



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

To: Councillor A Griffin (Chair)
Councillor C Stokes (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor S Rabey
Councillor J Westbrook

6 January 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Finance, Administration and Performance Committee** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 13th January 2025** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC
Town Clerk and RFO

Melksham Town Council
Finance, Administration and Performance Committee

Monday 13 January 2025
At 7.00 pm at the Town Hall

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](#)

Meeting ID: 836 6987 6198 Passcode: 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Public Participation

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

4. Minutes (Pages 1 - 8)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 4th November 2024.

5. Financial Risk Assessment (Pages 9 - 14)

To note changes made after the meeting of Monday 4th November 2025.

6. Interim Audit 2024/25 (Pages 15 - 30)

For consideration

7. Grants Awarded (Pages 31 - 32)

To receive monitoring forms for grants awarded in July 2024.

7.1 Celebrating Age Wiltshire (Pages 33 - 34)

7.2 Group 5 (Pages 35 - 36)

7.3 Melksham Amateur Swimming Club

Monitoring form to follow.

7.4 Melksham Gardeners Society (Pages 37 - 38)

7.5 Melksham Lions (Pages 39 - 40)

7.6 Melksham Riverside Centre (Pages 41 - 44)

7.7 That Meeting Place (Pages 45 - 46)

7.8 Wiltshire Search & Rescue (Pages 47 - 48)

8. Financial statements

To receive and approve.

8.1 Unity Bank (Pages 49 - 58)

Statements for October and November.

8.2 Lloyds Bank (Pages 59 - 66)

Statements for October and November.

8.3 Petty Cash (Pages 67 - 70)

Statements for October and November

8.4 Detailed Income & Expenditure by Budget Heading (Pages 71 - 96)

To 30th November 2024.

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 4th November 2024

PRESENT: Councillor A Griffin (Chair)
Councillor C Stokes (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor S Rabey
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS:	Tracy Predeth	Locum Clerk
	Hayley Bell	Deputy Clerk
	Christina Connor	Events & Community Development Officer
	Mel Rolph (virtually)	Finance Officer
	Kalpesh Pate (virtually)	RFO

35/24 Apologies

There were no apologies.

36/24 Declarations of Interest

Councillor J Westbrook and Councillor Hubbard declared non-pecuniary interests in organisations receiving major grants.

37/24 Public Participation

Sue Mortimer.

Had submitted some questions by email but also had some concerns that she wanted to highlight to members.

Budget spent to date and available to spend shows only £20000 left to spend but considerable expenditure. The Chair Councillor Griffin pointed out that a recent full council meeting an increase in salary cost was approved.

Suggested new headings for items currently under licences. The Chair Councillor Griffin advised expenditure headings would be part of budget discussions.

Closure of Lloyds Account. Ticketsource money currently goes into that account.

38/24 Minutes

The minutes of 9th September 2024 having previously been circulated, were approved as a correct record and signed by Councillor Griffin.

39/24 Financial Risk Assessment

The following observations were made.

Councillor Griffin.

Accounting system. Automated daily back up not mentioned in Risk Monitoring and Mitigation

Allotments. Invoices issued in April of each year but in 2023/24 72% of income was received in February and 22% in March.

Finance Officer confirmed payments due 1st March and invoices go out in January and February. April and May would be surrendered and re-let plots.

The Chair asked for the Financial Risk Assessment to be amended accordingly.

Councillor Hubbard.

Council debit/credit cards. Member of staff personally responsible for use of card issued in their name. FRA says cards kept by RFO. The person responsible for what happens on the card will not be the person who holds the card. They could therefore not reasonably be held responsible. Cards issued should be held by the named person who would be required to agree to the terms of use and safekeeping. Not appropriate or low risk to hold them in a safe that other people can access. Councillor J Westbrook pointed out the RFO does not work full time. Additionally, cards should only be used by the named person.

The Chair Councillor Griffin and the Town Clerk confirmed this would be looked at.

Councillor Hubbard asked that a report come back to the next finance meeting.

40/24 Budget

41/24 Budget 2024/25

Members expressed very strong concern about the lack of financial information coming before the committee and that previous requests had not been actioned

42/24 Budget 2025/26

Members were advised that there was a Chairs meeting with the RFO on Thursday. Members were concerned about the methodology of setting the budget and expressed a wish for the usual procedure of budget meetings open to all councillors before a full council meeting to ratify the budget. Councillor Hubbard commented that he felt there was also a place for a chairs meeting and individual committee discussions in the process.

43/24 Grants Awarded

The Grant Monitoring Forms were received. The Chair, Councillor Griffin thanked the groups who had submitted their forms.

44/24 Grants

The amount available was discussed. £7900 was available for this quarter, £250 had been allocated to Mind, leaving £7650.

Councillor Rabey expressed concern that some applications should not have reached this stage.

The Deputy Clerk advised that grant procedure was being reviewed.

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

UNANIMOUSLY RESOLVED to recommend to full council that the carry over funding from the grants pot where monies have been paid this financial year but were awarded last financial year should come out of general reserves where the underspend will have been put and that for the purposes of this evenings meeting the committee recognises that the total spend so far this year is £4037.13, with £7962.87 available to spend including £250 ring fenced for Wiltshire Mind, leaving a balance of £7712.87.

Members agreed to first identify applications that did not meet Melksham Town Council's criteria for grants. At the request of Councillor J Westbrook, The Chair Councillor Griffin read out the criteria for the public record.

It was proposed by Councillor Hubbard, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow members of the public to speak on the applications and answer questions from members.

Richard Bell spoke on behalf of Avon Bowls Club

David Walker spoke on behalf of Celebrating Age Wiltshire
Sarah Phelps and Tina Oakman spoke on behalf of Forest Community Centre
Amanda Wilkes spoke on behalf of HELP Counselling Services
Two unnamed attendees spoke on behalf of Melksham Phab Club
Sue spoke for Read Easy North and West Wiltshire
Steve Crawley spoke on behalf of Splash – Community First Wiltshire
Charlie Thomson spoke on behalf of The Parochial Church Council of the Melksham
Parish of the Ecclesiastical Parish of Melksham, Salisbury

45/24 Avon Bowls Club

It was proposed by Councillor Hubbard, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to award the Avon Bowls Club a grant of £1000.

46/24 Back on Track- Stroke Rehab Service

It was noted that awards had been made previously and Melksham and there was no one to talk on behalf of the applicants.

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

RESOLVED to decline the request. There was one abstention,

47/24 Celebrating Age Wiltshire

IT was proposed by Councillor Hubbard, seconded by the Deputy Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to award Celebrating Age Wiltshire a grant of £790.

48/24 Forest Community Centre

It was proposed by Councillor J Westbrook, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to award Forest Community Centre a grant of £650 and to offer assistance with further fund raising.

49/24 HELP Counselling Services

It was proposed by Councillor Hubbard, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to award HELP Counselling Services a grant of £1000.

50/24 Melksham Foodbank

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

UNANIMOUSLY RESOLVED to award Melksham Foodbank a grant of £300.

51/24 Melksham Phab Club

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

UNANIMOUSLY RESOLVED to award Melksham Phab Club a grant of £600.

52/24 Read Easy North and West Wiltshire

It was proposed by Councillor J Westbrook, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to award Read Easy North and West Wiltshire a grant of £500.

53/24 Splash - Community First Wiltshire

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

UNANIMOUSLY RESOLVED to award Splash – Community First Wiltshire a grant of £633.50

54/24 The Parochial Church Council of the Melksham Parish of the Ecclesiastical Parish of Melksham, Salisbury

There was concern over the religious aspect and discussion on whether or not Melksham Town Council's legal responsibilities and/or grants policy allowed a grant to be awarded. It was noted that funding had previously been awarded to the Baptist Church's Community Rooms.

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

UNANIMOUSLY RESOLVED to refer the matter to Full Council.

55/24 Major Grants

56/24 Major Grants 2024/25

4Youth. Councillor Hubbard said he would check why monitoring form had not been received but suspected it was staff changes and IT issues.

Melksham Carnival. Michelle and Beth attended. There was discussion of the proposed confetti battle and next year's carnival.

Melksham Food & River Festival. Adrienne Westbrook attended. Next year will be the 10th anniversary of the event. Hope to make some changes to keep the event fresh. A permanent power supply was mentioned.

57/24 2025/26 onwards

The Deputy Clerk spoke to the item, specifically the funding of Christmas Lights as a service-level agreement (SLA) rather than a major grant.

58/24 Lloyds Bank Account

It was proposed by Councillor Hubbard, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to give authority to the Clerk to rearrange Melksham Town Council bank arrangements, if necessary opening up a No2 account with Unity Bank

59/24 Lloyds, Unity and Petty Cash

The Chair Councillor Griffin noted that Lloyds, Unity and Petty Cash statements for May, June and July had not been seen and approved and asked the RFO to supply these.

The Clerk said she would check the regulations.

Statements for August and September were received.

60/24 Unity

61/24 Petty Cash

62/24 Bank Reconciliations to March 2023

The Chair Councillor Griffin spoke to the item and asked that a councillor arrange to review and sign the bank reconciliation.

63/24 Project Updates

This item was not considered as the 10pm cut off had been reached.

Meeting Closed at: 10.00 pm

Signed:

Dated:

This page is intentionally left blank

Agenda Item 5

Financial Risk Assessment Master
Financial Risk Assessment January 2025

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
<u>Accounting System:</u> Rialtas Omega Accounting/Bookings Software.	Run data check routine daily - any discrepancy indicates data corruption. Accounts can be damaged and corrupted due to viruses	Report to software provider for correction. Covered by software maintenance agreement. Accounting Data is backed up on the daily basis and kept away from the premises.	L
<u>Income</u>			
Precept. Set annually via Town Council Budget.	Represents 90% of the Councils income. Collected on behalf of the Council by Wiltshire Council via the Council Tax and paid in two equal instalments in April and September.	See Appendix 2 for Reserves Policy. Report to the Town Clerk and Chair of the Council if not received by 30 th April and 30 th September each year, contact Wiltshire Council for current situation. Maintain General Fund at 3 months operating costs as a minimum. (See budget process).	L
Commercial Property Lettings	Non- payment of rent by tenants. Premises kept in poor repair by the tenant.	All commercial property rentals secured by formal repairing leases with regular rent reviews. Arrange regular landlord inspection to ensure in good internal repair. Rental invoices raised on monthly/quarterly cycle as defined in lease. If not paid within 30 days standard debt collection routines as defined in accounting procedures come into force.	L/M
Facility Lettings	Non-payment of fees by hirers. Damage to premises by hirers.	Casual Hirers-No credit given - payment in advance. Booking secured by deposit. Regular Hirers with approved credit, if not paid within 14 days standard debt collection routines as defined in accounting procedures come into force. No further hiring allowed until debt cleared in full. For large parties etc. damage deposit taken and not refunded until facility inspected after the event.	L/M
Allotments- Managed on the Rialtas Allotments Computer Package.	Allotment agreement not signed. Non-Payment of fees by holder. Non cultivation of allotment.	Allotment Invoices raised April annually, if not paid within 14 days standard debt collection routines as defined in accounting procedures come into force and persistent nonpayers will be asked to surrender the plot and plots will be relet to the people on the waiting list.	L

		Allotments inspected regularly and tenant warned if not cultivated to acceptable standard.	
--	--	--------------------------------------------------------------------------------------------	--

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Income (Cont'd)			
Events/Market Income	Non-payment of stall rental at events	All rentals payable in advance of event	L
	Protection of Cash taken at Bars	Minimum of two bar operatives. Supervisor must record the amount of the float and sign. All cash MUST be recorded through till at the point of sale. At the end of the event tills are cashed up and physical cash checked against till roll any overs or under must be noted at the event. Supervisor must note and sign discrepancy report. Float must be returned separately to safe and signed back in.	H
Deposit of funds with financial institutions.	Financial Institution bankrupt. Misappropriation of funds.	Deposits controlled by Finance and Admin Officer and RFO. All deposits reported to and authorised by the Finance and Admin Committee. All Financial Institutions should be checked with either Moody's or Fitch and have the top credit rating available. No Investment is to be for more than 12 months. Investment in Stocks, Shares or similar is not allowed	L

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Expenditure			
Budget setting/Monitoring	<p>Failure to project expenditure accurately.</p> <p>Setting Business Income at an unattainable level.</p> <p>Failure to include projects in the budget.</p> <p>Failure to include capital expenditure.</p> <p>Inclusion of non-budgeted expenditure during the year.</p> <p>Failure to identify and report overspends in a timely manner.</p> <p>Failure to identify shortfall in income and report in a timely manner.</p>	<p>Budgets prepared by RFO in conjunction with senior managers. Initial approval by Finance and Admin Committee authorised by relevant committee and passed by full council.</p> <p>Maintain an Earmarked Reserve to support the Precept.</p> <p>Maintain General Fund at between 40 and 50% of Precept.</p> <p>Produce monthly Budget Monitoring Reports distributed to Finance Working Group. All budget discrepancies investigated by RFO and reported to Finance and Admin Committee.</p> <p>Each spending committee presented with Budget Monitoring Report on a 3 monthly basis with discrepancy report. All budget overspends approved by the relevant committee by resolution.</p> <p>Ascertain reason for shortfall in income and whether it can be recovered in the financial year. If not take appropriate steps to support the General Fund by cutting expenditure or allocating shortfall from Earmarked Reserves</p>	L/M

Expenditure	<p>Expenditure in breach of Financial Regulations.</p> <p>Expenditure exceeds officer authority.</p> <p>Payment to incorrect supplier</p> <p>Payment to non-genuine supplier-hacked supplier account.</p> <p>Expenditure not correctly authorised.</p> <p>Expenditure not allocated to correct Budget.</p> <p>Not genuine council expenditure.</p>	<p>All managers have copy of Financial Regulations and understand contents.</p> <p>All Expenditure must be the subject of a purchase order.</p> <p>All purchase orders must be authorised by relevant manager.</p> <p>All purchase orders must be allocated to the relevant budget heading</p> <p>All approved suppliers to be recorded in the accounts system Purchase Ledger section.</p>	L
-------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Expenditure – Continued.	Change of supplier banking information from fraudulent emails-supplier account hacked. Inclusion of ghost suppliers as bonafide suppliers. Change of supplier details on cheque after signature.	<div>All approved suppliers to be paid within 30 days on periodic payment runs.</div> <div>All supplier payments to be approved by at least 2 Councillors.</div> <div>All supplier payments to be in line with the payment procedure protocol.</div> <div>All payments by Direct Debit to follow the above procedures.</div> <div>All payment listings to be presented to periodic meetings of Full Council for consideration.</div> <div>Any changes to supplier banking information must be confirmed by a telephone call to the number stated on the supplier invoice.</div> <div>All supplier accounts more than 60 days old to be reported to Finance and Admin Committee.</div>	L
Use of Council Debit or Credit Card	Misuse of Cards. Use by non-authorized staff.	<div>Cards to be kept in safe by Finance Officer to limit the access to the card.</div> <div>Only senior managers permitted to use cards with prior permission.</div> <div>Debit/Credit cards to be signed for by the user.</div> <div>After use card must be returned to the Finance Officer with details of expenditure and backup documentation.</div> <div>Card expenditure to be included in authorisation documentation approved by councillors signing off the payment run.</div> <div>RFO has asked to all staff not to use the card without prior permission from RFO and Finance Officer.</div> <div>Credit/Debit cards expenditure will not be allowed without prior permission to stop the misuse or use it without authorisation.</div>	L

Non-budgeted Expenditure	Impact on General Fund balances.	Approved by relevant committee by resolution. Source of funding: a) From General Fund Balance. b) From Earmarked Reserve. c) By transfer from alternative Budget Code with predicted underspend.	L/M
Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Payroll	Inclusion of ghost employees on payroll. Falsification of time sheet records. Incorrect calculation of employee pay. Payment of incorrect salary rates. Use of incorrect PAYE/NI data. Unauthorised changes in employee details. Incorrect or fraudulent expenses claims. Breach of confidentiality of employee details (GDPR).	<div>Have Internal Audit conduct a periodic check of payroll function to verify correctness of payments and employees being paid still work for the Council</div> <div>Create a tracking log and record changes to employee details when made.</div> <div>All time sheets to be authorised by senior managers and counter signed by the Town Clerk</div> <div>All automatic, cost of living scale point changes in pay scale to be authorised by senior managers e and counter signed by the Town Clerk.</div> <div>All changes to salaries to be approved by HR Committee and signed by the Chair.</div> <div>All employee records to be kept under lock and key when not in use.</div>	L/M
Insurance	Danger of under Insurance. Danger of over insurance. All Council Assets not included in insurance Schedule. Insurance premiums too high.	Ensure Insurance Values Included in Asset Register. Periodical review Plant and Equipment to ensure replacement values are realistically reflected in the Insurance Value. Every five years revalue buildings at insurance value and check against insurance policy. Ensure Consequential Loss Insurance adequately covers all Council Liquid Assets. Insurance re-quoted every 3 years.	L



MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t 01252 929 590
e office@mulberrylas.co.uk
w www.mulberrylas.co.uk

Our Ref: MARK/WHI001

Ms T Predeth
Melksham Town Council
Town Hall
Market Place
Melksham
Wiltshire
SN12 6ES

23rd December 2024

Dear Tracy

Re: Melksham Town Council
Internal Audit Year Ended 31 March 2025 – Interim Audit report

Executive summary

Following completion of our interim internal audit on 20th November 2024 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published Annual Governance and Accountability Return (AGAR). The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of which is available on request. The report concludes with an opinion as to whether each assertion has been met or not at this point in the year. Some assertions are tested only at the final internal audit, and this is reflected where appropriate in the report. **Recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing has highlighted a range of weaknesses within the systems and procedures that will require reporting to the external auditor. We are at pains to point out that we have found no evidence of error or misstatement rather the procedures and governance were found to be lacking.

It is clear the council takes governance, policies and procedures seriously. However, it is equally clear that over time some governance procedures have slipped. It is therefore our opinion that the systems and internal procedures at Melksham Town Council are in need of review and improvement.

Regulation

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

Independence and competence

Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years' experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter

An engagement letter was previously issued to the council covering the 2024/25 internal audit assignment. Copies of this document are available on request.

Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

Table of contents

		TEST AT INTERIM	TEST AT FINAL	PAGE
A	BOOKS OF ACCOUNT	✓		3
B	FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS	✓	✓	4
C	RISK MANAGEMENT AND INSURANCE	✓		7
D	BUDGET, PRECEPT AND RESERVES	✓		7
E	INCOME	✓		8
F	PETTY CASH	✓		8
G	PAYROLL	✓	✓	8
H	ASSETS AND INVESTMENTS	✓	✓	9
I	BANK AND CASH	✓	✓	9
J	YEAR END ACCOUNTS		✓	10
K	LIMITED ASSURANCE REVIEW	✓		12
L	PUBLICATION OF INFORMATION		✓	12
M	EXERCISE OF PUBLIC RIGHTS – INSPECTION OF ACCOUNTS	✓	✓	13
N	PUBLICATION REQUIREMENTS	✓	✓	13
O	TRUSTEESHIP	✓		13
	ACHIEVEMENT OF CONTROL ASSERTIONS AT INTERIM AUDIT DATE			14
	INTERIM AUDIT POINTS CARRIED FORWARD			15

A. BOOKS OF ACCOUNT

Internal audit requirement

Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

The interim audit was conducted on site with the Finance Officer. Other information was reviewed through discussion with the Finance Officer and a review of the council website <https://www.melksham-tc.gov.uk/>. It was a little disappointing that neither the locum Clerk nor the locum RFO were on site to answer questions, because internal audit is not singularity about the finance function but also about governance and procedures. I did meet with the deputy Clerk later in the afternoon and we had a full and frank discussion and I would also like to thank the finance Officer for her help and assistance.

The Council uses the Rialtus accounting package for recording the council's finances. This is an industry specific accounting package, and I make no recommendation to change. The system encompasses a simple cashbook, and it provides for reconciliation of key control accounts and regular reporting against budget.

A review of the nominal ledger shows there to be no netting off of income and expenditure and items are posted to the heading to which they relate. There is no evidence of excess journal corrections to the accounts.

The system is used to produce management information reports for review at council meetings and is updated regularly with financial information. A review of the cashbook shows that the system is being populated with relevant data, such that a casual reader can understand the nature and scope of the transactions. A simple walk through of a receipt and payment chosen at random, proved the underlying documentation could be easily located.

There are multiple users, with their own individual log on's depending on the area they work in. The council also has licenses for the built in purchase order system. Users regularly work from home.

The bank is reconciled monthly by the Finance Officer. The bank reconciliations, income and expenditure reports, payment summaries and other financial reports are produced for council to review.

I tested opening balances as at 1/4/24 showing £86,773.89 and confirmed they could be agreed back to the audited accounts for 2023/24.

The council is VAT registered; the last VAT return was for the three-month period ended 30th September. The reclaim was for £14,596.67, and was produced on the 4th November & received on the 8th November. Although within the statutory time limits, there is clearly a delay between the end of the quarter and the submission date, such that the submission was towards the final submission deadline. **Reporting against a deadline leads to an increase of inherent risk and error, and may result in inadequate hierarchical review time. It would be advisable to be more timely in future.**

Overall, I have the impression that the accounting systems fairly ordered and routinely maintained and as such I make no recommendation to change. I am of the opinion that the council keeps appropriate records and uses the systems for the purpose for which they are intended.

B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement

This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.

Audit findings

Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit

The External Auditor's Report was not qualified it is published on the council website together with the notice of conclusion. The 2023/24 AGAR was posted to the council website ahead of the deadline. This will be reported to council on the 25th November.

Confirm by sample testing that councillors sign statutory office forms

I have confirmed by sample testing that councillors sign "Acceptance of Office" forms.

The council website provides a link to details of the individual councillor's Register of Members' Interests forms; however, this appeared not to function when tested on site. I recommend this is reviewed before the 31st March 2025.

Confirm that the council is compliant with GDPR

The council is fully aware of GDPR. It was noted the council does have established common .gov email addresses for all councillors. The .gov address is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

The importance of secure email systems and GOV.UK

- 5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.
- 5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.
- 5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, 'ourparishcouncil.gov.uk' with email addresses linked to that domain.
- 5.213. Using a .gov.uk domain for your council website and email accounts gives Town Councils the following advantages:
- 5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.
- 5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.
- 5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.
- 5.217. Peace of mind that your .gov.uk Town Council domain will never be sold to someone else if it is not renewed on time, which can happen with .co.uk, .org.uk and other commercial domains.
- 5.218. Additional security measures, as all .gov.uk domains are checked for any cyber vulnerabilities by the Cabinet Office and reported to the Responsible Owner, or your technical point of contact, so they can be fixed.
- 5.219. You can read more about the benefits of getting a .gov.uk domain on the GOV.UK website.

The council has a Privacy Notice and Accessibility Statement on its website, and it is clear the council has made every effort to comply with the website requirements.

Confirm that the council meets regularly throughout the year

In addition to full council the council has a number of committees. Terms of reference are generally reviewed annually in May. Minute ref 787/23

Check that agendas for meetings are published giving 3 clear days' notice

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

The ICO has issued guidance stating that *"any background documents which are referred to in the agenda or minutes, or were circulated in preparation for the meeting. These are considered part of the agenda."* The Freedom of Information Act 2000 (FOIA).

There is clear evidence the council is posting supporting documents to its website, as outlined by the Information Commissioner's Office (page 3 of this link) ico.org.uk/minutesandagendas.pdf

Check the draft minutes of the last meeting(s) are on the council's website

Minutes are uploaded to the council website. These have been agreed to the signed minutes.

Confirm that the Town Council's Standing Orders have been reviewed within the last 12 months

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council in 20th of May 2024. Minute ref 784/23

Confirm that the Town Council has adopted and recently reviewed Financial Regulations

Financial Regulations are based on the new NALC model and were last reviewed and adopted by council on the 8th of October 2024 minute ref 104/24. The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council.

Check that the council's Financial Regulations are being routinely followed

The current thresholds in place at which authorisations to spend must be obtained as below, it is noted the second and third bullet points refer to the same threshold, whereas it is usual for the clerk and chair to have a lower threshold after which committee then full council approval is required. **I recommend a review of this regulation.**

FR 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- *the Clerk, under delegated authority, for any items below £10,000 excluding VAT.*
- *the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £20,000 excluding VAT.*
- *a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £20,000 excluding VAT*
- *in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.*
- *the council for all items over £20,000 excluding VAT.*

Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

Based on the level of financial activity of the council, and through discussion with the Deputy Clerk and Finance Officer the authorisation thresholds appear appropriate for a council of this size.

I reviewed the Cashbook to select invoices over £10,000 & £20,000 to test the approval process (noted below). However, it was soon evident that whilst council is generally informed and is provided with opportunity to question expenses the financial regulations were not always being followed, which in its strictest sense would make the expenditure ultra vires and lead the council open to external criticism.

- 09.04.24 Light Fantastic £33,480 Festoon Lighting. The Assets Committee on the 7th August 2023 discussed the purchase of lights. On the 9th October the Assets Committee gave instruction to proceed with seeking quotes for the lighting. The manual PO was noted as approved on the 10th of October by the amenities lead.

In this instance there does not appear to have been council approval of quotes before the manual PO was raised, given the PO was raised a day later. In addition to this, the Amenities Lead on his own does not have permission to authorise a PO of the this magnitude.

Kan Connections £13,045.33 + VAT – invoice dated 08/10/24. There is evidence of a quote being received in February 2024, this was discussed at council on the 18th March 2024 Minute 732/33. The council approved a budget of £29,712 with funding to come from an Earmarked reserve already set aside for CCTV. I could not locate a formal purchase order. This is in breach of FR 5.20.

In reviewing the “detailed Income and Expenditure by Budget Heading” report – it would appear that £31,262 has been spent already this year – I could not find any reference in the minutes that this cost code was over the original budget agreed by council in March 2024. This possibly in breach of FR 5.17.

I discussed this with the RFO and was informed that he had made an official complaint to the Town Clerk regarding the settlement of the invoices for this project and was provided with an email copy.

We had a frank and detailed discussion regarding the PO system and it was clear that the Rialtus system is not being properly used and not all required users have access. POS are generally raised using Word. **This is clearly a waste of council funds as a system is being paid for that is not being properly used.**

The whole procedure from ordering goods and services to payment of the physical invoice is in our opinion weak and needs a thorough review. The regulation is there to provide a control and review process before an order is accepted and placed and to ensure that there is sufficient budget in place. I recommend a full review of this by the year end.

In order for me to sign off the AGAR positively I will need to see full evidence of a robust control and review process.

If council decides to continue with a manual PO system, I recommend the PO have a small table to allow the population of key information pertaining to the order as an aide memoir. I provide a simple example below.

Authorisation up to £10k	Clerk only	Signature and date	
Authorisation between £10 & £20k	Clerk and chair.....	Signatures and date	
Authorisation between £10 & £20k	Committee	Minute ref	
Authorisation over £20k	Council	Minute ref	
Budget verified	Amount in budget	£.....	

Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £10.81 per elector

The council has the General Power of Competence (GPC). Section 137 expenditure is within thresholds. However, it is noted the council has elections next year and that to maintain the GPC they will need to have a qualified clerk in place.

Confirm that checks of the accounts are made by a councillor

A councillor comes in and checks all invoices against payment. The chair of finance comes in and routinely checks the monthly bank reconciliation and signs that it balances.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement

This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

We were unable to locate the council financial risk assessments. These will need to be seen and noted as being approved by council before the 31st March for the AGAR to be signed off.

Regular playground inspections are carried out by staff and then annually by appointed contractor. Council is made aware of works required.

I confirmed that the council has a valid long term insurance policy in place with Zurich which expires in May 2025. The policy includes Public Liability of £10 million and Employers Liability cover of £10 million and a Fidelity Guarantee of £250,000 which is sufficient for a council of this size.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

The council approved the 2024/25 budget and precept on the 22nd of January 2024, minute ref 608/23. The precept requirement was set at £1,047,270.00. This has been agreed to the Cashbook.

The 31st of October 2024 income and expenditure against budget report show numerous cost centres were overspent. It is not unusual for individual line items to be overspent, but not for whole cost centres. At the 31st of October there were seven cost centres 101, 110, 151, 211, 221, 302, 403 over budget. There were other centres also over budget, but these may have been covered by earmarked reserves. This is in breach of financial regulation 5.17. I had a frank discussion with the finance Officer regarding this and then reviewed reserves position.

At the date of the interim internal audit, the council held £1,258,154 in earmarked reserves for a range of projects. The council also held circa £725,610k in the general reserve, although the precept has only recently been received and this will be reduced as the year progresses by normal overhead expenditure. I noted that one of the earmarked reserves was overdrawn by £6,205. Please note a council is forbidden to have negative reserves, even if this is a posting error, this should have been dealt with straight away. I have discussed this with the RFO and this has been corrected now.

At the March 2024 the council had total reserves of £1,143,255, of which £446,491 was general reserve, noting the overspends and also referencing the current earmarked reserve list of £1,258,154 it would appear the council has no room for a general reserve at all. I questioned this with the RFO and was given access to the draft 2025/26 budget and latest outturn report for the 31st March 2025.

The current forecast for the year ended 31st March 2025 is for a deficit of circa £344,482. On this basis the council does not overspend on its earmarked reserves the council will have circa £121k remaining its general reserve at the year end. This could put this council into financial distress at the year end. The Joint Panel on Accountability and Governance (JPAG) Practitioner's guide states 'the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure' (para 5.33). This would give a general reserve balance of circa £300 to £1m. **The general reserve balance does not appear to be within range.**

A review of the Finance Administration and Performance Committee meeting minutes shows that only since September 2024 detailed income and expenditure (including budget) have been presented for review and discussion. Also presented to council are the full detailed transaction lists of the each cashbook. However, it is disappointing to note the lack of detail in the minutes to describe the discussions the committee had. Indeed, in minute 33/24 (September 2024) it would appear Councillors deferred the whole finance section to the next meeting. In the November 2024 committee meeting there is little or no evidence of the previous meetings deferred item being discussed other than a reference to disappointment. Minute 41/24].

In no part of the minutes can I see acceptance or noting of the overdrawn cost centres and the impact this would have on the councils reserves. The discussions may well have happened in the background but I see no evidence of this. I also see no evidence that council is discussing holding off on expenditure to preserve the general reserve and I see no acceptance that the 2024/25 budget was in the main wholly incorrect.

I can only surmise that the 2024/25 budget was assembled and agreed upon without proper oversight and forethought and that council through its own actions allowed an artificially low budget to be approved.

The finance Officer confirmed that the 2025/26 budget setting process is underway with all deadlines achievable.

On this basis I am unable to sign off this assertion positively and I will be reporting this to the external auditor as part of the end of year submission. It will be necessary for council to properly discuss the low reserves position and overdrawn budget headings and be seen to actively take action on this. Councillors are responsible for the proper handling and maintenance of public money and currently I see little evidence of this.

E. INCOME

Internal audit requirement

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Apart from the precept, the council receives income from interest, grants, hall hire, allotments, pitch hire rentals and VAT.

There is evidence of fees are charges being discussed.

From a review of the accounting records, income appears to be recorded with sufficient narrative detail to identify the source and is allocated to the most appropriate nominal code.

F. PETTY CASH

Internal audit requirement

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.

Audit findings

The council has a small petty cash fund for office sundries. There was £20.39 in reconciled balances. The petty cash was tested and appeared correct.

G. PAYROLL

Internal audit requirement

Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

The payroll is outsourced to Wiltshire County Council, and a gross payment for salaries, tax and pensions is made to WCC, which then pays across to the relevant bodies.

I am unable to test if the employment allowance is correctly disclaimed and am unable to test if the council has met its obligations to HMRC. I have to assume the county council is performing this correctly on their behalf.

Payments to staff are verified by the RFO and payment approvals follow the normal process.

There are no councillor allowances.

The council has a LGPS pension scheme in place and has fulfilled its obligation for pensions.

H. ASSETS AND INVESTMENTS

Internal audit requirement

Asset and investments registers were complete and accurate and properly maintained.

Audit findings

The council has a comprehensive fixed asset register in place with assets shown at historic or proxy cost. This type of approach is suitable for a council of this size. The register contains sufficient information to identify the asset, its location, historic or proxy cost.

The council has no PWLB borrowing.

I. BANK AND CASH

Internal audit requirement

Periodic and year-end bank account reconciliations were properly carried out.

Audit findings

Bank reconciliations are completed on a monthly basis and are filed in hard copy, together with the bank statements. The reconciliations are independently checked.

I was able to confirm the balances on the bank reconciliation to the bank statements, and noted the reconciliations are signed off. I am under no doubt that bank reconciliation is being properly carried out.

I recommend bank reconciliations and balances are reported on in the minutes each month. “Council resolved to approve the bank reconciliation dated “

As the council's budget does exceeds €500,000, it does not benefit from protection from the Financial Services Compensation Scheme (FSCS).

J. YEAR END ACCOUNTS

Internal audit requirement

Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council, at its meeting to sign off the year-end accounts, must discuss Section 1 of the AGAR (Annual Governance Statement) and record this activity in the minutes of the meeting. **COUNCIL IS REMINDED THAT THIS MUST BE A SEPARATE AGENDA ITEM PRIOR TO THE SIGNING OF SECTION 2 OF THE AGAR (ANNUAL ACCOUNTS).**

Section 1 – Annual Governance Statement

Based on the internal audit finding I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	'Yes', means that this authority	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	YES – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	YES – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	YES – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	YES – the requirements and timescales for 2023/24 year-end were met
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	YES – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	YES – the council has appointed an independent and competent internal auditor.
7	We took appropriate action on all matters raised in reports from internal and external audit.	<i>responded to matters brought to its attention by internal and external audit.</i>	YES – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	YES – no matters were raised during the internal audit visits.

	authority and. Where appropriate, have included them in the accounting statements.		
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	<i>has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>	N/A – the council has no obligations

Section 2 – Accounting Statements

AGAR box number		2022/23	2023/24	Internal Auditor notes
1	Balances brought forward	920,205	1,310,511	Agrees to 2022/23 carry forward (box 7)
2	Precept or rates and levies	966,204	999,784	Figure confirmed to central precept record
3	Total other receipts	554,863	223,096	Agrees to underlying accounting records
4	Staff costs	579,403	546,345	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Confirmed to PWLB documents
6	All other payments	551,358	843,791	Agrees to underlying accounting records
7	Balances carried forward	1,310,511	1,143,255	Casts correctly and agrees to balance sheet

8	Total value of cash and short-term investments	1,346,668	1,201,957	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long-term investments and assets	5,941,051	6,202,477	Matches asset register total and changes from previous year have been traced
10	Total borrowings	0	0	Confirmed to PWLB documents

For Local Councils Only		Yes	No	N/A	
11a	Disclosure note re Trust Funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b	Disclosure note re Trust Funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

Audit findings

The year-end accounts have been correctly prepared on an income and expenditure basis with a box 7 and 8 reconciliation properly completed.

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2022/23 and published on the council website.

K. LIMITED ASSURANCE REVIEW**Internal audit requirement**

IF the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)

Audit findings

The council did not certify itself exempt in 2023/24 due to exceeding the income and expenditure limits and this test does not apply.

L: PUBLICATION OF INFORMATION**Internal audit requirement**

The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation

Audit findings

The council is required to follow the requirements of the Freedom of Information ACT and the ICO Model Publication Scheme. In addition to this, (as best practice) it can follow the requirements of the Transparency Code – but this does not have the weight of law.

All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority’s website)

- (a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and
- (b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must

- (a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
- (b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

We have considered the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) Regulations 2015 [<https://www.legislation.gov.uk/uksi/2015/480/made/data.pdf>] and, 2015/494 The Smaller Authorities (Transparency Requirements). https://www.legislation.gov.uk/uksi/2015/494/pdfs/uksem_20150494_en.pdf

In addition to this, we have considered the additional publication requirements as set out in the ICO Model Publication Scheme for Town Councils. <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf> & https://ico.org.uk/media/for-organisations/documents/1266/parish_council_information_guide.doc

The council has a Model Publication Policy and Freedom of Information Act Policy both of which are posted to the council website dated April 2022. In addition to this, the council follows the Transparency Code 2015.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor’s Report and Certificate) of the AGAR are available for review on the council website for financial years 2019/20 to 2023/24 inclusive.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS**Internal audit requirement**

The authority has demonstrated that during summer 2024 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – key dates	2023/24 Actual
Date AGAR signed by council	26 June 2023
Date inspection notice issued	27 June 2023
Inspection period begins	28 June 2023
Inspection period ends	8 August 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2023/24, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

N: PUBLICATION REQUIREMENTS**Internal audit requirement**

The authority has complied with the publication requirements for 2023/24. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2024 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2023/24, approved and signed, page 4
- Section 2 - Accounting Statements 2023/24, approved and signed, page 5

Not later than 30 September 2024 authorities must publish:

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2023/24 have been met.

O. TRUSTEESHIP**Internal audit requirement**

Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings

The council has no trusts.

Achievement of control assertions at interim audit date

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	✓		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for		✓	
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	✓		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	✓		
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			✓ N/a
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	✓		
M	The authority, during the previous year (2023-24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N	The authority has complied with the publication requirements for 2023/24 AGAR.	✓		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓ N/a

Should you have any queries please do not hesitate to contact me.

Yours sincerely



Mark Mulberry
Mulberry Local Authority Services Ltd

Interim Audit 2024/25 - Points Carried Forward

Books of Account: VAT reporting	Reporting against a deadline leads to an increase of inherent risk and error, and may result in inadequate hierarchical review time. It would be advisable to be more timely in future.	
Financial Regulation 5.15	It is noted the second and third bullet points refer to the same threshold, whereas it is usual for the clerk and chair to have a lower threshold after which committee then full council approval is required. I recommend a review of this regulation.	
	The whole procedure from ordering goods and services to payment of the physical invoice is in our opinion weak and needs a thorough review. The regulation is there to provide a control and review process before an order is accepted and placed and to ensure that is sufficient budget in place. I recommend a full review of this and by the year end I order to sign off the AGAR positively I will need to see full evidence of a robust control and review process.	
Risk	We were unable to locate the council financial risk assessments. These will need to be seen and noted as being approved by council before the 31 st March for the AGAR to be signed off.	
Budgets and Reserves	<p>The general reserve balance does not appear to be within range. I would like to see council or committee acknowledgement of the overdrawn budget headings and the implication this will have on general reserves.</p> <p>It will be necessary for council to properly discuss the low reserves position and overdrawn budget heading and be seen to actively take action on this.</p>	
Bank	I recommend bank reconciliations and balances are reported on in the minutes each month. "Council resolved to approve the bank reconciliation dated "	

This page is intentionally left blank

Agenda Item 7

Organisat+B4:F12ion Name	What the Grant is For	AMOUNT REQUESTED	TOTAL AWARDED	MONITORING FORM CHASED- Deadline 3rd Jan	MONITORING FORM RECEIVED AFTER GRANT RECEIVED	ATTENDING MEETING ON MONDAY 13th JANUARY 2025
Celebrating Age Wiltshire (CAW)	Summer/Autumn creative workshops, to include T shirt printing for Melksham men's group and a social concert for residents of Melksham with an emphasis on older, isolated adults.	£991.50	£530.87	11/12/2024	06/01/2025	N
Group Five	Maintenance and running of van and general running costs	£1,000.00	£530.87	11/12/2024	19/12/2024	not known
Melksham Amateur Swimming Club	Funding Level 1 & 2 teachers	£650.00	£325.00	11/12/2024	To follow	Y
Melksham Gardeners Society	Hire of Assembly Hall to run Flower and Produce Show	£273.00	£273.00	11/12/2024	06/01/2024	Y
Melksham Lions	Refurbishment of Christmas Sleigh	£281.63	£281.63	11/12/2024	18/12/2024	N
Melksham Riverside Centre	To provide two domestic cookers for use on cookery demonstrations	£1,000.00	£530.87	11/12/2024	12/12/2024	Y- Chris Pickett (12/09/2024)
That Meeting Space	To continue to support, facilitate and help establish groups within the community	£800.00	£530.87	11/12/2024	17/12/2024	N
Wiltshire Search & Rescue (WILSAR)	Generator to provide power to command point	£900.00	£530.87	11/12/2024	24/12/2024	N

This page is intentionally left blank



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Celebrating Age Wiltshire	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> x Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£530.87
Date Received:	July 2024
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Creative Art workshop with Rachel Heard in library 17 Sept	£200
Creative Writing workshop with Ruth Hill in library 4 Oct	£200
Part of costs towards Older people's drop in session postponed to 4 March 2025	£130.87
	£
	£
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£530.87
4. The benefits of your grant- <i>Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.</i>	
<p>The older people who attend our regular activity requested further creative workshops and enjoy attending sessions in the library, as they feel safe and supported there. Both these creative workshops from this current grant were successful and we have received good feedback from participants. Part of the reason for delivering these one-off sessions is to encourage new attendees and then support them to attend more of the CAW monthly events once they've attended a one off session. The library staff are also very supportive at promoting our activity and identifying those who visit the library alone and might benefit.</p>	
5. How many people in the Melksham Town Council area have benefited from the grant?	
So far 30 from attending the 2 Creative workshops in the library. It is predicted that many more will attend the drop in session on 4 March	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input type="checkbox"/>	No <input type="checkbox"/> Partially <input checked="" type="checkbox"/> x
7. Is there anything else that you would like to say regarding your grant?	

As we were only awarded half the grant we applied for we weren't able to deliver as much activity as originally planned, or print T shirts for the men's group. However, we delivered 2 out of 4 of the planned workshop series and have booked the artist for the postponed drop-in session on 4 March using part of the grant for this.

***Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.***



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Group Five	
2. GRANT AWARDED	
Type of Grant (please tick):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£530.87
Date Received:	22.7.24
3. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY Collection of unwanted furniture from the general public – refurbishing as necessary and providing free of charge to needy families who for whatever reason are unable to afford to purchase.	TOTAL COST
	£
	£
	£
	£
	£
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£530.87
4. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.	
As above we provide free furniture for those in need, some of them having no furniture at all and are sleeping on the floor with nothing in the property when we arrive with their furniture.	
5. How many people in the Melksham Town Council area have benefited from the grant?	
We assisted 122 families in Melksham area.	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	
Group Five has been a Charity for more than 33 years. The need for our help has never reduced and your grant will help us to continue for a while longer.	

This page is intentionally left blank



GRANT MONITORING FORM

1.ORGANISATION/GROUP'S NAME
ORGANISATION: MELKSHAM GARDENERS SOCIETY

1. GRANT AWARDED	
Type of Grant (please tick):	Regular <input type="checkbox"/> Major <input type="checkbox"/> Room Hire X
Total Awarded:	£273
Date Received:	JULY 2024

2. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
FLOWER AND PRODUCE SHOW HALL HIRE	£ 273
	£
	£
	£
	£
<u>TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:</u>	£

<p>3. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.</p> <p>The annual Flower and Produce Show is an asset to the town. Offering members and non members of the society from Melksham and the surrounding area an opportunity to come together and exhibit their skills at gardening, baking and handicrafts.</p> <p>It was very much appreciated that the mayor Tom Price came along to present the prizes. He also commented on the high standard of entries.</p>

4. How many people in the Melksham Town Council area have benefited from the grant?
Around 200 people are involved in the show either as exhibitors or visitors to the show

5. Has the grant been spent in accordance with its purpose as previously approved?
Yes X No <input type="checkbox"/> Partially <input type="checkbox"/>

6. Is there anything else that you would like to say regarding your grant?
The grant is very much appreciated as it enables us to run the show. We also very much appreciate the help and assistance we receive on the day from the day from the hall manager

***Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.***



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Melksham Lions Club	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£281.63
Date Received:	21 st July 2024
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Refurbishment/Updates to Melksham Lions Sleigh	£303.58
	£
	£
	£
	£
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£281.63
4. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.	
<p>The money has enabled us to carry out essential works on our sleigh, including electrical work, repairs to the frame and replacement mud guards. We have also re-painted the reindeer and re-varnished exposed wood areas.</p>	
5. How many people in the Melksham Town Council area have benefited from the grant?	
A minimum of 350	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	
<p>The award of the grant by the Town Council has enabled us to free up funds to help residents and organisations in the Melksham Area. We thank you for your continued support.</p>	

Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.

Updated: 11/07/2024

This page is intentionally left blank



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME
ORGANISATION: RIVERSIDE CENTRE

2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular X
Total Awarded:	£ 530.87
Date Received:	22 nd July 2024

3. Please give details below of the items or activities funded by this grant	
ITEM/ACTIVITY	TOTAL COST
	£
Fitting electricity cooker	£ 302.00
Fitting Gas cooker	£ 230.00
	£
	£
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£ 530.87

4. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.

The benefit of the New Cookers was in the running of a cookery course for single (widowed) gentlemen. The course was designed to help with basic techniques and culminated each week in a shared meal adding a significant social aspect to the event.

5. How many people in the Melksham Town Council area have benefited from the grant?
SEVEN (7)

6. Has the grant been spent in accordance with its purpose as previously approved?
Yes X

7. Is there anything else that you would like to say regarding your grant?
Please see attached photos of old and new.

Please return your completed form to

ORIGINAL COOKERS - Pre 1970 GAS COOKER - 2005 ELECTRIC COOKER (BROKEN SWITCHES)



New COOKERS LITTED 24/9/2024.



This page is intentionally left blank



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME
ORGANISATION: that meeting space administered by GoodNews Church

2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£ 530.97
Date Received:	22/07/24

3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Wages and Cleaning	£339
Website	£234
Supplies, cleaning materials, toilet rolls, tea, coffee, etc	£570
Table Cloths	£258
	£
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£530.87

4. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.

The project benefited the community by providing a safe place and the opportunity for members of the community to meet and pursue interests that contributed to their wellbeing, socialisation and mental health.

We continued to provide support to emerging groups by subsidising rent and offering practical help until the initiatives are self-sustaining. We have proved this concept over three past years and anticipate an increase in the opportunities available to Melksham residents through widening our reach.

5. How many people in the Melksham Town Council area have benefited from the grant?
100-120

6. Has the grant been spent in accordance with its purpose as previously approved?
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>

7. Is there anything else that you would like to say regarding your grant?
<p>The overall income of that meeting space in the last 5 months since we received the grant has been £2155</p> <p>The total expenditure in this time including half the rent has been £4434.</p> <p>The grant has been so helpful in our work at that meeting space, the rest of the deficit has been made up from donations from the members of GoodNews Church.</p>

Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.

This page is intentionally left blank



GRANT MONITORING FORM

1. ORGANISATION/GROUP'S NAME	
ORGANISATION: Wiltshire Search and Rescue	
2. GRANT AWARDED	
Type of Grant (<i>please tick</i>):	Regular <input checked="" type="checkbox"/> Major <input type="checkbox"/> Room Hire <input type="checkbox"/>
Total Awarded:	£530.87
Date Received:	22 nd July 2024
3. Please give details below of the items or activities funded by this grant	
<u>ITEM/ACTIVITY</u>	<u>TOTAL COST</u>
Generator Purchase	£3024
(Part funded)	£
	£
	£
	£
TOTAL AMOUNT SPENT FROM MELKSHAM TOWN COUNCIL GRANT:	£530.87
4. The benefits of your grant- Please give details below of the ways in which the grant has been of benefit to the work of your group and how this benefits the community and/or individuals within the Melksham Town Council area.	
<p>The new generator allows us to power our welfare tent and lighting at our control point at an incident. This is vital to ensure that our volunteers remain safe, hydrated and warm, as our call outs can be protracted and during poor weather conditions. Ensuring our volunteers are fit and ready to deploy from the control point is vital to ensure an effective response to a missing person call out.</p> <p>We can also utilise the generator to inflate our water rescue boat and sled, ensuring it can be ready to use quickly, even in remote areas without access to mains power.</p> <p>The generator has now completed its commissioning (ensuring that it interfaces with our inflation pumps etc correctly) and our volunteers have been familiarised with its operation so that it can be utilised safely. Ensuring we have the correct equipment to operate in remote areas, in all weathers, is vital to our continued operation.</p>	
5. How many people in the Melksham Town Council area have benefited from the grant?	
We have not yet had any call outs in the Melksham area since the commissioning of the generator. It is now ready for use on call outs and exercises.	
6. Has the grant been spent in accordance with its purpose as previously approved?	
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Partially <input type="checkbox"/>	
7. Is there anything else that you would like to say regarding your grant?	

We really value the opportunities that are provided by our local councils; thank you again for supporting our application.

***Please return your completed form to
Melksham Town Council, Town Hall, Melksham, Wiltshire, SN12 6ES
or by email to: grants@melksham-tc.gov.uk.***

Date: 02/01/2025		Melksham Town Council Current Year						Page: 1			
Time: 12:41		Cashbook 1						User: MEL			
		Unity Bank - Main Account						For Month No: 7			
Receipts for Month 7			Nominal Ledger Analysis								
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail			
Balance Brought Fwd :		1,214,624.96							1,214,624.96		
Container	Banked: 11/10/2024	270.00									
	Sales Recpts Page 57	270.00	270.00		103			Sales Recpts Page 57			
BACS	Banked: 14/10/2024	500.00									
BACS	BOA Kitchens Ltd	500.00			1046	204	500.00	Rent - Aug 2023/part			
Chase	Banked: 17/10/2024	112.80									
	Sales Recpts Page 43	112.80	112.80		103			Sales Recpts Page 43			
Makers	Banked: 18/10/2024	237.60									
	Sales Recpts Page 44	237.60	237.60		103			Sales Recpts Page 44			
BACS	Banked: 23/10/2024	1,365.00									
BACS	Evie's Kitchen	1,365.00			4108	221	1,365.00	Cleaning (1001) returned			
BACS	Banked: 25/10/2024	600.00									
BACS	EFA Training Ltd	600.00		100.00	4075	101	500.00	First Aid trng - duplic			
MIN	Banked: 28/10/2024	700.00									
	Sales Recpts Page 55	700.00	700.00		103			Sales Recpts Page 55			
Factory	Banked: 30/10/2024	487.21									
	Sales Recpts Page 54	487.21	487.21		103			Sales Recpts Page 54			
Abba	Banked: 31/10/2024	464.00									
	Sales Recpts Page 53	464.00	464.00		101			Sales Recpts Page 53			
AH Bar2	Banked: 31/10/2024	1,782.73									
AH Bar2	DoJo	1,782.73		297.12	1001	520	1,485.61	Card payments - bar			
AH Tickets	Banked: 31/10/2024	570.63									
AH Tickets	DoJo	570.63			566		570.63	Card payments - tickets			
AH Bar1	Banked: 31/10/2024	1,357.20									
AH Bar1	DoJo	1,357.20		226.20	1001	520	1,131.00	Card payments - bar			
Total Receipts for Month		8,447.17	2,271.61	623.32				5,552.24			
Cashbook Totals		1,223,072.13	2,271.61	623.32				1,220,177.20			

Continued on Page 2

Date: 02/01/2025

Melksham Town Council Current Year

Page: 2

Time: 12:41

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/10/2024	The Best Connection Employment	846643299	2,135.16	2,135.16		501		Temp salary
01/10/2024	Comax UK Ltd	117958795	631.90	631.90		501		Cleaning products
01/10/2024	Hunt Management Solutions	428922935	156.00	156.00		501		Stocktake - AH
01/10/2024	Wired Publishing	58851260	93.60	93.60		501		Advertising - AH
01/10/2024	Water2business	892956346	26,453.15	26,453.15		501		Water - Splash Pad (O/D)
01/10/2024	Worknest Ltd	225115060	186.00	186.00		501		Grievance support
01/10/2024	Prosec Consultancy Ltd	43973856	708.00	708.00		501		Security - Proms
01/10/2024	Rialtas Business Solutions Ltd	132241091	312.00	312.00		501		Training - Sales Pkge
01/10/2024	T H White Installation Ltd	147479930	2,911.86	2,911.86		501		Extinguisher signs
01/10/2024	Trowbridge Town Council	903372716	3,448.50	3,448.50		501		Sports Roadshows
01/10/2024	Wiltshire Publications Ltd	620733740	2,626.08	2,626.08		501		Advertising
01/10/2024	Microshade Business Consultant	549537551	401.94	401.94		501		Hosting services
01/10/2024	AquaAid Southcoast	251590773	35.06	35.06		501		Water cooler
01/10/2024	ATBShop Ltd	596100426	600.00	600.00		501		Skatepark Event support
01/10/2024	Bathe & North East Somerset Co	207204521	6,043.04	6,043.04		501		Summer floral displays
01/10/2024	Gary Dougherty	6699734463	58.07	58.07		501		Oil/glue
01/10/2024	EFA Training Ltd	484820168	600.00	600.00		501		First aid training
01/10/2024	Exponential-E Ltd	557339920	109.31	109.31		501		Online back-up services
01/10/2024	D&M Gompels Ltd	886766352	82.40	82.40		501		Pkg Red - July 24
01/10/2024	Hannah Blueitt	430346928	280.00	280.00		501		Park Yoga
01/10/2024	J. H. Jones & Sons	588039591	3,931.20	3,931.20		501		Grasscutting - Play area/Lynch
01/10/2024	J. P. Lennard Ltd	288735157	35.64	35.64		501		Sign (photography)
01/10/2024	Julie Sparrow	185012068	34.47	34.47		501		Files/dividers
01/10/2024	Mel Rolph	23749791	12.00	12.00		501		Stamps
01/10/2024	Microsoft	704361494	247.10	247.10		501		Licences - Microsoft
01/10/2024	Mulberry Local Authority Servi	976842309	54.00	54.00		501		Training - Partial VAT exemp
01/10/2024	Place Studio Ltd	507021675	1,368.00	1,368.00		501		NHP
01/10/2024	Golden Coast	94392323	184.08	184.08		501		Chemicals - SplashPad
01/10/2024	Steve Randall	882444989	3.98	3.98		501		Wiper blades
01/10/2024	Sara Land	433075512	60.78	60.78		501		Various
01/10/2024	Splash Pads Enterprises Ltd	649946418	387.07	387.07		501		Splash pad equipment
01/10/2024	Warner Goodman LLP	803633883	514.07	514.07		501		Professional charges
01/10/2024	Your Wiltshire	135879876	36.00	36.00		501		Advertising - AH
01/10/2024	Wiltshire Wood Art	413899439	195.00	195.00		501		Engrave shields
01/10/2024	Water2business	011024	29.50	29.50		501		Water rates - Bow erhill Unit
01/10/2024	Water2business	011024/2	140.83	140.83		501		Water rates - Mkt Pl toilets
02/10/2024	Employment cost	BACS	12,620.20			4000 101	12,620.20	Employment cost
02/10/2024	Office Evolution Ltd	021024	216.59	216.59		501		Stationery
03/10/2024	Redhorn Holdings Ltd	031024	1,234.99	1,234.99		501		Rent - Bow erhill Unit
04/10/2024	BT Group plc	041024	82.40	82.40		501		Wifi - KGV
07/10/2024	Tracy Predeth	228774770	270.00	270.00		501		Accommodation
08/10/2024	Enterprise Flex-E-Rent	081024	562.90	562.90		501		Vehicle leasing
14/10/2024	HMRC	BACS	10,557.52			515	10,557.52	PAYE/NI
14/10/2024	Daisy Communications	141024	47.15	47.15		501		Wifi - Pavilion

Continued on Page 3

Date: 02/01/2025

Melksham Town Council Current Year

Page: 3

Time: 12:41

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount	Transaction Detail
14/10/2024	Office Evolution Ltd	141024/2	108.10	108.10		501		Photocopying
15/10/2024	Wiltshire Council	DDR	1,060.00			4102 201	1,060.00	Rates - TH
15/10/2024	Wiltshire Council	DDR	642.00			4102 215	642.00	Rates - Bow erhill Unit
15/10/2024	Castle Water Ltd	151024	0.54	0.54		501		Water - Mkt Pl standpipe
15/10/2024	British Gas	151024/2	48.88	48.88		501		Electricity - Mkt Pl toilets
16/10/2024	Lloyds Bank	DDR	1,034.09		172.35	4061 101	128.34	Travelodge - Proms
						4042 101	192.00	Wix - AH licence
						4915 501	47.44	Amazon - glasses
						4903 520	27.71	Asda - Bar stock
						4903 520	89.58	Sainsburys - Bar stock
						4163 202	9.84	Plumbstop - Connectors
						4163 202	43.52	Plumbstop - Cistern
						4042 101	6.99	Krystal - licence
						4163 202	108.32	Vax - Vacuum
						4163 202	208.00	Adexa - Baby changing
16/10/2024	Lloyds Bank	DDR	636.77			4153 202	337.50	DVLA - VW tax
						4909 501	169.50	TV Licence
						4023 101	126.77	QR Code Generator
						4017 110	3.00	Card charges
16/10/2024	Fuel Genie	161024	379.96	379.96		501		Fuel
17/10/2024	British Gas	171024	34.45	34.45		501		Electricity - Roundhouse
17/10/2024	Warner Goodman LLP	171024	2,570.35	2,570.35		501		Professional charges
18/10/2024	Wiltshire Council	DDR	38,019.04			520	38,019.04	Salaries
18/10/2024	Mainstream Digital	181024	570.61	570.61		501		Telephones
18/10/2024	West Mercia Energy	181024/2	323.94	323.94		501		Electricity - Bath Rd toilets
18/10/2024	Oakwood	181024/3	135.00	135.00		501		Container - KGV
21/10/2024	British Gas	211024	416.17	416.17		501		Electricity - TH
21/10/2024	British Gas	211024/2	1,149.06	1,149.06		501		Electricity - AH
21/10/2024	British Gas	211024/3	104.10	104.10		501		Gas - TH
21/10/2024	British Gas	211024/4	14.47	14.47		501		Gas - AH
22/10/2024	WPF	BACS	7,721.51			516	7,721.51	Pensions
23/10/2024	Air Conditioning Services	625526972	650.00	650.00		501		AirCon maintenance - AH
23/10/2024	The Best Connection Employment	625006814	3,558.60	3,558.60		501		Temp staff
23/10/2024	Brian Bennett	515627584	7.00	7.00		501		Batteries
23/10/2024	Denman Electrical Wholesalers	985230995	28.80	28.80		501		Electrical item
23/10/2024	Evie's Kitchen	552340014	1,365.00	1,365.00		501		Cleaning - Eco Loos
23/10/2024	Houseman Environmental Ltd	24054220	570.00	570.00		501		Water hygiene - AH
23/10/2024	Paul Seemayer	4604511	150.00	150.00		501		Lighting - Motown
23/10/2024	PPL PRS Ltd	151446102	237.05	237.05		501		Music licence
23/10/2024	Mr. Steve HOLDER	552939940	270.00	270.00		501		Sound - Proms
23/10/2024	Wired Publishing	647456263	93.60	93.60		501		Advertising - AH
23/10/2024	T & S LUX ELECTRICAL	334487054	408.00	408.00		501		Lighting AH foyer
23/10/2024	The Cobblers Bench	890001234	49.50	49.50		501		Keys
23/10/2024	IDverde Limited	446942499	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
23/10/2024	Light Fantastic	51985539	852.00	852.00		501		Replacement lighting - TH
23/10/2024	RBL Poppy Appeal	27114010	20.00	20.00		501		Wreath
23/10/2024	Stannah Lift Services Ltd	686107426	570.88	570.88		501		Lift servicing
23/10/2024	Travis Perkins Trading	768247685	205.23	205.23		501		WD40/Panel pins

Continued on Page 4

Date: 02/01/2025

Melksham Town Council Current Year

Page: 4

Time: 12:41

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Company								
23/10/2024	UK SAFETY MANAGEMENT LTD	534563838	524.57	524.57		501			PAT test - TH
23/10/2024	Wiltshire Publications Ltd	605522743	2,839.68	2,839.68		501			New sletter
23/10/2024	Wiltshire Council	987295110	817.18	817.18		501			Election expenses
23/10/2024	AquaAid Southcoast	577020620	35.06	35.06		501			Water cooler
23/10/2024	The Community Heartbeat Trust	531044264	132.00	132.00		501			Defib KGV - annual support
23/10/2024	EFA Training Ltd	610001781	600.00	600.00		501			First Aid training
23/10/2024	Exponential-E Ltd	782242154	109.31	109.31		501			Back up/monitoring services
23/10/2024	GB Sport & Leisure UK Ltd	122558643	734.58	734.58		501			Wet Pour repair kit
23/10/2024	D&M Gompels Ltd	136434470	111.60	111.60		501			Pkg Red - Aug 24
23/10/2024	J. H. Jones & Sons	1364344702	4,596.00	4,596.00		501			Grasscutting - Foresters/2
23/10/2024	Julie Sparrow	805058157	99.59	99.59		501			Milk/stationery
23/10/2024	Melksham Lions Club	254508211	174.42	174.42		501			Toilet hire - Proms/Lions
23/10/2024	LGRC Associates Ltd	938143426	3,496.80	3,496.80		501			Professional recruitment
23/10/2024	PKF Accountants & Business Adv	644902067	2,520.00	2,520.00		501			External audit
23/10/2024	Place Studio Ltd	903361317	3,933.00	3,933.00		501			NHP
23/10/2024	Quay Legal	443715710	1,200.00	1,200.00		501			Legal fees
23/10/2024	Robinson Grace Consultancy Ltd	156795892	1,993.80	1,993.80		501			Advertising - HR staff
23/10/2024	Shiners Commercial Ltd	656543315	712.00	712.00		501			Window cleaning
23/10/2024	Sara Land	944949557	34.27	34.27		501			Refs/milk
23/10/2024	Splash Pads Enterprises Ltd	253743814	2,024.60	2,024.60		501			Splashpad - Decommissioning
23/10/2024	T W Landscapes Ltd	974102534	37.80	37.80		501			Turf - R'About
23/10/2024	Your Wiltshire	403405156	36.00	36.00		501			Advertising - AH
23/10/2024	Youth Adventure Trust	BACS	249.00			4301	151	249.00	Grant
23/10/2024	Back on Track	BACS	1,000.00			4301	151	1,000.00	Grant
23/10/2024	Melksham Foodbank	BACS	700.00			4301	151	700.00	Grant
23/10/2024	Wessex MS Society	BACS	700.00			4301	151	700.00	Grant
23/10/2024	Wiltshire Mind	BACS	250.00			4301	151	250.00	Grant
23/10/2024	Carlton Entertainment & Event	966801584	1,095.50	1,095.50		501			Show - Peter Kaye
23/10/2024	Handshake Ltd	506214933	8,569.44	8,569.44		501			Show - Motown
25/10/2024	British Gas	251024	69.90	69.90		501			Electricity - Bow erhill Depot
29/10/2024	Office Evolution Ltd	291024	248.74	248.74		501			Stationery
30/10/2024	Unity Bank	BACS	27.92			4017	110	27.92	BACS charge
30/10/2024	Zen International Ltd	301024	20.40	20.40		501			Wifi - Art House
31/10/2024	Unity Bank	BACS	15.15			4017	101	15.15	BACS - service charge
Total Payments for Month			185,752.49	110,519.29	172.35			75,060.85	
Balance Carried Fwd			1,037,319.64						
Cashbook Totals			1,223,072.13	110,519.29	172.35			1,112,380.49	

Date: 02/01/2025

Melksham Town Council Current Year

Page: 1

Time: 12:44

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,037,319.64					1,037,319.64	
Slim Glass	Banked: 31/10/2024	60.00						
	Sales Recpts Page 72	60.00	60.00		103			Sales Recpts Page 72
BACS	Banked: 31/10/2024	-1,357.20						
BACS	AH Bar1	-1,357.20		-226.20	1001	520	-1,131.00	AH Bar1
BACS	Banked: 31/10/2024	-1,782.73						
BACS	AH Bar2	-1,782.73		-297.12	1001	520	-1,485.61	AH Bar2
BACS	Banked: 31/10/2024	-570.63						
BACS	AH Tickets	-570.63			566		-570.63	AH Tickets
BOA Elec	Banked: 04/11/2024	1,558.91						
	Sales Recpts Page 83	1,558.91	1,558.91		103			Sales Recpts Page 83
TIC	Banked: 04/11/2024	225.00						
	Sales Recpts Page 88	225.00	225.00		101			Sales Recpts Page 88
Roc	Banked: 05/11/2024	44.10						
	Sales Recpts Page 79	44.10	44.10		103			Sales Recpts Page 79
Segment	Banked: 06/11/2024	900.00						
	Sales Recpts Page 80	900.00	900.00		103			Sales Recpts Page 80
Cannell	Banked: 07/11/2024	60.00						
	Sales Recpts Page 76	60.00	60.00		103			Sales Recpts Page 76
Zippy	Banked: 07/11/2024	60.00						
	Sales Recpts Page 77	60.00	60.00		103			Sales Recpts Page 77
Loaf Shack	Banked: 07/11/2024	60.00						
	Sales Recpts Page 78	60.00	60.00		103			Sales Recpts Page 78
Melts	Banked: 08/11/2024	60.00						
	Sales Recpts Page 69	60.00	60.00		103			Sales Recpts Page 69
MB	Banked: 08/11/2024	112.80						
	Sales Recpts Page 74	112.80	112.80		103			Sales Recpts Page 74
Pirate	Banked: 08/11/2024	60.00						
	Sales Recpts Page 75	60.00	60.00		103			Sales Recpts Page 75
GNC	Banked: 08/11/2024	78.63						
	Sales Recpts Page 81	78.63	78.63		103			Sales Recpts Page 81
BACS	Banked: 08/11/2024	14,596.67						
BACS	HMRC	14,596.67			105		14,596.67	VAT refund
Lock & Key	Banked: 11/11/2024	112.80						
	Sales Recpts Page 68	112.80	112.80		103			Sales Recpts Page 68
German Sau	Banked: 11/11/2024	300.00						
	Sales Recpts Page 73	300.00	300.00		103			Sales Recpts Page 73
Amendmt	Banked: 11/11/2024	0.10						

Continued on Page 2

Date: 02/01/2025

Melksham Town Council Current Year

Page:2

Time: 12:44

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Amendmt	TH White	0.10			4917 501	0.10	503910/1
	BOA Banked: 13/11/2024	112.80					
	Sales Recpts Page 82	112.80	112.80		103		Sales Recpts Page 82
	Crafty Cor Banked: 14/11/2024	60.00					
	Sales Recpts Page 70	60.00	60.00		103		Sales Recpts Page 70
	Waitley Banked: 21/11/2024	60.00					
	Sales Recpts Page 67	60.00	60.00		103		Sales Recpts Page 67
	Cake Sweet Banked: 21/11/2024	60.00					
	Sales Recpts Page 71	60.00	60.00		103		Sales Recpts Page 71
	Enigma Banked: 22/11/2024	60.00					
	Sales Recpts Page 65	60.00	60.00		103		Sales Recpts Page 65
	Oscar Banked: 22/11/2024	60.00					
	Sales Recpts Page 66	60.00	60.00		103		Sales Recpts Page 66
	Ten Hides Banked: 22/11/2024	60.00					
	Sales Recpts Page 84	60.00	60.00		103		Sales Recpts Page 84
	Banked: 25/11/2024	100,000.00					
	Xfer Lloyds Bank Assembly Hall A/c	100,000.00			251	100,000.00	Xfer of funds
	Freddy's Banked: 25/11/2024	300.00					
	Sales Recpts Page 85	300.00	300.00		103		Sales Recpts Page 85
	MIN rent Banked: 26/11/2024	700.00					
	Sales Recpts Page 86	700.00	700.00		103		Sales Recpts Page 86
	Nixon Banked: 26/11/2024	56.40					
	Sales Recpts Page 87	56.40	56.40		103		Sales Recpts Page 87
	Fudge Banked: 26/11/2024	60.00					
	Sales Recpts Page 97	60.00	60.00		103		Sales Recpts Page 97
	Banked: 27/11/2024	100,000.00					
	Xfer Lloyds Bank Assembly Hall A/c	100,000.00			251	100,000.00	Xfer of funds
	ME9B Banked: 29/11/2024	6.25					
	ME9B Hillman	6.25			1045 203	6.25	Allotment rent
	Luxuries Banked: 30/11/2024	50.00					
	Sales Recpts Page 101	50.00	50.00		103		Sales Recpts Page 101
Total Receipts for Month		216,223.90	5,331.44	-523.32		211,415.78	
Cashbook Totals		1,253,543.54	5,331.44	-523.32		1,248,735.42	

Continued on Page 3

Date: 02/01/2025

Melksham Town Council Current Year

Page: 3

Time: 12:44

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/11/2024	Water2business	011124	29.50	29.50		501		Water rates - Bow erhill Depot
01/11/2024	Water2business	011124/2	120.81	120.81		501		Water rates - TH
01/11/2024	British Gas	011124/3	2,675.54	2,675.54		501		Electricity - Pavilion
04/11/2024	Redhorn Holdings Ltd	041124	1,234.99	1,234.99		501		Rent - Bow erhill Depot
04/11/2024	BT Group plc	041124/5	82.40	82.40		501		Wifi - KGV
07/11/2024	CCLA: Investment	Xfer	700,000.00			214	700,000.00	Investment
07/11/2024	Unity Bank	BACS	28.00			4017	28.00	CHAPS fee - investmt
08/11/2024	Enterprise Flex-E-Rent	081124	562.90	562.90		501		Vehicle leasing
11/11/2024	The Best Connection Employment	735376913	2,846.88	2,846.88		501		Temp staff
11/11/2024	Denman Electrical Wholesalers	645140153	44.96	44.96		501		Fluorescent tube
11/11/2024	Elite Promotions	700464549	280.00	280.00		501		Xmas Lights - Photo booth
11/11/2024	Kan Connections	911215704	5,178.00	5,178.00		501		Electrics - AH lounge/bar
11/11/2024	Paul Seemayer	446369497	450.00	450.00		501		Lighting systems
11/11/2024	Mr. Steve HOLDER	722894751	350.00	350.00		501		Sound system
11/11/2024	Avon IT systems	67861054	2,436.00	2,436.00		501		Laptops/Mice/Drives
11/11/2024	Embroidery UK Ltd	801460541	231.30	231.30		501		Hi-vis jackets
11/11/2024	Microshade Business Consultant	158539220	401.94	401.94		501		Hosting services
11/11/2024	Trade UK	744416239	68.11	68.11		501		Masonry paint
11/11/2024	SLCC Enterprises Ltd	453725483	206.00	206.00		501		Membership - HB
11/11/2024	T H White Installation Ltd	29496334	765.78	765.78		501		Fire alarm maintenance - Art H
11/11/2024	Travis Perkins Trading Company	766264085	109.00	109.00		501		Graffiti remover spray
11/11/2024	Bearings & Fixings Plus	885613767	7.08	7.08		501		Linch pin
11/11/2024	DCK Accounting Solutions	326318455	500.76	500.76		501		Consultation - VAT
11/11/2024	Wiltshire Framing	81081258	54.00	54.00		501		Picture framing - HRH
11/11/2024	Ginny Buckley	490397925	30.00	30.00		501		Tow n Crier - alterations
11/11/2024	D&M Gompels Ltd	6416092	96.00	96.00		501		Parking redemption - Sep 24
11/11/2024	Hugh Davis	114428471	6.70	6.70		501		Refs - AH
11/11/2024	Jonathan Webb	691998525	1,729.60	1,729.60		501		Photographs
11/11/2024	Julie Sparrow	480942611	9.90	9.90		501		Refs
11/11/2024	Microsoft	75060191	247.10	247.10		501		Licences - Microsoft
11/11/2024	Golden Coast	155385594	359.88	359.88		501		Splashpad - chemicals
11/11/2024	R. B. Poolman Ltd	89440357	270.00	270.00		501		Gas safety check - Art House
11/11/2024	Tracy Predeth	525517643	180.00	180.00		501		Accommodation
11/11/2024	Robson Building Surveying Ltd	477807093	700.00	700.00		501		Survey - 31 Mkt Pl
11/11/2024	Sandridge Brownies & Bakes	956926541	300.00	300.00		501		Remembrance Day - Cakes
11/11/2024	Sara Land	715378776	74.07	74.07		501		Bar catering - confectionery
11/11/2024	Workplace Wellness	582710205	300.00	300.00		501		Occ Health
11/11/2024	JPC Management Services	943989150	3,875.40	3,875.40		501		Show - Abbamania
11/11/2024	GoodNew s Church	250486018	268.55	268.55		501		Show - Destiny Choir
11/11/2024	Mr. C. Hayw ard	726922295	4,497.10	4,497.10		501		Show - Seriously Collins
11/11/2024	Evie's Kitchen	385154767	1,365.00	1,365.00		501		P/Ledger Electronic

Continued on Page 4

Date: 02/01/2025

Melksham Town Council Current Year

Page: 4

Time: 12:44

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Payment									
11/11/2024	4Youth (SW)	BACS	7,988.00			4324	151	7,988.00	Grant - Canberra Park
						323	0	-7,988.00	Grant - Canberra Park
						6000	151	7,988.00	Grant - Canberra Park
14/11/2024	West Mercia Energy	141124	118.63	118.63		501			Electricity - Bath Rd toilets
14/11/2024	Office Evolution Ltd	141124/2	247.49	247.49		501			Photocopying
14/11/2024	British Gas	141124/3	84.06	84.06		501			Electricity - Mkt Pl toilets
14/11/2024	WPF	DDR	12,256.71			516		12,256.71	Pensions
15/11/2024	Wiltshire Council	BACS	1,060.00			4102	201	1,060.00	Rates - TH
15/11/2024	Wiltshire Council	BACS	642.00			4102	215	642.00	Rates - Bow erhill Depot
15/11/2024	Daisy Communications	151124	47.15	47.15		501			Wifi - Pavilion
15/11/2024	Castle Water Ltd	151124/2	3.87	3.87		501			Water - Mkt Pl standpipe
15/11/2024	British Gas	151124/3	34.89	34.89		501			Electricity - Roundhouse
18/11/2024	Mainstream Digital	181124	362.12	362.12		501			Phones
18/11/2024	British Gas	181124/2	35.54	35.54		501			Electricity - Mkt Traders
18/11/2024	Fuel Genie	181124/3	231.33	231.33		501			Fuel
18/11/2024	Lloyds Bank	DDR	490.99			4042	101	347.99	Bit Defender subs
						4016	101	140.00	Mobile Shredder Repairs
						4017	110	3.00	Card charges
18/11/2024	Lloyds Bank	DDR	2,005.96		334.33	4163	202	400.00	Skip It - Skip
						4151	202	27.45	Screw fix - Sharps bin
						4163	202	61.64	Trade UK - N?K
						4311	115	430.32	BCW - signs
						4304	302	430.32	BCW - signs
						4915	501	40.99	Adexa - Soup kettle
						4903	520	151.80	Bookers - Bar stock
						4021	101	129.11	Imagin - Badges/lanyards
19/11/2024	Kan Connections	191124	15,654.40	15,654.40		501			CCTV - completion
20/11/2024	Wiltshire Council	BACS	44,865.63			520		44,865.63	Salaries
20/11/2024	British Gas	201124	487.23	487.23		501			Gas - TH
20/11/2024	British Gas	201124/2	15.49	15.49		501			Gas - AH
21/11/2024	British Gas	211124	424.36	424.36		501			Electricity - TH
21/11/2024	British Gas	211124/2	1,083.10	1,083.10		501			Electricity - AH
22/11/2024	West Mercia Energy	221124	143.17	143.17		501			Electricity - KGV Store
22/11/2024	HMRC	DDR	13,224.71			515		13,224.71	PAYE/NI
25/11/2024	A. C. Entertainment Technologi	806611413	167.76	167.76		501			Theatre lamps
25/11/2024	The Best Connection Employment	357489156	2,562.21	2,562.21		501			Temp staff
25/11/2024	Caterfix Kitchens Ltd	685342405	211.94	211.94		501			Boiler repair
25/11/2024	Comax UK Ltd	195829207	574.09	574.09		501			Cleaning products
25/11/2024	Denman Electrical Wholesalers	232886985	14.16	14.16		501			Flourescent tube
25/11/2024	Elite Promotions	699403988	500.00	500.00		501			Photo booth - 80s 90s Party
25/11/2024	Paul Seemayer	669607001	250.00	250.00		501			Lighting - Pole-de-Cise
25/11/2024	Shooting Star Entertainments (673395583	436.20	436.20		501			Pantomime - Dick Whittington
25/11/2024	Mr. Steve HOLDER	852548993	400.00	400.00		501			Sound system - Remembrance Day
25/11/2024	Wired Publishing	854586202	255.60	255.60		501			Advertising - AH

Continued on Page 5

Date: 02/01/2025

Melksham Town Council Current Year

Page: 5

Time: 12:44

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amt	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
25/11/2024	The Cobblers Bench	625639137	81.00	81.00		501		Plaque - Avon Memorial
25/11/2024	IDverde Limited	602368835	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
25/11/2024	Melksham Tyre Supplies	448704297	414.00	414.00		501		Tyres - Sprinter
25/11/2024	Microshade Business Consultant	728371209	401.94	401.94		501		Hosting services
25/11/2024	Prosec Consultancy Ltd	272238436	992.40	992.40		501		Security - 091124
25/11/2024	Trowbridge Town Council	684403859	627.00	627.00		501		Sports Roadshows - inflatables
25/11/2024	Travis Perkins Trading Company	38764288	10.18	10.18		501		Wire wheel brush
25/11/2024	AquaAid Southcoast	155835491	35.06	35.06		501		Water machine
25/11/2024	Christina Conner	67627957	63.95	63.95		501		Remembrance/Xmas
25/11/2024	DCK Accounting Solutions	671180392	1,151.76	1,151.76		501		VAT consultancy
25/11/2024	Exponential-E Ltd	52937565	109.31	109.31		501		Online/back-up services
25/11/2024	Franchisezka Cunanan	809060123	31.93	31.93		501		AAEUJ-24201
25/11/2024	The MOT Centre & The Garage on	452855098	81.54	81.54		501		VW - repairs
25/11/2024	James Hallam Council Guard	312334216	528.81	528.81		501		Add Insurance - Xmas Lights
25/11/2024	Hugh Davis	632612046	70.00	70.00		501		Premises licence
25/11/2024	J. H. Jones & Sons	209401444	4,013.70	4,013.70		501		Grasscutting - Carson R'bout
25/11/2024	Microsoft	916701216	259.80	259.80		501		Microsoft licences
25/11/2024	R. B. Poolman Ltd	356423018	150.00	150.00		501		Hot water - Mkt Pl toilets
25/11/2024	Tracy Predeth	809283627	180.00	180.00		501		Accommodation
25/11/2024	Steve Randall	115140881	17.70	17.70		501		Refs
25/11/2024	Tom Ledbury	512272370	948.00	948.00		501		Concrete pads for benches
25/11/2024	Unique Signs & Graphics	394228351	163.22	163.22		501		Skate Park signs
25/11/2024	Your Wiltshire	793139655	36.00	36.00		501		Advertising - AH
25/11/2024	Forest Community Centre	BACS	650.00			4301 151	650.00	Grant
25/11/2024	Splash	BACS	633.50			4301 151	633.50	Grant
25/11/2024	Celebrating Age	BACS	790.00			4301 151	790.00	Grant
25/11/2024	Melksham PHAB	BACS	600.00			4301 151	600.00	Grant
25/11/2024	Read Easy	BACS	500.00			4301 151	500.00	Grant
25/11/2024	Melksham Foodbank	BACS	300.00			4301 151	300.00	Grant
25/11/2024	Wiltshire Mind	BACS	250.00			4301 151	250.00	Grant
25/11/2024	HELP Counselling	BACS	1,000.00			4301 151	1,000.00	Grant
25/11/2024	Avon Bowls Club	BACS	1,000.00			4301 151	1,000.00	Grant
25/11/2024	British Gas	251124	97.61	97.61		501		Electricity - Bow erhill Depot
27/11/2024	Unity Bank	DDR	29.04			4017 110	29.04	Bacs charge
30/11/2024	Unity Bank	DDR	24.00			4017 110	24.00	Service charge
Total Payments for Month			857,435.43	69,096.89	334.33		788,004.21	
Balance Carried Fwd			396,108.11					
Cashbook Totals			1,253,543.54	69,096.89	334.33		1,184,112.32	

This page is intentionally left blank

Date: 02/01/2025		Melksham Town Council Current Year				Page: 1	
Time: 12:47		Cashbook 2				User: MEL	
		Lloyds Bank Assembly Hall A/c				For Month No: 7	
Receipts for Month 7		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		828,593.95					828,593.95
Club	Banked: 01/10/2024	216.00					
	Sales Recpts Page 49	216.00	216.00		101		Sales Recpts Page 49
BACS	Banked: 02/10/2024	100.00					
BACS	TicketSource	100.00			1173 510	113.65	Quiz Night
					4017 101	-13.65	Charges
Club	Banked: 03/10/2024	81.00					
	Sales Recpts Page 50	81.00	81.00		101		Sales Recpts Page 50
GNC Rent	Banked: 03/10/2024	500.00					
	Sales Recpts Page 51	500.00	500.00		103		Sales Recpts Page 51
HCRG	Banked: 04/10/2024	570.50					
	Sales Recpts Page 45	570.50	570.50		103		Sales Recpts Page 45
Tiger	Banked: 04/10/2024	108.00					
	Sales Recpts Page 46	108.00	108.00		101		Sales Recpts Page 46
NADFAS	Banked: 04/10/2024	453.00					
	Sales Recpts Page 58	453.00	453.00		101		Sales Recpts Page 58
500778	Banked: 08/10/2024	201.50					
500778	Stalls	130.00		21.67	1000 501	108.33	Stalls
500778	Motow n	27.50			566	27.50	Motow n
500778	Su Pollard	-51.00			566	-51.00	Su Pollard
500778	Room hire - AH	95.00		15.83	1000 501	79.17	Room hire - AH
MDHA	Banked: 08/10/2024	117.00					
	Sales Recpts Page 47	117.00	117.00		101		Sales Recpts Page 47
Cactus	Banked: 08/10/2024	136.00					
	Sales Recpts Page 48	136.00	136.00		101		Sales Recpts Page 48
BACS	Banked: 09/10/2024	4,675.00					
BACS	TicketSource	4,675.00			566	5,039.65	Seriously Collins
					4017 101	-364.65	Seriously Collins
500779(B)	Banked: 10/10/2024	2,055.70					
500779(B)	Motow n	244.20		40.70	1001 520	203.50	Motow n
500779(B)	Motow n (main)	1,006.25		167.71	1001 520	838.54	Motow n (main)
500779(B)	WWMCC	21.70		3.62	1001 520	18.08	WWMCC
500779(B)	Peter Kaye	134.40		22.40	1001 520	112.00	Peter Kaye
500779(B)	WWMCC	1.40		0.23	1001 520	1.17	WWMCC
500779(B)	Rock n Roll	548.30		91.38	1001 520	456.92	Rock n Roll
500779(B)	Quiz Night	99.45		16.58	1001 520	82.87	Quiz Night
BACS	Banked: 16/10/2024	3,245.00					
BACS	TicketSource	3,245.00			566	3,492.80	Tickets - Abbamania
					4017 101	-247.80	Charges
BACS	Banked: 16/10/2024	704.00					

Continued on Page 2

Date: 02/01/2025

Melksham Town Council Current Year

Page: 2

Time: 12:47

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	TicketSource	704.00			566		773.69	Tickets - Destiny Choir
					4017	110	-69.69	Charges
Lions	Banked: 18/10/2024	235.00						
	Sales Recpts Page 59	235.00	235.00		101			Sales Recpts Page 59
BACS	Banked: 21/10/2024	30.38						
BACS	MDCA - Cooper	30.38		5.06	1000	501	25.32	Deposit - 310125
500780/781	Banked: 28/10/2024	635.00						
500780/781	Classic Rock	44.00			566		44.00	Classic Rock
500780/781	Neil Sands	42.00			566		42.00	Neil Sands
500780/781	80s 90s	36.00			566		36.00	80s 90s
500780/781	Quiz Team	10.00		1.67	1173	510	8.33	Quiz Team
	Room hire - AH	503.00		83.83	1000	501	419.17	Room hire - AH
500782(B)	Banked: 29/10/2024	1,801.13						
500782(B)	MDHA	254.40		42.40	1001	520	212.00	MDHA
500782(B)	WWMCC	17.60		2.93	1001	520	14.67	WWMCC
500782(B)	Seriously Collins	406.88		67.81	1001	520	339.07	Seriously Collins
500782(B)	WWMCC	9.60		1.60	1001	520	8.00	WWMCC
500782(B)	Abbamania	220.90		36.82	1001	520	184.08	Abbamania
500782(B)	Destiny Choir	58.00		9.67	1001	520	48.33	Destiny Choir
500782(B)	Lions	119.80		19.97	1001	520	99.83	Lions
500782(B)	WWMCC	11.50		1.92	1001	520	9.58	WWMCC
500782(B)	Rock n Roll	702.45		117.08	1001	520	585.37	Rock n Roll
4Star	Banked: 29/10/2024	132.30						
	Sales Recpts Page 60	132.30	132.30		101			Sales Recpts Page 60
Seniors	Banked: 30/10/2024	324.00						
	Sales Recpts Page 61	324.00	324.00		101			Sales Recpts Page 61
BACS	Banked: 30/10/2024	135.00						
BACS	Laughter Craft	135.00		22.50	1000	501	112.50	Deposit - 070324
MDHA	Banked: 31/10/2024	81.00						
	Sales Recpts Page 56	81.00	81.00		101			Sales Recpts Page 56
	Banked: 31/10/2024	3,849.57						
AIB	Credit/Debit Card Control Acco	3,849.57			213		3,849.57	AIB payments
BACS	Banked: 31/10/2024	1,357.20						
BACS	DoJo	1,357.20		226.20	1001	520	1,131.00	Loc0000002
BACS	Banked: 31/10/2024	1,782.73						
BACS	DoJo	1,782.73		297.12	1001	520	1,485.61	Loc0000001
BACS	Banked: 31/10/2024	570.63						
BACS	DoJo	570.63		95.10	1001	520	475.53	Loc0000003

Continued on Page 3

Date: 02/01/2025

Melksham Town Council Current Year

Page: 3

Time: 12:47

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 7

Total Receipts for Month	24,096.64	2,953.80	1,411.80	19,731.04
---------------------------------	-----------	----------	----------	-----------

Cashbook Totals	<u>852,690.59</u>	<u>2,953.80</u>	<u>1,411.80</u>	<u>848,324.99</u>
------------------------	-------------------	-----------------	-----------------	-------------------

Continued on Page 4

Date: 02/01/2025

Melksham Town Council Current Year

Page: 4

Time: 12:47

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2024	Water2business	011024	54.77	54.77		502			Water rates - AH
11/10/2024	Tolchards Ltd	111024	1,214.11	1,214.11		502			Bar stock
15/10/2024	Wiltshire Council	DD	861.00			4914	501	861.00	Rates - AH
17/10/2024	Market Place Merchants	171024	25.16	25.16		502			Cash till
23/10/2024	DoJo	DD	20.11		3.35	4017	110	16.76	Card machine - AH
31/10/2024	Hills Waste	311024	659.05	659.05		502			Waste collection - AH
Total Payments for Month			2,834.20	1,953.09	3.35			877.76	
Balance Carried Fwd			849,856.39						
Cashbook Totals			852,690.59	1,953.09	3.35			850,734.15	

Date: 02/01/2025

Melksham Town Council Current Year

Page: 1

Time: 12:49

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		849,856.39					849,856.39	
Pole	Banked: 01/11/2024	476.00						
	Sales Recpts Page 93	476.00	476.00		101			Sales Recpts Page 93
Art Hse	Banked: 04/11/2024	500.00						
	Sales Recpts Page 100	500.00	500.00		103			Sales Recpts Page 100
BACS	Banked: 05/11/2024	4,028.00						
BACS	Ticketsource	4,028.00			566		4,365.08	DS:UK - tickets
					4017	110	-337.08	Charges
BACS	Banked: 05/11/2024	70.00						
BACS	Ticketsource	70.00		11.67	1173	510	65.68	Quiz Night
					4017	110	-7.35	Charges
Wilts Yout	Banked: 08/11/2024	25.20						
	Sales Recpts Page 98	25.20	25.20		103			Sales Recpts Page 98
Laughter	Banked: 13/11/2024	664.20						
	Sales Recpts Page 89	664.20	664.20		101			Sales Recpts Page 89
500785(B)	Banked: 13/11/2024	1,308.50						
500785(B)	WWMCC	14.50		2.42	1001	520	12.08	WWMCC
500785(B)	Pole-de-Cise	287.60		47.93	1001	520	239.67	Pole-de-Cise
500785(B)	Music Festival	178.10		29.68	1001	520	148.42	Music Festival
500785(B)	WWMCC	23.80		3.97	1001	520	19.83	WWMCC
500785(B)	Quiz Night	36.50		6.08	1001	520	30.42	Quiz Night
500785(B)	DS:UK	411.15		68.52	1001	520	342.63	DS:UK
500785(B)	WWMCC	10.10		1.68	1001	520	8.42	WWMCC
500785(B)	Laughter Comedy	346.75		57.79	1001	520	288.96	Laughter Comedy
BACS	Banked: 13/11/2024	2,948.00						
BACS	Ticketsource	2,948.00			566		3,185.18	Rock Revival - tickets
					4017	110	-237.18	Charges
500783/784	Banked: 15/11/2024	28.00						
500783/784	Neil Sands	28.00			566		28.00	Tickets
500783/784	Banked: 15/11/2024	257.00						
500783/784	Room hire - AH	257.00		42.83	1000	501	214.17	Room hire - AH
Bow Is	Banked: 19/11/2024	633.00						
	Sales Recpts Page 90	633.00	633.00		101			Sales Recpts Page 90
Tiger	Banked: 19/11/2024	108.00						
	Sales Recpts Page 91	108.00	108.00		101			Sales Recpts Page 91
Flow ers	Banked: 20/11/2024	85.00						
	Sales Recpts Page 92	85.00	85.00		101			Sales Recpts Page 92
Pole	Banked: 27/11/2024	216.00						
	Sales Recpts Page 94	216.00	216.00		101			Sales Recpts Page 94
NADFAS	Banked: 29/11/2024	226.80						
	Sales Recpts Page 99	226.80	226.80		101			Sales Recpts Page 99

Continued on Page 2

Date: 02/01/2025

Melksham Town Council Current Year

Page: 2

Time: 12:49

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

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

BACS Banked: 30/11/2024	2,627.50						
BACS DoJo	2,627.50		437.92	1001	520	2,189.58	Bar income
BACS Banked: 30/11/2024	3,012.80						
BACS DoJo	3,012.80		502.13	1001	520	2,510.67	LOC000001
BACS Banked: 30/11/2024	963.00						
BACS DoJo	963.00			566		963.00	LOC0003 - Tkts
BACS Banked: 30/11/2024	1,474.20						
BACS DoJo	1,474.20		245.70	1000	501	284.17	Room hire
				1001	520	694.33	Bar takings
				1173	510	250.00	AH show s

Total Receipts for Month 19,651.20 2,934.20 1,458.32 15,258.68

Cashbook Totals 869,507.59 2,934.20 1,458.32 865,115.07

Continued on Page 3

Date: 02/01/2025

Melksham Town Council Current Year

Page: 3

Time: 12:49

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 8

Payments for Month 8**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</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/11/2024	Water2business	011112024	104.33	104.33		502			Water rates - AH
01/11/2024	Tolchards Ltd	0111124	886.20	886.20		502			Bar stock
15/11/2024	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
15/11/2024	Tolchards Ltd	1511124	1,697.23	1,697.23		502			Bar stock
19/11/2024	Market Place Merchants	1911124	25.16	25.16		502			Card machine
20/11/2024	DoJo	DD	65.68		10.95	4017	110	54.73	Card machine charges - AH
20/11/2024	DoJo	DDR	86.90		14.48	4017	110	72.42	Card machine charges - AH
22/11/2024	Tolchards Ltd	2211124	2,380.26	2,380.26		502			Bar stock
25/11/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
25/11/2024	DoJo	DDR	90.78		15.13	4017	110	75.65	Card machine charges - AH
27/11/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
30/11/2024	Hills Waste	3011124	585.53	585.53		502			Waste Collection
Total Payments for Month			206,783.07	5,678.71	40.56			201,063.80	
Balance Carried Fwd			662,724.52						
Cashbook Totals			869,507.59	5,678.71	40.56			863,788.32	

This page is intentionally left blank

Date: 02/01/2025		Melksham Town Council Current Year			Page: 1
Time: 12:51		Cashbook 9			User: MEL
		Petty Cash			For Month No: 7
Receipts for Month 7			Nominal Ledger Analysis		
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre £ Amount Transaction Detail
Balance Brought Fwd :		22.03			22.03
Banked:		0.00			
		0.00			0.00
Total Receipts for Month		0.00	0.00	0.00	0.00
Cashbook Totals		22.03	0.00	0.00	22.03

Date: 02/01/2025

Melksham Town Council Current Year

Page: 2

Time: 12:51

Cashbook 9

User: MEL

Petty Cash

For Month No: 7

Payments for Month 7

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>
10/10/2024	C. Connor	TRANS	0.45			4016 101	0.45	Milk
24/10/2024	H. Watkins	TRANS	1.19			4905 501	1.19	Cleaning products
Total Payments for Month			1.64	0.00	0.00		1.64	
Balance Carried Fwd			20.39					
Cashbook Totals			22.03	0.00	0.00		22.03	

Date: 02/01/2025

Melksham Town Council Current Year

Page: 1

Time: 12:52

Cashbook 9

User: MEL

Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

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

Balance Brought Fwd : 20.39

20.39

Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

20.39

0.00

0.00

20.39

Continued on Page 2

Date: 02/01/2025

Melksham Town Council Current Year

Page: 2

Time: 12:52

Cashbook 9

User: MEL

Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date Payee Name Reference £ Total Amnt £ Creditors £ VAT A/c Centre £ Amount Transaction Detail

0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

20.39

Cashbook Totals

20.39

0.00

0.00

20.39

27/12/2024

Melksham Town Council Current Year

Page 1

13:34

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Central Costs</u>								
4000 Salaries ENI & Pension	237,047	257,779	225,000	(32,779)		(32,779)	114.6%	
4005 Temporary Staff	135	14,948	0	(14,948)		(14,948)	0.0%	
4016 Sundry Office Expenses	888	1,034	0	(1,034)		(1,034)	0.0%	
4021 Stationery	1,125	1,050	1,000	(50)		(50)	105.0%	
4023 Advertising	(38)	2,807	3,000	193	324	(131)	104.4%	
4024 Equipment/furniture	665	24	1,000	976		976	2.4%	
4026 Photocopier/copying	1,472	610	1,000	390		390	61.0%	
4027 Telephones and Mobiles	2,408	2,517	2,500	(17)		(17)	100.7%	
4028 Postage	344	30	500	470		470	6.0%	
4029 Subscriptions	2,474	2,315	3,000	685		685	77.2%	
4040 Information Technology/Hardware	339	2,619	5,000	2,381		2,381	52.4%	
4042 Licences/Software	20,391	17,591	6,000	(11,591)		(11,591)	293.2%	
4050 Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058 Insurance	36,631	37,803	38,000	197		197	99.5%	
4061 Travel and Subsistence	949	3,905	300	(3,605)		(3,605)	1301.6%	
4075 Training	3,561	1,978	2,500	522	350	172	93.1%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
Central Costs :- Indirect Expenditure	294,656	347,010	288,800	(58,210)	674	(58,884)	120.4%	0
Net Expenditure	(294,656)	(347,010)	(288,800)	58,210				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Corporate Costs</u>								
1026 Income Interest	6,357	1,578	1,000	(578)			157.8%	
1176 Precept Received	999,784	1,047,270	1,047,270	0			100.0%	
Corporate Costs :- Income	1,006,141	1,048,848	1,048,270	(578)			100.1%	0
4017 Bank account fees	569	2,328	500	(1,828)		(1,828)	465.5%	
4043 HR consultancy	4,095	13,625	6,000	(7,625)		(7,625)	227.1%	
4050 Legal and Professional Fees	12,115	16,299	7,000	(9,299)		(9,299)	232.8%	
4057 Accountancy and Audit	9,858	2,529	5,000	2,471		2,471	50.6%	
4076 Health & Safety	2,691	150	3,500	3,350		3,350	4.3%	
Corporate Costs :- Indirect Expenditure	29,329	34,930	22,000	(12,930)	0	(12,930)	158.8%	0
Net Income over Expenditure	976,812	1,013,918	1,026,270	12,352				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	1,329	0	0	0			0.0%	
Civic and Democratic :- Income	1,329	0	0	0				0
4030 Town Crier's expenses	25	0	300	300		300	0.0%	
4034 Councillors' training	0	60	0	(60)		(60)	0.0%	
4062 Election Expenses	0	22,489	8,000	(14,489)		(14,489)	281.1%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	2,304	3,000	696	352	344	88.5%	
4311 Remembrance Day	1,223	1,665	1,500	(165)		(165)	111.0%	
Civic and Democratic :- Indirect Expenditure	7,857	26,518	13,800	(12,718)	352	(13,070)	194.7%	0
Net Income over Expenditure	(6,528)	(26,518)	(13,800)	12,718				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>151 Grants</u>								
4301 Grants	6,545	15,939	16,000	61		61	99.6%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4305 Christmas Lights Installation	10,000	0	0	0		0	0.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	1,000	2,500	0	(2,500)		(2,500)	0.0%	
4322 Age UK Project Worker	0	12,000	0	(12,000)		(12,000)	0.0%	
4324 The Friends of Canberra Park	0	7,988	0	(7,988)		(7,988)	0.0%	7,988
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	41,545	57,427	38,000	(19,427)	0	(19,427)	151.1%	7,988
Net Expenditure	(41,545)	(57,427)	(38,000)	19,427				
6000 plus Transfers from EMR	0	7,988	0	(7,988)				
Movement to/(from) Gen Reserve	(41,545)	(49,439)	(38,000)	11,439				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	2,167	1,754	2,000	246			87.7%	
Town Hall :- Income	2,167	1,754	2,000	246			87.7%	0
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	1,764	7,200	5,436		5,436	24.5%	
4101 Electricity	4,841	3,056	6,000	2,944		2,944	50.9%	
4102 Non Domestic Rates	10,604	8,484	11,000	2,516		2,516	77.1%	
4103 Water Rates	1,304	795	2,000	1,205		1,205	39.8%	
4104 Window Cleaning	3,088	520	1,800	1,280	1,616	(336)	118.7%	
4106 Repairs and Maintenance	3,199	10,481	6,000	(4,481)	159	(4,640)	177.3%	
4108 Service Contracts	9,995	4,525	8,000	3,475		3,475	56.6%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
Town Hall :- Indirect Expenditure	48,497	29,625	42,000	12,375	1,775	10,601	74.8%	0
Net Income over Expenditure	(46,330)	(27,871)	(40,000)	(12,129)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	8,427	7,783	4,500	(3,283)			173.0%	
Asset and Amenities :- Income	8,427	7,783	4,500	(3,283)			173.0%	0
4000 Salaries ENI & Pension	232,386	194,126	275,000	80,874		80,874	70.6%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4150 Uniform/PPE	1,223	244	1,000	756		756	24.4%	
4151 Tools and Equipment	3,289	694	2,000	1,306		1,306	34.7%	
4153 Vehicle Running Costs	3,502	4,444	6,000	1,556		1,556	74.1%	
4156 Vehicle Leasing	14,621	4,451	11,000	6,549		6,549	40.5%	
4163 Repairs and Maintenance	3,611	1,108	6,000	4,892	50	4,842	19.3%	
4167 Street Furniture and Signage	5,178	4,689	6,000	1,311	136	1,175	80.4%	
4168 Bus Shelters Cleaning	249	644	0	(644)		(644)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	1,100	4,000	2,900		2,900	27.5%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	268,277	211,499	318,000	106,501	186	106,316	66.6%	0
Net Income over Expenditure	(259,851)	(203,716)	(313,500)	(109,784)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Allotments</u>									
1045 Income		5,785	(9)	7,000	7,009			(0.1%)	
	Allotments :- Income	<u>5,785</u>	<u>(9)</u>	<u>7,000</u>	<u>7,009</u>			<u>(0.1%)</u>	<u>0</u>
4200 Water Rates		1,723	924	1,800	876		876	51.3%	
4201 Maintenance		887	0	4,000	4,000		4,000	0.0%	
	Allotments :- Indirect Expenditure	<u>2,610</u>	<u>924</u>	<u>5,800</u>	<u>4,876</u>	<u>0</u>	<u>4,876</u>	<u>15.9%</u>	<u>0</u>
	Net Income over Expenditure	<u>3,175</u>	<u>(933)</u>	<u>1,200</u>	<u>2,133</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 Cafe</u>								
1046 Income - Pavilion	7,669	2,302	0	(2,302)			0.0%	
1090 Expenses Recovered	0	9,507	17,500	7,993			54.3%	
Cafe :- Income	7,669	11,809	17,500	5,691			67.5%	0
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 WiFi - Pavilion	408	694	1,000	306		306	69.4%	
4252 Electricity	12,874	15,871	12,000	(3,871)		(3,871)	132.3%	
4254 Water	283	777	2,500	1,723		1,723	31.1%	
4255 Fire Safety Checks	355	859	400	(459)		(459)	214.8%	
4256 Maintenance	10,546	1,815	2,000	185		185	90.7%	
Cafe :- Indirect Expenditure	24,816	20,017	17,900	(2,117)	0	(2,117)	111.8%	0
Net Income over Expenditure	(17,147)	(8,208)	(400)	7,808				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Public Toilets - Market Place</u>								
1060 Contribution - MWPC	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	11,000	0	5,000	5,000			0.0%	0
4101 Electricity	2,236	535	2,200	1,665		1,665	24.3%	
4103 Water Rates	1,549	402	3,000	2,598		2,598	13.4%	
4106 Repairs and Maintenance	150	1,125	1,000	(125)	140	(265)	126.5%	
4108 Service Contracts	0	125	0	(125)		(125)	0.0%	
4180 Cleaning	5,229	4,530	7,000	2,470		2,470	64.7%	
Public Toilets - Market Place :- Indirect Expenditure	9,164	6,718	13,200	6,482	140	6,342	52.0%	0
Net Income over Expenditure	1,836	(6,718)	(8,200)	(1,482)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,323	868	1,700	832		832	51.1%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	5,535	7,000	1,465		1,465	79.1%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	8,605	6,403	11,700	5,297	0	5,297	54.7%	0
Net Expenditure	(8,605)	(6,403)	(11,700)	(5,297)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

		Actual Last Year	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	7,467	5,325	7,000	1,675			76.1%	
1048	Income Art House Cafe	6,479	4,583	6,700	2,117			68.4%	
	Corporate Properties :- Income	<u>13,946</u>	<u>9,908</u>	<u>13,700</u>	<u>3,792</u>			<u>72.3%</u>	<u>0</u>
	Net Income	<u>13,946</u>	<u>9,908</u>	<u>13,700</u>	<u>3,792</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>211 Art House Cafe</u>								
4108 Service Contracts	549	796	0	(796)		(796)	0.0%	
4175 WiFi	774	259	750	491		491	34.6%	
Art House Cafe :- Indirect Expenditure	<u>1,323</u>	<u>1,056</u>	<u>750</u>	<u>(306)</u>	<u>0</u>	<u>(306)</u>	<u>140.8%</u>	<u>0</u>
Net Expenditure	<u>(1,323)</u>	<u>(1,056)</u>	<u>(750)</u>	<u>306</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Round House</u>								
4101 Electricity	(1,181)	261	400	139		139	65.2%	
4103 Water Rates	161	95	200	105		105	47.6%	
4106 Repairs and Maintenance	966	79	250	171		171	31.6%	
Round House :- Indirect Expenditure	<u>(54)</u>	<u>435</u>	<u>850</u>	<u>415</u>	<u>0</u>	<u>415</u>	<u>51.1%</u>	<u>0</u>
Net Expenditure	<u>54</u>	<u>(435)</u>	<u>(850)</u>	<u>(415)</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>213</u> <u>31 Market Place</u>								
4106 Repairs and Maintenance	875	858	1,000	142		142	85.8%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<u>960</u>	<u>858</u>	<u>2,000</u>	<u>1,142</u>	<u>0</u>	<u>1,142</u>	<u>42.9%</u>	<u>0</u>
Net Expenditure	<u>(960)</u>	<u>(858)</u>	<u>(2,000)</u>	<u>(1,142)</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>215 Depot</u>								
4058 Insurance	396	0	0	0		0	0.0%	
4101 Electricity	2,011	667	1,800	1,133		1,133	37.0%	
4102 Non Domestic Rates	8,556	4,352	5,000	648		648	87.0%	
4103 Water Rates	230	206	250	44		44	82.4%	
4106 Repairs and Maintenance	150	1,629	2,000	371		371	81.4%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	8,233	15,600	7,367		7,367	52.8%	
4184 Fire security: Unit	94	96	300	204		204	32.0%	
Depot :- Indirect Expenditure	24,984	15,184	24,950	9,766	0	9,766	60.9%	0
Net Expenditure	(24,984)	(15,184)	(24,950)	(9,766)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Play Areas and Open Spaces</u>								
4157 Grasscutting and Ground Maint	33,179	30,710	25,000	(5,710)		(5,710)	122.8%	
4158 Replacement Play Equipment	800	0	0	0		0	0.0%	
4165 Maintenance play areas	8,243	612	10,000	9,388		9,388	6.1%	
4169 Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179 Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	
4193 Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	59,200	31,322	50,600	19,278	0	19,278	61.9%	0
Net Expenditure	(59,200)	(31,322)	(50,600)	(19,278)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 King George V Park/Splashpad</u>								
4101 Electricity	1,573	692	7,000	6,308		6,308	9.9%	
4106 Repairs and Maintenance	1,460	3,561	1,000	(2,561)	3,033	(5,594)	659.4%	
4108 Service Contracts	5,501	8,656	5,500	(3,156)		(3,156)	157.4%	
4199 Chemicals	3,119	453	2,000	1,547		1,547	22.7%	
4313 Holiday Activities	3,152	0	0	0		0	0.0%	
4913 Water	0	26,453	10,500	(15,953)		(15,953)	251.9%	
King George V Park/Splashpad :- Indirect Expenditure	14,804	39,816	26,000	(13,816)	3,033	(16,848)	164.8%	0
Net Expenditure	(14,804)	(39,816)	(26,000)	13,816				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>302 Projects and Events</u>								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Christmas Market Stalls	3,921	1,890	2,000	110			94.5%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1179 Neighbourhood Plan	5,689	1,361	0	(1,361)			0.0%	
Projects and Events :- Income	12,787	3,252	7,000	3,748			46.5%	0
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	13,472	0	(13,472)		(13,472)	0.0%	
4078 Community Projects	1,452	6,283	4,000	(2,283)		(2,283)	157.1%	
4080 Melksham Garden Competition	41	305	250	(55)		(55)	122.1%	
4092 Park Yoga	0	1,400	0	(1,400)		(1,400)	0.0%	
4304 Christmas Lights	11,370	13,345	20,000	6,655		6,655	66.7%	
4313 Holiday Activities	0	4,964	5,000	36		36	99.3%	
4321 Coronation	6,857	0	0	0		0	0.0%	
4322 Age UK Project Worker	11,021	0	0	0		0	0.0%	
Projects and Events :- Indirect Expenditure	61,026	39,770	29,250	(10,520)	0	(10,520)	136.0%	0
Net Income over Expenditure	(48,239)	(36,518)	(22,250)	14,268				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Economic Dev. and Planning								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	1,358	1,300	(58)			104.5%	
Economic Dev. and Planning :- Income	1,889	1,358	1,300	(58)			104.5%	0
4071 Town Floral Displays	6,119	5,798	6,000	202		202	96.6%	
4308 CCTV	3,445	31,262	0	(31,262)		(31,262)	0.0%	31,262
4309 Newsletter	0	3,710	2,000	(1,710)		(1,710)	185.5%	
4354 Parking Scheme	1,516	635	1,000	365		365	63.5%	
4356 LHFIG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	15,613	41,406	14,000	(27,406)	0	(27,406)	295.8%	31,262
Net Income over Expenditure	(13,724)	(40,048)	(12,700)	27,348				
6000 plus Transfers from EMR	0	31,262	0	(31,262)				
Movement to/(from) Gen Reserve	(13,724)	(8,786)	(12,700)	(3,914)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
405 Solar Farm Projects								
1182 Solar money received	48,105	0	40,000	40,000			0.0%	
Solar Farm Projects :- Income	48,105	0	40,000	40,000			0.0%	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	48,105	0	0	0				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Assembly Hall Central Costs								
1000 Income-Assembly Hall Lettings	26,944	24,492	30,000	5,508			81.6%	
1172 Tickets : private events	0	110	0	(110)			0.0%	
Assembly Hall Central Costs :- Income	26,944	24,602	30,000	5,398			82.0%	0
4000 Salaries ENI & Pension	70,530	62,811	85,000	22,189		22,189	73.9%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	
4057 Accountancy and Audit	0	0	0	0	130	(130)	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	945	1,000	55	945	(889)	188.9%	
4903 Bar Stock Purchases	0	0	0	0	2,028	(2,028)	0.0%	
4905 Cleaning Materials	2,020	2,293	2,000	(293)	459	(752)	137.6%	
4907 Stationery/Printing/Postage	163	103	150	47		47	68.9%	
4909 Licences	(2,990)	4,946	3,500	(1,446)		(1,446)	141.3%	
4911 Electricity	16,459	8,339	17,000	8,661		8,661	49.1%	
4912 Gas	208	108	100	(8)		(8)	107.8%	
4913 Water	2,922	1,608	3,000	1,392		1,392	53.6%	
4914 Rates	8,608	6,886	9,500	2,614		2,614	72.5%	
4915 Equipment	305	490	5,000	4,510		4,510	9.8%	
4916 Maintenance-Equipment	5,314	1,293	7,000	5,707	177	5,530	21.0%	
4917 Service Contracts	10,373	4,922	8,400	3,478		3,478	58.6%	
4918 Maintenance	5,671	2,874	13,000	10,126	710	9,416	27.6%	
4922 Publicity & Marketing	8,043	4,666	6,000	1,334	489	845	85.9%	
4927 Stocktaking	520	260	600	340		340	43.3%	
4954 PA and Lighting Costs	0	0	0	0	250	(250)	0.0%	
4958 Event Security	1,133	0	0	0	176	(176)	0.0%	
4960 Live entertainment:	0	0	0	0	864	(864)	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	150,229	102,544	161,250	58,706	6,228	52,478	67.5%	0
Net Income over Expenditure	(123,285)	(77,942)	(131,250)	(53,308)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
510 Assembly Hall Events								
1004 Film shows	358	0	300	300			0.0%	
1172 Tickets : private events	0	225	0	(225)			0.0%	
1173 Live Shows - Hall Hire	23,027	8,972	20,000	11,028			44.9%	
Assembly Hall Events :- Income	23,385	9,197	20,300	11,103			45.3%	0
4903 Bar Stock Purchases	0	0	0	0	318	(318)	0.0%	
4919 Films: expenses and contract	101	0	220	220		220	0.0%	
4954 PA and Lighting Costs	5,130	4,015	4,500	485	140	346	92.3%	
4958 Event Security	120	699	0	(699)		(699)	0.0%	
4960 Live entertainment:	1,689	2,980	0	(2,980)		(2,980)	0.0%	
Assembly Hall Events :- Indirect Expenditure	7,040	7,693	4,720	(2,973)	457	(3,431)	172.7%	0
Net Income over Expenditure	16,345	1,504	15,580	14,076				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	52,166	34,007	43,500	9,493			78.2%	
Assembly Hall Bar and Catering :- Income	52,166	34,007	43,500	9,493			78.2%	0
4901 Catering Stock Purchases	676	0	0	0		0	0.0%	
4903 Bar Stock Purchases	20,147	15,499	22,000	6,501	3,219	3,282	85.1%	
Assembly Hall Bar and Catering :- Indirect Expenditure	20,822	15,499	22,000	6,501	3,219	3,282	85.1%	0
Net Income over Expenditure	31,344	18,508	21,500	2,992				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Earmarked Reserves								
1180 CIL Received	1,140	640,520	0	(640,520)			0.0%	640,520
Earmarked Reserves :- Income	1,140	640,520	0	(640,520)				640,520
9202 Unplanned Maintenance	56,702	16,612	10,000	(6,612)		(6,612)	166.1%	16,612
9218 Election expenses	9,631	0	0	0		0	0.0%	
9235 Market Town Initiative	5,164	0	0	0		0	0.0%	
9243 Green Spaces	9,432	0	0	0		0	0.0%	
9244 Major Projects Reserve	175,947	4,089	50,000	45,911		45,911	8.2%	750
9245 Solar Money	41,959	255	0	(255)		(255)	0.0%	255
9248 CIL	0	7,076	0	(7,076)		(7,076)	0.0%	7,076
9249 Jubilee Celebrations	0	0	0	0		0	0.0%	3,339
Earmarked Reserves :- Indirect Expenditure	298,833	28,032	60,000	31,968	0	31,968	46.7%	28,032
Net Income over Expenditure	(297,693)	612,488	(60,000)	(672,488)				
6000 plus Transfers from EMR	0	28,032	0	(28,032)				
6001 less Transfers to EMR	0	640,520	0	(640,520)				
Movement to/(from) Gen Reserve	(297,693)	0	(60,000)	(60,000)				

Detailed Income & Expenditure by Budget Heading 30/11/2024

Month No: 8

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>902 Sinking Funds</u>								
9233 Play Area Replacement Fund	0	0	25,000	25,000		25,000	0.0%	
9234 Splashpad - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(30,000)</u>	<u>(30,000)</u>				
Grand Totals:- Income	1,222,880	1,793,028	1,240,070	(552,958)			144.6%	
Expenditure	1,390,136	1,064,684	1,240,070	175,386	16,064	159,322	87.2%	
Net Income over Expenditure	<u>(167,256)</u>	<u>728,345</u>	<u>0</u>	<u>(728,345)</u>				
plus Transfers from EMR	0	67,282	0	(67,282)				
less Transfers to EMR	0	640,520	0	(640,520)				
Movement to/(from) Gen Reserve	<u>(167,256)</u>	<u>155,107</u>	<u>0</u>	<u>(155,107)</u>				