



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor S Rabey (Chair)
Councillor J Crundell (Vice-Chair)
Councillor C Forgacs
Councillor C Houghton
Councillor S Mortimer

14 July 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Finance Administration and Performance Committee** meeting of Melksham Town Council. The meeting will be held at Melksham Town Hall on **Monday 19th July 2021** commencing on the **rising** of the **Extra-Ordinary** Full Council meeting that begins at 7.00 pm.

A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

Melksham Town Council
Finance Administration and Performance Committee

Monday 19 July 2021
at Melksham Town Hall

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 and Equality 2010.

Public Participation – To receive questions from members of the public.

AGENDA

4.3 Income and Expenditure Report Year to Date at 30 June 2021 (Pages 1 - 10)

To note the Monthly Income and Expenditure Reports at 30 June 2021.

14/07/2021

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance and Administration</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	23,384	66,537	269,000	202,463		202,463	24.7%
4021 Stationery & Sundry Office Exp	150	603	1,500	897		897	40.2%
4023 Advertising	0	938	1,500	563		563	62.5%
4024 Equipment/furniture	0	31	2,000	1,969		1,969	1.5%
4026 Photocopying	125	178	1,500	1,322		1,322	11.9%
4027 Telephones and Mobiles	69	534	3,000	2,466		2,466	17.8%
4028 Postage	29	101	300	199		199	33.7%
4029 Subscriptions	7	1,742	3,000	1,258		1,258	58.1%
4040 Information Technology	180	10,183	15,000	4,817		4,817	67.9%
4042 Website and Licences	290	736	1,500	764		764	49.0%
4058 Insurance	1,348	1,335	8,000	6,665		6,665	16.7%
4061 Travel	0	0	500	500		500	0.0%
4075 Training	1,192	3,421	4,000	579		579	85.5%
Central Costs :- Indirect Expenditure	26,773	86,337	310,800	224,463	0	224,463	27.8%
Net Expenditure	(26,773)	(86,337)	(310,800)	(224,463)			
<u>110 Corporate Costs</u>							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	459,375	918,750	459,375			50.0%
Corporate Costs :- Income	0	459,375	919,750	460,375			49.9%
4017 Bank account fees	113	218	500	282		282	43.6%
4043 HR consultancy	2,795	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional Fees	50	70	3,000	2,930		2,930	2.3%
4057 Audit/Year End Costs/Prof.Fees	600	1,800	12,000	10,200		10,200	15.0%
4076 Health & Safety	0	25	2,000	1,975		1,975	1.3%
Corporate Costs :- Indirect Expenditure	3,557	4,908	23,500	18,592	0	18,592	20.9%
Net Income over Expenditure	(3,557)	454,467	896,250	441,783			
<u>115 Civic and Democratic</u>							
4030 Town Crier's expenses	0	0	400	400		400	0.0%
4034 Councillors training	500	500	2,000	1,500		1,500	25.0%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's expenses	0	62	1,000	938		938	6.2%
4085 Civic Ceremony	0	0	2,500	2,500		2,500	0.0%
4311 Remembrance Day	0	(17)	2,000	2,017		2,017	(0.8%)
Civic and Democratic :- Indirect Expenditure	500	545	9,900	9,355	0	9,355	5.5%
Net Expenditure	(500)	(545)	(9,900)	(9,355)			

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
1050 Grants Received	0	4,312	0	(4,312)			0.0%
Grants :- Income	<u>0</u>	<u>4,312</u>	<u>0</u>	<u>(4,312)</u>			
4301 Grants	0	0	25,000	25,000		25,000	0.0%
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-Young Melksham	0	0	10,000	10,000		10,000	0.0%
4305 Grant Christmas Lights	0	0	10,000	10,000		10,000	0.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	0	3,000	3,000		3,000	0.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	0	4,000	4,000		4,000	0.0%
Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>62,500</u>	<u>62,500</u>	<u>0</u>	<u>62,500</u>	
Net Income over Expenditure	<u>0</u>	<u>4,312</u>	<u>(62,500)</u>	<u>(66,812)</u>			
Finance and Administration :- Income	0	463,687	919,750	456,063			50.4%
Expenditure	30,830	91,790	406,700	314,910	0	314,910	22.6%
Movement to/(from) Gen Reserve	<u>(30,830)</u>	<u>371,897</u>					

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

Asset Management**201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1034 Income Town Hall Bookings	0	0	6,500	6,500			0.0%
Town Hall :- Income	0	0	6,500	6,500			
4100 Gas	285	1,276	3,500	2,224		2,224	36.5%
4101 Electricity	156	556	2,500	1,944		1,944	22.3%
4102 Rates	936	2,804	10,000	7,196		7,196	28.0%
4103 Water Rates	9	26	1,500	1,475		1,475	1.7%
4104 Window Cleaning	350	535	1,400	865		865	38.2%
4108 Equipment and servicing	(116)	2,970	8,000	5,030		5,030	37.1%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
4110 Telephone: security alarms	0	0	150	150		150	0.0%
Town Hall :- Indirect Expenditure	1,620	8,167	28,050	19,883	0	19,883	29.1%
Net Income over Expenditure	(1,620)	(8,167)	(21,550)	(13,383)			

202 Environmental Services

1027 Agency Services Re-imbursed	718	1,518	3,000	1,482			50.6%
Environmental Services :- Income	718	1,518	3,000	1,482			50.6%
4000 Salaries ENI & Pension	18,250	61,357	255,000	193,643		193,643	24.1%
4027 Telephones and Mobiles	144	430	1,600	1,170		1,170	26.9%
4150 Clothing	26	54	2,000	1,946		1,946	2.7%
4151 Tools	3	3	1,000	997		997	0.3%
4153 Vehicle Running Costs	603	2,042	7,000	4,958		4,958	29.2%
4156 Lease of van	996	4,309	12,000	7,691		7,691	35.9%
4163 Maintenance and Repairs	676	1,219	10,000	8,781		8,781	12.2%
4167 Street Furniture	0	37	2,000	1,963		1,963	1.9%
4186 Maintenance of defibrillators	770	770	1,050	280		280	73.3%
4196 Container storage	113	338	1,600	1,263		1,263	21.1%
Environmental Services :- Indirect Expenditure	21,581	70,559	293,250	222,691	0	222,691	24.1%
Net Income over Expenditure	(20,863)	(69,041)	(290,250)	(221,209)			

203 Allotments

1045 Income Allotments	20	260	4,700	4,440			5.5%
Allotments :- Income	20	260	4,700	4,440			5.5%
4200 Water Rates - Allotments	0	0	1,700	1,700		1,700	0.0%
4201 Maintenance - Allotments	0	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%
Net Income over Expenditure	20	260	2,700	2,440			

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
204 Pavilion							
1046 Income - Pavilion	0	0	3,000	3,000			0.0%
Pavilion :- Income	0	0	3,000	3,000			0.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	21	45	1,100	1,055		1,055	4.1%
4254 Water - Pavilion	0	0	200	200		200	0.0%
4255 Fire Security - Pavilion	0	0	500	500		500	0.0%
4256 Maintenance - Pavilion	0	0	1,000	1,000		1,000	0.0%
Pavilion :- Indirect Expenditure	21	45	3,000	2,955	0	2,955	1.5%
Net Income over Expenditure	(21)	(45)	0	45			
205 Public Toilets							
1060 Funding for Public Toilets	0	0	6,600	6,600			0.0%
Public Toilets :- Income	0	0	6,600	6,600			0.0%
4180 Running Costs Public Toilets	2,770	3,648	17,000	13,352		13,352	21.5%
4185 Electricity supply: Toilets	193	599	1,150	551		551	52.1%
Public Toilets :- Indirect Expenditure	2,963	4,247	18,150	13,903	0	13,903	23.4%
Net Income over Expenditure	(2,963)	(4,247)	(11,550)	(7,303)			
210 Corporate Properties							
1040 Income 31 Market Place	583	1,647	6,900	5,253			23.9%
1042 Income Roundhouse	167	500	1,600	1,100			31.3%
Corporate Properties :- Income	750	2,147	8,500	6,353			25.3%
4175 Costs Art House Cafe	18	70	500	430		430	14.0%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	18	70	1,000	930	0	930	7.0%
Net Income over Expenditure	732	2,077	7,500	5,423			
215 Depot							
4103 Water Rates	0	0	200	200		200	0.0%
4159 Electric - Unit	114	254	750	496		496	33.9%
4160 Leasing-Unit at Bowerhill	779	2,337	10,850	8,513		8,513	21.5%
4161 Rates-Unit at Bowerhill	230	685	2,400	1,715		1,715	28.6%
4184 Fire security: Unit	34	34	400	366		366	8.5%
Depot :- Indirect Expenditure	1,157	3,311	14,600	11,289	0	11,289	22.7%
Net Expenditure	(1,157)	(3,311)	(14,600)	(11,289)			

Detailed Income & Expenditure by Budget Heading 30/06/2021

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
220 Play Areas and Open Spaces							
4157 Grasscutting	45	525	10,000	9,475		9,475	5.3%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	33	298	5,000	4,702		4,702	6.0%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4193 Rospa checks: Play areas	0	0	1,050	1,050		1,050	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	78	823	23,050	22,227	0	22,227	3.6%
Net Expenditure	(78)	(823)	(23,050)	(22,227)			
221 King George V Park							
4199 Splash & Play Running Costs	(407)	1,331	10,000	8,669		8,669	13.3%
King George V Park :- Indirect Expenditure	(407)	1,331	10,000	8,669	0	8,669	13.3%
Net Expenditure	407	(1,331)	(10,000)	(8,669)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	204	423	1,000	577			42.3%
Economic Dev. and Planning :- Income	204	423	1,000	577			42.3%
4080 Melksham in Bloom Competition	0	0	500	500		500	0.0%
4308 CCTV	0	0	2,500	2,500		2,500	0.0%
4309 Newsletter	0	0	4,000	4,000		4,000	0.0%
4312 Shurnhold Fields	50	50	0	(50)		(50)	0.0%
4327 Community Development Support	0	0	750	750		750	0.0%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	14	1,500	1,486		1,486	0.9%
4356 Highways projects CATG	0	0	6,000	6,000		6,000	0.0%
4922 Publicity and Marketing	0	0	1,000	1,000		1,000	0.0%
4925 Town Development	(46)	4,915	6,500	1,585		1,585	75.6%
Economic Dev. and Planning :- Indirect Expenditure	4	4,979	23,750	18,771	0	18,771	21.0%
Net Income over Expenditure	200	(4,556)	(22,750)	(18,194)			
405 Solar Farm Projects							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	0	0	40,000	40,000			0.0%
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	0	0	0			

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Asset Management :- Income	1,692	4,348	73,300	68,952			5.9%
Expenditure	27,034	93,533	456,850	363,317	0	363,317	20.5%
Movement to/(from) Gen Reserve	(25,341)	(89,184)					

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>								
<u>302</u>	<u>Projects</u>							
1050	Grants Received	0	1,197	0	(1,197)			0.0%
	Projects :- Income	<u>0</u>	<u>1,197</u>	<u>0</u>	<u>(1,197)</u>			
4071	Town Floral Displays	8	39	10,000	9,961		9,961	0.4%
4074	Neighbourhood Plan	0	0	5,000	5,000		5,000	0.0%
4081	Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083	Town Team project	0	0	5,000	5,000		5,000	0.0%
4304	Christmas Tree	0	0	1,200	1,200		1,200	0.0%
	Projects :- Indirect Expenditure	<u>8</u>	<u>39</u>	<u>22,200</u>	<u>22,161</u>	<u>0</u>	<u>22,161</u>	<u>0.2%</u>
	Net Income over Expenditure	<u>(8)</u>	<u>1,158</u>	<u>(22,200)</u>	<u>(23,358)</u>			
<u>310</u>	<u>East Melksham Community Hall</u>							
4050	Legal and Professional Fees	0	1,329	0	(1,329)		(1,329)	0.0%
	East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>1,329</u>	<u>0</u>	<u>(1,329)</u>	<u>0</u>	<u>(1,329)</u>	
	Net Expenditure	<u>0</u>	<u>(1,329)</u>	<u>0</u>	<u>1,329</u>			
	Community Development :- Income	0	1,197	0	(1,197)			0.0%
	Expenditure	8	1,368	22,200	20,832	0	20,832	6.2%
	Movement to/(from) Gen Reserve	<u>(8)</u>	<u>(171)</u>					

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	834	834	20,000	19,166			4.2%
1050 Grants Received	2,389	6,420	0	(6,420)			0.0%
Assembly Hall Central Costs :- Income	3,223	7,254	20,000	12,746			36.3%
4000 Salaries ENI & Pension	8,216	24,649	103,000	78,351		78,351	23.9%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	166	1,500	1,334		1,334	11.0%
4909 Licences	180	180	3,500	3,320		3,320	5.1%
4911 Electricity	0	0	12,000	12,000		12,000	0.0%
4912 Gas	9	29	500	471		471	5.8%
4913 Water	842	842	2,000	1,158		1,158	42.1%
4914 Rates	861	2,581	9,000	6,419		6,419	28.7%
4916 Maintenance-Equipment	0	0	3,000	3,000		3,000	0.0%
4917 Service Contracts	540	980	7,000	6,020		6,020	14.0%
4918 Maintenance-General	0	25	500	475		475	5.1%
4922 Publicity and Marketing	0	0	2,000	2,000		2,000	0.0%
4923 Cash register/bar phone	111	291	1,400	1,109		1,109	20.8%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	74	221	1,000	779		779	22.1%
Assembly Hall Central Costs :- Indirect Expenditure	10,835	29,964	147,500	117,536	0	117,536	20.3%
Net Income over Expenditure	(7,612)	(22,710)	(127,500)	(104,790)			
510 Assembly Hall Events							
1004 Film shows	0	0	500	500			0.0%
Assembly Hall Events :- Income	0	0	500	500			0.0%
4919 Films: expenses and contract	0	0	500	500		500	0.0%
Assembly Hall Events :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Income over Expenditure	0	0	0	0			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	0	0	20,000	20,000			0.0%
Assembly Hall Bar and Catering :- Income	0	0	20,000	20,000			0.0%
4903 Assembly Hall Bar expenditure	0	0	10,000	10,000		10,000	0.0%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	0	0	10,000	10,000			

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	3,223	7,254	40,500	33,246			17.9%
Expenditure	10,835	29,964	158,000	128,036	0	128,036	19.0%
Movement to/(from) Gen Reserve	<u>(7,612)</u>	<u>(22,710)</u>					

Detailed Income & Expenditure by Budget Heading 30/06/2021

Month No: 3

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	1,846	0	(1,846)			0.0%
Earmarked Reserves :- Income	0	1,846	0	(1,846)			
9202 Unplanned Maintenance	0	0	65,780	65,780		65,780	0.0%
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	10,830	10,830		10,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	6,837	6,837		6,837	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	11,632	11,632		11,632	0.0%
9244 Major Projects Reserve	0	(604)	299,900	300,504		300,504	(0.2%)
9245 Solar Money	0	0	13,123	13,123		13,123	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	14,365	14,365		14,365	0.0%
Earmarked Reserves :- Indirect Expenditure	0	(604)	499,872	500,476	0	500,476	(0.1%)
Net Income over Expenditure	0	2,450	(499,872)	(502,322)			
Earmarked Reserves :- Income	0	1,846	0	(1,846)			0.0%
Expenditure	0	(604)	499,872	500,476	0	500,476	(0.1%)
Movement to/(from) Gen Reserve	0	2,450					
Grand Totals:- Income	4,915	478,332	1,033,550	555,218			46.3%
Expenditure	68,707	216,051	1,543,622	1,327,571	0	1,327,571	14.0%
Net Income over Expenditure	(63,792)	262,282	(510,072)	(772,354)			
Movement to/(from) Gen Reserve	(63,792)	262,282					