



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 Crundell (Town Mayor)
Councillor S Mortimer (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor L Lewis
Councillor J Oatley
Councillor T Price
Councillor S Rabey

23 January 2023

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 30th January 2023** commencing at **7.00 pm**.

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
Full Council
Monday 30 January 2023
At 7.00 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:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/86752472868?pwd=T003bHdrS0VPRTYrVFo2cUJGRkZVdz09>

Meeting ID: 867 5247 2868

Passcode: 739015

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

AGENDA

Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>Central Costs</u>											
1950	Sale of Assets	0	2,500	0	0	0	0	0	0	0	0	0
	Total Income	0	2,500	0	0	0	0	0	0	0	0	0
4000	Salaries ENI & Pension	269,000	262,753	0	0	225,000	0	225,000	199,889	300,500	0	0
4021	Stationery	1,500	1,833	0	0	2,750	0	2,750	627	500	0	0
4022	Website and Social Media	0	0	0	0	0	0	0	0	0	0	0
4023	Advertising	1,500	1,722	0	0	1,750	0	1,750	231	500	0	0
4024	Equipment/furniture	2,000	11,477	0	0	3,000	0	3,000	24	1,000	0	0
4026	Photocopier/copying	1,500	989	0	0	1,200	0	1,200	1,315	750	0	0
4027	Telephones and Mobiles	3,150	2,522	0	0	3,000	0	3,000	1,852	3,000	0	0
4028	Postage	300	513	0	0	400	0	400	167	500	0	0
4029	Subscriptions	3,000	2,344	0	0	4,000	0	4,000	1,984	3,500	0	0
4040	Information Technology/Hardware	15,000	16,137	0	0	17,500	0	17,500	10,552	20,000	0	0
4042	Licences/Software	1,500	3,685	0	0	4,500	0	4,500	7,434	7,000	0	0
4058	Insurance	8,000	11,954	0	0	9,750	0	9,750	35,310	38,000	0	0
4061	Travel	500	107	0	0	500	0	500	350	500	0	0
4075	Training	4,000	5,969	0	0	5,000	0	5,000	2,508	6,000	0	0
	Overhead Expenditure	310,950	322,006	0	0	278,350	0	278,350	262,244	381,750	0	0
	Movement to/(from) Gen Reserve	<u>(310,950)</u>	<u>(319,506)</u>			<u>(278,350)</u>		<u>(278,350)</u>	<u>(262,244)</u>	<u>(381,750)</u>		
110	<u>Corporate Costs</u>											
1026	Income Interest	1,000	0	0	0	0	0	0	0	400	0	0
1176	Precept Received	918,750	918,750	0	0	966,204	0	966,204	966,204	1,131,090	0	0

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Income		919,750	918,750	0	0	966,204	0	966,204	966,204	1,131,490	0	0
4017	Bank account fees	500	625	0	0	500	0	500	321	500	0	0
4043	HR consultancy	6,000	4,395	0	0	5,000	0	5,000	9,486	7,500	0	0
4050	Legal	3,000	4,494	0	-3,000	3,500	0	500	7,880	7,000	0	0
4057	Accountancy and Audit	12,000	11,416	0	0	12,000	0	12,000	7,275	12,000	0	0
4076	Health & Safety	2,000	3,170	0	0	2,500	0	2,500	0	3,500	0	0
Overhead Expenditure		23,500	24,099	0	-3,000	23,500	0	20,500	24,963	30,500	0	0
Movement to/(from) Gen Reserve		896,250	894,651			942,704		945,704	941,241	1,100,990		
<u>Civic and Democratic</u>												
4030	Town Crier's expenses	400	235	0	0	300	0	300	503	300	0	0
4034	Councillors' training	2,000	1,292	0	0	2,000	0	2,000	250	1,000	0	0
4062	Election Expenses	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4070	Mayor's Allowance	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
4085	Civic and Ceremonial	2,500	2,774	0	0	2,500	0	2,500	2,963	3,500	0	0
4311	Remembrance Day	2,000	458	0	0	2,000	0	2,000	788	1,000	0	0
Overhead Expenditure		9,900	5,759	0	0	9,800	0	9,800	5,505	8,800	0	0
Movement to/(from) Gen Reserve		(9,900)	(5,759)			(9,800)		(9,800)	(5,505)	(8,800)		
<u>Grants</u>												
4301	Grants	25,000	19,695	0	0	25,000	0	25,000	12,221	16,000	0	0
4302	Grant CAB	5,000	5,000	0	0	5,000	0	5,000	5,000	5,000	0	0
4303	Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4305	Grant Christmas Lights	10,000	10,000	0	0	10,000	0	10,000	10,000	10,000	0	0
4306	Grant Party in the Park	3,000	0	0	0	3,000	0	3,000	3,716	3,000	0	0
4310	Grant Food and River Festival	3,000	3,000	0	0	3,000	0	3,000	3,000	3,000	0	0
4317	Grant Carnival	2,500	0	0	0	2,500	0	2,500	2,500	2,500	0	0
4330	Grant TIC	4,000	4,000	0	0	4,000	0	4,000	4,000	4,000	0	0
Overhead Expenditure		62,500	51,695	0	0	62,500	0	62,500	50,437	53,500	0	0
Movement to/(from) Gen Reserve		<u>(62,500)</u>	<u>(51,695)</u>			<u>(62,500)</u>		<u>(62,500)</u>	<u>(50,437)</u>	<u>(53,500)</u>		
201	<u>Town Hall</u>											
1034	Income Town Hall Bookings	6,500	718	0	0	1,000	0	1,000	7,297	2,000	0	0
Total Income		6,500	718	0	0	1,000	0	1,000	7,297	2,000	0	0
4100	Gas	3,500	3,504	0	0	4,667	0	4,667	2,392	6,000	0	0
4101	Electricity	2,500	2,776	0	0	3,334	0	3,334	2,881	5,000	0	0
4102	Non Domestic Rates	10,000	9,200	0	0	10,000	0	10,000	8,420	10,000	0	0
4103	Water Rates	1,500	1,429	0	0	1,800	0	1,800	1,486	2,000	0	0
4104	Window Cleaning	1,400	1,420	0	0	1,600	0	1,600	1,070	1,600	0	0
4106	Repairs and Maintenance	0	10,973	0	0	6,000	0	6,000	3,070	6,000	0	0
4108	Service Contracts	8,000	15,488	0	0	10,240	0	10,240	4,449	10,500	0	0
4109	Trade Waste	1,000	0	0	0	1,200	0	1,200	0	1,400	0	0
4261	Building Condition Reps Works	0	0	0	0	0	0	0	0	70,000	0	0
Overhead Expenditure		27,900	44,791	0	0	38,841	0	38,841	23,768	112,500	0	0
Movement to/(from) Gen Reserve		<u>(21,400)</u>	<u>(44,073)</u>			<u>(37,841)</u>		<u>(37,841)</u>	<u>(16,471)</u>	<u>(110,500)</u>		
202	<u>Asset and Amenities</u>											

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1027	Income - Amenity Services	3,000	4,515	0	0	4,000	0	4,000	2,044	3,000	0	0
1950	Sale of Assets	0	0	0	0	0	0	0	1,100	0	0	0
Total Income		3,000	4,515	0	0	4,000	0	4,000	3,144	3,000	0	0
4000	Salaries ENI & Pension	255,000	209,454	0	0	225,000	0	225,000	187,747	275,000	0	0
4027	Telephones and Mobiles	1,600	1,805	0	0	1,800	0	1,800	1,351	1,500	0	0
4108	Service Contracts	0	0	0	0	0	0	0	1,822	0	0	0
4150	Uniform/PPE	2,000	1,130	0	0	2,400	0	2,400	838	1,000	0	0
4161	Tools and Equipment	1,000	617	0	0	4,000	0	4,000	548	2,000	0	0
4163	Vehicle Running Costs	7,000	7,770	0	0	7,000	0	7,000	4,562	5,000	0	0
4166	Vehicle Leasing	12,000	13,171	0	0	13,000	0	13,000	8,897	5,800	0	0
4163	Repairs and Maintenance	10,000	9,164	0	0	12,000	0	12,000	1,471	8,000	0	0
4167	Street Furniture and Signage	2,000	14,424	0	0	10,000	0	10,000	2,655	7,500	0	0
4177	Churchyard maintenance	0	123	0	0	1,500	0	1,500	340	1,000	0	0
4186	Defibrillators	1,050	3,528	0	0	4,444	0	4,444	1,655	4,000	0	0
4196	Container storage	1,600	1,350	0	0	0	0	0	900	0	0	0
4915	Equipment	0	2,235	0	0	0	0	0	0	0	0	0
Overhead Expenditure		293,250	264,771	0	0	281,144	0	281,144	212,786	310,800	0	0
Movement to/(from) Gen Reserve		(290,250)	(260,256)			(277,144)		(277,144)	(209,641)	(307,800)		
203	Allotments											
1045	Income Allotments	4,700	4,716	0	0	5,000	0	5,000	410	5,000	0	0
Total Income		4,700	4,716	0	0	5,000	0	5,000	410	5,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4200	Water Rates - Allotments	1,700	950	0	0	1,800	0	1,800	411	1,200	0	0
4201	Maintenance - Allotments	300	207	0	0	1,000	0	1,000	72	1,000	0	0
	Overhead Expenditure	2,000	1,157	0	0	2,800	0	2,800	483	2,200	0	0
	Movement to/(from) Gen Reserve	2,700	3,559			2,200		2,200	(73)	2,800		
204	<u>Pavilion and Car Park</u>											
1046	Income - Pavilion	3,000	1,614	0	0	1,500	0	1,500	550	5,000	0	0
	Total Income	3,000	1,614	0	0	1,500	0	1,500	550	5,000	0	0
4250	Telephone - Pavilion	200	104	0	0	300	0	300	276	500	0	0
4252	Electricity	1,100	21,712	0	0	2,300	0	2,300	-6,269	3,000	0	0
4254	Water - Pavilion	200	295	0	0	1,200	0	1,200	394	1,000	0	0
4255	Fire Safety Checks	500	82	0	0	250	0	250	102	250	0	0
4256	Maintenance - Pavilion	1,000	221	0	0	2,000	0	2,000	3,635	4,500	0	0
4257	Insurance - Pavilion	0	0	0	0	1,200	0	1,200	0	0	0	0
4258	Pavilion Development	0	0	0	3,000	0	0	3,000	0	0	0	0
4260	Non Domestic Rates - Car Park	0	2,062	0	0	2,000	0	2,000	829	0	0	0
	Overhead Expenditure	3,000	24,477	0	3,000	9,250	0	12,250	-1,033	9,250	0	0
	Movement to/(from) Gen Reserve	0	(22,862)			(7,750)		(10,750)	1,583	(4,250)		
205	<u>Public Toilets - Market Place</u>											
1060	Contribution to running costs	6,600	5,165	0	0	7,500	0	7,500	0	7,500	0	0
	Total Income	6,600	5,165	0	0	7,500	0	7,500	0	7,500	0	0

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

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		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4101	Electricity	0	0	0	0	0	0	0	0	1,800	0	0
4103	Water Rates	0	0	0	0	0	0	0	0	3,000	0	0
4106	Repairs and Maintenance	0	0	0	0	2,000	0	2,000	799	1,000	0	0
4180	Cleaning	17,000	12,880	0	0	15,000	0	15,000	5,413	7,000	0	0
4185	Electricity supply: Toilets	1,150	1,369	0	0	2,133	0	2,133	1,308	0	0	0
4913	Water	0	0	0	0	2,500	0	2,500	-1,268	0	0	0
	Overhead Expenditure	18,150	14,249	0	0	21,633	0	21,633	6,253	12,800	0	0
	Movement to/(from) Gen Reserve	(11,550)	(9,084)			(14,133)		(14,133)	(6,253)	(5,300)		
	<u>Public Toilets - Bath Road</u>											
4101	Electricity	0	0	0	0	0	0	0	0	1,400	0	0
4103	Water Rates	0	0	0	0	0	0	0	0	2,000	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	1,507	1,000	0	0
4180	Cleaning	0	0	0	0	0	0	0	3,075	7,000	0	0
4185	Electricity supply: Toilets	0	0	0	0	0	0	0	354	0	0	0
	Overhead Expenditure	0	0	0	0	0	0	0	4,936	11,400	0	0
	Movement to/(from) Gen Reserve	0	0			0		0	(4,936)	(11,400)		
210	<u>Corporate Properties</u>											
1040	Income 31 Market Place	6,900	10,217	0	0	6,900	0	6,900	5,625	6,900	0	0
1042	Income Roundhouse	1,600	1,306	0	0	0	0	0	0	0	0	0
1048	Income Art House Cafe	0	0	0	0	6,000	0	6,000	3,083	6,000	0	0
	Total Income	8,500	11,522	0	0	12,900	0	12,900	8,708	12,900	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4175	Costs Art House Cafe	500	4,033	0	0	1,000	0	1,000	593	0	0	0
4178	Costs Roundhouse	0	176	0	0	4,000	0	4,000	282	0	0	0
4191	Costs 31 Market Place	500	3,698	0	0	500	0	500	485	0	0	0
Overhead Expenditure		1,000	7,908	0	0	5,500	0	5,500	1,361	0	0	0
Movement to/(from) Gen Reserve		7,500	3,615			7,400		7,400	7,348	12,900		
211	<u>Art House Cafe</u>											
4100	Gas	0	0	0	0	0	0	0	0	1,000	0	0
4202	Gas	0	0	0	0	900	0	900	0	0	0	0
4913	Water	0	0	0	0	600	0	600	0	0	0	0
Overhead Expenditure		0	0	0	0	1,500	0	1,500	0	1,000	0	0
Movement to/(from) Gen Reserve		0	0			(1,500)		(1,500)	0	(1,000)		
212	<u>Round House</u>											
4101	Electricity	0	0	0	0	0	0	0	0	500	0	0
4102	Non Domestic Rates	0	0	0	0	600	0	600	0	0	0	0
4103	Water Rates	0	0	0	0	0	0	0	0	240	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	0	1,000	0	0
4913	Water	0	0	0	0	240	0	240	0	0	0	0
Overhead Expenditure		0	0	0	0	840	0	840	0	1,740	0	0
Movement to/(from) Gen Reserve		0	0			(840)		(840)	0	(1,740)		
213	<u>31 Market Place</u>											
4106	Repairs and Maintenance	0	0	0	0	1,200	0	1,200	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4108	Service Contracts	0	0	0	0	0	0	0	0	1,000	0	0
	Overhead Expenditure	0	0	0	0	1,200	0	1,200	0	1,000	0	0
	Movement to/(from) Gen Reserve	0	0			(1,200)		(1,200)	0	(1,000)		
215	<u>Depot</u>											
4101	Electricity	0	0	0	0	0	0	0	0	2,000	0	0
4102	Non Domestic Rates	0	0	0	0	0	0	0	230	2,500	0	0
4103	Water Rates	200	90	0	0	250	0	250	135	250	0	0
4106	Repairs and Maintenance	0	0	0	0	1,500	0	1,500	155	4,000	0	0
4109	Electric - Unit	750	944	0	0	2,400	0	2,400	659	0	0	0
4110	Leasing	10,850	8,571	0	0	10,850	0	10,850	3,896	12,350	0	0
4161	Rates-Unit at Bowerhill	2,400	2,295	0	0	2,472	0	2,472	1,835	0	0	0
4184	Fire security: Unit	400	106	0	0	300	0	300	88	300	0	0
	Overhead Expenditure	14,600	12,005	0	0	17,772	0	17,772	6,998	21,400	0	0
	Movement to/(from) Gen Reserve	(14,600)	(12,005)			(17,772)		(17,772)	(6,998)	(21,400)		
220	<u>Play Areas and Open Spaces</u>											
4157	Grasscutting	10,000	11,610	0	0	18,000	0	18,000	12,505	30,000	0	0
4158	Replacement Play Equipment	5,000	0	0	0	50,000	0	50,000	9,821	0	0	0
4165	Maintenance play areas	5,000	2,116	0	0	5,000	0	5,000	2,123	5,000	0	0
4169	Maintenance of trees	2,000	0	0	0	0	0	0	0	2,000	0	0
4179	Tree Planting	0	256	0	0	15,000	0	15,000	0	10,000	0	0
4193	Rospa checks: Play areas	1,050	949	0	0	1,100	0	1,100	395	1,600	0	0
	Overhead Expenditure	23,050	14,932	0	0	89,100	0	89,100	24,844	48,600	0	0

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(23,050)</u>	<u>(14,932)</u>			<u>(89,100)</u>		<u>(89,100)</u>	<u>(24,844)</u>	<u>(48,600)</u>		
221	<u>King George V Park</u>											
4101	Electricity	0	0	0	0	0	0	0	40	5,000	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	2,364	0	0	0
4108	Service Contracts	0	0	0	0	0	0	0	2,174	5,000	0	0
4199	Chemicals	10,000	7,582	0	0	10,000	0	10,000	4,331	2,000	0	0
4313	Sports Roadshow	0	0	0	0	5,000	0	5,000	1,263	5,000	0	0
4900	Water	0	0	0	0	2,200	0	2,200	0	7,000	0	0
Overhead Expenditure		<u>10,000</u>	<u>7,582</u>	<u>0</u>	<u>0</u>	<u>17,200</u>	<u>0</u>	<u>17,200</u>	<u>10,171</u>	<u>24,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(10,000)</u>	<u>(7,582)</u>			<u>(17,200)</u>		<u>(17,200)</u>	<u>(10,171)</u>	<u>(24,000)</u>		
302	<u>Projects</u>											
1050	Grants Received	0	10,912	0	0	0	0	0	10,839	0	0	0
1059	Sponsorship	0	1,135	0	0	0	0	0	0	0	0	0
1174	Christmas Income	0	0	0	0	0	0	0	1,842	0	0	0
Total Income		<u>0</u>	<u>12,047</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>12,681</u>	<u>0</u>	<u>0</u>	<u>0</u>
4073	Environmental Projects	0	0	0	0	1,000	0	1,000	1,957	2,500	0	0
4074	Neighbourhood Plan	5,000	9,339	0	0	5,000	0	5,000	14,650	2,000	0	0
4078	Community Projects	0	206	0	0	1,000	0	1,000	0	1,000	0	0
4080	Melksham in Bloom Competition	0	0	0	1,000	0	0	1,000	502	500	0	0
4081	Melksham Art Project	1,000	0	0	0	2,000	0	2,000	0	1,000	0	0
4083	Virtual Community Hub	5,000	0	0	0	1,200	0	1,200	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4304	Switch on Event	0	0	0	1,500	0	0	1,500	9,450	6,000	0	0
4321	Coronation	0	0	0	0	0	0	0	0	4,500	0	0
Overhead Expenditure		11,000	9,545	0	2,500	10,200	0	12,700	26,559	17,500	0	0
Movement to/(from) Gen Reserve		(11,000)	2,502			(10,200)		(12,700)	(13,878)	(17,500)		
310	<u>East Melksham Community Hall</u>											
4050	Legal	0	1,729	0	0	1,000	0	1,000	0	0	0	0
Overhead Expenditure		0	1,729	0	0	1,000	0	1,000	0	0	0	0
Movement to/(from) Gen Reserve		0	(1,729)			(1,000)		(1,000)	0	0		
403	<u>Economic Dev. and Planning</u>											
1030	Income-Melksham Makers Market	1,000	1,769	0	0	1,000	0	1,000	2,043	2,000	0	0
1089	Income-Hanging Baskets	0	0	0	0	0	0	0	1,328	1,300	0	0
Total Income		1,000	1,769	0	0	1,000	0	1,000	3,371	3,300	0	0
4071	Town Floral Displays	10,000	7,159	0	0	10,000	0	10,000	2,915	10,000	0	0
4080	Melksham in Bloom Competition	500	628	0	-1,000	1,000	0	0	0	0	0	0
4304	Switch on Event	1,200	3,810	0	-1,500	1,500	0	0	0	0	0	0
4308	CCTV	2,500	2,330	0	0	12,500	0	12,500	2,448	0	0	0
4309	Newsletter	4,000	1,568	0	0	4,000	0	4,000	3,696	5,000	0	0
4327	Community Development Support	750	34	0	0	750	0	750	0	0	0	0
4328	Electric/ Climate Development	1,000	0	0	0	0	0	0	0	1,000	0	0
4354	Parking Scheme	1,500	298	0	0	1,500	0	1,500	287	500	0	0
4356	Highways projects CATG	6,000	1,707	0	0	7,500	0	7,500	208	10,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4922	Publicity & Marketing	1,000	705	0	0	2,000	0	2,000	0	1,500	0	0
4925	Town Development	6,500	12,556	0	0	15,000	0	15,000	1,200	15,000	0	0
	Overhead Expenditure	34,950	30,796	0	-2,500	55,750	0	53,250	10,754	43,000	0	0
	Movement to/(from) Gen Reserve	(33,950)	(29,027)			(54,750)		(52,250)	(7,383)	(39,700)		
405	<u>Solar Farm Projects</u>											
1182	Solar money received	40,000	38,620	0	0	38,620	0	38,620	44,190	40,000	0	0
	Total Income	40,000	38,620	0	0	38,620	0	38,620	44,190	40,000	0	0
4900	Solar Money Projects	40,000	0	0	0	38,620	0	38,620	0	40,000	0	0
	Overhead Expenditure	40,000	0	0	0	38,620	0	38,620	0	40,000	0	0
	Movement to/(from) Gen Reserve	0	38,620			0		0	44,190	0		
501	<u>Assembly Hall Central Costs</u>											
1000	Income-Assembly Hall Lettings	20,000	13,502	0	0	38,000	0	38,000	12,936	50,000	0	0
1020	Miscellaneous Income	0	0	0	0	0	0	0	30	0	0	0
1050	Grants Received	0	14,994	0	0	0	0	0	0	0	0	0
	Total Income	20,000	28,496	0	0	38,000	0	38,000	12,966	50,000	0	0
4000	Salaries ENI & Pension	103,000	131,737	0	0	78,000	0	78,000	59,548	85,000	0	0
4900	Uniforms	500	0	0	0	625	0	625	0	500	0	0
4905	Cleaning Materials	1,500	1,561	0	0	700	0	700	1,006	2,000	0	0
4907	Stationery/Printing/Postage	0	19	0	0	600	0	600	82	150	0	0
4908	Advertising	0	2,310	0	0	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4909	Licences	3,500	359	0	0	3,600	0	3,600	1,633	4,500	0	0
4911	Electricity	12,000	5,004	0	0	13,200	0	13,200	11,650	13,500	0	0
4912	Gas	500	170	0	0	1,000	0	1,000	191	350	0	0
4913	Water	2,000	2,193	0	0	2,400	0	2,400	2,058	2,600	0	0
4914	Rates	9,000	8,608	0	0	9,000	0	9,000	7,747	9,500	0	0
4915	Equipment	0	36	0	0	0	0	0	450	0	0	0
4916	Maintenance-Equipment	3,000	4,229	0	0	10,000	0	10,000	2,075	7,500	0	0
4917	Service Contracts	7,000	9,852	0	0	7,200	0	7,200	9,203	12,000	0	0
4918	Maintenance	500	786	0	0	12,000	0	12,000	1,834	7,000	0	0
4922	Publicity & Marketing	2,000	1,976	0	0	4,800	0	4,800	2,124	5,000	0	0
4923	Mnagement Information Systems	1,400	603	0	0	6,600	0	6,600	0	0	0	0
4924	Telephone: security alarms	0	0	0	0	360	0	360	0	300	0	0
4927	Stocktaking	600	120	0	0	600	0	600	260	600	0	0
4929	AIB	1,000	447	0	0	1,800	0	1,800	0	2,000	0	0
4949	Provision/Hire Stage Lights	0	1,080	0	0	1,800	0	1,800	0	0	0	0
4958	Event Security	0	1,268	0	0	2,400	0	2,400	698	1,500	0	0
Overhead Expenditure		147,500	172,356	0	0	156,685	0	156,685	100,558	154,000	0	0
Movement to/(from) Gen Reserve		(127,500)	(143,860)			(118,685)		(118,685)	(87,592)	(104,000)		
510	<u>Assembly Hall Events</u>											
1004	Film shows	500	0	0	0	2,000	0	2,000	38	600	0	0
1173	Live Entertainment	0	35,295	0	0	43,000	0	43,000	29,268	2,000	0	0
Total Income		500	35,295	0	0	45,000	0	45,000	29,305	2,600	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4919	Films: expenses and contract	500	1,573	0	0	2,000	0	2,000	12	300	0	0
4954	PA and Lighting Costs	0	630	0	0	6,000	0	6,000	2,045	1,000	0	0
4960	Live entertainment:	0	28,586	0	0	40,000	0	40,000	17,349	1,000	0	0
	Overhead Expenditure	500	30,789	0	0	48,000	0	48,000	19,406	2,300	0	0
	Movement to/(from) Gen Reserve	0	4,505			(3,000)		(3,000)	9,900	300		
520	<u>Assembly Hall Bar and Catering</u>											
1001	Income-Assembly Hall Bar	20,000	32,666	0	0	60,750	0	60,750	34,465	55,000	0	0
1003	Income Food and Snacks	0	0	0	0	21,500	0	21,500	400	0	0	0
	Total Income	20,000	32,666	0	0	82,250	0	82,250	34,865	55,000	0	0
4901	Catering Stock Purchases	0	0	0	0	10,752	0	10,752	8	0	0	0
4903	Bar Stock Purchases	10,000	13,420	0	0	30,575	0	30,575	15,198	24,750	0	0
	Overhead Expenditure	10,000	13,420	0	0	41,327	0	41,327	15,206	24,750	0	0
	Movement to/(from) Gen Reserve	10,000	19,246			40,923		40,923	19,659	30,250		
901	<u>Earmarked Reserves</u>											
1180	CIL Received	0	38,572	0	0	0	0	0	152,901	0	0	0
	Total Income	0	38,572	0	0	0	0	0	152,901	0	0	0
9202	Unplanned Maintenance	65,780	0	0	0	65,780	0	65,780	9,993	0	0	0
9203	Recreation Fund	2,130	0	0	0	2,130	0	2,130	0	0	0	0
9204	Town Team Project	5,000	0	0	0	5,000	0	5,000	0	0	0	0
9205	IT Hardware	0	0	0	0	0	0	0	0	5,000	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: 2023/2024 Draft Budget Working Group Budget V2.5 13.01.2023

		<u>Budget 2021/2022</u>		<u>Budget 2022/2023</u>						<u>Draft Budget 2023/2024</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9218	Election expenses	10,830	0	0	0	12,830	0	12,830	0	0	0	0
9228	Office Equipment	4,275	0	0	0	4,275	0	4,275	0	0	0	0
9232	Street Furniture	6,837	10,715	0	0	0	0	0	0	0	0	0
9233	Equipment Replacement	21,000	0	0	0	21,000	0	21,000	0	0	0	0
9243	Green Spaces	11,632	889	0	0	10,743	0	10,743	0	0	0	0
9244	Major Projects Reserve	299,900	8,952	0	0	290,948	0	290,948	-1,000	0	0	0
9245	Solar Money	51,743	0	0	0	95,933	0	95,933	0	0	0	0
9246	Precept Support Fund	45,000	0	0	0	45,000	0	45,000	0	0	0	0
9248	CIL	51,091	0	0	0	203,992	0	203,992	0	0	0	0
9249	Jubilee Celebrations	0	0	0	0	3,000	0	3,000	0	0	0	0
Overhead Expenditure		575,218	20,556	0	0	760,631	0	760,631	8,994	5,000	0	0
Movement to/(from) Gen Reserve		<u>(575,218)</u>	<u>18,015</u>			<u>(760,631)</u>		<u>(760,631)</u>	<u>143,907</u>	<u>(5,000)</u>		
Total Budget Income		1,033,550	1,136,964	0	0	1,202,974	0	1,202,974	1,276,593	1,317,790	0	0
Expenditure		1,618,968	1,074,623	0	0	1,973,143	0	1,973,143	815,192	1,317,790	0	0
Movement to/(from) Gen Reserve		<u>(585,418)</u>	<u>62,342</u>			<u>(770,169)</u>		<u>(770,169)</u>	<u>461,401</u>	<u>0</u>		



Job Description

1. JOB DETAILS:	Job Title: Melksham Community Support Senior Project Worker
	Place of work: Melksham and home
	Working Hours: 17.5 hours per week. Normal working hours will be between 9am and 5pm Monday to Friday, with occasional evenings
	Remuneration: £24,350 per annum
	Contract: One year fixed, 1 st April 2023 - 31 st March 2024 (may be extended)

Commented [KB1]: Name of service?

2. JOB PURPOSE:

Oversee and manage the Melksham Community Support Scheme, which helps support older people to resolve practical difficulties, to access information and advice, and to become better connected with their communities.

Recruit, support and supervise volunteers who provide a range of practical and other support to older people in the Melksham area, including helping people with shopping, tasks around the home and offering companionship.

Apply an holistic approach to support planning and co-ordination of input from different professionals and organisations.

3. MAIN DUTIES AND RESPONSIBILITIES:

1) Oversee and manage the Melksham Community Support Scheme:

- Provide supervision and support to the scheme's volunteers who provide the telephone service and those providing practical and emotional support to residents.
- Provide regular opportunities for volunteers to come together to discuss new developments and ways of working and to provide support with any issues.
- Recruit volunteers to the scheme and ensure they have a comprehensive induction.
- Ensure procedures for safeguarding, data protection, client welfare and volunteer safety are agreed and followed.
- Ensure volunteer cover for the scheme's telephone line.
- Proactively engage with key people in local communities and support clients to reconnect where appropriate.

2) Provide support to older people in the Melksham area

- Visit residents in their own homes for person-centered conversations with individuals about their needs, the difficulties they are experiencing and establish what is important to them.
- From that conversation identify and agree realistic and attainable goals that can be achieved that would improve the quality of the individual's life and independence.
- Provide practical support to individuals to achieve agreed goals.



- Offer advice to clients and carers to manage practical tasks through a problem-solving approach, signposting to appropriate services and connecting people with scheme volunteers as appropriate.
- Develop knowledge of local services to enable the individual to access a range of services to meet their needs and provide the essential link between them.
- Ensure individuals are engaged and connected with their local community and other organisations.
- Help people access community care assessments as well as carers assessments, where potentially eligible; following up to ensure the process is going smoothly and have knowledge of outcomes.
- Supply basic information on relevant benefits and refer on for more in-depth advice where required.
- Work closely with other Age UK Wiltshire services to assist older people.
- Identify when there is a need for urgent action or for a step-up in care and alert the relevant professional(s).
- Help people access other services by making active referrals.

3) Record keeping and project evaluation:

- Complete progress reports, updates, and case studies, as required, including person specific progress and project progress to meet Age UK Wiltshire contractual requirements.
- Ensure accurate, timely and effective data recording including details of guided conversations, the help and support provided, and actions taken by relevant people.
- Attend and make contributions in meetings, presenting information as requested.
- Identify opportunities and gaps in services, feeding back information on this as well as service quality and accessibility.

4) General responsibilities:

- Contribute to the wider aims and objectives of the service.
- Uphold the values of Age UK Wiltshire.
- Take part in Melksham Town Council, Melksham Without Parish Council and Age UK Wiltshire events and activities as agreed.
- Attend regular supervision sessions and annual appraisals with line manager to provide feedback and enhanced future planning and direction.
- Attend staff meetings, training courses and other meetings as required.
- Comply with Age UK Wiltshire policies regarding Safeguarding, Equality, Diversity & Inclusion, Health and Safety and Confidentiality.
- Carry out any other duties as may be reasonably required from time to time.

**SERVICE LEVEL AGREEMENT
BETWEEN
AGE UK WILTSHIRE (AUKW), MELKSHAM TOWN COUNCIL AND MELKSHAM
WITHOUT PARISH COUNCIL
FOR THE PROVISION OF
THE ~~MELKSHAM~~ COMMUNITY SUPPORT ~~SERVICE~~ SCHEME 2023-2024**

Commented [KB1]: Think about name

1. SERVICES

1.1. The following service is covered by this Agreement:

1.2. The provision of the Melksham Community Support ~~Scheme~~ Service, which aims to support ~~older~~ people across the area served by Melksham Town Council and Melksham Without Parish Council.

1.3. The project outcomes are to:

1.3.1. Improve the ~~wellbeing of older people~~ living in ~~the Melksham community area~~ Melksham and Melksham without, by offering support, access to information and practical help.

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1.3.2. Ensure that support is available to ~~those who need it most~~, particularly those who don't have a support network.

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1.3.3. Promote the take-up of welfare benefits and access to other sources of ~~financial support~~.

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1.3.4. Promote and provide ~~holistic support~~ tailored to the individual's need.

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~~1.3.3-1.3.5.~~ Provide an ~~evidence base~~ of future needs.

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1.4. The service will be delivered primarily through an AUKW employed, trained and supported Senior Project Worker (SPW), who will:

- ~~Develop a communication and marketing strategy to promote the support available for older people widely across Melksham and Melksham Without, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces, news articles, social media and working in partnership with groups and organisations operating in the area. People under the age of 60 will be included in the service by exception, for example people who have health issues, need support and do not have a network.~~
- Recruit, support and supervise volunteers involved in the delivery of the ~~service scheme~~.
- Ensure robust procedures, ~~policies and risk assessments~~ for safeguarding, client welfare, volunteer safety, ~~DBS decisions~~, etc.
- Undertake guided conversations with clients accessing the service, to identify their needs and how these can be met; identify sources of support, which will include community support volunteers and AUKW and other services. These guided conversations will usually take place at the client's home.
- ~~Establish an active referral system for other organisations to refer clients for support.~~

- Refer to other services and organisations as necessary, for example Carers Support, Dorset & Wiltshire Fire and Rescue, Alzheimer's Support, Wiltshire Council, other charities.
- Identify gaps in services and feed back to Melksham Town Council and Melksham Without Parish Council, and ensure other stakeholders, including Wiltshire Council, are kept informed, and Wiltshire Council.
- Maintain the Melksham Community Support phone number and an up to date databasedatabase.
- ~~- Promote the support available for older people widely across the Melksham community area, for example giving talks to local groups of older people, making sure leaflets and factsheets are available in public spaces and working in partnership with groups and organisations operating in the area.~~
- Adhere to the values of Age UK Wiltshire, Melksham Town Council and Melksham Without Parish Council.

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1.5. The SPW will be managed and trained by a senior member of staff at AUKW.

1.6. This agreement sets out the terms and conditions that both parties have agreed to as regards the provision of the service detailed above.

1.7. This agreement commences on 1st April 2023 and continues until 31st March 2024. Discussions about extending the agreement into 2024/25 will take place in November 2023.

2. PAYMENT AND FINANCIAL CONDITIONS

2.1. The service will be funded as follows:

Melksham Town Council - £~~944,050~~00 per annum.

Melksham Without Parish Council - £~~944,050~~00 per annum.

Payment will be made quarterly in advance, on receipt of an invoice from AUKW.

The service will also be supported by a grant of £5,000 from Melksham Area Board for 2023/24.

2.2. AUKW shall keep appropriate written records to show how the funding for this service is being used only within the project parameters.

2.3. Melksham Town Council and Melksham Without Parish Council shall have the right to examine these records and to request ~~an annual~~ report on performance.

3. MANAGEMENT RESPONSIBILITIES

3.1. AUKW will notify Melksham Town Council and Melksham Without Parish Council of any material changes to its constitution or charitable objectives if they affect the service being provided under this service agreement.

3.2. AUKW shall have in place appropriate policies and procedures as required by this service agreement.

3.3. AUKW, Melksham Town Council and Melksham Without Parish Council will ensure that any matters that may affect services being provided under this service agreement shall be made disclosed in a timely manner and on the understanding that confidentiality will be respected.

4. PERFORMANCE MEASURES

4.1. Performance indicators / targets will be agreed and will be monitored during the term of the project, with quarterly reports provided to Melksham Town Council and Melksham Without Parish Council. Service review meetings, attended by the AUKW Senior Project Worker and senior manager, will be held quarterly.

4.2. Reports will include:

- Number of referrals received
- Number of guided conversations and types of issue identified, compared to the financial year 2022/23.
- Number and type of volunteer inputs
- Number of clients and volunteers engaged during the quarter
- Financial gains~~Benefits gained~~ for clients (£)
- Age UK Wiltshire e~~E~~nquiry codes
- Referrals to other sources of support
- Outcome evaluation
- Gaps identified

4.3. Age UK Wiltshire will be responsible for ~~making reporting any serious untoward incident to~~ Melksham Town Council and Melksham Without Parish Council Clerks aware of any serious incidents that might impact on service delivery immediately.

5. CONFIDENTIALITY

5.1. Both parties must comply with the requirements of the Data Protection Act 2018 (~~DPA 2018~~), and the UK General Data Protection Regulation (UK GDPR), in so far as they apply to the provision of the service and/or otherwise to this agreement.

5.2. Both parties will keep confidential any information supplied in connection with this agreement or that is obtained in the course of providing the services. Should the contract end, Age UK Wiltshire will ensure that Melksham Town Council and Melksham Without Parish Council have up to date information about clients supported through the service proportionate to their needs for emergency planning, volunteer supervision, etc.

6. PERSONNEL ISSUES

- | ~~6.7~~.1 Age UK Wiltshire will recruit, train and employ a half-time member of staff, dedicated to this project.
- | ~~6.7~~.2 Age UK Wiltshire will have in place a rigorous recruitment and selection procedure, which meets the requirements of legislation, equal opportunities and anti-discriminatory practice.
- | ~~6.7~~.3 Age UK Wiltshire will ensure that DBS checks are conducted for staff and volunteers as required by legislation.
- | ~~6.7~~.4 Age UK Wiltshire will work towards ~~ensuring~~ that staff and volunteers are familiar with, and follow, all relevant policies on the protection of vulnerable adults.

7. INSURANCE

- 7.1. Age UK Wiltshire will ensure that its insurance policies are adequate to cover all eventualities in the provision of this service, and maintain the following minimum cover:
- Public Liability Insurance: £5 million.
 - Employers Liability: £10 million
 - Adequate professional indemnity, errors and omissions or malpractice insurance.
- 7.2. The above cover will be maintained with a reputable company or companies and Melksham Town Council and Melksham Without Parish Council will be provided with documentation which ~~on request, such information as may be reasonably required to confirm~~s that the insurance referred to above has been affected and is adequate and in force at all times.

8. STATUTORY OBLIGATIONS

- 8.1. Both parties will comply with all relevant current and future legislation applicable to the provision of the service.

9. FREEDOM OF INFORMATION

- | 10.1 ~~All~~Both parties must comply with the requirements of the Freedom of Information Act 2000 as they apply to the provision of this service.

10. SIGNATORIES TO THE AGREEMENT

Melksham Town Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Town Council:

Date:

Melksham Without Parish Council

We authorise the purchase of the service identified in this Service Agreement and undertake to pay Age UK Wiltshire for the delivery of the service.

Signed on behalf of Melksham Without Parish Council:

Date:

Age UK Wiltshire

We agree to provide the service identified in this Service Agreement and to abide by the terms and conditions contained in this agreement.

Signed on behalf of Age UK Wiltshire:

Date:

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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:

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