

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 13th May 2024

PRESENT: Councillor S Rabey (Chair)

Councillor G Ellis
Councillor C Forgacs
Councillor A Griffin
Councillor J Hubbard
Councillor J Westbrook

IN ATTENDANCE: Councillor P Aves

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Mel Rolph	Finance Officer

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

100/23 Public Participation

Joe McCann

CCTV. What is the end date of the project? Councillor Hubbard advised it was intended that the installation resolved should be completed by the end of May but there may be a delay of a week or two because of additional permissions to be obtained from Wiltshire Council. The project itself may take longer because of possible work in the underpass and King Street carpark.

BMX Pump Track. What is happening with the project. the project? Councillor Rabey said an update would be obtained from Head of Operations.

Melksham East Community Centre. What is happening with the project?

Sue Mortimer

Has spoken to children in the town and their preferred location for the BMX pump track would be in KGV or at the Campus. She speculated on the possible use of the field next to the cricket pitch or field after Murray Walk bridge. Ownership of these fields is not known.

101/23 Apologies

There were no apologies.

102/23 Declarations of Interest

There were no declarations of interest.

103/23 Minutes

The minutes of 11th March 2024, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

104/23 Report on Grant and Funding Requests

Councillor Hubbard asked for clarification on whether the report was to be noted only or taken as the correct procedure going forward. Councillor Griffin advised he wanted to highlight that the correct procedure had not been followed in respect of Age UK Wiltshire. There was discussion on the Age UK Wiltshire project and Councillor Hubbard said that the review of the project had not taken place.

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

RESOLVED to suspend Standing Orders to allow Sue Mortimer to speak.

Sue Mortimer said that she thought Age UK Wiltshire had reported to a meeting of the Council as she remembers being impressed with what they had done.

Standing Orders were reinstated.

The report was noted.

105/23 Melksham Carnival Grant Awards

The report was discussed.

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

UNANIMOUSLY RESOLVED to suspended Standing Orders.

Michelle of Melksham Carnival confirmed the £1000 in process of being paid had not yet been received and asked about future grants. Councillor Hubbard explained the grant procedure.

Councillors felt that the Regular Grant awarded should be honoured.

For the avoidance of doubt, it was confirmed that Melksham Carnival would receive the following

- 2024/2025 - £3500, of which £1000 was paid on 5th December 2023, leaving £2500 to be paid now.
- 2025/2026 - £2500 major grant on condition a monitoring form is submitted.
- 2026/2025 – A new application should be made when requested by the Council in 2025.

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

UNANIMOUSLY RESOLVED to reinstate Standing Orders.

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

UNANIMOUSLY RESOLVED that there was an agreement in 2023/2024 that the £2500 Major Grant would be paid in year 2024/2025 and that the £1000 grant for a gazebo was paid in December 2023. Therefore the £1000 of the 2024/2025 grant is in transit and a further £1500 is to be paid.

106/23 Grants Procedure

The matter was discussed. Concern was expressed about setting a precedent for awarding an annual grant and what would happen if there were completing organisations offering the same or similar service. It was suggested that it may be appropriate to review the conditions and wording of the grants policy.

It was agreed that the Locum Clerk would investigate the criteria applied by other local councils and report back with suggestions to amend the policy and application form

- to give organisations the opportunity to apply year on year and making it clear that each application will be considered on its own merits
- To require evidence showing how the application benefits people within the Town Council boundaries
- Tighten up the scoring matrix to weed out applications before they come to committee.

There was also discussion of the Mayoral charity with a request for this to be promoted more and to encourage the selection of a local charity. It was noted that the choice is for the Mayor to make.

107/23 Joint Melksham Neighbourhood Plan

The Locum Clerk introduced the item. There was discussion and concern was raised over the cost of the Joint Melksham Neighbourhood Plan. It was noted that nothing had been budgeted for the coming year.

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

UNANIMOUSLY RESOLVED to delegate authority to the Locum Clerk to pay from General Reserves any sums due in respect of the Joint Melksham Neighbourhood Plan, up to a maximum of £20000 in total. Any payments that take the total over £20000 would need to be referred back to committee.

108/23 Report from Locum Clerk

A Locum R.F.O has been engaged to help with end of year and problems with the system. Should then be able to bring to council correct reports as required.

109/23 Lloyds

Councillor Griffin asked if statements could be in Excel or CSV format. It was noted that ModernGov does not work well with Excel documents. Finance Office said she could produce a separate Excel document.

The statements were received.

110/23 Unity

The statements were received.

111/23 Petty Cash

The statements were received.

It was noted that once problems had been sorted out it should be possible to produce budget reports with explanations of over and under spends.

112/23 Project Plans

The report was received. There was discussion on the some of the projects and the project management system. Committee Clerk confirmed that it was a work in progress and it was intended that it would eventually be accessible to all on the website.

Meeting Closed at: 8.05 pm

Signed:

Dated: