

**Melksham Community Area Partnership
Financial Report & Funding Request**

Melksham Community Area Partnership submit this Financial statement and request for funding to the Melksham Area Board for approval.

Expenditure July 10 - end Sept 10	
1. Partnership project officer salary & on costs. (Post holder will provide dedicated support to the partnership incl administration support, event management and the organisation of community consultations). Training & Development Office	2,250.00 70.50 312.00 2,632.50
2. Full Partnership Meeting July 27th & Sept AGM <i>Room / venue hire (Assembly rooms 3 hrs x2)</i> <i>Stationery / materials</i> <i>Advertising re Sept(Melk news)</i>	183.30 10.00 47.59 240.89
3. Room hire for steering group and theme group meetings (Assumed @ £25.00 hire per meeting where not gratis. NB, should free or reduced accommodation be found for meetings, then balance will be returned or held against 11/12 bid). 10 groups currently identified - Steering Group - gratis @ Police HQ Community Safety - gratis @ Police HQ Travel & Transport (incl Access & Disability) x 2 Economy & Commerce - tbc assume gratis pro tem Sport, Leisure & Recreation - tbc assume gratis pro tem Youth - Canberra or other gratis Health x 2 Waterways & Environment x 3 Older People's Forum x 2 Housing x 1	50.00 50.00 75.00 50.00 25.00 250.00
4. Promotional boards to take to events in area, showing activities & themes of partnership	822.50
5. Consultation events in villages / parishes Room hire etc. (tbc assume gratis pro tem). Stationery / leaflets etc	- 20.00 20.00
6. Melksham News (quarterly bulletin)	85.66
7. Canal Link Consultation (final round) Room / venue hire (Assembly rooms 6 hrs) Stationery / materials Advertising (Melk news * 2 issues) Printing costs for hardcopy questionnaires x 7.5k (estimate) Distribution costs questionnaires x 7.5k (estimate)	197.40 10.00 47.59 450.00 450.00 1,154.99
8. Street lighting Room Hire x3 Consultation & site identification Advertising (Melk news * 2 issues)	75.00 300.00 85.66 460.66
9. Service Campus (assumed to be funded by Wiltshire Council) Room Hire x3 <i>Room / venue hire (Assembly rooms 6 hrs)</i> <i>Stationery / materials</i> <i>Advertising (Melk news * 1 issue)</i>	75.00 197.40 50.00 42.83 -

Expenditure Sept 10 - end Mar 11	
10. Partnership project officer salary & on costs. (Post holder will provide dedicated support to the partnership incl administration support, event management and the organisation of community consultations). Training & Development Office	4,500.00 211.50 624.00 5,335.50
11.Full Partnership Meeting Feb / Mar <i>Room / venue hire (Assembly rooms 3 hrs)</i> <i>Stationery / materials</i> <i>Advertising (Melk news x 1)</i>	91.65 10.00 47.59 149.24
12. Room hire for steering group and theme group meetings (Assumed @ £25.00 hire per meeting where not gratis. NB, should free or reduced accommodation be found for meetings, then balance will be returned or held against 11/12 bid). Coffee / tea etc 10 groups currently identified - Steering Group - gratis @ Police HQ Community Safety - gratis @ Police HQ Travel & Transport (incl Access & Disability) x 3 Economy & Commerce - tbc assume gratis pro tem Sport, Leisure & Recreation - tbc assume gratis pro tem Youth - Canberra or other gratis Power x4 Environment other x 3 Health x 3 Waterways & Environment x 3 Older People's Forum x 3 Housing x 3	50.00 75.00 100.00 75.00 75.00 75.00 75.00 75.00 75.00 75.00 75.00 600.00
13. Consultation events in villages / parishes Room hire etc.(tbc assume gratis pro tem). Stationery / leaflets etc	- 20.00 20.00
14. Melksham News (quarterly bulletin)	85.66
15. Consultation other 1 (Health / Travel & Access / Sport & Recreation/ Housing/Power) Room / venue hire (Assembly rooms 6 hrs x2) Advertising (Melk news * 2 issues) Printing costs for hardcopy questionnaires x 13k Distribution costs questionnaires x 13k Stationery / materials	394.80 95.18 728.00 691.84 10.00 1,919.82
17. Contingency	3,000.00
Total expenditure Sept 10 - end March 11	11,110.21
Requested funding to end Sept	5,867.19
Total Funding req'd	16,977.40
<i>less</i>	
1st July 2010 - Balance in accounts -	2,621.23
Town Council Funding -	3,250.00
Melk Without Funding -	1,250.00
Total 10/11 Funding Requirement from Melksham Area Board	9,856.17

10. Neighbourhood Watch Event

200.00