



# 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 28<sup>th</sup> 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/ktbzd6s> .

Yours sincerely

Miss Hayley Bell - Acting CEO/Town Clerk

**Melksham Town Council**

**Finance Governance & Performance Committee**

**Monday 28<sup>th</sup> 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](mailto: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 7<sup>th</sup> 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.

**Melksham Town Council**

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

**on Monday 7<sup>th</sup> July 2025**

**PRESENT:** Councillor S Rabey (Chair) (as sub for Councillor R Cleary)  
Councillor P Aves (as sub for Councillor Griffin)  
Councillor J Crossley  
Councillor A Westbrook

**IN ATTENDANCE** Councillor E Calland (appointed a member of the committee but not summoned to this meeting)

**OFFICERS** Samantha Haywood Locum RFO  
Mel Rolph Finance Officer  
Andrew Meacham Committee Clerk

**PUBLIC:** One member of the public was present

**18/25 Apologies**

Apologies were received from Councillor Hubbard (personal), Councillor Cleary (work) and Councillor Griffin (Wiltshire Council commitment)

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor A Westbrook and

**UNANIMOUSLY RESOLVED** to accept the apologies.

**19/25 Declaration of Interest**

There were no declarations of interest.

**19/25 Public Participation**

During my work done over recent months over client year end, the majority seem to use Excel for their Fixed Asset Register. I would say 80%. The auditor is correct in flagging up that the Register is incomplete and needs improvement but this more to do with collating the information and entering and recording in a timely manner, rather than the software use. Melksham Financial Regs No.16 Assets, Property and Estates says the RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held,

in accordance with Accounts and Audit Regulations. I think you need to bear that in mind that that is what is lacking. Quite a few people use Excel spreadsheets without any problems. It is the information that goes on. I feel a software package is going to want the information on there just as much as the Excel.

Budget Format. I appreciate that a lot of work has gone into producing the excel budget templates but, having seen the workings of the Rialtas Software over the last few months, I feel there are enough reports on the software system to choose from that will serve the needs of the Council. As an auditor I do get concerned when figures from the software system are transferred on to say a spreadsheet - why because there is a chance of transposition errors being made and also the opportunity to doctor the figures. If Councillors are finding it difficult to follow the reports from Rialtas suggest maybe a presentation to Councillors, from Rialtas/Other users, to help with the understanding of the reports which are after all pretty similar to spreadsheet layout.

RFO mentioned Rialtas are bringing out some new features in July. It might be sensible for all to have a look at those before any decision is made.

Why is the budget total showing a deficit of £165,000 to be transferred from general reserves? Especially as the precept £1,192,200 includes £75,000 top up for general reserves. I note that half of the precept received of £596,000 includes half of the top up for general reserves, ie £375,000 needs moving from code 1176 to 1195. It seems to me that the expenditure for the EMR needed to be included in the budget figures and then reduce the expenditure paid out of EMR of the £165,000. That would bring the balance on the budget back to zero.

Why were EMR Reserves 901 9202 Unplanned Maintenance £10,000, 901 9244 Major Project Reserves £50,000 and Sinking Funds 902 9234 £5,000 (total £65,000) budgeted for and included in the precept charge? Normally they would just be transferred from one reserve to another. I would suggest a virement for £65,000.

The RFO confirmed she would reply by email.

## **20/25 Minutes**

The minutes of 27<sup>th</sup> May 2025, having been previously circulated, were approved as a correct record and signed by the Chair, the Town Mayor Councillor Rabey.

## **21/25 2025/26 Financials to Date.**

The RFO read out a comment from Councillor Griffin and advised that she was aware of the issue and was working on it.

Financials to Date, including the Balance Sheet, Income & Expenditure, Trial Balance and Bank Reconciliations were noted.

## **22/25 Budget 2025/26**

The 2025/26 budget to date was noted.

## **23/25 Budget Format**

The RFO presented template budget reporting suggestions for Committee to consider. The consensus of Members present was that a simple Excel budget format was their preference, however, it was accepted that Members not present may prefer a more detailed format and that both formats be presented to the next meeting.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor A Westbrook and

**UNANIMOUSLY RESOLVED** that the RFO would present the next meeting with both Template 1 Rialtas Report and Template 2 Simple Excel Spreadsheet.

## **24/25 RFO Report**

The RFO spoke to the motion and the Finance Officer confirmed that the closing of the Lloyds account was in hand. It is not a quick process as all direct debits have to be changed over.

The report was noted.

## **25/25 Payment Approval Process**

The RFO spoke to the item.

The payment approval process, and the issues with the process, were noted.

It was agreed that the question of signatories be referred to the next Full Council meeting for decision.

## **26/25 Finance and Governance Outstanding Resolutions**

The RFO spoke to the item.

The update on finance and governance related resolutions was noted.

## **27/25 Preferred Suppliers**

The RFO spoke to the item.

It was proposed by the Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Crossley and

**UNANIMOUSLY RESOLVED** to approve the preferred suppliers list on the basis that a review was being undertaken.

## **28/25 Good Councillors Guide to Finance 2025**

Members felt the guide was useful. Officers were asked to find out if physical copies were published.

Meeting closed at: 19:35

Signed ..... Dated .....

## SUPPORTING INFORMATION

### AGENDA ITEM 5 – 2025/26 FINANCIALS

#### Balance Sheet

18/07/2025		<b>Melksham Town Council Current Year</b>	
11:09		<b>Detailed Balance Sheet - Excluding Stock Movement</b>	
		<b>Month 4 Date 31/07/2025</b>	
<b><u>A/c</u></b>	<b><u>Description</u></b>	<b><u>Actual</u></b>	
<i><u>Current Assets</u></i>			
101	Debtors	4,089	
103	Town hall Sales ledger	8,875	
105	Vat Control	13,344	
120	Bar Stock	7,138	
203	Unity Bank	216,828	
205	Unity - Instant Savings A/c	700,043	
213	Credit/Debit Card Control	(341)	
214	CCLA: Investment	715,701	
215	Cambridge BS	91,626	
220	Petty Cash	19	
251	Lloyds Cash & Bank Assembly	177,022	
253	Assembly Hall Float	1,100	
<b>Total Current Assets</b>			<b>1,935,444</b>
<i><u>Current Liabilities</u></i>			
501	Creditors	26,757	
502	Creditors-Assembly Hall	60	
515	PAYE/NI Due	(7,959)	
516	Pension Due	(2,981)	
520	Salaries Control	(32,486)	
565	Events Control Pre Pandemic	(306)	
566	Events Control 2021 Onwards	6,938	
<b>Total Current Liabilities</b>			<b>(9,976)</b>
<b>Net Current Assets</b>			<b>1,945,420</b>



Represented by :-

301	Current Year Fund	390,285	
310	General Fund	274,143	
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	86,537	
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	
<b>Total Equity</b>			<b>1,945,420</b>

**Income & Expenditure**

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
<b>101 Central Costs</b>								
4000 Salaries ENI & Pension	452,982	55,514	384,500	328,986		328,986	14.4%	
4005 Temporary / Locum Staff	15,541	3,922	3,000	(922)		(922)	130.7%	
4016 Sundry Office Expenses	1,203	22	1,200	1,178		1,178	1.8%	
4021 Stationery	1,050	108	1,000	892		892	10.8%	
4023 Advertising	7,890	(745)	3,000	3,745	324	3,420	(14.0%)	
4024 Equipment/furniture	24	0	500	500		500	0.0%	
4026 Photocopier/copying	1,141	93	1,100	1,007		1,007	8.4%	
4027 Telephones and Mobiles	3,855	1,058	3,800	2,542		2,542	29.4%	
4028 Postage	173	0	600	600		600	0.0%	
4029 Subscriptions	2,517	2,562	3,200	638		638	80.1%	
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	3,191	24,000	20,809		20,809	13.3%	
4050 Legal and Professional Fees	0	2,374	0	(2,374)	1,880	(4,254)	0.0%	
4058 Insurance	38,578	146	39,000	38,854		38,854	0.4%	
4061 Travel and Subsistence	5,241	1,103	3,000	1,897		1,897	36.8%	
4072 Platinum Jubilee	0	120	0	(120)		(120)	0.0%	
4075 Training	494	2,141	3,000	859	350	509	83.0%	
4322 Age UK Project Worker	0	2,875	0	(2,875)		(2,875)	0.0%	
4922 Publicity & Marketing	1,548	(736)	0	736	246	490	0.0%	
Central Costs :- Indirect Expenditure	559,975	73,748	475,700	401,952	2,801	399,151	16.1%	0
Net Expenditure	(559,975)	(73,748)	(475,700)	(401,952)				
6000 plus Transfers from EMR	2,400	0	0	0				
Movement to/(from) Gen Reserve	(557,575)	(73,748)	(475,700)	(401,952)				
<b>110 Corporate Costs</b>								
1026 Income Interest	16,230	7,844	25,000	17,156			31.4%	
1176 Precept Received	1,047,270	596,100	1,117,200	521,100			53.4%	
1195 Precept received - Topup GR	0	0	75,000	75,000			0.0%	
Corporate Costs :- Income	1,063,500	603,944	1,217,200	613,256			49.6%	0
4017 Bank account fees	5,140	713	2,500	1,787		1,787	28.5%	
4043 HR consultancy	13,625	3,565	8,000	4,435		4,435	44.6%	
4050 Legal and Professional Fees	23,356	1,973	10,000	8,027	3,622	4,406	55.9%	
4057 Accountancy and Audit	3,497	9,817	4,000	(5,817)		(5,817)	245.4%	
4076 Health & Safety	6,240	0	3,500	3,500	4,640	(1,140)	132.6%	
Corporate Costs :- Indirect Expenditure	51,858	16,067	28,000	11,933	8,262	3,671	86.9%	0
Net Income over Expenditure	1,011,642	587,877	1,189,200	601,323				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
<b>115 Civic and Democratic</b>								
1016 Receipts - Mayors Reception	3,853	510	0	(510)			0.0%	
Civic and Democratic :- Income	<b>3,853</b>	<b>510</b>	<b>0</b>	<b>(510)</b>				<b>0</b>
4030 Town Crier's expenses	105	30	300	270		270	10.0%	
4034 Councillors' training	980	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	(1,938)	6,500	8,438	352	8,086	(24.4%)	
4311 Remembrance Day	1,665	0	1,500	1,500		1,500	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>34,068</b>	<b>(1,908)</b>	<b>31,800</b>	<b>33,708</b>	<b>352</b>	<b>33,356</b>	<b>(4.9%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(30,215)</b>	<b>2,418</b>	<b>(31,800)</b>	<b>(34,218)</b>				
<b>151 Grants</b>								
4301 Grants	18,539	141	10,000	9,859		9,859	1.4%	
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	<b>60,027</b>	<b>141</b>	<b>43,000</b>	<b>42,859</b>	<b>0</b>	<b>42,859</b>	<b>0.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(60,027)</b>	<b>(141)</b>	<b>(43,000)</b>	<b>(42,859)</b>				
6000 plus Transfers from EMR	7,988	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(52,039)</b>	<b>(141)</b>	<b>(43,000)</b>	<b>(42,859)</b>				
<b>201 Town Hall</b>								
1034 Income Town Hall Bookings	3,185	1,357	2,000	643			67.8%	
Town Hall :- Income	<b>3,185</b>	<b>1,357</b>	<b>2,000</b>	<b>643</b>			<b>67.8%</b>	<b>0</b>
4076 Health & Safety	0	995	0	(995)	995	(1,990)	0.0%	
4100 Gas	4,512	383	7,500	7,117		7,117	5.1%	
4101 Electricity	4,917	1,083	6,500	5,417		5,417	16.7%	
4102 Non Domestic Rates	10,604	3,184	11,000	7,816		7,816	28.9%	
4103 Water Rates	1,258	84	2,000	1,916		1,916	4.2%	
4104 Window Cleaning	1,492	256	1,500	1,244	2,843	(1,600)	206.6%	
4106 Repairs and Maintenance	15,367	(1,157)	12,000	13,157	5,399	7,758	35.4%	
4108 Service Contracts	6,217	1,183	8,500	7,317	360	6,957	18.2%	
Town Hall :- Indirect Expenditure	<b>44,367</b>	<b>6,011</b>	<b>49,000</b>	<b>42,989</b>	<b>9,597</b>	<b>33,392</b>	<b>31.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(41,183)</b>	<b>(4,654)</b>	<b>(47,000)</b>	<b>(42,346)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
<b>202 Asset and Amenities</b>								
1027 Income - Amenity Services	10,425	339	6,000	5,661			5.7%	
Asset and Amenities :- Income	<b>10,425</b>	<b>339</b>	<b>6,000</b>	<b>5,661</b>			<b>5.7%</b>	<b>0</b>
4000 Salaries ENI & Pension	289,147	45,183	232,000	186,817		186,817	19.5%	
4075 Training	0	0	3,000	3,000		3,000	0.0%	
4101 Electricity	0	34	0	(34)		(34)	0.0%	
4150 Uniform/PPE	250	338	1,000	662		662	33.8%	
4151 Tools and Equipment	1,960	726	2,000	1,274		1,274	36.3%	
4153 Vehicle Running Costs	5,664	1,106	6,000	4,894		4,894	18.4%	
4156 Vehicle Leasing	6,331	1,407	6,000	4,593		4,593	23.5%	
4163 Repairs and Maintenance	2,155	(182)	2,000	2,182	50	2,132	(6.6%)	
4165 Maintenance play areas	634	(69)	0	69		69	0.0%	
4167 Street Furniture and Signage	4,689	58	6,000	5,942	136	5,806	3.2%	
4168 Bus Shelters Cleaning	836	259	1,500	1,241		1,241	17.3%	
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	<b>312,765</b>	<b>48,862</b>	<b>264,500</b>	<b>215,638</b>	<b>186</b>	<b>215,453</b>	<b>18.5%</b>	<b>0</b>
Net Income over Expenditure	<b>(302,341)</b>	<b>(48,522)</b>	<b>(258,500)</b>	<b>(209,978)</b>				
<b>203 Allotments</b>								
1045 Income	4,775	435	6,000	5,565			7.3%	
Allotments :- Income	<b>4,775</b>	<b>435</b>	<b>6,000</b>	<b>5,565</b>			<b>7.2%</b>	<b>0</b>
4200 Water Rates	1,560	118	1,800	1,682		1,682	6.6%	
4201 Maintenance	0	907	500	(407)		(407)	181.3%	
4202 Community Allotments	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	<b>1,560</b>	<b>1,025</b>	<b>2,800</b>	<b>1,775</b>	<b>0</b>	<b>1,775</b>	<b>36.6%</b>	<b>0</b>
Net Income over Expenditure	<b>3,215</b>	<b>(590)</b>	<b>3,200</b>	<b>3,790</b>				
<b>204 Cafe</b>								
1046 Income - Pavilion	2,529	2,200	3,000	800			73.3%	
1090 Expenses Recovered	11,809	2,980	12,000	9,020			24.8%	
Cafe :- Income	<b>14,337</b>	<b>5,180</b>	<b>15,000</b>	<b>9,820</b>			<b>34.5%</b>	<b>0</b>
4101 Electricity	0	5,810	0	(5,810)		(5,810)	0.0%	
4106 Repairs and Maintenance	0	270	0	(270)		(270)	0.0%	
4250 WiFi - Pavilion	889	133	1,300	1,167		1,167	10.3%	
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%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
4255 Fire Safety Checks	859	0	1,000	1,000		1,000	0.0%	
4256 Maintenance	2,040	37	2,500	2,463		2,463	1.5%	
4258 Pavilion Development	0	0	0	0	600	(600)	0.0%	
Cafe :- Indirect Expenditure	25,452	6,250	19,300	13,050	600	12,450	35.5%	0
<b>Net Income over Expenditure</b>	<b>(11,114)</b>	<b>(1,070)</b>	<b>(4,300)</b>	<b>(3,230)</b>				
<b>205 Public Toilets - Market Place</b>								
1060 Contribution - MWPC	0	5,000	5,000	0			100.0%	
Public Toilets - Market Place :- Income	0	5,000	5,000	0			100.0%	0
4101 Electricity	852	243	1,500	1,257		1,257	16.2%	
4103 Water Rates	969	336	2,000	1,664		1,664	16.8%	
4106 Repairs and Maintenance	1,734	(100)	1,500	1,600	365	1,235	17.7%	
4180 Cleaning	7,112	800	7,500	6,700		6,700	10.7%	
Public Toilets - Market Place :- Indirect Expenditure	10,667	1,278	12,500	11,222	365	10,857	13.1%	0
<b>Net Income over Expenditure</b>	<b>(10,667)</b>	<b>3,722</b>	<b>(7,500)</b>	<b>(11,222)</b>				
<b>206 Public Toilets - Bath Road</b>								
4101 Electricity	1,421	374	1,200	826		826	31.2%	
4103 Water Rates	3,369	(1,501)	2,000	3,501		3,501	(75.0%)	
4106 Repairs and Maintenance	8	0	500	500		500	0.0%	
4180 Cleaning	7,870	430	8,000	7,570		7,570	5.4%	
Public Toilets - Bath Road :- Indirect Expenditure	12,668	(697)	11,700	12,397	0	12,397	(6.0%)	0
<b>Net Expenditure</b>	<b>(12,668)</b>	<b>697</b>	<b>(11,700)</b>	<b>(12,397)</b>				
<b>210 Corporate Properties</b>								
1040 Income 31 Market Place	7,075	2,333	7,000	4,667			33.3%	
1048 Income Art House Cafe	6,161	2,000	6,000	4,000			33.3%	
Corporate Properties :- Income	13,236	4,333	13,000	8,667			33.3%	0
<b>Net Income</b>	<b>13,236</b>	<b>4,333</b>	<b>13,000</b>	<b>8,667</b>				
<b>211 Art House Cafe</b>								
4108 Service Contracts	905	1	600	599		599	0.2%	
4175 WiFi	476	59	225	166		166	26.2%	
Art House Cafe :- Indirect Expenditure	1,381	60	825	765	0	765	7.3%	0
<b>Net Expenditure</b>	<b>(1,381)</b>	<b>(60)</b>	<b>(825)</b>	<b>(765)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
<b>212 Round House</b>								
4101 Electricity	388	60	400	340		340	14.9%	
4103 Water Rates	214	0	200	200		200	0.0%	
4106 Repairs and Maintenance	448	184	250	66		66	73.7%	
Round House :- Indirect Expenditure	1,049	244	850	606	0	606	28.7%	0
<b>Net Expenditure</b>	<b>(1,049)</b>	<b>(244)</b>	<b>(850)</b>	<b>(606)</b>				
<b>213 31 Market Place</b>								
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
<b>Net Expenditure</b>	<b>(1,093)</b>	<b>0</b>	<b>(30,000)</b>	<b>(30,000)</b>				
<b>215 Depot</b>								
4058 Insurance	330	0	500	500		500	0.0%	
4101 Electricity	1,432	178	1,800	1,622		1,622	9.9%	
4102 Non Domestic Rates	6,278	1,612	5,000	3,388		3,388	32.2%	
4103 Water Rates	324	89	300	212		212	29.5%	
4106 Repairs and Maintenance	1,869	0	1,000	1,000		1,000	0.0%	
4159 Electric - Unit	0	79	0	(79)		(79)	0.0%	
4160 Leasing	12,350	3,363	15,600	12,238		12,238	21.6%	
4184 Fire security: Unit	96	0	300	300		300	0.0%	
Depot :- Indirect Expenditure	22,679	5,320	24,500	19,180	0	19,180	21.7%	0
<b>Net Expenditure</b>	<b>(22,679)</b>	<b>(5,320)</b>	<b>(24,500)</b>	<b>(19,180)</b>				
<b>220 Play Areas and Open Spaces</b>								
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	4,062	32,000	27,939		27,939	12.7%	
4158 Replacement Play Equipment	74,431	500	64,000	63,500		63,500	0.8%	
4165 Maintenance play areas	835	1,096	10,000	8,904	375	8,529	14.7%	
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	1,120	1,600	480		480	70.0%	
Play Areas and Open Spaces :- Indirect Expenditure	115,030	6,777	109,600	102,823	375	102,448	6.5%	0
<b>Net Income over Expenditure</b>	<b>(56,849)</b>	<b>(6,777)</b>	<b>(109,600)</b>	<b>(102,823)</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
<b>221 King George V Park/Splashpad</b>								
4101 Electricity	926	388	5,000	4,612		4,612	7.8%	
4106 Repairs and Maintenance	18,828	13,711	2,000	(11,711)	14,033	(25,744)	1387.2%	13,711
4108 Service Contracts	11,724	10,980	12,000	1,020		1,020	91.5%	
4199 Chemicals	453	1,000	2,000	1,001		1,001	50.0%	
4913 Water	9,132	0	6,000	6,000		6,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	<b>41,064</b>	<b>26,078</b>	<b>27,000</b>	<b>922</b>	<b>14,033</b>	<b>(13,111)</b>	<b>148.6%</b>	<b>13,711</b>
<b>Net Expenditure</b>	<b>(41,064)</b>	<b>(26,078)</b>	<b>(27,000)</b>	<b>(922)</b>				
6000 plus Transfers from EMR	0	13,711	0	(13,711)				
<b>Movement to/(from) Gen Reserve</b>	<b>(41,064)</b>	<b>(12,367)</b>	<b>(27,000)</b>	<b>(14,633)</b>				
<b>302 Projects</b>								
1050 Grants Received	69,124	32,525	0	(32,525)			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	<b>72,281</b>	<b>32,575</b>	<b>58,500</b>	<b>25,925</b>			<b>55.7%</b>	<b>0</b>
4074 Neighbourhood Plan	13,472	12,877	2,825	(10,052)		(10,052)	455.8%	
4078 Community Projects	6,957	1,153	2,000	847		847	57.7%	
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	157	19,000	18,843		18,843	0.8%	
4313 Holiday Activities	1,030	587	0	(587)		(587)	0.0%	
4329 VE Day Celebration	933	1,646	1,500	(146)		(146)	109.7%	
4332 Wiltshire Town Programme Exp	12,008	1,397	50,000	48,603		48,603	2.8%	
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	<b>53,987</b>	<b>23,048</b>	<b>90,575</b>	<b>67,527</b>	<b>0</b>	<b>67,527</b>	<b>25.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>18,293</b>	<b>9,527</b>	<b>(32,075)</b>	<b>(41,602)</b>				
<b>303 Events</b>								
1005 Deposits	(917)	0	0	0			0.0%	
Events :- Income	<b>(917)</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
4093 Proms in Park	0	0	10,000	10,000		10,000	0.0%	
4304 Christmas Lights	0	600	0	(600)		(600)	0.0%	
4313 Holiday Activities	4,964	500	5,000	4,500		4,500	10.0%	
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	1,100	30,000	28,900	0	28,900	3.7%	0
<b>Net Income over Expenditure</b>	<b>(5,881)</b>	<b>(1,100)</b>	<b>(30,000)</b>	<b>(28,900)</b>				
<b>310 East Melksham Community Hall</b>								
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	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(50,000)</b>	<b>(50,000)</b>				
<b>403 Economic Dev. and Planning</b>								
1089 Income-Hanging Baskets	1,222	3,012	1,500	(1,512)			200.8%	
Economic Dev. and Planning :- Income	1,222	3,012	1,500	(1,512)			200.8%	0
4071 Town Floral Displays	6,004	110	6,500	6,390		6,390	1.7%	
4308 CCTV	31,745	4,138	8,000	3,862	4,138	(276)	103.5%	
4309 Newsletter	9,790	0	5,000	5,000		5,000	0.0%	
4354 Parking Scheme	1,115	30	1,000	970		970	3.0%	
4356 LHFIFG	0	0	5,000	5,000		5,000	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	48,654	4,277	25,500	21,223	4,138	17,085	33.0%	0
<b>Net Income over Expenditure</b>	<b>(47,432)</b>	<b>(1,265)</b>	<b>(24,000)</b>	<b>(22,735)</b>				
6000 plus Transfers from EMR	31,262	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(16,170)</b>	<b>(1,265)</b>	<b>(24,000)</b>	<b>(22,735)</b>				
<b>405 Solar Farm Projects</b>								
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	10,000	50,000	40,000		40,000	20.0%	
Solar Farm Projects :- Indirect Expenditure	0	10,000	50,000	40,000	0	40,000	20.0%	0
<b>Net Income over Expenditure</b>	<b>49,405</b>	<b>(10,000)</b>	<b>0</b>	<b>10,000</b>				
6001 less Transfers to EMR	49,405	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(10,000)</b>	<b>0</b>	<b>10,000</b>				



## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
<b>501 Assembly Hall Central Costs</b>								
1000 Income-Assembly Hall Lettings	32,917	14,635	30,000	15,365			48.8%	
1172 Tickets : private events	831	0	0	0			0.0%	
<b>Assembly Hall Central Costs :- Income</b>	<b>33,748</b>	<b>14,635</b>	<b>30,000</b>	<b>15,365</b>			<b>48.8%</b>	<b>0</b>
4000 Salaries ENI & Pension	104,409	15,193	100,000	84,807		84,807	15.2%	
4075 Training	125	115	600	485	68	418	30.4%	
4106 Repairs and Maintenance	174	0	0	0		0	0.0%	
4108 Service Contracts	0	5	0	(5)		(5)	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	370	2,500	2,130	1,538	593	76.3%	
4907 Stationery/Printing/Postage	113	0	150	150		150	0.0%	
4908 Advertising	0	30	0	(30)	30	(60)	0.0%	
4909 Licences	5,400	0	5,500	5,500	284	5,216	5.2%	
4911 Electricity	13,927	3,753	17,000	13,247		13,247	22.1%	
4912 Gas	161	38	100	62		62	38.3%	
4913 Water	2,461	3,454	3,000	(454)		(454)	115.1%	
4914 Rates	8,608	2,581	9,500	6,919		6,919	27.2%	
4915 Equipment	4,126	42	2,500	2,458	3,636	(1,178)	147.1%	
4916 Maintenance-Equipment	1,810	75	5,000	4,925	752	4,173	16.5%	
4917 Service Contracts	7,284	1,303	8,400	7,097		7,097	15.5%	
4918 Maintenance	3,224	100	5,000	4,900	3,730	1,170	76.6%	
4922 Publicity & Marketing	7,190	503	6,000	5,497	1,840	3,657	39.0%	
4927 Stocktaking	520	130	600	470	260	210	65.0%	
4954 PA and Lighting Costs	0	160	0	(160)	1,230	(1,390)	0.0%	
4958 Event Security	608	(453)	0	453	768	(316)	0.0%	
4960 Live entertainment:	0	0	0	0	864	(864)	0.0%	
<b>Assembly Hall Central Costs :- Indirect Expenditure</b>	<b>164,262</b>	<b>27,399</b>	<b>166,350</b>	<b>138,951</b>	<b>18,910</b>	<b>120,041</b>	<b>27.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(130,514)</b>	<b>(12,765)</b>	<b>(136,350)</b>	<b>(123,585)</b>				
<b>510 Assembly Hall Events</b>								
1004 Film shows	4	49	300	251			16.3%	
1172 Tickets : private events	335	0	0	0			0.0%	
1173 Live Shows - Hall Hire	14,257	540	20,000	19,460			2.7%	
<b>Assembly Hall Events :- Income</b>	<b>14,597</b>	<b>589</b>	<b>20,300</b>	<b>19,711</b>			<b>2.9%</b>	<b>0</b>
4903 Bar Stock Purchases	0	0	0	0	318	(318)	0.0%	
4919 Films: expenses and contract	2	2	0	(2)		(2)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
4954 PA and Lighting Costs	5,965	(338)	0	338	2,990	(2,652)	0.0%	
4958 Event Security	1,307	0	0	0	144	(144)	0.0%	
4960 Live entertainment:	3,078	0	2,500	2,500	500	2,000	20.0%	
Assembly Hall Events :- Indirect Expenditure	10,352	(336)	2,500	2,836	3,951	(1,115)	144.6%	0
<b>Net Income over Expenditure</b>	<b>4,245</b>	<b>925</b>	<b>17,800</b>	<b>16,875</b>				
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	56,778	9,281	43,500	34,219			21.3%	
Assembly Hall Bar and Catering :- Income	56,778	9,281	43,500	34,219			21.3%	0
4903 Bar Stock Purchases	21,289	4,596	22,000	17,404	11,602	5,802	73.6%	
Assembly Hall Bar and Catering :- Indirect Expenditure	21,289	4,596	22,000	17,404	11,602	5,802	73.6%	0
<b>Net Income over Expenditure</b>	<b>35,488</b>	<b>4,684</b>	<b>21,500</b>	<b>16,816</b>				
<u>901 Earmarked Reserves</u>								
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	12,000	0	(12,000)		(12,000)	0.0%	
9248 CIL	7,076	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	28,032	12,000	60,000	48,000	0	48,000	20.0%	0
<b>Net Income over Expenditure</b>	<b>612,488</b>	<b>(12,000)</b>	<b>(60,000)</b>	<b>(48,000)</b>				
6000 plus Transfers from EMR	28,032	0	0	0				
6001 less Transfers to EMR	640,520	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>(12,000)</b>	<b>(60,000)</b>	<b>(48,000)</b>				
<u>902 Sinking Funds</u>								
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	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(5,000)</b>	<b>(5,000)</b>				

18/07/2025

## Melksham Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2025

Month No: 3

## 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
Grand Totals:- Income	2,039,125	681,189	1,468,000	786,811			46.4%	
Expenditure	1,627,245	271,341	1,633,000	1,361,659	75,200	1,286,459	21.2%	
<b>Net Income over Expenditure</b>	<b>411,880</b>	<b>409,849</b>	<b>(165,000)</b>	<b>(574,849)</b>				
plus Transfers from EMR	69,682	13,711	0	(13,711)				
less Transfers to EMR	689,925	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(208,362)</b>	<b>423,559</b>	<b>(165,000)</b>	<b>(588,559)</b>				

## Trial Balance

Date : 18/07/2025

## Melksham Town Council Current Year

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Trial Balance for Month No: 4

User : SAM

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
101	Debtors			4,088.59	
103	Town hall Sales ledger			8,875.35	
105	Vat Control			13,343.72	
120	Bar Stock			7,137.81	
203	Unity Bank			216,828.14	
205	Unity - Instant Savings A/c			700,043.15	
213	Credit/Debit Card Control				340.80
214	CCLA: Investment			715,700.85	
215	Cambridge BS			91,625.84	
220	Petty Cash			18.94	
251	Lloyds Cash & Bank Assembly			177,022.32	
253	Assembly Hall Float			1,100.00	
310	General Fund				260,431.92
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				86,536.71
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				26,756.50
502	Creditors-Assembly Hall				60.00
515	PAYE/NI Due			7,958.75	
516	Pension Due			2,980.91	
520	Salaries Control			32,485.72	
565	Events Control Pre Pandemic			305.56	

1000	Income-Assembly Hall Lettings	501	Assembly Hall Central Costs	15,666.05
1001	Income-Assembly Hall Bar	520	Assembly Hall Bar and Catering	9,280.58
1004	Film shows	510	Assembly Hall Events	48.75
1016	Receipts - Mayors Reception	115	Civic and Democratic	510.00
1026	Income Interest	110	Corporate Costs	7,844.00
1027	Income - Amenity Services	202	Asset and Amenities	339.48
1034	Income Town Hall Bookings	201	Town Hall	1,356.60
1040	Income 31 Market Place	210	Corporate Properties	2,333.32
1045	Income	203	Allotments	435.00
1046	Income - Pavilion	204	Cafe	2,200.00
1048	Income Art House Cafe	210	Corporate Properties	2,000.00
1050	Grants Received	302	Projects	32,525.00
1052	Christmas Market Stalls	302	Projects	50.00
1060	Contribution - MWPC	205	Public Toilets - Market Place	5,000.00
1089	Income-Hanging Baskets	403	Economic Dev. and Planning	3,012.00
1090	Expenses Recovered	204	Cafe	2,980.00
1173	Live Shows - Hall Hire	510	Assembly Hall Events	540.00
1176	Precept Received	110	Corporate Costs	596,100.00
4000	Salaries ENI & Pension	101	Central Costs	55,514.33
4000	Salaries ENI & Pension	202	Asset and Amenities	45,182.72
4000	Salaries ENI & Pension	501	Assembly Hall Central Costs	15,192.56
4005	Temporary / Locum Staff	101	Central Costs	3,921.64
4016	Sundry Office Expenses	101	Central Costs	22.00
4017	Bank account fees	110	Corporate Costs	712.77
4021	Stationery	101	Central Costs	107.56
4023	Advertising	101	Central Costs	744.50
4026	Photocopier/copying	101	Central Costs	92.57
4027	Telephones and Mobiles	101	Central Costs	1,058.19
4029	Subscriptions	101	Central Costs	2,562.08
4030	Town Crier's expenses	115	Civic and Democratic	30.00
4040	Information Technology/Hardware	101	Central Costs	298.00

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4042	Licences/Software	101	Central Costs	3,925.85	
4043	HR consultancy	110	Corporate Costs	3,564.62	
4050	Legal and Professional Fees	101	Central Costs	2,374.17	
4050	Legal and Professional Fees	110	Corporate Costs	1,972.65	
4057	Accountancy and Audit	110	Corporate Costs	9,817.11	
4058	Insurance	101	Central Costs	1,058.01	
4061	Travel and Subsistence	101	Central Costs	1,103.44	
4071	Town Floral Displays	403	Economic Dev. and Planning	109.57	
4072	Platinum Jubilee	101	Central Costs	120.00	
4074	Neighbourhood Plan	302	Projects	12,877.22	
4075	Training	101	Central Costs	2,141.00	
4075	Training	501	Assembly Hall Central Costs	115.00	
4076	Health & Safety	201	Town Hall	995.00	
4078	Community Projects	302	Projects	1,153.05	
4085	Civic and Ceremonial	115	Civic and Democratic		1,937.51
4100	Gas	201	Town Hall	382.59	
4101	Electricity	201	Town Hall	1,082.81	
4101	Electricity	202	Asset and Amenities	34.28	
4101	Electricity	204	Cafe	5,809.55	
4101	Electricity	205	Public Toilets - Market Place	242.57	
4101	Electricity	206	Public Toilets - Bath Road	374.33	
4101	Electricity	212	Round House	59.57	
4101	Electricity	215	Depot	177.92	
4101	Electricity	221	King George V Park/Splashpad	387.70	
4102	Non Domestic Rates	201	Town Hall	3,183.75	
4102	Non Domestic Rates	215	Depot	1,612.25	
4103	Water Rates	201	Town Hall	83.71	
4103	Water Rates	205	Public Toilets - Market Place	335.66	
4103	Water Rates	206	Public Toilets - Bath Road		1,365.63
4103	Water Rates	215	Depot	88.50	
4104	Window Cleaning	201	Town Hall	256.40	
4106	Repairs and Maintenance	201	Town Hall		1,156.66
4106	Repairs and Maintenance	204	Cafe	270.00	
4106	Repairs and Maintenance	205	Public Toilets - Market Place		100.00
4106	Repairs and Maintenance	212	Round House	184.25	
4106	Repairs and Maintenance	213	31 Market Place	7,824.00	
4106	Repairs and Maintenance	221	King George V Park/Splashpad	13,710.86	
4108	Service Contracts	201	Town Hall	1,341.67	
4108	Service Contracts	211	Art House Cafe	1.46	
4108	Service Contracts	221	King George V Park/Splashpad	10,980.10	
4108	Service Contracts	501	Assembly Hall Central Costs	4.99	
4150	Uniform/PPE	202	Asset and Amenities	338.46	
4151	Tools and Equipment	202	Asset and Amenities	726.45	
4153	Vehicle Running Costs	202	Asset and Amenities	1,106.10	
4156	Vehicle Leasing	202	Asset and Amenities	1,407.24	
4157	Grasscutting and Ground Maint	220	Play Areas and Open Spaces	7,458.50	
4158	Replacement Play Equipment	220	Play Areas and Open Spaces	499.58	
4159	Electric - Unit	215	Depot	78.75	
4160	Leasing	215	Depot	3,362.50	
4163	Repairs and Maintenance	202	Asset and Amenities		121.90
4165	Maintenance play areas	202	Asset and Amenities		68.65
4165	Maintenance play areas	220	Play Areas and Open Spaces	1,095.91	
4167	Street Furniture and Signage	202	Asset and Amenities	58.14	
4168	Bus Shelters Cleaning	202	Asset and Amenities	258.88	
4175	WiFi	211	Art House Cafe	59.00	
4180	Cleaning	205	Public Toilets - Market Place	799.96	
4180	Cleaning	206	Public Toilets - Bath Road	429.52	
4193	Rospa checks: Play areas	220	Play Areas and Open Spaces	1,120.00	
4199	Chemicals	221	King George V Park/Splashpad	999.50	
4200	Water Rates	203	Allotments	118.09	
4201	Maintenance	203	Allotments	906.56	
4250	WiFi - Pavilion	204	Cafe	133.44	
4256	Maintenance	204	Cafe	195.29	

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4301	Grants	151	Grants	140.63	
4304	Christmas Lights	302	Projects	157.08	
4304	Christmas Lights	303	Events	880.00	
4308	CCTV	403	Economic Dev. and Planning	4,138.00	
4313	Holiday Activities	302	Projects	587.20	
4313	Holiday Activities	303	Events	1,195.00	
4322	Age UK Project Worker	101	Central Costs	2,875.00	
4322	Age UK Project Worker	151	Grants	2,875.00	
4329	VE Day Celebration	302	Projects	1,645.99	
4332	Wiltshire Town Programme Exp	302	Projects	1,397.18	
4336	Sensory Garden	302	Projects	5,230.00	
4354	Parking Scheme	403	Economic Dev. and Planning	290.10	
4500	Solar Money Projects	405	Solar Farm Projects	10,000.00	
4903	Bar Stock Purchases	520	Assembly Hall Bar and Catering	4,596.30	
4905	Cleaning Materials	501	Assembly Hall Central Costs	369.72	
4908	Advertising	501	Assembly Hall Central Costs	30.00	
4911	Electricity	501	Assembly Hall Central Costs	3,753.13	
4912	Gas	501	Assembly Hall Central Costs	38.31	
4913	Water	221	King George V Park/Splashpad	2,543.23	
4913	Water	501	Assembly Hall Central Costs	3,453.98	
4914	Rates	501	Assembly Hall Central Costs	2,580.75	
4915	Equipment	501	Assembly Hall Central Costs	41.63	
4916	Maintenance-Equipment	501	Assembly Hall Central Costs	74.96	
4917	Service Contracts	501	Assembly Hall Central Costs	1,461.70	
4918	Maintenance	501	Assembly Hall Central Costs	100.25	
4919	Films: expenses and contract	510	Assembly Hall Events	1.78	
4922	Publicity & Marketing	101	Central Costs		736.25
4922	Publicity & Marketing	501	Assembly Hall Central Costs	608.20	
4927	Stocktaking	501	Assembly Hall Central Costs	130.00	
4954	PA and Lighting Costs	501	Assembly Hall Central Costs	160.00	
4954	PA and Lighting Costs	510	Assembly Hall Events		338.00
4958	Event Security	501	Assembly Hall Central Costs		452.50
6000	Transfers from EMR	221	King George V Park/Splashpad		13,710.86
9245	Solar Money	901	Earmarked Reserves	12,000.00	
Trial Balance Totals :				2,278,472.67	2,278,472.67
Difference				0.00	

## **AGENDA ITEM 6 – BANK BALANCES / BANK RECONCILIATIONS**

**Bank balances as at 18.07.25:**

Unity Bank	216,828
Unity - Instant Savings A/c	700,043
Credit/Debit Card Control	(341)
CCLA: Investment	715,701
Cambridge BS	91,626
Petty Cash	19
Lloyds Cash & Bank Assembly	177,022
Assembly Hall Float	1,100

Two councillors visit the office to check and sign all bank reconciliations, at least quarterly.

**Bank reconciliations as at 30.06.25:**

**Current account:**

Please note that the £600k internal transfer made from the current account to the Unity Instant Savings account will be reconciled on the July reconciliation so not showing here.



Date: 11/07/2025

Melksham Town Council Current Year

Page 1

Time: 14:10

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 1 - Unity Bank - Main Account**

User: MEL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	30/06/2025		857,477.12
			<u>857,477.12</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
08/05/2025 080525/2 Boels Rental Ltd		672.04	
			<u>672.04</u>
			856,805.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			856,805.08
		<b>Balance per Cash Book is :-</b>	<b>856,805.08</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Lloyds Bank – Assembly Hall**

Date: 04/07/2025

Melksham Town Council Current Year

Page 1

Time: 10:17

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 2 - Lloyds Bank Assembly Hall A/c**

User: MEL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Assembly Hall General	30/06/2025		177,022.32
			<u>177,022.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			177,022.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			177,022.32
		<b>Balance per Cash Book is :-</b>	<b>177,022.32</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Cambridge Building Society**



Date: 08/07/2025

Melksham Town Council Current Year

Page 1

Time: 11:11

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 11 - Cambridge BS**

User: MEL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Cambridge BS	30/06/2025		91,625.84
			<u>91,625.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,625.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,625.84
		<b>Balance per Cash Book is :-</b>	<b>91,625.84</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**CCLA**

Date: 11/07/2025

Melksham Town Council Current Year

Page 1

Time: 14:10

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 10 - CCLA: Investment**

User: MEL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA investment	30/06/2025		715,700.85
			<u>715,700.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			715,700.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			715,700.85
		<b>Balance per Cash Book is :-</b>	<b>715,700.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

## Petty Cash

Date: 08/07/2025

Melksham Town Council Current Year

Page 1

Time: 11:11

**Bank Reconciliation Statement as at 30/06/2025  
for Cashbook 9 - Petty Cash**

User: MEL

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	30/06/2025		18.94
			<u>18.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			18.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	<u>0.00</u>
			18.94
		<b>Balance per Cash Book is :-</b>	<b>18.94</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**Credit Cards**

Please note that the -£340.80 is card payments that are logged for tickets/bar. I am currently undertaking a full budget review and this will be addressed during this process.

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Credit/Debit Card Control	30/06/2025		-340.80
			-340.80
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			-340.80
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			-340.80
		<b>Balance per Cash Book is :-</b>	<b>-340.80</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

**AGENDA ITEM 7 – INTERNAL TRANSFERS**

Internal transfers made:

Date	Account from	Account to	Amount
11.07.25	Current	Unity Instant Savings	£600,000

**AGENDA ITEM 8 – PAYMENTS MADE OUTSIDE OF MEETING**

All invoices are signed off by two councillors. Payments are set up with the bank by the Finance Officer and then two councillors, or one councillor and the Clerk, log into the bank to approve / release the payments.

Please note that the Clerk has been asked to contact Officers to ensure that they are not using their personal cards to make purchases as this is not acceptable. All council payments need to be invoiced, or paid by council card where invoicing is not a possible option.

Payments made since the last meeting using Clerks delegated powers:

PAYEE	INVOICE No	AMOUNT	DESCRIPTION	POWER TO PAY
Brian Bennett	74061	£11.99	Fire signs	GPoC
Brian Bennett	74120	£17.99	Fire signs	GPoC
Brian Bennett	74447	£17.99	Fire signs	GPoC
Brian Bennett	CC2PI	£22.35	Fire signs	GPoC
Brian Bennett	VIH71	£5.99	Fire signs	GPoC
Comax	1475608	£167.53	Cleaning products	GPoC
Wiltshire College	11042	£550.00	Apprenticeship trng	GPoC
Hunt Management	4871	£156.00	Stock audit	GPoC
Paul Seemayer	250606	£150.00	Lighting – show	GPoC
Paul Seemayer	250315	£150.00	Lighting – show	GPoC
Paul Seemayer	250613	£150.00	Lighting – show	GPoC
Soundcat	060625	£350.00	Sound – show	GPoC
Wired Publishing	1133571	£96.00	Advertising – AH	GPoC
Worknest	084962	£4277.54	Employment – Year 3	GPoC
Worknest	086916	£594.00	OH assessment	GPoC
Embroidery UK	163720	£367.20	Uniform	GPoC
Redhorn Holdings	297	£330.02	Rent – increase	GPoC
SLCC	207400	£450.00	CiLCA – HB	GPoC
SLCC	221923	£739.20	Conference – HB	GPoC
TH White	509488	£193.96	Fire alarm maintenance	GPoC
ATB Shop	5045	£600.00	Skate Park event	GPoC
Chew Valley Trees	2252843	£701.40	Trees	GPoC
Clares Circus	1499	£400.00	Circus skills	GPoC
F. Cunanan	270625	£5.74	Milk/Refs	GPoC
JH Jones	5140	£184.8	Grasscutting – Foresters	GPoC
JH Jones	5135	£1382.40	Grasscutting – Play areas	GPoC
JH Jones	5136	£276.00	Grasscutting – Carsons	GPoC
JH Jones	5137	£276.00	Grasscutting – WMF	GPoC
JH Jones	5138	£290.40	Grasscutting – Methuen	GPoC
JH Jones	5139	£290.40	Grasscutting – Queensway	GPoC
JH Jones	5141	£429.00	Grasscutting – KGV	GPoC
Keep Britain Tidy	011802	£606.00	Green Flag award	GPoC
Kim Bedford	0665	£525.00	CiLCA support – HB	GPoC
LGRC	2184	£4902.98	Locum RFO	GPoC
LGRC	2165	£5320.73	Locum RFO	GPoC
M. Rolph	14240574	£144.00	Tyre/fitting – KV20 OFJ	GPoC
Place	044	£1710.00	NHP	GPoC
S. Land	130625	£4.29	Milk/refs	GPoC
Shiners	0016	£515.28	Window/Bus Shelter cleaning	GPoC
Splash	0654	£11247.62	SplashPad – repairs	GPoC
Stage Events	0950	£600.00	Stage – Xmas Lights	GPoC
Waterplus	7003614198	£118.09	Water – Milton allotments	GPoC
Wilts & Berks Canal	320	£25.00	Annual subs	GPoC
Wiltshire Wildlife Trust	027515	£180.00	Holiday activity	GPoC
AHGTC	2025-26	£30.00	Town Criers Guild – membership	GPoC
Melksham Carnival	240625	£2500.00	Grant	GPoC

Alzheimers Society	300625	£500.00	Grant	GPoC
Melksham Foodbank	300625	£500.00	Grant	GPoC
Group Five	300625	£750.00	Grant	GPoC
4Youth	300625	£10000.00	Grant	GPoC
Food & River Festival	300625	£5000.00	Grant	GPoC
TIC	300625	£4000.00	Grant	GPoC
M. Rolph	040725	£414.05	Accommodation – TP/SH	
West Country Educational Agency	300625	£72.00	Refund – Hanging Basket	

## **AGENDA ITEM 9 – INVOICES FOR APPROVAL TO PAY**

Invoices for Committee to approve for payment.

<b>PAYEE</b>	<b>INVOICE No</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>POWER TO PAY</b>
Elite Promotions	1680	£280.00	Photobooth	GPoC
Houseman	23077	£190.00	Water hygiene – TH	GPoC
Houseman	23046	£190.00	Water hygiene – Pavilion	GPoC
Houseman	23042	£190.00	Water hygiene – AH	GPoC
Terralec	472914	£89.95	Lamp holders	GPoC
Absolute Promotions	042	£2,158.53	Show – Whitney	GPoC
Wired Publishing	1133876	£96.00	Advertising – AH	GPoC
Creative Consultancy	01127	£240.00	Website work	GPoC
Creative Consultancy	01124	£240.00	Website work	GPoC
Water2business	6068293541	£2,543.23	Water – SplashPad	GPoC
Avon IT	1894	£357.60	IT support	GPoC
Light Fantastic	81425	£912.00	Lantern repairs – TH	GPoC
Screwfix	2004694168	£37.99	Trainers	GPoC
Screwfix	2004885021	£52.96	Hose/pipe/fittings	GPoC
Screwfix	2004896371	£19.87	Coupler/pipe/elbow	GPoC
Screwfix	2004962581	£5.59	Tap connector	GPoC
Screwfix	2005075941	£4.99	Karabiners	GPoC
Screwfix	2005105396	£39.92	Karabiners	GPoC
Screwfix	2005219933	£36.97	Graffiti remover	GPoC
Screwfix	2005223298	£4.99	Steel wool	GPoC
Screwfix	2005227661	£31.99	Bolts	GPoC
Screwfix	2005230135	£7.99	Safety specs	GPoC
Screwfix	2005293356	£35.97	Graffiti remover	GPoC
Screwfix	2005294799	£7.98	Glass cleaner	GPoC
Stannah	1085795208	£596.56	Lift maintenance	GPoC
Travis Perkins	AIW314	£18.65	Elbow	GPoC
Travis Perkins	1004380311	£34.06	Evo Stick	GPoC
Travis Perkins	1005425143	£71.96	Graffiti remover/cloths	GPoC
Travis Perkins	1007332540	£1.58	Decorators sponge	GPoC

Wiltshire Publications	80217	£147.84	Advertising – AH	GPoC
Age UK	14222	£2,875.00	SLA – 2 <sup>nd</sup> ¼	GPoC
Castle Water	TE00833610	£135.22	Water – Bath Rd toilets	GPoC
Exponential	1139294	£113.02	Cloud back-up	GPoC
Farcroft	31177	£9,388.80	Roof repairs – 31 Mkt Pl	GPoC
Garage on the Hill	034031	£45.00	MOT – VW	GPoC
Gompels	310525	£114.00	Pkg Redemp – May	GPoC
Gompels	300625	£146.30	Pkg Redemp – June	GPoC
JH Jones	5251	£276.00	Grasscutting – WMF	GPoC
JH Jones	5255	£290.40	Grasscutting – Methuen	GPoC
JH Jones	5253	£184.80	Grasscutting – Foresters	GPoC
JH Jones	5252	£1,900.80	Grasscutting – play areas/lych gate	GPoC
JH Jones	5254	£290.40	Grasscutting – Queensway	GPoC
JH Jones	5249	£276.00	Grasscutting – Carsons	GPoC
JH Jones	5250	£858.00	Grasscutting – KGV	GPoC
Jolly Jumpers	1139	£834.00	Bouncy castles	GPoC
Microsoft	E0600WN0TO	£86.29	Licences	GPoC
Your Wiltshire	13308	£13,308	Advertising – AH	GPoC

## **AGENDA ITEM 10 – DIRECT DEBIT / STANDING ORDER PAYMENTS MADE**

Committee to note the June payments:

Current account:

<b>PAYEE</b>	<b>INVOICE No</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>POWER TO PAY</b>
Water2business	020625	£29.50	Water – Depot	GPoC
Water2business	020625	£65.72	Water – Mkt Pl toilets	GPoC
British Gas	020625	£709.56	Electricity - Pavilion	GPoC
Virgin Media	020625	£68.40	WiFi – TH/AH	GPoC
BT Group	030625	£87.14	WiFi – KGV Park	GPoC
Redhorn Holdings	030625	£1,234.99	Rent – Depot	GPoC
Office Evolution	040625	£38.75	Laminator	
British Gas	100625	£77.16	Electricity – Mkt Pl toilets	GPoC
Enterprise	120625	£1125.79	Vehicle leasing	GPoC
WPF	130625	£11,104.04	Pensions	GPoC
Daisy Communications	160625	£53.38	WiFi – Pavilion	GPoC
Castle Water	160625	£35.04	Water – Standpipe Mkt Pl	GPoC
Office Evolution	160625	£51.29	Photocopying	GPoC
Wiltshire Council	160625	£1,060.00	Rates – TH	GPoC
Wiltshire Council	160625	£536.00	Rates – Depot	GPoC
British Gas	160625	£35.47	Electricity – Roundhouse	GPoC
British Gas	170625	£4,230.69	Electricity – Pavilion	GPoC
Fuel Genie	170625	£233.73	Fuel	GPoC
Mainstream	180625	£414.48	Phones	GPoC
West Mercia Energy	190625	£106.75	Electricity – Bath Rd toilets	GPoC
British Gas	190625	£41.25	Gas – Town Hall	GPoC
British Gas	190625	£15.49	Gas – Assembly Hall	GPoC
Unity Bank	200625	£28.62	BACS Charge	GPoC
HMRC	200625	£12,587.49	NI/PAYE	GPoC
Wiltshire Council	200625	£32,886.72	Salaries	GPoC

British Gas	200625	£389.10	Electricity – TH	GPoC
British Gas	200625	£1,226.07	Electricity – AH	GPoC
British Gas	200625	£41.75	Electricity – TH Mkt Traders	GPoC
British Gas	250625	£60.97	Electricity – Depot	GPoC
West Mercia Energy	300625	£119.47	Electricity – KGV Events	GPoC
Zen	300625	£22.80	WiFi – Art House	GPoC
Unity Bank	300625	£18.60	Manual Handling Charge	GPoC
Unity Bank	300625	£19.80	Service Charge	GPoC

Lloyds account:

Please note that we are in the process of transferring these direct debits so that they come out of the Unity current account. Once this has been completed, the Lloyds account will be closed, as agreed by Council.

PAYEE	INVOICE No	AMOUNT	DESCRIPTION	POWER TO PAY
Water2business	020625	£2,987.34	Water – AH	GPoC
Wiltshire Council	160625	£861.00	Rates – AH	GPoC
Lloyds Bank	170625	£10.08	Service Charge	GPoC
DoJo	200625	£54.30	Card machine charges	GPoC
DoJo	200625	£55.42	Card machine charges	GPoC
Tolchards	200625	£624.66	Bar stock	GPoC
Rentokil	230625	£619.39	Pest Control – AH/Roundhouse	GPoC
DoJo	250625	£70.63	Card machine charges	GPoC
Hills Waste	300625	£1,056.15	Waste collection – AH/Pavilion	GPoC

## **AGENDA ITEM 11 – INCOME RECEIVED**

Committee to note the income received:

Unity current account:

### **INCOME RECEIVED – JUNE 2025**



18/07/2025

## Melksham Town Council Current Year

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09:16

## Cashbook 1

User: MEL

## Unity Bank - Main Account

Receipts received between 01/06/2025 and 30/06/2025

## Nominal Ledger Analysis

Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
ME41	Banked 02/06/2025	25.00						
ME41	Chatham	25.00			1045	203	25.00	Allotment rent
BACS	Banked 02/06/2025	54.00						
BACS	Bramwell/Chivers	54.00		9.00	1000	501	45.00	Room hire - AH
SB23B	Banked 03/06/2025	25.00						
SB23B	Sobala	25.00			1045	203	25.00	Allotment rent
SB05A	Banked 03/06/2025	25.00						
SB05A	Smith	25.00			1045	203	25.00	Allotment rent
000029	Banked 03/06/2025	1,139.00						
000029	VE Day Lunch	184.50		30.75	1001	520	153.75	VE Day Lunch
	Masons	224.30		37.38	1001	520	186.92	Masons
000029	WWMCC	24.25		4.04	1001	520	20.21	WWMCC
000029	Historical Assn	36.40		6.07	1001	520	30.33	Historical Assn
000029	Nikki Kitt	170.80		28.47	1001	520	142.33	Nikki Kitt
000029	WWMCC	8.90		1.48	1001	520	7.42	WWMCC
000029	Land of Hope & Glory	170.20		28.37	1001	520	141.83	Land of Hope & Glory
000029	WWMCC	30.10		5.02	1001	520	25.08	WWMCC
000029	Quiz Night	39.40		6.57	1001	520	32.83	Quiz Night
000029	All Floyd	250.15		41.69	1001	520	208.46	All Floyd
WWMCC	Banked 03/06/2025	285.00						
	Sales Recpts Page 304	285.00	285.00		101			Sales Recpts Page 304
500800	Banked 03/06/2025	460.00						
500800	Meatloud	96.00			566		96.00	Meatloud
500800	VE Day Lunch	290.00		48.33	1173	510	241.67	VE Day Lunch
500800	VE Day Dance	30.00		5.00	1173	510	25.00	VE Day Dance
500800	Film Show	44.00		7.33	1004	510	36.67	Film Show
ME17A	Banked 04/06/2025	25.00						
ME17A	Harlowe	25.00			1045	203	25.00	Allotment rent
SB30B	Banked 04/06/2025	25.00						
SB30B	Turek	25.00			1045	203	25.00	Allotment rent
BACS	Banked 04/06/2025	29.34						
BACS	HMCTS	29.34			1027	202	29.34	Arson KGV - costs
BACS	Banked 04/06/2025	4,621.87						
BACS	Ticketsource	4,621.87			566		4,621.87	Tickets - All Floyd
BACS	Banked 04/06/2025	-329.12						
BACS	Ticketsource	-329.12			566		-329.12	Charges - All Floyd
BACS	Banked 04/06/2025	55.25						
BACS	Ticketsource	55.25			566		55.25	Quiz Night
BACS	Banked 04/06/2025	-5.25						
BACS	Ticketsource	-5.25			566		-5.25	Charges - Quiz Night
Subtotal Carried Forward:		6,435.09	285.00	259.50			5,890.59	

18/07/2025

## Melksham Town Council Current Year

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## Cashbook 1

User: MEL

## Unity Bank - Main Account

Receipts received between 01/06/2025 and 30/06/2025

		Nominal Ledger Analysis					
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Seniors	Banked 04/06/2025	162.00					
	Sales Recpts Page 305	162.00	162.00		101		Sales Recpts Page 305
Cafe	Banked 05/06/2025	300.00					
	Sales Recpts Page 303	300.00	300.00		103		Sales Recpts Page 303
Cobblers	Banked 09/06/2025	72.00					
	Sales Recpts Page 290	72.00	72.00		103		Sales Recpts Page 290
ME36	Banked 09/06/2025	25.00					
ME36	Lewis	25.00			1045 203	25.00	Allotment rent
BACS	Banked 09/06/2025	10.00					
BACS	Mumford	10.00		1.67	1000 501	8.33	Stall - AH
ME26	Banked 10/06/2025	50.00					
ME26	Stevenson	50.00			1045 203	50.00	Allotment rent
BACS	Banked 11/06/2025	943.54					
BACS	Ticketsource	943.54			566	943.54	Led Zeppelin
BACS	Banked 11/06/2025	-69.54					
BACS	Ticketsource	-69.54			566	-69.54	Charges
Millers	Banked 12/06/2025	1,525.00					
	Sales Recpts Page 293	1,525.00	1,525.00		103		Sales Recpts Page 293
Newmans	Banked 13/06/2025	144.00					
	Sales Recpts Page 291	144.00	144.00		103		Sales Recpts Page 291
TIC	Banked 13/06/2025	82.50					
	Sales Recpts Page 292	82.50	82.50		101		Sales Recpts Page 292
TIC	Banked 13/06/2025	23.00					
	Sales Recpts Page 294	23.00	23.00		101		Sales Recpts Page 294
Evies	Banked 16/06/2025	1,788.00					
	Sales Recpts Page 302	1,788.00	1,788.00		103		Sales Recpts Page 302
BACS	Banked 17/06/2025	2,862.94					
BACS	Ticketsource	2,862.94			566	2,862.94	Whitney
BACS	Banked 17/06/2025	-218.94					
BACS	Ticketsource	-218.94			566	-218.94	Charges - Whitney
BACS	Banked 18/06/2025	621.00					
BACS	Luke Bailey	621.00		103.50	1000 501	517.50	Room hire - 150826 AH
Masons	Banked 25/06/2025	2,179.20					
	Sales Recpts Page 300	2,179.20	2,179.20		101		Sales Recpts Page 300
MIN	Banked 26/06/2025	700.00					
	Sales Recpts Page 301	700.00	700.00		103		Sales Recpts Page 301
Subtotal Carried Forward:		17,634.79	6,975.70	364.67		10,009.42	

18/07/2025

Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank - Main Account

Receipts received between 01/06/2025 and 30/06/2025

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction Detail</u>
Total Receipts:		17,634.79	7,260.70	364.67			10,009.42

## INCOME RECEIVED – INSTANT SAVINGS – JUNE 25

18/07/2025

Melksham Town Council Current Year

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Cashbook 12

User: MEL

Unity - Instant Savings A/c

Receipts received between 01/06/2025 and 30/06/2025

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction Detail</u>
Banked	24/06/2025	100,000.00					
Savings	Unity Bank - Main Account	100,000.00			203		100,000.00 Savings
Interest	Banked	30/06/2025	43.15				
Interest	Unity Bank	43.15			1026	110	43.15 Interest
Total Receipts:		100,043.15	0.00	0.00			100,043.15

NB: The £100,000 is an internal transfer from the current account.

## INCOME RECEIVED - LLOYDS – JUNE 25

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Lloyds Bank Assembly Hall A/c

Receipts received between 01/06/2025 and 30/06/2025

Nominal Ledger Analysis							
Receipt Ref	Name of	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Clubber Banked	02/06/2025	216.00					
	Sales Recpts Page 295	216.00	216.00		101		Sales Recpts Page 295
Good News Banked	03/06/2025	500.00					
	Sales Recpts Page 296	500.00	500.00		103		Sales Recpts Page 296
Tiger Banked	03/06/2025	81.00					
	Sales Recpts Page 297	81.00	81.00		101		Sales Recpts Page 297
HCRG Banked	13/06/2025	919.80					
	Sales Recpts Page 299	919.80	919.80		101		Sales Recpts Page 299
RnR Banked	26/06/2025	216.00					
	Sales Recpts Page 298	216.00	216.00		101		Sales Recpts Page 298
	Banked 30/06/2025	2,410.65					
DoJo Credit/Debit Card Control Acco		2,410.65			213		2,410.65 LOC01 - Bar
	Banked 30/06/2025	1,477.05					
DoJo Credit/Debit Card Control Acco		1,477.05			213		1,477.05 LOC02 - Bar
	Banked 30/06/2025	1,539.50					
DoJo Credit/Debit Card Control Acco		1,539.50			213		1,539.50 LOC03 - Tickets
Total Receipts		7,360.00	1,932.80	0.00			5,427.20

## AGENDA ITEM 12 – CARD EXPENDITURE

Credit Card Payments made May - June 2025:

PAYEE	INVOICE No	AMOUNT	DESCRIPTION	POWER TO PAY
Booker Ltd	020525	£245.26	Bar stock	GPoC
Indeed	020525	£109.41	Job advert - RFO	GPoC
Iceland	060525	£3.10	Milk/refs	GPoC
ChatGPT	070525	£16.67	Monthly fee	GPoC
Asda	070525	£48.85	Bar stock/catering	GPoC
Halfords	080525	£11.49	Torx Bit set	GPoC
Halfords	080525	£9.79	Tigerseal	GPoC
Digital College	140525	£130.80	DBS & Council Personal Licence – AH	GPoC
FDS Corporation	210525	£49.95	Mobile laptop table	GPoC
Lloyds Bank	310525	£9.00	Card charges	GPoC
	<b>TOTAL</b>	<b>£634.32</b>		

### **AGENDA ITEM 13 – BUDGET**

Rialtas budget report – please see attached.

Excel budget – to follow.

### **AGENDA ITEM 14 – BUDGET FORMAT**

Committee to clarify what format they would like to see the budget information presented.

Committee are asked to consider the following suggested templates and decide what format they would prefer.

Two budgets will be presented to Committee for consideration – one ran from Councils Rialtas accounting software, and one as a simple Excel format.

Samantha Haywod, Locum RFO

**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>101</b>	<b>Central Costs</b>											
4000	Salaries ENI & Pension	225,000	452,982	0	0	384,500	0	384,500	55,514	0	0	0
4005	Temporary Staff	0	15,541	0	0	3,000	0	3,000	3,922	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	73	0	0	0
4023	Advertising	3,000	7,890	0	0	3,000	0	3,000	-854	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	50	0	0	0
4027	Telephones and Mobiles	2,500	3,855	0	0	3,600	0	3,600	713	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	2,852	0	0	0
4050	Legal and Professional Fees	0	0	0	0	0	0	0	0	0	0	0
4058	Insurance	38,000	38,578	0	0	39,000	0	39,000	146	0	0	0
4061	Travel and Subsistence	300	5,241	0	0	3,000	0	3,000	683	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	-736	0	0	0
	<b>Overhead Expenditure</b>	<b>288,800</b>	<b>559,975</b>	<b>0</b>	<b>0</b>	<b>475,700</b>	<b>0</b>	<b>475,700</b>	<b>67,798</b>	<b>0</b>	<b>0</b>	<b>0</b>
6000	plus Transfers from EMR	0	2,400	0	0	0	0	0	0	0	0	0

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<b>(288,800)</b>	<b>(557,575)</b>			<b>(475,700)</b>		<b>(475,700)</b>	<b>(67,798)</b>	<b>0</b>		
<b>110</b>	<b>Corporate Costs</b>											
1026	Income Interest	1,000	16,230	0	0	25,000	0	25,000	5,186	0	0	0
1176	Precept Received	1,047,270	1,047,270	0	0	1,117,200	0	1,117,200	596,100	0	0	0
1195	Precept received - Topup GR	0	0	0	0	75,000	0	75,000	0	0	0	0
	<b>Total Income</b>	<b>1,048,270</b>	<b>1,063,500</b>	<b>0</b>	<b>0</b>	<b>1,217,200</b>	<b>0</b>	<b>1,217,200</b>	<b>601,286</b>	<b>0</b>	<b>0</b>	<b>0</b>
4017	Bank account fees	500	5,140	0	0	2,500	0	2,500	476	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	1,973	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
	<b>Overhead Expenditure</b>	<b>22,000</b>	<b>51,858</b>	<b>0</b>	<b>0</b>	<b>28,000</b>	<b>0</b>	<b>28,000</b>	<b>2,449</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>1,026,270</b>	<b>1,011,642</b>			<b>1,189,200</b>		<b>1,189,200</b>	<b>598,837</b>	<b>0</b>		
<b>115</b>	<b>Civic and Democratic</b>											
1016	Receipts - Mayors Reception	0	3,853	0	0	0	0	0	510	0	0	0
	<b>Total Income</b>	<b>0</b>	<b>3,853</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>510</b>	<b>0</b>	<b>0</b>	<b>0</b>
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	-1,938	0	0	0

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4311	Remembrance Day	1,500	1,665	0	0	1,500	0	1,500	0	0	0	0
	<b>Overhead Expenditure</b>	13,800	34,068	0	0	31,800	0	31,800	-1,938	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(13,800)	(30,215)			(31,800)		(31,800)	2,448	0		
<b>151</b>	<b>Grants</b>											
4301	Grants	16,000	18,539	0	0	0	10,000	10,000	0	0	0	0
4303	Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	0	0	0	0
4306	Grant Party in the Park	3,000	0	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	0
4317	Grant Carnival	0	2,500	0	0	2,500	0	2,500	0	0	0	0
4322	Age UK Project Worker	0	12,000	0	0	11,500	0	11,500	0	0	0	0
4324	The Friends of Canberra Park	0	7,988	0	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	0
	<b>Overhead Expenditure</b>	38,000	60,027	0	0	33,000	10,000	43,000	0	0	0	0
6000	plus Transfers from EMR	0	7,988	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	(38,000)	(52,039)			(33,000)		(43,000)	0	0		
<b>201</b>	<b>Town Hall</b>											
1034	Income Town Hall Bookings	2,000	3,185	0	0	2,000	0	2,000	1,357	0	0	0
	<b>Total Income</b>	2,000	3,185	0	0	2,000	0	2,000	1,357	0	0	0
4076	Health & Safety	0	0	0	0	0	0	0	995	0	0	0
4100	Gas	7,200	4,512	0	0	7,500	0	7,500	343	0	0	0
4101	Electricity	6,000	4,917	0	0	6,500	0	6,500	724	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 2)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4102	Non Domestic Rates	11,000	10,604	0	0	11,000	0	11,000	2,124	0	0	0
4103	Water Rates	2,000	1,258	0	0	2,000	0	2,000	55	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	301	0	0	0
<b>Overhead Expenditure</b>		42,000	44,367	0	0	49,000	0	49,000	3,333	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(40,000)	(41,183)			(47,000)		(47,000)	(1,976)	0		
<b>202</b>	<b><u>Asset and Amenities</u></b>											
1027	Income - Amenity Services	4,500	10,425	0	0	6,000	0	6,000	310	0	0	0
<b>Total Income</b>		4,500	10,425	0	0	6,000	0	6,000	310	0	0	0
4000	Salaries ENI & Pension	275,000	289,147	0	0	232,000	0	232,000	45,183	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
4101	Electricity	0	0	0	0	0	0	0	34	0	0	0
4150	Uniform/PPE	1,000	250	0	0	1,000	0	1,000	32	0	0	0
4151	Tools and Equipment	2,000	1,960	0	0	2,000	0	2,000	326	0	0	0
4153	Vehicle Running Costs	6,000	5,664	0	0	6,000	0	6,000	729	0	0	0
4156	Vehicle Leasing	11,000	6,331	0	0	6,000	0	6,000	469	0	0	0
4163	Repairs and Maintenance	6,000	2,155	0	0	2,000	0	2,000	-215	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

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b><u>Budget 2024/2025</u></b>		<b><u>Budget 2025/2026</u></b>						<b><u>Budget 2026/2027</u></b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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
4196	Container storage	1,500	0	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		<b>318,000</b>	<b>312,765</b>	<b>0</b>	<b>0</b>	<b>264,500</b>	<b>0</b>	<b>264,500</b>	<b>46,529</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(313,500)</b>	<b>(302,341)</b>			<b>(258,500)</b>		<b>(258,500)</b>	<b>(46,219)</b>	<b>0</b>		
<b>203</b>	<b><u>Allotments</u></b>											
1045	Income	7,000	4,775	0	0	6,000	0	6,000	235	0	0	0
<b>Total Income</b>		<b>7,000</b>	<b>4,775</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>6,000</b>	<b>235</b>	<b>0</b>	<b>0</b>	<b>0</b>
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	890	0	0	0
4202	Community Allotments	0	0	0	0	500	0	500	0	0	0	0
<b>Overhead Expenditure</b>		<b>5,800</b>	<b>1,560</b>	<b>0</b>	<b>0</b>	<b>2,800</b>	<b>0</b>	<b>2,800</b>	<b>890</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>1,200</b>	<b>3,215</b>			<b>3,200</b>		<b>3,200</b>	<b>(655)</b>	<b>0</b>		
<b>204</b>	<b><u>Cafe</u></b>											
1046	Income - Pavilion	0	2,529	0	0	3,000	0	3,000	1,600	0	0	0
1090	Expenses Recovered	17,500	11,809	0	0	12,000	0	12,000	1,490	0	0	0
<b>Total Income</b>		<b>17,500</b>	<b>14,337</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>3,090</b>	<b>0</b>	<b>0</b>	<b>0</b>
4101	Electricity	0	0	0	0	0	0	0	1,693	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	89	0	0	0

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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
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
<b>Overhead Expenditure</b>		17,900	25,452	0	0	19,300	0	19,300	2,052	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(400)	(11,114)			(4,300)		(4,300)	1,038	0		
<b>205</b>	<b><u>Public Toilets - Market Place</u></b>											
1060	Contribution - MWPC	5,000	0	0	0	5,000	0	5,000	5,000	0	0	0
<b>Total Income</b>		5,000	0	0	0	5,000	0	5,000	5,000	0	0	0
4101	Electricity	2,200	852	0	0	1,500	0	1,500	178	0	0	0
4103	Water Rates	3,000	969	0	0	2,000	0	2,000	270	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	800	0	0	0
<b>Overhead Expenditure</b>		13,200	10,667	0	0	12,500	0	12,500	1,148	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(8,200)	(10,667)			(7,500)		(7,500)	3,852	0		
<b>206</b>	<b><u>Public Toilets - Bath Road</u></b>											
4101	Electricity	1,700	1,421	0	0	1,200	0	1,200	273	0	0	0
4103	Water Rates	2,000	3,369	0	0	2,000	0	2,000	-1,619	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	430	0	0	0

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

			<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
			Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure			11,700	12,668	0	0	11,700	0	11,700	-917	0	0	0
Movement to/(from) Gen Reserve			(11,700)	(12,668)			(11,700)		(11,700)	917	0		
210	Corporate Properties												
1040	Income 31 Market Place		7,000	7,075	0	0	7,000	0	7,000	1,167	0	0	0
1048	Income Art House Cafe		6,700	6,161	0	0	6,000	0	6,000	1,000	0	0	0
Total Income			13,700	13,236	0	0	13,000	0	13,000	2,167	0	0	0
Movement to/(from) Gen Reserve			13,700	13,236			13,000		13,000	2,167	0		
211	Art House Cafe												
4108	Service Contracts		0	905	0	0	600	0	600	1	0	0	0
4175	WiFi		750	476	0	0	225	0	225	40	0	0	0
Overhead Expenditure			750	1,381	0	0	825	0	825	41	0	0	0
Movement to/(from) Gen Reserve			(750)	(1,381)			(825)		(825)	(41)	0		
212	Round House												
4101	Electricity		400	388	0	0	400	0	400	26	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	26	0	0	0
Movement to/(from) Gen Reserve			(850)	(1,049)			(850)		(850)	(26)	0		
213	31 Market Place												

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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
<b>Overhead Expenditure</b>		2,000	1,093	0	0	30,000	0	30,000	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,000)	(1,093)			(30,000)		(30,000)	0	0		
<b>215</b>	<b><u>Depot</u></b>											
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	127	0	0	0
4102	Non Domestic Rates	5,000	6,278	0	0	5,000	0	5,000	1,076	0	0	0
4103	Water Rates	250	324	0	0	300	0	300	59	0	0	0
4106	Repairs and Maintenance	2,000	1,869	0	0	1,000	0	1,000	0	0	0	0
4159	Electric - Unit	0	0	0	0	0	0	0	79	0	0	0
4160	Leasing	15,600	12,350	0	0	15,600	0	15,600	2,058	0	0	0
4184	Fire security: Unit	300	96	0	0	300	0	300	0	0	0	0
<b>Overhead Expenditure</b>		24,950	22,679	0	0	24,500	0	24,500	3,399	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(24,950)	(22,679)			(24,500)		(24,500)	(3,399)	0		
<b>220</b>	<b><u>Play Areas and Open Spaces</u></b>											
1050	Grants Received	0	58,182	0	0	0	0	0	0	0	0	0
<b>Total Income</b>		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	1,454	0	0	0
4158	Replacement Play Equipment	0	74,431	0	0	0	64,000	64,000	500	0	0	0
4165	Maintenance play areas	10,000	835	0	0	10,000	0	10,000	1,096	0	0	0

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
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	1,120	0	0	0
	<b>Overhead Expenditure</b>	50,600	115,030	0	0	45,600	64,000	109,600	4,169	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(50,600)</u>	<u>(56,849)</u>			<u>(45,600)</u>		<u>(109,600)</u>	<u>(4,169)</u>	<u>0</u>		
<b>221</b>	<b><u>King George V Park/Splashpad</u></b>											
4101	Electricity	7,000	926	0	0	5,000	0	5,000	274	0	0	0
4106	Repairs and Maintenance	1,000	18,828	0	0	2,000	0	2,000	13,711	0	0	0
4108	Service Contracts	5,500	11,724	0	0	12,000	0	12,000	458	0	0	0
4199	Chemicals	2,000	453	0	0	2,000	0	2,000	1,000	0	0	0
4913	Water	10,500	9,132	0	0	6,000	0	6,000	0	0	0	0
	<b>Overhead Expenditure</b>	26,000	41,064	0	0	27,000	0	27,000	15,443	0	0	0
6000	plus Transfers from EMR	0	0	0	0	0	0	0	13,711	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(26,000)</u>	<u>(41,064)</u>			<u>(27,000)</u>		<u>(27,000)</u>	<u>(1,732)</u>	<u>0</u>		
<b>302</b>	<b><u>Projects</u></b>											
1050	Grants Received	0	69,124	0	0	0	0	0	32,483	0	0	0
1052	Christmas Market Stalls	2,000	-350	0	0	2,500	0	2,500	50	0	0	0
1059	Sponsorship	5,000	0	0	0	5,000	0	5,000	0	0	0	0
1174	Christmas Income	0	50	0	0	0	0	0	0	0	0	0
1179	Neighbourhood Plan	0	3,456	0	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	0
1193	Wiltshire Town Programme Grant	0	0	0	0	50,000	0	50,000	0	0	0	0

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

				<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
				Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income				7,000	72,281	0	0	58,500	0	58,500	32,533	0	0	0
4074	Neighbourhood Plan			0	13,472	0	0	2,825	0	2,825	11,452	0	0	0
4078	Community Projects			4,000	6,957	0	0	2,000	0	2,000	860	0	0	0
4080	Melksham Garden Competition			250	305	0	0	350	0	350	0	0	0	0
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	57	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	1,646	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	19,345	0	0	0
Movement to/(from) Gen Reserve				(17,250)	18,293			(21,075)		(32,075)	13,188	0		
303	Events													
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

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

			<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
			Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	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		
310	<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
	Overhead Expenditure		2,500	0	0	0	0	50,000	50,000	0	0	0	0
	Movement to/(from) Gen Reserve		(2,500)	0			0		(50,000)	0	0		
403	<u>Economic Dev. and Planning</u>												
1089	Income-Hanging Baskets		1,300	1,222	0	0	1,500	0	1,500	3,012	0	0	0
	Total Income		1,300	1,222	0	0	1,500	0	1,500	3,012	0	0	0
4071	Town Floral Displays		6,000	6,004	0	0	6,500	0	6,500	110	0	0	0
4308	CCTV		0	31,745	0	0	8,000	0	8,000	4,138	0	0	0
4309	Newsletter		2,000	9,790	0	0	5,000	0	5,000	0	0	0	0
4354	Parking Scheme		1,000	1,115	0	0	1,000	0	1,000	0	0	0	0
4356	LHFIG		5,000	0	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure		14,000	48,654	0	0	25,500	0	25,500	4,248	0	0	0
	403 Net Income over Expenditure		-12,700	-47,432	0	0	-24,000	0	-24,000	-1,236	0	0	0
6000	plus Transfers from EMR		0	31,262	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve		(12,700)	(16,170)			(24,000)		(24,000)	(1,236)	0		
405	<u>Solar Farm Projects</u>												

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## Annual Budget - By Centre (Actual YTD Month 2)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1182	Solar money received	40,000	49,405	0	0	50,000	0	50,000	0	0	0	0
	<b>Total Income</b>	40,000	49,405	0	0	50,000	0	50,000	0	0	0	0
4500	Solar Money Projects	40,000	0	0	0	50,000	0	50,000	10,000	0	0	0
	<b>Overhead Expenditure</b>	40,000	0	0	0	50,000	0	50,000	10,000	0	0	0
	<b>405 Net Income over Expenditure</b>	0	49,405	0	0	0	0	0	-10,000	0	0	0
6001	less Transfers to EMR	0	49,405	0	0	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	0	0			0		0	(10,000)	0		
<b>501</b>	<b><u>Assembly Hall Central Costs</u></b>											
1000	Income-Assembly Hall Lettings	30,000	32,917	0	0	30,000	0	30,000	11,841	0	0	0
1172	Tickets : private events	0	831	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	30,000	33,748	0	0	30,000	0	30,000	11,841	0	0	0
4000	Salaries ENI & Pension	85,000	104,409	0	0	100,000	0	100,000	15,193	0	0	0
4075	Training	0	125	0	0	600	0	600	115	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

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## Annual Budget - By Centre (Actual YTD Month 2)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4911	Electricity	17,000	13,927	0	0	17,000	0	17,000	2,731	0	0	0
4912	Gas	100	161	0	0	100	0	100	25	0	0	0
4913	Water	3,000	2,461	0	0	3,000	0	3,000	467	0	0	0
4914	Rates	9,500	8,608	0	0	9,500	0	9,500	1,720	0	0	0
4915	Equipment	5,000	4,126	0	0	2,500	0	2,500	0	0	0	0
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	250	0	0	0
4918	Maintenance	13,000	3,224	0	0	5,000	0	5,000	37	0	0	0
4922	Publicity & Marketing	6,000	7,190	0	0	6,000	0	6,000	67	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	-453	0	0	0
4960	Live entertainment:	0	0	0	0	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		161,250	164,262	0	0	166,350	0	166,350	20,413	0	0	0
<b>Movement to/(from) Gen Reserve</b>		(131,250)	(130,514)			(136,350)		(136,350)	(8,572)	0		
<b>510</b>	<b><u>Assembly Hall Events</u></b>											
1004	Film shows	300	4	0	0	300	0	300	12	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	235	0	0	0
<b>Total Income</b>		20,300	14,597	0	0	20,300	0	20,300	247	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

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**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4954	PA and Lighting Costs	4,500	5,965	0	0	0	0	0	-838	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
	<b>Overhead Expenditure</b>	4,720	10,352	0	0	2,500	0	2,500	-836	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	15,580	4,245			17,800		17,800	1,083	0		
<b>520</b>	<b><u>Assembly Hall Bar and Catering</u></b>											
1001	Income-Assembly Hall Bar	43,500	56,778	0	0	43,500	0	43,500	4,975	0	0	0
	<b>Total Income</b>	43,500	56,778	0	0	43,500	0	43,500	4,975	0	0	0
4903	Bar Stock Purchases	22,000	21,289	0	0	22,000	0	22,000	3,003	0	0	0
	<b>Overhead Expenditure</b>	22,000	21,289	0	0	22,000	0	22,000	3,003	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	21,500	35,488			21,500		21,500	1,972	0		
<b>901</b>	<b><u>Earmarked Reserves</u></b>											
1180	CIL Received	0	640,520	0	0	0	0	0	0	0	0	0
	<b>Total Income</b>	0	640,520	0	0	0	0	0	0	0	0	0
9202	Unplanned Maintenance	10,000	16,612	0	0	10,000	0	10,000	0	0	0	0
9244	Major Projects Reserve	50,000	4,089	0	0	50,000	0	50,000	0	0	0	0
9245	Solar Money	0	255	0	0	0	0	0	12,000	0	0	0
9248	CIL	0	7,076	0	0	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	60,000	28,032	0	0	60,000	0	60,000	12,000	0	0	0
	<b>901 Net Income over Expenditure</b>	-60,000	612,488	0	0	-60,000	0	-60,000	-12,000	0	0	0

Continued on next page

**Melksham Town Council Current Year**  
**Annual Budget - By Centre (Actual YTD Month 2)**  
**Note: Budget 2025/2026**

		<b>Budget 2024/2025</b>		<b>Budget 2025/2026</b>						<b>Budget 2026/2027</b>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfers from EMR	0	28,032	0	0	0	0	0	0	0	0	0
6001	less Transfers to EMR	0	640,520	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>(60,000)</b>	<b>0</b>			<b>(60,000)</b>		<b>(60,000)</b>	<b>(12,000)</b>	<b>0</b>		
<b>902</b>	<b>Sinking Funds</b>											
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
<b>Overhead Expenditure</b>		<b>30,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(30,000)</b>	<b>0</b>			<b>(5,000)</b>		<b>(5,000)</b>	<b>0</b>	<b>0</b>		
<b>Total Budget Income</b>		<b>1,240,070</b>	<b>2,039,125</b>	<b>0</b>	<b>0</b>	<b>1,468,000</b>	<b>0</b>	<b>1,468,000</b>	<b>666,563</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Expenditure</b>		<b>1,240,070</b>	<b>1,627,245</b>	<b>0</b>	<b>0</b>	<b>1,468,000</b>	<b>165,000</b>	<b>1,633,000</b>	<b>212,595</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Net Income over Expenditure</b>		<b>0</b>	<b>411,880</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-165,000</b>	<b>-165,000</b>	<b>453,968</b>	<b>0</b>	<b>0</b>	<b>0</b>
	plus Transfers from EMR	0	69,682	0	0	0	0	0	13,711	0	0	0
	less Transfers to EMR	0	689,925	0	0	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<b>0</b>	<b>(208,362)</b>			<b>0</b>		<b>(165,000)</b>	<b>467,679</b>	<b>0</b>		

## **AGENDA ITEM 15 – RFO REPORT**

### **Payroll / Pensions**

Issues are still being had with the payroll provider. I continue to liaise with them.

The payroll provider is late again in submitting the monthly pension data to Wiltshire Pension Fund. Wiltshire Pension Fund have been advised that Wiltshire Council process the monthly pensions.

Wiltshire Pension Fund owe Council £1,400.60 for a part refund of a pension strain. The Finance Officer has chased this several times over many months. We will continue to chase.

I completed the outstanding ONS survey to ensure Council did not receive a fine as it is a legal requirement. I was surprised that they wanted a monthly payroll breakdown from January, and are continuing to ask for such each month. This is a time consuming task and I plan to contact them to find out how long they expect us to do this.

### **RFO Recruitment**

A second round of interviews took place on 8<sup>th</sup> July.

### **Budget**

I have spoken to officers and some members of the Finance, Governance & Performance Committee regarding how they wish to see the budget information presented. There are different views so I added the Rialtas budget to date to the last meeting agenda, plus some other templates for committee to consider. The general consensus of those present was that they would prefer a simple Excel format, however, it was acknowledged that absent Members may prefer a more detailed budget. Therefore, I have presented both options to this meeting.

One Member has stated that they would prefer a phased budget. Council's current accounting software does not have this option enabled. I will source a quote and then present to Committee to consider if they wish to proceed with this option.

I have undertaken an extensive review of the budget and made many recommendations for improvements. The main things I found was that areas had not been budgeted for e.g. Blue Pool, and there were a lot of events under various cost centres whereas I would suggest they are all under Events. A budget meeting has been arranged with the Finance Assistant and Officers with budget responsibility on 22<sup>nd</sup> July. I plan to go through the budget with everyone line by line. As this budget meeting is after the agenda publishing date, the reviewed budget will be circulated shortly after 22<sup>nd</sup> July for Committee to consider.

### **CIL / FOIs**

A CIL Working Group meeting has been arranged for 23<sup>rd</sup> July. An update report will be given after the meeting has taken place.

## **Investments / Bank Balance**

Due to other priorities, I have not yet been able to compile an investment strategy. I will draft an investment strategy shortly and present to Committee for consideration.

I am pleased that Council approved the RFO being able to transfer between the Unity Bank current and instant access accounts which has helped to reduce risk to Council by having less funds in the current account, and increase interest revenue. £700k has been transferred to date from the current account to the Unity Instant Savings account.

## **Utilities**

We are currently collating a copy of the latest invoice for all utilities. These will be presented to the companies who offer councils a free review and provide a free report of recommendations for transferrals to ensure best value where appropriate. I will keep you updated on progress.

## **CCLA**

CCLA have advised that they have changed ownership. Email from CCLA:

*Against the backdrop of greater regulation, CCLA has for some time been considering the governance implications of its shares being majority-owned by the funds it manages and how we can continue to best serve our clients.*

*Having reviewed the full range of possibilities and options available to us, that process is now concluded. We are very pleased to share with you that, subject to regulatory approval, CCLA is being acquired by Jupiter Investment Management Group Limited (Jupiter), a leading European investment manager.*

*We believe that this partnership delivers the best outcome for CCLA's clients. CCLA will become part of Jupiter, retaining the CCLA branding, investment, and client service approach.*

*CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all CCLA clients regardless of their size. CCLA also retains its mission, its stewardship activities, and its drive to build a better world.*

*At the same time, we stand to benefit from Jupiter's strength and resources. Its market-leading investment capabilities, including its 100-plus investment professionals, will add support to CCLA's existing investment team and product range. Jupiter's extensive distribution capacity both within the UK and abroad will help to facilitate CCLA's future growth, paving the way for us to expand into new markets.*

*We are excited about becoming a part of Jupiter as it secures our ability to serve the sectors we were established to support and to extend the reach of CCLA's responsible investment approach to a wider audience both in the UK and overseas. We are also pleased to be joining a company that shares our culture and puts the wellbeing of its staff at the centre of its business.*

*We recognise that many of our clients and supporters will have questions about what this means for their investments and for CCLA. To help address these queries, we would like to invite you to a webinar we plan to hold in September where Peter Hugh Smith, CCLA's CEO, and Matt Beesley, Jupiter's CEO, will discuss the new partnership and what this means for our clients, our staff and the sectors we serve. An invitation will be sent to you in due course. At CCLA, we have always been proud of our origins in serving churches, charities and local authorities. Serving those who serve others is both humbling and rewarding. We cherish the trust our clients have placed in us and while we look back with gratitude at the last six decades, we look forward with heightened ambition and renewed confidence to all that we will help our clients achieve in the years to come.*

*Peter Hugh Smith, Chief Executive*

## **Q&A**

*We have anticipated some immediate questions from our clients and provided answers to these below:*

*1. What is the effect for clients? Will there be changes for clients?*

*You should expect no change. Behind the scenes there will be more resources and support to better serve you. CCLA's teams will continue to focus on delivering investment returns and outstanding client service to all of our clients regardless of their size.*

*2. Do I need to do anything differently? Will I see any changes to my reporting?*

*You do not need to do anything differently. There will be no changes to your reporting.*

*3. Will CCLA's structure change?*

*Yes, this will change CCLA's ownership structure. Once FCA approval is granted, CCLA's shares will be acquired by Jupiter Asset management.*

*4. Will my account number change?*

*No, there will be no change to account numbers.*

*5. Will there be any change to how my funds are managed?*

*No, these will be managed by the same team that currently manages them.*

*6. Will CCLA change its name?*

*No, CCLA will retain its identity.*

*7. Does the change in ownership change the investment style?*

*No, there will be no change to our investment team, approach or philosophy. Your fund will be managed by the same team as currently.*

*8. Will there be any change to the fees I pay?*

*No. Your fees will remain the same.*

9. *Will there be any changes to the service I have access to currently? E.g. Client Services team available by phone and email?*

*There will be no change to your client services.*

10. *Will there be any changes to the senior management at CCLA?*

*There are no plans for change in the senior management.*

11. *Is CCLA still taking on new clients?*

*Yes! CCLA continues to grow, and we remain excited about the future growth of the business.*

### **Invoices**

We are still getting chasers for payments. All invoices received were processed and paid up-to-date before we submitted the external audit. We have been investigating why so many invoices are not being received / paid on time as this is of great concern. The first two we investigated had been sent to old email addresses. It seems that many others are being sent to other emails within the council. It appears that these are being forwarded to finance. Therefore, at present, this is a bit of a mystery and we are continuing to investigate in order to get the problem resolved as soon as possible, and to look at a better system of receiving invoices such as them all being sent to one finance email address.

Samantha Haywood, Locum RFO

### **AGENDA ITEM 16 – RESPONSES TO PUBLIC QUESTIONS**

Residents have been responded to via email on their queries as promised. For the purpose of transparency and a record, the following responses have been provided to the questions from the public.

#### **Asset Register**

Q. During my work done over recent months over client year end, the majority seem to use Excel for their Fixed Asset Register. I would say 80%. The auditor is correct in flagging up that the Register is incomplete and needs improvement but this is more to do with collating the information and entering and recording in a timely manner, rather than the software use. Melksham Financial Regs No.16 Assets, Property and Estates says the RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations. I think you need to bear that in mind that that is what is lacking. Quite a few people use Excel spreadsheets without any problems. It is the information that goes on. I feel a software package is going to want the information on there just as much as the Excel.

Response from RFO:



I have given updates on the Asset Register / population of the Register in all my past RFO meeting reports that are contained in agenda packs and available to view on the website.

As Council have circa £6m in assets, myself and the internal auditor are both in agreement that asset management software should be purchased. Excel is not appropriate software for holding all asset information e.g. photos of each asset. Excel also would not have the capability of automatically running various asset information reports. Software can handle categorisation, advanced searches etc very quickly. Software allows for multi-user access and permissions allowing the team to work collaboratively, efficiently, and securely. Software can automate maintenance schedules (which in turn helps with an asset management replacement plan), warranty expiry alerts, one click reporting, maintenance logs, audit history etc.

### **Budget**

Q. Budget Format. I appreciate that a lot of work has gone into producing the excel budget templates but, having seen the workings of the Rialtas Software over the last few months, I feel there are enough reports on the software system to choose from that will serve the needs of the Council. As an auditor I do get concerned when figures from the software system are transferred on to say a spreadsheet - why because there is a chance of transposition errors being made and also the opportunity to doctor the figures. If Councillors are finding it difficult to follow the reports from Rialtas suggest maybe a presentation to Councillors, from Rialtas/Other users, to help with the understanding of the reports which are after all pretty similar to spreadsheet layout. RFO mentioned Rialtas are bringing out some new features in July. It might be sensible for all to have a look at those before any decision is made.

### Response from RFO:

Members need to be comfortable with the budget format so they are able to understand it and have all the information they require. We need to acknowledge that not everyone has a financial background and we need the budget to be clear to everyone. In my 30 years' experience of producing budgets for councils, most want a simple format with a comments column so they can see clearly what items are included under each budget heading, and what virements (if any) are needed and why. Budget format will always be personal choice. I agree that training should be offered to any Member who requires a detailed run through of the budget. I am happy to meet with any Member to do this and would actively encourage it.

I attended a webinar a few weeks back on the Rialtas proposed changes. There are going to be major changes to the software which is welcomed, however, they are focusing first on the bookings element and estimate that other changes will be over the next 18 months. Committee need to decide upon a format sooner.

Q. Why is the budget total showing a deficit of £165,000 to be transferred from general reserves? Especially as the precept £1,192,200 includes £75,000 top up for general reserves. I note that half of the precept received of £596,000 includes half of the top up for general reserves, ie £375,000 needs moving from code 1176 to 1195. It seems to me that the expenditure for the EMR needed to be included in the budget figures and then reduce the expenditure paid out of EMR of the £165,000. That would bring the balance on the budget back to zero.

Response from RFO:

I am currently undertaking a detailed review of the budget and this will be part of that review. Any corrections required will be actioned shortly.

**Ear Marked Reserves (EMRs)**

Q. Why were EMR Reserves 901 9202 Unplanned Maintenance £10,000, 901 9244 Major Project Reserves £50,000 and Sinking Funds 902 9234 £5,000 (total £65,000) budgeted for and included in the precept charge? Normally they would just be transferred from one reserve to another. I would suggest a virement for £65,000.

Response from RFO:

I am unable to answer this as I was not in employ when the budget was set / approved. I am currently undertaking a detailed review of the budget and this will be part of that review. Any virements required will be presented to Committee for approval.

**Credit Cards**

Q. Why is the credit card balance at year end a debit balance?

Response from RFO:

This is on My To Do List to look at and I will get to it shortly once other priorities are completed.

**Employment Costs**

Q. Are employment and pension costs of £200k connected with settlements?

Response from RFO:

Yes.

**AGENDA ITEM 17 – OUTSTANDING FINANCIAL RESOLUTIONS**

Please see attached document.

Outstanding Finance Resolutions				Outstanding
				In progress
as at 17.07.2025				Completed
Meeting date	Meeting	Subject	Resolution	Action(s)
12/05/2025	Full Council	Investment Report	Request a detailed report to come to Finance, Administration and Performance with proposals for short term re-investment in interest bearing account(s), which can be implemented within 24 hours. New RFO then to look at long-term investments.	RFO will draft an Investment Strategy. A new deposit acct has been opened with Unity as the current acct balance is far too high (over £1m), high risk, and not earning interest. Money has been moved into this new acct to help reduce risk and gain a return, until a longer term investment strategy has been drafted / approved by Council. 30 June FC meeting approved RFO to transfer between accounts.
12/05/2025	Full Council	Committee Names (Finance)	Finance, Administration and Performance to be renamed Finance Governance and Performance.	Many documents have been updated and will continue until all updated.
12/05/2025	Full Council	Budget Working Group	No appointments	Clerk to action.
02/06/2025	Full Council	Amendment to Terms of Reference	Responsibility for the allocation of grants be moved to Community Development Committee and the Terms of Reference be updated accordingly.	Need to check if this has been actioned.
27/05/2025	Finance	Credit card limits	Increase the limit on the card of the Clerk to £2,500, Assembly Hall Manager and Amenities Manager to £1,000. Governance docs to be updated accordingly.	Credit limit increase requests have been submitted to the bank. Awaiting confirmation. Governance docs to be updated accordingly.
27/05/2025	Finance	Credit Card Policy	Request the Clerk to formulate a new policy on Corporate Cards, to come before the meeting on 23rd June if possible.	Approved at the 30th June FC meeting. To be loaded to website.
27/05/2025	Finance	Insurance	Delegate authority to the Clerk to make arrangements for insurance cover for the next 12 months.	Locum Clerk has renewed the insurance for the year. Comparison quotes are being obtained for a 3-year option.
27/05/2025	Finance	KGV Toilets	Choose idVerde for cleaning the KGV toilets. The Clerk was delegated to look at the possibility of combining contracts to obtain a better rate.	This was discussed with idverdi at time of quote to ensure best price. This will be revisited as part of the review of the entire contracts / preferred suppliers as it is believed a lot have not been reviewed for several years.
31/03/2025	Full Council	Payroll Provider	Council deferred until a permanent RFO is in post.	

31/03/2025	Full Council	Financial Reporting	That when the new RFO is appointed it is anticipated that they will get Council to the point where they would:- a) Comply in full with the public disclosure requirements contained in Local Government Transparency Code 2015. b) Publish enhanced financial reports including at least a summary Income & Expenditure Account and Balance Sheet with appropriate notes, together with a narrative report of the financial performance for the year, and including comparative numbers for the previous year.	All data, unless restricted data, is published in the agenda pack and on the website. All financial statements are being added to the agenda packs / website, along with detail of payments, powers to spend etc. Sample budget reporting is included on this agenda for Committee to determine the exact format they would like to see data - templates added to the 7th July committee meeting. Due to Members absences, presented again to the 28th July Finance Committee meeting.
08/07/2024	Finance	Signatories & Payment Processes	It was agreed that a rota would be produced for councillors to sign. When on rota councillors would have access to the Town Hall from 6:15 on the day of council meetings. If a councillor on the rota was unable to attend it would be their responsibility to arrange alternative cover.	Not actioned as very limited signatories. Once more signatories have access to the bank this will be actioned. New signatories agreed and forms are being presented to the bank.
30/06/2025	Full Council	Age UK grant	To pay an additional £860 grant	Payment being processed
30/06/2025	Full Council	Card Policy	Card Policy adopted	Put on template governance doc and add to website
30/06/2025	Full Council	Audit 24/25	Audit docs approved, including AGAR	All on website and submitted to external auditor
30/06/2025	Full Council	Internal transfers	RFO approved to do internal transfers between bank accounts.	Unity Bank changed accordingly. Bulk of current account balance (£700k) transferred from current acct to Unity savings acct.
07/07/2025	Finance	Budget format	RFO to present two template budgets to next meeting - Rialtas and a simple Excel budget	On the agenda for the 28th July meeting
07/07/2025	Finance	Preferred Supplier List	Committee approved list on understanding that a full review is being carried out as proposed by the RFO.	We have started with the review commencing with utilities, and then all other suppliers will be reviewed and quotes obtained where appropriate to ensure Council are receiving best value.