

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 23rd January 2023

PRESENT: Councillor P Aves
Councillor J Crundell
Councillor J Hubbard
Councillor S Rabey

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

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

In the absence of the Chair and Vice-Chair, It was proposed by Councillor J Crundell, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED to appoint Councillor Aves as Chair for the meeting.

5/22 Apologies

Apologies were received from Councillors Goodhind and Mortimer.

6/22 Declarations of Interest

There were no declarations of interest.

7/22 Minutes

The minutes of 28 November 2022, having previously been circulated, were approved as a correct record and signed by Councillor Aves.

8/22 Finances

9/22 List of Payments to 31 December 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 5, 6, 7, 8, and 9 - 2022/2023 was noted.

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 5, 6, 7, 8, and 9 – 2022/2023 was noted.

10/22 Petty Cash reports to 31 December 2022

The payments made by Petty Cash for Months 5, 6, 7, 8, and 9 - 2022/2023 were noted.

11/22 Monthly Financial Statements to 31 December 2022

The Monthly Financial Statements for Months 5, 6, 7, 8, and 9 - 2022/2023 were noted

12/22 Cash Book Reports to 31 December 2022

The Cash Book reports for the Town Council's Unity Trust Bank Account for Months 5, 6, 7, 8, and 9 - 2022/2023 were noted.

The Cash Book reports for the Town Council's Assembly Hall Lloyds Bank Account for Months 5, 6, 7, 8, and 9 – 2022/2023 were noted.

13/22 Detailed Income and Expenditure Report to 31 December 2022

The detailed year-to-date Income and Expenditure report for Month 9 2022/2023 was noted.

The following queries were raised by Councillor Hubbard:

1. 101 4042 Licences/ Software – expenditure is at 165.2%.
2. 101 4058 Insurance
3. 110 4043 HR Consultancy
4. 201 4103 water rates
5. 204 4256 Maintenance

The Town Clerk confirmed that all expenditure had been correctly coded and that the Head of Operations was satisfied with the amounts budgeted for 2023/2024 . She agreed to look at the projected outturns for 2022/2023

6. 110 4050 Legal – responsibility for the payment of the legal fees relating to the transfer of the Spiritualist Garden was raised
7. 901 9249 Jubilee Celebrations – the Town Clerk confirmed that the earmarked reserve needed to be zeroed out
8. 201 4101 Town Hall Electricity – the Deputy Town Clerk confirmed that the Council were billed monthly and were on a fixed deal
9. 204 4252 Pavilion Electricity – the Town Clerk confirmed that the balance was a credit balance, not a debit balance
10. ClimateFest – where has the sponsorship income been coded?

11. 302 4304 Switch On Event – the Town Clerk confirmed that the Council had agreed to vire £10,000 from the General Reserve towards the Switch On Event. She stated that she would arrange for the virement to be made
12. 403 4309 Newsletter – concerns were raised about a possible overspend for the current financial year if payment for the Christmas newsletter was still outstanding and another newsletter was till to be paid for
13. 501 4909 Licences – the Town Clerk confirmed that the figure of £3,500 in the committed expenditure column had been entered in error
14. 501 4917 Service Contracts – have we taken out additional service contracts during the year or factored in any anticipated price increases? It was noted that this budget heading shouldn't include one off costs.

14/22 Earmarked Reserves to 31 December 2022

The Earmarked Reserves report for the year-to date Month 9 – 2022/2023 was noted.

Councillor Hubbard wanted to record his massive disappointment that the Town Council wasn't spending its earmarked reserves.

The Deputy Town Clerk mentioned that some of the reserves were 'sinking funds' to meet one-off emergency expenditure rather than reserves specifically earmarked for a particular project.

Councillor Hubbard suggested that it would be a very good idea to separate the 'sinking funds' and specific projects out from each other.

15/22 Fully Managed Payroll Provider

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

Councillor Hubbard explained that he was very nervous about changing provider in view of the complexities of the local government pension scheme.

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

UNANIMOUSLY RESOLVED to support the Deputy Town Clerk's recommendation to change to Provider A subject to the committee and RFO being satisfied that Provider A could deal with the requirements of the Wiltshire Council Pension Fund.

Meeting Closed at: 9.15 pm

Signed:

Dated: