



2025

## MELKSHAM TOWN COUNCIL



# Full Council

Monday 1<sup>st</sup> September 2025



Town Hall,  
Market Place,  
Melksham,  
Wiltshire  
SN12 6ES

01225 704187  
[towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk)

[www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)



# MELKSHAM TOWN COUNCIL

Town Hall,  
Market Place,  
Melksham,  
Wiltshire  
SN12 6ES

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

[towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk)

22nd August 2025

Dear Councillors,

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday, **1st September 2025**, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Full Council is 8.

## **Public Participation.**

Members of the public and the press may attend this meeting in person or join the meeting on teams

<https://tinyurl.com/y327aku5> Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their question to [CEO@melksham-tc.gov.uk](mailto:CEO@melksham-tc.gov.uk) by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

## **The Seven Principles of Public Life.**

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell – Acting CEO

## Full Council Terms of References

### **1. Membership:** All 15 elected members of the Town Council.

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:

- 1.1 The Precept demand
- 1.2 Borrowing money
- 1.3 Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions
- 1.4 Making, amending or revoking by-laws
- 1.5 Making of Orders under Statutory Powers
- 1.6 Matters of principle or policy
- 1.7 Addressing recommendations in any report from the Internal and External Auditors
- 1.8 Nomination of members of all proper and sub committees
- 1.9 New powers or duties
- 1.10 Prosecution or defence in a Court of Law
- 1.11 Nomination or appointment of representatives of the Council to any enquiry on matters affecting the town
- 1.12 To receive and adopt the Annual Accounts
- 1.13 To receive and sign off the Annual Internal & External Audit and Return
- 1.14 To receive reports referred to the Town Council from the various Committees/Sub-Committees
- 1.15 To set up Working Groups as necessary
- 1.16 To receive reports and consider recommendations from Working Groups set up by Full Council
- 1.17 To appoint representatives on outside bodies or joint bodies
- 1.18 To confirm the appointment of the Town Mayor/Deputy Mayor
- 1.19 To confirm the schedule of meetings of the Town Council/Committees and Sub-Committees for the ensuing year
- 1.20 To receive petitions and deputations from members of the public or any organisations
- 1.21 Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees

# AGENDA

## Full Council

- |  |                      |
|--|----------------------|
| <b>1. Apologies.</b>   | <b>19.00– 19.01</b>  |
| To receive apologies for absences  |                      |
| (Local Government Act, 1972 s.85)  |                      |
| <b>2. Declaration of interests.</b>  | <b>19.01 – 19.02</b> |
| To declare an interest relating to the business of the meeting.  |                      |
| (Melksham Town Council Code of Conduct)  |                      |
| <b>3. Minutes</b>  | <b>19.02 – 19.05</b> |
| To approve the minutes of the previous meetings on 30 <sup>th</sup> June 2025 and 14 <sup>th</sup> July 2025             |                      |
| (Local Government Act 1972, s. 12)   |                      |
| <b>4. Public participation</b>   | <b>19.05 – 19.25</b> |
| To allow public participation, 3 minutes per person, 20 minutes allocation.  |                      |
| (Local Government Act 1972, s. 12)   |                      |
| <b>5. Questions from Councillors</b>   | <b>19.25 – 19.30</b> |
| (Melksham Town Council Policy and Local Government Act 1972)   |                      |
| <b>6. Town Mayor's Announcements</b>   | <b>19.30 – 19.35</b> |
| <b>7. Police Report</b>  | <b>19.35 – 19.45</b> |
| To note the Melksham Neighbourhood Team Report   |                      |
| <b>8. Reports from Unitary Councillors</b>   | <b>19.45 - 19.55</b> |
| Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings. |                      |

Councillor Alford  
Councillor Griffin  
Councillor Hubbard  
Councillor Stokes  
Councillor J Westbrook

**9. East Melksham Community Centre** **19.55 – 20.00**

**10. Outside Bodies** **20.00 – 20.05**

To appoint a representative to Army Cadets, Melksham Detachment.

**11. Appointments** **20.05 – 20.15**

**11.1 Finance, Governance & Performance Committee**

To appoint a member to the Finance, Governance & Performance Committee

To appoint a Chair of Finance, Governance & Performance Committee

**11.2 Personnel Committee**

To appoint a member to the Personnel Committee

**11.3 CIL Working Group**

To appoint a member to the CIL Working Group.

**11.4 Cemeteries Task & Finish Group**

To appoint a member of the Cemeteries Task & Finish Group

**12. Policies and Regulations** **20.15 – 20.30**

**12.1** To consider for adoption CCTV Policy

**12.2** To consider for adoption amended Financial Regulations

**13. Apologies Procedure** **20.30 – 20.45**

To discuss possible changes to the way apologies are accepted. Recommendation to approve the following process.

Legal Framework Local Government Act 1972 section 85 (1) states that if a councillor fails to

To attend any meeting for six consecutive months, they automatically cease to

Be a member of the council unless the reason for absence is approved by

The council before the end of that period.



**Section 85 (3)** allows councils to approve reasons for absences in advance, which can prevent disqualification.

Apologies should be sent to the proper officer (CEO) in writing, providing a reason, duration of absence via email, letter or text

before 16.00pm

Apologies must not be passed via another councillor.

The council must then resolve to accept the absence and this must be minuted.

**Best Practise.**

Do not disclose the reasons for absence publicly to respect privacy and comply with GDPR.

**14. Fair Trade – recommendation from Economic Development & Planning 20.45 – 20.50**

On 22nd July 2025 Economic Development & Planning received a presentation from Wiltshire Fair Trade and resolved to recommend to Full Council that Melksham Town Council, preferably in partnership with Melksham Without Parish Council, become a Fairtrade Town.

[Link to recording of presentation \(starts at 1:05:48\)](#)

For decision.

**15. Signatories. 20.50 – 20.51**

To make Councillor A Westbrook a signatory to Lloyds Bank account.

**16. Assembly Hall Ticket Split. 20:51 – 21.10**

Melksham Assembly Hall currently operates solely as a hireable venue. While this model provides a consistent income stream, it limits the potential for proactive income generation and community engagement.

There is growing interest from external promoters to work with the Assembly Hall on a ticket share basis, rather than traditional venue hire. Comparable venues widely use this model and allows for:

Shared risk and reward between the venue and promoter.

Greater control over programming, enabling the venue to respond to community interests and trends

Melksham Town Council currently promotes events and sells tickets, incurring all ticketing platform fees.

Promoters increasingly request ticket share arrangements, which cannot be accommodated under the current model.

**Recommendation:** To provide delegated authority to the CEO and Facilities Manager to determine which events can be ticket share or internally run events.

### **Delegated authority**

**The Facilities Manager, with the sign off per event from the CEO, will be granted to;**

Approve ticket share agreements

Initiate and manage in-house events.

## **17. Committee Minutes**

**21.10 – 21.15**

### **17.1 Economic Development and Planning**

To receive the minutes of the Economic Development and Planning Committee meetings held on 10<sup>th</sup> June 2025, 1<sup>st</sup> July 2025 and 22<sup>nd</sup> July 2025

[Link to minutes 10th June 2025](#)

[Link to minutes 1st July 2025](#)

[Link to minutes 22nd July 2025](#)

### **17.2 Finance, Administration and Performance**

To receive the minutes of the Finance Administration and Performance Committee meeting held on 27<sup>th</sup> May 2025 and 7<sup>th</sup> July 2025

[Link to minutes 27th May 2025](#)

[Link to minutes 7th July 2025](#)

### **17.3 Joint Melksham Neighbourhood Plan**

To receive the notes of the Steering Group meeting held on insert 5<sup>th</sup> June 2025. Please note that there has been no vote of the Steering Group on these minutes

[Link to minutes 5th June 2025.](#)

## **18. Election South Ward After Resignation of Councillor Hubbard**

**21.15 – 21.16**

Confirm that the date of the election, if contested, will be **9 October 2025**.

As such, the Notice of Election will be published on **4 September 2025**.

You will be required to display this notice within the parish area from this date.

### **Nomination Papers:**

The venue for delivery of Nomination Papers will be **County Hall, Trowbridge** and appointments for delivery and informal checks can be booked using the online booking system

<https://ilforms.wiltshire.gov.uk/BookingsElectionCandidateSlot/Index>

Candidates can submit Nomination Papers between the hours of 10am and 4pm (Monday to Friday) from **Friday 5 September 25** until the statutory deadline for receipt at 4pm on **Friday 12 September 25**.

Nomination papers to stand in a parish election can be downloaded from the [Electoral Commission website.](#)

### **19. Exclusion of The Public and Press –**

**21.16 – 21.17**

For resolution.

“That, in accordance with the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, the public and press be excluded from the meeting during consideration of the following item(s) of business, due to the confidential nature of the business to be transacted.

### **20. Staffing Matters**

**21.17-21.30**

To receive an update from the Acting CEO/Town Clerk



**Melksham Town Council**  
**Minutes of the Full Council Meeting**  
**on Monday 30<sup>th</sup> June 2025**

PRESENT: Councillor S Rabey                      Town Mayor  
Councillor J Westbrook                      Deputy Town Mayor  
Councillor P Alford  
Councillor P Aves  
Councillor E Calland  
Councillor R Cleary  
Councillor M Drewett  
Councillor G Elson  
Councillor A Griffin  
Councillor C Stokes  
Councillor A Westbrook

OFFICERS                      Hayley Bell      Acting CEO/Town Clerk  
   Sam Haywood Locum RFO

PUBLIC: 5 members of the public and 1 of the press were present and 3 members of the public were present virtually

**44/25 Apologies**

Apologies were received from Councillor Hubbard and Councillor Crossley

**45/25 Declaration of Interest**

There were no declarations of interest.

**46/25 Public Participation**

**Public Participation 1**

Q. Is there a separate sales ledger for the Assembly Hall?

A. There is a separate sales ledger.

Q. Why is the credit card balance at year end a debit balance?

Q. Are employment and pension costs of £200k connected with settlements?

**Public Participation 2**

Q. Does the council know of, take part in or co-ordinate any short, medium and long term activities to support the use of our streets and paths for those who are moving around the town with limited mobility? Is there a community group that the council knows of to support

these objectives. Which town council committee would be most appropriate to take this forward?

A. Acting CEO does not know historically what, if anything the Town Council has done but should be working with key partners to act. Cannot find any community group. Has been in contact with Wiltshire Wheelchair Service Team who are happy to work with any community group. Should report to Economic Development & Planning.

### **Public Participation 3**

Q. Where is the evidence that Facebook Live exposes councillors to anti-social behaviour?

A. The Deputy Town Mayor will speak to this when the motion is considered.

Q. At the last Community Development meeting the Civic Awards were mentioned including last years "breaking conventions". What conventions were broken that were not for the better? Was it the way it was planned? Charging councillors and staff members?

A. Deputy Town Mayor. Big concern was way awards were presented. People have said they did not know who won what and what for. Also people did not understand why awardees were getting certain awards. Only one other town was represented. The event was good but it was not a Civic Reception.

### **Public Participation 4**

Concerns over transparency. Co-option process at the last meeting should not have been confidential. Now seeking to reduce transparency with the motion on streaming meetings.

Q. Can the council explain how, under the legislation, it thinks the co-option at the last full council meeting was lawful?

Q. Can the council explain how moving streaming of meetings from Facebook to Teams is in the spirit of transparency?

### **Public Participation 5**

Q. There have been various incidents of anti-social behaviour and vandalism in KGV. Bike maintenance kit has been vandalised. Could we expect this to be dealt with in such a way that the result will act as a deterrent?

A. Sgt Rutter was present and advised it would depend on the CCTV footage and whether an identification could be made. The Acting CEO/Town Clerk thanked the resident for taking the time to report the incident.

### **Public Participation 6**

Q. Facebook Live motion. Under what criteria would footage be edited and who is going to edit it?

A. Deputy Town Mayor. Would only be edited if any confidential material is accidentally recorded.

Q. The Melksham News has been contacted by a member of the public about a deleted social media comment. Is the council more worried about its public image than it is about people being able to criticise?

A. Acting CEO/Town Clerk. So far as is aware, no comments have been deleted and would be interested to have details of the comment. Town Mayor. Councillors have not instructed officers to delete comments and has no policy to do so.

#### **47/25 Minutes**

Councillor Alford commented that the minutes did not give much detail and asked for more consistency.

The minutes of Monday 2<sup>nd</sup> June 2025, having been previously circulated, were approved as a correct record and signed by the Town Mayor and Chair Councillor Rabey.

#### **48/25 Motion on Facebook Streaming**

This item was advanced up the agenda.

The Deputy Mayor, Councillor J Westbrook spoke to the motion, dealing with Facebook rules and threats to councillors. Members raised questions and made comments. There were concerns about moving away from a widely used platform. There was discussion on the question of abuse of councillors and officers. Standing Orders were suspended during the debate to allow a member of the public to ask a question.

A recorded vote was held.

Councillor		For	Against	Abstain
Alford			X	
Aves		X		
Calland		X		
Cleary		X		
Crossley				
Drewett		X		
Elson		X		
Griffin				X
Hubbard				
Oatley				
Rabey		X		
Stoke		X		

A Westbrook		X		
J Westbrook		X		
Totals		9	1	1

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

**RESOLVED** to discontinue the use of Facebook Live for broadcasting Town Council meetings. Meetings will continue to be live streamed via Microsoft Teams, providing real-time public access in a secure and moderated environment. Recordings of each meeting will be uploaded to the Council's official YouTube channel within 24 hours, unless serious safeguarding concerns require a delay or redaction.

#### **49/25 Questions from Councillors**

Q. When and how is the vacancy for a councillor going to be advertised and what system will be used to chose?

A. A Co-Option Policy has been drafted and submitted to WALC for review. It will come to the next Full Council meeting for adoption.

Q. Does the council have the option to not co-opt?

A. CEO has been advised that council does not have to co-opt but it would be best practice to.

Q. Does the Council have a formal policy on co-operation with neighbouring councils?

A. There is no formal policy.

#### **50/25 Town Mayor's Announcements**

There were no announcements

#### **51/25 Police Report**

Sgt Ritter confirmed she was back full time in Melksham and advised on year on year stats.

Burglary and vehicle crime slightly up

Violence, public disorder and sexual offences down.

Robbery at 0.

Sgt Rutter gave an update on recent events and initiatives and answered some questions from councillors.

## **52/25 Age UK Wiltshire**

This item was advanced up the agenda.

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

**RESOLVED** to pay the sum of £860.00 from the sum allocated for the Town Event.

## **53/25 Reports from Unitary Councillors**

It was reported that Wiltshire Council had recommended approval of the land south of Potterne Park Farm planning application. The Gompels warehouse was going to a Strategic Planning Committee.

## **54/25 East Melksham Community Centre**

Noted.

## **55/25 Blue Pool**

Noted.

## **56/25 Committee Membership**

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

**UNANIMOUSLY RESOLVED** to

- confirm the appointment of Councillor Calland and to appoint Councillor Drewett to the Community Development Committee.
- confirm the appointment of Councillor Oatley to Amenities & Facilities Committee but not appoint a further member
- appoint Councillor Calland and Councillor Drewett to the Finance, Governance & Performance Committee.

## **57/25 Grants Policy**

Members discussed the proposed amendments.

Standing Orders were suspended to allow a member of the public to speak on the question of reserves. Standing Orders were re-instated.

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

**UNANIMOUSLY RESOLVED** to set the dates for all grant applications to be received by the council for consideration as the 30<sup>th</sup> April and the 30<sup>th</sup> September annually.

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



**RESOLVED** that Core Grants will from 2029-2030 (the next 4 year funding cycle) only consider funding up to a maximum of 25% of overall event costs or running costs.

It was agreed that the question of reserves would come back to a meeting of Community Development after consideration of rewording to allow applicants to define and qualify the reason for the reserves.

#### **58/25 Outside Bodies**

Noted.

#### **59/25 Card Policy**

It was **RESOLVED** to approve and adopt the Credit Card Policy.

#### **60/25 2024/5 Year End Financials**

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

**UNANIMOUSLY RESOLVED** to accept the 2025/25 year end financials, including the trial balance, balance sheet, explanation of variances, asset register, reserves reconciliation and income & expenditure.

#### **61/25 2024/25 Internal Auditor Report**

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

**UNANIMOUSLY RESOLVED** to note the internal auditor report, recommendations and responses to recommendations.

#### **62/25 External Audit (AGAR)**

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

**UNANIMOUSLY RESOLVED** to approve Section 1 – Annual Governance Statement 2024/25 of the Annual Governance and Accountability 2024/25 Part 3.

and

**UNANIMOUSLY RESOLVED** to approve Section 2 - Annual Governance Statement 2024/25 of the Annual Governance and Accountability 2024/25 Part 3.

#### **63/25 Internal Transfers**

It was proposed by Councillor Alford, seconded by Councillor Elson and

**UNANIMOUSLY RESOLVED** to approve the RFO to transfer funds between the Unity current account and Unity Savings account as necessary in order to reduce risk to Council of having a high balance in the current account, and to ensure Council get the best return by depositing in the interest savings account.

#### **64/25 Facilities and Amenities**

The minutes of the Facilities & Amenities meeting on 24<sup>th</sup> February 2025 were received.

#### **65/25 Community Development**

The minutes of the Community Development meetings on 3<sup>rd</sup> February 2025 and 7<sup>th</sup> April 2025 were received.

#### **66/25 Economic Development & Planning**

The minutes of the Economic Development & Planning meetings on 11<sup>th</sup> March 2025, 1<sup>st</sup> April 2025, 22<sup>nd</sup> April 2025 and 20<sup>th</sup> May 2025 were received.

#### **67/25 Finance, Governance & Performance**

The minutes of the Finance, Governance & Performance meetings on 17<sup>th</sup> February 2025 and 10<sup>th</sup> March 2025 were received.

#### **68/25 Health & Safety Audit**

The Acting SEO/Town Clerk gave an update.

Meeting closed at: 21:05

Signed .....

Dated .....

**Melksham Town Council**

**Minutes of Full Council**

**on Monday 14<sup>th</sup> July 2025**

PRESENT: Councillor S Rabey Town Mayor  
Councillor J Westbrook Deputy Town Mayor  
Councillor P Aves  
Councillor E Calland  
Councillor R Cleary  
Councillor M Drewett  
Councillor G Elson  
Councillor A Griffin  
Councillor J Hubbard  
Councillor C Stokes  
Councillor A Westbrook

IN ATTENDANCE

OFFICERS Hayley Bell Action CEO/Town Clerk  
Andrew Meacham Committee Clerk

PUBLIC: 3 members of the public and 1 member of the press were present and 8 members of the public were present virtually

**69/25 Apologies**

Apologies were received from Councillor Alford (personal) and Councillor Crossley (work)

It was proposed by The Town Mayor Councillor Rabey, seconded by Councillor Elson and

**RESOLVED** to accept the apologies.

Councillor Hubbard raised a query on the vote and whether it was intended that a vote to accept apologies was intended to reset the clock on the 6 month rule. There was some discussion and it was agreed that Council should discuss and vote on the matter at the next Full Council meeting. Councillor Hubbard requested that tonight's vote should not have any impact on the 6 month rule.

**70/25 Declaration of Interest**

There were no declarations of interest.

## **71/25 Public Participation**

### **Public Participation 1.**

Q. Has there been any discussion around contingency plans in the event of a repeat of the cancellation of the Christmas Light Event?

A. There has been no discussion yet but there will be. The Council is currently recruiting for a Community Development Officer and they would need to be a part of that process.

Q. Has work on the council website been completed? Are all features in place?

A. Yes, just some fine tuning to be done.

### **Public Participation 2**

Spoke on joint working of Melksham Town Council and Melksham Without Parish Council, East of Melksham Community Centre and Cooper Avon.

Present to represent Melksham Transport Users Group.

Also a member of Wilts & Berks Canal Trust and would ask that Melksham Town Council consider appointing a rep.

The Town Mayor Councillor Rabey confirmed that there had been correspondence about East of Melksham Community Hall

## **72/25 Questions from Councillors**

Councillors had no questions.

## **73/25 Town Mayor's Announcements**

The Mayor had no announcements.

## **74/25 Reports from Unitary Councillors.**

### **Councillor Griffin**

Planning application for 2 Sarum Avenue approved. Area Board has an agenda planning session on Wednesday.

### **Councillor Hubbard**

Wiltshire Council in process of developing new Business Plan. Consultation is open and Wiltshire Council keen to get input from Town Councils. Intended to get final document back to council for approval in October.

Initiative announced today to provide 6000 children with free swimming in the school holidays. Any young person registered or applied for FUEL programme or any secondary

school aged young person on free school meals. Pilot programme but hoping to extend in the future.

It was proposed by Councillor A Westbrook, seconded by the Town Mayor Councillor Rabey and

**UNANIMOUSLY RESOLVED** that Melksham Town Council puts on record that it is delighted that Wiltshire Council is giving free swimming sessions to young people in Melksham and across Wiltshire.

Area Board is identifying priorities. Any input would be appreciated.

Over a third of British Dyslexia Association recognised Dyslexia Friendly Schools are based in Wiltshire.

#### **Councillor J Westbrook**

Wiltshire Council has announced that it is returning full budget back to LHFIF.

#### **75/25 Outside Bodies**

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

**UNANIMOUSLY RESOLVED** to appoint representatives to outside bodies as follows:

Elblag Twinning Association - Councillor Aves

Melksham Almshouses – Town Mayor Councillor Rabey and Councillor A Westbrook

Melksham Carnival – Deputy Town Mayor Councillor J Westbrook and Councillor Elson

Melksham Transport Group – Town Mayor Councillor Rabey and Councillor Calland

Melksham Riverside Club - Deputy Town Mayor Councillor J Westbrook

Wiltshire and Berks Canal Trust - Councillor Griffin

It was agreed that Councillor Elson would be an informal first point of contact for Friends of Melksham Hospital

#### **76/25 Bank Signatories**

It was proposed by Deputy Town Mayor Councillor J Westbrook, seconded by Councillor Cleary and

**UNANIMOUSLY RESOLVED** to appoint members to the pool of signatories as follows:

Reconciliation – Councillor Drewett, Councillor Elson, Councillor Griffin, Councillor Stokes,



Signature – Councillor Aves, Councillor Calland, Councillor Cleary, Councillor Hubbard, Town Mayor Councillor Rabey, Councillor A Westbrook, Deputy Town Mayor Councillor J Westbrook

### **77/25 Audio Recording Policy**

The Town Mayor Councillor Rabey advised that it had already been picked up that the time for uploading to YouTube was not as the resolution and will be amended to 24 hours.

A change was suggested to paragraph 5.1 but it was pointed out that the change would be unlawful.

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

**UNANIMOUSLY RESOLVED** to approve and adopt the policy with the following amendments

- 3. 4 Amend to read *“The recording of meetings will be uploaded, unedited, to YouTube within 24 hours of the meeting unless the item was within Part 2 of the agenda or for the purposes of public decency.”*
- 5.1 Add email address for contact
- 6.2 Remove this paragraph

### **78/25 Complaints Policy**

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

**UNANIMOUSLY RESOLVED** to approve and adopt the policy with the following amendments:-

- All references to Chairman to be changed to Mayor
- Clause 4 Remove the second paragraph
- Clause 5 Remove the words *“In any case”*

### **79/25 Co-Option Policy**

The following points were raised.

- Introduction – paragraph 3 amend to read *“A copy of the vacancy notice must be sent to the Returning Officer at Wiltshire Council so that the progress can be monitored.”*
- Clause 4 – Remove the requirement to attend at least one full Council meeting as an observer as this requirement will considerably slow down the process.
- Clause 5 - says what happens if not enough candidates come forward to fill vacancies but does not say what happens if the Town Council vote doesn't fill all vacancies.
- Clause 5 - concerns that not allowing abstentions is not lawful.
- Change Parish Council to Town Council
- Put policy in same format as all other policies.

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

**UNANIMOUSLY AGREED** that councillors would review the policy and email any comments/suggestions to the committee clerk with a view to an amended document coming back to the next meeting for consideration.

#### **80/25 Publication Scheme Policy**

The following points were raised.

- 1.2.8 Council obliged to have a register of items that have been requested under the Freedom of Information Act. This should be referenced here or as another sub paragraph
- No reference to GDPR

The Town Mayor Councillor Rabey requested that councillors email their comments to the committee clerk.

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

**UNANIMOUSLY RESOLVED** to bring this policy back to the next meeting

#### **81/25 Social Media Policy**

The following points were raised.

Clause 4.2 – stipulate who is authorised.

Clause 4.3 – change *“non-political”* to *“non partisan”*

Clause 6 – remove *“These platforms include but are not limited to:”* and remove the named platforms

Clause 7.2 – Replace with *“Anything that breach UK Government Guidelines on hate speech, harassment and discrimination.”*

Clauses 7.3 & 8.1 – not happy with these. Councillors must be allowed to engage in political debate. Suggest changed to say *“Councillors should not engage in political debate on Melksham Town Council social media account”*

There was great concern and debate over what could be defined as Political Debate.

It was suggested that the introduction did not align with a recent decision of council.

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

**UNANIMOUSLY RESOLVED** that the policy should be redrafted from scratch.

#### **82/25 Blue Pool**

The item was noted. It was felt that the insurance and business rates were high.

The following suggestions and requests were made.

CEO/Town Clerk to look at any possible exemptions or discounts for the business rates.

CEO/Town Clerk to check the rebuild cost as insurance will be based on this and rebuilding as a swimming pool and gym. Melksham Town Council did not intend to rebuild as a swimming pool and gym.

CEO/Town Clerk to look at the possibility of re-registering the Blue Pool as part of the Assembly Hall which would attract business rates as one unit and as a Community Hall rather than as a swimming pool. It was noted that the Blue Pool and Assembly Hall are one physical building and an argument should be made on this basis. Daily internal checks should be made on the building to argue that it is not empty.

CEO/Town Clerk to provide a projected timeline for development of the Blue Pool.

### **83/25 Shurnhold Fields**

The item was noted

### **84/25 Other Items to Note**

The CEO/Town Clerk spoke to the grant application to Area Board. Members confirmed that any projects should be approved by Council before grant applications are made.

Items were noted.

### **85/25 Cemeteries Task & Finish Group**

There were no volunteers and the matter was deferred to the next Full Council meeting.

Meeting closed at: 20:25

Signed .....

Dated .....



# Melksham Town Council

## CCTV Policy

Date Adopted:

Date Amended

Date Due For Review:



## **Contents**

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## **1. INTRODUCTION**

- 1.1** Melksham Town Council has installed a CCTV surveillance system in the town centre. The system has been provided to create a safer environment for those who live in, work in, or visit the town both during the day and in the evening. The control room for CCTV is in the Town Hall, Market Place, Melksham, SN12 6ES where images and footage from the cameras is recorded
- 1.2** This policy should be used in conjunction with the Melksham Town Centre CCTV System Operation Manual, copies of which are held in the secure CCTV Control Room.

## **2. OBJECTIVES**

- 2.1** The primary objective of the scheme is to provide a safer town centre environment for the public and this objective will be carried out by the installation of the system to:
- Reduce the fear of crime.
  - Deter crime and vandalism, thus reducing its level overall.
  - Assist in the detection of crime and facilitate the apprehension and prosecution of offenders for both crime and public order offences.
- 2.2** In seeking these objectives operators of the scheme will seek to improve conditions for residents and visitors to the town centre, in particular vulnerable groups including the elderly, children, and women. Any request to use the system for objectives other than those shown must be authorised by Melksham Town Council.

## **3. CONTROL ROOM**

### **3.1 Location**

The control room is situated on the ground floor of Melksham Town Hall. It houses the main control equipment for the system and is protected by an access control system.

### **3.2 Access**

- 3.2.1** It is essential that the control room is maintained as a secure environment and day to day access is therefore restricted to Council Officers authorised to access, and trained to operate, the CCTV System

3.2.2 Subject to prior approval, the following may also be admitted, so long as they are accompanied at all times by an Authorised Officer:

- Partnership representatives, elected Members of the Council.
- Police officers in the course of their duty.
- Police employees and magistrates as part of their training needs.
- Maintenance and cleaning staff.
- Outside visitors.

3.2.3 A visitors' book will be maintained within the control room and may be required to be produced in any court proceedings. All visitors and staff must always sign in the visitors' book.

3.2.4 The Council, in the persons of the CEO & Town Clerk (Responsible Officer) or an Authorised Officer reserve the right to exclude any person from entering or visiting the control room at any time during its hours of operation.

### **3.3 Monitoring**

The system will not be live monitored. Recording operates 24/7 and saved recordings are automatically deleted after 30 days, unless they have been downloaded to a portable storage device for the purposes on an investigation. Recordings may only be accessed

- (i) after a request from the police.
- (ii) for the investigation of any incident affecting Town Council property or staff, and only after consultation between an authorised officer and the CEO/Town Clerk.

### **3.4 Police Request for Viewing**

3.4.1 The police may request that a particular area be viewed by the CCTV operator in the following circumstances:

- a) To assist in the event of a major incident or an emergency.
- b) To assist in the detection of crime.
- c) To assist in the arrest and gathering of evidence so that offenders may be prosecuted in relation to criminal or public order incidents.
- d) To provide information in relation to traffic flows within the town centres.
- e) To assist in the search for very young, old, mentally ill, or other vulnerable persons (when duties permit).

### **3.5 Major Incidents & Emergencies**

- 3.5.1 If a major incident or emergency occurs within the area of camera coverage it may be necessary to monitor the system. This decision will be undertaken by an Authorised Officer in conjunction with the police.
- 3.5.2 In extreme circumstances it may be necessary for the police to attend the control room in order that the full benefit of camera coverage may be utilised. In these situations, it may be necessary for the police to direct the operator(s) for the period of the incident operation, i.e. as in the case of a bomb threat, armed robbery, major fire, VIP visit or similar.

## **4. PROCEDURES FOR REMOVAL DEVICES**

### **4.1 Control**

- 4.1.1 The correct procedure in relation to the use and storage of removeable devices is essential to their use as evidence within criminal court proceedings. Any loss of continuity or failure to acknowledge the correct procedure will mean that the evidence recorded will not be allowed to be introduced in evidence, no matter how important the case.
- 4.1.2 All images are recorded onto hard drives and copied onto removeable devices supplied by Police.
- 4.1.3 If duties permit, the operator will complete a prepared witness statement for collection by the police. These forms will conform to Criminal Justice Act 1967, Section 9; Magistrates Court Act 1980, sub-section 5A(3)(a) and 5B; Magistrates Court Rules 1981, revision 70. The form for a witness statement is shown in Annex E.
- 4.1.4 On receipt of the copy by the police, in order that it may be produced in court as an exhibit, the correct entry will be made in the log to account. The police officer will be required to countersign that entry.
- 4.1.5 The recording on a removeable device will be destroyed when returned from the police following court proceedings.
- 4.1.6 In circumstances agreed by the Town Clerk, removeable devices or the hard drive may be viewed by the Town Council to gain information which will assist them to decide in relation to true Council business.

### **4.2 Still Frame Prints**

- 4.2.1 Still frame hard copy prints may be taken by the operator to assist with identification of the suspect person(s) or vehicle(s); each will have the

time, date and camera identification superimposed. A record will be maintained in the Still Photograph Log.

- 4.2.2 The use of hard copy prints will be recorded in the Still Photograph Log by the operator and police officer collecting that evidence. The prints shall be numbered sequentially with the same number being annotated on the rear of the print.

#### **4.3 Numbering**

Any copies made shall be numbered sequentially as C1 to C99

### **5. GDPR**

#### **5.1 Policy & Procedures**

- 5.1.1 Melksham Town Council will comply with the requirements and principles of the Data Protection Act 1998.

- 5.1.2 Responsibility for ensuring compliance with the Act will rest with the Responsible Officer (also to be known as the Data Controller and Data Processor).

- 5.1.3 The Responsible Officer will consider requests for information under the terms of the Act on an individual basis. All requests must be made in writing and any decision reached by the Responsible Officer will be conveyed to the individual making that request in writing and a permanent record of such requests and decisions will be maintained.

- 5.1.4 It is the intention of Melksham Town Council to protect the privacy of third parties whenever possible and, to this end, will not release removeable devices where a third party would be recognisable and be capable of identification.

#### **5.2 Subject Access Requests**

Individuals have the right to request access to CCTV footage in which they appear. Requests must be made in writing and are subject to identification verification and redaction of third-party data where appropriate.

#### **5.3 Article 5**

- a) Personal data shall be processed, lawfully, fairly and in a transparent manner.
- b) Collected for specified, explicit and legitimate purposes.
- c) It will be adequate, relevant, and limited to what is necessary.

- d) It will be accurate and where necessary, kept up to date.

#### **5.4 Data Protection Officer: Article 37**

The core activities of the controller or the processor consist of processing operations which, by virtue of their nature, require regular and systematic monitoring of data subjects by the appointed DPO.

#### **5.5 Right of Access**

- a) Length of time data is stored 30 days for recorded data or longer if relating to an ongoing court case.
- b) Right to access (within one month, one copy free)
- c) Right to rectification.
- d) Right to erasure.
- e) Right to restriction.
- f) Right to portability
- g) Right to object

#### **5.6 Breaches: Article 33**

In the case of a personal data breach, the controller shall without undue delay and where feasible, not later than 72 hours after becoming aware of it, notify the personal data breach to the supervisory authority (ICO), unless the personal data is unlikely to result in a risk to the rights and freedoms of said person.

#### **5.7 Security: Article 32**

The controller and the processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.





# Melksham Town Council Financial Regulations 2025

Date Adopted: 19/05/2025

Date Due For Review: May 2026



# FINANCIAL REGULATIONS 2025

## Contents

1. General
2. Risk Management and Internal Control
3. Accounts and Audit
4. Budget and Precept
5. Procurement
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- ~~10. Petty Cash~~
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- ~~19.~~18. Suspension and Revision of Financial Regulations
- Appendix 1 - Tender Process**

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 1.4.1. 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - 1.4.2. "Approve" refers to an online action, allowing an electronic transaction to take place.
  - 1.4.3. "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 1.4.4. 'Proper practices' means those set out in The Practitioners' Guide
  - 1.4.5. Practitioners' Guide refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales

- A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 1.4.6. 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 1.4.7. 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - 1.5.1. acts under the policy direction of the council;
  - 1.5.2. administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - 1.5.3. determines on behalf of the council its accounting records and control systems;
  - 1.5.4. ensures the accounting control systems are observed;
  - 1.5.5. ensures the accounting records are kept up to date;
  - 1.5.6. seeks economy, efficiency and effectiveness in the use of council resources; and
  - 1.5.7. produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
  - 1.6.1. **setting the final budget or the precept (council tax requirement);**
  - 1.6.2. **the outcome of a review of the effectiveness of its internal controls**
  - 1.6.3. **approving accounting statements;**
  - 1.6.4. **approving an annual governance statement;**
  - 1.6.5. **borrowing;**
  - 1.6.6. **declaring eligibility for the General Power of Competence; and**
  - 1.6.7. **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
  - 1.7.1. determine and regularly review the bank mandate for all council bank accounts;
  - 1.7.2. authorise any grant or single commitment in excess of £20,000 excluding VAT.

## 2. Risk Management and Internal Control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - 2.5.1. **ensure that risk is appropriately managed;**
  - 2.5.2. **ensure the prompt, accurate recording of financial transactions;**
  - 2.5.3. **prevent and detect inaccuracy or fraud; and**
  - 2.5.4. **allow the reconstitution of any lost records;**

2.5.5. **identify the duties of officers dealing with transactions and**

2.5.6. **ensure division of responsibilities.**

- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and Audit**

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- 3.2.1. **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - 3.2.2. **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- 3.8.1. is competent and independent of the financial operations of the council;
  - 3.8.2. reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;



- 3.8.3. can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - 3.8.4. has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
  - 3.9.1. perform any operational duties for the council;
  - 3.9.2. initiate or approve accounting transactions;
  - 3.9.3. provide financial, legal or other advice including in relation to any future transactions; or
  - 3.9.4. direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### 4. Budget and Precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.
- 4.6. The draft budget with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to be over £29,999 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £100 and £4,999 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - 5.12.1. specialist services, such as legal professionals acting in disputes;

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<sup>1</sup> The Regulations require councils to use the Find A Tender website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- 5.12.2. repairs to, or parts for, existing machinery or equipment;
- 5.12.3. works, goods or services that constitute an extension of an existing contract;
- 5.12.4. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
  - 5.15.1. The Clerk, under delegated authority, for any items below £10,000 (excluding VAT).
  - 5.15.2. The Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items between £10,000 and £15,000 (excluding VAT).
  - 5.15.3. A duly delegated committee of the council for all items of expenditure between £15,000 and £20,000 (excluding VAT), within their delegated budgets.
  - 5.15.4. The full council for all items over £20,000 (excluding VAT).
  - 5.15.5. For grants, a duly authorised committee may approve expenditure within any limits set by the council and in accordance with an agreed policy statement.
  - 5.15.6. All authorisations must be supported by a minute in the case of committee or full council approvals, or other auditable evidence for delegated decisions.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £20,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.



- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and Payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank and Unity trust Bank PLC. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.
- 6.4. Personal payments including salaries, wages, expenses and any payment made in relation to the termination of employment may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
- 6.9.1. any payments of up to £10,000 excluding VAT, within an agreed budget.
  - 6.9.2. payments of up to £20,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - 6.9.3. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

- 6.9.4. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic Payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved

online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by both the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

## **8. Cheque Payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance Committee at the next convenient meeting.

## **9. Payment Cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1,000 excluding VAT unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO specify other officers and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

## **10. Petty Cash**

- ~~10.1. The RFO shall maintain a petty cash float/imprest account of a maximum of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.~~
  - ~~10.1.1. Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.~~

- ~~10.1.2. Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.~~
- ~~10.1.3. Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.~~

#### **11.10. Payment of Salaries and Allowances**

- ~~11.1.~~**10.1.** As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.
- ~~11.2.~~**10.2.** Councillors' allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.
- ~~11.3.~~**10.3.** Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- ~~11.4.~~**10.4.** Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- ~~11.5.~~**10.5.** Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- ~~11.6.~~**10.6.** Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- ~~11.7.~~**10.7.** Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- ~~11.8.~~**10.8.** Before employing interim staff, the council must consider a full business case.

#### **12.11. Loans and Investments**

- ~~12.1.~~**11.1.** Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- ~~12.2.~~**11.2.** Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- ~~12.3.~~**11.3.** The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- ~~12.4.~~**11.4.** All investment of money under the control of the council shall be in the name of the council.
- ~~12.5.~~**11.5.** All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

~~12.6.~~11.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **~~13.12.~~ Income**

~~13.1.~~12.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

~~13.2.~~12.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

~~13.3.~~12.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

~~13.4.~~12.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

~~13.5.~~12.5. Personal cheques shall not be cashed out of money held on behalf of the council.

~~13.6.~~12.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

~~13.7.~~12.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

~~13.8.~~12.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **~~14.13.~~ Payments Under Contracts for Building or Other Construction Works**

~~14.1.~~13.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

~~14.2.~~13.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 15% or more, or likely to exceed the budget available.

### **~~15.14.~~ Stores and Equipment**

~~15.1.~~14.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

~~15.2.~~14.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

~~15.3.~~14.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

~~15.4.~~14.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **~~16.~~15. Assets, Properties and Estates**

~~16.1.~~15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

~~16.2.~~15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

~~16.3.~~15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

~~16.4.~~15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

~~16.5.~~15.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500 excluding VAT. In each case a written report shall be provided to council with a full business case.

#### **~~17.~~16. Insurance**

~~17.1.~~16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

~~17.2.~~16.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

~~17.3.~~16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

~~17.4.~~16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

#### **~~18.~~17. Charities**

~~18.1.~~17.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in

accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

#### **19.18. Suspension and Revision of Financial Regulations**

**19.1.18.1.** The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

**19.2.18.2.** The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

**19.3.18.3.** The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

#### **Appendix 1 - Tender Process**

1. Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3. Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4. Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5. Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
6. Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.