CASUAL HIRE

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
PURCHASE A WRAS APPROVED COMMERCIAL DISHWASHER	£ 2,382.00
WATER SOFTENER	£ 152.40
INSTALLATION AND COMMISSIONING /REMOVAL OF EXISTING MACHINE	£ 262.20
	£
	£
	£
	£
Total	£ 2,796.60

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?
FROM RESERVES	£ 1,398.30	YES
	£	
	£	
	£	
	£	
	£	
Total	£ 1,398.30	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 12943

TOTAL EXPENDITURE £ 6464


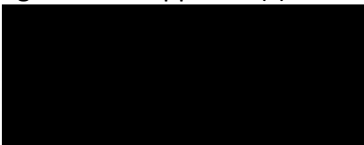
BALANCE AT YEAR END £ 6479

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 7014

If your savings are more than your annual expenditure, what are they for? AS A CONTINGENCY FUND

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. If you are requesting funding for a one-off project, has the project 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) / 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. 	
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:</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: 01 NOVEMBER 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 8 November 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

Somerset and Wiltshire Advanced Motorists (SWAM)

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

NAME:	<div style="background-color: blue; width: 100%; height: 100%;"></div>
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: 1050592

Is your organisation part of, or affiliated to, a larger organisation? If so, which: The Institute of Advanced Motorists – RoadSmart (IAMRS)

Please circle the categories that best describe your organisation? Underlined

- | | |
|--|---|
| <ul style="list-style-type: none"> • <u>Charitable Organisations</u> • 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 • <u>Health/transport/safety groups</u> • Other (please explain) |
|--|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The Somerset & Wiltshire Advanced Motorists (SWAM) group is a branch of the national Institute of Advanced Motorists – Road Smart (IAMRS). The objectives of the group are:

1. To improve the standards of driving on our roads.
2. To improve road safety.

3. To mentor drivers in preparation for the advanced driving test and higher qualifications.

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. To advertise the sponsored course within the Melksham area, with the objective of recruiting and training safer drivers within the area.
2. To encourage drivers to participate in training and qualifying through the advanced driving course and test, by offering a free IAM membership, driving course, and test (the current fee is £149.00).

How will this benefit the community or people of Melksham?

The roads within Melksham and the greater area will be safer for users, and the risk of road accidents will be reduced.

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

SWAM does not have access to current accident rates within the area, but looking to the future there could be a long term reduction in accidents and costs to the community and NHS.

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

The opportunity for Melksham's drivers to improve their driving standards will be limited.

6. BENEFICIARIES

How many people in total will benefit from this grant?

This will be subject to the uptake of training and qualification

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

The course will be open to all drivers within the Melksham area.

Please explain how you calculated the number of Melksham beneficiaries.

SWAM does not have access to the number of drivers within the Melksham area, but would expect the number to be very high.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £4730.00

GRANT AID REQUESTED FROM MTC £2280.00

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

The current Institute of Advanced Motorists – RoadSmart fees for the course of training and the test are £149.00 per candidate. After the first year optional membership of the SWAM group is £12.00 per year, plus an optional annual fee of £38.00 for IAMRS membership.

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
Advertising in the Melksham Independent News (6 x quarter page @ £165.00). The paper is published fortnightly.	£990.00
Course and test fees are £149.00 per applicant, payable to IAMRS. The Somerset and Wiltshire Advanced Motorists group will contribute £20, requiring a grant of £129.00 per candidate. Based on 10 candidates per quarter, the required funding from Melksham Town Council will be £1290.00.	£1290.00
	£
	£
	£
	£
	£
Total	£2280.00

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?
Based on 10 candidates (drivers) per quarter, SWAM will provide £20.00 per applicant from group funds. SWAM receives £31.00/applicant from IAMRS.	£200.00	Yes
Based on 10 candidates (drivers) per quarter, benefit in kind is calculated as follows: SWAM will provide each candidate with approximately 8 observed drives plus preparation and issue of 8 detailed run reports. The time required for this will be approximately 10 x 15hrs @ £15.00/hr = £2250.00 benefit in kind.	£2250.00	Yes
	£	
	£	
	£	
	£	
Total	£2450.00	Yes

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

ACCOUNT YEAR ENDING: 31/12/2020

TOTAL GROSS INCOME £3621.76

TOTAL EXPENDITURE £734.79

BALANCE AT YEAR END £6832.65

SAVINGS (RESERVES, CASH, INVESTMENTS) £3210.89

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

Under normal circumstances annual expenditure would be much higher, approximately equal to annual income. Because of the pandemic there was very limited activity in 2020. Our savings are used to promote the group.

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> <p>X A copy of your most recent accounts</p> <p>X Your most recent bank account statement & details of any other investments/savings;</p> <p>X A copy of your constitution / terms of reference / set of rules;</p> <p>X A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p>X A copy of your adopted equal opportunities policy or statement</p> <p>X Any other documentation you feel may help in assessing your application.</p>	
11. BANK DETAILS	
<div style="background-color: #4a7ebb; height: 40px; width: 100%;"></div>	
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: 29 September 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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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

Splash/Community First

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
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: 288117

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 Minority Groups Community buildings Community events Health/transport/safety groups Other (please explain) vulnerable and disadvantaged young people |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

24 young people have accessed support via Splash since April 2021. This has included 13 young people engaging in 1:1 support and 16 young people engaging in positive group activities (N.B some young people have engaged in both 1:1 support and group work)

Splash provides youth worker support and positive activities for young people facing challenges in their lives including young victims of crime, those on child protection plans, children in care and those with SEND. Our aims and objectives are to provide a safe, supportive, encouraging environment where young people develop in confidence and self-esteem through spending time with peers in small groups, developing skills, having new experiences and beginning to trust others and develop friendships. Through this increased confidence we aim to empower young people, develop resilience to the challenges they face and enable them to raise their aspirations for a better, brighter future.

Through 1 to 1 support, and time to talk with a Splash support worker we aim to support young people to address specific issues they are facing including isolation, mental health issues, family poverty, bullying, etc.

Evidence shows that without interventions young peoples attainment and future aspirations can be significantly negatively effected.

Through coaching and mentoring we provide an outlet for young people to speak honestly and openly with someone who is not emotionally attached to them and is outside of the family unit, this reduces their fear of upsetting or offending family members/friends and gives them the opportunity and environment to talk through issues and work to address and overcome them where possible. 1:1 support is also an excellent tool to help reduce anxiety and increase confidence levels to a point where the individual feels able to attend group work activities either with Splash, in school or with other organisations and groups.

Engaging with Splash group activities provides fun opportunities where young people learn from each other, help & support one another & begin to see that they are liked, accepted & valued individuals. Our activities raise aspirations, increase confidence & self-esteem & empower young people to realise their own capabilities & potential.

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 requesting £2253 funding towards 36 places on Splash group activities for young people facing challenges in their lives from Melksham. Group activities will run at weekends and during school holidays and will consist of locally delivered and further afield delivered activities which may include Arts and Crafts, Animations, Basic Scientific Experiments, Photography, Cookery, Wildlife Investigation, including; Shelter Building and Orienteering, Adventure Sports, including; Fencing, Climbing, Mountain Biking, Archery, Rifle Shooting, Navigation, Multi-Sports, Conservation activities, including; litter picking, coppicing, building bird boxes and planters using hand tools and building and lighting campfires.

We will provide staffing, transport, refreshments and all equipment and PPE free of charge to ensure there are no barriers to engagement.

Young people will be able to choose which activities they participate in through a planned programme over the next 12 month period.

1:1 support and group activity staffing will be provided as match funding if this grant is awarded. We anticipate that a minimum of 1/3 of those referred to Splash from Melksham will undertake some 1:1 support.

How will this benefit the community or people of melksham?

Engaging with Splash has fantastic outcomes. From our latest parent/referrer feedback survey the following increases were recorded for young people that have engaged with Splash:

Self esteem - feeling of pride and self worth 98%
Self confidence - belief in themselves and their abilities 96%
Attitude & behaviour - towards you & others 94%
Knowledge - level of learning 96%
Social skills - communication & interaction with yourself & others 98%
Happiness 98%
Home Life 96%
Attendance at School 85%
Improved Mental Health and Wellbeing 96%
Feelings of inclusion thus reducing isolation 96%

These increases and the impact of the support provided enables young people to become valued members of their community, recognising and making positive choices, raising aspirations and increasing their self-worth. By supporting those most vulnerable members of the community we aim to reduce the risk of them entering into criminal behaviours and ASB. It is well evidenced that without support young victims of crime can become offenders and children in care have an increased likelihood of entering the criminal justice system.

We have a strong working relationship with Melksham Oak school, as well as a number of local primary schools. Young people from Melksham are referred to us through these schools, social workers, medical professionals, parents and the police services.

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

Since April 2021 we have supported 24 young people facing challenges in their lives from Melksham. In total those 24 young people have engaged in 47 contacts with our team. There is always demand for Splash support for young people from the town, this is evidenced in previous Splash annual reports, which can be provided if required.

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

Unsupported young victims of crime can often be left more vulnerable, frustrated and unable to cope and recover. This can see them fall into criminal activity themselves either through gang activity, peer pressure or desperation. We know that nationally children who have been subject to the care system have an increased likelihood to enter the criminal justice system, experience teenage pregnancy and struggle to secure and maintain employment on leaving education.

Without support young people facing challenges can experience low mental health and wellbeing which can affect their attendance and attainment at school, their aspiration and drive for the future and their social skills. By offering support, which young people can access on a voluntary basis, when they feel they need it enables young people to feel in control, listened too and valued.

6. BENEFICIARIES

How many people in total will benefit from this grant?

18+

How many of the beneficiaries are residents of Melksham Town?

100%

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

Please explain how you calculated the number of Melksham beneficiaries.

This information will be recorded on our online secure database, along with engagement data. The grant funding will enable 18 young people to attend 2 group work activities in the 12 month period. The extended benefit spreads across the local community in school, in public places, on medical services and uniformed services with an unknown wider impact and number of beneficiaries. Siblings, peers, neighbours, schools, business owners, etc may all benefit from the outcomes of the personal development of those engaging with our Splash services.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3138

GRANT AID REQUESTED FROM MTC £2253

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

All our services are provided free of charge in order to encourage engagement

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
Activity Facilitator costs	£ 1260
Travel and Transport	£300
Marketing, Referral processing, safeguarding, health and safety, insurance, monitoring and evaluating	£585
Welfare and Refreshments	£108
	£
	£
	£
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?
Wiltshire Police and Crime Commissioner – Youth Support Worker Staff costs	£885	Confirmed
	£	
	£	
	£	
	£	
	£	
Total	£885	Confirmed

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

ACCOUNT YEAR ENDING: 31 /03 /2020

TOTAL GROSS INCOME £166,668.99

BALANCE AT YEAR END £38,000.00

TOTAL EXPENDITURE £180,940.74

SAVINGS (RESERVES, CASH, INVESTMENTS) £

If your savings are more than your annual expenditure, what are they for?	
9. ELIGIBILITY	
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. If you are requesting funding for a one-off project, has the project 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. An element of the funding will go towards staffing which is required for the Marketing, Referral processing, safeguarding, health and safety, insurance, monitoring and evaluating	Yes
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)? xA copy of your most recent accounts xYour most recent bank account statement & details of any other investments/savings; xA copy of your constitution / terms of reference / set of rules; xA copy of your safeguarding policy if your group works with vulnerable adults, or children; xA 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	
<div style="background-color: black; width: 100%; height: 40px;"></div>	

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: __4/11/21__

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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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

Stepping Stones West Wiltshire Opportunity Group for Children With Special Needs.

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
ADDRESS:	
TELEPHONE:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? Yes/No: If so, please give your charity number: 1012556

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 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?

Stepping Stones, District Specialist Centre is an Opportunity group for children with special needs. "Special Needs" being the term we use for identifying children who will benefit from specific therapy and support to help meet their potential. Children from birth to four, with varying levels of need attend our setting.

While at Stepping Stones children benefit from the support of a multi-professional team, working together within the setting. Health professionals such as the Speech and Language Therapist, Physiotherapist and Occupational

Therapist work alongside our team to develop an individual programme specific to meeting each child's needs. We cover the West Wiltshire area including 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.

Stepping Stones Garden Project.

At Stepping Stones we know how important outdoor play is for young children's development. We believe passionately our children (all of whom have Special needs) should be able to have greater access to outdoor learning and play experiences. We want all the Stepping Stones children to have an exciting and stimulating play area regardless of their individual disabilities. This is why it is so important for us to update and upgrade our garden area that is now over 10 years old. We want to be able to make the garden a safe and stimulating outdoor learning environment for all of our children to use all year round.

This will involve removing the current real grass area that gets very wet and muddy and replace it with Just Like Grass, and also replace the old rubber surface with a brand new clean non slip surface. We are also planning to incorporate a brand new covered outdoor classroom that can be accessed by all of our children all year round, along with brand new accessible, stimulating play equipment.

This project would really help all of the children who attend our setting, not just at the moment, but all of the children who will be attending our setting in the future.

How will this benefit the community or people of melksham?

We currently have 10 children from Melksham attending sessions at our setting. Many more children will attend assessment sessions throughout the year. This project will benefit all of the children that we currently support, but also all of the children we will support in the future, which will include children from Melksham and surrounding villages.

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

We are seeing an increase in the number of children that are being referred to us who live in and around Melksham, these children will benefit and continue to benefit from our new outdoor learning environment. Melksham children have benefitted from the support of Stepping Stones District Specialist Centre for the last 45 Years.

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

There will be no adverse effects as this project has been divided into phases and fundraising will continue until the project is completed.

6. BENEFICIARIES

How many people in total will benefit from this grant?

123 current children at present but more in the future.

How many of the beneficiaries are residents of Melksham Town?

10 at present.

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

Please explain how you calculated the number of Melksham beneficiaries.

Children we have who currently attend our setting who live in Melksham and surrounding villages.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £40,000

GRANT AID REQUESTED FROM MTC £2500

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

We do not charge children to attend our setting. We are a charity.

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
Disco double – outdoor activity board	£595
Colour Wheel Kaleidoscope – outdoor activity board	£565
Tumble Turn – outdoor activity board	£735
Inlaid Play grass pathway and number circles	£1122
	£
	£
	£
Total	£3017

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 Community Fund	£10,000	yes
Imperial Charity	£1,500	yes
St James Place Foundation	£2,500	yes
Magic Little Grants	£500	Yes
Westbury Town Council	£500	yes
Warminster Lions	£2,000	yes
Total	£17,000	yes

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 200436

TOTAL EXPENDITURE £198700

BALANCE AT YEAR END £ 1736

SAVINGS (RESERVES, CASH, INVESTMENTS) £282162

If your savings are more than your annual expenditure, what are they for? To give us financial security as our income is uncertain from year to year. We will be using some of these reserves to fund the garden project will we try to fundraise for the surplus.

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. If you are requesting funding for a one-off project, has the project 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: 31/10/2021

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 8 November 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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

W.A.N.D.S (Wiltshire Adopters – Networking, Development and Support)

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

NAME:	<div></div>
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)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Created and run by volunteer adoptive parents, W.A.N.D.S offers adoptive families living in Wiltshire suggestions for positive solutions, empathic, practical advice and support, information sharing and networking. A number of our members are Melksham residents who benefit from all the services we offer, especially as a number of our in-person activities are held in 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.

The funding is being requested to support the in-person activities WANDS provides in Melksham.

Many of our children have sensory issues due to early childhood trauma and these sessions offer them an opportunity to fulfil their sensory needs, whilst spending time with other adopted children. It also offers parents an opportunity to meet and talk to other adoptive parents.

Adoption can be isolating for both our children and us as parents as there can still be misconceptions, and unkind judgment. To have access to activities like this can be a lifeline for some families – a rare moment when you are not “the different family” in the room. I cannot stress how important this feeling of belonging can be, when day-to-day life can be challenging as we help our children grow up and navigate the triggers they have to live with, due to the trauma they experienced.

All three activities listed below offer both children and parents an opportunity to build their “tribe”, to have somewhere where they can be themselves, knowing that no-one will judge or recoil from their actions or reactions. Somewhere safe, where everyone shares an understanding of, and compassion for, what each of us is going through.

We also engage with local artists and health and wellness practitioners to include activities which support good mental health (for example mindfulness, sensory integration, self-esteem boost, etc.).

Additionally, we offer Stage 2 prospective adopters (approved by their Regional Adoption Agency but no children placed yet) the opportunity to volunteer at these events. This helps them consolidate their application prior to attending approval panel but, most importantly, it gives them a chance to see “the reality” of living life as a family formed through adoption. It also enables prospective adopters to start building their network of support, including experienced adopters.

Craft’ernoon – once a month art and craft sessions held for children

These are attended by children aged 2 to 12 years old. We offer sensory creative activities based on the time of year / season; ranging from origami to finger paint, chalk drawing to shaving foam swirl painting.

We have seen an increase of members who are Melksham residents attending these sessions since we moved from Trowbridge to Melksham.

School holidays workshop – activities workshop for children during the school holidays

This is a new activity we would like to offer as we have seen an increasing demand for Craft’ernoon and for activities during school holidays. Ideally, we would like to offer split sessions by age group so that the activities are fully accessible for all attendees (e.g. 1 hour for under 8 and 2 hours for 8-12 y.o).

For these we would like to keep the sensory aspect of activities and also introduce an element of current areas of focus (recycling, fairtrade, taking care of our planet, etc.). For example, something similar to the Arcade games made out of “rubbish” which was one of the workshops the Town Council offered in a February half-term a few years ago.

We would also like to approach local groups and local artists and professionals to invite them to lead on some of our workshops, for example bird houses building with the [REDACTED] a “walk / talk” in nature with the Conigre Mead Volunteers, a photography workshop with [REDACTED] (probably for the older age group only), etc.

Christmas party – once a year

We would love to offer families a safe space where they can gather to spend some time together in the lead-up to Christmas (which can be a very triggering time of year for our children with disruptions to the normal routine at school, as well as emotional triggers as Christmas is a “family” holiday). We held a very successful Christmas Party pre-Covid and would love to be able to offer this again. We include sensory activities as well as seasonal fun (but low-key to avoid sensory over-stimulation). We operate the Christmas party on a bring and share basis (for food and Secret Santa) therefore keeping our costs down to hiring a venue.

We held our previous Christmas party in Melksham and this was our activity (for that year) most attended by Melksham residents.

How will this benefit the community or people of melksham?

These activities would benefit the community of Melksham by engaging with local artists and professionals and therefore purchasing and promoting their “services”. We will be using local venues therefore bringing them some income and we also purchase our supplies locally (both for refreshments and most of our art and craft supplies).

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

Our previous (and first) Christmas party was attended by 26 people, since then our membership has more than doubled so we would expect higher attendance for this year’s party (Covid-19 allowing).

Our last six Craft’ernoon sessions were attended by a total of 71 children (just under 12 children per session on average).

We would expect similar attendance for our school holidays workshop (50-80 attendees over 3 x 2 sessions).

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

We do not have evidence of the adverse effects on the community, but we do have lived experience of the impact of isolation for our community (adoptive families).

6. BENEFICIARIES

How many people in total will benefit from this grant?

40 - 50

How many of the beneficiaries are residents of Melksham Town?

8 - 10

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

Please explain how you calculated the number of Melksham beneficiaries.

On average a fifth of attendees at our Melksham events are Melksham residents, although this was considerably higher for our Christmas Party (third of attendees).

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3,575.01
(including volunteers’ time)

GRANT AID REQUESTED FROM MTC £1,360

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

We do not charge for our events but operate a donation system as we want to make sure that costs never prevent anyone from attending. Many adopters find that returning to work may be difficult as there are many appointments and time commitment required to support our children (meetings with school, with professionals, transporting our children to appointments, etc.).

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
Craft'ernoon – venue hire (Melksham venue) (6 x 3 hours at £10/ hour)	£180
Craft'ernoon – activities leader (Melksham artists) (6 x £60)	£360
Craft'ernoon – materials (sourced locally whenever possible) (6x £40)	£240
Craft'ernoon total applied for	£780
Workshops – venue hire (Melksham venue) (3 x 3 hours at £10/hour)	£90
Workshops – activities leader (Melksham artists / professionals / groups) (3 x £150)	£450
Workshops total applied for	£540
Christmas party – venue hire (Melksham venue) (4 hours at £10/hour)	£40
Christmas party total applied for	£40
Total	£1,360

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).

Match funding – we have not applied for any other funding in 2021, as we are still currently using money we received from the Community Foundation Trust in 2018 (as many of our activities – and therefore costs – were suspended during the Covid-19 pandemic).

Source	£	Confirmed?
Craft'ernoon – donations of materials and equipment (on average £20 per session)	£120	Yes
Craft'ernoon - Donations for refreshments	£90	No
Craft'ernoon – volunteer time (calculated at National Living wage £8.91 / hour) (on average 12 hours per session – organising, advertising, managing bookings and enquiries and supporting delivery)	£641.52	Yes
Craft'ernoon – Stage 2 prospective adopters volunteer time (calculated at National Living wage £8.91 / hour) (on average 2 people for 3 hours per session)	£320.76	No
Craft'ernoon contribution total	£1,172.28	
Workshops - volunteer time (calculated at National Living wage £8.91 / hour) (on average 12 hours per session – organising, advertising, managing bookings and enquiries and supporting delivery)	£641.52	Yes
Workshops – Stage 2 prospective adopters volunteer time (calculated at National Living wage £8.91 / hour) (on average 2 people for 3 hours per session)	£160.38	No
Workshops – donations for refreshments	£45	No
Workshops contribution total	£846.90	
Bring and share donations for the Christmas party	£80	No
Christmas party – volunteer time (calculated at National Living wage £8.91 / hour) (5 hours - organising, advertising, managing bookings and enquiries and supporting delivery)	£44.55	Yes
Christmas party – Stage 2 prospective adopters volunteer time (calculated at National Living wage £8.91 / hour) (2 people for 4 hours)	£71.28	No
Christmas party contribution total	£195.83	
Total	£2,215.01	
Of which confirmed	£1,447.59	

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

ACCOUNT YEAR ENDING: 13 / 05 / 2022

TOTAL GROSS INCOME £ 1,649.52

TOTAL EXPENDITURE £ 386.59

BALANCE AT YEAR END £ 1,262.93 (current balance) SAVINGS (RESERVES, CASH, INVESTMENTS) £ 0

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

Although our current balance is £1,262.93 – the following is earmarked for spending in the Salisbury area (as granted by the Area Board): £821.50 – therefore we are currently operating with £441.43 which is close to what we need for our unavoidable costs for a year (usually £386.59 per year for insurance, emails and website)

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. If you are requesting funding for a one-off project, has the project 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?

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: 04 November 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 8 November 2021

Cover email for Wiltshire Mind Grant application – November 2021

Please find attached a grant application for consideration by Melksham Town Council. This is for the provision of Adult and Young People's mental health counselling – where we are changing to a new hybrid model of online and face to face delivery. This request is to help us fund some IT equipment for Melksham service users who wish to receive their counselling over video calling because of self-isolation, anxiety or mobility issues.

It's been a difficult year for us, and whilst the accounts attached are the ones you have seen previously, our current annual accounts (being prepared at the moment) paint a darker picture in terms of our finance currently. (I have put the latest figures on the form, which I can get our independent examiners to confirm if necessary). We have seen a big drop in income from our fundraising activity, yet the demand for mental health services has increased significantly. This year we are running a deficit budget. Any consideration of help in terms of this grant therefore would be appreciated by myself and our trustees so we can continue to support Melksham residents.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – November 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

Wiltshire Mind

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

NAME:	<div style="background-color: black; width: 100%; height: 100%;"></div>
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: YES If so, please give your charity number: 1113751

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

Mind National affiliation but not funded by.

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) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

We are an independent local Mental Health Charity based in Melksham providing county-wide services. These include 1-1 mental health support through counselling, and Peer Support Groups.

We support people who are experiencing mental health problems or emotional distress, and offer a safe and

confidential place for them to share experiences, and gain vital information and support.

Our aims include:

Enhance mental wellbeing by developing resilience.

We influence public health policy to reduce environmental risk factors for poor mental health.

Enable social participation by reducing stigma and enabling people with mental health problems to play a full part in society through employment and training.

Empower people experiencing mental health problems by providing access to information & advice, peer support networks and personalised services.

5. THE PROJECT

Describe what the funding is being requested for

Our mental health support services are accessible for everyone living in Melksham, and are offered at low-cost or free for children and young people over the age of 11.

This application relates to our Adult and Children and Young People's counselling – which has seen a significant increase in demand since the pandemic.

In the past, we have always provided our adult and children and young peoples counselling in a face to face environment, within our offices at Melksham for our local community. As we start to come out of the pandemic, we have seen an overall 20% increase in the demand for our services and our waiting lists have increased accordingly. Many of our service users remain anxious or concerned about face to face counselling, and some are preferring to have zoom/online counselling in place of face to face.

Our counselling helps those individuals who struggle with their mental health. We provide one-to-one counselling support for adults and children and young people who are suffering with stress, anxiety, depression, low self-esteem, low mood or emotional distress. We listen in a non-judgemental way, providing a safe and confidential place to talk. By helping service users explore emotions and feelings, counselling enables individuals to understand their own, and other peoples' behaviour. Our counsellors help with coping skills to deal with life events, stresses and daily challenges. Our free counselling for children and young people aged 11+ aims to provide a safe space where highly specialist counsellors use a range of creative therapeutic methods to help young people connect to, and express, their emotions. Helping young people develop coping strategies can mean they are able to thrive rather than just survive.

During lockdown we invested (using our reserves) in some new technology to help provide counselling online via video calling. This included a new IT network and some laptops to enable our counsellors to deliver an alternative to face to face counselling. We believed this to be a temporary situation. However, we are now starting to promote online counselling as an alternative because of the demand, and this new project "**virtual counselling**" will become a staple offering from Wiltshire Mind as part of an innovative and hybrid counselling model. In order for us to deliver this effectively, we desperately would like some grant support from our local community to help deliver this as demand grows.

We aim to launch this more widely starting in January 2022, enabling us to deliver more counselling. Our Adult counsellors are volunteers, and our children's counsellors are salaried as they have specialist counselling and psychotherapy experience. Both must have the support of experienced paid clinical supervisors who ensure our services remain relevant and safe in accordance with BACP framework. The costs are high for running these services, and as demand increases so do our costs. Unfortunately our monthly fundraising levels are lower than our operating costs at this time.

To enable us to launch more widely, we require additional laptop technology. This grant application is for two additional mid-specification laptops for use by our counsellors to deliver online counselling to adults and children who live in the town. The laptops will reside in the Melksham office for use by counsellors delivering video counselling.

anticipate that 2 additional laptops would help us reach a further 20-25 Melksham residents during the year, offering a course of counselling between 6 and 24 sessions each. This will be a mix of adults and younger people.

Like many charities, our income had dropped by 50% in the past year, and we are now operating a deficit budget in our current financial year. At time of writing we have 7 months of operating costs available in our savings/reserves.

How will this benefit the community or people of melksham?

Online or video counselling enables us to deliver much needed counselling support to those who are unable to attend sessions in person due to mobility issues, or who are struggling with anxieties relating to the pandemic. In addition, we are able to deliver counselling sessions for individuals who need to self-isolate or are recovering from Covid 19.

Online counselling via video calling also enables us to deliver more sessions per year, thereby reducing our waiting lists – as we are not reliant upon fully equipped counselling rooms which are costly to operate.

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

The evidence is provided by the number of applications we receive on a weekly basis for our counselling support. Melksham is the second highest town in Wiltshire requiring mental health support according to our current waiting list for both adult and young peoples services.

The increase since the pandemic is affecting not just our charity but the NHS too – and we are helping to bridge the gap that exists in local statutory provision.

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

Lack of counselling support will inevitably lead to a further decline in overall county wide mental health levels. The Covid-19 pandemic has exacerbated the problem, and the data is proof that we have a mental health crisis in the UK looming. We estimate there are 67,000 people in Wiltshire experiencing a mental health problem.

We believe 0.8% of the Wiltshire population experience schizophrenia, bipolar disorder and psychoses.

If we cannot deliver the project, there will be an increase in demand for NHS and other providers locally. There is no other low-cost/free counselling support offered in the town that we are aware of as a substitute or alternative that provides access to all.

6. BENEFICIARIES

How many people in total will benefit from this grant?

20-25 – a mix of adults and children and young people

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

All would be living in the town boundaries

Please explain how you calculated the number of Melksham beneficiaries.

This is based on current demand for services, and some historical analysis. Covid-19 has impacted demand significantly so these figures may be conservative.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £52,100
(estimated cost of operating our new combined virtual and face to face counselling service during 2022)

GRANT AID REQUESTED FROM MTC £1,500

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

Our Adults and Children and young people's counselling is currently offered for free. We aim to request a £10 charge for adult counselling (where individuals can afford this) in 2022 as a contribution to cost.

