

Melksham Town Council

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

PRESENT: Councillor S Mortimer (Chair)
Councillor S Rabey (Vice-Chair)
Councillor G Ellis
Councillor J Westbrook
Councillor Stokes (substitute)

IN ATTENDANCE:

OFFICERS:	Linda Roberts	Town Clerk
	Andrew Meacham	Committee Clerk
	Hugh Davies	Head of Operations

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

57/23 Apologies

Apologies were received from Councillor Cooke, Councillor J Crundell, Councillor Forgacs and Councillor Hubbard.

Councillor Forgacs was substituted by Councillor Stokes.

58/23 Declarations of Interest

There were no declarations of interest.

59/23 Minutes

The minutes of 4 September 2023, having previously been circulated, were approved as a correct record and signed by Councillor Mortimer.

60/23 Presentation from Melksham Free Dining

Geoff Robinson, Louisa Lewis and Didi McCloud attended on behalf of Melksham Free Dining.

Geoff gave an overview of Melksham Free Dining CIC's organisation, finances and the service it provides.

Didi gave details of the organisations wider aims and handed out a pack containing testimonials from Social Prescribers Jackie Maton and Sindy Uttley, a poem and comments from users showing how much they appreciate Melksham Free Dining.

Members expressed their thanks to Geoff, Louisa and Didi and their admiration for the work done by Melksham Free Dining.

61/23 Grants

St Michael and All Angels' Parish Church Bellringers.

Karen from the Bellringers Group advised that the group wished to add two lighter bells to extend the range from a ring of eight to a ring of ten. It is hoped it will encourage new recruits.

Councillor Ellis asked about noise and Karen confirmed the existing back bell is the loudest and soundproofing measures have been taken.

Councillor Rabey expressed concern about whether the grant could be given because of the religious aspect. The Town Clerk said she had been advised they could because it was an activity and not solely for the fabric of the church.

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

UNANIMOUSLY RESOLVED to award St Michael and All Angels' Parish Church Bellringers a grant of £1000.

Melksham Carnival Group

Michelle Brightwell and Beth Dark. Carnival is a free event and they ultimately hope to be self-funding. They are aware of other events taking place around the same time and hope to use the funding to secure entertainment and first aid cover.

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

UNANIMOUSLY RESOLVED to award Melksham Carnival Group a grant of £1000.

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

RESOLVED to recommend to Full Council that Melksham Carnival Group's Major Grant of £2500 in this year's budget be rolled over to be added to next year's Major Grant.

Bowerhill Baby and Toddler Group

Gemma Humphries, chair of Bowerhill Baby and Toddler Group gave a presentation on the groups work. There was some concern over the split of users between Melksham Town and Melksham Without. There was discussion on Melksham Without Parish Council's grant procedure.

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

UNANIMOUSLY RESOLVED to award Bowerhill Baby and Toddler Group a grant of £500 and ask that they come back to the committee when they have made an application for funding to Melksham Without Parish Council.

62/23 Draft Budget 2024/2025

Questions were asked on various areas of the draft budget.

The draft budget was received and It was **RESOLVED** to recommend to Full Council that an informal budget meeting of full council be arranged.

63/23 Motion from Councillor Mortimer on Rialtas Software

The Chair, Councillor Mortimer spoke to her motion. Questions were asked on the current and proposed new systems.

Councillor Rabey proposed a friendly amendment that the new procedure be adopted at the start of the new financial year to avoid overloading officers. Councillor Westbrook commented that the interim and external auditors had not raised any concerns.

Councillor Mortimer was unwilling to accept the friendly amendment. A vote was held and the motion was defeated with one abstention.

64/23 Major projects Update

Councillor Westbrook introduced the project management reports and answered questions from members. She advised that the latest sheet from each project will be available on Finance, Administration and Performance agendas and the full reports are available to view on One Drive. Councillor Westbrook would also send an email link to members. It was ultimately intended that reports would be available on Melksham Town Council website.

65/23 Payments and Receipts

The Chair, Councillor Mortimer raised queries on various items. The Town Clerk answered some queries and said she would look into others and speak to the accountant.

Councillor Rabey asked if going forward, such queries could be emailed in advance to allow the Town Clerk time to prepare an answer. Councillor Westbrook asked if committee group emails could be created.

Subject to the above, the items were received.

- 66/23 Unity**
Received.
- 67/23 Lloyds**
Received.
- 68/23 Petty Cash**
Received.
- 69/23 Detailed Income & Expenditure by Budget Heading**
Received.
- 70/23 Budget Report**
Received.
- 71/23 Income Report**
Received.
- 72/23 Monthly Financial Statement**
Received.
- 73/23 Earmarked Reserves**
Received.

Meeting Closed at: 9.10 pm

Signed:

Dated: