



Public Document Pack

Melksham Town Council

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

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

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

9 March 2022

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 14th March 2022** commencing at **7.30 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 in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all town council meetings are recorded and broadcast. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

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

Melksham Town Council
Finance, Administration and Performance Committee

Monday 14 March 2022

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

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

AGENDA

Virtual Meeting Access

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

Join Zoom Meeting:

<https://us02web.zoom.us/j/81015892090?pwd=d1cxVjMyNG96RUtDaEpVOWltVis0UT09>

Meeting ID: **810 1589 2090** Passcode: **419175**

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 4)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 17 January 2022.

4. Finances

To consider the following:

4.1 Monthly Financial Statement Year to Date to 31 January 2022 (Month 10)
(Pages 5 - 6)

To note the monthly Financial Statement.

4.2 Detailed Income and Expenditure Report as at 31 January 2022 (Month 10)
(Pages 7 - 14)

To note the Income and Expenditure Report.

4.3 Earmarked Reserves Year to Date to 31 January 2022 (Month 10) (Pages 15 - 16)

To note the Earmarked Reserves.

4.4 List of Payments to 31 January 2022 (Month 10) (Pages 17 - 20)

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Co-op Bank Account for the period from 01/01/2022 to 31/01/2022 (see attached).

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Lloyds Bank Account for the period from 01/01/2022 to 31/01/2021 (see attached).

4.5 Income Received to 31 January 2022 (Month 10) (Pages 21 - 22)

To note the Income Received report.

4.6 Bank Reconciliation Signatories - February 2022.

To note that the bank reconciliations for April 2021, June 2021 and September 2021 were approved and signed as approved in February 2022 by Councillors Price and Houghton.

5. Grants 2021/2022 (Pages 23 - 120)

Members are requested to consider and approve the attached grant applications listed here in the agenda for ease of reference. The total amount of grant funding available is £7,850.00 and the total amount of grants applied for is £23,302.60.

5.1 2385 (Melksham) Squadron

5.2 Bowerhill Scout Group

5.3 British Cactus and Succulent Society

- 5.4 **Carnival Jubilee Tea**
- 5.5 **Celebrate Melksham**
- 5.6 **Conigre Mead Volunteers**
- 5.7 **Group Five**
- 5.8 **HELP Counselling Services**
- 5.9 **Independent Living Centre**
- 5.10 **Melksham Community Centre**
- 5.11 **Read Easy North & North West Wiltshire**
- 5.12 **Relate - Wiltshire**
- 5.13 **Rivermead School**
- 5.14 **Riverside (Community Hall)**
- 5.15 **Friends of Shurnhold Fields**
- 5.16 **That Meeting Space - Good News Church**
- 5.17 **Transwiltshire CIC**
- 5.18 **Triumph Over Phobia**
- 5.19 **Wiltshire Music centre**
- 5.20 **Wiltshire Young Carers Service**

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 17th January 2022

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

IN ATTENDANCE: Councillor T Price

OFFICERS:	Linda Roberts	Town Clerk
	Patsy Clover	Acting Deputy Town Clerk
	Christine Hunter	Committee Clerk

1/22 Apologies

There were no apologies.

2/22 Declarations of Interest

There were no declarations of interest.

3/22 Minutes

The minutes of 22 November 2021, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Rabey.

4/22 Draft Procurement Policy

Amendments agreed to the Procurement Policy were:

Supplier Selection and Appraisal:

- bullet point 1, after “pre-qualification document” add “where appropriate”
- paragraph 4, after the words “contract documentation” add “which will be decided on a project-by-project basis”.
- 4.1 reduce the threshold to carry out credit checks from £5,000 to £2,500.
- 4.3.1 After “£5 million” add “and only more where there is a legal requirement for it to be more”
- 10.1 add “A purchase order must be raised for all goods”.
- 11 include a table in the Procurement Policy showing the process for the three bands of purchasing.

- 11.2 amend the wording to “Invitations to quote should be in writing or by email and sent to all suppliers selected to quote”
- 11.3 bullet point 3, after the word “including” delete “relevant” and “European”.
- 12 remove wording “above £5,000” and “£5,000” and refer to the Financial Regulations.
- 13 remove wording “between £10,000 and £25,000” and include “refer to the Financial Regulations”.
- 13.2 change the word “and” to “or”.
- 14 remove all wording that relates to “£25,000” and include “refer to the Financial Regulations”.
- 14.1 amend the wording to state “would be advertised in the local press, the Government ‘contracts finder’ website, the Council Website and social media, and in any other manner that is appropriate, including promoting to local businesses who may be interested”.
- 15. remove wording “above £25,000” and include “refer to the Financial Regulations”, and to
 - amend the Financial Regulations to reflect the tender threshold figure changes in items 12, 13, 14 and 15.
 - remove all duplicate information in the Procurement Policy and the Financial Regulations leaving all financial limits for purchasing in the Financial Regulations only.
 - redacting of all future quotes for submission in agendas to continue, however the companies will be identified but not be linked with their quotes.

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

UNANIMOUSLY RESOLVED to amend the Procurement Policy as debated, that the Financial Regulations are amended to accord with the Procurement Policy and recommend both documents for adoption to the full Council meeting scheduled for 14 March 2022.

5/22 Finances

5/22.1 Monthly Financial Statement Year to Date to 30 November 2021 (Month 8)

The monthly Financial Statement was noted.

5/22.2 Detailed Income & Expenditure Report at 30 November 2021 (Month 8)

The Income and Expenditure report was noted.

5/22.3 Earmarked Reserves Year to Date to 30 November 2021 (Month 8)

The Earmarked Reserves report was noted.

6/22 Interim Internal Audit Report 2021/2022

The Interim Internal Audit Report and report from the Acting Deputy Town Clerk were noted. The Interim Internal Audit report was recommended for adoption at the Full Council meeting scheduled for 24 January 2022.

Meeting Closed at: 8.50 pm

Signed:

Dated:

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Melksham Town Council
Monthly Financial Statement 31 January 2022

Cash and Bank Balances:

Co-operative Current Account	356,070	
Assembly General Account	679,348	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Contol	378	
Petty Cash	99	
Bar Float	1,100	
		1,088,930

Debtors (monies owed to council)

H M Customs - Vat recoverable	8,277	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		14,720
		1,103,650

Less: Creditors (monies owed by council)

Suppliers of goods and services	6,834	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	13,434	
Events Control	2,163	30,996

Net Cash Available 1,072,654

Represented by:

General Fund

Current Year Surplus	214,791	
Earmarked Reserves Used in year	4,762	
	219,553	
Contribution to Earmarked Reserves	67,819	151,734
General Reserve balance at beginning of year		359,836

Earmarked Reserves

Balance at 1st April 2021	472,385	
Plus; Added in Year	0	
	472,385	
Less: Used to Fund Expenditure	4,762	467,623

Specific Reserves

CIL

Balance at 1st April 2021	12,519	
Plus: Received in Year	29,199	
	41,718	
Less: Used to Fund Expenditure	0	41,718

Solar Farm

Balance at 1st April 2021	13,123	
Plus Received in Year	38,620	
	51,743	
Less:Used to Fund Expenditure	0	51,743

1,072,654

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07/03/2022

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

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	20,200	215,781	269,000	53,219		53,219	80.2%
4021 Stationery	40	1,795	1,500	(295)		(295)	119.7%
4023 Advertising	0	1,647	1,500	(147)		(147)	109.8%
4024 Equipment/furniture	404	11,713	2,000	(9,713)		(9,713)	585.6%
4026 Photocopying	82	843	1,500	657		657	56.2%
4027 Telephones and Mobiles	28	1,980	3,150	1,170		1,170	62.9%
4028 Postage	69	386	300	(86)		(86)	128.8%
4029 Subscriptions	7	2,324	3,000	676		676	77.5%
4040 Information Technology/Hardware	1,805	13,548	15,000	1,452		1,452	90.3%
4042 Licences/Software	343	3,035	1,500	(1,535)		(1,535)	202.4%
4050 Legal and Professional	0	590	0	(590)		(590)	0.0%
4058 Insurance	0	11,679	8,000	(3,679)		(3,679)	146.0%
4061 Travel and Subsistence	0	94	500	406		406	18.9%
4075 Training	311	5,504	4,000	(1,504)		(1,504)	137.6%
Central Costs :- Indirect Expenditure	23,289	270,921	310,950	40,029	0	40,029	87.1%
Net Expenditure	(23,289)	(270,921)	(310,950)	(40,029)			
110_Corporate Costs							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	918,750	918,750	0			100.0%
Corporate Costs :- Income	0	918,750	919,750	1,000			99.9%
4017 Bank account fees	43	(664)	500	1,164		1,164	(132.8%)
4043 HR consultancy	0	4,395	6,000	1,605		1,605	73.2%
4050 Legal and Professional	0	1,564	3,000	1,436		1,436	52.1%
4057 Accountancy and Audit	1,200	10,216	12,000	1,784		1,784	85.1%
4076 Health & Safety	0	1,426	2,000	574		574	71.3%
Corporate Costs :- Indirect Expenditure	1,243	16,937	23,500	6,563	0	6,563	72.1%
Net Income over Expenditure	(1,243)	901,813	896,250	(5,563)			
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 Allowance	0	1,062	1,000	(62)		(62)	106.2%
4085 Civic and Ceremonial	(146)	1,231	2,500	1,269		1,269	49.2%
4311 Remembrance Day	(18)	458	2,000	1,542		1,542	22.9%
Civic and Democratic :- Indirect Expenditure	(164)	4,278	9,900	5,622	0	5,622	43.2%
Net Expenditure	164	(4,278)	(9,900)	(5,622)			

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Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

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	0	15,970	25,000	9,030		9,030	63.9%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	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	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	0	47,970	62,500	14,530	0	14,530	76.8%
Net Expenditure	0	(47,970)	(62,500)	(14,530)			
201 Town Hall							
1034 Income Town Hall Bookings	15	483	6,500	6,017			7.4%
Town Hall :- Income	15	483	6,500	6,017			7.4%
4100 Gas	434	2,250	3,500	1,250		1,250	64.3%
4101 Electricity	576	2,275	2,500	225		225	91.0%
4102 Non Domestic Rates	1,166	10,120	10,000	(120)		(120)	101.2%
4103 Water Rates	0	1,498	1,500	2		2	99.9%
4104 Window Cleaning	0	1,070	1,400	330		330	76.4%
4106 Repairs and Maintenance	780	2,298	0	(2,298)		(2,298)	0.0%
4108 Service Contracts	6,789	16,355	8,000	(8,355)		(8,355)	204.4%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
Town Hall :- Indirect Expenditure	9,745	35,866	27,900	(7,966)	0	(7,966)	128.6%
Net Income over Expenditure	(9,730)	(35,383)	(21,400)	13,983			
202 Asset and Amenities							
1027 Income - Amenity Services	0	4,109	3,000	(1,109)			137.0%
Asset and Amenities :- Income	0	4,109	3,000	(1,109)			137.0%
4000 Salaries ENI & Pension	13,276	180,248	255,000	74,752		74,752	70.7%
4027 Telephones and Mobiles	140	1,523	1,600	77		77	95.2%
4150 Uniform/PPE	0	988	2,000	1,012		1,012	49.4%
4151 Tools and Equipment	20	275	1,000	725		725	27.5%
4153 Vehicle Running Costs	1,248	5,894	7,000	1,106		1,106	84.2%
4156 Vehicle Leasing	996	11,230	12,000	770		770	93.6%
4163 Repairs and Maintenance	89	7,621	10,000	2,379		2,379	76.2%
4167 Street Furniture and Signage	0	1,269	2,000	731		731	63.4%
4186 Defibrillators	8	3,528	1,050	(2,478)		(2,478)	336.0%

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Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4196 Container storage	113	1,125	1,600	475		475	70.3%
4915 Equipment	0	923	0	(923)		(923)	0.0%
Asset and Amenities :- Indirect Expenditure	15,889	214,623	293,250	78,627	0	78,627	73.2%
Net Income over Expenditure	(15,889)	(210,513)	(290,250)	(79,737)			
<u>203 Allotments</u>							
1045 Income Allotments	10	430	4,700	4,270			9.1%
Allotments :- Income	10	430	4,700	4,270			9.1%
4200 Water Rates - Allotments	181	709	1,700	991		991	41.7%
4201 Maintenance - Allotments	0	207	300	93		93	68.8%
Allotments :- Indirect Expenditure	181	915	2,000	1,085	0	1,085	45.8%
Net Income over Expenditure	(171)	(485)	2,700	3,185			
<u>204 KGV Pavilion and Car Park</u>							
1046 Income - Pavilion	0	1,614	3,000	1,386			53.8%
KGV Pavilion and Car Park :- Income	0	1,614	3,000	1,386			53.8%
4250 Telephone - Pavilion	20	64	200	136		136	32.2%
4252 Electricity - Pavilion	20,267	21,576	1,100	(20,476)		(20,476)	1961.5%
4254 Water - Pavilion	0	115	200	85		85	57.4%
4255 Fire Safety Checks	0	82	500	418		418	16.4%
4256 Maintenance - Pavilion	(1,124)	63	1,000	937		937	6.3%
4260 Non Domestic Rates - Car Park	0	2,062	0	(2,062)		(2,062)	0.0%
KGV Pavilion and Car Park :- Indirect Expenditure	19,164	23,962	3,000	(20,962)	0	(20,962)	798.7%
Net Income over Expenditure	(19,164)	(22,347)	0	22,347			
<u>205 Public Toilets</u>							
1060 MWPC contr. to Market Place	0	0	6,600	6,600			0.0%
Public Toilets :- Income	0	0	6,600	6,600			0.0%
4180 Cleaning	2,824	10,589	17,000	6,411		6,411	62.3%
4185 Electricity supply: Toilets	80	1,214	1,150	(64)		(64)	105.5%
Public Toilets :- Indirect Expenditure	2,904	11,803	18,150	6,347	0	6,347	65.0%
Net Income over Expenditure	(2,904)	(11,803)	(11,550)	253			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	1,083	8,134	6,900	(1,234)			117.9%

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Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1042 Income Roundhouse	0	1,306	1,600	294			81.6%
Corporate Properties :- Income	1,083	9,439	8,500	(939)			111.0%
4175 Costs Art House Cafe	1,165	3,799	500	(3,299)		(3,299)	759.9%
4178 Costs Roundhouse	0	107	0	(107)		(107)	0.0%
4191 Costs 31 Market Place	686	1,847	500	(1,347)		(1,347)	369.4%
Corporate Properties :- Indirect Expenditure	1,851	5,753	1,000	(4,753)	0	(4,753)	575.3%
Net Income over Expenditure	(768)	3,686	7,500	3,814			
<u>215_Depot</u>							
4103 Water Rates	9	60	200	141		141	29.8%
4159 Electric - Unit	0	944	750	(194)		(194)	125.8%
4160 Leasing	0	7,012	10,850	3,838		3,838	64.6%
4161 Rates-Unit at Bow erhill	0	1,375	2,400	1,025		1,025	57.3%
4184 Fire security: Unit	0	106	400	294		294	26.5%
Depot :- Indirect Expenditure	9	9,497	14,600	5,103	0	5,103	65.0%
Net Expenditure	(9)	(9,497)	(14,600)	(5,103)			
<u>220_Play Areas and Open Spaces</u>							
4157 Grasscutting	0	9,680	10,000	320		320	96.8%
4158 Replacement Play Equipment	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	0	1,632	5,000	3,368		3,368	32.6%
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	0	11,312	23,050	11,738	0	11,738	49.1%
Net Expenditure	0	(11,312)	(23,050)	(11,738)			
<u>221_King George V Park</u>							
4199 Materials	41	6,140	10,000	3,860		3,860	61.4%
King George V Park :- Indirect Expenditure	41	6,140	10,000	3,860	0	3,860	61.4%
Net Expenditure	(41)	(6,140)	(10,000)	(3,860)			
<u>302_Projects</u>							
1050 Grants Received	2,075	3,472	0	(3,472)			0.0%
1059 Sponsorship	0	1,135	0	(1,135)			0.0%
Projects :- Income	2,075	4,607	0	(4,607)			

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Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4074 Neighbourhood Plan	0	2,227	5,000	2,773		2,773	44.5%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Virtual Community Hub	0	0	5,000	5,000		5,000	0.0%
Projects :- Indirect Expenditure	0	2,227	11,000	8,773	0	8,773	20.2%
Net Income over Expenditure	2,075	2,380	(11,000)	(13,380)			
310 East Melksham Community Hall							
4050 Legal and Professional	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			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	1,769	1,000	(769)			176.9%
Economic Dev. and Planning :- Income	0	1,769	1,000	(769)			176.9%
4071 Town Floral Displays	960	6,756	10,000	3,244		3,244	67.6%
4080 Melksham in Bloom Competition	0	628	500	(128)		(128)	125.7%
4304 Christmas Tree	0	3,901	1,200	(2,701)		(2,701)	325.1%
4308 CCTV	990	1,050	2,500	1,451		1,451	42.0%
4309 Newsletter	143	1,568	4,000	2,432		2,432	39.2%
4327 Community Development Support	0	34	750	716		716	4.6%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	200	1,500	1,300		1,300	13.4%
4356 Highways projects CATG	0	1,202	6,000	4,798		4,798	20.0%
4922 Publicity & Marketing	0	645	1,000	355		355	64.5%
4925 Town Development	0	7,756	6,500	(1,256)		(1,256)	119.3%
Economic Dev. and Planning :- Indirect Expenditure	2,093	23,741	34,950	11,209	0	11,209	67.9%
Net Income over Expenditure	(2,093)	(21,972)	(33,950)	(11,978)			
405 Solar Farm Projects							
1182 Solar money received	0	38,620	40,000	1,380			96.5%
Solar Farm Projects :- Income	0	38,620	40,000	1,380			96.5%
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	38,620	0	(38,620)			

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Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	1,188	10,338	20,000	9,662			51.7%
1050 Grants Received	0	14,994	0	(14,994)			0.0%
Assembly Hall Central Costs :- Income	1,188	25,332	20,000	(5,332)			126.7%
4000 Salaries ENI & Pension	6,754	120,631	103,000	(17,631)		(17,631)	117.1%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	1,236	1,500	264		264	82.4%
4907 Stationery/Printing/Postage	0	19	0	(19)		(19)	0.0%
4909 Licences	159	339	3,500	3,161	3,500	(339)	109.7%
4911 Electricity	0	3,086	12,000	8,914		8,914	25.7%
4912 Gas	22	142	500	358		358	28.3%
4913 Water	0	1,959	2,000	41		41	98.0%
4914 Rates	861	8,608	9,000	392		392	95.6%
4916 Maintenance-Equipment	1,562	1,742	3,000	1,258		1,258	58.1%
4917 Service Contracts	922	7,669	7,000	(669)		(669)	109.6%
4918 Maintenance	436	526	500	(26)		(26)	105.3%
4922 Publicity & Marketing	630	1,476	2,000	524		524	73.8%
4923 Mngement Information Systems	0	603	1,400	797		797	43.1%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB	0	447	1,000	553		553	44.7%
4949 Provision/Hire Stage Lights	930	1,080	0	(1,080)		(1,080)	0.0%
4958 Event Security	0	600	0	(600)		(600)	0.0%
Assembly Hall Central Costs :- Indirect Expenditure	12,277	150,162	147,500	(2,662)	3,500	(6,162)	104.2%
Net Income over Expenditure	(11,089)	(124,829)	(127,500)	(2,671)			
510 Assembly Hall Events							
1004 Film shows	0	0	500	500			0.0%
1173 Live Entertainment	6,717	27,026	0	(27,026)			0.0%
Assembly Hall Events :- Income	6,717	27,026	500	(26,526)			5405.2%
4919 Films: expenses and contract	0	1,573	500	(1,073)		(1,073)	314.7%
4954 PA and Lighting Costs	330	330	0	(330)		(330)	0.0%
4960 Live entertainment:	5,925	12,939	0	(12,939)		(12,939)	0.0%
Assembly Hall Events :- Indirect Expenditure	6,255	14,842	500	(14,342)	0	(14,342)	2968.5%
Net Income over Expenditure	461	12,183	0	(12,183)			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	3,438	21,076	20,000	(1,076)			105.4%
Assembly Hall Bar and Catering :- Income	3,438	21,076	20,000	(1,076)			105.4%

Continued over page

Detailed Income & Expenditure by Budget Heading 01/02/2022

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4903 Bar Stock Purchases	975	10,222	10,000	(222)		(222)	102.2%
Assembly Hall Bar and Catering :- Indirect Expenditure	975	10,222	10,000	(222)	0	(222)	102.2%
Net Income over Expenditure	2,463	10,854	10,000	(854)			
901 <u>Earmarked Reserves</u>							
1180 CIL Received	9,074	29,199	0	(29,199)			0.0%
Earmarked Reserves :- Income	9,074	29,199	0	(29,199)			
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	889	11,632	10,743		10,743	7.6%
9244 Major Projects Reserve	2,604	3,873	299,900	296,027		296,027	1.3%
9245 Solar Money	0	0	51,743	51,743		51,743	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	41,718	41,718		41,718	0.0%
Earmarked Reserves :- Indirect Expenditure	2,604	4,762	565,845	561,083	0	561,083	0.8%
Net Income over Expenditure	6,470	24,437	(565,845)	(590,282)			
Grand Totals:- Income	23,599	1,082,455	1,033,550	(48,905)			104.7%
Expenditure	98,356	867,663	1,609,595	741,932	3,500	738,432	54.1%
Net Income over Expenditure	(74,757)	214,791	(576,045)	(790,836)			
Movement to/(from) Gen Reserve	(74,757)	214,791					

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Agenda Item 4.3

Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.01.2022

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Date: 09/03/2022		Melksham Town Council Current Year					Page: 1	
Time: 14:00		Cashbook 4					User: MEL	
		Cooperative Bank A/C					For Month No: 10	
Receipts for Month 10		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail	
Balance Brought Fwd :		436,740.84				436,740.84		
BACS	Banked: 04/01/2022	10.00						
BACS	A. Dow n	10.00			1045 203	10.00	Allotment rent	
BACS	Banked: 07/01/2022	198.00						
BACS	Wiltshire Council	198.00		33.00	1000 501	165.00	Room hire - AH	
BACS	Banked: 11/01/2022	1,383.61						
BACS	Royal Sun Alliance	1,383.61			4256 204	1,383.61	Pavilion - arson claim	
BACS	Banked: 14/01/2022	17.50						
BACS	Chamber of Commerce	17.50			4311 115	17.50	Wreath	
BACS	Banked: 18/01/2022	55.00						
BACS	J.H. Jones & Son	55.00			4085 115	55.00	Mayor's Reception	
BACS	Banked: 20/01/2022	36.00						
BACS	Bell & Phesse	36.00			4085 115	36.00	Mayor's Reception	
BACS	Banked: 24/01/2022	27.50						
BACS	Trow bridge TC	27.50			4085 115	27.50	Mayor's Reception	
BACS	Banked: 24/01/2022	27.50						
BACS	BS Walls	27.50			4085 115	27.50	Mayor's Reception	
BACS	Banked: 24/01/2022	4,007.81						
BACS	HMRC	4,007.81			105	4,007.81	VAT rebate	
BACS	Banked: 24/01/2022	9,074.02						
BACS	Wiltshire Council	9,074.02			1180 901	9,074.02	CIL	
BACS	Banked: 27/01/2022	583.33						
BACS	Wiltshire Publications	583.33			1040 210	583.33	Rent - 31 Market Place	
BACS	Banked: 28/01/2022	2,075.00						
BACS	Wiltshire Council	2,075.00			1050 302	2,075.00	Grant - bike stands	
Total Receipts for Month		17,495.27	0.00	33.00		17,462.27		
Cashbook Totals		454,236.11	0.00	33.00		454,203.11		

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Date: 09/03/2022

Melksham Town Council Current Year

Page: 2

Time: 14:50

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/01/2022	TV Licensing	BACS	159.00			4909 501	159.00	TV licence
14/01/2022	Tolchards	DD	159.07		26.51	4903 520	132.56	Bar stock
17/01/2022	BTE Services	DD	165.36		27.56	4917 501	137.80	Sanitary cleaning
17/01/2022	Wiltshire Council	DD	861.00			4914 501	861.00	Rates
19/01/2022	Market Place Merchants	DD	25.16		4.19	4917 501	20.97	Card charges
28/01/2022	Tolchards	DD	997.38		166.23	4903 520	831.15	Bar stock
31/01/2022	Caterfix Kitchens Ltd	3592	1,280.79	1,280.79		502		Kitchen - replacement pipes et
31/01/2022	Paul Seemayer	3594	930.00	930.00		502		Lighting - ELO etc
31/01/2022	Clear Brew Bath	3593	96.00	96.00		502		Cellar clean
31/01/2022	Richard Gibson	3595	609.81	609.81		502		Beatles & Beyond
31/01/2022	T Cross	3596	1,319.50	1,319.50		502		Show - Train to Skaville
31/01/2022	Wiltshire Publications Ltd	3597	765.00	765.00		502		Advertising
31/01/2022	Your Wiltshire	3598	162.00	162.00		502		Advert - January 2022
31/01/2022	Hills Waste	DD	483.81		80.64	4917 501	403.17	Waste collection
Total Payments for Month			8,013.88	5,163.10	305.13		2,545.65	
Balance Carried Fwd			679,348.03					
Cashbook Totals			687,361.91	5,163.10	305.13		681,893.68	

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Date: 09/03/2022		Melksham Town Council Current Year					Page: 1	
Time: 11:30		Cashbook 2					User: MEL	
		Bank Assembly Hall A/c					For Month No: 10	
Receipts for Month 10		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		673,140.58	673,140.58					
BACS	Banked: 04/01/2022	500.00						
BACS	Good New s Church	500.00			1040	210	500.00	Rent - Art House
BACS	Banked: 04/01/2022	16.50						
BACS	RS Condry	16.50		2.75	1000	501	13.75	Room hire - AH
BACS	Banked: 04/01/2022	359.04						
BACS	All Star Dance	359.04		59.84	1000	501	299.20	Room hire - AH
BACS	Banked: 04/01/2022	8.77						
BACS	Food & River Festival	8.77			1034	201	8.77	Room hire - TH
BACS	Banked: 10/01/2022	60.00						
BACS	Jenna Ludlow	60.00		10.00	1000	501	50.00	Room hire - AH
500635	Banked: 10/01/2022	290.00						
500635	Waterloo Live	60.00		10.00	566		50.00	Waterloo Live
500635	Room hire - AH	230.00		38.33	1000	501	191.67	Room hire - AH
BACS	Banked: 19/01/2022	680.00						
BACS	Ticketsource	680.00		113.33	1173	510	566.67	ELO
500636(B)	Banked: 24/01/2022	1,842.90						
500636(B)	ELO	171.50		28.58	1001	520	142.92	ELO
	Wessex Flying Club	26.60		4.43	1001	520	22.17	Wessex Flying Club
500636(B)	Forbidden Nights	1,028.60		171.43	1001	520	857.17	Forbidden Nights
500636(B)	Rock & Roll	616.20		102.70	1001	520	513.50	Rock & Roll
500636	Banked: 24/01/2022	364.50						
500636	Waterloo Live	100.00		16.67	566		83.33	Waterloo Live
500636	Waterloo Live	-100.00		-16.67	1001	520	-83.33	Waterloo Live
500636	Forbidden Nights	44.00		7.33	566		36.67	Forbidden Nights
500636	Room hire - AH	314.50		52.42	1000	501	262.08	Room hire - AH
500636	Room hire - TH	6.00			1034	201	6.00	Room hire - TH
BACS	Banked: 26/01/2022	6,930.00						
BACS	Ticketsource	6,930.00		1,155.00	1173	510	5,775.00	Forbidden Nights
BACS	Banked: 28/01/2022	247.14						
BACS	North Bristol Trus	247.14		41.19	1000	501	205.95	Room hire - AH
	Banked: 31/01/2022	2,922.48						
Transfer	Credit/Debit Card Control Acco	2,922.48			213		2,922.48	AIB - AH tickets
Total Receipts for Month		14,221.33	0.00	1,797.33	12,424.00			
Cashbook Totals		687,361.91	0.00	1,797.33	685,564.58			

Continued on Page 2

Date: 09/03/2022

Melksham Town Council Current Year

Page: 1

Time: 14:00

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 10

Receipts for Month 10

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Continued on Page 2



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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	£500
Room Hire Grant	
£500.00	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

2385 (Melksham) Squadron

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

NAME:	Flt Lt G McKay
ADDRESS:	
TELEPHONE:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

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

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

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

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

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

Directly benefits young people aged 12-20.

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

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Funds to help support costs of the Squadrons 60th Anniversary in May 2022.

If needed, please elaborate here with further details

It is the Sqns 60th Anniversary in May 2022 and we are planning various activities and functions to celebrate this. We are looking for a grant to support the celebration of this milestone.

Specifically we are looking for funding to reduce the costs for cadets to attend the Sqns Dining in Night. A grant of £500, will enable us to reduce the cadets cost by £10.00 per cadet, making the event more inclusive.

How will this benefit the community or people of melksham?

The cadets, volunteers and wider Sqn family are by the vast majority (over 95%) residents of Melksham.

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

The Squadron has been in the Town supporting events and functions of the Town, its young people for 60 years!
If we weren't needed we wouldn't still be here!

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

No adverse effects, other than a reduced ability to mark this milestone event.

6. BENEFICIARIES

How many people in total will benefit from this grant?

100+

How many of the beneficiaries are residents of Melksham Town?

95%+

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

We have personnel files with addresses.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £5000+

GRANT AID REQUESTED FROM MTC £500.00

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

We charge £12.00 per month.

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
Reduction of Dining in night ticket price for cadets by £10.00 per cadet	£500.00
	£
	£
	£
	£
	£
	£
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?
Sqn reserves	£1000	yes
Volunteer time	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 21

TOTAL GROSS INCOME £ 14550

TOTAL EXPENDITURE £15927.77

BALANCE AT YEAR END £ 16045.02

SAVINGS (RESERVES, CASH, INVESTMENTS) £14500

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

Grant awards awaiting spend at the time of the accounts (now spent).

Final reserve amount of £3000.00 (1 years funds to pay Sqn bills)

9. ELEGIBILITY

YES/NO

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

N

2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	N
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	N
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	N
5. Is the funding for Loans or interest payments?	N
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?	N
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	N
8. If you are requesting funding for a one-off project, has the project already happened?	N
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
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	N

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) _____ G McKay _____ Date: ____25/01/22__

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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£ 500.00

1. ORGANISATION/GROUP'S NAME

Bowerhill Scout Group

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: 306101

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

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?

At Bowerhill Scouts, we have a long tradition of encouraging external activities, with 60% of activity time spent outdoors appreciating the local environment, promoting personal growth, whether physically, mentally, spiritually or within the community and environment.

The Scout group helps young people to enjoy new experiences to experience the outdoors interact with others gain confidence and have the opportunity to reach their full potential. We provide activities for every young

person whatever their physical and emotional ability.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

The group are seeking a few new items of equipment that will assist in outdoor learning, activities and personal development, whilst providing a safe environment in which to learn.

If needed, please elaborate here with further details

Scouting actively engages and supports young people in their personal development, empowering them to make a positive contribution to society. We act with care, respect, integrity, cooperation, exploring our own and others' beliefs.

Scouts take part in activities as diverse as kayaking, abseiling, expeditions overseas, photography, climbing and zorbing. Scouts learn Skills for Life, survival skills, first aid, computer programming, or even how to fly a plane. There's something for every young person. It's a great way to have fun, make friends, get outdoors, express creativity and experience the wider world.

How will this benefit the community or people of melksham?

We support young people by providing a fulfilling programme that develops empathy skills teamwork and a community understanding by activities that breakdown boundaries and treats everyone equally whether able bodied or those with visual impairment, hearing loss, Aspergers, Tourettes, ADHD or autism to name but a few conditions within the group. This project will continue our ability to provide life skills outdoor experiences and access to activities for the Young People of Melksham and the surrounding area.

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

We have 70+ young people from Bowerhill, Semington and Melksham learning new skills and facing exciting challenges and a waiting list for each section that suggests that the service has, is and will continue to support the needs of the young people of Melksham.

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

Scouting is making our world a better place, but also improving well-being and life chances. A major study made by the Universities of Edinburgh and Glasgow said that by the age of 50 Scouts are 15% less likely to suffer from mood disorders (including depression and anxiety) compared with others.

From scout survey, some 88% of our young people said scouting has helped them **develop key skills**; 97% reckoned scouting helped them make friends and build relationships with other people. ... They grow in confidence, develop leadership skills and start to take a bigger interest in local, national and international affairs.

Your support will keep the young people of Melksham and surrounding villages to develop community, leadership and life skills.

Chief Scout, Bear Grylls said: "We believe we can make an incredible difference to young people's lives at a time when it matters most – giving them the skills and resilience to succeed."

6. BENEFICIARIES

How many people in total will benefit from this grant?

68

How many of the beneficiaries are residents of Melksham Town?

55

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

Using the young people's addresses, I have been able to breakdown location and % of young people from Melksham as follows:

	Bowerhill	Bromham	Holt	Lacock	Melksham	Semington	Shaw	Trowbridge	Worton	Grand Total
Beavers	3				21					24
Cubs	1	1			18				1	21
Explorers			1		6	1	1			9
Scouts				1	10		1	2		14
Grand Total	4	1	1	1	55	1	2	2	1	68

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1180.90

GRANT AID REQUESTED FROM MTC £ 500.00

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

Each young member pays £30 per term which covers association, region, district and insurance costs, along with hall fees and general running costs.

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
Toilet tents x 3	£ 375.00
Camping toilets x 3	£ 120.00
Tarps x 8	£ 280.00
DD Hammocks x 8	£ 200.00
Biolite Stoves x 2	£ 205.90
Total	£ 1,180.90

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?
Bag packing 2022	£ 400.00	
Ink cartridge recycling	£ 80.00	
Total	£ 480.00	

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

ACCOUNT YEAR ENDING: 31/03/2021

TOTAL GROSS INCOME - £ 3,271.50 (lack of fundraising and subs due to pandemic)

TOTAL EXPENDITURE £ 1,953.11

BALANCE AT YEAR END - £ 5,224.61

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 9,412.16

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

£2k reserved for young persons bursaries

£1k for Shaw & Whitley start up funds

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	
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: Bowerhill Scout Group Account number: [REDACTED]

12. DECLARATIONS

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

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

Declaration:

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

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

I declare that we have included all the requested information.

I 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: 31st January 2022

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzacc@melksham-tc.gov.uk by 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

How much are you applying for in this application?

Regular Grant Up To £2500	
Room Hire Grant	Yes
Total Cost of Hall	

1. ORGANISATION/GROUP'S NAME

British Cactus & Succulent Society(Wiltshire Branch)

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

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes

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

Have at least three members on its management committee? _____

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

Are you a registered charity? The Main Society is: 290786 but the branch is not

**Is your organisation part of, or affiliated to, a larger organisation? If so, which:
The British Cactus & Succulent Society**

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) **Hobby Group**

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

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

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

The funding is for the total cost of the hire of Melksham Assembly Hall so that we can put on our annual Cactus & Succulent show

If needed, please elaborate here with further details

We meet every month at the Riverside Club where we have speakers, workshops and discussions on the hobby of Cacti & Succulents

How will this benefit the community or people of melksham?

The residents of Melksham will be able to see what the hobby has to offer and converse with like minded people. The club meets in Melksham every month (Except January) so we will encourage them to attend our meetings to learn more about the care and propagation of Cacti & Succulents

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

Only by the number of people through the door of the last show in 2019. This has been increasing year on year.

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

The residents of Melksham will miss out on the opportunity of seeing some wonderful Cacti & Succulents

6. BENEFICIARIES

How many people in total will benefit from this grant?

>100

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map which indicates the Melksham Town boundary.

We don't collect that data from attendees at the show

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary. We just assume that the public attending the show are from Melksham and the surrounding area. In our next show we will ask for post codes to assess where they reside and how the heard of the show.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £550

GRANT AID REQUESTED FROM MTC £350

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

Entrance fee to the show will be £1 and traders attending will be charged £10 per table (2 Attending)

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
Hall Hire	£350
	£
	£
	£
	£
	£
	£
Total	£350

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?
Traders(2 Attending)	£20	
Sponsorship of plant classes (68 available)	£190(2019)	
Sale of Refreshments	£40(2019)	
Percentage of members plant sales	£30(2019)	
	£	
	£	
Total	£280	

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

ACCOUNT YEAR ENDING: 31/10/21

TOTAL GROSS INCOME £ 101

TOTAL EXPENDITURE £63.47

BALANCE AT YEAR END £ 2502.14

SAVINGS (RESERVES, CASH, INVESTMENTS)

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

9. ELEGIBILITY**YES/
NO**

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

No

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

No

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

No

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

No

5. Is the funding for Loans or interest payments?

No

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

No

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

No

8. 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]
Account number: [REDACTED]

12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) _____ Date: _____



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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 checked="" type="checkbox"/>
How much are you applying for in this application?	£800

1. ORGANISATION/GROUP'S NAME

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

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)*

No

Are you a registered charity? No

Is your organisation part of, or affiliated to, a larger organisation? No

Please circle the categories that best describe your organisation?

Community events

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Provide low cost, family friendly entertainment for the local community and beyond, and encourage community engagement.

5. THE PROJECT

A Royal Jubilee afternoon tea dance.

If needed, please elaborate here with further details

A tea dance to incorporate Melksham Carnival Royalty competition.

How will this benefit the community or people of melksham?

Bring people together socially. Celebrate the queens jubilee.

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

Now covid is over, it is important to encourage social interaction and normal everyday life. For the greater good.
We aim to reduce social isolation by providing low cost events.

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

The mental health of our community will suffer if community events are not held.

6. BENEFICIARIES

How many people in total will benefit from this grant?

The whole town!

How many of the beneficiaries are residents of Melksham Town?

All

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

Everyone is encouraged and invited without exception. Holding the event at the assembly hall makes it accessible to most.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £800

GRANT AID REQUESTED FROM MTC £800

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

Entrance fee:

£6 per person

£10 per couple

£15 per family (max 2 adults 4 children).

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
Venue	£216
Refreshments	£100
Decorations	£100
Printing	£60
Entertainment (Band)	£150
Prizes	£214
Total	£840

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?
Subs	£	N
Royalty entry fee (TBC)	£	N
Donations	£	N
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 2020

TOTAL GROSS INCOME £ 3549.43

TOTAL EXPENDITURE £ 466.92

BALANCE AT YEAR END £ 5703.55

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

No event last year due to covid. This is the money available to cover the procession.

9. ELEGIBILITY

YES/NO

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

N

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

N

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

N

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

N

5. Is the funding for Loans or interest payments?

N

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

N

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

N

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

N

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

N

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?

N

If so, please explain the exceptional circumstances.

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

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

Signature of applicant



Date: 28/02/2022

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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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"/>
£1520	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Celebrate Melksham

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
Applied 21st January
(delays with bank)

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): Non-profit community group

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Celebrate Melksham's aim is to give a voice to the community of Melksham and surrounding areas:

Creating a Podcast for the local town to give community groups, local business and schools a voice and bringing residents of the community together.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

A start up for a new community Podcast that will give a voice to community groups, local businesses, charity organisations, with school links in the Melksham area.

If needed, please elaborate here with further details

The Podcast will have a journalistic element, with communities having an opportunity to express their voices, online with the potential of growth.

How will this benefit the community or people of melksham?

Giving a voice and bringing communities together. Giving boosts to local businesses and community use.

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

Coming out of covid, people need to revisit their local town and begin to understand it, and what it offers, accessing support networks and helping residents feel more part of a community.

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

Our project centres around positive attitude change and how we see our community. By Celebrating Melksham, we will bring Melksham further together.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Potentially 350 people per podcast release.

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map which indicates the Melksham Town boundary.

Currently 350 people until further statistics are gathered.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

Our initial predictions of number of people reached could be around 350 people. Taking into account the community groups, businesses and individual residents we interview and those who will use these networks in Melksham from listening to the podcast

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1520

GRANT AID REQUESTED FROM MTC £ 1520

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

Ongoing costs to be supported by advertisement, sponsors and fundraising.

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	£1000
Website	£110
Celebrate Melksham Laptop	£300
Insurance	£110
	£
	£
	£
Total	£1520

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?
Volunteer time Meetings, Approx 6 meetings a year, 2 hours at a time with 4 people attending. 1 hour a month podcast recording, 2 hours editing a month and social media advertisement / podcast distribution	£840	
Dance / fundraising in 2022 to help with cost.	£100	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: / / - first year

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?

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		
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Any other documentation you feel may help in assessing your application.</p>		
11. BANK DETAILS		
<p>Name of Account:Currently in process.....Account number:Sort Code: - -</p>		
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)  02/2022_____

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 28 February 2022



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

Conigre Mead Volunteers

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: Wiltshire Wildlife Trust

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) Community group

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

- 1) To develop and maintain Conigre Mead Nature Reserve to increase biodiversity and protect wildlife.
- 2) To develop and maintain Conigre Mead Nature Reserve for the benefit of all, especially the people of Melksham Community area.

We undertake conservation management of Conigre Mead Nature Reserve. This is an urban nature reserve in centre of Melksham. Its footpaths are used regularly by dog walkers and anglers use the banks of the river from which to fish. There are 3 benches and one seat where people can sit and rest and enjoy the peace and

tranquillity of the natural environment. It is a haven for wildflowers and insects including butterflies and dragonflies.

Conigre Mead Nature Reserve is a public open space owned by Wiltshire Wildlife Trust. Conigre Mead Volunteers support Wiltshire Wildlife Trust in providing a safe high quality green space.

5. THE PROJECT

Describe what the funding is being requested for:

Conigre Mead Volunteers help with maintaining a high quality biodiverse public open space with a variety of habitats which support a diverse range of plants birds invertebrates small mammals and amphibians The grass nettles and small shrubs need to be cut regularly. For this we use 2 strimmers and a brushcutter. In order to use this equipment our volunteers need to have done LANTRA training and have an up to date certificate. Due to an increasing number of volunteers, we have three volunteers who need to do initial strimmer/brush cutter training.

The training centre is Greenway near Lyneham. The cost of a course is £180 plus VAT per person.

Currently we only have one volunteer who is trained to use this equipment.

How will this benefit the community or people of Melksham?

Access to the Nature Reserve gives the people of Melksham the opportunity to walk or rest in a natural environment, and improve physical and mental wellbeing.

For the Volunteers, undertaking conservation management tasks provides:

Up-skilling and potential route to work

The benefit of being part of team providing a sense of wellbeing.

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

Work mornings for the Volunteers are held on 3rd Saturday morning of the month. People walking through the reserve while we are working often thanks us for our work.

The reserve is used by dog walkers and other pedestrians and provides access to the Riverside Walk and shops in the town.

It is well documented that high quality green space supports wellbeing.

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

If strimming and brushcutting work is not undertaken eventually the paths through the reserve would become over grown and impassable and would result in a reduction of biodiversity.

6. BENEFICIARIES

How many people in total will benefit from this grant?	Population of Melksham and visitors
How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary	Population of Melksham and visitors
Please explain how you calculated the number of Melksham beneficiaries.	

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £648 + £315 + £40 + £ 513 (£120) = £1516 (£1123) **GRANT AID REQUESTED FROM MTC** £648

How will the remaining money be raised?

In Kind: 3 volunteers donating 7 hours of time (semi skilled rate at £15/hr) to undertake training (£315) and travel expenses at 45p/mile from home to Lyneham (£40) and cost of equipment (2 strimmers and brush cutter) as if bought new £513 (or rental per day £120)

Conigre Mead Volunteers meet 10 or 11 times a year (usually 8-10 volunteers on each occasion) See Attached Activity Sheets

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

Conigre Mead Nature Reserve is freely accessible to all people in Melksham. No entrance charge!

There are no fees for training volunteers, but they agree to follow Health and Safety and other related policies.

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
LANTRA training using strimmer -brush cutter for 1 person	£216
LANTRA training using strimmer -brush cutter for 1 person	£216
LANTRA training using strimmer - brush cutter for 1 person	£216
	£
	£
	£
	£
Total	£648

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?
Volunteer expenses and In Kind (if using cost to buy equipment) OR	£868	
Volunteer expenses and In Kind (if using cost to rent equipment)	£475	
	£	
	£	
	£	
	£	
Total	£868 or 475	yes

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

ACCOUNT YEAR ENDING: 31 / 12 / 2021

TOTAL GROSS INCOME £ 0.00 TOTAL EXPENDITURE £ 582.00

BALANCE AT YEAR END £ 525.23 SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY		YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?		No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?		No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?		No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?		No
5. Is the funding for Loans or interest payments?		No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?		No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?		No
8. Has the project that you want the funding for already happened?		No
9. Has your group received similar grant funding from Melksham Town Council in recent years?		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> <p><input type="checkbox"/> A copy of your most recent accounts Yes</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; Yes</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; Yes</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; Yes</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement Yes</p> <p><input type="checkbox"/> Any other documentation you feel may help in assessing your application. Yes</p>		
11. BANK DETAILS		
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.

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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



Date: 19 2 2022

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£ 750.00

1. ORGANISATION/GROUP'S NAME

GROUP FIVE

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

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

YES

Are you a registered charity? Yes/No: If so, please give your charity number: YES 1037024

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) FURNITURE CHARITY

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

GROUP FIVE COLLECTS UNWANTED FURNITURE FROM THE GENERAL PUBLIC - REFURBISHES IT AS NECESSARY AND REDISTRIBUTES IT FREE OF CHARGE TO NEEDY FAMILIES WITHIN WEST WILTSHIRE WHO FOR WHATEVER REASON ARE UNABLE TO AFFORD TO PURCHASE THEIR OWN.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

TO ASSIST WITH THE RUNNING COST OF OUR RENAULT MASTER VAN AND THE GENERAL OPERATING COST OF RUNNING THE CHARITY.

If needed, please elaborate here with further details

How will this benefit the community or people of Melksham?

LAST YEAR WE ASSISTED 72 FAMILIES IN MELKSHAM AND WE ANTICIPATE HELPING A SIMILAR NUMBER THIS YEAR.

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

CONTINUAL REQUEST FOR HELP AND GRATEFUL THANKS WHEN FURNITURE IS PROVIDED.

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

MANY POOR AND VULNERABLE FAMILIES WOULD BE VERY MUCH WORSE OFF.

6. BENEFICIARIES

How many people in total will benefit from this grant?

363 LAST YEAR.

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map which indicates the Melksham Town boundary.

72 LAST YEAR

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

ALL FAMILIES REQUESTING OUR HELP NEED TO BE REFERRED BY AN OFFICIAL BODY IE HEALTH VISITOR, SOCIAL WORKER, CAB, HOUSING ASSOCIATION ETC..

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

APPROX 15,000 ANNUALLY

GRANT AID REQUESTED FROM MTC £

1,750.00

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

NIL

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
	£
THE CHARITY IS RUN BY UNPAID VOLUNTEERS	£
	£
BUT WE DO INCUR COSTS IE RENT OF PREMISES	£
	£ SEE
HEATING, LIGHTING, VAN RUNNING COST ETC	£ ACCOUNTS
	£
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?
WILTS HIRE ALEA BOARD	£	
WILTSHIRE COMMUNITY FOUNDATION	£	
SEARWOOD HOUSING ASSOCIATION	£ SEE	
ST JAMES TRUST	£ ACCOUNTS	
TROWSLIDGE TOWN COUNCIL	£	
WESTSURY TOWN COUNCIL	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31/11/22

TOTAL GROSS INCOME £ 18,763

TOTAL EXPENDITURE £ 13,168

BALANCE AT YEAR END £ 5106

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 17,985

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

SAVINGS ACCOUNT WILL BE USED TO REPLACE OUR AGEING VAN.

9. ELEGIBILITY

YES/NO

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

PROJECT IS ONGOING YEAR ON YEAR.

<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>ALL STAFF ARE UNPAID VOLUNTEERS GRANT REQUIRED FOR CHARITY/OPERATING COST.</p>	
<p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p> <p style="text-align: right; font-size: 1.5em;">N/A</p>	
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact _____) / No/Not applicable</p>	
<p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? ADULT SOCIAL CARE AND CHILDREN'S Yes (name of contact _____) / No/Not applicable SERVICES REGULARLY REQUEST OUR HELP</p>	
<p>10. CHECKLIST</p>	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input 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 checked="" type="checkbox"/> Any other documentation you feel may help in assessing your application. STATISTICS. 	
<p>11. BANK DETAILS</p>	
<p>Name of Account: <u>GROUP FIVE</u> Account number: _____ Sort Code: _____</p>	
<p>12. DECLARATIONS</p>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	
<p>Declaration:</p> <p>I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/we declare that we have included all the requested information.</p> <p>I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p>	
<p>Signature of applicant(s) _____ Date: <u>24.2.22</u></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 28 February 2022

+



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£300

1. ORGANISATION/GROUP'S NAME

HELP Counselling Services

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

NAME:

Amanda Wilkes

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: Yes 1174668

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 local, donation-based, counselling service that provides counselling to anyone in need in Wiltshire. We work in areas that are in the top disadvantaged regions in England, with gulfs of inequality and a severe lack of mental health services.

Since 1983 HELP Counselling Services has been helping Wiltshire communities receive the mental health support they need. To date, we have helped almost 10,000 people who have been struggling with experiences such as childhood and adult domestic abuse, long-term or life-limiting illnesses, bereavement and loss, abuse in all its forms, and trauma.

These issues can have detrimental and painful effects on lives. The result is often overwhelming emotions, harmful relationships, addictive behaviours, depression, self-neglect, isolation, self-harm, and low self-esteem, as well as physical symptoms such as sleeping problems, chronic fatigue, and anxiety attacks. All these problems affect the lives of the sufferers, and often those around them.

We provide up to 16 sessions of counselling to support clients to work safely with their issues by increasing resilience, increasing emotional distress tolerance, emotional regulation and working through patterns of behaviour. This is done by building strong trusting counselling relationships, allowing clients to open to difficult emotions, leading to improved personal awareness.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Provide the volunteer expenses for one of our counsellors for 6 months

If needed, please elaborate here with further details

This will go towards the costs of Supervision and training, all of which makes sure that the work with clients is professional, ethical, and safe

How will this benefit the community or people of melksham?

In the last year we have provided 1102 sessions to the residents of Melksham. This grant will help to support 100 of those sessions, providing a safe space for clients to work through loss, trauma, anxiety, depression and relationship issues

Each client is asked to complete a 'Wheel of Life' before they start counselling and towards the end. This measures the important parts of life. Not only does it give us valuable data, but it also allows our clients to see where they need to focus on but also it shows where life is good and where they can draw strength from. The table below shows improvements across the board and most clients reporting positive changes in their lives.

Feelings of Anxiety	Improved by 28%
Feelings of Depression	Improved by 31%
Physical Health	Improved by 21%
Feelings of Self-Worth	Improved by 28%
Career/Vocation	Improved by 23%
Personal Interests	Improved by 25%
Personal Relationships – Partner & Children	Improved by 24%
Family Relationships – Parents & Siblings	Improved by 27%
Other Relationships – Friends & Colleagues	Improved by 29%

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

For 5 years running, we have had a year-on-year increase on clients using our service. We received so many clients last year we were forced to close our waiting list for 2 months so we could effectively and safely support those that were already waiting.

Mental Health Services in Wiltshire are being stretched to their very limits and we are experiencing a mental health crisis as our communities try to recover from the last 2 years

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

I am including some links for you here, the first an article from the BBC

<https://www.bbc.co.uk/news/health-50658007>

The second is research done by the top 5 mental health charities, about the cost in lives, employment and how it worsens symptoms <https://www.mentalhealth.org.uk/publications/while-we-are-waiting>

6. BENEFICIARIES

How many people in total will benefit from this grant?

It will provide 90 sessions to 7 people

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map which indicates the Melksham Town boundary.

We help around 100 people every year from Melksham

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.
 We keep all the data and then our database works it all out for us

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £68,712

GRANT AID REQUESTED FROM MTC £300

What are your current or planned subs/fees/charges?
 We are donation based

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
Supervision Costs (Volunteer Expenses)	£300
	£
	£
	£
	£
	£
	£
Total	£300

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?
Please see attached sheet for budget and a list of all our funders in the last 12 months	£	
	£	
	£	
	£	
	£	
	£	

		Total	£	
--	--	--------------	----------	--

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

ACCOUNT YEAR ENDING: 31 /03/2021
TOTAL GROSS INCOME £ 88695 TOTAL EXPENDITURE £63153
BALANCE AT YEAR END £25542 SAVINGS (RESERVES, CASH, INVESTMENTS) £
If your savings are more than your annual expenditure, what are they for?

9. ELEGIBILITY	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	N
2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	N
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	N
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	N
5. Is the funding for Loans or interest payments?	N
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?	N
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	N
8. If you are requesting funding for a one-off project, has the project already happened?	N
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
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	N

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

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.

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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: 28/01/22

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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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"/>
£1300	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Independent Living Centre, Semington

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: 1000659

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 x • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations x | <ul style="list-style-type: none"> • Organisations assisting the disabled x • Minority Groups • Community buildings x • 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?

Our core work is to offer impartial advice to older people and people of all ages with a disability. We offer expert advice from an Occupational Therapist and Occupational Therapist Assistant and have a huge array of equipment including numerous stair lifts, bathroom and shower room set ups, mobility scooters, walking and kitchen aids as well as seating, beds and incredible technology to help people living with memory challenges such as Dementia. The knowledge of our staff and the range of equipment we have for people to try (we

don't sell directly) means that we are able to support people in making the right investments to support their independence in a way that mobility shops aren't able to do.

We offer a free service to anyone in Wiltshire and are based in Semington between Melksham and Trowbridge.

We also offer support and advice around benefit entitlement which has helped many people secure and retain vital benefits.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

To help us continue to stay open with additional safety measures during time of covid infections still being high.

If needed, please elaborate here with further details

Our cleaning costs prior to covid were £8500 per year but will increase to £17220 this year due to increased number of general and deep cleans. We have absorbed this increase to date but are now asking for help as we are still experiencing a decrease in our earned income due to Covid and want to ensure we can remain open up to the public safely without it taking too much of a toll on our reserves and ability to continue to grow our offer in the future.

How will this benefit the community or people of melksham?

We support people from across Wiltshire free of charge whether they self-refer or are referred by a health professional. We are the only service of this kind in Wiltshire.

We are recruiting a new CEO to help us grow our offer and help more people in the coming months and years.. We will build a team of volunteers to help promote our services, Melksham will be a target area, but we are keen to ensure that we are able to remain open safely and offer a high level of support before we do this.

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

Our data shows that we support in the region of 50 people from Melksham per year but anticipate an increased need in the coming year when we are able to offer a full service again. We are based just outside Melksham so will be particularly accessible to those living in Melksham.

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

We have evidence of the difference we make to the lives of the people that we do help, saving them money on buying equipment they think they want but isn't actually suitable for them, helping them understand what will help them into the future as well as now, preventing them from having inappropriate home or car adaptations and introducing people

experiencing disability or memory issues and their loved ones to equipment and technology they weren't aware of that ensure people can retain independence and dignity. Without our service we know more people would be more reliant on carers (eg to help wash and eat), have less independence, be more financially vulnerable, be less able to leave home and experience poor mental health as a result.

Here is an example of how our service made a difference to one user:

"Christine assessed me for a self-propelled wheelchair and sent the forms off to the NHS Wheelchair Service for their approval. She showed me what an NHS wheelchair is like, and also brought in an independent provider to allow me the opportunity to try out a range of prescription self-propelled wheelchairs that are lighter weight for more active users.

The advantages of coming to the ILC is that I was given plenty of time to ask questions, be assessed and try out equipment. There was no pressure to purchase equipment. I was given the pros and cons of different options e.g. NHS wheelchair or paying privately for lighter weight one.

I have gained more knowledge about the world of wheelchairs! I never knew how vast and complex they are and there all sorts of things to consider such as, weight, being measured in a chair to get the fit right, adjustable back supports, cambered wheels etc, and that's before colour! So my advice learning from previous experience, is that buying off the peg without being properly assessed can lead to problems. It's worth the time and effort to get it right, just like buying a new car

6. BENEFICIARIES

How many people in total will benefit from this grant?	650
How many of the beneficiaries are residents of Melksham Town? Please use the attached map which indicates the Melksham Town boundary.	45
Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.	
The above figure was based on the people we supported last year and is ascertain as we ask for postcodes from our clients.	

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £17220	GRANT AID REQUESTED FROM MTC £ 1300
What are your current or planned subs/fees/charges? 0	

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
Cleaning costs	£17220
	£
	£
	£
	£
	£
	£
Total	£ 17220

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?
ILC earned income and reserves	£12470	yes
Other Town Councils	£3450	Yes
	£	
	£	
	£	
	£	
Total	£15920	15920

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

ACCOUNT YEAR ENDING: 04 / 21 /

TOTAL GROSS INCOME £ 90988

TOTAL EXPENDITURE £ 104,057

BALANCE AT YEAR END £ -£13069

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 361,633

If your savings are more than your annual expenditure, what are they for? Our assets include our building and restricted reserves leaving us with £31,624 cash reserves that help us manage risks and any end of year deficit.

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	
<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	
12. DECLARATIONS	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p>	
<p>Signature of applicant(s) _____ Date: <u>10.01.2022</u></p>	



Melksham Town Council

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

Application for Grant – February 2022

Please read the 2021 Grants Policy before completing this form

How much are you applying for in this application

Regular Grant Up To £2500	X
Room Hire Grant	
£	2,400

1. ORGANISATION/GROUP'S NAME

Melksham Community Transport

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: 270300

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?

To provide a variety of transport related functions including day trips, shopping trips, school transport and transport to and from Senior Citizens social clubs.

The services we provide go towards alleviating isolation and allow social interaction for those who are not able to travel independently including elderly and disabled residents of the wider Melksham area.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

To continue to subsidise "Days out" trips for local people

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 would like to ask for continued support funding for our "Days Out" trips which we organise with the TIC for our Travel Club members. At present membership stands at around 200 people.

Recent rises in fuel and other costs related to the services means we would be forced to run these trips at a loss or increase the charge to customers to an unaffordable level.

We run 12 trips in the year and would like to ask for £2400 in support

How will this benefit the community or people of melksham?

Many people enjoy our trips out and most certainly benefit in many ways from interacting with others and spending time out of their home environment. Many of these people will have been isolated for some time as not all social clubs for the elderly have returned to full capacity since restarting, due to the ongoing pandemic.

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

We have run this service for many years and it has always been popular with our club members. Funding granted last year has meant we were able to reduce the cost to users from £25 to £20

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

Some people may not be able to afford the cost which could result in insufficient numbers to allow us to continue

6. BENEFICIARIES

How many people in total will benefit from this grant?

16 per trip out

How many of the beneficiaries are residents of Melksham Town?

75%

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

Please explain how you calculated the number of Melksham beneficiaries.

We have records of club members and the majority are from Melksham Town. Some are from outlying areas.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £6000

GRANT AID REQUESTED FROM MTC £2400

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

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£20 per day out. This figure was made possible by grant aid last year. No subscription fee is charged.

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
Subsidising Days out trips on Melksham Community Bus	£2400
	£
	£
	£
	£
	£
	£
Total	£2400

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?
Contribution from passengers	£3600	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 97,147

TOTAL EXPENDITURE £126,639

BALANCE AT YEAR END £ 43,386

SAVINGS (RESERVES, CASH, INVESTMENTS) £0

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

9. ELEGIBILITY**YES/NO**

- | | |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |
| 8. Has the project that you want the funding for already happened? | 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
Each trip is costed individually, includes running costs and driver wages for the trip	
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contactN/A.....) / No/Not applicable N/A</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 contactN/A.....) / No/Not applicable N/A</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	
<div style="background-color: #4a7ebb; height: 40px; 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: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) <div style="background-color: #4a7ebb; display: inline-block; width: 300px; height: 1.2em; vertical-align: middle;"></div></p>	



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£500.00

1. ORGANISATION/GROUP'S NAME

Read Easy North & North West Wiltshire

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

NAME:

ADDRESS:

TELEPHONE:

3. ABOUT YOUR ORGANISATION

Does your organisation:

995

Yes/

No

Have its own bank account, with two unrelated signatories?

Yes

Have at least three members on its management committee?

Yes

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

Yes

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: READ EASY U.K.

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) Helping adults to learn how to read

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Read Easy is based in Melksham and now in its 8th year where we offer local adults the opportunity to either improve or learn reading skills and giving confidence and the ability to enjoy their lives including reading forms, posters, papers and books and applying for employment and other opportunities normally taken for granted.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £
£200.00 for each reader including books, training & travelling costs

GRANT AID REQUESTED FROM MTC £
£500.00

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

Read Easy does not charge any subs etc. all the work is done voluntary and supported financially By Grants.

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
Specialised reading books and literacy material, per person	£200.00
Training & travelling costs per coach	£85.00
Printing, stationery	£60.00
(please note this is training for one person)	£
	£
	£
	£
Total	£345.00

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?
Usually Read Easy holds a stall at Party in the Park & Food & River Festival but of course that hasn't happened for 2 years but hope we can resume this summer.	£	
I have applied to other organisations, Melksham Without, And the Rotary Club	££500	no
	££500	no
	£	
	£	
Total	£1,000	

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

ACCOUNT YEAR ENDING: 3721.29 / /

TOTAL GROSS INCOME £ 118.30

TOTAL EXPENDITURE £730.04

BALANCE AT YEAR END £ 3,721.29

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

To provide specialised reading books and literacy materials for any adult who is having difficulties with reading

If needed, please elaborate here with further details

Each adult (reader) costs up to £200 to provide the specialised reading material provided by a trained voluntary coach who is trained by Read Easy UK. There is no time limit for the sessions twice a week which is held in a public but private location approved by our safeguarding member.

How will this benefit the community or people of melksham?

It is estimated there are 5% adults lacking basic literacy skills and Melksham has a population of 23,000 with potentially 1200 adults who need to improve their life skills. This, therefore, would give those people an opportunity to enjoy their lives with confidence.

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

Our trained coordinator has worked through the recent difficult times and found ways of contacting local people with advertising and making people aware of the opportunity for family and friends to encourage someone they know to apply. We hope this year will be easier to make ourselves known.

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

The adverse effect would show itself when people cannot read and are inclined to withdraw from society plus frustration might show itself in other ways so we ask friends and family to coax anyone to apply to Read Easy.

6. BENEFICIARIES

How many people in total will benefit from this grant?

As many who applies

How many of the beneficiaries are residents of Melksham Town?

13

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

2 residents are currently having coaching with 11 having finished the course all of whom live within Melksham Town boundary.

We are still suffering from the effects of Covid and asking people to apply where

Health & safety is paramount but planning to encourage more adults to come forward to improve their life skills.

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?		n/a
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 contactnot applicable.....) / 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 contactnot applicable.....) / 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><input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Any other documentation you feel may help in assessing your application.</p>		
11. BANK DETAILS		
Name of Account:		
.....		
<div>Page 72</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 ap



Date: 23 January 2022

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 28 February 2022



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

Regular Grant Up To £2500

Room Hire Grant

1. ORGANISATION/GROUP'S NAME

Relate – Wiltshire office

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: 207314

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Relate is a National organisation with offices around the country.

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?

Our vision is of a future in which healthy and happy relationships form the heart of a thriving society and we want to make expert information and support for healthy relationships available to everyone.

Relate offer a variety of counselling services in several forms:

- Relationship counselling: By helping people work through their issues together as a couple or individually,

we can help to improve communication, reduce conflict and arguments and ultimately strengthen a healthy relationship. Relationship counselling can also help individuals not in a relationship but seeking help with relationships more generally.

- Psychosexual therapy (PST): Our sex therapists can help people manage and overcome specific sexual dysfunctions that impact on relationships.
- Family Counselling: There are many things that can affect home life – separation, absenteeism, forming new families, bereavement, and relocation. Counselling can help families of all kinds come to terms with change.
- Children and Young People's Counselling: Counselling can help a child or young person cope with exam stress, parents' separation, bullying, anxiety and many other issues by simply providing safe spaces to talk.

With face to face centres across the UK delivering via a network of local counsellors as well as digital solutions including email, Webcam and Web Chat counselling. We offer the client the options of what they want. If they have no access to online we can offer them that option from one of our client pcs at our offices, also allowing them to access online resources to help as well.

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 try to provide bursaries for those who are unable to afford our support. We try not to refuse support for those who cannot pay, using bursary funds to make up the difference. We would like to ask for support for our Wiltshire office bursary fund.

This funding would provide 30 free sessions of counselling at £60 per session at a total of £1,800. Either individual, families or couples would receive this support and of any age.

This support would be used over the course of 12 months and starting as soon as funding is secured as we have individuals Contacting us daily for support but couldn't afford the charges.

How will this benefit the community or people of melksham?

The funding would only be used to help those from Melksham and the surrounding area to receive support as and when required.

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

We have been working in Melksham for some years and have a regular list of clients as well as new ones asking for support. This has greatly increased as a result of the pandemic and we expect it to continue as life returns to 'normal'.

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

Good quality personal relationships are central to our health and wellbeing as individuals, couples and as a society. Broken and unhealthy relationships can spiral into problems like homelessness, debt, loneliness, health problems, depression, and can have a profound effect on children. We know that 2.87 million people across the UK are living in distressed relationships.

6. BENEFICIARIES

How many people in total will benefit from this grant?

This is hard to estimate, at least 30 as we are asking for 30 sessions. It is likely to be more as sessions can be for couples and families.

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.

We would solely use this grant to help Melksham residents. At least 30 as we are asking for 30 free sessions however it is likely to be more as we would also use this for couples and family sessions.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1,800

GRANT AID REQUESTED FROM MTC £1,800

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

We charge £60-£136 for each session of counselling asking individuals to pay where possible.

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
30 x £60 per session virtually until in person is allowed	£1,800
	£
	£
	£
	£
	£
	£
Total	£1,800

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 are applying to other Wiltshire funders for support in other areas, this is the only support we are currently looking for Melksham.	£	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 8,423,000

TOTAL EXPENDITURE £8,363,000

BALANCE AT YEAR END £ 1,240,000

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY

YES/NO

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

No

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

No

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

No

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

No

5. Is the funding for Loans or interest payments?

No

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

No

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

No

8. If you are requesting funding for 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.

Yes, as Relate are experiencing an exceptional demand for our services post lockdown and many from those who cannot afford to pay, we don't wish to restrict our services to only those who can pay for them.

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)?

Y A copy of your most recent accounts

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

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

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

Y A copy of your adopted equal opportunities policy or statement

Y 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: __24.2.22__

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

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

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

1. ORGANISATION/GROUP'S NAME	
RIVERHEAD SCHOOL	
2. APPLICANTS DETAILS (Give details of a representative for correspondence)	
NAME:	
ADDRESS:	
TELEPHONE:	EMAIL:
3. ABOUT YOUR ORGANISATION	
Does your organisation:	
Have its own bank account, with two unrelated signatories? <input checked="" type="checkbox"/> Yes/ No	
Have at least three members on its management committee? <input checked="" type="checkbox"/>	
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed) <input checked="" type="checkbox"/>	
Are you a registered charity? Yes/ No : If so, please give your charity number:	
MEAD TRUST	
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?	
EDUCATION OF PRIMARY AGE CHILDREN. + NURSERY	
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 ENABLE CHILDREN ON FREE SCHOOL MEALS TO FULLY PARTICIPATE IN OUTSIDE SCHOOL ACTIVITIES WHERE FUNDING IS REQUIRED

How will this benefit the community or people of Melksham?

IT ALLOWS THE SCHOOL TO DO MORE TO DEVELOPE CHILDRENS ASPIRATIONS AND CONFIDENCE AND AVOID CHILDREN ON FREE SCHOOL MEALS FEELING EXCLUDED OR DIFFERENT

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

WE NOW HAVE 56% OF PUPILS ON FREE SCHOOL MEALS AND ACT AS A PICK UP POINT FOR FOOD BANK SUPPORTING AROUND 12 FAMILIES EVERY WEEK

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

OUR CATCHMENT AREA IS PRIMARILY FOREST WHICH IS ALREADY IDENTIFIED AS AN AREA OF DEPRIVATION THERE IS A NEED TO HELP LEVEL UP OPPORTUNITIES.

6. BENEFICIARIES

How many people in total will benefit from this grant?

APPROX.
100-120

How many of the beneficiaries are residents of Melksham Town?

100-120

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

Please explain how you calculated the number of Melksham beneficiaries.

ALLOWING FOR THE SCHOOL POPULATION BUT, RECOGNISING THAT NOT ALL CHILDREN ELIGIBLE WILL ENGAGE

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

£4000

GRANT AID
REQUESTED FROM
MTC £2000

How will the remaining money be raised?

DONATION FROM MELKSHAM ROTARY
£2000

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

AS THE FAMILIES ARE ALREADY ON FREE SCHOOL MEALS ONLY A PARTIAL OR TOKEN FEE IS REQUIRED TO BE CHARGED.

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
£	SUBSIDISING COSTS OF SCHOOL VISITS
£	4000
£	£4000
£	
£	
£	
£	
£	

Total £ <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	
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? <i>1207427</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> £ <i>2000</i> £ £ £ £ £ </div> <div style="width: 45%;"></div> </div>	
Total £ <div style="border: 1px solid black; width: 100px; height: 20px; margin-top: 5px;"></div>	
8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:	
ACCOUNT YEAR ENDING: <i>31 / 03 / 2021</i>	
TOTAL GROSS INCOME £ <i>7,336,745</i> TOTAL EXPENDITURE £ <i>7,914,995</i>	
BALANCE AT YEAR END £ <i>1,039,101</i> SAVINGS (RESERVES, CASH, INVESTMENTS) £	
If your savings are more than your annual expenditure, what are they for?	
9. ELIGIBILITY	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	<i>No</i>
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	<i>No</i>
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	<i>No</i>
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	<i>No</i>
5. Is the funding for Loans or interest payments?	<i>No</i>
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	<i>No</i>
7. Does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	<i>No</i>
8. Has the project that you want the funding for already happened?	<i>No</i>
9. Has your group received similar grant funding from Melksham Town Council in recent years?	<i>No</i>
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.	<i>No</i>
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	<i>No</i>
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? <i>N/A</i>	

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: account number:
..... Sort Co:

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:

28-2-2022

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

For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance, Administration and Performance Committee meeting where the application is being considered.

Question	Yes/ No	Investigate further
1. Does the organisation have its own bank account, with two unrelated signatories?		
2. Does the organisation have at least three members on its management committee?		
3. Is there a constitution, terms of reference or set of rules?		
4. Is the project of benefit to Melksham?		
5. Is there evidence of numbers of Melksham Town residents who benefit?		

6. Is there match funding/ other sources of funding?		
7. Are all 9 eligibility questions answered with no?		
8. If the grant request is for running costs have the exceptional circumstances been explained and are there plans for where future running costs will be found from?		
9. If the grant request (for a Regular Grant) is more than £2500 have the exceptional circumstances been explained?		
10. If the funding is for security measures are the police supportive?		
11. If the funding is for work with vulnerable adults or children, is Wiltshire Council supportive?		
12. Are the necessary documents included?		
13. Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?		
14. Is this the only application in this financial year from this group or organisation?		

Assessing officer:Date of assessment:
.....

Decision (delete as applicable):
reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Admin. meeting on:

Outcome at that meeting:
.....



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£

1. ORGANISATION/GROUP'S NAME

RIVERSIDE (COMMUNITY HALL)

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

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

YES

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

RIVERSIDE, FORMERLY A MEMBERS CLUB BUT SINCE 1980 HAS BEEN A HIRE HALL FACILITY FOR THE OLDER MEMBERS OF THE COMMUNITY. THE AIMS ARE STILL TO PROVIDE FOR THE OLDER COMMUNITY BUT TO INVITE OTHER GROUPS TO USE THE FACILITIES. WE AIM TO BE A COMMUNITY RESOURCE WITH AN 'ALL AGE' SUPPORT.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

FOLLOWING WORKS TO THE KITCHEN IT HAS BEEN NECESSARY TO UNDER TAKE EXTENSIVE REDECORATION INCLUDEING SOME PLASTERING WORKS.

If needed, please elaborate here with further details

How will this benefit the community or people of melksham?

THE BENEFIT TO THE COMMUNITY WILL BE THE IMPROVEMENTS TO THE KITCHEN AND HALL GIVING A MUCH NEEDED UPGRADE TO BRING IT IN LINE WITH THE EXPECTATIONS OF TO DAYS HIRERS.

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

THE RIVERSIDE COMMUNITY HALL IS CURRENTLY THE ONLY HIRE HALL OF ITS SIZE IN MELKSHAM SHOWN BY THE MANY AND VARIED USER GROUPS.

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

FAILURE TO KEEP THE RIVERSIDE IN A GOOD STATE OF REPAIR WILL HAVE A SERIOUS DETRIMENTAL EFFECT ON THE FACILITIES AVAILABLE TO THE WIDER COMMUNITY.

6. BENEFICIARIES

How many people in total will benefit from this grant?

100-200

How many of the beneficiaries are residents of Melksham Town?

ALL

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

THE NUMBER'S WE HAVE ESTIMATED ARE FROM THE PAST ATTENDEES (PRIOR TO Covid) WHO HAVE REGULARLY USED THE RIVERSIDE TO MEET AT. PRIOR TO 2020, APPROXIMATELY 10 GROUPS PER WEEK WOULD MEET AT THE RIVERSIDE

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 1,000

GRANT AID REQUESTED FROM MTC £ 600

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

THE RENT FOR ONE HOUR IS 1. REGULAR USERS £12, 2. 'ONE-OFF' USERS £15.

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
PLASTER THE CEILING PRIOR TO PAINTING	£ 600.00
PAINT THE CEILING AND WALLS (MATERIAL)	£ 200.00
EQUIP THE KITCHEN (RIVERSIDE HAS NO EQUIPMENT FOR HIRERS)	£ 200
	£
	£
	£
	£
Total	£1,000

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?
Voluntary time to do painting (approx. 6-8 hrs.)	£	yes
Match funding from emergency reserves	£ 500	yes
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 04 /2021

TOTAL GROSS INCOME £ 1,260.25

TOTAL EXPENDITURE £ 6,464.70

BALANCE AT YEAR END £ 5,045.08

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 7,000

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

CONTINGANCIES: REPAIR S TO STRUCTURE, BOILERS, AND RUNNING COSTS (EG. GAS /ELECTRIC)

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

we declare that we have included all the requested information.

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: 27/01/2022

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 28 February 2022

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) / 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:

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

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



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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	
FRIENDS OF SHURNHOLD FIELDS	
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 <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/ <u>No</u> : If so, please give your charity number:	
Is your organisation part of, or affiliated to, a larger organisation? If so, which: <u>N/A</u>	
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) <div style="position: relative; height: 40px;"> <div style="position: absolute; top: 0; right: 0; font-size: 2em;">}</div> <div style="position: absolute; top: 0; right: 0; font-family: cursive;"> Helping to maintain + develop a local country park </div> </div>
4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:	
What does your organisation do and how does it benefit the residents of Melksham?	
To maintain Shurnhold Fields as an area of relaxation + increase tree planting along with a safe open space for dog walking, running + walking.	

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 replant trees that were donated as saplings by the Woodland Trust. Due to various lockdowns + hot weather, previous saplings planted in 2018 have died. New saplings have been cared for in our own nursery over the last 18 months to help establish them. Anticipate replanting in the Autumn this year.

How will this benefit the community or people of Melksham?

The area has been dedicated to the Gallan Green Melksham during WWI with 5 circles of trees, each circle representing a year of the war 1914-1918. Provides a fitting memorial as well as an area to relax + walk plus environmental aspect of tree planting.

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

Increasing football since the fields were given to the local community plus geographically, helps provide open space to the west of the town.

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

No specific evidence other than the potential loss of 200 trees to help with increased CO₂ levels.

6. BENEFICIARIES

How many people in total will benefit from this grant?

Unknown

How many of the beneficiaries are residents of Melksham Town?

Unknown

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

Please explain how you calculated the number of Melksham beneficiaries.

Shornhold Fields is open to all, with multiple local users along with multiple users who arrive by car. Therefore, unable to give any specific figures.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1500.00

GRANT AID REQUESTED FROM MTC £375.00

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

nil other than cost of purchasing required items as listed.

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
200 WOODEN STAKES	£ 300.00
200 TREE TIES	£ 400.00
200 TREE GUARD MESH	£ 800.00
	£
	£
	£
	£
Total	£ 1500.00

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?
WILTSHIRE AREA BOARD	£ 750.00	No
MELKSHAM WITHOUT PARISH COUNCIL	£ 375.00	No
	£	
	£	
	£	
	£	
Total	£ 1125.00	

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

ACCOUNT YEAR ENDING: 31 /10/ 21

TOTAL GROSS INCOME £ 0.00

TOTAL EXPENDITURE £ 524.63

BALANCE AT YEAR END £ 294.87

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 0.00

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?	Yes

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	NO
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No <u>Not applicable</u>	
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 <u>Not applicable</u>	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? A copy of your most recent accounts <input checked="" type="checkbox"/> <i>copy, waiting for accounts to be signed off - will (eventually) be received</i> 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; 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: <u>FRIENDS OF SHERWOOD FIELDS</u>	
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) <u>[Signature]</u>	Date: <u>20th Jan 2022</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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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	X
Room Hire Grant	
£1,200	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

That Meeting Space – GoodNews Church

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

That meeting space is a project of GoodNews Church, Melksham CIO

The management and finances of that meeting space are ring fenced within the finances of the CIO

Are you a registered charity? Yes: If so, please give your charity number: 1167992

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 Organisation

• 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?

'that meeting space' aims to provide a safe and welcoming place that anyone in Melksham can access for friendship, activities and community initiatives. Our objectives are to serve the town and its residents by assessing and fulfilling needs within the community.

'that meeting space' is a project of the GoodNews Church, Melksham CIO. The objectives of 'that meeting space' are in line with the objectives (2 and 3) of the constitution of the CIO.

The finances of the 'that meeting space' are ring-fenced within the accounts of the CIO.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

We would like to use the funding to support, facilitate and help establish groups within the community, so that they are able to flourish, grow and ultimately be self-sustaining.

If needed, please elaborate here with further details

So far, 'that meeting space' has established a Tuesday morning drop-in which has not only been well-attended but has been acknowledged by the town's social prescribers (from the GP surgeries) as ideal for those who feel isolated and nervous about socialising – particularly after the pandemic. It has been very rewarding to see individuals come out of their shell and become an integral part of the group.

One outcome of the drop-in is that a few people have decided to set up a group for ex-military personnel within the town at 'that meeting space'. Two of these people had initially come with the social prescribers because they were so isolated and are now both fully engaged in this, and other activities held at 'that meeting space'.

We are concluding our second 'Bereavement Journey' course and intend to begin a third one in March because it has been so helpful to those who have participated and there is a real need for bereavement support within the community.

We hosted four Noticing Nature workshops with artist James Aldridge, funded by Celebrating Age Wiltshire. At the final workshop, the group decided that they were gaining so much from meeting together and exploring their creativity that they decided to continue independently as Nature and Art Friends. Some people in the group had been suffering from poor mental health or were lacking the confidence to socialise and have credited these workshops with transforming their outlook on life. We want to continue to provide the venue and refreshments for this group, with some support in setting up and clearing away.

We provided one-to-one help with basic IT skills on mobile phones and tablets as part of the Tuesday drop in and with the support of two well-qualified volunteers. This proved so successful, and the demand was so high, that we have organised five weekly sessions to teach these skills more formally, while still helping with individual needs. The first course is underway and is oversubscribed by 30 people, so we have planned two more for the coming months.

In addition, 'that meeting space' is being used by independent groups such as a Singing Group that we supported as they established after the lockdown by accommodating them, advertising and coordinating.

A Book Club meets at the space monthly and the Rotary Club, the Macapella singing group, and an individual business owner have used the space for one-off events.

This has been achieved within the first four months of opening that meeting space. We hope that within the next six months we can identify more opportunities and help facilitate other groups to be established.

How will this benefit the community or people of Melksham?

The project will benefit the community by providing a place and opportunity for members of the community to meet and pursue interests that will help with their wellbeing, socialising and mental health.

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

Our experience since we opened the doors in November 2021 is that there are many people in Melksham who are in need of a place to socialise, enjoy activities and gain confidence. Some quotes from people who have accessed 'that meeting space':

J M - Social Prescriber; 'This is amazing, thank you so much for facilitating and enabling this to happen. I have forwarded to our Management. It's a great example of empowering others and joint working.'

J.H. 'I have been able to begin my life over again after ten years of shutting out the world since the death of my wife.' Joined the bereavement group after attending drop-in with the Social Prescriber.

W.P. 'I was concerned that my husband was beginning to suffer from dementia, especially having no contact with other men during the lockdowns. It feels like I've got him back since he started coming here.' Attends drop-in after coming to one-one IT support.

M.B. 'When I am here everything else disappears out of my mind'. Founding member of the Nature and Art Friends following participation in Noticing Nature, accompanied by the Social Prescriber for the first session.

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

The numerous reports of how much 'that meeting space' is appreciated by a wide range of Melksham residents indicates that without the facilitation and support we have been providing, some of the groups would not be able to continue. Our location in the Market Place is accessible to most people and it would be difficult for many to get to venues out of the town centre.

6. BENEFICIARIES

How many people in total will benefit from this grant?

60-150/week

How many of the beneficiaries are residents of Melksham Town?

40-100/week

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

From registrations for courses, and occasional post code surveys of people using that meeting space, as well as talking to people using the space for various activities.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3,695

Over next 6 months

GRANT AID REQUESTED FROM MTC £1,200

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

Presently we are charging £8/hour for private rental of the space.

Existing groups that are using the space are invited to donate (typically about £20/session) in return for using the facilities and refreshments available.

Groups being facilitated have been encouraged to begin to contribute as they become established.

Courses have been charged at £5 or £10 per attendee.

Donations are encouraged at the drop in.

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
£100/month towards rental of space as we facilitate new groups to establish	£600
Supplies, cleaning materials, toilet rolls, tea, coffee, biscuits etc.	£200
Printing to advertise groups and courses being established at the space, materials used for such activities as the Nature and Art Friends and the IT courses.	£50
Website	£100
Wages –Hosting groups and cleaning the space as needed	£150
Maintenance – painting, repairs as needed	£100
Total	£1,200

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?
Donations	£1,500	
Rentals	£1,500	
Balance will be from GoodNews Church Funds	£	YES
Voluntary time for IT courses	£	
Voluntary time for running drop-in's and	£	
Total	£3,000	

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

Accounts for GoodNews Church, Melksham CIO

ACCOUNT YEAR ENDING: 31 / 3 /2021

TOTAL GROSS INCOME £ 45,716

TOTAL EXPENDITURE £ 53,154

BALANCE AT YEAR END £ 60,409

SAVINGS (RESERVES, CASH, INVESTMENTS) £35.300

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

The reserves of the CIO are less than the annual expenditure and are being used to support both the Church and that meeting space as we come through the pandemic. The Charities Commission require a CIO to have 'sufficient reserves', typically to be able to function for 6 months.

Included in the supporting documents are the unexamined accounts for YTD 21/22.

Also included in the supporting documents are YTD finances for 'that meeting space' (from July 1st 2021) as well as estimated income and expenditure for the full year 21/22 and budget figures for 21/22.

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? 'that meeting space' is a social project of GoodNews Church, Melksham CIO
The grant will not be used to support religious activities

YES

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.

Yes

As new groups are being established, they need support in advertising, hosting and facilitating their activities, as well as availability of refreshments. The space needs to be cleaned after each of these activities. We are employing a teenager to meet some of the above needs.

Our total rent is £500 per month which is only partially covered by GoodNews Church, so until we have more private rental of the space, there is a shortfall. The pandemic has meant a slow start to rental opportunities, but we anticipate that we can provide a venue for children's parties, community groups and other activities in the 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) / 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

Date: 28-2-22

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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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"/>
How much are you applying for in this application?	£ 1,950

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

TRANSWILTS CIC

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:

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?

TransWilts Community Interest Company is a Department of Transport Accredited non-profit organisation promoting community rail partnerships in Wiltshire. We provide engagement with local community organisations on promoting rail travel for the stations on the Swindon to Westbury line which exclusively serves Melksham.

We fund Improvements to the Melksham station area making it a more welcoming gateway to Melksham by providing facilities at the Hub to support station users, such as cafe and toilet, car parking and electric vehicle charging.

We employ a full time Community Rail Officer who coordinates community events and rail safety education.

The café supports work experience opportunities using the Employment and Community Skills Team which is part of the Special Educational Needs and Disability Service at Wiltshire Council.

We provide Try the Train excursions to encourage use of rail travel.

We work with the Wiltshire Centre for Independent Living and promoting sustainable, healthy and accessible travel to Wiltshire residents.

We engage with Melksham primary schools to initiate community collaborations such as drawing competitions with artwork displayed at the café and station area.

We contribute to the development of Melksham by improving the station and making it a more attractive gateway for housing and employment opportunities.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

A contribution towards Solar Photovoltaic roof panels to be installed at Melksham Hub Café and for planters in collaboration with Men's Shed and Melksham in Bloom.

If needed, please elaborate here with further details

This application is for a match grant of £1,700 for a solar PV installation. This will provide a reduction in the carbon footprint with a renewable energy source. It will reduce the electricity operating cost of the cafe by circa £500pa. Forecast increases in future electricity costs will potentially increase the operating cost benefit significantly in future years.

A £250 grant is sought for planters, plants and hanging baskets to be provided at the Hub in conjunction with Melksham in Bloom.

How will this benefit the community or people of Melksham?

The appearance of the Hub area will be considerably improved whilst encouraging collaboration with local suppliers and volunteer organisations.

The operating cost of the café at Melksham Hub will be reduced, improving the viability of the café as part of the improved facilities supporting rail passengers switching from cars.

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

Our Community Rail Officer has been in contact with local organisations regarding supporting Melksham in Bloom. Improving the appearance of the Hub area will be welcomed by all the users. The target is to make the Hub look more appealing for Melksham's application for Britain in Bloom, reflecting the recent RHS Planet Friendly Gardening campaign.

A survey of passengers was conducted in October and November 2021. This showed the priority need for much better information in the station area. A wayfinding proposal has been made to Wiltshire Council which has been approved and will be implement in Spring 2022 with funding from GWR.

The survey also showed a lack of awareness of many Melksham residents of the existence of the station and the facilities available from the Hub. 56% of those who used the station walked, suggesting the current catchment is predominantly local. 21% had used the café at least once. Main reasons for not using the café were, 33% no time, 31% did not know the café was there, 21% not open when travelling

<p>Top 3 priorities for station improvements were 50% - better train frequency, 25% - toilets, 10% - longer café hours</p> <p>Toilet facilities are provided for rail users during café opening hours. (Mon-Fri 7.00-15.00 Sat 7:30-13.00)</p> <p>Since the survey additional staff have been recruited and the café hours have been recently extended to open at 7am. In the short term this has increased the café operating cost.</p> <p>Overall passenger numbers are 31% lower compared to pre-pandemic levels.</p> <p>Climate impact of the Hub:</p> <p>In 12 months, the Hub EV car charging points have increasing usage, having supplied 3,032Kwh electricity with a saving of 1,698Kg CO₂ equivalent compared to petrol cars.</p>	
<p>What evidence do you have of adverse effects on the community if your project does not go ahead?</p> <p>We need to improve the sustainability of the cafe until passenger numbers return. The roof mounted solar cells will make a significant contribution (15%) towards reducing cafe electricity costs.</p> <p>The facilities are integral to developing Melksham Station for the future benefit of the Melksham population and as part of the switch from road to rail transport. The improvement to the appearance of the area will be welcomed by visitors to Melksham and rail passengers</p> <p>Evidence of grant support from the local community is essential for us to obtain matched funding. We typically treble the impact of our local funding. We have not received any grant support from Melksham TC in the last 12 months.</p>	
<p>6. BENEFICIARIES</p>	
<p>How many people in total will benefit from this grant?</p>	<p>Melksham population</p>
<p>How many of the beneficiaries are residents of Melksham Town?</p> <p>Please use the attached map which indicates the Melksham Town boundary.</p>	<p>All</p>
<p>Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.</p> <p>Not applicable as facility open to all Melksham residents.</p>	
<p>7. FINANCIAL INFORMATION</p>	
<p>ESTIMATED TOTAL COST OF PROJECT £4,200</p>	<p>GRANT AID REQUESTED FROM MTC £1,950</p>
<p>What are your current or planned subs/fees/charges?</p> <p>Members of TransWilts CIC pay £7.50pa for a newsletter and attending annual conference event.</p>	

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

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

Item	Amount
Installation of PV roof panels	£1,700
Planters, plants and hanging baskets	£250
	£
	£
Total	£1,950

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?
Community Rail Network Grant matched funding	£2,250	Yes
	£	
	£	
	£	
	£	
Total	£2,250	

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

ACCOUNT YEAR ENDING: 31 / 1 / 2022

TOTAL GROSS INCOME £ **117,857.28** TOTAL EXPENDITURE £ **131,560.48**

BALANCE AT YEAR END £ **-£14,191.20** SAVINGS (RESERVES, CASH, INVESTMENTS) £ **15,295.48**

If your savings are more than your annual expenditure, what are they for? **Staff costs and project costs to end of funding financial year 31 March 2022.**

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 contactN/A.....) / 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 : .. [REDACTED]) / No/Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Any other documentation you feel may help in assessing your application.</p> <p><input type="checkbox"/> All submitted with our previous application</p>	
11. BANK DETAILS	
<p>N [REDACTED]</p>	
12. DECLARATIONS	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) [REDACTED] Date: <u>4/2/22</u></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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£

1. ORGANISATION/GROUP'S NAME

Triumph Over Phobia

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

NAME:

Trilby Breckman

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: 1034932

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?

The charity's objectives are to relieve the ill health of those who suffer from phobia and obsessive-compulsive disorder (OCD) by promoting self-help. This objective is achieved by providing a network of self-help therapy groups run by volunteers, most of whom are ex-sufferers. The charity also provides a helpline which offers support, information and advice on phobias, OCD and other related anxiety disorders.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Raising awareness of support group, support through our virtual self-help group for Wiltshire

If needed, please elaborate here with further details

We wish to ask for support to raise awareness within Melksham and surrounding villages about our self-help group for Wiltshire. This would allow those who are suffering from a phobia, anxiety and other related disorders the opportunity to seek support immediately rather than sit on NHS waiting lists.

How will this benefit the community or people of melksham?

Individuals would be able to seek immediate support to improve their mental health without having to sit on NHS waiting lists.

Seeking support through TOP :

- Recovery leads to personal contentment
 - An improved family and work life
 - Ultimately a fulfilling role in the community
 - A return to employment – voluntary, part time or full time.
 - Improved self-worth
 - Increased confidence and wellbeing
 - Improved mental and physical wellbeing

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

We regularly have individuals from the area attend our groups, two have just finished and left at the end of their recovery. Currently groups are all virtual due to COVID but will be going back to a mixture of in person and virtual when attendees are comfortable. Wiltshire attendees will be virtual initially and if they wish to attend in person then the Bath groups will support them, this would be until we have secured funding for an in person Wiltshire group.

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

Individuals would not be able to seek the support they need and will leave an unfulfilled isolated life.

6. BENEFICIARIES

How many people in total will benefit from this grant?

10+

How many of the beneficiaries are residents of Melksham Town?

10+

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

This is hard to calculate as we would initially run some awareness raising within the area such as the Melksham News and others. Each group has up to 10 individuals at any one time and has a turnover of around 40 a year. We would hope that that awareness raising would result in enquires like it has done in other areas where we have done this. An example of this is Cardiff where we ran adverts and went on local radio, we were inundated with calls and ended up supporting 15 people almost immediately and have received a steady stream of enquiries since which has resulted in two and soon three Wales groups to support this.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £1,808.40

GRANT AID REQUESTED FROM MTC £1,808.40

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

We ask people to pay £10 per week to attend, those who can't are assessed to see how much they might be able to pay but we do also allow people to attend for free if they cannot pay. We don't like to turn anyone away who needs help.

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

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

Item	Amount
Melksham News – 3000 leaflet distribution at £34 x 1,000 (+ VAT)	£122.40
½ Page advert £285 (+ VAT)	£342
A5 leaflets for GP surgeries 1000 at £120 (+VAT)	£144
Assessment of individuals by Clinical Director and attendance at group costs	£1,200
	£
	£
	£
Total	£1,808.40

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?
We have applied to several local trusts and foundations, any amount we receive will go towards the establishment of the Wiltshire group.	£	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £57,942

TOTAL EXPENDITURE £49,695

BALANCE AT YEAR END £ 8,247

SAVINGS (RESERVES, CASH, INVESTMENTS) £28,000

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?

N

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

N

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

N

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

N

5. Is the funding for Loans or interest payments?

N

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

N

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

N

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

N

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) / 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: __26.2.22__

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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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

How much are you applying for in this application?

£1,500

1. ORGANISATION/GROUP'S NAME

Wiltshire Music Centre

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

Y

Have at least three members on its management committee?

Y

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

Y

Are you a registered charity? Yes/No: If so, please give your charity number: 1026160

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

Please circle the categories that best describe your organisation?

• Charitable Organisations

• Youth Group

• Senior Citizen Group

• Sports Clubs and Arts Groups

• Advice Organisations

• Organisations assisting the disabled

• Minority Groups

• Community buildings

• Community events

• Health/transport/safety groups

• Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Wiltshire Music Centre (WMC) is a concert hall and community centre in Bradford on Avon delivering music participation and Creative Learning projects for audiences of all ages and abilities, including children and young adults from across Wiltshire including Melksham.

We believe in the capacity of live music to *inspire, enrich* and *transform* people's lives and seek to maximise the opportunities for everyone to experience this.

Founded in 1997, WMC is the only dedicated professional concert hall in our region and is well designed to host a broad range of participatory activities, with nine workshop and teaching spaces. Our programme of arts projects for people with learning disabilities has been recognised for its breadth and quality. For many years, we have worked with SEN/D schools in the county to deliver in-school music and interdisciplinary arts workshops that culminate in a Special Schools Festival, a shared schools' performance at WMC. In 2018, WMC co-hosted the national disability arts festival *Fast Forward* and led a national symposium sharing our inclusive approach to creative opportunities for people with additional needs with arts and educational institutions across the UK

'Wiltshire Music Centre is breaking ground with its focus on disability arts in the context of a professional music venue.'

Arts Council England Artistic and Quality Assessment, February 2019

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

Funding is being requested for our 'Zone Club' project which provides monthly creative sessions for people from across Wiltshire, who have a broad range of learning difficulties and disabilities.

If needed, please elaborate here with further details

Project Detail

Zone Club is recognised as one of the best models of arts participatory practice for people with learning disabilities in the country. The programme features creative sessions and performance opportunities for c.40 learning disabled young adults, aged 16 and over, and is open to young adults with any additional needs including Downs Syndrome, Cerebral Palsy, Autism, visual impairment & PMLD.

Monthly Sessions: Zone Club meets regularly on the first Saturday of every month. Within each session, experienced music leaders and therapists enable members to develop their own creative ideas including writing and performing their own songs, dance and film. Participants, or 'Zone Clubbers', are encouraged to take ownership over the material they produce in the sessions, supporting increased confidence and independence.

Since its first session in 2004, Zone Club has met at WMC for their creative sessions. However in March 2020 the Centre was forced to close due to the Covid-19 pandemic. Determined to deliver on our commitment to Zone Clubbers, the WMC team and music leaders devised a digital format for project delivery that would enable high quality participation opportunities from home for even more young people.

The Zone Club virtual monthly sessions attracted record participation levels, demonstrating how especially vital this creative and social offer is for participants, many of whom were shielding and even more isolated during the pandemic. In-person sessions resumed at WMC in August 2021 following government and social distancing guidelines.

music with WMC's world class visiting artists, supporting skills development and providing inspirational mentoring to help raise participants' aspirations. WMC's Orchestra in Residence, the Orchestra for the Age of Enlightenment have identified Zone Club as one of five project partners they will continue to collaborate with, funded by Youth Music, aimed at creating work with children and young people with learning disabilities.

Funding will support Zone Club's participation in workshops with the OAE as part of this project. Also, Inner Vision Orchestra, all of whom are visually impaired will be holding an interactive session with the Club in May 2022.

Performance Opportunities: 'Zone Clubbers' relish the opportunity for showcasing their music publicly and are supported to give performances at WMC and venues across the South West as part of the programme. Recent performance highlights include the annual Bradford Roots music festival (which attracts over 1,000 people), 'The Fairy Queen' with Orchestra of the Age of Enlightenment at WMC and 'Carols at the Cathedral' in Salisbury Cathedral, as broadcast on BBC Wiltshire.

During the pandemic Zone Clubbers have continued to share their songs with audiences through video recordings supported by WMC tutors. During their first virtual session in April 2020, the Clubbers wrote ['Take That Ride'](#) – a song expressing their experience of lockdown and love for the NHS; and in December 2020, the Clubbers wrote ['New Christmas \(Zone Club in the World\)'](#).

Through feedback Zone Clubbers expressed that they wanted new ways to expand their performance opportunities so they are writing, curating and recording a whole album of songs based on their pandemic experience, together with an album launch performance which will take place in December 2021 at WMC. Funding this project would provide them with the opportunity to achieve this, as well as support other public performance opportunities at WMC and across the county throughout the funding period.

Training and CPD: In addition to the professional music leader team, Zone Club offers opportunities to practitioners wishing to gain more experience in this field of work by providing two traineeships annually; previous trainees include Music Therapy students from Bristol University of the West of England. Funding will enable us to continue this scheme, providing practical experience and mentoring support for two trainees from 2022, to disseminate our approach and learnings, and thus multiply the reach and impact of the programme.

The Need for Zone Club

Zone Club was founded in direct response to the challenges facing young disabled people making the transition from full-time education into adulthood.

Leaving school can be a challenging time for learning disabled young people, with limited opportunities to socialise and participate in activities, resulting in increased isolation for already vulnerable young people. Across the UK, people with learning disabilities report feeling isolated from society; a study completed by Sense (A right to friendship?) found that *'over half of disabled people (53%) report feeling lonely, rising to three-quarters (77%) for young disabled people'* and *'almost one in three young people with a learning disability spend less than an hour a day outside home'* (Mencap, 2016).

These issues are further compounded in Wiltshire, where the population can be fragmented (90% of Wiltshire is classified as rural) and many families have limited access to specialist facilities, and have been intensified further because of the pandemic: *"The impact of the crisis has been particularly acute for disabled people and their families. [It] has exacerbated existing barriers disabled people face..."* Sense, May 2020.

The impact of isolation has had further implications for the wellbeing of young disabled people as illustrated in a recent digital survey carried out by the Audience Agency (2020) in which over half of the respondents indicated that they engaged with arts and culture online *"to reduce feelings of stress and anxiety."*

How will this benefit the community or people of melksham?

Zone Club has provided support and creative opportunities for over 400 learning disabled young people over 16 years of delivery, some of whom are the most socially excluded members of our community. We currently have 8 individuals from the Melksham area attending Zone Club each month.

We continue to see the positive effect that Zone Club has on the young people participating. They thrive in the supportive, encouraging environment and grow in confidence, which can hugely benefit their lives outside of, and beyond their participation in the Club. They regularly achieve more than they think they will be able to do – some have gained in confidence so much so that they have been able to move out of the family home and into independent or supported living. Others have gone on to complete the nationally-recognised Bronze Arts Award for arts and leadership. Most recently, we supported one Zone Club member to become a regular volunteer at Wilshire Music Centre.

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

Our evidence is the continued attendance by 8 individuals and ongoing enquiries that we receive. Over the next three years, we intend to deliver targeted recruitment initiatives to engage new members with the Club, increasing its membership and reach.

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

We would have to reduce the form the project takes, have less sessions.

6. BENEFICIARIES

How many people in total will benefit from this grant?

8

How many of the beneficiaries are residents of Melksham Town?

8

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

We have reviewed our database of members.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £40,468

GRANT AID REQUESTED FROM MTC £1,500

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

£12 per virtual session and £20 in person session.

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
Specialist Artist /Workshop leader fees at £17,786 per annum	£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?
Participant Fees	£3,750	Y
Trust and Foundations	£8,915	Y
Community giving	£2,000	Y
Individual donations	£860	Y
	£	
	£	
Total	£15,525	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2021

TOTAL GROSS INCOME £ 865,548

TOTAL EXPENDITURE £672,311

BALANCE AT YEAR END £ 301,212

SAVINGS (RESERVES, CASH, INVESTMENTS) £2,747,314

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

Funds

Unrestricted

General £376,249

Fixed Assets £1,667,254

Building Maintenance £200,000

Risk Management £200,000

Environmental Sustainability £50,000

Total £2,493,503

Restricted £253,811

Total funds £2,747,314

9. ELEGIBILITY**YES/NO**

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

N

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

N

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	N
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	N
5. Is the funding for Loans or interest payments?	N
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	N
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	N
8. If you are requesting funding for a one-off project, has the project already happened?	N
<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>The project would not go ahead without the artist/workshop leader.</p>	
<p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</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

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: 28.2.22

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 28 February 2022



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant – February 2022

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"/>
£2484.00	

How much are you applying for in this application?

1. ORGANISATION/GROUP'S NAME

Wiltshire Young Carers Service/Community First

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: 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?

- 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) Providing support and respite for young people aged 5-19 with a significant caring responsibility

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Looking after a parent or family member who is terminally ill, disabled or who has a mental health issue, has a significant impact upon a young carer. Issues young carers tell us they face include; Feelings of difference, isolation & anger, poor safety, mental & physical health, lack of support networks, low confidence, anxiety &

lessened engagement in education, attainment & future aspirations. Without interventions, young carers have significantly lower educational attainment at GCSE level, they are 50% more likely to have special educational needs or an illness & they are more than twice as likely to become NEET (Not in Education, Employment or Training).

As well as the emotional issues attached to having an ill or disabled family member, there are practical limitations too. Often a parent cannot transport a young carer to activities, or has no funding for fees (the median annual family income is £5,000 less for families including a young carer), or the young carer does not have time or feels too guilty to develop their own interests at the expense of their caring role.

At Wiltshire Young Carers Service we offer 1:1 support with one of our young carers support workers, localised young carer youth clubs, weekly online fun group activities and school holiday respite opportunities for young carers as support and outlets for them. Our 1:1 support provides valuable “time to talk” with someone outside of the family unit; someone who is not emotionally involved, who the young carer can be honest and open with, without fear of upsetting or offending them.

Our 1:1 support aims to, through coaching, enable young carers to identify the challenges they face, identify steps and goals to help them to live with, overcome and/or accept those challenges, and to work with them on their confidence and self-esteem in a bid to developing resilience to future challenges they may experience in live.

We currently have 1004 registered young carers in Wiltshire, 70 young carers that live in Melksham. In order to ensure we meet young carers needs we operate a Tier system. 32 of our registered young carers from Melksham have been identified as Tier 1 and 2, meaning they are vulnerable, have high level support needs or require support planning and long-term contact as their current situation is not stable.

Our group activities at our monthly young carer youth clubs and school holiday programmes provide vital respite for those with a caring role. They provide opportunities for young carers to come together, to empathise, understand and support each other, and spend positive time together and with our staff team developing supportive networks.

Our weekly online fun activities include scavenger hunts, themed activities, “learn to” workshops and quizzes. This online programme has been welcomed by young carers across the county as it provides weekly opportunities for young carers to interact with other young carers, and our staff, without the pressures and guilt they can feel when leaving the house and their cared for person. Launched during the 1st National Lockdown these weekly webinars will remain a key element of our support offer in future programmes.

Everything that Wiltshire Young Carers Service does aims to ensure young carers: are safe in their caring roles, have our support as advocates for young carers, work with schools to ensure young carers are supported in school, provide opportunities to enable the development of confidence and self-esteem and improved mental well-being., increase skill development and raise aspirations for the future. By supporting this vulnerable and disadvantaged cohort we aim to empower them and give them opportunities to achieve, thus developing feelings of self-worth and self-belief, all of which help towards young carers becoming valued members of their communities with the confidence and self- belief to have a bright future.

5. THE PROJECT

In ONE SENTENCE please describe what the funding is being requested for:

To provide respite activities for young carers aged 5-19.

If needed, please elaborate here with further details

Since April 2021 24 young carers from Melksham have accessed our group activities and 18 have accessed 1:1 coaching and mentoring (some young carers have accessed both). We are applying to Melksham Town Council for funding towards 36 places for young carers age 5-19 from Melksham at our group activities programmes. Through match funding we will continue to provide the 1:1 support required, weekly webinars and additional group activity places throughout the year.

How will this benefit the community or people of melksham?

Increasing young peoples confidence, self-esteem, mental well being and raising self-belief and aspirations has a ripple effect on the wider community: better engagement in school, higher young person attainment, reduced likelihood of becoming a victim of crime or bullying, reduced likelihood of adult unemployment in the future, reduced impact on community services such as mental health services, medical services, children's social care, police, etc.

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

32 young carers from Melksham have attended 69 contact sessions with our service since April 2021. 24 of those young carers have accessed our group respite activities and 18 have benefited from 1:1 support with one of our young carers youth support workers.

It has been recognised nationally that the challenges young people face have been exasperated by the pandemic and associated National Lockdowns. The challenges and impacts have become more intense, with demand for respite activities and 1:1 support increasing significantly, at a time when fundraising opportunities have been significantly reduced.

We regularly ask young carers what support they require and when, and from their feedback we have increased our group activity opportunities, launched 10 age-appropriate young carer specific monthly youth clubs and strengthened our relationships with local schools. The number of young people being assessed by the local authority as having a significant caring role is increasing year on year. We currently hold our largest caseload in our service history (1004 registered young carers).

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

Without interventions young carers mental health will continue to deteriorate, pressure on family relationships will become more intense and future aspirations, motivation, attainment and achievements will be reduced negatively impacting on support services at young adult and adult stages.

Young people are our future, and at Wiltshire Young Carers Service we strive to give those that are disadvantaged the best support and opportunities we can to best equip them for their future.

6. BENEFICIARIES

How many people in total will benefit from this grant?

24

How many of the beneficiaries are residents of Melksham Town?

24

Please use the attached map which indicates the Melksham Town boundary.

Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.

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Using our online database we can identify young carers from specific areas, attendance and interactions with

our staff team and individual need and priorities.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 4377

GRANT AID REQUESTED FROM MTC £2484

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

All of our support is provided free of charge. In order to remove barriers to engagement we also provide free minibus pick ups as many young carers families are unable to provide transport to activities. By providing transport we are also able to offer a much broader menu of activity opportunities.

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
Facilitator costs	£1260
Transport to group activities for 36 contacts with Wiltshire Young Carers Service (based on 12 young people attending 3 activities each)	£ 360
Project coordination, planning, evaluation, safeguarding, insurance, H&S, Insurance	£864
	£
	£
	£
	£
Total	£2484

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?
Expert Young Carers Support Staff hours at group activities and during 1:1 support. This figure is based on 24 1:1 sessions and 3 activity days	£1785	Confirmed
Welfare and Refreshments	£108	Confirmed
	£	
	£	
	£	
	£	
Total	£1893	Confirmed

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

ACCOUNT YEAR ENDING: 31 / 3 / 2021

TOTAL GROSS INCOME £ 260,674.79

TOTAL EXPENDITURE £ 215,674.79

BALANCE AT YEAR END £ 45,000

SAVINGS (RESERVES, CASH, INVESTMENTS) £35,000

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

Our B/F balance and our reserves are made up of funding restricted to specific Wiltshire Young Carers projects, and sit within in our reserves policy with regards redundancy and resilient. Any grant awarded would be restricted to use for young carers from Melksham.

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?		n/a
<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>An element of the funding will go towards staffing which is required for the marketing, admin, co-ordination, safeguarding, health and safety, insurance, monitoring and evaluating processes</p>		Yes
<p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p>		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 Indirectly via an SLA with Carer Support Wiltshire we receive some funding for some of our staff costs which have been included in the match funding figure within this application.</p>		
10. CHECKLIST		
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p>Y A copy of your most recent accounts</p> <p>Y Your most recent bank account statement & details of any other investments/savings;</p> <p>Y A copy of your constitution / terms of reference / set of rules;</p> <p>Y A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p>Y A copy of your adopted equal opportunities policy or statement</p> <p>Y Any other documentation you feel may help in assessing your application.</p>		
11. BANK DETAILS		
<div style="background-color: #4a7ebb; height: 25px; 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: ____7th Feb 2022_____

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 28 February 2022