



# 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

22 November 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 28th November 2022** commencing at **6.30 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast 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 28 November 2022**  
**At 6.30 pm at the Town Hall**

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

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

**Virtual Meeting Access**

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/83561174560?pwd=K2pLZlhBOVNjb1lQY0tMQWdMbUZIQT09>

**Meeting ID:** 835 6117 4560

**Passcode:** 300125

**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.*

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

**3. Minutes (Pages 1 - 6)**

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 26 September 2022 (see attached).

**4. Grants Awarded 2022/2023 (Pages 7 - 80)**

Members are requested to consider and approve the attached grant applications listed here in the agenda for ease of reference (see attached). The total amount of grant funding available is £15,130.08 and the total amount of grants applied for is £9,168.96.

A copy of the Grant Policy and the grant application forms are attached for information.

- 4.1 **2385 Squadron ATC**
- 4.2 **Age UK Wiltshire**
- 4.3 **Melksham Community Money Advice**
- 4.4 **Melksham Free Dining**
- 4.5 **Melksham PHAB**
- 4.6 **Melksham Remembers**
- 4.7 **Music for Miniatures**
- 4.8 **Rainbow Day Centre**
- 4.9 **Splash - Community First**
- 4.10 **Suicide Prevention**
- 4.11 **Wessex MS Therapy Centre**
- 4.12 **West Wilts Model Car Club**
- 4.13 **Youth Adventure Centre**

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## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 26th September 2022

**PRESENT:** Councillor S Mortimer (Chair)  
Councillor C Goodhind (Vice-Chair)  
Councillor P Aves  
Councillor J Hubbard

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

**PUBLIC PARTICIPATION:** One member of the public and one member of the press were present virtually.

#### **73/22 Apologies**

Apologies were received from Councillor Rabey.

#### **74/22 Declarations of Interest**

Councillor Hubbard declared an interest in relation to minute number 84/22 re grants received by 4Youth from the Council. Councillor Hubbard remained in the meeting and took part in the debate on this item.

#### **75/22 Minutes**

The minutes of 18 July 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

#### **76/22 Finances**

#### **77/22 Petty Cash to 31 July 2022**

The payments made by Petty Cash for Months 3 and 4 - 2022/2023 were noted.

#### **78/22 List of Payments to 31 July 2022**

The list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Months 3 and 4 - 2022/2023 was noted.

The Town Clerk agreed to provide clarification on the following payments:

- repair of Bus Shelter on 11 July 2022 for £4,519.95 – was this a full replacement cost?
- provide a more detailed analysis from the cashbook.

- payment to Kan Connections £2,730 for the replacement PSU at the Cricketer's Café.
  - what was the £1,438.50 payment to Scottish Southern for?
  - West Mercier Energy - £12.00
  - N Power, May 2022 £49.00.
- Can the Splashpad electricity costs be separated so the usage can be easily monitored and identified?

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 3 and 4 – 2022/2023 was noted.

## **79/22      Monthly Financial Statements to 31 July 2022**

The Monthly Financial Statements for Months 3 and 4 - 2022/2023 was noted.

Councillor Hubbard asked why the CCLA investment fund account showed £116 when he understood that Council had agreed to move additional funding into the investment account. The Town Clerk confirmed that the Deputy Town Clerk was in the process of setting up new higher interest-bearing accounts.

## **80/22      Detailed Income and Expenditure Report to 31 July 2022**

The detailed year-to-date Income and Expenditure report for Month 4 2022/2023 was noted.

Councillor Hubbard raised his concern that there were anomalies on the Income and expenditure report:

- on pages 12 and 13 payments for shows for tickets splits were still being paid when Council agreed over a year ago that ticket split bookings would not be taken. Councillor Hubbard requested a definitive list of any more Assembly Hall shows that had been booked on a ticket split basis to be circulated to all Members.
- there were underspends and zero spends in certain area where payments should have been made at this point during the year.
- The accounts may not be up to date as no expenditure has been shown this year on play equipment, tree planting and the sports roadshow.

Councillor Hubbard stated that the year-to-date expenditure on major grants showed only £1,980 when he would have expected it to be more. The Community Development Officer confirmed that some grant applicants had not returned their evaluation forms for previous grants received. Once these were received the 2022/2023 grants could be allocated. The Community Development Officer agreed to check major grant evaluation forms had been returned and arrange for payment to be made.

The Town Clerk confirmed that the income received of £11,867 was for rebates of overpaid utilities.

The Town Clerk agreed to provide information to members on the following:

- a breakdown of the £1,980 grant expenditure.
- what the £403 expenditure for CCTV was for.

**81/22 Town Council Income Received Report to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

Councillor Mortimer raised her concern that the report did not accurately show income received and requested that a copy of the cash book report be included in future agendas.

**82/22 Earmarked Reserves to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

**83/22 Fully Managed Payroll Provider**

The report of the Deputy Town Clerk regarding the Fully Managed Payroll Provider was received.

Councillor Hubbard suggested that further information was required regarding why the current provider is not satisfactory and officers could contact other Councils to find out how their service provider works. Councillor Hubbard requested details of the specification for payroll provision from the new supplier.

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to defer the approval of the change in Fully Managed Payroll provider until a full tender specification is provided, with the new provider showing what experience they have had with providing payroll services for Councils. A full tender process would be followed with a view to awarding the contract at the beginning of the new Financial Year (April 2023).

**84/22 Grants 2022/2023**

The Committee agreed that grant applications without evidence of match grant that the Committee would award funding half of the amount requested.

**85/22 Alzheimer's Support**

Application withdrawn.

**86/22 Celebrate Age Wiltshire**

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £1,000.

**87/22 Chippenham & District Talking Newspaper**

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £735.50.

**88/22 Help Counselling**

It was proposed by Councillor Aves, seconded by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to award £260.

**89/22 Meadowbrook Wiltshire (CIC)**

It was proposed by Councillor Aves, seconded by Councillor Hubbard and

**RESOLVED** to award £500.

**90/22 Melksham & District Historical Association and Melksham Tourist Information Centre**

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £881.50.

**91/22 Melksham/Chippenham/Calne branch of the Wilts & Berks Canal Trust**

It was agreed not to support this grant application.

**92/22 Melksham Free Dining**

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £670 and offer free Assembly Hall hire for Christmas Day 2022.

**93/22 Melksham Gardeners' Society**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £110.72.

**94/22 Melksham Monster Ball**



Members did not support the application as it did not meet the application criteria. However, it was suggested that the applicant could work with the new Communications and Events Officer to see if the event could come under the banner of the Town Council, on the condition that it does not call on the Community Development Officer's time.

**95/22 Melksham PHAB Club**

Members did not support this grant application.

**96/22 Melksham Sixty Plus Club**

Members did not support this grant application.

**97/22 Melksham W.I. Group**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £200.

**98/22 Proud Melksham**

It was proposed by Councillor Hubbard, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £750.

**99/22 Wiltshire & Bath Independent Living Centre**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £250 and recommend additional funding streams be sought.

**100/22 Wiltshire Sight**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £500.

Meeting Closed at: 9.24 pm

**Signed:** .....

**Dated:**

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Organisation Name	What the Grant is For	Total beneficiaries Melksham Town beneficiaries Melksham beneficiaries % Own bank account, with two signatories At least 3 members on its management committee Is the project of benefit to Melksham? Evidence of Melksham Town residents who benefit? Match funding/ other sources of funding? Not a private org or business Not an upward funder Not for an individual or religious/political Not undertaken by health authority Not already happened ACCOUNTS BANK STATEMENT CONSTITUTION SAFEGUARDING EQUAL OPPORTUNITIES ENVIRONMENTAL POLICY SCORE OUT OF 21																					Notes on scores	NOVEMBER GRANT REQUESTS	Whole project cost	% of project requested	Grant per Melksham beneficiary					
2385 Squadron ATC	Four plastic long life benches to provide additional seating for our expanding cadet numbers.	1000	600	60%	1	1	1	1	0	0.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.5		£919.96	£1,379.94	67%	£2
Age UK Wiltshire	Funding is requested for our Information and Advice (I &A) service so we can recruit and train volunteers and increase our capacity to respond to the rising demand for this service by older people which has been driven by the cost of living crisis and rise in fuel bills.	400	400	100%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21.0		£750.00	£104,803	1%	£2
Melksham Community Money Advice	In order to support the organisation's transition to paperless working, funding is requested to purchase two replacement lap tops. The organisation currently has 3 laptops, two of which are now obsolescent and difficult to use.	30	27	90%	1	1	1	1	1	0.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.5		£920.00	£1,320	70%	£34
Melksham Free Dining	To enable MFD to provide a 2 course xmas lunch on xmas day with all the trimmings eg xmas crackers for 50% extra diners. Plus shuttle bus to collect diners.	60	54	90%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21.0		£402.00	£1,500	27%	£7
Melksham Phab	To enable members to enjoy a trip out to the Pantomine on 18 December 2022	16	14	88%	1	1	1	1		0.5	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		17.5		£500.00	£860	58%	£36
Melksham Remembers	To cover printing, initial set up costs and print run for the production of Melksham Remembers book covering life in Melksham during World War 2.	all		#####	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		17.0		£350.00	£350	100%		
Music for Miniatures	To give 3 baby-friendly concerts and 3 schools performances in Melksham in 22/23 to benefit children and families on low incomes and encourage them to engage with live music, which has a huge impact on wellbeing and child development as well as adding to the cultural opportunities in the town.		480	480	100%	1	1	1	1		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0		£700.00	£1,740	40%	£1.46
Rainbow Day Centre	To contribute towards the full operating costs of the day centre, including hall rental and organiser's wages.	25	15	60%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1		19.0	Need to ask for running costs as WC have withdrawn grant support	£1,000.00	£18,000	6%	£67	
Splash	24 places on Splash positive activities for young people aged 9-16, from Melksham who are facing challenges in their lives.	24	24	100%	1	1	1	1	1	0.5	1	1	1	1	1	1	1	1	1	0	1	1	1	1	1	1	19.5		£1,000.00	£1,810	72%	£42
Suicide Prevention	Hall hire, lighting and ring construction for a charity wrestling event on 4 September 2022	?	?								1		1	1	1	1	1									6.0	Retrospective - They have been requesting a grant since March, September was the first opportunity to apply, the form was sent but not received, so it is deferred to Nov.	£475.00				
Wessex MS therapy Centre	Providing Singing therapy sessions, helping with physical, mental and sensory needs for people with Multiple Sclerosis.	20	6	30%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21.0		£900.00	£1,800	50%	£150	
West Wilts Model Car Club	Two months rent of AH. As you can see on our bank statements we have been using savings to pay rent past covid as numbers have been down. We are now supporting 2 members who do not have funds to pay.	30	20	67%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	0	1	1	1		1		18.0	Running costs - in order to build up our bank account due to decrease post covid	£760.00	£760	100%	£38	
Youth Adventure Trust	To support 6 young people from Melksham to attend two Activity Days in February and April 2023	6	6	100%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1		20.0		£492.00	£6,560	8%	£82	

Notes on Grant Application scoring matrix
Scores are a guide, based on the questions in the application form
a score of 1 denotes compliance, 0 is non-compliance. 0.5 is partial compliance
Blue text is a Hall Hire application

Budget for Q3	£6,250.00
Rollover from Q 1&2	£8,880.08
Total available grant £ in Q3	£15,130.08
TOTAL GRANT APPLICATIONS	£9,168.96
DIFFERENCE	£5,961.12

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## MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2022 - 2023

### 1. Introduction

Melksham Town Council allocates part of its annual budget to 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 throughout the year, rather than during a restricted period.

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

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for applications for less than £ 1,000, which can be applied for quarterly.
- **Major Grants** are awarded annually for up to four years at a time; this offers financial assurance to larger organisations operating within Melksham town. Applications for major grants must be received by 30 September of each year in order to be considered in the Town Council's budget for the following financial year. Major grants will only be awarded to organisations based in the town.

The Finance, Administration and Performance Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £ 1,000 per application.

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

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants will be decided by Full Council in November.

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 any grant received 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.
- Grant applications originating from national organisations or charities
- Schools
- Religious organisations where the grant will be used for religious purposes
- 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 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 major grants are required to supply the above in their initial application, as well as the following:

- the last three years' accounts (where available), certified by an independent examiner or registered at Companies House.
- a business plan for the duration of the grant period.

Each year, major grant applicants are also required to supply details of how the major grant received in the last financial year has been spent. Recipients of major 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.
- A Monitoring Form will be required 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, if requested. Should the evidence not be received the Town Council can request the return of the funds. In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.

## 8. Grant Rounds 2022-2023

Round	Open	Deadline	Finance, Admin and Performance Meeting Date
2	25 July	5 September	19 September
3	26 September	7 November	21 November
4	23 January	6 March	20 March

**Please send completed application forms by email to [miriamzaccarelli@melksham-tc.gov.uk](mailto: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.

