

## **Melksham Town Council**

### **Minutes of the Finance, Administration and Performance Committee meeting held on Monday 26th September 2022**

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

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer

**PUBLIC PARTICIPATION:** One member of the public and one member of the press were present virtually.

#### **73/22 Apologies**

Apologies were received from Councillor Rabey.

#### **74/22 Declarations of Interest**

Councillor Hubbard declared an interest in relation to minute number 84/22 re grants received by 4Youth from the Council. Councillor Hubbard remained in the meeting and took part in the debate on this item.

#### **75/22 Minutes**

The minutes of 18 July 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

#### **76/22 Finances**

#### **77/22 Petty Cash to 31 July 2022**

The payments made by Petty Cash for Months 3 and 4 - 2022/2023 were noted.

#### **78/22 List of Payments to 31 July 2022**

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 was noted.

The Town Clerk agreed to provide clarification on the following payments:

- repair of Bus Shelter on 11 July 2022 for £4,519.95 – was this a full replacement cost?
- provide a more detailed analysis from the cashbook.

- payment to Kan Connections £2,730 for the replacement PSU at the Cricketer's Café.
  - what was the £1,438.50 payment to Scottish Southern for?
  - West Mercier Energy - £12.00
  - N Power, May 2022 £49.00.
- Can the Splashpad electricity costs be separated so the usage can be easily monitored and identified?

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 was noted.

## **79/22      Monthly Financial Statements to 31 July 2022**

The Monthly Financial Statements for Months 3 and 4 - 2022/2023 was noted.

Councillor Hubbard asked why the CCLA investment fund account showed £116 when he understood that Council had agreed to move additional funding into the investment account. The Town Clerk confirmed that the Deputy Town Clerk was in the process of setting up new higher interest-bearing accounts.

## **80/22      Detailed Income and Expenditure Report to 31 July 2022**

The detailed year-to-date Income and Expenditure report for Month 4 2022/2023 was noted.

Councillor Hubbard raised his concern that there were anomalies on the Income and expenditure report:

- on pages 12 and 13 payments for shows for tickets splits were still being paid when Council agreed over a year ago that ticket split bookings would not be taken. Councillor Hubbard requested a definitive list of any more Assembly Hall shows that had been booked on a ticket split basis to be circulated to all Members.
- there were underspends and zero spends in certain area where payments should have been made at this point during the year.
- The accounts may not be up to date as no expenditure has been shown this year on play equipment, tree planting and the sports roadshow.

Councillor Hubbard stated that the year-to-date expenditure on major grants showed only £1,980 when he would have expected it to be more. The Community Development Officer confirmed that some grant applicants had not returned their evaluation forms for previous grants received. Once these were received the 2022/2023 grants could be allocated. The Community Development Officer agreed to check major grant evaluation forms had been returned and arrange for payment to be made.

The Town Clerk confirmed that the income received of £11,867 was for rebates of overpaid utilities.

The Town Clerk agreed to provide information to members on the following:

- a breakdown of the £1,980 grant expenditure.
- what the £403 expenditure for CCTV was for.

**81/22 Town Council Income Received Report to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

Councillor Mortimer raised her concern that the report did not accurately show income received and requested that a copy of the cash book report be included in future agendas.

**82/22 Earmarked Reserves to 31 July 2022**

The Earmarked Reserves report for the year-to date Month 4 – 2022/2023 was noted.

**83/22 Fully Managed Payroll Provider**

The report of the Deputy Town Clerk regarding the Fully Managed Payroll Provider was received.

Councillor Hubbard suggested that further information was required regarding why the current provider is not satisfactory and officers could contact other Councils to find out how their service provider works. Councillor Hubbard requested details of the specification for payroll provision from the new supplier.

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

**UNANIMOUSLY RESOLVED** to defer the approval of the change in Fully Managed Payroll provider until a full tender specification is provided, with the new provider showing what experience they have had with providing payroll services for Councils. A full tender process would be followed with a view to awarding the contract at the beginning of the new Financial Year (April 2023).

**84/22 Grants 2022/2023**

The Committee agreed that grant applications without evidence of match grant that the Committee would award funding half of the amount requested.

**85/22 Alzheimer's Support**

Application withdrawn.

**86/22 Celebrate Age Wiltshire**

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

**UNANIMOUSLY RESOLVED** to award £1,000.

**87/22 Chippenham & District Talking Newspaper**

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

**UNANIMOUSLY RESOLVED** to award £735.50.

**88/22 Help Counselling**

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

**UNANIMOUSLY RESOLVED** to award £260.

**89/22 Meadowbrook Wiltshire (CIC)**

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

**RESOLVED** to award £500.

**90/22 Melksham & District Historical Association and Melksham Tourist Information Centre**

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

**UNANIMOUSLY RESOLVED** to award £881.50.

**91/22 Melksham/Chippenham/Calne branch of the Wilts & Berks Canal Trust**

It was agreed not to support this grant application.

**92/22 Melksham Free Dining**

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

**UNANIMOUSLY RESOLVED** to award £670 and offer free Assembly Hall hire for Christmas Day 2022.

**93/22 Melksham Gardeners' Society**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £110.72.

**94/22 Melksham Monster Ball**

Members did not support the application as it did not meet the application criteria. However, it was suggested that the applicant could work with the new Communications and Events Officer to see if the event could come under the banner of the Town Council, on the condition that it does not call on the Community Development Officer's time.

**95/22 Melksham PHAB Club**

Members did not support this grant application.

**96/22 Melksham Sixty Plus Club**

Members did not support this grant application.

**97/22 Melksham W.I. Group**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £200.

**98/22 Proud Melksham**

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

**UNANIMOUSLY RESOLVED** to award £750.

**99/22 Wiltshire & Bath Independent Living Centre**

It was proposed by Councillor Hubbard seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award £250 and recommend additional funding streams be sought.

**100/22 Wiltshire Sight**

It was proposed by Councillor Hubbard seconded by Councillor Mortimer and

**UNANIMOUSLY RESOLVED** to award £500.

Meeting Closed at: 9.24 pm

**Signed:** .....

**Dated:**