



# 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

2 May 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 **Tuesday 9th May 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**  
**Tuesday 9 May 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:**

Please follow the joining instructions below for the virtual Zoom meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFhOHhtdz09>

**Join Zoom Meeting**

**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**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

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

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

**3. Minutes (Pages 1 - 4)**

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 20<sup>th</sup> March 2023

**4. Major Grants 2023/2024**

Information update on Major Grants for this financial year. No funds have been issued to date.:

**4.1 Food Festival (Pages 5 - 10)**

The organisers of the Food Festival formally request that the annual grant be increased to £5000. Current budget is £3000. **For Decision.**

There has been no increase since 2014 and the organisers believe it will be no surprise that the costs of the Festival have significantly increased since that time.

The group is a limited not for profit company where all profits go into next year's Festival.

Bus Plan received.

Monitoring Form for 2022-2023 received.

**4.2 CAB**

Current budget agreed is £5000. Business Plan still awaited.

[Link to accounts provided.](#)

Monitoring form returned.

**4.3 TIC**

Current budget agreed is £4000.

No Business plan provided yet

Monitoring form provided for 2022-2023.

**4.4 4Youth (Pages 11 - 40)**

Current budget agreed is £10,000.

Business Plan received

Accounts received.

Monitoring Form received for 2022-2023

**4.5 Christmas Lights**

Current budget agreed is £10,000

**4.6 Carnival**

Current budget agreed is £2500

**5. List of Payments February & March 2023** (Pages 41 - 48)

List of payments for February and March 2023, Town Hall and Assembly Hall  
For approval.

**6. Petty Cash Reports to 31 March 2023** (Pages 49 - 52)

To approve Petty Cash Reports for February and March 2023.

**7. Monthly Financial Statements to 31 March 2023** (Pages 53 - 66)

**8. Earmarked Reserves to 31 March 2023** (Pages 67 - 68)

Ear Marked reserves report @ 31<sup>st</sup> March 2023

## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 20th March 2023

**PRESENT:** Councillor S Mortimer (Chair)

Councillor P Aves  
Councillor C Forgacs  
Councillor S Rabey

**IN ATTENDANCE:** Linda Roberts – Town Clerk

**OFFICERS:**

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

**16/22 Apologies**

Apologies were received from Councillors J Crundell and Hubbard.

**17/22 Declarations of Interest**

Councillor Goodhind declared a non-pecuniary interest in any matter being discussed concerning Parkrun; as a Committee Member of the Parkrun Group.

**18/22 Minutes**

The minutes of the meeting held on 23<sup>rd</sup> January 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

**19/22 Grant Awards (final quarter of 2022/2023)**

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

**UNANIMOUSLY RESOLVED** that the application from Chippenham Kick Boxing group be refused; it is not a Melksham organisation and the grant was retrospective.

The Chair, Councillor Mortimer noted that there were two members of the public present, representing community groups who had applied for a grant and invited those to speak to their applications. To allow this it was proposed by the Chair Councillor Mortimer, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to suspend Standing Orders to allow those present to speak.

### **Chris Pickett – The Riverside Centre**

Chris Explained that the Riverside Centre had applied for a grant of £1,000.00; advising tha the building was built circa 1970 and still had the original windows, consequently heat loss is huge. They had received a grant of £4,000.00 from the Area Board however, the total cost of replacement windows was in the region of £8,000.00 to £9,000.00. Coupled with the increase in heating costs a grant from the Town Council would very much be appreciated.

Standing Orders were reinstated.

Councillor Raby commented that the Riverside Centre plays a vital role in the community of Melksham. It was proposed by Councillor Rabey, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award the Riverside Centre a grant of £1000.00.

To allow the representative from Melksham Lions Club to speak; it was proposed by Councillor Mortimer seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to suspend Standing Orders.

### **Phil Gaskell - Melksham Lions**

Over the last few years their gazebo had completely broken, and they had been using a standard personal garden one which is not fit for purpose. The club were looking to purchase a branded one which is more modern and easier to erect. Phil reminded members that all monies raised by the Lions goes back to local charities.

Standing Orders were reinstated.

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

**UNANIMOUSLY RESOLVED** to award Melksham Lions Club a grant of £708.57.

The remaining grants were considered by the Committee Members and it was proposed by Councillor Rabey, seconded by Councillor Goodhind and

**UNANIMOUSLY RESOLVED** to award grants as follows:

- 2385 Squadron ATC - £680.40
- All Yours £240.00
- BRAG £350.00
- British Cactus £544.40
- Carer Support Wiltshire £958.00
- Celebrating Age Wiltshire £1,000.00

- Group Five £1,000.00
- Help Counselling £338.00
- Melksham Rugby Club £1,000.00
- Melksham WI £200.00
- Read Easy £500.00
- Sixty Plus Club £1,000.00
- That Meeting Space £800.00

## **20/22 List of Payments to 31 January 2023**

There was a query on page 105 relating to two amounts for photocopier leasing. Town Clerk to check. The Town Clerk was asked to check whether the Forbidden Night's event was done on a split basis.

Councillor Goodhind asked about DDR details, and is the list signed off by the Finance, Administration and Performance Committee?

Councillor Goodhind asked if there are any creditors that are overdue their payment. The Town Clerk advised that the process is much improved. The Town Clerk to check whether there were still any issues. Processing payments.

Councillor Aves asked if there were reason people/organisations were not being paid. The Town Clerk reported that sometimes invoices are not received by Finance. It was suggested that an email address for "accounts" is set up, this would enable the inbox to be monitored by others when staff are away.

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

**UNANIMOUSLY RESOLVED** to approve the list of payment for Month 10.

## **21/22 Petty Cash Reports to 31 January 2023**

The payments made by Petty Cash for Month 10 were noted.

## **22/22 Monthly Financial Statements to 31 January 2023**

The Financial Statement for Month 10 was noted. Councillor Mortimer commented that amendments to Journal corrects had been done in Month 11, the current month..

## **23/22 Cash Book Reports to 31 January 2023**

The Cash Book income report for the Unity Trust Bank Account for Month 10 of 2022/2023 was noted.

The Cash Book income report for the, Assembly Hall, Lloyds Bank Account for Month 10 of 2022/2023 was noted.

**24/22 Detailed Income and Expenditure Report year to 31 January 2023**

The detailed year-to-date Income and Expenditure Report for Month 10 2022/2023 was noted.

**25/22 Earmarked Reserves year to 31 January 2023**

The Earmarked Reserves report for Month 10 – 2022/2023 was noted with the following comments and observations.

£10,000 is accrued for Street Furniture.

The Ear Marked reserve set up for Jubilee Celebrations has no expenditure showing. The Town Clerk confirmed this would be corrected to show the expenditure.

Councillor Goodhind commented on the Bath Road toilets which were looking derelict. The Town Clerk advised that 50,000.00 had been set aside for their re-opening and that amount included a sum for the Echo toilets planned for KGV. The Town Clerk would liaise with the Head of Operations about giving the area some attention.

Meeting Closed at: 8.00 pm

**Signed:** .....

**Dated:**



## Melksham Food and River Festival 3-year Business Plan.



### Aims & Objectives.

The Festival exists to promote and support organisations and charities working in the Melksham area. It also seeks to promote Melksham as a progressive and dynamic town to residents of the other areas of Wiltshire and beyond.

This Business Plan Statement outlines how the Festival evolves each year, commencing with a SWOT analysis summary of the key planning and delivery elements considered, followed by a narrative description of the Festival

### Festival SWOT analysis:

Strengths	Weaknesses
<ol style="list-style-type: none"><li>1. High level of local knowledge and contacts within the Management team.</li><li>2. Free use of KGV park and a volunteer management team provides a low-cost base from which to operate.</li><li>3. Well supported by local Melksham Councils who provide significant support, both moral and financial.</li><li>4. The majority of the revenue stream that supports the Festival, is delivered in advance of the Festival weekend.</li></ol>	<ol style="list-style-type: none"><li>1. The success of the Festival is very reliant of Council and corporate sponsors, which could be withdrawn at short notice.</li><li>2. Reliance on a small pool of volunteers from which to draw new Festival Committee members and event volunteers as existing members stand down from the Committee.</li><li>3. Capacity limits on both the Festival field and river site restricts scope for significant development.</li></ol>
Opportunities	Threats
<ol style="list-style-type: none"><li>1. Expand Festival profile via Wiltshire press and radio station releases and social media. (new Media Plan)</li><li>2. Broaden range of activities and attractions to refresh public interest and expand footfall.</li><li>3. Potential, working from the low-cost base, to increase the number of premium stalls to increase the income stream.</li></ol>	<ol style="list-style-type: none"><li>1. Loss of free parking at Coopers Tires, which could impact on visitor numbers.</li><li>2. Loss of key fund providers.</li><li>3. Adverse weather reduces footfall, or causes cancellation making the event less profitable for stall holders, who may not book a pitch for the following year and reduces profit-sharing income streams.</li></ol>

## Overview.

The day-to-day management of the Festival is covered in the Event Management Plan (EMP), the accompanying Policy Documents, and Volunteer Briefing Notes (available for 2022 on request). These documents are reviewed annually. The EMP is submitted to the Council for information, comment and approval; and the other documents are available for Council inspection as required.

Hot food vendors and activity providers submit risk assessment method statements (RAMS) and other relevant documentation. **This process will form the basis of the 2023 and all future Festivals.** These documents are placed in a folder and are available during the event for Council inspection on request to ensure all legal standards are met.

The Festival Steering Committee (SG) meet monthly from January to September to develop and put on the Festival. The SG meet again in October to review the Event and start to lay plans for the following year.

It is this process where the items set out in the SWOT analysis are managed.

## Examples of changes made for the 2023 Festival in line with the SWOT analysis.

### Strengths:

The strengths of the Festival are derived from the support and relationship with MTC, sponsors, professional service providers and volunteers, without which the running of this Festival would not be possible. This help and support enable our SC and volunteers to plan and deliver the Festival, especially from the MTC Amenities Team during the event weekend, is greatly appreciated

### Opportunities:

The acts making up the entertainment part of the Festival are reviewed and changed as necessary or if still popular, booked again for this year (the juggler, new last year, is an example of this).

A media plan was developed designed to maximise the reach of the Festival by engaging with all media outlets across Wiltshire.

### Weaknesses:

The Festival Team continue to seek additional sponsorship to supplement existing or replace lost sponsors. Negotiations are on-going and there are signs that the SG will be successful in attracting / retaining sponsors.

Manage the site layout to maximise pitch numbers.

### Threats:

The potential loss of Coopers Tires car park is a major concern. Lack of available parking would deter visitors from attending the Festival, especially those travelling from outside of the Melksham area. A meeting was held between MTC representative and Festival team representatives to review options and seek MTC's support to retain access to this valuable resource.

## Finances.

Crucial to the long-term success of the Festival is a sound financial base. Since its inception in 2014 the SG has prudently managed the Festival finances building a small surplus, which is used to future proof the Festival.

This year, for example, the SG have agreed to purchase a gazebo complete with Festival logos, to help eliminate the reliance on borrowed kit (some of which was unsuitable) or paying for the hire of a gazebo.

Every year costs of services increase, mainly in line with inflation. The SG make every effort to purchase services and entertainment from locally based organisations.

### Income Streams:

Funding for the Festival is generated from a number of sources, listed in the Table below:

Type	2022 Value £	%	Funding Sources
<i>Grants</i>	<i>£3,200</i>	<i>23%</i>	Currently from Town and Parish Councils;
<i>Sponsorship</i>	<i>£1400</i>	<i>10%</i>	In cash and kind – ie for the marquee; boat race prizes, publicity / printing;
Stallholder income	£7410	54%	Booked in accordance with Priced by category of stall - free for Melksham charities;
Profit <i>sharing</i> Partnership	<i>£1748</i>	<i>54%</i>	Festival bar, Funfair, Face Painting, Horse rides, WOLT activities;

In 2022 the Festival recorded a trading surplus of £269 (income £13,250, expenses £12850). This was added to the carry forward bank reserves of £5,226 to underpin the 2023 Festival.

Stall bookings are received on-line, commencing from 1<sup>st</sup> January annually. By the time of writing, 61 stalls had been booked – well up on previous years. Also this year we have required a £25 deposit payment. Festival invoices are issued for payment over the summer with payment to be received before the Festival weekend.

The main costs incurred for each Festival are specialist services provided by professional local providers – electrical / sound services; event / public liability insurance; marquee, mobile toilets and waste management; musical entertainment; and security.

Together these services account for approximately 65% of the budgeted expenditure costs, although past experience has been that the actual costs for these services have come within budget.

The Festival has developed working relationships with local specialist providers, and at the start of the year we obtain comparative costs for the Festival. This ensures that a realistic Festival budget can be prepared.

The only income variable, which is impossible to predict in advance, are the profit shares. These are dependent on actual footfall annually and are provided for by taking a conservative view in the planning budget forecast based on previous experience.

Overtime the Festival has experienced 'highs' (2021 attendance post COVID lockdown); within the planning parameters (usual, allowing for good / bad weather affected attendance), and 'lows' (none yet?).

The accounts of the Festival are prepared and audited each year, and reported to support grant applications.

### **Actions taken to address Perceived Risks**

1. We prepare relevant briefing notes and share with stallholders and volunteer Festival marshals;
2. **We employ providers to deliver specialist services to the highest professional standards;**
3. Our H&S adviser carries out a health and safety inspection of the site and provides relevant training as needed – ie: use of fire extinguishers
4. We require stallholders to provide relevant documentation to meet Council requirements – ie public liability insurance, risk assessments as appropriate etc.
5. We pay event insurance premium in August; but otherwise pay service providers post Festival;
6. Work with MTC to:
  - a) avoid conflict with ongoing Council works – ie installing electrics / installing toilets;
  - b) seek access to KGvP Bath Road entrance to facilitate medical emergency evacuation;
7. In light of bar experience, we have re-tendered for replacement and undertaken due diligence checks on short-listed bar providers, and may extend to other specialist service providers;
8. Enhance night-time security with inclusion of on-foot patrolling with handler and dog;
9. Enforce limitations on vehicular movements when public on-site, except in emergency;
10. With the benefit of past event experiences, the MFRF.SC has regularly adjusted the site layout of the Festival to improve vehicle access, parking and departure, visitor experience, access to stalls.

There are some risks that are not foreseeable. Foremost amongst these are:

- a) unpredictable weather conditions - in the past we have experienced high winds and 'rainy' individual days over a weekend, which have reduced public attendance resulting in lower Festival income;

- b) medical incidents – mostly involving members of the public who sought help from the Medical Services staff when using park facilities rather than visiting the Festival;
- c) unplanned non-availability of key MFRF.SC members or volunteers – covered by other members

These risks have been encountered at some time over the past years of running the Festival, and have been dealt with as they have occurred. Lessons learned have been identified, reviewed and appropriate changes implemented. These have been reflected in the changes made to the Event Management Plan each year.

### Ensuring the future of the Festival:

As set out under Strengths, in the SWOT analysis, the Festival enjoys a low cost base which enable the SG to set stall holder pitch rates at a competitive level. Thereby attracting a wide range of high-quality stalls, including several 'international' hot food stalls.

The prudent management of the Finances allows SG to offer pitches, to Melksham based charities, free of charge.

This range of high-quality stalls in turn attracts visitor numbers, on an average weekend, in excess of 6,000.

### The SG will future proof the Festival by:

1. Competitively tendering key services (toilets, waste disposal, first aid, security etc.) to keep a downward pressure on the cost base.
2. Increase the pitch costs on an annual basis to cover any increased operating costs, whilst retaining a competitive edge over our competitors.
3. Work to raise the profile of the Festival via the media plan, thereby promoting Melksham as a place to visit.
4. Invest financial reserves to keep a downward pressure on the cost base.
5. SG will continue to work closely with MTC to establish suitable parking arrangements post the closure of Coopers Tires.
6. Seek additional sponsors.
7. Seek to attract new volunteers and SG members.

### **Conclusions.**

Although it is difficult to forecast actual budget numbers for future Festivals, the SG believe that the model set out above provide a sound base to keep the Festival viable subject to sufficient funds being available; and a sufficient number of volunteers exist to plan and deliver the event– and access to the Park and River remains available for the Festival.

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## 4Youth Focus, Goals and Strategies 2023

### **MAIN FOCUS.**

**Ensure income matches planned expenditure and that we have enough funds to fulfil our services.**

### **Goal:**

Achieve income of £20,000 per month.

**Strategy 1:** SUBS – achieve £4000 per month.

**Strategy 2:** RENTAL INCOME - £2500 across Canberra and Atworth.

**Strategy 3:** FUNDRAISING – achieve £250 per month.

**Strategy 4:** GRANTS & FOUNDATIONS – achieve £12,500 per month.

**Strategy 5:** DONATIONS – achieve £750 per month.

<b><u>FOCUS 2.</u></b> <b>Complete structural transformation of the organisation.</b>	<b><u>FOCUS 3.</u></b> <b>Ensure the voice of young people is at the centre of our decision-making process.</b>	<b><u>FOCUS 4.</u></b> <b>Embed proven best practice in all that we do.</b>
<b>Goal:</b> By end 2023 ensure all operational and strategic processes are updated/established and in place.	<b>Goal:</b> Every strategic decision made by the Board should have input from young people.	<b>Goal:</b> Assess for suitability and achieve / embed suitable quality frameworks.
<b>Strategy 1:</b> All HR policies checked, amended and up-to-date; all information within Breathe updated and accurate.	<b>Strategy 1:</b> Establish Youth Advisory Group.	<b>Strategy 1:</b> Embed National Youth Work curriculum in our offering.
<b>Strategy 2:</b> Ensure induction, CPD and training processes in place and communicated. For staff, volunteers and trustees.	<b>Strategy 2:</b> Ensure 3 Stakeholder Trustees are appointed to the Board.	<b>Strategy 2:</b> Achieve NYA quality mark.



<b>Strategy 3:</b> Clarify organizational structure and complete gap analysis if needed. Clarity over job responsibilities and who is responsible for what. Introduce competencies within job roles.	<b>Strategy 3:</b> Develop a mechanism to evaluate the effectiveness of our street and centre-based activity.	<b>Strategy 3:</b> Work towards BACP accreditation.
<b>Strategy 4:</b> Ensure future strategy and goal setting timetable is in place.	<b>Strategy 4:</b> Draw up a Recruitment Plan for Stakeholder Trustees.	
<b>Strategy 5:</b> Establish recruitment plan for Board and reassess Sub Committees needed.		
<b>Strategy 6:</b> Establish a robust performance and budget monitoring regime.		

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**4YOUTH (SOUTH WEST)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2020**

# 4YOUTH (SOUTH WEST)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr J B Hubbard	
	Ms B E Martin	
	Mr J Oatley	(Resigned 19 March 2021)
	Ms D Rossi	
	Ms T G Strange	
	Lucy Marquis-Rose	(Appointed 19 March 2021)
<b>Charity number</b>	1147394	
<b>Company number</b>	07871666	
<b>Registered office</b>	The Canberra Centre 56a Spa Road Melksham Wiltshire United Kingdom SN12 7NY	
<b>Independent examiner</b>	Gooding Accounts Ltd 24 Warminster Road Westbury Wiltshire United Kingdom BA13 3PE	

# 4YOUTH (SOUTH WEST)

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## **4YOUTH (SOUTH WEST)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) FOR THE YEAR ENDED 31 DECEMBER 2020**

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The trustees present their report and financial statements for the year ended 31 December 2020.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, (the Memorandum and Articles of Association), the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

#### **Objectives and activities**

The charity's objects are to act as a resource for children and young people, their parents and carers living in the Melksham area by providing advice and assistance, organising programmes of physical, educational and other activities as a means of;

- Advancing in life and helping young children and young people by developing their skill, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- Advancing education; and
- Providing recreational and leisure time activities in the interest of social welfare designed to improve their conditions of life.

#### **The main activities undertaken during the year to further the charity's purpose for the public benefit are;**

4Youth (South West) has continued to deliver a range of activities for children, young people and their families including:

- Dedicated SEND weekly youth club
- Weekly youth club for children aged 9 – 11
- Weekly youth club for young people aged 11 – 13
- Weekly youth club for young people aged 13+
- Detached (Street based) youth work in the community
- School Holiday Activities
- Peer Leader Training and Support
- Early Help and Counselling

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **The contribution of volunteers during the year.**

The lifeblood of the charity is the amazing team of volunteers and paid staff who constantly go above and beyond to help us deliver the best services possible for the young people in our community.

Like many organisations we were hit by Covid-19 and the closure of our Youth Clubs in March 2020 and the impact of the subsequent lockdowns and restrictions on our ability to deliver open access youth work has meant a significant reduction in the participation of volunteers during the past year. We are delighted to be reforming those relationships as we move into the post-Covid era and hope that we will once more see a strong volunteer representation at our youth club sessions.

We maintain a strong safeguarding ethos, with all volunteers working with young people and staff having to complete a DBS check prior to working unsupervised with young people and a requirement that all staff complete the basic safeguarding training within 2 weeks of starting work. We also require all staff to complete a First Aid at Work course, a basic Food Hygiene course, County Lines Drugs awareness and data protection training. Both courses are also available for any volunteer workers to undertake.

## **4YOUTH (SOUTH WEST)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020**

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#### **Achievements and performance**

Up until the first lockdown in March 2020 our youth work team worked with 422 young people, compared with 326 in the comparable period in 2019. In the remaining part of the year our ability to work with young people was severely restricted and we worked with 130 young people during this time.

In total our youth work team worked with 477 different young people throughout the year, which although down on last year we believe this demonstrates the commitment of the charity to support young people through the Covid crisis.

Our Early Help and Support service grew considerably during the year with the increased demand for counselling support for young people and we increased our offer from 3 appointments per week to 8 appointments per week by the end of the year.

Altogether in 2020 we had 48 young people refer themselves for support.

We measure the effectiveness of our TeenTalk service by using the respected YP-CORE outcome measures. Although a clinically validated cutoff has yet to be determined for the YP CORE, a score of 11 or above on the CORE 10 indicates clinically significant distress(<https://onlinelibrary.wiley.com/doi/full/10.1002/mpr.1500>). In 2020 the average opening score for young people using our service has been 15.27. This figure reduces to 8.19 for those completing the short-term intervention with us.

Each young person accepted on the scheme normally receives six weekly sessions, with possibility of a limited extension of the service if required. Some of the feedback received from past service users include:

- "Amazing service its helped me open up my feelings. They don't judge me."
- "I have felt more safe talking about my problems and I feel like my feelings are valid"
- "It has given me the opportunity to talk more about things that I can't talk to others about It has taught me ways to cope with my anxieties and episodes of low mood It has made me realise that I have great people around me, that love and support me"
- "It has helped me feel more confident . I feel better able to cope and I've felt noticeably less anxious with things that would've made me feel anxious before."
- "It has helped me to view situations in a less negative way, improving my overall mental health."
- "It has helped - out of all the attempts at therapy I've had this has been the most helpful. Im happy with the service I have received."
- "I would 100% recommend TeenTalk. Catherine is a really understanding woman."

In our service evaluations undertaken on completion of a course of therapy 100% of those who have used the service say they feel more listened to and understood following a course of therapy. 87% say they feel more confident and 96% say they are more positive about themselves.

## **4YOUTH (SOUTH WEST)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020**

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#### **Fundraising**

Traditionally the Charity has relied on grant funding from trusts and organisations with occasional windfall donations from individuals. We have also seized opportunities such as the token schemes offered by high street supermarkets and holding fundraising events such as Bingo Nights and our new This Is Me discos for adults with SEND.

The Charity has now adopted a new fundraising strategy that not only increases the focus on carefully targeted applications to appropriate trusts and organisations for funding but is now also introducing a more targeted scheme of attracting regular donations from a wider set of individuals, taking full advantage of the opportunities offered to increase these donations through Gift Aid.

The Charity utilizes a GDPR compliant system of storing information about any donors and does not employ any individuals to target individual donors or undertake street collections. No complaints have been received by the Charity relating to its fundraising activities.

#### **Financial review**

The charity had net income in the year of £24,666 (2019 £766,901). The net income in 2019 included a donation in kind relating to a long term lease agreed with Wiltshire Council for the Canberra Centre. We also are very grateful for the work undertaken by Rigg Construction on the refurbishment of the toilets in the building some of which has also been included as a donation in kind.

If these donations were not included, then the net Income in 2019 would have been a deficit of £10,099.

#### **Going Concern**

After making appropriate enquiries, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements.

#### **Reserves policy**

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between three and six month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year by maintaining a specific designated fund for this purpose.

As at 31 December 2020 free reserves were £2,768.

The trustees has assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.



# 4YOUTH (SOUTH WEST)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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### Plans for future

The past few years have seen considerable growth for the Charity as we have adapted to meet the increasing needs of Children and Young People in the community. With the medium and long-term needs of the charity now being much clearer, the Trustees have agreed that the following key projects will be the focus of our work for the next 3 years:

- Continued provision of positive activities for children and young people through our collection of youth clubs and school holiday activities sessions;
- Support the mental well-being of young people through the provision of our Early Help and Support service, specifically the provision of counselling support;
- Recognise and celebrate the successes and achievements of young people through the Melksham Young People's Awards
- Reach out into the community and schools through detached youthwork to provide support and guidance to those who choose not to visit The Canberra Centre

The Trustees are aware that the charity has been operating at a loss and have introduced the new Fundraising Strategy to ensure that the increased service delivery that now takes place can be fully funded in future years. It was our intention to be in a break-even position by the end of 2020. Clearly the impact of Covid has hit our future plans significantly, although for us this has resulted in additional unplanned growth and new opportunities.

The impact of the Covid-19 emergency has had a significant impact on the charity, both in terms of the services we are offering and the generation of income. Being forced to close our youth clubs has restricted our income through subscriptions and tuck shop sales but we have received a grant from Wiltshire Council from the Government funding which has helped to plug that gap.

The Trustees have also reacted proactively to the challenges of not being able to run our usual activities from The Canberra Centre and have developed a range of Detached Youth Work projects that we have obtained specific funding to help deliver. The charity has also adapted its Early Help service to be telephone based and introduced a new telephone support line for young people. We have been successful in obtaining a National Lottery Communities Fund grant to further develop this service.

As a result, although the Covid Emergency has forced us to adapt our services, our finances have not been significantly hit by the crisis and we are confident of emerging in a strong and financially stable position. We do not anticipate being able to reopen our "normal" youth clubs before September 2021.

### Structure, governance and management

The charitable company was incorporated on 11 December 2011 and is governed under its Memorandum and Articles of Association. Charitable status was granted on 23 May 2012.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr J B Hubbard

Ms B E Martin

Mr J Oatley

(Resigned 19 March 2021)

Ms D Rossi

Ms T G Strange

Lucy Marquis-Rose

(Appointed 20 March 2021)

## **4YOUTH (SOUTH WEST)**

### **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** ***FOR THE YEAR ENDED 31 DECEMBER 2020***

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The charity is governed by a board of trustees who also act as Directors of the limited company. These trustees have a wide range of responsibilities, some of which are set out in the Companies Act 2006, but are mainly responsible for setting the strategic vision for the charity and deciding on major purchasing decisions or commitments.

The trustees are empowered to appoint other trustees, subject to a minimum of five but no maximum, as the charity may require for its efficient running. Formal trustee training is provided on an ad hoc basis.

The board meets at least four times a year to receive reports from the Chair and Youth Work Manager on the running of the charitable activities and discuss future plans.

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

**Mr J B Hubbard**

Director and trustee

Dated: 22 September 2021

## **4YOUTH (SOUTH WEST)**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

#### ***FOR THE YEAR ENDED 31 DECEMBER 2020***

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The trustees, who are also the directors of 4Youth (South West) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

# 4YOUTH (SOUTH WEST)

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF 4YOUTH (SOUTH WEST)

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I report to the trustees on my examination of the financial statements of 4Youth (South West) (the charity) for the year ended 31 December 2020.

### **Responsibilities and basis of report**

As the trustees of the charity (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the charity's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the charity as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination; or
- 4 the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

Katy Gooding

Gooding Accounts Ltd  
24 Warminster Road  
Westbury  
Wiltshire  
BA13 3PE  
United Kingdom

Dated: 23 September 2021

# 4YOUTH (SOUTH WEST)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2020

### Current financial year

		Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £	Total 2019 £
	Notes					
<b><u>Income from:</u></b>						
Donations and legacies	3	35,461	3,540	44,017	83,018	845,594
Charitable activities	4	7,896	-	-	7,896	14,657
Other trading activities	5	221	-	-	221	2,265
Investments	6	13	-	-	13	49
Other income	7	-	-	-	-	(414)
<b>Total income</b>		<b>43,591</b>	<b>3,540</b>	<b>44,017</b>	<b>91,148</b>	<b>862,151</b>
<b><u>Expenditure on:</u></b>						
Raising funds	8	21	-	-	21	1,096
Charitable activities	9	40,862	7,706	17,893	66,461	94,154
<b>Total resources expended</b>		<b>40,883</b>	<b>7,706</b>	<b>17,893</b>	<b>66,482</b>	<b>95,250</b>
<b>Net incoming resources before transfers</b>		<b>2,708</b>	<b>(4,166)</b>	<b>26,124</b>	<b>24,666</b>	<b>766,901</b>
Gross transfers between funds		(805)	805	-	-	-
<b>Net income for the year/ Net movement in funds</b>		<b>1,903</b>	<b>(3,361)</b>	<b>26,124</b>	<b>24,666</b>	<b>766,901</b>
Fund balances at 1 January 2020		865	57,074	752,750	810,689	43,788
<b>Fund balances at 31 December 2020</b>		<b>2,768</b>	<b>53,713</b>	<b>778,874</b>	<b>835,355</b>	<b>810,689</b>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

## 4YOUTH (SOUTH WEST)

### STATEMENT OF FINANCIAL ACTIVITIES (CONTINUED) INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2020

Prior financial year

		Unrestricted funds general 2019 £	Unrestricted funds designated 2019 £	Restricted funds 2019 £	Total 2019 £
	Notes				
<b><u>Income from:</u></b>					
Donations and legacies	3	38,758	-	806,836	845,594
Charitable activities	4	14,657	-	-	14,657
Other trading activities	5	2,265	-	-	2,265
Investments	6	49	-	-	49
Other income	7	(414)	-	-	(414)
<b>Total income</b>		55,315	-	806,836	862,151
<b><u>Expenditure on:</u></b>					
Raising funds	8	1,096	-	-	1,096
Charitable activities	9	68,235	-	25,919	94,154
<b>Total resources expended</b>		69,331	-	25,919	95,250
<b>Net incoming resources before transfers</b>		(14,016)	-	780,917	766,901
Gross transfers between funds		14,675	21,622	(36,297)	-
<b>Net income for the year/ Net movement in funds</b>		659	21,622	744,620	766,901
Fund balances at 1 January 2019		206	35,452	8,130	43,788
<b>Fund balances at 31 December 2019</b>		865	57,074	752,750	810,689

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# 4YOUTH (SOUTH WEST)

## BALANCE SHEET

AS AT 31 DECEMBER 2020

	Notes	2020 £	£	2019 £	£
<b>Fixed assets</b>					
Tangible assets	14		785,957		791,074
<b>Current assets</b>					
Debtors	15	3,500		744	
Cash at bank and in hand		47,678		29,007	
		<u>51,178</u>		<u>29,751</u>	
<b>Creditors: amounts falling due within one year</b>	16	<u>(1,780)</u>		<u>(10,136)</u>	
Net current assets			49,398		19,615
<b>Total assets less current liabilities</b>			<u>835,355</u>		<u>810,689</u>
<b>Income funds</b>					
Restricted funds	17		778,874		752,750
Unrestricted funds - designated			53,713		57,074
Unrestricted funds - general			2,768		865
			<u>835,355</u>		<u>810,689</u>

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 December 2020.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Trustees on 22 September 2021

Mr J B Hubbard  
**Trustee**

**Company Registration No. 07871666**

# 4YOUTH (SOUTH WEST)

## NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

#### Charity information

4Youth (South West) is a private company limited by guarantee incorporated in England and Wales. The registered office is The Canberra Centre, 56a Spa Road, Melksham, Wiltshire, SN12 7NY, United Kingdom.

#### 1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's [governing document], the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

#### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

#### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

#### 1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.



# 4YOUTH (SOUTH WEST)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been satisfied under headings that aggregate all cost related to the category.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Assets are only capitalised if their value is more than £100.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	Not depreciated
Leasehold improvements	6.6% Straight line
Plant and equipment	33.33% Straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

The leasehold asset relates to the property that the charity occupies under a long lease, to use for charitable purposes. The land and buildings are owned by Wiltshire Council but the building is occupied, improved, extended and repaired by the charity. Therefore the building meets the definition of an asset under FRS102 'substance over form' concept and the land and buildings are included on the balance sheet of the charity as a long leasehold on this basis.

#### 1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

#### 1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

# 4YOUTH (SOUTH WEST)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

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### 1 Accounting policies

(Continued)

#### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

#### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

#### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

#### **1.10 Employee benefits**

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

#### **1.11 Retirement benefits**

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

### 2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

# 4YOUTH (SOUTH WEST)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

### 3 Donations and legacies

	Unrestricted funds general 2020 £	Unrestricted funds designated 2020 £	Restricted funds 2020 £	Total 2020 £	Unrestricted funds general 2019 £	Restricted funds 2019 £	Total 2019 £
Donations and gifts	3,128	-	-	3,128	3,181	-	3,181
Revenue grants	28,700	3,500	44,017	76,217	24,827	29,836	54,663
Membership fees	3,633	40	-	3,673	10,750	-	10,750
Donated goods and services	-	-	-	-	-	777,000	777,000
	<u>35,461</u>	<u>3,540</u>	<u>44,017</u>	<u>83,018</u>	<u>38,758</u>	<u>806,836</u>	<u>845,594</u>
<b>Grants receivable for core activities</b>							
LYN fundng	-	-	1,500	1,500	-	10,000	10,000
Melksham Area Board	-	-	-	-	-	7,500	7,500
Wiltshire police commissioner	-	-	9,805	9,805	-	-	-
Wiltshire County Council	8,000	-	1,500	9,500	-	2,636	2,636
Melksham Town Council	10,000	-	-	10,000	10,000	-	10,000
Melksham Without Grant	2,500	-	-	2,500	2,500	-	2,500
UK Youth	-	-	5,000	5,000	-	-	-
Wiltshire Community Foundation	-	3,500	16,310	19,810	-	-	-
Ian Mactaggart	-	-	-	-	1,000	-	1,000
Iwill Social Action Fund	-	-	4,902	4,902	-	-	-
Other	8,200	-	5,000	13,200	11,327	9,700	21,027
	<u>28,700</u>	<u>3,500</u>	<u>44,017</u>	<u>76,217</u>	<u>24,827</u>	<u>29,836</u>	<u>54,663</u>

# 4YOUTH (SOUTH WEST)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 4 Charitable activities

	<b>Charitable Income 2020 £</b>	<b>Charitable Income 2019 £</b>
Sales within charitable activities	3,196	11,412
Charitable rental income	4,700	3,245
	<u>7,896</u>	<u>14,657</u>

### 5 Other trading activities

	<b>Unrestricted funds general 2020 £</b>	<b>Unrestricted funds general 2019 £</b>
Fundraising events	<u>221</u>	<u>2,265</u>

### 6 Investments

	<b>Unrestricted funds general 2020 £</b>	<b>Unrestricted funds general 2019 £</b>
Interest receivable	<u>13</u>	<u>49</u>

### 7 Other income

	<b>Total 2020 £</b>	<b>Unrestricted funds general 2019 £</b>
Net gain on disposal of tangible fixed assets	<u>-</u>	<u>(414)</u>

# 4YOUTH (SOUTH WEST)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

### 8 Raising funds

	Unrestricted funds general 2020 £	Unrestricted funds general 2019 £
<u>Fundraising and publicity</u>		
Other fundraising costs	21	1,096
	<u>21</u>	<u>1,096</u>

### 9 Charitable activities

	Provision of youth services 2020 £	Provision of youth services 2019 £
Staff Costs	9,848	-
Youth awards	9,535	4,126
Grants expended	1,921	394
Motor expenses	-	240
Cost of goods for ancillary trading	2,166	6,818
	<u>23,470</u>	<u>11,578</u>
Share of support costs (see note 10)	41,469	80,586
Share of governance costs (see note 10)	1,522	1,990
	<u>66,461</u>	<u>94,154</u>
<b>Analysis by fund</b>		
Unrestricted funds - general	40,862	68,235
Unrestricted funds - designated	7,706	-
Restricted funds	17,893	25,919
	<u>66,461</u>	<u>94,154</u>

## 4YOUTH (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

#### 10 Support costs

	Support costs	Governance costs	2020	Support costs	Governance costs	2019
	£	£	£	£	£	£
Staff costs	17,932	-	17,932	46,323	-	46,323
Depreciation	5,922	-	5,922	5,896	-	5,896
Rent of office space including rates and heat	-	-	-	4,802	-	4,802
Premises repairs, renewals, maintenance and cleaning	9,921	-	9,921	9,986	-	9,986
Telephone, fax and internet	1,327	-	1,327	1,009	-	1,009
Printing, postage and stationery	377	-	377	441	-	441
Software licences and equipment expenses	3,509	-	3,509	2,374	-	2,374
Advertising, marketing and recruitment	301	-	301	868	-	868
Liability and contents insurance	1,777	-	1,777	1,776	-	1,776
Sundry expenses	203	-	203	6,665	-	6,665
Bank charges	67	-	67	81	-	81
Training and welfare-Staff	133	-	133	365	-	365
Independent examiner	-	1,464	1,464	-	1,010	1,010
Legal and professional	-	58	58	-	980	980
	<u>41,469</u>	<u>1,522</u>	<u>42,991</u>	<u>80,586</u>	<u>1,990</u>	<u>82,576</u>
Analysed between						
Charitable activities	<u>41,469</u>	<u>1,522</u>	<u>42,991</u>	<u>80,586</u>	<u>1,990</u>	<u>82,576</u>

Governance costs includes payments to the independent examiner of £1,464 (2019- £1,010) for independent examination and accountancy fees.

#### 11 Net movement in funds

	2020	2019
	£	£
Net movement in funds is stated after charging/(crediting)		
Fees payable to the company's auditor for the audit of the company's financial statements	1,464	1,010
Depreciation of owned tangible fixed assets	5,922	5,896
Loss on disposal of tangible fixed assets	-	414
	<u></u>	<u></u>

## 4YOUTH (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

#### 12 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

#### 13 Employees

The average monthly number of employees during the year was:

	2020 Number	2019 Number
	10	8
	<u>10</u>	<u>8</u>
<b>Employment costs</b>	<b>2020 £</b>	<b>2019 £</b>
Wages and salaries	27,743	45,357
Social security costs	-	966
Other pension costs	37	-
	<u>27,780</u>	<u>46,323</u>

#### 14 Tangible fixed assets

	Leasehold land and buildings £	Leasehold improvements £	Plant and equipment £	Total £
<b>Cost</b>				
At 1 January 2020	750,000	39,648	13,199	802,847
Additions	-	-	805	805
	<u>750,000</u>	<u>39,648</u>	<u>14,004</u>	<u>803,652</u>
At 31 December 2020	750,000	39,648	14,004	803,652
<b>Depreciation and impairment</b>				
At 1 January 2020	-	2,663	9,110	11,773
Depreciation charged in the year	-	2,643	3,279	5,922
	<u>-</u>	<u>5,306</u>	<u>12,389</u>	<u>17,695</u>
At 31 December 2020	-	5,306	12,389	17,695
<b>Carrying amount</b>				
At 31 December 2020	<u>750,000</u>	<u>34,342</u>	<u>1,615</u>	<u>785,957</u>
At 31 December 2019	<u>750,000</u>	<u>36,985</u>	<u>4,089</u>	<u>791,074</u>

## 4YOUTH (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 15 Debtors

	2020	2019
	£	£
Amounts falling due within one year:		
Trade debtors	3,500	744
	<u>          </u>	<u>          </u>

#### 16 Creditors: amounts falling due within one year

	2020	2019
	£	£
Other taxation and social security	132	558
Trade creditors	687	2,988
Other creditors	1	5,630
Accruals and deferred income	960	960
	<u>          </u>	<u>          </u>
	<u>1,780</u>	<u>10,136</u>



## 4YOUTH (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2020

#### 17 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				Movement in funds			
	Balance at 1 January 2019	Incoming resources	Resources expended	Transfers	Balance at 1 January 2020	Incoming resources	Resources expended	Balance at 31 December 2020
	£	£	£	£	£	£	£	£
Detached youth work	-	-	-	-	-	26,310	(8,067)	18,243
LYN Grant	5,000	5,000	(10,000)	-	-	-	-	-
Peer leader programme	-	-	-	-	-	4,902	(23)	4,879
Melksham area board	297	-	-	(297)	-	-	-	-
Wiltshire Police commissioner- Teen talk service	2,833	-	(2,833)	-	-	9,805	(9,645)	160
No Limits- SEND club	-	8,000	(5,250)	-	2,750	3,000	(158)	5,592
Thursday club	-	5,636	(5,636)	-	-	-	-	-
Money matters	-	2,200	(2,200)	-	-	-	-	-
Toilet refurbishment	-	36,000	-	(36,000)	-	-	-	-
Canberra Centre	-	750,000	-	-	750,000	-	-	750,000
	<u>8,130</u>	<u>806,836</u>	<u>(25,919)</u>	<u>(36,297)</u>	<u>752,750</u>	<u>44,017</u>	<u>(17,893)</u>	<u>778,874</u>

## 4YOUTH (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 DECEMBER 2020**

#### 18 Analysis of net assets between funds

	General fund 2020 £	Designated fund 2020 £	Restricted funds 2020 £	Total 2020 £	General fund 2019 £	Designated fund 2019 £	Restricted funds 2019 £	Total 2019 £
Fund balances at 31 December 2020 are represented by:								
Tangible assets	-	35,957	750,000	785,957	-	41,074	750,000	791,074
Current assets/(liabilities)	2,768	17,756	28,874	49,398	865	16,000	2,750	19,615
	<u>2,768</u>	<u>53,713</u>	<u>778,874</u>	<u>835,355</u>	<u>865</u>	<u>57,074</u>	<u>752,750</u>	<u>810,689</u>

## 4YOUTH (SOUTH WEST)

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2020

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#### 19 Related party transactions

##### Remuneration of key management personnel

The remuneration of key management personnel is as follows.

	2020 £	2019 £
Aggregate remuneration	-	28,500

The key management personal consists of the trustees and the youth work manager. The youth work manager position was vacant during the year.

There were no other disclosable related party transactions during the year.

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Melksham Town Council 2022-2023

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Bank Assembly Hall A/c

List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2023	Water2Business	DDR	225.08		Water rates - AH
03/02/2023	Tolchards	DDR	99.96		Bar stock
15/02/2023	Lloyds Bank: Fixed Term Depos	Investment	315,030.00		Investment - CIL/East
17/02/2023	Market Place Merchants	DDR	25.16		Till
17/02/2023	Tolchards	DDR	838.04		Bar stock
27/02/2023	United EPoS Solutions	3690	60.00		Software
27/02/2023	Paul Seemayer	3691	100.00		Lighting - Forbidden Nights
27/02/2023	PPL PRS Ltd	3692	6,123.75		PPL licence - 22/23
27/02/2023	The Publishing House	3693	163.80		Advert - AH
27/02/2023	Wired Publishing	3694	93.60		Advertising - AH
27/02/2023	Travis Perkins Trading Company	3695	11.77		Kiln dried timber
27/02/2023	Your Wiltshire	3696	36.00		Advertising - AH
28/02/2023	Hills Waste	DDR	391.97		Waste collection
Total Payments			323,199.13		

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Date: 02/05/2023

## Melksham Town Council 2022-2023

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## Unity Bank

## List of Payments made between 01/02/2023 and 28/02/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/02/2023	Worknest Ltd	307318885	11,484.00		Consultancy - Grievance
01/02/2023	Wellers Law Group	222223124	708.00		Claim - SG Manufacturing
01/02/2023	RC Carter	128266622	94.00		Hot dogs - Xmas Fayre
01/02/2023	The Rainy Day Trust	418773072	5.00		Step stool
01/02/2023	Place Studio Ltd	586297330	1,980.00		NHP - Masterplan consultation
01/02/2023	National Allotment Society	781262444	66.00		Annual subscription
01/02/2023	MJ Elmes Electrical Services	282409444	166.50		Defib installation
01/02/2023	Melksham Groundcare Machinery	581393990	426.02		Service - John Deere
01/02/2023	Landford Trees	429907849	469.27		Trees - Jubilee
01/02/2023	J. H. Jones & Sons	14314134	780.00		Grasscutting - KGV
01/02/2023	The MOT Centre & The Garage on	807876372	40.00		MOT - Berlingo
01/02/2023	Mulberry & Co	277695255	566.82		Internal audit
01/02/2023	Danfo (UK) Ltd	1378448	3,384.00		BR toilets - Engineer work
01/02/2023	bta architects	335104805	1,759.56		Architects - East of Melksham
01/02/2023	Boels Rental Ltd	11087750	135.60		Barriers - Xmas Fayre
01/02/2023	AquaAid Southcoast	378500*4	48.00		Water machine
01/02/2023	Wiltshire Council	702627521	489.25		Pest control - BR toilets
01/02/2023	Wiltshire Publications Ltd	538568678	2,379.00		Advertising
01/02/2023	Vysion Ltd	703774560	290.46		Back-up services
01/02/2023	T H White Installation Ltd	719847010	94.99		Service - intruder alarm TH
01/02/2023	Trade UK	944509874	164.45		Key safe
01/02/2023	Rialtas Business Solutions Ltd	611336062	868.98		Annula subs - Tax & Vat pkge
01/02/2023	Microshade Business Consultant	598184243	917.70		Accounting support - Dec 22
01/02/2023	Melksham Tyre Supplies	883595955	386.40		Tyres - Hi Lux
01/02/2023	Michael Edwards Consultants Lt	803853983	1,800.00		Storage building - KGV
01/02/2023	Avon IT systems	298333463	717.60		Hardware/software support
01/02/2023	Houseman Environmental Ltd	26592529	570.00		Water hygiene
01/02/2023	Linda De Santiz	779009206	1,200.00		Honoraria
01/02/2023	Water2Business	DDR	53.61		Water rates - Allots Dorset
01/02/2023	Water2Business	DDR	41.37		Water rates - Allots Addison
01/02/2023	Alzheimers Support	BACS	1,680.00		Grant
01/02/2023	M. Rolph	BACS	78.88		Stamps
01/02/2023	K. Farrow	BACS	49.41		Bar stock
01/02/2023	Gompels	BACS	95.10		Parking Red - Dec 22
01/02/2023	Water2Business	DDR	204.88		Water rates - Mkt Plots
01/02/2023	British Gas	DDR	84.51		Electricity - Pavilion
03/02/2023	British Gas	DDR	1,967.73		Gas - TH
06/02/2023	Southern Electric	BACS	1,411.42		KGV - Lighting project
08/02/2023	Enterprise	BACS	562.90		Van lease
10/02/2023	British Gas	DDR	133.91	Mkt Pl Toilets	Electricity
13/02/2023	Daisy Communications	DDR	35.98		Wifi - Pavilion
14/02/2023	Office Evolution	DDR	82.14		Photocopying
14/02/2023	WPF	DDR	8,459.28		Pensions
14/02/2023	Office Evolution	DDR	40.78		Wireless desktop
14/02/2023	Mainstream	DDR	372.48		Phones
14/02/2023	Mainstream	DDR	37.96		Phones
14/02/2023	Mainstream	DDR	34.43		Phones

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## Melksham Town Council 2022-2023

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## Unity Bank

## List of Payments made between 01/02/2023 and 28/02/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/02/2023	Fuel Genie	DDR	368.04		Fuel
16/02/2023	Lloyds Bank	DDR	1,855.78		Debit card
16/02/2023	Lloyds Bank	DDR	116.00		Debit card
17/02/2023	West Mercia Energy	DDR	189.93		Electricity - BR/Pavilion
17/02/2023	Bank Assembly Hall A/c	CiL - East	100,000.00		Replace CiL deposit
20/02/2023	Wiltshire Council	DDR	26,193.56		Salaries
20/02/2023	Oakwood	DDR	135.00		Container
20/02/2023	Bank Assembly Hall A/c	CiL - East	50,000.00		Replace CiL deposit
21/02/2023	RG Distributors	BACS	1,287.97		Dishwasher - AH
21/02/2023	British Gas	DDR	2,157.37		Electricity - AH
21/02/2023	British Gas	DDR	479.04		Electricity - TH
21/02/2023	Bank Assembly Hall A/c	CiL - East	100,000.00		Replace CiL deposit
22/02/2023	HMRC	DDR	9,137.98		PAYE/NI
22/02/2023	Bank Assembly Hall A/c	CiL - East	65,030.00		Replace CiL deposit
24/02/2023	EE	DDR	147.96		Mobile phones
24/02/2023	West Mercia Energy	DDR	25.29		Electricity - Pavilion
27/02/2023	Redhorn Holdings	DDR	1,234.99		Rent - Unit (Feb)
28/02/2023	Enterprise	DDR	632.40		Van lease
<b>Total Payments</b>			<u>406,409.68</u>		



Date: 02/05/2023

## Melksham Town Council 2022-2023

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## Unity Bank

## List of Payments made between 01/03/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/03/2023	Water2business	01032023	204.93		Water rates - Bow erhill Unit
02/03/2023	Lloyds Bank	DDR	141.55		Debit card
02/03/2023	Lloyds Bank	DDR	3,405.23		Debit card
02/03/2023	Zen International Ltd	02032023	20.40		Wifi - Art House
02/03/2023	British Gas	02032023/1	4,193.09		Electricity - Bowerhill Unit
03/03/2023	Wellers Law Group	165646216	2,402.30		Claim - SG Manufacturing
03/03/2023	Place Studio Ltd	94424352	4,315.98		NHP - support
03/03/2023	Martin Pickard	62891577	500.00		QS services - East of Melksham
03/03/2023	Microsoft	861902336	208.04		Online services
03/03/2023	Melksham Groundcare Machinery	834152510	383.33		Service - Honda Izy
03/03/2023	J. H. Jones & Sons	998885808	1,560.00		Grasscutting - KGV
03/03/2023	Industrial Door & Gate Solutio	84100329	3,665.96		Transom - BR Toilets
03/03/2023	The MOT Centre & The Garage on	579178058	354.00		Repairs - VW
03/03/2023	Boels Rental Ltd	942362769	610.68		Hire - dryers
03/03/2023	BJP Consulting Group Ltd	686371701	4,299.60		KGV lighting project
03/03/2023	1st Call Skip Hire	80335797	1,110.96		Skip hire - KGV
03/03/2023	Wiltshire Publications Ltd	167480083	138.60		Advert - AH
03/03/2023	Travis Perkins Trading Company	370681990	57.84		Loop bulk bag
03/03/2023	T H White Installation Ltd	357802826	232.80		Repairs - alarm Roundhouse
03/03/2023	Stannah Lift Services Ltd	681824986	489.47		Service - lift
03/03/2023	Microshade Business Consultant	63282393	947.70		Hosting services
03/03/2023	IDverde Limited	911640767	1,341.94		Cleaning - Mkt Pl toilets
03/03/2023	JS Removals Services	BACS	354.00		Asbestos removal - WC allotmt
03/03/2023	K. Farrow	BACS	7.10		Bar stock
03/03/2023	L. Roberts	BACS	36.00		NHP - champagne
03/03/2023	S. Land	BACS	136.71		Cleaning/bar/refs
03/03/2023	James Hallam Council Guard	34070837	819.00		Insurance - firew orks cover
06/03/2023	4Youth (SW)	300023	99.70		Mayor's Charity 2022
08/03/2023	Enterprise Flex-E-Rent	08032023	1,134.10		Van lease
14/03/2023	WPF	DDR	8,598.98		Pensions
14/03/2023	Mainstream Digital	14032023	157.49		Phones
14/03/2023	Office Evolution Ltd	14032023/1	152.24		Photocopying
16/03/2023	Daisy Communications	16032023	35.98		Wifi - Pavilion
16/03/2023	West Mercia Energy	16032023/1	369.17		Electricity
16/03/2023	Fuel Genie	16032023/2	217.61		Fuel
20/03/2023	Wiltshire Council	DDR	26,244.07		Salaries
20/03/2023	Oakw ood	20032023	135.00		Container storage
22/03/2023	HMRC	DDR	9,133.07		PAYE/NI
22/03/2023	DEC Ukraine Appeal	300024	99.70		Mayor's Charity 2022
27/03/2023	EE	27032023	147.96		Mobile phones
27/03/2023	Redhorn Holdings Ltd	27032023/1	1,234.99		Rent - Bow erhill Apr 23
29/03/2023	IDverde Limited	712175726	1,341.94		Cleaning - Mkt Pl loos - March
29/03/2023	Microshade Business Consultant	515258271	227.70		Hosting services
29/03/2023	New squest Media Group	827863687	628.80		Advert - Committee Clerk
29/03/2023	Redhorn Holdings Ltd	252470349	360.00		Insurance - Bow erhill Unit
29/03/2023	Rialtas Business Solutions Ltd	493198510	274.32		Allotments softw are - renew al
29/03/2023	Trade UK	254778759	87.47		Flashlight torch

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## Melksham Town Council 2022-2023

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## Unity Bank

## List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/03/2023	S J Aplin Playgrounds Ltd	249732414	5,853.60		Sw ing
29/03/2023	SLCC Enterprises Ltd	235091777	488.00		Membership - LR
29/03/2023	Stannah Lift Services Ltd	824941488	533.52		Lift - service
29/03/2023	Travis Perkins Trading Company	433163980	55.87		Compression coupler
29/03/2023	Wiltshire Council	346737713	970.96		Payroll - Jan-Mar 2023
29/03/2023	1st Choice Skips Ltd	812766116	500.00		Skip hire & removal
29/03/2023	Aquam Water Services Ltd	232321129	810.00		Standpipe - Mkt Pl
29/03/2023	Bathe & North East Somerset Co	874384980	6,980.46		Hanging baskets - Yr 3
29/03/2023	Danfo (UK) Ltd	189932785	420.00		Sink repairs - BR toilets
29/03/2023	S. Flippance Carpentry	54966407	147.00		Door - Pavilion
29/03/2023	Pitbitz Ltd	503481565	1,730.94		Gazebos
29/03/2023	D&M Gompels Ltd	611306378	178.80		Parking redemption
29/03/2023	James Hallam Council Guard	204917933	118.59		PO 5213 refers
29/03/2023	Hargreaves Plastering	708019888	460.00		Plastering - Pavilion
29/03/2023	Industrial Door & Gate Solutio	603988371	1,492.66		Gates - Bath Rd Store
29/03/2023	J. H. Jones & Sons	40602921	1,146.00		Grasscutting - WMF
29/03/2023	Microsoft	555180971	222.00		Online services
29/03/2023	MJ Elmes Electrical Services	153010758	324.48		Electrical repairs - Pavilion
29/03/2023	Padfield Porkies	881830236	932.00		Hogroast - Mayor's Recep
29/03/2023	Paul Hulbert	694648812	350.00		Window cleaning
29/03/2023	R. B. Poolman Ltd	269365467	9,454.80		Boilers - TH
29/03/2023	Right Directions (Management)	34952708	1,194.00		H&S package - annual
29/03/2023	Structural Solutions Managemen	981444467	600.00		Structural report - RdHouse
29/03/2023	Miriam Zaccarelli	842672756	462.22		Jubilee - megaphone
29/03/2023	Wiltshire Publications Ltd	289083163	933.91		Various adverts
29/03/2023	T H White Installation Ltd	683568688	457.94		Service - Fire alarm Art Hse
30/03/2023	James Hallam	521395956/	70.00		Insurance
30/03/2023	Zen International Ltd	30032023	20.40		Wifi - Art House
31/03/2023	Good New s Church	BACS	800.00		Grant
31/03/2023	Melksham 60 Plus	BACS	1,000.00		Grant
31/03/2023	Riverside Club	BACS	1,000.00		Grant
31/03/2023	Read Easy	BACS	500.00		Grant
31/03/2023	Melksham WI	BACS	200.00		Grant
31/03/2023	Melksham RFU	BACS	1,000.00		Grant
31/03/2023	Melksham Lions Club	BACS	708.57		Grant
31/03/2023	Help Counselling	BACS	338.00		Grant
31/03/2023	Group 5	BACS	1,000.00		Grant
31/03/2023	Celebrating Age	BACS	1,000.00		Grant
31/03/2023	Carer Support	BACS	958.00		Grant
31/03/2023	BRAG	BACS	350.00		Grant
31/03/2023	All Yours Period	BACS	240.00		Grant
31/03/2023	Adventure Centre	BACS	1,000.00		Grant
31/03/2023	Unity Bank	BACS	7.20		Handling charges
31/03/2023	Unity Bank	BACS	66.90		Service charge
<b>Total Payments</b>			<u>129,694.32</u>		

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## Melksham Town Council 2022-2023

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## Bank Assembly Hall A/c

## List of Payments made between 01/03/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2023	Water2business	01032023	200.85		Water rates - AH
17/03/2023	Market Place Merchants	17032023	25.16		Card machine
20/03/2023	Rentokil Initial	20032023	329.17		Pest control
24/03/2023	Wiltshire Publications Ltd	3708	138.60		Advertising - AH
24/03/2023	Your Wiltshire	3709	36.00		Advertising - AH
24/03/2023	Bailey Employment Services Ltd	3698	164.26		Cleaner
24/03/2023	Comax UK Ltd	3699	417.94		Cleaning items
24/03/2023	United EPoS Solutions	3700	60.00		Softw are
24/03/2023	Hunt Management Solutions	3701	156.00		Stocktake
24/03/2023	Motion Picture Licensing Compa	3702	288.58		Umbrella licence
24/03/2023	Paul Seemayer	3703	150.00		Lighting - Robbie Williams
24/03/2023	The Publishing House	3704	163.80		Advertising - AH
24/03/2023	Wired Publishing	3705	93.60		Advertising - AH
24/03/2023	Prosec Consultancy Ltd	3706	360.00		Security - 17th March
24/03/2023	T H White Installation Ltd	3707	335.94		Service - Fire alarm AH
24/03/2023	Tolchards Ltd	24032023	2,034.57		Bar stock
31/03/2023	Tolchards Ltd	31032023	947.94		Bar stock
31/03/2023	Hills Waste	M43560A	521.89		Waste collection
<b>Total Payments</b>			<u>6,424.30</u>		

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Melksham Town Council 2022-2023

Cashbook 9

Petty Cash

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User: MEL

For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		385.58				385.58	
Cash	Banked: 01/02/2023	18.00					
Cash	G. Delves	18.00			1016 115	18.00	Mayor's Reception
Cash	Banked: 01/02/2023	18.00					
Cash	M. Zicarelli	18.00			1016 115	18.00	Mayor's Reception
Cash	Banked: 01/02/2023	18.00					
Cash	J. Crundell	18.00			1016 115	18.00	Mayor's Reception
Cash	Banked: 01/02/2023	18.00					
Cash	T. Welch	18.00			1016 115	18.00	Mayor's Reception
DC2	Banked: 22/02/2023	40.00					
DC2	Cleverley	40.00			1045 203	40.00	Allotment rent
ME40	Banked: 22/02/2023	20.00					
ME40	Clark	20.00			1045 203	20.00	Allotment rent
SB17	Banked: 28/02/2023	40.00					
SB17	Tunny	40.00			1045 203	40.00	Allotment rent
SB16	Banked: 28/02/2023	40.00					
SB16	Hinton	40.00			1045 203	40.00	Allotment rent
SB11B	Banked: 28/02/2023	20.00					
SB11B	Ponting	20.00			1045 203	20.00	Allotment rent
Total Receipts for Month		232.00	0.00	0.00		232.00	
Cashbook Totals		617.58	0.00	0.00		617.58	

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## Melksham Town Council 2022-2023

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Cashbook 9

User: MEL

Petty Cash

For Month No: 11

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/02/2023	Hale Vets	TRANS	20.00			4354 403	20.00	Parking redemption
09/02/2023	G. Delves	TRANS	7.70			4061 101	7.70	Refreshments
24/02/2023	P. Clover	TRANS	10.88			4028 101	10.88	Stamps
25/02/2023	H. Davies	TRANS	10.36		1.73	4163 202	8.63	Phone box - tape
25/02/2023	G. Delves	TRANS	16.00			4078 302	16.00	Phone box - refs
28/02/2023	M. Zicarelli	TRANS	11.30			4061 101	11.30	Mtg refs
<b>Total Payments for Month</b>			76.24	0.00	1.73		74.51	
<b>Balance Carried Fwd</b>			541.34					
<b>Cashbook Totals</b>			617.58	0.00	1.73		615.85	

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Petty Cash

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		541.34				541.34	
AA68A	Banked: 01/03/2023	20.00					
AA68A	Palmer	20.00			1045 203	20.00	Allotment rent
SB5A	Banked: 01/03/2023	20.00					
SB5A	Forw ard - Pow ell	20.00			1045 203	20.00	Allotment rent
ME22	Banked: 01/03/2023	40.00					
ME22	White	40.00			1045 203	40.00	Allotment rent
ME3A/4A	Banked: 01/03/2023	40.00					
ME3A/4A	Quinney	40.00			1045 203	40.00	Allotment rent
AR2	Banked: 01/03/2023	40.00					
AR2	Houghton	40.00			1045 203	40.00	Allotment rent
Cash	Banked: 01/03/2023	36.00					
Cash	Lew is	36.00			1016 115	36.00	Mayor's Reception
Cash	Banked: 01/03/2023	20.00					
Cash	Braine	20.00			1000 501	20.00	Room hire - Craft Fayre
Total Receipts for Month		216.00	0.00	0.00		216.00	
Cashbook Totals		757.34	0.00	0.00		757.34	

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## Melksham Town Council 2022-2023

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## Cashbook 9

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## Petty Cash

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/02/2023	B. Burry	TRANS	8.75		1.46	4903 520	7.29	Bar stock
01/03/2023	Hall	CASH	40.00			1045 203	40.00	Refund - duplicate allotmt
01/03/2023	Passmore	TNSFR	20.00			1045 203	20.00	Refund - duplicate allotment
07/03/2023	S. Land	TRANS	23.99			4061 101	23.99	Refs
11/03/2023	S. Land	TRANS	4.67			4061 101	4.67	Refs
13/03/2023	S. Land	TRANS	3.50			4061 101	3.50	Refs
17/03/2023	S. Land	TRANS	10.27		1.71	4901 520	8.56	Easter items - AH
17/03/2023	M. Zaccarelli	TRANS	120.00			4085 115	120.00	Frame/engraving
18/03/2023	S. Land	TRANS	195.73		32.62	4903 520	163.11	Bar stock
22/03/2023	K. Farrow	TRANS	16.30			4907 501	13.00	Batteries
						4901 520	3.30	Catering
27/03/2023	M. Zaccarelli	TRANS	35.55			4028 101	15.20	Stamps
						4901 520	17.00	AH - catering items
						4061 101	3.35	Refs
27/03/2023	M. Rolph	TRANS	25.00			4076 110	25.00	Eyetest
29/03/2023	S. Land	TRANS	23.15			4021 101	5.85	Cards
						4061 101	17.30	Refs
Total Payments for Month			526.91	0.00	35.79		491.12	
Balance Carried Fwd			230.43					
Cashbook Totals			757.34	0.00	35.79		721.55	



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**Melksham Town Council Current Year**

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**Detailed Income & Expenditure by Budget Heading 31/03/2023**

**Month No: 12**

**Committee Report**

## Finance, Admin & Performance

### 101 Central Costs

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Salaries ENI & Pension	19,816	257,932	225,000	(32,932)		(32,932)	114.6%
4021 Stationery	445	1,071	2,750	1,679		1,679	39.0%
4023 Advertising	1,101	1,443	1,750	307		307	82.4%
4024 Equipment/furniture	0	29	3,000	2,971		2,971	1.0%
4026 Photocopier/copying	127	1,636	1,200	(436)		(436)	136.4%
4027 Telephones and Mobiles	131	2,437	3,000	563		563	81.2%
4028 Postage	15	272	400	128		128	68.1%
4029 Subscriptions	1,459	3,498	4,000	502		502	87.4%
4040 Information Technology/Hardware	412	11,838	17,500	5,662		5,662	67.6%
4042 Licences/Software	281	9,628	4,500	(5,128)		(5,128)	214.0%
4050 Legal	0	3,117	0	(3,117)		(3,117)	0.0%
4058 Insurance	70	36,317	9,750	(26,567)		(26,567)	372.5%
4061 Travel	119	496	500	4		4	99.2%
4075 Training	280	3,293	5,000	1,707		1,707	65.9%
Central Costs :- Indirect Expenditure	<b>24,255</b>	<b>333,008</b>	<b>278,350</b>	<b>(54,658)</b>	<b>0</b>	<b>(54,658)</b>	<b>119.6%</b>

**Net Expenditure**      **(24,255)**      **(333,008)**      **(278,350)**      **54,658**

### 110 Corporate Costs

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	83	416	500	84		84	83.2%
4043 HR consultancy	0	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	0	8,947	12,000	3,053		3,053	74.6%
4076 Health & Safety	1,020	1,020	2,500	1,480		1,480	40.8%
Corporate Costs :- Indirect Expenditure	<b>1,103</b>	<b>37,320</b>	<b>20,500</b>	<b>(16,820)</b>	<b>0</b>	<b>(16,820)</b>	<b>182.0%</b>

**Net Income over Expenditure**      **(1,103)**      **928,884**      **945,704**      **16,820**

### 115 Civic and Democratic

1016 Receipts - Mayors Reception	291	898	0	(898)			0.0%
Civic and Democratic :- Income	<b>291</b>	<b>898</b>	<b>0</b>	<b>(898)</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%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4085 Civic and Ceremonial	1,946	6,110	2,500	(3,610)		(3,610)	244.4%
4311 Remembrance Day	0	788	2,000	1,212		1,212	39.4%
Civic and Democratic :- Indirect Expenditure	<b>1,946</b>	<b>8,651</b>	<b>9,800</b>	<b>1,149</b>	<b>0</b>	<b>1,149</b>	<b>88.3%</b>

<b>Net Income over Expenditure</b>	<b>(1,656)</b>	<b>(7,753)</b>	<b>(9,800)</b>	<b>(2,047)</b>
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<b>151 Grants</b>							
4301 Grants	10,095	23,996	25,000	1,004		1,004	96.0%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	2,500	2,500	0		0	100.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	<b>10,095</b>	<b>58,496</b>	<b>62,500</b>	<b>4,004</b>	<b>0</b>	<b>4,004</b>	<b>93.6%</b>

<b>Net Expenditure</b>	<b>(10,095)</b>	<b>(58,496)</b>	<b>(62,500)</b>	<b>(4,004)</b>
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Finance, Admin & Performance :- Income	<b>291</b>	<b>967,102</b>	<b>966,204</b>	<b>(898)</b>			<b>100.1%</b>
Expenditure	<b>37,399</b>	<b>437,475</b>	<b>371,150</b>	<b>(66,325)</b>	<b>0</b>	<b>(66,325)</b>	<b>117.9%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(37,108)</b>	<b>529,627</b>					

**Asset Management & Amenities**

<b>201 Town Hall</b>							
1034 Income Town Hall Bookings	1,930	3,385	1,000	(2,385)			338.5%
Town Hall :- Income	<b>1,930</b>	<b>3,385</b>	<b>1,000</b>	<b>(2,385)</b>			<b>338.5%</b>
4100 Gas	1,187	5,219	4,667	(552)		(552)	111.8%
4101 Electricity	362	4,409	3,334	(1,075)		(1,075)	132.2%
4102 Non Domestic Rates	0	9,356	10,000	644		644	93.6%
4103 Water Rates	0	1,486	1,800	314		314	82.5%
4104 Window Cleaning	0	1,420	1,600	180		180	88.8%
4106 Repairs and Maintenance	7,879	11,666	6,000	(5,666)		(5,666)	194.4%
4108 Service Contracts	730	6,101	10,240	4,139		4,139	59.6%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	<b>10,158</b>	<b>39,657</b>	<b>38,841</b>	<b>(816)</b>	<b>0</b>	<b>(816)</b>	<b>102.1%</b>
<b>Net Income over Expenditure</b>	<b>(8,228)</b>	<b>(36,272)</b>	<b>(37,841)</b>	<b>(1,569)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>202 Asset and Amenities</b>							
1027 Income - Amenity Services	0	2,450	4,000	1,550			61.3%
1950 Sale of Assets	156	1,340	0	(1,340)			0.0%
Asset and Amenities :- Income	<b>156</b>	<b>3,790</b>	<b>4,000</b>	<b>210</b>			<b>94.8%</b>
4000 Salaries ENI & Pension	18,464	243,137	225,000	(18,137)		(18,137)	108.1%
4027 Telephones and Mobiles	123	1,721	1,800	79		79	95.6%
4108 Service Contracts	0	1,822	0	(1,822)		(1,822)	0.0%
4150 Uniform/PPE	52	890	2,400	1,510		1,510	37.1%
4151 Tools and Equipment	474	1,407	4,000	2,593		2,593	35.2%
4153 Vehicle Running Costs	(717)	5,137	7,000	1,863		1,863	73.4%
4156 Vehicle Leasing	945	11,834	13,000	1,166		1,166	91.0%
4163 Repairs and Maintenance	0	3,573	12,000	8,427		8,427	29.8%
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	0	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>19,341</b>	<b>275,210</b>	<b>281,144</b>	<b>5,934</b>	<b>0</b>	<b>5,934</b>	<b>97.9%</b>
<b>Net Income over Expenditure</b>	<b>(19,185)</b>	<b>(271,420)</b>	<b>(277,144)</b>	<b>(5,724)</b>			
<b>203 Allotments</b>							
1045 Income Allotments	1,490	4,440	5,000	560			88.8%
Allotments :- Income	<b>1,490</b>	<b>4,440</b>	<b>5,000</b>	<b>560</b>			<b>88.8%</b>
4200 Water Rates - Allotments	0	538	1,800	1,262		1,262	29.9%
4201 Maintenance - Allotments	295	367	1,000	633		633	36.7%
Allotments :- Indirect Expenditure	<b>295</b>	<b>905</b>	<b>2,800</b>	<b>1,895</b>	<b>0</b>	<b>1,895</b>	<b>32.3%</b>
<b>Net Income over Expenditure</b>	<b>1,195</b>	<b>3,535</b>	<b>2,200</b>	<b>(1,335)</b>			
<b>204 Pavilion and Car Park</b>							
1046 Income - Pavilion	46	2,628	1,500	(1,128)			175.2%
Pavilion and Car Park :- Income	<b>46</b>	<b>2,628</b>	<b>1,500</b>	<b>(1,128)</b>			<b>175.2%</b>
4250 Telephone - Pavilion	30	366	300	(66)		(66)	122.1%
4252 Electricity	1,156	(4,901)	2,300	7,201		7,201	(213.1%)
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	1,407	5,964	2,000	(3,964)		(3,964)	298.2%
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%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4260 Non Domestic Rates - Car Park	0	(1,233)	2,000	3,233		3,233	(61.6%)
4261 Building Condition Reps Works	0	116	0	(116)		(116)	0.0%
Pavilion and Car Park :- Indirect Expenditure	<b>2,592</b>	<b>808</b>	<b>12,250</b>	<b>11,442</b>	<b>0</b>	<b>11,442</b>	<b>6.6%</b>
<b>Net Income over Expenditure</b>	<b>(2,547)</b>	<b>1,820</b>	<b>(10,750)</b>	<b>(12,570)</b>			
<u>205 Public Toilets - Market Place</u>							
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	503	6,420	15,000	8,580		8,580	42.8%
4185 Electricity supply: Toilets	601	2,022	2,133	111		111	94.8%
4913 Water	0	(913)	2,500	3,413		3,413	(36.5%)
Public Toilets - Market Place :- Indirect Expenditure	<b>1,105</b>	<b>8,327</b>	<b>21,633</b>	<b>13,306</b>	<b>0</b>	<b>13,306</b>	<b>38.5%</b>
<b>Net Income over Expenditure</b>	<b>(1,105)</b>	<b>(8,327)</b>	<b>(14,133)</b>	<b>(5,806)</b>			
<u>206 Public Toilets - Bath Road</u>							
4106 Repairs and Maintenance	350	1,857	0	(1,857)		(1,857)	0.0%
4180 Cleaning	615	4,305	0	(4,305)		(4,305)	0.0%
4185 Electricity supply: Toilets	0	605	0	(605)		(605)	0.0%
Public Toilets - Bath Road :- Indirect Expenditure	<b>965</b>	<b>6,766</b>	<b>0</b>	<b>(6,766)</b>	<b>0</b>	<b>(6,766)</b>	
<b>Net Expenditure</b>	<b>(965)</b>	<b>(6,766)</b>	<b>0</b>	<b>6,766</b>			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	1,417	6,417	6,900	483			93.0%
1048 Income Art House Cafe	(500)	6,000	6,000	0			100.0%
Corporate Properties :- Income	<b>917</b>	<b>12,417</b>	<b>12,900</b>	<b>483</b>			<b>96.3%</b>
4175 Costs Art House Cafe	130	740	1,000	260		260	74.0%
4178 Costs Roundhouse	19	1,033	4,000	2,967		2,967	25.8%
4191 Costs 31 Market Place	0	485	500	15		15	97.0%
4810 Vat Adjustment Prior Year	493	493	0	(493)		(493)	0.0%
Corporate Properties :- Indirect Expenditure	<b>642</b>	<b>2,751</b>	<b>5,500</b>	<b>2,749</b>	<b>0</b>	<b>2,749</b>	<b>50.0%</b>
<b>Net Income over Expenditure</b>	<b>275</b>	<b>9,665</b>	<b>7,400</b>	<b>(2,265)</b>			
<u>211 Art House Cafe</u>							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	<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>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<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	28	178	250	73		73	71.0%
4106 Repairs and Maintenance	0	155	1,500	1,345		1,345	10.3%
4159 Electric - Unit	153	963	2,400	1,437		1,437	40.1%
4160 Leasing	1,329	18,150	10,850	(7,300)		(7,300)	167.3%
4161 Rates-Unit at Bowerhill	0	2,065	2,472	407		407	83.6%
4184 Fire security: Unit	0	88	300	212		212	29.3%
Depot :- Indirect Expenditure	<b>1,509</b>	<b>21,829</b>	<b>17,772</b>	<b>(4,057)</b>	<b>0</b>	<b>(4,057)</b>	<b>122.8%</b>
<b>Net Expenditure</b>	<b>(1,509)</b>	<b>(21,829)</b>	<b>(17,772)</b>	<b>4,057</b>			
<b>220 Play Areas and Open Spaces</b>							
4157 Grasscutting	1,605	16,060	18,000	1,940		1,940	89.2%
4158 Replacement Play Equipment	0	9,821	50,000	40,179		40,179	19.6%
4165 Maintenance play areas	1,428	7,001	5,000	(2,001)		(2,001)	140.0%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	995	1,390	1,100	(290)		(290)	126.3%
Play Areas and Open Spaces :- Indirect Expenditure	<b>4,028</b>	<b>34,272</b>	<b>89,100</b>	<b>54,828</b>	<b>0</b>	<b>54,828</b>	<b>38.5%</b>
<b>Net Expenditure</b>	<b>(4,028)</b>	<b>(34,272)</b>	<b>(89,100)</b>	<b>(54,828)</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	0	2,174	0	(2,174)		(2,174)	0.0%
4199 Chemicals	2,461	6,793	10,000	3,207		3,207	67.9%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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>2,461</b>	<b>12,632</b>	<b>17,200</b>	<b>4,568</b>	<b>0</b>	<b>4,568</b>	<b>73.4%</b>
<b>Net Expenditure</b>	<b>(2,461)</b>	<b>(12,632)</b>	<b>(17,200)</b>	<b>(4,568)</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>4,538</b>	<b>70,850</b>	<b>70,520</b>	<b>(330)</b>			<b>100.5%</b>
Expenditure	<b>43,095</b>	<b>403,157</b>	<b>528,400</b>	<b>125,243</b>	<b>0</b>	<b>125,243</b>	<b>76.3%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(38,557)</b>	<b>(332,307)</b>					
<b>Community Development</b>							
<b>302 Projects</b>							
1050 Grants Received	20,000	31,839	0	(31,839)			0.0%
1174 Christmas Income	800	2,642	0	(2,642)			0.0%
Projects :- Income	<b>20,800</b>	<b>34,481</b>	<b>0</b>	<b>(34,481)</b>			
4073 Environmental Projects	110	2,513	1,000	(1,513)		(1,513)	251.3%
4074 Neighbourhood Plan	2,924	23,764	5,000	(18,764)		(18,764)	475.3%
4078 Community Projects	0	16	1,000	984		984	1.6%
4080 Melksham in Bloom Competition	0	502	1,000	498		498	50.2%
4081 Melksham Art Project	0	110	2,000	1,890		1,890	5.5%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
4304 Switch on Event	243	10,711	1,500	(9,211)		(9,211)	714.1%
Projects :- Indirect Expenditure	<b>3,277</b>	<b>37,617</b>	<b>12,700</b>	<b>(24,917)</b>	<b>0</b>	<b>(24,917)</b>	<b>296.2%</b>
<b>Net Income over Expenditure</b>	<b>17,523</b>	<b>(3,136)</b>	<b>(12,700)</b>	<b>(9,564)</b>			
<b>310 East Melksham Community Hall</b>							
4050 Legal	0	500	1,000	500		500	50.0%
East Melksham Community Hall :- Indirect Expenditure	<b>0</b>	<b>500</b>	<b>1,000</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>50.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(500)</b>	<b>(1,000)</b>	<b>(500)</b>			
Community Development :- Income	<b>20,800</b>	<b>34,481</b>	<b>0</b>	<b>(34,481)</b>			<b>0.0%</b>
Expenditure	<b>3,277</b>	<b>38,117</b>	<b>13,700</b>	<b>(24,417)</b>	<b>0</b>	<b>(24,417)</b>	<b>278.2%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>17,523</b>	<b>(3,636)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

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	752	9,484	10,000	516		516	94.8%
4086 Makers Market	1,442	1,442	0	(1,442)		(1,442)	0.0%
4308 CCTV	0	2,448	12,500	10,052		10,052	19.6%
4309 Newsletter	0	4,332	4,000	(332)		(332)	108.3%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	289	875	1,500	625		625	58.3%
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>2,484</b>	<b>19,989</b>	<b>53,250</b>	<b>33,261</b>	<b>0</b>	<b>33,261</b>	<b>37.5%</b>
<b>Net Income over Expenditure</b>	<b>(2,484)</b>	<b>(16,618)</b>	<b>(52,250)</b>	<b>(35,632)</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>2,484</b>	<b>19,989</b>	<b>53,250</b>	<b>33,261</b>	<b>0</b>	<b>33,261</b>	<b>37.5%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>(2,484)</b>	<b>(16,618)</b>					

**Assembly Hall**

501 <u>Assembly Hall Central Costs</u>							
1000 Income-Assembly Hall Lettings	3,769	24,153	38,000	13,847			63.6%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	<b>3,769</b>	<b>24,183</b>	<b>38,000</b>	<b>13,817</b>			<b>63.6%</b>
4000 Salaries ENI & Pension	6,581	79,193	78,000	(1,193)		(1,193)	101.5%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	172	1,527	700	(827)		(827)	218.1%
4907 Stationery/Printing/Postage	13	135	600	465		465	22.5%
4909 Licences	0	7,135	3,600	(3,535)	3,500	(7,035)	295.4%
4911 Electricity	1,733	16,935	13,200	(3,735)		(3,735)	128.3%
4912 Gas	13	276	1,000	724		724	27.6%
4913 Water	201	2,649	2,400	(249)		(249)	110.4%
4914 Rates	0	8,608	9,000	392		392	95.6%
4915 Equipment	0	717	0	(717)		(717)	0.0%
4916 Maintenance-Equipment	879	4,829	10,000	5,171		5,171	48.3%

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4917 Service Contracts	1,010	11,264	7,200	(4,064)		(4,064)	156.4%
4918 Maintenance	0	1,834	12,000	10,166		10,166	15.3%
4922 Publicity & Marketing	360	3,171	4,800	1,630		1,630	66.1%
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	520	600	80		80	86.7%
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	435	1,489	2,400	911		911	62.0%
Assembly Hall Central Costs :- Indirect Expenditure	<b>11,528</b>	<b>140,280</b>	<b>156,685</b>	<b>16,405</b>	<b>3,500</b>	<b>12,905</b>	<b>91.8%</b>
<b>Net Income over Expenditure</b>	<b>(7,759)</b>	<b>(116,097)</b>	<b>(118,685)</b>	<b>(2,588)</b>			
<b>510 Assembly Hall Events</b>							
1004 Film shows	0	75	2,000	1,925			3.8%
1173 Live Entertainment	11,052	47,607	43,000	(4,607)			110.7%
Assembly Hall Events :- Income	<b>11,052</b>	<b>47,682</b>	<b>45,000</b>	<b>(2,682)</b>			<b>106.0%</b>
4919 Films: expenses and contract	0	12	2,000	1,988		1,988	0.6%
4954 PA and Lighting Costs	300	2,595	6,000	3,405		3,405	43.3%
4960 Live entertainment:	5,352	29,345	40,000	10,655		10,655	73.4%
Assembly Hall Events :- Indirect Expenditure	<b>5,652</b>	<b>31,952</b>	<b>48,000</b>	<b>16,048</b>	<b>0</b>	<b>16,048</b>	<b>66.6%</b>
<b>Net Income over Expenditure</b>	<b>5,399</b>	<b>15,730</b>	<b>(3,000)</b>	<b>(18,730)</b>			
<b>520 Assembly Hall Bar and Catering</b>							
1001 Income-Assembly Hall Bar	9,618	48,558	60,750	12,192			79.9%
1003 Income Food and Snacks	0	400	21,500	21,100			1.9%
Assembly Hall Bar and Catering :- Income	<b>9,618</b>	<b>48,958</b>	<b>82,250</b>	<b>33,292</b>			<b>59.5%</b>
4901 Catering Stock Purchases	29	49	10,752	10,703		10,703	0.5%
4903 Bar Stock Purchases	2,752	20,007	30,575	10,568		10,568	65.4%
Assembly Hall Bar and Catering :- Indirect Expenditure	<b>2,781</b>	<b>20,056</b>	<b>41,327</b>	<b>21,271</b>	<b>0</b>	<b>21,271</b>	<b>48.5%</b>
<b>Net Income over Expenditure</b>	<b>6,837</b>	<b>28,902</b>	<b>40,923</b>	<b>12,021</b>			
Assembly Hall :- Income	<b>24,439</b>	<b>120,823</b>	<b>165,250</b>	<b>44,427</b>			<b>73.1%</b>
Expenditure	<b>19,961</b>	<b>192,288</b>	<b>246,012</b>	<b>53,724</b>	<b>3,500</b>	<b>50,224</b>	<b>79.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>4,478</b>	<b>(71,465)</b>					

Earmarked Reserves



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>901 Earmarked Reserves</b>							
1180 CIL Received	0	317,931	0	(317,931)			0.0%
Earmarked Reserves :- Income	<b>0</b>	<b>317,931</b>	<b>0</b>	<b>(317,931)</b>			
9202 Unplanned Maintenance	(3,322)	6,671	65,780	59,109		59,109	10.1%
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	6,837	6,837		6,837	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	0	12,003	290,948	278,945		278,945	4.1%
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	6	1,472	369,022	367,550		367,550	0.4%
9249 Jubilee Celebrations	68	4,175	3,000	(1,175)		(1,175)	139.2%
Earmarked Reserves :- Indirect Expenditure	<b>(3,249)</b>	<b>24,321</b>	<b>905,093</b>	<b>880,772</b>	<b>0</b>	<b>880,772</b>	<b>2.7%</b>
<b>Net Income over Expenditure</b>	<b>3,249</b>	<b>293,610</b>	<b>(905,093)</b>	<b>(1,198,703)</b>			
<b>902 Sinking Funds</b>							
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	<b>0</b>	<b>317,931</b>	<b>0</b>	<b>(317,931)</b>			<b>0.0%</b>
Expenditure	<b>(3,249)</b>	<b>24,321</b>	<b>932,498</b>	<b>908,177</b>	<b>0</b>	<b>908,177</b>	<b>2.6%</b>
<b>Movement to/(from) Gen Reserve</b>	<b>3,249</b>	<b>293,610</b>					
Grand Totals:- Income	<b>50,068</b>	<b>1,514,557</b>	<b>1,202,974</b>	<b>(311,583)</b>			<b>125.9%</b>
Expenditure	<b>102,967</b>	<b>1,115,346</b>	<b>2,145,010</b>	<b>1,029,664</b>	<b>3,500</b>	<b>1,026,164</b>	<b>52.2%</b>
<b>Net Income over Expenditure</b>	<b>(52,899)</b>	<b>399,211</b>	<b>(942,036)</b>	<b>(1,341,247)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(52,899)</b>	<b>399,211</b>					

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## Detailed Income &amp; Expenditure by Account 31/03/2023

Month No: 12

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Income Detail</b>							
1000 Income-Assembly Hall Lettings	3,769	24,153	38,000	13,847			63.6%
1001 Income-Assembly Hall Bar	9,618	48,558	60,750	12,192			79.9%
1003 Income Food and Snacks	0	400	21,500	21,100			1.9%
1004 Film shows	0	75	2,000	1,925			3.8%
1016 Receipts - Mayors Reception	291	898	0	(898)			0.0%
1020 Miscellaneous Income	0	30	0	(30)			0.0%
1027 Income - Amenity Services	0	2,450	4,000	1,550			61.3%
1030 Income-Melksham Makers Market	0	2,043	1,000	(1,043)			204.3%
1034 Income Town Hall Bookings	1,930	3,385	1,000	(2,385)			338.5%
1040 Income 31 Market Place	1,417	6,417	6,900	483			93.0%
1045 Income Allotments	1,490	4,440	5,000	560			88.8%
1046 Income - Pavilion	46	2,628	1,500	(1,128)			175.2%
1048 Income Art House Cafe	(500)	6,000	6,000	0			100.0%
1050 Grants Received	20,000	31,839	0	(31,839)			0.0%
1060 Contribution to running costs	0	0	7,500	7,500			0.0%
1089 Income-Hanging Baskets	0	1,328	0	(1,328)			0.0%
1173 Live Entertainment	11,052	47,607	43,000	(4,607)			110.7%
1174 Christmas Income	800	2,642	0	(2,642)			0.0%
1176 Precept Received	0	966,204	966,204	0			100.0%
1180 CIL Received	0	317,931	0	(317,931)			0.0%
1182 Solar money received	0	44,190	38,620	(5,570)			114.4%
1950 Sale of Assets	156	1,340	0	(1,340)			0.0%
<b>Total Income</b>	<b>50,068</b>	<b>1,514,557</b>	<b>1,202,974</b>	<b>(311,583)</b>			<b>125.9%</b>
<b>Total Income</b>	<b>50,068</b>	<b>1,514,557</b>	<b>1,202,974</b>	<b>(311,583)</b>			<b>125.9%</b>
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>50,068</b>	<b>1,514,557</b>	<b>1,202,974</b>	<b>(311,583)</b>			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
<b>Movement to/(from) Gen Reserve</b>	<b>50,068</b>	<b>1,514,557</b>					

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**Melksham Town Council**  
**Monthly Financial Statement 31 March 2023**

**Cash and Bank Balances:**

Unity Bank	150,094	
Cambridge B S	85,000	
Assembly General Account	743,279	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	315,030	
CCLA Investment	116	
Credit/Debit Card Control	-1,019	
Petty Cash	230	
Bar Float	1,100	
		1,345,649

**Debtors (monies owed to council)**

H M Customs - Vat recoverable	18,909	
Bar Stock	3,329	
Debtors and Prepayments	3,040	
		25,278
		1,370,927

**Less: Creditors (monies owed by council)**

Suppliers of goods and services	26,885	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	8,333	
Paye, Ni and Pension Due		
Events Control	2,674	
		51,514

**Net Cash Available**

1,319,413

**Represented by:**

**General Fund**

Current Year Surplus	399,209	
Earmarked Reserves Used in year	24,321	
	423,530	
Contribution to Earmarked Reserves	368,958	54,572
General Reserve balance at beginning of year		356,664

**Earmarked Reserves**

Balance at 1st April 2022	460,706	
Plus; Added in Year	6,837	
	467,543	
Less: Used to Fund Expenditure	22,849	444,694

**Specific Reserves**

**CIL**

Balance at 1st April 2022	51,091	
Plus: Received in Year	317,931	
	369,022	
Less: Used to Fund Expenditure	1,472	367,550

**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

1,319,413

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**Melksham Town Council**  
**Earmarked Reserves 31 March 2023**  
**Schedule E**  
**28/02/2023**

	Balance at 1.04.2022	Added in Year	Total Spent	Closing Balance
<b><u>Earmarked Reserves</u></b>				
Unplanned Maintenance	65,780		6,671	59,109
Election Expenses	12,830			12,830
Green Spaces	10,743			10,743
Major Projects Reserve	290,948		12,003	278,945
Precept Contribution 20/21	45,000			45,000
Town Team Project	5,000			5,000
Jubilee Celebrations	3,000		4,175	-1,175
	433,301	0	22,849	410,452
<b><u>Sinking Funds</u></b>				
Recreation Fund	2,130			2,130
Office Equipment	4,275			4,275
Street Furniture		6,837		6,837
Equipment Replacement	21,000			21,000
	27,405	6,837	0	34,242
<b><u>Specific Reserves</u></b>				
CIL	51,091	317,931	1472	367,550
Solar Money	51,743	44,190		95,933
	102,834	362,121	1,472	463,483
Total Reserves	563,540	368,958	24,321	908,177

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