



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 Mortimer (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Aves
Councillor J Crundell
Councillor C Forgacs
Councillor J Hubbard
Councillor S Rabey

12 July 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 the Town Hall on **Monday 18th July 2022** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting 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 live. 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 18 July 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.

Virtual Meeting Access

Join Zoom Meeting

<https://us02web.zoom.us/j/82418532385?pwd=KzhxV09wZWwwTENITkRybzlJaFhHdz09>

Meeting ID: 824 1853 2385

Passcode: 428360

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 4)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 14 March 2022.

4. Finance Reports

To review all Finance reports to 31 May 2022.

4.1 Petty Cash to 31 May 2022 (Pages 5 - 12)

To review payments made by Petty Cash for Months 11 and 12 - 2021/2022 and Months 1 and 2 - 2022/2023 (see attached).

4.2 List of Payments to 31 May 2022 (Pages 13 - 28)

To review the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Co-op Bank Account for Months 11 and 12 – 2021/2022 and Unity Trust Bank Account Months 1 and 2 - 2022/2023 (see attached).

To review the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for Months 11 and 12 – 2021/2022 and Months 1 and 2 - 2022/2023 (see attached).

4.3 Monthly Financial Statement to 31 May 2022 (Pages 29 - 34)

To review the Monthly Financial Statements for Months 11 and 12 – 2021/2022 (month 12 report to follow) and Months 1 and 2 - 2022/2023 (see attached).

4.4 Detailed Income and Expenditure Report to 31 May 2022 (Pages 35 - 50)

To review the Detailed Income and Expenditure report for Month 12 – 2021/2022 and Month 2 - 2022/2023 (see attached).

4.5 Town Council Income Received Report to 31 May 2022 (Pages 51 - 60)

To review the detailed Town Council Income Received reports for the year-to date Month 12 – 2021/2022 and the year-to date Month 2 - 2022/2023 (see attached).

4.6 Earmarked Reserves to 31 May 2022 (Pages 61 - 62)

To review the Earmarked Reserves report for the year-to date Month 12 – 2021/2022 (to follow) and the year-to date Month 2 – 2022/2023 (see attached).

5. Grants Policy Review (Pages 63 - 70)

To consider the report of the Community Development Officer and approve the suggested amendments to the grants policy (see attached).

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Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 14th March 2022

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

IN ATTENDANCE: Councillor P Aves

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

PUBLIC PARTICIPATION: Three members of the public were in attendance.

Chris Pickett representing the Riverside Club spoke to the grant application and advised that works had already been carried out to update the club and that this application would purchase cutlery and dining ware.

Tim Just from the Bowerhill Scouts Group advised that if successful the grant would be used for camping equipment, toilet facilities and hammocks.

Christine Thomson of Read Easy as secretary and fund raiser, reported to the committee that they were receiving many enquiries and that the group were continuing to encourage and support people to read.

53/22 Apologies

Apologies were received from the Town Mayor, Councillor Hubbard.

54/22 Declarations of Interest

- Councillor Houghton declared an interest in agenda item number 5.5. - Celebrate Melksham. Councillor Houghton remained in the meeting and took part in the debate.
- Councillor Aves declared an interest in agenda item number 5.3. – British Cactus and Succulent Society. Councillor Aves remained in the meeting and took part in the debate.

55/22 Minutes

The minutes of the meeting held on 17 January 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Rabey.

56/22 Finances

56/22.1 Monthly Financial Statement Year to Date to 31 January 2022 (Month 10)

The monthly Financial Statement was noted.

56/22.2 Detailed Income and Expenditure Report as at 31 January 2022 (Month 10)

The Income and Expenditure report was noted.

56/22.3 Earmarked Reserves Year to Date to 31 January 2022 (Month 10)

The Earmarked Reserves report was noted.

56/22.4 List of Payments to 31 January 2022 (Month 10)

It was proposed by Councillor Houghton, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to approve the list of payments made from the Town Council's Co-op Bank Account for the period from 01/01/2022 to 31/01/2022.

It was proposed by Councillor Houghton, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED to approve the list of payments made from the Town Council's Lloyds Bank Account for the period from 01/01/2022 to 31/01/2022.

56/22.5 Income Received to 31 January 2022 (Month 10)

The Income Received report was noted.

56/22.6 Bank Reconciliation Signatories - February 2022.

The February 2022 approval of the bank reconciliations for April 2021, June 2021 and September 2021 was noted.

57/22 Grants 2021/2022

Councillor Rabey confirmed that the budget remaining was £7,850, however a total of £23,302.60 had been requested. The Committee agreed that the remaining 2021/2022 grant funding of £2,237.80 would be carried forward to next year.

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

RESOLVED to award the grants as stated:

- 58/22 2385 (Melksham) Squadron - £500**
- 59/22 Bowerhill Scout Group - £500**
- 60/22 British Cactus and Succulent Society - £367.20 for Room Hire**
- 61/22 Carnival Jubilee Tea**

It was proposed by Councillor Houghton, seconded by Councillor Rabey and

UNANIMOUSLY RESOLVED that £800 of the 2021/2022 budget earmarked grant funding allocated to Melksham Carnival be allocated to the Carnival Jubilee Tea event, with the caveat that the carnival committee make it a free entry event.

- 62/22 Celebrate Melksham - £1,520**
- 63/22 Read Easy North & North West Wiltshire - £500**
- 64/22 Riverside (Community Hall) - £600**
- 65/22 Friends of Shurnhold Fields - £375**
- 66/22 That Meeting Space - Good News Church - £1,000**
- 67/22 Transwilts CIC - £250**

Meeting Closed at: 9.33 pm

Signed:

Dated:

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Date: 10/06/2022		Melksham Town Council Current Year			Page: 122
Time: 08:23		Cashbook 9			User: MEL
		Petty Cash			For Month No: 1
Receipts for Month 1		Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre £ Amount Transaction Detail
Balance Brought Fwd :		156.69			156.69
Banked:		0.00			
		0.00			0.00
Total Receipts for Month		0.00	0.00	0.00	0.00
Cashbook Totals		156.69	0.00	0.00	156.69

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Date: 10/06/2022

Melksham Town Council Current Year

Page: 123

Time: 08:23

Cashbook 9

User: MEL

Petty Cash

For Month No: 1

Payments for Month 1

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>
02/04/2022	K. Farrow	TRANS	1.00		0.17	4903 520	0.83	Bar stock
07/04/2022	M. Rolph	TRANS	16.32		2.72	4028 101	13.60	Stamps
12/04/2022	B. Burry	TRANS	8.74		1.46	4903 520	7.28	Bar stock
26/04/2022	K. Farrow	TRANS	3.30		0.55	4903 520	2.75	Bar stock
26/04/2022	V. Rolph	TRANS	32.64		5.44	4028 101	27.20	Postage
28/04/2022	B. Burry	TRANS	10.03		1.67	4903 520	8.36	Bar stock
28/04/2022	V. Rolph	TRANS	12.53		2.09	4021 101	10.44	Refs
28/04/2022	V. Rolph	TRANS	6.85		1.14	4028 101	5.71	Postage
Total Payments for Month			91.41	0.00	15.24		76.17	
Balance Carried Fwd			65.28					
Cashbook Totals			156.69	0.00	15.24		141.45	

Date: 05/07/2022

Melksham Town Council Current Year

Page 1

Time: 12:25

Petty Cash

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	C. Hunter	TRANS	11.70		Refreshments
06/05/2022	V. Rolph	TRANS	1.29		Milk
11/05/2022	J. Mills	TRANS	6.00		Clipart program
12/05/2022	V. Rolph	TRANS	1.29		Refreshments
16/05/2022	V. Rolph	TRANS	2.39		Milk
31/05/2022	B. Burry	TRANS	20.90		Bar stock
31/05/2022	K. Farrow	TRANS	8.28		Bar stock
31/05/2022	C. Hunter	TRANS	1.35		Milk
31/05/2022	H. Davies	TRANS	15.85		Kettle
31/05/2022	H. Davies	TRANS	16.55		Refs
Total Payments			<u>85.60</u>		

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Date: 12/07/2022

Melksham Town Council 2021-2022

Page: 1

Time: 13:45

Cashbook 9

User: MEL

Petty Cash

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		98.53				98.53	
	Banked: 08/02/2022	200.00					
Top up	Cooperative Bank A/C	200.00			204	200.00	Petty cash top-up
	Cash Banked: 28/02/2022	322.00					
Cash	Xmas Grotto	322.00			4304 403	322.00	Entry fee
Total Receipts for Month		522.00	0.00	0.00		522.00	
Cashbook Totals		620.53	0.00	0.00		620.53	

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Date: 12/07/2022

Melksham Town Council 2021-2022

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Cashbook 9

User: MEL

Petty Cash

For Month No: 11

Payments for Month 11

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>
16/01/2022	B. Bury	TRANS	10.99		1.83	4918 501	9.16	Earpieces
28/01/2022	B. Burry	TNSFR	12.00		2.00	4903 520	10.00	Cups
01/02/2022	H. Davies	TRANS	14.14		2.36	4163 202	11.78	Adaptor
02/02/2022	H. Davies	TRANS	4.71		0.78	4163 202	3.93	Plumbing items
02/02/2022	C. Hunter	TRANS	21.90		3.65	4021 101	18.25	Milk/coffee
03/02/2022	S. Land	TRANS	73.74		12.29	4903 520	61.45	Bar stock
07/02/2022	S. Land	TRANS	1.49		0.25	4903 520	1.24	Milk
07/02/2022	B. Burry	TRANS	7.69		1.28	4903 520	6.41	Milk/refs
08/02/2022	Gompels	TRANS	46.80		7.80	4354 403	39.00	Parking redemption Nov21
16/02/2022	B. Burry	TRANS	65.05		10.84	4903 520	54.21	Bar stock
28/02/2022	Xmas Grotto	TRANS	277.71		46.28	4304 403	231.43	Presents - Grotto
Total Payments for Month			536.22	0.00	89.36		446.86	
Balance Carried Fwd			84.31					
Cashbook Totals			620.53	0.00	89.36		531.17	

Date: 12/07/2022

Melksham Town Council 2021-2022

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Cashbook 9

User: MEL

Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Balance Brought Fwd : 84.31

84.31

Banked: 22/03/2022

200.00

Transfer Cooperative Bank A/C

200.00

204

200.00

Petty cash top-up

Banked: 30/03/2022

200.00

Top-up Cooperative Bank A/C

200.00

204

200.00

Petty cash top-up

Total Receipts for Month

400.00

0.00

0.00

400.00

Cashbook Totals

484.31

0.00

0.00

484.31

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Date: 12/07/2022

Melksham Town Council 2021-2022

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Cashbook 9

User: MEL

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	Creditors_£	VAT_£	A/c_Centre	£ Amount	Transaction Detail
05/03/2022	K. Farrow	TRANS	2.25		0.38	4903 520	1.87	Milk
12/03/2022	M. Rolph	TRANS	15.84		2.64	4028 101	13.20	Stamps
17/03/2022	B. Burry	TRANS	4.49		0.75	4903 520	3.74	Batteries
18/03/2022	L. Roberts	TRANS	15.70		2.62	4061 101	13.08	Mileage
19/03/2022	K. Farrow	TRANS	2.25		0.38	4903 520	1.87	Milk
22/03/2022	M. Zaccarelli	TRANS	11.55		1.92	4021 101	9.63	Metting refs
22/03/2022	K. Farrow	TRANS	20.00			4909 501	20.00	Pub Watch membership
22/03/2022	Gompels	TRANS	78.70			4354 403	48.30	Parking Redemption - Dec 2021
						4354 403	30.40	Parking Redemption - Jan 2022
23/03/2022	H. Davies	TRANS	90.25		15.04	4021 101	75.21	Refs
30/03/2022	C. Hunter	TRANS	78.64		13.11	4085 115	65.53	Mayor's Reception items
30/03/2022	M. Zaccarelli	TRANS	7.95		1.32	4085 115	6.63	Raffle tickets
Total Payments for Month			327.62	0.00	38.16		289.46	
Balance Carried Fwd			156.69					
Cashbook Totals			484.31	0.00	38.16		446.15	

Agenda Item 4.2

Date: 12/07/2022		Melksham Town Council 2021-2022						Page: 7			
Time: 14:30		Cashbook 4						User: MEL			
		Cooperative Bank A/C						For Month No: 11			
Payments for Month 11				Nominal Ledger Analysis							
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail			
01/02/2022	Post Office	DEBIT CARD	105.60			4028 101	105.60	Stamps			
01/02/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Bow erhill Unit			
01/02/2022	Water2Business	DDR	35.95			4200 203	35.95	Water rates - Aw dry Allotments			
01/02/2022	Water2Business	DDR	40.07			4200 203	40.07	Water rates - Dorset Allotment			
01/02/2022	Water2Business	DDR	165.92			4200 203	165.92	Water rates - Methuen Allot			
01/02/2022	Water2Business	DDR	180.54			4254 204	180.54	Water rates - Pavilion			
02/02/2022	Indeed	DEBIT CARD	12.73		2.12	4023 101	10.61	Job advert			
04/02/2022	Amazon	DEBIT CARD	22.00		3.67	4040 101	18.33	Keyboard/mouse			
04/02/2022	British Gas	DDR	97.86		4.66	4252 204	93.20	Electricity - Pavilion			
07/02/2022	GiffGaff	DDR	6.00		1.00	4027 101	5.00	SIM			
07/02/2022	Post Office	DEBIT CARD	7.92			4028 101	7.92	Stamps			
07/02/2022	eBay	DEBIT CARD	90.00		15.00	4040 101	75.00	Flight case			
07/02/2022	Microsoft	DEBIT CARD	91.20		15.20	4042 101	76.00	Licences			
07/02/2022	eBay	DEBIT CARD	110.00		18.33	4040 101	91.67	Flight case			
07/02/2022	Redhorn Hldings	DDR	934.99		155.83	4160 215	779.16	Rent - Bow erhill Unit			
08/02/2022	Petty Cash	Top up	200.00			220	200.00	Petty cash top-up			
08/02/2022	Enterprise	DD	562.90		93.82	4156 202	469.08	Van lease			
08/02/2022	Amazon	DEBIT CARD	15.99		2.66	4040 101	13.33	Foam sheets			
09/02/2022	Amazon	DEBIT CARD	30.19		5.03	4903 520	25.16	Tumblers			
09/02/2022	Amazon	DEBIT CARD	70.00		11.67	4903 520	58.33	Tumblers			
09/02/2022	Co-op Bank	DDR	4.06			4017 110	4.06	BACS fee			
09/02/2022	Co-op Bank	DDR	9.00			4017 110	9.00	BACS fee			
10/02/2022	British Gas	DDR	83.06		3.96	4185 205	79.10	Electricity - Toilets			
10/02/2022	Avon IT	406333	454.80		75.80	4042 101	379.00	IT consultancy			
11/02/2022	British Gas	DDR	13.55		2.26	4252 204	11.29	Electricity - Pavilion			
14/02/2022	Office Evolution	DDR	85.58		14.26	4026 101	71.32	Photocopying			
14/02/2022	Mainstream	DDR	545.87		90.98	4027 101	454.89	Phones			
14/02/2022	Wiltshire Council	DDR	7,836.68			520	7,836.68	Pensions			
14/02/2022	Daisy Communications	DDR	23.94		3.99	4250 204	19.95	Wifi - Pavilion			
15/02/2022	SP Stickers	DEBIT CARD	86.00		14.33	4021 101	71.67	Stickers			
16/02/2022	Amazon	DEBIT CARD	49.80		8.30	4076 110	41.50	First aid kits			
16/02/2022	Fuel Genie	DDR	355.65		59.28	4153 202	296.37	Fuel			
17/02/2022	Stock Signs	BACS	3,570.00		595.00	4167 202	2,975.00	SIDs			
17/02/2022	Amazon	DEBIT CARD	67.02		11.17	4021 101	55.85	N/K			
18/02/2022	Flow ers in Focus	DEBIT CARD	30.00		5.00	4021 101	25.00	Flow ers JH			
18/02/2022	Oakw ood	DDR	135.00		22.50	4196 202	112.50	Container			
18/02/2022	Wiltshire Council	DDR	24,842.08			520	24,842.08	Salaries			
18/02/2022	Vimto	DEBIT CARD	250.42		41.74	4903 520	208.68	Bar stock			
18/02/2022	Wiltshire Council	DDR	122.33			520	122.33	Salaries			
21/02/2022	Amazon Prime	DDR	7.99		1.33	4029 101	6.66	Subscription			
21/02/2022	British Gas	DDR	271.82		45.30	4101 201	226.52	Electricity - TH			
21/02/2022	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House			
22/02/2022	HMRC	DDR	7,320.45			520	7,320.45	PAYE/NI			
23/02/2022	Zoom	DDR	14.39		2.40	4042 101	11.99	Subscription			
23/02/2022	British Gas	DDR	11.25		1.88	4912 501	9.37	Gas - AH			
23/02/2022	British Gas	DDR	54.55		9.09	4101 201	45.46	British Gas			
23/02/2022	British Gas	DDR	828.93		138.16	4100 201	690.77	Gas - TH			

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Date: 12/07/2022

Melksham Town Council 2021-2022

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Time: 14:30

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
24/02/2022	EE	DDR	169.93		28.32	4027 202	141.61	Mobile phones
25/02/2022	Microsoft	DDR	122.20		20.37	4042 101	101.83	Licence
25/02/2022	Leave Dates	DDR	172.80		28.80	4042 101	144.00	Leave programme
25/02/2022	TH White	BACS	484.03		80.67	4108 201	323.80	TH - service alarms
						4175 210	79.56	Service alarms
25/02/2022	EB QNUK LEVE	DEBIT CARD	76.05		12.68	4021 101	63.37	N/K
28/02/2022	Denman Electrical Wholesalers	406406	4.07	4.07		501		Electrical items
28/02/2022	Kan Connections	406407	1,712.40	1,712.40		501		TH - Main Hall electrics
28/02/2022	Devizes Trailer Centre	406408	36.00	36.00		501		Extension lead/adaptor
28/02/2022	IDverde Limited	406409	603.99	603.99		501		Toilets - cleaning
28/02/2022	Melksham Tyre Supplies	406410	28.80	28.80		501		Hi-Lux puncture repair
28/02/2022	Microshade Business Consultant	406411	1,640.10	1,640.10		501		Accounting support - Feb
28/02/2022	Travis Perkins Trading Company	406412	63.08	63.08		501		Wire/paint/gripfill
28/02/2022	Ultra Warm Ltd	406413	228.82	228.82		501		Boiler repairs
28/02/2022	Andrea Pellegram Ltd	406414	720.00	720.00		501		NP training
28/02/2022	AquaAid Southcoast	406415	19.18	19.18		501		Water machine
28/02/2022	Bearings & Fixings Plus	406416	11.28	11.28		501		Lynch pin
28/02/2022	Ben Fenlon	406417	60.00	60.00		501		Video editing - Apprentice
28/02/2022	Handy Compact Tractors & Machi	406418	86.40	86.40		501		Tailgate welding
28/02/2022	J. H. Jones & Sons	406419	2,124.00	2,124.00		501		Grasscutting - Foresters Park
28/02/2022	Melksham Groundcare Machinery	406420	355.50	355.50		501		JD Tractor - service
28/02/2022	NPower (Yorkshire) Ltd	406421	49.03	49.03		501		Electricity - KGV
28/02/2022	Paul Hulbert	406422	350.00	350.00		501		Window cleaning
28/02/2022	R. B. Poolman Ltd	406423	771.60	771.60		501		Heater installation
28/02/2022	Right Directions (Management)	406424	3,570.00	3,570.00		501		H&S support
28/02/2022	Total Carpets & Flooring Ltd	406425	716.22	716.22		501		Carpets - 31 Market Place
28/02/2022	Turvec Solutions Ltd	406426	2,970.00	2,970.00		501		Bike stands
28/02/2022	Wolf Decorating	406427	3,598.40	3,598.40		501		Decorating - TH
28/02/2022	Trade UK	TCSCR01	443.86	443.86		501		Worktop legs
28/02/2022	Enterprise	DDR	632.40		105.40	4156 202	527.00	Van lease
Total Payments for Month			71,709.62	20,162.73	1,755.36		49,791.53	
Balance Carried Fwd			306,238.91					
Cashbook Totals			377,948.53	20,162.73	1,755.36		356,030.44	

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Melksham Town Council 2021-2022

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Bank Assembly Hall A/c

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/02/2022	Water2Business	DDR	97.42			4913 501	97.42	Water rates - AH
07/02/2022	Relea Productions	3591	7,648.00		1,274.67	4960 510	6,373.33	Queen
11/02/2022	Tolchards	DDR	689.87		114.98	4903 520	574.89	Bar stock
15/02/2022	BTE Services	DDR	165.36		27.56	4917 501	137.80	Sanitary cleaning
17/02/2022	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Till/card machine
18/02/2022	Tolchards	DDR	1,401.12		233.52	4903 520	1,167.60	Bar stock
25/02/2022	Tolchards	DDR	383.68		63.95	4903 520	319.73	Bar stock
28/02/2022	Clear Brew Bath	3599	96.00	96.00		502		Cellar clean
28/02/2022	Comax UK Ltd	3600	390.83	390.83		502		Cleaning items
28/02/2022	Forbidden Events Ltd	3601	5,059.07	5,059.07		502		Forbidden Nights
28/02/2022	Kan Connections	3602	276.00	276.00		502		PA services - Forbidden Nights
28/02/2022	Paul Seemayer	3603	250.00	250.00		502		Lighting - Waterloo Live
28/02/2022	Mr. & Mrs. A.M. Beckett	3604	2,715.30	2,715.30		502		Show - Waterloo Live
28/02/2022	Wired Publishing	3605	90.00	90.00		502		Marketing - AH
28/02/2022	Travis Perkins Trading Company	3606	179.78	179.78		502		Paint
28/02/2022	Your Wiltshire	3607	162.00	162.00		502		Marketing - February
28/02/2022	Hills Waste	DDR	371.60		61.93	4917 501	309.67	Waste collections
28/02/2022	Hills Waste	DDR	371.60		61.93	4917 501	309.67	Waste collection
28/02/2022	Hills Waste	DDR	-371.60		-61.93	4917 501	-309.67	Waste collection
Total Payments for Month			20,001.19	9,218.98	1,780.80		9,001.41	
Balance Carried Fwd			671,250.82					
Cashbook Totals			691,252.01	9,218.98	1,780.80		680,252.23	

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Cooperative Bank A/C

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/02/2022	Devizes Trailer Centre	406428	7.20		1.20	4153 202	6.00	Amended price
01/03/2022	Mr Flag	DEBIT CARD	84.35		14.06	4085 115	70.29	Ukraine flag
01/03/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Bow erhill Unit
01/03/2022	Harbour Publishing	DEBIT CARD	96.00		16.00	4922 501	80.00	Advertising - AH
01/03/2022	XL Frames	DEBIT CARD	280.80		46.80	4024 101	234.00	Presentation frames
02/03/2022	Zen	DDR	21.60		3.60	4175 210	18.00	Wifi - Art House
03/03/2022	Amazon Prime	DDR	7.99		1.33	4029 101	6.66	Subscription
03/03/2022	Krystal Hosting	DEBIT CARD	47.99		8.00	4040 101	39.99	Domain renew al
03/03/2022	Amazon	DEBIT CARD	3.99		0.66	4021 101	3.33	Elastic bands
03/03/2022	CM3	DEBIT CARD	12.14		2.02	4021 101	10.12	Packing supplies
04/03/2022	Indeed	DEBIT CARD	75.27		12.54	4023 101	62.73	Recruitment ad
07/03/2022	Giff Gaff	DDR	6.00		1.00	4027 101	5.00	SIM
07/03/2022	Microsoft	DEBIT CARD	77.97		13.00	4042 101	64.97	Licences
07/03/2022	Redhorn Holdings	DDR	934.99		155.83	4160 215	779.16	Rent - Bow erhill Unit
08/03/2022	Enterprise	DDR	562.90		93.82	4156 202	469.08	Van lease
08/03/2022	Bodyshop Repairs	BACS	787.40		131.23	4153 202	656.17	Vehicle repairs
09/03/2022	Etsy	DEBIT CARD	56.00		9.33	4085 115	46.67	Flow er bombs
09/03/2022	RBLI	DEBIT CARD	154.99		25.83	4179 220	129.16	Green canopy
09/03/2022	Co-op Bank	DDR	4.62			4017 110	4.62	BACS fees
09/03/2022	Co-op Bank	DDR	12.00			4017 110	12.00	BACS fees
11/03/2022	Chew Valley Trees	DEBIT CARD	152.50		25.42	4179 220	127.08	KGV - Platinum Jub tree
11/03/2022	British Gas	DDR	91.11		15.18	4185 205	75.93	Electricity - Toilets
11/03/2022	British Gas	DDR	1,098.25		183.04	4911 501	915.21	Electricity - AH
11/03/2022	Facebook	DEBIT CARD	1.85		0.31	4023 101	1.54	Account check
14/03/2022	Wiltshire Council	DDR	7,813.85			520	7,813.85	Pensions
14/03/2022	Daisy Communications	DDR	23.94		3.99	4250 204	19.95	Wifi - KGV
14/03/2022	Office Evolution	DDR	90.12		15.02	4026 101	75.10	Photocopying
14/03/2022	Mainstream	DDR	92.47		15.41	4027 101	77.06	Phones
14/03/2022	Ticketsource	DEBIT CARD	26.34		4.39	1173 510	21.95	Refund
14/03/2022	Iceland	DEBIT CARD	1.25		0.21	4021 101	1.04	Milk
16/03/2022	Fuel Genie	DDR	155.21		25.87	4153 202	129.34	Fuel
18/03/2022	Oakw ood	DDR	135.00		22.50	4196 202	112.50	Container storage
18/03/2022	Wiltshire Council	DDR	28,865.23			520	28,865.23	Salaries
18/03/2022	Trans Wilts	ON	250.00			4301 151	250.00	Grant
18/03/2022	Read Easy	ONL	500.00			4301 151	500.00	Grant
18/03/2022	ATC Squadron	BACS	500.00			4301 151	500.00	Grant
18/03/2022	Riverside Club	BACS	600.00			4301 151	600.00	Grant
18/03/2022	West Mercia Energy	DDR	33.03		1.57	4252 204	31.46	Electric - KGV shed
18/03/2022	Labels	DEBIT CARD	24.00		4.00	4021 101	20.00	Stationary
21/03/2022	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House
21/03/2022	British Gas	DDR	233.24		38.87	4101 201	194.37	Electricity - TH
21/03/2022	FOSH	BACS	375.00			4301 151	375.00	Grant
21/03/2022	Bow erhill Scout Group	BACS	500.00			4301 151	500.00	Grant
22/03/2022	Amazon Prime	DDR	7.99		1.33	4029 101	6.66	Subscription
22/03/2022	Petty Cash	Transfer	200.00			220	200.00	Petty cash top-up
22/03/2022	British Gas	DDR	1,202.94		200.49	4911 501	1,002.45	Electric - AH
22/03/2022	Wiltshire Council	DDR	7,752.75			520	7,752.75	PAYE/NI
22/03/2022	Good New s Church	BACS	1,000.00			4301 151	1,000.00	Grant

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Cooperative Bank A/C

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
23/03/2022	Zoom	DDR	14.39		2.40	4042 101	11.99	Hosting services
23/03/2022	British Gas	DDR	36.06		1.72	4101 201	34.34	Electricity - Market Place
23/03/2022	Amazon	DEBIT CARD	42.63		7.10	4915 501	35.53	Signs/bins
23/03/2022	Vimto	DEBIT CARD	228.44		38.07	4903 520	190.37	Bar stock
23/03/2022	British Gas	DDR	676.53		112.76	4100 201	563.77	Gas - TH
23/03/2022	Allens	DEBIT CARD	1,006.14		167.69	4085 115	838.45	Equipment rental
23/03/2022	Matthew Butler	BACS	500.00			4085 115	500.00	Catering deposit - Mayor's
24/03/2022	EE	DDR	168.41		28.07	4027 202	140.34	Mobile phones
24/03/2022	B. Clover	BACS	141.93		23.66	4085 115	118.27	Alcohol - Mayor's reception
24/03/2022	Place Studio	BACS	3,396.00		566.00	4074 302	2,830.00	NP - website
24/03/2022	iStock	DEBIT CARD	8.40		1.40	4042 101	7.00	Clipart licence
25/03/2022	British Gas	DDR	20.11		0.96	4912 501	19.15	Gas - AH
25/03/2022	Poundstretcher	DEBIT CARD	71.98		12.00	4085 115	59.98	Frames
28/03/2022	PapaJohns	DEBIT CARD	43.47		7.24	4085 115	36.23	Refs - Air Cadets
29/03/2022	Zen	DDR	21.60		3.60	4175 210	18.00	Wifi - Art House
30/03/2022	Petty Cash	Top-up	200.00			220	200.00	Petty cash top-up
31/03/2022	Enterprise	DDR	571.20		95.20	4156 202	476.00	Van lease
31/03/2022	Unity Bank	406585	336.00			203	336.00	Co-op Unpresented
31/03/2022	Vimto	406586	-214.34		-35.72	4903 520	-178.62	Write back Unpresented
31/03/2022	IDverde	406588	-603.99		-100.66	4180 205	-503.33	Write back unpresented
31/03/2022	Denman Electrical	406685	-9.41		-1.57	4191 210	-7.84	W/b Unpresented cheque
Total Payments for Month			61,651.22	0.00	2,027.17		59,624.05	
Balance Carried Fwd			258,670.12					
Cashbook Totals			320,321.34	0.00	2,027.17		318,294.17	

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Bank Assembly Hall A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/02/2022	Forbidden Events Ltd	3601/B	0.80			1173 510	0.80	Amended amount
01/03/2022	Water2Business	DDR	136.59			4913 501	136.59	Water rates - AH
15/03/2022	BTE Services	DDR	165.36		27.56	4917 501	137.80	Sanitary cleaning
17/03/2022	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Card machine/till
18/03/2022	Tolchards	DDR	3,131.71		521.95	4903 520	2,609.76	Bar stock
21/03/2022	Rentokil	DDR	299.24		49.87	4917 501	249.37	Mar-Jun 2022
31/03/2022	Caterfix Kitchens Ltd	3609	1,915.26	1,915.26		502		Replace tabling/drain pipe
31/03/2022	Hunt Management Solutions	3610	144.00	144.00		502		Stocktake
31/03/2022	Michael Mason	3611	3,206.40	3,206.40		502		Carpenters Experience
31/03/2022	Paul Seemayer	3612	300.00	300.00		502		Lighting - Purple Zeppelin
31/03/2022	Jan Ayers	3613	2,807.90	2,807.90		502		Show - Complete Madness
31/03/2022	Total Floorcare (Bridgew ater)	3614	919.44	919.44		502		Floor clean - AH
31/03/2022	Wired Publishing	3615	90.00	90.00		502		Advertising - AH
31/03/2022	Prosec Consultancy Ltd	3616	801.00	801.00		502		Security - Madness
31/03/2022	T H White Installation Ltd	3617	572.68	572.68		502		Service - intruder alarm AH
31/03/2022	Your Wiltshire	3618	162.00	162.00		502		Advertising - AH
31/03/2022	Hills Waste	DDR	211.45		35.24	4917 501	176.21	Waste collection
Total Payments for Month			14,888.99	10,918.68	638.81		3,331.50	
Balance Carried Fwd			680,109.48					
Cashbook Totals			694,998.47	10,918.68	638.81		683,440.98	

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	Staff	BACS	26,766.56		Salaries
04/04/2022	British Gas	DDR	155.97		Electricity - TH
04/04/2022	British Gas	DDR	-155.97		Electricity - TH
05/04/2022	Grenke Leasing	DDR	177.98		Photocopier
05/04/2022	B. Clover	BACS	20.89		Pouches - Mayor's Rec
07/04/2022	British Gas	DDR	260.11		Electricity - Bow erhill
07/04/2022	Advantage Finance	BACS	336.00		AH - kitchen deep clean
07/04/2022	M. Zaccarelli	BACS	30.00		Flow ers
07/04/2022	M. Zaccarelli	BACS	63.11		Mayors Rec - items
08/04/2022	Enterprise	DDR	562.90		Van leasing
08/04/2022	British Gas	DDR	126.97		Electricity - Toilets
12/04/2022	KooDoo Web	BACS	504.00		Website hosting
12/04/2022	Redhorn Holdings	300020	330.00		Insurance - Bow erhill
12/04/2022	Advantage Finance	BACS	336.00		Duplicate - kitchen clean
14/04/2022	Mainstream	DDR	30.49		Phones
14/04/2022	West Mercia Energy	DDR	10.05		Electricity - KGV
14/04/2022	Office Evolution	DDR	100.91		Photocopying
14/04/2022	Wiltshire Council	DDR	10,175.79		Pensions
19/04/2022	Daisy Communications	DDR	43.92		Wifi - Pavilion
19/04/2022	Wiltshire Council	DDR	932.25		Rates - TH
19/04/2022	Wiltshire Council	DDR	225.40		Rates - Bow erhill Unit
19/04/2022	Oakw ood	DDR	135.00		Container
20/04/2022	Fuel Genie	DDR	435.39		Fuel
22/04/2022	H. Davies	BACS	144.67		Maintenance items
25/04/2022	Avon IT systems	1772	126.00		IT assistance
25/04/2022	Embroidery UK Ltd	158390	580.32		Clothing
25/04/2022	Microshade Business Consultant	15871 +2	11,372.10		Renew al fee - Modern.Gov
25/04/2022	SLCC Enterprises Ltd	205608	54.00		Themed Summit - MZ
25/04/2022	Vysion Ltd	34857	282.00		Online back-up services
25/04/2022	Wiltshire Council	90403107	911.42		Right Choice Jan-Mar 22
25/04/2022	AquaAid Southcoast	407331	28.76		Water bottle
25/04/2022	CJW Roofing Specialist	001	7,472.00		Roofing repairs - TH
25/04/2022	Donna Wilson	25032022	500.00		Entertainment - Mayor's Rec
25/04/2022	MJB Foods Ltd	21	2,372.80		Catering - Mayor's Recep
25/04/2022	James Hallam Council Guard	514192602	236.58		Van insurance - RC
25/04/2022	Henry Aldridge & Son Ltd	05042022	540.00		Insurance valuation
25/04/2022	Wiltshire Association of Local	SUB 22/23	2,068.85		Annual Subs
25/04/2022	Mant Leisure Ltd	ML21154	528.00		Basket sw ing beam
25/04/2022	Online Playgrounds	045835	259.20		Sw ings
25/04/2022	Paul Hulbert	18042022	185.00		Window cleaning
25/04/2022	ProClean Bath & Wiltshire Ltd	363	365.20		Carpet clean - TH
25/04/2022	Susan Gray	07042022	84.00		Lease - Methuen
25/04/2022	G. Milw ard-Oliver	0012	1,800.00		Priority for People - research
25/04/2022	T W Landscapes Ltd	22036	100.80		Turf
25/04/2022	Wellers Law Group	14042022	850.00		SIDs
25/04/2022	Wicksteed Leisure Ltd	817265	3,379.20		KGV - retention work
25/04/2022	WPS Insurance Brokers & Risk S	514002407	791.67		Veh ins - Rachel Knight

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2022	Trade UK	1249431352	60.26		Cable/specs/defenders
25/04/2022	EE	DDR	183.19		Mobile phones
25/04/2022	British Gas	DDR	474.93		Electricity - TH
26/04/2022	British Gas	DDR	2,224.76		Electricity - AH
26/04/2022	HMRC/Ni	BACS	9,782.32		Ni/Tax
27/04/2022	British Gas	DDR	1,228.75		Gas - TH
27/04/2022	British Gas	DDR	37.53		Gas - AH
29/04/2022	Enterprise	DDR	632.40		Van lease
29/04/2022	ICO	DDR	55.00		Annual renew al
29/04/2022	British Gas	DDR	24.70		Electricity - Market Place
Total Payments			<u>91,340.13</u>		

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List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	Water2Business	DDR	140.28		Water rates - AH
01/04/2022	Tolchards	DDR	873.86		Bar stock
19/04/2022	BTE Services	DDR	165.36		Sanitary cleaning
19/04/2022	Tolchards	DDR	523.65		Bar stock
19/04/2022	Wiltshire Council	DDR	858.75		Rates - AH
21/04/2022	Market Place Merchants	DDR	25.16		Till
25/04/2022	Air Conditioning Services	3620	495.00		Air con service - AH
25/04/2022	Pete Orr	3621	621.31		Show - Voodoo Room
25/04/2022	purple zeppelin	3622	928.27		Live show
25/04/2022	Mr. C. Wright	3623	815.64		S Goodall & Bourne Again
25/04/2022	Wired Publishing	3624	90.00		Advertising - AH
29/04/2022	Hills Waste	DDR	451.43		Waste collection
Total Payments			<u>5,988.71</u>		

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Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	Water2Business	DDR	15.00		Water rates - Bow erhill Unit
04/05/2022	British Gas	DDR	74.40		Electricity - Bow erhill Unit
04/05/2022	Melksham Goes Wild	BACS	460.00		Grant
04/05/2022	Gompels	BACS	101.00		Parking Red - Feb/Mar
04/05/2022	Redhorn Holdings	DDR	934.99		Rent - Bow erhill Unit
05/05/2022	British Gas	DDR	149.22		Electricity - Pavilion
05/05/2022	Unity Bank	BACS	50.00		Multipay set-up fee
10/05/2022	Co-op Bank (BACS)	BACS	10,175.79		Pensions
11/05/2022	British Gas	DDR	156.68		Electricity - toilets
11/05/2022	Microsoft	DDR	374.95		Licences
12/05/2022	Enterprise	DDR	562.90		Van lease
16/05/2022	Mainstream	DDR	553.52		Phones
16/05/2022	Wiltshire Council	DDR	936.00		Rates - Tow n Hall
16/05/2022	Office Evolution	DDR	179.14		Photocopying
16/05/2022	Wiltshire Council	DDR	230.00		Rates - Bow erhill Unit
16/05/2022	M. Rolph	BACS	183.58		Stationery
16/05/2022	P. Wallace (Screw fix)	BACS	18.49		Bitumen sealant
16/05/2022	Celebrate Melksham	BACS	1,520.00		Grant
16/05/2022	Denmans	406685	9.41		Lamp
16/05/2022	Zen	BACS	9.36		Wifi - Art House
16/05/2022	Gompels	BACS	23.70		Parking Red - April
16/05/2022	Wiltshire Council	DDR	6,175.28		Pension
16/05/2022	B. Clover	BACS	14.39		Jubilee Party items
17/05/2022	Daisy Communications	DD	35.98		Wifi - Pavilion
17/05/2022	West Mercia Energy	DDR	11.13		Electricity - KGV
17/05/2022	Fuel Genie	DDR	393.91		Fuel
17/05/2022	British Gas	DDR	718.75		Electricity - Pavilion
18/05/2022	Oak wood	DDR	135.00		Container
20/05/2022	British Gas	DDR	388.89		Electricity - TH
20/05/2022	British Gas	DDR	1,670.65		Electricity - AH
20/05/2022	Salaries	BACS	27,513.95		Salaries
20/05/2022	Wiltshire Council	BACS	2,375.58		Pension (adj)
20/05/2022	HMRC/NI	BACS	9,782.32		HMRC/NI
23/05/2022	British Gas	DDR	28.03		Electricity - Market Place
24/05/2022	EE	DDR	181.46		Mobile phones
24/05/2022	British Gas	DDR	905.30		Gas - TH
25/05/2022	Trade UK	250566083	379.14		Saw /pliers/eqpmt
25/05/2022	1st Choice Skips Ltd	693665746	500.00		Pavilion - skip hire
25/05/2022	Amberol Ltd	682170677	3,135.77		Hanging baskets etc
25/05/2022	Elancity UK	686554683	12,858.53		SIDs
25/05/2022	Party Packs Ltd	451242842	964.88		Bunting
25/05/2022	Rentokil Initial	635838999	1,639.87		Graffiti removal - Bath Rd loo
25/05/2022	UK Media Solutions	423588716	496.60		Leaflets - Jubilee
25/05/2022	Avon IT systems	958196760	1,095.60		Laptop w ork
25/05/2022	The Cobblers Bench	76482788	8.00		Paly area keys
25/05/2022	IDverde Limited	933314029	1,207.98		Cleaning - toilets May 22
25/05/2022	Melksham Tyre Supplies	184176829	22.80		Inner tube

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Date: 05/07/2022

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/05/2022	Microshade Business Consultant	613708011	920.10		Hosting services
25/05/2022	Wiltshire Publications Ltd	238339436	3,326.40		New sletter
25/05/2022	AquAid Southcoast	332117892	78.56		Water unit
25/05/2022	Bearings & Fixings Plus	294756359	3.00		Bow ser nipple
25/05/2022	Boels Rental Ltd	327113961	250.03		Hire - Motorhoe compact
25/05/2022	CJW Roofing Specialist	947874390	1,344.00		Repairs to roof - TH
25/05/2022	Colin Harrison Design Ltd	364815125	128.11		NP - domain fees
25/05/2022	EFA Training Ltd	256251680	156.00		FA Training - RC/RK
25/05/2022	The MOT Centre & The Garage on	459739415	247.70		Service - VW
25/05/2022	Insight International Corporat	127035426	382.80		Dow n pipe covers
25/05/2022	J. H. Jones & Sons	907483572	2,952.00		Grasscutting - Foresters Park
25/05/2022	J. P. Lennard Ltd	908442521	190.62		Chemicals
25/05/2022	Melksham Groundcare Machinery	230160902	818.99		Service- John Deere tractor
25/05/2022	NPower (Yorkshire) Ltd	112511324	47.45		KGV Electricity - Apr 22
25/05/2022	Place Studio Ltd	462210329	4,290.00		NP - planning support
25/05/2022	Pollet Pool Group UK Ltd	346936453	319.68		Chemicals
25/05/2022	R. B. Poolman Ltd	373416627	168.00		Install stopcock
25/05/2022	Royal United Hospital	854764388	392.00		OHS services
25/05/2022	Wellers Law Group	106876090	2,862.60		Legal advice - play areas
25/05/2022	British Gas	DDR	34.99		Gas - AH
27/05/2022	IDVerde	406588	603.99		Cleaning - Toilets (lost chq)
27/05/2022	Gompels	BACS	23.70		Pkg Red - Duplication
27/05/2022	M. Zaccarelli	BACS	95.00		Hanging basket brackets
27/05/2022	Trade UK	BACS	379.14		Screw fix - various
27/05/2022	M. Rolph	BACS	37.03		H&S signs
27/05/2022	Serenity Audio	BACS	540.00		Sound system - Adele show
27/05/2022	BJP Consulting Engs	BACS	1,719.84		KGV - lighting & power
31/05/2022	Enterprise	DDR	612.00		Van lease
31/05/2022	Shine Group	406585	-336.00		W/B unrepresented cheque
31/05/2022	Rb Poolman	406426	-771.60		W/b unrepresented cheque
31/05/2022	Trade UK	566083	-379.14		W/b unrepresenteed cheque
31/05/2022	R poolman	406423	771.60		Cancel correction
Total Payments			111,566.51		

Date: 05/07/2022

Melksham Town Council Current Year

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Bank Assembly Hall A/c

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	Water2Business	DDR	152.30		Water rates - AH
16/05/2022	BTE Services	DDR	165.36		Sanitary cleaning
16/05/2022	Wiltshire Council	DDR	861.00		Rates - AH
18/05/2022	MarketPlace Merchants	DDR	25.16		Till
19/05/2022	Forbidden Nights	3619	1,011.01		Amendment to 3601
20/05/2022	Tolchards	DDR	1,019.66		Bar stock
25/05/2022	Elite Promotions	3626	125.80		Laptop repairs
25/05/2022	Gordon Morris Ltd	3627	401.76		Service - hearing loop AH
25/05/2022	Kan Connections	3628	379.20		PAT testing - AH
25/05/2022	Motion Picture Licensing Compa	3629	262.10		Umbrella licence
25/05/2022	Psychic Medium Nikki Kitt	3630	966.96		Show - Mediumship
25/05/2022	Paul Seemayer	3631	280.00		Lighting - Bourne Again
25/05/2022	Wired Publishing	3633	90.00		Advertising - AH
25/05/2022	Your Wiltshire	3632	162.00		Advertising - AH
31/05/2022	Hills Waste	DDR	327.51		Waste collection
Total Payments			<u>6,229.82</u>		

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Melksham Town Council
Monthly Financial Statement 28 February 2022

Cash and Bank Balances:

Unity Bank	500	
Co-operative Current Account	306,239	
Assembly General Account	671,251	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Contol	920	
Petty Cash	84	
Bar Float	1,100	
		1,032,029

Debtors (monies owed to council)

H M Customs - Vat recoverable	12,558	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		19,001
		1,051,030

Less: Creditors (monies owed by council)

Suppliers of goods and services	679	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	13,722	
Events Control	2,738	
Unidentified Receipts Co-op Bank	2,010	27,714

Net Cash Available

1,023,316

Represented by:

General Fund

Current Year Surplus	165,453	
Earmarked Reserves Used in year	7,237	
	172,690	
Contribution to Earmarked Reserves	77,192	95,498
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	7,237	465,148

Specific Reserves

CIL

Balance at 1st April 2021	12,519	
Plus: Received in Year	38,572	
	51,091	
Less: Used to Fund Expenditure	0	51,091

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

1,023,316

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Melksham Town Council
Monthly Financial Statement 30 April 2022

Cash and Bank Balances:

Unity Bank	651,294	
Co-operative Current Account	772	
Assembly General Account	679,700	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,543	
Petty Cash	65	
Bar Float	1,100	
		1,387,409

Debtors (monies owed to council)

H M Customs - Vat recoverable	10,894	
Bar Stock	3,329	
Debtors and Prepayments	240	
		14,463
		1,401,872

Less: Creditors (monies owed by council)

Suppliers of goods and services	37,144	
Retention Due	8,065	
Other Creditors	4,730	
Salaries Control	28,629	
Paye, Ni and Pension Due		
Events Control	3,773	
		82,341

Net Cash Available

1,319,531

Represented by:

General Fund

Current Year Surplus	399,327	
Earmarked Reserves Used in year	6,546	
	405,873	
Contribution to Earmarked Reserves	1,268	404,605
General Reserve balance at beginning of year		359,664

Earmarked Reserves

Balance at 1st April 2021	457,706	
Plus; Added in Year	0	
	457,706	
Less: Used to Fund Expenditure	6,546	451,160

Specific Reserves

CIL

Balance at 1st April 2021	51,091	
Plus: Received in Year	1,268	
	52,359	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

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

1,319,531

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Melksham Town Council
Monthly Financial Statement 31 May 2022

Cash and Bank Balances:

Unity Bank	551,988	
Co-operative Current Account	0	
Assembly General Account	689,819	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	66	
Petty Cash	73	
Bar Float	1,100	
		1,294,981

Debtors (monies owed to council)

H M Customs - Vat recoverable	13,214	
Bar Stock	3,329	
Debtors and Prepayments	240	
		16,783
		1,311,764

Less: Creditors (monies owed by council)

Suppliers of goods and services	8,018	
Retention Due	8,065	
Other Creditors	4,730	
Salaries Control	0	
Paye, Ni and Pension Due	19,116	
Events Control	2,591	
		42,520

Net Cash Available

1,269,244

Represented by:

General Fund

Current Year Surplus	349,040	
Earmarked Reserves Used in year	9,345	
	<u>358,385</u>	
Contribution to Earmarked Reserves	1,268	357,117
General Reserve balance at beginning of year		359,664

Earmarked Reserves

Balance at 1st April 2021	457,706	
Plus; Added in Year	0	
	<u>457,706</u>	
Less: Used to Fund Expenditure	9,345	448,361

Specific Reserves

CIL

Balance at 1st April 2021	51,091	
Plus: Received in Year	1,268	
	<u>52,359</u>	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2021	51,743	
Plus Received in Year	0	
	<u>51,743</u>	
Less: Used to Fund Expenditure	0	51,743

1,269,244

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12/07/2022

Melksham Town Council 2021-2022

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
101. Central Costs							
1950 Sale of Assets	2,500	2,500	0	(2,500)			0.0%
Central Costs :- Income	2,500	2,500	0	(2,500)			
4000 Salaries ENI & Pension	26,273	262,753	269,000	6,247	6,247	97.7%	
4021 Stationery	119	1,833	1,500	(333)	(333)	122.2%	
4023 Advertising	64	1,722	1,500	(222)	(222)	114.8%	
4024 Equipment/furniture	234	11,477	2,000	(9,477)	(9,477)	573.8%	
4026 Photocopying	75	989	1,500	511	511	66.0%	
4027 Telephones and Mobiles	82	2,522	3,150	628	628	80.1%	
4028 Postage	13	513	300	(213)	(213)	171.1%	
4029 Subscriptions	13	2,344	3,000	656	656	78.1%	
4040 Information Technology/Hardw are	1,921	16,137	15,000	(1,137)	(1,137)	107.6%	
4042 Licences/Softw are	251	3,685	1,500	(2,185)	(2,185)	245.7%	
4058 Insurance	275	11,954	8,000	(3,954)	(3,954)	149.4%	
4061 Travel and Subsistence	13	107	500	393	393	21.5%	
4075 Training	465	5,969	4,000	(1,969)	(1,969)	149.2%	
Central Costs :- Indirect Expenditure	29,799	322,006	310,950	(11,056)	0	(11,056)	103.6%
Net Income over Expenditure	(27,299)	(319,506)	(310,950)	8,556			
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	53	625	500	(125)	(125)	125.0%	
4043 HR consultancy	0	4,395	6,000	1,605	1,605	73.2%	
4050 Legal and Professional	2,340	4,494	3,000	(1,494)	(1,494)	149.8%	
4057 Accountancy and Audit	600	11,416	12,000	584	584	95.1%	
4076 Health & Safety	122	3,170	2,000	(1,170)	(1,170)	158.5%	
Corporate Costs :- Indirect Expenditure	3,115	24,099	23,500	(599)	0	(599)	102.6%
Net Income over Expenditure	(3,115)	894,651	896,250	1,599			
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	1,000	1,000	0	0	100.0%	
4085 Civic and Ceremonial	1,789	2,774	2,500	(274)	(274)	110.9%	
4311 Remembrance Day	0	458	2,000	1,542	1,542	22.9%	
Civic and Democratic :- Indirect Expenditure	1,789	5,759	9,900	4,141	0	4,141	58.2%
Net Expenditure	(1,789)	(5,759)	(9,900)	(4,141)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
<u>151. Grants</u>							
4301 Grants	3,725	19,695	25,000	5,305		5,305	78.8%
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	3,725	51,695	62,500	10,805	0	10,805	82.7%
Net Expenditure	(3,725)	(51,695)	(62,500)	(10,805)			
<u>201. Town Hall</u>							
1034 Income Town Hall Bookings	183	718	6,500	5,782			11.0%
Town Hall :- Income	183	718	6,500	5,782			11.0%
4100 Gas	564	3,504	3,500	(4)		(4)	100.1%
4101 Electricity	229	2,776	2,500	(276)		(276)	111.0%
4102 Non Domestic Rates	0	9,200	10,000	800		800	92.0%
4103 Water Rates	0	1,429	1,500	71		71	95.2%
4104 Window Cleaning	0	1,420	1,400	(20)		(20)	101.4%
4106 Repairs and Maintenance	365	10,973	0	(10,973)		(10,973)	0.0%
4108 Service Contracts	3,168	15,488	8,000	(7,488)		(7,488)	193.6%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
Town Hall :- Indirect Expenditure	4,326	44,791	27,900	(16,891)	0	(16,891)	160.5%
Net Income over Expenditure	(4,143)	(44,073)	(21,400)	22,673			
<u>202. Asset and Amenities</u>							
1027 Income - Amenity Services	406	4,515	3,000	(1,515)			150.5%
Asset and Amenities :- Income	406	4,515	3,000	(1,515)			150.5%
4000 Salaries ENI & Pension	15,930	209,454	255,000	45,546		45,546	82.1%
4027 Telephones and Mobiles	140	1,805	1,600	(205)		(205)	112.8%
4150 Uniform/PPE	142	1,130	2,000	870		870	56.5%
4151 Tools and Equipment	342	617	1,000	383		383	61.7%
4153 Vehicle Running Costs	792	7,770	7,000	(770)		(770)	111.0%
4156 Vehicle Leasing	945	13,171	12,000	(1,171)		(1,171)	109.8%
4163 Repairs and Maintenance	215	9,164	10,000	836		836	91.6%
4167 Street Furniture and Signage	10,181	14,424	2,000	(12,424)		(12,424)	721.2%
4177 Churchyard maintenance	123	123	0	(123)		(123)	0.0%

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
4186 Defibrillators	0	3,528	1,050	(2,478)		(2,478)	336.0%
4196 Container storage	113	1,350	1,600	250		250	84.4%
4915 Equipment	2,235	2,235	0	(2,235)		(2,235)	0.0%
Asset and Amenities :- Indirect Expenditure	31,157	264,771	293,250	28,479	0	28,479	90.3%
Net Income over Expenditure	(30,751)	(260,256)	(290,250)	(29,994)			
203 Allotments							
1045 Income Allotments	1,320	4,716	4,700	(16)			100.3%
Allotments :- Income	1,320	4,716	4,700	(16)			100.3%
4200 Water Rates - Allotments	0	950	1,700	750		750	55.9%
4201 Maintenance - Allotments	0	207	300	93		93	68.8%
Allotments :- Indirect Expenditure	0	1,157	2,000	843	0	843	57.9%
Net Income over Expenditure	1,320	3,559	2,700	(859)			
204 KGV Pavilion and Car Park							
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	104	200	96		96	52.2%
4252 Electricity - Pavilion	31	21,712	1,100	(20,612)		(20,612)	1973.8%
4254 Water - Pavilion	0	295	200	(95)		(95)	147.6%
4255 Fire Safety Checks	0	82	500	418		418	16.4%
4256 Maintenance - Pavilion	158	221	1,000	779		779	22.1%
4260 Non Domestic Rates - Car Park	0	2,062	0	(2,062)		(2,062)	0.0%
KGV Pavilion and Car Park :- Indirect Expenditure	210	24,477	3,000	(21,477)	0	(21,477)	815.9%
Net Income over Expenditure	(210)	(22,862)	0	22,862			
205 Public Toilets							
1060 MWPC contr. to Market Place	5,165	5,165	6,600	1,435			78.3%
Public Toilets :- Income	5,165	5,165	6,600	1,435			78.3%
4180 Cleaning	1,788	12,880	17,000	4,120		4,120	75.8%
4185 Electricity supply: Toilets	76	1,369	1,150	(219)		(219)	119.0%
Public Toilets :- Indirect Expenditure	1,864	14,249	18,150	3,901	0	3,901	78.5%
Net Income over Expenditure	3,301	(9,084)	(11,550)	(2,466)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
<u>210. Corporate Properties</u>							
1040 Income 31 Market Place	1,000	10,217	6,900	(3,317)			148.1%
1042 Income Roundhouse	0	1,306	1,600	294			81.6%
Corporate Properties :- Income	1,000	11,522	8,500	(3,022)			135.6%
4175 Costs Art House Cafe	137	4,033	500	(3,533)	(3,533)		806.7%
4178 Costs Roundhouse	0	176	0	(176)	(176)		0.0%
4191 Costs 31 Market Place	942	3,698	500	(3,198)	(3,198)		739.6%
Corporate Properties :- Indirect Expenditure	1,079	7,908	1,000	(6,908)	0	(6,908)	790.8%
Net Income over Expenditure	(79)	3,615	7,500	3,885			
<u>215. Depot</u>							
4103 Water Rates	15	90	200	111		111	44.8%
4159 Electric - Unit	0	944	750	(194)	(194)		125.8%
4160 Leasing	779	8,571	10,850	2,279		2,279	79.0%
4161 Rates-Unit at Bow erhill	0	2,295	2,400	105		105	95.6%
4184 Fire security: Unit	0	106	400	294		294	26.5%
Depot :- Indirect Expenditure	794	12,005	14,600	2,595	0	2,595	82.2%
Net Expenditure	(794)	(12,005)	(14,600)	(2,595)			
<u>220. Play Areas and Open Spaces</u>							
4157 Grasscutting	160	11,610	10,000	(1,610)	(1,610)		116.1%
4158 Replacement Play Equipment	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	484	2,116	5,000	2,884		2,884	42.3%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4179 Tree Planting	256	256	0	(256)	(256)		0.0%
4193 Rospa checks: Play areas	949	949	1,050	101		101	90.4%
Play Areas and Open Spaces :- Indirect Expenditure	1,849	14,932	23,050	8,118	0	8,118	64.8%
Net Expenditure	(1,849)	(14,932)	(23,050)	(8,118)			
<u>221. King George V Park</u>							
4199 Materials	0	7,582	10,000	2,418		2,418	75.8%
King George V Park :- Indirect Expenditure	0	7,582	10,000	2,418	0	2,418	75.8%
Net Expenditure	0	(7,582)	(10,000)	(2,418)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
302. Projects							
1050 Grants Received	0	10,912	0	(10,912)			0.0%
1059 Sponsorship	0	1,135	0	(1,135)			0.0%
Projects :- Income	0	12,047	0	(12,047)			
4074 Neighbourhood Plan	6,512	9,339	5,000	(4,339)		(4,339)	186.8%
4078 Community Projects	206	206	0	(206)		(206)	0.0%
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	6,718	9,545	11,000	1,455	0	1,455	86.8%
Net Income over Expenditure	(6,718)	2,502	(11,000)	(13,502)			
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	491	7,159	10,000	2,841		2,841	71.6%
4080 Melksham in Bloom Competition	0	628	500	(128)		(128)	125.7%
4304 Christmas Tree	0	3,810	1,200	(2,610)		(2,610)	317.5%
4308 CCTV	0	2,330	2,500	171		171	93.2%
4309 Newsletter	0	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	79	298	1,500	1,202		1,202	19.9%
4356 Highways projects CATG	505	1,707	6,000	4,293		4,293	28.5%
4922 Publicity & Marketing	0	705	1,000	295		295	70.5%
4925 Town Development	4,800	12,556	6,500	(6,056)		(6,056)	193.2%
Economic Dev. and Planning :- Indirect Expenditure	5,875	30,796	34,950	4,154	0	4,154	88.1%
Net Income over Expenditure	(5,875)	(29,027)	(33,950)	(4,923)			
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%

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
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)			
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	4,814	13,502	20,000	6,498			67.5%
1050 Grants Received	0	14,994	0	(14,994)			0.0%
Assembly Hall Central Costs :- Income	4,814	28,496	20,000	(8,496)			142.5%
4000 Salaries ENI & Pension	4,960	131,737	103,000	(28,737)		(28,737)	127.9%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	1,561	1,500	(61)		(61)	104.1%
4907 Stationery/Printing/Postage	0	19	0	(19)		(19)	0.0%
4908 Advertising	2,310	2,310	0	(2,310)		(2,310)	0.0%
4909 Licences	20	359	3,500	3,141	3,500	(359)	110.3%
4911 Electricity	1,918	5,004	12,000	6,996		6,996	41.7%
4912 Gas	19	170	500	330		330	34.0%
4913 Water	137	2,193	2,000	(193)		(193)	109.7%
4914 Rates	0	8,608	9,000	392		392	95.6%
4915 Equipment	36	36	0	(36)		(36)	0.0%
4916 Maintenance-Equipment	2,487	4,229	3,000	(1,229)		(1,229)	141.0%
4917 Service Contracts	1,715	9,852	7,000	(2,852)		(2,852)	140.7%
4918 Maintenance	100	786	500	(286)		(286)	157.2%
4922 Publicity & Marketing	290	1,976	2,000	24		24	98.8%
4923 Mngement Information Systems	0	603	1,400	797		797	43.1%
4927 Stocktaking	120	120	600	480		480	20.0%
4929 AIB	0	447	1,000	553		553	44.7%
4949 Provision/Hire Stage Lights	0	1,080	0	(1,080)		(1,080)	0.0%
4958 Event Security	668	1,268	0	(1,268)		(1,268)	0.0%
Assembly Hall Central Costs :- Indirect Expenditure	14,779	172,356	147,500	(24,856)	3,500	(28,356)	119.2%
Net Income over Expenditure	(9,965)	(143,860)	(127,500)	16,360			
510 Assembly Hall Events							
1004 Film show s	0	0	500	500			0.0%
1173 Live Entertainment	4,436	35,295	0	(35,295)			0.0%
Assembly Hall Events :- Income	4,436	35,295	500	(34,795)			7058.9%
4919 Films: expenses and contract	0	1,573	500	(1,073)		(1,073)	314.7%
4954 PA and Lighting Costs	300	630	0	(630)		(630)	0.0%
4960 Live entertainment:	6,408	28,586	0	(28,586)		(28,586)	0.0%
Assembly Hall Events :- Indirect Expenditure	6,708	30,789	500	(30,289)	0	(30,289)	6157.9%
Net Income over Expenditure	(2,273)	4,505	0	(4,505)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
520 <u>Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	7,522	32,666	20,000	(12,666)			163.3%
Assembly Hall Bar and Catering :- Income	7,522	32,666	20,000	(12,666)			163.3%
4903 Bar Stock Purchases	630	13,420	10,000	(3,420)		(3,420)	134.2%
Assembly Hall Bar and Catering :- Indirect Expenditure	630	13,420	10,000	(3,420)	0	(3,420)	134.2%
Net Income over Expenditure	6,892	19,246	10,000	(9,246)			
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	38,572	0	(38,572)			0.0%
Earmarked Reserves :- Income	0	38,572	0	(38,572)			
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	10,715	10,715	6,837	(3,878)		(3,878)	156.7%
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	2,500	8,952	299,900	290,948		290,948	3.0%
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	51,091	51,091		51,091	0.0%
Earmarked Reserves :- Indirect Expenditure	13,215	20,556	575,218	554,662	0	554,662	3.6%
Net Income over Expenditure	(13,215)	18,015	(575,218)	(593,233)			
Grand Totals:- Income	27,345	1,136,964	1,033,550	(103,414)			110.0%
Expenditure	127,631	1,074,623	1,618,968	544,345	3,500	540,845	66.6%
Net Income over Expenditure	(100,286)	62,342	(585,418)	(647,760)			
Movement to/(from) Gen Reserve	(100,286)	62,342					

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
101 Central Costs							
4000 Salaries ENI & Pension	21,184	40,882	225,000	184,118		184,118	18.2%
4021 Stationery	159	169	2,750	2,581		2,581	6.2%
4023 Advertising	1,386	1,386	1,750	364		364	79.2%
4024 Equipment/furniture	13	13	3,000	2,987		2,987	0.4%
4026 Photocopying	149	233	1,200	967		967	19.4%
4027 Telephones and Mobiles	461	487	3,000	2,513		2,513	16.2%
4028 Postage	0	47	400	353		353	11.6%
4029 Subscriptions	0	1,779	4,000	2,221		2,221	44.5%
4040 Information Technology/Hardware	0	9,988	17,500	7,512		7,512	57.1%
4042 Licences/Software	917	1,504	4,500	2,996		2,996	33.4%
4050 Legal and Professional	0	590	0	(590)		(590)	0.0%
4058 Insurance	0	512	9,750	9,238		9,238	5.2%
4061 Travel and Subsistence	29	29	500	471		471	5.8%
4075 Training	360	445	5,000	4,555		4,555	8.9%
4106 Repairs and Maintenance	0	304	0	(304)		(304)	0.0%
Central Costs :- Indirect Expenditure	24,659	58,368	278,350	219,982	0	219,982	21.0%
Net Expenditure	(24,659)	(58,368)	(278,350)	(219,982)			
110 Corporate Costs							
1176 Precept Received	0	483,102	966,204	483,102			50.0%
Corporate Costs :- Income	0	483,102	966,204	483,102			50.0%
4017 Bank account fees	50	80	500	420		420	16.0%
4043 HR consultancy	0	327	5,000	4,673		4,673	6.5%
4050 Legal and Professional	182	796	3,500	2,704		2,704	22.7%
4057 Accountancy and Audit	0	600	12,000	11,400		11,400	5.0%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	232	1,802	23,500	21,698	0	21,698	7.7%
Net Income over Expenditure	(232)	481,300	942,704	461,404			
115 Civic and Democratic							
4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	0	0	2,000	2,000		2,000	0.0%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%
4085 Civic and Ceremonial	0	2,876	2,500	(376)		(376)	115.1%
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	0	2,876	9,800	6,924	0	6,924	29.4%
Net Expenditure	0	(2,876)	(9,800)	(6,924)			

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

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	(8,020)	(8,020)	25,000	33,020		33,020	(32.1%)
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-4Youth	0	0	10,000	10,000		10,000	0.0%
4305 Grant Christmas Lights	0	0	10,000	10,000		10,000	0.0%
4306 Grant Party in the Park	807	807	3,000	2,193		2,193	26.9%
4310 Grant Food and River Festival	0	0	3,000	3,000		3,000	0.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	0	4,000	4,000		4,000	0.0%
Grants :- Indirect Expenditure	(7,213)	(7,213)	62,500	69,713	0	69,713	(11.5%)
Net Expenditure	7,213	7,213	(62,500)	(69,713)			
201_ Tow n Hall							
1034 Income Tow n Hall Bookings	2,343	2,438	1,000	(1,438)			243.8%
Tow n Hall :- Income	2,343	2,438	1,000	(1,438)			243.8%
4100 Gas	754	1,778	4,667	2,889		2,889	38.1%
4101 Electricity	347	894	3,334	2,440		2,440	26.8%
4102 Non Domestic Rates	936	1,868	10,000	8,132		8,132	18.7%
4103 Water Rates	0	0	1,800	1,800		1,800	0.0%
4104 Window Cleaning	0	185	1,600	1,415		1,415	11.6%
4106 Repairs and Maintenance	0	0	6,000	6,000		6,000	0.0%
4108 Service Contracts	0	945	10,240	9,295		9,295	9.2%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Tow n Hall :- Indirect Expenditure	2,038	5,670	38,841	33,171	0	33,171	14.6%
Net Income over Expenditure	305	(3,232)	(37,841)	(34,609)			
202_ Asset and Amenities							
1027 Income - Amenity Services	40	946	4,000	3,054			23.7%
Asset and Amenities :- Income	40	946	4,000	3,054			23.7%
4000 Salaries ENI & Pension	19,932	39,303	225,000	185,697		185,697	17.5%
4027 Telephones and Mobiles	151	304	1,800	1,496		1,496	16.9%
4150 Uniform/PPE	0	484	2,400	1,916		1,916	20.1%
4151 Tools and Equipment	(299)	(305)	4,000	4,305		4,305	(7.6%)
4153 Vehicle Running Costs	328	1,173	7,000	5,827		5,827	16.8%
4156 Vehicle Leasing	979	1,975	13,000	11,025		11,025	15.2%
4163 Repairs and Maintenance	583	699	12,000	11,301		11,301	5.8%
4167 Street Furniture and Signage	0	0	10,000	10,000		10,000	0.0%
4177 Churchyard maintenance	0	(10)	1,500	1,510		1,510	(0.7%)

