



Melksham Town Council

Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Acting CEO/Town Clerk Miss Hayley Bell

To: Councillor R Cleary (Vice Chair)
Councillor E Calland
Councillor J Crossley
Councillor M Drewett
Councillor A Griffin
Councillor A Westbrook

Tuesday 22nd July 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 Governance & 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

Date: Monday 28th July 2025

Time: 19:00

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/ktbazd6s> .

Yours sincerely

Miss Hayley Bell - Acting CEO/Town Clerk

Melksham Town Council

Finance Governance & Performance Committee

Monday 28th July 2025

At 19:00

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, Equality Act 2010.

AGENDA

1. Apologies

To receive apologies.

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 ceo@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

To approve the Minutes of the Finance Administration & Performance Committee meeting held on 7th July 2025.

5. 2025/26 Financials to Date

Committee to note the financials to date, including the balance sheet, income & expenditure, and trial balance.

6. Bank Reconciliations

Committee to note the bank reconciliations and bank balances to date, and to note that two Members check and sign off the bank reconciliations at least quarterly.

7. Internal Transfers

Committee to note internal transfers made.

8. Payments Made Outside of Meeting

Committee to note payments made outside of meeting using Clerks delegated powers.

9. Invoices for Payment

Committee to consider and approve invoices for payment.

10. Direct Debit/Standing Order Payments Made

Committee to note the direct debit and standing order payments made.

11. Income Received

Committee to note the income received.

12. Card Expenditure

Committee to note the card expenditure

13. Budget 2025/26

Committee to note the 2025/26 budget to date

14. Budget Format

Committee to note the current format of the presented budget.

Committee to decide upon what format they would like the budget presented each meeting.

15. RFO Report

Committee to note the RFO report

16. Response to Public Questions

Committee to note the responses from the RFO to finance related questions received from the public.

17. Finance and Governance Outstanding Resolutions

Committee to note the update on the finance and governance related resolutions.