

**Melksham Town Council**

**Minutes of the Finance Governance & Performance Committee**

**on Tuesday 27<sup>th</sup> May 2025**

**PRESENT:** Councillor J Hubbard (Chair)  
Councillor P Aves (as substitute for Councillor A Westbrook)  
Councillor J Crossley  
Councillor A Griffin

**IN ATTENDANCE**

<b>OFFICERS</b>	Tracy Predeth	Locum Clerk
	Samantha Haywood	Locum RFO
	Mel Rolph	Finance Officer
	Andrew Meacham	Committee Clerk

**PUBLIC:** No members of the public or press were present

**1/25 Apologies**

Apologies were received from Councillor A Westbrook, who was substituted by Councillor P Aves, and from Councillor R Cleary

**2/25 Declaration of Interest**

There were no declarations of interest.

**3/25 Vice Chair**

The Chair, Councillor Hubbard called for nominations for the role of Vice Chair.

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

**UNANIMOUSLY RESOLVED** to elect Councillor Cleary as Vice Chair of the Finance Governance and Performance Committee.

**4/25 Public Participation**

There was no public participation

**5/25 Minutes**

The minutes of 17<sup>th</sup> February 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Hubbard.

The minutes of 10<sup>th</sup> March 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Hubbard

## **6/25 End of Year, AGAR, Internal Audit Report**

Councillor Hubbard introduced the Locum RFO to members.

These three agenda items were taken together as paperwork was not complete and it was noted that they would come back to the next meeting. Members were afforded the opportunity to ask questions.

## **7/25 Report of RFO**

The RFO presented her report and advised she hoped to be able to start looking at the budget shortly.

Members were afforded the opportunity to ask questions and the report was noted.

## **8/25 Financials**

It was noted that reports were incomplete because of the officer hours devoted to End of Year and would come to the next meeting.

## **9/25 Income Received**

It was noted that these were incomplete because of the officer hours devoted to End of Year and would come to the next meeting.

## **10/25 Payments made outside of meetings using Clerks delegated power**

The item was noted.

## **11/25 Internal Transfers**

It was noted that these were incomplete because of the officer hours devoted to End of Year and would come to the next meeting.

## **12/25 Invoices for Payment**

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

**UNANIMOUSLY RESOLVED** to approve the invoices for payment.

## **13/25 Debit/Pre Pay Cards Limit**

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

**UNANIMOUSLY RESOLVED** to

- Increase the limit on the card of the Clerk/Chief Executive to £2500
- Increase the limit on the cards of the Assembly Hall Manager and Amenities Manager to £1000
- Request the Clerk to change the Governance Documents accordingly

- Request the Clerk to formulate a new policy on Corporate Cards, to come before the meeting on Monday 23<sup>rd</sup> June if possible.

#### **14/25 Insurance**

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

**UNANIMOUSLY RESOLVED** to delegate authority to the Clerk to make arrangements for insurance cover for the next 12 months.

#### **15/25 Financial Regulations**

Councillor Griffin raised a query on VAT which the RFO answered. There were no other queries.

The Chair raised the idea for future meetings of having a briefing session for members only from 7pm and a meeting start time of 7:30pm. Members were asked to consider this idea.

#### **16/25 Confidential Session**

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

**UNANIMOUSLY RESOLVED** that in view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960 the public and press are excluded and are instructed to withdraw.

#### **17/25 KGV Toilets**

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

**UNANIMOUSLY RESOLVED** to choose idVerde for cleaning the KGV toilets. The Clerk was delegated to look at the possibility of combining contracts to obtain a better rate.

Meeting closed at: 8.11pm

Signed .....

Dated .....