

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 22nd November 2021

PRESENT: Councillor S Rabey (Chair)
Councillor J Hubbard
Councillor C Goodhind
Councillor C Forgacs
Councillor C Houghton
Councillor S Mortimer

IN ATTENDANCE: Councillor P Aves
Councillor G Cooke

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: Six members of the public and one member of the press were present.

40/21 Apologies

Apologies for absence were received from Councillor J Crundell.

41/21 Declarations of Interest

Councillor Mortimer declared an interest in relation to agenda item number 6.1. She remained in the meeting and took part in the debate on this item.

Councillor Houghton declared an interest in relation to agenda item number 6.6. He remained in the meeting and took part in the debate on this item.

42/21 Minutes

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED that the minutes of 20 September 2021, having previously been circulated, were approved as a correct record and signed by Councillor Rabey.

43/21 Finances

43/21.1 Monthly Financial Statements year to date to 31 October 2021 (Month 7)

The Monthly Financial Statement was noted.

43/21.2 Income and Expenditure year to date to 31 October 2021 (Month 7)

The Income and Expenditure report was noted.

The Town Clerk reported that approximately £38,600 had been received from Sandridge Solar Farm in November 2021.

43/21.3 Earmarked Reserves year to date to 31 October 2021 (Month 7)

The Earmarked Reserves were noted.

The Town Clerk confirmed that officers were monitoring the occupation levels of the development on which the East of Melksham Community Infrastructure Levy (CIL) funding was based. She reported that she was seeking clarification of the date by which the CIL funding had to be spent.

44/21 Draft Budget 2022-2023

The draft budget options for 2022/2023 were noted.

Members considered the three draft budget options provided by the Town Clerk. The Town Mayor, Councillor Hubbard, confirmed that the 2022/2023 budget had to be agreed by the January 2022 Full Council meeting.

The Town Clerk explained that she had started the initial research into the application process for the Public Works Board Loan referred to in Option 3. Should Option 3 be chosen, she confirmed that the Council could take the loan in tranches.

It was proposed by Councillor Rabey, seconded by Councillor Mortimer and

UNANIMOUSLY RESOLVED

- to bring budget options 1, 2 and 3 to the Full Council meeting on 13 December.
- to ask the Town Clerk to obtain further clarification regarding the loan application process for Option 3.
- that Councillors Mortimer and Cooke would produce a budget option 4.

45/21 Grant Applications 2021-2022

Councillor Rabey confirmed that the committee had a total grant budget of £7,850 available to be awarded but that a total of £21,077 had been requested by 18 applicants in this round. Any funding not awarded, would be carried forward to the next and final round of grant applications for the financial year.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor Houghton and

RESOLVED to award the grants as stated:

45/21.1 Age UK Wiltshire - £500

45/21.2 Melksham Community Meals - £163.50

45/21.3 Melksham Cricket Club - £600

45/21.4 Melksham Sixty Plus Club - £250

45/21.5 Proud Melksham - £464.40

45/21.6 Little Cherubs Toddler Group - £500

45/21.7 Melksham Community Dining - £412

45/21.8 Riverside Club - £600

45/21.9 Splash Wiltshire/Community First - £1,150

The Committee awarded £1,150 and suggested that the group apply to the Melksham Area Board for the remainder of the funding.

45/21.10 Stepping Stones - £600

45/21.11 W.A.N.D.S (Wiltshire Adopters - Networking, Development and Support) - £ 1,360

45/21.12 Community Action Shaw and Whitley - not awarded

The application was not supported. The group were asked to approach Melksham Without Parish Council, and Jubilee Celebration grant providers.

45/21.13 Celebrate Melksham - not awarded

The group were asked to resubmit their application, with evidence showing that they were a group and not an individual person. This would be reconsidered at the Finance, Administration and Performance committee meeting to be held on 17 January 2022.

45/21.14 Melksham Amateur Swimming Club - not awarded

The application was not supported. The group were asked to apply for alternative sports' funding.

45/21.15 Melksham and District Historical Association - not awarded

The application was not supported as the Committee felt that the group had adequate reserves to fund the project.

45/21.16 Melksham Baptist Church - not awarded

The application was not supported. The group were asked to seek volunteers from the National Trust or Wiltshire Probation Service.

45/21.17 Somerset and Wiltshire Advanced Motorists - not awarded

The application was not supported. The Committee felt that the individuals taking part, who would benefit from the scheme, should pay for the course themselves.

45/21.18 Wiltshire Mind - not awarded

The Committee suggested that the group apply to the Melksham Area Board for capital funding.

46/21 Draft Procurement Policy

The amended draft Procurement Policy was received.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by the Deputy Town Mayor, Councillor Goodhind, and

UNANIMOUSLY RESOLVED to defer this item as the first agenda item to the next Full Council meeting. Councillors were asked to e-mail the Acting Deputy Town Clerk with requested amendments to the Procurement Policy.

Meeting Closed at: 8.45 pm

Signed:

Dated: