



Public Document Pack

Melksham Town Council

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

Town Clerk Tracy Predeth BA(Hons) MPA, FLSCC

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

10 February 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Finance, Administration and Performance Committee** meeting of the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 17th February 2025** commencing at **7.00 pm**.

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

Yours sincerely

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

Melksham Town Council
Finance, Administration and Performance Committee

Monday 17 February 2025
At 7.00 pm at the Town Hall

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

[Join Zoom Meeting](#)

Meeting ID: 836 6987 6198 Passcode: 481965

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

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Public Participation

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

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

Members of the public are requested to send their question to locum@melksham-tc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night. You should still attend the meeting, in person or online, to ask your question.

4. Minutes of the Finance, Administration and Performance Committee meeting held on 13th January 2025 (Pages 1 - 6)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 13th January 2025 19.00pm

5. Financial statements (Pages 7 - 16)

Income and Expenditure Cost Centre Report Month 9 – December 2024

6. Unity - CB1 - December Month 9 2024 (Pages 17 - 22)

Unity Month 9 December 2024

7. Lloyds Bank Account - CB2 - December 2024 (Pages 23 - 26)

Lloyds Bank Account December 2024

8. Petty Cash December 2024 (Pages 27 - 28)

Petty Cash December 2024

9. Variance Report December 2024

Variance Report December 2024 to follow from RFO

10. Lloyds Bank Account

To note : RFO and Finance Officer are in the process of closing Lloyds Bank account.

11. Financial Risk Assessment

To Note : Locum Clerk has amended the Financial Risk Assessment accordingly

12. Council Credit Card

Locum Clerk has requested three pre-paid cards of £500 to be allocated to the Deputy Clerk, Facilities Manager and Amenities Team Manager. Finance Officer is undertaking the process.

13. Project Plans

To receive an update on high priority projects belonging to the committee

14. End of Year Audit 01.04.2024 - 31.03.2025

To Note: Melksham Town Councils End of Year Audit is confirmed for the 15th May 2025

15. Splash Pad

To receive and agree quotation for works to the splash pad

16. Melksham NHP

To agree to additional payment for the Neighbourhood plan

17. Date of Next Meeting 10th March 2025 19.00pm

Public Document Pack Agenda Item 4

Melksham Town Council

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

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

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

PUBLIC PARTICIPATION: Four members of the public were present.

64/24 Apologies

There were no apologies. All members were present.

65/24 Declarations of Interest

There were no declarations of interest.

66/24 Public Participation

There was no public participation.

67/24 Minutes

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

68/24 Financial Risk Assessment

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

Specific mention was made of the following Risk Identification Items.

Use of Council Debit or Credit Card

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

Budget setting/Monitoring

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

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

Expenditure

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

General

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

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

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

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

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

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

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

69/24 Interim Audit 2024/25

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

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

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

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

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

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

70/24 Grants Awarded

71/24 Celebrating Age Wiltshire

Some pictures were shown on the screen.

The Monitoring Form was noted.

72/24 Group 5

The Monitoring Form was noted.

73/24 Melksham Amateur Swimming Club

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

The Monitoring Form was noted.

74/24 Melksham Gardeners Society

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

The Monitoring Form was noted.

75/24 Melksham Lions

Some pictures were shown on the screen.

The Monitoring Form was noted.

76/24 Melksham Riverside Centre

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

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

The Monitoring Form was noted.

77/24 That Meeting Place

The Monitoring Form was noted.

78/24 Wiltshire Search & Rescue

The Monitoring Form was noted.

The Chair Councillor Griffin thanked those who had attended.

79/24 Financial statements

80/24 Unity Bank

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

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

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

The statements were received.

81/24 Lloyds Bank

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

There was discussion on breakdown and system for taking payments.

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

Standing Orders were re-instated.

It was felt that reports should be produced and reconciled.

The statements were received.

82/24 Petty Cash

The statements were received.

83/24 Detailed Income & Expenditure by Budget Heading

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

There was discussion on this and other points.

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

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

UNANIMOUSLY RESOLVED to approve items 8.1,8.2 & 8.3

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

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

Meeting Closed at: 8.30 pm

Signed:

Dated:

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10/02/2025

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Central Costs								
4000 Salaries ENI & Pension	237,047	290,581	225,000	(65,581)		(65,581)	129.1%	
4005 Temporary Staff	135	14,948	0	(14,948)		(14,948)	0.0%	
4016 Sundry Office Expenses	888	1,046	0	(1,046)		(1,046)	0.0%	
4021 Stationery	1,125	1,050	1,000	(50)		(50)	105.0%	
4023 Advertising	(38)	3,067	3,000	(67)	324	(392)	113.1%	
4024 Equipment/furniture	665	24	1,000	976		976	2.4%	
4026 Photocopier/copying	1,472	798	1,000	202		202	79.8%	
4027 Telephones and Mobiles	2,408	2,855	2,500	(355)		(355)	114.2%	
4028 Postage	344	37	500	463		463	7.3%	
4029 Subscriptions	2,474	2,517	3,000	483		483	83.9%	
4040 Information Technology/Hardware	339	6,233	5,000	(1,233)		(1,233)	124.7%	2,400
4042 Licences/Software	20,391	18,521	6,000	(12,521)		(12,521)	308.7%	
4050 Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058 Insurance	36,631	37,803	38,000	197		197	99.5%	
4061 Travel and Subsistence	949	4,393	300	(4,093)		(4,093)	1464.4%	
4075 Training	3,561	1,978	2,500	522	350	172	93.1%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
4922 Publicity & Marketing	0	0	0	0	246	(246)	0.0%	
Central Costs :- Indirect Expenditure	294,656	385,851	288,800	(97,051)	921	(97,972)	133.9%	2,400
Net Expenditure	(294,656)	(385,851)	(288,800)	97,051				
6000 plus Transfers from EMR	0	2,400	0	(2,400)				
Movement to/(from) Gen Reserve	(294,656)	(383,451)	(288,800)	94,651				
110 Corporate Costs								
1026 Income Interest	6,357	3,687	1,000	(2,687)			368.7%	
1176 Precept Received	999,784	1,047,270	1,047,270	0			100.0%	
Corporate Costs :- Income	1,006,141	1,050,957	1,048,270	(2,687)			100.3%	0
4017 Bank account fees	569	3,149	500	(2,649)		(2,649)	629.8%	
4043 HR consultancy	4,095	13,625	6,000	(7,625)		(7,625)	227.1%	
4050 Legal and Professional Fees	12,115	40,644	7,000	(33,644)		(33,644)	580.6%	
4057 Accountancy and Audit	9,858	2,529	5,000	2,471		2,471	50.6%	
4076 Health & Safety	2,691	1,340	3,500	2,160	2,090	70	98.0%	
Corporate Costs :- Indirect Expenditure	29,329	61,287	22,000	(39,287)	2,090	(41,377)	288.1%	0
Net Income over Expenditure	976,812	989,670	1,026,270	36,600				

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
<u>115_Civic and Democratic</u>								
1016 Receipts - Mayors Reception	1,329	0	0	0			0.0%	
Civic and Democratic :- Income	1,329	0	0	0				0
4030 Town Crier's expenses	25	55	300	245		245	18.3%	
4034 Councillors' training	0	60	0	(60)		(60)	0.0%	
4062 Election Expenses	0	22,489	8,000	(14,489)		(14,489)	281.1%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	2,514	3,000	486	352	134	95.5%	
4311 Remembrance Day	1,223	1,665	1,500	(165)		(165)	111.0%	
Civic and Democratic :- Indirect Expenditure	7,857	26,783	13,800	(12,983)	352	(13,335)	196.6%	0
Net Income over Expenditure	(6,528)	(26,783)	(13,800)	12,983				
<u>151_Grants</u>								
4301 Grants	6,545	15,939	16,000	61		61	99.6%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4305 Christmas Lights Installation	10,000	0	0	0		0	0.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	1,000	2,500	0	(2,500)		(2,500)	0.0%	
4322 Age UK Project Worker	0	12,000	0	(12,000)		(12,000)	0.0%	
4324 The Friends of Canberra Park	0	7,988	0	(7,988)		(7,988)	0.0%	7,988
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	41,545	57,427	38,000	(19,427)	0	(19,427)	151.1%	7,988
Net Expenditure	(41,545)	(57,427)	(38,000)	19,427				
6000 plus Transfers from EMR	0	7,988	0	(7,988)				
Movement to/(from) Gen Reserve	(41,545)	(49,439)	(38,000)	11,439				
<u>201_Town Hall</u>								
1034 Income Town Hall Bookings	2,167	1,754	2,000	246			87.7%	
Town Hall :- Income	2,167	1,754	2,000	246			87.7%	0
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	1,764	7,200	5,436		5,436	24.5%	
4101 Electricity	4,841	3,445	6,000	2,555		2,555	57.4%	
4102 Non Domestic Rates	10,604	9,544	11,000	1,456		1,456	86.8%	
4103 Water Rates	1,304	1,170	2,000	830		830	58.5%	

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av ailable	% Spent	Transfer to/from EMR
4104 Window Cleaning	3,088	972	1,800	828	1,616	(788)	143.8%	
4106 Repairs and Maintenance	3,199	10,481	6,000	(4,481)	2,849	(7,330)	222.2%	
4108 Service Contracts	9,995	5,001	8,000	2,999	360	2,639	67.0%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
Town Hall :- Indirect Expenditure	48,497	32,376	42,000	9,624	4,825	4,799	88.6%	0
Net Income over Expenditure	(46,330)	(30,622)	(40,000)	(9,378)				
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	8,427	7,783	4,500	(3,283)			173.0%	
Asset and Amenities :- Income	8,427	7,783	4,500	(3,283)			173.0%	0
4000 Salaries ENI & Pension	232,386	216,131	275,000	58,869		58,869	78.6%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4100 Gas	0	500	0	(500)		(500)	0.0%	
4150 Uniform/PPE	1,223	244	1,000	756		756	24.4%	
4151 Tools and Equipment	3,289	694	2,000	1,306		1,306	34.7%	
4153 Vehicle Running Costs	3,502	4,672	6,000	1,328		1,328	77.9%	
4156 Vehicle Leasing	14,621	4,920	11,000	6,080		6,080	44.7%	
4163 Repairs and Maintenance	3,611	1,108	6,000	4,892	50	4,842	19.3%	
4167 Street Furniture and Signage	5,178	4,689	6,000	1,311	136	1,175	80.4%	
4168 Bus Shelters Cleaning	249	644	0	(644)		(644)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	1,100	4,000	2,900		2,900	27.5%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	268,277	234,701	318,000	83,299	186	83,114	73.9%	0
Net Income over Expenditure	(259,851)	(226,918)	(313,500)	(86,582)				
<u>203 Allotments</u>								
1045 Income	5,785	(9)	7,000	7,009			(0.1%)	
Allotments :- Income	5,785	(9)	7,000	7,009			(0.1%)	0
4200 Water Rates	1,723	924	1,800	876		876	51.3%	
4201 Maintenance	887	0	4,000	4,000		4,000	0.0%	
Allotments :- Indirect Expenditure	2,610	924	5,800	4,876	0	4,876	15.9%	0
Net Income over Expenditure	3,175	(933)	1,200	2,133				

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
204_Cafe								
1046 Income - Pavilion	7,669	0	0	0			0.0%	
1090 Expenses Recovered	0	11,809	17,500	5,691			67.5%	
Cafe :- Income	7,669	11,809	17,500	5,691			67.5%	0
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 WiFi - Pavilion	408	733	1,000	267		267	73.3%	
4252 Electricity	12,874	17,679	12,000	(5,679)		(5,679)	147.3%	
4254 Water	283	777	2,500	1,723		1,723	31.1%	
4255 Fire Safety Checks	355	859	400	(459)		(459)	214.8%	
4256 Maintenance	10,546	1,815	2,000	185		185	90.7%	
4258 Pavilion Development	0	0	0	0	600	(600)	0.0%	
Cafe :- Indirect Expenditure	24,816	21,864	17,900	(3,964)	600	(4,564)	125.5%	0
Net Income over Expenditure	(17,147)	(10,055)	(400)	9,655				
205_Public Toilets - Market Place								
1060 Contribution - MWPC	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	11,000	0	5,000	5,000			0.0%	0
4101 Electricity	2,236	629	2,200	1,571		1,571	28.6%	
4103 Water Rates	1,549	554	3,000	2,446		2,446	18.5%	
4106 Repairs and Maintenance	150	1,475	1,000	(475)	520	(995)	199.5%	
4180 Cleaning	5,229	5,206	7,000	1,794		1,794	74.4%	
Public Toilets - Market Place :- Indirect Expenditure	9,164	7,864	13,200	5,336	520	4,816	63.5%	0
Net Income over Expenditure	1,836	(7,864)	(8,200)	(336)				
206_Public Toilets - Bath Road								
4101 Electricity	1,323	993	1,700	707		707	58.4%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	6,088	7,000	912		912	87.0%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	8,605	7,081	11,700	4,619	0	4,619	60.5%	0
Net Expenditure	(8,605)	(7,081)	(11,700)	(4,619)				
210_Corporate Properties								
1040 Income 31 Market Place	7,467	5,908	7,000	1,092			84.4%	
1048 Income Art House Cafe	6,479	5,083	6,700	1,617			75.9%	
Corporate Properties :- Income	13,946	10,991	13,700	2,709			80.2%	0
Net Income	13,946	10,991	13,700	2,709				

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211_Art House Cafe								
4108 Service Contracts	549	796	0	(796)		(796)	0.0%	
4175 WiFi	774	293	750	457		457	39.1%	
Art House Cafe :- Indirect Expenditure	1,323	1,090	750	(340)	0	(340)	145.3%	0
Net Expenditure	(1,323)	(1,090)	(750)	340				
212_Round House								
4101 Electricity	(1,181)	299	400	101		101	74.8%	
4103 Water Rates	161	214	200	(14)		(14)	106.8%	
4106 Repairs and Maintenance	966	263	250	(13)		(13)	105.3%	
Round House :- Indirect Expenditure	(54)	776	850	74	0	74	91.3%	0
Net Expenditure	54	(776)	(850)	(74)				
213_31 Market Place								
4106 Repairs and Maintenance	875	858	1,000	142	30	112	88.8%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	960	858	2,000	1,142	30	1,112	44.4%	0
Net Expenditure	(960)	(858)	(2,000)	(1,142)				
215_Depot								
4058 Insurance	396	330	0	(330)		(330)	0.0%	
4101 Electricity	2,011	850	1,800	950		950	47.2%	
4102 Non Domestic Rates	8,556	4,994	5,000	6		6	99.9%	
4103 Water Rates	230	236	250	15		15	94.2%	
4106 Repairs and Maintenance	150	1,629	2,000	371		371	81.4%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	9,262	15,600	6,338		6,338	59.4%	
4184 Fire security: Unit	94	96	300	204		204	32.0%	
Depot :- Indirect Expenditure	24,984	17,397	24,950	7,553	0	7,553	69.7%	0
Net Expenditure	(24,984)	(17,397)	(24,950)	(7,553)				
220_Play Areas and Open Spaces								
4157 Grasscutting and Ground Maint	33,179	34,757	25,000	(9,757)		(9,757)	139.0%	
4158 Replacement Play Equipment	800	46,822	0	(46,822)		(46,822)	0.0%	
4165 Maintenance play areas	8,243	612	10,000	9,388	375	9,013	9.9%	
4169 Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179 Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	

Continued over page

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4193 Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	59,200	82,192	50,600	(31,592)	375	(31,967)	163.2%	0
Net Expenditure	(59,200)	(82,192)	(50,600)	31,592				
<u>221_King George V Park/Splashpad</u>								
4101 Electricity	1,573	601	7,000	6,399		6,399	8.6%	
4106 Repairs and Maintenance	1,460	3,561	1,000	(2,561)	14,033	(16,594)	1759.4%	
4108 Service Contracts	5,501	9,001	5,500	(3,501)		(3,501)	163.7%	
4199 Chemicals	3,119	453	2,000	1,547		1,547	22.7%	
4313 Holiday Activities	3,152	0	0	0		0	0.0%	
4913 Water	0	26,453	10,500	(15,953)		(15,953)	251.9%	
King George V Park/Splashpad :- Indirect Expenditure	14,804	40,070	26,000	(14,070)	14,033	(28,103)	208.1%	0
Net Expenditure	(14,804)	(40,070)	(26,000)	14,070				
<u>302_Projects</u>								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Christmas Market Stalls	3,921	(160)	2,000	2,160			(8.0%)	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1179 Neighbourhood Plan	5,689	1,361	0	(1,361)			0.0%	
Projects :- Income	12,787	1,202	7,000	5,798			17.2%	0
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	13,472	0	(13,472)		(13,472)	0.0%	
4078 Community Projects	1,452	6,283	4,000	(2,283)		(2,283)	157.1%	
4080 Melksham Garden Competition	41	305	250	(55)		(55)	122.1%	
4092 Park Yoga	0	1,400	0	(1,400)		(1,400)	0.0%	
4304 Christmas Lights	11,370	17,860	20,000	2,140		2,140	89.3%	
4321 Coronation	6,857	0	0	0		0	0.0%	
4322 Age UK Project Worker	11,021	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	61,026	39,321	24,250	(15,071)	0	(15,071)	162.2%	0
Net Income over Expenditure	(48,239)	(38,120)	(17,250)	20,870				
<u>303_Events</u>								
4313 Holiday Activities	0	4,964	5,000	36		36	99.3%	
Events :- Indirect Expenditure	0	4,964	5,000	36	0	36	99.3%	0
Net Expenditure	0	(4,964)	(5,000)	(36)				

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310_East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				
<u>403_Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	1,358	1,300	(58)			104.5%	
Economic Dev. and Planning :- Income	1,889	1,358	1,300	(58)			104.5%	0
4071 Town Floral Displays	6,119	5,798	6,000	202		202	96.6%	
4308 CCTV	3,445	31,262	0	(31,262)		(31,262)	0.0%	31,262
4309 Newsletter	0	3,710	2,000	(1,710)		(1,710)	185.5%	
4354 Parking Scheme	1,516	689	1,000	311		311	68.9%	
4356 LHFIFG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	15,613	41,459	14,000	(27,459)	0	(27,459)	296.1%	31,262
Net Income over Expenditure	(13,724)	(40,101)	(12,700)	27,401				
6000 plus Transfers from EMR	0	31,262	0	(31,262)				
Movement to/(from) Gen Reserve	(13,724)	(8,839)	(12,700)	(3,861)				
<u>405_Solar Farm Projects</u>								
1182 Solar money received	48,105	49,405	40,000	(9,405)			123.5%	49,405
Solar Farm Projects :- Income	48,105	49,405	40,000	(9,405)			123.5%	49,405
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%	0
Net Income over Expenditure	48,105	49,405	0	(49,405)				
6001 less Transfers to EMR	0	49,405	0	(49,405)				
Movement to/(from) Gen Reserve	48,105	0	0	0				
<u>501_Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	26,944	25,697	30,000	4,303			85.7%	
Assembly Hall Central Costs :- Income	26,944	25,697	30,000	4,303			85.7%	0
4000 Salaries ENI & Pension	70,530	70,984	85,000	14,016		14,016	83.5%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	

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10/02/2025

Melksham Town Council Current Year

Page 8

12:02

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
4057 Accountancy and Audit	0	0	0	0	130	(130)	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	945	1,000	55	945	(889)	188.9%	
4903 Bar Stock Purchases	0	0	0	0	2,028	(2,028)	0.0%	
4905 Cleaning Materials	2,020	2,293	2,000	(293)	459	(752)	137.6%	
4907 Stationery/Printing/Postage	163	103	150	47		47	68.9%	
4909 Licences	(2,990)	4,946	3,500	(1,446)		(1,446)	141.3%	
4911 Electricity	16,459	9,366	17,000	7,634		7,634	55.1%	
4912 Gas	208	122	100	(22)		(22)	122.1%	
4913 Water	2,922	1,734	3,000	1,266		1,266	57.8%	
4914 Rates	8,608	7,747	9,500	1,753		1,753	81.5%	
4915 Equipment	305	490	5,000	4,510	3,636	874	82.5%	
4916 Maintenance-Equipment	5,314	1,293	7,000	5,707	177	5,530	21.0%	
4917 Service Contracts	10,373	5,515	8,400	2,885		2,885	65.7%	
4918 Maintenance	5,671	2,874	13,000	10,126	3,730	6,396	50.8%	
4922 Publicity & Marketing	8,043	5,511	6,000	489	1,121	(632)	110.5%	
4927 Stocktaking	520	390	600	210		210	65.0%	
4954 PA and Lighting Costs	0	0	0	0	510	(510)	0.0%	
4958 Event Security	1,133	0	0	0	176	(176)	0.0%	
4960 Live entertainment:	0	0	0	0	864	(864)	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	150,229	114,315	161,250	46,935	13,775	33,160	79.4%	0
Net Income over Expenditure	(123,285)	(88,618)	(131,250)	(42,632)				
<u>510 Assembly Hall Events</u>								
1004 Film shows	358	0	300	300			0.0%	
1172 Tickets : private events	0	335	0	(335)			0.0%	
1173 Live Shows - Hall Hire	23,027	13,955	20,000	6,045			69.8%	
Assembly Hall Events :- Income	23,385	14,290	20,300	6,010			70.4%	0
4903 Bar Stock Purchases	0	0	0	0	318	(318)	0.0%	
4919 Films: expenses and contract	101	0	220	220		220	0.0%	
4954 PA and Lighting Costs	5,130	4,275	4,500	225	740	(515)	111.4%	
4958 Event Security	120	875	0	(875)	144	(1,019)	0.0%	
4960 Live entertainment:	1,689	3,078	0	(3,078)		(3,078)	0.0%	
Assembly Hall Events :- Indirect Expenditure	7,040	8,227	4,720	(3,507)	1,201	(4,708)	199.8%	0
Net Income over Expenditure	16,345	6,063	15,580	9,517				
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	52,166	39,174	43,500	4,326			90.1%	
Assembly Hall Bar and Catering :- Income	52,166	39,174	43,500	4,326			90.1%	0

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4901 Catering Stock Purchases	676	0	0	0		0	0.0%	
4903 Bar Stock Purchases	20,147	16,085	22,000	5,915	6,909	(994)	104.5%	
Assembly Hall Bar and Catering :- Indirect Expenditure	20,822	16,085	22,000	5,915	6,909	(994)	104.5%	0
Net Income over Expenditure	31,344	23,088	21,500	(1,588)				
901 Earmarked Reserves								
1180 CIL Received	1,140	640,520	0	(640,520)			0.0%	640,520
Earmarked Reserves :- Income	1,140	640,520	0	(640,520)				640,520
9202 Unplanned Maintenance	56,702	16,612	10,000	(6,612)		(6,612)	166.1%	16,612
9218 Election expenses	9,631	0	0	0		0	0.0%	
9235 Market Town Initiative	5,164	0	0	0		0	0.0%	
9243 Green Spaces	9,432	0	0	0		0	0.0%	
9244 Major Projects Reserve	175,947	4,089	50,000	45,911		45,911	8.2%	750
9245 Solar Money	41,959	255	0	(255)		(255)	0.0%	255
9248 CIL	0	7,076	0	(7,076)		(7,076)	0.0%	7,076
9249 Jubilee Celebrations	0	0	0	0		0	0.0%	3,339
Earmarked Reserves :- Indirect Expenditure	298,833	28,032	60,000	31,968	0	31,968	46.7%	28,032
Net Income over Expenditure	(297,693)	612,488	(60,000)	(672,488)				
6000 plus Transfers from EMR	0	28,032	0	(28,032)				
6001 less Transfers to EMR	0	640,520	0	(640,520)				
Movement to/(from) Gen Reserve	(297,693)	0	(60,000)	(60,000)				
902 Sinking Funds								
9233 Play Area Replacement Fund	0	0	25,000	25,000		25,000	0.0%	
9234 Splashpad - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	30,000	30,000	0	30,000	0.0%	0
Net Expenditure	0	0	(30,000)	(30,000)				
Grand Totals:- Income	1,222,880	1,854,930	1,240,070	(614,860)			149.6%	
Expenditure	1,390,136	1,230,943	1,240,070	9,127	45,817	(36,689)	103.0%	
Net Income over Expenditure	(167,256)	623,987	0	(623,987)				
plus Transfers from EMR	0	69,682	0	(69,682)				
less Transfers to EMR	0	689,925	0	(689,925)				
Movement to/(from) Gen Reserve	(167,256)	3,745	0	(3,745)				

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Date: 10/02/2025

Time: 11:57

Melksham Town Council Current Year

Cashbook 1

Unity Bank - Main Account

Page: 1

User: MEL

For Month No: 9

Receipts for Month 9

Receipt Ref

Name of Payer

£ Amnt Received

£ Debtors

£ VAT

A/c

Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

396,108.11

396,108.11

Meadow

Banked: 02/12/2024

60.00

Sales Recpts Page 126

60.00

60.00

103

Sales Recpts Page 126

Bench

Banked: 02/12/2024

1,000.00

Sales Recpts Page 134

1,000.00

1,000.00

103

Sales Recpts Page 134

Banked: 02/12/2024

100,000.00

Xfer

Lloyds Bank Assembly Hall A/c

100,000.00

251

100,000.00

Xfer of funds

Banked: 02/12/2024

100,000.00

Xfer

Lloyds Bank Assembly Hall A/c

100,000.00

251

100,000.00

Xfer of funds

Handmade

Banked: 05/12/2024

60.00

Sales Recpts Page 127

60.00

60.00

103

Sales Recpts Page 127

BACS

Banked: 06/12/2024

49,404.55

BACS

Snadridge Solar

49,404.55

1182

405

49,404.55

Solar farm receipt

323

49,404.55

Solar farm receipt

6001

405

-49,404.55

Solar farm receipt

Banked: 10/12/2024

100,000.00

Xfer

Lloyds Bank Assembly Hall A/c

100,000.00

251

100,000.00

Xfer of funds

Electric

Banked: 16/12/2024

1,202.99

Sales Recpts Page 135

1,202.99

1,202.99

103

Sales Recpts Page 135

BACS

Banked: 16/12/2024

90.90

BACS

NPower

90.90

4101

221

90.90

Refund - electricity

Slim

Banked: 20/12/2024

-60.00

Sales Recpts Page 104

-60.00

-60.00

103

Sales Recpts Page 104

Zippy

Banked: 20/12/2024

-60.00

Sales Recpts Page 105

-60.00

-60.00

103

Sales Recpts Page 105

Ten Hides

Banked: 20/12/2024

-60.00

Sales Recpts Page 106

-60.00

-60.00

103

Sales Recpts Page 106

Pixie

Banked: 20/12/2024

-60.00

Sales Recpts Page 107

-60.00

-60.00

103

Sales Recpts Page 107

Enigma

Banked: 20/12/2024

-60.00

Sales Recpts Page 108

-60.00

-60.00

103

Sales Recpts Page 108

Loaf Shack

Banked: 20/12/2024

-60.00

Sales Recpts Page 109

-60.00

-60.00

103

Sales Recpts Page 109

Melody

Banked: 20/12/2024

-60.00

Sales Recpts Page 110

-60.00

-60.00

103

Sales Recpts Page 110

German

Banked: 20/12/2024

-300.00

Sales Recpts Page 111

-300.00

-300.00

103

Sales Recpts Page 111

Cannell

Banked: 20/12/2024

-60.00

Sales Recpts Page 112

-60.00

-60.00

103

Sales Recpts Page 112

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Continued on Page 2

Date: 10/02/2025

Melksham Town Council Current Year**Page: 2**

Time: 11:57

Cashbook 1**User: MEL****Unity Bank - Main Account****For Month No: 9****Receipts for Month 9****Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Cake Sweet Banked: 20/12/2024	-60.00					
	Sales Recpts Page 113	-60.00	-60.00		103		Sales Recpts Page 113
	Fudge Banked: 20/12/2024	-60.00					
	Sales Recpts Page 114	-60.00	-60.00		103		Sales Recpts Page 114
	Crafty Banked: 20/12/2024	-60.00					
	Sales Recpts Page 115	-60.00	-60.00		103		Sales Recpts Page 115
	Deuce Bar Banked: 20/12/2024	-300.00					
	Sales Recpts Page 116	-300.00	-300.00		103		Sales Recpts Page 116
	Law rence Banked: 20/12/2024	-50.00					
	Sales Recpts Page 117	-50.00	-50.00		103		Sales Recpts Page 117
	Oscars Banked: 20/12/2024	-60.00					
	Sales Recpts Page 118	-60.00	-60.00		103		Sales Recpts Page 118
	Still Sis Banked: 20/12/2024	60.00					
	Sales Recpts Page 119	60.00	60.00		103		Sales Recpts Page 119
	Louma Banked: 20/12/2024	60.00					
	Sales Recpts Page 120	60.00	60.00		103		Sales Recpts Page 120
	Fraser Banked: 20/12/2024	50.00					
	Sales Recpts Page 121	50.00	50.00		103		Sales Recpts Page 121
	Still Banked: 20/12/2024	-60.00					
	Sales Recpts Page 122	-60.00	-60.00		103		Sales Recpts Page 122
	Louma Banked: 20/12/2024	-60.00					
	Sales Recpts Page 123	-60.00	-60.00		103		Sales Recpts Page 123
	Fraser Banked: 20/12/2024	-50.00					
	Sales Recpts Page 124	-50.00	-50.00		103		Sales Recpts Page 124
	Caprinos Banked: 20/12/2024	300.00					
	Sales Recpts Page 125	300.00	300.00		103		Sales Recpts Page 125
	Caprinos Banked: 20/12/2024	-300.00					
	Sales Recpts Page 128	-300.00	-300.00		103		Sales Recpts Page 128
	Meadow Banked: 20/12/2024	-60.00					
	Sales Recpts Page 129	-60.00	-60.00		103		Sales Recpts Page 129
	Handmade Banked: 20/12/2024	-60.00					
	Sales Recpts Page 130	-60.00	-60.00		103		Sales Recpts Page 130
	Rent Banked: 27/12/2024	700.00					
	Sales Recpts Page 144	700.00	700.00		103		Sales Recpts Page 144

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Date: 10/02/2025

Melksham Town Council Current Year

Page: 3

Time: 11:57

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 9

Total Receipts for Month	351,028.44	1,532.99	0.00	349,495.45
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Cashbook Totals	<u>747,136.55</u>	<u>1,532.99</u>	<u>0.00</u>	<u>745,603.56</u>
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Date: 10/02/2025

Melksham Town Council Current Year

Page: 4

Time: 11:57

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount	Transaction Detail
02/12/2024	Zen International Ltd	021224	20.40	20.40		501		Wifi - Art House
02/12/2024	Water2business	021224/2	354.86	354.86		501		Water rates - TH
02/12/2024	Water2business	021224/3	29.50	29.50		501		Water rates - Bow erhill Unit
02/12/2024	Water2business	021224/4	152.05	152.05		501		Water rates - Mkt Pl toilets
02/12/2024	Water2business	021224/5	118.46	118.46		501		Water rates - Roundhouse
03/12/2024	Grounds Management Association	031224	176.40	176.40		501		Subs - Grounds Management
03/12/2024	Redhorn Holdings Ltd	031224/2	1,234.99	1,234.99		501		Rent - Bow erhill Unit
04/12/2024	BT Group plc	041224	82.40	82.40		501		Wifi - KGV
04/12/2024	British Gas	041224/2	39.88	39.88		501		Electricity - Mkt Traders
09/12/2024	Enterprise Flex-E-Rent	091224	562.90	562.90		501		Vehicle leasing
12/12/2024	Mr. CH Furness	149864642	2,224.31	2,224.31		501		Show - Classic Rock
12/12/2024	Dave Phillips Music	61579299	3,296.29	3,296.29		501		DS:UK - 021124
12/12/2024	Kan Connections	492819521	2,880.00	2,880.00		501		Wifi system - TH/AH
12/12/2024	T & S LUX ELECTRICAL	174538379	720.00	720.00		501		Electrical wks - Evie's Kitch
12/12/2024	Embroidery UK Ltd	139676967	1,133.46	1,133.46		501		Polo shirts/fleeces
12/12/2024	IDverde Limited	780166224	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
12/12/2024	Light Fantastic	356994863	2,436.00	2,436.00		501		Lighting - Skate Park
12/12/2024	Aquam Water Services Ltd	579938970	45.00	45.00		501		Standpipe - Mkt Pl
12/12/2024	Christina Conner	957676625	11.94	11.94		501		Refs/w rapping paper
12/12/2024	Franchezka Cunanan	842628820	11.26	11.26		501		Cards/milk
12/12/2024	D&M Gompels Ltd	788522764	102.80	102.80		501		Pkg scheme - Oct 24
12/12/2024	Hannah Watkins	228610330	5.80	5.80		501		Refs
12/12/2024	Hugh Davis	605136899	281.64	281.64		501		Burner & cylinder
12/12/2024	Melksham Lions Club	222169.51	39.20	39.20		501		Insurance - Santa's Sleigh
12/12/2024	National Association of Local	778176747	60.00	60.00		501		Registration - LCAS
12/12/2024	Place Studio Ltd	196127551	3,078.00	3,078.00		501		NHP
12/12/2024	Sara Land	314895440	10.13	10.13		501		Refs
12/12/2024	R. B. Poolman Ltd	15293666	168.00	168.00		501		Cistern repair - 31 Mkt Pl
12/12/2024	Tracy Predeth	173637440	450.00	450.00		501		Accommodation
12/12/2024	Unique Signs & Graphics	794723557	1,203.42	1,203.42		501		Signage
12/12/2024	Water Plus	229763160	129.75	129.75		501		Water - Milton Road
12/12/2024	White Horse Safety Matters Ltd	907524858	350.00	350.00		501		Fire Marshal training
13/12/2024	WPF	DDR	15,368.24			516	15,368.24	Pensions
16/12/2024	Lloyds Bank	DD	636.14			4042	101	222.77 Jot Forms
						4304	302	153.00 The Works - books
						4304	302	-3.00 The Works - credit books
						4023	101	144.76 Indeed
						4023	101	115.61 Indeed
						4017	110	3.00 Card charges
16/12/2024	Wiltshire Council	DD	1,060.00			4102	201	1,060.00 Rates - TH
16/12/2024	Wiltshire Council	DD	642.00			4102	215	642.00 Rates - Bow erhill Unit
16/12/2024	Daisy Communications	161224	47.15	47.15		501		Wifi - Pavilion
16/12/2024	Castle Water Ltd	161224/2	23.75	23.75		501		Water - Mkt Pl
16/12/2024	Office Evolution Ltd	161224/3	224.90	224.90		501		Photocopying

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Date: 10/02/2025

Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
16/12/2024	British Gas	161224/4	1,988.30	1,988.30		501		Electricity - Pavilion
17/12/2024	West Mercia Energy	171224	130.92	130.92		501		Electricity - Bath Rd toilets
17/12/2024	Fuel Genie	171224/2	273.39	273.39		501		Fuel
18/12/2024	British Gas	181224	599.55	599.55		501		Gas - TH
18/12/2024	British Gas	181224/2	14.99	14.99		501		Gas - AH
18/12/2024	British Gas	181224/3	97.88	97.88		501		Electricity - Mkt Pl toilets
20/12/2024	Hunt Management Solutions	58211150	156.00	156.00		501		Stock taking
20/12/2024	Wired Publishing	76828619	93.60	93.60		501		Advertising - AH
20/12/2024	Avon IT systems	421133728	1,456.80	1,456.80		501		Laptops/keyborads etc
20/12/2024	IDverde Limited	299408058	1,475.38	1,475.38		501		Cleaning - Mkt Pl toilets
20/12/2024	Melksham Tyre Supplies	37807823	243.24	243.24		501		Inner tyre
20/12/2024	Microshade Business Consultant	307947808	401.94	401.94		501		Hosting services
20/12/2024	NSALG Ltd	985773706	66.00	66.00		501		NSALG - subs 2025
20/12/2024	Prosec Consultancy Ltd	952627811	3,452.40	3,452.40		501		Security - 141224
20/12/2024	Redhorn Holdings Ltd	523353062	396.00	396.00		501		Building Ins - Depot
20/12/2024	T H White Installation Ltd	565859884	10.17	10.17		501		Upgrade monitoring system
20/12/2024	Travis Perkins Trading Company	528417585	21.37	21.37		501		Polycell/tape/roller
20/12/2024	Wiltshire Publications Ltd	219510722	295.68	295.68		501		Advertising - AH
20/12/2024	AquaAid Southcoast	311117804	35.06	35.06		501		Water cooler
20/12/2024	Boels Rental Ltd	361548343	117.00	117.00		501		Hire - barriers
20/12/2024	Christina Conner	630658517	57.38	57.38		501		Gift card - Santa
20/12/2024	CP Fire Consultants Ltd	449200010	1,428.00	1,428.00		501		Fire risk assessments
20/12/2024	Distant Thunder Fireworks	44920010	630.00	630.00		501		Fireworks - Xmas Lights
20/12/2024	Exponential-E Ltd	989001058	109.31	109.31		501		Back-up/monitoring services
20/12/2024	Franchisezka Cunanan	288687602	22.78	22.78		501		Stamps
20/12/2024	D&M Gompels Ltd	481547606	53.50	53.50		501		Pkg redemp - Nov 2024
20/12/2024	Hayley Bell	292074013	140.50	140.50		501		Dry cleaning - uniforms
20/12/2024	Mark Hussey Plant & Engineerin	645143404	288.00	288.00		501		Removal - Avon War memorial
20/12/2024	Industrial Door & Gate Solutio	718903339	2,034.00	2,034.00		501		Mthly check - toilet doors
20/12/2024	Jennie Westbrooke	596446153	33.24	33.24		501		Xmas lights - seasonal
20/12/2024	J. H. Jones & Sons	829689592	3,800.40	3,800.40		501		Grasscutting - Carsons
20/12/2024	Lazerlight Roadshow	680301084	300.00	300.00		501		Xmas Lights - music/compere
20/12/2024	Microsoft	513609824	280.99	280.99		501		Microsoft licences
20/12/2024	Saffron Rabey	845936644	41.60	41.60		501		Xmas lights - seasonal
20/12/2024	Sara Land	383934541	37.19	37.19		501		Refs/catering
20/12/2024	Shiners Commercial Ltd	212340027	452.00	452.00		501		Window cleaning
20/12/2024	Surrey Hills Solicitors	117351290	1,068.00	1,068.00		501		Review of leases
20/12/2024	Warner Goodman LLP	303849018	28,078.08	28,078.08		501		Professional charges
20/12/2024	Wiltshire Council	DD	38,029.96			520	38,029.96	Salaries
20/12/2024	HMRC	DDR	17,939.53			515	17,939.53	PAY/NI
20/12/2024	West Mercia Energy	201224	158.14	158.14		501		Electricity - KGV store
20/12/2024	British Gas	201224/2	378.81	378.81		501		Electricity - TH
20/12/2024	British Gas	201224/3	37.32	37.32		501		Electricity - Mkt Traders
20/12/2024	British Gas	201224/5	40.38	40.38		501		Electricity - Roundhouse

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Date: 10/02/2025

Melksham Town Council Current Year

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Time: 11:57

Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/12/2024	Mainstream Digital	231224	404.84	404.84		501		Phones
24/12/2024	Unity Bank	DD	29.04			4017 110	29.04	BACS charges
30/12/2024	Zen International Ltd	301224	20.40	20.40		501		Wifi - Art House
30/12/2024	British Gas	301224/2	191.85	191.85		501		Electricity - Bow erhill Unit
30/12/2024	British Gas	301224/3	1,232.38	1,232.38		501		Electricity - AH
31/12/2024	Unity Bank	DDR	1.20			4017 110	1.20	Handling charge
31/12/2024	Unity Bank	DDR	26.10			4017 110	26.10	Service charge
Total Payments for Month			149,423.55	75,691.34	0.00		73,732.21	
Balance Carried Fwd			597,713.00					
Cashbook Totals			747,136.55	75,691.34	0.00		671,445.21	

Agenda Item 7

Date: 10/02/2025

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Melksham Town Council Current Year

