



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 Crundell (Town Mayor)
Councillor T Price (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor S Rabey
Councillor C Stokes
Councillor J Westbrook

11 March 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 18th March 2024** 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
Full Council
Monday 18 March 2024
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

Join Zoom Meeting

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

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. Apologises

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

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Facebook: facebook.com/melksham.town

declared on the Register, as well as any other registrable or other interests.

3. Questions from Councillors

To receive questions from Councillors.

4. Minutes (Pages 1 - 10)

To confirm as a correct record the minutes of the Full Town Council meeting held on Monday 26 February 2024.

5. Town Mayor's Announcements

6. Police Report

To receive the verbal report of Sgt Rutter.

7. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

8. CCTV Motion from Councillor Hubbard (To Follow)

For decision.

Document to follow.

9. Sensory Garden Motion from Councillor Hubbard (To Follow)

For decision.

Document to follow.

10. Policy Review

10.1 Safeguarding Children and Adults at Risk (Pages 11 - 18)

For review and proposal of amendments.

Subject to above, for decision on adoption.

10.2 Communications Policy (Pages 19 - 24)

For review and proposal of amendments.

Subject to above, for decision on adoption.

11. Financial Statements

To receive statements. Members to note that these statements are as submitted to

Finance, Administration and Performance on 11 March 2024 and any queries raised at that meeting may not have yet been addressed.

11.1 Lloyds (Pages 25 - 32)

To receive Lloyds statements for December 2023 and January 2024.

11.2 Unity (Pages 33 - 42)

To receive Unity statements for December 2023 and January 2024.

11.3 Petty Cash (Pages 43 - 50)

To receive Petty Cash statements for December 2023 and January 2024.

11.4 Monthly Financial Statement (Pages 51 - 54)

To receive monthly financial statements for December 2023 and January 2024.

11.5 Budget Report (Pages 55 - 78)

To receive budget reports for December 2023 and January 2024.

11.6 Income Report (Pages 79 - 82)

To receive the income reports for December 2023 and January 2024.

11.7 Earmarked Reserves (Pages 83 - 86)

The receive the earmarked reserves reports for December 2023 and January 2024.

12. Committee Minutes

12.1 Community Development Committee

To receive the minutes of the Community Development Committee meeting held on 11 December 2023.

[Link](#)

12.2 Economic Development and Planning Committee

To receive the minutes of the Economic Development and Planning Committee meeting held on 30 January 2024.

[Link](#)

12.3 Staffing Committee

To receive the minutes of the Staffing Committee meeting held on 29 January 2024.

[Link](#)

13. Working Group Minutes

13.1 Events

To receive the notes of the meeting on 11 January 2024.

[Link](#)

13.2 ECWG

To receive the draft notes of the Environment and Climate Working Group of 30 January 2024.

[Link](#)

14. Neighbourhood Plan

Update from Town Council representatives on the group.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 26th February 2024

PRESENT:

Councillor T Price (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor G Ellis
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor S Rabey
Councillor C Stokes
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS:	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

695/23 Public Participation

Bruce Sanders

Made statements and asked questions surrounding the Assembly Hall and Blue Pool. A transcript is attached.

The committee clerk advised that there was an Assembly Hall Working Group, comprising of all members of the council and there had been one meeting. There had been some interest from architects. On the calendar of meetings, the committee clerk said that no working group meetings were on the proposed calendar (*see also item 703/23 below*). Working Group meetings could be called as required.

The Deputy Mayor Councillor Price said he would speak to the Mayor about getting the matter moving.

Adrienne Westbrook

It had been resolved in 2022 to amend allotment agreements to allow surplus produce to be donated to charitable causes. The current agreement does not allow this. Could action be taken on this.

Christina Connor

What consultation took place on the relocation of signage for the 403 Cycle Path from the corner of Longford Road to the Green Space in Hornbeam Crescent where is now blocks the view from two properties.

Councillor Hubbard advised that he had visited the site and could see no good reason for the change. He has written to the area engineer for clarification.

Joe McCann.

How were Instrom chosen to produce the CCTV report? Head of Operations advised they were recommended to him and had been used by another local authority.

Are the Council aware if the police were involved in the review? Head of Operations confirmed they were not involved.

What is the CCTV report for and what was it to show? Head of Operations – Council requested the report and it was to make recommendations for future CCTV in Melksham.

Does the Council feel it is wise for officers to be producing a weekly internal newsletter? Councillor Price – this will no doubt be discussed under agenda item 11.

How does the council intend to publish the proposed public newsletter? Councillor price – this will be discussed under agenda item 11.

Has the Council explored alternatives to streaming meetings on Facebook? The committee clerk confirmed they had not.

Were there any plans to do so? Committee clerk – the council is required to provide a live stream, which it does via Zoom. Recordings are shared to Facebook the next day.

The Council looks like it will be spending between 5-10% of its budget on legal fees, HR fees and potential pay-outs to ex-staff. Do councillors think this is acceptable and what do they intend to do about it? The Deputy Mayor Councillor Price said it had happened and had to be dealt with but he would hope it would not happen again.

Is there a staffing plan? Councillor Price – there will be, but would not be appropriate to discuss at this time.

Mike Saunders

Requested councillors to speak up a little.

696/23 Apologises

Apologies were received from the Town Mayor, Councillor S Crundell, Councillor J Crundell and Councillor Forgacs.

697/23 Declarations of Interest

There were no declarations of interest.

698/23 Questions from Councillors

Questions from Councillor Ellis.

Q1 - I note that the Melksham Town Council web site continues to have a poor front page experience. This was previously explained to be due to issues with what we can (and cannot) do with the current software, service providers and setting. I understand that this is a known problem and that we are looking to get it fixed.

A1 - Communication team have very limited editing rights to the website. We can't add text boxes or images on the front page, we have been in contact with Koodooweb our current website provider. For any changes to be made to the MTC website we require to purchase a FLEXSupport service, which start from £105.00 per hour. This will need authorisation from the Clerk or the Council, depending on any existing resolutions.

Q2 - Please can you let me and the public at this meeting and viewing online know what is being done to make the web site look professional, and when the public will see a site that is worthy of our Town Council. Please confirm that changes will be made in such a way that the site can be easily and efficiently updated on routine matters by our staff team in future without recourse being needed to external programmers of other consultants.

A2 – The Town Clerk, the Communications and Events Officer, Clive Merritt and Councillor Westbrook met with Mark Hockings from Designer Mark to discuss rebuilding MTC website to allow more editing rights to comms officers. Committee Clerk believes the Locum Clerk was writing a report. The Town Clerk is not at work and the locum has retired. Until the return of the Town Clerk, neither the committee clerk nor the Communications and Events Officer can take the matter further.

Councillor Ellis noted the motion of Councillor Griffin and asked if the deadline was achievable. The Committee Clerk felt that it was not and he had already discussed the matter with Councillor Griffin.

699/23 Minutes

Councillor Hubbard asked that item 684/23 be amended to read 'Councillor Hubbard said if we are appointing an Assembly Hall manager, then they can be part of the process'.

Subject to above, the minutes of 22 January 2024, having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor, Councillor Price.

700/23 Town Mayor's Announcements

The Deputy Town Mayor, Councillor Price, referred to the resignation of Councillor Mortimer and thanked her for her work as a councillor and her continuing work in and for the community of Melksham.

701/23 Police Report

It was noted that Sergeant Rutter sent her apologies and she would attend in March. An email update from her was read out. There had been a spike in statistics for retail burglary. Five arrests had been made and charges were being taken to the CPS. Two people have been arrested and charged for the recent arson in the toilets. Two youths have been charged with arson at Forest Community Centre and were appearing in Court that day.

It is a small group causing the issues and attempts to work with them and their families had not been successful. They will be electronically tagged as a result of the most recent issues.

702/23 Reports from Unitary Councillors

Wiltshire Council held its budget meeting last week. The precept was set at the recommended level. Wiltshire Council Tax will go up by 4.99%. No changes were made to the previously publicized budget.

703/23 Calendar of Meetings 2024/2025

The calendar was discussed. The Deputy Mayor Councillor Price commented that there were a number of clashes with Melksham Without Parish Council and should the matter be delayed to allow discussion. It was generally felt that the calendar should be set so that Councillors, Officers and residents have dates to work from.

Councillor Ellis pointed out the calendar included Events Working Group meetings and this was contrary to the answer to Bruce Sanders in public participation. The Committee Clerk acknowledged this was the case.

It was proposed by Councillor Price, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow Bruce Sanders to speak. Mr Sanders suggested that it might be possible to approve the calendar but flip meetings. It was explained why this would not work

Standing Orders were reinstated.

It was proposed by Councillor Oatley, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to approve the Calendar of Meetings for 2024-2025.

704/23 Biodiversity Policy

Councillor Ellis spoke of the good work done by Environmental and Climate Working Group.

Councillor Alford arrived at 7:40pm.

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Cooke and

UNANIMOUSLY RESOLVED to suspend standing order to allow Stephen and Richard of the Amenities Team to speak.

Stephen and Richard spoke of existing and continuing efforts to incorporate Biodiversity into the job.

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

UNANIMOUSLY RESOLVED to reinstate standing orders.

Councillor Oatley thanked Stephen and Richard for coming and said that it was good to see staff passionate and committed.

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Aves and

RESOLVED to adopt the policy and action plan.

705/23 CCTV Report

The report was received. Members generally were disappointed with the report and that there were some inaccuracies. However, it was felt it provided a good basis to take further action. It was generally agreed that a monitored system was not required.

Councillor Cooke and Councillor Alford felt that council needed to be clearer and more specific with the brief when making resolutions.

Councillor Hubbard felt that KanConnections should be consulted, in a meeting with councillors, officers and possibly the police. There was a discussion on whether or not

this was appropriate, during which standing orders were suspended to allow Joe McCann to speak.

It was proposed by Councillor Hubbard, seconded by the Deputy Mayor, Councillor Price and

RESOLVED to speak to existing supplier, KanConnections, with a view to holding a single meeting involving the Councillor Hubbard, Hugh Davies, the Police (possibly Sergeant Rutter) and KanConnections, to confirm what is needed and bring a costed proposal back to council.

706/23 Public Newsletter

The draft Newsletter and the idea of a Newsletter generally was discussed. During the discussion Standing orders were suspended to allow Joe McCann and Mike Saunders to speak.

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Aves and

RESOLVED to set up a Communications Working Group to work with the Communications and Events Officer and the Communications Officer to put together a Marketing and Advertising Plan to bring back to Full Council. Councillor Rabey, Councillor Hubbard and Councillor Westbrook to sit on the Working Group.

707/23 Committees

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Hubbard and

RESOLVED to appoint Councillor Griffin to the Community Development Committee, the Economic Development and Planning Committee and the Finance, Administration and Performance Committee.

708/23 Outside Bodies

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to appoint Councillor Aves to the Operational Flood Working Group.

709/23 Councillor Griffin as a Signatory

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

UNANIMOUSLY RESOLVED to appoint Councillor Griffin and Councillor Westbrook as signatories for Unity Bank.

710/23 First Request of the Finance Officer

It was noted that the resolution made on agenda item 13.1 dealt with this item.

711/23 Second Request of the Finance Officer

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to allow the finance officer to transfer a monthly sum of upto £100000 from Lloyds to Unity.

712/23 Motion on Policies and Governance

Councillor Griffin spoke to his motion. Of 29 published policies, 18 were past the date for re-adoption. There was discussion on the proposed timescale, officer resources and the need for Town Clerk input. Councillor Hubbard expressed concern that there was no Safeguarding or Vulnerable Adult policies and that these needed to come back to the next full council meeting for adoption.

It was proposed by Councillor Griffin, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED to ensure that all policies and Governance documents of Melksham Town Council are reviewed and updated over the next twelve months, with the proviso that a Safeguarding Policy and a Vulnerable Adults policy be available for approval and adoption at the next full council meeting on 18 March 2024.

713/23 Motion on Publication of Information

Councillor Griffin spoke to his motion and there was discussion on training on use of the website. It was confirmed by officers that the issue was not uploading the information but identifying the information to upload. The question of the appointment of the locum financial officer was discussed.

It was proposed by Councillor Griffin, seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED that by 31st March 2024 the Town Clerk or other Officers and staff of Melksham Town Council provide and publish all information that is required by law, on the understanding that Kalpesh Patel is appointed locum RFO.

714/23 Motion on MTC Website

Councillor Griffin spoke to his motion. There was discussion on the defects of the website.

It was proposed by Councillor Griffin , seconded by Councillor Westbrook and

UNANIMOUSLY RESOLVED to use training and website budgets to

- (i) buy in services from the supplier to fix the current problems
- (ii) train the Communications & Events Officer and the Communications Officer
- (iii) ask the supplier to grant local administrator rights or at least full editing rights to the Communications and Events Officer

715/23 Community Governance Review - Consultation Briefing Note No. 24-03

The Briefing Note was noted, as to the anomaly regard. A similar anomaly was noted on Coronation Road.

It was proposed by Councillor Hubbard, seconded by the Deputy Mayor Councillor Price and

UNANIMOUSLY RESOLVED that officers would contact Wiltshire Council asking for the Coronation Road anomaly to be rectified.

716/23 Asset Management and Amenities Committee

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

RESOLVED to receive the minutes of the Asset Management Committee meeting of 4 December 2023.

717/23 Economic Development and Planning Committee

It was proposed by the Deputy Mayor Councillor Price, seconded by Councillor Stokes, and

RESOLVED to receive the minutes of the Economic Development and Planning Committee meetings of 5 December 2023 and 9 January 2023.

718/23 Finance Administration and Performance Committee

It was proposed by Councillor Westbrook, seconded by the Deputy Mayor Councillor Price and

RESOLVED to receive the minutes of the Finance Administration and Performance Committee meeting of 20 November 2023.

719/23 Staffing Committee

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

RESOLVED to receive the minutes of the Staffing Committee meetings of 4 December 2023 and 12 January 2024.

720/23 Events Working Group

The notes of the meeting of 2 November 2023 were received.

721/23 Environment & Climate Working Group

The notes of 5 December 2023 were received.

722/23 Neighbourhood Plan

Councillor Ellis gave members an update.

723/23 Town and Parish Annual Report

The report was noted.

Meeting Closed at: 9.25 pm

Signed:

Dated:

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MELKSHAM TOWN COUNCIL

Policy Document: SAFEGUARDING POLICY

Version Control

Version	Reviewed	Approved by Council	Next Review
2024.1	March 2024		March 2025

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1. INTRODUCTION

- 1.1. Everyone has a duty to safeguard children, young people, and vulnerable adults. Melksham Town Council takes its responsibility very seriously to protect children, young people and vulnerable adults who use our premises and services and set the principles we expect from our staff, Councillors, and volunteers.

2. DEFINITIONS

- 2.1. A **child or young person** is anyone under the age of 18 years. The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, is in hospital or in custody in the secure estate, does not change his/her status or entitlements to services or protection.
- 2.2. A **vulnerable adult** is someone who by reason of mental or other disability, age, or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation. An adult for the purpose of this policy is anyone over 18 years of age.
- 2.3. **Safeguarding** and promoting the welfare of children and adults as defined for the purposes of this policy includes:
- a. protecting children and adults from maltreatment, or harm
 - b. preventing impairment of children's and adult's health or development
 - c. ensuring that children and adults are participating in experiences, using services, or facilities consistent with the provision of safe and effective care and provision
 - d. taking action to enable all children and adults to have the best life chances, or user experience.
- 2.4. **Abuse:** A form of maltreatment of a child or adult. Somebody may abuse or neglect a child or adult by inflicting harm, or by failing to act to prevent harm. Children or adults may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.
- 2.5. **Physical abuse:** A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating or otherwise causing physical harm to a child or adult. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child or dependent adult.
- 2.6. **Emotional abuse:** The persistent emotional maltreatment of a child or adult such as to cause severe and persistent adverse effects on the child's or adults' emotional development. It may involve conveying to a child or adult that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the or adults opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children or adults. These may include interactions that are beyond a child's or adults' developmental capability, as well as hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children or adults to frequently to feel frightened or in danger, or the exploitation or corruption of children or adults. Some

level of emotional abuse is involved in all types of maltreatment of a child or adult, though it may occur alone.

- 2.7. **Sexual abuse:** Involves forcing or enticing a child, or adult young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children or adults in looking at, or in the production of, sexual images, watching sexual activities, encouraging children or adults to behave in sexually inappropriate ways, or grooming a child or adult in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.
- 2.8. **Neglect:** The persistent failure to meet a child's or adult's basic physical and/or psychological needs, likely to result in the serious impairment of the child's or adult's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:
 - a. provide adequate food, clothing, and shelter (including exclusion from home or abandonment);
 - b. protect a child from physical and emotional harm or danger;
 - c. ensure adequate supervision (including the use of inadequate care-givers);
 - d. ensure access to appropriate medical care or treatment.
 - e. It may also include neglect of, or unresponsiveness to, a child's or adult's basic emotional needs.
- 2.9. **Substantial Access:** This policy defines substantial access as;
 - a. Where an individual is regularly caring for, training, or supervising a child, young person, or vulnerable adult.
 - b. Where an individual has sole charge of children, young people, and venerable adults.

3. TO WHOM THIS POLICY APPLIES

- 3.1 This Policy applies to anyone working for or on behalf of MELKSHAM TOWN COUNCIL whether paid, voluntary, or commissioned, all hirers and users of our facilities, or services, or those within the remit of the duties and responsibilities of the Council.
- 3.2 Where an event involves only the hire of council facilities without the involvement of council staff (other than for booking, opening, and closing arrangements) the council shall ensure that the organiser has in place and operates appropriate safeguarding procedures and provides a completed Risk Assessment document prior to use of the provided facilities.

4 PROMOTING A SAFE ENVIRONMENT

- 4.1. In order to promote a safe environment for children, young people, and vulnerable adults, the Council wishes to promote a safeguarding culture in its premises and activity areas.

4.2. This will be achieved by:

- a. Providing safe facilities and undertaking regular health and safety assessments
- b. Ensuring that employees, Councillors, volunteers, and group leaders of activities are aware of our safeguarding culture;
- c. Creating and maintaining an anti-bullying environment
- d. Requiring all employees, Councillors, volunteers, and group leaders of activities to be aware of the safeguarding culture, and the methods to report and make appropriate interventions if necessary.
- e. Providing effective management for staff and volunteers through supervision, support, training, and quality assurance
- f. Recruiting all staff and volunteer safely, ensuring all necessary checks are made
- g. Requiring any hirers of council facilities to follow good practice procedures in relation to Child and Vulnerable Adult Safeguarding

5. HIRING OF FACILITIES TO GROUPS

- 5.1. When group leaders have a regular and substantial access to children, young people and vulnerable adults, and parents/carers are not present the Council requires the hirer to:
- a. Have membership of a National Governing Body (NGB) or similarly recognised body.
 - b. Have public liability insurance.
 - c. Have suitable policies and procedures established for safeguarding children, young people, and vulnerable adults.
 - d. Ensure group leaders have valid DBS checks
 - e. Complete Risk assessments for individual activities
 - f. Have a register for use in emergencies with any details of allergies or medical conditions
 - g. Ensure group leaders have first aid provisions and training
 - h. Notify the Council of any safeguarding concerns or alerts.
- 5.2 Hirers must ensure adequate adult supervision must be provided. Lone working should be avoided. To help keep children and staff protected the following adult to child ratios are recommend as the minimum.
- 0 - 2 years - 1 adult to 3 children
 - 2 - 3 years - 1 adult to 4 children
 - 4 - 8 years - 1 adult to 6 children
 - 9 - 12 years - 1 adult to 8 children
 - 13 - 17 years - 1 adult to 10 children

6. BAR HIRE AND ALCOHOL SUPPLY

- 6.1 The bar, or any other part of the Assembly Hall, may only be hired and operated within the stipulations of the Public Licence (Governed by the Licensing Act 2003) and Premises Licence.
- 6.2 Where a hirer makes use of the bar, and alcohol is provided (whether sold or provided free), and where people under the age of 18 are present; the Council requires both the hirers, and licence holder to ensure that alcohol is not supplied to those under 18yrs; either by way of direct supply from the bar, as part of the event/ hirer's proceedings, or

by proxy (by way of other users or guests). It is the hirers responsibility to safeguard against the supply of alcohol to those under 18years.

- 6.3 In the event of the evidential supply of alcohol to those under 18years by a hirer or licence holder, Council staff will intervene to prevent this practice
- 6.4 If considered necessary by Council staff, the booking and event will be halted and details of the occurrence notified to the Police.
- 6.4 Events arranged by Melksham Town Council that involve alcohol, will ensure in the event management plan that the provision of alcohol to any person under 18 years is safeguarded against.

7. ALERTS OR COMPLAINTS

If there is immediate danger, phone the police or emergency services on 999

- 7.1 The Safeguarding Officer for Melksham Town Council is **TO BE CONFIRMED**
- 7.2 Any officer or staff member of Melksham Town Council who makes a legitimate alert or complaint shall be treated as a “Whistle blower” subject to protection under the Public Interest Disclosure Act 1998.
- 7.3 Wiltshire Council operates a Multi-Agency Safeguarding Hub (MASH). Within the county this should be the first point for all referrals in relation to children and young people in Wiltshire. The team is co-located with police and health colleagues to ensure timely decision making occurs in response to safeguarding referrals.
- 7.4 MASH can be contacted by telephone:
 - In office hours, on **0300 456 0108** : Monday - Thursday 08:45 - 17:00; Friday 08:45 - 16:00
 - Out of Hours Service, on **0300 456 0100** : Monday-Friday to 24:00; Weekends & Bank Holidays; 09:00 – 24:00
 - After midnight (7 days a week) phones are diverted to the Social Work Standby Service.
- 7.5 If you have significant safeguarding concerns about someone who is working or volunteering with children and young people, contact the Designated Officer for Allegations (DOFA) on 0300 456 0108 or by email to dofaservice@wiltshire.gov.uk
- 7.5 If you have concerns about a vulnerable adult contact Adult MASH:
 - Telephone: 0300 456 0111 textphone:01225 712501
 - Email: adviceandcontact@wiltshire.gov.uk

USEFUL LINKS

Wiltshire Council

<https://www.wiltshire.gov.uk/children-young-people-contact>

<http://www.wiltshiresab.org.uk/>

UK Government

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/592101/Working_Together_to_Safeguard_Children_20170213.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf

<https://www.gov.uk/guidance/alcohol-licensing>

NSPCC

<https://www.nspcc.org.uk/what-is-child-abuse/>

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COMMUNICATION POLICY

1. Introduction

The purpose of this policy is to define roles and responsibilities within Melksham Town Council and give guidelines on external communications, contact with the media and effective use of social media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise and indicates how any risks or pitfalls can be minimised or mitigated.

This policy relates to all communications issued by Melksham Town Council. It is not designed to mandate any communications issued by elected members in their own name. Members should be aware that they are not able to speak on behalf of the Town Council without a specific mandate from the Council or through an Authorised Officer.

Responsibilities

Only Authorised Officers and the Town Mayor are permitted to speak on behalf of Melksham Town Council to the press. Such officers will be identified and appointed by Full Council.

Additionally, individual members of Council may speak to the press relating to motions or actions they have been directly involved in as a Town Councillor. Such members are reminded that when representing the Council they should always be supportive of the Town Council's adopted policies/decisions.

This by no means stops councillors from speaking to the press in their own name but they must make it clear that they are not representing the Town Council when doing so.

2. Key Aims

The Council is accountable to the local community for its actions; this accountability can be managed, in part, through effective two-way communications. The media is crucially important in conveying information to the community and, as such, the Council must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by the Council, and to explain the reasons for particular policies and priorities.

It is important that the media has access to the Council and to background information to assist them in giving accurate accounts to the public. To balance this, the Council reserves the right to defend itself from any unfounded criticism and will ensure that the public is properly informed of all the relevant facts.

Melksham Town Council acknowledges social media as a useful communication tool. However, clear guidelines are needed for the use of social media to ensure they are used effectively as part of a wider communications mix and that its use does not expose the Council to security risks, reputational damage or breach of the Data Protection Act.

3. The Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

The Town Council's Standing Orders and The Openness of Local Government Bodies Regulations 2014 should be adhered to.

Town Council Standing Orders – Admission of the public and press to meetings

The Public and Press shall be admitted to all meetings of the Council and its Committees, which may however temporarily exclude the public or the press or both, by means of the following resolution: -

"That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw."

If a member of the press or public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting room and/or that part of the room open to the public be cleared. The Chair may adjourn the meeting for such a period as is necessary to restore order.

The Town Council would appreciate notification of any audio or video recordings or photographs planned to be taken of the meeting in order to assist and facilitate where appropriate. Please refer to the "Audio recording, filming, photographing and reporting of Council and Committee Meetings Policy."

4. External Communications and Working with the Media

Authorised Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents, exempt minutes, reports, papers and private correspondence should not be disclosed to the media. If such disclosures do occur, an investigation will take place to establish who was responsible, with appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

There are a number of personal privacy issues for the Council that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), and disciplinary procedures and long-term sickness absences that are affecting service provision. In all these, and similar situations, advice must be taken from the Town Clerk or in their absence, their designated deputy before any response is made to the media.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents; such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. Such correspondence would usually come from the Town Clerk, or in their absence their designated deputy, or the Town Mayor/Deputy Mayor. However, all such correspondence should be approved by the Town Clerk or their designated deputy before being released.

5. Attendance of Media at Council Meetings

The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media upon request.

The media are encouraged to attend Council meetings and seating and workspace will be made available.

6. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all staff and Members to look for opportunities where the issuing of a press release may be beneficial.

Authorised Officers should prepare all press releases, however as per above, input is welcomed from all staff and members, in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

7. Notices of Meetings

The Council noticeboards, website and its social media accounts will be used to convey information on matters of interest such as, advertising meeting notices, events, latest news and general public information. They will be updated regularly by officers.

8. Social Media

For the purposes of this policy, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, MySpace, Flickr, YouTube, LinkedIn, blogs, discussion forums, wikis and any sites which may emerge after the creation of this policy where Melksham Town Council could be represented.

The following risks have been identified with social media use (this is not an exhaustive list):

- Virus or other malware infection from an infected site.
- Disclosure of confidential information.
- Damage to the Council's reputation.
- Social engineering attacks (also known as phishing).
- Bullying or witch-hunting.
- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

Social media sites will be monitored to mitigate these risks to ensure:

- A consistent and corporate approach is adopted and maintained in the use of social media.
- Council information remains secure and is not compromised through the use of social media.
- Users operate within existing policies, guidelines and existing legislation.
- The Council's reputation is not damaged or adversely affected.

Users must ensure that they use social media sensibly and responsibly, in line with this guidance. Social media sites are in the public domain and officers must ensure the reliability and be confident of the nature of the information published. Once published, content is almost impossible to control and may be manipulated without consent, used in different contexts or further distributed.

From time to time, the Council may have to respond to negative issues and may become involved in drawn out conversations on social media. Members and Officers must alert the Town Clerk or, in their absence, their designated deputy as soon as practicable, so that the situation can be managed effectively and efficiently to minimise negative publicity.

Council social media must not be used for party political purposes or specific party political campaigning. Officers must not seek to promote councillors' social media accounts

9. Urgent Situations

In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Town Clerk or, in their absence, their designated deputy, with the agreement of the Town Mayor, or relevant Committee Chair following circulation of a draft version to other Members for comment.

In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply: a) the Deputy Town Mayor of the Council may act in the absence of the Town Mayor; b) the Vice Chair of a Committee may act in the absence of the Chair;

c) the Town Clerk or, in their absence, their designated deputy may act in the absence of the Town Mayor or Deputy Town Mayor of The Council.

Reviewed and Adopted by Full Council on 22 March 2021

To be reviewed April 2023

Draft to be reviewed on Monday 18th March 2024.

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Date: 27/02/2024		Melksham Town Council Current Year					Page: 1	
Time: 12:33		Cashbook 2					User: MEL	
		Bank Assembly Hall A/c					For Month No: 9	
Receipts for Month 9		Nominal Ledger Analysis						
Receipt Ref	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,107,775.87	1,107,775.87					
BACS	Banked: 04/12/2023	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 04/12/2023	519.74						
BACS	Wiltshire Council	519.74		86.62	1000	501	433.12	Room hire - AH
BACS	Banked: 06/12/2023	962.00						
BACS	Ticketsource	962.00			566		962.00	Christmas Memories
BACS	Banked: 06/12/2023	6,137.00						
BACS	Ticketsource	6,137.00			566		6,137.00	DS:UK
500733(B)	Banked: 06/12/2023	1,841.70						
500733(B)	Quiz Night	32.90		5.48	1001	520	27.42	Quiz Night
500733(B)	Rock n Roll	584.05		97.34	1001	520	486.71	Rock n Roll
500733(B)	Record Fair	29.90		4.98	1001	520	24.92	Record Fair
500733(B)	WWMCC	18.60		3.10	1001	520	15.50	WWMCC
500733(B)	Christmas Memories	201.90		33.65	1001	520	168.25	Christmas Memories
500733(B)	DS:UK	636.90		106.15	1001	520	530.75	DS:UK
500733(B)	Xmas Lights	334.95		55.82	1001	520	279.13	Xmas Lights
500733(B)	WWMCC	2.50		0.42	1001	520	2.08	WWMCC
500733/34	Banked: 06/12/2023	589.00						
500733/34	DS:UK	19.00			566		19.00	DS:UK
500733/34	Quiz Team	25.00		4.17	1173	510	20.83	Quiz Team
500733/34	Room hire - AH	545.00		90.83	1000	501	454.17	Room hire - AH
BACS	Banked: 07/12/2023	162.00						
BACS	Tiger Martial Arts	162.00		27.00	1000	501	135.00	Room hire - AH
BACS	Banked: 08/12/2023	226.80						
BACS	Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
BACS	Banked: 12/12/2023	175.50						
BACS	McNamara	175.50		29.25	1000	501	146.25	Room hire - AH
BACS	Banked: 13/12/2023	1,430.00						
BACS	Ticketsource	1,430.00			566		1,430.00	80s 90s Party
BACS	Banked: 13/12/2023	51.98						
BACS	Secret Crocheter	51.98			1034	201	51.98	Room hire - TH
BACS	Banked: 14/12/2023	80.00						
BACS	Baker	80.00			1034	201	80.00	Room hire - TH
BACS	Banked: 19/12/2023	108.00						
BACS	Future of Football	108.00		18.00	1000	501	90.00	Room hire - AH
BACS	Banked: 20/12/2023	35.00						
BACS	Ticketsource	35.00		5.83	1173	510	29.17	Quiz Night
BACS	Banked: 20/12/2023	675.00						

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Date: 27/02/2024

Melksham Town Council Current Year

Page: 2

Time: 12:33

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	4 Star Dance	675.00		112.50	1000	501	562.50	Room hire - AH
BACS	Banked: 20/12/2023	135.00						
BACS	Age UK	135.00		22.50	1000	501	112.50	Room hire - AH
BACS	Banked: 28/12/2023	250.00						
BACS	Ticketsource	250.00		41.67	1004	510	208.33	Film - Home Alone
	Banked: 31/12/2023	7,316.16						
AIB	Credit/Debit Card Control Acco	7,316.16			213		7,316.16	AIB payments
Total Receipts for Month		21,194.88	0.00	783.11			20,411.77	

Cashbook Totals	1,128,970.75	0.00	783.11	1,128,187.64
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Continued on Page 3

Date: 27/02/2024	Melksham Town Council Current Year	Page:3
Time: 12:33	Cashbook 2	User: MEL
	Bank Assembly Hall A/c	For Month No:9

Payments for Month 9		Nominal Ledger Analysis					
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c_Centre	£ Amount Transaction Detail
01/12/2023	Water2business	01122023	1,129.65	1,129.65		502	Water rates - AH
06/12/2023	Room hire - AH	CASH	29.00		4.83	1000 501	24.17 Room hire - AH (Correction)
08/12/2023	Tolchards Ltd	08122023	1,034.82	1,034.82		502	Bar stock
15/12/2023	Tolchards Ltd	15122023	1,822.34	1,822.34		502	Bar stock
15/12/2023	Wiltshire Council	DDR	861.00			4914 501	861.00 Rates - AH
18/12/2023	Market Place Merchants	18122023	25.16	25.16		502	Till - AH
22/12/2023	Rentokil Initial	22122023	563.09	563.09		502	Pest control
29/12/2023	Tolchards Ltd	29122023	296.72	296.72		502	Bar stock
29/12/2023	Hills Waste	29122023/2	716.60	716.60		502	Waste collection
Total Payments for Month			6,478.38	5,588.38	4.83		885.17
Balance Carried Fwd			1,122,492.37				
Cashbook Totals			1,128,970.75	5,588.38	4.83		1,123,377.54

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Date: 27/02/2024

Melksham Town Council Current Year

Page: 1

Time: 12:35

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,122,492.37					1,122,492.37	
BACS Banked: 03/01/2024		500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS Banked: 05/01/2024		4,995.19						
BACS	PPL PRS	4,995.19			4909	501	4,995.19	Refund - PPL licence
500735(B) Banked: 08/01/2024		1,592.15						
500735(B)	Bingo Night	163.05		27.18	1001	520	135.87	Bingo Night
500735(B)	80s 90s Night	594.00		99.00	1001	520	495.00	80s 90s
500735(B)	WWMCC	10.00		1.67	1001	520	8.33	WWMCC
500735(B)	Quiz Night	107.70		17.95	1001	520	89.75	Quiz Night
500735(B)	Rock n Roll	564.80		94.13	1001	520	470.67	Rock n Roll
500735(B)	4 Star Dance	112.20		18.70	1001	520	93.50	4 Star Dance
500735(B)	WWMCC	12.10		2.02	1001	520	10.08	WWMCC
500735(B)	Home Alone	28.30		4.72	1001	520	23.58	Home Alone
500735/736 Banked: 08/01/2024		632.00						
500735/736	Quiz Team	40.00		6.67	1173	510	33.33	Quiz Team
500735/736	Film	15.00		2.50	1004	510	12.50	Film
500735/736	Room hire - AH	545.00		90.83	1000	501	454.17	Room hire - AH
500735/736	Room hire - TH	32.00			1034	201	32.00	Room hire
BACS Banked: 12/01/2024		64.00						
BACS	Wiltshire MWA	64.00			1034	201	64.00	Room hire - TH
BACS Banked: 16/01/2024		68.00						
BACS	Cooper	68.00			1034	201	68.00	Room hire - TH
500737(B) Banked: 17/01/2024		6.00						
500737(B)	WWMCC	6.00		1.00	1001	520	5.00	WWMCC
500737 Banked: 17/01/2024		183.00						
500737	We 3 Kings	88.00			566		88.00	We 3 Kings
500737	Room hire - AH	95.00		15.83	1000	501	79.17	Room hire - AH
BACS Banked: 22/01/2024		226.80						
BACS	Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
500738 Banked: 23/01/2024		49.00						
500738	Quiz Night	5.00		0.83	1173	510	4.17	Quiz Night
500738	We 3 Kings	44.00			566		44.00	We 3 Kings
500738(B) Banked: 23/01/2024		876.70						
500738(B)	WWMCC	23.10		3.85	1001	520	19.25	WWMCC
500738(B)	Forbidden Nights	853.60		142.27	1001	520	711.33	Forbidden Nights
BACS Banked: 24/01/2024		8,189.00						
BACS	Ticketsource	8,189.00			566		8,189.00	Forbidden Nights
BACS Banked: 26/01/2024		117.00						
BACS	Melksham HA	117.00		19.50	1000	501	97.50	Room hire - AH

Continued on Page 2

Date: 27/02/2024

Melksham Town Council Current Year

Page: 2

Time: 12:35

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

BACS Banked: 29/01/2024	226.80						
BACS Brown & Sam Dance	226.80		37.80	1000	501	189.00	Room hire - AH
BACS Banked: 30/01/2024	108.00						
BACS Melksham & Devizes	108.00		18.00	1000	501	90.00	Room hire - AH
500739(B) Banked: 30/01/2024	996.80						
500739(B) WWMCC	14.00		2.33	1001	520	11.67	WWMCC
500739(B) Quiz Night	110.10		18.35	1001	520	91.75	Quiz Night
500739(B) Rock n Roll	872.70		145.45	1001	520	727.25	Rock n Roll
BACS Banked: 31/01/2024	60.00						
BACS Ticketsource	60.00		10.00	1173	510	50.00	Quiz Night
BACS Banked: 31/01/2024	165.00						
BACS MDHA	165.00		27.50	1000	501	137.50	Room hire - AH
Banked: 31/01/2024	5,189.56						
AIB Credit/Debit Card Control Acco	5,189.56			213		5,189.56	AIB

Total Receipts for Month 24,245.00 0.00 845.88 23,399.12

Cashbook Totals 1,146,737.37 0.00 845.88 1,145,891.49

Continued on Page 3

Date: 27/02/2024

Melksham Town Council Current Year

Page: 3

Time: 12:35

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2024	TV Licensing	DDR	159.00			4909 501	159.00	TV licence
15/01/2024	Wiltshire Council	DDR	861.00			4914 501	861.00	Rates - AH
26/01/2024	Tolchards	DDR	0.02			4903 520	0.02	Bar stock
31/01/2024	Water2business	02012024	256.03	256.03		502		Water rates - AH
31/01/2024	Hills Waste	31012024	751.64	751.64		502		Waste collection
31/01/2024	Market Place Merchants	17072024	25.16	25.16		502		Till
31/01/2024	Tolchards Ltd	17012024	560.74	560.74		502		Bar stock
Total Payments for Month			2,613.59	1,593.57	0.00		1,020.02	
Balance Carried Fwd			1,144,123.78					
Cashbook Totals			1,146,737.37	1,593.57	0.00		1,145,143.80	

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Date: 27/02/2024

Time: 12:28

Melksham Town Council Current Year

Cashbook 1

Unity Bank

Page: 1

User: MEL

For Month No: 9

Receipts for Month 9

Receipt Ref

Name of Payer

£ Amt Received

£ Debtors

£ VAT

A/c Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

378,265.69

378,265.69

BACS Banked: 04/12/2023

150.00

BACS DJ Bew ley

150.00

1052

302

150.00

Xmas Fayre - donation

BACS Banked: 07/12/2023

137.50

BACS Raymond Mills

137.50

4918

501

137.50

Maintenance - AH (dup)

SB27B Banked: 11/12/2023

5.00

SB27B Phelps

5.00

1045

203

5.00

Allotment rent

BACS Banked: 11/12/2023

650.00

BACS D. Toogood

650.00

1052

302

650.00

Xmas Fayre - stalls

BACS Banked: 18/12/2023

83.99

BACS Wiltshire Council

83.99

1034

201

83.99

Room hire - TH

AA57B Banked: 19/12/2023

5.00

AA57B Battimelli

5.00

1045

203

5.00

Allotment rent

BACS Banked: 27/12/2023

700.00

BACS Wiltshire Publications

700.00

116.67

1040

210

583.33

Rent - 31 Mkt Pl

Total Receipts for Month

1,731.49

0.00

116.67

1,614.82

Cashbook Totals

379,997.18

0.00

116.67

379,880.51

Continued on Page 2

Date: 27/02/2024

Melksham Town Council Current Year

Page: 2

Time: 12:28

Cashbook 1

User: MEL

Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	Creditors_£	VAT_£	A/c_Centre	£ Amount	Transaction Detail
01/12/2023	Grounds Management Association	01122023	157.50	157.50		501		Membership - grounds maintenanc
01/12/2023	Water2business	01122023/2	23.50	23.50		501		Water rates - Bow erhill Unit
01/12/2023	Water2business	01122023/3	6.16	6.16		501		Water rates - Mkt Pl toilets
01/12/2023	Redhorn Holdings Ltd	01122023/4	1,234.99	1,234.99		501		Rent - Bow erhill - Apr 2024
01/12/2023	Redhorn Holdings Ltd	01122023/5	1,234.99	1,234.99		501		Rent - Bow erhill - May 24
05/12/2023	Comax UK Ltd	446951841	191.34	191.34		501		Soap/dispenser
05/12/2023	Denman Electrical Wholesalers	805688919	6.00	6.00		501		Crompton lamp
05/12/2023	Mr. Steve HOLDER	191965369	1,100.00	1,100.00		501		Sound - History of Soul
05/12/2023	Wired Publishing	502341392	93.60	93.60		501		Advertising - AH
05/12/2023	The Cobblers Bench	704469527	80.00	80.00		501		Shield/engraving
05/12/2023	Light Fantastic	161629583	6,240.00	6,240.00		501		Solar lights - KGV
05/12/2023	Prosec Consultancy Ltd	98899626	144.00	144.00		501		Security - Rich Hall
05/12/2023	Trade UK	163620560	50.57	50.57		501		Padlock (Dog Park)
05/12/2023	T H White Installation Ltd	70203476	335.94	335.94		501		Service - Intruder alarm - AH
05/12/2023	Travis Perkins Trading Company	433839027	459.15	459.15		501		Grip gloves
05/12/2023	Wiltshire Publications Ltd	571235429	3,251.52	3,251.52		501		Advertising - NHP
05/12/2023	Age UK Wiltshire	47407326	2,875.00	2,875.00		501		Age UK Project Wkr
05/12/2023	AJs Training Ltd	308623033	234.00	234.00		501		Training - NRSWA - SR
05/12/2023	AquAid Southcoast	885124500	300.00	300.00		501		Water/sanitisation
05/12/2023	Castle Water Ltd	425371258	3.56	3.56		501		Water - Mkt Pl
05/12/2023	EFA Training Ltd	271523951	504.00	504.00		501		Training - First aid
05/12/2023	IC2 CCTV Security Specialists	792439777	672.00	672.00		501		Release brackets
05/12/2023	Jack's Kitchen Ltd	57678264	4,800.00	4,800.00		501		LVT flooring - Pavilion
05/12/2023	J. H. Jones & Sons	992626510	3,208.80	3,208.80		501		Grasscutting - Methuen
05/12/2023	Melksham Groundcare Machinery	212218691	545.51	545.51		501		Strimmer heads
05/12/2023	Microsoft	439184648	229.07	229.07		501		Licences
05/12/2023	Place Studio Ltd	375583939	765.00	765.00		501		NHP - support
05/12/2023	R. B. Poolman Ltd	135104760	270.00	270.00		501		Gas safety check - 31 Mkt Pl
05/12/2023	Shiners Commercial Ltd	142828904	200.00	200.00		501		Window cleaning
05/12/2023	VK Graphics Ltd	122797078	150.00	150.00		501		Road signs - Remembrance
05/12/2023	Your Wiltshire	966860427	36.00	36.00		501		Advertising - AH
05/12/2023	Comax UK Ltd	957614212	362.89	362.89		502		Cleaning items
05/12/2023	Your Wiltshire	651526837	72.00	72.00		502		Advertising - AH
05/12/2023	St Michaels Bellringers	BACS	1,000.00			4301	151	1,000.00 Grant
05/12/2023	Melksham Carnival	BACS	1,000.00			4317	151	1,000.00 Grant
05/12/2023	Baby & Toddler	BACS	500.00			4301	151	500.00 Grant
05/12/2023	Raymond Mills	BACS	137.50			4918	501	137.50 Maintenance - AH (dup)
05/12/2023	JPC Management Services	613533152	9,612.29	9,612.29		501		Show - Abbamania
05/12/2023	Dave Phillips Music	593329797	6,101.86	6,101.86		501		Show - DS:UK
07/12/2023	Paul Seemayer	739290204	700.00	700.00		502		Lighting - Seriously Collins
07/12/2023	Mr. B. Burry	568325411	28.84	28.84		501		Various
07/12/2023	Hugh Davis	425181700	15.41	15.41		501		Fence panels
07/12/2023	Sarah Askew	942052731	21.17	21.17		501		Xmas Fayre items
07/12/2023	Gloria Delves	692357059	16.83	16.83		501		Xmas Fayre items

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c_Centre	£ Amount	Transaction Detail
12/12/2023	Enterprise Flex-E-Rent	12122023	562.90	562.90		501		Vehicle lease
14/12/2023	Elite Promotions	869226793	280.00	280.00		501		Photobooth - Xmas Fayre
14/12/2023	United EPoS Solutions	86926927	60.00	60.00		501		Softw are - AH
14/12/2023	A. C. Entertainment Technologi	657622346	138.00	138.00		501		Osram lamp
14/12/2023	Hunt Management Solutions	634439930	156.00	156.00		501		Stocktake - AH
14/12/2023	Kan Connections	68816698	9,686.40	9,686.40		501		Camera (bike area) - KGV
14/12/2023	The Temple Brothers Ltd	383289870	1,492.44	1,492.44		501		Show - The Dreamers
14/12/2023	The Publishing House	546305387	163.80	163.80		501		Advertising - AH
14/12/2023	Wired Publishing	271105649	93.60	93.60		501		Advertising - AH
14/12/2023	Avon IT systems	244808848	936.00	936.00		501		IT support/hardw are
14/12/2023	The Cobblers Bench	869094248	37.50	37.50		501		Keys
14/12/2023	Embroidery UK Ltd	6525472	75.18	75.18		501		Hi-vis jackets
14/12/2023	Glasdon UK Ltd	554293439	2,274.37	2,274.37		501		Seat x 3
14/12/2023	IDverde Limited	257663453	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
14/12/2023	Microshade Business Consultant	947511644	1,048.80	1,048.80		501		Hosting services -
14/12/2023	Peter J Dauncey	282771054	300.00	300.00		501		Tow n Crier's outfit
14/12/2023	Prosec Consultancy Ltd	142607157	3,741.30	3,741.30		501		Security - 011223
14/12/2023	RBL Poppy Appeal	479521422	40.00	40.00		501		Wreaths
14/12/2023	Trade UK	799729267	8.29	8.29		501		Padlock
14/12/2023	T H White Installation Ltd	319138602	285.04	285.04		501		Service - Intruder alarm TH
14/12/2023	Trow bridge Tow n Council	434430829	598.96	598.96		501		Sports Roadshow s
14/12/2023	Wiltshire Publications Ltd	59264444	277.20	277.20		501		Advertising - NHP
14/12/2023	A. Wilson (Plumbing and Heatin	353444918	747.53	747.53		501		Plumbing w ork - Pavilion
14/12/2023	J. Brady	700920023	25.00	25.00		501		Alterations - Tow n Criers outt
14/12/2023	Castle Water Ltd	319710294	0.54	0.54		501		Water - Mkt Pl
14/12/2023	CJW Roofing Specialist	588297071	540.00	540.00		501		Repairs to AH roof
14/12/2023	Colder Refrigeration Services	478133365	4,320.00	4,320.00		501		Air con - Pavilion
14/12/2023	Coppard Plant Hire Ltd	358509441	69.30	69.30		501		Barriers - Remembrance
14/12/2023	CP Fire Consultants Ltd	825976958	1,224.00	1,224.00		501		Fire RAs - x6
14/12/2023	Friends of Melksham Hospital	313608651	129.50	129.50		501		Xmas Lghts - Tables
14/12/2023	D&M Gompels Ltd	856437808	255.40	255.40		501		Pkg red - July/Oct
14/12/2023	James Hallam Council Guard	76295177	2,220.20	2,220.20		501		Insurance - vehicles
14/12/2023	Healthmatic Ltd	232849617	480.00	480.00		501		Cleaning - Eco loo
14/12/2023	Hugh Davis	543701855	103.28	103.28		501		Accelerator pedal - VW
14/12/2023	Industrial Door & Gate Solutio	100733546	270.00	270.00		501		Service - toilet doors
14/12/2023	J. H. Jones & Sons	297706744	4,183.20	4,183.20		501		Grasscutting - KGV
14/12/2023	Melksham Recycling & Skips Ltd	452541278	60.00	60.00		501		Xmas Lights - recycling bins
14/12/2023	Microsoft	830338842	224.70	224.70		501		Licence
14/12/2023	Rigg Construction (Southern) L	931209917	40,213.20	40,213.20		501		Demolition of shed - KGV
14/12/2023	Sara Land	225816848	6.65	6.65		501		Milk/ refs
14/12/2023	Shiners Commercial Ltd	422782602	200.00	200.00		501		Window cleaning
14/12/2023	Signs Express (Huddersfield)	153799690	628.32	628.32		501		Breast feeding signs
14/12/2023	Stage Events	561704565	425.00	425.00		501		Trailer stage - Xmas Fayre
14/12/2023	Structural Solutions Managemen	657870221	639.90	639.90		501		Survey - Blue Pool
14/12/2023	Supermix Sound & Lighting Ltd	70766836	2,215.33	2,215.33		501		Xmas Fayre - sound & lighting

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
14/12/2023	Swindon Stilt Walkers	201263161	440.00	440.00		501			Xmas Fayre - Stilt Walkers
14/12/2023	Tom Ledbury	303898483	1,976.54	1,976.54		501			Bike hoops/maintenance strn
14/12/2023	Your Wiltshire	898170818	36.00	36.00		501			Advertising - AH
14/12/2023	Prosec Consultancy Ltd	233134523	144.00	144.00		502			Security - 271023
14/12/2023	HMRC	DDR	8,298.56			520		8,298.56	PAYE/NI
14/12/2023	Mainstream Digital	14122023	88.60	88.60		501			Phones
14/12/2023	Mainstream Digital	14122023/2	37.96	37.96		501			Phones
14/12/2023	Mainstream Digital	14122023/3	164.03	164.03		501			Phones
14/12/2023	Office Evolution Ltd	14122023/4	161.06	161.06		501			Photocopying
15/12/2023	Wiltshire Council	DDR	1,229.00			4102	215	1,229.00	Rates - Bow erhill Unit
15/12/2023	Wiltshire Council	DDR	241.00			4102	215	241.00	Rates - Bow erhill Unit
15/12/2023	Wiltshire Council	DDR	1,060.00			4102	201	1,060.00	Rates - TH
15/12/2023	Daisy Communications	15122023	40.80	40.80		501			Wifi - Pavilion
15/12/2023	British Gas	15122023/2	244.84	244.84		501			Electricity - Mkt Pl toilets
15/12/2023	British Gas	15122023/3	29.30	29.30		501			Electricity - Roundhouse
18/12/2023	Lloyds Bank	DDR	391.65			4050	110	3.00	Land Registry - 1000003874774
						4085	115	275.00	Charity - H4H
						4050	110	3.00	Land Registry - 1000003875450
						4050	110	3.00	Land Registry - 100003875585
						4050	110	3.00	Land Registry - 1000003876736
						4017	110	6.00	Bank fees
						4028	101	17.99	Postage - UPS
						4106	201	52.00	Cobblers - Keys
						4304	302	28.66	Amazon - Santa boots
18/12/2023	Lloyds Bank	DDR	1,726.67		287.78	4311	115	77.12	Asda - Remembrance
						4922	501	718.00	Printed Easy - leaflets
						4151	202	12.95	Tool Stn - tools
						4151	202	20.00	Wickes - tools
						4151	202	42.65	Wickes - tools
						4163	202	95.50	Boels - plant hire
						4304	302	38.33	Amazon - Mrs Claus outfit
						4304	302	83.82	Asda - Santa gifts
						4304	302	25.23	Asda - refs/Xmas Fayre
						4163	202	62.00	Buildbase - grout/postfix
						4901	520	194.38	Bookers - AH catering
						4304	302	44.46	Factory Shop - Grotto/lights
						4304	302	24.45	Sainsburys - refs Xmas Fayre
18/12/2023	West Mercia Energy	18122023	143.53	143.53		501			Electricity - KGV store
18/12/2023	Fuel Genie	18122023/2	391.58	391.58		501			Fuel
18/12/2023	Oakwood	18122023/3	135.00	135.00		501			Container
20/12/2023	Wiltshire Council	DDR	38,286.71			520		38,286.71	Salaries
20/12/2023	British Gas	20122023	889.36	889.36		501			Gas - TH
20/12/2023	British Gas	20122023/2	20.66	20.66		501			Gas - AH
20/12/2023	British Gas	20122023/3	475.93	475.93		501			Electricity - TH

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Unity Bank

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
20/12/2023	British Gas	20122023/4	2,040.70	2,040.70		501		Electricity - AH
22/12/2023	WPF	DDR	9,159.27			520	9,159.27	Pensions
22/12/2023	British Gas	22122023	46.98	46.98		501		Electricity - Mkt Traders
27/12/2023	British Gas	27122023	90.56	90.56		501		Electricity - Bowerhill Unit
28/12/2023	British Gas	28122023	108.16	108.16		501		Electricity - Mkt Pl toilets
29/12/2023	Unity Bank	BACS	0.30			4017 110	0.30	Handling charge
29/12/2023	Enterprise Flex-E-Rent	29122023	964.30	964.30		501		Van lease
31/12/2023	Unity Bank	BACS	56.70			4017 110	56.70	Service charge
Total Payments for Month			200,869.51	137,782.15	287.78		62,799.58	
Balance Carried Fwd			179,127.67					
Cashbook Totals			379,997.18	137,782.15	287.78		241,927.25	

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Unity Bank

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		179,127.67				179,127.67	
BACS Banked: 09/01/2024		170.66					
BACS Good News Church		170.66			1048 210	170.66	Gas - Art House
SB21 Banked: 10/01/2024		40.00					
SB21 Sobala		40.00			1045 203	40.00	Allotment rent
BACS Banked: 16/01/2024		34,895.75					
BACS HMRC		34,895.75			105	34,895.75	VAT refund
AR3A Banked: 17/01/2024		5.00					
AR3A Tys		5.00			1045 203	5.00	Allotment rent
BACS Banked: 18/01/2024		487.21					
BACS DJ Cooper		487.21		81.20	1027 202	406.01	Caretaking - Factory Shop
BACS Banked: 20/01/2024		135.00					
BACS Jacks Kitchen		135.00		22.50	1027 202	112.50	Container - Dec 23
BACS Banked: 24/01/2024		36.00					
BACS Carter		36.00			1016 115	36.00	Mayors Reception
BACS Banked: 25/01/2024		55.00					
BACS JH Jones		55.00			1016 115	55.00	Mayors Reception
BACS Banked: 26/01/2024		700.00					
BACS Wiltshire Publications		700.00		116.67	1040 210	583.33	Rent - 31 Mkt Pl
BACS Banked: 26/01/2024		55.00					
BACS Couzens		55.00			1016 115	55.00	Mayors Reception
BACS Banked: 29/01/2024		54.00					
BACS Strange		54.00			1016 115	54.00	Mayors Reception
BACS Banked: 30/01/2024		36.00					
BACS Gaskell		36.00			1016 115	36.00	Mayors Reception
Total Receipts for Month		36,669.62	0.00	220.37		36,449.25	

Cashbook Totals	215,797.29	0.00	220.37	215,576.92
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Unity Bank

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Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/01/2024	Zen International Ltd	02012024	31.20	31.20		501			Wifi - Art House
02/01/2024	Water2business	02012024/2	340.30	340.30		501			Water rates - TH
02/01/2024	Water2business	02012024/3	23.50	23.50		501			Water rates - Depot
02/01/2024	Water2business	02012024/4	159.00	159.00		501			Water rates - Mkt Pl toilets
02/01/2024	Water2business	02012024/5	106.67	106.67		501			Water rates - Roundhouse
03/01/2024	Office Evolution Ltd	03012024	128.02	128.02		501			Notebook/Planners
04/01/2024	Unity Bank	DDR	28.20			4017	110	28.20	BACS charge
04/01/2024	Grenke Leasing	04012024	89.00	89.00		501			Photocopier - Eqmt protection
04/01/2024	Grenke Leasing	04012024/2	177.98	177.98		501			Photocopier - lease
04/01/2024	British Gas	04012024/3	2,396.08	2,396.08		501			Electricity - Pavilion
09/01/2024	Enterprise Flex-E-Rent	09012024	562.90	562.90		501			Vehicle lease
12/01/2024	HMRC	DDR	13,323.05			520		13,323.05	PAYE/NI
12/01/2024	West Mercia Energy	12012024	142.45	142.45		501			Electricity - KGV Store
15/01/2024	Wiltshire Council	DDR	1,060.00			4102	201	1,060.00	Rates - TH
15/01/2024	Wiltshire Council	DDR	241.00			4102	215	241.00	Rates - Depot
15/01/2024	Wiltshire Council	DDR	1,229.00			4102	215	1,229.00	Rates - Depot (O/S)
15/01/2024	Mainstream Digital	15012024	227.32	227.32		501			Phones
15/01/2024	Daisy Communications	15012024/2	40.80	40.80		501			Wifi - Pavilion
15/01/2024	Office Evolution Ltd	15012024/4	69.50	69.50		501			Photocopying
16/01/2024	Lloyds Bank	DDR	299.91			4017	110	6.00	Card charges x 2
						4028	101	45.00	Stamps
						4061	101	44.90	Air BNB - KF
						4050	110	98.20	Indeed - Amenities Asst
						4050	110	105.81	Indeed - Dec 2023
16/01/2024	Lloyds Bank	DDR	627.86		104.64	4903	520	42.33	Bar catering
						4167	202	398.70	Nettl - Roundabout sign
						4304	302	48.88	Aldi - Mulled wine/oranges
						4021	101	33.31	Viking - Desk diaries
16/01/2024	British Gas	16012024	86.00	86.00		501			Electricity - Mkt Pl toilets
16/01/2024	Fuel Genie	16012024/2	182.48	182.48		501			Fuel
18/01/2024	Mr. B. Burry	408900690	16.45	16.45		501			DVD/refs
18/01/2024	Comax UK Ltd	859990073	678.64	678.64		501			Disinfectant
18/01/2024	Denman Electrical Wholesalers	42495511	92.40	92.40		501			Lights
18/01/2024	Dentons	773499268	300.00	300.00		501			Advertising - AH
18/01/2024	Elite Promotions	849014898	500.00	500.00		501			Disco/photobooth
18/01/2024	Kan Connections	971610016	1,989.60	1,989.60		501			Electrical w ks - Pavilion
18/01/2024	Off The Kerb Productions	322250826	5,753.78	5,753.78		501			Show - Rich Hall
18/01/2024	Paul Seemayer	104257834	710.00	710.00		501			Lighting - Rich Hall
18/01/2024	IDverde Limited	811395866	1,341.94	1,341.94		501			Cleaning - Bath Rd toilets
18/01/2024	Light Fantastic	604461766	660.00	660.00		501			PA hire - Remembrance
18/01/2024	Microshade Business Consultant	76724798	720.00	720.00		501			Accounting services - Oct 2023
18/01/2024	Prosec Consultancy Ltd	77517068	180.00	180.00		501			Security - 091223
18/01/2024	Rialtas Business Solutions Ltd	976664205	623.76	623.76		501			Training - Omega
18/01/2024	Trade UK	975334765	354.02	354.02		501			Garage pack
18/01/2024	T H White Installation Ltd	66162936	104.50	104.50		501			Service - fire alarm TH
18/01/2024	Travis Perkins Trading Company	43227115	51.12	51.12		501			Brick mortar gun kit

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Unity Bank

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
18/01/2024	Wiltshire Publications Ltd	595038818	1,428.00	1,428.00		501		Advertising
18/01/2024	Boels Rental Ltd	191297888	237.84	237.84		501		Generator & eqpmt
18/01/2024	The MOT Centre & The Garage on	187248747	160.00	160.00		501		Battery (VW)
18/01/2024	James Hallam Council Guard	529013326	518.81	518.81		501		Insurance - special events
18/01/2024	J. H. Jones & Sons	621535419	1,616.40	1,616.40		501		Fencing - KGV
18/01/2024	Kevin Farrow	852566838	206.00	206.00		501		Mileage
18/01/2024	Municipal Maverick	879376567	960.00	960.00		501		Consultancy
18/01/2024	Nicola Elms	934247699	43.50	43.50		501		Santa/Elf costumes
18/01/2024	Austen Group	49088903	72.95	72.95		501		Sak trucks
18/01/2024	Shiners Commercial Ltd	275612958	392.00	392.00		501		Window cleaning
18/01/2024	VK Graphics Ltd	681645382	150.00	150.00		501		Road sign graphics
18/01/2024	One Entertainment Ltd	18012024	2,426.30	2,426.30		501		Show - Rock for Heroes
18/01/2024	Jack's Kitchen Ltd	18012024/2	9,600.00	9,600.00		501		Pavilion - final works
18/01/2024	Lazerlight Roadshow	360732131	500.00	500.00		501		Xmas Lights - Lazers
18/01/2024	Linda De Santiz	796879739	1,200.00	1,200.00		501		Honoraria - 23/24
18/01/2024	British Gas	18012024	762.34	762.34		501		Gas - TH
18/01/2024	British Gas	18012024/2	14.47	14.47		501		Gas - AH
18/01/2024	British Gas	18012024/3	29.29	29.29		501		Electricity - Roundhouse
18/01/2024	Oakwood	18012024/4	135.00	135.00		501		Container
19/01/2024	Wiltshire Council	DDR	32,153.40			520	32,153.40	Salaries
19/01/2024	Wiltshire Council	DDR	16,214.52			520	16,214.52	WPF
19/01/2024	British Gas	19012024	2,127.97	2,127.97		501		Electricity - AH
22/01/2024	British Gas	22012024	898.48	898.48		501		Electricity - TH
22/01/2024	British Gas	22012024/2	180.45	180.45		501		Electricity - Mkt Traders
25/01/2024	Unity Bank	DDR	28.48			4017	110 28.48	BACS charge
25/01/2024	British Gas	25012024	201.65	201.65		501		Electricity - Depot
30/01/2024	Zen International Ltd	30012024	31.20	31.20		501		Wifi - Art House
31/01/2024	United EPoS Solutions	264529095	60.00	60.00		501		Till - AH
31/01/2024	Houseman Environmental Ltd	32831982	570.00	570.00		501		Water hygiene - TH
31/01/2024	Neil Sands Productions	959934534	2,201.58	2,201.58		501		Show - Xmas Memories
31/01/2024	Seamless Laundry	206200263	36.50	36.50		501		Laundry - AH Tablecloths
31/01/2024	The Publishing House	23092558	163.80	163.80		501		Advertising - AH
31/01/2024	The Publishing House	119406804	174.00	174.00		501		Advertising - AH
31/01/2024	Wired Publishing	178795634	93.60	93.60		501		Advertising - AH
31/01/2024	Microshade Business Consultant	550896413	1,080.30	1,080.30		501		Accounting services
31/01/2024	Trade UK	453938157	142.41	142.41		501		Marking tape
31/01/2024	Stannah Lift Services Ltd	141086537	3,619.92	3,619.92		501		Lift - service
31/01/2024	Travis Perkins Trading Company	615752726	38.40	38.40		501		Sand
31/01/2024	Vysion Ltd	991236898	327.90	327.90		501		Online back-up services
31/01/2024	Wiltshire Publications Ltd	622626920	138.60	138.60		501		Advertising - NHP
31/01/2024	Wiltshire Council	735774395	1,194.39	1,194.39		501		Dropped kerb - The Grays
31/01/2024	AquaAid Southcoast	793549778	91.15	91.15		501		Water fountain - sanitisation
31/01/2024	Aquam Water Services Ltd	473706528	42.00	42.00		501		Standpipe - Mkt Pl
31/01/2024	Castle Water Ltd	99419949	0.56	0.56		501		Water - Mkt Pl
31/01/2024	Distant Thunder Fireworks	57942454	1,200.00	1,200.00		501		Fireworks - Xmas Fayre
31/01/2024	The MOT Centre & The Garage	366176541	90.00	90.00		501		Sprinter - repairs

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Date: 27/02/2024		Melksham Town Council Current Year				Page: 4	
Time: 12:31		Cashbook 1				User: MEL	
		Unity Bank				For Month No: 10	
Payments for Month 10		Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT_</u>	<u>A/c_Centre</u>	<u>£ Amount_Transaction Detail</u>
	on						
31/01/2024	Healthmatic Ltd	4033339	960.00	960.00		501	Cleaning - KGV eco loo - Oct
31/01/2024	Hugh Davis	76831484	20.76	20.76		501	Sugar soap/mould remover
31/01/2024	Kalpesh Patel	35126935	389.70	389.70		501	Locum RFO services
31/01/2024	Microsoft	625395076	224.70	224.70		501	Licences
31/01/2024	National Allotment Society	166560416	66.00	66.00		501	Annual subs
31/01/2024	NPower (Yorkshire) Ltd	928971090	45.45	45.45		501	Electricity - KGV/Pavilion
31/01/2024	Place Studio Ltd	987616760	3,630.00	3,630.00		501	NHP - support
31/01/2024	Plan of Action	674626087	150.00	150.00		501	Band - Xmas Lights
31/01/2024	Right Directions (Management)	738228541	8,316.00	8,316.00		501	Management support
31/01/2024	Sandridge Stone Ltd	8029275	11,018.28	11,018.28		501	Church wall - repairs
31/01/2024	Sara Land	328198767	17.50	17.50		501	Desserts - Mayors Reception
31/01/2024	The Sunnies	223219866	180.00	180.00		501	Music - Xmas lights
31/01/2024	T W Landscapes Ltd	907311694	17,310.60	17,310.60		501	Trees/planting
31/01/2024	Sara Land	544784767	20.73	20.73		501	Various items
31/01/2024	Kalpesh Patel	575205096	1,238.80	1,238.80		501	RFO services
31/01/2024	Show Planr Ltd	449102452	6,679.17	6,679.17		501	Show - Forbidden Nights
31/01/2024	Mr. Steve HOLDER	937564241	300.00	300.00		501	Sound - Forbidden Nights
31/01/2024	Enterprise Flex-E-Rent	31012024	996.44	996.44		501	Vehicle lease
31/01/2024	British Gas	31012024/2	1,538.11	1,538.11		501	Electricity - Pavilion
Total Payments for Month			172,304.83	107,099.41	104.64	65,100.78	
Balance Carried Fwd			43,492.46				
Cashbook Totals			215,797.29	107,099.41	104.64	108,593.24	

Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		122.60				122.60	
Banked:		0.00					
			0.00			0.00	
Total Receipts for Month		0.00	0.00	0.00		0.00	
Cashbook Totals		122.60	0.00	0.00		122.60	

Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 9

Payments for Month 9

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>
07/12/2023	B. Burry	TRANS	15.00		2.50	4960 510	12.50	Tickets
15/12/2023	S. Land	TRANS	5.94		0.99	4021 101	4.95	Xmas cards
20/12/2023	S. Land	TRANS	2.27		0.38	4021 101	1.89	Stationery
Total Payments for Month			23.21	0.00	3.87		19.34	
Balance Carried Fwd			99.39					
Cashbook Totals			122.60	0.00	3.87		118.73	

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Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received_ £ Debtors _____ £ VAT_ A/c_Centre_ £ Amount_ Transaction Detail

Balance Brought Fwd : 99.39

99.39

Cash Banked: 31/12/2023 107.89

Cash Xmas Carols 107.89 1052 302 107.89 Xmas Carols

Total Receipts for Month 107.89 0.00 0.00 107.89

Cashbook Totals 207.28 0.00 0.00 207.28

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Date: 27/02/2024

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/12/2023	M. Rolph	TNSFR	30.00			4028 101	30.00	Stamps
02/01/2024	S. Land	TNSFR	4.45		0.74	4016 101	3.71	Refs
09/01/2024	H. Davies	TNSFR	2.76		0.46	4021 101	2.30	Dividers
16/01/2024	Hannah	TNSFR	3.00		0.50	4016 101	2.50	Milk
20/01/2024	H. Davies	TNSFR	5.99		1.00	4016 101	4.99	Toilet brush
29/01/2024	J. Burry	TNSFR	1.35		0.22	4016 101	1.13	Milk
31/01/2024	Unreceipted purchase	TNSFR	2.94			4016 101	2.94	Unreceipted purchase
Total Payments for Month			50.49	0.00	2.92		47.57	
Balance Carried Fwd			156.79					
Cashbook Totals			207.28	0.00	2.92		204.36	

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Melksham Town Council
Monthly Financial Statement 31 December 2023

Cash and Bank Balances:

Unity Bank	179,128	
Cambridge B S	85,053	
Assembly General Account	1,122,492	
Lloyds Short Term Fixed Deposit	51,957	
Lloyds Fixed Term Deposit		
CCLA Investment	121	
Credit/Debit Card Control	-177	
Petty Cash	99	
Bar Float	1,100	
		1,439,773

Debtors (monies owed to council)

H M Customs - Vat recoverable	34,896	
Bar Stock	3,329	
Debtors and Prepayments	3,555	
		41,780
		1,481,553

Less: Creditors (monies owed by council)

Suppliers of goods and services	22,627	
Retention Due	8,065	
Other Creditors	5,592	
Salaries Control	0	
Paye, Ni and Pension Due	29,423	
Events Control	9,941	
		75,648

Net Cash Available 1,405,905

Represented by:

General Fund

Current Year Surplus	95,394	
Earmarked Reserves Used in year	220,587	
	315,981	
Contribution to Earmarked Reserves	49,245	266,736
General Reserve balance at beginning of year		364,159

Earmarked Reserves

Balance at 1st April 2023	797,899	
Plus; Added in Year	797,899	
Less: Used to Fund Expenditure	178,628	619,271

Specific Reserves

CIL

Balance at 1st April 2023	52,520	
Plus: Received in Year	1,140	
	53,660	
Less: Used to Fund Expenditure		53,660

Solar Farm

Balance at 1st April 2023	95,933	
Plus Received in Year	48,105	
	144,038	
Less:Used to Fund Expenditure	41,959	102,079

1,405,905

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Melksham Town Council
Monthly Financial Statement 31st January 2024

Cash and Bank Balances:

Unity Bank	43,492	
Cambridge B S	85,053	
Assembly General Account	1,144,124	
Lloyds Short Term Fixed Deposit	51,957	
Lloyds Fixed Term Deposit		
CCLA Investment	121	
Credit/Debit Card Control	4,083	
Petty Cash	157	
Bar Float	1,100	
		1,330,087

Debtors (monies owed to council)

H M Customs - Vat recoverable	12,150	
Bar Stock	3,329	
Debtors and Prepayments	172	
		15,651
		1,345,738

Less: Creditors (monies owed by council)

Suppliers of goods and services	16,037	
Retention Due	8,065	
Other Creditors	5,698	
Salaries Control		
Paye, Ni and Pension Due	18,502	
Events Control	5,278	
		53,580

Net Cash Available 1,292,158

Represented by:

General Fund

Current Year Surplus	-18,353	
Earmarked Reserves Used in year	261,625	
	243,272	
Contribution to Earmarked Reserves	49,245	194,027
General Reserve balance at beginning of year		364,159

Earmarked Reserves

Balance at 1st April 2023	797,899	
Plus; Added in Year	797,899	
Less: Used to Fund Expenditure	219,666	578,233

Specific Reserves

CIL

Balance at 1st April 2023	52,520	
Plus: Received in Year	1,140	
	53,660	
Less: Used to Fund Expenditure		53,660

Solar Farm

Balance at 1st April 2023	95,933	
Plus Received in Year	48,105	
	144,038	
Less: Used to Fund Expenditure	41,959	102,079

1,292,158

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

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	Transfer to/from EMR
4000 Salaries ENI & Pension	29,079	172,641	300,500	127,859		127,859	57.5%	
4005 Temporary Staff	0	135	0	(135)		(135)	0.0%	
4016 Sundry Office Expenses	6	584	0	(584)		(584)	0.0%	
4021 Stationery	7	973	500	(473)		(473)	194.7%	
4023 Advertising	0	(38)	500	538		538	(7.7%)	
4024 Equipment/furniture	0	665	1,000	335		335	66.5%	
4026 Photocopier/copying	134	1,243	750	(493)		(493)	165.7%	
4027 Telephones and Mobiles	242	1,735	3,000	1,265		1,265	57.8%	
4028 Postage	18	160	500	340		340	31.9%	
4029 Subscriptions	131	2,028	3,500	1,472		1,472	57.9%	
4040 Information Technology/Hardware	0	1,322	20,000	18,678		18,678	6.6%	
4042 Licences/Software	499	15,239	7,000	(8,239)		(8,239)	217.7%	
4058 Insurance	0	36,631	38,000	1,369		1,369	96.4%	
4061 Travel	206	852	500	(352)		(352)	170.5%	
4075 Training	520	3,366	6,000	2,634		2,634	56.1%	

Central Costs :- Indirect Expenditure **30,842** **237,535** **381,750** **144,215** **0** **144,215** **62.2%** **0**

Net Expenditure **(30,842)** **(237,535)** **(381,750)** **(144,215)**

110 Corporate Costs

1026 Income Interest	0	4,726	400	(4,326)			1181.5%	
1176 Precept Received	0	999,784	999,784	0			100.0%	
Corporate Costs :- Income	0	1,004,510	1,000,184	(4,326)			100.4%	0
4017 Bank account fees	63	362	500	138		138	72.3%	
4043 HR consultancy	0	4,095	7,500	3,405		3,405	54.6%	
4050 Legal and Professional Fees	12	3,521	7,000	3,479		3,479	50.3%	
4057 Accountancy and Audit	600	7,069	12,000	4,931		4,931	58.9%	
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%	

Corporate Costs :- Indirect Expenditure **675** **16,743** **30,500** **13,757** **0** **13,757** **54.9%** **0**

Net Income over Expenditure **(675)** **987,767** **969,684** **(18,083)**

115 Civic and Democratic

1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%	
Civic and Democratic :- Income	0	538	0	(538)				0
4030 Town Crier's expenses	25	25	300	275		275	8.3%	
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%	
4085 Civic and Ceremonial	425	2,558	3,500	942		942	73.1%	
4311 Remembrance Day	427	1,187	1,000	(187)		(187)	118.7%	
Civic and Democratic :- Indirect Expenditure	877	4,770	8,800	4,030	0	4,030	54.2%	0
Net Income over Expenditure	(877)	(4,232)	(8,800)	(4,568)				
151 Grants								
4301 Grants	1,500	6,545	16,000	9,455		9,455	40.9%	
4302 Grant CAB	0	5,000	5,000	0		0	100.0%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%	
4317 Grant Carnival	1,000	1,000	2,500	1,500		1,500	40.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	2,500	41,545	53,500	11,955	0	11,955	77.7%	0
Net Expenditure	(2,500)	(41,545)	(53,500)	(11,955)				
Finance, Admin & Performance :- Income	0	1,005,048	1,000,184	(4,864)			100.5%	
Expenditure	34,894	300,593	474,550	173,957	0	173,957	63.3%	
Movement to/(from) Gen Reserve	(34,894)	704,455						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Asset Management & Amenities</u>								
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	292	1,503	2,000	497			75.2%	
Town Hall :- Income	292	1,503	2,000	497			75.2%	0
4000 Salaries ENI & Pension	0	2,673	0	(2,673)		(2,673)	0.0%	
4100 Gas	741	3,820	6,000	2,180		2,180	63.7%	
4101 Electricity	441	3,002	5,000	1,998		1,998	60.0%	
4102 Non Domestic Rates	1,060	9,544	10,000	456		456	95.4%	
4103 Water Rates	0	793	2,000	1,208		1,208	39.6%	
4104 Window Cleaning	392	2,376	1,600	(776)		(776)	148.5%	
4106 Repairs and Maintenance	83	3,161	6,000	2,839		2,839	52.7%	
4108 Service Contracts	87	5,952	10,500	4,548		4,548	56.7%	
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%	
4261 Building Condition Reps Works	0	2,880	70,000	67,120		67,120	4.1%	
Town Hall :- Indirect Expenditure	2,805	34,200	112,500	78,300	0	78,300	30.4%	0
Net Income over Expenditure	(2,513)	(32,697)	(110,500)	(77,803)				
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	0	4,234	3,000	(1,234)			141.1%	
Asset and Amenities :- Income	0	4,234	3,000	(1,234)			141.1%	0
4000 Salaries ENI & Pension	28,259	166,826	275,000	108,174		108,174	60.7%	
4027 Telephones and Mobiles	0	716	1,500	784		784	47.7%	
4075 Training	0	2,438	0	(2,438)		(2,438)	0.0%	
4150 Uniform/PPE	210	1,115	1,000	(115)		(115)	111.5%	
4151 Tools and Equipment	189	2,054	2,000	(54)		(54)	102.7%	
4153 Vehicle Running Costs	546	2,897	5,000	2,103		2,103	57.9%	
4156 Vehicle Leasing	1,273	9,787	5,800	(3,987)		(3,987)	168.7%	
4163 Repairs and Maintenance	183	1,508	8,000	6,492		6,492	18.9%	
4167 Street Furniture and Signage	0	4,681	7,500	2,819		2,819	62.4%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	0	990	4,000	3,010		3,010	24.8%	
Asset and Amenities :- Indirect Expenditure	30,660	193,014	310,800	117,786	0	117,786	62.1%	0
Net Income over Expenditure	(30,660)	(188,780)	(307,800)	(119,020)				
<u>203 Allotments</u>								
1045 Income Allotments	10	290	5,000	4,710			5.8%	
Allotments :- Income	10	290	5,000	4,710			5.8%	0

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4200 Water Rates - Allotments	0	1,190	1,200	10		10	99.2%	
4201 Maintenance - Allotments	0	887	1,000	113		113	88.7%	
Allotments :- Indirect Expenditure	0	2,077	2,200	123	0	123	94.4%	0
Net Income over Expenditure	10	(1,787)	2,800	4,587				
204 Pavilion and Car Park								
1046 Income - Pavilion	0	3,138	5,000	1,862			62.8%	
Pavilion and Car Park :- Income	0	3,138	5,000	1,862			62.8%	0
4050 Legal and Professional Fees	0	350	0	(350)		(350)	0.0%	
4250 Telephone - Pavilion	34	306	500	194		194	61.2%	
4252 Electricity	23	7,913	3,000	(4,913)		(4,913)	263.8%	
4254 Water - Pavilion	0	0	1,000	1,000		1,000	0.0%	
4255 Fire Safety Checks	0	355	250	(105)		(105)	142.0%	
4256 Maintenance - Pavilion	1,460	7,671	4,500	(3,171)		(3,171)	170.5%	
Pavilion and Car Park :- Indirect Expenditure	1,516	16,596	9,250	(7,346)	0	(7,346)	179.4%	0
Net Income over Expenditure	(1,516)	(13,457)	(4,250)	9,207				
205 Public Toilets - Market Place								
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%	
Public Toilets - Market Place :- Income	0	6,000	7,500	1,500			80.0%	0
4101 Electricity	323	1,816	1,800	(16)		(16)	100.9%	
4103 Water Rates	6	986	3,000	2,014		2,014	32.9%	
4106 Repairs and Maintenance	0	150	1,000	850		850	15.0%	
4180 Cleaning	503	4,027	7,000	2,973		2,973	57.5%	
Public Toilets - Market Place :- Indirect Expenditure	833	6,979	12,800	5,821	0	5,821	54.5%	0
Net Income over Expenditure	(833)	(979)	(5,300)	(4,321)				
206 Public Toilets - Bath Road								
4101 Electricity	114	1,086	1,400	314		314	77.6%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	0	396	1,000	604		604	39.6%	
4180 Cleaning	615	4,920	7,000	2,080		2,080	70.3%	
Public Toilets - Bath Road :- Indirect Expenditure	729	6,402	11,400	4,998	0	4,998	56.2%	0
Net Expenditure	(729)	(6,402)	(11,400)	(4,998)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Corporate Properties								
1040 Income 31 Market Place	583	9,100	6,900	(2,200)			131.9%	
1048 Income Art House Cafe	500	4,500	6,000	1,500			75.0%	
Corporate Properties :- Income	1,083	13,600	12,900	(700)			105.4%	0
Net Income	1,083	13,600	12,900	(700)				
211 Art House Cafe								
4100 Gas	0	0	1,000	1,000		1,000	0.0%	
4108 Service Contracts	0	357	0	(357)		(357)	0.0%	
4175 Costs Art House Cafe	0	696	0	(696)		(696)	0.0%	
Art House Cafe :- Indirect Expenditure	0	1,053	1,000	(53)	0	(53)	105.3%	0
Net Expenditure	0	(1,053)	(1,000)	53				
212 Round House								
4101 Electricity	28	(1,270)	500	1,770		1,770	(254.0%)	
4103 Water Rates	0	55	240	185		185	22.8%	
4106 Repairs and Maintenance	168	660	1,000	340		340	66.0%	
Round House :- Indirect Expenditure	195	(555)	1,740	2,295	0	2,295	(31.9%)	0
Net Expenditure	(195)	555	(1,740)	(2,295)				
213 31 Market Place								
4108 Service Contracts	0	85	1,000	915		915	8.5%	
31 Market Place :- Indirect Expenditure	0	85	1,000	915	0	915	8.5%	0
Net Expenditure	0	(85)	(1,000)	(915)				
215 Depot								
4101 Electricity	86	1,458	2,000	542		542	72.9%	
4102 Non Domestic Rates	1,470	4,628	2,500	(2,128)		(2,128)	185.1%	
4103 Water Rates	24	160	250	90		90	63.9%	
4106 Repairs and Maintenance	0	0	4,000	4,000		4,000	0.0%	
4160 Leasing	2,058	13,379	12,350	(1,029)		(1,029)	108.3%	
4184 Fire security: Unit	0	94	300	206		206	31.3%	
Depot :- Indirect Expenditure	3,638	19,719	21,400	1,681	0	1,681	92.1%	0
Net Expenditure	(3,638)	(19,719)	(21,400)	(1,681)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Play Areas and Open Spaces								
4157 Grasscutting	0	32,769	30,000	(2,769)		(2,769)	109.2%	
4158 Replacement Play Equipment	800	20,874	0	(20,874)		(20,874)	0.0%	
4165 Maintenance play areas	0	8,193	5,000	(3,193)		(3,193)	163.9%	
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%	
4179 Tree Planting and Ecology	0	47	10,000	9,953		9,953	0.5%	
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%	
Play Areas and Open Spaces :- Indirect Expenditure	800	63,289	48,600	(14,689)	0	(14,689)	130.2%	0
Net Expenditure	(800)	(63,289)	(48,600)	14,689				
221 King George V Park/Splashpad								
4101 Electricity	0	1,550	5,000	3,451		3,451	31.0%	
4106 Repairs and Maintenance	0	1,110	0	(1,110)		(1,110)	0.0%	
4108 Service Contracts	333	3,915	5,000	1,085		1,085	78.3%	
4199 Chemicals	0	2,605	2,000	(605)		(605)	130.2%	
4313 Sports Roadshow	0	2,845	5,000	2,155		2,155	56.9%	
4913 Water	0	0	7,000	7,000		7,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	333	12,024	24,000	11,976	0	11,976	50.1%	0
Net Expenditure	(333)	(12,024)	(24,000)	(11,976)				
405 Solar Farm Projects								
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%	
Solar Farm Projects :- Income	0	48,105	40,000	(8,105)			120.3%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	0	48,105	0	(48,105)				
Asset Management & Amenities :- Income	1,385	76,870	75,400	(1,470)			102.0%	
Expenditure	41,509	354,881	596,690	241,809	0	241,809	59.5%	
Movement to/(from) Gen Reserve	(40,124)	(278,011)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Development</u>								
302 Projects								
1020 Miscellaneous Income	0	117	0	(117)			0.0%	
1050 Grants Received	0	3,060	0	(3,060)			0.0%	
1052 Switch on Event - Stalls	800	3,814	0	(3,814)			0.0%	
1179 Neighbourhood Plan	0	30	0	(30)			0.0%	
Projects :- Income	800	7,020	0	(7,020)				0
4073 Climate Fest	0	1,134	2,500	1,366		1,366	45.4%	
4074 Neighbourhood Plan	990	20,783	2,000	(18,783)		(18,783)	1039.2%	
4078 Community Projects	0	524	1,000	476		476	52.4%	
4080 Melksham in Bloom Competition	0	8	500	492		492	1.6%	
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%	
4304 Switch on Event	5,203	9,762	6,000	(3,762)		(3,762)	162.7%	
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%	
4322 Age UK Project Worker	0	8,146	0	(8,146)		(8,146)	0.0%	
Projects :- Indirect Expenditure	6,193	47,214	17,500	(29,714)	0	(29,714)	269.8%	0
Net Income over Expenditure	(5,393)	(40,193)	(17,500)	22,693				
Community Development :- Income	800	7,020	0	(7,020)			0.0%	
Expenditure	6,193	47,214	17,500	(29,714)	0	(29,714)	269.8%	
Movement to/(from) Gen Reserve	(5,393)	(40,193)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Economic Development</u>								
403 <u>Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%	
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%	
Economic Dev. and Planning :- Income	0	1,461	3,300	1,839			44.3%	0
4071 Town Floral Displays	0	6,084	10,000	3,916		3,916	60.8%	
4308 CCTV	0	560	0	(560)		(560)	0.0%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%	
4354 Parking Scheme	0	817	500	(317)		(317)	163.4%	
4356 LHFIG	0	2,148	10,000	7,852		7,852	21.5%	
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%	
4925 Town Development	0	688	15,000	14,313		14,313	4.6%	
Economic Dev. and Planning :- Indirect Expenditure	0	10,296	43,000	32,704	0	32,704	23.9%	0
Net Income over Expenditure	0	(8,835)	(39,700)	(30,865)				
Economic Development :- Income	0	1,461	3,300	1,839			44.3%	
Expenditure	0	10,296	43,000	32,704	0	32,704	23.9%	
Movement to/(from) Gen Reserve	0	(8,835)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assembly Hall								
501 Assembly Hall Central Costs								
1000 Income-Assembly Hall Lettings	2,178	20,934	50,000	29,066			41.9%	
Assembly Hall Central Costs :- Income	2,178	20,934	50,000	29,066			41.9%	0
4000 Salaries ENI & Pension	10,485	60,488	85,000	24,512		24,512	71.2%	
4005 Temporary Staff	0	3,221	0	(3,221)		(3,221)	0.0%	
4900 Uniforms	0	0	500	500		500	0.0%	
4905 Cleaning Materials	566	1,758	2,000	242		242	87.9%	
4907 Stationery/Printing/Postage	0	52	150	98		98	34.4%	
4909 Licences	0	1,512	4,500	2,988		2,988	33.6%	
4911 Electricity	1,701	11,822	13,500	1,678		1,678	87.6%	
4912 Gas	17	171	350	179		179	48.9%	
4913 Water	1,130	2,327	2,600	273		273	89.5%	
4914 Rates	861	7,747	9,500	1,753		1,753	81.5%	
4915 Equipment	0	115	0	(115)		(115)	0.0%	
4916 Maintenance-Equipment	127	5,301	7,500	2,199		2,199	70.7%	
4917 Service Contracts	587	8,462	12,000	3,538		3,538	70.5%	
4918 Maintenance	102	5,629	7,000	1,371		1,371	80.4%	
4922 Publicity & Marketing	1,046	5,379	5,000	(379)		(379)	107.6%	
4924 Telephone: security alarms	0	0	300	300		300	0.0%	
4927 Stocktaking	0	390	600	210		210	65.0%	
4929 AIB	0	0	2,000	2,000		2,000	0.0%	
4958 Event Security	120	510	1,500	990		990	34.0%	
Assembly Hall Central Costs :- Indirect Expenditure	16,741	114,883	154,000	39,117	0	39,117	74.6%	0
Net Income over Expenditure	(14,564)	(93,949)	(104,000)	(10,051)				
510 Assembly Hall Events								
1004 Film shows	208	346	600	254			57.6%	
1173 Live Shows - Hall Hire	2,505	17,704	2,000	(15,704)			885.2%	
Assembly Hall Events :- Income	2,713	18,050	2,600	(15,450)			694.2%	0
4919 Films: expenses and contract	1	11	300	289		289	3.7%	
4954 PA and Lighting Costs	710	3,680	1,000	(2,680)		(2,680)	368.0%	
4958 Event Security	0	120	0	(120)		(120)	0.0%	
4960 Live entertainment:	(2,393)	2,631	1,000	(1,631)		(1,631)	263.1%	
Assembly Hall Events :- Indirect Expenditure	(1,681)	6,442	2,300	(4,142)	0	(4,142)	280.1%	0
Net Income over Expenditure	4,395	11,608	300	(11,308)				

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520 Assembly Hall Bar and Catering								
1001 Income-Assembly Hall Bar	3,453	35,436	55,000	19,564			64.4%	
Assembly Hall Bar and Catering :- Income	3,453	35,436	55,000	19,564			64.4%	0
4901 Catering Stock Purchases	209	575	0	(575)		(575)	0.0%	
4903 Bar Stock Purchases	3,128	15,091	24,750	9,659		9,659	61.0%	
Assembly Hall Bar and Catering :- Indirect Expenditure	3,337	15,666	24,750	9,084	0	9,084	63.3%	0
Net Income over Expenditure	116	19,770	30,250	10,480				
Assembly Hall :- Income	8,344	74,420	107,600	33,180			69.2%	
Expenditure	18,397	136,991	181,050	44,059	0	44,059	75.7%	
Movement to/(from) Gen Reserve	(10,054)	(62,571)						

Detailed Income & Expenditure by Budget Heading 31/12/2023

Month No: 9

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Earmarked Reserves								
901 Earmarked Reserves								
1180 CIL Received	0	1,140	0	(1,140)			0.0%	
Earmarked Reserves :- Income	0	1,140	0	(1,140)				0
9202 Unplanned Maintenance	0	47,520	67,109	19,589		19,589	70.8%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	0	9,631	14,830	5,199		5,199	64.9%	
9235 Market Town Initiative	0	3,864	20,000	16,136		16,136	19.3%	
9241 Cil East of Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	0	9,432	10,743	1,311		1,311	87.8%	
9244 Major Projects Reserve	1,658	108,183	278,945	170,762		170,762	38.8%	
9245 Solar Money	0	41,959	144,038	102,079		102,079	29.1%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	52,520	52,520		52,520	0.0%	
Earmarked Reserves :- Indirect Expenditure	1,658	220,587	953,215	732,628	0	732,628	23.1%	0
Net Income over Expenditure	(1,658)	(219,448)	(953,215)	(733,767)				
902 Sinking Funds								
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%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	41,242	41,242	0	41,242	0.0%	0
Net Expenditure	0	0	(41,242)	(41,242)				
Earmarked Reserves :- Income	0	1,140	0	(1,140)			0.0%	
Expenditure	1,658	220,587	994,457	773,870	0	773,870	22.2%	
Movement to/(from) Gen Reserve	(1,658)	(219,448)						
Grand Totals:- Income	10,529	1,165,960	1,186,484	20,524			98.3%	
Expenditure	102,652	1,070,563	2,307,247	1,236,684	0	1,236,684	46.4%	
Net Income over Expenditure	(92,123)	95,397	(1,120,763)	(1,216,160)				
Movement to/(from) Gen Reserve	(92,123)	95,397						

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Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance, Admin & Performance</u>								
<u>101 Central Costs</u>								
4000 Salaries ENI & Pension	22,338	194,978	300,500	105,522		105,522	64.9%	
4005 Temporary Staff	0	135	0	(135)		(135)	0.0%	
4016 Sundry Office Expenses	105	688	0	(688)		(688)	0.0%	
4021 Stationery	142	1,116	500	(616)		(616)	223.1%	
4023 Advertising	0	(38)	500	538		538	(7.7%)	
4024 Equipment/furniture	0	665	1,000	335		335	66.5%	
4026 Photocopier/copying	295	1,538	750	(788)		(788)	205.1%	
4027 Telephones and Mobiles	189	1,925	3,000	1,075		1,075	64.2%	
4028 Postage	75	235	500	265		265	46.9%	
4029 Subscriptions	55	2,083	3,500	1,417		1,417	59.5%	
4040 Information Technology/Hardware	0	339	20,000	19,661		19,661	1.7%	
4042 Licences/Software	2,365	18,587	7,000	(11,587)		(11,587)	265.5%	
4058 Insurance	0	36,631	38,000	1,369		1,369	96.4%	
4061 Travel	45	897	500	(397)		(397)	179.5%	
4075 Training	195	3,561	6,000	2,439		2,439	59.3%	
Central Costs :- Indirect Expenditure	25,805	263,340	381,750	118,410	0	118,410	69.0%	0
Net Expenditure	(25,805)	(263,340)	(381,750)	(118,410)				
<u>110 Corporate Costs</u>								
1026 Income Interest	0	4,726	400	(4,326)			1181.5%	
1176 Precept Received	0	999,784	999,784	0			100.0%	
Corporate Costs :- Income	0	1,004,510	1,000,184	(4,326)			100.4%	0
4017 Bank account fees	63	424	500	76		76	84.8%	
4043 HR consultancy	0	4,095	7,500	3,405		3,405	54.6%	
4050 Legal and Professional Fees	8,373	11,894	7,000	(4,894)		(4,894)	169.9%	
4057 Accountancy and Audit	1,590	8,658	12,000	3,342		3,342	72.2%	
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%	
Corporate Costs :- Indirect Expenditure	10,025	26,768	30,500	3,732	0	3,732	87.8%	0
Net Income over Expenditure	(10,025)	977,742	969,684	(8,058)				
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	236	774	0	(774)			0.0%	
Civic and Democratic :- Income	236	774	0	(774)				0
4030 Town Crier's expenses	0	25	300	275		275	8.3%	
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%	
4085 Civic and Ceremonial	1,215	3,773	3,500	(273)		(273)	107.8%	
4311 Remembrance Day	37	1,223	1,000	(223)		(223)	122.3%	
Civic and Democratic :- Indirect Expenditure	1,251	6,021	8,800	2,779	0	2,779	68.4%	0
Net Income over Expenditure	(1,015)	(5,247)	(8,800)	(3,553)				
151 Grants								
4301 Grants	0	6,545	16,000	9,455		9,455	40.9%	
4302 Grant CAB	0	5,000	5,000	0		0	100.0%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%	
4317 Grant Carnival	0	1,000	2,500	1,500		1,500	40.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	41,545	53,500	11,955	0	11,955	77.7%	0
Net Expenditure	0	(41,545)	(53,500)	(11,955)				
Finance, Admin & Performance :- Income	236	1,005,284	1,000,184	(5,100)			100.5%	
Expenditure	37,081	337,674	474,550	136,876	0	136,876	71.2%	
Movement to/(from) Gen Reserve	(36,845)	667,610						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

Asset Management & Amenities**201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1034 Income Town Hall Bookings	234	1,737	2,000	263			86.9%	
Town Hall :- Income	234	1,737	2,000	263			86.9%	0
4000 Salaries ENI & Pension	1,237	3,911	0	(3,911)		(3,911)	0.0%	
4100 Gas	635	4,455	6,000	1,545		1,545	74.3%	
4101 Electricity	921	3,922	5,000	1,078		1,078	78.4%	
4102 Non Domestic Rates	1,060	10,604	10,000	(604)		(604)	106.0%	
4103 Water Rates	341	1,133	2,000	867		867	56.7%	
4104 Window Cleaning	260	2,636	1,600	(1,036)		(1,036)	164.8%	
4106 Repairs and Maintenance	0	3,161	6,000	2,839		2,839	52.7%	
4108 Service Contracts	3,175	9,127	10,500	1,373		1,373	86.9%	
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%	
4261 Building Condition Reps Works	0	2,880	70,000	67,120		67,120	4.1%	
Town Hall :- Indirect Expenditure	7,629	41,829	112,500	70,671	0	70,671	37.2%	0
Net Income over Expenditure	(7,395)	(40,092)	(110,500)	(70,408)				

202 Asset and Amenities

1027 Income - Amenity Services	519	4,752	3,000	(1,752)			158.4%	
Asset and Amenities :- Income	519	4,752	3,000	(1,752)			158.4%	0
4000 Salaries ENI & Pension	22,534	189,360	275,000	85,640		85,640	68.9%	
4027 Telephones and Mobiles	0	716	1,500	784		784	47.7%	
4075 Training	0	2,438	0	(2,438)		(2,438)	0.0%	
4150 Uniform/PPE	68	1,183	1,000	(183)		(183)	118.3%	
4151 Tools and Equipment	401	2,455	2,000	(455)		(455)	122.8%	
4153 Vehicle Running Costs	194	3,091	5,000	1,909		1,909	61.8%	
4156 Vehicle Leasing	1,299	11,087	5,800	(5,287)		(5,287)	191.2%	
4163 Repairs and Maintenance	119	1,627	8,000	6,373		6,373	20.3%	
4167 Street Furniture and Signage	399	5,080	7,500	2,420		2,420	67.7%	
4168 Bus shelters	249	249	0	(249)		(249)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	0	990	4,000	3,010		3,010	24.8%	
Asset and Amenities :- Indirect Expenditure	25,263	218,277	310,800	92,523	0	92,523	70.2%	0
Net Income over Expenditure	(24,745)	(213,525)	(307,800)	(94,275)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203</u>	<u>Allotments</u>								
1045	Income Allotments	45	335	5,000	4,665			6.7%	
	Allotments :- Income	<u>45</u>	<u>335</u>	<u>5,000</u>	<u>4,665</u>			<u>6.7%</u>	<u>0</u>
4200	Water Rates - Allotments	0	1,190	1,200	10		10	99.2%	
4201	Maintenance - Allotments	0	887	1,000	113		113	88.7%	
	Allotments :- Indirect Expenditure	<u>0</u>	<u>2,077</u>	<u>2,200</u>	<u>123</u>	<u>0</u>	<u>123</u>	<u>94.4%</u>	<u>0</u>
	Net Income over Expenditure	<u>45</u>	<u>(1,742)</u>	<u>2,800</u>	<u>4,542</u>				
<u>204</u>	<u>Pavilion and Car Park</u>								
1046	Income - Pavilion	0	3,138	5,000	1,862			62.8%	
	Pavilion and Car Park :- Income	<u>0</u>	<u>3,138</u>	<u>5,000</u>	<u>1,862</u>			<u>62.8%</u>	<u>0</u>
4050	Legal and Professional Fees	0	350	0	(350)		(350)	0.0%	
4250	Telephone - Pavilion	34	340	500	160		160	68.0%	
4252	Electricity	3,316	11,230	3,000	(8,230)		(8,230)	374.3%	
4254	Water - Pavilion	0	0	1,000	1,000		1,000	0.0%	
4255	Fire Safety Checks	0	355	250	(105)		(105)	142.0%	
4256	Maintenance - Pavilion	271	7,942	4,500	(3,442)		(3,442)	176.5%	
	Pavilion and Car Park :- Indirect Expenditure	<u>3,621</u>	<u>20,217</u>	<u>9,250</u>	<u>(10,967)</u>	<u>0</u>	<u>(10,967)</u>	<u>218.6%</u>	<u>0</u>
	Net Income over Expenditure	<u>(3,621)</u>	<u>(17,078)</u>	<u>(4,250)</u>	<u>12,828</u>				
<u>205</u>	<u>Public Toilets - Market Place</u>								
1060	Contribution to running costs	0	6,000	7,500	1,500			80.0%	
	Public Toilets - Market Place :- Income	<u>0</u>	<u>6,000</u>	<u>7,500</u>	<u>1,500</u>			<u>80.0%</u>	<u>0</u>
4101	Electricity	82	1,898	1,800	(98)		(98)	105.5%	
4103	Water Rates	159	1,145	3,000	1,855		1,855	38.2%	
4106	Repairs and Maintenance	0	150	1,000	850		850	15.0%	
4180	Cleaning	0	4,027	7,000	2,973		2,973	57.5%	
	Public Toilets - Market Place :- Indirect Expenditure	<u>241</u>	<u>7,219</u>	<u>12,800</u>	<u>5,581</u>	<u>0</u>	<u>5,581</u>	<u>56.4%</u>	<u>0</u>
	Net Income over Expenditure	<u>(241)</u>	<u>(1,219)</u>	<u>(5,300)</u>	<u>(4,081)</u>				
<u>206</u>	<u>Public Toilets - Bath Road</u>								
4101	Electricity	118	1,204	1,400	196		196	86.0%	
4103	Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106	Repairs and Maintenance	0	396	1,000	604		604	39.6%	
4180	Cleaning	0	4,920	7,000	2,080		2,080	70.3%	
	Public Toilets - Bath Road :- Indirect Expenditure	<u>118</u>	<u>6,520</u>	<u>11,400</u>	<u>4,880</u>	<u>0</u>	<u>4,880</u>	<u>57.2%</u>	<u>0</u>
	Net Expenditure	<u>(118)</u>	<u>(6,520)</u>	<u>(11,400)</u>	<u>(4,880)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Corporate Properties</u>									
1040	Income 31 Market Place	583	6,300	6,900	600			91.3%	
1048	Income Art House Cafe	671	5,171	6,000	829			86.2%	
	Corporate Properties :- Income	<u>1,254</u>	<u>11,471</u>	<u>12,900</u>	<u>1,429</u>			<u>88.9%</u>	<u>0</u>
	Net Income	<u>1,254</u>	<u>11,471</u>	<u>12,900</u>	<u>1,429</u>				
<u>211 Art House Cafe</u>									
4100	Gas	0	0	1,000	1,000		1,000	0.0%	
4108	Service Contracts	0	357	0	(357)		(357)	0.0%	
4175	Costs Art House Cafe	52	748	0	(748)		(748)	0.0%	
	Art House Cafe :- Indirect Expenditure	<u>52</u>	<u>1,105</u>	<u>1,000</u>	<u>(105)</u>	<u>0</u>	<u>(105)</u>	<u>110.5%</u>	<u>0</u>
	Net Expenditure	<u>(52)</u>	<u>(1,105)</u>	<u>(1,000)</u>	<u>105</u>				
<u>212 Round House</u>									
4101	Electricity	28	(1,242)	500	1,742		1,742	(248.4%)	
4103	Water Rates	107	161	240	79		79	67.2%	
4106	Repairs and Maintenance	0	660	1,000	340		340	66.0%	
	Round House :- Indirect Expenditure	<u>135</u>	<u>(421)</u>	<u>1,740</u>	<u>2,161</u>	<u>0</u>	<u>2,161</u>	<u>(24.2%)</u>	<u>0</u>
	Net Expenditure	<u>(135)</u>	<u>421</u>	<u>(1,740)</u>	<u>(2,161)</u>				
<u>213 31 Market Place</u>									
4108	Service Contracts	0	85	1,000	915		915	8.5%	
	31 Market Place :- Indirect Expenditure	<u>0</u>	<u>85</u>	<u>1,000</u>	<u>915</u>	<u>0</u>	<u>915</u>	<u>8.5%</u>	<u>0</u>
	Net Expenditure	<u>0</u>	<u>(85)</u>	<u>(1,000)</u>	<u>(915)</u>				
<u>215 Depot</u>									
4101	Electricity	0	1,458	2,000	542		542	72.9%	
4102	Non Domestic Rates	1,470	6,098	2,500	(3,598)		(3,598)	243.9%	
4103	Water Rates	24	183	250	67		67	73.3%	
4106	Repairs and Maintenance	150	150	4,000	3,850		3,850	3.8%	
4159	Electric - Unit	168	168	0	(168)		(168)	0.0%	
4160	Leasing	0	13,379	12,350	(1,029)		(1,029)	108.3%	
4184	Fire security: Unit	0	94	300	206		206	31.3%	
	Depot :- Indirect Expenditure	<u>1,812</u>	<u>21,530</u>	<u>21,400</u>	<u>(130)</u>	<u>0</u>	<u>(130)</u>	<u>100.6%</u>	<u>0</u>
	Net Expenditure	<u>(1,812)</u>	<u>(21,530)</u>	<u>(21,400)</u>	<u>130</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Play Areas and Open Spaces								
4157 Grasscutting	0	32,769	30,000	(2,769)		(2,769)	109.2%	
4158 Replacement Play Equipment	0	800	0	(800)		(800)	0.0%	
4165 Maintenance play areas	50	8,243	5,000	(3,243)		(3,243)	164.9%	
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%	
4179 Tree Planting and Ecology	14,426	14,473	10,000	(4,473)		(4,473)	144.7%	
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%	
Play Areas and Open Spaces :- Indirect Expenditure	14,476	57,691	48,600	(9,091)	0	(9,091)	118.7%	0
Net Expenditure	(14,476)	(57,691)	(48,600)	9,091				
221 King George V Park/Splashpad								
4101 Electricity	23	1,573	5,000	3,427		3,427	31.5%	
4106 Repairs and Maintenance	0	1,110	0	(1,110)		(1,110)	0.0%	
4108 Service Contracts	1,586	5,501	5,000	(501)		(501)	110.0%	
4199 Chemicals	0	2,605	2,000	(605)		(605)	130.2%	
4313 Sports Roadshow	0	2,845	5,000	2,155		2,155	56.9%	
4913 Water	0	0	7,000	7,000		7,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	1,609	13,634	24,000	10,366	0	10,366	56.8%	0
Net Expenditure	(1,609)	(13,634)	(24,000)	(10,366)				
405 Solar Farm Projects								
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%	
Solar Farm Projects :- Income	0	48,105	40,000	(8,105)			120.3%	0
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	0	48,105	0	(48,105)				
Asset Management & Amenities :- Income	2,052	75,539	75,400	(139)			100.2%	
Expenditure	54,955	389,763	596,690	206,927	0	206,927	65.3%	
Movement to/(from) Gen Reserve	(52,904)	(314,225)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Community Development</u>								
302 Projects								
1020 Miscellaneous Income	0	117	0	(117)			0.0%	
1050 Grants Received	0	3,060	0	(3,060)			0.0%	
1052 Switch on Event - Stalls	108	3,921	0	(3,921)			0.0%	
1179 Neighbourhood Plan	0	30	0	(30)			0.0%	
Projects :- Income	108	7,128	0	(7,128)				0
4073 Climate Fest	0	1,134	2,500	1,366		1,366	45.4%	
4074 Neighbourhood Plan	3,141	23,924	2,000	(21,924)		(21,924)	1196.2%	
4078 Community Projects	0	524	1,000	476		476	52.4%	
4080 Melksham in Bloom Competition	0	8	500	492		492	1.6%	
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%	
4304 Switch on Event	1,879	11,641	6,000	(5,641)		(5,641)	194.0%	
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%	
4322 Age UK Project Worker	0	8,146	0	(8,146)		(8,146)	0.0%	
Projects :- Indirect Expenditure	5,019	52,233	17,500	(34,733)	0	(34,733)	298.5%	0
Net Income over Expenditure	(4,911)	(45,105)	(17,500)	27,605				
Community Development :- Income	108	7,128	0	(7,128)			0.0%	
Expenditure	5,019	52,233	17,500	(34,733)	0	(34,733)	298.5%	
Movement to/(from) Gen Reserve	(4,911)	(45,105)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Economic Development</u>								
403 <u>Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%	
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%	
Economic Dev. and Planning :- Income	0	1,461	3,300	1,839			44.3%	0
4071 Town Floral Displays	35	6,119	10,000	3,881		3,881	61.2%	
4308 CCTV	2,885	3,445	0	(3,445)		(3,445)	0.0%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%	
4354 Parking Scheme	0	817	500	(317)		(317)	163.4%	
4356 LHFIG	1,194	3,343	10,000	6,657		6,657	33.4%	
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%	
4925 Town Development	0	688	15,000	14,313		14,313	4.6%	
Economic Dev. and Planning :- Indirect Expenditure	4,114	14,411	43,000	28,589	0	28,589	33.5%	0
Net Income over Expenditure	(4,114)	(12,950)	(39,700)	(26,750)				
Economic Development :- Income	0	1,461	3,300	1,839			44.3%	
Expenditure	4,114	14,411	43,000	28,589	0	28,589	33.5%	
Movement to/(from) Gen Reserve	(4,114)	(12,950)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Assembly Hall								
501 <u>Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	1,252	22,186	50,000	27,814			44.4%	
Assembly Hall Central Costs :- Income	1,252	22,186	50,000	27,814			44.4%	0
4000 Salaries ENI & Pension	4,661	65,149	85,000	19,851		19,851	76.6%	
4005 Temporary Staff	0	3,221	0	(3,221)		(3,221)	0.0%	
4900 Uniforms	0	0	500	500		500	0.0%	
4905 Cleaning Materials	0	1,758	2,000	242		242	87.9%	
4907 Stationery/Printing/Postage	0	52	150	98		98	34.4%	
4909 Licences	(4,836)	(3,324)	4,500	7,824		7,824	(73.9%)	
4911 Electricity	1,773	13,595	13,500	(95)		(95)	100.7%	
4912 Gas	12	183	350	167		167	52.4%	
4913 Water	256	2,583	2,600	17		17	99.3%	
4914 Rates	861	8,608	9,500	892		892	90.6%	
4915 Equipment	0	115	0	(115)		(115)	0.0%	
4916 Maintenance-Equipment	14	5,314	7,500	2,186		2,186	70.9%	
4917 Service Contracts	469	8,932	12,000	3,068		3,068	74.4%	
4918 Maintenance	42	5,671	7,000	1,329		1,329	81.0%	
4922 Publicity & Marketing	751	6,130	5,000	(1,130)		(1,130)	122.6%	
4924 Telephone: security alarms	0	0	300	300		300	0.0%	
4927 Stocktaking	0	390	600	210		210	65.0%	
4929 AIB	0	0	2,000	2,000		2,000	0.0%	
4958 Event Security	203	713	1,500	788		788	47.5%	
Assembly Hall Central Costs :- Indirect Expenditure	4,206	119,088	154,000	34,912	0	34,912	77.3%	0
Net Income over Expenditure	(2,953)	(96,902)	(104,000)	(7,098)				
510 <u>Assembly Hall Events</u>								
1004 Film shows	13	358	600	242			59.7%	
1173 Live Shows - Hall Hire	3,774	21,478	2,000	(19,478)			1073.9%	
Assembly Hall Events :- Income	3,786	21,836	2,600	(19,236)			839.8%	0
4919 Films: expenses and contract	0	11	300	289		289	3.7%	
4954 PA and Lighting Costs	300	3,980	1,000	(2,980)		(2,980)	398.0%	
4958 Event Security	0	120	0	(120)		(120)	0.0%	
4960 Live entertainment:	0	2,631	1,000	(1,631)		(1,631)	263.1%	
Assembly Hall Events :- Indirect Expenditure	300	6,742	2,300	(4,442)	0	(4,442)	293.1%	0
Net Income over Expenditure	3,486	15,094	300	(14,794)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
520 Assembly Hall Bar and Catering								
1001 Income-Assembly Hall Bar	9,355	44,791	55,000	10,209			81.4%	
Assembly Hall Bar and Catering :- Income	9,355	44,791	55,000	10,209			81.4%	0
4901 Catering Stock Purchases	7	582	0	(582)		(582)	0.0%	
4903 Bar Stock Purchases	510	15,601	24,750	9,149		9,149	63.0%	
Assembly Hall Bar and Catering :- Indirect Expenditure	517	16,183	24,750	8,567	0	8,567	65.4%	0
Net Income over Expenditure	8,838	28,608	30,250	1,642				
Assembly Hall :- Income	14,394	88,814	107,600	18,786			82.5%	
Expenditure	5,022	142,013	181,050	39,037	0	39,037	78.4%	
Movement to/(from) Gen Reserve	9,371	(53,200)						

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
901 <u>Earmarked Reserves</u>								
1180 CIL Received	0	1,140	0	(1,140)			0.0%	
Earmarked Reserves :- Income	0	1,140	0	(1,140)				0
9202 Unplanned Maintenance	9,182	56,702	67,109	10,407		10,407	84.5%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	0	9,631	14,830	5,199		5,199	64.9%	
9235 Market Town Initiative	0	3,864	20,000	16,136		16,136	19.3%	
9241 Cil East of Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	0	9,432	10,743	1,311		1,311	87.8%	
9244 Major Projects Reserve	11,780	140,037	263,945	123,908		123,908	53.1%	
9245 Solar Money	0	41,959	144,038	102,079		102,079	29.1%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	52,520	52,520		52,520	0.0%	
9251 Shurnhold field Reserve	0	0	15,000	15,000		15,000	0.0%	
Earmarked Reserves :- Indirect Expenditure	20,962	261,623	953,215	691,592	0	691,592	27.4%	0
Net Income over Expenditure	(20,962)	(260,483)	(953,215)	(692,732)				
<u>902 Sinking Funds</u>								
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%	
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Play Equipment Replacement	0	0	21,000	21,000		21,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	41,242	41,242	0	41,242	0.0%	0
Net Expenditure	0	0	(41,242)	(41,242)				
Earmarked Reserves :- Income	0	1,140	0	(1,140)			0.0%	
Expenditure	20,962	261,623	994,457	732,834	0	732,834	26.3%	
Movement to/(from) Gen Reserve	(20,962)	(260,483)						
Grand Totals:- Income	16,789	1,179,365	1,186,484	7,119			99.4%	
Expenditure	127,155	1,197,718	2,307,247	1,109,529	0	1,109,529	51.9%	
Net Income over Expenditure	(110,366)	(18,352)	(1,120,763)	(1,102,411)				
Movement to/(from) Gen Reserve	(110,366)	(18,352)						

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Account 31/12/2023

Month No: 9

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Income-Assembly Hall Lettings	2,178	20,934	50,000	29,066			41.9%
1001 Income-Assembly Hall Bar	3,453	35,436	55,000	19,564			64.4%
1004 Film shows	208	346	600	254			57.6%
1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%
1020 Miscellaneous Income	0	117	0	(117)			0.0%
1026 Income Interest	0	4,726	400	(4,326)			1181.5%
1027 Income - Amenity Services	0	4,234	3,000	(1,234)			141.1%
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%
1034 Income Town Hall Bookings	292	1,503	2,000	497			75.2%
1040 Income 31 Market Place	583	9,100	6,900	(2,200)			131.9%
1045 Income Allotments	10	290	5,000	4,710			5.8%
1046 Income - Pavilion	0	3,138	5,000	1,862			62.8%
1048 Income Art House Cafe	500	4,500	6,000	1,500			75.0%
1050 Grants Received	0	3,060	0	(3,060)			0.0%
1052 Switch on Event - Stalls	800	3,814	0	(3,814)			0.0%
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%
1173 Live Shows - Hall Hire	2,505	17,704	2,000	(15,704)			885.2%
1176 Precept Received	0	999,784	999,784	0			100.0%
1179 Neighbourhood Plan	0	30	0	(30)			0.0%
1180 CIL Received	0	1,140	0	(1,140)			0.0%
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%
Total Income	10,529	1,165,960	1,186,484	20,524			98.3%
Total Income	10,529	1,165,960	1,186,484	20,524			98.3%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	10,529	1,165,960	1,186,484	20,524			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	10,529	1,165,960					

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Detailed Income & Expenditure by Account 01/01/2024

Month No: 10

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Income-Assembly Hall Lettings	1,252	22,186	50,000	27,814			44.4%
1001 Income-Assembly Hall Bar	9,355	44,791	55,000	10,209			81.4%
1004 Film shows	13	358	600	242			59.7%
1016 Receipts - Mayors Reception	236	774	0	(774)			0.0%
1020 Miscellaneous Income	0	117	0	(117)			0.0%
1026 Income Interest	0	4,726	400	(4,326)			1181.5%
1027 Income - Amenity Services	519	4,752	3,000	(1,752)			158.4%
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%
1034 Income Town Hall Bookings	234	1,737	2,000	263			86.9%
1040 Income 31 Market Place	583	6,300	6,900	600			91.3%
1045 Income Allotments	45	335	5,000	4,665			6.7%
1046 Income - Pavilion	0	3,138	5,000	1,862			62.8%
1048 Income Art House Cafe	671	5,171	6,000	829			86.2%
1050 Grants Received	0	3,060	0	(3,060)			0.0%
1052 Switch on Event - Stalls	108	3,921	0	(3,921)			0.0%
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%
1089 Income-Hanging Baskets	0	1,263	1,300	37			97.2%
1173 Live Shows - Hall Hire	3,774	21,478	2,000	(19,478)			1073.9%
1176 Precept Received	0	999,784	999,784	0			100.0%
1179 Neighbourhood Plan	0	30	0	(30)			0.0%
1180 CIL Received	0	1,140	0	(1,140)			0.0%
1182 Solar money received	0	48,105	40,000	(8,105)			120.3%
Total Income	16,789	1,179,365	1,186,484	7,119			99.4%
Total Income	16,789	1,179,365	1,186,484	7,119			99.4%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	16,789	1,179,365	1,186,484	7,119			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	16,789	1,179,365					

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Melksham Town Council
Earmarked Reserves 31 March 2024
Schedule E
31.12.2023

	Balance at 1.04.2022	Added in Year	Total Spent	Projected Spend 23-24	Closing Balance
<u>Earmarked Reserves</u>					
Unplanned Maintenance	67,109		47,520		19,589
Election Expenses	14,830		9,631		5,199
Green Spaces	10,743		9,432		1,311
Major Projects Reserve	278,945		108,183		170,762
Precept Contribution	45,000				45,000
Town Team Project	5,000				5,000
Jubilee Celebrations	0				0
Market Town Initiative	20,000		3,864		16,136
	441,627	0	178,630	0	262,997
<u>Sinking Funds</u>					
Recreation Fund	2,130				2,130
Office Equipment	4,275				4,275
Street Furniture	13,837				13,837
Equipment Replacement	21,000				21,000
	41,242	0	0	0	41,242
<u>Specific Reserves</u>					
CIL	52,520	1,140			53,660
CIL East Melksam Community Hall	315,030				315,030
Solar Money	95,933	48,105	41,959		102,079
	463,483	49,245	41,959	0	470,769
Total Reserves	946,352	49,245	220,589	0	775,008

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Melksham Town Council
Earmarked Reserves 31 March 2024
Schedule E
31.01.2024

	Balance at 1.04.2022	Added in Year	Total Spent	Inter Reserve Transfer	Closing Balance
<u>Earmarked Reserves</u>					
Unplanned Maintenance	67,109		56,702		10,407
Election Expenses	14,830		9,631		5,199
Green Spaces	10,743		9,432		1,311
Major Projects Reserve	278,945		140,037	-15,000	123,908
Precept Contribution	45,000				45,000
Town Team Project	5,000				5,000
Jubilee Celebrations	0				0
Market Town Initiative	20,000		3,864		16,136
Shurnhold Fields Reserve				15,000	15,000
					0
	441,627	0	219,666	0	221,961
<u>Sinking Funds</u>					
Recreation Fund	2,130				2,130
Office Equipment	4,275				4,275
Street Furniture	13,837				13,837
Equipment Replacement	21,000				21,000
	41,242	0	0	0	41,242
<u>Specific Reserves</u>					
CIL	52,520	1,140			53,660
CIL East Melksam Community Hall	315,030				315,030
Solar Money	95,933	48,105	41,959		102,079
	463,483	49,245	41,959	0	470,769
Total Reserves	946,352	49,245	261,625	0	733,972

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