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4186 Defibrillators	0	0	4,444	4,444		4,444	0.0%
4915 Equipment	0	2,613	0	(2,613)		(2,613)	0.0%
Asset and Amenities :- Indirect Expenditure	21,675	46,235	281,144	234,909	0	234,909	16.4%
Net Income over Expenditure	(21,635)	(45,289)	(277,144)	(231,855)			
<u>203 Allotments</u>							
1045 Income Allotments	20	100	5,000	4,900			2.0%
Allotments :- Income	20	100	5,000	4,900			2.0%
4200 Water Rates - Allotments	0	0	1,800	1,800		1,800	0.0%
4201 Maintenance - Allotments	0	0	1,000	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	0	0	2,800	2,800	0	2,800	0.0%
Net Income over Expenditure	20	100	2,200	2,100			
<u>204_KGV Pavilion and Car Park</u>							
1046 Income - Pavilion	0	0	1,500	1,500			0.0%
KGV Pavilion and Car Park :- Income	0	0	1,500	1,500			0.0%
4250 Telephone - Pavilion	30	67	300	233		233	22.2%
4252 Electricity - Pavilion	750	760	2,300	1,540		1,540	33.0%
4254 Water - Pavilion	0	0	1,200	1,200		1,200	0.0%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	1,619	1,872	2,000	128		128	93.6%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4260 Non Domestic Rates - Car Park	0	0	2,000	2,000		2,000	0.0%
KGV Pavilion and Car Park :- Indirect Expenditure	2,400	2,698	9,250	6,552	0	6,552	29.2%
Net Income over Expenditure	(2,400)	(2,698)	(7,750)	(5,052)			
<u>205_Public Toilets</u>							
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
Public Toilets :- Income	0	0	7,500	7,500			0.0%
4106 Repairs and Maintenance	0	0	2,000	2,000		2,000	0.0%
4180 Cleaning	1,007	1,510	15,000	13,490		13,490	10.1%
4185 Electricity supply: Toilets	149	255	2,133	1,878		1,878	12.0%
4913 Water	0	0	2,500	2,500		2,500	0.0%
Public Toilets :- Indirect Expenditure	1,156	1,765	21,633	19,868	0	19,868	8.2%
Net Income over Expenditure	(1,156)	(1,765)	(14,133)	(12,368)			

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>210_Corporate Properties</u>							
1040 Income 31 Market Place	1,000	1,000	6,900	5,900			14.5%
1048 Income Art House Cafe	0	500	6,000	5,500			8.3%
Corporate Properties :- Income	1,000	1,500	12,900	11,400			11.6%
4175 Costs Art House Cafe	8	8	1,000	992		992	0.8%
4178 Costs Roundhouse	0	0	4,000	4,000		4,000	0.0%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	8	8	5,500	5,492	0	5,492	0.1%
Net Income over Expenditure	992	1,492	7,400	5,908			
<u>211_Art House Cafe</u>							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
Net Expenditure	0	0	(1,500)	(1,500)			
<u>212_Round House</u>							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	0	0	840	840	0	840	0.0%
Net Expenditure	0	0	(840)	(840)			
<u>213_31 Market Place</u>							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	0	0	1,200	1,200	0	1,200	0.0%
Net Expenditure	0	0	(1,200)	(1,200)			
<u>215_Depot</u>							
4103 Water Rates	15	30	250	220		220	12.0%
4106 Repairs and Maintenance	0	0	1,500	1,500		1,500	0.0%
4159 Electric - Unit	71	288	2,400	2,112		2,112	12.0%
4160 Leasing	779	779	10,850	10,071		10,071	7.2%
4161 Rates-Unit at Bow erhill	230	455	2,472	2,017		2,017	18.4%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	1,095	1,552	17,772	16,220	0	16,220	8.7%
Net Expenditure	(1,095)	(1,552)	(17,772)	(16,220)			

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
220 Play Areas and Open Spaces							
4157 Grasscutting	1,440	2,460	18,000	15,540		15,540	13.7%
4158 Replacement Play Equipment	0	0	50,000	50,000		50,000	0.0%
4165 Maintenance play areas	0	664	5,000	4,336		4,336	13.3%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	0	0	1,100	1,100		1,100	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	1,440	3,124	89,100	85,976	0	85,976	3.5%
Net Expenditure	(1,440)	(3,124)	(89,100)	(85,976)			
221 King George V Park							
4199 Materials	293	718	10,000	9,282		9,282	7.2%
4313 Sports Roadshow	0	0	5,000	5,000		5,000	0.0%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	293	718	17,200	16,482	0	16,482	4.2%
Net Expenditure	(293)	(718)	(17,200)	(16,482)			
302 Projects							
4073 Environmental Projects	0	0	1,000	1,000		1,000	0.0%
4074 Neighbourhood Plan	732	1,194	5,000	3,806		3,806	23.9%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4081 Melksham Art Project	0	0	2,000	2,000		2,000	0.0%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	732	1,194	10,200	9,006	0	9,006	11.7%
Net Expenditure	(732)	(1,194)	(10,200)	(9,006)			
310 East Melksham Community Hall							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	131	131	1,000	869			13.1%
Economic Dev. and Planning :- Income	131	131	1,000	869			13.1%
4071 Town Floral Displays	(36)	(986)	10,000	10,986		10,986	(9.9%)
4080 Melksham in Bloom Competition	0	0	1,000	1,000		1,000	0.0%

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	0	0	12,500	12,500		12,500	0.0%
4309 New sletter	0	2,310	4,000	1,690		1,690	57.8%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	141	141	1,500	1,360		1,360	9.4%
4356 Highw ays projects CATG	0	0	7,500	7,500		7,500	0.0%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Tow n Development	0	0	15,000	15,000		15,000	0.0%
Economic Dev. and Planning :- Indirect Expenditure	105	1,465	55,750	54,285	0	54,285	2.6%
Net Income over Expenditure	27	(1,333)	(54,750)	(53,417)			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	38,620	38,620			0.0%
Solar Farm Projects :- Income	0	0	38,620	38,620			0.0%
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	38,620	38,620	0	38,620	0.0%
Net Income over Expenditure	0	0	0	0			
<u>501 Assembly Hall Central Costs</u>							
1000 Income-Assembly Hall Lettings	2,690	4,779	38,000	33,221			12.6%
Assembly Hall Central Costs :- Income	2,690	4,779	38,000	33,221			12.6%
4000 Salaries ENI & Pension	5,395	11,425	78,000	66,575		66,575	14.6%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	0	700	700		700	0.0%
4907 Stationery/Printing/Postage	0	0	600	600		600	0.0%
4909 Licences	0	218	3,600	3,382	3,500	(118)	103.3%
4911 Electricity	1,392	3,246	13,200	9,954		9,954	24.6%
4912 Gas	29	65	1,000	935		935	6.5%
4913 Water	152	293	2,400	2,107		2,107	12.2%
4914 Rates	861	1,720	9,000	7,280		7,280	19.1%
4916 Maintenance-Equipment	651	631	10,000	9,369		9,369	6.3%
4917 Service Contracts	152	1,247	7,200	5,953		5,953	17.3%
4918 Maintenance	0	(50)	12,000	12,050		12,050	(0.4%)
4922 Publicity & Marketing	345	420	4,800	4,380		4,380	8.8%
4923 Mhagement Information Systems	0	0	6,600	6,600		6,600	0.0%
4924 Telephone: security alarms	0	0	360	360		360	0.0%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB	0	0	1,800	1,800		1,800	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	0	0	2,400	2,400		2,400	0.0%
Assembly Hall Central Costs :- Indirect Expenditure	8,977	19,213	156,685	137,472	3,500	133,972	14.5%
Net Income over Expenditure	(6,286)	(14,435)	(118,685)	(104,250)			
<u>510 Assembly Hall Events</u>							
1004 Film shows	0	0	2,000	2,000			0.0%
1173 Live Entertainment	2,172	3,657	43,000	39,343			8.5%
Assembly Hall Events :- Income	2,172	3,657	45,000	41,343			8.1%
4919 Films: expenses and contract	0	0	2,000			2,000	0.0%
4954 PA and Lighting Costs	450	730	6,000	5,270		5,270	12.2%
4960 Live entertainment:	2,317	3,754	40,000	36,246		36,246	9.4%
Assembly Hall Events :- Indirect Expenditure	2,767	4,484	48,000	43,516	0	43,516	9.3%
Net Income over Expenditure	(595)	(827)	(3,000)	(2,173)			
<u>520 Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	5,110	6,484	60,750	54,266			10.7%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
Assembly Hall Bar and Catering :- Income	5,110	6,484	82,250	75,766			7.9%
4901 Catering Stock Purchases	0	0	10,752	10,752		10,752	0.0%
4903 Bar Stock Purchases	874	2,058	30,575	28,517		28,517	6.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	874	2,058	41,327	39,269	0	39,269	5.0%
Net Income over Expenditure	4,236	4,426	40,923	36,497			
<u>901 Earmarked Reserves</u>							
1180 CIL Received	0	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	0	1,268	0	(1,268)			
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	12,830	12,830		12,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	0	(0)		(0)	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	2,800	9,345	290,948	281,603		281,603	3.2%

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
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	52,359	52,359		52,359	0.0%
Earmarked Reserves :- Indirect Expenditure	2,800	9,346	561,808	552,462	0	552,462	1.7%
Net Income over Expenditure	(2,800)	(8,078)	(561,808)	(553,730)			
Grand Totals:- Income	13,507	504,404	1,202,974	698,570			41.9%
Expenditure	64,036	155,365	1,774,320	1,618,955	3,500	1,615,455	9.0%
Net Income over Expenditure	(50,529)	349,040	(571,346)	(920,386)			
Movement to/(from) Gen Reserve	(50,529)	349,040					

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Melksham Town Council 2021-2022

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Cooperative Bank A/C

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For Month No: 12

Receipts for Month 12			Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		306,238.91	306,238.91				
24ME	Banked: 04/03/2020	40.00					
24ME	Beves	40.00			1045 203	40.00	Allotment rent
ME40	Banked: 01/03/2022	20.00					
ME40	Raymond	20.00			1045 203	20.00	Allotment rent
ME34	Banked: 01/03/2022	20.00					
ME34	Davis	20.00			1045 203	20.00	Allotment rent
ME13B	Banked: 01/03/2022	20.00					
ME13B	Clover	20.00			1045 203	20.00	Allotment rent
ME39	Banked: 01/03/2022	40.00					
ME39	Wroblew ski	40.00			1045 203	40.00	Allotment rent
WC1	Banked: 02/03/2022	40.00					
WC1	Biggin	40.00			1045 203	40.00	Allotment rent
WC4A	Banked: 03/03/2022	20.00					
WC4A	Elter	20.00			1045 203	20.00	Allotment rent
SB11A	Banked: 03/03/2022	20.00					
SB11A	Purps	20.00			1045 203	20.00	Allotment rent
ME32	Banked: 03/03/2022	40.00					
ME32	Welford	40.00			1045 203	40.00	Allotment rent
70AA	Banked: 04/03/2022	40.00					
70AA	Wookey	40.00			1045 203	40.00	Allotment rent
BACS	Banked: 04/03/2022	487.21					
BACS	DJ Cooper	487.21		81.20	1027 202	406.01	Caretaking - Factory Shop
6BSB	Banked: 07/03/2022	20.00					
6BSB	Straw son	20.00			1045 203	20.00	Allotment rent
37ME	Banked: 07/03/2022	20.00					
37ME	Stevens	20.00			1045 203	20.00	Allotment rent
SB2A	Banked: 07/03/2022	20.00					
SB2A	Maslen	20.00			1045 203	20.00	Allotment rent
ME19	Banked: 07/03/2022	40.00					
ME19	Pow ell	40.00			1045 203	40.00	Allotment rent
BACS	Banked: 08/03/2022	3,000.00					
BACS	Cloudy IT	3,000.00		500.00	1950 101	2,500.00	Sale of equipment
PO credit	Banked: 10/03/2022	394.00					
PO credit	Gough	60.00			1045 203	60.00	Allotment rent
PO credit	Adams	80.00			1045 203	80.00	Allotment rent
PO credit	Staddon	40.00			1045 203	40.00	Allotment rent
PO credit	Quinney	40.00			1045 203	40.00	Allotment rent

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Cooperative Bank A/C

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PO credit	Smith	20.00			1045	203	20.00	Allotment rent
PO credit	White	40.00			1045	203	40.00	Allotment rent
PO credit	Edwards	114.00			4071	403	114.00	Hanging baskets
PO credit	Banked: 15/03/2022	63.50						
PO credit	Scragg	27.50			4085	115	27.50	Mayor's Reception
PO credit	Gardeners Society	36.00			4085	115	36.00	Mayor's Reception
PO credit	Banked: 15/03/2022	540.00						
PO credit	Gibson	40.00			1045	203	40.00	Allotment rent
PO credit	Myers	20.00			1045	203	20.00	Allotment rent
PO credit	Wilding	80.00			1045	203	80.00	Allotment rent
PO credit	Evans	20.00			1045	203	20.00	Allotment rent
PO credit	Hitchens	60.00			1045	203	60.00	Allotment rent
PO credit	Cleverley	40.00			1045	203	40.00	Allotment rent
PO credit	Edser-Brookes	20.00			1045	203	20.00	Allotment rent
PO credit	Edmunds	40.00			1045	203	40.00	Allotment rent
PO credit	Jacklin	80.00			1045	203	80.00	Allotment rent
PO credit	Green	20.00			1045	203	20.00	Allotment rent
PO credit	Williams	20.00			1045	203	20.00	Allotment rent
PO credit	Gregory	40.00			1045	203	40.00	Allotment rent
PO credit	Erikson	40.00			1045	203	40.00	Allotment rent
PO credit	Roberts	20.00			1045	203	20.00	Allotment rent
BACS	Banked: 16/03/2022	18.00						
BACS	Ian Drew	18.00			4085	115	18.00	Mayor's Reception
BACS	Banked: 18/03/2022	24.75						
BACS	Wiltshire Mind	24.75		4.12	1000	501	20.63	Room hire - AH
BACS	Banked: 18/03/2022	18.00						
BACS	T. Price	18.00			4085	115	18.00	Mayor's Reception
BACS	Banked: 18/03/2022	27.50						
BACS	Bradford-on-Avon	27.50			4085	115	27.50	Mayor's Reception
AA72	Banked: 21/03/2022	40.00						
AA72	J. Outlaw	40.00			1045	203	40.00	Allotment rent
SB7	Banked: 23/03/2022	20.00						
SB7	La Barbera	20.00			1045	203	20.00	Allotment rent
BACS	Banked: 25/03/2022	5,164.56						
BACS	MWOPC	5,164.56			1060	205	5,164.56	Public toilets - 20/21
BACS	Banked: 28/03/2022	583.33						
BACS	Wiltshire Publications	583.33			1040	210	583.33	Rent - 31 Market Place
MA4	Banked: 29/03/2022	40.00						
MA4	N. Mills	40.00			1045	203	40.00	Allotment rent
	Banked: 31/03/2022	336.00						
406585	Unity Bank	336.00			203		336.00	Shine Group

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Cooperative Bank A/C

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked: 31/03/2022	336.00					
406585	Unity Bank	336.00			203	336.00	Shine Group
	Banked: 31/03/2022	1,712.40					
406407	Unity Bank	1,712.40			203	1,712.40	Kan Connections
	Banked: 31/03/2022	19.18					
406415	Unity Bank	19.18			203	19.18	AquaAid Southcoast
	Banked: 31/03/2022	86.40					
406418	Unity Bank	86.40			203	86.40	Handy Compact Tractors
	Banked: 31/03/2022	771.60					
406423	Unity Bank	771.60			203	771.60	R B Poolman

Total Receipts for Month	14,082.43	0.00	585.32	13,497.11
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Cashbook Totals	320,321.34	0.00	585.32	319,736.02
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Melksham Town Council 2021-2022

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Bank Assembly Hall A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Balance Brought Fwd : 679,348.03 679,348.03

BACS Banked: 03/02/2022	500.00						
BACS Good New s Church	500.00			1040	210	500.00	Rent - Art House
BACS Banked: 03/02/2022	33.00						
BACS J. Pickett	33.00			1034	201	33.00	Room hire - TH
BACS Banked: 07/02/2022	132.00						
BACS Pickw ick Academy	132.00			1000	501	132.00	Room hire - AH
500637 Banked: 07/02/2022	338.00						
500637 Waterloo Live	220.00		36.67	566		183.33	Waterloo Live
500637 Complete Madness	28.00		4.67	566		23.33	Complete Madness
500637 Room hire - AH	90.00		15.00	1000	501	75.00	Room hire - AH
500637(B) Banked: 08/02/2022	121.80						
500637(B) Dance Academy	121.80		20.30	1001	520	101.50	Dance Academy
BACS Banked: 09/02/2022	132.00						
BACS Tiger Martial Art	132.00		22.00	1000	501	110.00	Room hire - AH
BACS Banked: 11/02/2022	18.75						
BACS Daybreak	18.75			1034	201	18.75	Room hire - TH
BACS Banked: 21/02/2022	748.80						
BACS Emily Alner Academy	748.80		124.80	1000	501	624.00	Room hire - AH
BACS Banked: 23/02/2022	3,580.00						
BACS Ticketsource	3,580.00		596.67	1173	510	2,983.33	Waterloo Live
BACS Banked: 28/02/2022	125.00						
BACS Frome Roller Disco	125.00		20.83	1000	501	104.17	Room hire - AH
Banked: 28/02/2022	6,174.63						
Transfer Credit/Debit Card Control Acco	6,174.63			213		6,174.63	AIB - AH tickets
Total Receipts for Month	11,903.98	0.00	840.94			11,063.04	

Cashbook Totals 691,252.01 0.00 840.94 690,411.07

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Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

Receipts received between 01/05/2022 and 31/05/2022

Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
BACS Banked: 03/05/2022		114.22				
BACS MWOPC		114.22			4074 302	114.22 Neighbourhood Plan
BACS Banked: 04/05/2022		5.85				
BACS Wiltshire Council		5.85			1034 201	5.85 Room hire - TH
BACS Banked: 06/05/2022		10,000.00				
BACS Groundw orks		10,000.00			4301 151	10,000.00 Grant - City Dressing
BACS Banked: 10/05/2022		10,175.79				
BACS BACS		10,175.79			520	10,175.79 Pension payment
BACS Banked: 11/05/2022		250.00				
BACS Best Ever Brownie Company		250.00			4151 202	250.00 Purchase chiller unit
3BMET Banked: 13/05/2022		20.00				
BACS R. Johnson		20.00			1045 203	20.00 Allotment rent
BACS Banked: 19/05/2022		52.00				
BACS Nixon & Shaw		52.00			4071 403	52.00 Hanging baskets
BACS Banked: 19/05/2022		94.00				
BACS Lock & Key		94.00			4071 403	94.00 Hanging baskets
BACS Banked: 20/05/2022		131.39				
BACS S. Hillman		131.39			1030 403	131.39 Makers Market
BACS Banked: 20/05/2022		198.00				
BACS Wiltshire Council		198.00		33.00	1000 501	165.00 Room hire - AH
BACS Banked: 25/05/2022		40.00				
BACS Melksham Community Meals		40.00			1027 202	40.00 Transport of kitchen items
BACS Banked: 31/05/2022		583.33				
BACS Wiltshire Publications		583.33			1040 210	583.33 Rent - 31 Market Place
Banked: 31/05/2022		771.60				
cancel Cooperative Bank A/C		771.60			204	771.60 Correct to cash booc
CORRECT Banked: 31/05/2022		-10,175.79				
CORRECT Cancel duplicate entry		-10,175.79			520	-10,175.79 Cancel duplicate entry
Total Receipts:		12,260.39	0.00	33.00		12,227.39

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Melksham Town Council Current Year

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Cashbook 2

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Bank Assembly Hall A/c

Receipts received between 01/05/2022 and 31/05/2022

		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	BACS Banked: 03/05/2022	397.05					
	BACS Ella Britton	397.05		66.18	1000 501	330.87	Room Hire - AH
	BACS Banked: 03/05/2022	43.32					
	BACS J. Pickett	43.32			1034 201	43.32	Room hire - TH
	BACS Banked: 03/05/2022	500.00					
	BACS Good News Church	500.00		83.33	1040 210	416.67	Rent - Art House
	BACS Banked: 09/05/2022	197.00					
	BACS PGL of MMM	197.00		32.83	1000 501	164.17	Room hire - AH
	BACS Banked: 13/05/2022	144.00					
	BACS TIC	144.00			1034 201	144.00	Room hire - AH
	BACS Banked: 13/05/2022	99.00					
	BACS Wiltshire MIND	99.00			1034 201	99.00	Room hire - TH
500640(B)	Banked: 16/05/2022	4,007.15					
500640(B)	Rock n Roll	817.55		136.26	1001 520	681.29	Rock n Roll
500640(B)	Selwood Party	279.50		46.58	1001 520	232.92	Selwood Party
500640(B)	Carpenters Experience	401.80		66.97	1001 520	334.83	Carpenters Experience
500640(B)	Complete Madness	2,109.30		351.55	1001 520	1,757.75	Complete Madness
500640(B)	Community Meals	27.80		4.63	1001 520	23.17	Community Meals
500640(B)	Flying Club	17.20		2.87	1001 520	14.33	Flying Club
500640(B)	Purple Zeppelin	339.00		56.50	1001 520	282.50	Purple Zeppelin
500640(B)	Roller Disco	15.00		2.50	1001 520	12.50	Roller Disco
	BACS Banked: 17/05/2022	2,372.10					
	BACS PGL of MMM	2,372.10		395.35	1034 201	1,976.75	Room hire - AH
	BACS Banked: 19/05/2022	731.10					
	BACS Wiltshire Provincial	731.10		121.85	1000 501	609.25	Room hire - AH
	BACS Banked: 19/05/2022	190.80					
	BACS NADFAS	190.80		31.80	1000 501	159.00	Room hire - AH
	BACS Banked: 24/05/2022	165.00					
	BACS Frome Roller Disco	165.00		27.50	1000 501	137.50	Room hire - AH
	BACS Banked: 24/05/2022	174.60					
	BACS Melksham Community Meals	174.60		29.10	1000 501	145.50	Room hire - AH
	BACS Banked: 25/05/2022	1,104.00					
	BACS Ticketsource	1,104.00		184.00	1173 510	920.00	Tickets
500641	Banked: 25/05/2022	2,125.30					
500641	Mayors Reception	206.20		34.37	1001 520	171.83	Mayors Reception
500641	Rock n Roll	629.50		104.92	1001 520	524.58	Rock n Roll
500641	Bourne Again Shadow s	185.60		30.93	1001 520	154.67	Bourne Again Shadow s
500641	Community Meals	35.00		5.83	1001 520	29.17	Community Meals
500641	VooDoo Room	163.60		27.27	1001 520	136.33	VooDoo Room
500641	Roller Disco	26.20		4.37	1001 520	21.83	Roller Disco
Subtotal Carried Forward:		12,250.42	0.00	1,847.49		9,523.73	

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Melksham Town Council Current Year

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Bank Assembly Hall A/c

Receipts received between 01/05/2022 and 31/05/2022

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
500641	Roller Disco	475.40		79.23	1001	520	396.17 Roller Disco
500641	Air Cadets	403.80		67.30	1001	520	336.50 Air Cadets
500642	Banked: 25/05/2022	1,547.00					
500642	Stalls	40.00		6.67	1173	510	33.33 Stalls
500642	Bourne Again Shadow s	72.00		12.00	1173	510	60.00 Bourne Again Shadow s
500642	December 63	38.00		6.33	1173	510	31.67 December 63
500642	Happy & Glorious	12.00		2.00	1173	510	10.00 Happy & Glorious
500642	VooDoo Room	90.00		15.00	1173	510	75.00 VooDoo Room
500642	Nikki Kitt	120.00		20.00	1173	510	100.00 Nikki Kitt
500642	Room hire - AH	1,175.00		195.83	1000	501	979.17 Room hire - AH
500642	Banked: 25/05/2022	-1,547.00					
500642	Stalls	-40.00		-6.67	1173	510	-33.33 Stalls
500642	Bourne Again	-72.00		-12.00	1173	510	-60.00 Bourne Again
500642	December 63	-38.00		-6.33	1173	510	-31.67 December 63
500642	Happy & Glorious	-12.00		-2.00	1173	510	-10.00 Happy & Glorious
500642	VooDoo Room	-90.00		-15.00	1173	510	-75.00 VooDoo Room
500642	Nikki Kitt	-120.00		-20.00	1173	510	-100.00 Nikki Kitt
500642	Room hire - AH	-1,175.00		-195.83	1000	501	-979.17 Room hire - AH
500642	Banked: 25/05/2022	1,547.00					
500642	Stalls	40.00		6.67	566		33.33 Stalls
500642	Bourne Again	72.00		12.00	566		60.00 Bourne Again
500642	December 63	38.00		6.33	566		31.67 December 63
500642	Happy Glorious	12.00		2.00	566		10.00 Happy Glorious
500642	VooDoo Room	90.00		15.00	566		75.00 VooDoo Room
500642	Nikki Kitt	120.00		20.00	566		100.00 Nikki Kitt
500642	Room hire - AH	1,175.00		195.83	1000	501	979.17 Room hire - AH
	BACS Banked: 31/05/2022	74.25					
	BACS Wiltshire MIND	74.25			1034	201	74.25 Room hire - TH
	Banked: 31/05/2022	2,476.58					
	AIB Credit/Debit Card Control Acco	2,476.58			213		2,476.58
Total Receipts:		16,348.25	0.00	2,251.85			14,096.40

Melksham Town Council
Earmarked Reserves 31 March 2023
Schedule E
31.05.2022

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MELKSHAM TOWN COUNCIL

Meeting of the Finance and Admin Committee

18 July 2022

Grants Process Review

Report of the Community Development Officer

1 Purpose of the Report

The report is to evaluate the new grants process that has been running for a year and consider minor changes to make it more efficient and clearer.

2 Background

- 2.1 The Current Grant process was approved on March 8, 2021. It involves running the grants four times a year with applications of up to £2500 each.
- 2.2 The Red Circled grants process was modified on September 27, 2021, to include approval for all red circled grants (listed below) for the following four years.
- 2.3 Details of grants awarded in the past 12 months are included in appendix A.
- 2.4 £23,179 was awarded to 41 groups out of a total of £88,151 requested from 72 groups.
- 2.5 The reasons for declining grants were largely due to groups not meeting the eligibility criteria. Some requests were referred to the Melksham Area Board instead as they were requests for capital funding which the Area Board can fund.
- 2.6 Having run the new grants scheme for a year it is a good time to review it before starting the next round.

3 Current Situation

The proposed changes are as follows:

- 3.1 A reduction in the maximum amount groups can request (for regular grants) from £2500 down to £2000 or £1500
- 3.2 Include major grants (over the regular grants amount) as an option to be considered annually (each November) in time to be included in the following years' budget.
- 3.3 Include a way that groups can apply to be included as a red circled grant and ask that those applications be received in the November round to be considered by Full Council before budget setting.
- 3.4 Reduce the processing of regular grants from four times a year to three (to reduce the workload as well as the number of requests).
- 3.5 Consider including a clear position on capital grant applications since many of last year's capital requests were referred to the Area Board.
- 3.6 Clarify the requirements for red circled grants to include the last three years of accounts and a business plan covering the next three years.

4 Financial Implications

- 4.1 The annual budget for grants is as follows:

Regular grants	£25,000
Red Circled Grants:	
Citizens Advice Bureau	£5,000
Tourist Information Centre	£4,000
Melksham Carnival	£2,500
Melksham Christmas Lights	£10,000
Melksham Music Festival (Party in the Park)	£3,000
Melksham Food and River Festival	£3,000
4Youth	£10,000
TOTAL	£62,500

5 Links to Town Council policies and core values

The grants process fulfils the aims in the draft strategic plan of supporting community groups, transparency, accountability, efficiency, and value for money.

6 Risk Assessment

The risks of financial mismanagement are dealt with in this process.

7 Crime and disorder implications

The risk of fraud is reduced through adherence to the process.

8 Biodiversity implications

The suggested revision to the grants policy includes a requirement for groups to include evidence of environmentally responsible practices of the organisation along with the usual evidence of safeguarding and equalities policies.

9 Safeguarding

All groups are required to provide their safeguarding policy if working with children or vulnerable adults

10 Recommendations

- 10.1 That Councillors consider the suggested modifications and agree which ones to include.

11 Contact

Miriam Zaccarelli

Community Development Officer

miriamzaccarelli@melksham-tc.gov.uk

01225 704 187

Appendix 1: Grants awarded in the financial year 2021-2022

Appendix 2: Draft 2022 Grant Policy with suggested changes in red

Appendix 1: Grants requested and awarded in the financial year 2021-2022

July 2021		
Organisation Name	GRANT REQUEST	AWARD
AFC Melksham Disabled Football Club	£250	£0
Bowerhill Residents Action Group	£185	£185
Chippenham and District Talking Newspapers (Melksham Edition)	£1,000	£500
Female of the Species	£729	£0
Group Five	£1,000	£250
Help Counselling	£300	£300
Independent Living Centre	£1,500	£0
Melksham 60+ Club	£500	£250
Melksham Amateur Swimming Club	£680	£0
Melksham Community Meals	£491	£164
Melksham Community Money Advice	£1,218	£609
Melksham Community Transport (Bus)	£2,400	£1,200
Melksham Goes Wild	£460	£460
Melksham Town Youth Football Club	£2,500	£500
Multiple Sclerosis Therapy (Wessex) Ltd	£500	£0
Proud Melksham	£750	£0
West Wilts Model Car Club	£1,080	£0
Wiltshire Bobby Van Trust	£500	£500
Wiltshire Mind	£1,400	£1,400

September 2021		
Organisation Name	GRANT REQUEST	AWARD
AFC Melksham Disabled Football Club	£250	£250
Melksham 60+ Club	£250	£0
Melksham Community Meals	£327	£164
Age UK Wiltshire	£920	£0
Alzheimer's Support Wiltshire	£1,565	£782
2385 Squadron ATC (Cadets)	£450	£225
Dorothy House	£1,442	£1,442
Melksham Bloomers	£2,500	£833
Melksham Cricket Club	£2,500	£0
Melksham Goes Wild	£182	£182
Read Easy North and West Wiltshire	£500	£500
Transwilt	£1,150	£0
Wiltshire Sight	£543	£272

November 2021		
Organisation Name	GRANT REQUEST	AWARD
Age UK Wiltshire	£920	£500
Melksham Community Meals	£164	£164
Melksham Cricket Club	£2,500	£600
Melksham Sixty Plus Club	£250	£250
Proud Melksham	£464	£464
Celebrate Melksham	£750	£0
Community Action Whitley and Shaw	£1,000	£0
Little Cherubs Toddler Group	£1,000	£500
Melksham Amateur Swim Club	£1,000	£0
Melksham and District Historical Association	£1,076	£0
Melksham Baptist Church	£250	£0
Melksham Community Dining	£412	£412
Riverside Club	£1,398	£600
Somerset and Wiltshire Advanced Motorists	£2,280	£0
Splash Wiltshire/Community First	£2,253	£1,150
Stepping Stones WW Oportunity Group for Children with Special Needs	£2,500	£600
Wiltshire Adopters - Networking, Development and Support	£1,360	£1,360
Wiltshire Mind	£1,500	£0

LARGE GRANTS

Relate	£3,750	£0
Transwilt	£10,000	£0

March 2021		
Organisation Name	GRANT REQUEST	AWARD
2385 (Melksham) Squadron ATC	£500	£500
Bowerhill Scout Group	£500	£500
British Cactus and Succulent Society	£367	£367
Carnival Jubilee Tea	£800	£0
Celebrate Melksham	£1,520	£1,520
Conigre Mead Nature Reserve	£648	£0
Group Five	£750	£0
HELP Counselling Services	£300	£0
Independent Living Centre, Semington	£1,300	£0
Melksham Community Transport	£2,400	£0
Read Easy	£500	£500
Relate	£1,800	£0
Rivermead School	£2,000	£0
Riverside Club	£600	£600
Friends of Shurnhold Fields	£375	£375
that meeting space	£1,200	£1,000
Transwilt CIC	£1,950	£250
Triumph Over Phobia	£1,808	£0
Wiltshire Music Centre	£1,500	£0
Wiltshire Young Carers/Community First	£2,484	£0

JULY TOTALS	£17,443	£6,318
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SEPTEMBER TOTALS	£12,579	£4,650
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NOVEMBER TOTALS	£34,827	£6,600
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MARCH TOTALS	£23,303	£5,612
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Total number of grant requests: 72

Total number of grants awarded: 41

TOTAL REQUESTED 2021-22	TOTAL AWARDED
£88,151	£23,179



MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2022 - 2023~~4~~

1. Introduction

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

2. Process

In order to make the process as clear and fair as possible, applications will be accepted ~~quarterly~~ on a four-monthly basis throughout the year, rather than during a restricted period.

The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. There is no guarantee that grant applications will be successful.

There are ~~three~~ four grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for ~~projects~~ applications for less than £~~2~~ 1500, which can be applied for ~~quarterly~~ on a four-monthly basis.
- **Major grants** ~~are for projects~~ applications for more than £1500 which will be agreed once a year in November.
- **Red Circled Grants** are awarded for four years at a time, and agreed at the beginning of each council's administration; this currently offers financial assurance to groups such as the Melksham Carnival, Citizens Advice, Christmas Lights, Food & River Festival, Party in the Park, Tourist Information Centre and 4Youth etc. Applications for red circled grants must be received by 31 October of each year in order to be considered in the Town Council's budget for the following financial year.

The Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £~~2~~ 1,500 per application.

Each ~~third's quarter~~ 's agreed expenditure would be up to 33.325% of the total grant fund. Any unspent funding would be carried forward to the next ~~quarter~~ third of the year.

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants (over £~~12~~ 500) will be decided by Full Council in November. Red Circled Grants will be agreed for four years at the start of the Council's administration.

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

All applications which meet the eligibility and content requirements will be reviewed by Town Council officers, reporting formally to the Finance, Administration and Performance Committee for a decision. The application form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Council meeting.

3. Eligible organisations

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

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

4. Eligibility criteria

To be eligible for funding, applicants must:

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

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e., local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- National organisations or charities
- Schools
- For ongoing running costs. Whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis.

6. Content of grant application

Applicants for regular and major grants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document
- Evidence that the grant will benefit people in the Melksham area, according to the attached map showing the Melksham Town boundary
- Evidence that the project/service is needed.
- Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds.
- Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements. (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.)
- Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding).
- Evidence of environmentally responsible and sustainable practices of the organisation.
- The Town Council reserves the right to request any additional information to aid determination of the grant.

Applicants for red circled grants are required to supply the above each year, as well as:

- the last three years' accounts
- a business plan detailing for the next four years
- details of how the red circled grant received in the last financial year has been spent.
- Recipients of red circled grants are to note that the next grant award will not be paid until the above information is submitted to the council.

7. Bid outcome and conditions

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

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

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- For regular and major grants, a Monitoring Form will be required ~~after six months~~ at the end of the financial year to show how the grant money was spent. The organisation must be able to provide receipts, invoices and other evidence. Should the evidence not be received the Town Council can request the return of the funds. Red Circled Grant applicants will need to submit their monitoring form in November every year.

- In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.

8. Grant Rounds 2022-2023

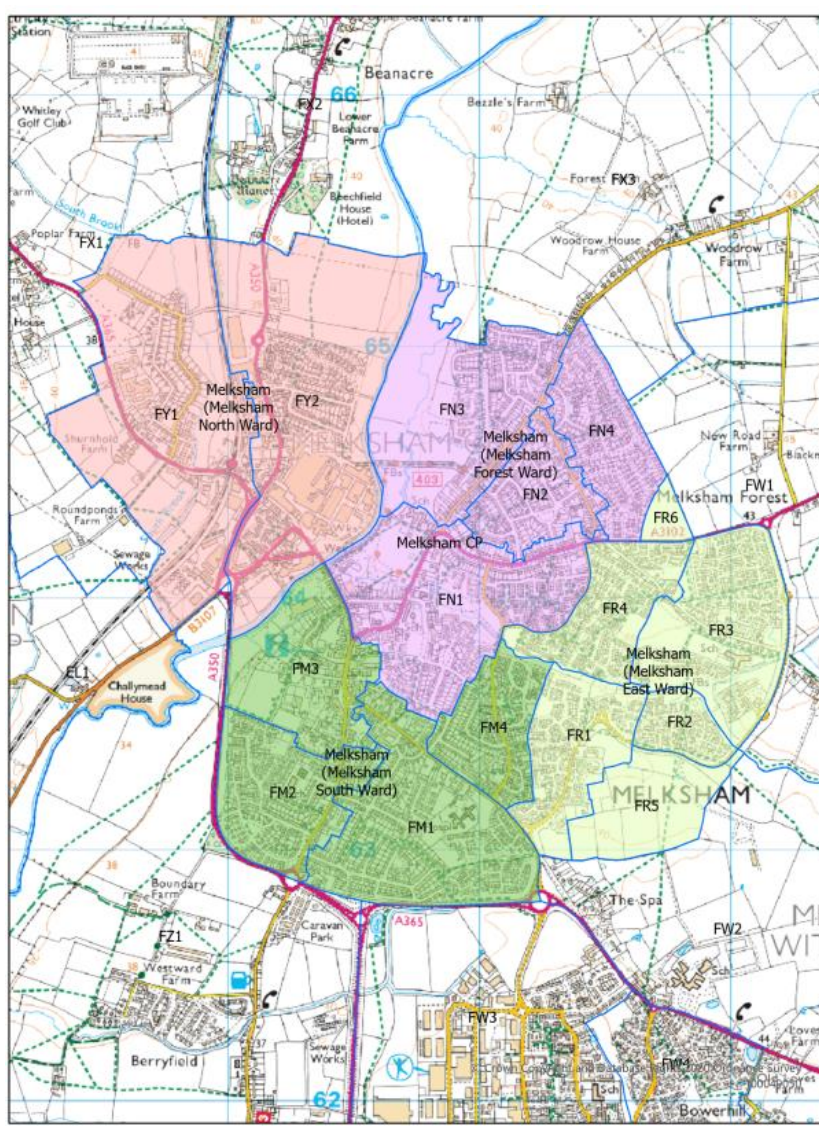
<u>Round</u>	<u>Open</u>	<u>Deadline</u>	<u>Finance, Admin and Performance Meeting Date</u>
<u>1</u>	<u>25 July</u>	<u>5 September</u>	<u>19 September</u>
<u>2</u>	<u>26 September</u>	<u>7 November</u>	<u>21 November</u>
	<u>21 November</u>	<u>9 January</u>	<u>23 January</u>
<u>3</u>	<u>23 January</u>	<u>6 March</u>	<u>20 March</u>

In subsequent years the rounds will be in July, November and March

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

Map of Melksham Town Boundaries.

Everything inside of the four shaded areas counts as Melksham Town.



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