Cashbook 2

Lloyds Bank Assembly Hall A/c

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User: MEL

For Month No: 9

Receipts for Month 9

Receipt Ref

Name of Payer

£ Amt Received

£ Debtors

£ VAT

A/c

Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

662,724.52

662,724.52

WWMCC Banked: 18/11/2024

95.00

Sales Recpts Page 139

95.00

95.00

101

Sales Recpts Page 139

RnR Banked: 23/11/2024

216.00

Sales Recpts Page 140

216.00

216.00

101

Sales Recpts Page 140

Makers Banked: 03/12/2024

175.50

Sales Recpts Page 136

175.50

175.50

101

Sales Recpts Page 136

Clubber Banked: 03/12/2024

108.00

Sales Recpts Page 138

108.00

108.00

101

Sales Recpts Page 138

BACS Banked: 04/12/2024

2,115.00

BACS Ticketsource

2,115.00

1173

510

2,355.75

Pantomime

4017

110

-240.75

Charges

500788 Banked: 04/12/2024

74.00

500788 Elf

6.00

1.00

1173

510

5.00

Elf

500788 Dreamers

44.00

566

44.00

Dreamers

500788 80s 90s

24.00

4.00

1173

510

20.00

80s 90s

Scoble Banked: 04/12/2024

50.00

Sales Recpts Page 148

50.00

50.00

101

Sales Recpts Page 148

500787(B) Banked: 06/12/2024

1,486.85

500787(B) Rock Revival

451.80

75.30

1001 520

376.50

Rock Revival

500787(B) Remembrance

6.20

1.03

1001 520

5.17

Remembrance

500787(B) WWMCC

26.80

4.47

1001 520

22.33

WWMCC

500787(B) Bow Is Dinner

380.30

63.38

1001 520

316.92

Bow Is Dinner

500787(B) WWMCC

16.60

2.77

1001 520

13.83

WWMCC

500787(B) Makers Market

57.50

9.58

1001 520

47.92

Makers Market

500787(B) Rock n Roll

547.65

91.28

1001 520

456.37

Rock n Roll

500786 Banked: 06/12/2024

168.00

500786 50 yrs of Fender

38.00

566

38.00

50 yrs of Fender

500786 Panto

70.00

11.67

1173

510

58.33

Panto

500786 Neil Sands

60.00

566

60.00

Neil Sands

Tiger Banked: 09/12/2024

81.00

Sales Recpts Page 142

81.00

81.00

101

Sales Recpts Page 142

Diabetic Banked: 12/12/2024

216.00

Sales Recpts Page 103

216.00

216.00

101

Sales Recpts Page 103

NADFAS Banked: 13/12/2024

454.80

Sales Recpts Page 137

454.80

454.80

101

Sales Recpts Page 137

BACS Banked: 17/12/2024

381.00

BACS Ticketsource

381.00

1173

510

461.64

Santas Grotto

4017

110

-80.64

Charges

BACS Banked: 17/12/2024

572.00

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Date: 10/02/2025

Melksham Town Council Current Year

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Time: 11:59

Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No:9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Ticketsource	572.00			566		618.02	Dreamers
					4017	110	-46.02	Dreamers
BACS	Banked: 17/12/2024	1,452.00						
BACS	Ticketsource	1,452.00			1173	510	1,593.57	80s 90s Show
					4017	110	-141.57	Charges
Seniors	Banked: 20/12/2024	162.00						
	Sales Recpts Page 143	162.00	162.00		101			Sales Recpts Page 143
500791(B)	Banked: 23/12/2024	1,204.75						
500791(B)	Quiz Night	111.90		18.65	1001	520	93.25	Quiz Night
500791(B)	Panto	104.60		17.43	1001	520	87.17	Panto
500791(B)	WWMCC	14.30		2.38	1001	520	11.92	WWMCC
500791(B)	WWMCC	16.15		2.69	1001	520	13.46	WWMCC
500791(B)	Dreamers	179.30		29.88	1001	520	149.42	Dreamers
500791(B)	80s 90s	507.30		84.55	1001	520	422.75	80s 90s
500791(B)	WWMCC	25.00		4.17	1001	520	20.83	WWMCC
500791(B)	Christmas Memories	200.10		33.35	1001	520	166.75	Christmas Memories
500791(B)	Quiz Night	46.10		7.68	1001	520	38.42	Quiz Night
500789/90	Banked: 23/12/2024	185.00						
	Sales Recpts Page 149	185.00	185.00		101			Sales Recpts Page 149
	Banked: 24/12/2024	827.00						
	Ticketsource	827.00			566		902.72	Christmas Memories
					4017	110	-75.72	Charges
BACS	Banked: 24/12/2024	147.00						
BACS	Ticketsource	147.00			1173	510	177.87	Elf Movie
					4017	110	-30.87	Charges
BACS	Banked: 24/12/2024	150.00						
BACS	Ticketsource	150.00			1173	510	165.75	Quiz Night
					4017	110	-15.75	Charges
GNC	Banked: 31/12/2024	500.00						
	Sales Recpts Page 141	500.00	500.00		103			Sales Recpts Page 141
Card	Banked: 31/12/2024	2,114.50						
Card	DoJo	2,114.50		352.42	1001	520	1,762.08	LOC0001
Card	Banked: 31/12/2024	1,333.40						
Card	DoJo	1,333.40		222.23	1001	520	1,111.17	LOC0002
Card	Banked: 31/12/2024	234.70						
Card	DoJo	234.70		39.12	1173	510	145.00	Show s
					1003	520	50.58	Sweet sales - Panto
Card	Banked: 31/12/2024	1,052.00						
Card	DoJo	1,052.00			566		1,052.00	Tickets
BACS	Banked: 31/12/2024	216.00						
BACS	Rock n Roll	216.00		36.00	1000	501	180.00	Room hire

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Date: 10/02/2025

Melksham Town Council Current Year

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Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

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

500790 Banked: **31/12/2024** **19.50**

500790 Room hire 19.50 3.25 1000 501 16.25 Room hire

Total Receipts for Month 15,791.00 2,243.30 1,118.28 12,429.42

Cashbook Totals 678,515.52 2,243.30 1,118.28 675,153.94

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Melksham Town Council Current Year

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Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/12/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
02/12/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
02/12/2024	Water2business	021224	126.74	126.74		502			Water rates - AH
06/12/2024	Tolchards Ltd	061224	349.01	349.01		502			Bar stock
10/12/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
20/12/2024	DoJo	DDR	58.44		9.74	4017	110	48.70	Card machine charges
20/12/2024	DoJo	DDR	45.40		7.57	4017	110	37.83	Card machine charges
20/12/2024	DoJo	DDR	53.04		8.84	4017	110	44.20	Card machine charges
20/12/2024	Tolchards Ltd	201224	380.70	380.70		502			Bar stock
23/12/2024	Rentokil Initial	231224	619.39	619.39		502			Pest control
27/12/2024	Tolchards Ltd	271224	21.60	21.60		502			Bar stock
31/12/2024	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
31/12/2024	Hills Waste	311224	634.97	634.97		502			Waste collection - AH
Total Payments for Month			303,150.29	2,132.41	26.15			300,991.73	
Balance Carried Fwd			375,365.23						
Cashbook Totals			678,515.52	2,132.41	26.15			676,356.96	

Date: 10/02/2025

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 9

Receipts for Month 9		Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Balance Brought Fwd :		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

Date: 10/02/2025

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

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