

## **Melksham Town Council**

### **Minutes of the Finance, Administration and Performance Committee meeting held on Monday 20th March 2023**

**PRESENT:** Councillor S Mortimer (Chair)

Councillor P Aves  
Councillor C Forgacs  
Councillor S Rabey

**IN ATTENDANCE:** Linda Roberts – Town Clerk

**OFFICERS:**

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

#### **16/22 Apologies**

Apologies were received from Councillors J Crundell and Hubbard.

#### **17/22 Declarations of Interest**

Councillor Goodhind declared a non-pecuniary interest in any matter being discussed concerning Parkrun; as a Committee Member of the Parkrun Group.

#### **18/22 Minutes**

The minutes of the meeting held on 23<sup>rd</sup> January 2023, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

#### **19/22 Grant Awards (final quarter of 2022/2023)**

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

**UNANIMOUSLY RESOLVED** that the application from Chippenham Kick Boxing group be refused; it is not a Melksham organisation and the grant was retrospective.

The Chair, Councillor Mortimer noted that there were two members of the public present, representing community groups who had applied for a grant and invited those to speak to their applications. To allow this it was proposed by the Chair Councillor Mortimer, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to suspend Standing Orders to allow those present to speak.

### **Chris Pickett – The Riverside Centre**

Chris Explained that the Riverside Centre had applied for a grant of £1,000.00; advising tha the building was built circa 1970 and still had the original windows, consequently heat loss is huge. They had received a grant of £4,000.00 from the Area Board however, the total cost of replacement windows was in the region of £8,000.00 to £9,000.00. Coupled with the increase in heating costs a grant from the Town Council would very much be appreciated.

Standing Orders were reinstated.

Councillor Raby commented that the Riverside Centre plays a vital role in the community of Melksham. It was proposed by Councillor Rabey, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to award the Riverside Centre a grant of £1000.00.

To allow the representative from Melksham Lions Club to speak; it was proposed by Councillor Mortimer seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to suspend Standing Orders.

### **Phil Gaskell - Melksham Lions**

Over the last few years their gazebo had completely broken, and they had been using a standard personal garden one which is not fit for purpose. The club were looking to purchase a branded one which is more modern and easier to erect. Phil reminded members that all monies raised by the Lions goes back to local charities.

Standing Orders were reinstated.

It was proposed by the Deputy Town Mayor, Councillor Mortimer, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to award Melksham Lions Club a grant of £708.57.

The remaining grants were considered by the Committee Members and it was proposed by Councillor Rabey, seconded by Councillor Goodhind and

**UNANIMOUSLY RESOLVED** to award grants as follows:

- 2385 Squadron ATC - £680.40
- All Yours £240.00
- BRAG £350.00
- British Cactus £544.40
- Carer Support Wiltshire £958.00
- Celebrating Age Wiltshire £1,000.00

- Group Five £1,000.00
- Help Counselling £338.00
- Melksham Rugby Club £1,000.00
- Melksham WI £200.00
- Read Easy £500.00
- Sixty Plus Club £1,000.00
- That Meeting Space £800.00

## **20/22 List of Payments to 31 January 2023**

There was a query on page 105 relating to two amounts for photocopier leasing. Town Clerk to check. The Town Clerk was asked to check whether the Forbidden Night's event was done on a split basis.

Councillor Goodhind asked about DDR details, and is the list signed off by the Finance, Administration and Performance Committee?

Councillor Goodhind asked if there are any creditors that are overdue their payment. The Town Clerk advised that the process is much improved. The Town Clerk to check whether there were still any issues. Processing payments.

Councillor Aves asked if there were reason people/organisations were not being paid. The Town Clerk reported that sometimes invoices are not received by Finance. It was suggested that an email address for "accounts" is set up, this would enable the inbox to be monitored by others when staff are away.

It was proposed by the Deputy Town Mayor, Councillor Mortimer, seconded by Councillor Rabey and

**UNANIMOUSLY RESOLVED** to approve the list of payment for Month 10.

## **21/22 Petty Cash Reports to 31 January 2023**

The payments made by Petty Cash for Month 10 were noted.

## **22/22 Monthly Financial Statements to 31 January 2023**

The Financial Statement for Month 10 was noted. Councillor Mortimer commented that amendments to Journal corrects had been done in Month 11, the current month..

## **23/22 Cash Book Reports to 31 January 2023**

The Cash Book income report for the Unity Trust Bank Account for Month 10 of 2022/2023 was noted.

The Cash Book income report for the, Assembly Hall, Lloyds Bank Account for Month 10 of 2022/2023 was noted.

**24/22 Detailed Income and Expenditure Report year to 31 January 2023**

The detailed year-to-date Income and Expenditure Report for Month 10 2022/2023 was noted.

**25/22 Earmarked Reserves year to 31 January 2023**

The Earmarked Reserves report for Month 10 – 2022/2023 was noted with the following comments and observations.

£10,000 is accrued for Street Furniture.

The Ear Marked reserve set up for Jubilee Celebrations has no expenditure showing. The Town Clerk confirmed this would be corrected to show the expenditure.

Councillor Goodhind commented on the Bath Road toilets which were looking derelict. The Town Clerk advised that 50,000.00 had been set aside for their re-opening and that amount included a sum for the Echo toilets planned for KGV. The Town Clerk would liaise with the Head of Operations about giving the area some attention.

Meeting Closed at: 8.00 pm

**Signed:** .....

**Dated:**