

SUPPORTING INFORMATION FOR ITEMS 8 TO 13

1) AGENDA ITEM 8 – LOCUM RFO REPORT

Since joining the Council working two days per week, my priorities have been to get to know the Council and its financials, processing payroll, reviewing the financial governance documentation / finance page of the new website, revising the Asset Register, CIL reporting, year end and the internal/external audits.

Year End / Audits 2023/24

I am pleased to confirm that the Rialtas year end has been closed down. The accounting entries were in great shape and I thank the Finance Officer for all her hard work on entering the data and all the support she has given me.

The internal audit was carried out on 2nd May. Once the report has been received this will be presented to Council. The report will contain a lot of recommendations which I will work my way through. All of the recommendations that were in last years report have been actioned.

Once I have the internal auditor report and Council have approved the AGAR, I will submit all documentation to the external auditor.

Payroll

As per my report to Council, payroll has not been easy to process and I recommend payroll software that can accommodate a Councils payroll such as Sage Cloud. Council agreed that this is to be reviewed once a permanent RFO is in post. I will inform the RFO of this at handover.

Using the current payment provider limits Council in terms of what information it holds and increases workload considerably. Complaints are being received from staff over various issues. It has also recently come to light that it looks like the casual staff holiday plussage is not being calculated correctly. This is being looked into by the People & Culture Officer, in liaison with myself.

Council received an ONS request last year that has not been actioned. Council are now being threatened with a £2,500 fine. Council do not hold the information needed to complete the request. The payroll provider has been asked to supply the information but this has not yet been received to date. Another reason Council needs its own payroll software.

RFO Interviews

The first recruitment process resulted in no applications but the second round of recruitment saw a good number of applications. Interviews have been carried out.

Governance Documentation

I have reviewed all the finance related governance documents. Some were presented to the May Full Council meeting and were approved. Other documents will be presented to the next Council meeting for approval.

Financial Reporting

I strongly believe in transparency and report everything I can, unless it is protected information such as Officer personal details. You will see that I have added all the financials to the agenda, and will continue to do so for all meetings. This information is contained within the agenda pack so will also be published on the website. If Committee would like to see any other information included then please just let me know.

Budget

Due to all the other priorities I have had since joining the Council I have yet to look at the budget in detail. This is my next priority and I ask Council to bear with me for the time being. The budget to date is included on this agenda, including variances. For future meetings, I will present a report to accompany the budget such as explanation of variances.

VAT Return

The qrt4 VAT reclaim has been submitted to HMRC.

CIL / FOIs

Council need an accurate record of CIL income and expenditure. I have been unable to find such a record unfortunately so trying to find this information has taken a lot of my time. CIL reports should be published on the website and included within the audit documentation but I cannot find any record of this.

The situation at the moment with CIL is that:

- * Wiltshire Council sent me a list of what CIL we have received but there was very little and it no way matches what the accounts/records say we have. I found a few docs on the shared files but they had very little info contained within them.

- * I went back to Wiltshire Council and asked if the additions would be MWOPC. They said possibly and would send me the info but despite chasing several times this info has not been forthcoming.

- * I called and spoke to the MWOPC Clerk who was very helpful. I explained the situation which she understands and we have arranged to meet up once the audit is complete. We are going to go through the MTC/MWOPC contributions together.

- * The Committee Clerk has kindly gone through years of meeting resolutions. So far, he has sent me 4 items to add into the spreadsheet. He doesn't think there are any more.

- * I have asked the Finance Officer, Locum Clerk, and Deputy Clerk but they have no information either.

* We have to publish an Annual CIL statement but I can't find these anywhere in the files and the team seem to think it has never been done. There is nothing on the website. I asked Wiltshire Council for their copy and they said they have never received them! It appears the auditors aren't picking it up either.

Basically, we have very incomplete records and it seems there are no records as to how the CIL has been spent over the years.

I think all we can do is publish what we have and explain that we just don't have the information but we are continuing to try and find it and it will be on the website as soon as we get any further info. I do find honesty the best policy and have added to the spreadsheet "We are currently collating a list of all CIL income and expenditure. Please note that this spreadsheet is not yet complete. We will add further information as soon as we are able."

I will do a budget review and look at ways we can spend the CIL e.g. projects. Council need a 3 or 5-year plan / strategy in place which would help with this.

Council have received two freedom of information requests asking for the CIL data. For the reasons stated above, all we can do at the moment is publish the information we do have and carry on looking for further information. The only other place I will look is to go back through all the accounts over the years and try and find further information.

BANK BALANCE

The current account bank balance was extremely high – over £1m – which is a risk, especially as Council are not covered under the FSCS as the budget is over £500k. I have arranged for a deposit account to be opened with Unity Bank. A small fund will be transferred into this account and a larger amount will be transferred to the CCLA account to reduce risk to Council and start earning interest on the money.

INVESTMENTS

I will compile an investment proposal for Council to consider to ensure our funds are invested securely and earn the best return possible.

ASSET REGISTER

There is a lot of information missing from the Asset Register. Council have a lot of assets and I would strongly recommend that asset management software is purchased. It is essential that the Register is accurate so that we have appropriate records and appropriate insurance in place.

Having photos, serial numbers, model numbers etc of assets is also recommended. I will research software and present a proposal to Council for consideration.

I would recommend that a full audit is carried out of all assets and asset tagging takes place.

Council also need an asset replacement management plan and budget for it accordingly.

PREFERRED SUPPLIERS

Council should have a preferred suppliers list that is presented to Council for approval. I have been informed that this has not happened. A list of preferred suppliers and regular payments has been drafted and will be presented to Council for approval.

EVENTS – TICKETSOURCE

It appears that Council receive ticket revenue for events from Ticketsource which is passed onto the event performer organisation. However, VAT has not been taken into account. This has now been rectified.

WORK

Further items to look at:

- Parking agreement
- Ensure past finance resolutions have been actioned
- Grants / Solar farm reporting
- Ensuring Council are receiving best value e.g. review of supplier contracts

SUMMARY

I still have a lot to learn about the Council and ask that you please bear with me. I feel there is an awful lot to do to ensure Council have good reporting, records, and transparency. I will work my way through as much as I can until a permanent RFO is in post.

Thank you for giving me the opportunity to join your team. I have been made very welcome by everyone and received a lot of support for which I sincerely thank everyone, particularly the Finance Officer who has gone over and above to support me, especially with the year-end and audits. I look forward to working with you all until a RFO is recruited. As per my email to the Committee, I welcome speaking with Members. If you have a finance related query or concern then I welcome a meeting with you.

AGENDA ITEM 9 – FINANCE & ACCOUNTS

Please note that due to the year end and audits taking priority, and annual leaves, the accounts are not 100% up-to-date but below is the information entered so far. We will ensure that information presented to the next meeting is completely up-to-date.

Balance sheet:

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
101	Debtors	2,226
103	Town hall Sales ledger	2,531
105	Vat Control	20,998
120	Bar Stock	7,138
203	Unity Bank	560,595
213	Credit/Debit Card Control	2,346
214	CCLA: Investment	710,372
215	Cambridge BS	86,682
220	Petty Cash	19
251	Lloyds Cash & Bank Assembly	171,970
253	Assembly Hall Float	1,100
Total Current Assets		1,565,977
<u>Current Liabilities</u>		
501	Creditors	22,236
502	Creditors-Assembly Hall	60
515	PAYE/NI Due	4,274
516	Pension Due	8,976
566	Events Control 2021 Onwards	4,583
Total Current Liabilities		40,129
Net Current Assets		1,525,848
Total Assets less Current Liabilities		1,525,848
<u>Represented by :-</u>		
301	Current Year Fund	(26,815)
310	General Fund	257,960
322	EMR - CIL - SEC106	639,637
323	EMR - Solar Monies	143,241
325	EMR - East Melksham Comm Hall	315,030
326	EMR - Unplanned Maintenance	3,795
327	EMR - Election Expenses	5,199
328	EMR - Green Spaces	1,311
329	EMR - Major Projects Reserve	100,248
334	EMR - Office Equipments	4,275
335	EMR - Street Furniture	13,837
336	EMR - Equipment Replacement	48,130
338	EMR -Shurnhold Field	15,000
339	EMR - Splashpad KGV	5,000
Total Equity		1,525,848

Trial Balance:

Date : 17/05/2025

Melksham Town Council Current Year

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Trial Balance for Month No: 1

User : SAM

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
101	Debtors			2,226.41	
103	Town hall Sales ledger			2,530.95	
105	Vat Control			20,997.82	
120	Bar Stock			7,137.81	
203	Unity Bank			560,595.12	
213	Credit/Debit Card Control			2,345.90	
214	CCLA: Investment			710,371.84	
215	Cambridge BS			86,682.16	
220	Petty Cash			18.94	
251	Lloyds Cash & Bank Assembly			171,970.01	
253	Assembly Hall Float			1,100.00	
310	General Fund				257,960.08
322	EMR - CIL - SEC106				639,636.64
323	EMR - Solar Monies				143,240.85
325	EMR - East Melksham Comm Hall				315,030.00
326	EMR - Unplanned Maintenance				3,795.00
327	EMR - Election Expenses				5,199.41
328	EMR - Green Spaces				1,311.38
329	EMR - Major Projects Reserve				100,247.57
334	EMR - Office Equipments				4,275.00
335	EMR - Street Furniture				13,837.00
336	EMR - Equipment Replacement				48,130.00
338	EMR -Shurnhold Field				15,000.00
339	EMR - Splashpad KGV				5,000.00
501	Creditors				22,235.94
502	Creditors-Assembly Hall				60.00
515	PAYE/NI Due				4,273.69
516	Pension Due				8,975.76
566	Events Control 2021 Onwards				4,583.37
1000	Income-Assembly Hall Lettings	501	Assembly Hall Central Costs		1,363.80
1052	Christmas Market Stalls	302	Projects		50.00
4016	Sundry Office Expenses	101	Central Costs	11.97	
4023	Advertising	101	Central Costs		864.50
4026	Photocopier/copying	101	Central Costs		58.61
4029	Subscriptions	101	Central Costs	2,428.08	
4042	Licences/Software	101	Central Costs	2,498.36	
4050	Legal and Professional Fees	110	Corporate Costs	25,557.19	
4061	Travel and Subsistence	101	Central Costs	150.00	
4071	Town Floral Displays	403	Economic Dev. and Planning	9.57	
4072	Platinum Jubilee	101	Central Costs	120.00	
4076	Health & Safety	201	Town Hall	995.00	
4078	Community Projects	302	Projects	28.47	

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Date : 17/05/2025

Melksham Town Council Current Year

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Time: 11:49

Trial Balance for Month No: 1

User : SAM

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4085	Civic and Ceremonial	115	Civic and Democratic		2,025.00
4103	Water Rates	206	Public Toilets - Bath Road		1,742.62
4104	Window Cleaning	201	Town Hall		40.00
4106	Repairs and Maintenance	201	Town Hall		1,168.32
4106	Repairs and Maintenance	204	Cafe	270.00	
4106	Repairs and Maintenance	205	Public Toilets - Market Place		100.00
4108	Service Contracts	221	King George V Park/Splashpad		229.34
4151	Tools and Equipment	202	Asset and Amenities	74.07	
4157	Grasscutting and Ground Maint	220	Play Areas and Open Spaces		2,058.50
4163	Repairs and Maintenance	202	Asset and Amenities		709.08
4165	Maintenance play areas	202	Asset and Amenities		68.65
4165	Maintenance play areas	220	Play Areas and Open Spaces		24.15
4168	Bus Shelters Cleaning	202	Asset and Amenities	40.00	
4175	WiFi	211	Art House Cafe		17.00
4180	Cleaning	205	Public Toilets - Market Place		553.00
4180	Cleaning	206	Public Toilets - Bath Road		676.48
4199	Chemicals	221	King George V Park/Splashpad	4.00	
4304	Christmas Lights	302	Projects	7.08	
4313	Holiday Activities	302	Projects	7.20	
4322	Age UK Project Worker	101	Central Costs	2,875.00	
4329	VE Day Celebration	302	Projects	5.57	
4332	Wiltshire Town Programme Exp	302	Projects	92.68	
4336	Sensory Garden	302	Projects	5,230.00	
4905	Cleaning Materials	501	Assembly Hall Central Costs	230.11	
4908	Advertising	501	Assembly Hall Central Costs	30.00	
4917	Service Contracts	501	Assembly Hall Central Costs		237.15
4919	Films: expenses and contract	510	Assembly Hall Events	1.78	
4922	Publicity & Marketing	101	Central Costs		830.00
4922	Publicity & Marketing	501	Assembly Hall Central Costs		43.20
4954	PA and Lighting Costs	510	Assembly Hall Events		688.00
4958	Event Security	501	Assembly Hall Central Costs		304.00
Trial Balance Totals :				1,606,643.09	1,606,643.09
Difference				0.00	

Budget

Annual Budget - By Centre (Actual YTD Month 1)

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

		Budget 2023/2024		Budget 2024/2025						Budget 2025/2026		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	Central Costs											
4000	Salaries ENI & Pension	225,000	452,982	0	0	384,500	0	384,500	0	0	0	0
4005	Temporary Staff	0	15,541	0	0	3,000	0	3,000	0	0	0	0
4016	Sundry Office Expenses	0	1,203	0	0	1,200	0	1,200	12	0	0	0
4021	Stationery	1,000	1,050	0	0	1,000	0	1,000	0	0	0	0
4023	Advertising	3,000	7,890	0	0	3,000	0	3,000	-865	0	0	0
4024	Equipment/furniture	1,000	24	0	0	500	0	500	0	0	0	0
4026	Photocopier/copying	1,000	1,141	0	0	1,100	0	1,100	-59	0	0	0
4027	Telephones and Mobiles	2,500	3,855	0	0	3,600	0	3,600	0	0	0	0
4028	Postage	500	173	0	0	600	0	600	0	0	0	0
4029	Subscriptions	3,000	2,517	0	0	3,200	0	3,200	2,428	0	0	0
4032	Market Charter Anniversary	0	304	0	0	0	0	0	0	0	0	0
4040	Information Technology/Hardware	5,000	6,528	0	0	5,000	0	5,000	0	0	0	0
4042	Licences/Software	6,000	20,907	0	0	24,000	0	24,000	2,498	0	0	0
4058	Insurance	38,000	38,578	0	0	39,000	0	39,000	0	0	0	0
4061	Travel and Subsistence	300	5,241	0	0	3,000	0	3,000	150	0	0	0
4072	Platinum Jubilee	0	0	0	0	0	0	0	120	0	0	0
4075	Training	2,500	494	0	0	3,000	0	3,000	0	0	0	0
4322	Age UK Project Worker	0	0	0	0	0	0	0	2,875	0	0	0
4922	Publicity & Marketing	0	1,548	0	0	0	0	0	-830	0	0	0
	Overhead Expenditure	288,800	559,975	0	0	475,700	0	475,700	6,330	0	0	0
6000	plus Transfers from EMR	0	2,400	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(288,800)	(557,575)			(475,700)		(475,700)	(6,330)	0		

Annual Budget - By Centre (Actual YTD Month 1)

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

		Budget 2023/2024		Budget 2024/2025						Budget 2025/2026		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
110	Corporate Costs											
1026	Income Interest	1,000	13,758	0	0	25,000	0	25,000	0	0	0	0
1176	Precept Received	1,047,270	1,047,270	0	0	1,117,200	0	1,117,200	0	0	0	0
1195	Precept received - Topup GR	0	0	0	0	75,000	0	75,000	0	0	0	0
	Total Income	1,048,270	1,061,028	0	0	1,217,200	0	1,217,200	0	0	0	0
4017	Bank account fees	500	5,140	0	0	2,500	0	2,500	0	0	0	0
4043	HR consultancy	6,000	13,625	0	0	8,000	0	8,000	0	0	0	0
4050	Legal and Professional Fees	7,000	23,356	0	0	10,000	0	10,000	25,557	0	0	0
4057	Accountancy and Audit	5,000	3,497	0	0	4,000	0	4,000	0	0	0	0
4076	Health & Safety	3,500	6,240	0	0	3,500	0	3,500	0	0	0	0
	Overhead Expenditure	22,000	51,858	0	0	28,000	0	28,000	25,557	0	0	0
	Movement to/(from) Gen Reserve	1,026,270	1,009,170			1,189,200		1,189,200	(25,557)	0		
115	Civic and Democratic											
1016	Receipts - Mayors Reception	0	3,853	0	0	0	0	0	0	0	0	0
	Total Income	0	3,853	0	0	0	0	0	0	0	0	0
4030	Town Crier's expenses	300	105	0	0	300	0	300	0	0	0	0
4034	Councillors' training	0	960	0	0	1,500	0	1,500	0	0	0	0
4062	Election Expenses	8,000	22,489	0	0	20,000	0	20,000	0	0	0	0
4070	Mayor's Allowance	1,000	84	0	0	2,000	0	2,000	0	0	0	0
4085	Civic and Ceremonial	3,000	8,766	0	0	6,500	0	6,500	-2,025	0	0	0
4311	Remembrance Day	1,500	1,665	0	0	1,500	0	1,500	0	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	13,800	34,068	0	0	31,800	0	31,800	-2,025	0	0	0
Movement to/(from) Gen Reserve	(13,800)	(30,215)			(31,800)		(31,800)	2,025	0		
151	Grants										
4301	Grants	16,000	18,539	0	0	0	10,000	10,000	0	0	0
4303	Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	0	0	0
4306	Grant Party in the Park	3,000	0	0	0	0	0	0	0	0	0
4310	Grant Food and River Festival	5,000	5,000	0	0	5,000	0	5,000	0	0	0
4317	Grant Carnival	0	2,500	0	0	2,500	0	2,500	0	0	0
4322	Age UK Project Worker	0	12,000	0	0	11,500	0	11,500	0	0	0
4324	The Friends of Canberra Park	0	7,988	0	0	0	0	0	0	0	0
4330	Grant TIC	4,000	4,000	0	0	4,000	0	4,000	0	0	0
	Overhead Expenditure	38,000	60,027	0	0	33,000	10,000	43,000	0	0	0
6000	plus Transfers from EMR	0	7,988	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(38,000)	(52,039)			(33,000)		(43,000)	0		
201	Town Hall										
1034	Income Town Hall Bookings	2,000	3,185	0	0	2,000	0	2,000	0	0	0
	Total Income	2,000	3,185	0	0	2,000	0	2,000	0	0	0
4076	Health & Safety	0	0	0	0	0	0	995	0	0	0
4100	Gas	7,200	4,512	0	0	7,500	0	7,500	0	0	0
4101	Electricity	6,000	4,917	0	0	6,500	0	6,500	0	0	0
4102	Non Domestic Rates	11,000	10,604	0	0	11,000	0	11,000	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4103	Water Rates	2,000	1,258	0	0	2,000	0	2,000	0	0	0	0
4104	Window Cleaning	1,800	1,492	0	0	1,500	0	1,500	-40	0	0	0
4106	Repairs and Maintenance	6,000	15,367	0	0	12,000	0	12,000	-1,168	0	0	0
4108	Service Contracts	8,000	6,217	0	0	8,500	0	8,500	0	0	0	0
Overhead Expenditure		42,000	44,367	0	0	49,000	0	49,000	-213	0	0	0
Movement to/(from) Gen Reserve		(40,000)	(41,183)			(47,000)		(47,000)	213	0		
<u>202</u>	<u>Asset and Amenities</u>											
1027	Income - Amenity Services	4,500	10,425	0	0	6,000	0	6,000	0	0	0	0
Total Income		4,500	10,425	0	0	6,000	0	6,000	0	0	0	0
4000	Salaries ENI & Pension	275,000	289,147	0	0	232,000	0	232,000	0	0	0	0
4027	Telephones and Mobiles	1,500	0	0	0	0	0	0	0	0	0	0
4075	Training	3,000	0	0	0	3,000	0	3,000	0	0	0	0
4150	Uniform/PPE	1,000	250	0	0	1,000	0	1,000	0	0	0	0
4151	Tools and Equipment	2,000	1,960	0	0	2,000	0	2,000	74	0	0	0
4153	Vehicle Running Costs	6,000	5,664	0	0	6,000	0	6,000	0	0	0	0
4156	Vehicle Leasing	11,000	6,331	0	0	6,000	0	6,000	0	0	0	0
4163	Repairs and Maintenance	6,000	2,155	0	0	2,000	0	2,000	-709	0	0	0
4165	Maintenance play areas	0	634	0	0	0	0	0	-69	0	0	0
4167	Street Furniture and Signage	6,000	4,689	0	0	6,000	0	6,000	0	0	0	0
4168	Bus Shelters Cleaning	0	836	0	0	1,500	0	1,500	40	0	0	0
4177	Churchyard maintenance	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4186	Defibrillators	4,000	1,100	0	0	4,000	0	4,000	0	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4196	Container storage	1,500	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	318,000	312,765	0	0	264,500	0	264,500	-664	0	0	0
	Movement to/(from) Gen Reserve	(313,500)	(302,341)			(258,500)		(258,500)	664	0		
203	Allotments											
1045	Income	7,000	4,775	0	0	6,000	0	6,000	0	0	0	0
	Total Income	7,000	4,775	0	0	6,000	0	6,000	0	0	0	0
4200	Water Rates	1,800	1,560	0	0	1,800	0	1,800	0	0	0	0
4201	Maintenance	4,000	0	0	0	500	0	500	0	0	0	0
4202	Community Allotments	0	0	0	0	500	0	500	0	0	0	0
	Overhead Expenditure	5,800	1,560	0	0	2,800	0	2,800	0	0	0	0
	Movement to/(from) Gen Reserve	1,200	3,215			3,200		3,200	0	0		
204	Cafe											
1046	Income - Pavilion	0	2,529	0	0	3,000	0	3,000	0	0	0	0
1090	Expenses Recovered	17,500	11,809	0	0	12,000	0	12,000	0	0	0	0
	Total Income	17,500	14,337	0	0	15,000	0	15,000	0	0	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	270	0	0	0
4250	WiFi - Pavilion	1,000	889	0	0	1,300	0	1,300	0	0	0	0
4252	Electricity	12,000	19,805	0	0	12,000	0	12,000	0	0	0	0
4254	Water	2,500	1,860	0	0	2,500	0	2,500	0	0	0	0
4255	Fire Safety Checks	400	859	0	0	1,000	0	1,000	0	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4256	Maintenance	2,000	2,040	0	0	2,500	0	2,500	0	0	0	0
4258	Pavilion Development	0	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure		17,900	25,452	0	0	19,300	0	19,300	270	0	0	0
Movement to/(from) Gen Reserve		(400)	(11,114)			(4,300)		(4,300)	(270)	0		
<u>205</u>	<u>Public Toilets - Market Place</u>											
1060	Contribution - MWPC	5,000	0	0	0	5,000	0	5,000	0	0	0	0
Total Income		5,000	0	0	0	5,000	0	5,000	0	0	0	0
4101	Electricity	2,200	852	0	0	1,500	0	1,500	0	0	0	0
4103	Water Rates	3,000	969	0	0	2,000	0	2,000	0	0	0	0
4106	Repairs and Maintenance	1,000	1,734	0	0	1,500	0	1,500	-100	0	0	0
4180	Cleaning	7,000	7,112	0	0	7,500	0	7,500	-553	0	0	0
Overhead Expenditure		13,200	10,667	0	0	12,500	0	12,500	-653	0	0	0
Movement to/(from) Gen Reserve		(8,200)	(10,667)			(7,500)		(7,500)	653	0		
<u>206</u>	<u>Public Toilets - Bath Road</u>											
4101	Electricity	1,700	1,421	0	0	1,200	0	1,200	0	0	0	0
4103	Water Rates	2,000	3,369	0	0	2,000	0	2,000	-1,743	0	0	0
4106	Repairs and Maintenance	1,000	8	0	0	500	0	500	0	0	0	0
4180	Cleaning	7,000	7,870	0	0	8,000	0	8,000	-676	0	0	0
Overhead Expenditure		11,700	12,668	0	0	11,700	0	11,700	-2,419	0	0	0
Movement to/(from) Gen Reserve		(11,700)	(12,668)			(11,700)		(11,700)	2,419	0		

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
210	<u>Corporate Properties</u>											
1040	Income 31 Market Place	7,000	7,075	0	0	7,000	0	7,000	0	0	0	0
1048	Income Art House Cafe	6,700	6,161	0	0	6,000	0	6,000	0	0	0	0
	Total Income	13,700	13,236	0	0	13,000	0	13,000	0	0	0	0
	Movement to/(from) Gen Reserve	13,700	13,236			13,000		13,000	0	0		
211	<u>Art House Cafe</u>											
4108	Service Contracts	0	905	0	0	600	0	600	0	0	0	0
4175	WiFi	750	476	0	0	225	0	225	-17	0	0	0
	Overhead Expenditure	750	1,381	0	0	825	0	825	-17	0	0	0
	Movement to/(from) Gen Reserve	(750)	(1,381)			(825)		(825)	17	0		
212	<u>Round House</u>											
4101	Electricity	400	388	0	0	400	0	400	0	0	0	0
4103	Water Rates	200	214	0	0	200	0	200	0	0	0	0
4106	Repairs and Maintenance	250	448	0	0	250	0	250	0	0	0	0
	Overhead Expenditure	850	1,049	0	0	850	0	850	0	0	0	0
	Movement to/(from) Gen Reserve	(850)	(1,049)			(850)		(850)	0	0		
213	<u>31 Market Place</u>											
4106	Repairs and Maintenance	1,000	1,093	0	0	30,000	0	30,000	0	0	0	0
4108	Service Contracts	1,000	0	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	1,093	0	0	30,000	0	30,000	0	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(2,000)	(1,093)			(30,000)		(30,000)	0	0		
<u>215</u>	<u>Depot</u>											
4058	Insurance	0	330	0	0	500	0	500	0	0	0	0
4101	Electricity	1,800	1,432	0	0	1,800	0	1,800	0	0	0	0
4102	Non Domestic Rates	5,000	6,278	0	0	5,000	0	5,000	0	0	0	0
4103	Water Rates	250	324	0	0	300	0	300	0	0	0	0
4106	Repairs and Maintenance	2,000	1,869	0	0	1,000	0	1,000	0	0	0	0
4160	Leasing	15,600	12,350	0	0	15,600	0	15,600	0	0	0	0
4184	Fire security: Unit	300	96	0	0	300	0	300	0	0	0	0
Overhead Expenditure		24,950	22,679	0	0	24,500	0	24,500	0	0	0	0
Movement to/(from) Gen Reserve		(24,950)	(22,679)			(24,500)		(24,500)	0	0		
<u>220</u>	<u>Play Areas and Open Spaces</u>											
1050	Grants Received	0	58,182	0	0	0	0	0	0	0	0	0
Total Income		0	58,182	0	0	0	0	0	0	0	0	0
4157	Grasscutting and Ground Maint	25,000	39,104	0	0	32,000	0	32,000	-2,059	0	0	0
4158	Replacement Play Equipment	0	74,431	0	0	0	64,000	64,000	0	0	0	0
4165	Maintenance play areas	10,000	835	0	0	10,000	0	10,000	-24	0	0	0
4169	Maintenance of trees	4,000	0	0	0	2,000	0	2,000	0	0	0	0
4179	Tree Planting and Ecology	10,000	660	0	0	0	0	0	0	0	0	0
4193	Rospa checks: Play areas	1,600	0	0	0	1,600	0	1,600	0	0	0	0
Overhead Expenditure		50,600	115,030	0	0	45,600	64,000	109,600	-2,083	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve			(50,600)	(56,849)		(45,600)		(109,600)	2,083	0	
221	<u>King George V Park/Splashpad</u>										
4101	Electricity	7,000	926	0	0	5,000	0	5,000	0	0	0
4106	Repairs and Maintenance	1,000	18,828	0	0	2,000	0	2,000	0	0	0
4108	Service Contracts	5,500	11,724	0	0	12,000	0	12,000	-229	0	0
4199	Chemicals	2,000	453	0	0	2,000	0	2,000	4	0	0
4913	Water	10,500	9,132	0	0	6,000	0	6,000	0	0	0
Overhead Expenditure			26,000	41,064	0	0	27,000	0	27,000	-225	0
Movement to/(from) Gen Reserve			(26,000)	(41,064)		(27,000)		(27,000)	225	0	
302	<u>Projects</u>										
1050	Grants Received	0	69,124	0	0	0	0	0	0	0	0
1052	Christmas Market Stalls	2,000	-350	0	0	2,500	0	2,500	50	0	0
1059	Sponsorship	5,000	0	0	0	5,000	0	5,000	0	0	0
1174	Christmas Income	0	50	0	0	0	0	0	0	0	0
1179	Neighbourhood Plan	0	3,456	0	0	0	0	0	0	0	0
1189	Proms in Park (Vendors)	0	0	0	0	1,000	0	1,000	0	0	0
1193	Wiltshire Town Programme Grant	0	0	0	0	50,000	0	50,000	0	0	0
Total Income			7,000	72,281	0	0	58,500	0	58,500	50	0
4074	Neighbourhood Plan	0	13,472	0	0	2,825	0	2,825	0	0	0
4078	Community Projects	4,000	6,957	0	0	2,000	0	2,000	28	0	0
4080	Melksham Garden Competition	250	305	0	0	350	0	350	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4092	Park Yoga	0	1,400	0	0	1,400	0	1,400	0	0	0	0
4304	Christmas Lights	20,000	17,882	0	0	19,000	0	19,000	7	0	0	0
4313	Holiday Activities	0	1,030	0	0	0	0	0	7	0	0	0
4329	VE Day Celebration	0	933	0	0	1,500	0	1,500	6	0	0	0
4332	Wiltshire Town Programme Exp	0	12,008	0	0	50,000	0	50,000	93	0	0	0
4333	Carole Round the Tree	0	0	0	0	1,000	0	1,000	0	0	0	0
4334	Youth Council	0	0	0	0	1,500	0	1,500	0	0	0	0
4336	Sensory Garden	0	0	0	0	0	11,000	11,000	5,230	0	0	0
Overhead Expenditure		24,250	53,987	0	0	79,575	11,000	90,575	5,371	0	0	0
Movement to/(from) Gen Reserve		(17,250)	18,293			(21,075)		(32,075)	(5,321)	0		
<u>303</u>	<u>Events</u>											
1005	Deposits	0	-917	0	0	0	0	0	0	0	0	0
Total Income		0	-917	0	0	0	0	0	0	0	0	0
4093	Proms in Park	0	0	0	0	0	10,000	10,000	0	0	0	0
4313	Holiday Activities	5,000	4,964	0	0	0	5,000	5,000	0	0	0	0
4335	Town Events	0	0	0	0	0	10,000	10,000	0	0	0	0
4337	General Events	0	0	0	0	0	5,000	5,000	0	0	0	0
Overhead Expenditure		5,000	4,964	0	0	0	30,000	30,000	0	0	0	0
Movement to/(from) Gen Reserve		(5,000)	(5,881)			0		(30,000)	0	0		
<u>310</u>	<u>East Melksham Community Hall</u>											
4050	Legal and Professional Fees	2,500	0	0	0	0	50,000	50,000	0	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	2,500	0	0	0	50,000	50,000	0	0	0	0
	Movement to/(from) Gen Reserve	(2,500)	0		0		(50,000)	0	0		
<u>403</u>	<u>Economic Dev. and Planning</u>										
1089	Income-Hanging Baskets	1,300	1,222	0	0	1,500	0	1,500	0	0	0
	Total Income	1,300	1,222	0	0	1,500	0	1,500	0	0	0
4071	Town Floral Displays	6,000	6,004	0	0	6,500	0	6,500	10	0	0
4308	CCTV	0	31,745	0	0	8,000	0	8,000	0	0	0
4309	Newsletter	2,000	9,790	0	0	5,000	0	5,000	0	0	0
4354	Parking Scheme	1,000	1,115	0	0	1,000	0	1,000	0	0	0
4356	LHFIG	5,000	0	0	0	5,000	0	5,000	0	0	0
	Overhead Expenditure	14,000	48,654	0	0	25,500	0	25,500	10	0	0
	403 Net Income over Expenditure	-12,700	-47,432	0	0	-24,000	0	-24,000	-10	0	0
6000	plus Transfers from EMR	0	31,262	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,700)	(16,170)			(24,000)		(24,000)	(10)	0	
<u>405</u>	<u>Solar Farm Projects</u>										
1182	Solar money received	40,000	49,405	0	0	50,000	0	50,000	0	0	0
	Total Income	40,000	49,405	0	0	50,000	0	50,000	0	0	0
4500	Solar Money Projects	40,000	0	0	0	50,000	0	50,000	0	0	0
	Overhead Expenditure	40,000	0	0	0	50,000	0	50,000	0	0	0

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 1)
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	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	405 Net Income over Expenditure	0	49,405	0	0	0	0	0	0	0	0	0
6001	less Transfers to EMR	0	49,405	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	0	0		
501	Assembly Hall Central Costs											
1000	Income-Assembly Hall Lettings	30,000	32,917	0	0	30,000	0	30,000	1,364	0	0	0
1172	Tickets : private events	0	831	0	0	0	0	0	0	0	0	0
	Total Income	30,000	33,748	0	0	30,000	0	30,000	1,364	0	0	0
4000	Salaries ENI & Pension	85,000	104,409	0	0	100,000	0	100,000	0	0	0	0
4075	Training	0	125	0	0	600	0	600	0	0	0	0
4106	Repairs and Maintenance	0	174	0	0	0	0	0	0	0	0	0
4163	Repairs and Maintenance	0	175	0	0	0	0	0	0	0	0	0
4900	Uniforms	1,000	945	0	0	500	0	500	0	0	0	0
4903	Bar Stock Purchases	0	0	0	0	0	0	0	0	0	0	0
4905	Cleaning Materials	2,000	3,002	0	0	2,500	0	2,500	230	0	0	0
4907	Stationery/Printing/Postage	150	113	0	0	150	0	150	0	0	0	0
4908	Advertising	0	0	0	0	0	0	0	30	0	0	0
4909	Licences	3,500	5,400	0	0	5,500	0	5,500	0	0	0	0
4911	Electricity	17,000	13,927	0	0	17,000	0	17,000	0	0	0	0
4912	Gas	100	161	0	0	100	0	100	0	0	0	0
4913	Water	3,000	2,461	0	0	3,000	0	3,000	0	0	0	0
4914	Rates	9,500	8,608	0	0	9,500	0	9,500	0	0	0	0
4915	Equipment	5,000	4,126	0	0	2,500	0	2,500	0	0	0	0

				Budget 2023/2024					Budget 2024/2025					Budget 2025/2026		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward				
4916	Maintenance-Equipment	7,000	1,810	0	0	5,000	0	5,000	0	0	0	0				
4917	Service Contracts	8,400	7,284	0	0	8,400	0	8,400	-237	0	0	0				
4918	Maintenance	13,000	3,224	0	0	5,000	0	5,000	0	0	0	0				
4922	Publicity & Marketing	6,000	7,190	0	0	6,000	0	6,000	-43	0	0	0				
4927	Stocktaking	600	520	0	0	600	0	600	0	0	0	0				
4954	PA and Lighting Costs	0	0	0	0	0	0	0	0	0	0	0				
4958	Event Security	0	608	0	0	0	0	0	-304	0	0	0				
4960	Live entertainment:	0	0	0	0	0	0	0	0	0	0	0				
Overhead Expenditure		161,250	164,262	0	0	166,350	0	166,350	-324	0	0	0				
Movement to/(from) Gen Reserve		(131,250)	(130,514)			(136,350)		(136,350)	1,688	0						
510	Assembly Hall Events															
1004	Film shows	300	4	0	0	300	0	300	0	0	0	0				
1172	Tickets : private events	0	335	0	0	0	0	0	0	0	0	0				
1173	Live Shows - Hall Hire	20,000	14,257	0	0	20,000	0	20,000	0	0	0	0				
Total Income		20,300	14,597	0	0	20,300	0	20,300	0	0	0	0				
4903	Bar Stock Purchases	0	0	0	0	0	0	0	0	0	0	0				
4919	Films: expenses and contract	220	2	0	0	0	0	0	2	0	0	0				
4954	PA and Lighting Costs	4,500	5,965	0	0	0	0	0	-688	0	0	0				
4958	Event Security	0	1,307	0	0	0	0	0	0	0	0	0				
4960	Live entertainment:	0	3,078	0	0	2,500	0	2,500	0	0	0	0				
Overhead Expenditure		4,720	10,352	0	0	2,500	0	2,500	-686	0	0	0				
Movement to/(from) Gen Reserve		15,580	4,245			17,800		17,800	686	0						

[illegible]

Annual Budget - By Centre (Actual YTD Month 1)

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

		Budget 2023/2024		Budget 2024/2025						Budget 2025/2026		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9233	Play Area Replacement Fund	25,000	0	0	0	0	0	0	0	0	0	0
9234	Splashpad - KGV	5,000	0	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	30,000	0	0	0	5,000	0	5,000	0	0	0	0
	Movement to/(from) Gen Reserve	(30,000)	0			(5,000)		(5,000)	0	0		
	Total Budget Income	1,240,070	2,036,653	0	0	1,468,000	0	1,468,000	1,414	0	0	0
	Expenditure	1,240,070	1,627,245	0	0	1,468,000	165,000	1,633,000	28,229	0	0	0
	Net Income over Expenditure	0	409,408	0	0	0	-165,000	-165,000	-26,815	0	0	0
	plus Transfers from EMR	0	69,682	0	0	0	0	0	0	0	0	0
	less Transfers to EMR	0	689,925	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(210,834)			0		(165,000)	(26,815)	0		

Cash & Investment

Melksham Town Council Current Year

Bank - Cash and Investment Reconciliation as at 30 April 2025

Confirmed Bank & Investment Balances			
<u>Bank Statement Balances</u>			
31/03/2025	Unity Bank	594,302.70	
31/03/2025	Assembly Hall General	171,970.01	
31/03/2025	Lloyds Bank short term invest	0.00	
31/03/2025	Credit/Debit Card Control	0.00	
31/03/2025	Petty Cash	18.94	
31/03/2025	CCLA investment	710,371.84	
31/03/2025	Cambridge BS	86,682.16	
			1,563,345.65
<u>Other Cash & Bank Balances</u>			
			1,100.00
			1,564,445.65
<u>Receipts not on Bank Statement</u>			
			0.00
Closing Balance			
			1,564,445.65
<u>All Cash & Bank Accounts</u>			
1	Unity Bank	560,595.12	
2	Lloyds Cash & Bank Assembly	171,970.01	
3	Assembly Hall Bar A/c	0.00	
5	Lloyds Treasury Deposit Fund	0.00	
6	Lloyds Bank: Short Fixed Term	0.00	
7	Lloyds TSB Fixed term Deposit	0.00	
8	Credit/Debit Card Control	2,345.90	
9	Petty Cash	18.94	
10	CCLA: Investment	710,371.84	
11	Cambridge BS	86,682.16	
	Other Cash & Bank Balances	1,100.00	
	Total Cash & Bank Balances		1,533,083.97

Income & Expenditure:

17/05/2025		Melksham Town Council Current Year						Page 1	
11:55		Detailed Income & Expenditure by Budget Heading 30/04/2025							
Month No: 1		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	452,982	0	384,500	384,500		384,500	0.0%	
4005	Temporary Staff	15,541	0	3,000	3,000		3,000	0.0%	
4016	Sundry Office Expenses	1,203	12	1,200	1,188		1,188	1.0%	
4021	Stationery	1,050	0	1,000	1,000		1,000	0.0%	
4023	Advertising	7,890	(865)	3,000	3,865	324	3,540	(18.0%)	
4024	Equipment/furniture	24	0	500	500		500	0.0%	
4026	Photocopier/copying	1,141	(59)	1,100	1,159	59	1,100	0.0%	
4027	Telephones and Mobiles	3,855	0	3,600	3,600		3,600	0.0%	
4028	Postage	173	0	600	600		600	0.0%	
4029	Subscriptions	2,517	2,428	3,200	772		772	75.9%	
4032	Market Charter Anniversary	304	0	0	0		0	0.0%	
4040	Information Technology/Hardware	6,528	0	5,000	5,000		5,000	0.0%	
4042	Licences/Software	20,907	2,498	24,000	21,502		21,502	10.4%	
4058	Insurance	38,578	0	39,000	39,000		39,000	0.0%	
4061	Travel and Subsistence	5,241	150	3,000	2,850		2,850	5.0%	
4072	Platinum Jubilee	0	120	0	(120)		(120)	0.0%	
4075	Training	494	0	3,000	3,000	350	2,650	11.7%	
4322	Age UK Project Worker	0	2,875	0	(2,875)		(2,875)	0.0%	
4922	Publicity & Marketing	1,548	(830)	0	830	246	584	0.0%	
Central Costs :- Indirect Expenditure		559,975	6,330	475,700	469,370	979	468,390	1.5%	0
Net Expenditure		(559,975)	(6,330)	(475,700)	(469,370)				
6000	plus Transfers from EMR	2,400	0	0	0				
Movement to/(from) Gen Reserve		(557,575)	(6,330)	(475,700)	(469,370)				
110 Corporate Costs									
1026	Income Interest	13,758	0	25,000	25,000			0.0%	
1176	Precept Received	1,047,270	0	1,117,200	1,117,200			0.0%	
1195	Precept received - Topup GR	0	0	75,000	75,000			0.0%	
Corporate Costs :- Income		1,061,028	0	1,217,200	1,217,200			0.0%	0
4017	Bank account fees	5,140	0	2,500	2,500		2,500	0.0%	
4043	HR consultancy	13,625	0	8,000	8,000		8,000	0.0%	
4050	Legal and Professional Fees	23,356	25,557	10,000	(15,557)		(15,557)	255.6%	
4057	Accountancy and Audit	3,497	0	4,000	4,000		4,000	0.0%	
4076	Health & Safety	6,240	0	3,500	3,500	4,640	(1,140)	132.6%	
Corporate Costs :- Indirect Expenditure		51,858	25,557	28,000	2,443	4,640	(2,197)	107.8%	0
Net Income over Expenditure		1,009,170	(25,557)	1,189,200	1,214,757				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115 Civic and Democratic								
1016 Receipts - Mayors Reception	3,853	0	0	0			0.0%	
Civic and Democratic > Income	3,853	0	0	0				0
4030 Town Crier's expenses	105	0	300	300		300	0.0%	
4034 Councillors' training	960	0	1,500	1,500		1,500	0.0%	
4062 Election Expenses	22,489	0	20,000	20,000		20,000	0.0%	
4070 Mayor's Allowance	84	0	2,000	2,000		2,000	0.0%	
4085 Civic and Ceremonial	8,766	(2,025)	6,500	8,525	352	8,173	(25.7%)	
4311 Remembrance Day	1,665	0	1,500	1,500		1,500	0.0%	
Civic and Democratic > Indirect Expenditure	34,068	(2,025)	31,800	33,825	352	33,473	(5.3%)	0
Net Income over Expenditure	(30,215)	2,025	(31,800)	(33,825)				
151 Grants								
4301 Grants	18,539	0	10,000	10,000		10,000	0.0%	
4303 Grant-4Youth	10,000	0	10,000	10,000		10,000	0.0%	
4310 Grant Food and River Festival	5,000	0	5,000	5,000		5,000	0.0%	
4317 Grant Carnival	2,500	0	2,500	2,500		2,500	0.0%	
4322 Age UK Project Worker	12,000	0	11,500	11,500		11,500	0.0%	
4324 The Friends of Canberra Park	7,988	0	0	0		0	0.0%	
4330 Grant TIC	4,000	0	4,000	4,000		4,000	0.0%	
Grants > Indirect Expenditure	60,027	0	43,000	43,000	0	43,000	0.0%	0
Net Expenditure	(60,027)	0	(43,000)	(43,000)				
6000 plus Transfers from EMR	7,988	0	0	0				
Movement to/(from) Gen Reserve	(52,039)	0	(43,000)	(43,000)				
201 Town Hall								
1034 Income Town Hall Bookings	3,185	0	2,000	2,000			0.0%	
Town Hall > Income	3,185	0	2,000	2,000			0.0%	0
4076 Health & Safety	0	995	0	(995)		(995)	0.0%	
4100 Gas	4,512	0	7,500	7,500		7,500	0.0%	
4101 Electricity	4,917	0	6,500	6,500		6,500	0.0%	
4102 Non Domestic Rates	10,604	0	11,000	11,000		11,000	0.0%	
4103 Water Rates	1,258	0	2,000	2,000		2,000	0.0%	
4104 Window Cleaning	1,492	(40)	1,500	1,540	2,328	(788)	152.5%	
4106 Repairs and Maintenance	15,367	(1,168)	12,000	13,168	5,399	7,769	35.3%	
4108 Service Contracts	6,217	0	8,500	8,500	360	8,140	4.2%	
Town Hall > Indirect Expenditure	44,367	(213)	49,000	49,213	8,087	41,126	16.1%	0
Net Income over Expenditure	(41,183)	213	(47,000)	(47,213)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
202 Asset and Amenities								
1027 Income - Amenity Services	10,425	0	6,000	6,000			0.0%	
Asset and Amenities :- Income	10,425	0	6,000	6,000			0.0%	0
4000 Salaries ENI & Pension	289,147	0	232,000	232,000		232,000	0.0%	
4075 Training	0	0	3,000	3,000		3,000	0.0%	
4150 Uniform/PPE	250	0	1,000	1,000		1,000	0.0%	
4151 Tools and Equipment	1,960	74	2,000	1,926		1,926	3.7%	
4153 Vehicle Running Costs	5,664	0	6,000	6,000		6,000	0.0%	
4156 Vehicle Leasing	6,331	0	6,000	6,000		6,000	0.0%	
4163 Repairs and Maintenance	2,155	(709)	2,000	2,709	50	2,660	(33.0%)	
4165 Maintenance play areas	634	(69)	0	69		69	0.0%	
4167 Street Furniture and Signage	4,689	0	6,000	6,000	136	5,864	2.3%	
4168 Bus Shelters Cleaning	836	40	1,500	1,460		1,460	2.7%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	1,100	0	4,000	4,000		4,000	0.0%	
Asset and Amenities :- Indirect Expenditure	312,765	(664)	264,500	265,164	186	264,978	(0.2%)	0
Net Income over Expenditure	(302,341)	664	(258,500)	(259,164)				
203 Allotments								
1045 Income	4,775	0	6,000	6,000			0.0%	
Allotments :- Income	4,775	0	6,000	6,000			0.0%	0
4200 Water Rates	1,560	0	1,800	1,800		1,800	0.0%	
4201 Maintenance	0	0	500	500		500	0.0%	
4202 Community Allotments	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	1,560	0	2,800	2,800	0	2,800	0.0%	0
Net Income over Expenditure	3,215	0	3,200	3,200				
204 Cafe								
1046 Income - Pavilion	2,529	0	3,000	3,000			0.0%	
1090 Expenses Recovered	11,809	0	12,000	12,000			0.0%	
Cafe :- Income	14,337	0	15,000	15,000			0.0%	0
4106 Repairs and Maintenance	0	270	0	(270)		(270)	0.0%	
4250 WiFi - Pavilion	889	0	1,300	1,300		1,300	0.0%	
4252 Electricity	19,805	0	12,000	12,000		12,000	0.0%	
4254 Water	1,860	0	2,500	2,500		2,500	0.0%	
4255 Fire Safety Checks	859	0	1,000	1,000		1,000	0.0%	
4256 Maintenance	2,040	0	2,500	2,500		2,500	0.0%	

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4258 Pavilion Development	0	0	0	0	600	(600)	0.0%	
Cafe :- Indirect Expenditure	25,452	270	19,300	19,030	600	18,430	4.5%	0
Net Income over Expenditure	(11,114)	(270)	(4,300)	(4,030)				
205 Public Toilets - Market Place								
1060 Contribution - MWPC	0	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	0	0	5,000	5,000			0.0%	0
4101 Electricity	852	0	1,500	1,500		1,500	0.0%	
4103 Water Rates	969	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	1,734	(100)	1,500	1,600	365	1,235	17.7%	
4180 Cleaning	7,112	(553)	7,500	8,053		8,053	(7.4%)	
Public Toilets - Market Place :- Indirect Expenditure	10,667	(653)	12,500	13,153	365	12,788	(2.3%)	0
Net Income over Expenditure	(10,667)	653	(7,500)	(8,153)				
206 Public Toilets - Bath Road								
4101 Electricity	1,421	0	1,200	1,200		1,200	0.0%	
4103 Water Rates	3,369	(1,743)	2,000	3,743		3,743	(87.1%)	
4106 Repairs and Maintenance	8	0	500	500		500	0.0%	
4180 Cleaning	7,870	(676)	8,000	8,676		8,676	(8.5%)	
Public Toilets - Bath Road :- Indirect Expenditure	12,668	(2,419)	11,700	14,119	0	14,119	(20.7%)	0
Net Expenditure	(12,668)	2,419	(11,700)	(14,119)				
210 Corporate Properties								
1040 Income 31 Market Place	7,075	0	7,000	7,000			0.0%	
1048 Income Art House Cafe	6,161	0	6,000	6,000			0.0%	
Corporate Properties :- Income	13,236	0	13,000	13,000			0.0%	0
Net Income	13,236	0	13,000	13,000				
211 Art House Cafe								
4108 Service Contracts	905	0	600	600		600	0.0%	
4175 WiFi	476	(17)	225	242		242	(7.6%)	
Art House Cafe :- Indirect Expenditure	1,381	(17)	825	842	0	842	(2.1%)	0
Net Expenditure	(1,381)	17	(825)	(842)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212 Round House								
4101 Electricity	388	0	400	400		400	0.0%	
4103 Water Rates	214	0	200	200		200	0.0%	
4106 Repairs and Maintenance	448	0	250	250		250	0.0%	
Round House :- Indirect Expenditure	1,049	0	850	850	0	850	0.0%	0
Net Expenditure	(1,049)	0	(850)	(850)				
213 31 Market Place								
4106 Repairs and Maintenance	1,093	0	30,000	30,000	30	29,970	0.1%	
31 Market Place :- Indirect Expenditure	1,093	0	30,000	30,000	30	29,970	0.1%	0
Net Expenditure	(1,093)	0	(30,000)	(30,000)				
215 Depot								
4058 Insurance	330	0	500	500		500	0.0%	
4101 Electricity	1,432	0	1,800	1,800		1,800	0.0%	
4102 Non Domestic Rates	6,278	0	5,000	5,000		5,000	0.0%	
4103 Water Rates	324	0	300	300		300	0.0%	
4106 Repairs and Maintenance	1,869	0	1,000	1,000		1,000	0.0%	
4160 Leasing	12,350	0	15,600	15,600		15,600	0.0%	
4184 Fire security: Unit	96	0	300	300		300	0.0%	
Depot :- Indirect Expenditure	22,679	0	24,500	24,500	0	24,500	0.0%	0
Net Expenditure	(22,679)	0	(24,500)	(24,500)				
220 Play Areas and Open Spaces								
1050 Grants Received	58,182	0	0	0			0.0%	
Play Areas and Open Spaces :- Income	58,182	0	0	0				0
4157 Grasscutting and Ground Maint	39,104	(2,059)	32,000	34,059		34,059	(6.4%)	
4158 Replacement Play Equipment	74,431	0	64,000	64,000		64,000	0.0%	
4165 Maintenance play areas	835	(24)	10,000	10,024	375	9,649	3.5%	
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%	
4179 Tree Planting and Ecology	660	0	0	0		0	0.0%	
4193 Rospa checks: Play areas	0	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	115,030	(2,083)	109,600	111,683	375	111,308	(1.6%)	0
Net Income over Expenditure	(56,849)	2,083	(109,600)	(111,683)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
221 King George V Park/Splashpad								
4101 Electricity	926	0	5,000	5,000		5,000	0.0%	
4106 Repairs and Maintenance	18,828	0	2,000	2,000	14,033	(12,033)	701.6%	
4108 Service Contracts	11,724	(229)	12,000	12,229		12,229	(1.9%)	
4199 Chemicals	453	4	2,000	1,996		1,996	0.2%	
4913 Water	9,132	0	6,000	6,000		6,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	41,064	(225)	27,000	27,225	14,033	13,193	51.1%	0
Net Expenditure	(41,064)	225	(27,000)	(27,225)				
302 Projects								
1050 Grants Received	69,124	0	0	0			0.0%	
1052 Christmas Market Stalls	(350)	50	2,500	2,450			2.0%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1174 Christmas Income	50	0	0	0			0.0%	
1179 Neighbourhood Plan	3,456	0	0	0			0.0%	
1189 Proms in Park (Vendors)	0	0	1,000	1,000			0.0%	
1193 Wiltshire Town Programme Grant	0	0	50,000	50,000			0.0%	
Projects :- Income	72,281	50	58,500	58,450			0.1%	0
4074 Neighbourhood Plan	13,472	0	2,825	2,825		2,825	0.0%	
4078 Community Projects	6,957	28	2,000	1,972		1,972	1.4%	
4080 Melksham Garden Competition	305	0	350	350		350	0.0%	
4092 Park Yoga	1,400	0	1,400	1,400		1,400	0.0%	
4304 Christmas Lights	17,882	7	19,000	18,993		18,993	0.0%	
4313 Holiday Activities	1,030	7	0	(7)		(7)	0.0%	
4329 VE Day Celebration	933	6	1,500	1,494		1,494	0.4%	
4332 Wiltshire Town Programme Exp	12,008	93	50,000	49,907		49,907	0.2%	
4333 Carole Round the Tree	0	0	1,000	1,000		1,000	0.0%	
4334 Youth Council	0	0	1,500	1,500		1,500	0.0%	
4336 Sensory Garden	0	5,230	11,000	5,770		5,770	47.5%	
Projects :- Indirect Expenditure	53,987	5,371	90,575	85,204	0	85,204	5.9%	0
Net Income over Expenditure	18,293	(5,321)	(32,075)	(26,754)				
303 Events								
1005 Deposits	(917)	0	0	0			0.0%	
Events :- Income	(917)	0	0	0				0
4093 Proms in Park	0	0	10,000	10,000		10,000	0.0%	
4313 Holiday Activities	4,964	0	5,000	5,000		5,000	0.0%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4335 Town Events	0	0	10,000	10,000		10,000	0.0%	
4337 General Events	0	0	5,000	5,000		5,000	0.0%	
Events :- Indirect Expenditure	4,964	0	30,000	30,000	0	30,000		0
Net Income over Expenditure	(5,881)	0	(30,000)	(30,000)				
<u>310 East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	50,000	50,000		50,000	0.0%	
East Melksham Community Hall :- Indirect Expenditure	0	0	50,000	50,000	0	50,000		0
Net Expenditure	0	0	(50,000)	(50,000)				
<u>403 Economic Dev. and Planning</u>								
1089 Income-Hanging Baskets	1,222	0	1,500	1,500			0.0%	
Economic Dev. and Planning :- Income	1,222	0	1,500	1,500				0
4071 Town Floral Displays	6,004	10	6,500	6,490		6,490	0.1%	
4308 CCTV	31,745	0	8,000	8,000		8,000	0.0%	
4309 Newsletter	9,790	0	5,000	5,000		5,000	0.0%	
4354 Parking Scheme	1,115	0	1,000	1,000		1,000	0.0%	
4356 LHFIF	0	0	5,000	5,000		5,000	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	48,654	10	25,500	25,490	0	25,490	0.0%	0
Net Income over Expenditure	(47,432)	(10)	(24,000)	(23,990)				
6000 plus Transfers from EMR	31,262	0	0	0				
Movement to/(from) Gen Reserve	(16,170)	(10)	(24,000)	(23,990)				
<u>405 Solar Farm Projects</u>								
1182 Solar money received	49,405	0	50,000	50,000			0.0%	
Solar Farm Projects :- Income	49,405	0	50,000	50,000			0.0%	0
4500 Solar Money Projects	0	0	50,000	50,000		50,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	0	0	50,000	50,000	0	50,000	0.0%	0
Net Income over Expenditure	49,405	0	0	0				
6001 less Transfers to EMR	49,405	0	0	0				
Movement to/(from) Gen Reserve	0	0	0	0				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
501 Assembly Hall Central Costs								
1000 Income-Assembly Hall Lettings	32,917	1,364	30,000	28,636			4.5%	
1172 Tickets : private events	831	0	0	0			0.0%	
Assembly Hall Central Costs :- Income	33,748	1,364	30,000	28,636			4.5%	0
4000 Salaries ENI & Pension	104,409	0	100,000	100,000		100,000	0.0%	
4075 Training	125	0	600	600	68	533	11.3%	
4106 Repairs and Maintenance	174	0	0	0		0	0.0%	
4163 Repairs and Maintenance	175	0	0	0	175	(175)	0.0%	
4900 Uniforms	945	0	500	500	945	(445)	188.9%	
4903 Bar Stock Purchases	0	0	0	0	2,792	(2,792)	0.0%	
4905 Cleaning Materials	3,002	230	2,500	2,270	1,168	1,102	55.9%	
4907 Stationery/Printing/Postage	113	0	150	150		150	0.0%	
4908 Advertising	0	30	0	(30)		(30)	0.0%	
4909 Licences	5,400	0	5,500	5,500	284	5,216	5.2%	
4911 Electricity	13,927	0	17,000	17,000		17,000	0.0%	
4912 Gas	161	0	100	100		100	0.0%	
4913 Water	2,461	0	3,000	3,000		3,000	0.0%	
4914 Rates	8,608	0	9,500	9,500		9,500	0.0%	
4915 Equipment	4,126	0	2,500	2,500	3,636	(1,136)	145.4%	
4916 Maintenance-Equipment	1,810	0	5,000	5,000	677	4,323	13.5%	
4917 Service Contracts	7,284	(237)	8,400	8,637		8,637	(2.8%)	
4918 Maintenance	3,224	0	5,000	5,000	3,730	1,270	74.6%	
4922 Publicity & Marketing	7,190	(43)	6,000	6,043	1,403	4,640	22.7%	
4927 Stocktaking	520	0	600	600	130	470	21.7%	
4954 PA and Lighting Costs	0	0	0	0	1,110	(1,110)	0.0%	
4958 Event Security	608	(304)	0	304	768	(464)	0.0%	
4960 Live entertainment:	0	0	0	0	864	(864)	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	164,262	(324)	166,350	166,674	17,748	148,926	10.5%	0
Net Income over Expenditure	(130,514)	1,688	(136,350)	(138,038)				
510 Assembly Hall Events								
1004 Film shows	4	0	300	300			0.0%	
1172 Tickets : private events	335	0	0	0			0.0%	
1173 Live Shows - Hall Hire	14,257	0	20,000	20,000			0.0%	
Assembly Hall Events :- Income	14,597	0	20,300	20,300			0.0%	0
4903 Bar Stock Purchases	0	0	0	0	318	(318)	0.0%	
4919 Films: expenses and contract	2	2	0	(2)		(2)	0.0%	
4954 PA and Lighting Costs	5,965	(688)	0	688	1,890	(1,202)	0.0%	
4958 Event Security	1,307	0	0	0	144	(144)	0.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2025

Month No: 1

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
4960 Live entertainment:	3,078	0	2,500	2,500	500	2,000	20.0%	
Assembly Hall Events :- Indirect Expenditure	10,352	(686)	2,500	3,186	2,851	335	86.6%	0
Net Income over Expenditure	4,245	686	17,800	17,114				
520 Assembly Hall Bar and Catering								
1001 Income-Assembly Hall Bar	56,778	0	43,500	43,500			0.0%	
Assembly Hall Bar and Catering :- Income	56,778	0	43,500	43,500			0.0%	0
4903 Bar Stock Purchases	21,289	0	22,000	22,000	7,504	14,496	34.1%	
Assembly Hall Bar and Catering :- Indirect Expenditure	21,289	0	22,000	22,000	7,504	14,496	34.1%	0
Net Income over Expenditure	35,488	0	21,500	21,500				
901 Earmarked Reserves								
1180 CIL Received	640,520	0	0	0			0.0%	
Earmarked Reserves :- Income	640,520	0	0	0				0
9202 Unplanned Maintenance	16,612	0	10,000	10,000		10,000	0.0%	
9244 Major Projects Reserve	4,089	0	50,000	50,000		50,000	0.0%	
9245 Solar Money	255	0	0	0		0	0.0%	
9248 CIL	7,076	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	28,032	0	60,000	60,000	0	60,000		0
Net Income over Expenditure	612,488	0	(60,000)	(60,000)				
6000 plus Transfers from EMR	28,032	0	0	0				
6001 less Transfers to EMR	640,520	0	0	0				
Movement to/(from) Gen Reserve	0	0	(60,000)	(60,000)				
902 Sinking Funds								
9234 Splashpad - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	0	0	5,000	5,000	0	5,000		0
Net Expenditure	0	0	(5,000)	(5,000)				
Grand Totals:- Income	2,036,653	1,414	1,468,000	1,466,586			0.1%	
Expenditure	1,627,245	28,229	1,633,000	1,604,771	57,751	1,547,021	5.3%	
Net Income over Expenditure	409,408	(26,815)	(165,000)	(138,185)				
plus Transfers from EMR	69,682	0	0	0				
less Transfers to EMR	689,925	0	0	0				
Movement to/(from) Gen Reserve	(210,834)	(26,815)	(165,000)	(138,185)				

Ear-Marked Reserves (EMRs):

17/05/2025
12:02

Melksham Town Council Current Year Earmarked Reserves

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Account	Opening Balance	Net Transfers	Closing Balance
322 EMR - CIL - SEC106	639,636.64		639,636.64
323 EMR - Solar Monies	143,240.85		143,240.85
325 EMR - East Melksham Comm Hall	315,030.00		315,030.00
326 EMR - Unplanned Maintenance	3,795.00		3,795.00
327 EMR - Election Expenses	5,199.41		5,199.41
328 EMR - Green Spaces	1,311.38		1,311.38
329 EMR - Major Projects Reserve	100,247.57		100,247.57
334 EMR - Office Equipments	4,275.00		4,275.00
335 EMR - Street Furniture	13,837.00		13,837.00
336 EMR - Equipment Replacement	48,130.00		48,130.00
338 EMR - Shurnhold Field	15,000.00		15,000.00
339 EMR - Splashpad KGV	5,000.00		5,000.00
	<u>1,294,702.85</u>	<u>0.00</u>	<u>1,294,702.85</u>

AGENDA ITEM 10 – INSURANCE

Mel will provide quotes next week. May not be in time for the publishing of the agenda so please forward to Committee once received.

Tracy – please give an update on Blue Pool.

Agenda Item 11 - Income received:

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

Agenda Item 12 - Payments made outside of meeting using Clerks delegated powers April 2025:

Date: 17/05/2025

Melksham Town Council Current Year

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Time: 15:40

Unity Bank - Main Account

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/04/2025	Motion Picture Licensing Compa	132693167	340.63		MPLC blanket licence
22/04/2025	Paul Seemayer	490030520	100.00		Lighting - Mayor's Recep
22/04/2025	Mr. Steve HOLDER	126569002	300.00		Sound - Mayor's Recep
22/04/2025	Clearwater Traditional Marketi	877539862	231.00		Sponsorship prospectus
22/04/2025	ForceFX Supplies and Hire Ltd	801952875	324.00		VE Day - Flambeaux
22/04/2025	Re fa Tandoori	267028555	1,780.00		Catering - Mayor's Recep
22/04/2025	IDverde Limited	928857523	1,475.38		Cleaning - Bath Rd toilets
22/04/2025	Prosec Consultancy Ltd	31975211	445.80		First Aid course
22/04/2025	SLCC Enterprises Ltd	810441397	686.40		Advertising - Job
22/04/2025	Travis Perkins Trading Company	120821228	156.81		Compost
22/04/2025	Wiltshire Publications Ltd	474958514	295.68		Advertising - AH
22/04/2025	J. H. Jones & Sons	178835432	2,470.20		Grasscutting - Lynch Gate
22/04/2025	National Association of Local	224383036	120.00		Advertising - Town Clerk
22/04/2025	Piggotts Flags & Branding Ltd	774059561	1,401.98		Flagpole maintenance
22/04/2025	Surrey Hills Solicitors	391444884	3,311.86		Legal - Blue Pool
22/04/2025	Virgin Media	976203276	255.05		Broadband
22/04/2025	Wiltshire & Swindon Sports CIC	435229851	750.00		Park Yoga
22/04/2025	Gourmet Brownie Kitchen Ltd	BACS-Gourn	345.00		Mayor's Reception - cakes
Total Payments			14,789.79		

Agenda Item 13 - Internal transfers:

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

