

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 13th January 2025

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

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

PUBLIC PARTICIPATION: Four members of the public were present.

64/24 Apologies

There were no apologies. All members were present.

65/24 Declarations of Interest

There were no declarations of interest.

66/24 Public Participation

There was no public participation.

67/24 Minutes

The minutes of 4th November 2024, having previously been circulated, were approved as a correct record and signed by Councillor Griffin.

68/24 Financial Risk Assessment

Concerns were raised on Risk Monitoring and Mitigation measures and that some mitigating actions were not being taken. Concerns raised in previous meeting have not been addressed.

Specific mention was made of the following Risk Identification Items.

Use of Council Debit or Credit Card

Card should be held in the possession of the named officer and not accessible to other officers.

Budget setting/Monitoring

Mitigation is maintain General Fund at 40-50% of precept. Policy is 3-12 months. Reality is less than 2 months. Under Income/precept, mitigation is maintain General Fund at 3 months minimum.

Mitigation is maintain an Earmarked Reserve to support the Precept. It was noted this fund was removed in budget discussions last week, after the risk assessment was produced.

Expenditure

All supplier accounts more than 60 days old to be reported to Finance and Admin Committee. There have been issues with payments but have never seen such a report

General

It was felt that the Risk Assessment document contains generic comments and contradicts itself and that some items currently marked as Low Risk should be high risk.

It was suggested that the requirement for a Variance Report be added to the Risk Assessment

The Locum Clerk suggested she go through the risk assessment and test the actions and mitigations.

A special FAP meeting in February was suggested, to be on a date that the RFO would be able to attend

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

UNANIMOUSLY RESOLVED to hold a special meeting of the Finance, Administration and Performance Committee and to that meeting is brought all current financial policies, regulations and procedure documents, updated wherever possible.

At the special meeting members will then know what all of the documents are, can see when they were last updated and see how to move forward.

69/24 Interim Audit 2024/25

Members were concerned about the issues raised but also about why the auditors had not raised these issues in previous years.

The Locum Clerk confirmed she would write to the Auditors, that an Action List had been produced and changes had started to be implemented. A report would come back detailing the action taken.

It was again stated that members felt the RFO must be present at the special meeting.

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

UNANIMOUSLY RESOLVED for a written report that goes through the deficiencies identified in the audit report with an explanation as to the steps that have been taken to resolve the issues and gives assurance that they have been addressed to ensure they don't happen again to be brought to the committee.

Councillor Hubbard accepted that it may not be possible to have this report ready for the special meeting in February.

70/24 Grants Awarded

71/24 Celebrating Age Wiltshire

Some pictures were shown on the screen.

The Monitoring Form was noted.

72/24 Group 5

The Monitoring Form was noted.

73/24 Melksham Amateur Swimming Club

A representative was present and spoke on use of the grant.

The Monitoring Form was noted.

74/24 Melksham Gardeners Society

A representative was present and spoke on use of the grant.

The Monitoring Form was noted.

75/24 Melksham Lions

Some pictures were shown on the screen.

The Monitoring Form was noted.

76/24 Melksham Riverside Centre

Councillor Hubbard declared an interest as a trustee and spoke on the use of the grant.

It was noted that pictures were sent but were not available at the meeting.

The Monitoring Form was noted.

77/24 That Meeting Place

The Monitoring Form was noted.

78/24 Wiltshire Search & Rescue

The Monitoring Form was noted.

The Chair Councillor Griffin thanked those who had attended.

79/24 Financial statements

80/24 Unity Bank

A query was raised on a payment on £1729.60 for photographs. The Committee Clerk explained that this was for use of a copyrighted photograph on a document some years ago. An agreement had been reached and the document taken down.

A query was raised on payments of £1095.50 and £8569.44. Finance Office explained this was balance of ticket sales after Assembly Hall charges. The VAT position was queried. The Locum Clerk suggested this could be dealt with at the meeting on Monday 27th January when Assembly Hall finances would be explained.

It was agreed the Finance Officer would send Councillor Hubbard settlement sheets for the events.

The statements were received.

81/24 Lloyds Bank

A query was raised on entries for shows already mentioned in Unity statements. Finance officer confirmed these were bar takings, indicated by "B" in the line.

There was discussion on breakdown and system for taking payments.

Standing Orders were suspended to allow a member of the public who was a casual Assembly Hall bar staff to speak.

Standing Orders were re-instated.

It was felt that reports should be produced and reconciled.

The statements were received.

82/24 Petty Cash

The statements were received.

83/24 Detailed Income & Expenditure by Budget Heading

Members asked why a Variance Report was still not being provided.

There was discussion on this and other points.

Members insisted that a Variance Report be provided for future meetings.

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

UNANIMOUSLY RESOLVED to approve items 8.1,8.2 & 8.3

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

UNANIMOUSLY RESOLVED not to approve item 8.4 and for this item to come to the special meeting.

Meeting Closed at: 8.30 pm

Signed:

Dated: