

Melksham Town Council

Minutes of the Finance and Administration Committee meeting held on Monday 8th March 2021

PRESENT: Councillor V Fiorelli (Chair)
Councillor A Westbrook (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor M Sankey
Councillor R Wiltshire

OFFICERS:	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: No members of the public or press were present.

1/21 Apologies

There were no apologies

2/21 Declarations of Interest

Councillor Hubbard and Councillor Westbrook declared an interest in relation to Agenda Item 4 as representatives of organisations who have applied for grants.

3/21 Minutes

The minutes of 9 November 2020, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair Councillor Fiorelli.

4/21 Grant Report of the Community Development Officer

The report of the Community Development Officer was noted.

It was confirmed that the report was based on feedback from the grant meeting held on 9 November 2020. Following Committee approval to adopt, the new Grant Funding Policy and Application Process would be forwarded to Full Council on 22 March 2021 for approval.

Councillor Hubbard raised his concerns that by not allowing staffing costs or rent, the policy may be too restrictive and also that the time constraints on spending grant funding in a six-month period would not be met by certain projects.

The Committee agreed to amend the policy and separate the grant funding between Red Circled grants and smaller grants; the Red Circled grants would require robust application criteria.

It was proposed by Councillor Westbrook, seconded by Councillor Wiltshire and

UNANIMOUSLY RESOLVED to recommend Grant Policy and Application Process for approval by Full Council on 22 March 2021 with the following amendments “whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis”.

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

RESOLVED to recommend that the Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £2,500. Groups will be able to apply for up to two grants per year for different projects. Each quarter’s agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

5/21 Closure of Lloyds Bar Bank Account

It was agreed that a review of all bank accounts held by the Town Council would take place, including the authorised signatories on each account and that a check list/guidance would be provided to ensure consistency for members.

The Committee agreed to the request to close the Lloyds Bank Bar Account.

6/21 Date and Time of Next Meeting

Meeting Closed at: 7.55 pm

Signed:

Dated: