

**Melksham Community Area Partnership
Financial Report**

The Melksham Community Area Partnership held its first Steering Group meeting on Wednesday 9th September 2009. This report details monies passed on from the previous Melksham Area Community Development Trust Ltd, (Melksham 1st), expenditure to date as well as monies coming in during the financial year 2009/10 and an outline budget showing future planned spend in financial year 2009/10.

	Income	Expenditure	Balance
1st April 2009 - Wiltshire Council core funding tranche 1 (33% of total)	3,284.00		
Expenditure to date			
Consultancy Fees (J. Davey) for initial set up of CAP		3,200.00	
Room Hire for Steering Group meetings		56.00	
AGM public meeting costs		200.00	
Recruitment advertising costs (Melksham News and Wiltshire Council website)		102.10	
Recruitment room hire costs (interviews)		75.00	
Total expenditure to date		3,633.10	
Balance @ 23/11/09			- 349.10

Expenditure Dec 09 - March 10			
1. Partnership project officer salary & on costs. (The post holder will provide dedicated support to the partnership including administration support, event management and the organisation of community consultations. The contract is being offered as a 4 month probationary period for 15 hours of work a week. Recruitment is currently underway with interviews taking place on Friday 27th November. More details of the tasks to be undertaken can be seen in the job description).		2,640.00	
2. Launch of website / spatial plan consultation exercise - Jan / Feb			
Room / venue hire (Assembly rooms 6 hrs)		250.00	
Stationery / materials		84.00	
Advertising (Melk news * 4 issues)		171.32	
Printing costs for hardcopy questionnaires x 13k		855.40	
Delivery of consultation questionnaires to all households in community area		691.84	
Website/spatial plan total		2,052.56	
3. Room hire for steering group and theme group meetings (assumes each group meets twice prior to financial year end. NB, should free or reduced accommodation be found for meetings, then balance will be returned @ end January). 10 groups currently identified - Steering Group Community Safety Travel & Transport (incl Access & Disability) Economy & Commerce Sport, Leisure & Recreation Youth Health Waterways Environment Housing		1,120.00	
4. Quarterly newsletter			
Printing		533.45	
Distribution		345.92	
Newsletter Total		879.37	
5. Promotional boards to be designed & produced to take to events in area, showing activities & themes of partnership		1,000.00	
6. Consultation events in villages / parishes Room hire etc. Jan-March. (5 x £50). Two parishes to share each meeting. Stationery		250.00 90.00 340.00	
Total expenditure re Wiltshire funding Dec 09 - March 10		8,031.93	

Future funding			
Melksham Town Council	2,500.00		
Melksham Without Parish Council (awaiting confirmation)	750.00		
	3,250.00		
Further funding requested from Melksham Area Board 61/12/09 (covers planned activities to financial year end)	5,500.00		
09/10 Totals	12,034.00	11,665.03	
Forecast balance @ 31/03/10 for petty cash / contingency			368.98

Additional funding secured -Website production paid by Melk 1st. (ring fenced for IT hardware, software, website, online consultation etc, not eligible to fund core costs). Note that from 2010-2011 a monthly charge will be applied for maintenance & development of the website by Melksham 1st, who will retain ownership of the website & run it on behalf of Melksham CAP.	6,500.00		
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SUMMARY 09/10			
Funding / Revenue			
Wiltshire Council core funding	8,784.00		47%
Melksham Town Council	2,500.00		13%
Melksham Without Parish Council (awaiting confirmation)	750.00		4%
Melksham 1st	6,500.00		35%
TOTAL	18,534.00		
Expenditure			
Set-up costs	4,633.10		26%
Core activity costs	7,031.93		39%
Website production paid by Melk 1st - additional funding secured by MCAP -	6,500.00		36%
TOTAL	18,165.03		