



Melksham Town Council

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

Town Clerk Tracy Predeth BA(Hons), MPA, FLSCC

To: Councillor J Hubbard (Chair)
Councillor R Cleary
Councillor J Crossley
Councillor A Griffin
Councillor A Westbrook

20th May 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Finance Administration & Performance Committee** meeting of the Melksham Town Council.

The meeting will be held in the council chamber at the Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES on **Tuesday 27th May 2025** commencing at **7.00 pm**.

Members of the public and press are welcome to attend the meeting in person or online and a period of public participation will take place during the meeting, limited to 3 minutes per person and no more than 30 minutes in total.

If you wish to ask a question online please join via Teams on this link <https://tinyurl.com/yv8xtw4m>

The meeting will also be live streamed at <https://www.facebook.com/melksham.town> but you will not be able to interact.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC

Town Clerk

Melksham Town Council

Finance Administration & Performance Committee

Tuesday 27th May 2025

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.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declaration 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.

Members of the public are requested to send their question to locum@melkshamtc.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

To approve the Minutes of the Finance Administration & Performance Committee meetings held on 17th February 2024 and 10th March 2025.

5. End of Year

To note the 2024/25 year end financials including the balance sheet, trial balance, budget, cash & investment reconciliation, income & expenditure, reserve reconciliation, and ear-marked reserves.

6. AGAR

To note Section 1 – Annual Governance Statement 2024/25 of the Annual Governance Accountability 2024/25 Part 3.

To note Section 2 – Annual Governance Statement 2024/25 of the Annual Governance Accountability 2024/25 Part 3.

7. Internal Audit Report

To note the comment of the RFO on the 2023/24 Internal Auditor report update.

8. Report of RFO

To note the report of the RFO

9. Financials

To note the 2025/26 financials to date including the balance sheet, trial balance, budget, cash & investment, income and expenditure and ear-marked reserves.

10. Insurance

Committee to consider and decide upon quotes received for Melksham Town Council insurance.

11. Income Received

To note to be reported next meeting as not complete due to year end closedown and audit

12. Payments made outside of meeting using Clerks delegated powers April 2025

To note the payments made outside of meeting using Clerks delegated power

13. Internal Transfers

To note to be reported next meeting as not complete due to year end closedown and audit.

14. Invoices for Payment

To consider and approve invoices for payment.

15. Debit/Pre Pay Card Limit

To resolve to increase the limit from £500 to £1000.

16. Financial Regulations

Full Council at the Annual Meeting UNANIMOUSLY RESOLVED to approve the updated Financial Regulations with the proviso that the Finance Administration and Performance Committee have the opportunity to go through the regulations in more detail.

17. 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

18. KGV Toilets

For a decision on which of the three quotes for cleaning the KGV toilets to proceed with.