



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

13 January 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 20th 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  
Full Council**

**Monday 20 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**

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

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

Members of the public are requested to send their question to [locum@melksham-tc.gov.uk](mailto: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. You should still attend the meeting, in person or online, to ask your question.

**4. Questions from Councillors**

To receive questions from Councillors.

**5. Minutes (Pages 1 - 62)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 25<sup>th</sup> November 2024, 2<sup>nd</sup> December 2024 and 6<sup>th</sup> January 2025.

**6. Town Mayor's Announcements**

**7. Police Report**

To note the Melksham Neighbourhood Team Report.

**8. Reports from Unitary Councillors**

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

**9. Employer Discretions Policy (Pages 63 - 80)**

To receive and adopt the Employers Discretion Policy.

**10. East Melksham Community Centre**

To receive any update.

**11. Operation Christmas Child 2025**

A report was made to Community Development on Tuesday 3<sup>rd</sup> December 2024 on use of Town Hall as a drop off point for Operation Christmas Child 2025.

[Link to Agenda Pack](#)

Committee resolved to recommend approval to the Full Council.

[Link to Minutes](#)

**12. Grant Policy (Pages 81 - 86)**

For decision.

### **13. Accounts**

#### **13.1 Unity Bank (Pages 87 - 94)**

To receive statements for October and November before Finance, Administration & Performance on Monday 13<sup>th</sup> January 2025. This agenda was published before that meeting took place.

#### **13.2 Lloyds Bank (Pages 95 - 102)**

To receive statements for October and November before Finance, Administration & Performance on Monday 13<sup>th</sup> January 2025. This agenda was published before that meeting took place.

#### **13.3 Petty Cash (Pages 103 - 106)**

To receive statements for October and November before Finance, Administration & Performance on Monday 13<sup>th</sup> January 2025. This agenda was published before that meeting took place.

### **14. Committee Minutes**

#### **14.1 Asset Management and Amenities Committee**

To receive the minutes of the Asset Management and Amenities Committee meeting held on 21<sup>st</sup> October 2024.

[Link to minutes](#)

#### **14.2 Community Development Committee**

To receive the minutes of the Community Development Committee meeting held on 7<sup>th</sup> October 2024.

[Link to minutes](#)

#### **14.3 Economic Development and Planning Committee**

To receive the minutes of the Economic Development and Planning Committee meetings held on 29<sup>th</sup> October 2024, 19<sup>th</sup> November 2024 and 10<sup>th</sup> December 2024.

[Link to 29th October 2024](#)

[Link to 19th November 2024](#)

[Link to 10th December 2024](#)

### **15. Neighbourhood Plan**

To note that Reg 16 consultation ends on 22<sup>nd</sup> January 2025 and an examiner will be

appointed.

**16. Confidential Session**

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

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

**17. CCTV (Pages 107 - 110)**

To receive a report on CCTV equipment owned by Melksham Town Council but not utilised.

To agree a way forward.

**18. Services Provided by Consultants (Pages 111 - 112)**

To discuss and for decision.

# Public Document Pack Agenda Item 5

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 2nd December 2024

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

<b>OFFICERS:</b>	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Hayley Bell	Deputy Clerk

Three members of the public and one member of the press were present and two members of the public were present virtually

#### **117/24 Apologies**

Apologies were received from Councillor Hubbard.

#### **118/24 Declarations of Interest**

There were no declarations of interest.

#### **119/24 Public Participation**

**Sue Mortimer.**

When is the Income & Expenditure report for financial year ending 31<sup>st</sup> March 2024 going to be presented to Council? The Town Mayor Councillor Price advised that an answer would be sought from the RFO on his return from leave.

**Annie Benham-Taylor.**

Is there any availability of allotments and how much do they cost?  
Why has the £4000 allocated for allotments not been spent?  
Is there a waiting list for allotments?  
How many allotments are currently available?

The Town Mayor Councillor Price replied.

Some work had been done on troughs but staff turnover and council priorities meant the £4000 had been budgeted but not spent.

Addison Road - 5 vacant plots  
Awdry Avenue – 4 vacant plots  
Dorset Crescent – no vacant plots

There is a waiting list but number of people on the list is not to hand. Vacancies are offered to those on the waiting list first. If they do not wish to take them on the vacancies will be publicised.

**Chris Holden.**

Q1. Why has the lighting in KGV been dimmed? When the lights were installed people felt safe in the park at night but dimming defeats this objective. Speaking as a committee member of Wiltshire Neighbourhood Watch, they encourage the Council not to dim the lights. Lighting aligns with Wiltshire Police Vigilant Community Initiative. Why have the lights been dimmed and can the council give assurances that dimming will not continue.

The Town Mayor Councillor Price advised the lights were dimmed because of residents claiming the lights were too bright and having a negative impact on their quality of life and on bio-diversity. Lights were dimmed to the lowest level possible. A survey and review are being conducted and no assurances can be given at this point.

Q2. Does Melksham Town Council intend to raise a formal complaint with the Local Government Ombudsman about Wiltshire Council's attitude to Melksham Independent News and withholding information?

The Town Mayor Councillor Price said that Melksham Town Council and Wiltshire Council are separate entities and do not always hold the same views. He confirmed that there was currently no intention to write a letter of complaint and it would require a motion from a member to be discussed.

Councillor Alford advised that the complaints process only allowed complaints to Wiltshire Council from individuals.

**Pamela Wiltshire.**

The Town Mayor Councillor Price read out the question and answer.

Please could you advise me how at just over half way through the council year, the central salaries are already at 96% of the budget. Half a million pounds was budgeted for salaries in total, how much more will be spent in total over this council year? You



have big overspends on other budget headings as well, yet there appears to be virtually nothing spent on, amongst other things, such as Play area maintenance, Rospa checks, trees and tree maintenance. Splash pad is at 169% of budget. Are we as residents getting value for money from our precept?

Thank you for your enquiry regarding the breakdown of salaries and the current status of the budget.

Due to confidentiality, we are unable to provide a detailed breakdown of individual salaries. The privacy of our staff members is of utmost importance, and we must adhere to data protection regulations and internal policies that safeguard this information.

Regarding the overall budget, it is important to note that last year's staff budget was reduced, which has contributed to an overspend in the current year as adjustments were made to meet operational requirements. We understand the concerns this may raise and want to assure you that we are closely monitoring the situation to manage spending effectively.

It is also worth highlighting that there are still four months remaining in the current fiscal year. Some areas of the budget are underspent, and we anticipate that these will provide the necessary flexibility to balance expenditures across all areas.

We appreciate your understanding of the challenges involved in managing resources while maintaining transparency and compliance with regulations.

The Town Mayor Councillor Price added that the overspend on the Splashpad was as a result of issues with Water Bills and was for 5 years.

#### **120/24      Questions from Councillors**

There were no questions from Councillors.

#### **121/24      Minutes**

The minutes of Monday 23<sup>rd</sup> September 2024, Monday 30<sup>th</sup> September 2024 and Tuesday 8<sup>th</sup> October 2024 having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor Price.

#### **122/24      Town Mayor's Announcements**

The recent floods and the effect on Melksham residents and businesses was noted. It had been decided to open Town Hall for use by people affected by the floods. Improvements were needed to Melksham Town Council Flood Emergency Policies.

Saturday coming is the Christmas Light Switch on. The Mayor asked members to share on socials and come along to the event.

Councillor Forgacs had been disqualified as a Melksham Town Councillor. Wiltshire Council had confirmed that no by-election was needed.

#### **123/24 Police Report**

There was no report. It was noted that Sgt Rutter had hoped to attend but was unable to do so for personal reasons.

#### **124/24 Reports from Unitary Councillors**

Councillor Alford reported on various issues as follows.

- (i) The local Development Plan had been submitted to the Inspector.
- (ii) The Melksham East Relief Road was now open.
- (iii) The Melksham Independent News was discussed in Cabinet and at Overview & Scrutiny Management. Councillor Alford gave an overview of discussion and advised that both meeting were available on YouTube.

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

**RESOLVED** to suspend Standing Orders.

Joe McCann of the Melksham Independent News confirmed a meeting with Wiltshire Council Leadership team, that Councillor Hubbard had made a speech which would be at the beginning of the Overview & Scrutiny recording and that different reasons for the decision had been given at different times.

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

**RESOLVED** to re-instate Standing Orders.

#### **125/24 Shurnhold Fields Working Group**

It was noted that no membership had been appointed at the Annual Meeting. Councillor Alford and Councillor Aves had recently attended a meeting on behalf of Melksham Town Council but would have been unable to vote had that been required.

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Alford, Councillor Aves and Councillor Rabey as representatives on Shurnhold Fields Working Group.

**126/24 VAT Partial Exemption**

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

**RESOLVED** to suspend Standing Orders to allow a member of the public to speak.

Sue Mortimer referenced a letter from DCK and asked why it was not in the agenda pack and why MTC was opting not to tax when that was the advice. The Town Mayor Councillor Price confirmed that MTC was now taxing and had a finance team to advise on these matters.

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

**RESOLVED** to re-instate Standing Orders.

Councillor Griffin was concerned if DCK had revealed information to a member of the public. The Town Mayor Councillor Price asked officers to investigate and find out what, if anything, had been revealed by DCK.

The item was noted.

**127/24 The Parochial Church Council of the Melksham Parish of the Ecclesiastical Parish of Melksham, Salisbury**

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

**RESOLVED** to suspend Standing Orders to allow Rev. Charlie Thomson to speak.

Rev. Thomson spoke to the request for a grant. It was a plan to bring a derelict building in a conservation area back to life as a benefit for the community.

Questions were asked. Some concern was raised about granting money to a religious organisation. Rev Thomson confirmed the facilities would be open to all regardless of belief and that other grants had been awarded despite similar concerns. The Town Mayor Councillor Price confirmed that advice had been given that the grant could be made.

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

**RESOLVED** to re-instate Standing Orders.

There was discussion on where any grant should be funded from. CIL and Solar were suggested. It was questioned whether this grant would take funding away from other projects that would then need to be funded via the precept. It was pointed out that

there were sufficient funds in Solar and a further payment was expected. It was agreed that officers would investigate which would be appropriate to use.

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

**UNANIMOUSLY RESOLVED** to award a grant of £10000, to be paid from either CIL or Solar funds, with a preference for Solar if possible.

**128/24 CCTV Policy**

There was discussion on potential review date, access to the CCTV room & footage and whether the views of the Police and a CCTV expert had been sought.

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

**UNANIMOUSLY RESOLVED** for officers to seek views on the CCTV set up and the policy from the Police and a CCTV expert, other than the suppliers.

**129/24 Safeguarding Policy**

The Town Mayor Councillor Price expressed thanks to Councillor Oatley, the Deputy Clerk Hayley Bell and HR Officer Fran House for their work on this policy.

There was comment on the front sheet of the policy and a request for a similar sheet to be used on all future policies.

It was proposed by Councillor Alford, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to adopt the policy.

**130/24 Sponsorship Policy**

The Town Mayor Councillor Price spoke to the policy. It was confirmed that any decision on sponsorship would be by committee, a policy for sponsorship of council events was being worked on and that there was not as yet a budget for sponsorship.

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

**UNANIMOUSLY RESOLVED** to adopt the policy.

**131/24 Conclusion of Audit Year 2023/24**

Councillor Griffin noted that the information made public was the minimum in order to comply and felt that more information should be provided.

The item was noted.

**132/24 Pay Award**

Councillor A Westbrook asked if a Personnel Committee meeting could be called.

Councillor Ellis expressed his appreciation for the work of officers.

The pay award was noted.

**133/24 Neighbourhood Plan**

The suggested locations for viewing the plan were discussed. It was suggested that there should be a location in East Melksham as that was the area most affected. It was pointed out that this was in the Local Plan, not the Joint Melksham Neighbourhood Plan.

The item was noted and the minutes were received.

**134/24 Asset Management & Amenities Committee**

The minutes were received.

**135/24 Community Development Committee**

The minutes were received.

**136/24 Economic Development & Planning Committee**

The minutes were received.

**137/24 Finance Administration & Performance Committee**

The minutes were received.

**138/24 Personnel Committee**

The minutes were received.

**139/24 Confidential Session**

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

**UNANIMOUSLY RESOLVED** to go into private session for the remainder of the meeting.

**140/24 Evie's Cafe Lease**

It was confirmed that the lease had been amended as discussed and resolved in the previous meeting and sent to solicitors. It was hoped to be ready to sign by Christmas.

Legal advice had been sought with regard to the £25000 provided for refurbishment. Advice was clear that MTC could not in any way "gift" the sum.

There was discussion on sums spent on maintenance, who the lease was with, the agreement regarding cleaning of the eco-loos, repayment of the investment and recovery of investment via a charge on equipment in the event of default.

There was a request for officers to look at the situation with preferred contractors generally and a feeling the process on leases needed to be tightened up.

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

**UNANIMOUSLY RESOLVED** to delegate authority to the Clerk and Deputy Clerk to take the matter forward.

**141/24 31 Market Place Lease**

The item was noted. There were no comments.

**142/24 Bowerhill Depot Lease**

The Clerk advised that matters were still being investigated and would be brought to a future meeting. It was noted that there was currently a rolling lease.

**143/24 Round House Lease**

Councillor A Westbrook declared an interest because of her connection with the Melksham Community Larder. It was noted that the lease had expired and a Memorandum of Understanding was needed to protect the parties.

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

**RESOLVED** to issue a Memorandum of Understanding.

There were two abstentions.

**144/24 31 Market Place Survey**

There was discussion on the survey. It was noted that as landlords MTC was legally responsible for the repairs. £35000 had been allocated in the proposed 2025/26 budget and the total cost was £69000 over two years.

Possibility of a Market Value and Rent Review was discussed.

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

**UNANIMOUSLY RESOLVED** to delegate powers to officers to obtain quotes for the work on 31 Market Place.

It was noted that the Council is required to publish a list of buildings that it owns. It was requested that an Asset Register come before Full Council as soon as possible.

**145/24 Blue Pool**

The solicitors advise was noted.

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

**RESOLVED** to proceed as advised by solicitors.

Meeting Closed at: 10.00 pm

**Signed:** .....

**Dated:**

This page is intentionally left blank



# Public Document Pack

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 25th November 2024

#### PRESENT:

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

#### IN ATTENDANCE:

<b>OFFICERS:</b>	Andrew Meacham	Committee Clerk
	Tracy Predeth (virtually)	Locum Clerk
	Hayley Bell (virtually)	Deputy Clerk

Five members of the public and one member of the press were present

#### **110/24 Apologies**

The Town Mayor Councillor Price announced that in view of the weather the majority of the items on the agenda would be deferred to Monday 2<sup>nd</sup> December 2024.

Apologies were received from the Deputy Mayor Councillor Rabey.

#### **111/24 Declarations of Interest**

There were no declarations of interest.

#### **112/24 Public Participation**

**Andrew Rowan.**

Lights in KGV. Was surprised to see that the lights had recently been dimmed. His wife commented to him that she felt unsafe in the KGV with the dimmed lights. Why had the lights been dimmed and is it planned to turn them up again?

Flooding. Speaking for himself, Mr Carey and Mr Bell. Flooding did not enter house but garden, garage and newly laid driveway was under water. Mr & Mrs Carey have over

two inches of water inside their property. Mr Rowan asked if the spoil in the KGV was being moved to the Dog Park. The Dog Park currently acts as a flood plain and raising the level of the Dog Park would affect this.

The Town Mayor advised that lights had been dimmed to what was considered the lowest safe level as a trial. The Clerk confirmed that a survey is being put together to aid a final decision.

Councillor A Westbrook had attended a meeting with the contractor and the amenities team. The intention was to remove the rubber matting then add some spoil and topsoil. Mr Rowans concerns had been raised and a representative of Wiltshire Wildlife Trust was going to check with a water engineer surveyor. The contractor for levelling the sensory garden area is confident he can use the spoil to help level the slope down to the railings.

Mr Rowan asked if a flood risk assessment had been done. It was confirmed that an assessment had been made by Danny Everett of Wiltshire Council and NVB Landscapes but the details were not to hand. The Town Mayor Councillor Price promised to ensure the information gets to Mr Rowan.

**Bruce Sanders.**

Splashpad water consumption was £26000. Would council consider installing a system to filter and re-use the water. The Town Mayor Councillor Price advised that the sum was a build up of 4 years charges and would not be that sum every year.

**Colin Goodhind.**

How successful has the major £15,000 tree planting project been?

I'd like to know:

- I. Who had overall responsibility for the project and who was the contractor?
- II. How many trees are thriving?
- III. How many have died?
- IV. Why did trees die?
- V. Was Richard Collet with his 20+ years experience in Bath consulted at any stage?
- VI. What's being done to ensure future planting is well-managed and more successful?
- VII. If not included in the answer to vi above, are there plans for Richard Collett to oversee all future horticulture-related projects in a supervisory capacity?

The Town Mayor Councillor Price advised that a written response would be provided.

**Sue Mortimer.**

How many agenda boards are there in town and would the council consider asking if one could be sited in the Campus? The Town Mayor Councillor Price thanked Sue for her question.

**Joe McCann.**

What support has the council offered to local businesses or does it have any plan to offer support to local businesses or residents affected by the flood.

Councillor Stokes advised that she had been working with the Town Council and with Brian Matthews MP and speaking to Wiltshire Council to try to get sandbags and concrete blocks. The Town Mayor Councillor Price said that Melksham Town Council would take the recommendations of Wiltshire Council. The Town Council will do what it can to help residents and businesses.

Councillor Stokes drew peoples attention to the helpline advertised on Wiltshire Council website.

Councillor Hubbard asked about Wiltshire Council Flood Operations Group. Councillor Aves, as MTC rep on the group, had been told new supplies of sandbags were being purchased.

It was suggested Travis Perkins be contacted.

Joe McCann asked if the response has been timely. The Town Mayor felt the Town Council had done what they could in the time available.

Andrew Rowan mentioned the problem of people driving through the flood water creating a bow wave effect. This was noted and agreed to be a problem but only the police can enforce road closures and resources were obviously stretched more than usual.

#### **113/24 Confidential Session**

It was proposed by the Town Mayor Councillor Price, seconded by Councillor S Crundell and

**RESOLVED** to go into private session for the remainder of the meeting.

#### **114/24 Evie's Cafe**

Members discussed aspects of the lease and current situation. Hayley advised that the lease was now in the name of BOA Kitchen Limited.

Councillor Hubbard advised members that in his view the original lease had not been good but the current version was.

Questions were asked about rent and rent increases, signatory on behalf of BOA Kitchen Limited, option to renew, break clauses, maintenance and maintenance liability, tenants responsibilities and boundary of the leased property, tenancy and utilities payments, the Town Council's investment in refurbishment and whether the lease would be backdated.

Questions were answered by the Clerk and Deputy Clerk with input from members.

There was discussion on Melksham Town Council's investment in refurbishment and the terms of repayment. Some members pointed out the additional work done by the tenant and the subsequent savings to Melksham Town Council. The Clerk advised she would seek advice on the position.

It was proposed by Councillor Hubbard, seconded by Councillor S Crundell and

**RESOLVED** to agree to completion of the lease on the basis of agreeing break clauses and annual rent increase based on the average of Consumer Price Index and Inflation over the previous 12 months. The investment of £25000 to be deferred to the meeting on Monday 2<sup>nd</sup> December 2024 and the Clerk to prepare a report on options.

**115/24 Bowerhill Depot**

**116/24 Awdry Park**

The Deputy Clerk advised that a decision was required on two preferred proposals but no contract would be issued until the grant was confirmed. Councillor Ellis stated for the record that he would sit out the discussion as he had not been able to properly read the papers in the short time allowed.

Members liked aspects of different designs but were disappointed by the lack of benches. It was noted that some designs included picnic benches but it was felt that back support was required. It was noted that the target age group used imagination in play as well as physical play equipment.

There was a query on maintenance costs. Full details were not available but the Deputy Clerk confirmed that there was a maintenance schedule.

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

**RESOLVED** to put forward options Rhino and Monkey, but wanting to see a sensory element and swings for both toddlers and older children.

The meeting was closed. All other agenda items were deferred to Monday 2<sup>nd</sup> December 2024.

Meeting Closed at: 9.00 pm

**Signed:** .....

**Dated:**

This page is intentionally left blank

# Public Document Pack

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 6th January 2025

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

<b>OFFICERS:</b>	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Hayley Bell	Deputy Clerk
	Kalpesh Patel	RFO

**One member of the public and one member of the press were present**

#### **146/24 Apologies**

There were no apologies.

#### **147/24 Declarations of Interest**

Councillor Oatley declared a non-pecuniary interest as a Trustee of 4Youth.

#### **148/24 Public Participation**

##### **Public Participant**

Gave an update on the position between Wiltshire Council and Melksham Independent News.

Could the Council confirm the total amount of money that had been spent on settlements this year?

The Clerk advised that the Council could not comment on confidential staffing matters.

Could the Council explain the overspend on legal and consultancy fees?  
The Clerk advised that the Council could not comment on confidential matters

Why were HR fees over budget, or would the answer be the same as above?  
The Town Mayor Councillor Price confirmed that the Council could not comment.

£13000 was spent on mobile CCTV cameras. How many times have the mobile cameras been deployed?  
The Town Mayor Councillor Price confirmed that the cameras had not been deployed and this was a subject that the council would have to hold discussions on.

Had the Council been able to recoup any money from Healthmatic and if so how much?  
The Clerk advised that she would check with the Head of Operations.

What criteria was used to decide on areas for cuts in the budget?  
The Town Mayor advised that there had been several meetings where the budget had been examined line by line and cuts and increases had been made. There was no criteria as such but was based in the new Council Strategy.

### **Public Participant**

Has anyone or is anyone currently looking at possible connections between the high turnover of staff and Councillor resignations at our Town Hall and the substantial overspend on staff and legal costs e.g. litigation and/or compensation? Not only could it identify behavioural and/or contentious issues, it could help rebuild trust in a Council which has suffered badly over the past few years and help decision-making in this year's elections. Is or are there identifiable common denominators involved? We as Council tax payers need this information as do those staff and Councillors who are genuinely working hard for the good of the town. I know I will be one of many asking this question to see exactly how this Council is working for us well in advance of the election of the next one because the town can't afford and doesn't deserve another term like this.

There are many positive things going on in our town and it's good to see our Town Council getting behind some of these but with an election not that far away it needs to be seen to be in a strong and trusted position for this support to come over as genuine and not just electioneering. Right now I would suggest we're some way off achieving this.

The Clerk responded that there are elections coming up and all councillors will be asked to attend training, whether or not they have done so before. Some highly skilled staff were in place. Staff were happy, things were stable and there had been lots of positive comments.

At this point the Town Mayor Councillor Price took the opportunity to mention the sad passing of former Councillor and Mayor Margaret White and asked Councillor A Westbrook to say a few words. Margaret was Town Mayor for two years and a Town and County Councillor for many years. She had Melksham at the heart of everything



she did. In two years as her deputy Councillor Westbrook could not remember a single occasion when she had to stand in for Margaret. Councillor Westbrook had spoken to Margaret's son and daughter-in-law a few weeks before and was glad to know that Margaret was being well looked after.

A short period of silence and reflection was held.

**149/24 Budget 2025/26**

**150/24 Budget**

The Town Mayor Councillor Price spoke on the proposed budget. A great deal of work and discussion had gone into producing the proposed budget. Councillor Price thanked officers and councillors for their input.

The budget as presented was proposed by the Town Mayor Councillor Price and seconded by Councillor Hubbard. Amendments were proposed and discussed.

Councillor Ellis proposed a 25% increase in the precept with the additional funds being used to increase the General Reserve. Councillor Hubbard seconded the proposal but asked for a friendly amendment that some of the extra funds be used for investment in new IT equipment. A recorded vote was held. The proposal was defeated by 8 votes against to 4 votes in favour.

Councillor		For	Against	Abstain
Alford			X	
Aves		X		
S Crundell			X	
Ellis		X		
Griffin			X	
Hubbard		X		
Oatley			X	
Price			X	
Rabey		X		
Stokes			X	
A Westbrook			X	

J Westbrook			X	
Totals		4	8	

Councillor Alford proposed moving £64000 from Solar Money to Major projects, putting BMX Track on hold pending identification of a site and removing the £50000 for Major Reserves from the budget. The proposal was seconded by Councillor Oatley. A recorded vote was held. The proposal was defeated by 9 votes against to 3 votes in favour.

Councillor		For	Against	Abstain
Alford		X		
Aves			X	
S Crundell		X		
Ellis			X	
Griffin			X	
Hubbard			X	
Oatley		X		
Price			X	
Rabey			X	
Stokes			X	
A Westbrook			X	
J Westbrook			X	
Totals		3	9	

--	--	--	--	--

Councillor J Westbrook proposed the transfer of funds from Solar Money to fund Proms in the Park, Holiday Events and Civic Event. Councillor Hubbard seconded the proposal but felt the Civic Event should not be funded in this way. The Town Mayor Councillor Price explained that although it had started out as the Mayors Civic Event, it was now a town event.

It was **RESOLVED** to transfer £30000 from Solar Money to a new cost centre 303 Town Events to fund events including, but not limited to, Proms in the Park, Holiday Events, Town Event (formerly The Mayors Civic Event) and remove these from the budget.

Councillor Alford proposed using CIL Reserves to fund Play Area Equipment Replacement and release funds from the Sinking Fund to General Reserves. The proposal was seconded by Councillor J Crundell. A recorded vote was held.

It was **RESOLVED** by a recorded vote of 6 in favour, 3 against and 3 abstentions to transfer £47468 from CIL to fund Play Area Equipment Replacement and release £47468 from Play Area Equipment Replacement Reserve to General Reserves.

Councillor		For	Against	Abstain
Alford		X		
Aves				X
S Crundell		X		
Ellis				X
Griffin			X	
Hubbard			X	
Oatley		X		
Price		X		
Rabey				X
Stokes		X		
A Westbrook			X	

J Westbrook		X		
Totals		6	3	3

It was now 10pm.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor S Crundell and **RESOLVED** to suspend Standing Orders and extend the meeting.

Councillor S Crundell proposed the removal of £8000 in code 4308 from the budget. The proposal was seconded by Councillor J Westbrook. It was explained that this was funding for maintenance of the CCTV system. The proposal was defeated.

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

**UNANIMOUSLY RESOLVED** to scrap the Precept Contribution Reserve and move the £45000 to General Reserves.

## 151/24 Precept

The RFO confirmed that the precept started at £1217200. £25000 had been removed from the budget to reduce the precept.

Councillor Alford proposed that the £47468 that had been put back into General Reserves be used to reduce the precept to £1144732, an increase of 9.26% with a Band D property at £191.96. The proposal was seconded by the Town Mayor Councillor Price.

Councillor Hubbard proposed an amendment that the £25000 and £47468 savings be allocated to the General Reserve, meaning a precept remains at £1217200, with a Band D property at £204.11. The amendment was seconded by Councillor Griffin.

The Clerk pointed out that the budget needed to be approved before voting on the precept.

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

**UNANIMOUSLY RESOLVED** to approve the budget of £1468000.

A recorded vote was held on Councillor Hubbard's proposed amendment. The proposal was defeated by 7 votes against and 5 votes in favour.

Councillor		For	Against	Abstain
Alford			X	
Aves		X		
S Crundell			X	
Ellis		X		
Griffin		X		
Hubbard		X		
Oatley			X	
Price			X	
Rabey		X		
Stokes			X	
A Westbrook			X	
J Westbrook			X	
Totals	5		7	

Councillor J Westbrook proposed an amendment for a precept of £1192200. The amendment was seconded by Councillor Stokes. A recorded vote was held. The amendment was agreed by 7 votes in favour to 5 votes against and became the substantive motion.

Councillor		For	Against	Abstain
Alford			X	
Aves		X		
S Crundell			X	
Ellis		X		
Griffin			X	
Hubbard		X		
Oatley			X	
Price			X	
Rabey		X		
Stokes		X		
A Westbrook		X		
J Westbrook		X		
Totals		7	5	

It was proposed by Councillor J Westbrook, seconded by Councillor C Stokes and

**RESOLVED** by a recorded vote of 7 in favour and 5 against to set a precept of £1192200, an increase of 13.79%

Councillor		For	Against	Abstain
Alford			X	

Aves		X		
S Crundell			X	
Ellis		X		
Griffin			X	
Hubbard		X		
Oatley			X	
Price			X	
Rabey		X		
Stokes		X		
A Westbrook		X		
J Westbrook		X		
Totals		7	5	

Meeting Closed at: 11.05 pm

**Signed:** .....

**Dated:**

This page is intentionally left blank



**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 9)**  
**Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025**

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	Central Costs								
4000	300,500	237,047	225,000	290,581	416,000	0	384,500	0	0
4005	0	135	0	14,948	14,950	0	3,000	0	0
4016	0	888	0	1,046	1,200	0	1,200	0	0
4021	500	1,125	1,000	1,050	1,500	0	1,000	0	0
4023	500	-38	3,000	3,067	3,500	324	3,000	0	0
4024	1,000	665	1,000	24	500	0	500	0	0
4026	750	1,472	1,000	610	1,000	0	1,100	0	0
4027	3,000	2,408	2,500	2,517	3,500	0	3,600	0	0
4028	500	344	500	37	500	0	600	0	0
4029	3,500	2,474	3,000	2,370	3,000	0	3,200	0	0
4030	20,000	339	5,000	6,233	7,000	0	5,000	0	0
4040	7,000	20,391	6,000	18,521	20,000	0	24,000	0	0
4050	0	3,295	0	0	0	0	0	0	0
4058	38,000	36,631	38,000	37,803	37,803	0	39,000	0	0
4061	500	949	300	4,264	4,500	0	3,000	0	0
4075	6,000	3,561	2,500	1,978	2,700	350	3,000	0	0
4810	0	-17,029	0	0	0	0	0	0	0
6000	381,750	294,656	288,800	385,050	517,653	674	475,700	0	0
	0	0	0	2,400	0	0	0	0	0
	(381,750)	(294,656)	(288,800)	(382,650)	(517,653)		(475,700)		

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
110 Corporate Costs									
1026 Income Interest	400	6,357	1,000	1,579	5,000	0	25,000	0	0
1176 Precept Received	999,784	999,784	1,047,270	1,047,270	1,047,270	0	1,117,200	0	0
1195 Precept received - Topup GR	0	0	0	0	0	0	75,000	0	0
Total Income			1,048,270	1,048,849	1,052,270	0	1,217,200	0	0
4017 Bank account fees	500	569	500	2,991	2,500	0	2,500	0	0
4043 HR consultancy	7,500	4,095	6,000	13,625	16,000	0	8,000	0	0
4044 Legal and Professional Fees	7,000	12,115	7,000	39,705	39,705	0	10,000	0	0
4047 Accountancy and Audit	12,000	9,858	5,000	2,529	4,000	0	4,000	0	0
4048 Health & Safety	3,500	2,691	3,500	1,340	3,500	0	3,500	0	0
Overhead Expenditure			22,000	60,190	65,705	0	28,000	0	0
Movement to/(from) Gen Reserve			1,026,270	988,659	986,565		1,189,200		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
115	Civic and Democratic								
1016	0	1,329	0	0	0	0	0	0	0
	0	1,329	0	0	0	0	0	0	0
4030	300	25	300	25	300	0	300	0	0
4034	1,000	0	0	60	60	0	1,500	0	0
4062	2,000	0	8,000	22,489	22,489	0	20,000	0	0
4070	1,000	1,000	1,000	0	3,000	0	2,000	0	0
4063	3,500	5,609	3,000	2,544	4,000	352	6,500	0	0
4061	1,000	1,223	1,500	1,665	1,665	0	1,500	0	0
	8,800	7,857	13,800	26,783	31,514	352	31,800	0	0
	(8,800)	(6,528)	(13,800)	(26,783)	(31,514)		(31,800)		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

		<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
151	Grants									
4301	Grants	16,000	6,545	16,000	15,939	16,000	0	0	10,000	0
4302	Grant CAB	5,000	5,000	0	0	0	0	0	0	0
4303	Grant-4Youth	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
4305	Christmas Lights Installation	10,000	10,000	0	0	0	0	0	0	0
4306	Grant Party in the Park	3,000	0	3,000	0	0	0	0	0	0
4310	Grant Food and River Festival	3,000	5,000	5,000	5,000	5,000	0	5,000	0	0
4317	Grant Carnival	2,500	1,000	0	2,500	2,500	0	2,500	0	0
4322	Age UK Project Worker	0	0	0	12,000	12,000	0	11,500	0	0
4324	The Friends of Canberra Park	0	0	0	7,988	7,988	0	0	0	0
4330	Grant TIC	4,000	4,000	4,000	4,000	4,000	0	4,000	0	0
Overhead Expenditure		53,500	41,545	38,000	57,427	57,488	0	33,000	10,000	0
plus Transfers from EMR		0	0	0	7,988	0	0	0	0	0
Movement to/(from) Gen Reserve		(53,500)	(41,545)	(38,000)	(49,439)	(57,488)		(33,000)		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
201	Town Hall								
1034									

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
202	Asset and Amenities								
1027	3,000	8,427	4,500	7,783	7,800	0	6,000	0	0
	3,000	8,427	4,500	7,783	7,800	0	6,000	0	0
4000	275,000	232,386	275,000	216,131	269,500	0	232,000	0	0
4027	1,500	790	1,500	0	0	0	0	0	0
4075	0	2,438	3,000	0	3,000	0	3,000	0	0
4150	1,000	1,223	1,000	244	1,000	0	1,000	0	0
4151	2,000	3,289	2,000	694	2,000	0	2,000	0	0
4153	5,000	3,502	6,000	4,444	6,000	0	6,000	0	0
4158	5,800	14,621	11,000	4,451	9,140	0	6,000	0	0
4163	8,000	3,611	6,000	1,108	1,500	50	2,000	0	0
4167	7,500	5,178	6,000	4,689	6,000	136	6,000	0	0
4168	0	249	0	644	644	0	1,500	0	0
4177	1,000	0	1,000	0	0	0	1,000	0	0
4186	4,000	990	4,000	1,100	4,000	0	4,000	0	0
4196	0	0	1,500	0	0	0	0	0	0
	310,800	268,277	318,000	233,504	302,784	186	264,500	0	0
	(307,800)	(259,851)	(313,500)	(225,721)	(294,984)		(258,500)		
	Movement to/(from) Gen Reserve								

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
203 Allotments									
1045 Income	5,000	5,785	7,000	-9	6,000	0	6,000	0	0
	5,000	5,785	7,000	-9	6,000	0	6,000	0	0
Total Income									
4200 Water Rates	1,200	1,723	1,800	924	1,800	0	1,800	0	0
4201 Maintenance	1,000	887	4,000	0	4,000	0	500	0	0
4202 Community Allotments	0	0	0	0	0	0	500	0	0
	2,200	2,610	5,800	924	5,800	0	2,800	0	0
Overhead Expenditure									
	2,800	3,175	1,200	(933)	200		3,200		
Movement to/(from) Gen Reserve									

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>204 Cafe</b>									
1046 Income - Pavilion	5,000	7,669	0	0	0	0	3,000	0	0
1090 Expenses Recovered	0	0	17,500	11,809	12,000	0	12,000	0	0
<b>Total Income</b>	5,000	7,669	17,500	11,809	12,000	0	15,000	0	0
<b>4050 Legal and Professional Fees</b>	0	350	0	0	2,000	0	0	0	0
4250 WiFi - Pavilion	500	408	1,000	694	1,300	0	1,300	0	0
4252 Electricity	3,000	12,874	12,000	15,871	12,000	0	12,000	0	0
4254 Water	1,000	283	2,500	777	2,000	0	2,500	0	0
4255 Fire Safety Checks	250	355	400	859	1,000	0	1,000	0	0
4258 Maintenance	4,500	10,546	2,000	1,815	2,500	0	2,500	0	0
<b>Overhead Expenditure</b>	9,250	24,816	17,900	20,017	20,800	0	19,300	0	0
<b>Movement to/(from) Gen Reserve</b>	(4,250)	(17,147)	(400)	(8,208)	(8,800)		(4,300)		



Melksham Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
205									
1060									

## Melksham Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
206	Public Toilets - Bath Road								
4101	1,400	1,323	1,700	868	1,700	0	1,200	0	0
4103	2,000	0	2,000	0	2,000	0	2,000	0	0
4106	1,000	396	1,000	0	1,000	0	500	0	0
4180	7,000	6,764	7,000	6,088	7,000	0	8,000	0	0
4185	0	122	0	0	0	0	0	0	0
	11,400	8,605	11,700	6,956	11,700	0	11,700	0	0
	(11,400)	(8,605)	(11,700)	(6,956)	(11,700)		(11,700)		
202	Movement to/(from) Gen Reserve								

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

		<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
210	Corporate Properties									
1040	Income 31 Market Place	6,900	7,467	7,000	5,325	7,000	0	7,000	0	0
1048	Income Art House Cafe	6,000	6,479	6,700	5,083	6,000	0	6,000	0	0
	Total Income	12,900	13,946	13,700	10,408	13,000	0	13,000	0	0
	Movement to/(from) Gen Reserve	12,900	13,946	13,700	10,408	13,000		13,000		

## Melksham Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>211 Art House Cafe</b>									
4100 Gas	1,000	0	0	0	0	0	0	0	0
4108 Service Contracts	0	549	0	796	796	0	600	0	0
4175 WiFi	0	774	750	259	306	0	225	0	0
<b>Overhead Expenditure</b>	1,000	1,323	750	1,056	1,102	0	825	0	0
<b>Movement to/(from) Gen Reserve</b>	(1,000)	(1,323)	(750)	(1,056)	(1,102)		(825)		

## Melksham Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
212	Round House								
4101	Electricity	500	400	261	400	0	400	0	0
4103	Water Rates	240	200	95	200	0	200	0	0
4106	Repairs and Maintenance	1,000	250	79	250	0	250	0	0
	Overhead Expenditure	1,740	850	435	850	0	850	0	0
	Movement to/(from) Gen Reserve	(1,740)	(850)	(435)	(850)		(850)		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
213 31 Market Place								
4106 Repairs and Maintenance	0	1,000	858	1,000	0	30,000	0	0
4108 Service Contracts	1,000	1,000	0	1,000	0	0	0	0
Overhead Expenditure	1,000	2,000	858	2,000	0	30,000	0	0
	(1,000)	(2,000)	(858)	(2,000)		(30,000)		
Movement to/(from) Gen Reserve								

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
215 Depot									
4058 Insurance	0	396	0	330	500	0	500	0	0
4101 Electricity	2,000	2,011	1,800	667	1,800	0	1,800	0	0
4102 Non Domestic Rates	2,500	8,556	5,000	4,994	5,000	0	5,000	0	0
4103 Water Rates	250	230	250	206	250	0	300	0	0
4106 Repairs and Maintenance	4,000	150	2,000	1,629	2,000	0	1,000	0	0
4159 Electric - Unit	0	168	0	0	0	0	0	0	0
4160 Leasing	12,350	13,379	15,600	8,233	15,600	0	15,600	0	0
4181 Fire security: Unit	300	94	300	96	300	0	300	0	0
Overhead Expenditure	21,400	24,984	24,950	16,156	25,450	0	24,500	0	0
Movement to/(from) Gen Reserve	(21,400)	(24,984)	(24,950)	(16,156)	(25,450)		(24,500)		

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
220	Play Areas and Open Spaces								
1050	0	0	0	0	70,943	0	0	0	0
	0	0	0	0	70,943	0	0	0	0
	30,000	33,179	25,000	33,877	40,000	0	32,000	0	0
4157	0	800	0	0	70,943	0	0	64,000	0
4158	5,000	8,243	10,000	612	10,000	0	10,000	0	0
4165	2,000	1,155	4,000	0	4,000	0	2,000	0	0
4169	10,000	14,473	10,000	0	10,000	0	0	0	0
4199	1,600	1,351	1,600	0	1,600	0	1,600	0	0
4193	48,600	59,200	50,600	34,489	136,543	0	45,600	64,000	0
4200	(48,600)	(59,200)	(50,600)	(34,489)	(65,600)		(45,600)		
	Movement to/(from) Gen Reserve								



Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

		<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
221	Kina Georae V Park/Splashoad									
4101	Electricity	5,000	1,573	7,000	692	7,000	0	5,000	0	0
4106	Repairs and Maintenance	0	1,460	1,000	3,561	7,000	3,033	2,000	0	0
4108	Service Contracts	5,000	5,501	5,500	8,656	12,000	0	12,000	0	0
4199	Chemicals	2,000	3,119	2,000	453	2,000	0	2,000	0	0
4313	Holiday Activities	5,000	3,152	0	0	0	0	0	0	0
4913	Water	7,000	0	10,500	26,453	28,000	0	6,000	0	0
Overhead Expenditure		24,000	14,804	26,000	39,816	56,000	3,033	27,000	0	0
Movement to/(from) Gen Reserve		(24,000)	(14,804)	(26,000)	(39,816)	(56,000)		(27,000)		

10:34

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>		
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
302	Projects							
1020	0	117	0	0	0	0	0	0
1050	0	3,060	0	0	0	0	0	0
1052	0	3,921	-160	40	0	2,500	0	0
1059	0	0	5,000	5,000	0	5,000	0	0
1179	0	5,689	1,361	1,361	0	0	0	0
1189	0	0	0	0	0	1,000	0	0
1190	0	0	0	0	0	50,000	0	0
Total Income		7,000	1,202	6,401	0	58,500	0	0
4073	2,500	1,134	0	0	0	0	0	0
4074	2,000	29,151	13,472	25,525	0	2,825	0	0
4078	1,000	1,452	6,283	6,283	0	2,000	0	0
4080	500	41	305	305	0	350	0	0
4081	1,000	0	0	0	0	0	0	0
4092	0	0	1,400	1,400	0	1,400	0	0
4304	6,000	11,370	17,265	20,000	0	19,000	0	0
4321	4,500	6,857	0	0	0	0	0	0
4322	0	11,021	0	0	0	0	0	0
4329	0	0	0	0	0	1,500	0	0
4332	0	0	0	0	0	50,000	0	0
4333	0	0	0	0	0	1,000	0	0
4334	0	0	0	0	0	1,500	0	0
4336	0	0	0	14,000	0	0	11,000	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	17,500	61,026	24,250	38,726	67,513	0	79,575	11,000	0
Movement to/(from) Gen Reserve	(17,500)	(48,239)	(17,250)	(37,524)	(61,112)		(21,075)		

Continued on next page

<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
303	Events							
4093	Proms in Park	0	0	0	0	0	10,000	0
4313	Holiday Activities	0	5,000	4,964	4,964	0	5,000	0
4335	Town Events	0	0	0	0	0	10,000	0
4337	General Events	0	0	0	0	0	5,000	0
Overhead Expenditure		5,000	4,964	4,964	0	0	30,000	0
Movement to/(from) Gen Reserve		(5,000)	(4,964)	(4,964)		0		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

	<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
310 East Melksham Community Hall									
4050 Legal and Professional Fees	0	0	2,500	0	2,500	0	0	50,000	0
Overhead Expenditure	0	0	2,500	0	2,500	0	0	50,000	0
Movement to/(from) Gen Reserve	0	0	(2,500)	0	(2,500)		0		

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
403	Economic Dev. and Planning								
1030	2,000	198	0	0	0	0	0	0	0
1089	1,300	1,691	1,300	1,358	1,358	0	1,500	0	0
	3,300	1,889	1,300	1,358	1,358	0	1,500	0	0
	Total Income								
4071	10,000	6,119	6,000	5,798	6,000	0	6,500	0	0
4308	0	3,445	0	31,262	31,262	0	8,000	0	0
4309	5,000	0	2,000	3,710	4,000	0	5,000	0	0
4318	1,000	0	0	0	0	0	0	0	0
4314	500	1,516	1,000	689	1,000	0	1,000	0	0
4318	10,000	3,846	5,000	0	5,000	0	5,000	0	0
4922	1,500	0	0	0	0	0	0	0	0
4925	15,000	688	0	0	0	0	0	0	0
	43,000	15,613	14,000	41,459	47,262	0	25,500	0	0
	-39,700	-13,724	-12,700	-40,101	-45,904	0	-24,000	0	0
6000	0	0	0	31,262	0	0	0	0	0
	(39,700)	(13,724)	(12,700)	(8,839)	(45,904)		(24,000)		
	Movement to/(from) Gen Reserve								

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

		<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
405	Solar Farm Projects									
1182	Solar money received	40,000	48,105	40,000	49,405	49,405	0	50,000	0	0
	Total Income	40,000	48,105	40,000	49,405	49,405	0	50,000	0	0
4500	Solar Money Projects	40,000	0	40,000	0	49,405	0	50,000	0	0
	Overhead Expenditure	40,000	0	40,000	0	49,405	0	50,000	0	0
	405 Net Income over Expenditure	0	48,105	0	49,405	0	0	0	0	0
	less Transfers to EMR	0	0	0	49,405	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	48,105	0	0	0		0		

6004

Page 29

Continued on next page

10:34

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
501	Assembly Hall Central Costs								
1000	50,000	26,944	30,000	24,985	25,000	0	30,000	0	0
	50,000	26,944	30,000	24,985	25,000	0	30,000	0	0
4000	Total Income								
	85,000	70,530	85,000	70,984	93,200	0	100,000	0	0
4005	0	3,221	0	0	0	0	0	0	0
4057	0	0	0	0	0	130	0	0	0
4075	0	0	0	0	0	0	600	0	0
4091	0	17,731	0	0	0	0	0	0	0
4090	500	0	1,000	945	1,000	945	500	0	0
4093	0	0	0	0	0	2,028	0	0	0
4905	2,000	2,020	2,000	2,293	2,500	459	2,500	0	0
4907	150	163	150	103	150	0	150	0	0
4909	4,500	-2,990	3,500	4,946	5,350	0	5,500	0	0
4911	13,500	16,459	17,000	8,339	17,000	0	17,000	0	0
4912	350	208	100	108	100	0	100	0	0
4913	2,600	2,922	3,000	1,608	3,000	0	3,000	0	0
4914	9,500	8,608	9,500	6,886	9,500	0	9,500	0	0
4915	0	305	5,000	490	5,000	0	2,500	0	0
4916	7,500	5,314	7,000	1,293	5,000	177	5,000	0	0
4917	12,000	10,373	8,400	4,931	8,400	0	8,400	0	0
4918	7,000	5,671	13,000	2,874	13,000	710	5,000	0	0
4922	5,000	8,043	6,000	4,744	6,000	489	6,000	0	0
4924	300	0	0	0	0	0	0	0	0
4927	600	520	600	390	600	0	600	0	0

Continued on next page



## Melksham Town Council Current Year

## Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4929 AIB	2,000	0	0	0	0	0	0	0
4954 PA and Lighting Costs	0	0	0	0	250	0	0	0
4958 Event Security	1,500	0	176	0	176	0	0	0
4960 Live entertainment:	0	0	0	0	864	0	0	0
<b>Overhead Expenditure</b>	154,000	161,250	111,110	169,800	6,228	166,350	0	0
<b>Movement to/(from) Gen Reserve</b>	(104,000)	(131,250)	(86,125)	(144,800)		(136,350)		

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>				<u>Budget 2025/2026</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
510	Assembly Hall Events								
1004	600	358	300	0	300	0	300	0	0
1172	0	0	0	335	225	0	0	0	0
1173	2,000	23,027	20,000	13,752	15,000	0	20,000	0	0
	2,600	23,385	20,300	14,087	15,525	0	20,300	0	0
	Total Income								
4903	0	0	0	0	0	318	0	0	0
4919	300	101	220	0	0	0	0	0	0
4904	1,000	5,130	4,500	4,015	5,000	140	0	0	0
4908	0	120	0	699	1,000	0	0	0	0
4909	1,000	1,689	0	2,980	3,000	0	2,500	0	0
	2,300	7,040	4,720	7,693	9,000	457	2,500	0	0
	300	16,345	15,580	6,393	6,525		17,800		
	Movement to/(from) Gen Reserve								

		<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
520	Assemblv Hall Bar and Caterina									
1001	Income-Assembly Hall Bar	55,000	52,166	43,500	36,250	43,500	0	43,500	0	0
	Total Income	55,000	52,166	43,500	36,250	43,500	0	43,500	0	0
4901	Catering Stock Purchases	0	676	0	0	0	0	0	0	0
4903	Bar Stock Purchases	24,750	20,147	22,000	15,459	22,000	3,219	22,000	0	0
	Overhead Expenditure	24,750	20,822	22,000	15,459	22,000	3,219	22,000	0	0
	Movement to/(from) Gen Reserve	30,250	31,344	21,500	20,791	21,500		21,500		

Page 23

Annual Budget - By Centre (Actual YTD Month 9)

Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>			<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
901 Earmarked Reserves									
1180 CIL Received	0	1,140	0	640,520	0	0	0	0	0
Total Income	0	1,140	0	640,520	0	0	0	0	0
9202 Unplanned Maintenance	67,109	56,702	10,000	16,612	10,000	0	10,000	0	0
9204 Town Team Project	5,000	0	0	0	0	0	0	0	0
9218 Election expenses	14,830	9,631	0	0	0	0	0	0	0
9235 Market Town Initiative	20,000	5,164	0	0	0	0	0	0	0
9241 CIL East of Melksham Comm Hall	315,030	0	0	0	0	0	0	0	0
9243 Green Spaces	10,743	9,432	0	0	0	0	0	0	0
9244 Major Projects Reserve	263,945	175,947	50,000	4,089	50,000	0	50,000	0	0
9245 Solar Money	144,038	41,959	0	255	0	0	0	0	0
9246 Precept Support Fund	45,000	0	0	0	0	0	0	0	0
9248 CIL	52,520	0	0	7,076	0	0	0	0	0
9251 Shurnhold field Reserve	15,000	0	0	0	0	0	0	0	0
Overhead Expenditure	953,215	298,833	60,000	28,032	60,000	0	60,000	0	0
901 Net Income over Expenditure	-953,215	-297,693	-60,000	612,488	-60,000	0	-60,000	0	0
6000 plus Transfers from EMR	0	0	0	28,032	0	0	0	0	0
6001 less Transfers to EMR	0	0	0	640,520	0	0	0	0	0
Movement to/(from) Gen Reserve	(953,215)	(297,693)	(60,000)	0	(60,000)		(60,000)		

Continued on next page

Melksham Town Council Current Year  
Annual Budget - By Centre (Actual YTD Month 9)  
Note: Adopted Budget - Full Council - 2025/2026 - 6 January 2025

<u>Budget 2023/2024</u>		<u>Budget 2024/2025</u>			<u>Budget 2025/2026</u>			
Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
902 Sinkina Funds								
9203 Recreation Fund	2,130	0	0	0	0	0	0	0
9228 Office Equipment	4,275	0	0	0	0	0	0	0
9232 Street Furniture	13,837	0	0	0	0	0	0	0
9233 Play Area Replacement Fund	21,000	25,000	0	25,000	0	0	0	0
9234 Splashpad - KGV	0	5,000	0	5,000	0	5,000	0	0
Overhead Expenditure	41,242	30,000	0	30,000	0	5,000	0	0
Movement to/(from) Gen Reserve	(41,242)	(30,000)	0	(30,000)		(5,000)		
Total Budget Income	1,186,484	1,240,070	1,848,399	1,310,202	0	1,468,000	0	0
Expenditure	2,307,247	1,240,070	1,169,858	1,758,677	16,064	1,468,000	165,000	0
Net Income over Expenditure	-1,120,763	0	678,541	-448,475	-16,064	0	-165,000	0
plus Transfers from EMR	0	0	69,682	0	0	0	0	0
less Transfers to EMR	0	0	689,925	0	0	0	0	0
Movement to/(from) Gen Reserve	(1,120,763)	0	58,299	(448,475)		0		

Page 29

This page is intentionally left blank

Earmarked Reserves	01/04/2024		Projected Balance							31/03/2025	
	Opening Balance	2024/2025 Budget Added in Year	Received in the Year	Trf to Gen Res	Trf to Play Area Equip Replacement	Transfer from CIL	Spent in Year	Variance	Committed	Anticipated Balance	
Unplanned Maintenance	£ 10,407	£ 10,000					£ 16,612	£ 3,795		£ 3,795	
Fund to cover the costs on any unplanned maintenance that becomes necessary that has not been otherwise allowed for in the annual budget - £20,000	Roundhouse Repairs										
Election Expenses	£ 5,199							£ 5,199		£ 5,199	
To cover the cost of any election expenses. Needs to cover any Town Polls called, by-elections and the 4-yearly full council elections.											
Green Spaces	£ 1,311							£ 1,311		£ 1,311	
Fund for enhancing green spaces within the Town											
Major Projects Reserve	£ 87,998	£ 50,000					£ 4,089	£ 100,248		£ 64,730	£3338.89 Splashpad Repair and £750 for Asbestos Advice
Fund for financing major projects being undertaken by the council, including major capital projects.	CCTV						£ 31,262				Project completed now (committed was £50K)
	Assembly Hall/Blue Pool Architects/SE								£ 9,400		In progress-Structural Solutions £600 paid in 22/23
	Splashpad Resurfacing								£ 15,117		Deposit £3,780.30 paid on 14/03/24 & Bal Due £15,117.27
	Market Place/Town Hall WiFi						£ 2,400		£ -		WiFi Completed
	KGV Park Toilets								£ 11,000		Convert Eco Loo to Conventional Loos
Precept Contribution	£ 45,000			£ 45,000				£ -		£ -	
Fund for supporting the Precept in the event of their being a significant movement in the Band D value											
Town Team Project	£ 5,000			£ 5,000				£ -		£ -	
Fund for supporting the development of the Town Team project	Agreed to move to Gen Res on 11 Nov 24 during informal budget meeting										
Market Town Initiative	£ 14,836			£ 14,836				£ -		£ -	
Unsure what this fund is and where the money has come from	Agreed to move to Gen Res on 11 Nov 24 during informal budget meeting										
Shurnhold Fields Reserve	£ 15,000							£ 15,000		£ 15,000	
Fund for supporting CAPITAL projects at Shurnhold Fields. Predominately identified for new Car Park.											
Total Earmarked Reserves										£ 90,036	

Sinking Funds

	Opening Balance	Added in Year		Spent in Year	Variance	Committed	Current Balance
Office Equipment	£ 4,275						£ 4,275
Street Furniture	£ 13,837						£ 13,837
Play Area Equipment Replacement	£ 23,130	£ 25,000	£ 47,467	£ 47,467	£ 48,130	£ 48,130	£ 48,130
Repair and Maintenance - KGV		£ 5,000			£ 5,000		£ 5,000
Splashpad = £20,000 over 5 years							
Total Sinking Funds							£ 71,242

Specific Reserves

CIL	£ 51,480		£ 3,063	£ 47,467	£ 7,076	£ 0	£ 0	Spent - Real Time Bus Information
Income from the Community Infrastructure Levy for spend in the town on improving the infrastructure and facilities in the community								Received - Withleigh 3/3
								Full Council meeting decision 6 Jan 25 to move the fund to Play Area Equipment
CIL		£ 2,179			£ 2,179		£ 2,179	
10% For the Joint Project with MWPC after neighbourhood plan was adopted. Balance B/fwd £53,659.60 as at 1 April 24 and MTC was given £31,865.67 after neighbourhood plan was accepted, leaveing balance of £21,794.23 and 10% of that was assumed for joint project								
Sec 106								
East of Melksham			£ 637,457		£ 637,457		£ 577,457	see 25/26 Budget - 4050/310
Legal and Profession Fees							£ 50,000	
Sandridge Road, pathway improvements							£ 10,000	Full Council meeting 6 Jan 25 Decision
East of Melksham Community Hall	£ 315,030				£ 315,030		£ 315,030	
Funds specifically passed to the Town Council from Melksham Without Parish Council for the construction of a community hall for the East of Melksham development								
Solar Money	£ 102,079		£ 49,405		£ 255	£ 143,241	£ 20,241	Spent - Lighting Shield
					£ 7,988			Canberra Park - Path
Funds received each year from the Solar Farm for use on improving the community area	Bowmans Court						£ 8,000	
	BMX Track						£ 64,000	see 25/26 Budget - 4158/220
	General Grant Budget						£ 10,000	see 25/26 Budget - 4301/151
	Sensory Garden						£ 11,000	see 25/26 Budget - 4336/302
	Proms in the Park						£ 10,000	see 25/26 Budget - 4093/303
	Holiday Activities						£ 5,000	see 25/26 Budget - 4313/303
	Town Events						£ 10,000	see 25/26 Budget - 4335/303
	General Events						£ 5,000	see 25/26 Budget - 4337/303

										£ 914,908	
--	--	--	--	--	--	--	--	--	--	-----------	--

Total Reserves	£ 696,764	£ 90,000	£ 689,925	£ 112,303	£ 47,467	£ 47,467	£ 69,682	£ 1,294,703	£ 218,517	£ -	
	£1,076,186										

This page is intentionally left blank



**MELKSHAM TOWN COUNCIL**

**CALCULATION OF PROJECTED GENERAL RESERVE - 2024-2025**

Balance as at 1 April 2024	446,491	
<b>Net Projected Budget</b>	<b>(448,475)</b>	
<b>Earmarked Reserve - Cancelled</b>		
Town Team Project	5,000	
Market Town Initiative	14,836	
Precept Support Reserve	45,000	
Play Area Equipment Reserve	47,467	
	<hr/>	112,303
<b>Earmarked Reserve Used</b>	<b>69,682</b>	
Balance as at 31 March 2025	<hr/>	<hr/> <b>180,001</b>

**CALCULATION OF PROJECTED GENERAL RESERVE - 2025-2026**

Balance as at 1 April 2025	180,001	
Added via 2025-2026 Precept	75,000	
Balance as at 31 March 2026	<hr/>	<hr/> <b>255,001</b>

This page is intentionally left blank

FINAL CALCULATION OF THE PRECEPT 2025-2026

Precept Calculation

Band D Equivalent Calculation

2024/2025 Total Requirement £1,047,270.00 Number of Band D Houses 5960.79

Precept per Band D House = £ £175.69

2025/2026 Total Requirement £1,192,200.00 Number of Band D Houses 5963.43 Draft Number released by Wilts Council

Precept per Band D House = £ £199.92

Increase of £24.23 which equates to 13.79% increase over last year

Band	Value of Property	Wiltshire Council	Fire	Police	MTC	Total	Ratio
A	Up to £40,000				26.67	26.67	6/9
B	£40,000 - £52,000				18.85	18.85	7/9
C	£52,001 - £68,000				21.54	21.54	8/9
D	£68,001 - £88,000				24.23	24.23	9/9
E	£88,001 - £120,000				29.61	29.61	11/9
F	£120,001 - £160,000				35.00	35.00	13/9
G	£160,001 - £320,000				40.38	40.38	15/9
H	Over £320,000				48.46	48.46	18/9

This page is intentionally left blank



## Employer Discretions Policies

The Local Government Pension Scheme Regulations define the details of the scheme for members, employing authorities and the administering authority (Wiltshire Pension Fund, as part of Wiltshire Council).

However, the LGPS Regulations do allow both Wiltshire Pension Fund and the employing authorities, discretion over various elements of the pension scheme.

Employers should make a decision for each discretion listed below and produce an Employer Discretions Policy **within 3 months of becoming a scheme employer**. Under the pension regulations this **should also be published** so that current, past and future members can view this at any time, typically employers publish their policy on the organisation's website.

Please also send a copy of your new/revised policy to the Fund.

<b>Title:</b>	The Local Government Pension Scheme – Employer Discretions Policy
<b>Author(s):</b>	Kalpesh Patel
<b>Scheme employer name:</b>	Melksham Town Council
<b>Approved by:</b>	Personal Sub Committee
<b>Implementation date:</b>	
<b>Date of next review:</b>	
<b>This document replaces:</b>	Employer Discretion Policy 2014

Discretion	Regulation	Decision
Whether, how much and in what circumstances to contribute to a shared cost Additional Pension Contributions (APC) scheme	R16(2)(e) & R16(4)(d)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
Whether to extend 30 day deadline for member to elect for a shared cost APC	16(6)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
Whether all or some benefits can be paid if an employee reduces their hours or grade (flexible retirement)	R30(6) & TP11(2)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
Whether to waive, in whole or in part, actuarial reduction on benefits paid on flexible retirement	R30(8)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
Whether to waive, in whole or in part, actuarial reduction on benefits which a member voluntarily draws before normal pension age other than on the grounds of flexible retirement (where the member only has post 31 March 2014 membership)	R30(8)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
Whether to “switch on” the 85 year rule for a member voluntarily drawing benefits on or after age 55 and before age 60 (other than on the grounds of flexible retirement)	TPSch 2 para 1 (2) & 1(1)(c)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> ,

		after consideration of the financial implications of that decision
<p>Whether to waive an actuarial reduction for a member voluntarily drawing benefits before normal pension age other than on the grounds of flexible retirement (where the member has both pre 1 April 2014 and post 31 March 2014 membership):</p> <ul style="list-style-type: none"> <li>(a) On compassionate grounds (pre 1 April 2014 membership) and in whole or part on any grounds (post 31 March 2014 membership) if the member was not in the Scheme before 1 October 2006</li> <li>(b) On compassionate grounds (pre 1 April 2014 membership) and in whole or in part on any grounds (post 31 March 2014 membership) if the member was in the scheme before 1 October 2006 will not be 60 by 31 March 2016 and will not attain 60 between 1 April 2016 and 31 March 2020 inclusive</li> <li>(c) On compassionate grounds (pre 1 April 2016 membership) and /or, in whole or in part on any grounds (post 31 March 2016 membership) If the member was in the scheme before 1 October 2006 and will be 60 between 1 April 2016</li> <li>(d) On compassionate grounds (pre 1 April 2020 membership) and / or, in whole or in part on any grounds (post 31 March 2020 membership) if the member was in the Scheme before 1 October 2006, will not be 60 by 31 March 2016 and will attain 60 between 1 April 2016 and 31 March 2020 inclusive.</li> </ul>	TP3(1),TPSch 2 para 2(1),B30(5) & B30A(5)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
Whether to grant additional pension to an active member or within 6 months of ceasing to be an active member by reason of redundancy or business efficiency (by up to £8,344 p.a – this figure is inflation proofed annually)	R31	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision
<b>Discretions for members who ceased active membership on or after 1 April 2008 and before 2014</b>		
Whether to waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early under B30 (member).	B30(5), TPSch 2, para 2(1)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> after consideration of the financial implications of that decision

Whether to “switch on” the 85 year rule for a pensioner member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(c)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> , after consideration of the financial implications of that decision
Whether to waive, on compassionate grounds, the actuarial reduction applied to benefits paid early under B30A (pensioner member with deferred benefits)	B30A(5), TPSch 2, para 2(1)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> , after consideration of the financial implications of that decision
<b>Discretions for members who ceased active membership on or after 1 April 1998 and before 1 April 2008</b> <b>AND</b> <b>Councillor members who ceased active membership on or after 1 April 1998</b>		
Grant application for early payment of deferred benefits on or after age 50 and before age 55.	31(2)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> , after consideration of the financial implications of that decision
Whether to “switch on” the 85 year rule for a member with deferred benefits voluntarily drawing benefits on or after age 55 and before age 60.	TPSch 2, para 1(2) & 1(1)(f) & R60	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> , after consideration of the financial implications of that decision
Waive, on compassionate grounds, the actuarial reduction applied to deferred benefits paid early.	31(5) & TPSch 2, para 2(1)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> , after consideration of the financial implications of that decision
<b>Discretions for member who ceased membership before 1 April 1998</b>		
Grant application for early payment of deferred benefits on or after age 50 on compassionate grounds.	TP3(5A)(vi), TL4, L106 (1)	<b>Melksham Town Council</b> will only exercise this discretion in exceptional circumstances and with the express permission of <b>Personal Sub Committee</b> , after consideration of the financial implications of that decision



**MINUTES OF THE ANNUAL COUNCIL MEETING OF  
MELKSHAM TOWN COUNCIL  
HELD AT MELKSHAM TOWN HALL  
ON MONDAY, 12 MAY 2014**

**Present:**

Mr Ben Anderson	Mr Geoff Mitcham
Miss Pat Aves	Mr Chris Petty
Mrs Alison Christy	Mr Bruce Sanders
Mrs Claire Forgacs	Mrs Terri Welch (Chairman)
Mr Simon Hedley	Mr Richard Wiltshire
Mr Andy Hinchcliffe	Mrs Pam Wiltshire
Mr Jon Hubbard	Mrs Diane Wnek

**Also Present:** Steve Gray, Town Clerk; Jean Harris, Finance Officer;  
Lorraine McRandle, Committee Clerk

As he would be standing down as Mayor, Councillor Chris Petty thanked staff for their support during his tenure as Mayor over the last 2 years

**2014**

**171. Appointment of Mayor**

Councillor Jon Hubbard proposed Councillor Terri Welch as Mayor and this was seconded by Councillor Pat Aves.

Councillor Ben Anderson nominated Councillor Pam Wiltshire as Mayor which was seconded by Councillor Claire Forgacs.

A secret ballot was requested, and the result was as follows:

Councillor Terri Welch – 8 Votes  
Councillor Pam Wiltshire – 6 Votes

**RESOLVED:** To elect Councillor Terri Welch as Town Mayor for the forthcoming year.

**172. To receive the Mayor's Declaration of Acceptance of Office**

Councillor Terri Welch duly signed the Declaration of Acceptance of Office form and thanked Councillor Chris Petty for his service as Mayor during the last 2 years.

**173. Apologies**

The Clerk explained due to his ongoing treatment for an illness – Councillor Paul Coward had tendered his apologies and asked that Councillors formally resolve to accept the reason for non attendance.

**RESOLVED:** To accept the reason for Councillor Coward’s non attendance.

**174. Declarations of Interest**

Councillor Terri Welch declared a non pecuniary interest in item 26 regarding Melksham Adventure Centre.

**175. Appointment of Deputy Mayor**

Councillor Terri Welch proposed Councillor Jon Hubbard as Deputy Mayor, this was seconded by Councillor Andy Hinchcliffe.

Councillor Pam Wiltshire nominated Councillor Ben Anderson, this was seconded by Councillor Claire Forgacs.

A secret ballot was requested, with the following results:

Councillor Ben Anderson - 7 votes  
Councillor Jon Hubbard - 6 votes                      1 void paper

**RESOLVED:** To elect Councillor Ben Anderson as Deputy Mayor.

**176. To receive the Deputy Mayor’s Declaration of Acceptance of Office**

Councillor Ben Anderson duly signed the Declaration of Acceptance of Office form.

**177. Matters arising**

Therefore there were no matters arising.

**178. Appointment of Committees and appointment of Chairmen and Vice-Chairmen**

**(a) Development Control (Planning)**

The Development Control Committee to consist of Councillors:

Ben Anderson; Pat Aves; Claire Forgacs; Simon Hedley; Andy Hinchcliffe;  
Geoff Mitcham; Chris Petty; Richard Wiltshire and Diane Wnek.

Councillor Richard Wiltshire proposed Councillor Chris Petty as Chairman of this

committee, which was seconded by Councillor Claire Forgacs.

Councillor Andy Hinchcliffe proposed Councillor Pat Aves as Chairman of this committee which was seconded by Councillor Alison Christy.

Voting was as follows:

Councillor Pat Aves – 8 votes

Councillor Chris Petty – 6 votes

With regard to Vice Chairman of Planning, Councillor Bruce Sanders proposed Councillor Chris Petty which was seconded by Councillor Claire Forgacs. There were no further nominations.

Councillor Terri Welch asked if additional training could be provided for the benefit of members of the Development Control (Planning) Committee.

**RESOLVED:** To elect Councillors Pat Aves and Chris Petty as Chairman and Vice Chairman respectively of the Development Control Committee for the forthcoming year.

#### **(b) Policy and Resources**

The Policy & Resources Committee to consist of Councillors:

Ben Anderson; Alison Christy; Jon Hubbard; Andy Hinchcliffe; Chris Petty; Bruce Sanders; Terri Welch; Pam Wiltshire and Richard Wiltshire.

Councillor Pam Wiltshire proposed Councillor Bruce Sanders as Chairman of this committee which was seconded by Councillor Richard Wiltshire. There were no further nominations.

With regard to Vice Chairman of Policy & Resources, Councillor Terri Welch proposed Councillor Ben Anderson, which was seconded by Councillor Pam Wiltshire. There were no further nominations.

**RESOLVED:** To elect Councillors Bruce Sanders and Ben Anderson as Chairman and Vice Chairman respectively of the Policy & Resources Committee for the forthcoming year.

#### **(c) Town Development**

The Town Development Committee to consist of Councillors:

Pat Aves; Alison Christy; Paul Coward; Simon Hedley; Claire Forgacs; Geoff Mitcham; Bruce Sanders; Terri Welch and Pam Wiltshire.

With regard to the Chairman of this committee, Councillor Terri Welch proposed Councillor Simon Hedley, which was seconded by Councillor Pat Aves.

Councillor Richard Wiltshire proposed Councillor Pam Wiltshire as Chairman of this committee, which was seconded by Councillor Claire Forgacs.

Voting was as follows:

Councillor Simon Hedley – 7 votes  
Councillor Pam Wiltshire – 7 votes

As Chairman, Councillor Terri Welch used her casting vote in respect of Councillor Pam Wiltshire.

With regard to Vice Chairman of this committee Councillor Terri Welch proposed Councillor Simon Hedley, which was seconded by Councillor Pat Aves. There were no further nominations. Therefore, it was:

**RESOLVED:** To elect Councillors Pam Wiltshire and Simon Hedley as Chairman and Vice Chairman respectively of the Town Development Committee for the forthcoming year.

#### **(d) Staffing**

The Staffing Committee to consist of Councillors:

Paul Coward, Jon Hubbard and Terri Welch. Councillor Pam Wiltshire agreed to substitute for Councillor Paul Coward during his current incapacity due to illness.

With regard to the Chairman of this committee, Councillor Terri Welch nominated Councillor Jon Hubbard, this was seconded by Councillor Andy Hinchcliffe. There were no further nominations.

In light of the size of membership of this committee, it was agreed there was no need to nominate a Deputy Chair for this committee.

**RESOLVED:** To elect Councillor Jon Hubbard as Chairman of the Staffing Committee for the forthcoming year.

#### **179. Dates of Meetings**

The Clerk had produced two options for dates of meetings for the ensuing year.

Option A (**copy attached**) proposed dates for the various meetings in accordance with the pattern adopted in previous years.

Option B (**copy attached**) proposed dates whereby Planning meetings would on occasion precede Town Development Committee meetings.

Following discussion it was:

**RESOLVED:** To accept the list of dates as proposed in Option A for the ensuing year.

**180. Adoption of the current Standing Orders for the ensuing year**

Councillors were presented with the Standing Orders prior to the meeting and no amendments were suggested.

**RESOLVED:** To accept the Standing Orders for the ensuing year.

**181. Adoption of Terms of Reference for the ensuing year**

The Terms of Reference for Town Council, and the Development Control (Planning), Town Development, Staffing, and Policy & Resources Committees were circulated prior to the meeting.

Councillor Jon Hubbard asked if the Terms of Reference for each committee could be reviewed prior to adoption at next year's Annual Council meeting.

**RESOLVED:** To adopt the current Terms of Reference for the forthcoming year and to consider any changes to the Terms of References of each committee prior to next year's Annual Council meeting.

**182. Adoption of the current Financial Regulations for the ensuing year**

These were forwarded to Councillors prior to the meeting for consideration.

No amendments were recommended, therefore, it was:

**RESOLVED:** To adopt the Financial Regulations for the forthcoming year.

**183. Adoption of the current Risk Assessment statement**

A copy of the Risk Management Statement was forwarded to councillors for their consideration prior to the meeting.

**RESOLVED:** To approve and adopt the current Risk Management Statement for the forthcoming year.

**184. (a) Appointment of Working Groups**

A list of the current working groups had been circulated with the agenda.

Councillor Sanders as Chair of Policy & Resources asked if he could sit on the Finance and Grant Working Groups.

It was noted the Emergency Planning Working Group had not met for some time.

Councillor Hubbard asked what progress had been made by the Centenary Celebrations Working Group. Following an up-date, Councillor Hubbard explained the monies applied for via the Area Board were unavailable now, as they had not been used in the allocated time frame.

Discussion ensued on whether ex Councillor Oakman's attendance was necessary on the Assembly Hall and CCTV working groups, after discussion it was:

**RESOLVED:**

- That Councillor Sanders join the Finance and Grants Working Group.
- That Mr Oakman be asked to join the CCTV working group only.
- That the Emergency Planning Working Group be disbanded.

**(b) Additional working Groups - To consider the formation of any other working Groups**

No further working groups were proposed.

**185. (a) Appointment of Town Council representatives on outside bodies**

The list of representatives on outside bodies was circulated prior to the meeting.

The following nominations were made:

2385 (Melksham) Air Training Corps  
CATG  
Canberra  
Chamber of Commerce  
Community Safety/NPT  
Elblag Twinning Association  
Melksham Adventure Centre  
Melksham Charities  
Melksham Council of Community Service  
Melksham Extended Services

Simon Hedley  
J Hubbard/D Wnek  
Bruce Sanders  
P Coward/A Hinchcliffe  
B Anderson/G Mitcham  
Terri Welch  
Claire Forgacs  
P Aves/C Forgacs  
Terri Welch  
A Hinchcliffe/J Hubbard

Melksham Fair Trade Town*	Jon Hubbard
Melksham Town Football Club*	Chris Petty
Melksham Trust	Richard Wiltshire
Pubwatch	P Coward/A Hinchcliffe
Rachel Fowler Centre Management Committee	Bruce Sanders
Railway Development Group	Alison Christy
Riverside Club Management Committee	Terri Welch
St John's Ambulance*	Alison Christy
Wiltshire Association of Local Councils	Ben Anderson
Wiltshire, Swindon & Oxfordshire Canal Partnership	Richard Wiltshire

**RESOLVED:** To approve the above list of representatives on outside bodies and:

- To contact the following groups to ascertain if they still require a Town Council representative: Melksham Fair Trade Town, Melksham Town Football Club, St John's Ambulance.
- That Councillors Claire Forgacs and Pat Aves seek clarification from Melksham Charities as whether they are able, as Trustees, to represent the Town Council at meetings.

**(b) Any other organisations not listed above**

No other organisations were suggested.

**186. To appoint representatives to the following:**

**(a) Area Board**

Councillors Chris Petty and Bruce Sanders explained that they were happy to continue as Town Council representative and substitute respectively.

**(b) Shadow Community Operations Board**

Councillor Terri Welch confirmed that she was happy to continue as Town Council representative on the Shadow Community Operations Board.

**(c) Neighbourhood Planning Steering Group**

Discussion took place on how the Neighbourhood Planning process may be progressed going forward and, pending further clarification on the future of the joint steering group process, it was:

**RESOLVED:** To defer this item pending determination of the Town Council's ongoing involvement in the joint steering group process.

**187. To consider the appointment of Tree Wardens**

**RESOLVED:** To re-appoint Annie Benham-Taylor, Liz Harrison and John Stewart as Melksham Town Council Tree Wardens for the ensuing year.

**188. To approve the following minutes:**

**a) Development Control (Planning) – 24 March 2014**

These were moved by Councillor Chris Petty and seconded by Councillor Claire Forgacs.

**RESOLVED:** That the minutes of the Development Control (Planning) meeting held on 24 March 2014 be signed as a correct record and to adopt the resolutions and recommendations contained therein.

**b) Town Council – 31 March 2014**

These were moved by Councillor Terri Welch and seconded by Councillor Chris Petty.

**RESOLVED:** That the minutes of the Town Council meeting held on 31 March 2014 be signed as a correct record.

**c) Development Control (Planning) – 14 April 2014**

These were moved by Councillor Chris Petty and seconded by Councillor Ben Anderson.

**RESOLVED:** That the minutes of the Development Control (Planning) meeting held on 14 April 2014 be signed as a correct record and to adopt the resolutions and recommendations contained therein.

***Matters Arising from the Minutes***

Town Council 31 March 2014:

Minute 139 – Time Credits

Councillors asked for an update on progress with regard to Time Credits.

The Town Clerk explained that the funding for the officer's post responsible for time credits had been secured and that he would be invited to attend a future Council meeting to discuss progressing this scheme in Melksham.



#### Minute 145 – Additional till for Assembly Hall

Councillor Hubbard asked what takings were made at the recent Lee Evans event following the installation of an additional till.

The meeting was informed that £1900 had been taken over the till at the Lee Evans event and £2300 taken at the Rich Hall event which took place prior to the additional till being installed.

Several Councillors noted that the addition of a new till made for less queuing at the bar and, therefore, a more enjoyable experience for customers.

#### Minute 154 – Spiritualist Church

Councillors asked for an update on progress with regard to the Spiritualist Church.

The Town Clerk advised Councillors that information had been requested from lawyers acting on behalf of the Trustees and this would be the subject of consideration in due course.

#### **189. Public Participation**

No member of public wished to speak to an item.

#### **190. Questions. To receive any questions submitted by councillors in accordance with Standing Order no 21**

No questions from Councillors had been submitted.

#### **191. Mayor's Announcements**

Councillor Chris Petty had produced a report on his final engagements as Mayor. Councillor Pam Wiltshire as the previous Deputy Mayor had also produced a report following a recent Twinning visit to Avon.

The Mayor handed over a pennant he had received from Melksham Lions to celebrate their 40<sup>th</sup> anniversary for display in the Town Hall.

Councillor Pam Wiltshire explained that having been on a recent Twinning visit to Avon, their new Mayor was very keen to encourage links with Melksham, particularly amongst the youngsters and funding has been made available for youngsters of Avon to get involved in Twinning events.

**RESOLVED:** To write and thank the Mayor of Avon for their hospitality at the recent Twinning visit and to welcome the initiative to encourage links between young people from the two towns.

**192. Exclusion of the press and public**

Due to the sensitive nature of the business to be transacted, the Town Clerk requested that items 31, 32 and 33 regarding staffing issues be dealt with in closed session.

**RESOLVED:** To discuss items 31, 32 and 33 in closed session after members of the press and public have been excluded.

**193. Melksham Town Football Club**

Councillor Ben Anderson had produced a Notice of Motion asking if the Town Council would consider an appropriate way of recognising Melksham Town Football Club's recent Wiltshire County Cup success.

After discussion it was:

**RESOLVED:** To request that the Clerk congratulate Melksham Town F C on their achievement and explore the possibility of holding a small scale civic reception, (funded from the Mayor's Allowance) and, subject to a positive response, to bring this information back to a future meeting to determine a suitable date.

**194. Discretions Policy.**

The Clerk explained the Town Council already have a Discretions Policy in place, however, this needed updating due to pension scheme changes which took effect in April 2014.

**RESOLVED:** To consider this item in closed session.

**195. Room Hire Credit Scheme for Community Groups.**

Following several working group meetings regarding free room hire requests for local organisations, the Deputy Town Clerk had produced a report outlining the group's recommendations **(copy attached)**.

Following discussion whereby various concerns were raised with regard to the workings of the proposed scheme and the proposals for a revised room hire scheme, Councillor Jon Hubbard proposed that the recommendations with regard to Room Hire Credits be approved with the proposals for a revised pricing schedule being deferred to a Policy & Resources Committee for consideration. This proposal was seconded by Councillor Andy Hinchcliffe.

Councillor Bruce Sanders proposed an amendment to the above proposal asking that the Working Group's recommendations in their entirety be deferred to a Policy & Resources Committee.

The proposed amendment was carried and it was:

**RESOLVED:** To defer the recommendations of the Working Group to a future Policy & Resources meeting for consideration.

**196. Melksham Adventure Centre**

Mr Jon Finch, Melksham Adventure Centre had written to the Town Council seeking support in applying for an Inspired Facilities grant.

**RESOLVED:** To write a letter of support.

**197. Planning Matters. To consider amended plans received in relation to Planning Application 13/07076/FUL demolition of existing building and erection of 17 flats and associated works at 3 Lowbourn, Melksham, Wiltshire, SN12 7DZ**

The Town Clerk informed the meeting that notification had been received from the Planning Officer that she was happy to receive Melksham Town Council's comments with regard to this application after the next Planning meeting on 19 May 2014.

**RESOLVED:** To defer this item until the Planning Meeting on 19 May 2014.

**198. Local Transport Plan Car Parking Strategy.**

Correspondence had been received from Councillor John Thomson in relation to Wiltshire Council's pre-consultation scoping document with regard to their Car Parking Strategy.

After discussion it was:

**RESOLVED:** To defer this item to the Planning meeting on Monday 19 May 2014 for consideration.

**199. Correspondence**

**(a) Letter from Sally Buchanan, Franchise Project Manager at Post Office Ltd, advising of the delayed opening of the relocated Post Office at 6-8 Bank Street.**

A letter had been received from Sally Buchanan, Post Office Ltd advising the Town council of the delay in the opening of the relocated Post Office in Bank Street.

**RESOLVED:** To note the contents of the letter.

**(b) Letter from Alistair Cunningham, Associate Director Economic Development Re: Melksham Campus**

A letter had been received from Alistair Cunningham, Associate Director Economic Development and Planning at Wiltshire Council stating the application for planning permission for the Campus will be put before Members of the Strategic Planning Committee on 14 May 2014.

Town Councillors expressed concern that holding the meeting during the day precludes those who work from attending the meeting; that given the significance of the proposals within the locality, it would have been more appropriate to hold the meeting in Melksham; and that only allowing 3 speakers for and against the plans denied the opportunity for fuller engagement with the local community in relation to this important subject matter.

Councillor Jon Hubbard asked that these concerns were encompassed within a statement that he would read out at the Strategic Planning Committee meeting.

Councillor Terri Welch informed the meeting the plans for the new football and rugby facilities to the east of the town would be discussed at a special Strategic Planning meeting shortly.

**RESOLVED:** That the Town Clerk should prepare a statement in liaison with Councillor Hubbard to register the Town Council's concerns with the Strategic Planning Committee.

**200. Finance**

**(a) Payments for approval.**

A List of Payments was circulated at the meeting.

**RESOLVED:** To approve the List of Payments.

**(b) To appoint Diana Lindsey as internal auditor for the forthcoming year**

The Clerk informed the meeting that unfortunately Ms Lindsey would be retiring shortly and sought Councillors approval in investigating alternative internal auditors.

**RESOLVED:** To thank Ms Lindsey for the rigorous and detailed audits she had undertaken on behalf of the Town Council during her tenure as internal auditor and to investigate the appointment of an alternative internal auditor for the forthcoming year.

**LGPS EMPLOYER'S  
DISCRETIONS POLICY FOR MELKSHAM TOWN COUNCIL  
LGPS 2014 Scheme**

**WILTSHIRE PENSION FUND**

<b>DISCRETION &amp; REGULATION</b>	<b>POLICY ON INDIVIDUAL DISCRETIONS</b>
<b>1). Reg 31: Whether to grant additional pension to a member (up to £6500pa)</b>	<i>Melksham Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed permission of Melksham Town Council after consideration of the costs that would apply.</i>
<b>2). Reg 16(2)e &amp; Reg 16(4)d: Whether to it make either a regular or lump sum Additional Pension Contribution (APC) to a member's account (part or whole funding this)</b> [Note: this discretion only relates to cases when the member is working as normal rather than absent from work with permission but no pensionable pay – in the latter scenario, employers must fund it if necessary.]	<i>Melksham Town Council will only exercise this discretion in exceptional circumstances. This discretion will only be exercised with the expressed permission of Melksham Town Council after consideration of the costs that would apply.</i>
<b>3). Reg 30(6) Whether all or some pension benefits can be paid if an member aged 55 or over reduces their hours/grade and continues to work (“flexible retirement”)</b>	<i>Melksham Town Council will consider employee requests to take flexible retirement on a case by case basis after taking into factors such as service delivery and any costs that may apply. The Town Council will be responsible for agreeing (or otherwise) to all requests to take flexible retirement.</i>
<b>4). Reg 30(8) Waiving actuarial reduction on flexible retirement.</b>	<i>Melksham Town Council will only waive the actuarial reduction on flexible retirement in exceptional circumstances following approval from the Town Council</i>
<b>5). Reg 30(8) Waiving actuarial reduction on early retirement (age 55+) – for both active, deferred members &amp; suspended tier 3 ill health pensions</b>	<i>Melksham Town Council will only waive the actuarial reduction on early retirement in exceptional circumstances and as the result of the expressed permission of the Town Council after considering the costs that would apply.</i>
<b>6). TP Regs 1(1)(c) of Schedule 2: Whether to allow the rule of 85 to be “switched on” for members who would normally meet the rule but who will not if they draw the benefits age 55-59</b>	<i>Melksham Town Council will only agree to “switch on” the rule of 85 in exceptional circumstances following approval from the Town Council after considering the costs that will apply.</i>

<p><b>7). Regs 22(8 &amp; 9) Whether to extend 12-month period to separate previous LG service.</b></p>	<p><i>Melksham Town Council will only allow an extension to the 12-month period to separate previous LG service where it can be reasonably shown that the member was not provided with the required information within 6 months of starting.</i></p>
<p><b>8). Reg 9(3) Determine rate of employees' contributions.</b></p>	<p><i>Melksham Town Council will only review all employees contribution band as at 1 April each year. Hence, when a member salary or hours change (either temporarily or permanently) during the year, the member will remain on the same employee contribution rate until the following April.</i></p>
<p><b>9). Reg 100(6) Whether to extend 12-month period to allow a transfer-in of non-LG pension rights.</b></p>	<p><i>Melksham Town Council will only allow an extension to the 12-month period to combine previous non-LG service where it can be shown that the member was not provided with the required information within 6 months of starting.</i></p>

### **Abbreviations**

**“Reg 16(2)e” means Regulation 16(2)e of the Local Government Pension Scheme Regulations 2013 [which apply from 1 April 2014]**

**“TP Regs” means LGPS (Transitional Provisions, Savings and Amendment) Regulations 2014].**

Adopted 12 May 2014



## MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY AND GUIDANCE

### 1. Introduction

Melksham Town Council is committed to supporting and strengthening our local community. Each year, we allocate a portion of our budget to a grants scheme designed to bring tangible improvements to the lives of residents and enhance community well-being. These grants aim to support local projects, initiatives, and individuals that contribute to a stronger, more connected, and vibrant Melksham.

### 2. Process

2.1. There are three types of grants available:

2.1.1. **Community Grants** are for applications of less than £1,000 which can be applied for in April and September and will be paid by means of either a cheque or bank transfer.

2.1.2. **Facility Hire Grants** enable the Town Council to fund room hire in either Melksham Town Hall, Melksham Assembly Hall, KGV for a specified (number of) event(s), which will be paid for by means of a voucher from the Town Council. These can also be applied for in April and September. **If applying for a Facility Hire Grant, please contact Melksham Assembly Hall [assemblyhall@melksham-tc.gov.uk](mailto:assemblyhall@melksham-tc.gov.uk) prior to making this application to get a quote for the exact amount your event/s would cost.**

2.1.3. **Core Grants** are awarded annually for up to four years at a time. This offers financial assurance to larger organisations operating within Melksham Town. Major Grant recipients are selected by the discretion of the Town Council through an application process. Monitoring forms for Major Grants must be received by 1st<sup>th</sup> October of each year to be considered in the Town Council's budget for the following financial year. Major Grants will be paid by means of either a cheque or bank transfer. Supporting documents will need to be uploaded at the time of application.

2.2. Grants will only be awarded to organisations based within the area covered by Melksham Town Council. **Please note- the area covered by Melksham Town Council does not include Bowerhill or surrounding villages, including Semington, Beanacre, Whitley & Shaw. Applications that do not benefit the community of the Melksham Town Council area will be rejected.**

2.3. Application forms for Community and Facility grants, plus monitoring forms can be completed on the Town Council's website.

2.4. Applications for Community Grants and Facility hire grants will be considered at Finance, Administration and Performance Committee meetings twice a year.

2.5. All applications will be reviewed by Town Council Officers and those which meet the eligibility and content requirements will be referred to the Finance, Administration and Performance Committee for a decision by elected members.

- 2.6. Application forms will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Finance, Administration and Performance Committee.
- 2.7. **You will need to attend the Finance, Administration & Performance Committee meetings relevant to your application round.** This will allow you to ask and answer any questions in support of your application.
- 2.8. For the relevant meeting dates as referenced in 2.5 and 2.6, please see the 'MTC Grants Scheme- Schedule of Dates' for the current financial year which can be found on the Melksham Town Council website under Grants & Civic Awards [here](#).
- 2.9. There is no guarantee that grant applications will be successful.

### 3. Eligible Organisations

3.1. Below are examples of types of organisations to which grants may be given:

- Charitable organisations
- Youth/Senior Citizen groups
- Sports clubs or arts groups
- Advice organisations
- Organisations assisting the disabled
- Minority groups
- Community buildings
- Community events
- Health/transport/safety groups

### 4. Eligibility Criteria

4.1. To be eligible for funding, an organisation must:

- Be a community, voluntary or charitable organisation as outlined above;
- Have its own bank/building society current account in the name of the organisation, with two unrelated signatories;
- Have at least three members on its management committee/board;
- Have a written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed);
- Have an adopted Safeguarding Policy if working with children and young people and/or vulnerable adults;
- Have an adopted Equal Opportunities Policy or Statement;
- Have an adopted Environmental Policy (or evidence of its environmentally responsible and sustainable practices);
- Show evidence that their project/service is required in the area covered by Melksham Town Council and that it has community support;
- Show evidence that their project/service will benefit the community and/or individuals based in the area covered by Melksham Town Council. **Applications that do not benefit the community and/or individuals based in the area covered by Melksham Town Council will be rejected. (If an organisation is NOT based in the area covered by Melksham Town Council, but still benefits the community and/or individuals based there, the Town Council will provide funding on a pro-rata basis for the estimated number of local residents using that service);**
- Show evidence that their project/service will be match funded if requesting over £250. (Voluntary time can be counted as benefit in kind.)
- Councillors will need to declare an interest at the time of the grant application hearing.



## **5. Ineligibility**

### **5.1. Grants will not be awarded to:**

- Private organisations operating as a business to make a profit or surplus;
- Applications originating from national organisations or charities;
- “Upward Funders” (e.g. local groups whose fundraising is sent to central Headquarters for redistribution);
- Organisations who wish to pass on money to other individuals or groups (except to pay for goods and services);
- Political or religious organisations;
- Activities that are completely funded from another funding source;
- Loans or interest payments;
- Organisations whose function is primarily undertaken by the Health Authority or Wiltshire Council’s Social Services;
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability;
- Any expenditure incurred or committed before confirmation of the grant (e.g. for a one-off project which has already happened);
- General or ongoing running costs such as salaries or rent (except under exceptional circumstances);
- Community grants requests over £1,000 (except under exceptional circumstances);
- Groups/organisations who have received similar grant funding from Melksham Town Council in the last 6 months.

## **6. Content of Grant Application**

### **6.1. Applicants are required to supply a completed application form which will request the following:**

- Contact details for the organisation applying;
- Type of grant and amount being requested;
- Description of the organisation and the project/service the grant is being requested for;
- Evidence that the project/service is required by the community and/or individuals based in the area covered by Melksham Town Council;
- Evidence that the grant will benefit the community and/or individuals based in the area covered by Melksham Town Council;
- Evidence of any adverse effects on the community and/or individuals based in the area covered by Melksham Town Council if the project/service does not continue;
- The estimated total beneficiaries of the project/service, the estimated number of beneficiaries in the area covered by Melksham Town Council and how these numbers were calculated;
- Estimated total cost of the project, total being requested and how grant funding will be spent;
- Evidence that other sources of funding and support have been secured or are being sought for the project (benefit in kind or voluntary time can be counted as match funding);
- Details of any previous grants received from Melksham Town Council in the last 2 years.

### **6.2. The application form must also be accompanied by the following documentation:**

- A copy of your governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed);
- A copy of your most full annual accounts; details all monies held in reserves.

- A copy of your most recent bank account statement & details of any other investments/savings.
- A copy of your adopted Safeguarding Policy (if your group works with children and young people and/or vulnerable adults);
- A copy of your adopted Equal Opportunities Policy or Statement.
- A copy of your adopted Environmental Policy (or evidence of the environmentally responsible and sustainable practices of your organisation).

6.3. Melksham Town Council also reserves the right to request any additional information to aid determination of the grant.

## 7. Bid Outcome and Conditions

7.1. All applicants will receive written confirmation of the outcome of their grant application.

### 7.2. *If your Grant Application is Successful*

7.2.1. The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham Town, grant money must be ringfenced for Melksham residents.
- In the event of a project/event not taking place, the grant should be returned to the Town Council for redistribution to other organisations.
- The grant should be spent within six months (12 in exceptional circumstances).
- Successful applicants will be invited to Full Council to receive their cheque and a photograph with the Melksham Mayor.
- Successful application will need to attend the Town Gathering to present how Melksham Town Council grant had made an impact. Please note non-attendance may mean Melksham Town Council can recover the grant allocated.
- **A Monitoring Form will be required after six months to show how the grant money was spent.** Monitoring Forms can be obtained from Melksham Town Hall, the Town Council website or by emailing [communitydevelopment@melksham-tc.gov.uk](mailto:communitydevelopment@melksham-tc.gov.uk)
- The organisation must be able to provide receipts, invoices and other evidence.
- Funds will not be paid to an individual. If any organisations does not have a bank account, they can arrange for another community organisation to receive and hold the funds.
- Should the evidence not be received, the Town Council can request the return of the funds.
- Recognition of the Town Council's support must be given on all printed and electronic material, web site, social media, press releases produced by the organisation.
- Melksham Town Council will arrange for the Mayor to visit your organisation.

### **7.3. If Your Grant Application Is Unsuccessful**

- The applicant will be given an explanation as to why they did not meet the required criteria.
- If an organisation is currently unable to meet the eligibility criteria but may be able to do so in the future, they may be invited to re-apply in a future round.
- If there is a more appropriate source of funding, the organisation will be redirected.

***Please see overleaf for a suggested list of alternative local funding sources for voluntary, community and not-for-profit organisations as well as for small and medium-sized businesses and start-ups. There may be support available that is more suitable for your organisation.***

***If you have any queries regarding the Melksham Town Council Grants Scheme, please email [communitydevelopment@melksham-tc.gov.uk](mailto:communitydevelopment@melksham-tc.gov.uk) or phone 01225 704 187.***

### **Alternative Sources of Local Funding and Support**

***Please note: This list is updated regularly but cannot reflect all possible funding and support available in Wiltshire. It may not reflect the changing priorities and opportunities within the organisations listed below. Please contact individual providers for more details on the grants and support that are available.***

#### **Local Grants**

- **Melksham Without Parish Council** invite applications annually for grant aid from organisations who can prove that they benefit residents of the Parish.
  - This includes Bowerhill and surrounding villages, including Semington, Beanacre, Whitley & Shaw.
  - Deadline for applications is 31<sup>st</sup> January, annually.
  - More information: <https://melkshamwithout-pc.gov.uk/index.php?page=grant%20aid>.
- **Melksham Area Board** award grants for local community projects and initiatives that meet local priorities and deliver exceptional outcomes for residents.
  - Area Board grants are split into 4 funding schemes:
    - Community Grants
    - Youth Grants
    - Older and Vulnerable Adult Grants
    - Councillor Led Initiatives
  - To be considered for a funding award, applications must be received at least 4 weeks before an Area Board business meeting.
  - More information: <https://www.wiltshire.gov.uk/article/6145/Area-Board-Grants>.

- **Wiltshire Community Foundation** have a Community Grants programme which supports people and communities in need in Wiltshire and Swindon.
  - Grants of up to £5,000 per year for up to three years are available to voluntary organisations for projects and activities that improve people's lives.
  - Grant rounds are open quarterly in April, July, October and January.
  - More information: <https://www.wiltshirecf.org.uk/grants-and-support/groups/community-grants/>.
- **The Gov.UK website** also has a 'Find a Grant' service that allows you to search government grants here: <https://www.find-government-grants.service.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	Trow bridge Town Council	903372716	3,448.50	3,448.50		501		Sports Roadshow s
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
<b>Total Payments for Month</b>			185,752.49	110,519.29	172.35			75,060.85	
<b>Balance Carried Fwd</b>			1,037,319.64						
<b>Cashbook Totals</b>			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: 12:49

## 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
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
<b>Total Payments for Month</b>			206,783.07	5,678.71	40.56			201,063.80	
<b>Balance Carried Fwd</b>			662,724.52						
<b>Cashbook Totals</b>			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: 12:47		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**

---

<b>Total Receipts for Month</b>	24,096.64	2,953.80	1,411.80	19,731.04
---------------------------------	-----------	----------	----------	-----------

<b>Cashbook Totals</b>	<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
<b>Total Payments for Month</b>			2,834.20	1,953.09	3.35			877.76	
<b>Balance Carried Fwd</b>			849,856.39						
<b>Cashbook Totals</b>			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	£ Amnt 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
<b>Total Payments for Month</b>			206,783.07	5,678.71	40.56			201,063.80	
<b>Balance Carried Fwd</b>			662,724.52						
<b>Cashbook Totals</b>			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
<b>Total Payments for Month</b>			1.64	0.00	0.00		1.64	
<b>Balance Carried Fwd</b>			20.39					
<b>Cashbook Totals</b>			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



Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank