



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To: Councillor S Mortimer (Chair)
Councillor S Rabey (Vice-Chair)
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor J Hubbard

24 July 2023

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 31st July 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
Finance, Administration and Performance Committee
Monday 31 July 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

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFhOHhtdz09>

Join Zoom Meeting

Meeting ID: 836 6987 6198 **Passcode:** 481965

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 9 May 2023.

4. Rialtas Accounting Software

To discuss the ongoing issues with the accounting software and consider whether this is still fit for purpose for the Town Council. Should officers begin to prepare alternatives to provide a suitable service to enable provision of financial reports.

We have not been able to supply any reports from the start of the new financial year on 1st April 2023.

For Decision.

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Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Tuesday 9th May 2023

PRESENT: Councillor S Mortimer (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Aves
Councillor C Forgacs
Councillor S Rabey

IN ATTENDANCE: Councillor S Crundell
Councillor G Ellis
Councillor J Oatley

OFFICERS: Andrew Meacham Committee Clerk
Linda Roberts Town Clerk

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

26/22 Apologies

Apologies were received from Councillor J Crundell

27/22 Declarations of Interest

There were no declarations of interest.

28/22 Minutes

The minutes of the meeting held on 20th March 2023 having previously been circulated, were approved as a correct record and signed by Councillor Mortimer.

29/22 Major Grants 2023/2024

29/22.1 Food Festival

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

UNANIMOUSLY RESOLVED to award Melksham Food Festival a grant of £5000 from the Main Grant Budget but with a recommendation to Full Council that £2000 be paid from Reserve.

30/22 CAB

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

UNANIMOUSLY RESOLVED to award Melksham CAB a grant of £5000, but they are to be reminded of the requirements to lodge documents.

31/22 TIC

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

UNANIMOUSLY RESOLVED to award Melksham TIB a grant of £4000, but they are to be reminded of the requirements to lodge documents.

32/22 4Youth

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

UNANIMOUSLY RESOLVED to award 4Youth a grant of £10000.

33/22 Christmas Lights

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

UNANIMOUSLY RESOLVED to defer this item pending receipt of required documentation.

34/22 Carnival

Councillors noted that the Carnival Parade was not taking place this year. Councillor Aves pointed out that the Carnival Committee holds other events throughout the year. Councillor Rabey felt the grant was specifically for the Carnival Parade.

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

UNANIMOUSLY RESOLVED that the grant be denied.

35/22 List of Payments February & March 2023

The Deputy Town Mayor, Councillor Mortimer referred to Items marked as “Debit Card” and asked if details could be made available. The Town Clerk to look into this.

The Deputy Town Mayor, Councillor Mortimer queried an item relating to BJP Consulting Group. The Town Clerk confirmed that this was the KGV lighting consultancy fee.

The Deputy Town Mayor, Councillor Mortimer queried an item relating to hanging baskets. The Town Clerk confirmed that hanging baskets are not put out until the end

of May or early June to avoid frost but that the flowers had already been ordered and paid for.

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

UNANIMOUSLY RESOLVED to approve the list of payments for February & March 2023.

36/22 Petty Cash Reports to 31 March 2023

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

UNANIMOUSLY RESOLVED to approve the Petty Cash Reports to 31 March 2023.

37/22 Monthly Financial Statements to 31 March 2023

The Monthly Financial Statement was noted

38/22 Earmarked Reserves to 31 March 2023

The Earmarked Reserves to 31 March 2023 were noted.

Meeting Closed at: 7.30 pm

Signed:

Dated:

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