

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 18th July 2022

PRESENT: Councillor S Mortimer (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Aves
Councillor J Crundell
Councillor J Hubbard
Councillor S Rabey

IN ATTENDANCE: Councillor J Oatley

OFFICERS:	Patsy Clover	Deputy Town Clerk
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer

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

68/22 Apologies

Apologies were received from Councillor Forgacs.

69/22 Declarations of Interest

Councillor Hubbard declared an interest in relation to minute number 77/22 in respect of Grant Policy Review because he was a trustee of one of the red-circled grant recipients. Councillor Hubbard remained in the meeting and took part in the debate on this item.

70/22 Minutes

It was proposed by Councillor Rabey, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that the minutes of the Finance, Administration and Performance Committee meeting held on 14 March 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

71/22 Finance Reports

71/22.1 Petty Cash to 31 May 2022

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

UNANIMOUSLY RESOLVED to note the Petty Cash reports to 31 May 2022.

71/22.2 List of Payments to 31 May 2022

Councillor Hubbard asked for clarification of the payment made in February 2022 for £3,750 for H&S support? The Deputy Town Clerk explained it was for the services of a Health & Safety consultant.

Councillor Hubbard asked whether the three large payments from the Assembly Hall bank account were for running events in the Assembly Hall, as he understood that the Council had agreed not to pay production company costs. The Deputy Town Clerk agreed to provide a written explanation.

Councillor Goodhind advised he had asked the Head of Operations to confirm the cut-off date for paying production company costs and confirmation of the date the new charges had been applied. Councillor Goodhind asked what budget was currently being used for the Assembly Hall. The Deputy Town Clerk confirmed that the budget agreed by Full Council in December 2021 had not changed and was current being used for the Assembly Hall. The Deputy Town Clerk explained that the budget runs from April to the end of the following March and that all budgets were being monitored operationally.

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

UNANIMOUSLY RESOLVED to note the List of Payments to 31 May 2022, subject to the responses to Councillor Hubbard's questions.

71/22.3 Monthly Financial Statement to 31 May 2022

It was agreed that the Deputy Town Clerk would write to the Accountant to request that the CIL and Solar Farm monies were reported as a separate specific reserve to ensure the totals of the Earmarked Reserves and Monthly Financial Statement were the same.

It was proposed by Councillor Mortimer, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED to note the Monthly Financial Statement to 31 May 2022.

71/22.4 Detailed Income and Expenditure Report to 31 May 2022

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

UNANIMOUSLY RESOLVED to note the Income and Expenditure report to 31 May 2022.

71/22.5 Town Council Income Received Report to 31 May 2022

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

UNANIMOUSLY RESOLVED to note the year-to-date Income Received report to 31 May 2022.

71/22.6 Earmarked Reserves to 31 May 2022

Councillor Hubbard asked why the Monthly Financial Statement showed a balance in Earmarked Reserves different from the balance in the Earmarked Reserves Schedule E. Councillor Mortimer explained that the higher amount included the CIL and Solar Farm monies.

It was agreed that the Deputy Town Clerk would write to the Town Council's accountant to request that the CIL and Solar Farm monies were reported as a separate specific reserves to ensure the totals of the Earmarked Reserves and Monthly Financial Statement were the same.

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

UNANIMOUSLY RESOLVED to note the year-to-date Earmarked Reserves to 31 May 2022.

72/22 Grants Policy Review

The report of the Community Development Officer was received.

Councillor Hubbard commended the officer on the report being easy to understand and providing members with a range of options to discuss and approve.

Members considered the policy and agreed that grant applicants needed to demonstrate the number of Melksham residents who are benefiting from their grant, and to identify what other sources of grant funding had been applied for.

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

UNANIMOUSLY RESOLVED that any red-circled (Major) funding not used in the current financial year would be transferred to the regular grant funding pot.

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

UNANIMOUSLY RESOLVED to amend the grant policy as follows:

1. the maximum amount allocated to a regular grant would be £1,000.
2. "Red-Circled" grants would be changed to "Major" grants.
3. the grant application rounds would remain quarterly, i.e. July, September, November and March annually.
4. grants would only be awarded to organisations based in Melksham.
5. major grant applications would need to be received by 30 September in order to be considered in the Council's budget for the next financial year.

Meeting Closed at: 8.50 pm

Signed:

Dated: