



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

20 September 2022

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 the Town Hall on **Monday 26th September 2022** commencing on the rising of the preceding Full Council meeting which commences at **7.15 pm** with one item of business.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

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

Melksham Town Council
Finance, Administration and Performance Committee

Monday 26 September 2022
At 7.15 pm at the Town Hall

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

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.

Virtual Meeting Access

Join Zoom Meeting:

<https://us02web.zoom.us/j/85704855948?pwd=T1dDN0VHNXFR0ZFcyNlhCeUNoQT09>

Meeting ID: 857 0485 5948

Passcode: 387793

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations 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. Minutes (Pages 1 - 4)

To approve the Minutes of the Finance, Administration and Performance Committee meeting held on 18 July 2022 (see attached).

4. Finances

4.1 Petty Cash to 31 July 2022 (Pages 5 - 8)

To review payments made by Petty Cash for Months 3 and 4 - 2022/2023 (see attached).

4.2 List of Payments to 31 July 2022 (Pages 9 - 14)

To review the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Months 3 and 4 - 2022/2023 (see attached).

To review the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for Months 3 and 4 - 2022/2023 (see attached).

4.3 Monthly Financial Statements to 31 July 2022 (Pages 15 - 18)

To review the Monthly Financial Statements for Months 3 and 4 - 2022/2023 (see attached).

4.4 Detailed Income and Expenditure Report to 31 July 2022 (Pages 19 - 30)

To review the detailed year-to-date Income and Expenditure report for Month 4 2022/2023 (see attached).

4.5 Town Council Income Received Report to 31 July 2022 (Pages 31 - 42)

To review the detailed year-to-date Town Council Income Received reports for Month 4 - 2022/2023 (see attached).

4.6 Earmarked Reserves to 31 July 2022 (Pages 43 - 44)

To review the Earmarked Reserves report for the year-to date Month 4 – 2022/2023 (see attached).

5. Fully Managed Payroll Provider (Pages 45 - 46)

To receive the report of the Deputy Town Clerk and approve the recommendations contained therein (see attached).

6. Grants 2022/2023 (Pages 47 - 140)

Members are requested to consider and approve the attached grant applications listed here in the agenda for ease of reference (see attached). The total amount of grant funding available is £14,737.80 and the total amount of grants applied for is £11,944.92.

A copy of the draft revised Grant Policy and the grant application forms are attached for information.

- 6.1 **Alzheimer's Support**
- 6.2 **Celebrate Age Wiltshire**
- 6.3 **Chippenham & District Talking Newspaper**
- 6.4 **Help Counselling**
- 6.5 **Meadowbrook Wiltshire (CIC)**
- 6.6 **Melksham & District Historical Association and Melksham Tourist Information Centre**
- 6.7 **Melksham/Chippenham/Calne branch of the Wilts & Berks Canal Trust**
- 6.8 **Melksham Free Dining**
- 6.9 **Melksham Gardeners' Society**
- 6.10 **Melksham Monster Ball**
- 6.11 **Melksham PHAB Club**
- 6.12 **Melksham Sixty Plus Club**
- 6.13 **Melksham W.I. Group**
- 6.14 **Proud Melksham**
- 6.15 **Wiltshire & Bath Independent Living Centre**
- 6.16 **Wiltshire Sight**

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:

Date: 13/09/2022

Melksham Town Council Current Year

Page: 1

Time: 11:50

Cashbook 9

User: MEL

Petty Cash

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		72.69					72.69	
BACS Banked: 04/06/2022		17.00						
BACS Holt Superstore		17.00			4306	151	17.00	Jubilee - bunting
Total Receipts for Month		17.00	0.00	0.00			17.00	
Cashbook Totals		89.69	0.00	0.00			89.69	

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Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/06/2022	J. Mills	TNSFR	14.41		2.40	4306	151	12.01	Jubilee - items
06/06/2022	M. Rolph	TNSFR	16.32		2.72	4028	101	13.60	Stamps
11/06/2022	H. Davies	TNSFR	8.00		1.33	4903	520	6.67	Bar stock
15/06/2022	D. Davies	TNSFR	2.00		0.33	4061	101	1.67	Hand wash
25/06/2022	B. Burry	TNSFR	4.89		0.78	4903	520	3.91	Bar stock
29/06/2022	C. Hunter	TNSFR	3.74		0.62	4061	101	3.12	Refs
Total Payments for Month			49.16	0.00	8.18			40.98	
Balance Carried Fwd			40.53						
Cashbook Totals			89.69	0.00	8.18			81.51	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		40.53					40.53	
Cash Banked: 01/07/2022		25.50						
Cash Tickets		25.50		4.25	1173	510	21.25	Tickets
Total Receipts for Month		25.50	0.00	4.25			21.25	
Cashbook Totals		66.03	0.00	4.25			61.78	

Continued on Page 2

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/07/2022	K. Farrow	TRANS	23.59		3.93	4903	520	15.60	Bar stock
						4907	501	4.06	Stamps/bar stock
02/07/2022	B. Burry	TRANS	1.00		0.17	4903	520	0.83	Bar stock
06/07/2022	M. Zaccarelli	TRANS	6.40		1.07	4061	101	5.33	Refs
08/07/2022	K. Farrow	TRANS	1.45		0.24	4903	520	1.21	Milk
25/07/2022	C. Hunter	TRANS	4.60		0.77	4061	101	3.83	Milk
Total Payments for Month			37.04	0.00	6.18			30.86	
Balance Carried Fwd			28.99						
Cashbook Totals			66.03	0.00	6.18			59.85	

Date: 13/09/2022

Melksham Town Council Current Year

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Time: 11:51

Unity Bank

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Water2Business	DDR	15.00		Water rates - Bowerhill
09/06/2022	Enterprise	BACS	562.90		Van rental
09/06/2022	British Gas	DDR	111.63		Electricity - Bowerhill Unit
10/06/2022	M. Zaccarelli	BACS	573.82		Jubilee items
10/06/2022	S. Land	BACS	108.80		Bar stock
10/06/2022	D. Webb	BACS	200.00		Jubilee - guitar
10/06/2022	SASS Events	BACS	206.25		Jubilee - face painting/stilts
10/06/2022	Elle-Rose Hopkins	BACS	232.76		Jubilee - cakes/kids
10/06/2022	J. Mills	BACS	13.00		Refs
10/06/2022	Boels	BACS	43.21		Hire - scaffolding
10/06/2022	H. Davies	BACS	539.98		Ice machine
13/06/2022	British Gas	DDR	145.40		Electricity - toilets
14/06/2022	Mainstream	DDR	87.73		Phones
15/06/2022	Office Evolution	DDR	96.13		Photocopying
15/06/2022	Wiltshire Council	DDR	230.00		Rates - TH
15/06/2022	Wiltshire Council	DDR	936.00		Rates
16/06/2022	Daisy Communications	DDR	35.98		Wifi - Pavilion
16/06/2022	Fuel Genie	DDR	449.61		Fuel
17/06/2022	Salaries	BACS	30,500.49		Salaries
20/06/2022	Oakwood	DDR	135.00		Container
20/06/2022	Lloyds Corporate Card	DDR	50.36		Fasthosts hosting
20/06/2022	Lloyds Corporate Card	DDR	251.94		Screwfix - tools
20/06/2022	Lloyds Corporate Card	DDR	6.00		Charges
21/06/2022	WPF	BACS	8,679.00		Pensions
21/06/2022	Project Skills	BACS	215.00		Training course
21/06/2022	Project Skills	BACS	-215.00		Training
21/06/2022	Project Skills	BACS	258.00		Training
21/06/2022	WPF	BACS	-8,679.00		Pensions
21/06/2022	WPF	BACS	8,679.09		Pensions
22/06/2022	West Mercia Energy	DDR	12.25		Electricity - KGV
22/06/2022	K. Farrow	BACS	114.24		Bar stock
23/06/2022	British Gas	DDR	330.04		Electricity - TH
23/06/2022	British Gas	DDR	1,660.48		Electricity - AH
23/06/2022	British Gas	DDR	25.98		Electricity - Market Place
23/06/2022	British Gas	DDR	280.15		Gas - TH
24/06/2022	EE	DDR	180.84		Mobile phones
24/06/2022	British Gas	DDR	39.64		Gas - AH
30/06/2022	Enterprise	DDR	632.40		Van lease
30/06/2022	Unity Bank	BACS	52.35		Service charge

Total Payments 47,797.45

List of Payments made between 01/07/2022 and 31/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2022	Water2Business	DDR	15.00		Water rates - Bowerhill
01/07/2022	Water2Business	DDR	804.24		Water rates - TH
01/07/2022	Water2Business	DDR	393.76		Water rates - Pavilion
01/07/2022	Water2Business	DDR	54.05		Water rates - Roundhouse
05/07/2022	Grenke Leasing	DDR	177.98		Lease - photocopier
08/07/2022	Enterprise	DDR	562.90		Van lease
08/07/2022	British Gas	DDR	143.93		Electricity - Mkt PI Toilets
11/07/2022	Houseman Environmental Ltd	64011880	570.00		Water hygiene - TH
11/07/2022	Kan Connections	33122853	2,730.00		Pavilion - replacement PSU
11/07/2022	The Cobblers Bench	276044365	53.00		Keys/Cup
11/07/2022	Ellis Whittam Ltd	3615780	3,743.56		Insurance
11/07/2022	Light Fantastic	466298770	540.00		Jubilee - crown lighting
11/07/2022	Melksham Without Parish Council	404483602	500.00		Neighbourhood Plan
11/07/2022	Microshade Business Consultant	113748494	920.10		Accounting support - May
11/07/2022	Prosec Consultancy Ltd	134054091	1,288.80		First Aid - Picnic
11/07/2022	Trade UK	424706584	70.96		Arrears letter
11/07/2022	Stannah Lift Services Ltd	395567861	489.47		Lift - service
11/07/2022	Travis Perkins Trading Company	461028459	81.39		Postcrete - Splashpad
11/07/2022	Wiltshire Publications Ltd	62455026	2,318.40		Melksham News - various
11/07/2022	Absolute Plumbing & Heating So	57458565	1,308.00		Pipe & tank work - Pavilion
11/07/2022	AJs Training Ltd	351028130	432.00		Training - NRSWA
11/07/2022	AquAid Southcoast	379022113	28.76		Environmental charge - annual
11/07/2022	Auditing Solutions Ltd	52294852	552.00		Final audit 21/22
11/07/2022	Bearings & Fixings Plus	220449376	35.06		Ball bearing
11/07/2022	Rock Choir	68305151	80.00		Jubilee - Rock Choir
11/07/2022	The MOT Centre & The Garage on	902431789	51.00		VW - towbar repairs
11/07/2022	Grist Environmental Services	141251125	450.00		Toilets - Jubilee
11/07/2022	GW Shelter Solutions Ltd	538332761	4,519.95		Repair - bus shelter, Blackmor
11/07/2022	James Hallam Council Guard	48080798	533.00		Insurance - Jubilee
11/07/2022	HMRC	535530558	2,139.02		O/standing Class 1 NIC
11/07/2022	Microsoft	913591777	215.04		Hosting services
11/07/2022	NPower (Yorkshire) Ltd	122594496	49.03		KG V - electricity May 22
11/07/2022	TF Slade	952487005	66.00		Signwriting - Mayor
11/07/2022	Melksham Tourist Information C	412402260	7.50		Jubilee - hire of tables
11/07/2022	Wills & Berks Canal Trust	113635519	25.00		Annual membership
11/07/2022	Wellers Law Group	63850296	1,440.00		Legal - SG Manufacturing
12/07/2022	H. Davies	BACS	22.73		Maintenance
12/07/2022	C. Hunter	BACS	24.12		Bar stock
12/07/2022	B. Burry	BACS	124.80		Bar stock
12/07/2022	Scottish Southern	BACS	1,438.80		Electricity - maintenance shed
12/07/2022	HMIC/Ni	BACS	12,471.18		Tax/Ni
12/07/2022	Place Studio	BACS	6,708.55		NP support
14/07/2022	Mainstream	DDR	28.42		Phones
14/07/2022	Office Evolution	DDR	202.21		Photocopying
15/07/2022	Daisy Comms	DDR	35.98		Wifi - Pavilion
15/07/2022	Wiltshire Council	DDR	936.00		Rates - TH
15/07/2022	Wiltshire Council	DDR	230.00		Rates - Bowerhill unit
18/07/2022	Fuel Genie	DDR	631.80		Fuel

Continued on Page 2

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2022	Oakwood	DDR	135.00		Container
18/07/2022	WPF	BACS	8,679.09		Pension
18/07/2022	Lloyds Bank	DEBIT CARD	47.51		Bank charges
19/07/2022	West Mercia Energy	DDR	12.85		Electricity - KGV
20/07/2022	Salaries	BACS	27,374.52		Salaries
25/07/2022	EE	DDR	182.71		Mobile phones
25/07/2022	WPF	BACS	1,791.98		Pensions
26/07/2022	British Gas	DDR	40.25		Gas - AH
29/07/2022	Enterprise	DDR	612.00		Van lease
Total Payments			89,120.20		

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Water2Business	DDR	611.03		Water rates - AH
01/06/2022	Tolchards	DDR	113.81		Bar stock
15/06/2022	BTE Services	DDR	165.36		Sanitary cleaning
15/06/2022	Wiltshire Council	DDR	861.00		Rates - AH
17/06/2022	MarketPlace Merchants	DDR	25.16		Cash till
17/06/2022	Tolchards	DDR	1,390.67		Bar stock
17/06/2022	Rentokil	DDR	299.24		Pest control
24/06/2022	Natalie Bradshaw	3634	767.95		Show - Adele
24/06/2022	Neil Sands Productions	3635	802.03		Show - Happy & Glorious
24/06/2022	Paul Seemayer	3636	330.00		Lighting - Neil Sands
24/06/2022	Wired Publishing	3637	90.00		Advertising - AH
24/06/2022	Your Wiltshire	3638	324.00		Advertising - AH
24/06/2022	Tolchards	DDR	1,038.49		Bar stock
30/06/2022	Hills Waste	DDR	636.32		Waste collection
Total Payments			7,455.06		

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	Water2Business	DDR	181.54		Water rates - AH
08/07/2022	Tolchards	DDR	1,124.06		Bar stock
15/07/2022	Tolchards	DDR	56.64		Bar stock
15/07/2022	BTE Services	DDR	172.81		Sanitary cleaning
15/07/2022	Wiltshire Council	DDR	861.00		Rates - AH
19/07/2022	Market Place Merchants	DDR	25.16		Cash till
29/07/2022	United EPoS Solutions	3641	816.00		Tills - repairs/replacement
29/07/2022	G. B. Promotions	3642	1,570.90		New Jersey Boys
29/07/2022	Hunt Management Solutions	3643	156.00		Stocktake
29/07/2022	Paul Seemayer	3644	150.00		Lighting - December 63
29/07/2022	Sayed Mahmoud	3645	65.00		Egyptian Talk
29/07/2022	Wired Publishing	3646	90.00		Advertising - AH
29/07/2022	R. B. Poolman Ltd	3647	230.40		Supply/Install immersion heaters
29/07/2022	Your Wiltshire	3648	162.00		Advertising - AH
29/07/2022	Tolchards	DDR	521.62		Bar stock
29/07/2022	Hills Waste	DDR	521.91		Waste collection
Total Payments			6,705.04		

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Melksham Town Council
Monthly Financial Statement 30 June 2022

Cash and Bank Balances:

Unity Bank	508,820	
Co-operative Current Account	0	
Assembly General Account	696,297	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,326	
Petty Cash	41	
Bar Float	1,100	
		1,260,519

Debtors (monies owed to council)

H M Customs - Vat recoverable	16,453	
Bar Stock	3,329	
Debtors and Prepayments	240	
		20,022
		1,280,541

Less: Creditors (monies owed by council)

Suppliers of goods and services	64,815	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	34,364	
Events Control	1,531	
		114,332

Net Cash Available 1,166,209

Represented by:

General Fund

Current Year Surplus	246,005	
Earmarked Reserves Used in year	12,113	
	<u>258,118</u>	
Contribution to Earmarked Reserves	1,268	256,850
General Reserve balance at beginning of year		359,664

Earmarked Reserves

Balance at 1st April 2021	457,706	
Plus; Added in Year	0	
	<u>457,706</u>	
Less: Used to Fund Expenditure	12,113	445,593

Specific Reserves

CIL

Balance at 1st April 2021	51,091	
Plus: Received in Year	1,268	
	<u>52,359</u>	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2021	51,743	
Plus Received in Year	0	
	<u>51,743</u>	
Less:Used to Fund Expenditure	0	51,743

1,166,209

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Melksham Town Council
Monthly Financial Statement 31 June 2022

Cash and Bank Balances:

Unity Bank	456,384	
Co-operative Current Account	0	
Assembly General Account	701,494	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,693	
Petty Cash	29	
Bar Float	1,100	
		1,213,635

Debtors (monies owed to council)

H M Customs - Vat recoverable	738	
Bar Stock	3,329	
Debtors and Prepayments	240	
		4,307
		1,217,942

Less: Creditors (monies owed by council)

Suppliers of goods and services	60,545	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, NI and Pension Due	29,360	
Events Control	1,796	
		105,323

Net Cash Available 1,112,619

Represented by:

General Fund

Current Year Surplus	192,415	
Earmarked Reserves Used in year	12,113	
	204,528	
Contribution to Earmarked Reserves	1,268	203,260
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2021	460,706	
Plus; Added in Year	0	
	460,706	
Less: Used to Fund Expenditure	12,113	448,593

Specific Reserves

CIL

Balance at 1st April 2022	51,091	
Plus: Received in Year	1,268	
	52,359	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2022	51,743	
Plus Received in Year	0	
	51,743	
Less:Used to Fund Expenditure	0	51,743

1,112,619

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17/08/2022

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Admin & Performance</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	20,301	90,441	225,000	134,559		134,559	40.2%
4021 Stationery	0	169	2,750	2,581		2,581	6.2%
4023 Advertising	116	1,502	1,750	249		249	85.8%
4024 Equipment/furniture	0	463	3,000	2,537		2,537	15.4%
4026 Photocopying	169	482	1,200	718		718	40.2%
4027 Telephones and Mobiles	24	583	3,000	2,417		2,417	19.4%
4028 Postage	3	63	400	337		337	15.7%
4029 Subscriptions	0	1,804	4,000	2,196		2,196	45.1%
4040 Information Technology/Hardware	1,860	11,848	17,500	5,652		5,652	67.7%
4042 Licences/Software	747	2,732	4,500	1,768		1,768	60.7%
4050 Legal and Professional	0	1,790	0	(1,790)		(1,790)	0.0%
4058 Insurance	0	32,766	9,750	(23,016)		(23,016)	336.1%
4061 Travel and Subsistence	9	54	500	446		446	10.7%
4075 Training	360	1,020	5,000	3,980		3,980	20.4%
4106 Repairs and Maintenance	0	304	0	(304)		(304)	0.0%
Central Costs :- Indirect Expenditure	23,588	146,021	278,350	132,329	0	132,329	52.5%
Net Expenditure	(23,588)	(146,021)	(278,350)	(132,329)			
<u>110 Corporate Costs</u>							
1176 Precept Received	0	483,102	966,204	483,102			50.0%
Corporate Costs :- Income	0	483,102	966,204	483,102			50.0%
4017 Bank account fees	48	186	500	314		314	37.2%
4043 HR consultancy	4,180	7,626	5,000	(2,626)		(2,626)	152.5%
4050 Legal and Professional	0	796	3,500	2,704		2,704	22.7%
4057 Accountancy and Audit	600	2,260	12,000	9,740		9,740	18.8%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	4,828	10,868	23,500	12,632	0	12,632	46.2%
Net Income over Expenditure	(4,828)	472,234	942,704	470,470			
<u>115 Civic and Democratic</u>							
4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	35	35	2,000	1,965		1,965	1.8%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%
4085 Civic and Ceremonial	0	2,942	2,500	(442)		(442)	117.7%

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	<u>35</u>	<u>2,977</u>	<u>9,800</u>	<u>6,823</u>	<u>0</u>	<u>6,823</u>	<u>30.4%</u>
Net Expenditure	<u>(35)</u>	<u>(2,977)</u>	<u>(9,800)</u>	<u>(6,823)</u>			
151 Grants							
1050 Grants Received	0	10,000	0	(10,000)			0.0%
Grants :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>			
4301 Grants	0	1,980	25,000	23,020		23,020	7.9%
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-4Youth	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	3,716	3,000	(716)		(716)	123.9%
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>5,696</u>	<u>62,500</u>	<u>56,804</u>	<u>0</u>	<u>56,804</u>	<u>9.1%</u>
Net Income over Expenditure	<u>0</u>	<u>4,304</u>	<u>(62,500)</u>	<u>(66,804)</u>			
Finance, Admin & Performance :- Income	0	493,102	966,204	473,102			51.0%
Expenditure	28,450	165,563	374,150	208,587	0	208,587	44.3%
Movement to/(from) Gen Reserve	<u>(28,450)</u>	<u>327,539</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Asset Management & Amenities</u>							
<u>201 Town Hall</u>							
1034 Income Town Hall Bookings	273	2,834	1,000	(1,834)			283.4%
Town Hall :- Income	273	2,834	1,000	(1,834)			283.4%
4100 Gas	0	2,012	4,667	2,655		2,655	43.1%
4101 Electricity	0	1,190	3,334	2,144		2,144	35.7%
4102 Non Domestic Rates	936	3,970	10,000	6,030		6,030	39.7%
4103 Water Rates	804	804	1,800	996		996	44.7%
4104 Window Cleaning	0	535	1,600	1,065		1,065	33.4%
4106 Repairs and Maintenance	269	269	6,000	5,731		5,731	4.5%
4108 Service Contracts	2,596	4,158	10,240	6,082		6,082	40.6%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	4,606	12,939	38,841	25,902	0	25,902	33.3%
Net Income over Expenditure	(4,334)	(10,105)	(37,841)	(27,736)			
<u>202 Asset and Amenities</u>							
1027 Income - Amenity Services	487	1,433	4,000	2,567			35.8%
1950 Sale of Assets	1,000	1,000	0	(1,000)			0.0%
Asset and Amenities :- Income	1,487	2,433	4,000	1,567			60.8%
4000 Salaries ENI & Pension	18,617	77,463	225,000	147,537		147,537	34.4%
4027 Telephones and Mobiles	152	607	1,800	1,193		1,193	33.7%
4150 Uniform/PPE	80	563	2,400	1,837		1,837	23.5%
4151 Tools and Equipment	86	102	4,000	3,898		3,898	2.6%
4153 Vehicle Running Costs	527	2,074	7,000	4,926		4,926	29.6%
4156 Vehicle Leasing	979	3,950	13,000	9,050		9,050	30.4%
4163 Repairs and Maintenance	348	1,117	12,000	10,883		10,883	9.3%
4167 Street Furniture and Signage	868	868	10,000	9,132		9,132	8.7%
4177 Churchyard maintenance	350	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	0	770	4,444	3,674		3,674	17.3%
Asset and Amenities :- Indirect Expenditure	22,006	87,855	281,144	193,289	0	193,289	31.2%
Net Income over Expenditure	(20,519)	(85,422)	(277,144)	(191,722)			
<u>203 Allotments</u>							
1045 Income Allotments	60	240	5,000	4,760			4.8%
Allotments :- Income	60	240	5,000	4,760			4.8%
4200 Water Rates - Allotments	0	0	1,800	1,800		1,800	0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	0	1,000	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	0	0	2,800	2,800	0	2,800	0.0%
Net Income over Expenditure	60	240	2,200	1,960			
204 KGV Pavilion and Car Park							
1046 Income - Pavilion	1,517	1,517	1,500	(17)			101.1%
KGV Pavilion and Car Park :- Income	1,517	1,517	1,500	(17)			101.1%
4250 Telephone - Pavilion	30	127	300	173		173	42.2%
4252 Electricity - Pavilion	(11,857)	(10,758)	2,300	13,058		13,058	(467.8%)
4254 Water - Pavilion	394	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	131	4,541	2,000	(2,541)		(2,541)	227.1%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4260 Non Domestic Rates - Car Park	829	829	2,000	1,171		1,171	41.4%
KGV Pavilion and Car Park :- Indirect Expenditure	(10,474)	(4,868)	9,250	14,118	0	14,118	(52.6%)
Net Income over Expenditure	11,990	6,385	(7,750)	(14,135)			
205 Public Toilets							
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
Public Toilets :- Income	0	0	7,500	7,500			0.0%
4106 Repairs and Maintenance	140	140	2,000	1,860		1,860	7.0%
4180 Cleaning	1,007	2,897	15,000	12,103		12,103	19.3%
4185 Electricity supply: Toilets	120	496	2,133	1,637		1,637	23.3%
4913 Water	0	(2,065)	2,500	4,565		4,565	(82.6%)
Public Toilets :- Indirect Expenditure	1,267	1,468	21,633	20,165	0	20,165	6.8%
Net Income over Expenditure	(1,267)	(1,468)	(14,133)	(12,665)			
210 Corporate Properties							
1040 Income 31 Market Place	583	2,486	6,900	4,414			36.0%
1048 Income Art House Cafe	500	1,000	6,000	5,000			16.7%
Corporate Properties :- Income	1,083	3,486	12,900	9,414			27.0%
4175 Costs Art House Cafe	0	8	1,000	992		992	0.8%
4178 Costs Roundhouse	54	54	4,000	3,946		3,946	1.4%
4191 Costs 31 Market Place	485	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	539	547	5,500	4,953	0	4,953	9.9%
Net Income over Expenditure	544	2,939	7,400	4,461			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>211</u>	<u>Art House Cafe</u>							
4202	Gas	0	0	900	900		900	0.0%
4913	Water	0	0	600	600		600	0.0%
	Art House Cafe :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>			
<u>212</u>	<u>Round House</u>							
4102	Non Domestic Rates	0	0	600	600		600	0.0%
4913	Water	0	0	240	240		240	0.0%
	Round House :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>840</u>	<u>840</u>	<u>0</u>	<u>840</u>	<u>0.0%</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(840)</u>	<u>(840)</u>			
<u>213</u>	<u>31 Market Place</u>							
4106	Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
	31 Market Place :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>1,200</u>	<u>0</u>	<u>1,200</u>	<u>0.0%</u>
	Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,200)</u>	<u>(1,200)</u>			
<u>215</u>	<u>Depot</u>							
4103	Water Rates	15	60	250	190		190	24.0%
4106	Repairs and Maintenance	480	480	1,500	1,020		1,020	32.0%
4159	Electric - Unit	0	381	2,400	2,019		2,019	15.9%
4160	Leasing	0	779	10,850	10,071		10,071	7.2%
4161	Rates-Unit at Bowerhill	230	685	2,472	1,787		1,787	27.7%
4184	Fire security: Unit	0	0	300	300		300	0.0%
	Depot :- Indirect Expenditure	<u>725</u>	<u>2,385</u>	<u>17,772</u>	<u>15,387</u>	<u>0</u>	<u>15,387</u>	<u>13.4%</u>
	Net Expenditure	<u>(725)</u>	<u>(2,385)</u>	<u>(17,772)</u>	<u>(15,387)</u>			
<u>220</u>	<u>Play Areas and Open Spaces</u>							
4157	Grasscutting	1,730	5,630	18,000	12,370		12,370	31.3%
4158	Replacement Play Equipment	0	0	50,000	50,000		50,000	0.0%
4165	Maintenance play areas	0	664	5,000	4,336		4,336	13.3%
4179	Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193	Rospa checks: Play areas	0	0	1,100	1,100		1,100	0.0%
	Play Areas and Open Spaces :- Indirect Expenditure	<u>1,730</u>	<u>6,294</u>	<u>89,100</u>	<u>82,806</u>	<u>0</u>	<u>82,806</u>	<u>7.1%</u>
	Net Expenditure	<u>(1,730)</u>	<u>(6,294)</u>	<u>(89,100)</u>	<u>(82,806)</u>			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>221 King George V Park</u>							
4199 Materials	0	1,036	10,000	8,964		8,964	10.4%
4313 Sports Roadshow	0	0	5,000	5,000		5,000	0.0%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	<u>0</u>	<u>1,036</u>	<u>17,200</u>	<u>16,164</u>	<u>0</u>	<u>16,164</u>	<u>6.0%</u>
Net Expenditure	<u>0</u>	<u>(1,036)</u>	<u>(17,200)</u>	<u>(16,164)</u>			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	38,620	38,620			0.0%
Solar Farm Projects :- Income	<u>0</u>	<u>0</u>	<u>38,620</u>	<u>38,620</u>			<u>0.0%</u>
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>38,620</u>	<u>38,620</u>	<u>0</u>	<u>38,620</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Asset Management & Amenities :- Income	4,420	10,510	70,520	60,010			14.9%
Expenditure	20,400	107,657	525,400	417,743	0	417,743	20.5%
Movement to/(from) Gen Reserve	<u>(15,980)</u>	<u>(97,147)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
302 <u>Projects</u>							
4073 Environmental Projects	0	0	1,000	1,000		1,000	0.0%
4074 Neighbourhood Plan	5,590	6,785	5,000	(1,785)		(1,785)	135.7%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4081 Melksham Art Project	0	0	2,000	2,000		2,000	0.0%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	<u>5,590</u>	<u>6,785</u>	<u>10,200</u>	<u>3,415</u>	<u>0</u>	<u>3,415</u>	<u>66.5%</u>
Net Expenditure	<u>(5,590)</u>	<u>(6,785)</u>	<u>(10,200)</u>	<u>(3,415)</u>			
310 <u>East Melksham Community Hall</u>							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Community Development :- Income	0	0	0	0			0.0%
Expenditure	<u>5,590</u>	<u>6,785</u>	<u>11,200</u>	<u>4,415</u>	<u>0</u>	<u>4,415</u>	<u>60.6%</u>
Movement to/(from) Gen Reserve	<u>(5,590)</u>	<u>(6,785)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Economic Development							
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	569	1,000	431			56.9%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
Economic Dev. and Planning :- Income	0	1,845	1,000	(845)			184.5%
4071 Town Floral Displays	0	2,723	10,000	7,277		7,277	27.2%
4080 Melksham in Bloom Competition	0	0	1,000	1,000		1,000	0.0%
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	403	403	12,500	12,097		12,097	3.2%
4309 Newsletter	0	2,310	4,000	1,690		1,690	57.8%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	0	141	1,500	1,360		1,360	9.4%
4356 Highways projects CATG	0	0	7,500	7,500		7,500	0.0%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Town Development	0	0	15,000	15,000		15,000	0.0%
Economic Dev. and Planning :- Indirect Expenditure	403	5,577	55,750	50,173	0	50,173	10.0%
Net Income over Expenditure	(403)	(3,732)	(54,750)	(51,018)			
Economic Development :- Income	0	1,845	1,000	(845)			184.5%
Expenditure	403	5,577	55,750	50,173	0	50,173	10.0%
Movement to/(from) Gen Reserve	(403)	(3,732)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	2,476	9,318	38,000	28,682			24.5%
1020 Miscellaneous Income	30	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	2,506	9,348	38,000	28,652			24.6%
4000 Salaries ENI & Pension	6,515	25,585	78,000	52,415		52,415	32.8%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	0	700	700		700	0.0%
4907 Stationery/Printing/Postage	4	4	600	596		596	0.7%
4909 Licences	0	218	3,600	3,382	3,500	(118)	103.3%
4911 Electricity	0	4,630	13,200	8,570		8,570	35.1%
4912 Gas	34	131	1,000	869		869	13.1%
4913 Water	182	1,085	2,400	1,315		1,315	45.2%
4914 Rates	861	3,442	9,000	5,558		5,558	38.2%
4916 Maintenance-Equipment	680	1,311	10,000	8,689		8,689	13.1%
4917 Service Contracts	725	3,385	7,200	3,815		3,815	47.0%
4918 Maintenance	192	142	12,000	11,858		11,858	1.2%
4922 Publicity & Marketing	210	840	4,800	3,960		3,960	17.5%
4923 Mngement Information Systems	0	0	6,600	6,600		6,600	0.0%
4924 Telephone: security alarms	0	0	360	360		360	0.0%
4927 Stocktaking	0	130	600	470		470	21.7%
4929 AIB	0	0	1,800	1,800		1,800	0.0%
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	345	345	2,400	2,055		2,055	14.4%
Assembly Hall Central Costs :- Indirect Expenditure	9,747	41,248	156,685	115,437	3,500	111,937	28.6%
Net Income over Expenditure	(7,241)	(31,900)	(118,685)	(86,785)			
510 Assembly Hall Events							
1004 Film shows	0	0	2,000	2,000			0.0%
1173 Live Entertainment	3,155	11,199	43,000	31,801			26.0%
Assembly Hall Events :- Income	3,155	11,199	45,000	33,801			24.9%
4919 Films: expenses and contract	0	0	2,000	2,000		2,000	0.0%
4954 PA and Lighting Costs	150	1,210	6,000	4,790		4,790	20.2%
4960 Live entertainment:	1,571	6,092	40,000	33,908		33,908	15.2%
Assembly Hall Events :- Indirect Expenditure	1,721	7,302	48,000	40,698	0	40,698	15.2%
Net Income over Expenditure	1,434	3,897	(3,000)	(6,897)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	4,290	17,531	60,750	43,219			28.9%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
Assembly Hall Bar and Catering :- Income	4,290	17,531	82,250	64,719			21.3%
4901 Catering Stock Purchases	0	0	10,752	10,752		10,752	0.0%
4903 Bar Stock Purchases	1,769	6,142	30,575	24,433		24,433	20.1%
Assembly Hall Bar and Catering :- Indirect Expenditure	1,769	6,142	41,327	35,185	0	35,185	14.9%
Net Income over Expenditure	2,521	11,388	40,923	29,535			
Assembly Hall :- Income	9,951	38,078	165,250	127,172			23.0%
Expenditure	13,237	54,693	246,012	191,319	3,500	187,819	23.7%
Movement to/(from) Gen Reserve	(3,286)	(16,615)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	0	1,268	0	(1,268)			
9202 Unplanned Maintenance	0	3,767	65,780	62,013		62,013	5.7%
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	12,830	12,830		12,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	0	(0)		(0)	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	0	8,345	290,948	282,603		282,603	2.9%
9245 Solar Money	0	0	51,743	51,743		51,743	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	52,359	52,359		52,359	0.0%
9249 Jubilee Celebrations	0	0	3,000	3,000		3,000	0.0%
Earmarked Reserves :- Indirect Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Net Income over Expenditure	0	(10,845)	(564,808)	(553,963)			
Earmarked Reserves :- Income	0	1,268	0	(1,268)			0.0%
Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Movement to/(from) Gen Reserve	0	(10,845)					
Grand Totals:- Income	14,371	544,803	1,202,974	658,171			45.3%
Expenditure	68,080	352,386	1,777,320	1,424,934	3,500	1,421,434	20.0%
Net Income over Expenditure	(53,709)	192,416	(574,346)	(766,762)			
Movement to/(from) Gen Reserve	(53,709)	192,416					

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Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Admin & Performance</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	20,301	90,441	225,000	134,559		134,559	40.2%
4021 Stationery	0	169	2,750	2,581		2,581	6.2%
4023 Advertising	116	1,502	1,750	249		249	85.8%
4024 Equipment/furniture	0	463	3,000	2,537		2,537	15.4%
4026 Photocopying	169	482	1,200	718		718	40.2%
4027 Telephones and Mobiles	24	583	3,000	2,417		2,417	19.4%
4028 Postage	3	63	400	337		337	15.7%
4029 Subscriptions	0	1,804	4,000	2,196		2,196	45.1%
4040 Information Technology/Hardware	1,860	11,848	17,500	5,652		5,652	67.7%
4042 Licences/Software	747	2,732	4,500	1,768		1,768	60.7%
4050 Legal and Professional	0	1,790	0	(1,790)		(1,790)	0.0%
4058 Insurance	0	32,766	9,750	(23,016)		(23,016)	336.1%
4061 Travel and Subsistence	9	54	500	446		446	10.7%
4075 Training	360	1,020	5,000	3,980		3,980	20.4%
4106 Repairs and Maintenance	0	304	0	(304)		(304)	0.0%
Central Costs :- Indirect Expenditure	23,588	146,021	278,350	132,329	0	132,329	52.5%
Net Expenditure	(23,588)	(146,021)	(278,350)	(132,329)			
<u>110 Corporate Costs</u>							
1176 Precept Received	0	483,102	966,204	483,102			50.0%
Corporate Costs :- Income	0	483,102	966,204	483,102			50.0%
4017 Bank account fees	48	186	500	314		314	37.2%
4043 HR consultancy	4,180	7,626	5,000	(2,626)		(2,626)	152.5%
4050 Legal and Professional	0	796	3,500	2,704		2,704	22.7%
4057 Accountancy and Audit	600	2,260	12,000	9,740		9,740	18.8%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	4,828	10,868	23,500	12,632	0	12,632	46.2%
Net Income over Expenditure	(4,828)	472,234	942,704	470,470			
<u>115 Civic and Democratic</u>							
4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	35	35	2,000	1,965		1,965	1.8%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%
4085 Civic and Ceremonial	0	2,942	2,500	(442)		(442)	117.7%

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	<u>35</u>	<u>2,977</u>	<u>9,800</u>	<u>6,823</u>	<u>0</u>	<u>6,823</u>	<u>30.4%</u>
Net Expenditure	<u>(35)</u>	<u>(2,977)</u>	<u>(9,800)</u>	<u>(6,823)</u>			
151 Grants							
1050 Grants Received	0	10,000	0	(10,000)			0.0%
Grants :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>			
4301 Grants	0	1,980	25,000	23,020		23,020	7.9%
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-4Youth	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	3,716	3,000	(716)		(716)	123.9%
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>5,696</u>	<u>62,500</u>	<u>56,804</u>	<u>0</u>	<u>56,804</u>	<u>9.1%</u>
Net Income over Expenditure	<u>0</u>	<u>4,304</u>	<u>(62,500)</u>	<u>(66,804)</u>			
Finance, Admin & Performance :- Income	0	493,102	966,204	473,102			51.0%
Expenditure	28,450	165,563	374,150	208,587	0	208,587	44.3%
Movement to/(from) Gen Reserve	<u>(28,450)</u>	<u>327,539</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Asset Management & Amenities</u>							
<u>201 Town Hall</u>							
1034 Income Town Hall Bookings	273	2,834	1,000	(1,834)			283.4%
Town Hall :- Income	273	2,834	1,000	(1,834)			283.4%
4100 Gas	0	2,012	4,667	2,655		2,655	43.1%
4101 Electricity	0	1,190	3,334	2,144		2,144	35.7%
4102 Non Domestic Rates	936	3,970	10,000	6,030		6,030	39.7%
4103 Water Rates	804	804	1,800	996		996	44.7%
4104 Window Cleaning	0	535	1,600	1,065		1,065	33.4%
4106 Repairs and Maintenance	269	269	6,000	5,731		5,731	4.5%
4108 Service Contracts	2,596	4,158	10,240	6,082		6,082	40.6%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	4,606	12,939	38,841	25,902	0	25,902	33.3%
Net Income over Expenditure	(4,334)	(10,105)	(37,841)	(27,736)			
<u>202 Asset and Amenities</u>							
1027 Income - Amenity Services	487	1,433	4,000	2,567			35.8%
1950 Sale of Assets	1,000	1,000	0	(1,000)			0.0%
Asset and Amenities :- Income	1,487	2,433	4,000	1,567			60.8%
4000 Salaries ENI & Pension	18,617	77,463	225,000	147,537		147,537	34.4%
4027 Telephones and Mobiles	152	607	1,800	1,193		1,193	33.7%
4150 Uniform/PPE	80	563	2,400	1,837		1,837	23.5%
4151 Tools and Equipment	86	102	4,000	3,898		3,898	2.6%
4153 Vehicle Running Costs	527	2,074	7,000	4,926		4,926	29.6%
4156 Vehicle Leasing	979	3,950	13,000	9,050		9,050	30.4%
4163 Repairs and Maintenance	348	1,117	12,000	10,883		10,883	9.3%
4167 Street Furniture and Signage	868	868	10,000	9,132		9,132	8.7%
4177 Churchyard maintenance	350	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	0	770	4,444	3,674		3,674	17.3%
Asset and Amenities :- Indirect Expenditure	22,006	87,855	281,144	193,289	0	193,289	31.2%
Net Income over Expenditure	(20,519)	(85,422)	(277,144)	(191,722)			
<u>203 Allotments</u>							
1045 Income Allotments	60	240	5,000	4,760			4.8%
Allotments :- Income	60	240	5,000	4,760			4.8%
4200 Water Rates - Allotments	0	0	1,800	1,800		1,800	0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2022

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	0	1,000	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	0	0	2,800	2,800	0	2,800	0.0%
Net Income over Expenditure	60	240	2,200	1,960			
204 KGV Pavilion and Car Park							
1046 Income - Pavilion	1,517	1,517	1,500	(17)			101.1%
KGV Pavilion and Car Park :- Income	1,517	1,517	1,500	(17)			101.1%
4250 Telephone - Pavilion	30	127	300	173		173	42.2%
4252 Electricity - Pavilion	(11,857)	(10,758)	2,300	13,058		13,058	(467.8%)
4254 Water - Pavilion	394	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	131	4,541	2,000	(2,541)		(2,541)	227.1%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4260 Non Domestic Rates - Car Park	829	829	2,000	1,171		1,171	41.4%
KGV Pavilion and Car Park :- Indirect Expenditure	(10,474)	(4,868)	9,250	14,118	0	14,118	(52.6%)
Net Income over Expenditure	11,990	6,385	(7,750)	(14,135)			
205 Public Toilets							
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
Public Toilets :- Income	0	0	7,500	7,500			0.0%
4106 Repairs and Maintenance	140	140	2,000	1,860		1,860	7.0%
4180 Cleaning	1,007	2,897	15,000	12,103		12,103	19.3%
4185 Electricity supply: Toilets	120	496	2,133	1,637		1,637	23.3%
4913 Water	0	(2,065)	2,500	4,565		4,565	(82.6%)
Public Toilets :- Indirect Expenditure	1,267	1,468	21,633	20,165	0	20,165	6.8%
Net Income over Expenditure	(1,267)	(1,468)	(14,133)	(12,665)			
210 Corporate Properties							
1040 Income 31 Market Place	583	2,486	6,900	4,414			36.0%
1048 Income Art House Cafe	500	1,000	6,000	5,000			16.7%
Corporate Properties :- Income	1,083	3,486	12,900	9,414			27.0%
4175 Costs Art House Cafe	0	8	1,000	992		992	0.8%
4178 Costs Roundhouse	54	54	4,000	3,946		3,946	1.4%
4191 Costs 31 Market Place	485	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	539	547	5,500	4,953	0	4,953	9.9%
Net Income over Expenditure	544	2,939	7,400	4,461			

Detailed Income & Expenditure by Budget Heading 31/07/2022

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
211 Art House Cafe							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
Net Expenditure	0	0	(1,500)	(1,500)			
212 Round House							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	0	0	840	840	0	840	0.0%
Net Expenditure	0	0	(840)	(840)			
213 31 Market Place							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	0	0	1,200	1,200	0	1,200	0.0%
Net Expenditure	0	0	(1,200)	(1,200)			
215 Depot							
4103 Water Rates	15	60	250	190		190	24.0%
4106 Repairs and Maintenance	480	480	1,500	1,020		1,020	32.0%
4159 Electric - Unit	0	381	2,400	2,019		2,019	15.9%
4160 Leasing	0	779	10,850	10,071		10,071	7.2%
4161 Rates-Unit at Bowerhill	230	685	2,472	1,787		1,787	27.7%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	725	2,385	17,772	15,387	0	15,387	13.4%
Net Expenditure	(725)	(2,385)	(17,772)	(15,387)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,730	5,630	18,000	12,370		12,370	31.3%
4158 Replacement Play Equipment	0	0	50,000	50,000		50,000	0.0%
4165 Maintenance play areas	0	664	5,000	4,336		4,336	13.3%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	0	0	1,100	1,100		1,100	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	1,730	6,294	89,100	82,806	0	82,806	7.1%
Net Expenditure	(1,730)	(6,294)	(89,100)	(82,806)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
221 King George V Park							
4199 Materials	0	1,036	10,000	8,964		8,964	10.4%
4313 Sports Roadshow	0	0	5,000	5,000		5,000	0.0%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	0	1,036	17,200	16,164	0	16,164	6.0%
Net Expenditure	0	(1,036)	(17,200)	(16,164)			
405 Solar Farm Projects							
1182 Solar money received	0	0	38,620	38,620			0.0%
Solar Farm Projects :- Income	0	0	38,620	38,620			0.0%
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	38,620	38,620	0	38,620	0.0%
Net Income over Expenditure	0	0	0	0			
Asset Management & Amenities :- Income	4,420	10,510	70,520	60,010			14.9%
Expenditure	20,400	107,657	525,400	417,743	0	417,743	20.5%
Movement to/(from) Gen Reserve	(15,980)	(97,147)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
302 Projects							
4073 Environmental Projects	0	0	1,000	1,000		1,000	0.0%
4074 Neighbourhood Plan	5,590	6,785	5,000	(1,785)		(1,785)	135.7%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4081 Melksham Art Project	0	0	2,000	2,000		2,000	0.0%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	<u>5,590</u>	<u>6,785</u>	<u>10,200</u>	<u>3,415</u>	<u>0</u>	<u>3,415</u>	<u>66.5%</u>
Net Expenditure	<u>(5,590)</u>	<u>(6,785)</u>	<u>(10,200)</u>	<u>(3,415)</u>			
310 East Melksham Community Hall							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Community Development :- Income	0	0	0	0			0.0%
Expenditure	<u>5,590</u>	<u>6,785</u>	<u>11,200</u>	<u>4,415</u>	<u>0</u>	<u>4,415</u>	<u>60.6%</u>
Movement to/(from) Gen Reserve	<u>(5,590)</u>	<u>(6,785)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Economic Development							
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	569	1,000	431			56.9%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
Economic Dev. and Planning :- Income	0	1,845	1,000	(845)			184.5%
4071 Town Floral Displays	0	2,723	10,000	7,277		7,277	27.2%
4080 Melksham in Bloom Competition	0	0	1,000	1,000		1,000	0.0%
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	403	403	12,500	12,097		12,097	3.2%
4309 Newsletter	0	2,310	4,000	1,690		1,690	57.8%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	0	141	1,500	1,360		1,360	9.4%
4356 Highways projects CATG	0	0	7,500	7,500		7,500	0.0%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Town Development	0	0	15,000	15,000		15,000	0.0%
Economic Dev. and Planning :- Indirect Expenditure	403	5,577	55,750	50,173	0	50,173	10.0%
Net Income over Expenditure	(403)	(3,732)	(54,750)	(51,018)			
Economic Development :- Income	0	1,845	1,000	(845)			184.5%
Expenditure	403	5,577	55,750	50,173	0	50,173	10.0%
Movement to/(from) Gen Reserve	(403)	(3,732)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	2,476	9,318	38,000	28,682			24.5%
1020 Miscellaneous Income	30	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	2,506	9,348	38,000	28,652			24.6%
4000 Salaries ENI & Pension	6,515	25,585	78,000	52,415		52,415	32.8%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	0	700	700		700	0.0%
4907 Stationery/Printing/Postage	4	4	600	596		596	0.7%
4909 Licences	0	218	3,600	3,382	3,500	(118)	103.3%
4911 Electricity	0	4,630	13,200	8,570		8,570	35.1%
4912 Gas	34	131	1,000	869		869	13.1%
4913 Water	182	1,085	2,400	1,315		1,315	45.2%
4914 Rates	861	3,442	9,000	5,558		5,558	38.2%
4916 Maintenance-Equipment	680	1,311	10,000	8,689		8,689	13.1%
4917 Service Contracts	725	3,385	7,200	3,815		3,815	47.0%
4918 Maintenance	192	142	12,000	11,858		11,858	1.2%
4922 Publicity & Marketing	210	840	4,800	3,960		3,960	17.5%
4923 Mngement Information Systems	0	0	6,600	6,600		6,600	0.0%
4924 Telephone: security alarms	0	0	360	360		360	0.0%
4927 Stocktaking	0	130	600	470		470	21.7%
4929 AIB	0	0	1,800	1,800		1,800	0.0%
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	345	345	2,400	2,055		2,055	14.4%
Assembly Hall Central Costs :- Indirect Expenditure	9,747	41,248	156,685	115,437	3,500	111,937	28.6%
Net Income over Expenditure	(7,241)	(31,900)	(118,685)	(86,785)			
510 Assembly Hall Events							
1004 Film shows	0	0	2,000	2,000			0.0%
1173 Live Entertainment	3,155	11,199	43,000	31,801			26.0%
Assembly Hall Events :- Income	3,155	11,199	45,000	33,801			24.9%
4919 Films: expenses and contract	0	0	2,000	2,000		2,000	0.0%
4954 PA and Lighting Costs	150	1,210	6,000	4,790		4,790	20.2%
4960 Live entertainment:	1,571	6,092	40,000	33,908		33,908	15.2%
Assembly Hall Events :- Indirect Expenditure	1,721	7,302	48,000	40,698	0	40,698	15.2%
Net Income over Expenditure	1,434	3,897	(3,000)	(6,897)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	4,290	17,531	60,750	43,219			28.9%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
Assembly Hall Bar and Catering :- Income	4,290	17,531	82,250	64,719			21.3%
4901 Catering Stock Purchases	0	0	10,752	10,752		10,752	0.0%
4903 Bar Stock Purchases	1,769	6,142	30,575	24,433		24,433	20.1%
Assembly Hall Bar and Catering :- Indirect Expenditure	1,769	6,142	41,327	35,185	0	35,185	14.9%
Net Income over Expenditure	2,521	11,388	40,923	29,535			
Assembly Hall :- Income	9,951	38,078	165,250	127,172			23.0%
Expenditure	13,237	54,693	246,012	191,319	3,500	187,819	23.7%
Movement to/(from) Gen Reserve	(3,286)	(16,615)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

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	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	0	1,268	0	(1,268)			
9202 Unplanned Maintenance	0	3,767	65,780	62,013		62,013	5.7%
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	12,830	12,830		12,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	0	(0)		(0)	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	0	8,345	290,948	282,603		282,603	2.9%
9245 Solar Money	0	0	51,743	51,743		51,743	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	52,359	52,359		52,359	0.0%
9249 Jubilee Celebrations	0	0	3,000	3,000		3,000	0.0%
Earmarked Reserves :- Indirect Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Net Income over Expenditure	0	(10,845)	(564,808)	(553,963)			
Earmarked Reserves :- Income	0	1,268	0	(1,268)			0.0%
Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Movement to/(from) Gen Reserve	0	(10,845)					
Grand Totals:- Income	14,371	544,803	1,202,974	658,171			45.3%
Expenditure	68,080	352,386	1,777,320	1,424,934	3,500	1,421,434	20.0%
Net Income over Expenditure	(53,709)	192,416	(574,346)	(766,762)			
Movement to/(from) Gen Reserve	(53,709)	192,416					

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Melksham Town Council
Earmarked Reserves 31 March 2023
Schedule E
31.07.2022

	Balance at 1.04.2022	Added in Year	Total Spent	Closing Balance
<u>Earmarked Reserves</u>				
Unplanned Maintenance	65,780		3,767	62,013
Recreation Fund	2,130			2,130
Election Expenses	12,830			12,830
Office Equipment	4,275			4,275
Street Furniture	0			0
Equipment Replacement	21,000			21,000
Green Spaces	10,743			10,743
Major Projects Reserve	290,948		8,345	282,603
Precept Contribution 20/21	45,000			45,000
Town Team Project	5,000			5,000
Jubilee Celebrations	3,000			3,000
	460,706	0	12,112	448,594
<u>Specific Reserves</u>				
CIL	51,091	1,268		52,359
Solar Money	51,743			51,743
	102,834	1,268	0	104,102
Total Reserves	563,540	1,268	12,112	552,696

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MELKSHAM TOWN COUNCIL
MEETING OF THE FINANCE, ADMINISTRATION AND PERFORMANCE
COMMITTEE

26 September 2022

Change of Fully Managed Payroll Provider

Report of the Deputy Town Clerk

1. Purpose of the report

Members are requested to approve the change of payroll provider for the Town Council's fully managed payroll.

2. Background

The Town Council has used supplier x to provide its fully managed payroll service for several years.

3. Current Situation

Costs have risen and the service provided is less satisfactory. For the 2022/2023 financial year, £3,236.52 has been paid for the service. The Town Council is obliged to provide the monthly details by the first Friday of the month when salaries aren't paid until 20th of the month, there is little flexibility when amendments are required and changes to the point of contact mean that there is a lack of corporate knowledge.

The Deputy Town Clerk has attended virtual demonstrations and obtained quotes from three other providers of fully managed payroll services.

4. Financial implications

Quotes from the other service providers are as follows:

Provider A – Year 1 and Recurring - £1,800.00, One-off £35.00.

Provider B – Year 1 £8,370.60, Recurring £4,395.60.

Provider C – Year 1 – verbal quote £4,000.00.

5. Risk assessment

All three service providers are reputable, national companies.

6. Crime and disorder implications

There are no immediate crime and disorder implications.

7. Biodiversity considerations

There are no immediate biodiversity considerations.

8. Safeguarding

There are no immediate safeguarding considerations.

9. Recommendations

To give the Deputy Town Clerk approval to move the Town Council's payroll to provider A.

21%

Notes on Grant Application scoring matrix

Budget for Q1 and Q2	£12,500.00
Rollover from 2021/2022	£2,237.80
Total available grant £ in Q1 & 2	£14,737.80
TOTAL GRANT APPLICATIONS	£11,944.92
DIFFERENCE	£2,792.88

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MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2022 - 2023

1. Introduction

Melksham Town Council allocates part of its annual budget to give money back into the local area through grants. The purpose of the grants is to bring real improvements to the local community and the lives of the people living there.

2. Process

In order to make the process as clear and fair as possible, applications will be accepted quarterly throughout the year, rather than during a restricted period.

The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for applications for less than £ 1,000, which can be applied for quarterly.
- **Major Grants** are awarded annually for up to four years at a time; this offers financial assurance to larger organisations operating within Melksham town. Applications for major grants must be received by 30 September of each year in order to be considered in the Town Council's budget for the following financial year. Major grants will only be awarded to organisations based in the town.

The Finance, Administration and Performance Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £ 1,000 per application.

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.

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants will be decided by Full Council in November.

Applications for Regular Grants will be eligible to apply for a second grant in any 12-month period provided the projects are separate.

All applications which meet the eligibility and content requirements will be reviewed by Town Council officers, reporting formally to the Finance, Administration and Performance Committee for a decision. The application form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Council meeting.

3. Eligible organisations

Below are examples of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups

4. Eligibility criteria

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service. Grant money must be ringfenced for Melksham residents.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind).

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e., local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on any grant received to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy, or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- Grant applications originating from national organisations or charities
- Schools
- Religious organisations where the grant will be used for religious purposes
- For ongoing running costs. 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.

6. Content of grant application

Applicants for grants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document.
 - Evidence that the grant will benefit people in the Melksham area, according to the attached map showing the Melksham Town boundary.
 - Evidence that the project/service is needed.
 - Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds.
 - Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements. (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.)
 - Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding).
 - Evidence of environmentally responsible and sustainable practices of the organisation.
- The Town Council reserves the right to request any additional information to aid determination of the grant.

Applicants for major grants are required to supply the above in their initial application, as well as the following:

- the last three years' accounts (where available), certified by an independent examiner or registered at Companies House.
- a business plan for the duration of the grant period.

Each year, major grant applicants are also required to supply details of how the major grant received in the last financial year has been spent. Recipients of major grants are to note that the next grant award will not be paid until the above information is submitted to the council.

7. Bid outcome and conditions

All applicants will be informed in writing of the outcome of their bid. If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources.

If applicants are unsuccessful, help can be requested from Melksham Town Council to assist in the application process for a subsequent round.

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- A Monitoring Form will be required at the end of the financial year to show how the grant money was spent. The organisation must be able to provide receipts, invoices, and other evidence, if requested. Should the evidence not be received the Town Council can request the return of the funds. In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.

8. Grant Rounds 2022-2023

Round	Open	Deadline	Finance, Admin and Performance Meeting Date
2	25 July	5 September	19 September
3	26 September	7 November	21 November
4	23 January	6 March	20 March

Please send completed application forms by email to miriamzaccarelli@melksham-tc.gov.uk or by post to Melksham Town Hall, Melksham, SN12 6ES.

Map of Melksham Town Boundaries.

Everything inside of the four shaded areas counts as Melksham Town.

