



# 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

13 March 2023

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 20th March 2023** 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 20 March 2023**  
**At 7.00 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:**

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

**<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktqajFxOHhtdz09>**

**Meeting ID: 836 6987 6198**

**Passcode: 481965**

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

**AGENDA**

**Virtual Meeting Access**

**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*

**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://www.facebook.com/melksham.town)

*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 23<sup>rd</sup> January 2023.

**4. Grant Awards (final quarter of 2022/2023) (Pages 5 - 104)**

Members are requested to consider and approve the attached grant applications listed in the agenda for ease of reference (see attached). The total amount of grant funding available is £13,506.12 and the total amount of grants applied for is £12,619.37.

- 2385 Squadron ATC
- Adventure Centre
- All Yours
- BRAG
- British Cactus
- Carer Support Wiltshire
- Celebrating Age Wiltshire
- Chippenham Kick Boxing
- Group Five
- Help Counselling
- Lions Club
- Melksham Rugby Club
- Melksham WI
- Read Easy
- Riverside
- Sixty Plus Club
- That Meeting Space

**5. List of Payments to 31 January 2023 (Pages 105 - 108)**

To review the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Months 10,- 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 10, 2022/2023 (see attached).

**6. Petty Cash Reports to 31 January 2023 (Pages 109 - 110)**

To note Petty Cash payments to month 10. 2022/2023 (see attached).

**7. Monthly Financial Statements to 31 January 2023** (Pages 111 - 112)

To review the Monthly Financial Statements for Month 10 2022/2023 (see attached).

**8. Cash Book Reports to 31 January 2023** (Pages 113 - 118)

To approve the Cash Book reports for the Town Council's Unity Trust Bank Account for Month 10, 2022/2023 (see attached)

To approve the Cash Book reports for the Town Council's Assembly Hall Lloyds Bank Account for Month 10, 2022/2023 (see attached).

**9. Detailed Income and Expenditure Report year to 31 January 2023** (Pages 119 - 130)

To review the detailed year-to-date Income and Expenditure report to Month 10 2022/2023 (see attached).

**10. Earmarked Reserves year to 31 January 2023** (Pages 131 - 132)

To review the Earmarked Reserves report for the year-to date Month 10, 2022/2023 (see attached).

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 23rd January 2023

**PRESENT:** Councillor P Aves  
Councillor J Crundell  
Councillor J Hubbard  
Councillor S Rabey

**OFFICERS:** Linda Roberts Town Clerk  
Patsy Clover Deputy Town Clerk

**PUBLIC PARTICIPATION:** No members of the public or press were present.

In the absence of the Chair and Vice-Chair, It was proposed by Councillor J Crundell, seconded by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to appoint Councillor Aves as Chair for the meeting.

#### **5/22 Apologies**

Apologies were received from Councillors Goodhind and Mortimer.

#### **6/22 Declarations of Interest**

There were no declarations of interest.

#### **7/22 Minutes**

The minutes of 28 November 2022, having previously been circulated, were approved as a correct record and signed by Councillor Aves.

#### **8/22 Finances**

#### **9/22 List of Payments to 31 December 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 5, 6, 7, 8, and 9 - 2022/2023 was noted.

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 5, 6, 7, 8, and 9 – 2022/2023 was noted.

**10/22      Petty Cash reports to 31 December 2022**

The payments made by Petty Cash for Months 5, 6, 7, 8, and 9 - 2022/2023 were noted.

**11/22      Monthly Financial Statements to 31 December 2022**

The Monthly Financial Statements for Months 5, 6, 7, 8, and 9 - 2022/2023 were noted

**12/22      Cash Book Reports to 31 December 2022**

The Cash Book reports for the Town Council's Unity Trust Bank Account for Months 5, 6, 7, 8, and 9 - 2022/2023 were noted.

The Cash Book reports for the Town Council's Assembly Hall Lloyds Bank Account for Months 5, 6, 7, 8, and 9 – 2022/2023 were noted.

**13/22      Detailed Income and Expenditure Report to 31 December 2022**

The detailed year-to-date Income and Expenditure report for Month 9 2022/2023 was noted.

The following queries were raised by Councillor Hubbard:

1. 101 4042 Licences/ Software – expenditure is at 165.2%.
2. 101 4058 Insurance
3. 110 4043 HR Consultancy
4. 201 4103 water rates
5. 204 4256 Maintenance

The Town Clerk confirmed that all expenditure had been correctly coded and that the Head of Operations was satisfied with the amounts budgeted for 2023/2024 . She agreed to look at the projected outturns for 2022/2023

6. 110 4050 Legal – responsibility for the payment of the legal fees relating to the transfer of the Spiritualist Garden was raised
7. 901 9249 Jubilee Celebrations – the Town Clerk confirmed that the earmarked reserve needed to be zeroed out
8. 201 4101 Town Hall Electricity – the Deputy Town Clerk confirmed that the Council were billed monthly and were on a fixed deal
9. 204 4252 Pavilion Electricity – the Town Clerk confirmed that the balance was a credit balance, not a debit balance
10. ClimateFest – where has the sponsorship income been coded?

11. 302 4304 Switch On Event – the Town Clerk confirmed that the Council had agreed to vire £10,000 from the General Reserve towards the Switch On Event. She stated that she would arrange for the virement to be made
12. 403 4309 Newsletter – concerns were raised about a possible overspend for the current financial year if payment for the Christmas newsletter was still outstanding and another newsletter was still to be paid for
13. 501 4909 Licences – the Town Clerk confirmed that the figure of £3,500 in the committed expenditure column had been entered in error
14. 501 4917 Service Contracts – have we taken out additional service contracts during the year or factored in any anticipated price increases? It was noted that this budget heading shouldn't include one off costs.

#### **14/22 Earmarked Reserves to 31 December 2022**

The Earmarked Reserves report for the year-to date Month 9 – 2022/2023 was noted.

Councillor Hubbard wanted to record his massive disappointment that the Town Council wasn't spending its earmarked reserves.

The Deputy Town Clerk mentioned that some of the reserves were 'sinking funds' to meet one-off emergency expenditure rather than reserves specifically earmarked for a particular project.

Councillor Hubbard suggested that it would be a very good idea to separate the 'sinking funds' and specific projects out from each other.

#### **15/22 Fully Managed Payroll Provider**

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

Councillor Hubbard explained that he was very nervous about changing provider in view of the complexities of the local government pension scheme.

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

**UNANIMOUSLY RESOLVED** to support the Deputy Town Clerk's recommendation to change to Provider A subject to the committee and RFO being satisfied that Provider A could deal with the requirements of the Wiltshire Council Pension Fund.

Meeting Closed at: 9.15 pm

**Signed:** .....

**Dated:**

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Organisation Name	What the Grant is For	What the Grant is For																				Notes on scores	MARCH GRANT REQUESTS	Whole project cost	% of project requested	Grant per Melksham beneficiary	
		Total beneficiaries	Melksham Town beneficiaries	Melksham beneficiaries %	Own bank account, with two signatories	At least 3 members on its management committee	Constitution terms of reference or set of rules	Is the project of benefit to Melksham?	Evidence of Melksham Town residents who benefit	Match funding/ other sources of funding?	No a private org or business	Not an upward funder	Not for an individual or religious/political	Not for loan/interest payments	Not for running costs, evidence of sustainability	ACCOUNTS	BANK STATEMENT	CONSTITUTION	SAFEGUARDING	EQUAL OPPORTUNITIES	ENVIRONMENTAL POLICY						SCORE OUT OF 21
2385 (Melksham) Squadron ATC	Room hire for our annual dining in night in the Assembly hall on 20th May 2023	200	120	60%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20	They have asked for £450 but the hall hire will actually be more	£680.40	£680	100%	£6
Adventure Centre	alterations to give increased access to the building, and improved storage in the building, to allow the use of the centre by 2/3 users at a time	275	138	50%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	Number of beneficiaries is per week not year	£1,000.00	£10,000	10%	£7
All Yours Period Box	25 period boxes to those struggling with period poverty in Melksham.	25	25	100%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18		£240.00	£240	100%	£10
Bowerhill Residents Action Group	to replace the informational lecterns at the Bowerhill picnic area	13000	10000	77%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19	env policy to follow	£350.00	£760	46%	£0
British Cactus and Succulent Society	Hire of AH for annual Cactus and Succulent sow	140	91	65%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	Room hire is 680.40 less deposit of 136	£544.40	£680	80%	£6
Carer Support Wiltshire	To run one life skill based social session for young carers in Melksham designed to provide young carers with access to a range of skills in a fun and relaxed session that also provides a break from their caring role.	15	4	27%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21		£958.00	£958	100%	£240
Celebrating Age Wiltshire	A 10 week creative art group for ages 60+ at Melksham Library	15	15	100%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	21		£1,000.00	£2,250	44%	£67
Chippenham Kickboxing Academy	AH Hire for a kickboxing show/event for students and members	40	40	100%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	13	Does ticket price count as match funding?	£1,300.00	£3,000	43%	£33
Group Five	To help recruit, train & retain two new volunteers from Melksham enabling & empowering them to gain a real sense of belonging to the charity to deliver the service with confidence.	350	110	31%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18		£1,000.00	£15,000	7%	£9
Help Counselling	2 sturdier chairs for counselling that will especially help those with physical difficulties. They look smart and are good quality	700	135	19%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20		£338.00	£338	100%	£3
Lions Club	Replace gazebo in order to attend events	400	250	63%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18	detailed beneficiaries and vol hours included with form.	£708.57	£709	100%	£3
Melksham Rugby Club	New Carpark kerbstones, paving and marking.	400	360	90%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20		£1,000.00	£2,250	44%	£3
Melksham WI	Help towards the cost of speakers	24	21	88%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18		£200.00	?		£10
Read Easy	Resources to improve literacy and increase confidence	25	2	8%	1	1	1	1	?	1	1	1	1	1	1	1	1	1	1	1	1	20		£500.00	£4,900	10%	£250
Riverside Centre	Replace existing double-glazed windows which fail the current insulation criteria	all	all		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	18		£1,000.00	£8,900	11%	#VALUE!
Sixty Plus Club	Community Bus to transport our members door to door to our weekly meetings	20	20	100%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	16		£1,000.00	?		£50
That Meeting Space - GoodNews Church	To continue to support, facilitate and help establish groups within the community, so that they are able to flourish, grow and ultimately be self-sustaining.	140	90	64%	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	20	Numbers of beneficiaries are weekly . Reasons for needing funds for running costs explained in the application form.	£800.00	£3,610	22%	£9	

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. Yellow boxes mean something is missing. Green means it is unclear
Blue text is a Hall Hire application

Budget for Q4	£6,250.00
Rollover from Q3	£7,256.12
Total available grant £ in Q3	£13,506.12
TOTAL GRANT APPLICATIONS	£12,619.37
DIFFERENCE	£886.75

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	X
£ cost of room hire for our event on 20/05/23	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

2385 (Melksham) Squadron ATC

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

NAME:			
ADDRESS:			
TELEPHONE:		TELEPHONE:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Yes – Air Training Corps

Please circle the categories that best describe your organisation?

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>Charitable Organisations</li> <li><b>Youth Group</b></li> <li>Senior Citizen Group</li> <li>Sports Clubs and Arts Groups</li> <li>Advice Organisations</li> </ul> | <ul style="list-style-type: none"> <li>Charitable Organisations</li> <li><b>Youth Group</b></li> <li>Senior Citizen Group</li> <li>Sports Clubs and Arts Groups</li> <li>Advice Organisations</li> </ul> |
|--|--|

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

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

Directly benefits young people aged 12-20.

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

## 5. THE PROJECT

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

Room hire for our annual dining in night in the Assembly hall on 20<sup>th</sup> May 2023.

**If needed, please elaborate here with further details**

**How will this benefit the community or people of melksham?**

Over 180 people coming together to celebrate the achievements of the cadets and Squadron from the previous year.

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

The event is an annual event, well attended.

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

Squadron will have to self fund – uses funding set aside for other purposes.

## 6. BENEFICIARIES

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

200

**How many of the beneficiaries are residents of Melksham Town?**

~120

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

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

Based on address records we hold

## 7. FINANCIAL INFORMATION

<b>ESTIMATED TOTAL COST OF PROJECT    £</b> Room hire charge of approx. £450	<b>GRANT AID REQUESTED FROM MTC    £</b> 450.00																								
<b>What are your current or planned subs/fees/charges?</b>  																									
<b>How will you spend the grant money you are applying for?</b> Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">Item</th> <th style="width: 20%;">Amount</th> </tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr><td> </td><td>£</td></tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td><b>£</b></td> </tr> </table>		Item	Amount		£		£		£		£		£		£		£		£	<b>Total</b>	<b>£</b>				
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<b>How else are you funding your project?</b> Please include grants from other organisations, fund raising and existing reserves. Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 65%;">Source</th> <th style="width: 15%;">£</th> <th style="width: 20%;">Confirmed?</th> </tr> <tr><td> </td><td>£</td><td> </td></tr> <tr><td> </td><td>£</td><td> </td></tr> <tr><td> </td><td>£</td><td> </td></tr> <tr><td> </td><td>£</td><td> </td></tr> <tr><td> </td><td>£</td><td> </td></tr> <tr><td> </td><td>£</td><td> </td></tr> <tr> <td style="text-align: right;"><b>Total</b></td> <td><b>£</b></td> <td> </td> </tr> </table>		Source	£	Confirmed?		£			£			£			£			£			£		<b>Total</b>	<b>£</b>	
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<b>Total</b>	<b>£</b>																								
<b>8. ANNUAL ACCOUNTS    Please</b> provide the following information from your annual accounts:																									
ACCOUNT YEAR ENDING:        31 / 03 /    22  <table style="width: 100%;"> <tr> <td style="width: 50%;">TOTAL GROSS INCOME    £ 23418.78</td> <td style="width: 50%;">TOTAL EXPENDITURE £21639.02</td> </tr> <tr> <td>BALANCE AT YEAR END    £ 17824.78</td> <td>SAVINGS (RESERVES, CASH, INVESTMENTS) £ 15225.05</td> </tr> </table> <p>If your savings are more than your annual expenditure, what are they for?</p> <p>Unspent money is part:          £2500.00 reserve funds.          £4180 – Savings for replacement minibus          Remainder is Grant money awaiting spend on allocated projects, majority now spent as this is a snapshot of accounts from 31<sup>st</sup> March 22.</p>		TOTAL GROSS INCOME    £ 23418.78	TOTAL EXPENDITURE £21639.02	BALANCE AT YEAR END    £ 17824.78	SAVINGS (RESERVES, CASH, INVESTMENTS) £ 15225.05																				
TOTAL GROSS INCOME    £ 23418.78	TOTAL EXPENDITURE £21639.02																								
BALANCE AT YEAR END    £ 17824.78	SAVINGS (RESERVES, CASH, INVESTMENTS) £ 15225.05																								
<b>9. ELEGIBILITY</b>	<div style="text-align: center; font-size: 1.2em;">Page 9</div> <div style="text-align: right; font-weight: bold;">YES/NO</div>																								

1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. If you are requesting funding for a one-off project, has the project already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / No/<b>Not applicable</b></p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children’s Services at Wiltshire Council? Yes (name of contact ..... ) / No/<b>Not applicable</b></p>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<b>11. BANK DETAILS</b>	
Name of Account: ...2385 (Melksham) Squadron ATC	
<b>12. DECLARATIONS</b>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	



**Declaration:**

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

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

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

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

Signature of applicant(s) \_\_\_\_\_ Date: \_\_\_\_\_ 27/01/2023 \_\_\_\_\_

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

**Please read the 2022 Grants Policy before completing this form**

Please tick to say which grant your application is for

Regular Grant up to £1,000	X
Room Hire Grant	
£1,000	

How much are you applying for in this application?

<b>1. ORGANISATION/GROUP'S NAME</b>			
Melksham Adventure Centre			
<b>2. APPLICANTS DETAILS</b> (Give details of a representative for correspondence)			
NAME:			
ADDRESS:			
TELEPHONE:			
<b>3. ABOUT YOUR ORGANISATION</b>			
Does your organisation:			
Have its own bank account, with two unrelated signatories?			Yes/ No <u>Yes</u>
Have at least three members on its management committee?			<u>Yes</u>
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)			<u>Yes</u>
Are you a registered charity? Yes: If so, please give your charity number: 276692			
Is your organisation part of, or affiliated to, a larger organisation? If so, which: No			
Please circle the categories that best describe your organisation?			
<ul style="list-style-type: none"> <li>Charitable Organisations</li> <li>Youth Group</li> <li>Senior Citizen Group</li> <li>Sports Clubs and Arts Groups</li> <li>Advice Organisations</li> <li>Organisations assisting the disabled</li> <li>Minority Groups</li> <li>Community buildings</li> <li>Community events</li> <li>Health/transport/safety groups</li> <li>Other (please explain)</li> </ul>			

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The objective of the Melksham Adventure Centre is to benefit the community as a whole, and in particular young people, by improving conditions of life through offering physical and mental stimulus for all wishing to use the centre and to participate in some or all of the activities thereof, in a common effort to provide facilities in the interest of social welfare for recreation and leisure time.

#### 5. THE PROJECT

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

Due to an increase in the activities and users at the centre, the centre would benefit from alterations to give increased access to the building, and improved storage in the building, to allow the use of the centre by 2/3 users at a time.

**If needed, please elaborate here with further details**

The main users of centre are the Wiltshire Youth Canoe Club, Parkrun Limited (Parkrun/Junior Parkrun/Parkfit), Youth Action Wiltshire, Oak School Canoe Club, Wiltshire Search and Rescue Team and the Melksham River Festival. As use has increased, we are now in a position where several groups need access to the building at the same time and it would be preferable if we could redesign the building to have more access doors and storage rooms available.

**How will this benefit the community or people of melksham?**

Due to the success of the parkrun at Melksham, the facilities at the Melksham Adventure Centre would benefit for some upgrading. The parkrun and Melksham Canoe Club both use the main downstairs facilities and these facilities would be improved if access could be separated. This will benefit both groups and the Centre as a whole, creating further storage, and give the canoe club its own access to the changing rooms, meeting the welfare risk assessment.

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

The Parkrun team are active at the weekends at the Adventure Centre. As this group have become more popular, with the adults and the juniors having separate events and up to 250 competitors weekly it is making access for other groups, especially Wiltshire Youth Canoe Club, who also use the centre at the weekend, more difficult.

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

Due the increase in the number of groups using the building the Adventure Centre is reaching its maximum usage limits. Improving the access to the building will aid this restriction helping the community to have greater use of the building, allowing increased usage at the same time.

#### 6. BENEFICIARIES

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

On a normal week the Adventure Centre will have 250/300 people access the building. The majority of these people attend at the weekend from either the Parkrun or Wiltshire Youth Canoe Club.

On occasions this number can increase to 800 during the 10K run and the Melksham River Festival.

	A further benefit for the addition of the new roller doors to the front of the building should be to deter antisocial behaviour as it will make it less appealing, as the doors will remove places to sit and congregate.												
<p><b>How many of the beneficiaries are residents of Melksham Town?</b>  <b>Please use the attached map which indicates the Melksham Town boundary.</b></p>	<p>Relating to the Canoe Club virtually all members are from within the Town boundary.</p> <p>Looking at the attendees to the Parkrun over 50% are from the SN12 7, SN12 6 and SN12 8 postcodes.</p>												
<p><b>Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.</b></p> <p>Both Wiltshire Youth Canoe Club and Parkrun collect usage data for their activities. The Parkrun organisers have a very helpful Wiki page that collects all demographic data for the participants and volunteers. The data can be found at <a href="https://wiki.parkrun.com/index.php/Melksham_parkrun">https://wiki.parkrun.com/index.php/Melksham_parkrun</a></p>													
<b>7. FINANCIAL INFORMATION</b>													
<b>ESTIMATED TOTAL COST OF PROJECT    £10,000</b>	<b>GRANT AID REQUESTED FROM MTC    £1,000</b>												
<p><b>What are your current or planned subs/fees/charges?</b></p> <p>The Parkrun team are not charged to use the building/facilities and the costs are absorbed by the Melksham Adventure Centre. Although, the Parkrun team are now running a weekly café in the building and the revenues are donated to the Centre.</p> <p>Wiltshire Youth Canoe Club pay a monthly rent.</p> <p>Other users pay rent/fees per use.</p> <p>The building fixed costs are approximately £3,500 per annum, not including maintenance. The running costs and maintenance are covered from fees and any surplus revenue is used to improve the building and facilities for the uses.</p>													
<p><b>How will you spend the grant money you are applying for?</b>  Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.</p> <table border="1"> <thead> <tr> <th>Item</th><th>Amount</th></tr> </thead> <tbody> <tr> <td>New security side door and frame</td><td>£2,500</td></tr> <tr> <td>Labour to fit the security door</td><td>£3,000</td></tr> <tr> <td>Four roller doors (two large, two smaller) – supplied and fitted</td><td>£4,500</td></tr> <tr> <td></td><td>£</td></tr> <tr> <td><b>Total</b></td><td><b>£10,000</b></td></tr> </tbody> </table>		Item	Amount	New security side door and frame	£2,500	Labour to fit the security door	£3,000	Four roller doors (two large, two smaller) – supplied and fitted	£4,500		£	<b>Total</b>	<b>£10,000</b>
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<b>Total</b>	<b>£10,000</b>												
<p style="text-align: center;">Page 15</p>													

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Melksham Adventure Centre Association	£5,000	Yes
The Rachel Fowler Centre Association	£1,000	Yes
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£</b>	

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

ACCOUNT YEAR ENDING: 31/10/2022

TOTAL GROSS INCOME £8,710.72 TOTAL EXPENDITURE £7,803.15

BALANCE AT YEAR END £637.73 SAVINGS (RESERVES, CASH, INVESTMENTS) £5,793.46

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

**9. ELEGIBILITY****YES/NO**

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

No

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

No

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

No

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

No

5. Is the funding for Loans or interest payments?

No

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

No

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

No

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

No

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

No

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

Is the grant requested (for a Regular Grant) more than £1000?

No

If so, please explain the exceptional circumstances.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact.....) / No/Not applicable

Some of the modifications will lead to improved security but that is not their primary aim.

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

Yes (name of contact .....). No/Not applicable

## 10. CHECKLIST

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

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;

The Melksham Adventure Centre does not have its own safeguarding policy, but all users have to have these policies in place before they can use the facilities.

- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Evidence of the environmentally responsible and sustainable practices of your organisation.

## 11. BANK DETAILS

Name of Account: Melksham Adventure Centre Association

Account number: ...

## 12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) \_\_\_\_\_ Date: 28<sup>th</sup> February 2023 \_\_\_\_\_

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187 Email: [miriamzaccarelli@melksham-tc.gov.uk](mailto:miriamzaccarelli@melksham-tc.gov.uk)

### Application for Grant – March 2023

**Please read the 2022 Grants Policy before completing this form**

Please tick to say which grant your application is for

Regular Grant up to £1000	X
Room Hire Grant	
How much are you applying for in this application?	£240

#### 1. ORGANISATION/GROUP'S NAME

All Yours Period Box CIC

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? Yes/No: NO If so, please give your charity number: CIC Number 13199829

Is your organisation part of, or affiliated to, a larger organisation? If so, which: NO

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

All Yours provides period boxes to women, girls and people who have periods in our local communities who are struggling to access or afford period products each month. The project also provides period education workshops to schools and community groups.

Our mission is to relieve period poverty in our local communities and advocate for better period education in our schools and community organisations. Everyone should have a choice over the period products that they use, and we strive to offer a range of period products – both disposable and reusable – so people can select what best supports their circumstances, personal preferences, and menstrual health.

We want to be able to offer our period boxes to women, girls and people who have periods in Melksham so that they can manage their periods safely and comfortably.

Our values of respect, compassion and choice help us to keep individuals' personal circumstances, gender identity and lived experiences front of mind whilst working to remove the stigma and shame around menstruation.

## 5. THE PROJECT

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

We would use the funding to provide 25 period boxes to those struggling with period poverty in Melksham.

**If needed, please elaborate here with further details**

People can request a period box from us via our website which contains a range of period products to suit their needs. We typically provide boxes of either just period pads or period pads and tampons. There are a range of different absorbencies included and each box is designed to last two to three periods, depending on the needs of the individual. If people chose to tell us about medical conditions such as endometriosis or PCOS we can tailor the box to contain more the products they specifically need to manage these conditions. Each box costs us an average of £10 to produce and typically contains a minimum of six, good quality packs of period products.

**How will this benefit the community or people of melksham?**

Having access to good quality period products makes a huge difference to someone struggling with period poverty. It means that they can confidently leave their home whilst on their period and continue to participate in everyday life. It also means that they don't have to use makeshift products to manage their period which can lead to infection and irritation. Providing period products also means that someone may not have to chose between a pack of period pads or money on the electricity meter or a meal.

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

Our research suggests that 10% of women living in Melksham are living in poverty. This means that they are struggling to afford period products each and every period.

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

Those living in period poverty will continue to have to make difficult choices about whether they buy period products and possibly use makeshift alternatives which are a threat to their menstrual health.

## 6. BENEFICIARIES

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

25

**How many of the beneficiaries are residents of Melksham Town?**

25



<b>Please use the attached map which indicates the Melksham Town boundary.</b>																									
<b>Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.</b> We will only use this funding for people with an address inside the Melksham Town Boundary.																									
<b>7. FINANCIAL INFORMATION</b>																									
<b>ESTIMATED TOTAL COST OF PROJECT    £240</b>	<b>GRANT AID REQUESTED FROM MTC £240</b>																								
<b>What are your current or planned subs/fees/charges?</b> We provide our period boxes free of charge.																									
<b>How will you spend the grant money you are applying for?</b> Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.																									
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<b>8. ANNUAL ACCOUNTS    Please provide the following information from your annual accounts:</b>																									
ACCOUNT YEAR ENDING:        28 / 02 / 2022																									
TOTAL GROSS INCOME    £            32819	TOTAL EXPENDITURE £ 31424																								
BALANCE AT YEAR END   £            1395	SAVINGS (RESERVES, CASH, INVESTMENTS) £0																								
If your savings are more than your annual expenditure, what are they for? We do not have any savings.																									

9. ELEGIBILITY		YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?		NO
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?		NO
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?		NO
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?		NO
5. Is the funding for Loans or interest payments?		NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?		NO
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?		NO
8. If you are requesting funding for a one-off project, has the project already happened?		NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.		NO
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.		NO
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / No/Not applicable</p>		
10. CHECKLIST		
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your most recent accounts</li> <li><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</li> <li><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>		
11. BANK DETAILS		
Name of Account: All Yours Period Box		
12. DECLARATIONS		

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

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

**Declaration:**

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

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

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

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

Signature of applicant(s)

Date: 03/03/2023

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	X
Room Hire Grant	
How much are you applying for in this application?	£350

#### 1. ORGANISATION/GROUP'S NAME

Bowerhill Residents Action Group (BRAG)

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

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

Are you a registered charity? No

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

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Please see attached Mission Statement

## 5. THE PROJECT

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

To replace informational lecterns at the Bowerhill Picnic Area which have fallen into disrepair due to weathering over the years and from some minor acts of vandalism.

### If needed, please elaborate here with further details

The informational lecterns at the Bowerhill Picnic Area provide information about the locale, flora and fauna as well as information about the BRAG group. They have been in place for many years but the structures are becoming unrecoverable through annual maintenance. Additionally some vandalism has badly damaged one lectern and this cannot be repaired without having a specialist company re-print the backboard.

### How will this benefit the community or people of Melksham?

The Bowerhill Picnic Area, though outside of the town boundary, is heavily utilised not just by residents in Bowerhill but also by the general population of the town. It is a valuable, highly utilised, outside asset to the town and wider without area.

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

Quantifying the need is difficult but clearly the Picnic Area is well utilised at all times of the year. Information on the area and local wildlife gives people a reason to visit, to sit in the peace and to get fresh air away from the hustle and bustle of everyday life.

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

If this project to revive the lecterns is not realised then it could be seen as a downgrade of the current facility and therefore possibly reduce interest from new visitors.

## 6. BENEFICIARIES

How many people in total will benefit from this grant?

13,000

How many of the beneficiaries are residents of Melksham Town?

10,000

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

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

There are approximately 13,000 residents of the Melksham Town and Without area. There are approximately 3,000 residents in Bowerhill.

## 7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £760

GRANT AID REQUESTED FROM MTC £350

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

We are a community organisation. We do not have fees or subs.

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

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

Item	Amount
Informational lectern replacement (printed background on GRP – Quote available)	£710
Materials for repairs to the lectern (aluminium surrounds and marine ply)	£50
	£
	£
	£
	£
	£
<b>Total</b>	<b>£760</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Grant from other source (private company)	£350	No
Individual donation	£60	Yes
Grant from MTC	£350	No
	£	
	£	
	£	
<b>Total</b>	<b>£760</b>	

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

ACCOUNT YEAR ENDING: 31 / 12 / 2022

TOTAL GROSS INCOME £855

TOTAL EXPENDITURE £1224.22

BALANCE AT YEAR END £2751.21 (£1000 is ringfenced donation for another project)

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

**9. ELEGIBILITY****YES/NO**

- Is the grant for a private organisation operating as a business to make a profit or surplus? NO
- Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? NO
- Will you be passing the funding on to any other groups (except to pay for goods and services)? NO

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	NO
5. Is the funding for Loans or interest payments?	NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	NO
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. If you are requesting funding for a one-off project, has the project already happened?	NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	NO
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? <b>No</b> Yes (name of contact ..... ) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? <b>N/A</b> Yes (name of contact ..... ) / No/Not applicable</p>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your most recent accounts</li> <li><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</li> <li><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>	
<b>11. BANK DETAILS</b>	
<p>Name of Account: BOWERHILL RESIDENTS ACTION GROUP</p> <p>Account number</p> <p>Sort Code</p>	
<b>12. DECLARATIONS</b>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	
<p>Declaration:</p> <p>I/<b>we</b> declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.</p> <p>I/<b>we</b> declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/<b>we</b> declare that we have included all the requested information.</p>	



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

Signature of applicant(s)\_\_\_\_\_Date: \_\_\_\_\_

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	Yes
Total cost of hall excluding £136 deposit	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

British Cactus & Succulent Society(Wiltshire Branch)

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes

Have its own bank account, with two unrelated signatories?

Have at least three members on its management committee?

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

Are you a registered charity? Yes/No: The main Society is 290786 but the branch is not

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

The British Cactus & Succulent Society

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

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

#### 5. THE PROJECT

<p><b>In ONE SENTENCE please describe what the funding is being requested for:</b></p> <p>The funding requested is for the hire of the Melksham Assemble Hall so that we can use this spacious facility for our Annual Cactus &amp; Succulent show.</p>	
<p><b>If needed, please elaborate here with further details:</b></p> <p>Every month except January we meet at the Riverside Club where we have a mix of speakers, workshops and discussions on the hobby of Cactus &amp; Succulents, unfortunately the hall is not large enough to show of the plants at their best.</p>	
<p><b>How will this benefit the community or people of melksham?</b></p> <p>The residents will be able to see what the hobby has to offer and converse with like minded people. We use this event to bring the hobby to a wider audience and try to encourage them to join us in our monthly meetings to learn more about the care and propagation of Cacti &amp; Succulents.</p>	
<p><b>What evidence do you have that this project/service is required in Melksham?</b></p> <p>The residents of Melksham will miss out on the opportunity of seeing some wonderful Cacti &amp; Succulents.</p>	
<p><b>What evidence do you have of adverse effects on the community if your project does not go ahead?</b></p> <p>I do not have any solid evidence, but it's nice to hear that all who attend the show really enjoy the experience.</p>	
<p><b>6. BENEFICIARIES</b></p>	
<p><b>How many people in total will benefit from this grant?</b></p>	<p><b>&gt;140(2022 figures)</b></p>
<p><b>How many of the beneficiaries are residents of Melksham Town?</b> Please use the attached map which indicates the Melksham Town boundary.</p>	<p><b>60-70%</b></p>
<p><b>Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.</b> Last year(2022) we collected post codes from a small survey of all the public that attended the show.</p>	
<p><b>7. FINANCIAL INFORMATION</b></p>	
<p><b>ESTIMATED TOTAL COST OF PROJECT   £420</b></p>	<p><b>GRANT AID REQUESTED FROM MTC   £350</b></p>
<p><b>What are your current or planned subs/fees/charges?</b> Entrance fee to the show will be £1 and traders will be charged £10 per table (2 attending)</p>	

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

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

Item	Amount
The hire of Melksham Assembly Hall	£Full
	£
	£
	£
	£
	£
	£
Less deposit already paid	£136
<b>Total</b>	<b>£?</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Traders (2 attending)	£20	
Sponsorship of plant classes(68 available)	£260	
Refreshment Sales	£53	
Percentage of members plant sales	£28	
Tombola	£100	
	£	
<b>Total</b>	<b>£</b>	

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

ACCOUNT YEAR ENDING: 31/10/22

TOTAL GROSS INCOME £ 1197.96

TOTAL EXPENDITURE £915.95

BALANCE AT YEAR END £3031.16

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

**9. ELEGIBILITY****YES/NO**

1. Is the grant for a private organisation operating as a business to make a profit or surplus?
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?
5. Is the funding for Loans or interest payments?
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?
8. If you are requesting funding for a one-off project, has the project already happened?

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	N/A
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / No/Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / No/Not applicable	
<b>10. CHECKLIST</b>	
<b>Have you submitted the following (please tick the appropriate boxes)?</b> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.	
<b>11. BANK DETAILS</b>	
Name of Account: British Cactus & Succulent Society Wilts Branch	
<b>12. DECLARATIONS</b>	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s)____ Date: ____03/03/23____	

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2023**



## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	✓
Room Hire Grant	
£1000	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

Carer Support Wiltshire

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

Are you a registered charity? Yes/No: If so, please give your charity number: 1092762

Is your organisation part of, or affiliated to, a larger organisation? If so, which: no

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Carer Support Wiltshire (CSW) is a local charity providing support, services, education & training and breaks to unpaid carers. These unpaid carers, who account for 10% of our population, are the bedrock for our community, quietly and stoically supporting their loved ones. Unfortunately, many remain "hidden" and can miss out on essential support and entitlements.

**We help unpaid carers** to access services, information, education and training, respite, and breaks from their caring role. **We ensure carers have a voice** and we work with health and social care professionals and employers to **raise carer awareness and develop best practice**.

We work towards a future where:

- Carers have **better health and wellbeing**.
- Carers can **make choices** about their caring role and **access the right support and services** for themselves and the person they care for.
- **Carers' needs**, voices and the contribution they make to society are **recognised and valued**.

## 5. THE PROJECT

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

We want to run one life skill based social session for young carers in Melksham designed to provide young carers with access to a range of skills in a fun and relaxed session that also provides a break from their caring role.

**If needed, please elaborate here with further details**

This session will include one of the following themes (to be determined closer to the time): Cookery, First Aid, Money Management, Keeping Fit and Well, Emotional Well-being and Resilience, Keeping Safe On-line.

The session will be facilitated by our Young Carers Team supported by trained volunteers and a specialist trainer if applicable (depending on the session theme). The session will support up to 15 young carers. We hope to facilitate a series of workshops throughout Wiltshire throughout the year so that we can reach many young carers all over Wiltshire.

**How will this benefit the community or people of Melksham?**

We hope to reach young carers and young adult carers in Melksham as part of our goal to reach many young carers in Wiltshire. We hope that by providing the workshop in the Melksham area, young carers in Melksham will be able to attend because the event will be local. The intended outcomes of this event are to:

- Increase the wellbeing of Young Carers, empowering them to be more resilient and avoid crisis for themselves and those they care for
- Give Young Carers equal access to Education, Health, recreational and training opportunities.
- Create Peer Support networks and good practice, Increasing the confidence and resilience of Young Carers.

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

We have recently asked young carers in Wiltshire about what support has helped them with their caring roles in the past and what support they would like to have in the future. Young carers have responded with the following comments:

- Mental Health Workshops
- Breaks, a day away doing a fun activity really helps, especially if it is with other YACs.
- Learning to cook
- First Aid Course
- Café to meet other Young Adult Carers and make friends.
- More fun activities
- Young Carer group activities in local areas; Groups like the older Young Adult Carers get.
- Access to local activities, i.e. football, tennis, swimming etc
- One Young Adult Carer said when she was at primary, going into secondary, it wouldn't have mattered if groups/activities were specifically for young carers – at this age, it was just to do something nice with other children and 'forget about things for a while'. From around Year 9, when caring role responsibilities increased, 'things changed' and this was the point specific caring role support/groups were needed – safe people, safe places, trust.

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

Between October and December 2022, Carer Support Wiltshire received 82 referrals for young carers. Young carers are responsible for the emotional, practical, or physical care of a parent, sibling, or another family member who has a physical disability, mental health issue, or substance misuse issue. The 2011 census statistics revealed there are over 166,000 young carers in England, but research reveals this is just the tip of the iceberg. The true figure could be closer to 800,000, which is equivalent to 1 in 5 secondary school aged children, many of whom are unrecognised and unsupported.



Research by Carers Trust and The Childrens Society shows that on average, young carers miss or cut short 48 school days a year and often have lower levels of self-confidence, mental wellbeing, and significantly lower educational attainment at GCSE level, because of their caring role.

Nearly 15,000 children up to the age of 17 are providing more than 50 hours of care each week. Doesn't take into consideration the time a young carer spends doing things like keeping a housebound relative company. They don't convey the physiological burden of worrying about a relative who may be seriously ill.

There has been an overall increase of 75% of reported young carers aged 5-9 years old since the 2001 and 2011 census. That's in comparison to 20% increase in the number of carers of all age groups. This could be due to increased familiarity amongst the public with the concept of a 'young carer'. 1 in 20 young carers miss school because of their caring role. 26% of young carers have been bullied because of their caring role.

Families with young carers are hard to reach – they have a lack of awareness about services or are unwilling or wary about using services due to factors such as cultural influences, bullying, language barriers, racism, lack of understanding about the nature of provision, or stigma around having a caring role.

By hosting workshops throughout Wiltshire, including Melksham, we hope more young carers will learn about the support and resources available to them. We aim to provide a positive and educational experience for young carers, that will contribute to young carers making informed choices that support positive wellbeing for themselves as they grow up in a caring role.

## 6. BENEFICIARIES

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

**15**

**How many of the beneficiaries are residents of Melksham Town?**

**4 (known)**

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

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

The activity will take place in Melksham, and we will invite carers who live in Melksham to attend. Between October and December 2022, we had a total of 176 young carers registered in our database and we processed 82 young carer referrals from Wiltshire Council. Currently 1% of our young carers live in Melksham, but we know, based on statistics, that there are many young carers we have not yet identified in the Melksham area. We identified four young carers who live in Melksham on our database.

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT £958**

**GRANT AID REQUESTED FROM MTC  
£958**

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

We will not charge for these sessions – they will be provided free of charge to all young carers attending.

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

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

Item	Amount
Activity Costs (£25 per young carer per session, includes venue hire, activity costs)	£375
Volunteer Expenses (based on £25 per session, 2 volunteers per session, 1 session)	£50
Staff Costs (based on 3 staff per session, 5 hours per session, 1 session)	£225
Publicity	£34
Overheads	£137
Evaluation and Consultation with Young Carers	£137
<b>Total</b>	<b>£958</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Lottery Community Fund – Awards for All (for 12 other sessions in other areas of Wiltshire)	£10,000	no
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£10, 000</b>	

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

ACCOUNT YEAR ENDING: 31/ 03 /22

TOTAL GROSS INCOME £ 1,694,474 TOTAL EXPENDITURE £1,712,043

BALANCE AT YEAR END £535,105 SAVINGS (RESERVES, CASH, INVESTMENTS) £0

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

**9. ELEGIBILITY****YES/NO**

- |   |    |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus?   | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?                                 | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)?   | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?   | No |
| 5. Is the funding for Loans or interest payments?   | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?   | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |

8. If you are requesting funding for a one-off project, has the project already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / <b>No/Not applicable</b></p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?</p> <p>Yes: We have the full support of Angela Smith, Commissioner and Nick Bolton who works with our schools accreditation programme.</p>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A copy of your most recent accounts</li> <li><input checked="" type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</li> <li><input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</li> <li><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>	
<b>11. BANK DETAILS</b>	
Name of Account: Carer Support Wiltshire	
<b>12. DECLARATIONS</b>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: <u>23/02/2023</u></p>	

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

**Please read the 2022 Grants Policy before completing this form**

*Please tick to say which grant your application is for*

Regular Grant up to £1000	yes
Room Hire Grant	
£1,000	

**How much are you applying for in this application?**

#### 1. ORGANISATION/GROUP'S NAME

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

**Does your organisation:**

Have its own bank account, with two unrelated signatories?

Yes/ No

yes

Have at least three members on its management committee?

yes

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

yes

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

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

**Please circle the categories that best describe your organisation?**

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Celebrating Age Wiltshire (CAW) uses arts & heritage activities to reach the most isolated older people in the Melksham area, helping to tackle loneliness and aiming to improve their health and wellbeing through creative and artistic engagement. In particular CAW targets those people who are vulnerable and socially isolated due to frailty, ill health, dementia, poor mobility or caring responsibilities. Our programme has developed four different strands of both live and online activity to meet the needs of this group. CAW is a partnership of community organisations across the county with Wiltshire Music Centre as lead organisation.

Environmental information: We will be working within Wiltshire Music Centre's Environmental policy and action plan to ensure that our activities have the minimal impact environmentally. Where possible our artists and facilitators, if they need to travel, share transport. All materials used for workshops are carefully resourced for least environment impact and any waste is recycled if possible. Printing is kept to a minimum for activity and materials re used whenever possible. We will work to uphold good practice in all areas of the project, including offering online resources for those able to access our digital offers.

## 5. THE PROJECT

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

A 10 week creative art group for ages 60+ at Melksham Library.

**If needed, please elaborate here with further details**

The creative art group is a project to reawaken creative passions in isolated older individuals, particularly, but not exclusively, for those who have previously attended our Creative Conversations series and/or our Noticing Nature sessions. Participants are referred by local community connectors, GPs, Age UK Wiltshire, Prevention & Wellbeing team and library staff, or they can refer themselves after reading our publicity. The group meets once a week for 10 weeks, for 1 hour 30mins, facilitated by an experienced professional artist. The aim of the group is to build confidence within a safe and supportive environment tailored to participants' own interests and passions for visual art and creativity.

**How will this benefit the community or people of melksham?**

At the time of submission of this application, we are currently running a very successful 10 week 'Creative Conversations' group in Melksham library, with funding support from a previous grant from Melksham Town Council. The attendees are finding the course to be extremely supportive and enlightening and for some it is an essential steppingstone to getting out and about back into the community, after bereavement, mental health issues or illness. The creative art group would be a natural progression for some of the participants to join, as well as opening up opportunities for new local older people to join as well.

The creative art sessions are designed to encourage participants to explore their creativity within an extremely supportive environment, with no previous experience necessary. The series of 10 sessions offers participants a chance to try new skills, styles and genres of art, as well as explore familiar ones. Each session will also offer much needed conversation, sharing of thoughts, feelings and ideas, whilst the focus is on the creativity, rather than their struggles in the rest of their life.

The facilitator is highly experienced at delivering creative support groups for vulnerable people and is DBS checked and works under the Wiltshire Music Centre's safeguarding policy.

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

CAW has worked with the Melksham community for 2.5 years now and has got to know the community and those who support more vulnerable isolated older people. The project is well respected by the Health and Wellbeing group, Age Friendly and Age UK Wiltshire - all of whom refer and signpost local residents to our activity.

We delivered a set of Noticing Nature workshops at That Meeting Space earlier in 2022, with the support of John Firth. This group has developed into an independent Art group out of our initial sessions and we've kept in close touch with them. These new creative art sessions will offer further professional support to

any members of this group who wish to join. The sessions will also offer progression on from the library Creative Conversations group ending in April 2022.

Wendy Barker, library manager is keen for the library to host further sessions in the library, which is an excellent space for such activity.

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

CAW delivers monthly events at venues in Melksham, such as Riverside Club, Bowerhill Village Hall, etc, however, the Creative Art sessions are more intimate and being designed to support those less confident about attending a larger scale event. It is hoped that once participants start coming to the sessions, they will, with encouragement, wish to attend our monthly events and get out more. If the Creative Art sessions don't go ahead, certain individuals may still feel isolated and not as supported within their local community.

### **6. BENEFICIARIES**

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

**Up to 15**

**How many of the beneficiaries are residents of Melksham Town?**

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

**Up to 15**

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

We will advertise the sessions locally and work with Melksham community support workers, GPs, Age Friendly Melksham, etc to promote the sessions only with those who live within the area. CAW works in 10 areas in Wiltshire, so other areas outside Melksham would be provided for through activity in their own area.

### **7. FINANCIAL INFORMATION**

**ESTIMATED TOTAL COST OF PROJECT £2,250**

**GRANT AID REQUESTED FROM MTC £1,000**

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

The project will be free for all participants, including all materials and the provision of transport should they need it.

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

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

Item	Amount
Art facilitator's fees for leading the Creative Art sessions in Melksham library	£1,000
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£1,000</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Melksham Area Board funding towards CAW activity costs in Melksham	£1,500	yes
	£	
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£1,500</b>	

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

ACCOUNT YEAR ENDING: 03/21

TOTAL GROSS INCOME £ 865,548.00 TOTAL EXPENDITURE £672,311.00

BALANCE AT YEAR END £ 301,212.00 SAVINGS (RESERVES, CASH, INVESTMENTS) £376,249.00

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

Celebrating Age Wiltshire's core costs and activity are covered by restricted grants from various sources with finances being managed by Wiltshire Music Centre. £376,249 of unrestricted reserves are available for general use by the organisation. The Trust's reserves policy is based on a detailed analysis of the required minimum level of reserves based on a risk assessment of the main risks relating to loss of income together with allocating reserves for specific investment project expenditure. This policy requires that the designated reserves include a risk management fund maintained at a level which will enable the organisation to operate for a two-year period if adverse operating conditions make this necessary.

## 9. ELEGIBILITY

YES/NO

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

no

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

no

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

no

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

no

5. Is the funding for Loans or interest payments?

no

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

no

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

no

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

no

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

no

Is the grant requested (for a Regular Grant) more than £1000?

If so, please explain the exceptional circumstances.

no

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact ..... ) / No/**Not applicable**

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

Yes (name of contact ..... ) / No/**Not applicable**



## 10. CHECKLIST

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

- x A copy of your most recent accounts
- x Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- x A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- x A copy of your adopted equal opportunities policy or statement
- x Evidence of the environmentally responsible and sustainable practices of your organisation.

## 11. BANK DETAILS

Name of Account: **Wiltshire Music Centre Trust Ltd**

## 12. DECLARATIONS

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

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

### Declaration:

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

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

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

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

Signature of applicant(s) \_\_\_\_\_ Date: \_\_\_\_\_ 2/3/23 \_\_\_\_\_

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	<input checked="" type="checkbox"/>
£1300.00 roughly (the cost of the assembly hire)	

How much are you applying for in this application?

<b>1. ORGANISATION/GROUP'S NAME</b>			
Chippenham Kickboxing Academy			
<b>2. APPLICANTS DETAILS</b> (Give details of a representative for correspondence)			
NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	
<b>3. ABOUT YOUR ORGANISATION</b>			
<b>Does your organisation:</b>			
Have its own bank account, with two unrelated signatories?			Yes/ No <u>Yes</u>
Have at least three members on its management committee?			<u>Yes</u>
Have a constitution, terms of reference or set of rules? <i>(please ask for help with this if needed)</i>			<u>Yes</u>
<b>Are you a registered charity?</b> No			
<b>Is your organisation part of, or affiliated to, a larger organisation?</b> No			
<b>Please circle the categories that best describe your organisation?</b>			
<div style="display: flex; justify-content: space-between;"> <ul style="list-style-type: none"> <li>Charitable Organisations</li> <li>Youth Group</li> <li>Senior Citizen Group</li> <li><u>Sports Clubs and Arts Groups</u></li> <li>Advice Organisations</li> </ul> <ul style="list-style-type: none"> <li>Organisations assisting the disabled</li> <li>Minority Groups</li> <li>Community buildings</li> <li>Community events</li> <li>Health/transport/safety groups</li> <li>Other (please explain)</li> </ul> </div>			
<b>4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:</b>			
What does your organisation do and how does it benefit the residents of Melksham?			
Our academy is about teaching people to learn kickboxing. Getting people together as a group and allowing them to feel comfortable to feel safe. We have many members who travel from Melksham to our academy each week and we want to be able to bring ourselves to Melksham town to show what we do. And hopefully to get other people involved and help those along the way.			

## 5. THE PROJECT

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

The funding will be used to pay the cover of the Melksham assembly hall hire for ourselves to hold a kickboxing show/event, for our students and members.

**If needed, please elaborate here with further details**

We would like to bring a show/event to Melksham where many of our students live. We have held a few events in Chippenham which is where we are based. However we would love to head out to Melksham to be able to bring the event to many of our members home town where they would love to be able to participate.

**How will this benefit the community or people of melksham?**

This could help people and the community in Melksham by seeing what we are all about, how we help people achieve the goals they wish to. And hopefully makes them feel comfortable enough to come along and feel safe with the team.

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

We have an email from Melksham assembly hall with a date booked in the diary. And we just hopping we would be given the opportunity to get out of Chippenham to head over to Melksham and be closer to many members.

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

Members of ours that have family in Melksham sometimes cant do the travelling over to chippenham to our events and we would love to be able to bring the event to them.

## 6. BENEFICIARIES

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

I couldn't give numbers but there would be a lot.  
Roughly 30-50

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

All

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

They all live in Melksham town centre area.

## 7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3000.00

GRANT AID REQUESTED FROM MTC £1300.00

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

There will be a fee to enter as in purchasing a ticket. This is used to cover the rest of the cost of the event.

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

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

Item	Amount
Melksham Assembly Hall Hire	£1300.00
	£
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£</b>

### How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
N/A	£	
	£	
	£	
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£</b>	

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

ACCOUNT YEAR ENDING: 5<sup>th</sup> April 2022

TOTAL GROSS INCOME £16,600.00

TOTAL EXPENDITURE £8800.00

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £0.00

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

## 9. ELEGIBILITY

YES/NO

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

NO

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

NO

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	NO
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	NO
5. Is the funding for Loans or interest payments?	NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	NO
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. If you are requesting funding for a one-off project, has the project already happened?	NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.  Hall hire	Yes
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / No <u>Not applicable</u>	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / No <u>Not applicable</u>	
<b>10. CHECKLIST</b>	
<b>Have you submitted the following (please tick the appropriate boxes)?</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your most recent accounts</li> <li><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</li> <li><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>	
<b>11. BANK DETAILS</b>	
Name of Account: Chippenham Kickboxing Acadmey	
<b>12. DECLARATIONS</b>	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.	
I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy.	

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

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

Signature of applicant(s) \_\_\_\_\_ Date: 22/2/23

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

**Please read the 2022 Grants Policy before completing this form**

*Please tick to say which grant your application is for*

Regular Grant up to £1000	<b>x</b>
Room Hire Grant	
£1,000	

**How much are you applying for in this application?**

#### 1. ORGANISATION/GROUP'S NAME

Group Five

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

**Does your organisation:**

Have its own bank account, with two unrelated signatories?

Yes

Have at least three members on its management committee?

yes

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

yes

**Are you a registered charity? Yes: If so, please give your charity number: 1037024**

**Is your organisation part of, or affiliated to, a larger organisation? If so, which: no**

**Please circle the categories that best describe your organisation?**

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Group Five provides relief of poverty by delivering, free of charge, furniture & household effects to those in need in our area of benefit. (the old West Wilts area)

## 5. THE PROJECT

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

To help recruit, train & retain two new volunteers from Melksham enabling & empowering them to gain a real sense of belonging to the charity to deliver the service with confidence.

**If needed, please elaborate here with further details**

In addition, we ensure each volunteer is equipped for their role & has, in addition to training, a warm winter coat, safety boots, gloves, hi-viz jacket etc. we reimburse lunch money/travel costs - giving volunteering opportunities to local people regardless of their background or circumstances.

**How will this benefit the community or people of Melksham?**

We want to continue to provide our services to local people ensuring householders have decent homes & all children have cosy beds to sleep in. volunteering will be further promoted in Melksham to encourage participation.

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

There is information in the enclosed annual report which illustrates the number of referrals from Melksham (97) during the pandemic years. The number of referrals from Melksham did not decrease during this time which highlights that poverty was not affected by outside factors. When folk needed helpful, practical intervention, we were able to respond appropriately.

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

There is no other organisation in this area providing free furniture etc. to help people in need. This could mean that people may remain in poverty/need due to lack of help.

## 6. BENEFICIARIES

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

300 - 400

**How many of the beneficiaries are residents of Melksham Town?**

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

100 - 120

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

Using a simple manual comparison of statistics we can compare and contrast numbers. It would be helpful to have a computerised system however, our existing resources are used to provide a front line service.

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT £**

15,000

**GRANT AID REQUESTED FROM MTC £**

1,000

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

We make no charge for our services.

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

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

Item	Amount
Volunteers: warm weather gear & other expenses related to training/retention	£ 400
Help towards van for delivering and collecting furniture & household items	£ 400
Help towards warehouse costs	£ 200
	£
	£
	£
	£
<b>Total</b>	<b>£1,000</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Fudge charitable trust	£2,000	Not yet
Wiltshire Community Foundation	£5,000	Not yet
Wessex water	£3,000	yes
Various relevant town & parish councils	£3,000	Not yet
Selwood housing association	£2,500	Not yet
	£	
<b>Total</b>	<b>£15,500</b>	

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

ACCOUNT YEAR ENDING: 31 / 01 / 2022

TOTAL GROSS INCOME £ 12,142.05

TOTAL EXPENDITURE £12,590.04

BALANCE AT YEAR END £4,081.39

SAVINGS (RESERVES, CASH, INVESTMENTS) £12,973.01

If your savings are more than your annual expenditure, what are they for? Towards a replacement van when needed.

9. ELEGIBILITY		YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?		no
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?		no
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?		no
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?		no
5. Is the funding for Loans or interest payments?		no
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?		no
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?		no
8. If you are requesting funding for a one-off project, has the project already happened?		No-ongoing
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.		no
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.		no
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) Not applicable</p>		
10. CHECKLIST		
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li>• A copy of your most recent accounts</li> <li>• Your most recent bank account statement &amp; details of any other investments/savings;</li> <li>• A copy of your constitution / terms of reference / set of rules;</li> <li>• A copy of your safeguarding policy if your group works with vulnerable adults, or children;</li> <li>• A copy of your adopted equal opportunities policy or statement</li> <li>• Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>		
11. BANK DETAILS		
Name of Account: Group Five		
12. DECLARATIONS		

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

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

**Declaration:**

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

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

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

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

Signature of applicant(s) Date: 22<sup>nd</sup> February 2023

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**



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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	
£	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

Help Counselling

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

Are you a registered charity? **Yes**/No: If so, please give your charity number: 1174668

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

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

We provide one-to-one and group counselling to anyone living in Melksham and the surrounding villages, over the age of 16 years old. We work with anxiety, low mood, trauma, loss, relationship issues, stress and loneliness. We offer an initial appointment within 3 weeks and counselling within 3 months. Offering up to 16 sessions. We help clients recover from emotional pain, regulate their emotions, build their personal awareness, create healthy relationships and build resilience.

## 5. THE PROJECT

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

We have recently moved to larger premises (within the same building) which means we are able to see more people than ever. Our old chairs have seen better days and we would like to buy 2 sturdier chairs, that will especially help those with physical difficulties. They look smart and are good quality.

The chairs are from Wayfair and are £169 each. A potential grant of £338 would be marvellous, but we would accept any contribution.

<https://www.wayfair.co.uk/furniture/pdp/fairmont-park-cira-73cm-wide-tufted-armchair-u004245874.html?piid=975161661>

### **If needed, please elaborate here with further details**

### **How will this benefit the community or people of melksham?**

They will help our Melksham clients feel comfortable, safe and able to relax and talk about the issues that are bringing them to counselling. They will last for years, providing support both emotional and physical for thousands of sessions.

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

Each year we see more and more clients coming from every town in Wiltshire, including Melksham. For the last 2 years we have had to close our waiting list for 2 months, as we see between 40-60 people access our service for support. In 2021 we saw 97 people from Melksham, in 2022 we saw 131, and is the single biggest user of our service, outside of Trowbridge.

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

We will continue to support all people coming to us, we will just have to look for other ways to raise funds. We do not turn people away, unless it is an issue, we are unable to work with, and even then, we find them the appropriate service. However, to receive the support of Melksham Town Council would not only help Melksham clients, it helps the service as a whole, saving resources and sends a clear message to the other town councils about the value of our work to you.

## 6. BENEFICIARIES

### **How many people in total will benefit from this grant?**

The chairs will last at least 5 years and could help around 700 Melksham people in that time

### **How many of the beneficiaries are residents of Melksham Town?**

135 in 2023

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

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

Our database collects the information for us and we press it out.



## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT    £338**

**GRANT AID REQUESTED FROM MTC £338**  
**or whatever you can give please**

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

We ask clients for a donation per session, the average donation is between £5 and £10

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

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

Item	Amount
2 x chairs	£338
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£338</b>

### How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
	£	
	£	
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£</b>	

## 8. ANNUAL ACCOUNTS

**Please** provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: 31 /03/2022

**TOTAL GROSS INCOME**    £105,194

TOTAL EXPENDITURE £84906

BALANCE AT YEAR END £ 17,516

SAVINGS (RESERVES, CASH, INVESTMENTS) £73556

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

## 9. ELEGIBILITY

YES/NO

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

No

2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. If you are requesting funding for a one-off project, has the project already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children’s Services at Wiltshire Council? Yes (name of contact ..... ) / No/Not applicable</p>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <p><input type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>	
<b>11. BANK DETAILS</b>	
Name of Account: .....Account number: .....Sort Code: ..... - ..... - .....	
<b>12. DECLARATIONS</b>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	

**Declaration:**

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

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

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

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

Signature of applicant(s) \_\_\_\_\_ Date: 24<sup>th</sup> January 2023

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

**Please read the 2022 Grants Policy before completing this form**

Please tick to say which grant your application is for

Regular Grant up to £1000	X
Room Hire Grant	

How much are you applying for in this application?

£ 708.57

#### 1. ORGANISATION/GROUP'S NAME

Melksham Lions Club

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

##### Does your organisation:

- |  |     |
|--|-----|
| Have its own bank account, with two unrelated signatories?   | YES |
| Have at least three members on its management committee?   | YES |
| Have a constitution, terms of reference or set of rules? (please ask for help with this if needed) | YES |

Are you a registered charity? Yes: If so, please give your charity number: 1044594

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Not Applicable

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Throughout the year the club organises various activities, including Christmas Collections at shops and round the streets, Easter Hampers, Easter Egg Hunt and attendance at various Melksham events. What we do gives a lot of people pleasure, especially for children at Christmas and Easter.

All net income generated from these events is used for charitable purposes, with nothing going to running the club. The majority of our expenditure helps out local residents, either individuals or organisations.

The worldwide Lions Mission Statement is:

*To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs*

## 5. THE PROJECT

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

We would like to replace our current gazebo.

**If needed, please elaborate here with further details**

We attend a number of events each year where a gazebo is necessary, and the one we have has become too cumbersome to use, as well as needing several repairs to the framework.

Further, as we expand our membership, we will be able to be present at more events.

**How will this benefit the community or people of Melksham?**

It will enable us to attend more outside events in and around Melksham, particularly outside of the summer months.

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

Based on the popularity of our stall at external events in and around Melksham, the more events we could attend and so generate more funds to support the local community.

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

If we cannot get a new gazebo, it will restrict the number of events we can attend, meaning we cannot increase our revenues. It may also have a detrimental effect on our membership

## 6. BENEFICIARIES

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

We estimate that 400 people would benefit from this grant.

**How many of the beneficiaries are residents of Melksham Town?**

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

We estimate that 250 people are residents of Melksham Town

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

Refer to attached sheet

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT £708.57**

**GRANT AID REQUESTED FROM MTC £708.57**

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

We currently charge our members (of which there are 15) £7.00 per month, but the majority of this goes towards running the Lions Organisation World Wide.



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

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

Item	Amount
Replacement Gazebo	£598.80
Printing of Lions Logo and Club Name	£ 40.80
2 off Side Panels	£ 33.98
Set of Gazebo Leg Weights	£ 34.99
	£
	£
	£
<b>Total</b>	<b>£708.57</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
We estimate the voluntary time given up by our members to be in excess of 2,500 (Refer to attached sheet)	£708.57	Yes
	£	
	£	
	£	
<b>Total</b>	<b>£708.57</b>	

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

ACCOUNT YEAR ENDING: 30 / 06 / 2022

TOTAL GROSS INCOME £12,364

TOTAL EXPENDITURE £8,651

BALANCE AT YEAR END £9,440

SAVINGS (RESERVES, CASH, INVESTMENTS) £0

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

**9. ELEGIBILITY****YES/NO**

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

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

NO

Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	NO
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Not applicable	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A copy of your most recent accounts</li> <li><input checked="" type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input checked="" type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children (Not Applicable)</li> <li><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>	
<b>11. BANK DETAILS</b>	
Name of Account: Melksham Lions Club CT Fund	
<b>12. DECLARATIONS</b>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration:          I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.          I/we declare that we have read the MTC grants policy and that our application complies with the policy.          I/we declare that we have included all the requested information.          I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: <u>2 MARCH 2023</u></p>	

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2023**





**Melksham Lions  
Beneficiaries Calculation**

Details	Total Basis Number Estimate	Melksham Number Estimate
Direct Assistance - Individuals (Household items)	5 All Melksham	5
Direct Assistance - Individuals (Other items)	5 All Melksham	5
Direct Assistance - Kingsbury Square	25 All Melksham	25
Direct Assistance - Books for Schools (6 off)	180 4 in Melksham	120
Direct Assistance - Football/Rugby/Cricket Youth Teams	10 Est 50% Melksham	5
Direct Assistance - Melksham Lights Support	5 All Melksham	5
Indirect - Wiltshire Mind	20 Est 50% Melksham	10
Indirect - Melksham Food Bank	80 Est 50% Melksham	40
Indirect - Melksham Free Dining	40 Est 50% Melksham	20
Indirect - Melksham Community Larder	30 Est 50% Melksham	15
	400	250



# Melksham Lions Club Unpaid Hours

	People	Hours	Incidence	Total
<b>Directors</b>				
President's Time	1	7.50	Weekly	390.00
Treasurer's Time	1	5.00	Weekly	260.00
Secretary's Time	1	5.00	Weekly	260.00
Vice President's Time	1	5.00	Weekly	260.00
				1,170.00
<b>Meetings</b>				
Director's Meetings	5	2.50	Bi Monthly	75.00
Club Meetings	12	2.50	Monthly	360.00
Christmas Planning	8	4.00	Annually	32.00
Easter Planning	8	4.00	Annually	32.00
				499.00
<b>Welfare Support</b>				
House Visits	2	2.00	Monthly	48.00
Welfare Procurement	1	1.00	Monthly	12.00
Kingsbury Square Support	2	10.00	Bi Annually	40.00
				100.00
<b>Events</b>				
Easter Hampers Preparation (qty 30)	2	20.00	Annually	40.00
Easter Hampers Distribute and Collect	6	5.00	Annually	30.00
Easter Egg Hunt Preparation & Set Up	7	1.50	Annually	10.50
Easter Egg Hunt Attendance	4	5.00	Annually	20.00
Easter Egg Hunt Close Down	4	1.00	Annually	4.00
Summer Fetes Preparation & Set Up	6	2.00	Bi Annually	24.00
Summer Fetes Attendance	4	6.00	Bi Annually	48.00
Summer Fetes Close Down	4	1.00	Bi Annually	8.00
Food & River Festival Preparation & Set Up	6	2.50	Annually	15.00
Food & River Festival Attendance	5	12.00	Annually	60.00
Food & River Festival Close Down	5	1.50	Annually	7.50
Other Attendances	3	10.00	Tri annually	90.00
				357.00
<b>Christmas</b>				
Christmas Fayre Preparation & Set Up	6	1.50	Annually	9.00
Christmas Fayre Attendance	4	6.00	Annually	24.00
Christmas Fayre Close Down	4	1.50	Annually	6.00
Attendance at Shops	5	6.00	6 times	180.00
Other Static Attendances	6	4.00	4 times	96.00
Round the Streets	8	2.00	3 times	48.00
Counting & Checking	1	2.00	11 times	22.00
Paying In	1	1.00	5 times	5.00
				390.00
Total unpaid Hours				2,516.00
Minimum Wage = £10.42	Page 70			£26,216.72



## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
	<input type="checkbox"/>
£1000	

How much are you applying for in this application?

<b>1. ORGANISATION/GROUP'S NAME</b>			
Melksham Rugby Club			
<b>2. APPLICANTS DETAILS</b> (Give details of a representative for correspondence)			
NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	
<b>3. ABOUT YOUR ORGANISATION</b>			
<b>Does your organisation:</b>			
Have its own bank account, with two unrelated signatories?			Yes <input type="checkbox"/>
Have at least three members on its management committee?			Yes <input type="checkbox"/>
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)			Yes <input type="checkbox"/>
<b>Are you a registered charity? Yes/No: If so, please give your charity number: No</b>			
<b>Is your organisation part of, or affiliated to, a larger organisation? If so, which: No</b>			
<b>Please circle the categories that best describe your organisation?</b>			
<ul style="list-style-type: none"> <li>Charitable Organisations</li> <li>Youth Group</li> <li>Senior Citizen Group</li> <li><b>Sports Clubs and Arts Groups</b></li> <li>Advice Organisations</li> </ul>	<ul style="list-style-type: none"> <li>Organisations assisting the disabled</li> <li>Minority Groups</li> <li>Community buildings</li> <li>Community events</li> <li>Health/transport/safety groups</li> <li>Other (please explain)</li> </ul>		
<b>4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:</b>			
What does your organisation do and how does it benefit the residents of Melksham?			
<p>Melksham Rugby is a not for profit Rugby Club providing and supporting residents of Melksham and the surrounding community to play, watch and support Rugby in the community.</p> <p>We have active players from 3 years to 83 years at present and currently run 2 senior men's teams, 1 mixed ability team, 1 x ladies team, mini &amp; youth teams in the age groups of Under 5,6,7,8,9,10,11,12-13,15,16's.</p> <p>We also run an U12 girls hub as well as a seniors 'Rugby relic's' section and will be starting walking rugby for the over 45's from April 23.</p> <p>The club totals 300+ active members</p>			

Other social activities the club also hosts and bi- weekly bingo nights, monthly golf games, community sports events (It's a knockout for Wiltshire Air Ambulance) an annual Golf charity fundraisers and various other ad hoc community/charity events

## 5. THE PROJECT

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

New Carpark kerbstones, paving and marking.

**If needed, please elaborate here with further details**

Currently there are no marked bays at the Club, just an area for parking. This leads to adhoc, dangerous and generally 'bad' parking which only utilises about 80-85% of the available space for parking. This intern leads to parking off site and on the local roads.

**How will this benefit the community or people of melksham?**

This will finally enable us to maximise the available parking on site with a better provision for parking which for all with clearly marked parking bays.

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

300+ members and growing every week !

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

If the project doesn't happen then their will be overspill (as there is now) on match days when visitors have to park on the local neighbourhood streets and then onto the main Eastern Way road.

## 6. BENEFICIARIES

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

**300+500**

**How many of the beneficiaries are residents of Melksham Town?**

**90%+ (270+)**

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

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

Current Members + home and visiting team players and Supporters

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT £2250**

**GRANT AID REQUESTED FROM MTC £1000**

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

Adults men - £120 per season

Ladies - £80

Students - £60

Juniors - £100 + £25 per addition sibling

Social - £40

These charges cover all playing, coaching, and overheads charges (Rugby Kit/Insurance/Food after match's/Utilities contribution etc)

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

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

Item	Amount
Concrete Sleepers	£700
Bricks x 100	£79
Postmix concrete bags x £6.90 x 25	£172.5
Machinery hire – digger / dumper (£85+£80per day x 2)	£330
Line Marking	£100
Skip hire	£140
Labour x 2 staff for 2 days (£180 per day per person)	£720
<b>Total</b>	<b>£2241.5</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Rugby Club Savings	£1250	
	£	
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£1250</b>	

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

ACCOUNT YEAR ENDING: 30 Apr 22

TOTAL GROSS INCOME £ 118933

TOTAL EXPENDITURE £151126

BALANCE AT YEAR END £-19887

SAVINGS (RESERVES, CASH, INVESTMENTS) £53975

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

The saving we have in our account are £22,000 higher than normal as we have received funds in from all our families touring this Easter (80 families touring) and are due to pay for this imminently. The other savings is for our day to day operations of the club and in case of unplanned expenditure (breakages/ equipment failure etc)

**9. ELEGIBILITY****YES/NO**

- |   |    |
|---|----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus?   | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?                                 | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)?   | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?   | No |
| 5. Is the funding for Loans or interest payments?   | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?   | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |

8. If you are requesting funding for a one-off project, has the project already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / <b>No</b>/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / <b>No</b>/Not applicable</p>	
<b>10. CHECKLIST</b>	
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A copy of your most recent accounts</li> <li><input type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</li> <li><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</li> <li><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</li> <li><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</li> <li><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</li> </ul>	
<b>11. BANK DETAILS</b>	
Name of Account: Melksham Rugby Football Club	
<b>12. DECLARATIONS</b>	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after avings application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p> <p>Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s) _____ Date: __ 6 Mar 23</p>	





## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

*Please tick to say which grant your application is for*

Regular Grant up to £1000	<input checked="" type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>
£200	<input type="checkbox"/>

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

Melksham WI Group

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?  
Have at least three members on its management committee?  
Have a constitution, terms of reference or set of rules? (please ask for help with this if needed)

Yes/ No  
☐ Yes  
☐ Yes  
☐ Yes

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

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

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

We are a small group of approximately 24 members from Melksham and Without. Members benefit from educational talks, presentations, local trips and social meetings. We are open to all ages and backgrounds although members, currently, range from 50s – 90's.

## 5. THE PROJECT

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

To help towards the costs of speakers – most have increased their prices and travel costs quite extensively this year that limits small groups like ours.

**If needed, please elaborate here with further details**

We have talks on diverse subjects like History of Melksham, Naughty Ladies of Bath, Homeopathic Remedies, Reflexology, 100 Years of WI History, Christmas Crafting, Meals out as a group or trips out (self paid for), Quiz nights etc.

Individuals pay an annual subscription, half goes to the Main WI and the rest to our group. We get no funding from central WI so any monies we raise or are granted go direct to the Melksham group only.

**How will this benefit the community or people of melksham?**

Although the group is currently an older demographic (of which Melksham is overall), it is always open to all women of all ages and of all backgrounds and the grant will help towards that.

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

Many of our members are living on their own and this forms a safe place for them to meet up every month. Other WIs have closed in the area – Lacock is one – and we have members coming from as far as Devizes to be with our group, so it is not just Melksham that benefits

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

We don't have any physical evidence but it would mean that another WI is at risk of closing and our meetings would rarely have speakers. We are currently booking into 2024 and this would help. If we closed, then our current members lose that link.

## 6. BENEFICIARIES

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

24 plus

**How many of the beneficiaries are residents of Melksham Town?**

It was 21

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

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

From their addresses

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT    £                      GRANT AID REQUESTED FROM MTC    £200.00**



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

The WI annual subscription is £44 of which half goes to the Main WI and half to our group. We raise monies through the year by holding cake stalls or tombolas at fetes – where we can – and the members pay for their own travel and own meals. Guests can visit free twice.

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

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

Item	Amount
There is no specific item – it all goes into the pot to pay for speakers throughout the Year, all have different charges but they are all rising, year on year.	£
<i>Examples from year a/c:- Quilty felting</i>	£ 110.00
<i>Homeopathic remedies</i>	£ 3500
<i>Scrapstore</i>	£ 50.00
<i>Lower women in the house</i>	£ 40.00
	£
<b>Total</b>	<b>£ —</b>

### How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
We have just applied for a grant with Melksham Without	£250	No
	£	
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£ 250.00</b>	<b>No</b>

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

ACCOUNT YEAR ENDING: *31/12/2020*

TOTAL GROSS INCOME £ TOTAL EXPENDITURE £

BALANCE AT YEAR END £ *1189.81* SAVINGS (RESERVES, CASH, INVESTMENTS) £ *N/A*

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

### 9. ELIGIBILITY

	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No

5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. If you are requesting funding for a one-off project, has the project already happened?	No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	No
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	No
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact .....)/No/Not applicable	
If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact .....)/No/Not applicable	

## 10. CHECKLIST

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

- ☒ A copy of your most recent accounts
- ☒ Your most recent bank account statement & details of any other investments/savings;
- ☒ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Evidence of the environmentally responsible and sustainable practices of your organisation.

## 11. BANK DETAILS

Name of Account: Melksham WI

## 12. DECLARATIONS

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

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

Declaration:

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

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

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

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

Signature of applicant(s) \_\_\_\_\_

Date: 27/2/23

Please return your completed form with copies of the relevant documents to Melksham Town  
Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2023

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	x
Room Hire Grant	
£500	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

Read Easy North & West Wiltshire

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

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

**Are you a registered charity? No** If so, please give your charity number: we are too small to register as a charity but are affiliated to Read Easy UK registered Charity

**Is your organisation part of, or affiliated to, a larger organisation? If so, which:** we are affiliated to Read Easy UK Charity number: 1151288

**Please circle the categories that best describe your organisation?**

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

We recruit, train and support Volunteer Reading Coaches from the local community, who then work one to one with local adults, who are unable to read, to improve their literacy using a recognised adult reading scheme.

Research demonstrates that this can increase their access to and engagement with health services and

improve well being and economic potential. There is no charge to readers. We receive referrals (from public and community organisations) and self-referrals for adults with low or no functional literacy. In addition by supporting local people to volunteer both as coaches and in various roles in the Management Team (fundraising, publicity, literacy support etc) we contribute to creating a sense of community and enable volunteers to develop skills and resilience.

## 5. THE PROJECT

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

To support local adults to improve their life chances, economic potential and well being with no cost to them by providing them with resources and tailored learning, so that they can improve their literacy, self worth and self confidence.

**If needed, please elaborate here with further details**

Read Easy is a unique programme, run solely by volunteers, where a trained and supported volunteer coach is matched with a 'new reader' and works with them, one to one, using the tailored resources we provide, for anything from 6 months to 2 years to help them improve their literacy and increase their confidence.

**How will this benefit the community or people of melksham?**

This local Read Easy group started in Melksham and still has strong roots in and key volunteers from the Melksham community. This is an essential opportunity for local adults who are disadvantaged because of their low or no literacy skills. Our free programme and the resources we give them provide chance to grow, learn and become more economically and socially independent.

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

Research indicates that over 2.4 million adults in England can barely read or cannot read at all.. Statistically in the Melksham area there will be at least 5% of adults in this position (possibly as many as 1200).

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

Adult literacy problems are usually hidden. Some can stem from unrecognised learning disabilities or those recovering from brain injury. Many are the result of limited engagement with or access to support when in education under 18.

Research shows that over 50% of adults do not even reveal to their partners that they cannot read or struggle to do so.

The impacts of not being able to read have been shown to be multiple and wide-ranging from lower earnings and job status to unemployment, reduced well being and self-confidence, social isolation and even negative health impacts. Inevitably these impacts are real not just for the non-reader but also their wider family (including children and grandchildren)

## 6. BENEFICIARIES

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

Up to 25 readers and up to 35 volunteers

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

Up to 2 readers (from a pool of up to 1200)

	potential beneficiaries) and up to 7 volunteers
--	---

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

Depending upon our ability to recruit and retain dedicated volunteers (up to 7 local residents who will act as coaches or in the support team) we aim to help 2/3 readers in the Melksham Town Council area during 2022/23.

---

### 7. FINANCIAL INFORMATION

<b>ESTIMATED TOTAL COST OF PROJECT</b> £4,900 2022/23 (our financial year runs Oct – Sept)	<b>GRANT AID REQUESTED FROM MTC</b> £500.00
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**What are your current or planned subs/fees/charges?**

There is no charge to readers.  
We pay £240 per annum to affiliate to Read Easy UK in order to be able to access insurance, structured training for Coaches and discounted reading resources.

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

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

Item	Amount
Coach training, materials and induction support for 2 readers	£500
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£500</b>

**How else are you funding your project?**

Please include grants from other organisations, fund raising and existing reserves.  
Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
Wiltshire Community Foundation Grant ( year 2 of a 3 year grant)	£2,000	Yes
Chippenham Borough Lands Charity	£800	Yes
Applications currently pending to : Devizes Town Council, Calne Town Council	£1,000	No
<b>Total</b>	<b>£3,800</b>	

---

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

ACCOUNT YEAR ENDING:      30   /   09   /   22

TOTAL GROSS INCOME   £   4,591.88                                  TOTAL EXPENDITURE £ 4,594.

BALANCE AT YEAR END   £ 4,398.37                                  SAVINGS (RESERVES, CASH, INVESTMENTS) £ 4,398.37

If your savings are more than your annual expenditure, what are they for? We have insufficient guaranteed income to cover our annual costs (our only ongoing grant is that from WCF). We therefore endeavour to hold where possible to hold 6-12 months of costs in reserve. In addition in 2022/23 our plan is to increase the numbers of readers we can help thus increasing our costs by up to 50%.

## 9. ELIGIBILITY

YES/NO

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

No

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

No

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

No

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

No

5. Is the funding for Loans or interest payments?

No

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

No

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

No

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

N/A

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

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

No

Is the grant requested (for a Regular Grant) more than £1000?

If so, please explain the exceptional circumstances.

No

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

**Not applicable**

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Amongst our readers there are usually 1 or 2 adults at any time who are identified as 'at risk'. It is therefore unlikely, but possible, that Melksham -based readers might be in this group. We take our safeguarding responsibilities very seriously. For non-emergency safeguarding issue our coaches refer to our safeguarding champion and the WC advice and contact line.

Yes WC Advice and Contact line: **0300 456 0111** / No/Not applicable

## 10. CHECKLIST

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

- X A copy of your most recent accounts
- X Your most recent bank account statement & details of any other investments/savings;
- X A copy of your constitution / terms of reference / set of rules;
- X A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- X A copy of your adopted equal opportunities policy or statement
- X Evidence of the environmentally responsible and sustainable practices of your organisation.

## 11. BANK DETAILS

Name of Account: Read Easy North & West Wiltshire



## 12. DECLARATIONS

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

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

**Declaration:**

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

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

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

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

Signature of applicant(s)

Date: 12/02/23

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	
Room Hire Grant	
£ 1,000	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

RIVERSIDE CENTRE, BATH ROAD, MELKSHAM

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

YES

Have at least three members on its management committee?

YES

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

YES

Are you a registered charity? Yes: If so, please give your charity number: 259577

Is your organisation part of, or affiliated to, a larger organisation? If so, which: NO

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

THE AIMS AND OBJECTIVES OF THE RIVERSIDE CENTRE IS TO PROVIDE A SAFE, COMFORTABLE, ACCESSABLE COMMUNITY CENTRE FOR ALL AGES. TO PROVIDE A HIGH STANDARD OF USABLE SPACE WITH A WELL LIT HALL, FULLY EQUIPED KITCHEN, DISABLED TOILETS AND EASY ACCESS FROM A LEVEL CAR PARK FOR DISABILITY CLIENTS.

## 5. THE PROJECT

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

TO REPLACE EXISTING 1970 DOUBLED GLAZED WINDOWS WHICH FAIL THE CURRENT INSULATION CRITERIA.

If needed, please elaborate here with further details

GLAZING HAS BEEN DESCRIBED AS INADEQUATE BEING ONLY 'GREEN HOUSE' STANDARD.

How will this benefit the community or people of Melksham?

TO REPLACE THE EXISTING WINDOWS WILL HELP TO RETAIN A LARGE LOSS OF HEAT BOTH WHILE USING THE HALL BY COMMUNITY GROUPS – MANY OF WHICH ARE ELDERLY – AND TO ENSURE THE COST OF HIRE FEE IS RETAINED WITHIN AN ACCEPTABLE LEVEL FOR ALL USERS.

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

THE EVIDENCE OF NEED IS SHOWN BY THE LARGE NUMBER OF BOOKINGS THAT THE HALL DEMONSTRATES.

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

THE ADVERSE EFFECT TO NOT REPLACING THE WINDOWS WILL BE THAT THE HALL WOULD NOT BE AVAILABLE IN VERY COLD WEATHER DUE TO LOSS OF HEAT THROUGH THE GLAZING AND METAL FRAMES. THE NET RESULT WOULD BE IN THE LOSS OF REVENUE AND RISK OF CLOSURE.

## 6. BENEFICIARIES

How many people in total will benefit from this grant?

**POPULATION OF  
MELKSHAM**

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

**ALL**

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

THE BOOKING SYSTEM SHOWN THAT THE RESIDENTS OF MELKSHAM PREDOMINATE THE HIRE USE OF THE HALL.

## 7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £ 8,900

GRANT AID REQUESTED FROM MTC £1,000

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

THE HALL IS HIRED AT £16/HOUR FOR ONE-OFF USE, £13/HOUR FOR REGULAR USERS WITH A £20/HOUR FOR THE USE OF THE KITCHEN FOR COOKING MEALS.

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

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

Item	Amount
REPLACEMENT WINDOWS ON THE WEST AND NORTH ELEVATION OF THE BUILDING - ONLY.	£ 8,900
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£8,900</b>

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
RIVERSIDE CENTRE RESERVE	£3,900	YES
AREA BOARD APPLICATION	£5,000	NO
	£	
	£	
	£	
	£	
<b>Total</b>	<b>£8,900</b>	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2022

TOTAL GROSS INCOME £ 33,409

TOTAL EXPENDITURE £37,203

BALANCE AT YEAR END £ 8,250

SAVINGS (RESERVES, CASH, INVESTMENTS) £7,005

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

## 9. ELEGIBILITY

1. Is the grant for a private organisation operating as a business to make a profit or surplus?	NO
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	NO
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	NO
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	NO
5. Is the funding for Loans or interest payments?	NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	NO
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. If you are requesting funding for a one-off project, has the project already happened?	NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	NO
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) NOT APPLICABLE</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / NOT APPLICABLE</p>	

## 10. CHECKLIST

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

- ☒ A copy of your most recent accounts
- ☒ Your most recent bank account statement & details of any other investments/savings;
- ☒ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Evidence of the environmentally responsible and sustainable practices of your organisation.

## 11. BANK DETAILS

Name of Account: ...RIVERSIDE CENTRE

## 12. DECLARATIONS

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

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

**Declaration:**

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

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

I declare that we have included all the requested information.

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

Signature of applicant(s)

Date: 25<sup>TH</sup> FEB 2023

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000



Room Hire Grant

How much are you applying for in this application?

£1000

#### 1. ORGANISATION/GROUP'S NAME

MELKSHAM SIXTY PLUS CLUB

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

YES

Have at least three members on its management committee?

YES

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

YES

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: NO

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

WE AIM TO PROVIDE A SAFE AND SECURE ENVIRONMENT WHERE OUR MEMBERS CAN MEET UP WEEKLY WITH THEIR FRIENDS TO ENJOY A SOCIAL AFTERNOON WITH A GAME OF BINGO, REFRESHMENTS, AT HALF-TIME AND A GOOD OLD "CHINWAG" WITH EVERYONE. WE BELIEVE ITS VERY IMPORTANT FOR OLDER PEOPLE TO GET OUT INTO THE COMMUNITY TO SOCIALISE. WE TRY TO ORGANISE DIFFERENT EVENTS AND COACH TRIPS EVERY 3X WEEKS FOR EVERYONE.

## 5. THE PROJECT

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

WE PROVIDE TRANSPORT - COMMUNITY BUS - TO TRANSPORT OUR MEMBERS DOOR-TO-DOOR TO OUR WEEKLY MEETINGS

If needed, please elaborate here with further details

MANY OF OUR PEOPLE DON'T HAVE CARS OR ARE UNABLE TO DRIVE SO WE FEEL IT IS VERY IMPORTANT TO PROVIDE OUR MEMBERS WITH THIS SERVICE. FOR MANY OF OUR MEMBERS THIS IS THE ONLY TIME THEY GET TO MEET UP WITH THEIR FRIENDS

How will this benefit the community or people of melksham?

I BELIEVE THAT BEING ABLE TO SOCIALISE IS VERY IMPORTANT FOR OUR OLDER RESIDENTS. I CAME TO MELKSHAM ABOUT 20 YEARS AGO, AND THIS WAS HOW I MET PEOPLE IN MELKSHAM! THE COMMUNITY BUS IS ALSO ABLE TO TAKE WHEELCHAIRS, SO THIS IS A VERY USEFUL SERVICE FOR OUR LESS ABLE MEMBERS.

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

I THINK THAT OUR MEMBERSHIP NUMBER PROVES THAT WE NEED THIS SERVICE. BUS USERS ARE A BIG PART OF OUR NUMBERS!

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

WE CURRENTLY HAVE ABOUT 50 MEMBERS - WITHOUT THE COMMUNITY BUS I THINK WE TOTAL ABOUT 30.

## 6. BENEFICIARIES

How many people in total will benefit from this grant?

APPROX 20 USE BUS BUT THEY MEET FRIENDS

How many of the beneficiaries are residents of Melksham Town?

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

ALL OF THEM

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

WE HOLD DETAILS OF ALL OUR MEMBERS ADDRESSES

## 7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

GRANT AID REQUESTED FROM MTC £ 1000

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

WE CHARGE £10 PER YEAR TO JOIN THE CLUB

OUR MEMBERS PAY £2 PER WEEK

BUS USERS PAY £2 PER RETURN JOURNEY (THIS DOES NOT COVER COMMUNITY BUS HIRE CHARGES - THE AMOUNT IS SUBSIDISED BY CLUB FUNDS)

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

Item	Amount
THIS MONEY WILL BE PUT TOWARDS HIRE CHARGES FOR	£ 1 000
USE OF MELESHAM COMMUNITY BOS FOR THE YEAR	£
	£
	£
	£
	£
	£
	£
<b>Total</b>	<b>£ 1 000</b>

## Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source	£	Confirmed?
I, AS CHAIRMAN, AND ALL OF MY COMMITTEE	£	
ARE VOLUNTEERS, SO WE DO NOT CLAIM ANY	£	
PAYMENT FOR OUR SERVICES. THERE ARE TEN OF US	£	
AND WE ALL WORK THREE HOURS WHEN WE HAVE OUR	£	
MEETINGS - SO THAT IS THIRTY HOURS OF OUR TIME	£	
WE GIVE FREE OF CHARGE AT EVERY MEETINGS (WEEKLY)	£	
I ALSO DO THE BINGO CALLING.	£	
<b>Total</b>	<b>£</b>	

## ACCOUNT YEAR ENDING: 31 / 03 / 2022

TOTAL GROSS INCOME £ 8,895.92 TOTAL EXPENDITURE £ 7,649.81

BALANCE AT YEAR END £ 6,608.80      SAVINGS (RESERVES, CASH, INVESTMENTS) £ 8,491.47

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

WE SUBSIDISE THE COMMUNITY BUS EVERY MONTH, PAY HALL HIRE, INSURANCE AND WE ORGANISE FREE EVENTS FOR OUR MEMBERS

## 9. ELIGIBILITY

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

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.	NO
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / <del>No</del> /Not applicable  If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / No/Not applicable	
<b>10. CHECKLIST</b>	
<b>Have you submitted the following (please tick the appropriate boxes)?</b> <input checked="" type="checkbox"/> A copy of your most recent accounts <input checked="" type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; A copy of your constitution / terms of reference / set of rules; A copy of your safeguarding policy if your group works with vulnerable adults, or children; A copy of your adopted equal opportunities policy or statement <input checked="" type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation. RECENT INVOICES FOR TRANSPORT COSTS	
<b>11. BANK DETAILS</b>	
Name of Account: MELKSHAM SIXTY PLUS CLUB Account numbr	
<b>12. DECLARATIONS</b>	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.  I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	
Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I/we declare that we have read the MTC grants policy and that our application complies with the policy. I/we declare that we have included all the requested information. I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.	
Signature of applicant(s) _____ Date: 13/1/23	

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**



## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

### Application for Grant – March 2023

Please read the 2022 Grants Policy before completing this form

Please tick to say which grant your application is for

Regular Grant up to £1000	X
Room Hire Grant	
£ 800	

How much are you applying for in this application?

#### 1. ORGANISATION/GROUP'S NAME

'that meeting space' – GoodNews Church

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

#### 3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

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

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

Are you a registered charity? Yes/No: If so, please give your charity number: 1167992

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

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

#### 4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

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

Since opening in November 2021, ‘that meeting space’ has benefited a wide range of Melksham residents through its community drop-in, bereavement courses, provision of English lessons for Ukrainian refugees in Melksham, tech savvy courses and support of community events. In addition, ‘that meeting space’ has been rented by an art group, a singing group, a book club, a women’s networking group, 4Youth, the Food and River Festival, Read Easy, Swindon Council, Wiltshire Council, with more organisations scheduled to use the space in the near future for the benefit of Melksham residents – including Maketon classes.

We have become an incubator for community groups – two have already had to move to larger premises because of growing demand. The Melksham Community Larder started in ‘that meeting space’ before being given their own premises. Wiltshire Wildlife Energy initiative trialed their Energy Café at ‘that meeting space’ before moving to other venues around the area.

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

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

#### 5. THE PROJECT

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

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

**If needed, please elaborate here with further details:**

The Social Prescribers (from the GP Surgeries) continue to direct people to the drop-in on Tuesday mornings and populate the Bereavement Courses that we host – there is always a waiting list.

We are developing a good working relationship with 4Youth and want to continue supporting Melksham’s young people in whatever way we can.

The English lessons for Melksham’s Ukrainian refugees continue – once a week for children and once a week for adults. The teachers are volunteers, but there are costs associated with resources to support this initiative. ‘that meeting space’ is part of ‘U-Meet’, a group of stakeholders supporting the Ukrainian refugees in this area in a variety of ways.

### **How will this benefit the community or people of Melksham?**

The project will continue to benefit the community by providing a safe place and the opportunity for members of the community to meet and pursue interests that will contribute to their wellbeing, socialisation and mental health.

We will continue to provide support to emerging groups by subsidising rent and offering practical help until the initiatives are self-sustaining. We have proved this concept over the past year and anticipate an increase in the opportunities available to Melksham residents through widening our reach. As we have already seen, successful groups will soon outgrow 'that meeting space' and move on to larger facilities, thus benefiting other community venues in Melksham and being replaced by new initiatives.

We are becoming more visible to Melksham residents and more people are accessing our activities.

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

The demand for the Bereavement Courses continues to grow through referrals from the Social Prescribers – we have already completed 6 courses in the past 15 months and have a waiting list for future courses.

The Tuesday drop-in is very well-attended and has become a lifeline for many people who have been socially isolated, often through bereavement. It is a safe place for anyone to come and make friends in a welcoming, non-threatening environment. It is rewarding to see some of them taking ownership in organising trips, birthday celebrations, encouraging each other to join other groups and establishing support networks. The Social Prescribers, from both the GP Surgeries and from Wiltshire Council, regularly bring people to the drop-in and we anticipate that this will continue.

We have successfully facilitated the start of a few small groups already, and have been approached by other groups wanting to establish themselves in Melksham.

Having run four Tech Savvy courses, we know that the demand for more is very high, and we would like to be able to run more courses, subject to volunteer availability.

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

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

## **6. BENEFICIARIES**

<b>How many people in total will benefit from this grant?</b>	<b>120-160/week</b>
<b>How many of the beneficiaries are residents of Melksham Town?</b> <b>Please use the attached map which indicates the Melksham Town boundary.</b>	<b>60-120/week</b>
<b>Please explain how you calculated the number of beneficiaries within the Melksham Town boundary.</b>	
We recently conducted a survey of people using that meeting space during a typical week. We asked users for their Post Codes, without requiring any other personal identifiers. 62% of our users were identified as being from Melksham Town and 26% from Melksham Without, and 12% from outside our local area, for instance, people who are coming to Melksham for the Tuesday Market.	

## 7. FINANCIAL INFORMATION

**ESTIMATED TOTAL COST OF PROJECT £ 3,610**

**GRANT AID REQUESTED FROM MTC £ 800**

Over the next 6 months

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

As 'that meeting space' has become established, so have the income structures.  
A simple charge of £10/hour is made for those hiring 'that meeting space'.  
However, for groups that are forming or have formed at the space a fee of £10/session is charged.  
Informal social groups using the space are encouraged to give a donation.  
Donations are encouraged at the drop-in sessions.  
Charges for courses cover the costs of materials.

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

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

Item – Over next 6 months	Amount
Wages – Hosting and cleaning the space -	£360
Website	£100
Printing to advertise groups and courses being established in the space, including materials used in the English Courses for Ukrainian guests in Melksham	£100
Supplies, cleaning materials, toilet roll, tea, coffee biscuits etc	£140
Maintenance	£100
	£
	£
<b>Total</b>	<b>£800</b>

### How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind).

Source of next 6 months	£	Confirmed?
Donations	£1050	
Rentals	£600	
Balance will be from GoodNews Church Funds	£1160	YES
Voluntary time for running drop ins and other activities (5 volunteers – 15hours/week)	£	YES
Volunteer support for English Classes for Ukrainians (4 people – 10 hours/week)	£	YES
	£	
<b>Total</b>	<b>£2810</b>	



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

ACCOUNT YEAR ENDING: 31 / 3 / 2022

TOTAL GROSS INCOME £ 41,759

TOTAL EXPENDITURE £ 50,184

BALANCE AT YEAR END £ 51,984

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

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

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

The following table is Year to Date figures for GoodNews Church and 'that meeting space' for the first 9 months of 2022/2023

'that meeting space' accounts are ringfenced within the accounts of GoodNews Church.

<b>Income</b> (Q1-Q3 2022/2023)		<b>tms sub total</b>
Offerings	22840	
Restricted Giving	7063	
Donations -tms	1800	1800
Income - tms	410	410
U-Meet	714	714
Miscellaneous Income	32	
HMRC - Gift Aid	5102	
	<b>37961</b>	<b>2924</b>
<b>Expenditure</b> Q1-Q3 2022/2023)		
Church expenses	-1601	
Professional/legal /Web	-2025	
Salaries	-22266	
Mission Support	-7665	
tms* - Rent	-4500	-2250
tms - Renovation	-273	-273
tms - Supplies	-865	-865
tms - Professional/Legal/Web	-526	-526
tms - Phone/internet	-557	-557
tms - Miscellaneous	-1	-1
tms - Wages	-621	-621
U-Meet	-614	-614
Total	<b>-41514</b>	<b>-5707</b>
Deficit	<b>-3553</b>	<b>-2784</b>
*The rent for 'that meeting space' is £500/month. Half of this is assigned to 'tms' and half for GoodNews Church use of 'that meeting space'.		

9. ELEGIBILITY		YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?		No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?		No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?		No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? 'that meeting space' is a social project of GoodNews Church, Melksham CIO The grant will not be used to support religious activities		Yes
5. Is the funding for Loans or interest payments?		No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?		No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?		No
8. If you are requesting funding for a one-off project, has the project already happened?		No
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.  As new groups are being established, they need support in advertising, hosting and facilitating their activities, as well as availability of refreshments. The space needs to be cleaned regularly after activities. We are employing a teenager to meet some of the above needs.  Our total rent is £500 per month which is only partially covered by GoodNews Church, so until we have more private rental of the space, there is a shortfall.		Yes
Is the grant requested (for a Regular Grant) more than £1000? If so, please explain the exceptional circumstances.		No
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact ..... ) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact ..... ) / No/Not applicable</p>		
10. CHECKLIST		
<p><b>Have you submitted the following (please tick the appropriate boxes)?</b></p> <p><input checked="" type="checkbox"/> A copy of your most recent accounts</p> <p><input checked="" type="checkbox"/> Your most recent bank account statement &amp; details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input checked="" type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input checked="" type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Evidence of the environmentally responsible and sustainable practices of your organisation.</p>		
11. BANK DETAILS		
<p>Name of Account: GoodNews Church Melksham CIO</p>		

## 12. DECLARATIONS

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

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

**Declaration:**

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

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

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

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

Signature of applicant(s) \_\_\_\_\_ Date: 1<sup>st</sup> March 2023

**Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to [grants@melksham-tc.gov.uk](mailto:grants@melksham-tc.gov.uk) by 6 March 2022**

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Date: 22/02/2023

Time: 11:19

Melksham Town Council Current Year

Unity Bank

List of Payments made between 01/01/2023 and 31/01/2023

Page 1

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2023	Water2Business	DDR	8.65		Water rates - Aw dry
03/01/2023	Water2Business	DDR	22.72		Water rates - Methuen
03/01/2023	Water2Business	DDR	15.00		Water rates - Bow erhill Unit
03/01/2023	British Gas	DDR	126.66		Electricity - Pavilion
03/01/2023	Redhorn Holdings	DDR	1,234.99		Rent - Unit - Jan
03/01/2023	Water2Business	DDR	149.68		Water rates - Mkt Pl loos
04/01/2023	British Gas	DDR	87.38		Electricity - Bow erhill Unit
05/01/2023	Grenke Leasing	DDR	177.98		Lease - photocopier
05/01/2023	Grenke Leasing	DDR	106.80		Lease - photocopier
08/01/2023	Elite Promotions	570457893	280.00		Photobooth
08/01/2023	Mr. Steve HOLDER	747870120	550.00		Sound system - lights
08/01/2023	UK Media Solutions	202116875	150.00		Banner - Xmas Lights
08/01/2023	IDverde Limited	126659729	1,207.99		Cleaning - Mkt Pl loos - Oct
08/01/2023	Light Fantastic	705235178	1,729.26		Christmas Tree
08/01/2023	Microshade Business Consultant	118693146	1,637.70		Accounting support - Sep 22
08/01/2023	Prosec Consultancy Ltd	989046522	3,491.04		Security - Xmas lights
08/01/2023	Rialtas Business Solutions Ltd	245227640	511.32		Training - Sales Ledger
08/01/2023	Trade UK	387178815	274.98		Screw s
08/01/2023	Stannah Lift Services Ltd	226846855	243.67		Lift repairs
08/01/2023	T H White Installation Ltd	264737188	350.40		Fire extinguisher hire
08/01/2023	Travis Perkins Trading Company	141605981	432.10		Marking paint
08/01/2023	Vysiion Ltd	842735514	96.30		Netw ork - security licence
08/01/2023	Wiltshire Publications Ltd	468558153	197.06		Ad - Remembrance/Xmas Lights
08/01/2023	Wiltshire Council	95756873	1,294.61		Right Choice (Sep-Dec)
08/01/2023	Fantasy Faces 4 U	662760625	140.00		Face painting
08/01/2023	Friends of Melksham Hospital	840896504	171.50		Hire - tables
08/01/2023	The MOT Centre & The Garage on 1		31.99		Wipers - Berlingo
08/01/2023	James Hallam Council Guard	126922962	2,713.00		Vehicle insurance
08/01/2023	J. H. Jones & Sons	135876419	2,244.00		Grasscutting - Queensw ay
08/01/2023	NPow er (Yorkshire) Ltd	745071713	480.82		Meter operator service
08/01/2023	Place Studio Ltd	200388012	3,251.22		NHP
08/01/2023	Midori Services	8755443847	2,608.48		Re/de-commission Splashpad
09/01/2023	Redhorn Holdings	BACS	8,100.00		Rent - arrears
09/01/2023	Gompels	BACS	183.60		Pkg Red - Oct & Nov
09/01/2023	Redhorn Holdings	BACS	3,705.00		Rent - arrears
09/01/2023	Microsoft	BACS	723.80		Licences
10/01/2023	Enterprise	DDR	562.90		Van lease
12/01/2023	West Mercia Energy	DDR	97.80		Electricity - BR loos
13/01/2023	WPF	DDR	8,889.34		Pensions
16/01/2023	Mainstream	DDR	27.17		Phones
16/01/2023	Mainstream	DDR	37.96		Phones
16/01/2023	Mainstream	DDR	34.43		Phones
16/01/2023	Daisy Communications	DDR	35.98		Wifi - Pavilion
16/01/2023	Wiltshire Council	DDR	936.00		Rates - TH
16/01/2023	Office Evolution	DDR	151.46		Photocopying
16/01/2023	Wiltshire Council	DDR	230.00		Rates - Unit
17/01/2023	Fuel Genie	DDR	394.26		Fuel

Continued on Page 2

Date: 22/02/2023

**Melksham Town Council Current Year**

**Page 2**

Time: 11:19

**Unity Bank**

**List of Payments made between 01/01/2023 and 31/01/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/01/2023	Lloyds Bank	BACS	6.00		Debit card
17/01/2023	Lloyds Bank	BACS	776.20		Debit card
18/01/2023	Oakwood	DDR	135.00		Container
20/01/2023	Wiltshire Council	DDR	9,642.75		NIPAYE
20/01/2023	Wiltshire Council	DDR	26,693.93		Salaries
20/01/2023	British Gas	DDR	787.93		Electricity - TH
20/01/2023	British Gas	DDR	2,105.25		Electricity - AH
20/01/2023	EE	DDR	147.96		Mobile phones
25/01/2023	Wellers Law Group	BACS	500.00		Court fees (SID)
30/01/2023	Zen	DDR	20.40		Wifi - Art House
30/01/2023	British Gas	DDR	94.38		Electricity - Bow erhill Unit
30/01/2023	Redhorn Holdings	DDR	1,234.99		Rent - Bow erhill Unit
31/01/2023	Enterprise	DDR	632.40		Van leasing
<b>Total Payments</b>			<u>92,904.19</u>		

Date: 22/02/2023

**Melksham Town Council Current Year**

**Page 1**

Time: 11:21

**Bank Assembly Hall A/c**

**List of Payments made between 01/01/2023 and 31/01/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2023	TV Licensing	DDR	159.00		TV licence - AH
03/01/2023	Water2Business	DDR	164.74		Water rates - AH
16/01/2023	Wiltshire Council	DDR	861.00		Rates - AH
18/01/2023	Market Place Merchants	DDR	25.16		Till
27/01/2023	Tolchards	DDR	986.35		Bar stock
30/01/2023	Elite Promotions	3683	500.00		Photobooth - AH
30/01/2023	United EPoS Solutions	3684	60.00		Cash till - AH
30/01/2023	Forbidden Events Ltd	3685	7,372.66		Show - Forbidden Nights
30/01/2023	Hunt Management Solutions	3686	156.00		Stocktake
30/01/2023	Wired Publishing	3687	90.00		Advertising - AH
30/01/2023	Prosec Consultancy Ltd	3688	427.50		Security - Forbidden Nights
30/01/2023	T H White Installation Ltd	3689	355.20		Repairs - fire ext AH
31/01/2023	Hills Waste	DDR	628.58		Waste collection
<b>Total Payments</b>			<u>11,786.19</u>		

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Date: 22/02/2023		Melksham Town Council Current Year					Page: 2	
Time: 11:22		Cashbook 9					User: MEL	
		Petty Cash					For Month No: 10	
Payments for Month 10		Nominal Ledger Analysis						
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c_Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/12/2022	B. Bury	TRANS	14.05		2.34	4901 520	11.71	Bar/catering items
19/01/2023	S. Land	TRANS	5.65		0.94	4061 101	4.71	Refreshments
31/01/2023	C. Houghton	TRANS	15.35		2.56	4304 302	12.79	Xmas lights items
31/01/2023	S. Land	TRANS	2.95		0.49	4061 101	2.46	Wrapping paper
Total Payments for Month			38.00	0.00	6.33		31.67	
Balance Carried Fwd			385.58					
Cashbook Totals			423.58	0.00	6.33		417.25	

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**Melksham Town Council**  
**Monthly Financial Statement 31 January 2023**

**Cash and Bank Balances:**

Unity Bank	649,982	
Cambridge B S	85,000	
Assembly General Account	720,202	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	-4,093	
Petty Cash	386	
Bar Float	1,100	
		1,504,512

**Debtors (monies owed to council)**

H M Customs - Vat recoverable	9,773	
Bar Stock	3,329	
Debtors and Prepayments	240	
		13,342
		1,517,854

**Less: Creditors (monies owed by council)**

Suppliers of goods and services	43,430	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	8,172	
Paye, Ni and Pension Due		
Events Control	1,880	
		67,104

**Net Cash Available** 1,450,750

**Represented by:**

**General Fund**

Current Year Surplus	530,546	
Earmarked Reserves Used in year	18,362	
	548,908	
Contribution to Earmarked Reserves	362,121	186,787
General Reserve balance at beginning of year		356,664

**Earmarked Reserves**

Balance at 1st April 2022	460,706	
Plus; Added in Year	0	
	460,706	
Less: Used to Fund Expenditure	16,896	443,810

**Specific Reserves**

**CIL**

Balance at 1st April 2022	51,091	
Plus: Received in Year	317,931	
	369,022	
Less: Used to Fund Expenditure	1,466	367,556

**Solar Farm**

Balance at 1st April 2022	51,743	
Plus Received in Year	44,190	
	95,933	
Less:Used to Fund Expenditure	0	95,933

1,450,750

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# Agenda Item 8

Date: 22/02/2023

Time: 11:23

Melksham Town Council Current Year

Cashbook 1

Unity Bank

Page: 1

User: MEL

For Month No: 10

Receipts for Month 10			Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		564,523.72	564,523.72				
BACS Banked: 03/01/2023		487.21					
BACS DJ Cooper		487.21	81.20	1027	202	406.01	Caretaking - Factory Shop
BACS Banked: 04/01/2023		15.92					
BACS HM Courts		15.92		1046	204	15.92	Arson costs
BACS Banked: 10/01/2023		150,000.00					
BACS MWOPC		150,000.00		1180	901	150,000.00	CiL - East of Melksham
BACS Banked: 13/01/2023		15,029.94					
BACS MWOPC		15,029.94		1180	901	15,029.94	CiL - East of Melksham
BACS Banked: 19/01/2023		9,564.28					
BACS HMRC		9,564.28		105		9,564.28	VAT refund
Cheque Banked: 24/01/2023		2,061.85					
Cheque Wiltshire Council		2,061.85		4260	204	2,061.85	KGV - NDR refund
AA-53A Banked: 26/01/2023		20.00					
AA-53A Gale		20.00		1045	203	20.00	Allotment rent
SB - 22 Banked: 26/01/2023		40.00					
SB - 22 Buckle		40.00		1045	203	40.00	Allotment rent
SB - 26 Banked: 26/01/2023		40.00					
SB - 26 McMullen		40.00		1045	203	40.00	Allotment rent
ME - 8 Banked: 26/01/2023		40.00					
ME - 8 Littlejohn		40.00		1045	203	40.00	Allotment rent
ME - 18A Banked: 26/01/2023		20.00					
ME - 18A Carter		20.00		1045	203	20.00	Allotment rent
ME -13A/14 Banked: 26/01/2023		60.00					
ME -13A/14 Burgess		60.00		1045	203	60.00	Allotment rent
BACS Banked: 26/01/2023		583.33					
BACS Wiltshire Publications		583.33		1040	210	583.33	Rent - 31 Market Pl
SB-31B/2B Banked: 30/01/2023		40.00					
SB-31B/2B Legg		40.00		1045	203	40.00	Allotment rent
SB-20B Banked: 30/01/2023		20.00					
SB-20B Haslam		20.00		1045	203	20.00	Allotment rent
ME-19 Banked: 30/01/2023		40.00					
ME-19 Pow ell		40.00		1045	203	40.00	Allotment rent
AA-56A Banked: 30/01/2023		20.00					
AA-56A Passmore		20.00		1045	203	20.00	Allotment rent
ME-33 Banked: 30/01/2023		20.00					
ME-33 Hughes		20.00		1045	203	20.00	Allotment rent

Continued on Page 2

Date: 22/02/2023

## Melksham Town Council Current Year

Page: 2

Time: 11:23

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 10

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref \_Name of Payer\_ £ Amnt Received\_ £ Debtors\_ £ VAT\_ A/c \_Centre\_ £ Amount \_Transaction Detail

AR-8 Banked: 30/01/2023

40.00

AR-8 Baker

40.00

1045 203

40.00

Allotment rent

SB-12/13 Banked: 30/01/2023

80.00

SB-12/13 Bennett

80.00

1045 203

80.00

Allotment rent

SB-5B Banked: 30/01/2023

20.00

SB-5B Smith

20.00

1045 203

20.00

Allotment

SB-18 Banked: 30/01/2023

40.00

SB-18 Alexander

40.00

1045 203

40.00

Allotment rent

SB-35 Banked: 30/01/2023

40.00

SB-35 Hayden

40.00

1045 203

40.00

Allotment rent

MA-3 Banked: 31/01/2023

40.00

MA-3 Langton (Hiscox)

40.00

1045 203

40.00

Allotment rent

Total Receipts for Month

178,362.53

0.00

81.20

178,281.33

Cashbook Totals

742,886.25

0.00

81.20

742,805.05

Continued on Page 3

Date: 22/02/2023

## Melksham Town Council Current Year

Page: 3

Time: 11:23

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/01/2023	Water2Business	DDR	8.65			4200	203	8.65	Water rates - Awdry
03/01/2023	Water2Business	DDR	22.72			4200	203	22.72	Water rates - Methuen
03/01/2023	Water2Business	DDR	15.00			4103	215	15.00	Water rates - Bow erhill Unit
03/01/2023	British Gas	DDR	126.66		21.11	4252	204	105.55	Electricity - Pavilion
03/01/2023	Redhorn Holdings	DDR	1,234.99		205.83	4160	215	1,029.16	Rent - Unit - Jan
03/01/2023	Water2Business	DDR	149.68			4913	205	149.68	Water rates - Mkt Pl loos
04/01/2023	British Gas	DDR	87.38		14.56	4159	215	72.82	Electricity - Bow erhill Unit
05/01/2023	Grenke Leasing	DDR	177.98		29.66	4108	201	148.32	Lease - photocopier
05/01/2023	Grenke Leasing	DDR	106.80		17.80	4108	201	89.00	Lease - photocopier
08/01/2023	Elite Promotions	570457893	280.00	280.00		501			Photobooth
08/01/2023	Mr. Steve HOLDER	747870120	550.00	550.00		501			Sound system - lights
08/01/2023	UK Media Solutions	202116875	150.00	150.00		501			Banner - Xmas Lights
08/01/2023	Idverde Limited	126659729	1,207.99	1,207.99		501			Cleaning - Mkt Pl loos - Oct
08/01/2023	Light Fantastic	705235178	1,729.26	1,729.26		501			Christmas Tree
08/01/2023	Microshade Business Consultant	118693146	1,637.70	1,637.70		501			Accounting support - Sep 22
08/01/2023	Prosec Consultancy Ltd	989046522	3,491.04	3,491.04		501			Security - Xmas lights
08/01/2023	Rialtas Business Solutions Ltd	245227640	511.32	511.32		501			Training - Sales Ledger
08/01/2023	Trade UK	387178815	274.98	274.98		501			Screw s
08/01/2023	Stannah Lift Services Ltd	226846855	243.67	243.67		501			Lift repairs
08/01/2023	T H White Installation Ltd	264737188	350.40	350.40		501			Fire extinguisher hire
08/01/2023	Travis Perkins Trading Company	141605981	432.10	432.10		501			Marking paint
08/01/2023	Vysion Ltd	842735514	96.30	96.30		501			Netw ork - security licence
08/01/2023	Wiltshire Publications Ltd	468558153	197.06	197.06		501			Ad - Remembrance/Xmas Lights
08/01/2023	Wiltshire Council	95756873	1,294.61	1,294.61		501			Right Choice (Sep-Dec)
08/01/2023	Fantasy Faces 4 U	662760625	140.00	140.00		501			Face painting
08/01/2023	Friends of Melksham Hospital	840896504	171.50	171.50		501			Hire - tables
08/01/2023	The MOT Centre & The Garage on	1	31.99	31.99		501			Wipers - Berlingo
08/01/2023	James Hallam Council Guard	126922962	2,713.00	2,713.00		501			Vehicle insurance
08/01/2023	J. H. Jones & Sons	135876419	2,244.00	2,244.00		501			Grasscutting - Queensway
08/01/2023	NPower (Yorkshire) Ltd	745071713	480.82	480.82		501			Meter operator service
08/01/2023	Place Studio Ltd	200388012	3,251.22	3,251.22		501			NHP
08/01/2023	Midori Services	8755443847	2,608.48	2,608.48		501			Re/de-commission Splashpad
09/01/2023	Redhorn Holdings	BACS	8,100.00		1,350.00	4160	215	6,750.00	Rent - arrears
09/01/2023	Gompels	BACS	183.60			4354	403	183.60	Pkg Red - Oct & Nov
09/01/2023	Redhorn Holdings	BACS	3,705.00		617.50	4160	215	3,087.50	Rent - arrears
09/01/2023	Microsoft	BACS	723.80		120.63	4042	101	603.17	Licences
10/01/2023	Enterprise	DDR	562.90		93.82	4156	202	469.08	Van lease
12/01/2023	West Mercia Energy	DDR	97.80		16.30	4185	206	81.50	Electricity - BR loos
13/01/2023	WPF	DDR	8,889.34			520		8,889.34	Pensions
16/01/2023	Mainstream	DDR	27.17		4.53	4027	101	22.64	Phones
16/01/2023	Mainstream	DDR	37.96		6.33	4027	101	31.63	Phones
16/01/2023	Mainstream	DDR	34.43		5.74	4027	101	28.69	Phones
16/01/2023	Daisy Communications	DDR	35.98		6.00	4250	204	29.98	Wifi - Pavilion
16/01/2023	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH

Continued on Page 4

Date: 22/02/2023

## Melksham Town Council Current Year

Page: 4

Time: 11:23

Cashbook 1

User: MEL

Unity Bank

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
16/01/2023	Office Evolution	DDR	151.46		25.24	4026 101	126.22	Photocopying
16/01/2023	Wiltshire Council	DDR	230.00			4161 215	230.00	Rates - Unit
17/01/2023	Fuel Genie	DDR	394.26		65.71	4153 202	328.55	Fuel
17/01/2023	Lloyds Bank	BACS	6.00			4017 110	6.00	Debit card
17/01/2023	Lloyds Bank	BACS	776.20		129.37	4916 501	302.82	Indicator bolt - AH
						4915 501	266.95	Mats/posters - AH
						4178 210	15.55	Electricity - Roundhouse
						4101 201	24.53	Electricity - Market Place
						4050 101	24.99	Credit check - SG
								Manufacturin
						4042 101	11.99	Zoom
18/01/2023	Oakw ood	DDR	135.00		22.50	4256 204	112.50	Container
20/01/2023	Wiltshire Council	DDR	9,642.75			520	9,642.75	N/PAYE
20/01/2023	Wiltshire Council	DDR	26,693.93			520	26,693.93	Salaries
20/01/2023	British Gas	DDR	787.93		131.32	4101 201	656.61	Electricity - TH
20/01/2023	British Gas	DDR	2,105.25		350.88	4911 501	1,754.37	Electricity - AH
20/01/2023	EE	DDR	147.96		24.66	4027 202	123.30	Mobile phones
25/01/2023	Wellers Law Group	BACS	500.00			4050 101	500.00	Court fees
30/01/2023	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House
30/01/2023	British Gas	DDR	94.38		15.73	4159 215	78.65	Electricity - Bow erhill Unit
30/01/2023	Redhorn Holdings	DDR	1,234.99		205.83	4160 215	1,029.16	Rent - Bow erhill Unit
31/01/2023	Enterprise	DDR	632.40		105.40	4156 202	527.00	Van leasing
<b>Total Payments for Month</b>			92,904.19	24,087.44	3,589.85		65,226.90	
<b>Balance Carried Fwd</b>			649,982.06					
<b>Cashbook Totals</b>			742,886.25	24,087.44	3,589.85		715,208.96	



Date: 22/02/2023

## Melksham Town Council Current Year

Page: 1

Time: 11:39

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 10

## Receipts for Month 10

## Nominal Ledger Analysis

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

Balance Brought Fwd : 718,010.44

718,010.44

BACS Banked: 03/01/2023	500.00						
BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS Banked: 10/01/2023	226.80						
BACS Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
BACS Banked: 25/01/2023	8,264.00						
BACS Ticketsource	8,264.00		1,377.33	1173	510	6,886.67	Forbidden Nights
500706/707 Banked: 31/01/2023	1,614.72						
500706/707 Stalls	80.00		13.33	566		66.67	Stalls
500706/707 Giants of Rock	19.00		3.17	566		15.83	Giants of Rock
500706/707 Giants of Rock	23.00		3.83	566		19.17	Giants of Rock
500706/707 History of Soul	48.00		8.00	566		40.00	History of Soul
500706/707 80s 90s Party	30.00		5.00	566		25.00	80s 90s Party
500706/707 Quiz Team	20.00		3.33	566		16.67	Quiz Team
500706/707 Film	45.00		7.50	566		37.50	Film
500706/707 Room hire - AH	1,333.72		222.29	1000	501	1,111.43	Room hire - AH
500706/707 Room hire - TH	16.00			1034	201	16.00	Room hire - TH
BACS Banked: 31/01/2023	113.00						
BACS Emily Adner Academy	113.00		18.83	1000	501	94.17	Emily Adner Academy
Banked: 31/01/2023	3,258.95						
AIB Credit/Debit Card Control Acco	3,258.95			213		3,258.95	AIB card payments
<b>Total Receipts for Month</b>	13,977.47	0.00	1,700.41			12,277.06	
<b>Cashbook Totals</b>	731,987.91	0.00	1,700.41			730,287.50	

Continued on Page 2

Date: 22/02/2023

## Melksham Town Council Current Year

Page: 2

Time: 11:39

## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 10

## Payments for Month 10

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
03/01/2023	TV Licensing	DDR	159.00			4909 501	159.00	TV licence - AH
03/01/2023	Water2Business	DDR	164.74			4913 501	164.74	Water rates - AH
16/01/2023	Wiltshire Council	DDR	861.00			4914 501	861.00	Rates - AH
18/01/2023	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Till
27/01/2023	Tolchards	DDR	986.35		164.39	4903 520	821.96	Bar stock
30/01/2023	Elite Promotions	3683	500.00	500.00		502		Photobooth - AH
30/01/2023	United EPoS Solutions	3684	60.00	60.00		502		Cash till - AH
30/01/2023	Forbidden Events Ltd	3685	7,372.66	7,372.66		502		Show - Forbidden Nights
30/01/2023	Hunt Management Solutions	3686	156.00	156.00		502		Stocktake
30/01/2023	Wired Publishing	3687	90.00	90.00		502		Advertising - AH
30/01/2023	Prosec Consultancy Ltd	3688	427.50	427.50		502		Security - Forbidden Nights
30/01/2023	T H White Installation Ltd	3689	355.20	355.20		502		Repairs - fire ext AH
31/01/2023	Hills Waste	DDR	628.58		104.76	4917 501	523.82	Waste collection
<b>Total Payments for Month</b>			11,786.19	8,961.36	273.34		2,551.49	
<b>Balance Carried Fwd</b>			720,201.72					
<b>Cashbook Totals</b>			731,987.91	8,961.36	273.34		722,753.21	

16/02/2023

Melksham Town Council Current Year

Page 1

15:20

Detailed Income & Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Finance, Admin &amp; Performance</u></b>							
<b><u>101 Central Costs</u></b>							
4000 Salaries ENI & Pension	18,756	218,645	225,000	6,355		6,355	97.2%
4021 Stationery	0	627	2,750	2,123		2,123	22.8%
4023 Advertising	99	330	1,750	1,420		1,420	18.9%
4024 Equipment/furniture	5	29	3,000	2,971		2,971	1.0%
4026 Photocopier/copying	126	1,441	1,200	(241)		(241)	120.1%
4027 Telephones and Mobiles	83	1,935	3,000	1,065		1,065	64.5%
4028 Postage	0	167	400	233		233	41.8%
4029 Subscriptions	55	2,039	4,000	1,961		1,961	51.0%
4040 Information Technology/Hardware	840	11,392	17,500	6,108		6,108	65.1%
4042 Licences/Software	1,504	8,938	4,500	(4,438)		(4,438)	198.6%
4050 Legal	1,199	1,199	0	(1,199)		(1,199)	0.0%
4058 Insurance	938	36,247	9,750	(26,497)		(26,497)	371.8%
4061 Travel	7	358	500	142		142	71.5%
4075 Training	0	2,508	5,000	2,492		2,492	50.2%
Central Costs :- Indirect Expenditure	<b>23,613</b>	<b>285,857</b>	<b>278,350</b>	<b>(7,507)</b>	<b>0</b>	<b>(7,507)</b>	<b>102.7%</b>
<b>Net Expenditure</b>	<b>(23,613)</b>	<b>(285,857)</b>	<b>(278,350)</b>	<b>7,507</b>			
<b><u>110 Corporate Costs</u></b>							
1176 Precept Received	0	966,204	966,204	0			100.0%
Corporate Costs :- Income	<b>0</b>	<b>966,204</b>	<b>966,204</b>	<b>0</b>			<b>100.0%</b>
4017 Bank account fees	6	327	500	173		173	65.4%
4043 HR consultancy	9,570	19,056	5,000	(14,056)		(14,056)	381.1%
4050 Legal	0	7,880	500	(7,380)		(7,380)	1576.1%
4057 Accountancy and Audit	1,672	8,947	12,000	3,053		3,053	74.6%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	<b>11,248</b>	<b>36,211</b>	<b>20,500</b>	<b>(15,711)</b>	<b>0</b>	<b>(15,711)</b>	<b>176.6%</b>
<b>Net Income over Expenditure</b>	<b>(11,248)</b>	<b>929,993</b>	<b>945,704</b>	<b>15,711</b>			
<b><u>115 Civic and Democratic</u></b>							
4030 Town Crier's expenses	0	503	300	(203)		(203)	167.7%
4034 Councillors' training	0	250	2,000	1,750		1,750	12.5%
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	1,200	4,163	2,500	(1,663)		(1,663)	166.5%
4311 Remembrance Day	0	788	2,000	1,212		1,212	39.4%
Civic and Democratic :- Indirect Expenditure	<b>1,200</b>	<b>6,705</b>	<b>9,800</b>	<b>3,095</b>	<b>0</b>	<b>3,095</b>	<b>68.4%</b>
<b>Net Expenditure</b>	<b>(1,200)</b>	<b>(6,705)</b>	<b>(9,800)</b>	<b>(3,095)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
4301 Grants	0	12,221	25,000	12,779		12,779	48.9%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%
4306 Grant Party in the Park	391	4,107	3,000	(1,107)		(1,107)	136.9%
4310 Grant Food and River Festival	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	2,500	2,500	0		0	100.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	<u>391</u>	<u>50,828</u>	<u>62,500</u>	<u>11,672</u>	<u>0</u>	<u>11,672</u>	<u>81.3%</u>
<b>Net Expenditure</b>	<u>(391)</u>	<u>(50,828)</u>	<u>(62,500)</u>	<u>(11,672)</u>			
Finance, Admin & Performance :- Income	0	966,204	966,204	0			100.0%
Expenditure	36,452	379,600	371,150	(8,450)	0	(8,450)	102.3%
<b>Movement to/(from) Gen Reserve</b>	<u>(36,452)</u>	<u>586,604</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Asset Management &amp; Amenities</u></b>							
<b><u>201 Town Hall</u></b>							
1034 Income Town Hall Bookings	44	7,341	1,000	(6,341)			734.1%
Town Hall :- Income	<b>44</b>	<b>7,341</b>	<b>1,000</b>	<b>(6,341)</b>			<b>734.1%</b>
4100 Gas	0	2,392	4,667	2,275		2,275	51.3%
4101 Electricity	681	3,562	3,334	(228)		(228)	106.8%
4102 Non Domestic Rates	936	9,356	10,000	644		644	93.6%
4103 Water Rates	0	1,486	1,800	314		314	82.5%
4104 Window Cleaning	0	1,070	1,600	530		530	66.9%
4106 Repairs and Maintenance	0	3,070	6,000	2,930		2,930	51.2%
4108 Service Contracts	923	5,371	10,240	4,869		4,869	52.5%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	<b>2,540</b>	<b>26,308</b>	<b>38,841</b>	<b>12,533</b>	<b>0</b>	<b>12,533</b>	<b>67.7%</b>
<b>Net Income over Expenditure</b>	<b>(2,496)</b>	<b>(18,967)</b>	<b>(37,841)</b>	<b>(18,874)</b>			
<b><u>202 Asset and Amenities</u></b>							
1027 Income - Amenity Services	406	2,450	4,000	1,550			61.3%
1950 Sale of Assets	0	1,100	0	(1,100)			0.0%
Asset and Amenities :- Income	<b>406</b>	<b>3,550</b>	<b>4,000</b>	<b>450</b>			<b>88.8%</b>
4000 Salaries ENI & Pension	18,463	206,210	225,000	18,790		18,790	91.6%
4027 Telephones and Mobiles	123	1,474	1,800	326		326	81.9%
4108 Service Contracts	0	1,822	0	(1,822)		(1,822)	0.0%
4150 Uniform/PPE	0	838	2,400	1,562		1,562	34.9%
4151 Tools and Equipment	48	597	4,000	3,403		3,403	14.9%
4153 Vehicle Running Costs	691	5,253	7,000	1,747		1,747	75.0%
4156 Vehicle Leasing	996	9,893	13,000	3,107		3,107	76.1%
4163 Repairs and Maintenance	2,047	3,518	12,000	8,482		8,482	29.3%
4167 Street Furniture and Signage	0	2,655	10,000	7,345		7,345	26.5%
4177 Churchyard maintenance	0	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	139	1,794	4,444	2,650		2,650	40.4%
4196 Container storage	0	900	0	(900)		(900)	0.0%
Asset and Amenities :- Indirect Expenditure	<b>22,507</b>	<b>235,293</b>	<b>281,144</b>	<b>45,851</b>	<b>0</b>	<b>45,851</b>	<b>83.7%</b>
<b>Net Income over Expenditure</b>	<b>(22,101)</b>	<b>(231,742)</b>	<b>(277,144)</b>	<b>(45,402)</b>			
<b><u>203 Allotments</u></b>							
1045 Income Allotments	760	1,170	5,000	3,830			23.4%
Allotments :- Income	<b>760</b>	<b>1,170</b>	<b>5,000</b>	<b>3,830</b>			<b>23.4%</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4200 Water Rates - Allotments	31	443	1,800	1,357		1,357	24.6%
4201 Maintenance - Allotments	0	72	1,000	928		928	7.2%
Allotments :- Indirect Expenditure	<b>31</b>	<b>515</b>	<b>2,800</b>	<b>2,285</b>	<b>0</b>	<b>2,285</b>	<b>18.4%</b>
<b>Net Income over Expenditure</b>	<b>729</b>	<b>655</b>	<b>2,200</b>	<b>1,545</b>			
<b>204 Pavilion and Car Park</b>							
1046 Income - Pavilion	16	566	1,500	934			37.7%
Pavilion and Car Park :- Income	<b>16</b>	<b>566</b>	<b>1,500</b>	<b>934</b>			<b>37.7%</b>
4250 Telephone - Pavilion	30	306	300	(6)		(6)	102.1%
4252 Electricity	106	(6,163)	2,300	8,463		8,463	(268.0%)
4254 Water - Pavilion	0	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	102	250	148		148	40.8%
4256 Maintenance - Pavilion	493	4,128	2,000	(2,128)		(2,128)	206.4%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4258 Pavilion Development	0	0	3,000	3,000		3,000	0.0%
4260 Non Domestic Rates - Car Park	(2,062)	(1,233)	2,000	3,233		3,233	(61.6%)
Pavilion and Car Park :- Indirect Expenditure	<b>(1,433)</b>	<b>(2,466)</b>	<b>12,250</b>	<b>14,716</b>	<b>0</b>	<b>14,716</b>	<b>(20.1%)</b>
<b>Net Income over Expenditure</b>	<b>1,449</b>	<b>3,032</b>	<b>(10,750)</b>	<b>(13,782)</b>			
<b>205 Public Toilets - Market Place</b>							
1060 Contribution to running costs	0	0	7,500	7,500			0.0%
Public Toilets - Market Place :- Income	<b>0</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>			<b>0.0%</b>
4106 Repairs and Maintenance	0	799	2,000	1,201		1,201	40.0%
4180 Cleaning	0	5,413	15,000	9,587		9,587	36.1%
4185 Electricity supply: Toilets	0	1,308	2,133	825		825	61.3%
4913 Water	150	(1,118)	2,500	3,618		3,618	(44.7%)
Public Toilets - Market Place :- Indirect Expenditure	<b>150</b>	<b>6,403</b>	<b>21,633</b>	<b>15,230</b>	<b>0</b>	<b>15,230</b>	<b>29.6%</b>
<b>Net Income over Expenditure</b>	<b>(150)</b>	<b>(6,403)</b>	<b>(14,133)</b>	<b>(7,730)</b>			
<b>206 Public Toilets - Bath Road</b>							
4106 Repairs and Maintenance	0	1,507	0	(1,507)		(1,507)	0.0%
4180 Cleaning	0	3,075	0	(3,075)		(3,075)	0.0%
4185 Electricity supply: Toilets	82	436	0	(436)		(436)	0.0%
Public Toilets - Bath Road :- Indirect Expenditure	<b>82</b>	<b>5,017</b>	<b>0</b>	<b>(5,017)</b>	<b>0</b>	<b>(5,017)</b>	
<b>Net Expenditure</b>	<b>(82)</b>	<b>(5,017)</b>	<b>0</b>	<b>5,017</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>210 Corporate Properties</b>							
1040 Income 31 Market Place	583	4,958	6,900	1,942			71.9%
1048 Income Art House Cafe	500	4,833	6,000	1,167			80.6%
Corporate Properties :- Income	<b>1,083</b>	<b>9,792</b>	<b>12,900</b>	<b>3,108</b>			<b>75.9%</b>
4175 Costs Art House Cafe	17	610	1,000	390		390	61.0%
4178 Costs Roundhouse	215	497	4,000	3,503		3,503	12.4%
4191 Costs 31 Market Place	0	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	<b>232</b>	<b>1,592</b>	<b>5,500</b>	<b>3,908</b>	<b>0</b>	<b>3,908</b>	<b>28.9%</b>
<b>Net Income over Expenditure</b>	<b>852</b>	<b>8,200</b>	<b>7,400</b>	<b>(800)</b>			
<b>211 Art House Cafe</b>							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
<b>212 Round House</b>							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>840</b>	<b>840</b>	<b>0</b>	<b>840</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(840)</b>	<b>(840)</b>			
<b>213 31 Market Place</b>							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>1,200</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,200)</b>	<b>(1,200)</b>			
<b>215 Depot</b>							
4102 Non Domestic Rates	0	230	0	(230)		(230)	0.0%
4103 Water Rates	15	150	250	100		100	60.0%
4106 Repairs and Maintenance	0	155	1,500	1,345		1,345	10.3%
4159 Electric - Unit	151	811	2,400	1,590		1,590	33.8%
4160 Leasing	11,896	15,792	10,850	(4,942)		(4,942)	145.5%
4161 Rates-Unit at Bowerhill	230	2,065	2,472	407		407	83.6%
4184 Fire security: Unit	0	88	300	212		212	29.3%
Depot :- Indirect Expenditure	<b>12,292</b>	<b>19,291</b>	<b>17,772</b>	<b>(1,519)</b>	<b>0</b>	<b>(1,519)</b>	<b>108.5%</b>
<b>Net Expenditure</b>	<b>(12,292)</b>	<b>(19,291)</b>	<b>(17,772)</b>	<b>1,519</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>220 Play Areas and Open Spaces</b>							
4157 Grasscutting	650	13,155	18,000	4,845		4,845	73.1%
4158 Replacement Play Equipment	0	9,821	50,000	40,179		40,179	19.6%
4165 Maintenance play areas	0	2,123	5,000	2,877		2,877	42.5%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	0	395	1,100	705		705	35.9%
Play Areas and Open Spaces :- Indirect Expenditure	<b>650</b>	<b>25,494</b>	<b>89,100</b>	<b>63,606</b>	<b>0</b>	<b>63,606</b>	<b>28.6%</b>
<b>Net Expenditure</b>	<b>(650)</b>	<b>(25,494)</b>	<b>(89,100)</b>	<b>(63,606)</b>			
<b>221 King George V Park</b>							
4101 Electricity	0	40	0	(40)		(40)	0.0%
4106 Repairs and Maintenance	0	2,364	0	(2,364)		(2,364)	0.0%
4108 Service Contracts	2,174	2,174	0	(2,174)		(2,174)	0.0%
4199 Chemicals	(2,174)	4,331	10,000	5,669		5,669	43.3%
4313 Sports Roadshow	0	1,263	5,000	3,737		3,737	25.3%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	<b>0</b>	<b>10,171</b>	<b>17,200</b>	<b>7,029</b>	<b>0</b>	<b>7,029</b>	<b>59.1%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(10,171)</b>	<b>(17,200)</b>	<b>(7,029)</b>			
<b>405 Solar Farm Projects</b>							
1182 Solar money received	0	44,190	38,620	(5,570)			114.4%
Solar Farm Projects :- Income	<b>0</b>	<b>44,190</b>	<b>38,620</b>	<b>(5,570)</b>			<b>114.4%</b>
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>38,620</b>	<b>38,620</b>	<b>0</b>	<b>38,620</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>44,190</b>	<b>0</b>	<b>(44,190)</b>			
Asset Management & Amenities :- Income	<b>2,309</b>	<b>66,609</b>	<b>70,520</b>	<b>3,911</b>			<b>94.5%</b>
Expenditure	<b>37,050</b>	<b>327,617</b>	<b>528,400</b>	<b>200,783</b>	<b>0</b>	<b>200,783</b>	<b>62.0%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(34,741)</b>	<b>(261,008)</b>					



## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Community Development</u></b>							
302 Projects							
1050 Grants Received	0	10,839	0	(10,839)			0.0%
1174 Christmas Income	0	1,842	0	(1,842)			0.0%
Projects :- Income	<b>0</b>	<b>12,681</b>	<b>0</b>	<b>(12,681)</b>			
4073 Environmental Projects	0	1,957	1,000	(957)		(957)	195.7%
4074 Neighbourhood Plan	2,247	16,897	5,000	(11,897)		(11,897)	337.9%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4080 Melksham in Bloom Competition	0	502	1,000	498		498	50.2%
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%
4304 Switch on Event	913	10,363	1,500	(8,863)		(8,863)	690.8%
Projects :- Indirect Expenditure	<b>3,159</b>	<b>29,718</b>	<b>12,700</b>	<b>(17,018)</b>	<b>0</b>	<b>(17,018)</b>	<b>234.0%</b>
<b>Net Income over Expenditure</b>	<b>(3,159)</b>	<b>(17,037)</b>	<b>(12,700)</b>	<b>4,337</b>			
310 East Melksham Community Hall							
4050 Legal	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>			
Community Development :- Income	<b>0</b>	<b>12,681</b>	<b>0</b>	<b>(12,681)</b>			<b>0.0%</b>
Expenditure	<b>3,159</b>	<b>29,718</b>	<b>13,700</b>	<b>(16,018)</b>	<b>0</b>	<b>(16,018)</b>	<b>216.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(3,159)</b>	<b>(17,037)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Economic Development</u></b>							
403 <u>Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	0	2,043	1,000	(1,043)			204.3%
1089 Income-Hanging Baskets	0	1,328	0	(1,328)			0.0%
Economic Dev. and Planning :- Income	<b>0</b>	<b>3,371</b>	<b>1,000</b>	<b>(2,371)</b>			<b>337.1%</b>
4071 Town Floral Displays	0	2,915	10,000	7,085		7,085	29.1%
4308 CCTV	0	2,448	12,500	10,052		10,052	19.6%
4309 Newsletter	636	4,332	4,000	(332)		(332)	108.3%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	184	471	1,500	1,029		1,029	31.4%
4356 Highways projects CATG	0	208	7,500	7,292		7,292	2.8%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Town Development	0	1,200	15,000	13,800		13,800	8.0%
Economic Dev. and Planning :- Indirect Expenditure	<b>819</b>	<b>11,573</b>	<b>53,250</b>	<b>41,677</b>	<b>0</b>	<b>41,677</b>	<b>21.7%</b>
<b>Net Income over Expenditure</b>	<b>(819)</b>	<b>(8,202)</b>	<b>(52,250)</b>	<b>(44,048)</b>			
Economic Development :- Income	<b>0</b>	<b>3,371</b>	<b>1,000</b>	<b>(2,371)</b>			<b>337.1%</b>
Expenditure	<b>819</b>	<b>11,573</b>	<b>53,250</b>	<b>41,677</b>	<b>0</b>	<b>41,677</b>	<b>21.7%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(819)</b>	<b>(8,202)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

## Committee Report

**Assembly Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>501 Assembly Hall Central Costs</b>							
1000 Income-Assembly Hall Lettings	1,490	14,427	38,000	23,573			38.0%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
<b>Assembly Hall Central Costs :- Income</b>	<b>1,490</b>	<b>14,457</b>	<b>38,000</b>	<b>23,543</b>			<b>38.0%</b>
4000 Salaries ENI & Pension	7,072	66,620	78,000	11,380		11,380	85.4%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	1,006	700	(306)		(306)	143.7%
4907 Stationery/Printing/Postage	(2)	80	600	520		520	13.4%
4909 Licences	159	1,792	3,600	1,808	3,500	(1,692)	147.0%
4911 Electricity	1,754	13,404	13,200	(204)		(204)	101.5%
4912 Gas	0	191	1,000	809		809	19.1%
4913 Water	165	2,223	2,400	177		177	92.6%
4914 Rates	861	8,608	9,000	392		392	95.6%
4915 Equipment	267	717	0	(717)		(717)	0.0%
4916 Maintenance-Equipment	752	2,827	10,000	7,173		7,173	28.3%
4917 Service Contracts	703	9,906	7,200	(2,706)		(2,706)	137.6%
4918 Maintenance	0	1,834	12,000	10,166		10,166	15.3%
4922 Publicity & Marketing	327	2,451	4,800	2,350		2,350	51.1%
4923 Mngement 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	130	390	600	210		210	65.0%
4929 AIB	0	0	1,800	1,800		1,800	0.0%
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	356	1,054	2,400	1,346		1,346	43.9%
<b>Assembly Hall Central Costs :- Indirect Expenditure</b>	<b>12,544</b>	<b>113,102</b>	<b>156,685</b>	<b>43,583</b>	<b>3,500</b>	<b>40,083</b>	<b>74.4%</b>
<b>Net Income over Expenditure</b>	<b>(11,054)</b>	<b>(98,646)</b>	<b>(118,685)</b>	<b>(20,039)</b>			
<b>510 Assembly Hall Events</b>							
1004 Film shows	38	75	2,000	1,925			3.8%
1173 Live Entertainment	7,250	36,518	43,000	6,482			84.9%
<b>Assembly Hall Events :- Income</b>	<b>7,288</b>	<b>36,593</b>	<b>45,000</b>	<b>8,407</b>			<b>81.3%</b>
4919 Films: expenses and contract	0	12	2,000	1,988		1,988	0.6%
4954 PA and Lighting Costs	100	2,145	6,000	3,855		3,855	35.8%
4960 Live entertainment:	6,644	23,992	40,000	16,008		16,008	60.0%
<b>Assembly Hall Events :- Indirect Expenditure</b>	<b>6,744</b>	<b>26,149</b>	<b>48,000</b>	<b>21,851</b>	<b>0</b>	<b>21,851</b>	<b>54.5%</b>
<b>Net Income over Expenditure</b>	<b>544</b>	<b>10,443</b>	<b>(3,000)</b>	<b>(13,443)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>520 Assembly Hall Bar and Catering</b>							
1001 Income-Assembly Hall Bar	0	34,465	60,750	26,285			56.7%
1003 Income Food and Snacks	0	400	21,500	21,100			1.9%
Assembly Hall Bar and Catering :- Income	<b>0</b>	<b>34,865</b>	<b>82,250</b>	<b>47,385</b>			<b>42.4%</b>
4901 Catering Stock Purchases	12	20	10,752	10,732		10,732	0.2%
4903 Bar Stock Purchases	822	16,020	30,575	14,555		14,555	52.4%
Assembly Hall Bar and Catering :- Indirect Expenditure	<b>834</b>	<b>16,040</b>	<b>41,327</b>	<b>25,287</b>	<b>0</b>	<b>25,287</b>	<b>38.8%</b>
<b>Net Income over Expenditure</b>	<b>(834)</b>	<b>18,825</b>	<b>40,923</b>	<b>22,098</b>			
Assembly Hall :- Income	<b>8,778</b>	<b>85,915</b>	<b>165,250</b>	<b>79,335</b>			<b>52.0%</b>
Expenditure	<b>20,122</b>	<b>155,292</b>	<b>246,012</b>	<b>90,720</b>	<b>3,500</b>	<b>87,220</b>	<b>64.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(11,344)</b>	<b>(69,377)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2023

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b><u>Earmarked Reserves</u></b>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	165,030	317,931	0	(317,931)			0.0%
Earmarked Reserves :- Income	<b>165,030</b>	<b>317,931</b>	<b>0</b>	<b>(317,931)</b>			
9202 Unplanned Maintenance	0	9,993	65,780	55,787		55,787	15.2%
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%
9232 Street Furniture	0	0	0	(0)		(0)	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	7,903	6,903	290,948	284,045		284,045	2.4%
9245 Solar Money	0	0	95,933	95,933		95,933	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	1,466	1,466	369,022	367,556		367,556	0.4%
9249 Jubilee Celebrations	0	0	3,000	3,000		3,000	0.0%
Earmarked Reserves :- Indirect Expenditure	<b>9,369</b>	<b>18,363</b>	<b>898,256</b>	<b>879,893</b>	<b>0</b>	<b>879,893</b>	<b>2.0%</b>
<b>Net Income over Expenditure</b>	<b>155,661</b>	<b>299,568</b>	<b>(898,256)</b>	<b>(1,197,824)</b>			
902 <u>Sinking Funds</u>							
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
Sinking Funds :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>27,405</b>	<b>27,405</b>	<b>0</b>	<b>27,405</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(27,405)</b>	<b>(27,405)</b>			
Earmarked Reserves :- Income	165,030	317,931	0	(317,931)			0.0%
Expenditure	9,369	18,363	925,661	907,298	0	907,298	2.0%
<b>Movement to/(from) Gen Reserve</b>	<b>155,661</b>	<b>299,568</b>					
Grand Totals:- Income	176,117	1,452,710	1,202,974	(249,736)			120.8%
Expenditure	106,972	922,164	2,138,173	1,216,009	3,500	1,212,509	43.3%
<b>Net Income over Expenditure</b>	<b>69,145</b>	<b>530,547</b>	<b>(935,199)</b>	<b>(1,465,746)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>69,145</b>	<b>530,547</b>					

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**Melksham Town Council**  
**Earmarked Reserves 31 March 2023**  
**Schedule E**  
**31/01/2023**

	Balance at 1.04.2022	Added in Year	Total Spent	Closing Balance
<b><u>Earmarked Reserves</u></b>				
Unplanned Maintenance	65,780		9,993	55,787
Election Expenses	12,830			12,830
Green Spaces	10,743			10,743
Major Projects Reserve	290,948		6,903	284,045
Precept Contribution 20/21	45,000			45,000
Town Team Project	5,000			5,000
Jubilee Celebrations	3,000			3,000
	433,301	0	16,896	416,405
<b><u>Sinking Funds</u></b>				
Recreation Fund	2,130			2,130
Office Equipment	4,275			4,275
Street Furniture	0			0
Equipment Replacement	21,000			21,000
	27,405	0	0	27,405
<b><u>Specific Reserves</u></b>				
CIL	51,091	317,931	1466	367,556
Solar Money	51,743	44,190		95,933
	102,834	362,121	1,466	463,489
Total Reserves	563,540	362,121	18,362	907,299

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