



# 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 T Price (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor J Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor J Hubbard  
Councillor J Oatley  
Councillor S Mortimer  
Councillor S Rabey  
Councillor Stokes  
Councillor J Westbrook

11 December 2023

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 18th December 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 18 December 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/83669876198?pwd=WlAvY1ZsYVNyUIM3VktqajFzOHhtdz09>

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*

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

*declared on the Register, as well as any other registrable or other interests.*

**3. Questions from Councillors**

To receive questions from Councillors.

**4. Minutes (Pages 1 - 8)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 27 November 2023.

**5. Town Mayor's Announcements**

**6. Police Report**

To meet APS Simon Tuong.

**7. Reports from Unitary Councillors**

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

**8. Committee Appointment**

To appoint Councillor Rabey to the Asset Management and Amenities Committee.

**9. Car Park and Entrance Improvement Project Shurnhold Field (Pages 9 - 18)**

Minutes attached and attention is drawn to item 7.

A question has been raised by Councillor Mortimer regarding approval for continuation of this project but officers are unable to respond at this time. Investigation needs to be carried out on any existing budget and tender details.

For discussion.

**10. Place Studio and Neighbourhood Plan (Pages 19 - 20)**

To allocate additional resources for Melksham Joint Neighbourhood Plan to enable Place Studio to undertake additional work to the end of the process.

A document containing emails from Melksham Without Parish Council is attached.

**11. Internal Audit Year Ended 31 March 2024 - Interim Audit Report (Pages 21 - 34)**

To receive the Interim Audit Report.

**12. Accounts**

To receive financial statements that were before the Finance, Administration and Performance Committee on 20<sup>th</sup> November 2023.

**12.1 Unity** (Pages 35 - 44)

To receive lists for August and September 2023.

**12.2 Lloyds** (Pages 45 - 50)

To receive the lists for August and September 2023.

**12.3 Petty Cash** (Pages 51 - 58)

To receive the lists for August and September 2023.

**12.4 Income Report** (Pages 59 - 60)

To receive the Income Report September 2023.

**12.5 Detailed Income & Expenditure by Budget Heading** (Pages 61 - 68)

To receive the Detailed Income & Expenditure by Budget Heading Statement for September 2023.

**12.6 Budget Report** (Pages 69 - 78)

To receive the Budget Report September 2023.

**12.7 Monthly Financial Statement** (Pages 79 - 80)

To receive the Monthly Financial Statement September 2023.

**13. Local Cycling and Walking Plan (LCWIP) for Melksham,**

This item was referred on from Economic Development and Planning Committee.

Wiltshire Council Press release to note and discuss.

‘Wiltshire Council is asking people in Calne and Melksham to help shape the future of walking and cycling routes in the two towns.

People's views and ideas will be used to help create draft Local Cycling and Walking Plans (LCWIPs) for both Calne and Melksham, before a final round of consultation once the draft plans have been developed.

LCWIPs identify local cycling and walking networks and set out how these routes will be improved over time. The aim is to create coherent and connected networks for pedestrians and cyclists to make it easier for people to choose to travel on foot or by bike, improving air quality, reducing traffic congestion and cutting carbon emissions. Once an LCWIP is agreed and finalised, it is used as the basis for future cycling and walking improvements in that area, and also helps to secure any future funding from the Department for Transport.

The council has already developed a Wiltshire wide LCWIP (with inter-urban routes), along with town LCWIPs for Salisbury, Chippenham, Devizes and Trowbridge, and is looking to produce LCWIPs for other towns in the county in the future.

Cllr Caroline Thomas, Cabinet Member for Transport, said: "LCWIPs serve as vital strategic blueprints for enhancing cycling and walking infrastructure, and so it's important for residents of Calne and Melksham to actively engage in this consultation process. Their input will play a pivotal role in shaping future walking and cycling developments in these towns.

"This first stage of the consultation allows people to pinpoint specific improvements and suggestions to the walking and cycling networks they would like to see in each town on a map.

"We have committed to promoting more walking and cycling in our Business Plan, and these LCWIPs will directly align with these aims once put into action."

This initial consultation is open until 5.30pm on Friday 22 December. To find out more and have their say, people should go to the LCWIP page on our website.'

Link to website:

<https://calne-and-melksham-lcwip.commonplace.is/>

## **14. Committee Minutes**

### **14.1 Economic Development and Planning Committee**

To receive the minutes of the Economic Development and Planning Committee meeting held on 14 November 2023.

[Link to minutes](#)

### **14.2 Staffing Committee**

To receive the minutes of the Staffing Committee meetings held on 6 November 2023 and 28 November 2023.

[Link to 6 November 2023](#)

[Link to 28 November 2023](#)

## **15. Working Group Minutes**

### **15.1 Environment and Climate Working Group**

To receive the notes of meeting on 14 November 2023.

[Link to notes](#)



## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 27th November 2023

#### **PRESENT:**

Councillor S Crundell (Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor G Cooke  
Councillor G Ellis  
Councillor J Hubbard  
Councillor S Mortimer  
Councillor S Rabey  
Councillor Stokes  
Councillor J Westbrook

**IN ATTENDANCE:** Mike Sankey, Wiltshire Councillor

<b>OFFICERS:</b>	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk

One member of the public and one member of the press was present and one member of the public was virtually present

#### **Public Participation**

Colin Goodhind.

Asked questions on the Dog Park. What expertise and/or consultation was employed? What was the sign-off process and how was that linked to authorisation and payment for the installation? What involvement, even if only minimal, the councillor tabling the motion had? Several requests had been made and councillors had been copied in but no answers had been received. He expressed the view that these questions were relevant to any council project involving public money.

He asked for a commitment that he would receive a response and it would be made public. The Committee Clerk advised that he was unable to give a commitment on when but a response would be made. The Town Mayor, Councillor S Crundell referred to the emergency motion which would go some way towards answering the questions.

Joe McCann

Was the statement of 22nd November 2023 the view of the Council or the Clerk. The Town Mayor Councillor S Crundell advised that the Council had not voted on it and it was therefore the view of the Clerk.

**622/23 Apologises**

Apologies were received from the Deputy Mayor, Councillor Price.

**623/23 Declarations of Interest**

There were no declarations of interest.

**624/23 Questions from Councillors**

Questions had been received from Councillor Westbrook and the Deputy Mayor, Councillor Price. In the absence of the Town Clerk, The Town Mayor, Councillor S Crundell advised that answers would be circulated by email once available.

Councillor Hubbard asked about mechanisms for passing on information in the event of sickness. The Town Mayor advised that this would be under discussion by the Staffing Committee and noted that the Locum Clerk would soon be retiring.

For the benefit of members of the public, Councillor Westbrook read out her questions.

**625/23 Minutes**

Councillor Ellis requested an amendment to 604/23 so that 'asked a follow up question' is replaced with 'repeated his question'.

Councillor Aves requested an amendment to 607/23 so that 'PSCO' is replaced with 'PCSO' and 'raining' is replaced with 'training'.

Councillor Aves requested an amendment to 610/23 so that the second reference to 'Councillor Hubbard' is replaced with 'Councillor Oatley'

Councillor Hubbard requested an amendment to 612/23 so that the wording 'Councillor Hubbard re-iterated that we are still not accurately recording our spends against budget codes' is inserted between the 2<sup>nd</sup> & 3<sup>rd</sup> paragraphs.

At the instruction of the Town Mayor, Councillor S Crundell the above amendments were made by hand and the minutes of 30 October 2023 were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

**626/23 Town Mayor's Announcements**

The Town Mayor, Councillor S Crundell made the following announcements.

- The maintenance shed has now been demolished
- The Amenities Team has been undertaking restorative work to the poplar trees in King George V

- The Amenities Team has fixed the fire door, drainage and guttering behind the Assembly Hall to reduce risk of flooding
- There has been a general tidy up around the town
- Water refill point installed in April has saved an estimated 2889 single use plastic bottles
- A thank you to all involved in Remembrance Sunday

Councillor Hubbard, through the chair, expressed his thanks to the Amenities Team for clearing leaves in Laburnum Drive that were leaving a resident housebound.

#### **627/23 Reports from Unitary Councillors**

Councillor Alford commented on efforts that were made to co-ordinate the various road closures and roadworks, in order to minimise disruption. He also advised that there was a 'meet the leader event' on Tuesday at the Campus.

Councillor Hubbard asked members to promote the FUEL event running over the Christmas break. He also advised that he had been appointed the local government director/trustee to The National Youth Agency.

#### **628/23 Virements Requested by Head of Operations**

The Head of Operations gave his report.

There was discussion on the various items.

Councillor Mortimer indicated her view that KGV drainage should be coded 221/4106 from ear-marked reserves.

Councillor Hubbard asked if the new wi-fi system could be installed in the Town Hall and Assembly Hall at the same time as work is done on CCTV.

Concerns were raised about future management of the Assembly Hall.

It was generally felt that work on the Assembly Hall kitchens should be put on hold.

Councillor Mortimer raised the question of taxing the café building. The Town Mayor. Councillor S Crundell asked the Head of Operations to investigate the matter and bring it back to the next full council meeting if necessary.

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

#### **UNANIMOUSLY RESOLVED to**

- (i) obtain a quote and authorise payment of up to £2500 to be able to undertake works so that the wi-fi in the park, Town Hall and Assembly Hall are all utilising the same system.

- (ii) put Assembly Hall kitchen repairs on hold
- (iii) code drainage works as 221/4106
- (iv) approve other virements as requested.

**629/23 Budget 2024/2025**

It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Hubbard and

**RESOLVED** to hold an informal full council budget meeting on Thursday 7<sup>th</sup> December at 6pm.

Members who cannot attend on that day can send in their priorities.

**630/23 Biodiversity Policy**

The Town Mayor, Councillor S Crundell suggested that it should be policy for the Town Council to increase planting. Councillor Hubbard questioned whether the policy was statutory and did the council therefore have power to make changes. The Committee Clerk suggested if the matter was referred to Environment and Climate Working Group, he would clarify the issue with the Locum Clerk before the meeting.

It was proposed by Councillor Hubbard, seconded by the Town Mayor, Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to refer the matter to the Environment and Climate Working Group to consider the policy and action plan and come back to the next full council meeting with suggestions for actions to take and smart objectives.

**631/23 East Melksham Community Hall**

Councillor Westbrook outlined the situation and there was discussion on the proposed site and the situation with Verbena Court.

The position was noted. Councillor Hubbard asked for a written update on when application was submitted, or if not yet submitted, when it will be and how can members access information about what has been submitted.

**632/23 Blue Pool/Assembly Hall**

There was discussion on what was required.

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

**UNANIMOUSLY RESOLVED** that Councillor Aves and the Committee Clerk draft a brief for architects, to then be circulated to members for comment. Any suggestions for architects to be forwarded to the Committee Clerk who is delegated to circulate the brief to architects.

**633/23     Splashpad**

There was discussion on the best option for resurfacing, timing of resurfacing and usage of the splashpad.

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

**RESOLVED** to approve the resurfacing of the splashpad with the non-porous option funded from Major Projects and to instruct the budget group to allocate £5000 a year to a sink fund for the management of the splashpad.

**634/23     Motion on Social Media Policy**

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

**UNANIMOUSLY RESOLVED** to record and share all full council, committee and subcommittee meetings (excluding confidential sessions) to Facebook and for those videos to be kept online for no less than eighteen months after the meeting.

There was a short adjournment for a comfort break.

Councillor Alford left the meeting at 9pm.

**635/23     Social Media Policy**

Councillor Ellis had concerns on the policy and felt it should be seen by an expert.

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

**UNANIMOUSLY RESOLVED** that Councillor Ellis, Councillor Hubbard, Councillor Stokes and the Communications and Events Officer work on a policy to bring back to council.

**636/23     Economic Development and Planning Committee**

The minutes were received.

**637/23     Finance Administration and Performance Committee**

The minutes were received.

**638/23     Staffing Committee**

The minutes were received.

**639/23     ECWG Notes**

The notes were received.

**640/23     Recommendation of Environment & Climate Working Group**

The matter was discussed and it was agreed that all councillors would and should consider all aspects and impacts of decisions.

Councillor Hubbard suggested a standardised report form be introduced including reference to financial, environmental and safeguarding implications and that the matter be brought back to the next full council meeting, with a view to introduction by the start of the next council year. The Town Mayor, Councillor S Crundell expressed the view that this was a sensible course of action.

**641/23     ECWG Terms of Reference**

It was agreed to refer back to Environment and Climate Working Group to tighten up the terms of reference before referring back to full council.

**642/23     Events Working Group Notes**

The notes were received.

**643/23     Melksham Community Support (MCS) Service Project**

The reports were received. Concern was expressed that it was originally agreed that the service would be available to any resident of Melksham, regardless of age. It was agreed that Age UK Wiltshire be invited to address a meeting of council before year 2 funding was allocated.

**644/23     Operation Awake**

Noted.

**645/23     Melksham Carnival**

It was proposed by the Town Mayor Councillor S Crundell, seconded by Councillor Rabey and

**RESOLVED** that the Melksham Carnival 2023 grant be rolled over and added to the 2024 major grant.

**646/23 Appointment of a Representative to Wilts & Berks Canal Trust**

It was proposed by Councillor Ellis, seconded by the Town Mayor Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to appoint Councillor Ellis as representative to the Wilts & Berks Canal Trust.

**647/23 Emergency Motion, Dog Agility Equipment**

Councillor Hubbard read out his motion and there was discussion on the motion and possible solutions.

It was proposed by Councillor Hubbard, seconded by the Town Mayor, Councillor S Crundell and

**UNANIMOUSLY RESOLVED** that

- The equipment be removed.
- Proper advice and guidance from a qualified organisation/individual is obtained as to its suitability. It is noted that, despite Council being previously advised otherwise, such advice is available from The Kennel Club.
- Any changes to the equipment in size and scale are completed prior to reinstallation.
- All appropriate signage is installed and clearly visible to the public prior to installation.
- A full investigation is undertaken to clarify whether the necessary steps were taken to ensure that the equipment procured was suitable and fit for purpose. Whilst there were example images of equipment provided with the quotes presented to council on 28th March, these contained no sizing information.

Meeting Closed at: 9.50 pm

**Signed:** .....

**Dated:**

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**MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING  
held at Melksham Without Parish Council Offices (First Floor), Melksham  
Community Campus, Market Place, SN12 6ES AT 7.00PM**

**Present:** Councillor J Glover (MWPC)  
Councillor D Pafford (MWPC)  
Councillor P Aves (MTC)  
Councillor S Mortimer (MTC)  
Councillor P Alford (MTC)  
Andy Newman (Member of the Friends of Shurnhold)

Teresa Strange – Clerk MWPC  
David Elms – Amenities Manager MTC

**1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS**

Teresa welcome everyone to the meeting, and explained the evacuation procedure in the event of a fire. It was noted that this meeting will be recorded to aid note taking of the meeting.

**2. TO NOTE TERMS OF REFERENCE**

Teresa reminded everyone of the terms of reference for the working party.

**3. ELECTION OF CHAIR (MTC)**

It was noted that the last meeting was chaired by a member of MWPC, which means that a member of MTC would need to be elected as chair for this evening's meeting, in line with the Terms of Reference.

Councillor Alford took the chair.

**4. APOLOGIES**

It was noted that, as MTC had appointed four reps to this working party and only three members had a vote, Councillor Rabey stood down prior to this meeting.

Teresa advised that Councillor Patacchiola was hoping to attend the meeting; however, he was delayed on his way home from work.

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## 6. NOTES

**To approve as an accurate record the Notes and confidential notes of the last meeting held on Thursday 8th September 2021**

**Resolved:** The minutes of the meeting held on 8th September 2021 be approved.

## 7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT

- a) To note progress with applications made for land drainage, Environment Agency and highways consent and consider any feedback received to date.**

Tersea explained that at the last meeting, the working party reviewed the drawings and tenders received for the car park and entrance improvement project. The drawing and tender were approved; however, to date, the works have been unable to commence due to the Environment Agency not granting permission for the works to go ahead. It was explained that permission wasn't granted because the car park site was within 8 meters of a watercourse, in an area where there was known flooding. This was despite the works being to the specification set out by Danny Everett, the Principal Drainage Engineer at Wiltshire Council, who was going to use the spoil to create bunds to prevent flooding in the area. As a result of this, Danny Everett applied to the Environment Agency for £150k to put in flood prevention works at Shurnhold Fields using the land owned by both councils, to put in flood prevention measures to dwellings on Dunch Lane. Teresa had just received confirmation from Danny that he had been successful in obtaining the funding to undertake the proposed flood prevention works; as such, this means that this has now become a Wiltshire Council project. As part of the wider scheme, Danny has the authority to give permission for the car park and entrance project to go ahead.

Councillor Alford advised that Wiltshire Council would need to agree to the scheme for it to go ahead. Teresa advised that she had spoken to Danny with regard to this, and he felt confident that it would be approved as it was to his specification and met the criteria for Land Drainage consent. In addition, Danny had met reps from Wessex Water on site to look at using their spoil from the current mains drainage works in Beanacre to build the bunds to the rear of the Dunch Lane houses, which would be a cost-saving for Wiltshire Council. It was noted that the flood prevention works would need to be completed before the car park improvement works could be started.

Teresa explained that with regard to timeframes for the works, the Wessex Waters main drainage works were due to be completed before Christmas, so the hope was that the spoil from these works could be collected before then, in order for the flood mitigation works to start. She was, however, unable to confirm an exact date as to when the work would be completed at this stage.

Teresa explained that as part of this process, the residents of Dunch Lane needed to be written to; this was to inform them of the work that was due to take place. She suggested that it would be more appropriate if the letter came from the town council, as this was in their parish. It was explained that Danny was also happy to attend a public meeting hosted by the councils.

Teresa reported that Wiltshire Council highways had now confirmed that they were happy with the visibility splays following receipt of latest drawings, so that was now in order.

Everyone welcomed the news of the successful grant for flood prevention work and looks forward to hearing about a start date in due course.

**b) To consider way forward with tenders – to re-tender or negotiate with approved contractor and seek new quotes for capital items (shed) nearer project completion**

It was noted that the tender that was originally approved for this project is now two years old, and therefore expired. Teresa queried whether the working party wished to go out to tender for this project again once there was a firmer date as to when the car park project could start. The alternative to this would be to negotiate any price increase with the successful tender, bearing in mind that all of the tenders were quite close together in terms of cost last time, and the successful tenderer was chosen based on how local to the area they were. After a discussion, it was agreed that officers should not go out to tender again for the project due to the time involved for both officers and the contractors to put together another tender response. It was suggested that officers should contact I&B Ayliffe Ltd, the successful contractor to ascertain whether they were still interested in doing the work first, as there was no point in asking for a cost at this juncture until a firmer date was known as to when work was able to start.

Teresa reminded members that the councils were awarded £5,000 from the Area Board for this project, with the remaining amounts being split 50/50 between the two councils. This was budgeted by both councils at the time; however, two years had now passed since this project had been agreed. Teresa confirmed that the parish council had £10,000 plus the £5,000 from the Area Board in an earmarked reserve, but suggested that this may need to be checked by MTC to ensure that they still have budgeted for this expenditure.

**Resolved:** To not go back out to tender for the car park improvement project and contact I&B Ayliffe Ltd to see whether they are still interested in the works. Negotiations on a price increase to take place with the contractor once a firm date is known for the works to start if I&B Ayliffe Ltd confirms that they are still interested in the project.

## **8. ONGOING MAINTENANCE**

### **a) To note tree work contracted to Acer by MWPC and work undertaken.**

Teresa explained that the parish tree inspections were undertaken every 27 months, so they were in different seasons. This inspection had recently been undertaken, and the trees at Shurnhold Fields were included in the schedule. Teresa reported that a number of trees had been rated as either high or medium risk; therefore, the necessary tree works have already been undertaken at a cost of £700 + VAT, with the spend coming from the Shurnhold Fields maintenance 106 contribution held by Melksham Without.

### **b) To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward**

It was noted that the current mower that the Friends used for grass cutting at Shurnhold Fields was broken beyond repair. As the mower was out of action, JH Jones had been contracted to undertake the cutting of the pathways in the interim until a decision could be made on a way forward. It had been confirmed that the town council amenities had no capacity to undertake the work.

Andy confirmed that the Friends would be happy to continue the grass cutting if a new mower was purchased. He explained that the original mower was a standard sit-on one and felt that any new mower purchased needed to be of a bigger size due to the amount of land that needed to be covered. Andy explained that on top of the pathway grass cutting, there was more grass cutting that was required at the field, for example, around the WW1 trees, so any new mower needed to have the ability to do this work as well. It was clarified that if the councils were to purchase a new mower for the Friends to use, JH Jones would not be required to grass cut on a regular basis and would only need to undertake the annual cut of the whole field that had previously been agreed. Andy explained that the shed, which was part of the car park project, would be required to safely store the mower. It was noted that the shed was unable to be purchased until the car park improvement works had been finished.

Councillor Alford queried with Andy whether he had an idea of the cost of a new mower. Andy confirmed that he hadn't done any investigations into mowers yet; however, as explained above, he felt that a bigger one was required, even if it was a second-hand one. Councillor Aves felt that there needed to be caution around purchasing a second-hand mower, as this may mean that it's not working at its full performance. It was also queried about what would happen with the equipment in the instance of the Friends of Shurnhold Fields folding. It was confirmed that the equipment would be returned to both councils to use and maintain the field. Teresa queried with Andy whether the Friends had a constitution detailing that the equipment would

be returned to both councils if the group folded. Andy agreed that he would check this.

It was highlighted that the dimensions of the shed would also need to be looked at once the model of the mower was established to ensure that it would fit. It was noted that this could mean that the shed may cost more than originally anticipated, depending on the size required.

It was queried whether the s106-maintenance contribution could be used for the mower. Teresa explained that she had previously asked for clarity from the s106 officer at Wiltshire Council on what the fund could be used for. They explained that the developer, Persimmon, had provided the funding for the maintenance of the land, so this principle needed to be applied when using the funds to purchase items. This is why every time an item is purchased for Shurnhold Fields, it is clearly stated in the minutes where the money is coming from; for example, the shed will be coming from the maintenance fund because it is to store the maintenance tools. The car park project; however, is not for maintenance, so the fund is unable to be used for the project.

Councillor Glover advised that there were grant funding sources that the Friends could apply to for funding towards a new mower, such as the Town and Parish Council and Area Board. Teresa advised that BRAG (Bowerhill Residents Action Group) had recently received a grant from the Wessex Water bio-diversity fund, so she would have a look to see what others were around that could be applied to. It was felt that it would be a good idea for the Friends to apply for some funding towards the cost of a new mower. Teresa also explained that the Friends were currently grass cutting under the parish council's public liability insurance, so they may wish to have their own insurance, funds for that could also be applied for in a grant application.

It was felt that the Friends needed to investigate further what model mower would be suitable for their requirements so that they had an idea of the costs in the first instance. This would then aid any grant funding applied for to go towards the purchase of a new mower. It was noted that some grant funding streams expect an element of match funding, which could come from the s106 maintenance funding.

**Resolved:** The Friends of Shurnhold Fields to investigate a suitable mower to meet their requirements so that a cost could be determined to aid any grant funding towards the mower applied for. If match funding is required, the s106 maintenance fund could be used.

### **c) Update from Melksham Town Council on**

#### **i) Bin Emptying Schedule**

David explained that the bins were emptied three times a week, on Monday, Wednesday, and Friday at Shurnhold Fields. He explained

that there had previously been discussions around reducing the number of times the bins were emptied each week to reduce the cost. He felt that if this were the agreed way forward, it would make the loads heavier for his team to carry, which would increase the risk of injury.

It was felt that to make the bin emptying collections more manageable for the MTC amenities team, the weekly bin emptying schedule should be kept to three times per week.

**Resolved:** To keep the bin emptying collections at three times per week as per the current schedule.

## **ii) Amenities Team maintenance activities**

David reported that apart from replacing a few bolts on the bridge, there wasn't any other maintenance repairs to note.

## **iii) Issues arising from weekly visual inspections**

David highlighted that as part of the weekly bin emptying, his team undertakes a visual inspection of the field to ensure that there aren't any safety issues that need to be addressed. He advised that the fence on the top right-hand side of the field has a lot of weeds that would need to be removed as they will eventually weaken the fence. It was not causing an issue at the moment, but it will in the future if this isn't actioned. It was noted that weed killer would solve this issue; however, MTC has a policy of not using glyphosate. Teresa advised that the parish council does undertake weed spraying and use glyphosate, but the side of the field that this issue was on was the town council's side of the boundary.

Teresa highlighted that Himalayan balsam has previously been cleared at the brook to stop it from going further down the water course. She explained that there was legislation in place that stated that it should be removed and shouldn't be allowed to grow wild due to its invasive nature. She advised that it may be too late to clear it now as it would have gone to seed, which would spread it more. Councillor Glover had found some information around this issue and advised that under the Wildlife and Countryside Act 1981, it is an offense to plant or cause Himalayan Balsam to grow in the wild. Himalayan Balsam can be pulled; however, this should be done between the months of April-June before it sets seed. There are also issues around disposing of it if it is unable to be piled up on site. If it has to be taken away from the site, it will have to be collected as controlled waste and must be disposed of at a landfill site that is authorised to accept it.

It was felt that, as it was now too late to remove it this year, it needed to be left and revisited at the next working party to determine how best to remove it.

**ACTION:** To include the removal of the Himalayan Balsam at Shurnhold Fields on the next working party agenda to determine the best way forward on how to remove it.

**d) To consider ROSPA inspection report (if received)**

Not received.

**9. FRIENDS OF SHURNHOLD FIELDS**

**To note any minutes from “Friends” meetings held since the last working party and consider any new requests**

Andy advised that the Friends haven’t had any meetings but had one scheduled for this coming Monday, so he would report back on the items discussed at this meeting.

**10. RESIDENT REQUESTS**

**To consider request for gate access to field and right to horse ride through field for access**

Teresa explained that she had received two requests from residents to have access to the field to horse ride through. One of the requests received was asking for access through Shurnhold Fields to Dunch Lane. They have requested for a small gateway to be made to allow them access into the field, as their horse was stabled on land adjacent to Shurnhold Fields. The other request received appeared to be of a similar nature. Members expressed concerns with regards to the safety of members of the public using the field, especially once the car park was complete. This was because there may be instances where cars are coming one way and a horse unexpectedly comes the other way, which could be a safety issue for both the rider and horse as well as the car driver. Once one request like this has been approved, it sets a precedent for all other requests like this to be approved as well, which increases safety concerns. Teresa highlighted that once the entrance has been completed, there will be a height barrier coming into the car park. With regard to the request relating to a private entrance into the field, this was unable to be approved due to the fact that gates are not allowed to be installed to access other people's land.

After a detailed discussion, the working party did not feel that these requests could be approved based on what was discussed above.

**Resolved:** The above requests could not be approved based on the following reasons:

- If these requests were approved, it would set a precedent for other horse riders to request to use the field. This would mean that this type of access would not be controlled and may cause a safety issue for members of the public.
- Dogs use the field, so it would not be appropriate to allow horses to walk through the field while they are there.
- Gates are not allowed to be installed to access other people's land; therefore, this request cannot be approved.
- Once the car park and entrance work have been completed, there will only be a pedestrian entrance onto the field. Once vehicles are in the car park, there won't be any vehicle access onto the field, apart from vehicles accessing to undertake maintenance. This means that there will be no way for horses to get onto the field.

## 11. **FINANCE AND GOVERNANCE**

### a) **To receive update on progress on the management plan of Shurnhold Fields**

Teresa explained that this was yet to be done. She explained that this was required for two reasons, one as a maintenance schedule and the other to submit planning permission to change the status of the land from playing field to public open space. It was advised that Persimmon, the developer, didn't put in a LEMP (Landscape and Ecological Management Plan), so the planning permission wasn't discharged properly, and now needed to be reapplied for to change its status. It currently means that the field is technically a playing field rather than a public open space. Councillor Glover queried whether there was any reason why the field could not stay as a playing field, as there may be some advantages associated with this designation. It was felt that the pros and cons of each designation needed to be determined first before a final decision could be made.

Councillor Glover had drafted one out, but the action to put it together with input from the Friends hasn't been done yet as it had been an action taken away by Patsy, who had now left MTC. Teresa agreed to send the management plan to Andy ready for their meeting on Monday evening so that they could discuss it then.

As Patsy may have made a start on the plan before she left, Teresa to contact MTC to see whether there was an updated version.

**ACTION:** Officers to investigate the pros and cons of keeping the field a playing field and bring it back to a future meeting for a final decision to be made on its designation.

MTC to work on the Management Plan further to the draft provided by MWPC.

**b) To note current amount in Earmarked Reserve for maintenance (from s106 fund)**

Teresa advised that as at 31st March the reserve stood at £80,008.26. In the current year, £690 had been spent on tree work, and there was expenditure for MTC caretaking duties and JH Jones grass cutting. The MWPC Finance Officer was currently away, so Teresa was unable to get an updated spend to date until she returned. Councillor Alford queried whether any interest made on this money was attributed back into the reserve. Teresa advised that this had previously been looked at, but at the time interest rates were very low, so no interest was being made. This was something that could be looked at again now that interest rates had increased. It was noted that the parish council had done an analysis of their reserves with regard to what was classed as contingency and what was medium term. This was so that funds that were not anticipated to be required for the immediate future could be put in longer term deposits. Teresa explained that it wasn't as simple as saying that the funds held in the reserve received a certain amount of interest because some of the money would be classed as contingency meaning that it wouldn't have been put into a long-term fixed deposit. It was felt that moving forward this should be looked into for any future interest received so that it can feed back into the reserve. It was noted that as both councils held money for each other for different projects an agreement between both councils would need to be made so that its reciprocated.

**ACTION:** Officers to go back to both councils and ask them to consider whether interest made on funds held in accounts for joint projects should be fed back into the respective reserves. If this is agreed an agreement will need to be put together to detail how this will be done.

**12. To agree date and time of next meeting.**

It was agreed that the next meeting would be scheduled once a firm date was confirmed from Danny for the flood prevention works to commence. The working party could then reconvene to look at the revised cost for the car park project.

Meeting finished at 8.25pm

Signed .....

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**Email from Clerk of Melksham Without Parish Council to the Mayor and Deputy Mayor of Melksham Town Council.**

Dear Simon and Tom

I am just getting in touch as I am doing a few hours work this week as part of a phased return to work following a few weeks off with tonsillitis/flu.

There is a large bulk of work to be done in the next couple of weeks and in January on the Neighbourhood Plan.

All the responses have to be collated and a response drafted for each one, that will be published for the Examiner to view.

The meeting last week was held with the planning consultants and the MWPC staff as the MTC staff were not available. That still needs to happen next week, with the work approach agreed and who does what.

We await a date from our planning consultants of when they can come to Melksham to meet next week.

I have rung the town hall this morning and understand that Linda is off sick, with no date of a planned return? And that Heather the locum clerk will be in on Monday but that is her last working day. Andrew was not in today.

So, just flagging at this stage that there is a requirement for a chunky bit of officer time over the next couple of weeks, and then in January to get up to submission stage to Wiltshire Council – the NHP is then out of our hands and apart from replying to any queries from the Examiner, and making any changes he requires, the main bulk of the work will be done.

Perhaps you can advise on who we invite to that meeting next week and confirm what MTC officer resource there will be in December and January.

With many thanks, Teresa

**Email from Chair of Melksham Without Parish Council to the Mayor of Melksham Town Council**

Hi Simon, we can't go on like this with so much being placed on the limited resources of my staff in MWPC. I'm not sure whether it's allowed, but can you use your staffing/contingency money to employ Place to provide your side of the input. They at least know what's going on.

John

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### Signature Details

<b>Name:</b>	Heather xxx
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Our Ref: MARK/MEL004

Mrs H Parks  
Melksham Town Council  
Town Hall  
Market Place  
Melksham  
Wiltshire  
SN12 6ES

1 December 2023

Dear Heather

**Re: Melksham Town Council**  
**Internal Audit Year Ended 31 March 2024 – Interim Audit report**

**Executive summary**

Following completion of our interim internal audit on 1 December 2023 we enclose our report for your kind attention and presentation to the council. The audit was conducted in accordance with current practices and guidelines and testing was risk based. Whilst we have not tested all transactions, our samples have where appropriate covered the entire year to date.

Our report is presented in the same order as the assertions on the internal auditor report within the published AGAR. The start of each section details the nature of the assertion to be verified. Testing requirements follow those detailed in the audit plan previously sent to the council, a copy of this is available on request. The report concludes with an opinion as to whether each assertion has been met or not at the interim audit. Where appropriate **recommendations for action are shown in bold text and are summarised in the table at the end of the report.**

Our sample testing did not uncover any errors or misstatements that require reporting to the external auditor at this time, nor did we identify any significant weaknesses in the internal controls such that public money would be put at risk.

It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose and whilst my report may contain recommendations to change these are not indicative of any significant failings, but rather are pointers to improving upon an already well-ordered system.

It is therefore our opinion that the systems and internal procedures at Melksham Town Council are well established and followed.

**Regulation**

The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. The purpose of internal audit is to review and report to the authority on whether its systems of financial and other internal controls over its activities and operating procedures are effective.

Internal audit's function is to test and report to the authority on whether its specific system of internal control is adequate and working satisfactorily. The internal audit reports should therefore be made available to all Members to support and inform them when they considering the authority's approval of the annual governance statement.

### Independence and competence

Your audit was conducted by Andy Beams of Mulberry & Co, who has over 30 years' experience in the financial sector with the last 13 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

### Engagement Letter

An engagement letter was previously issued to the council covering the 2023/24 internal audit assignment. Copies of this document are available on request.

### Planning and inherent risk assessment

The scope and plan of works including fee structure was issued to the council under separate cover. Copies of this document are available on request. In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR. As part of the inherent risk assessment, we have concluded that:

- There have been no reported instances of breaches of regulations in the past
- The client uses an industry approved financial reporting package
- The client regularly carries out reconciliations and documents these
- There is regular reporting to council
- The management team are experienced and informed
- Records are neatly maintained and referenced
- The client is aware of current regulations and practices
- There has been no instance of high staff turnover

It is our opinion that the inherent risk of error or misstatement is low, and the controls of the council can be relied upon and as such substantive testing of individual transactions is not required. Testing to be carried out will be "walk through testing" on sample data to encompass the period of the council year under review.

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## A. BOOKS OF ACCOUNT

### **Internal audit requirement**

*Appropriate accounting records have been properly kept throughout the financial year.*

### **Audit findings**

The interim audit was conducted on site with the Locum Clerk, who was covering for the Town Clerk at the time of the interim visit. The information advised in advance of the visit had been prepared and was available for review, and overall, I have the impression that accounting records are neatly maintained and easily accessible. Other information was reviewed through discussion with the Locum Clerk and a review of the council website [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)

I'd like to express my thanks to the Locum Clerk for her help and support during the visit at what is clearly a challenging time for the council overall.

The council uses the Rialtas Business Solutions (RBS) accounting package for recording the council's finances. This is an industry specific accounting package and I make no recommendation to change. The accounting package is updated regularly and used to produce management information reports for review at council meetings.

## B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS

### **Internal audit requirement**

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.*

### **Audit findings**

*Check the publication and minuting of the prior year audited AGAR and notice of conclusion of audit*

The External Auditor's Report was not qualified, although the External Auditor noted under other matters 'The smaller authority has not provided a year end bank statement for one of the accounts to support the bank reconciliation to Section 2, Box 8. These were requested as part of our intermediate review procedures. The Cambridge Building Society issue their annual statements as at 31 December. We have seen the statement dated 31 December 2022 and the smaller authority has confirmed there has been no movement on the account between then and the year end, however we have not been able to verify the year end balance.'

The External Auditor's report was delayed, but the council received and published the interim certificate and there is evidence within council minutes of the council being informed of the interim certificate and subsequent sign-off.

**These documents have been published on the council website along with the Notice of Conclusion of Audit as part of the meeting documents, but not under the relevant finance and audit sections of the website. I understand from the Locum Clerk this is due to ongoing issues with the website provider and recommend this is resolved by the year-end as the External Auditor may question the correct publication process being followed as the information is not readily accessible.**

There is evidence within the minutes of council meetings of the receipt and review of the internal auditor's reports during the year.

*Confirm by sample testing that councillors sign statutory office forms*

I confirmed by sample testing that councillors sign "Acceptance of Office" forms. The council website provides details of the councillor's Register of Members' Interests. **I note that the most recently appointed councillor's form is missing from the website and that two former councillor's Register of Interest forms are still listed, and this should be updated as soon as possible.**

*Confirm that the council is compliant with the relevant transparency code*

As the council's income and expenditure exceeds £25,000, it is not a statutory requirement to follow the requirements of the Local Government Transparency Code, although it is recommended best practice to do so. A review of the council website shows that information is published in accordance with the Code.

*Confirm that the council is compliant with GDPR*

The council is fully aware of GDPR and has undergone training. It was noted the council has established common email addresses for all councillors. This is recommended because it gives a natural segregation between work and personal lives, making it clear beyond doubt in what capacity a councillor is acting. In addition to this it gives control to the council, adds a degree of professionalism and in the event of a FOI request limits access to personal computers.

The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide (March 2023) contains updated guidance on the matter as below:

*The importance of secure email systems and GOV.UK*

*5.205. All authorities except parish meetings must now have an official website. To comply with GDPR, councils should provide official email accounts for their councillors as well as for their clerk and other officers.*

*5.206. When choosing a domain name for the council's website and emails, many local council websites are appropriately making use of the official GOV.UK domain (for example, ourparishcouncil.gov.uk), with email addresses being linked to that domain.*

*5.207. Using a GOV.UK domain for your council website and email accounts demonstrates the council's official local government status. Members of the public are increasingly cyber security awareness, so a GOV.UK domain can also help to build trust, and credibility and visibly demonstrates authenticity. Many people will now reasonably expect a local council to have a GOV.UK domain name.*

*5.208. For the purposes of user management, councils should ensure that the proper officer can add and remove member and staff email accounts. Commercial 'dashboard' email and web systems offer centralised searching of all data contained within the system for effective compliance with GDPR Subject Access Requests and Freedom of Information Requests.*

The council has a Privacy Notice and Accessibility Statement on the home page of its website, and it is clear the council has made every effort to comply with the website requirements.

*Confirm that the council meets regularly throughout the year*

In addition to full council, the council has a committee and working group structure in place. Terms of reference were approved at the Annual Council meeting in May 2023, and are published on the council website, along with a diary of future meeting dates and historic agendas and minutes for council and committee meetings.

*Check that agendas for meetings are published giving 3 clear days' notice*

I was able to confirm that at least 3 clear days' notice is given on agendas. Whilst we have not tested every single committee and council meeting there was no evidence of non-compliance in giving three clear days' notice of the meeting.

I note that non-confidential supporting documentation is published on the council website as part of the meeting papers in accordance with the requirements of the Information Commissioner's Office.

*Check the draft minutes of the last meeting(s) are on the council's website*

Draft minutes are uploaded to the council website and clearly annotated as draft.

*Confirm that the Parish Council's Standing Orders have been reviewed within the last 12 months*

The Standing Orders are based on the current NALC model and were most recently reviewed and adopted by council on 22 May 2023 (minute ref 524/23).

*Confirm that the Parish Council has adopted and recently reviewed Financial Regulations*

Financial Regulations are based on the current NALC model and were last reviewed and adopted by council 22 May 2023 (minute ref 526/23). The regulations contain provisions for the approval of spending, setting of budgets, reconciliation of the bank and reporting to council. I note the council also has an adopted Scheme of Delegation to support the Financial Regulations.

*Check that the council's Financial Regulations are being routinely followed*

The council has thresholds in place at which authorisations to spend must be obtained as below:

*FR 4.1. Expenditure (both revenue and capital) is categorised as follows:*

- *Small – contracts below £5,000.*
- *Medium – contracts between £5,000 and £9,999.*
- *Large – contracts between £10,000 and £24,999 and*
- *Very Large – contracts for £25,000 and over.*

*Contracts may not be disaggregated to avoid controls imposed by these regulations.*

*FR 4.2. Revenue expenditure may be authorised up to the amounts included for that class of expenditure in the approved budget. Should the expenditure exceed the approved budget, authorisation must be provided by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').*

*FR 4.3. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Town Clerk and the Chair of Council or relevant committee. The Town Clerk will inform committees of any changes impacting on their budget requirement for the coming year in good time.*

*FR 4.4. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £10,000.00. The Clerk shall report such action to the chair as soon as possible and to the council as soon as practicable thereafter.*

Based on the level of financial activity of the council, these authorisation thresholds appear appropriate.

A review of council agendas, minutes and supporting papers shows that council authorises payments in accordance with the adopted Financial Regulations. A review of the invoices shows that these are neatly filed, with each annotated with the nominal code used to process each transaction.

*Confirm all section 137 expenditure meets the guidelines and does not exceed the annual per elector limit of £9.93 per elector*

The council has adopted the General Power of Competence (GPC) and the section 137 threshold does not apply.

*Check receipt of VAT refund matches last submitted VAT return*

The council submits its VAT return on a quarterly basis. I reviewed the submission for the period ending 30 September 2023 which showed a refund amount due of £26,088.52 and was fully supported by the required details. I was able to confirm receipt of this amount to the council's bank account on 30 October 2023. The council is up to date with its VAT submissions.

*Confirm that checks of the accounts are made by a councillor*

The system noted above details internal review takes place and I am under no doubt that council properly approves expenditure.

## C. RISK MANAGEMENT AND INSURANCE

### Internal audit requirement

*This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.*

### Audit findings

The council has a risk assessment and risk management policies in place, which were reviewed and approved at the council meeting held on 28 March 2023 (minute ref 477/22). I reviewed the financial risk assessment, which includes an analysis of each risk, the monitoring and mitigation measures in place and an assessment of the overall risk as low/medium/high.

I was also provided with a copy of the playground risk assessments completed by Town Council staff.

This is a comprehensive approach and includes analysis of all risks typically associated with a council of this size with its range of services and facilities and demonstrates that the council takes its risk management responsibilities seriously.

I confirmed that the council has a valid insurance policy in place with Aviva which covers the year under review. The policy includes Public Liability and Employers Liability cover of £10 million each and an Internal Crime (Fidelity Guarantee) level of £1,200,000. **Based on the balances held at the date of the interim internal audit, I recommend the council considers increasing the Internal Crime level to ensure it covers the maximum balance held at any point during the year.**

## D. BUDGET, PRECEPT AND RESERVES

### Internal audit requirement

*The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.*

### Audit findings

The council set a precept of £99,784 for 2023/24. With a tax base of 5,915.9, this equates to a band D equivalent of £169.00 (compared to the average in England of £79.35).

The Locum Clerk confirmed that the 2024/25 budget setting process is underway, with a draft budget having been prepared. A meeting is scheduled for 7 December to discuss further with the aim to agree the final budget and precept at the council meeting scheduled for 22 January 2024.

Financial Regulation 4.9 states 'The Town Clerk shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be more than 15% of the budget.'

There is evidence within the minutes of meetings that reviews of financial performance take place during the year, providing councillors with sufficient information to make informed financial decisions.

I note that at the date of the interim audit, there is a sum of £2,707.05 held as a credit balance on the suspense account, which will need to be investigated and if possible, resolved by the end of the financial year.

*[After the interim visit, the Locum Clerk provided me with an explanation for the amount held on the suspense account and I am under no doubt that this matter will be resolved by the end of the financial year].*

There is evidence of credit control processes in place, both through agreed processes within the council's financial risk assessments and a review of outstanding amounts due at the date of the interim internal audit.

The council holds circa £894,000 in an earmarked reserve at the date of the interim audit, along with a further sum of £52,520 in a Community Infrastructure Levy (CIL) earmarked reserve. I note that an amount of £315,030 has been transferred from the CIL EMR to the EMR during the year, and the Locum Clerk confirmed that this is to fund the Community Hall project. A more detailed breakdown of the EMR, split to show the specific projects the funds have been allocated to, may be beneficial and more transparent to demonstrate the council's plans.

The council has an adopted Reserves Policy, which includes the following *‘As stated above there is no hard and fast rule governing the level of general reserve, using a ratio of Precept to income generated from activities, in this Council 60% Precept 40% other income, the cash flow risk is considered to be medium, based on this income mix the level of General Reserve should be between four and six months operating costs (excluding capital projects). If the General Reserve drops below four months operating costs it should be topped up by either contribution from the Precept or by virement of sufficient funds from the Earmarked or Major Projects Reserves to restore the General Reserve to an acceptable level. If the General Reserve exceeds six months operating costs, surplus funds should be carried into the Major Projects Fund or a new Earmarked Reserve created to support future years Precept.’*

The Joint Panel on Accountability and Governance (JPAG) Practitioner’s guide states *‘the generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure’* (para 5.33).

The general reserve balance at the date of the interim audit was circa £364,000 and therefore aligns to the council’s adopted policy and the JPAG guidance.

## E. INCOME

### **Internal audit requirement**

*Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

### **Audit findings**

Apart from the precept, the council receives income from a range of sources including Assembly Hall hire and event income, allotment rents, Town Hall income, market income, VAT refunds and bank interest.

A review of the detailed RBS income reports shows that receipts are processed with sufficient narrative detail to identify the source of the funds and appear to have been processed to the most appropriate nominal code.

Financial Regulation 9.3 states *‘The council will review all fees and charges at least annually, following a report of the Town Clerk.’*

**The Locum Clerk confirmed that a review of fees and charges has not been carried out yet, and this will need to be completed by the end of the financial year to comply with the requirements of the Financial Regulations.**

## F. PETTY CASH

### **Internal audit requirement**

*Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for.*

### **Audit findings**

The council maintains a small petty cash float used for incidental expenditure items and this is reconciled monthly and managed as a separate cashbook through the accounting system.

The council’s adopted Financial Regulations include details on the management of petty cash and include FR 6.18 which states *‘The Town Clerk may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the Town Clerk with a claim for reimbursement.’*

- a) The Town Clerk shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept substantiating the payment.*
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.*

*c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.'*

A review of the petty cash records shows that receipts are maintained for expenditure items in accordance with the Financial Regulations, but **I note that there is evidence of other amounts being paid into the petty cash which is contrary to FR 6.18(b). The council must ensure that cash received is banked and allocated correctly to the appropriate nominal code in the accounting software, and I will review the compliance with this at the year-end internal audit to confirm if a positive sign-off for this internal control objective can be achieved.**

## G. PAYROLL

### **Internal audit requirement**

*Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

### **Audit findings**

Payroll services are provided by Wiltshire Council for processing payroll, who calculates the PAYE and pension deductions and make the payments to staff, HMRC and the pension provider. Information is provided to them each month confirming hours of any temporary/casual staff, and the resulting calculations are checked upon receipt. The Locum Clerk is paid through payroll and is therefore included as a staff member, rather than a contractor.

I reminded the Locum Clerk that only salary, HMRC and pension payments should be included in box 4 on the Annual Governance and Accountability Return (AGAR) and any other staff costs, such as travel and mileage claims, should be recorded in box 6.

There are no councillor allowances, with only a Mayor's allowance paid.

## H. ASSETS AND INVESTMENTS

### **Internal audit requirement**

*Asset and investments registers were complete and accurate and properly maintained.*

### **Audit findings**

The council maintains a fixed asset register in Excel format, which is published on the council website. I reviewed the asset register, which includes a summary page and then a detailed breakdowns of assets within each area of the council's business, with information including acquisition dates, condition, insurance value, supplier and original cost. Assets gifted/donated to the council are correctly listed with a nominal £1 value for the purpose of the asset register.

A check of the register to ensure it is up to date and matches the AGAR information will be completed at the year-end audit.

The council has no PWLB borrowing, although I note that an agenda item for consideration at the council meeting scheduled for 19 December 2022 is to consider a potential PWLB loan for a new maintenance shed.

Financial Regulation 8.4 states *'The council's Investment Strategy and Policy shall be reviewed by the council at least annually.'*

The council has an adopted Investment Strategy and Policy which was most recently adopted by council on 24 January 2022 (minute ref 240/21).

The council has no long-term investments at present, pending the outcome of deliberations on the Diversification of Town Council Funds report.

The council has no borrowing nor long-term investments although I note the council has adopted an Investment Strategy to support its future decision making on placement of funds in accordance with the [Statutory Guidance on Local Authority Investments](#). I note that the council also received an investment report at the Annual Council meeting in May 2023.

**I. BANK AND CASH****Internal audit requirement**

*Periodic and year-end bank account reconciliations were properly carried out.*

**Audit findings**

Financial Regulation 2.2 states 'On a regular basis, at least once in each quarter, and at each financial year end, two members other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the Town Clerk. The member shall sign the reconciliations and the original bank statements or similar document as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council's Finance, Admin. and Performance committee.'

Bank reconciliations are completed monthly. I reviewed the reconciliations presented for the interim audit and was able to confirm the balances to the bank statements and found no errors.

**I note that although the bank reconciliations have been signed, there is no evidence of the bank statement being signed and I will need to see evidence of this activity being completed before the year-end to achieve a positive sign-off for this internal control objective.**

Due to the size of the council's budget, it receives no protection from the Financial Services Compensation Scheme (FSCS).

**J. YEAR END ACCOUNTS****Internal audit requirement**

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

**Audit findings**

Testing to be conducted at final audit.

**K. LIMITED ASSURANCE REVIEW****Internal audit requirement**

*IF the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")*

**Audit findings**

The council did not certify itself exempt in 2022/23 due to exceeding the income and expenditure limits and this test does not apply.

**L: PUBLICATION OF INFORMATION****Internal audit requirement**

*The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation*

**Audit findings**

Testing to be conducted at final audit.

**M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS****Internal audit requirement**

*The authority has demonstrated that during summer 2022 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.*

**Audit findings**

Inspection – key dates	2022/23 Actual
Date AGAR signed by council	26 June 2023
Date inspection notice issued	27 June 2023
Inspection period begins	28 June 2023
Inspection period ends	8 August 2023
Correct length (30 working days)	Yes
Common period included (first 10 working days of July)	Yes

I am satisfied the requirements of this control objective were met for 2022/23, and assertion 4 on the Annual Governance Statement can therefore be signed off by the council.

**N: PUBLICATION REQUIREMENTS****Internal audit requirement**

*The authority has complied with the publication requirements for 2022/23. Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.*

*Before 1 July 2023 authorities must publish:*

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
- Section 1 - Annual Governance Statement 2022/23, approved and signed, page 4
- Section 2 - Accounting Statements 2022/23, approved and signed, page 5

*Not later than 30 September 2023 authorities must publish:*

- Notice of conclusion of audit
- Section 3 - External Auditor Report and Certificate
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.

*It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.*

**Audit findings**

I was able to confirm that the Notice of Public Rights is published on the council website along with the Notice of Conclusion of audit and External Auditor Report and I was able to confirm that the publication requirements for 2022/23 have been met, although as highlighted in section B of this report, I recommend the External Audit documents are made easier to locate on the council website.

**O. TRUSTEESHIP****Internal audit requirement**

*Trust funds (including charitable) – The council met its responsibilities as a trustee.*

**Audit findings**

The council has no trusts.

**Achievement of control assertions at interim audit date**

Based on the tests conducted during the interim audit, our conclusions on the achievement of the internal control objectives are summarised in the table below. A further review and update of this opinion will be conducted at the final audit.

	INTERNAL CONTROL OBJECTIVE	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year	√		
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	√		
C	This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these	√		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	√		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for	√		
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for		√	
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	√		
H	Asset and investments registers were complete and accurate and properly maintained.	√		
I	Periodic bank account reconciliations were properly carried out during the year.		√	
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	To be tested at final audit		
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>			√
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation	To be tested at final audit		
M	The authority, during the previous year (2022-23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .	√		
N	The authority has complied with the publication requirements for 2022/23 AGAR.	√		
O	Trust funds (including charitable) – The council met its responsibilities as a trustee.			√

Should you have any queries please do not hesitate to contact me.

**The year-end internal audit visit has been booked for Friday 7 June 2024 at 9 am at the Town Hall.**

Yours sincerely



**Andy Beams**  
For Mulberry & Co

**Interim Audit - Points Carried Forward**

Audit Point	Audit Findings	Council comments
<b>B. FINANCIAL REGULATIONS, GOVERNANCE AND PAYMENTS</b>	<p>These documents have been published on the council website along with the Notice of Conclusion of Audit as part of the meeting documents, but not under the relevant finance and audit sections of the website. I understand from the Locum Clerk this is due to ongoing issues with the website provider and recommend this is resolved by the year-end as the External Auditor may question the correct publication process being followed as the information is not readily accessible</p> <p>I note that the most recently appointed councillor's form is missing from the website and that two former councillor's Register of Interest forms are still listed, and this should be updated as soon as possible.</p>	
<b>B. RISK MANAGEMENT AND INSURANCE</b>	Based on the balances held at the date of the interim internal audit, I recommend the council considers increasing the Internal Crime level to ensure it covers the maximum balance held at any point during the year.	
<b>E. INCOME</b>	The Locum Clerk confirmed that a review of fees and charges has not been carried out yet, and this will need to be completed by the end of the financial year to comply with the requirements of the Financial Regulations.	
<b>F. PETTY CASH</b>	I note that there is evidence of other amounts being paid into the petty cash which is contrary to FR 6.18(b). The council must ensure that cash received is banked and allocated correctly to the appropriate nominal code in the accounting software, and I will review the compliance with this at the year-end internal audit to confirm if a positive sign-off for this internal control objective can be achieved.	
<b>I. BANK AND CASH</b>	I note that although the bank reconciliations have been signed, there is no evidence of the bank statement being signed and I will need to see evidence of this activity being completed before the year-end to achieve a positive sign-off for this internal control objective.	

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Date: 10/11/2023	<b>Melksham Town Council Current Year</b>	Page: 1
Time: 13:39	<b>Cashbook 1</b>	User: MEL
	<b>Unity Bank</b>	For Month No: 5

Receipts for Month 5			Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
<b>Balance Brought Fwd :</b>		<b>248,587.10</b>				<b>248,587.10</b>
BACS Banked: 10/08/2023		583.33				
BACS	Wiltshire Publications	583.33			1040 210	583.33 Rent - 31 Mkt Pl - Apr 2022
BACS Banked: 10/08/2023		30,141.46				
BACS	HMRC	30,141.46			105	30,141.46 VAT refund
BACS Banked: 14/08/2023		60.00				
BACS	Berryman-Thorne	60.00			1052 302	60.00 Xmas Fayre
BACS Banked: 17/08/2023		50.40				
BACS	TIC	50.40			1089 302	50.40 Hanging Baskets
BACS Banked: 17/08/2023		288.00				
BACS	Melksham Kitchens	288.00			1089 302	288.00 Hanging baskets
BACS Banked: 17/08/2023		112.80				
BACS	Total Carpets	112.80			1089 302	112.80 Hanging baskets
BACS Banked: 18/08/2023		50.00				
BACS	Mamas Sw eets	50.00			1052 302	50.00 Xmas Fayre
BACS Banked: 18/08/2023		30.00				
BACS	Viveash	30.00			1052 302	30.00 Xmas Fayre
BACS Banked: 21/08/2023		112.80				
BACS	DJ Bew ley	112.80			1089 302	112.80 Hanging baskets
BACS Banked: 21/08/2023		112.80				
BACS	ID New man	112.80			1089 302	112.80 Hanging baskets
MA1 Banked: 23/08/2023		20.00				
MA1	Holder	20.00			1045 203	20.00 Allotment rent
BACS Banked: 25/08/2023		112.80				
BACS	MB Insurance	112.80			1089 302	112.80 Hanging baskets
BACS Banked: 25/08/2023		112.80				
BACS	Lock & Key	112.80			1089 302	112.80 Hanging baskets
BACS Banked: 25/08/2023		30.30				
BACS	MWOFC	30.30			1179 302	30.30 NHP - contribution
ME9A Banked: 29/08/2023		20.00				
ME9A	Brow n	20.00			1045 203	20.00 Allotment rent
BACS Banked: 29/08/2023		112.80				
BACS	Goughs	112.80			1089 302	112.80 Hanging basket
31 Mkt Pl Banked: 29/08/2023		1,283.32				
BACS	Wiltshire Publications	1,283.32			1040 210	1,283.32 Rent - VAT - 2021/22
31 Mkt Pl Banked: 29/08/2023		1,400.00				
31 Mkt Pl	Wiltshire Publications	1,400.00			1040 210	1,400.00 Rent - VAT - 2022/23

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Date: 10/11/2023

## Melksham Town Council Current Year

Page: 2

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Cashbook 1

User: MEL

Unity Bank

For Month No: 5

## Receipts for Month 5

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	BACS Banked: 29/08/2023	583.33					
	BACS Wiltshire Publications	583.33			1040 210	583.33	Rent - 31 Mkt Pl - Aug
	Apr-Aug Banked: 29/08/2023	583.35					
	BACS Wiltshire Publications	583.35			1040 210	583.35	Rent - VAT - 2023/24 part
	BACS Banked: 29/08/2023	36.54					
	BACS MWOPC	36.54			1020 302	36.54	Trees
	BACS Banked: 30/08/2023	1,200.00					
	BACS Chalklands Vets	1,200.00		200.00	1027 202	1,000.00	Roundabout signage

<b>Total Receipts for Month</b>	37,036.83	0.00	200.00	36,836.83
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<b>Cashbook Totals</b>	285,623.93	0.00	200.00	285,423.93
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Date: 10/11/2023

## Melksham Town Council Current Year

Page: 3

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## Cashbook 1

User: MEL

## Unity Bank

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2023	Water2business	01082023	709.69	709.69		501			Water rates - TH
08/08/2023	Enterprise Flex- E-Rent	08082023	562.90	562.90		501			Van lease
14/08/2023	Mainstream Digital	14082023	458.58	458.58		501			Phones
14/08/2023	West Mercia Energy	14082023/2	115.75	115.75		501			Electricity - Bath Rd toilets
14/08/2023	British Gas	14082023/3	229.26	229.26		501			Electricity - Mkt Pl toilets
14/08/2023	Redhorn Holdings Ltd	14082023/4	1,234.99	1,234.99		501			Rent - Bow erhill Unit
15/08/2023	Wiltshire Council	BACS	241.00			4102	215	241.00	Rates - Bow erhill Unit
15/08/2023	Daisy Communications	15082023	40.80	40.80		501			Wifi - Pavilion
15/08/2023	Office Evolution Ltd	15082023/2	108.37	108.37		501			Photocopying
15/08/2023	British Gas	15082023/3	36.20	36.20		501			Electricity - Roundhouse
16/08/2023	T H White Installations Ltd	55441280	249.60	249.60		501			Alarm repairs - AH
16/08/2023	UK Media Solutions	221650473	372.00	372.00		501			Park sign
16/08/2023	The Cobblers Bench	417743471	63.00	63.00		501			Keys x 10
16/08/2023	Embroidery UK Ltd	181867993	919.44	919.44		501			Clothing
16/08/2023	IDverde Limited	885495225	1,341.94	1,341.94		501			Cleaning - Bath Rd toilets
16/08/2023	Melksham Tyre Supplies	175764509	136.38	136.38		501			Tyres
16/08/2023	Microshade Business Consultant	102466364	720.00	720.00		501			Accounting services
16/08/2023	Trade UK	633661068	199.37	199.37		501			Builders gloves
16/08/2023	SLCC Enterprises Ltd	843469827	3,456.24	3,456.24		501			Associate support (pt 1)
16/08/2023	T H White Installation Ltd	157873142	462.41	462.41		501			Alarm - Art House
16/08/2023	Vysion Ltd	426180106	327.90	327.90		501			Online back-up
16/08/2023	Wiltshire Council	147575553	2,133.82	2,133.82		501			Right Choice (Apr-Aug)
16/08/2023	Age UK Wiltshire	467682397	2,875.00	2,875.00		501			Provision MCSS (Jul-Sep)
16/08/2023	BJP Consulting Group Ltd	544912753	859.92	859.92		501			KGv - lighting project
16/08/2023	Castle Water Ltd	50555554	4.10	4.10		501			Water - Roundabout
16/08/2023	Chloe's Mobile Farm	574278727	60.00	60.00		501			Xmas lights - farm animals
16/08/2023	CMD Recruitment Ltd	135330336	3,674.40	3,674.40		501			Finders fee - KH
16/08/2023	Hugh Davis	304894157	349.80	349.80		501			Mileage/course
16/08/2023	J. H. Jones & Sons	558867202	6,609.60	6,609.60		501			Grasscutting - Methuen
16/08/2023	PJ Dyke (Paving & Groundw ork)	398343111	1,176.00	1,176.00		501			KGv - paving repairs
16/08/2023	Place Studio Ltd	339909513	9,075.00	9,075.00		501			NHP - support
16/08/2023	Shiners Commercial Ltd	644479075	200.00	200.00		501			Window cleaning
16/08/2023	Supermix Sound & Lighting Ltd	706637308	669.64	669.64		501			Xmas - PA
16/08/2023	Avon IT systems	466749823	126.00	126.00		501			IT support
16/08/2023	S. Land	BACS	10.45			4061	101	10.45	Refs
16/08/2023	M. Rolph	BACS	30.00			4028	101	30.00	Stamps
16/08/2023	Gompels	BACS	69.10			4354	403	69.10	Pkg Red - June
16/08/2023	Lloyds Bank	BACS	258.98			4017	110	9.00	Debit Card
						4909	501	180.00	Premises Licence
						4150	202	69.98	Boots
16/08/2023	Lloyds Bank	BACS	805.49		134.25	4167	202	35.00	Nettl - signage
						4909	501	23.98	123 - Domain hosting
						4042	101	12.99	Zoom - licence
						4909	501	132.00	Wix - AH Website
						4167	202	35.00	Nettl - signage
						4071	403	158.25	SP Henry Street - flow ers/plan

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Date: 10/11/2023

## Melksham Town Council Current Year

Page: 4

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## Cashbook 1

User: MEL

## Unity Bank

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
						4071 403	183.25	SP Henry Street - flow ers/plan
						4071 403	-25.00	SP Henry Street - refund
						4071 403	86.64	Low dens - Flow ers/plants
						4903 520	29.13	Poundshop - w ater bottles
16/08/2023	Fuel Genie	16082023	194.67	194.67		501		Fuel
17/08/2023	D&M Gompels Ltd	369595378	69.10	69.10		501		Pkg Redemp - June
18/08/2023	Wiltshire Council	BACS	27,493.59			520	27,493.59	Salaries
18/08/2023	Wiltshire Council	BACS	100.00			520	100.00	Salaries
18/08/2023	British Gas	18082023	1,539.72	1,539.72		501		Electricity - Pavilion
18/08/2023	British Gas	18082023/2	71.27	71.27		501		Gas - TH
18/08/2023	British Gas	18082023/3	14.96	14.96		501		Gas - AH
18/08/2023	Oakw ood	18082023/4	135.00	135.00		501		Container
21/08/2023	S. Crundell	BACS	1,000.00			4070 115	1,000.00	Mayor's allow ance
21/08/2023	Houseman (17902/2)	964564317	190.00		31.67	4108 221	158.33	Water hygiene - Pavilion
22/08/2023	HMRC	BACS	4,696.74			520	4,696.74	PAYE/NI
22/08/2023	British Gas	22082023	309.77	309.77		501		Electricity - TH
22/08/2023	British Gas	22082023/2	1,475.31	1,475.31		501		Electricity - AH
22/08/2023	British Gas	22082023/4	28.91	28.91		501		Electricity - Mkt Traders
23/08/2023	BACS	BACS	19.64			4017 110	19.64	BACS charge
23/08/2023	Melksham Christmas Lights	BACS	10,000.00			4305 151	10,000.00	Grant
23/08/2023	WPF	BACS	6,043.34			520	6,043.34	Pensions
23/08/2023	Wiltshire Council	BACS	1,060.00			4102 201	1,060.00	Rates - TH
24/08/2023	EE	24082023	158.42	158.42		501		Mobile phones
30/08/2023	Zen International Ltd	30082023	31.20	31.20		501		Wifi - Art House
31/08/2023	Enterprise Flex- E-Rent	31082023	632.40	632.40		501		Van lease
Total Payments for Month			96,237.16	44,218.83	165.92		51,852.41	
Balance Carried Fwd			189,386.77					
Cashbook Totals			285,623.93	44,218.83	165.92		241,239.18	



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Date: 10/11/2023

## Melksham Town Council Current Year

Page: 1

Time: 13:42

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		189,386.77					189,386.77	
BACS Banked: 01/09/2023		560.00						
BACS	Groundwork UK	560.00			1050	302	560.00	Grant - NHP
BACS Banked: 01/09/2023		62.40						
BACS	West Country EAL	62.40		10.40	1089	403	52.00	Hanging baskets
BACS Banked: 04/09/2023		246.64						
BACS	James Hallam	246.64			1027	202	246.64	Refund - Eng Insp Insurance
BACS Banked: 08/09/2023		62.40						
BACS	Nixon & Shaw	62.40		10.40	1089	403	52.00	Hanging baskets
BACS Banked: 11/09/2023		30.00						
BACS	S. Spurrier	30.00			1052	302	30.00	Xmas Fayre
BACS Banked: 12/09/2023		300.00						
BACS	Edward ZT	300.00			1052	302	300.00	Xmas Fayre
ME1 Banked: 25/09/2023		40.00						
ME1	Spenceley	40.00			1045	203	40.00	Allotment rent
BACS Banked: 25/09/2023		30.00						
BACS	S. Spurrier	30.00			1052	302	30.00	Xmas Fayre
BACS Banked: 25/09/2023		50.00						
BACS	WAGS	50.00			1052	302	50.00	Xmas Fayre
BACS Banked: 26/09/2023		700.00						
BACS	Wiltshire Publications	700.00		116.67	1040	210	583.33	Rent - 31 Mkt Pl
BACS Banked: 26/09/2023		499,891.86						
BACS	Wiltshire Council	499,891.86			1176	110	499,891.86	Pre-cept
SB7A Banked: 26/09/2023		20.00						
SB7A	Higgins	20.00			1045	203	20.00	Allotment rent
BACS Banked: 26/09/2023		112.80						
BACS	Tile & Bathroom Centre	112.80		18.80	1089	302	94.00	Hanging baskets
BACS Banked: 29/09/2023		115.03						
BACS	EE	115.03		19.17	1027	202	95.86	Refund - end of contract
Total Receipts for Month		502,221.13	0.00	175.44			502,045.69	
Cashbook Totals		691,607.90	0.00	175.44			691,432.46	

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Date: 10/11/2023

## Melksham Town Council Current Year

Page: 2

Time: 13:42

## Cashbook 1

User: MEL

## Unity Bank

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/09/2023	Water2business	01092023	23.50	23.50		501		Water rates - Bowerhill Unit
01/09/2023	Water2business	01092023/2	175.64	175.64		501		Water rates - Mkt Pl toilets
01/09/2023	Water2business	01092023/3	644.09	644.09		501		Water rates - Methuen allotmen
01/09/2023	Redhorn Holdings Ltd	010923	1,234.99	1,234.99		501		Rent - Bow erhill Unit Sep 23
06/09/2023	British Gas	06092023	141.98	141.98		501		Electricity - Mkt Pl toilets
08/09/2023	Enterprise Flex-E-Rent	08092023	562.90	562.90		501		Van lease
11/09/2023	Redhorn Holdings Ltd	110923	1,234.99	1,234.99		501		Rent - Bow erhill Unit (dup)
12/09/2023	UK Media Solutions	295370913	205.02	205.02		501		Signs - Bath Rd toilets
12/09/2023	The Cobblers Bench	88700486	58.50	58.50		501		Key cutting
12/09/2023	IDverde Limited	979387713	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
12/09/2023	Old Milestone Nursery	357540915	39.75	39.75		501		Compost
12/09/2023	Travis Perkins Trading Company	245292571	28.62	28.62		501		Padlock
12/09/2023	Wiltshire Council	791927648	2,256.24	2,256.24		501		LHFIG - Snarlton/Hazlewood
12/09/2023	AquaAid Southcoast	898232007	43.15	43.15		501		Drinking water
12/09/2023	Avon Printing Services	642933366	30.00	30.00		501		Town Crier's scroll
12/09/2023	Banner Box Print Solutions	891799736	653.15	653.15		501		Brackets/strap/Banner
12/09/2023	Castle Water Ltd	975652362	49.12	49.12		501		Water - Mkt Pl r'bout
12/09/2023	The MOT Centre & The Garage on	568930276	351.60	351.60		501		VW - maintenance/brakes
12/09/2023	Healthmatic Ltd	484317958	480.00	480.00		501		Cleaning - KGV Zero Loo
12/09/2023	Hugh Davis	829843636	12.78	12.78		501		Broom/handle
12/09/2023	J. H. Jones & Sons	973952303	5,796.00	5,796.00		501		Grasscutting - Chch/play areas
12/09/2023	Microsoft	652936266	176.42	176.42		501		Licences
12/09/2023	Golden Coast	360179257	681.34	681.34		501		Chemicals - Splashpad
12/09/2023	Royal United Hospital	924493970	435.00	435.00		501		Occ Health Services
12/09/2023	Microshade Business Consultant	886089724	239.34	239.34		501		Hosting services
13/09/2023	Hale Veterinary	BACS	20.00			4354 403	20.00	Pkg redemption
13/09/2023	Read Easy	BACS	500.00			4301 151	500.00	Grant
13/09/2023	Carer Support	BACS	500.00			4301 151	500.00	Grant
13/09/2023	Melksham PHAB	BACS	300.00			4301 151	300.00	Grant
13/09/2023	Melksham Cricket Club	BACS	335.00			4301 151	335.00	Grant
13/09/2023	Melksham WI	BACS	200.00			4301 151	200.00	Grant
13/09/2023	Melksham Music Festival	BACS	1,000.00			4301 151	1,000.00	Grant
13/09/2023	Melksham Choral Society	BACS	850.00			4301 151	850.00	Grant
13/09/2023	1st Aid 4 Fencing Ltd	652368553	3,830.11	3,830.11		501		Fencing - KGV
13/09/2023	1st Aid 4 Fencing Ltd	652368553/	2,777.07	2,777.07		501		Fencing - KGV
14/09/2023	Onsite First Aid Training Compa	349943564	838.80	838.80		501		Training - MH awareness
14/09/2023	HMRC	BACS	7,719.80			520	7,719.80	N/PAYE
14/09/2023	Youth Action (SPLASH)	BACS	768.00			4301 151	768.00	Grant
14/09/2023	Mainstream Digital	14092023	89.18	89.18		501		Telephones
14/09/2023	Mainstream Digital	14092023/2	37.96	37.96		501		Telephones
14/09/2023	Mainstream Digital	14092023/3	149.63	149.63		501		Telephones
14/09/2023	Office Evolution Ltd	14092023/4	91.37	91.37		501		Photocopying
15/09/2023	Wiltshire Council	BACS	1,060.00			4102 201	1,060.00	Rates - TH

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## Melksham Town Council Current Year

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## Cashbook 1

User: MEL

## Unity Bank

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/09/2023	Wiltshire Council	BACS	241.00			4102	215	241.00	Rates - Bowerhill Unit
15/09/2023	Daisy Communications	15092023	40.80	40.80		501			Wifi - Pavilion
15/09/2023	British Gas	15092023/2	32.01	32.01		501			Electricity - Roundhouse
18/09/2023	Fuel Genie	18092023	332.10	332.10		501			Fuel
18/09/2023	Lloyds Bank	DEBIT CARD	833.50			4017	110	9.00	Bank charges
						4153	202	322.50	Tax - VW
						4085	115	502.00	Charity - H2H
18/09/2023	Lloyds Bank	DEBIT CARD	198.95		33.16	4029	101	108.25	Canva - Subscription
						4922	501	20.43	Facebook - AH
						4042	101	12.99	Zoom
						4151	202	4.17	Sainsburys - drain blocker
						4085	115	19.95	Amazon - Memory box
18/09/2023	Oakwood	DD	135.00		22.50	4256	204	112.50	Container
19/09/2023	West Mercia Energy	19092023	131.66	131.66		501			Electricity - Bath Rd toilets
20/09/2023	Wiltshire Council	BACS	25,548.69			520		25,548.69	Salaries
20/09/2023	British Gas	20092023	306.97	306.97		501			Electricity - TH
20/09/2023	British Gas	200923	169.50	169.50		501			Gas - TH
20/09/2023	British Gas	20092023	14.96	14.96		501			Gas - AH
21/09/2023	British Gas	21092023	1,155.14	1,155.14		501			Electricity - AH
22/09/2023	WPF	BACS	10,076.44			520		10,076.44	Pensions
22/09/2023	British Gas	22092023	27.28	27.28		501			Electricity - Mkt Traders
22/09/2023	West Mercia Energy	22092023	47.09	47.09		501			Electricity - KGV
27/09/2023	Unity Bank	BACS	36.06			4017	110	36.06	BACS charge
28/09/2023	Jack's Kitchen Ltd	280923	5,000.00	5,000.00		501			KGV - flooring/walls
29/09/2023	Enterprise Flex-E-Rent	29092023	632.40	632.40		501			Van leasing
29/09/2023	British Gas	29092023	11.03	11.03		501			Electricity - Bowerhill Unit
30/09/2023	Unity Bank	BACS	49.20			4017	110	49.20	Service charge
<b>Total Payments for Month</b>			82,982.76	32,611.12	55.66			50,315.98	
<b>Balance Carried Fwd</b>			608,625.14						
<b>Cashbook Totals</b>			691,607.90	32,611.12	55.66			658,941.12	



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Melksham Town Council Current Year

Cashbook 2

Bank Assembly Hall A/c

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For Month No: 5

Receipts for Month 5			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		747,227.17					747,227.17	
	BACS Banked: 02/08/2023	40.00						
	BACS Ticketsource	40.00			1173	510	40.00	Quiz Night
	BACS Banked: 03/08/2023	140.00						
	BACS Calder Conferences	140.00		23.33	1000	501	116.67	Room hire - AH
	BACS Banked: 03/08/2023	500.00						
	BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
	BACS Banked: 07/08/2023	81.00						
	BACS Tiger Martial Arts	81.00		13.50	1000	501	67.50	Room hire - AH
	500722(B) Banked: 08/08/2023	608.80						
	500722(B) Rock n Roll	425.10		70.85	1001	520	354.25	Rock n Roll
	500722(B) Record Fayre	4.20		0.70	1001	520	3.50	Record Fayre
	500722(B) Quiz Night	171.70		28.62	1001	520	143.08	Quiz Night
	500722(B) WWMCC	7.80		1.30	1001	520	6.50	WWMCC
	500722/723 Banked: 08/08/2023	832.00						
	500722/723 Stalls	100.00		16.67	1000	501	83.33	Stalls
	500722/723 Rich Hall	72.00		12.00	566		60.00	Rich Hall
	500722/723 Quiz Team	20.00		3.33	566		16.67	Quiz Team
	500722/723 Room hire - AH	640.00		106.67	1000	501	533.33	Room hire - AH
	Banked: 15/08/2023	315,030.00						
Investment	Lloyds Bank: Fixed Term Depos	315,030.00			212		315,030.00	Investment return
	Xfer Banked: 15/08/2023	4,530.39						
	Xfer Lloyds Bank	4,530.39			1026	110	4,530.39	Interest - Fixed Term Dep
	BACS Banked: 16/08/2023	230.00						
	BACS Ticketsource	230.00		38.33	566		191.67	Bricks n Pieces
	BACS Banked: 25/08/2023	40.00						
	BACS Daybreak	40.00			1034	201	40.00	Room hire - TH
	BACS Banked: 29/08/2023	108.00						
	BACS A Lloyd Fight Show	108.00		18.00	1000	501	90.00	Room hire - AH
	Banked: 31/08/2023	2,535.93						
	AIB Credit/Debit Card Control Acco	2,535.93			213		2,535.93	AIB payments
	Banked: 31/08/2023	472.24						
Incorrect	Assembly Hall Bar A/c	472.24			252		472.24	Paid from incorrect CB - moved
	Banked: 31/08/2023	557.00						
Incorrect	Assembly Hall Bar A/c	557.00			252		557.00	Paid from incorrect CB - moved
Incorrect	Banked: 31/08/2023	-472.24						
Incorrect	Baileys	-472.24		-78.71	4000	501	-393.53	Cleaner
Incorrect	Banked: 31/08/2023	-557.00						
Incorrect	L. Ellis	-557.00			4922	501	-557.00	Leaflets

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**Melksham Town Council Current Year**

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**User: MEL**

**Bank Assembly Hall A/c**

**For Month No: 5**

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<b>Total Receipts for Month</b>	324,676.12	0.00	254.59	324,421.53
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<b>Cashbook Totals</b>	<u>1,071,903.29</u>	<u>0.00</u>	<u>254.59</u>	<u>1,071,648.70</u>
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## Melksham Town Council Current Year

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## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2023	Water2business	01082023	210.14	210.14		502			Water rates - AH
03/08/2023	Tom McLeod	3754	1,270.30	1,270.30		502			Show - Everything Changes
04/08/2023	Tolchards Ltd	04082023	45.68	45.68		502			Bar stock
10/08/2023	Bailey Employment Services Ltd	3751	492.78	492.78		502			Cleaner
10/08/2023	Comax UK Ltd	3752	352.17	352.17		502			Wheelie bin
10/08/2023	United EPoS Solutions	3753	120.00	120.00		502			Software
10/08/2023	Paul Seemayer	3755	420.00	420.00		502			Lighting - Everything Changes
10/08/2023	Pukka PA Hire	3756	450.00	450.00		502			PA - Seven Wonders
10/08/2023	Amanda Seed	3757	1,855.55	1,855.55		502			Show - Fleetwood Mac
10/08/2023	Seventh Avenue Arts Ltd	3758	1,934.96	1,934.96		502			Show - Simon & Garfunkel
10/08/2023	The Publishing House	3759	163.80	163.80		502			Advertising
10/08/2023	Wired Publishing	3760	187.20	187.20		502			Advertising
10/08/2023	Wiltshire Publications Ltd	3761	277.20	277.20		502			Advertising
10/08/2023	Your Wiltshire	3762	96.00	96.00		502			Advertising
15/08/2023	Wiltshire Council	DD	861.00			4914	501	861.00	Rates - AH
17/08/2023	Market Place Merchants	17082023	25.16	25.16		502			Cash till
23/08/2023	Assembly Hall Bar A/c	3747	557.00			252		557.00	Leaflets - AH
25/08/2023	Tolchards Ltd	25082023	692.47	692.47		502			Bar stock
29/08/2023	Assembly Hall Bar A/c	3746	472.24			252		472.24	Incorrect CB
31/08/2023	Hills Waste	31082023	655.25	655.25		502			Waste collection
31/08/2023	Kan Connections	W/Off	379.20	379.20		501			Electric w k - May 2022
31/08/2023	Kan connectors	CIORRECT	-758.40		-126.40	4916	501	-632.00	W/back duplication Kan Connect
<b>Total Payments for Month</b>			10,759.70	9,627.86	-126.40			1,258.24	
<b>Balance Carried Fwd</b>			1,061,143.59						
<b>Cashbook Totals</b>			1,071,903.29	9,627.86	-126.40			1,062,401.83	



Date: 10/11/2023

## Melksham Town Council Current Year

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## Cashbook 2

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## Bank Assembly Hall A/c

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Balance Brought Fwd : 1,061,143.59

1,061,143.59

BACS Banked: 04/09/2023

500.00

BACS Good New s Church

500.00

1048 210

500.00 Rent - Art House

BACS Banked: 06/09/2023

1,452.50

BACS Ticketsource

1,452.50

566

1,452.50 Shania

500724/725 Banked: 11/09/2023

644.00

500724/725 Shania &amp; Friends

45.00

566

45.00 Shania &amp; Friends

500724/725 Bricks n Pieces

350.00

566

350.00 Bricks n Pieces

500724/725 Quiz Team

15.00

1173 510

15.00 Quiz Team

500724/725 Room hire - AH

234.00

39.00 1000 501

195.00 Room hire - AH

500724(B) Banked: 11/09/2023

992.75

500724(B) Bricks n Pieces

44.70

7.45 1001 520

37.25 Bricks n Pieces

500724(B) WWMCC

7.50

1.25 1001 520

6.25 WWMCC

500724(B) Rock n Roll

623.90

103.98 1001 520

519.92 Rock n Roll

500724(B) WWMCC

15.50

2.58 1001 520

12.92 WWMCC

500724(B) Free Dining Event

172.80

28.80 1001 520

144.00 Free Dining Event

500724(B) Shania &amp; Friends

110.85

18.48 1001 520

92.37 Shania &amp; Friends

500724(B) WWMCC

6.50

1.08 1001 520

5.42 WWMCC

500724(B) Climatefest

11.00

1.83 1001 520

9.17 Climatefest

BACS Banked: 18/09/2023

51.98

BACS Secret Crocheter

51.98

1034 201

51.98 Room hire - TH

500726(B) Banked: 26/09/2023

978.30

500726(B) MMAD

86.10

14.35 1001 520

71.75 MMAD

500726(B) MMAD

80.30

13.38 1001 520

66.92 MMAD

500726(B) MMAD

225.20

37.53 1001 520

187.67 MMAD

500726(B) WWMCC

28.30

4.72 1001 520

23.58 WWMCC

500726(B) Rock n Roll

557.40

92.90 1001 520

464.50 Rock n Roll

500726(B) WWMCC

1.00

0.17 1001 520

0.83 WWMCC

500726 Banked: 26/09/2023

742.50

500726 Tickets

742.50

123.75 566

618.75 Tickets

Banked: 30/09/2023

3,489.38

AIB Credit/Debit Card Control Acco

3,489.38

213

3,489.38 AIB card

Total Receipts for Month

8,851.41

0.00

491.25

8,360.16

Cashbook Totals

1,069,995.00

0.00

491.25

1,069,503.75

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## Melksham Town Council Current Year

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## Cashbook 2

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## Bank Assembly Hall A/c

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/09/2023	Bailey Employment Services Ltd	3763	580.03	580.03		502		Cleaner - w/c 310723
01/09/2023	The Publishing House	3764	163.80	163.80		502		Advertising - AH
01/09/2023	Water2business	01092023	187.92	187.92		502		Water rates - AH
15/09/2023	Wiltshire Council	DD	861.00			4914 501	861.00	Rates - AH
20/09/2023	Market Place Merchants	20092023	25.16	25.16		502		Card machine
25/09/2023	Bailey Employment Services Ltd	3765	739.17	739.17		502		Cleaner - w/c 040923
25/09/2023	Comax UK Ltd	3766	329.75	329.75		502		Cleaning products
25/09/2023	United EPoS Solutions	3767	60.00	60.00		502		Touchpoint
25/09/2023	Hunt Management Solutions	3768	156.00	156.00		502		Bar stock audit
25/09/2023	Paul Seemayer	3769	150.00	150.00		502		Lighting - Shania
25/09/2023	PPL PRS Ltd	3770	1,411.20	1,411.20		502		Licence
25/09/2023	Wired Publishing	3771	93.60	93.60		502		Advertising - AH
25/09/2023	T H White Installation Ltd	3772	808.36	808.36		502		Fire Ext maint - AH
25/09/2023	Wiltshire Publications Ltd	3773	138.60	138.60		502		Advertising - AH
25/09/2023	Your Wiltshire	3774	36.00	36.00		502		Advertising - AH
25/09/2023	Rentokil Initial	25092023	362.09	362.09		502		Pest control
25/09/2023	Hills Waste	29092023	845.60	845.60		502		Waste collection
29/09/2023	Tolchards Ltd	29032023	980.92	980.92		502		Bar stock
<b>Total Payments for Month</b>			7,929.20	7,068.20	0.00		861.00	
<b>Balance Carried Fwd</b>			1,062,065.80					
<b>Cashbook Totals</b>			1,069,995.00	7,068.20	0.00		1,062,926.80	

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Cashbook 9

Petty Cash

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For Month No: 5

Receipts for Month 5			Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		359.83				359.83	
Cash	Banked: 31/08/2023	30.00					
Cash	Braine	30.00			1052 302	30.00	Xmas Fayre
Cash	Banked: 31/08/2023	50.00					
Cash	Conservative Club	50.00			1089 403	50.00	Hanging basket
Total Receipts for Month		80.00	0.00	0.00		80.00	
Cashbook Totals		439.83	0.00	0.00		439.83	

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Cashbook 9

User: MEL

Petty Cash

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
07/08/2023	B. Burry	TRANS	7.90		1.32	4901 520	6.58	Refs - AH
08/08/2023	D. Elms	TRANS	3.50		0.58	4163 202	2.92	Pipe unblocker
11/08/2023	B. Burry	TRANS	97.20		16.20	4903 520	81.00	Bar stock
29/08/2023	L. Roberts	TRANS	1.20			4021 101	1.20	Milk
Total Payments for Month			109.80	0.00	18.10		91.70	
Balance Carried Fwd			330.03					
Cashbook Totals			439.83	0.00	18.10		421.73	



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Cashbook 9

User: MEL

Petty Cash

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

Balance Brought Fwd : 330.03

330.03

Cash Banked: 25/09/2023 60.00

Cash Staff 60.00 1020 302 60.00 Xmas meal deposit

Total Receipts for Month 60.00 0.00 0.00 60.00

Cashbook Totals 390.03 0.00 0.00 390.03

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## Cashbook 9

User: MEL

## Petty Cash

For Month No: 6

## Payments for Month 6

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
21/08/2023	G. Delves	TRANS	1.45			4016 101	1.45	Milk
06/09/2023	S. Land	TRANS	8.20			4016 101	8.20	Refs
18/09/2023	A. Meacham	TRANS	4.97			4016 101	4.97	Refs
20/09/2023	K. Harvey	TRANS	1.99		0.33	4151 202	1.66	Screw
21/09/2023	K. Harvey	TRANS	37.94		6.32	4151 202	31.62	Ironmongery
21/09/2023	L. Roberts	TRANS	7.00			4016 101	7.00	Coffee
21/09/2023	S. Randall	TRANS	11.19		1.86	4201 203	9.33	Padlock
23/09/2023	B. Burry	TRANS	2.84			4901 520	2.84	Milk
25/09/2023	A. Meacham	TRANS	1.65			4016 101	1.65	Milk
26/09/2023	G. Delves	TRANS	37.50			4028 101	37.50	G. Delves
28/09/2023	K. Farrow	TRANS	1.45			4901 520	1.45	Milk
30/09/2023	K. Farrow	TRANS	9.04			4901 520	9.04	Catering
30/09/2023	No receipt	TRANS	8.20			4016 101	8.20	No receipt
<b>Total Payments for Month</b>			133.42	0.00	8.51		124.91	
<b>Balance Carried Fwd</b>			256.61					
<b>Cashbook Totals</b>			390.03	0.00	8.51		381.52	



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Melksham Town Council Current Year

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## Detailed Income & Expenditure by Account 30/09/2023

Month No: 6

### Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b>Income Detail</b>							
1000 Income-Assembly Hall Lettings	1,585	13,755	50,000	36,245			27.5%
1001 Income-Assembly Hall Bar	3,669	16,423	55,000	38,577			29.9%
1004 Film shows	0	138	600	462			22.9%
1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%
1020 Miscellaneous Income	60	97	0	(97)			0.0%
1026 Income Interest	1	4,725	400	(4,325)			1181.4%
1027 Income - Amenity Services	343	4,204	3,000	(1,204)			140.1%
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%
1034 Income Town Hall Bookings	102	505	2,000	1,495			25.3%
1040 Income 31 Market Place	583	7,350	6,900	(450)			106.5%
1045 Income Allotments	60	240	5,000	4,760			4.8%
1046 Income - Pavilion	0	81	5,000	4,919			1.6%
1048 Income Art House Cafe	500	3,000	6,000	3,000			50.0%
1050 Grants Received	560	3,060	0	(3,060)			0.0%
1052 Switch on Event - Stalls	410	742	0	(742)			0.0%
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%
1089 Income-Hanging Baskets	198	1,263	1,300	37			97.2%
1173 Live Shows - Hall Hire	618	10,557	2,000	(8,557)			527.9%
1176 Precept Received	499,892	999,784	999,784	0			100.0%
1179 Neighbourhood Plan	0	30	0	(30)			0.0%
1180 CIL Received	0	1,140	0	(1,140)			0.0%
1182 Solar money received	0	0	40,000	40,000			0.0%
<b>Total Income</b>	<b>508,580</b>	<b>1,073,830</b>	<b>1,186,484</b>	<b>112,654</b>			<b>90.5%</b>
<b>Total Income</b>	<b>508,580</b>	<b>1,073,830</b>	<b>1,186,484</b>	<b>112,654</b>			<b>90.5%</b>
<b>Total Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>508,580</b>	<b>1,073,830</b>	<b>1,186,484</b>	<b>112,654</b>			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
<b>Movement to/(from) Gen Reserve</b>	<b>508,580</b>	<b>1,073,830</b>					

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## Melksham Town Council Current Year

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### Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 6

### Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101_Central Costs</b>								
4000 Salaries ENI & Pension	16,234	106,425	300,500	194,075		194,075	35.4%	
4005 Temporary Staff	0	135	0	(135)		(135)	0.0%	
4016 Sundry Office Expenses	76	367	0	(367)		(367)	0.0%	
4021 Stationery	0	765	500	(265)		(265)	153.0%	
4023 Advertising	278	(38)	500	538		538	(7.7%)	
4024 Equipment/furniture	0	665	1,000	335		335	66.5%	
4026 Photocopier/copying	76	617	750	133		133	82.3%	
4027 Telephones and Mobiles	231	1,303	3,000	1,697		1,697	43.4%	
4028 Postage	38	122	500	379		379	24.3%	
4029 Subscriptions	133	1,896	3,500	1,604		1,604	54.2%	
4040 Information Technology/Hardware	405	542	20,000	19,458		19,458	2.7%	
4042 Licences/Software	223	13,646	7,000	(6,646)		(6,646)	194.9%	
4058 Insurance	0	34,411	38,000	3,589		3,589	90.6%	
4061 Travel	0	366	500	134		134	73.2%	
4075 Training	70	2,126	6,000	3,874		3,874	35.4%	
Central Costs :- Indirect Expenditure	<b>17,764</b>	<b>163,347</b>	<b>381,750</b>	<b>218,403</b>	<b>0</b>	<b>218,403</b>	<b>42.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(17,764)</b>	<b>(163,347)</b>	<b>(381,750)</b>	<b>(218,403)</b>				
<b>110_Corporate Costs</b>								
1026 Income Interest	1	4,725	400	(4,325)			1181.4%	
1176 Precept Received	499,892	999,784	999,784	0			100.0%	
Corporate Costs :- Income	<b>499,892</b>	<b>1,004,509</b>	<b>1,000,184</b>	<b>(4,325)</b>			<b>100.4%</b>	<b>0</b>
4017 Bank account fees	94	225	500	275		275	44.9%	
4043 HR consultancy	0	4,095	7,500	3,405		3,405	54.6%	
4050 Legal and Professional Fees	0	3,131	7,000	3,869		3,869	44.7%	
4057 Accountancy and Audit	2,400	3,600	12,000	8,400		8,400	30.0%	
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%	
Corporate Costs :- Indirect Expenditure	<b>2,494</b>	<b>12,747</b>	<b>30,500</b>	<b>17,753</b>	<b>0</b>	<b>17,753</b>	<b>41.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>497,398</b>	<b>991,762</b>	<b>969,684</b>	<b>(22,078)</b>				
<b>115_Civic and Democratic</b>								
1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%	
Civic and Democratic :- Income	<b>0</b>	<b>538</b>	<b>0</b>	<b>(538)</b>				<b>0</b>
4030 Town Crier's expenses	0	0	300	300		300	0.0%	
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%	
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4085 Civic and Ceremonial	712	1,042	3,500	2,458		2,458	29.8%	
4311 Remembrance Day	0	0	1,000	1,000		1,000	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>712</b>	<b>2,042</b>	<b>8,800</b>	<b>6,758</b>	<b>0</b>	<b>6,758</b>	<b>23.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(712)</b>	<b>(1,504)</b>	<b>(8,800)</b>	<b>(7,296)</b>				
<u>151 Grants</u>								
4301 Grants	4,453	4,453	16,000	11,547		11,547	27.8%	
4302 Grant CAB	0	5,000	5,000	0		0	100.0%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%	
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	<b>4,453</b>	<b>38,453</b>	<b>53,500</b>	<b>15,047</b>	<b>0</b>	<b>15,047</b>	<b>71.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,453)</b>	<b>(38,453)</b>	<b>(53,500)</b>	<b>(15,047)</b>				
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	102	505	2,000	1,495			25.3%	
Town Hall :- Income	<b>102</b>	<b>505</b>	<b>2,000</b>	<b>1,495</b>			<b>25.3%</b>	<b>0</b>
4100 Gas	141	2,683	6,000	3,317		3,317	44.7%	
4101 Electricity	318	1,858	5,000	3,142		3,142	37.2%	
4102 Non Domestic Rates	1,060	6,364	10,000	3,636		3,636	63.6%	
4103 Water Rates	40	789	2,000	1,211		1,211	39.5%	
4104 Window Cleaning	592	1,584	1,600	16		16	99.0%	
4106 Repairs and Maintenance	0	2,990	6,000	3,010		3,010	49.8%	
4108 Service Contracts	1,183	4,359	10,500	6,141		6,141	41.5%	
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%	
4261 Building Condition Reps Works	0	2,880	70,000	67,120		67,120	4.1%	
Town Hall :- Indirect Expenditure	<b>3,335</b>	<b>23,506</b>	<b>112,500</b>	<b>88,994</b>	<b>0</b>	<b>88,994</b>	<b>20.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,233)</b>	<b>(23,000)</b>	<b>(110,500)</b>	<b>(87,500)</b>				
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	343	4,204	3,000	(1,204)			140.1%	
Asset and Amenities :- Income	<b>343</b>	<b>4,204</b>	<b>3,000</b>	<b>(1,204)</b>			<b>140.1%</b>	<b>0</b>
4000 Salaries ENI & Pension	20,193	101,983	275,000	173,017		173,017	37.1%	
4027 Telephones and Mobiles	0	716	1,500	784		784	47.7%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
4075 Training	0	1,793	0	(1,793)		(1,793)	0.0%	
4150 Uniform/PPE	0	800	1,000	200		200	80.0%	
4151 Tools and Equipment	701	1,142	2,000	858		858	57.1%	
4153 Vehicle Running Costs	599	1,700	5,000	3,300		3,300	34.0%	
4156 Vehicle Leasing	996	5,942	5,800	(142)		(142)	102.5%	
4163 Repairs and Maintenance	52	521	8,000	7,479		7,479	6.5%	
4167 Street Furniture and Signage	0	1,139	7,500	6,361		6,361	15.2%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	220	990	4,000	3,010		3,010	24.8%	
Asset and Amenities :- Indirect Expenditure	<b>22,762</b>	<b>116,727</b>	<b>310,800</b>	<b>194,073</b>	<b>0</b>	<b>194,073</b>	<b>37.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,419)</b>	<b>(112,524)</b>	<b>(307,800)</b>	<b>(195,276)</b>				
<u>203_ Allotments</u>								
1045 Income Allotments	60	240	5,000	4,760			4.8%	
Allotments :- Income	<b>60</b>	<b>240</b>	<b>5,000</b>	<b>4,760</b>			<b>4.8%</b>	<b>0</b>
4200 Water Rates - Allotments	644	1,190	1,200	10		10	99.2%	
4201 Maintenance - Allotments	190	887	1,000	113		113	88.7%	
Allotments :- Indirect Expenditure	<b>834</b>	<b>2,077</b>	<b>2,200</b>	<b>123</b>	<b>0</b>	<b>123</b>	<b>94.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(774)</b>	<b>(1,837)</b>	<b>2,800</b>	<b>4,637</b>				
<u>204_ Pavilion and Car Park</u>								
1046 Income - Pavilion	0	81	5,000	4,919			1.6%	
Pavilion and Car Park :- Income	<b>0</b>	<b>81</b>	<b>5,000</b>	<b>4,919</b>			<b>1.6%</b>	<b>0</b>
4250 Telephone - Pavilion	34	204	500	296		296	40.8%	
4252 Electricity	0	6,100	3,000	(3,100)		(3,100)	203.3%	
4254 Water - Pavilion	0	0	1,000	1,000		1,000	0.0%	
4255 Fire Safety Checks	355	355	250	(105)		(105)	142.0%	
4256 Maintenance - Pavilion	2,630	5,104	4,500	(604)		(604)	113.4%	
Pavilion and Car Park :- Indirect Expenditure	<b>3,019</b>	<b>11,763</b>	<b>9,250</b>	<b>(2,513)</b>	<b>0</b>	<b>(2,513)</b>	<b>127.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,019)</b>	<b>(11,682)</b>	<b>(4,250)</b>	<b>7,432</b>				
<u>205_ Public Toilets - Market Place</u>								
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%	
Public Toilets - Market Place :- Income	<b>0</b>	<b>6,000</b>	<b>7,500</b>	<b>1,500</b>			<b>80.0%</b>	<b>0</b>
4101 Electricity	135	976	1,800	824		824	54.2%	
4103 Water Rates	176	601	3,000	2,399		2,399	20.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4106 Repairs and Maintenance	0	150	1,000	850		850	15.0%	
4180 Cleaning	503	3,020	7,000	3,980		3,980	43.1%	
4185 Electricity supply: Toilets	0	218	0	(218)		(218)	0.0%	
Public Toilets - Market Place :- Indirect Expenditure	<b>814</b>	<b>4,965</b>	<b>12,800</b>	<b>7,835</b>	<b>0</b>	<b>7,835</b>	<b>38.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(814)</b>	<b>1,035</b>	<b>(5,300)</b>	<b>(6,335)</b>				
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	0	521	1,400	879		879	37.2%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	0	171	1,000	829		829	17.1%	
4180 Cleaning	615	3,690	7,000	3,310		3,310	52.7%	
4185 Electricity supply: Toilets	125	236	0	(236)		(236)	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	<b>740</b>	<b>4,617</b>	<b>11,400</b>	<b>6,783</b>	<b>0</b>	<b>6,783</b>	<b>40.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(740)</b>	<b>(4,617)</b>	<b>(11,400)</b>	<b>(6,783)</b>				
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	583	7,350	6,900	(450)			106.5%	
1048 Income Art House Cafe	500	3,000	6,000	3,000			50.0%	
Corporate Properties :- Income	<b>1,083</b>	<b>10,350</b>	<b>12,900</b>	<b>2,550</b>			<b>80.2%</b>	<b>0</b>
<b>Net Income</b>	<b>1,083</b>	<b>10,350</b>	<b>12,900</b>	<b>2,550</b>				
<u>211 Art House Cafe</u>								
4100 Gas	0	0	1,000	1,000		1,000	0.0%	
4175 Costs Art House Cafe	0	522	0	(522)		(522)	0.0%	
Art House Cafe :- Indirect Expenditure	<b>0</b>	<b>522</b>	<b>1,000</b>	<b>478</b>	<b>0</b>	<b>478</b>	<b>52.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(522)</b>	<b>(1,000)</b>	<b>(478)</b>				
<u>212 Round House</u>								
4101 Electricity	30	(1,365)	500	1,865		1,865	(272.9%)	
4103 Water Rates	0	55	240	185		185	22.8%	
4106 Repairs and Maintenance	78	78	1,000	922		922	7.8%	
Round House :- Indirect Expenditure	<b>108</b>	<b>(1,232)</b>	<b>1,740</b>	<b>2,972</b>	<b>0</b>	<b>2,972</b>	<b>(70.8%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(108)</b>	<b>1,232</b>	<b>(1,740)</b>	<b>(2,972)</b>				
<u>213 31 Market Place</u>								
4108 Service Contracts	0	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,000)</b>	<b>(1,000)</b>				

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## Melksham Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>215_Depot</b>								
4101 Electricity	0	180	2,000	1,820		1,820	9.0%	
4102 Non Domestic Rates	241	1,446	2,500	1,054		1,054	57.8%	
4103 Water Rates	24	97	250	153		153	38.8%	
4106 Repairs and Maintenance	0	0	4,000	4,000		4,000	0.0%	
4159 Electric - Unit	9	1,018	0	(1,018)		(1,018)	0.0%	
4160 Leasing	2,058	7,204	12,350	5,146		5,146	58.3%	
4184 Fire security: Unit	94	94	300	206		206	31.3%	
Depot :- Indirect Expenditure	<b>2,426</b>	<b>10,039</b>	<b>21,400</b>	<b>11,361</b>	<b>0</b>	<b>11,361</b>	<b>46.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,426)</b>	<b>(10,039)</b>	<b>(21,400)</b>	<b>(11,361)</b>				
<b>220_Play Areas and Open Spaces</b>								
4157 Grasscutting	3,976	22,751	30,000	7,250		7,250	75.8%	
4158 Replacement Play Equipment	0	7,564	0	(7,564)		(7,564)	0.0%	
4165 Maintenance play areas	0	8,193	5,000	(3,193)		(3,193)	163.9%	
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%	
4179 Tree Planting	0	0	10,000	10,000		10,000	0.0%	
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>3,976</b>	<b>39,915</b>	<b>48,600</b>	<b>8,685</b>	<b>0</b>	<b>8,685</b>	<b>82.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,976)</b>	<b>(39,915)</b>	<b>(48,600)</b>	<b>(8,685)</b>				
<b>221_King George V Park/Splashpad</b>								
4101 Electricity	45	89	5,000	4,911		4,911	1.8%	
4106 Repairs and Maintenance	800	1,110	0	(1,110)		(1,110)	0.0%	
4108 Service Contracts	1,415	2,309	5,000	2,691		2,691	46.2%	
4199 Chemicals	1,641	2,605	2,000	(605)		(605)	130.2%	
4313 Sports Roadshow	1,497	2,246	5,000	2,754		2,754	44.9%	
4913 Water	0	0	7,000	7,000		7,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	<b>5,398</b>	<b>8,359</b>	<b>24,000</b>	<b>15,641</b>	<b>0</b>	<b>15,641</b>	<b>34.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,398)</b>	<b>(8,359)</b>	<b>(24,000)</b>	<b>(15,641)</b>				
<b>302_Projects</b>								
1020 Miscellaneous Income	60	97	0	(97)			0.0%	
1050 Grants Received	560	3,060	0	(3,060)			0.0%	
1052 Switch on Event - Stalls	410	742	0	(742)			0.0%	
1089 Income-Hanging Baskets	94	1,109	0	(1,109)			0.0%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
1179 Neighbourhood Plan	0	30	0	(30)			0.0%	
Projects :- Income	<b>1,124</b>	<b>5,038</b>	<b>0</b>	<b>(5,038)</b>				<b>0</b>
4073 Environmental Projects	0	1,134	2,500	1,366		1,366	45.4%	
4074 Neighbourhood Plan	0	9,857	2,000	(7,857)		(7,857)	492.8%	
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%	
4080 Melksham in Bloom Competition	8	8	500	492		492	1.6%	
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%	
4304 Switch on Event	425	1,658	6,000	4,342		4,342	27.6%	
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%	
4322 Age UK Project Worker	0	5,271	0	(5,271)		(5,271)	0.0%	
Projects :- Indirect Expenditure	<b>433</b>	<b>24,785</b>	<b>17,500</b>	<b>(7,285)</b>	<b>0</b>	<b>(7,285)</b>	<b>141.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>691</b>	<b>(19,747)</b>	<b>(17,500)</b>	<b>2,247</b>				
<u>403 Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%	
1089 Income-Hanging Baskets	104	154	1,300	1,146			11.8%	
Economic Dev. and Planning :- Income	<b>104</b>	<b>352</b>	<b>3,300</b>	<b>2,948</b>			<b>10.7%</b>	<b>0</b>
4071 Town Floral Displays	5,224	6,084	10,000	3,916		3,916	60.8%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%	
4354 Parking Scheme	149	398	500	102		102	79.7%	
4356 Highways projects CATG	0	2,148	10,000	7,852		7,852	21.5%	
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%	
4925 Town Development	0	688	15,000	14,313		14,313	4.6%	
Economic Dev. and Planning :- Indirect Expenditure	<b>5,373</b>	<b>9,318</b>	<b>43,000</b>	<b>33,682</b>	<b>0</b>	<b>33,682</b>	<b>21.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,269)</b>	<b>(8,966)</b>	<b>(39,700)</b>	<b>(30,734)</b>				
<u>405 Solar Farm Projects</u>								
1182 Solar money received	0	0	40,000	40,000			0.0%	
Solar Farm Projects :- Income	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>			<b>0.0%</b>	<b>0</b>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>501 Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	1,585	13,755	50,000	36,245			27.5%	
Assembly Hall Central Costs :- Income	<b>1,585</b>	<b>13,755</b>	<b>50,000</b>	<b>36,245</b>			<b>27.5%</b>	<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

## Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
4000 Salaries ENI & Pension	5,218	37,956	85,000	47,044		47,044	44.7%	
4005 Temporary Staff	496	3,084	0	(3,084)		(3,084)	0.0%	
4900 Uniforms	0	0	500	500		500	0.0%	
4905 Cleaning Materials	275	728	2,000	1,272		1,272	36.4%	
4907 Stationery/Printing/Postage	0	(1)	150	151		151	(0.7%)	
4909 Licences	1,176	1,512	4,500	2,988	3,500	(512)	111.4%	
4911 Electricity	963	7,681	13,500	5,819		5,819	56.9%	
4912 Gas	12	112	350	238		238	32.1%	
4913 Water	188	789	2,600	1,811		1,811	30.4%	
4914 Rates	861	5,164	9,500	4,336		4,336	54.4%	
4916 Maintenance-Equipment	50	5,119	7,500	2,381		2,381	68.2%	
4917 Service Contracts	1,786	5,885	12,000	6,115		6,115	49.0%	
4918 Maintenance	0	4,932	7,000	2,068		2,068	70.5%	
4922 Publicity & Marketing	549	3,643	5,000	1,357		1,357	72.9%	
4924 Telephone: security alarms	0	0	300	300		300	0.0%	
4927 Stocktaking	130	260	600	340		340	43.3%	
4929 AIB	0	0	2,000	2,000		2,000	0.0%	
4958 Event Security	0	270	1,500	1,230		1,230	18.0%	
Assembly Hall Central Costs :- Indirect Expenditure	<b>11,704</b>	<b>77,134</b>	<b>154,000</b>	<b>76,866</b>	<b>3,500</b>	<b>73,366</b>	<b>52.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,119)</b>	<b>(63,379)</b>	<b>(104,000)</b>	<b>(40,621)</b>				
<u>510 Assembly Hall Events</u>								
1004 Film shows	0	138	600	462			22.9%	
1173 Live Shows - Hall Hire	618	10,557	2,000	(8,557)			527.9%	
Assembly Hall Events :- Income	<b>618</b>	<b>10,695</b>	<b>2,600</b>	<b>(8,095)</b>			<b>411.3%</b>	<b>0</b>
4919 Films: expenses and contract	0	10	300	290		290	3.3%	
4954 PA and Lighting Costs	150	1,170	1,000	(170)		(170)	117.0%	
4960 Live entertainment:	0	5,023	1,000	(4,023)		(4,023)	502.3%	
Assembly Hall Events :- Indirect Expenditure	<b>150</b>	<b>6,203</b>	<b>2,300</b>	<b>(3,903)</b>	<b>0</b>	<b>(3,903)</b>	<b>269.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>468</b>	<b>4,491</b>	<b>300</b>	<b>(4,191)</b>				
<u>520 Assembly Hall Bar and Catering</u>								
1001 Income-Assembly Hall Bar	3,669	16,423	55,000	38,577			29.9%	
Assembly Hall Bar and Catering :- Income	<b>3,669</b>	<b>16,423</b>	<b>55,000</b>	<b>38,577</b>			<b>29.9%</b>	<b>0</b>
4901 Catering Stock Purchases	13	20	0	(20)		(20)	0.0%	
4903 Bar Stock Purchases	817	4,943	24,750	19,807		19,807	20.0%	
Assembly Hall Bar and Catering :- Indirect Expenditure	<b>831</b>	<b>4,963</b>	<b>24,750</b>	<b>19,787</b>	<b>0</b>	<b>19,787</b>	<b>20.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,838</b>	<b>11,460</b>	<b>30,250</b>	<b>18,790</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/10/2023

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>901 Earmarked Reserves</b>								
1180 CIL Received	0	1,140	0	(1,140)			0.0%	
Earmarked Reserves :- Income	<b>0</b>	<b>1,140</b>	<b>0</b>	<b>(1,140)</b>				<b>0</b>
9202 Unplanned Maintenance	9,642	9,642	67,109	57,467		57,467	14.4%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	0	0	14,830	14,830		14,830	0.0%	
9235 Market Town Initiative	0	3,864	20,000	16,136		16,136	19.3%	
9241 CIL Ead Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	6,152	8,467	10,743	2,276		2,276	78.8%	
9244 Major Projects Reserve	46,810	51,868	278,945	227,077		227,077	18.6%	
9245 Solar Money	0	41,959	95,933	53,974		53,974	43.7%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	52,520	52,520		52,520	0.0%	
Earmarked Reserves :- Indirect Expenditure	<b>62,604</b>	<b>115,800</b>	<b>905,110</b>	<b>789,310</b>	<b>0</b>	<b>789,310</b>	<b>12.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(62,604)</b>	<b>(114,660)</b>	<b>(905,110)</b>	<b>(790,450)</b>				
<b>902 Sinking Funds</b>								
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%	
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%	
Sinking Funds :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>41,242</b>	<b>41,242</b>	<b>0</b>	<b>41,242</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(41,242)</b>	<b>(41,242)</b>				
Grand Totals:- Income	<b>508,580</b>	<b>1,073,830</b>	<b>1,186,484</b>	<b>112,654</b>			<b>90.5%</b>	
Expenditure	<b>149,931</b>	<b>676,051</b>	<b>2,259,142</b>	<b>1,583,091</b>	<b>3,500</b>	<b>1,579,591</b>	<b>30.1%</b>	
<b>Net Income over Expenditure</b>	<b>358,649</b>	<b>397,779</b>	<b>(1,072,658)</b>	<b>(1,470,437)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>358,649</b>	<b>397,779</b>						

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/09/2023

Month No: 6

Committee Report

## Finance, Admin & Performance

### 101 Central Costs

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4000 Salaries ENI & Pension	16,234	106,425	300,500	194,075		194,075	35.4%	
4005 Temporary Staff	0	135	0	(135)		(135)	0.0%	
4016 Sundry Office Expenses	76	367	0	(367)		(367)	0.0%	
4021 Stationery	0	765	500	(265)		(265)	153.0%	
4023 Advertising	278	(38)	500	538		538	(7.7%)	
4024 Equipment/furniture	0	665	1,000	335		335	66.5%	
4026 Photocopier/copying	76	617	750	133		133	82.3%	
4027 Telephones and Mobiles	231	1,303	3,000	1,697		1,697	43.4%	
4028 Postage	38	122	500	379		379	24.3%	
4029 Subscriptions	133	1,896	3,500	1,604		1,604	54.2%	
4040 Information Technology/Hardware	405	542	20,000	19,458		19,458	2.7%	
4042 Licences/Software	223	13,646	7,000	(6,646)		(6,646)	194.9%	
4058 Insurance	0	34,411	38,000	3,589		3,589	90.6%	
4061 Travel	0	366	500	134		134	73.2%	
4075 Training	70	2,126	6,000	3,874		3,874	35.4%	

Central Costs :- Indirect Expenditure **17,764** **163,347** **381,750** **218,403** **0** **218,403** **42.8%** **0**

**Net Expenditure** **(17,764)** **(163,347)** **(381,750)** **(218,403)**

### 110 Corporate Costs

1026 Income Interest	1	4,725	400	(4,325)			1181.4%	
1176 Precept Received	499,892	999,784	999,784	0			100.0%	
Corporate Costs :- Income	<b>499,892</b>	<b>1,004,509</b>	<b>1,000,184</b>	<b>(4,325)</b>			<b>100.4%</b>	<b>0</b>
4017 Bank account fees	94	225	500	275		275	44.9%	
4043 HR consultancy	0	4,095	7,500	3,405		3,405	54.6%	
4050 Legal and Professional Fees	0	3,131	7,000	3,869		3,869	44.7%	
4057 Accountancy and Audit	2,400	3,600	12,000	8,400		8,400	30.0%	
4076 Health & Safety	0	1,696	3,500	1,804		1,804	48.5%	

Corporate Costs :- Indirect Expenditure **2,494** **12,747** **30,500** **17,753** **0** **17,753** **41.8%** **0**

**Net Income over Expenditure** **497,398** **991,762** **969,684** **(22,078)**

### 115 Civic and Democratic

1016 Receipts - Mayors Reception	0	538	0	(538)			0.0%	
Civic and Democratic :- Income	<b>0</b>	<b>538</b>	<b>0</b>	<b>(538)</b>				<b>0</b>
4030 Town Crier's expenses	0	0	300	300		300	0.0%	
4034 Councillors' training	0	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%	
4070 Mayor's Allowance	0	1,000	1,000	0		0	100.0%	
4085 Civic and Ceremonial	712	1,042	3,500	2,458		2,458	29.8%	
4311 Remembrance Day	0	0	1,000	1,000		1,000	0.0%	
Civic and Democratic :- Indirect Expenditure	<b>712</b>	<b>2,042</b>	<b>8,800</b>	<b>6,758</b>	<b>0</b>	<b>6,758</b>	<b>23.2%</b>	<b>0</b>

**Net Income over Expenditure**      **(712)**      **(1,504)**      **(8,800)**      **(7,296)**

<u>151 Grants</u>								
4301 Grants	4,453	4,453	16,000	11,547		11,547	27.8%	
4302 Grant CAB	0	5,000	5,000	0		0	100.0%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4305 Grant Christmas Lights	0	10,000	10,000	0		0	100.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	0	5,000	3,000	(2,000)		(2,000)	166.7%	
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	<b>4,453</b>	<b>38,453</b>	<b>53,500</b>	<b>15,047</b>	<b>0</b>	<b>15,047</b>	<b>71.9%</b>	<b>0</b>

**Net Expenditure**      **(4,453)**      **(38,453)**      **(53,500)**      **(15,047)**

Finance, Admin & Performance :- Income	<b>499,892</b>	<b>1,005,047</b>	<b>1,000,184</b>	<b>(4,863)</b>			<b>100.5%</b>	
Expenditure	<b>25,423</b>	<b>216,590</b>	<b>474,550</b>	<b>257,960</b>	<b>0</b>	<b>257,960</b>	<b>45.6%</b>	

**Movement to/(from) Gen Reserve**      **474,470**      **788,457**

Asset Management & Amenities

<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	102	505	2,000	1,495			25.3%	
Town Hall :- Income	<b>102</b>	<b>505</b>	<b>2,000</b>	<b>1,495</b>			<b>25.3%</b>	<b>0</b>
4100 Gas	141	2,683	6,000	3,317		3,317	44.7%	
4101 Electricity	318	1,858	5,000	3,142		3,142	37.2%	
4102 Non Domestic Rates	1,060	6,364	10,000	3,636		3,636	63.6%	
4103 Water Rates	40	789	2,000	1,211		1,211	39.5%	
4104 Window Cleaning	592	1,584	1,600	16		16	99.0%	
4106 Repairs and Maintenance	0	2,990	6,000	3,010		3,010	49.8%	
4108 Service Contracts	1,183	4,359	10,500	6,141		6,141	41.5%	
4109 Trade Waste	0	0	1,400	1,400		1,400	0.0%	
4261 Building Condition Reps Works	0	2,880	70,000	67,120		67,120	4.1%	
Town Hall :- Indirect Expenditure	<b>3,335</b>	<b>23,506</b>	<b>112,500</b>	<b>88,994</b>	<b>0</b>	<b>88,994</b>	<b>20.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,233)</b>	<b>(23,000)</b>	<b>(110,500)</b>	<b>(87,500)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>202 Asset and Amenities</b>								
1027 Income - Amenity Services	343	4,204	3,000	(1,204)			140.1%	
<b>Asset and Amenities :- Income</b>	<b>343</b>	<b>4,204</b>	<b>3,000</b>	<b>(1,204)</b>			<b>140.1%</b>	<b>0</b>
4000 Salaries ENI & Pension	20,193	101,983	275,000	173,017		173,017	37.1%	
4027 Telephones and Mobiles	0	716	1,500	784		784	47.7%	
4075 Training	0	1,793	0	(1,793)		(1,793)	0.0%	
4150 Uniform/PPE	0	800	1,000	200		200	80.0%	
4151 Tools and Equipment	701	1,142	2,000	858		858	57.1%	
4153 Vehicle Running Costs	599	1,700	5,000	3,300		3,300	34.0%	
4156 Vehicle Leasing	996	5,942	5,800	(142)		(142)	102.5%	
4163 Repairs and Maintenance	52	521	8,000	7,479		7,479	6.5%	
4167 Street Furniture and Signage	0	1,139	7,500	6,361		6,361	15.2%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	220	990	4,000	3,010		3,010	24.8%	
<b>Asset and Amenities :- Indirect Expenditure</b>	<b>22,762</b>	<b>116,727</b>	<b>310,800</b>	<b>194,073</b>	<b>0</b>	<b>194,073</b>	<b>37.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(22,419)</b>	<b>(112,524)</b>	<b>(307,800)</b>	<b>(195,276)</b>				
<b>203 Allotments</b>								
1045 Income Allotments	60	240	5,000	4,760			4.8%	
<b>Allotments :- Income</b>	<b>60</b>	<b>240</b>	<b>5,000</b>	<b>4,760</b>			<b>4.8%</b>	<b>0</b>
4200 Water Rates - Allotments	644	1,190	1,200	10		10	99.2%	
4201 Maintenance - Allotments	190	887	1,000	113		113	88.7%	
<b>Allotments :- Indirect Expenditure</b>	<b>834</b>	<b>2,077</b>	<b>2,200</b>	<b>123</b>	<b>0</b>	<b>123</b>	<b>94.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(774)</b>	<b>(1,837)</b>	<b>2,800</b>	<b>4,637</b>				
<b>204 Pavilion and Car Park</b>								
1046 Income - Pavilion	0	81	5,000	4,919			1.6%	
<b>Pavilion and Car Park :- Income</b>	<b>0</b>	<b>81</b>	<b>5,000</b>	<b>4,919</b>			<b>1.6%</b>	<b>0</b>
4250 Telephone - Pavilion	34	204	500	296		296	40.8%	
4252 Electricity	0	6,100	3,000	(3,100)		(3,100)	203.3%	
4254 Water - Pavilion	0	0	1,000	1,000		1,000	0.0%	
4255 Fire Safety Checks	355	355	250	(105)		(105)	142.0%	
4256 Maintenance - Pavilion	2,630	5,104	4,500	(604)		(604)	113.4%	
<b>Pavilion and Car Park :- Indirect Expenditure</b>	<b>3,019</b>	<b>11,763</b>	<b>9,250</b>	<b>(2,513)</b>	<b>0</b>	<b>(2,513)</b>	<b>127.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,019)</b>	<b>(11,682)</b>	<b>(4,250)</b>	<b>7,432</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>205 Public Toilets - Market Place</b>								
1060 Contribution to running costs	0	6,000	7,500	1,500			80.0%	
Public Toilets - Market Place :- Income	<b>0</b>	<b>6,000</b>	<b>7,500</b>	<b>1,500</b>			<b>80.0%</b>	<b>0</b>
4101 Electricity	135	976	1,800	824		824	54.2%	
4103 Water Rates	176	601	3,000	2,399		2,399	20.0%	
4106 Repairs and Maintenance	0	150	1,000	850		850	15.0%	
4180 Cleaning	503	3,020	7,000	3,980		3,980	43.1%	
4185 Electricity supply: Toilets	0	218	0	(218)		(218)	0.0%	
Public Toilets - Market Place :- Indirect Expenditure	<b>814</b>	<b>4,965</b>	<b>12,800</b>	<b>7,835</b>	<b>0</b>	<b>7,835</b>	<b>38.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(814)</b>	<b>1,035</b>	<b>(5,300)</b>	<b>(6,335)</b>				
<b>206 Public Toilets - Bath Road</b>								
4101 Electricity	0	521	1,400	879		879	37.2%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	0	171	1,000	829		829	17.1%	
4180 Cleaning	615	3,690	7,000	3,310		3,310	52.7%	
4185 Electricity supply: Toilets	125	236	0	(236)		(236)	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	<b>740</b>	<b>4,617</b>	<b>11,400</b>	<b>6,783</b>	<b>0</b>	<b>6,783</b>	<b>40.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(740)</b>	<b>(4,617)</b>	<b>(11,400)</b>	<b>(6,783)</b>				
<b>210 Corporate Properties</b>								
1040 Income 31 Market Place	583	7,350	6,900	(450)			106.5%	
1048 Income Art House Cafe	500	3,000	6,000	3,000			50.0%	
Corporate Properties :- Income	<b>1,083</b>	<b>10,350</b>	<b>12,900</b>	<b>2,550</b>			<b>80.2%</b>	<b>0</b>
<b>Net Income</b>	<b>1,083</b>	<b>10,350</b>	<b>12,900</b>	<b>2,550</b>				
<b>211 Art House Cafe</b>								
4100 Gas	0	0	1,000	1,000		1,000	0.0%	
4175 Costs Art House Cafe	0	522	0	(522)		(522)	0.0%	
Art House Cafe :- Indirect Expenditure	<b>0</b>	<b>522</b>	<b>1,000</b>	<b>478</b>	<b>0</b>	<b>478</b>	<b>52.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(522)</b>	<b>(1,000)</b>	<b>(478)</b>				
<b>212 Round House</b>								
4101 Electricity	30	(1,365)	500	1,865		1,865	(272.9%)	
4103 Water Rates	0	55	240	185		185	22.8%	
4106 Repairs and Maintenance	78	78	1,000	922		922	7.8%	
Round House :- Indirect Expenditure	<b>108</b>	<b>(1,232)</b>	<b>1,740</b>	<b>2,972</b>	<b>0</b>	<b>2,972</b>	<b>(70.8%)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(108)</b>	<b>1,232</b>	<b>(1,740)</b>	<b>(2,972)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>213 31 Market Place</u>								
4108 Service Contracts	0	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
<u>215 Depot</u>								
4101 Electricity	0	180	2,000	1,820		1,820	9.0%	
4102 Non Domestic Rates	241	1,446	2,500	1,054		1,054	57.8%	
4103 Water Rates	24	97	250	153		153	38.8%	
4106 Repairs and Maintenance	0	0	4,000	4,000		4,000	0.0%	
4159 Electric - Unit	9	1,018	0	(1,018)		(1,018)	0.0%	
4160 Leasing	2,058	7,204	12,350	5,146		5,146	58.3%	
4184 Fire security: Unit	94	94	300	206		206	31.3%	
Depot :- Indirect Expenditure	<u>2,426</u>	<u>10,039</u>	<u>21,400</u>	<u>11,361</u>	<u>0</u>	<u>11,361</u>	<u>46.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,426)</u>	<u>(10,039)</u>	<u>(21,400)</u>	<u>(11,361)</u>				
<u>220 Play Areas and Open Spaces</u>								
4157 Grasscutting	3,976	22,751	30,000	7,250		7,250	75.8%	
4158 Replacement Play Equipment	0	7,564	0	(7,564)		(7,564)	0.0%	
4165 Maintenance play areas	0	8,193	5,000	(3,193)		(3,193)	163.9%	
4169 Maintenance of trees	0	1,155	2,000	845		845	57.8%	
4179 Tree Planting	0	0	10,000	10,000		10,000	0.0%	
4193 Rospa checks: Play areas	0	252	1,600	1,348		1,348	15.8%	
Play Areas and Open Spaces :- Indirect Expenditure	<u>3,976</u>	<u>39,915</u>	<u>48,600</u>	<u>8,685</u>	<u>0</u>	<u>8,685</u>	<u>82.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,976)</u>	<u>(39,915)</u>	<u>(48,600)</u>	<u>(8,685)</u>				
<u>221 King George V Park/Splashpad</u>								
4101 Electricity	45	89	5,000	4,911		4,911	1.8%	
4106 Repairs and Maintenance	800	1,110	0	(1,110)		(1,110)	0.0%	
4108 Service Contracts	1,415	2,309	5,000	2,691		2,691	46.2%	
4199 Chemicals	1,641	2,605	2,000	(605)		(605)	130.2%	
4313 Sports Roadshow	1,497	2,246	5,000	2,754		2,754	44.9%	
4913 Water	0	0	7,000	7,000		7,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	<u>5,398</u>	<u>8,359</u>	<u>24,000</u>	<u>15,641</u>	<u>0</u>	<u>15,641</u>	<u>34.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(5,398)</u>	<u>(8,359)</u>	<u>(24,000)</u>	<u>(15,641)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>405 Solar Farm Projects</b>								
1182 Solar money received	0	0	40,000	40,000			0.0%	
Solar Farm Projects :- Income	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>			<b>0.0%</b>	<b>0</b>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>				
Asset Management & Amenities :- Income	<b>1,588</b>	<b>21,380</b>	<b>75,400</b>	<b>54,020</b>			<b>28.4%</b>	
Expenditure	<b>43,412</b>	<b>221,258</b>	<b>596,690</b>	<b>375,432</b>	<b>0</b>	<b>375,432</b>	<b>37.1%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(41,824)</b>	<b>(199,878)</b>						
<b>Community Development</b>								
<b>302 Projects</b>								
1020 Miscellaneous Income	60	97	0	(97)			0.0%	
1050 Grants Received	560	3,060	0	(3,060)			0.0%	
1052 Switch on Event - Stalls	410	742	0	(742)			0.0%	
1089 Income-Hanging Baskets	94	1,109	0	(1,109)			0.0%	
1179 Neighbourhood Plan	0	30	0	(30)			0.0%	
Projects :- Income	<b>1,124</b>	<b>5,038</b>	<b>0</b>	<b>(5,038)</b>				<b>0</b>
4073 Environmental Projects	0	1,134	2,500	1,366		1,366	45.4%	
4074 Neighbourhood Plan	0	9,857	2,000	(7,857)		(7,857)	492.8%	
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%	
4080 Melksham in Bloom Competition	8	8	500	492		492	1.6%	
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%	
4304 Switch on Event	425	1,658	6,000	4,342		4,342	27.6%	
4321 Coronation	0	6,857	4,500	(2,357)		(2,357)	152.4%	
4322 Age UK Project Worker	0	5,271	0	(5,271)		(5,271)	0.0%	
Projects :- Indirect Expenditure	<b>433</b>	<b>24,785</b>	<b>17,500</b>	<b>(7,285)</b>	<b>0</b>	<b>(7,285)</b>	<b>141.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>691</b>	<b>(19,747)</b>	<b>(17,500)</b>	<b>2,247</b>				
Community Development :- Income	<b>1,124</b>	<b>5,038</b>	<b>0</b>	<b>(5,038)</b>			<b>0.0%</b>	
Expenditure	<b>433</b>	<b>24,785</b>	<b>17,500</b>	<b>(7,285)</b>	<b>0</b>	<b>(7,285)</b>	<b>141.6%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>691</b>	<b>(19,747)</b>						

**Economic Development**

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>403 Economic Dev. and Planning</b>								
1030 Income-Melksham Makers Market	0	198	2,000	1,802			9.9%	
1089 Income-Hanging Baskets	104	154	1,300	1,146			11.8%	
Economic Dev. and Planning :- Income	<b>104</b>	<b>352</b>	<b>3,300</b>	<b>2,948</b>			<b>10.7%</b>	<b>0</b>
4071 Town Floral Displays	5,224	6,084	10,000	3,916		3,916	60.8%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4328 Electric/ Climate Development	0	0	1,000	1,000		1,000	0.0%	
4354 Parking Scheme	149	398	500	102		102	79.7%	
4356 Highways projects CATG	0	2,148	10,000	7,852		7,852	21.5%	
4922 Publicity & Marketing	0	0	1,500	1,500		1,500	0.0%	
4925 Town Development	0	688	15,000	14,313		14,313	4.6%	
Economic Dev. and Planning :- Indirect Expenditure	<b>5,373</b>	<b>9,318</b>	<b>43,000</b>	<b>33,682</b>	<b>0</b>	<b>33,682</b>	<b>21.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,269)</b>	<b>(8,966)</b>	<b>(39,700)</b>	<b>(30,734)</b>				
Economic Development :- Income	<b>104</b>	<b>352</b>	<b>3,300</b>	<b>2,948</b>			<b>10.7%</b>	
Expenditure	<b>5,373</b>	<b>9,318</b>	<b>43,000</b>	<b>33,682</b>	<b>0</b>	<b>33,682</b>	<b>21.7%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(5,269)</b>	<b>(8,966)</b>						

**Assembly Hall****501 Assembly Hall Central Costs**

1000 Income-Assembly Hall Lettings	1,585	13,755	50,000	36,245			27.5%	
Assembly Hall Central Costs :- Income	<b>1,585</b>	<b>13,755</b>	<b>50,000</b>	<b>36,245</b>			<b>27.5%</b>	<b>0</b>
4000 Salaries ENI & Pension	5,218	37,956	85,000	47,044		47,044	44.7%	
4005 Temporary Staff	496	3,084	0	(3,084)		(3,084)	0.0%	
4900 Uniforms	0	0	500	500		500	0.0%	
4905 Cleaning Materials	275	728	2,000	1,272		1,272	36.4%	
4907 Stationery/Printing/Postage	0	(1)	150	151		151	(0.7%)	
4909 Licences	1,176	1,512	4,500	2,988	3,500	(512)	111.4%	
4911 Electricity	963	7,681	13,500	5,819		5,819	56.9%	
4912 Gas	12	112	350	238		238	32.1%	
4913 Water	188	789	2,600	1,811		1,811	30.4%	
4914 Rates	861	5,164	9,500	4,336		4,336	54.4%	
4916 Maintenance-Equipment	50	5,119	7,500	2,381		2,381	68.2%	
4917 Service Contracts	1,786	5,885	12,000	6,115		6,115	49.0%	
4918 Maintenance	0	4,932	7,000	2,068		2,068	70.5%	
4922 Publicity & Marketing	549	3,643	5,000	1,357		1,357	72.9%	
4924 Telephone: security alarms	0	0	300	300		300	0.0%	
4927 Stocktaking	130	260	600	340		340	43.3%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4929 AIB	0	0	2,000	2,000		2,000	0.0%	
4958 Event Security	0	270	1,500	1,230		1,230	18.0%	
Assembly Hall Central Costs :- Indirect Expenditure	<b>11,704</b>	<b>77,134</b>	<b>154,000</b>	<b>76,866</b>	<b>3,500</b>	<b>73,366</b>	<b>52.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(10,119)</b>	<b>(63,379)</b>	<b>(104,000)</b>	<b>(40,621)</b>				
<b>510 Assembly Hall Events</b>								
1004 Film shows	0	138	600	462			22.9%	
1173 Live Shows - Hall Hire	618	10,557	2,000	(8,557)			527.9%	
Assembly Hall Events :- Income	<b>618</b>	<b>10,695</b>	<b>2,600</b>	<b>(8,095)</b>			<b>411.3%</b>	<b>0</b>
4919 Films: expenses and contract	0	10	300	290		290	3.3%	
4954 PA and Lighting Costs	150	1,170	1,000	(170)		(170)	117.0%	
4960 Live entertainment:	0	5,023	1,000	(4,023)		(4,023)	502.3%	
Assembly Hall Events :- Indirect Expenditure	<b>150</b>	<b>6,203</b>	<b>2,300</b>	<b>(3,903)</b>	<b>0</b>	<b>(3,903)</b>	<b>269.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>468</b>	<b>4,491</b>	<b>300</b>	<b>(4,191)</b>				
<b>520 Assembly Hall Bar and Catering</b>								
1001 Income-Assembly Hall Bar	3,669	16,423	55,000	38,577			29.9%	
Assembly Hall Bar and Catering :- Income	<b>3,669</b>	<b>16,423</b>	<b>55,000</b>	<b>38,577</b>			<b>29.9%</b>	<b>0</b>
4901 Catering Stock Purchases	13	20	0	(20)		(20)	0.0%	
4903 Bar Stock Purchases	817	4,943	24,750	19,807		19,807	20.0%	
Assembly Hall Bar and Catering :- Indirect Expenditure	<b>831</b>	<b>4,963</b>	<b>24,750</b>	<b>19,787</b>	<b>0</b>	<b>19,787</b>	<b>20.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,838</b>	<b>11,460</b>	<b>30,250</b>	<b>18,790</b>				
Assembly Hall :- Income	<b>5,871</b>	<b>40,873</b>	<b>107,600</b>	<b>66,727</b>			<b>38.0%</b>	
Expenditure	<b>12,685</b>	<b>88,300</b>	<b>181,050</b>	<b>92,750</b>	<b>3,500</b>	<b>89,250</b>	<b>50.7%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(6,814)</b>	<b>(47,427)</b>						

**Earmarked Reserves****901 Earmarked Reserves**

1180 CIL Received	0	1,140	0	(1,140)			0.0%	
Earmarked Reserves :- Income	<b>0</b>	<b>1,140</b>	<b>0</b>	<b>(1,140)</b>				<b>0</b>
9202 Unplanned Maintenance	9,642	9,642	67,109	57,467		57,467	14.4%	
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%	
9218 Election expenses	0	0	14,830	14,830		14,830	0.0%	
9235 Market Town Initiative	0	3,864	20,000	16,136		16,136	19.3%	

## Detailed Income &amp; Expenditure by Budget Heading 30/09/2023

Month No: 6

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9241 Cil Eadt Melksham Comm Hall	0	0	315,030	315,030		315,030	0.0%	
9243 Green Spaces	6,152	8,467	10,743	2,276		2,276	78.8%	
9244 Major Projects Reserve	46,810	51,868	278,945	227,077		227,077	18.6%	
9245 Solar Money	0	41,959	95,933	53,974		53,974	43.7%	
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%	
9248 CIL	0	0	52,520	52,520		52,520	0.0%	
Earmarked Reserves :- Indirect Expenditure	<b>62,604</b>	<b>115,800</b>	<b>905,110</b>	<b>789,310</b>	<b>0</b>	<b>789,310</b>	<b>12.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(62,604)</b>	<b>(114,660)</b>	<b>(905,110)</b>	<b>(790,450)</b>				
<b>902 Sinking Funds</b>								
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%	
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%	
9232 Street Furniture	0	0	13,837	13,837		13,837	0.0%	
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%	
Sinking Funds :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>41,242</b>	<b>41,242</b>	<b>0</b>	<b>41,242</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(41,242)</b>	<b>(41,242)</b>				
Earmarked Reserves :- Income	<b>0</b>	<b>1,140</b>	<b>0</b>	<b>(1,140)</b>			<b>0.0%</b>	
Expenditure	<b>62,604</b>	<b>115,800</b>	<b>946,352</b>	<b>830,552</b>	<b>0</b>	<b>830,552</b>	<b>12.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(62,604)</b>	<b>(114,660)</b>						
Grand Totals:- Income	<b>508,580</b>	<b>1,073,830</b>	<b>1,186,484</b>	<b>112,654</b>			<b>90.5%</b>	
Expenditure	<b>149,931</b>	<b>676,051</b>	<b>2,259,142</b>	<b>1,583,091</b>	<b>3,500</b>	<b>1,579,591</b>	<b>30.1%</b>	
<b>Net Income over Expenditure</b>	<b>358,649</b>	<b>397,779</b>	<b>(1,072,658)</b>	<b>(1,470,437)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>358,649</b>	<b>397,779</b>						

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**Melksham Town Council**  
**Monthly Financial Statement 30 September 2023**

**Cash and Bank Balances:**

Unity Bank	608,625	
Cambridge B S	85,053	
Assembly General Account	1,062,066	
Lloyds Short Term Fixed Deposit	51,957	
Lloyds Fixed Term Deposit		
CCLA Investment	120	
Credit/Debit Card Control	2,544	
Petty Cash	257	
Bar Float	1,100	
		1,811,722

**Debtors (monies owed to council)**

H M Customs - Vat recoverable	26,089	
Bar Stock	3,329	
Debtors and Prepayments	2,362	
		31,780
		1,843,502

**Less: Creditors (monies owed by council)**

Suppliers of goods and services	97,857	
Retention Due	8,065	
Other Creditors	5,698	
Salaries Control	15,937	
Paye, Ni and Pension Due		
Events Control	7,655	
		135,212

**Net Cash Available** 1,708,290

**Represented by:**

**General Fund**

Current Year Surplus	397,779	
Earmarked Reserves Used in year	115,800	
	513,579	
Contribution to Earmarked Reserves	1,140	512,439
General Reserve balance at beginning of year		364,159

**Earmarked Reserves**

Balance at 1st April 2023	797,899	
Plus; Added in Year	797,899	
Less: Used to Fund Expenditure	73,841	724,058

**Specific Reserves**

**CIL**

Balance at 1st April 2023	52,520	
Plus: Received in Year	1,140	
	53,660	
Less: Used to Fund Expenditure		53,660

**Solar Farm**

Balance at 1st April 2023	95,933	
Plus Received in Year	95,933	
Less:Used to Fund Expenditure	41,959	53,974

1,708,290

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