

## **Melksham Town Council**

### **Minutes of the Finance, Governance and Performance Committee**

**on Monday 28<sup>th</sup> July 2025**

**PRESENT:** Councillor R Cleary (meeting chair)  
Councillor E Calland  
Councillor J Crossley  
Councillor A Griffin  
Councillor A Westbrook

**IN ATTENDANCE** Councillor S Rabey  
Councillor J Westbrook

**OFFICERS** Hayley Bell Acting CEO/Town Clerk  
Samantha Haywood Locum RFO  
Mel Rolph Finance Officer

**PUBLIC:** 4 members of the public were present and 3 members of the public were present virtually

#### **29/25 Apologies**

Apologies were received from Councillor Drewett

#### **30/25 Declaration of Interest**

There were no declarations of interest.

#### **31/25 Public Participation**

##### **Resident 1**

Agenda Item 5 2025/26 Financials to Date. Balance sheet for month 4 31<sup>st</sup> July 2025. Does this not need to be for month 3, 30<sup>th</sup> June 2025? Current liabilities give debit balances for PAYE, pensions and salaries. Is this because the July payment journal has not yet been posted?

On Income & Expenditure. Says for month 3 dated 31<sup>st</sup> July 2025. Month 3 is 30<sup>th</sup> June 2025. Accounting reports from software are driven by month number. Do you agree that the Income and Expenditure reports for month 3 is for the 30<sup>th</sup> June 2025 and would it not have been sensible to have the balance sheet at that date as well?

Why is there a balance on the Trial Balance, for code 566?

Bank balances and bank reconciliation. To be transparent and for members to be able to agree and accept the bank reconciliation I would expect to see a statement for the month

ending 30<sup>th</sup> June 2025 in the agenda pack. Why are the statements for 30<sup>th</sup> June 2025 not included in the pack?

The chair confirmed that the residents email with the questions had been received and the locum RFO was preparing a response.

## **Resident 2**

Assembly Hall expenditure shows water at £3474. If bills issued every 6 months total bill will be around £7000, when only £3000 has been budgeted. This needs to be looked into.

Why is there not a report in the agenda pack from officers highlighting points of concern and reasons for overspend?

The Locum RFO confirmed that a new budget format is being worked on and all of the points raised have been discussed and the budget format is being revised accordingly. The new budget format will have comments so that any discrepancies, underspend etc will be highlighted and accompanied with an explanation. The revised budget format is part of agenda item 14 for consideration.

## **32/25 Minutes**

The minutes of 7<sup>th</sup> July 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Cleary

## **33/25 2025/26 Financials to Date**

The Locum RFO spoke to the item. Due to confusion, only half the payroll journal has been done. This will be actioned and updated papers would be resubmitted.

Financials to date, including the balance sheet, income & expenditure, and trial balance were noted.

## **34/25 Bank Reconciliation**

The bank reconciliations and bank balances to date, and that two members check and sign off the bank reconciliations at least quarterly were noted.

## **35/25 Internal Transfers**

Internal transfers made were noted

## **36/25 Payments Made Outside of Meeting**

Locum RFO confirmed these payments were still signed off in the usual way.

Acting CEO/Town Clerk confirmed splashpad repair costs were being looked at with regard to warranty.

Payments made outside of meeting using Clerks delegated powers were noted.

### **37/25 Invoices for Payment**

It was proposed, seconded and resolved to approve invoices for payment.

### **38/25 Direct Debit/Standing Order Payments Made**

The Finance Officer gave an update on closure of the Lloyds Account. Most of the direct debits have now been transferred to the Unity account but there are still a few outstanding.

It was suggested that Councillor A Westbrook be added as a signatory to the Lloyds Bank Account. Officers advised that a vote was not possible under this agenda item as the item was to note.

Direct debit and standing order payments made were noted.

### **39/25 Income Received**

Finance Officer confirmed most payments into Lloyds Account had now moved across to Unity.

Income received was noted.

### **40/25 Card Expenditure**

Acting CEO/Town Clerk confirmed that it had been confirmed to officers that payments must not to be made with their own cards and no reimbursement would be given if they were.

Card expenditure was noted.

### **41/25 Budget 2025/26**

Water bills for the Assembly Hall were discussed. It was felt the latest invoice for £2000 was excessive. RFO confirmed that the matter was being investigated and meter readings are being taken for the next 5 days to ensure there is no leak or other problem, and would continue to be monitored.

Standing Orders were suspended to allow a member of the public to speak.

Standing Orders were reinstated.

2025/26 budget to date was noted.

### **42/25 Budget Format**

Locum RFO spoke to the item and showed the template Excel budget format that she was proposing members adopt, alongside the Rialtas budget, as the Excel version is simplified, easier to read, and contains details of what is under each budget heading and an explanation of any variances, issues etc.

The Locum RFO gave a quote from Rialtas for the phased budget software of £1063 + VAT. The committee resolved not to pursue this at this time.

Members asked questions of the Locum RFO and discussed the merits of various budget formats.

It was proposed by Councillor Cleary, seconded by Councillor Crossley and

RESOLVED to use the Excel Budget Format going forward.

#### **43/25 RFO Report**

Updates were given as follows

Pension strain refund has been received.

Offer to permanent RFO has been declined. Acting CEO/Town Clerk will update on further actions.

Local Government annual pay increase has been announced at a 3.2% increase per SCP scale. Will be implemented in the August payroll and has to be backdated to April. Locum RFO will recalculate salary budget accordingly.

RFO report was noted.

#### **44/25 Response to Public Questions**

Locum RFO responses to finance related questions received from the public were noted.

#### **45/25 Finance and Governance Outstanding Resolutions**

Update on the finance and governance related resolutions were noted.

Officers advised that there has been one exercise of public right to inspect accounts.

Deadline has been extended due to issues with document showing on website.

Meeting closed at: 20:00

Signed .....

Dated .....