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
2 x mid-specification laptops	£1,500
	£
	£
	£
	£
	£
	£
Total	£1,500

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?
We aim to apply to grants in 2022 towards the operating costs of the counselling project.	£	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 99,878

TOTAL EXPENDITURE £ 184,197

BALANCE AT YEAR END £ (84,319) loss

SAVINGS (RESERVES, CASH, INVESTMENTS) £193,500

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

This above was in April 2021 at our year end. We are now operating at £140,000 savings, which equates to 7 months in reserve. Our accounts are currently being concluded by our independent examiners, Monahans.

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. If you are requesting funding for a one-off project, has the project 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: ..

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: 3/11/2021

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 8 November 2021



PROCUREMENT POLICY

Version	Owner	Date Adopted	Review Due	Review Team
V1	TC	October 2021	May 2022 To be reviewed in conjunction with any revision or amendment to Financial Regulations	RFO

1. Introduction

The purpose of this policy is to provide guidance on the procedures which will be followed when purchasing goods and services. The policy aims to give effect to and comply with S135 of the Local Government Act 1972 and the Public Contracts Regulations 2015.

Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy, the Town Council's Standing Orders and Financial Regulations. These regulations cover, amongst other things: the number of quotations to be sought and the tendering procedure.

The National Association of Local Councils Legal Topic Note 87 also provides sensible guidance. [NALC 87 re Procurement Policy.pdf](#)

A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) in exchange for payment by the Council. The following contracts are exempt from the requirements of these rules: contracts relating solely to disposal or acquisition of land; employment contracts and individual agency contracts for the provision of temporary staff.

The Council strives to attain best value for the goods, materials and services that it purchases. Best value is defined as a balance of price, quality of product and local supplier services. Before commencing a procurement, it is essential that the authorised person leading the procurement

has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by bulk purchases wherever possible.

Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council, in consultation with the RFO, where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded by a resolution of Council.

The RFO and officers must be mindful of avoiding conflicts of interest when obtaining quotations and awarding tenders. Quotations cannot be obtained by members.

2. Purpose

Melksham Town Council's Procurement Policy has four main purposes:

1. To obtain best value in the way that the Council spends money, so that it may in turn offer better and more cost-effective services to the public.
2. To support the ability of the Council's officers to procure and manage goods, services and suppliers effectively, including informing all Council staff of the appropriate procedures and responsibilities.
3. To enable the Council to comply with legal obligations that govern the spending of public money.
4. To contribute to the Council's duty towards biodiversity and environmental aims.

3. Local contractors preferred

- 3.1 The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers, wherever possible.

4. Competence of contractors and due diligence

4.1 The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence. A credit check will be carried out for all contracts over £5,000. Officers will also seek references from suppliers.

4.2 All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.

4.3 The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

4.4 All procurement will be in accordance with the Council's Equality Policy and in line with our legal obligations under the Equalities Act 2010 which makes it generally unlawful to discriminate

on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age.

5. Equality and sustainability

5.1 The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.

5.2 The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.

5.3 The Council will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies. In order to:

- minimise waste and maximise efficiency
- minimise travel
- minimise energy consumption
- promote greater use of new sustainable technologies
- keep material consumption to a minimum.

5.4 The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

5.5 The Council will Consider the whole life cost of products when selecting a supplier (Energy efficient products for example often have an increased capital cost that is more than offset over time by the reduced operational cost)

5.6 The Council will never buy products that are harmful to the environment if a less damaging alternative is available (for example never use tropical hardwood that is not independently certified as being from a sustainable forest). The Council will always specify goods, products and materials that cause minimum damage to the environment including the impact of their manufacture, distribution, use & disposal.

5.7 The Council aims to promote sustainability within all its contract and tendering documentation and promote awareness amongst members and officers.

5.8 The Council will continually review the purchasing of goods and services through contract specifications, with the intention of decreasing the Council's environmental impact and increasing its positive impacts on society, the local economy and producers.

5.9 The Council aims to draw the sustainable elements of its Procurement Policy to the attention of key suppliers and communicate it as widely as is practicable to the potential supply market.

6. Prompt payment of invoices

6.1 The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement. In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer, Direct Debit or cheque.

7. Community engagement

7.1 Where relevant, the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure.

8. Pre-approval of contractors

8.1. In respect of contracts that may be exempt from the Public Contracts Regulations 2015, the Council may require access to pre-approved contractors to supply routine services (or who can be called on to provide emergency services) including but not limited to:

- a) Electricians
- b) General builders
- c) Glaziers
- d) Grass and hedge cutting contractors
- e) Groundworkers
- f) HR advice
- g) IT support
- h) Legal advice
- i) Locksmiths
- j) Plant hirers
- k) Play equipment repairers
- l) Plumbing and heating engineers
- m) Project management/ quantity surveying
- o) Tree surgeons
- p) Vehicle and machinery service engineers
- q) Project management and quantity surveying

8.2 Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (See Appendix A).

8.3 The register of approved contractors will be reviewed every three years.

8.4 Provision of the Town Council's internal audit services is reviewed every three years. A decision has to be made by 31 December for the next financial year.

9. Best value

9.1 Normally the Council will accept the quotation, estimate or tender that provides best value for money. However, in accordance with Standing Orders, the Council is not obliged to accept the lowest of any tender, quotation or estimate.

10. Purchases on account

10.1 The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must be provided with a receipt. **A purchase order must be raised for all goods.** Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

11. Specifications for tender process

11.1 Enquiries and invitations to tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

12. Contracts above £5,000

12.1 While not obliged to seek competitive tenders for works below £10,000, where there are opportunities for competitive savings, three estimates shall **be sought and obtained, wherever possible,** by the RFO or delegated officer **(except where a pre-approved contractor is used per Para 8 above).**

12.2 If it is not possible to obtain three estimates, the reasons and actions must be noted and approval to proceed authorised by the RFO.

12.3 A credit check should be carried out for all suppliers where the contract being awarded is in excess of £5,000.

13. Contracts between £10,000 and £25,000 (to be read in conjunction with Financial Regulations)

13.1 Written quotations shall **be sought and obtained, wherever possible,** by the RFO or delegated officer from not less than three individuals or organisations that could undertake the contract **(except where a pre-approved contractor is used per Para 8 above).**

13.2 If it is not possible to obtain three quotes, the reasons and actions must be noted and approval to proceed authorised by the RFO/ Chair of the Finance, Admin and Performance committee, and formally approved by a resolution of Council.

14. Contracts above £25,000 and tender process (to be read in conjunction with Financial Regulations)

14.1 The tender shall be advertised in a local newspaper, the Government's 'Contracts Finder' website and in any other manner that is appropriate (Para. 13.7) setting out particulars of the contract and inviting persons interested to apply for the opportunity to tender.

14.2 After the expiration of the period specified in the public notice invitations to tender shall be sent to individuals or organisations that could undertake the contract.

14.3 Tenders are to be submitted and opened in accordance with Para 15.3 below.

14.5 Every written contract shall comply with Financial Regulations.

14.6 Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

14.7 Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in [NALC 87 re Procurement Policy.pdf](#) regarding the advertising of contracts and the use of the Government's 'Contracts Finder' website.

15. Submission of tenders: submission procedures for contracts above £25,000

15.1 Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Town Clerk/ RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitations shall in addition state that tenders must be addressed to the Town Clerk/ RFO. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed dates for opening tenders for the contract.

15.2 The tenders shall be kept in the custody of the appropriate nominated person until the time and date specified for their opening.

15.3 Tenders shall be opened by the Town Clerk/ RFO in the presence of at least two councillors from the Finance, Admin. and Performance Committee. Tenders shall be date stamped and signed on all pages containing price information.

16. Acceptance of quotations and tenders

16.1 Tenders received will be evaluated and reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

16.2 The Town Council shall not be obliged to accept the lowest of any tender, quote or estimate.

16.3 Where the Town Clerk/ RFO considers it in the best interest of the Council, he/she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the Town Clerk/ RFO. Any negotiations which would distort competition is expressly forbidden.

16.4 Arithmetical errors found in any tender when checking shall be dealt with as follows: the tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

17. Nominated sub-contractors and suppliers

17.1 Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

18. Contracts' record

18.1 A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the Town Clerk. This record shall specify for each contract the name of the contractor, the works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

19. Contract variations

19.1 Any variation to a contract or addition to or omission from a contract must be approved by the Council stated in writing to the contractor by the Town Clerk. The Council must be informed where the final cost is likely to exceed the financial provision.

20. Bonds, guarantees and insurance

20.1 For procurement projects where the spend is greater than £25,000 consideration must be given as part of the pre-qualification assessment and evaluation process as to whether a performance bond and/or parent company guarantee (if applicable) shall be required from the successful tenderer.

20.2 Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract.

21. Termination of contracts

21.1 The Council reserves the right to terminate any contract immediately for any of the following reasons: Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

22. Compliance with other relevant legislation

22.1 In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied, and this document shall be amended accordingly.

APPENDIX 1

APPLICATION FOR INCLUSION ON MELKSHAM TOWN COUNCIL'S APPROVED CONTRACTOR LIST

Business	
Business Address	
Postcode	
Telephone	
Email	
Services provided	
Years in business	
Memberships/ professional bodies	
Declaration	<ul style="list-style-type: none">• I understand that the Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £10m.• I confirm that I will supply a copy of my PLI policy schedule annually at renewal.• I am aware that I am required to comply with the Council's Health and Safety and Equality policies.• I am aware that I may be required to provide suitable risk assessments and/ or method statements.
Signed	
Date	
Name	
Position	

Please email completed form to: townhall@melksham-tc.gov.uk

Reviewed and Adopted by Full Council on xxx