

## **Melksham Town Council**

### **Minutes of the Finance, Administration and Performance Committee meeting held on Monday 4th September 2023**

#### **PRESENT:**

Councillor J Crundell  
Councillor C Forgacs  
Councillor J Hubbard  
Councillor Aves, substituting for Councillor Ellis

#### **OFFICERS:**

|                |                 |
|----------------|-----------------|
| Linda Roberts  | Town Clerk      |
| Andrew Meacham | Committee Clerk |

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

**UNANIMOUSLY RESOLVED** to appoint Councillor Forgacs as Chair for the meeting.

**PUBLIC PARTICIPATION:** One member of the public was present.

Debbie Burns, Melksham Cricket Club. Attended to answer any questions about the grant application but also to give an overview. The club has rebuilt since the fire in 2015 with new facilities, three mens teams, a youth program and a ladies and girls team. The first team have just been promoted for the second year running and will play in Division 2 of the Wiltshire County Cricket League. Facilities will be further updated to bring in line with the requirements of the new division.

The club had nominated their groundsman, Tim Carpenter, for a Groundsman of the Year Award. They have been notified that he has won an award and has been invited to Lords for the presentation.

The ladies team is going from strength to strength and the focus now is to develop facilities for the ladies team.

The meeting opened.

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

**UNANIMOUSLY RESOLVED** to recommend to the Mayor to send letters of congratulation to Tim Carpenter on his award and the club on its success.

#### **43/23 Apologies**

Apologies were received from the Chair Councillor Mortimer, the Vice-Chair Councillor Rabey, Councillor Cooke and Councillor Ellis. Councillor Ellis was substituted by Councillor Aves.

**44/23      Declarations of Interest**

There were no declarations of interest.

**45/23      Minutes**

Councillor Hubbard referred to the fact that last year's accounts were signed off by full council with the caveat that they would come before the Finance, Administration and Performance Committee. The Chair requested that it is ensured these are on the agenda for the next meeting.

The minutes of 31 July 2023 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Forgacs.

**46/23      Grants**

Councillor Hubbard suggested dealing with Melksham Cricket Club first, as a representative was present.

There was a discussion on how much was available to be allocated. It was advised that Melksham Council had allowed a budget of £16000, to be allocated over four quarters and that excess could roll over to the next quarter. It was agreed that, as no awards came to committee in the first quarter, £8000 was available.

Grant applications were considered as follows.

*Melksham Cricket Club.*

Councillor Aves asked what equipment was being purchased. Debbie Burns advised that it would be bats and balls and explained that these are lighter in the ladies game.

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

**UNANIMOUSLY RESOLVED** to award Melksham Cricket Club a grant of £335.00.

*Melksham Music Festival*

Councillor Hubbard asked if this was Party in the Park and it was confirmed that it was. Councillor Hubbard commented that the budget included a Major Grant to Party in the Park of £3000 which is not being used.

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

**UNANIMOUSLY RESOLVED** that £1000 be paid from the Major Grant sum of £3000.

Meadowbrook Wiltshire

Councillor Hubbard expressed his concern that this project was not in Melksham Town boundary.

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

**UNANIMOUSLY RESOLVED** to refuse the application.

Wiltshire Scrapstore

Councillor Hubbard expressed his admiration for the Scrapstore but had concerns about the cost and that the project was being run in schools and the Town Council does not fund projects in schools.

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

**UNANIMOUSLY RESOLVED** to refuse the application.

Music for Minatures

It was felt that teaching music to children was admirable but the specific application was weak as there are many child and toddler groups where a concert could be held and it was not clear how much of a benefit to Melksham Town residents it would be.

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

**UNANIMOUSLY RESOLVED** to refuse the application.

Melksham Carnival

The committee expressed concern at the sum requested in view of the stated purpose. It was felt that the application should be resubmitted with details of costing and what the gazebo would be used for, and that council officers would offer support in costing and submitting the application.

Wiltshire and Bath Independent Living Trust Ltd.

It was noted that no documentation had been submitted and therefore the application could not be considered.

Melksham Choral Society

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

**UNANIMOUSLY RESOLVED** to award Melksham Choral Society a grant of £850.00

Melksham Garden Society

It was proposed by Councillor Aves, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to award the Melksham Garden Society a grant of £250.00

Melksham WI

It was proposed by Councillor J Crundell, seconded by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to award the Melksham WI a grant of £200.

Melksham Free Dining

Councillor Hubbard felt that the Town Council required feedback on how the money is spent. It was agreed that the committee would like further information on Melksham Free Dining's structure and work. To that end Melksham Free Dining are to be invited to a future meeting to give a presentation to the Committee.

It was proposed by Councillor J Crundell, seconded by Councillor Hubbard and

**UNANIMOUSLY RESOLVED** to award Melksham Free Dining a grant of £592.00

Melksham PHAB

There was discussion on ticket prices, what the sum was to cover, what the total cost was and evaluation forms. It was agreed that repeat applications for a grant should include an evaluation report of how the previous grant was spent.

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

**UNANIMOUSLY RESOLVED** to award Melksham PHAB a grant of £300.00.

Splash (Community First Wiltshire)

There was discussion on how to ensure the grant is used for Melksham Town residents and not the wider Melksham area.

It was proposed by Councillor Hubbard, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to award Splash a grant of £768.00 being £64 per young person, up to a maximum of 12 that live within the Melksham Town boundary. Splash are to provide postcodes to show the beneficiaries live within the Melksham Town boundary before the funds are paid.

Carer Support Wiltshire

Councillor Hubbard advised that the Area Board had set aside a large sum for young carers and he did not believe it had all been allocated. He suggested giving £500 and Carer Support Wiltshire could make applications to other parishes and the Area Board.

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

**UNANIMOUSLY RESOLVED** to award Carer Support Wiltshire a grant of £500.

*Read Easy North & West Wiltshire*

It was proposed by Councillor Hubbard, seconded by Councillor J Crundell and

**UNANIMOUSLY RESOLVED** to award Read Easy North & West Wiltshire a grant of £500.00.

Total of grants awarded £4295.00.

**47/23 Detailed Income & Expenditure by Budget Heading 31/07/2023**

Councillor Hubbard queried the increase in stationery spending. The Town Clerk advised this was down to mis-coding and that the problem was often a question of interpretation or incomplete information. Mid-coding, and the problems caused to councillors when signing off accounts, was discussed. Two suggestions were made to tackle the problem.

- a) When time permits, a crib-sheet of codes is produced.
- b) Statements be accompanied with a report highlighting variances and what has caused them. Councillor Hubbard asked that it be recommended to Full Council to discuss what needs to be done to implement this.

Councillor Hubbard queried the variances on live entertainment figures (Page 116 of Agenda Pack). How has there been a £3000 loss when two years ago Council said would not put on any live events. The Town Clerk advised she would check with the Assembly Hall team. Councillor Hubbard asked for a written reply with a breakdown.

**48/23 Monthly Financial Statement 31 July 2023**

The Monthly Financial Statement to 31 July 2023 was received.

**49/23 Payments and Receipts**

After committee had received the lists Councillor Aves asked why there were so many cheques to sign and why could Lloyds not move to BACS? The matter, including safeguards, was discussed and the Town Clerk said she would look into making the change.

**50/23      Unity Payments**

Lists of Unity payments for April, May, June and July 2023 were received.

**51/23      Unity Receipts**

Lists of Unity receipts for April, May, June and July 2023 were received.

**52/23      Lloyds Payments**

Lists of Lloyds payments for April, May, June and July 2023 were received.

**53/23      Lloyds Receipts**

Lists of Lloyds receipts for April, May, June and July 2023 were received.

**54/23      Petty Cash Payments**

Lists of Petty Cash payments for April, May, June and July 2023 were received.

**55/23      Petty Cash Receipts**

List of Petty Cash receipts for June 2023 were received.

**56/23      Earmarked Reserves**

A request was made that the projected spend column is broken down. The Town Clerk referred to the page following the report. There was a discussion arising from the report and certain items were clarified.

There was a short discussion of the developing Action Plan and Councillor Hubbard made some suggestions.

The report was received.

Meeting Closed at: 8.35 pm

**Signed:** .....

**Dated:**