2025

MELKSHAM
TOWN COUNCIL

Finance Governance & Performance Agenda

Monday 29th September 2025

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

01225 704187
towncouncil@melksham-tc.gov.uk
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

23rd September 2025

Dear Councillors R Cleary, P Aves, E Calland, J Crossley, M Drewett, A Griffin and A Westbrook

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of Finance Governance & Performance Committee of Melksham Town Council for the transaction of the business shown on the agenda below.
Monday 29th September 2025, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 7ES.

The quorum for Finance Governance & Performance is 4.

Public Participation.

Members of the public and the press may attend this meeting in person or join the meeting on teams via the following link https://tinyurl.com/392urc85 . 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 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 – CEO

Finance, Governance & Performance Committee

The Finance and Administration & Performance Committee is primarily responsible for financial oversight, management, and planning, ensuring the council operates responsibly and effectively with its financial resources. This includes monitoring income and expenditure, reviewing the annual accounts, approving the award of grants, and advising on policy and strategic financial matters.

1. Membership: Seven elected members.

1.1. Invited officers relevant to planning and economic development, who will have no voting rights.

1.2. No business may be transacted at a meeting unless at least 50% of the whole number of members of the Committee, rounded up, are present.

1.3. Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 3pm on the day of the meeting.

2. Delegated Business: The Committee has delegated authority to deal with the following matters to conclusion:

2.1 All financial matters, other than those which Full Council have statutory responsibility for as stated within the Standing Orders and Financial Regulations.

2.2 Oversight of the Monthly Management Accounts produced by the RFO.

2.3 To receive reports of paid invoices for goods and services.

2.4 Oversight of budgets drafted by the RFO for submission to Full Council for decision.

2.5 To set up such Sub-Committees and Working Groups as necessary.

2.6 Specific matters referred by the Town Council.

2.7 Agree and have oversight of maintenance contracts and budgets for all services.

2.8 To act as a Tender Committee as and when necessary to report the outcome of any tendering procedure to Full Council.

2.9 Receive updates/amendments to Policy Documents, Standing Orders, Financial Regulations and Terms of Reference from the Town Clerk for consideration and onward approval by Full Council. This includes all necessary legislation updates.

2.10 Monitor and report on the performance of the Town Council in meeting the objectives set out in its Action Plan.

2.11 Receive petitions and deputations from members of the public or any organisation.

3. Referred Business: The Committee will consider and make recommendations to the Town Council on the following matters:

3.1 All matters of policy.

3.2 Budget estimates to be prepared by the RFO no later than November each year.

3.3 Monitoring the performance of the Town Council in meeting its obligations, Action Plan and internal objectives. Monitoring Income and Expenditure within the Budget estimates approved by the Town Council and make necessary recommendations.
3.4 Any other matters referred to the Committee by the Town Council which is not otherwise within the Finance and Administration Terms of Reference.

AGENDA

Finance Governance & Performance

1. Apologies. **19.00 – 19.01**

To receive and consider acceptance for apologies and absences

(Local Government Act, 1972 s.85)

2. Declaration of interests. **19.01 – 19.02**

To declare an interest relating to the business of the meeting.

(Melksham Town Council Code of Conduct)

3. Minutes **19.02 – 19.05**

To receive the minutes of the previous meeting on Monday 28th July 2025.

(Local Government Act 1972, s. 12)

4. Public participation **19.05 – 19.25**

To allow public participation, 3 minutes per person, 20 minutes allocation.

(Local Government Act 1972, s. 12)

5. 2025/26 Financials To Date

MOTION: Committee to note the financials to date, including the balance sheet, income & expenditure, and trial balance.

6. Bank Balances & Reconciliations

MOTION: Committee to note the bank balances and bank reconciliations, and that all bank statements and bank reconciliations are checked and signed by two Members.

7. Budget 2025/26

MOTION: Committee to review the 2025/26 budget to date.

8. RFO Report

MOTION: Committee to note the Locum RFO report

2025

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Finance, Administration & Performance Report

Monday 29th September 2025

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SUPPORTING INFORMATION

ITEM 3

Minutes of last meeting

ITEM 5 – 2025/26 FINANCIALS

Balance Sheet as at 31.08.25:

Income & Expenditure as at 31.08.25:

Trial Balance as at 31.08.25:

ITEM 6 – BANK BALANCES

Balance on the accounts:

Bank Reconciliations:

ITEM 8 – BUDGET 2025/2026

Annual Budget

Budget Review

ITEM 9 – RFO REPORTS

Report of the Locum RFO

Melksham Town Council

Minutes of the Finance, Governance and Performance Committee

on Monday 28th 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 Samantha Haywood Mel Rolph	Acting CEO/Town Clerk Locum RFO 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 31st July 2025. Does this not need to be for month 3, 30th 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 31st July 2025. Month 3 is 30th 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 30th 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 30th June 2025 in the agenda pack. Why are the statements for 30th 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 7th 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 ……………………

Melksham Town Council Current Year

Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 31/08/2025

A/c	Description	Actual		
	Current Assets			
101	Debtors	8,055		
103	Town hall Sales ledger	5,397		
105	Vat Control	8,697		
120	Bar Stock	7,138		
203	Unity Bank	107,172		
205	Unity - Instant Savings A/c	700,043		
213	Credit/Debit Card Control	1,364		
214	CCLA: Investment	718,225		
215	Cambridge BS	91,626		
220	Petty Cash	19		
251	Lloyds Cash & Bank Assembly	82,779		
253	Assembly Hall Float	1,100		
	Total Current Assets		**1,731,615**	
	Current Liabilities			
501	Creditors	30,613		
505	Vat Creditor	6		
515	PAYE/NI Due	6,120		
516	Pension Due	8,681		
520	Salaries Control	395		
566	Events Control 2021 Onwards	6,693		
	Total Current Liabilities		**52,507**	
	Net Current Assets			**1,679,108**
	Total Assets less Current Liabilities			**1,679,108**
	Represented by :-			
301	Current Year Fund	123,973		
310	General Fund	274,143		
322	EMR - CIL - SEC106	639,637		
323	EMR - Solar Monies	143,241		
325	EMR - East Melksham Comm Hall	315,030		
326	EMR - Unplanned Maintenance	3,795		
327	EMR - Election Expenses	5,199		
328	EMR - Green Spaces	1,311		
329	EMR - Major Projects Reserve	86,537		
334	EMR - Office Equipments	4,275		
335	EMR - Street Furniture	13,837		
336	EMR - Equipment Replacement	48,130		
338	EMR -Shurnhold Field	15,000		
339	EMR - Splashpad KGV	5,000		
	Total Equity			**1,679,108**

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5 **Cost Centre Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101	Central Costs								
4000	Salaries ENI & Pension	452,982	107,729	384,500	276,771		276,771	28.0%	
4005	Temporary / Locum Staff	15,541	48,265	3,000	(45,265)		(45,265)	1608.8%	
4016	Sundry Office Expenses	1,203	327	1,200	873		873	27.3%	
4021	Stationery	1,050	108	1,000	892		892	10.8%	
4023	Advertising	7,890	317	3,000	2,684	93	2,591	13.7%	
4024	Equipment/furniture	24	233	500	267		267	46.7%	
4026	Photocopier/copying	1,141	237	1,100	863		863	21.5%	
4027	Telephones and Mobiles	3,855	1,755	3,600	1,845		1,845	48.8%	
4028	Postage	173	0	600	600		600	0.0%	
4029	Subscriptions & Memberships	2,517	2,562	3,200	638		638	80.1%	
4032	Market Charter Anniversary	304	0	0	0		0	0.0%	
4040	Infomation Technology/Hardware	6,528	298	5,000	4,702		4,702	6.0%	
4042	Licences/Software	20,907	5,927	24,000	18,073	325	17,748	26.1%	
4050	Legal and Professional Fees	0	2,374	0	(2,374)		(2,374)	0.0%	
4058	Insurance	38,578	51,340	39,000	(12,340)	760	(13,100)	133.6%	
4061	Travel & Accommodation	5,241	1,285	3,000	1,715		1,715	42.8%	
4075	Training	494	2,261	3,000	739		739	75.4%	
4922	DNU - Publicity & Marketing	1,548	(736)	0	736		736	0.0%	
	Central Costs :- Indirect Expenditure	**559,975**	**224,284**	**475,700**	**251,416**	**1,178**	**250,238**	**47.4%**	**0**
	Net Expenditure	**(559,975)**	**(224,284)**	**(475,700)**	**(251,416)**				
6000	plus Transfers from EMR	2,400	0	0	0				
	Movement to/(from) Gen Reserve	**(557,575)**	**(224,284)**	**(475,700)**	**(251,416)**				
110	Corporate Costs								
1026	Income Interest	16,230	10,372	25,000	14,628			41.5%	
1176	Precept Received	1,047,270	0	0	0			0.0%	
1195	Precept received - Topup GR	0	0	75,000	75,000			0.0%	
	Corporate Costs :- Income	**1,063,500**	**10,372**	**100,000**	**89,628**			**10.4%**	**0**
4015	Bank charges - Cards	0	1,300	0	(1,300)		(1,300)	0.0%	
4017	Bank charges	5,140	369	2,500	2,131		2,131	14.7%	
4034	Councillors' training	0	27	0	(27)		(27)	0.0%	
4043	HR consultancy	13,625	3,565	8,000	4,435		4,435	44.6%	
4050	Legal and Professional Fees	23,356	1,973	10,000	8,027		8,027	19.7%	
4057	Accountancy and Audit	3,497	2,806	4,000	1,194		1,194	70.2%	
4076	Health & Safety	6,240	3,046	3,500	454	1,422	(968)	127.7%	
	Corporate Costs :- Indirect Expenditure	**51,858**	**13,086**	**28,000**	**14,914**	**1,422**	**13,492**	**51.8%**	**0**
	Net Income over Expenditure	**1,011,642**	**(2,714)**	**72,000**	**74,714**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
115	Civic and Democratic								
1016	Receipts - Mayors Reception	3,853	510	0	(510)			0.0%	
	Civic and Democratic :- Income	**3,853**	**510**	**0**	**(510)**				**0**
4030	Town Crier's expenses	105	30	300	270		270	10.0%	
4034	Councillors' training	960	61	1,500	1,439		1,439	4.1%	
4062	Election Expenses	22,489	0	20,000	20,000		20,000	0.0%	
4070	Mayor's Allowance	84	0	2,000	2,000		2,000	0.0%	
4085	Civic and Ceremonial	8,766	(890)	6,500	7,390		7,390	(13.7%)	
4311	Remembrance Day	1,665	0	1,500	1,500		1,500	0.0%	
	Civic and Democratic :- Indirect Expenditure	**34,068**	**(799)**	**31,800**	**32,599**	**0**	**32,599**	**(2.5%)**	**0**
	Net Income over Expenditure	**(30,215)**	**1,309**	**(31,800)**	**(33,109)**				
151	Grants								
4301	Grants	18,539	1,891	10,000	8,109		8,109	18.9%	
4303	Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4310	Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317	Grant Carnival	2,500	2,500	2,500	0		0	100.0%	
4322	Age UK Project Worker	12,000	0	11,500	11,500		11,500	0.0%	
4324	The Friends of Canberra Park	7,988	0	0	0		0	0.0%	
4330	Grant TIC	4,000	4,000	4,000	0		0	100.0%	
	Grants :- Indirect Expenditure	**60,027**	**23,391**	**43,000**	**19,609**	**0**	**19,609**	**54.4%**	**0**
	Net Expenditure	**(60,027)**	**(23,391)**	**(43,000)**	**(19,609)**				
6000	plus Transfers from EMR	7,988	0	0	0				
	Movement to/(from) Gen Reserve	**(52,039)**	**(23,391)**	**(43,000)**	**(19,609)**				
152	Precept								
1176	Precept Received	0	596,100	1,192,200	596,100			50.0%	
	Precept :- Income	**0**	**596,100**	**1,192,200**	**596,100**			**50.0%**	**0**
	Net Income	**0**	**596,100**	**1,192,200**	**596,100**				
201	Town Hall								
1034	Income Town Hall Bookings	3,185	2,299	2,000	(299)			114.9%	
	Town Hall :- Income	**3,185**	**2,299**	**2,000**	**(299)**			**114.9%**	**0**
4042	Licences/Software	0	57	0	(57)		(57)	0.0%	
4076	Health & Safety	0	1,023	0	(1,023)		(1,023)	0.0%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100	Gas	4,512	448	7,500	7,052		7,052	6.0%	
4101	Electricity	4,917	1,791	6,500	4,709		4,709	27.5%	
4102	Non Domestic Rates	10,604	5,304	11,000	5,696		5,696	48.2%	
4103	Water Rates	1,258	874	2,000	1,126		1,126	43.7%	
4104	Window Cleaning	1,492	256	1,500	1,244		1,244	17.1%	
4106	Repairs and Maintenance	15,367	583	12,000	11,417	200	11,217	6.5%	
4108	Service Contracts	6,217	2,525	8,500	5,975	568	5,408	36.4%	
	Town Hall :- Indirect Expenditure	**44,367**	**12,861**	**49,000**	**36,139**	**768**	**35,371**	**27.8%**	**0**
	Net Income over Expenditure	**(41,183)**	**(10,562)**	**(47,000)**	**(36,438)**				
202	Asset and Amenities								
1027	Income - Amenity Services	10,425	1,454	6,000	4,546			24.2%	
	Asset and Amenities :- Income	**10,425**	**1,454**	**6,000**	**4,546**			**24.2%**	**0**
4000	Salaries ENI & Pension	289,147	94,111	232,000	137,889		137,889	40.6%	
4075	Training	0	500	3,000	2,500		2,500	16.7%	
4106	Repairs and Maintenance	0	180	0	(180)		(180)	0.0%	
4150	Uniform/PPE	250	338	1,000	662		662	33.8%	
4151	Tools and Equipment	1,960	1,856	2,000	144		144	92.8%	
4153	Vehicle Running Costs	5,664	1,504	6,000	4,496		4,496	25.1%	
4156	Vehicle Leasing	6,331	2,063	6,000	3,937		3,937	34.4%	
4163	DNU - Repairs and Maintenance	2,155	(71)	2,000	2,071		2,071	(3.5%)	
4165	Maintenance - Play Areas	634	(69)	0	69		69	0.0%	
4167	Street Furniture and Signage	4,689	58	6,000	5,942		5,942	1.0%	
4168	Bus Shelters Cleaning	836	259	1,500	1,241		1,241	17.3%	
4177	Churchyard maintenance	0	270	1,000	730		730	27.0%	
4186	Defibrillators	1,100	0	4,000	4,000		4,000	0.0%	
	Asset and Amenities :- Indirect Expenditure	**312,765**	**101,001**	**264,500**	**163,499**	**0**	**163,499**	**38.2%**	**0**
	Net Income over Expenditure	**(302,341)**	**(99,547)**	**(258,500)**	**(158,953)**				
203	Allotments								
1045	Income	4,775	460	6,000	5,540			7.7%	
	Allotments :- Income	**4,775**	**460**	**6,000**	**5,540**			**7.7%**	**0**
4103	Water Rates	0	1,096	0	(1,096)		(1,096)	0.0%	
4200	DNU - Water Rates	1,560	181	1,800	1,619		1,619	10.1%	
4201	DNU - Maintenance	0	963	500	(463)		(463)	192.6%	
4202	Community Allotments	0	0	500	500		500	0.0%	
	Allotments :- Indirect Expenditure	**1,560**	**2,240**	**2,800**	**560**	**0**	**560**	**80.0%**	**0**
	Net Income over Expenditure	**3,215**	**(1,780)**	**3,200**	**4,980**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
204	Cafe								
1046	Income - Pavilion	2,529	2,500	3,000	500			83.3%	
1090	Expenses Recovered	11,809	5,960	12,000	6,040			49.7%	
	Cafe :- Income	**14,337**	**8,460**	**15,000**	**6,540**			**56.4%**	**0**
4101	Electricity	0	7,466	0	(7,466)		(7,466)	0.0%	
4106	Repairs and Maintenance	0	270	0	(270)		(270)	0.0%	
4250	WiFi - Pavilion	889	222	1,300	1,078		1,078	17.1%	
4252	DNU - Electricity	19,805	0	12,000	12,000		12,000	0.0%	
4254	DNU - Water	1,860	1,094	2,500	1,406		1,406	43.7%	
4255	Fire Safety Checks	859	312	1,000	688		688	31.2%	
4256	DNU - Maintenance	2,040	195	2,500	2,305		2,305	7.8%	
	Cafe :- Indirect Expenditure	**25,452**	**9,559**	**19,300**	**9,741**	**0**	**9,741**	**49.5%**	**0**
	Net Income over Expenditure	**(11,114)**	**(1,099)**	**(4,300)**	**(3,201)**				
205	Public Toilets - Market Place								
1060	Contribution - MWPC	0	5,000	5,000	0			100.0%	
	Public Toilets - Market Place :- Income	**0**	**5,000**	**5,000**	**0**			**100.0%**	**0**
4101	Electricity	852	370	1,500	1,130		1,130	24.6%	
4103	Water Rates	969	642	2,000	1,358		1,358	32.1%	
4106	Repairs and Maintenance	1,734	(100)	1,500	1,600		1,600	(6.7%)	
4180	Cleaning	7,112	3,592	7,500	3,908		3,908	47.9%	
	Public Toilets - Market Place :- Indirect Expenditure	**10,667**	**4,504**	**12,500**	**7,996**	**0**	**7,996**	**36.0%**	**0**
	Net Income over Expenditure	**(10,667)**	**496**	**(7,500)**	**(7,996)**				
206	Public Toilets - Bath Road								
4101	Electricity	1,421	529	1,200	671		671	44.1%	
4103	Water Rates	3,369	(1,224)	2,000	3,224		3,224	(61.2%)	
4106	Repairs and Maintenance	8	0	500	500	152	348	30.4%	
4180	Cleaning	7,870	2,712	8,000	5,288		5,288	33.9%	
	Public Toilets - Bath Road :- Indirect Expenditure	**12,668**	**2,017**	**11,700**	**9,683**	**152**	**9,531**	**18.5%**	**0**
	Net Expenditure	**(12,668)**	**(2,017)**	**(11,700)**	**(9,683)**				
210	Corporate Properties								
1040	Income 31 Market Place	7,075	2,917	7,000	4,083			41.7%	
1048	Income Art House Cafe	6,161	2,500	6,000	3,500			41.7%	
	Corporate Properties :- Income	**13,236**	**5,417**	**13,000**	**7,583**			**41.7%**	**0**
	Net Income	**13,236**	**5,417**	**13,000**	**7,583**				

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
211	Art House								
4108	Service Contracts	905	1	600	599		599	0.2%	
4175	WiFi	476	59	225	166		166	26.2%	
	Art House :- Indirect Expenditure	**1,381**	**60**	**825**	**765**	**0**	**765**	**7.3%**	**0**
	Net Expenditure	**(1,381)**	**(60)**	**(825)**	**(765)**				
212	Round House								
4076	Health & Safety	0	184	0	(184)		(184)	0.0%	
4101	Electricity	388	161	400	239		239	40.2%	
4103	Water Rates	214	108	200	92		92	54.1%	
4106	Repairs and Maintenance	448	79	250	171		171	31.6%	
	Round House :- Indirect Expenditure	**1,049**	**532**	**850**	**318**	**0**	**318**	**62.6%**	**0**
	Net Expenditure	**(1,049)**	**(532)**	**(850)**	**(318)**				
213	31 Market Place								
4106	Repairs and Maintenance	1,093	7,824	30,000	22,176		22,176	26.1%	
	31 Market Place :- Indirect Expenditure	**1,093**	**7,824**	**30,000**	**22,176**	**0**	**22,176**	**26.1%**	**0**
	Net Expenditure	**(1,093)**	**(7,824)**	**(30,000)**	**(22,176)**				
215	Depot								
4058	Insurance	330	0	500	500		500	0.0%	
4076	Health & Safety	0	0	300	300		300	0.0%	
4101	Electricity	1,432	353	1,800	1,447		1,447	19.6%	
4102	Non Domestic Rates	6,278	2,684	5,000	2,316		2,316	53.7%	
4103	Water Rates	324	146	300	155		155	48.5%	
4106	Repairs and Maintenance	1,869	0	1,000	1,000		1,000	0.0%	
4160	Leasing	12,350	5,833	15,600	9,767		9,767	37.4%	
4184	Fire security: Unit	96	456	300	(156)		(156)	152.0%	
	Depot :- Indirect Expenditure	**22,679**	**9,472**	**24,800**	**15,328**	**0**	**15,328**	**38.2%**	**0**
	Net Expenditure	**(22,679)**	**(9,472)**	**(24,800)**	**(15,328)**				
220	Play Areas and Open Spaces								
1050	Grants Received	58,182	0	0	0			0.0%	
	Play Areas and Open Spaces :- Income	**58,182**	**0**	**0**	**0**				**0**
4157	Grasscutting and Ground Maint	39,104	9,875	32,000	22,126		22,126	30.9%	
4158	Replacement Play Equipment	74,431	500	64,000	63,500		63,500	0.8%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4165	Maintenance - Play Areas	835	1,096	10,000	8,904		8,904	11.0%	
4169	Tree Works	0	350	2,000	1,650		1,650	17.5%	
4179	Tree Planting and Ecology	660	0	0	0		0	0.0%	
4193	Rospa checks: Play areas	0	1,120	1,600	480		480	70.0%	
	Play Areas and Open Spaces :- Indirect Expenditure	**115,030**	**12,940**	**109,600**	**96,660**	**0**	**96,660**	**11.8%**	**0**
	Net Income over Expenditure	**(56,849)**	**(12,940)**	**(109,600)**	**(96,660)**				
221	King George V Park/Splashpad								
4101	Electricity	926	584	5,000	4,416		4,416	11.7%	
4106	Repairs and Maintenance	18,828	13,711	2,000	(11,711)		(11,711)	685.5%	13,711
4108	Service Contracts	11,724	13,603	12,000	(1,603)		(1,603)	113.4%	
4199	Chemicals	453	1,227	2,000	773		773	61.4%	
4913	DNU - Water	9,132	2,543	6,000	3,457		3,457	42.4%	
	King George V Park/Splashpad :- Indirect Expenditure	**41,064**	**31,668**	**27,000**	**(4,668)**	**0**	**(4,668)**	**117.3%**	**13,711**
	Net Expenditure	**(41,064)**	**(31,668)**	**(27,000)**	**4,668**				
6000	plus Transfers from EMR	0	13,711	0	(13,711)				
	Movement to/(from) Gen Reserve	**(41,064)**	**(17,958)**	**(27,000)**	**(9,042)**				
222	Blue Pool								
4100	Gas	0	85	0	(85)		(85)	0.0%	
4101	Electricity	0	519	0	(519)		(519)	0.0%	
4102	Non Domestic Rates	0	7,762	0	(7,762)		(7,762)	0.0%	
	Blue Pool :- Indirect Expenditure	**0**	**8,366**	**0**	**(8,366)**	**0**	**(8,366)**		**0**
	Net Expenditure	**0**	**(8,366)**	**0**	**8,366**				
302	Projects								
1050	Grants Received	69,124	32,525	0	(32,525)			0.0%	
1052	Christmas Market Stalls	(350)	925	2,500	1,575			37.0%	
1059	Sponsorship	0	0	5,000	5,000			0.0%	
1174	Christmas Income	50	0	0	0			0.0%	
1179	Neighbourhood Plan	3,456	0	0	0			0.0%	
1189	Proms in Park (Vendors)	0	0	1,000	1,000			0.0%	
1193	Wiltshire Town Programme Grant	0	24,838	50,000	25,162			49.7%	
	Projects :- Income	**72,281**	**58,288**	**58,500**	**212**			**99.6%**	**0**
4074	Neighbourhood Plan	13,472	12,877	2,825	(10,052)		(10,052)	455.8%	
4078	Community Projects	6,957	110	2,000	1,890		1,890	5.5%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4080	Melksham Garden Competition	305	0	350	350		350	0.0%	
4092	Park Yoga	1,400	0	1,400	1,400		1,400	0.0%	
4304	Christmas Lights	17,882	107	19,000	18,893		18,893	0.6%	
4313	Holiday Activities	1,030	2,027	0	(2,027)		(2,027)	0.0%	
4322	Age UK Project Worker	0	6,610	0	(6,610)		(6,610)	0.0%	
4329	VE Day Celebration	933	0	1,500	1,500		1,500	0.0%	
4332	Wiltshire Town Programme Exp	12,008	1,397	50,000	48,603	20,148	28,455	43.1%	
4333	Carole Round the Tree	0	0	1,000	1,000		1,000	0.0%	
4334	Youth Council	0	0	1,500	1,500		1,500	0.0%	
4336	Sensory Garden	0	5,230	11,000	5,770		5,770	47.5%	
	Projects :- Indirect Expenditure	**53,987**	**28,359**	**90,575**	**62,216**	**20,148**	**42,068**	**53.6%**	**0**
	Net Income over Expenditure	**18,293**	**29,930**	**(32,075)**	**(62,005)**				
303	Events								
1005	Deposits	(917)	0	0	0			0.0%	
1189	Proms in Park (Vendors)	0	998	0	(998)			0.0%	
	Events :- Income	**(917)**	**998**	**0**	**(998)**				**0**
4080	Melksham Garden Competition	0	225	0	(225)		(225)	0.0%	
4093	Proms in Park	0	0	10,000	10,000		10,000	0.0%	
4304	Christmas Lights	0	880	0	(880)		(880)	0.0%	
4313	Holiday Activities	4,964	1,365	5,000	3,635		3,635	27.3%	
4329	VE Day Celebration	0	2,874	0	(2,874)		(2,874)	0.0%	
4335	Town Events	0	0	10,000	10,000		10,000	0.0%	
4337	General Events	0	0	5,000	5,000		5,000	0.0%	
	Events :- Indirect Expenditure	**4,964**	**5,344**	**30,000**	**24,656**	**0**	**24,656**	**17.8%**	**0**
	Net Income over Expenditure	**(5,881)**	**(4,345)**	**(30,000)**	**(25,655)**				
310	East Melksham Community Hall								
4050	Legal and Professional Fees	0	0	50,000	50,000		50,000	0.0%	
	East Melksham Community Hall :- Indirect Expenditure	**0**	**0**	**50,000**	**50,000**	**0**	**50,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(50,000)**	**(50,000)**				
403	Economic Dev. and Planning								
1089	Income-Hanging Baskets	1,222	1,354	1,500	146			90.3%	
	Economic Dev. and Planning :- Income	**1,222**	**1,354**	**1,500**	**146**			**90.3%**	**0**
4071	Town Floral Displays	6,004	110	6,500	6,390		6,390	1.7%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4308	CCTV	31,745	4,138	8,000	3,862		3,862	51.7%	
4309	Newsletter	9,790	0	5,000	5,000		5,000	0.0%	
4354	Parking Scheme	1,115	427	1,000	573		573	42.7%	
4356	LHFIG	0	0	5,000	5,000		5,000	0.0%	
	Economic Dev. and Planning :- Indirect Expenditure	**48,654**	**4,674**	**25,500**	**20,826**	**0**	**20,826**	**18.3%**	**0**
	Net Income over Expenditure	**(47,432)**	**(3,320)**	**(24,000)**	**(20,680)**				
6000	plus Transfers from EMR	31,262	0	0	0				
	Movement to/(from) Gen Reserve	**(16,170)**	**(3,320)**	**(24,000)**	**(20,680)**				
405	Solar Farm Projects								
1182	Solar money received	49,405	0	50,000	50,000			0.0%	
	Solar Farm Projects :- Income	**49,405**	**0**	**50,000**	**50,000**			**0.0%**	**0**
4500	Solar Money Projects	0	10,000	50,000	40,000		40,000	20.0%	
	Solar Farm Projects :- Indirect Expenditure	**0**	**10,000**	**50,000**	**40,000**	**0**	**40,000**	**20.0%**	**0**
	Net Income over Expenditure	**49,405**	**(10,000)**	**0**	**10,000**				
6001	less Transfers to EMR	49,405	0	0	0				
	Movement to/(from) Gen Reserve	**0**	**(10,000)**	**0**	**10,000**				
501	Assembly Hall								
1000	Income-Assembly Hall Lettings	32,917	24,165	30,000	5,835			80.6%	
1172	Tickets : private events	831	0	0	0			0.0%	
	Assembly Hall :- Income	**33,748**	**24,165**	**30,000**	**5,835**			**80.6%**	**0**
4000	Salaries ENI & Pension	104,409	53,297	100,000	46,703		46,703	53.3%	
4023	Advertising	0	276	0	(276)		(276)	0.0%	
4075	Training	125	280	600	320		320	46.7%	
4076	Health & Safety	0	34	0	(34)		(34)	0.0%	
4100	Gas	0	13	0	(13)		(13)	0.0%	
4101	Electricity	0	1,070	0	(1,070)		(1,070)	0.0%	
4102	Non Domestic Rates	0	861	0	(861)		(861)	0.0%	
4106	Repairs and Maintenance	174	0	0	0		0	0.0%	
4163	DNU - Repairs and Maintenance	175	0	0	0		0	0.0%	
4900	DNU - Uniforms	945	0	500	500		500	0.0%	
4903	Bar Stock Purchases	0	37	0	(37)	1,387	(1,425)	0.0%	
4905	DNU - Cleaning Materials	3,002	729	2,500	1,771	208	1,563	37.5%	
4907	DNU -Stationery/Printing/Post.	113	0	150	150		150	0.0%	
4909	Licences	5,400	4,143	5,500	1,357	3,712	(2,355)	142.8%	

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4911	DNU - Electricity	13,927	4,834	17,000	12,166		12,166	28.4%	
4912	DNU - Gas	161	51	100	49		49	50.8%	
4913	DNU - Water	2,461	3,967	3,000	(967)	418	(1,384)	146.1%	
4914	DNU - Rates	8,608	3,442	9,500	6,058		6,058	36.2%	
4915	DNU - Equipment	4,126	1,497	2,500	1,003	1,445	(442)	117.7%	
4916	DNU -Maintenance-Equipment	1,810	205	5,000	4,795		4,795	4.1%	
4917	Service Contracts	7,284	2,792	8,400	5,608		5,608	33.2%	
4918	DNU - Maintenance	3,224	100	5,000	4,900		4,900	2.0%	
4922	DNU - Publicity & Marketing	7,190	947	6,000	5,053	418	4,635	22.8%	
4927	Stocktaking	520	130	600	470		470	21.7%	
4954	PA and Lighting Costs	0	0	0	0	150	(150)	0.0%	
4958	Event Security	608	(304)	0	304	149	156	0.0%	
	Assembly Hall :- Indirect Expenditure	**164,262**	**78,402**	**166,350**	**87,948**	**7,886**	**80,061**	**51.9%**	**0**
	Net Income over Expenditure	**(130,514)**	**(54,237)**	**(136,350)**	**(82,113)**				
510	DNU - Assembly Hall Events								
1004	Film shows	4	49	300	251			16.3%	
1172	Tickets : private events	335	0	0	0			0.0%	
1173	Live Shows - Hall Hire	14,257	503	20,000	19,497			2.5%	
	DNU - Assembly Hall Events :- Income	**14,597**	**552**	**20,300**	**19,748**			**2.7%**	**0**
4919	Films: expenses and contract	2	2	0	(2)		(2)	0.0%	
4954	PA and Lighting Costs	5,965	242	0	(242)		(242)	0.0%	
4958	Event Security	1,307	0	0	0		0	0.0%	
4960	Live entertainment:	3,078	0	2,500	2,500		2,500	0.0%	
	DNU - Assembly Hall Events :- Indirect Expenditure	**10,352**	**244**	**2,500**	**2,256**	**0**	**2,256**	**9.8%**	**0**
	Net Income over Expenditure	**4,245**	**308**	**17,800**	**17,492**				
520	DNU - Ass Hall Bar/Catering								
1001	Income-Assembly Hall Bar	56,778	17,943	43,500	25,557			41.2%	
	DNU - Ass Hall Bar/Catering :- Income	**56,778**	**17,943**	**43,500**	**25,557**			**41.2%**	**0**
4903	Bar Stock Purchases	21,289	7,371	22,000	14,629	1,564	13,066	40.6%	
	DNU - Ass Hall Bar/Catering :- Indirect Expenditure	**21,289**	**7,371**	**22,000**	**14,629**	**1,564**	**13,066**	**40.6%**	**0**
	Net Income over Expenditure	**35,488**	**10,573**	**21,500**	**10,927**				
901	Earmarked Reserves								
1180	CIL Received	640,520	0	0	0			0.0%	
	Earmarked Reserves :- Income	**640,520**	**0**	**0**	**0**				**0**

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		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9202	Unplanned Maintenance	16,612	0	10,000	10,000		10,000	0.0%	
9244	Major Projects Reserve	4,089	0	50,000	50,000		50,000	0.0%	
9245	Solar Money	255	12,000	0	(12,000)		(12,000)	0.0%	
9248	CIL	7,076	0	0	0		0	0.0%	
	Earmarked Reserves :- Indirect Expenditure	**28,032**	**12,000**	**60,000**	**48,000**	**0**	**48,000**	**20.0%**	**0**
	Net Income over Expenditure	**612,488**	**(12,000)**	**(60,000)**	**(48,000)**				
6000	plus Transfers from EMR	28,032	0	0	0				
6001	less Transfers to EMR	640,520	0	0	0				
	Movement to/(from) Gen Reserve	**0**	**(12,000)**	**(60,000)**	**(48,000)**				
902	Sinking Funds								
9234	Splashpad - KGV	0	0	5,000	5,000		5,000	0.0%	
	Sinking Funds :- Indirect Expenditure	**0**	**0**	**5,000**	**5,000**	**0**	**5,000**	**0.0%**	**0**
	Net Expenditure	**0**	**0**	**(5,000)**	**(5,000)**				
	Grand Totals:- Income	**2,039,125**	**733,373**	**1,543,000**	**809,627**			**47.5%**	
	Expenditure	**1,627,245**	**609,399**	**1,633,300**	**1,023,901**	**33,118**	**990,782**	**39.3%**	
	Net Income over Expenditure	**411,880**	**123,973**	**(90,300)**	**(214,273)**				
	plus Transfers from EMR	**69,682**	**13,711**	0	(13,711)				
	less Transfers to EMR	**689,925**	**0**	0	0				
	Movement to/(from) Gen Reserve	**(208,362)**	**137,684**	**(90,300)**	**(227,984)**				

Melksham Town Council Current Year

Trial Balance for Month No: 5

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
101	Debtors			8,055.28	
103	Town hall Sales ledger			5,396.80	
105	Vat Control			8,697.21	
120	Bar Stock			7,137.81	
203	Unity Bank			107,171.50	
205	Unity - Instant Savings A/c			700,043.15	
213	Credit/Debit Card Control			1,364.05	
214	CCLA: Investment			718,224.85	
215	Cambridge BS			91,625.84	
220	Petty Cash			18.94	
251	Lloyds Cash & Bank Assembly			82,779.39	
253	Assembly Hall Float			1,100.00	
310	General Fund				260,431.92
322	EMR - CIL - SEC106				639,636.64
323	EMR - Solar Monies				143,240.85
325	EMR - East Melksham Comm Hall				315,030.00
326	EMR - Unplanned Maintenance				3,795.00
327	EMR - Election Expenses				5,199.41
328	EMR - Green Spaces				1,311.38
329	EMR - Major Projects Reserve				86,536.71
334	EMR - Office Equipments				4,275.00
335	EMR - Street Furniture				13,837.00
336	EMR - Equipment Replacement				48,130.00
338	EMR -Shurnhold Field				15,000.00
339	EMR - Splashpad KGV				5,000.00
501	Creditors				30,613.01
505	Vat Creditor				5.80
515	PAYE/NI Due				6,120.27
516	Pension Due				8,680.87
520	Salaries Control				394.53
566	Events Control 2021 Onwards				6,692.50
1000	Income-Assembly Hall Lettings	501	Assembly Hall		24,165.47
1001	Income-Assembly Hall Bar	520	DNU - Ass Hall Bar/Catering		17,943.19
1004	Film shows	510	DNU - Assembly Hall Events		48.75
1016	Receipts - Mayors Reception	115	Civic and Democratic		510.00
1026	Income Interest	110	Corporate Costs		10,371.63
1027	Income - Amenity Services	202	Asset and Amenities		1,454.20
1034	Income Town Hall Bookings	201	Town Hall		2,298.80
1040	Income 31 Market Place	210	Corporate Properties		2,916.65
1045	Income	203	Allotments		460.00
1046	Income - Pavilion	204	Cafe		2,500.00
1048	Income Art House Cafe	210	Corporate Properties		2,500.00
1050	Grants Received	302	Projects		32,525.00
1052	Christmas Market Stalls	302	Projects		924.99
1060	Contribution - MWPC	205	Public Toilets - Market Place		5,000.00
1089	Income-Hanging Baskets	403	Economic Dev. and Planning		1,354.00
1090	Expenses Recovered	204	Cafe		5,960.00
1173	Live Shows - Hall Hire	510	DNU - Assembly Hall Events		503.33
1176	Precept Received	152	Precept		596,100.00
1189	Proms in Park (Vendors)	303	Events		998.31
1193	Wiltshire Town Programme Grant	302	Projects		24,838.20
4000	Salaries ENI & Pension	101	Central Costs	107,729.06	
4000	Salaries ENI & Pension	202	Asset and Amenities	94,111.40	
4000	Salaries ENI & Pension	501	Assembly Hall	53,297.37	
4005	Temporary / Locum Staff	101	Central Costs	48,265.44	
4015	Bank charges - Cards	110	Corporate Costs	1,300.34	
4016	Sundry Office Expenses	101	Central Costs	327.40	
4017	Bank charges	110	Corporate Costs	368.62	
4021	Stationery	101	Central Costs	107.56	
4023	Advertising	101	Central Costs	316.50	
4023	Advertising	501	Assembly Hall	276.40	
4024	Equipment/furniture	101	Central Costs	233.33	
4026	Photocopier/copying	101	Central Costs	237.02	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4027	Telephones and Mobiles	101	Central Costs	1,755.42	
4029	Subscriptions & Memberships	101	Central Costs	2,562.08	
4030	Town Crier's expenses	115	Civic and Democratic	30.00	
4034	Councillors' training	110	Corporate Costs	26.75	
4034	Councillors' training	115	Civic and Democratic	61.07	
4040	Infomation Technology/Hardware	101	Central Costs	298.00	
4042	Licences/Software	101	Central Costs	5,926.99	
4042	Licences/Software	201	Town Hall	57.00	
4043	HR consultancy	110	Corporate Costs	3,564.62	
4050	Legal and Professional Fees	101	Central Costs	2,374.17	
4050	Legal and Professional Fees	110	Corporate Costs	1,972.65	
4057	Accountancy and Audit	110	Corporate Costs	2,806.32	
4058	Insurance	101	Central Costs	51,340.41	
4061	Travel & Accommodation	101	Central Costs	1,285.39	
4071	Town Floral Displays	403	Economic Dev. and Planning	109.57	
4074	Neighbourhood Plan	302	Projects	12,877.22	
4075	Training	101	Central Costs	2,261.00	
4075	Training	202	Asset and Amenities	500.00	
4075	Training	501	Assembly Hall	280.00	
4076	Health & Safety	110	Corporate Costs	3,046.35	
4076	Health & Safety	201	Town Hall	1,023.31	
4076	Health & Safety	212	Round House	184.25	
4076	Health & Safety	501	Assembly Hall	34.16	
4078	Community Projects	302	Projects	110.00	
4080	Melksham Garden Competition	303	Events	224.61	
4085	Civic and Ceremonial	115	Civic and Democratic		889.76
4100	Gas	201	Town Hall	448.39	
4100	Gas	222	Blue Pool	85.10	
4100	Gas	501	Assembly Hall	12.91	
4101	Electricity	201	Town Hall	1,790.52	
4101	Electricity	204	Cafe	7,465.68	
4101	Electricity	205	Public Toilets - Market Place	369.52	
4101	Electricity	206	Public Toilets - Bath Road	528.62	
4101	Electricity	212	Round House	160.63	
4101	Electricity	215	Depot	353.31	
4101	Electricity	221	King George V Park/Splashpad	584.04	
4101	Electricity	222	Blue Pool	518.96	
4101	Electricity	501	Assembly Hall	1,069.98	
4102	Non Domestic Rates	201	Town Hall	5,303.75	
4102	Non Domestic Rates	215	Depot	2,684.25	
4102	Non Domestic Rates	222	Blue Pool	7,762.18	
4102	Non Domestic Rates	501	Assembly Hall	861.00	
4103	Water Rates	201	Town Hall	874.15	
4103	Water Rates	203	Allotments	1,095.90	
4103	Water Rates	205	Public Toilets - Market Place	641.96	
4103	Water Rates	206	Public Toilets - Bath Road		1,223.73
4103	Water Rates	212	Round House	108.18	
4103	Water Rates	215	Depot	145.50	
4104	Window Cleaning	201	Town Hall	256.40	
4106	Repairs and Maintenance	201	Town Hall	582.71	
4106	Repairs and Maintenance	202	Asset and Amenities	180.00	
4106	Repairs and Maintenance	204	Cafe	270.00	
4106	Repairs and Maintenance	205	Public Toilets - Market Place		100.00
4106	Repairs and Maintenance	212	Round House	79.00	
4106	Repairs and Maintenance	213	31 Market Place	7,824.00	
4106	Repairs and Maintenance	221	King George V Park/Splashpad	13,710.86	
4108	Service Contracts	201	Town Hall	2,524.70	
4108	Service Contracts	211	Art House	1.46	
4108	Service Contracts	221	King George V Park/Splashpad	13,602.93	
4150	Uniform/PPE	202	Asset and Amenities	338.46	
4151	Tools and Equipment	202	Asset and Amenities	1,856.34	
4153	Vehicle Running Costs	202	Asset and Amenities	1,503.85	
4156	Vehicle Leasing	202	Asset and Amenities	2,063.39	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
4157	Grasscutting and Ground Maint	220	Play Areas and Open Spaces	9,874.50	
4158	Replacement Play Equipment	220	Play Areas and Open Spaces	499.58	
4160	Leasing	215	Depot	5,833.35	
4163	DNU - Repairs and Maintenance	202	Asset and Amenities		70.90
4165	Maintenance - Play Areas	202	Asset and Amenities		68.65
4165	Maintenance - Play Areas	220	Play Areas and Open Spaces	1,095.91	
4167	Street Furniture and Signage	202	Asset and Amenities	58.14	
4168	Bus Shelters Cleaning	202	Asset and Amenities	258.88	
4169	Tree Works	220	Play Areas and Open Spaces	350.00	
4175	WiFi	211	Art House	59.00	
4177	Churchyard maintenance	202	Asset and Amenities	270.00	
4180	Cleaning	205	Public Toilets - Market Place	3,592.44	
4180	Cleaning	206	Public Toilets - Bath Road	2,712.28	
4184	Fire security: Unit	215	Depot	456.02	
4193	Rospa checks: Play areas	220	Play Areas and Open Spaces	1,120.00	
4199	Chemicals	221	King George V Park/Splashpad	1,227.40	
4200	DNU - Water Rates	203	Allotments	181.12	
4201	DNU - Maintenance	203	Allotments	962.86	
4250	WiFi - Pavilion	204	Cafe	222.40	
4254	DNU - Water	204	Cafe	1,093.54	
4255	Fire Safety Checks	204	Cafe	312.01	
4256	DNU - Maintenance	204	Cafe	195.29	
4301	Grants	151	Grants	1,890.63	
4303	Grant-4Youth	151	Grants	10,000.00	
4304	Christmas Lights	302	Projects	107.08	
4304	Christmas Lights	303	Events	880.00	
4308	CCTV	403	Economic Dev. and Planning	4,138.00	
4310	Grant Food and River Festival	151	Grants	5,000.00	
4313	Holiday Activities	302	Projects	2,027.20	
4313	Holiday Activities	303	Events	1,365.00	
4317	Grant Carnival	151	Grants	2,500.00	
4322	Age UK Project Worker	302	Projects	6,610.00	
4329	VE Day Celebration	303	Events	2,874.04	
4330	Grant TIC	151	Grants	4,000.00	
4332	Wiltshire Town Programme Exp	302	Projects	1,397.18	
4336	Sensory Garden	302	Projects	5,230.00	
4354	Parking Scheme	403	Economic Dev. and Planning	426.60	
4500	Solar Money Projects	405	Solar Farm Projects	10,000.00	
4903	Bar Stock Purchases	501	Assembly Hall	37.21	
4903	Bar Stock Purchases	520	DNU - Ass Hall Bar/Catering	7,370.55	
4905	DNU - Cleaning Materials	501	Assembly Hall	729.41	
4909	Licences	501	Assembly Hall	4,142.95	
4911	DNU - Electricity	501	Assembly Hall	4,834.29	
4912	DNU - Gas	501	Assembly Hall	50.80	
4913	DNU - Water	221	King George V Park/Splashpad	2,543.23	
4913	DNU - Water	501	Assembly Hall	3,966.69	
4914	DNU - Rates	501	Assembly Hall	3,441.75	
4915	DNU - Equipment	501	Assembly Hall	1,496.63	
4916	DNU -Maintenance-Equipment	501	Assembly Hall	204.89	
4917	Service Contracts	501	Assembly Hall	2,792.05	
4918	DNU - Maintenance	501	Assembly Hall	100.25	
4919	Films: expenses and contract	510	DNU - Assembly Hall Events	1.78	
4922	DNU - Publicity & Marketing	101	Central Costs		736.25
4922	DNU - Publicity & Marketing	501	Assembly Hall	947.40	
4927	Stocktaking	501	Assembly Hall	130.00	
4954	PA and Lighting Costs	510	DNU - Assembly Hall Events	242.00	
4958	Event Security	501	Assembly Hall		304.00
6000	Transfers from EMR	221	King George V Park/Splashpad		13,710.86
9245	Solar Money	901	Earmarked Reserves	12,000.00	
			Trial Balance Totals :	**2,344,407.56**	**2,344,407.56**
			Difference	**0.00**	

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 :		**231,614.19**					**231,614.19**	
GNC	Banked **04/08/2025**	**500.00**							
	Sales Recpts Page 335		500.00	500.00		103			Sales Recpts Page 335
BACS	Banked **04/08/2025**	**29.85**							
BACS	HMCTS		29.85			1027	202	29.85	Arson KGV - costs
RSPB	Banked **06/08/2025**	**50.00**							
	Sales Recpts Page 336		50.00	50.00		103			Sales Recpts Page 336
BACS	Banked **06/08/2025**	**3,689.50**							
BACS	Ticketsource		3,689.50			566		3,981.52	Tickets - Fleetwood Mac
						4015	110	-292.02	TS charges
00003(B)	Banked **07/08/2025**	**926.15**							
00003(B)	Private Party		54.10		9.02	1001	520	45.08	Private Party
00003(B)	WWMCC		17.20		2.87	1001	520	14.33	WWMCC
00003(B)	WWMCC		41.20		6.87	1001	520	34.33	WWMCC
00003(B)	Simon & Garfunkel		127.10		21.18	1001	520	105.92	Simon & Garfunkel
00003(B)	WWMCC		23.85		3.98	1001	520	19.87	WWMCC
00003(B)	Rock n Roll		445.45		74.24	1001	520	371.21	Rock n Roll
00003(B)	WWMCC		27.75		4.62	1001	520	23.13	WWMCC
00003(B)	Private Party		181.10		30.18	1001	520	150.92	Private Party
00003(B)	WWMCC		8.40		1.40	1001	520	7.00	WWMCC
WWMCC	Banked **07/08/2025**	**475.00**							
	Sales Recpts Page 344		475.00	475.00		101			Sales Recpts Page 344
Cash	Banked **07/08/2025**	**62.00**							
Cash	W. Isaacs		62.00		10.33	1000	501	51.67	Deposit - Room hire
Segment	Banked **08/08/2025**	**900.00**							
	Sales Recpts Page 337		900.00	900.00		103			Sales Recpts Page 337
Debilou	Banked **11/08/2025**	**48.00**							
	Sales Recpts Page 338		48.00	48.00		103			Sales Recpts Page 338
Debilou	Banked **11/08/2025**	**48.00**							
	Sales Recpts Page 339		48.00	48.00		103			Sales Recpts Page 339
Seniors	Banked **11/08/2025**	**162.00**							
	Sales Recpts Page 343		162.00	162.00		101			Sales Recpts Page 343
Mark Event	Banked **12/08/2025**	**130.00**							
	Sales Recpts Page 340		130.00	130.00		103			Sales Recpts Page 340
Enigma	Banked **12/08/2025**	**130.00**							
	Sales Recpts Page 341		130.00	130.00		103			Sales Recpts Page 341
RUH	Banked **13/08/2025**	**30.00**							
	Sales Recpts Page 342		30.00	30.00		103			Sales Recpts Page 342
MMM	Banked **14/08/2025**	**54.00**							
	Sales Recpts Page 345		54.00	54.00		101			Sales Recpts Page 345

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Receipts for Month 5 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
TIC	Banked **14/08/2025**	**48.00**							
	Sales Recpts Page 346		48.00	48.00		101			Sales Recpts Page 346
Evies	Banked **15/08/2025**	**1,788.00**							
	Sales Recpts Page 355		1,788.00	1,788.00		103			Sales Recpts Page 355
Lions	Banked **18/08/2025**	**60.00**							
	Sales Recpts Page 347		60.00	60.00		103			Sales Recpts Page 347
Cake Sweet	Banked **18/08/2025**	**48.00**							
	Sales Recpts Page 348		48.00	48.00		103			Sales Recpts Page 348
BACS	Banked **20/08/2025**	**1,968.00**							
BACS	Ticketsource		1,968.00			566		2,134.32	Tickets - Meatloud
						4015	110	-166.32	TS charges
TIC	Banked **21/08/2025**	**96.00**							
	Sales Recpts Page 349		96.00	96.00		101			Sales Recpts Page 349
Waiteys	Banked **26/08/2025**	**48.00**							
	Sales Recpts Page 350		48.00	48.00		103			Sales Recpts Page 350
BACS	Banked **26/08/2025**	**10.00**							
BACS	Melksham Lions		10.00		1.67	1000	501	8.33	Table Top Sale
BACS	Banked **28/08/2025**	**10,857.51**							
BACS	HMRC		10,857.51			505		10,857.51	VAT refund
000036(B)	Banked **29/08/2025**	**1,067.60**							
000036(B)	Fleetwood Mac		254.90		42.48	1001	520	212.42	Fleetwood Mac
000036(B)	WWMCC		13.20		2.20	1001	520	11.00	WWMCC
000036(B)	WWMCC		21.80		3.63	1001	520	18.17	WWMCC
000036(B)	Meatloud		243.40		40.57	1001	520	202.83	Meatloud
000036(B)	WWMCC		11.60		1.93	1001	520	9.67	WWMCC
000036(B)	U/K		522.70		87.12	1001	520	435.58	U/K
00037	Banked **29/08/2025**	**245.50**							
00037	Motown		137.50			566		137.50	Motown
00037	Seriously Collins		53.00			566		53.00	Seriously Collins
00037	Abba Mania		55.00			566		55.00	Abba Mania
MIN	Banked **31/08/2025**	**700.00**							
	Sales Recpts Page 356		700.00	700.00		103			Sales Recpts Page 356
Gs	Banked **31/08/2025**	**130.00**							
	Sales Recpts Page 357		130.00	130.00		103			Sales Recpts Page 357
WWMCC	Banked **31/08/2025**	**190.00**							
	Sales Recpts Page 358		190.00	190.00		101			Sales Recpts Page 358

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Total Receipts for Month	24,491.11	5,635.00	344.29	18,511.82
Cashbook Totals	256,105.30	5,635.00	344.29	250,126.01

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Payments for Month 5 **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/08/2025	Water2business	010825	27.50	27.50		501			Water - Depot
01/08/2025	Water2business	010825/2	149.59	149.59		501			Water - Mkt Pl toilets
01/08/2025	Water2business	010825/3	60.98	60.98		501			Water - Addison allots
01/08/2025	Water2business	010825/4	121.73	121.73		501			Water - Awdry allotments
01/08/2025	Water2business	010825/5	239.40	239.40		501			Water - Southbrook allotments
01/08/2025	Water2business	010825/6	634.71	634.71		501			Water - Methuen allotments
01/08/2025	British Gas	010825/7	1,987.36	1,987.36		501			Electricity - Pavilion
01/08/2025	Virgin Media	010825/8	68.40	68.40		501			WiFi - TH/AH
04/08/2025	BT Group plc	040825	87.14	87.14		501			WiFi - KGV Park
04/08/2025	Redhorn Holdings Ltd	040825/2	1,400.00	1,400.00		501			Rent - Depot
05/08/2025	Water Plus	050825	39.08	39.08		501			Water - Milton allotments
08/08/2025	British Gas	080825	74.25	74.25		501			Electricity - Mkt Pl toilets
14/08/2025	EMPIRE DRINKS AND REFRIGERATIO	3032484452	400.19	400.19		501			Bar stock
14/08/2025	Kan Connections	749646353	3,198.00	3,198.00		501			Lighting repairs - AH/TH
14/08/2025	The Publishing House	887697564	163.20	163.20		501			Advertising - AH
14/08/2025	Wired Publishing	427944322	96.00	96.00		501			Advertising - AH
14/08/2025	County Jewellers	541161776	720.00	720.00		501			Repairs of Chain
14/08/2025	IDverde Limited	983964047	4,567.71	4,567.71		501			Cleaning - Bath Rd toilets Jun
14/08/2025	Prosec Consultancy Ltd	100752328	178.20	178.20		501			Security - 250725
14/08/2025	Redhorn Holdings Ltd	817965025	330.02	330.02		501			Rent - Depot
14/08/2025	Trade UK	123288989	271.54	271.54		501			Rawlbolt
14/08/2025	T H White Installation Ltd	206890046	787.23	787.23		501			Monitoring - Intruder alarm TH
14/08/2025	Wiltshire Publications Ltd	892771208	147.84	147.84		501			Advertising - AH
14/08/2025	Wiltshire Council	514488626	1,810.76	1,810.76		501			Payroll - Apr-Aug 25
14/08/2025	Acer Tree Surgeons Ltd	447861418	744.00	744.00		501			Tree lopping - KGV
14/08/2025	Age UK Wiltshire	214067983	860.00	860.00		501			MCSS - additional payment
14/08/2025	AquAid Southcoast	157193141	124.51	124.51		501			Water cooler
14/08/2025	Castle Water Ltd	423176851	141.90	141.90		501			Water - Bath Rd toilets
14/08/2025	Energym Fitness Ltd	905371027	50.00	50.00		501			Boxercise sessions
14/08/2025	Exponential-E Ltd	999154989	113.02	113.02		501			Cloud back-up/monitoring
14/08/2025	J. H. Jones & Sons	341202183	2,899.20	2,899.20		501			Grasscutting - Lynch/Hazle
14/08/2025	Melksham Groundcare Machinery	273892189	1,047.30	1,047.30		501			Chainsaw - service
14/08/2025	Microsoft	839099500	253.23	253.23		501			Microsoft licences
14/08/2025	Mindcraft	454991592	120.00	120.00		501			Us Girls - Mindful Movement
14/08/2025	Neptune Aquatics Solutions	143721223	600.00	600.00		501			Water Testing cses
14/08/2025	Piggotts Flags & Branding Ltd	519186803	47.24	47.24		501			Flag pole repairs
14/08/2025	R. B. Poolman Ltd	747610074	120.00	120.00		501			Tap leak/water heater - TH
14/08/2025	Wave	752881486	6.53	6.53		501			Water - Blue Pool
14/08/2025	WPF	DDR	10,721.60			516		10,721.60	Pensions
14/08/2025	Wiltshire Council	BACS	3,327.59			4102	222	3,327.59	Rates - Blue Pool
14/08/2025	West Mercia Energy	140825	114.51	114.51		501			Electricity - KGV Store

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Payments for Month 5 — **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/08/2025	Wiltshire Council	BACS	1,060.00			4102	201	1,060.00	Rates - TH
15/08/2025	Wiltshire Council	BACS	536.00			4102	215	536.00	Rates - Depot
15/08/2025	Daisy Communications	150825	53.38	53.38		501			WiFi - Pavilion
15/08/2025	Castle Water Ltd	150825/2	4.38	4.38		501			Water - Mkt Pl standpipe
15/08/2025	Tolchards Ltd	150825/3	754.91	754.91		501			Bar stock
15/08/2025	British Gas	150825/4	37.86	37.86		501			Electricity - Roundhouse
16/08/2025	Lloyds Bank	DDR	406.00			4017	110	12.00	Card charges
						4909	501	180.00	Licence
						4909	501	46.00	DPS variation
						4023	101	139.23	Indeed
						4023	101	28.77	Indeed
16/08/2025	Lloyds Bank	DDR	921.89		153.65	4042	101	13.89	ChatGPT
						4034	115	27.00	Refs - Cllr Trng
						4016	101	13.71	Refs
						4016	101	1.38	Refs
						4016	101	6.95	Refs
						4016	101	1.38	Refs
						4151	202	36.65	Measuring wheel
						4016	101	1.38	Refs
						4016	101	1.66	Refs
						4042	101	25.98	AH - Domain renewal
						4903	501	37.21	Bar stock
						4016	101	1.38	Refs
						4016	101	1.38	Refs
						4106	202	180.00	Drain clearance
						4076	501	29.17	Specsavers
						4151	202	15.00	Direction arrow
						4076	110	370.00	Skip
						4151	202	4.12	Starter handle
18/08/2025	Mainstream Digital	180825	415.12	415.12		501			Phones
18/08/2025	Office Evolution Ltd	180825/2	96.73	96.73		501			Photocopying
18/08/2025	Fuel Genie	180825/4	226.46	226.46		501			Fuel
19/08/2025	British Gas	190825	40.48	40.48		501			Gas - TH
19/08/2025	British Gas	190825/2	15.49	15.49		501			Gas - AH
20/08/2025	Wiltshire Council	BACS	35,425.16			520		35,425.16	Salaries
20/08/2025	James Hallam	BACS	51,262.40			4058	101	51,262.40	Insurance
20/08/2025	Enterprise Flex-E-Rent	200825	787.38	787.38		501			Vehicle leasing
21/08/2025	British Gas	210825	1,283.98	1,283.98		501			Electricity - AH
22/08/2025	HMRC	DDR	11,786.01			515		11,786.01	PAYE/NI
22/08/2025	British Gas	220825	42.29	42.29		501			Electricity - Mkt Traders
26/08/2025	British Gas	260825	54.90	54.90		501			Electricity - Depot
27/08/2025	Unity Bank	DDR	28.62			4017	110	28.62	BACS charges
27/08/2025	British Gas	270825	382.96	382.96		501			Electricity - TH
28/08/2025	Wiltshire Council	DDR	4,434.59			4102	222	4,434.59	Rates - Blue Pool
31/08/2025	Unity Bank	DDR	25.35			4017	110	25.35	Bank charges

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Total Payments for Month	148,933.80	28,998.59	153.65	119,781.56
Balance Carried Fwd	107,171.50			
Cashbook Totals	256,105.30	28,998.59	153.65	226,953.06

Melksham Town Council Current Year

Cashbook 2

Lloyds Bank Assembly Hall A/c

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 :		**80,655.55**					**80,655.55**	
RnR	Banked **01/08/2025**	**216.00**							
	Sales Recpts Page 352		216.00	216.00		101			Sales Recpts Page 352
Clubber	Banked **04/08/2025**	**216.00**							
	Sales Recpts Page 353		216.00	216.00		101			Sales Recpts Page 353
RnR	Banked **29/08/2025**	**216.00**							
	Sales Recpts Page 354		216.00	216.00		101			Sales Recpts Page 354
	Banked **31/08/2025**	**1,402.25**							
DoJo	Credit/Debit Card Control Acco		1,402.25			213		1,402.25	Card payments - LOC01 Bar
	Banked **31/08/2025**	**756.70**							
DoJo	Credit/Debit Card Control Acco		756.70			213		756.70	Card payments - LOC02 - Bar
	Banked **31/08/2025**	**1,245.50**							
DoJo	Credit/Debit Card Control Acco		1,245.50			213		1,245.50	Card payments - LOC03 - Tkts
	Total Receipts for Month	4,052.45		648.00	0.00			3,404.45	
	Cashbook Totals	84,708.00		648.00	0.00			84,060.00	

Continued on Page 2

Payments for Month 5 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/08/2025	Wiltshire Council	DDR	861.00			4102	501	861.00	Rates - AH
18/08/2025	Lloyds Bank	DDR	4.25			4017	110	4.25	Bank charges
20/08/2025	DoJo	DDR	57.25		9.54	4015	110	47.71	Card machine charges
20/08/2025	DoJo	DDR	59.57		9.93	4015	110	49.64	Card machine charges
26/08/2025	DoJo	DDR	72.11		12.02	4015	110	60.09	Card machine charges
28/08/2025	Hills Waste	280825	874.43	874.43		502			Waste collection - KGV
	Total Payments for Month		1,928.61	874.43	31.49			1,022.69	
	Balance Carried Fwd		82,779.39						
	Cashbook Totals		84,708.00	874.43	31.49			83,802.08	

Receipts for Month 5 — **Nominal Ledger Analysis**

Receipt Ref	Name of Payer		£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
00003(B)	Banked **07/08/2025**	**2,805.20**							
00003	Private Party		739.50		123.25	1001	520	616.25	Private Party
00003	WWMCC		96.30		16.05	1001	520	80.25	WWMCC
00003	WWMCC		70.00		11.67	1001	520	58.33	WWMCC
00003	Simon & Garfunkel		428.90		71.48	1001	520	357.42	Simon & Garfunkel
00003(B)	WWMCC		77.80		12.97	1001	520	64.83	WWMCC
00003(B)	Rock n Roll		154.60		25.77	1001	520	128.83	Rock n Roll
00003(B)	WWMCC		64.30		10.72	1001	520	53.58	WWMCC
00003(B)	Private Party		1,107.30		184.55	1001	520	922.75	Private Party
00003(B)	WWMCC		66.50		11.08	1001	520	55.42	WWMCC
00034	Banked **07/08/2025**	**1,403.00**							
00034	Meatloud		96.00			566		96.00	Meatloud
00034	Motown		110.00			566		110.00	Motown
00034	Fleetwood		517.00			1000	501	517.00	Fleetwood
00034	Neil Sands		250.00			566		250.00	Neil Sands
00034	Simon & Garfunkel		184.00			566		184.00	Simon & Garfunkel
00034	Quiz Team		40.00		6.67	1173	510	33.33	Quiz Team
00034	ELO		96.00			566		96.00	ELO
00034	We 3 Kings		66.00			566		66.00	We 3 Kings
00034	Roy Orbison		44.00			566		44.00	Roy Orbison
000036(B)	Banked **31/08/2025**	**2,158.95**							
000036(B)	Fleetwood Mac		1,135.90		189.32	1001	520	946.58	Fleetwood Mac
000036(B)	WWMCC		82.90		13.82	1001	520	69.08	WWMCC
000036(B)	WWMCC		77.50		12.92	1001	520	64.58	WWMCC
000036(B)	Football Event		18.80		3.13	1001	520	15.67	Football Event
000036(B)	Meatloud		516.00		86.00	1001	520	430.00	Meatloud
000036(B)	WWMCC		71.80		11.97	1001	520	59.83	WWMCC
000036(B)	U/K		256.05		42.68	1001	520	213.37	U/K
WWMCC	Banked **31/08/2025**	**95.00**							
	Sales Recpts Page 359		95.00	95.00		101			Sales Recpts Page 359
Card	Banked **31/08/2025**	**54.00**							
Card	Monster Ball		54.00		9.00	1000	501	45.00	Room hire
000037	Banked **31/08/2025**	**897.50**							
000037	Candlelight Queen		66.00			566		66.00	Candlelight Queen
000037	Meatloud		144.00			566		144.00	Meatloud
000037	Motown		275.00			566		275.00	Motown
000037	Seriously Collins		53.00			566		53.00	Seriously Collins
000037	Lions Club		30.00			566		30.00	Lions Club
000037	Abba Mania		137.50			566		137.50	Abba Mania
000037	ELO		192.00			566		192.00	ELO

Continued on Page 2

Total Receipts for Month	7,413.65	95.00	843.05	6,475.60
Cashbook Totals	7,413.65	95.00	843.05	6,475.60

Continued on Page 3

Payments for Month 5 | **Nominal Ledger**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :		**2,645.15**					**2,645.15**	
31/08/2025	Lloyds Bank Assembly Hall A/c	DoJo	1,402.25			251		1,402.25	Card payments - LOC01 Bar
31/08/2025	Lloyds Bank Assembly Hall A/c	DoJo	756.70			251		756.70	Card payments - LOC02 - Bar
31/08/2025	Lloyds Bank Assembly Hall A/c	DoJo	1,245.50			251		1,245.50	Card payments - LOC03 - Tkts
	Total Payments for Month		3,404.45	0.00	0.00			3,404.45	
	Balance Carried Fwd		1,364.05						
	Cashbook Totals		7,413.65	0.00	0.00			7,413.65	

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 1 - Unity Bank - Main Account

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Bank	31/08/2025		107,843.54
			107,843.54

Unpresented Payments (Minus)			Amount	
08/05/2025	080525/2	Boels Rental Ltd	672.04	
				672.04
				107,171.50

Unpresented Receipts (Plus)		
	0.00	
		0.00
		107,171.50

Balance per Cash Book is :-	**107,171.50**
Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 2 - Lloyds Bank Assembly Hall A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
`Assembly Hall General	31/08/2025		82,779.39
			82,779.39
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			82,779.39
Unpresented Receipts (Plus)			
		0.00	
			0.00
			82,779.39
		Balance per Cash Book is :-	**82,779.39**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Melksham Town Council Current Year

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 8 - Credit/Debit Card Control Acco

Bank Statement Account Name (s)	Statement Date	Page	Balances
Credit/Debit Card Control	31/08/2025		1,364.05
			1,364.05
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			1,364.05
Unpresented Receipts (Plus)			
		0.00	
			0.00
			1,364.05
		Balance per Cash Book is :-	**1,364.05**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 9 - Petty Cash

Bank Statement Account Name (s)	Statement Date	Page	Balances
Petty Cash	31/08/2025		18.94
			18.94
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			18.94
Unpresented Receipts (Plus)			
		0.00	
			0.00
			18.94
		Balance per Cash Book is :-	**18.94**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 10 - CCLA: Investment

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA investment	31/08/2025		718,224.85
			718,224.85

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		718,224.85

Unpresented Receipts (Plus)		
	0.00	
		0.00
		718,224.85
	Balance per Cash Book is :-	**718,224.85**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 11 - Cambridge BS

Bank Statement Account Name (s)	Statement Date	Page	Balances
Cambridge BS	31/08/2025		91,625.84
			91,625.84
Unpresented Payments (Minus)		**Amount**	
		0.00	
			0.00
			91,625.84
Unpresented Receipts (Plus)			
		0.00	
			0.00
			91,625.84
		Balance per Cash Book is :-	**91,625.84**
		Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Melksham Town Council Current Year

Bank Reconciliation Statement as at 31/08/2025
for Cashbook 12 - Unity - Instant Savings A/c

Bank Statement Account Name (s)	Statement Date	Page	Balances
Instant Savings A/C	31/08/2025		700,043.15
			700,043.15

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		700,043.15

Unpresented Receipts (Plus)		
	0.00	
		0.00
		700,043.15
	Balance per Cash Book is :-	**700,043.15**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	**Central Costs**									
4000	Salaries ENI & Pension	225,000	452,982	384,500	107,729	0	0	0	0	0
4005	Temporary / Locum Staff	0	15,541	3,000	48,265	0	0	0	0	0
4016	Sundry Office Expenses	0	1,203	1,200	327	0	0	0	0	0
4021	Stationery	1,000	1,050	1,000	108	0	0	0	0	0
4023	Advertising	3,000	7,890	3,000	317	0	93	0	0	0
4024	Equipment/furniture	1,000	24	500	233	0	0	0	0	0
4026	Photocopier/copying	1,000	1,141	1,100	237	0	0	0	0	0
4027	Telephones and Mobiles	2,500	3,855	3,600	1,755	0	0	0	0	0
4028	Postage	500	173	600	0	0	0	0	0	0
4029	Subscriptions & Memberships	3,000	2,517	3,200	2,562	0	0	0	0	0
4032	Market Charter Anniversary	0	304	0	0	0	0	0	0	0
4040	Infomation Technology/Hardware	5,000	6,528	5,000	298	0	0	0	0	0
4042	Licences/Software	6,000	20,907	24,000	5,927	0	325	0	0	0
4050	Legal and Professional Fees	0	0	0	2,374	0	0	0	0	0
4058	Insurance	38,000	38,578	39,000	51,340	0	760	0	0	0
4061	Travel & Accommodation	300	5,241	3,000	1,285	0	0	0	0	0
4075	Training	2,500	494	3,000	2,261	0	0	0	0	0
4922	DNU - Publicity & Marketing	0	1,548	0	-736	0	0	0	0	0
	Overhead Expenditure	288,800	559,975	475,700	224,284	0	1,178	0	0	0
6000	plus Transfers from EMR	0	2,400	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(288,800)	(557,575)	(475,700)	(224,284)	0		0		
110	**Corporate Costs**									

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1026	Income Interest	1,000	16,230	25,000	10,372	0	0	0	0	0
1176	Precept Received	1,047,270	1,047,270	0	0	0	0	0	0	0
1195	Precept received - Topup GR	0	0	75,000	0	0	0	0	0	0
	Total Income	1,048,270	1,063,500	100,000	10,372	0	0	0	0	0
4015	Bank charges - Cards	0	0	0	1,300	0	0	0	0	0
4017	Bank charges	500	5,140	2,500	369	0	0	0	0	0
4034	Councillors' training	0	0	0	27	0	0	0	0	0
4043	HR consultancy	6,000	13,625	8,000	3,565	0	0	0	0	0
4050	Legal and Professional Fees	7,000	23,356	10,000	1,973	0	0	0	0	0
4057	Accountancy and Audit	5,000	3,497	4,000	2,806	0	0	0	0	0
4076	Health & Safety	3,500	6,240	3,500	3,046	0	1,422	0	0	0
	Overhead Expenditure	22,000	51,858	28,000	13,086	0	1,422	0	0	0
	Movement to/(from) Gen Reserve	1,026,270	1,011,642	72,000	(2,714)	0		0		
115	**Civic and Democratic**									
1016	Receipts - Mayors Reception	0	3,853	0	510	0	0	0	0	0
	Total Income	0	3,853	0	510	0	0	0	0	0
4030	Town Crier's expenses	300	105	300	30	0	0	0	0	0
4034	Councillors' training	0	960	1,500	61	0	0	0	0	0
4062	Election Expenses	8,000	22,489	20,000	0	0	0	0	0	0
4070	Mayor's Allowance	1,000	84	2,000	0	0	0	0	0	0
4085	Civic and Ceremonial	3,000	8,766	6,500	-890	0	0	0	0	0
4311	Remembrance Day	1,500	1,665	1,500	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	13,800	34,068	31,800	-799	0	0	0	0	0
	Movement to/(from) Gen Reserve	(13,800)	(30,215)	(31,800)	1,309	0		0		
151	**Grants**									
4301	Grants	16,000	18,539	10,000	1,891	0	0	0	0	0
4303	Grant-4Youth	10,000	10,000	10,000	10,000	0	0	0	0	0
4306	Grant Party in the Park	3,000	0	0	0	0	0	0	0	0
4310	Grant Food and River Festival	5,000	5,000	5,000	5,000	0	0	0	0	0
4317	Grant Carnival	0	2,500	2,500	2,500	0	0	0	0	0
4322	Age UK Project Worker	0	12,000	11,500	0	0	0	0	0	0
4324	The Friends of Canberra Park	0	7,988	0	0	0	0	0	0	0
4330	Grant TIC	4,000	4,000	4,000	4,000	0	0	0	0	0
	Overhead Expenditure	38,000	60,027	43,000	23,391	0	0	0	0	0
6000	plus Transfers from EMR	0	7,988	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(38,000)	(52,039)	(43,000)	(23,391)	0		0		
152	**Precept**									
1176	Precept Received	0	0	1,192,200	596,100	0	0	0	0	0
	Total Income	0	0	1,192,200	596,100	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	1,192,200	596,100	0		0		
201	**Town Hall**									
1034	Income Town Hall Bookings	2,000	3,185	2,000	2,299	0	0	0	0	0
	Total Income	2,000	3,185	2,000	2,299	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4042	Licences/Software	0	0	0	57	0	0	0	0	0
4076	Health & Safety	0	0	0	1,023	0	0	0	0	0
4100	Gas	7,200	4,512	7,500	448	0	0	0	0	0
4101	Electricity	6,000	4,917	6,500	1,791	0	0	0	0	0
4102	Non Domestic Rates	11,000	10,604	11,000	5,304	0	0	0	0	0
4103	Water Rates	2,000	1,258	2,000	874	0	0	0	0	0
4104	Window Cleaning	1,800	1,492	1,500	256	0	0	0	0	0
4106	Repairs and Maintenance	6,000	15,367	12,000	583	0	200	0	0	0
4108	Service Contracts	8,000	6,217	8,500	2,525	0	568	0	0	0
	Overhead Expenditure	42,000	44,367	49,000	12,861	0	768	0	0	0
	Movement to/(from) Gen Reserve	(40,000)	(41,183)	(47,000)	(10,562)	0		0		
202	**Asset and Amenities**									
1027	Income - Amenity Services	4,500	10,425	6,000	1,454	0	0	0	0	0
	Total Income	4,500	10,425	6,000	1,454	0	0	0	0	0
4000	Salaries ENI & Pension	275,000	289,147	232,000	94,111	0	0	0	0	0
4027	Telephones and Mobiles	1,500	0	0	0	0	0	0	0	0
4075	Training	3,000	0	3,000	500	0	0	0	0	0
4106	Repairs and Maintenance	0	0	0	180	0	0	0	0	0
4150	Uniform/PPE	1,000	250	1,000	338	0	0	0	0	0
4151	Tools and Equipment	2,000	1,960	2,000	1,856	0	0	0	0	0
4153	Vehicle Running Costs	6,000	5,664	6,000	1,504	0	0	0	0	0
4156	Vehicle Leasing	11,000	6,331	6,000	2,063	0	0	0	0	0
4163	DNU - Repairs and Maintenance	6,000	2,155	2,000	-71	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4165	Maintenance - Play Areas	0	634	0	-69	0	0	0	0	0
4167	Street Furniture and Signage	6,000	4,689	6,000	58	0	0	0	0	0
4168	Bus Shelters Cleaning	0	836	1,500	259	0	0	0	0	0
4177	Churchyard maintenance	1,000	0	1,000	270	0	0	0	0	0
4186	Defibrillators	4,000	1,100	4,000	0	0	0	0	0	0
4196	Container storage	1,500	0	0	0	0	0	0	0	0
	Overhead Expenditure	318,000	312,765	264,500	101,001	0	0	0	0	0
	Movement to/(from) Gen Reserve	(313,500)	(302,341)	(258,500)	(99,547)	0		0		
203	**Allotments**									
1045	Income	7,000	4,775	6,000	460	0	0	0	0	0
	Total Income	7,000	4,775	6,000	460	0	0	0	0	0
4103	Water Rates	0	0	0	1,096	0	0	0	0	0
4200	DNU - Water Rates	1,800	1,560	1,800	181	0	0	0	0	0
4201	DNU - Maintenance	4,000	0	500	963	0	0	0	0	0
4202	Community Allotments	0	0	500	0	0	0	0	0	0
	Overhead Expenditure	5,800	1,560	2,800	2,240	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,200	3,215	3,200	(1,780)	0		0		
204	**Cafe**									
1046	Income - Pavilion	0	2,529	3,000	2,500	0	0	0	0	0
1090	Expenses Recovered	17,500	11,809	12,000	5,960	0	0	0	0	0
	Total Income	17,500	14,337	15,000	8,460	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4101	Electricity	0	0	0	7,466	0	0	0	0	0
4106	Repairs and Maintenance	0	0	0	270	0	0	0	0	0
4250	WiFi - Pavilion	1,000	889	1,300	222	0	0	0	0	0
4252	DNU - Electricity	12,000	19,805	12,000	0	0	0	0	0	0
4254	DNU - Water	2,500	1,860	2,500	1,094	0	0	0	0	0
4255	Fire Safety Checks	400	859	1,000	312	0	0	0	0	0
4256	DNU - Maintenance	2,000	2,040	2,500	195	0	0	0	0	0
	Overhead Expenditure	17,900	25,452	19,300	9,559	0	0	0	0	0
	Movement to/(from) Gen Reserve	(400)	(11,114)	(4,300)	(1,099)	0		0		
205	**Public Toilets - Market Place**									
1060	Contribution - MWPC	5,000	0	5,000	5,000	0	0	0	0	0
	Total Income	5,000	0	5,000	5,000	0	0	0	0	0
4101	Electricity	2,200	852	1,500	370	0	0	0	0	0
4103	Water Rates	3,000	969	2,000	642	0	0	0	0	0
4106	Repairs and Maintenance	1,000	1,734	1,500	-100	0	0	0	0	0
4180	Cleaning	7,000	7,112	7,500	3,592	0	0	0	0	0
	Overhead Expenditure	13,200	10,667	12,500	4,504	0	0	0	0	0
	Movement to/(from) Gen Reserve	(8,200)	(10,667)	(7,500)	496	0		0		
206	**Public Toilets - Bath Road**									
4101	Electricity	1,700	1,421	1,200	529	0	0	0	0	0
4103	Water Rates	2,000	3,369	2,000	-1,224	0	0	0	0	0
4106	Repairs and Maintenance	1,000	8	500	0	0	152	0	0	0

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Melksham Town Council Current Year

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4180	Cleaning	7,000	7,870	8,000	2,712	0	0	0	0	0
	Overhead Expenditure	11,700	12,668	11,700	2,017	0	152	0	0	0
	Movement to/(from) Gen Reserve	(11,700)	(12,668)	(11,700)	(2,017)	0		0		
210	**Corporate Properties**									
1040	Income 31 Market Place	7,000	7,075	7,000	2,917	0	0	0	0	0
1048	Income Art House Cafe	6,700	6,161	6,000	2,500	0	0	0	0	0
	Total Income	13,700	13,236	13,000	5,417	0	0	0	0	0
	Movement to/(from) Gen Reserve	13,700	13,236	13,000	5,417	0		0		
211	**Art House**									
4108	Service Contracts	0	905	600	1	0	0	0	0	0
4175	WiFi	750	476	225	59	0	0	0	0	0
	Overhead Expenditure	750	1,381	825	60	0	0	0	0	0
	Movement to/(from) Gen Reserve	(750)	(1,381)	(825)	(60)	0		0		
212	**Round House**									
4076	Health & Safety	0	0	0	184	0	0	0	0	0
4101	Electricity	400	388	400	161	0	0	0	0	0
4103	Water Rates	200	214	200	108	0	0	0	0	0
4106	Repairs and Maintenance	250	448	250	79	0	0	0	0	0
	Overhead Expenditure	850	1,049	850	532	0	0	0	0	0
	Movement to/(from) Gen Reserve	(850)	(1,049)	(850)	(532)	0		0		
213	**31 Market Place**									

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Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4106	Repairs and Maintenance	1,000	1,093	30,000	7,824	0	0	0	0	0
4108	Service Contracts	1,000	0	0	0	0	0	0	0	0
	Overhead Expenditure	2,000	1,093	30,000	7,824	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,000)	(1,093)	(30,000)	(7,824)	0		0		
215	**Depot**									
4058	Insurance	0	330	500	0	0	0	0	0	0
4076	Health & Safety	0	0	300	0	0	0	0	0	0
4101	Electricity	1,800	1,432	1,800	353	0	0	0	0	0
4102	Non Domestic Rates	5,000	6,278	5,000	2,684	0	0	0	0	0
4103	Water Rates	250	324	300	146	0	0	0	0	0
4106	Repairs and Maintenance	2,000	1,869	1,000	0	0	0	0	0	0
4160	Leasing	15,600	12,350	15,600	5,833	0	0	0	0	0
4184	Fire security: Unit	300	96	300	456	0	0	0	0	0
	Overhead Expenditure	24,950	22,679	24,800	9,472	0	0	0	0	0
	Movement to/(from) Gen Reserve	(24,950)	(22,679)	(24,800)	(9,472)	0		0		
220	**Play Areas and Open Spaces**									
1050	Grants Received	0	58,182	0	0	0	0	0	0	0
	Total Income	0	58,182	0	0	0	0	0	0	0
4157	Grasscutting and Ground Maint	25,000	39,104	32,000	9,875	0	0	0	0	0
4158	Replacement Play Equipment	0	74,431	64,000	500	0	0	0	0	0
4165	Maintenance - Play Areas	10,000	835	10,000	1,096	0	0	0	0	0
4169	Tree Works	4,000	0	2,000	350	0	0	0	0	0

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 5)
Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4179	Tree Planting and Ecology	10,000	660	0	0	0	0	0	0	0
4193	Rospa checks: Play areas	1,600	0	1,600	1,120	0	0	0	0	0
	Overhead Expenditure	50,600	115,030	109,600	12,940	0	0	0	0	0
	Movement to/(from) Gen Reserve	(50,600)	(56,849)	(109,600)	(12,940)	0		0		
221	**King George V Park/Splashpad**									
4101	Electricity	7,000	926	5,000	584	0	0	0	0	0
4106	Repairs and Maintenance	1,000	18,828	2,000	13,711	0	0	0	0	0
4108	Service Contracts	5,500	11,724	12,000	13,603	0	0	0	0	0
4199	Chemicals	2,000	453	2,000	1,227	0	0	0	0	0
4913	DNU - Water	10,500	9,132	6,000	2,543	0	0	0	0	0
	Overhead Expenditure	26,000	41,064	27,000	31,668	0	0	0	0	0
6000	plus Transfers from EMR	0	0	0	13,711	0	0	0	0	0
	Movement to/(from) Gen Reserve	(26,000)	(41,064)	(27,000)	(17,958)	0		0		
222	**Blue Pool**									
4100	Gas	0	0	0	85	0	0	0	0	0
4101	Electricity	0	0	0	519	0	0	0	0	0
4102	Non Domestic Rates	0	0	0	7,762	0	0	0	0	0
	Overhead Expenditure	0	0	0	8,366	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	(8,366)	0		0		
302	**Projects**									
1050	Grants Received	0	69,124	0	32,525	0	0	0	0	0
1052	Christmas Market Stalls	2,000	-350	2,500	925	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1059	Sponsorship	5,000	0	5,000	0	0	0	0	0	0
1174	Christmas Income	0	50	0	0	0	0	0	0	0
1179	Neighbourhood Plan	0	3,456	0	0	0	0	0	0	0
1189	Proms in Park (Vendors)	0	0	1,000	0	0	0	0	0	0
1193	Wiltshire Town Programme Grant	0	0	50,000	24,838	0	0	0	0	0
	Total Income	7,000	72,281	58,500	58,288	0	0	0	0	0
4074	Neighbourhood Plan	0	13,472	2,825	12,877	0	0	0	0	0
4078	Community Projects	4,000	6,957	2,000	110	0	0	0	0	0
4080	Melksham Garden Competition	250	305	350	0	0	0	0	0	0
4092	Park Yoga	0	1,400	1,400	0	0	0	0	0	0
4304	Christmas Lights	20,000	17,882	19,000	107	0	0	0	0	0
4313	Holiday Activities	0	1,030	0	2,027	0	0	0	0	0
4322	Age UK Project Worker	0	0	0	6,610	0	0	0	0	0
4329	VE Day Celebration	0	933	1,500	0	0	0	0	0	0
4332	Wiltshire Town Programme Exp	0	12,008	50,000	1,397	0	20,148	0	0	0
4333	Carole Round the Tree	0	0	1,000	0	0	0	0	0	0
4334	Youth Council	0	0	1,500	0	0	0	0	0	0
4336	Sensory Garden	0	0	11,000	5,230	0	0	0	0	0
	Overhead Expenditure	24,250	53,987	90,575	28,359	0	20,148	0	0	0
	Movement to/(from) Gen Reserve	(17,250)	18,293	(32,075)	29,930	0		0		
303	**Events**									
1005	Deposits	0	-917	0	0	0	0	0	0	0
1189	Proms in Park (Vendors)	0	0	0	998	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income	0	-917	0	998	0	0	0	0	0
4080	Melksham Garden Competition	0	0	0	225	0	0	0	0	0
4093	Proms in Park	0	0	10,000	0	0	0	0	0	0
4304	Christmas Lights	0	0	0	880	0	0	0	0	0
4313	Holiday Activities	5,000	4,964	5,000	1,365	0	0	0	0	0
4329	VE Day Celebration	0	0	0	2,874	0	0	0	0	0
4335	Town Events	0	0	10,000	0	0	0	0	0	0
4337	General Events	0	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	5,000	4,964	30,000	5,344	0	0	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(5,881)	(30,000)	(4,345)	0		0		
310	**East Melksham Community Hall**									
4050	Legal and Professional Fees	2,500	0	50,000	0	0	0	0	0	0
	Overhead Expenditure	2,500	0	50,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(2,500)	0	(50,000)	0	0		0		
403	**Economic Dev. and Planning**									
1089	Income-Hanging Baskets	1,300	1,222	1,500	1,354	0	0	0	0	0
	Total Income	1,300	1,222	1,500	1,354	0	0	0	0	0
4071	Town Floral Displays	6,000	6,004	6,500	110	0	0	0	0	0
4308	CCTV	0	31,745	8,000	4,138	0	0	0	0	0
4309	Newsletter	2,000	9,790	5,000	0	0	0	0	0	0
4354	Parking Scheme	1,000	1,115	1,000	427	0	0	0	0	0

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		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4356	LHFIG	5,000	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	14,000	48,654	25,500	4,674	0	0	0	0	0
	403 Net Income over Expenditure	-12,700	-47,432	-24,000	-3,320	0	0	0	0	0
6000	plus Transfers from EMR	0	31,262	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,700)	(16,170)	(24,000)	(3,320)	0		0		
405	**Solar Farm Proiects**									
1182	Solar money received	40,000	49,405	50,000	0	0	0	0	0	0
	Total Income	40,000	49,405	50,000	0	0	0	0	0	0
4500	Solar Money Projects	40,000	0	50,000	10,000	0	0	0	0	0
	Overhead Expenditure	40,000	0	50,000	10,000	0	0	0	0	0
	405 Net Income over Expenditure	0	49,405	0	-10,000	0	0	0	0	0
6001	less Transfers to EMR	0	49,405	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	(10,000)	0		0		
501	**Assemblv Hall**									
1000	Income-Assembly Hall Lettings	30,000	32,917	30,000	24,165	0	0	0	0	0
1172	Tickets : private events	0	831	0	0	0	0	0	0	0
	Total Income	30,000	33,748	30,000	24,165	0	0	0	0	0
4000	Salaries ENI & Pension	85,000	104,409	100,000	53,297	0	0	0	0	0
4023	Advertising	0	0	0	276	0	0	0	0	0
4075	Training	0	125	600	280	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4076	Health & Safety	0	0	0	34	0	0	0	0	0
4100	Gas	0	0	0	13	0	0	0	0	0
4101	Electricity	0	0	0	1,070	0	0	0	0	0
4102	Non Domestic Rates	0	0	0	861	0	0	0	0	0
4106	Repairs and Maintenance	0	174	0	0	0	0	0	0	0
4163	DNU - Repairs and Maintenance	0	175	0	0	0	0	0	0	0
4900	DNU - Uniforms	1,000	945	500	0	0	0	0	0	0
4903	Bar Stock Purchases	0	0	0	37	0	1,387	0	0	0
4905	DNU - Cleaning Materials	2,000	3,002	2,500	729	0	208	0	0	0
4907	DNU -Stationery/Printing/Post.	150	113	150	0	0	0	0	0	0
4909	Licences	3,500	5,400	5,500	4,143	0	3,712	0	0	0
4911	DNU - Electricity	17,000	13,927	17,000	4,834	0	0	0	0	0
4912	DNU - Gas	100	161	100	51	0	0	0	0	0
4913	DNU - Water	3,000	2,461	3,000	3,967	0	418	0	0	0
4914	DNU - Rates	9,500	8,608	9,500	3,442	0	0	0	0	0
4915	DNU - Equipment	5,000	4,126	2,500	1,497	0	1,445	0	0	0
4916	DNU -Maintenance-Equipment	7,000	1,810	5,000	205	0	0	0	0	0
4917	Service Contracts	8,400	7,284	8,400	2,792	0	0	0	0	0
4918	DNU - Maintenance	13,000	3,224	5,000	100	0	0	0	0	0
4922	DNU - Publicity & Marketing	6,000	7,190	6,000	947	0	418	0	0	0
4927	Stocktaking	600	520	600	130	0	0	0	0	0
4954	PA and Lighting Costs	0	0	0	0	0	150	0	0	0
4958	Event Security	0	608	0	-304	0	149	0	0	0
	Overhead Expenditure	161,250	164,262	166,350	78,402	0	7,886	0	0	0

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		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	(131,250)	(130,514)	(136,350)	(54,237)	0		0		
510	**DNU - Assembly Hall Events**									
1004	Film shows	300	4	300	49	0	0	0	0	0
1172	Tickets : private events	0	335	0	0	0	0	0	0	0
1173	Live Shows - Hall Hire	20,000	14,257	20,000	503	0	0	0	0	0
	Total Income	20,300	14,597	20,300	552	0	0	0	0	0
4919	Films: expenses and contract	220	2	0	2	0	0	0	0	0
4954	PA and Lighting Costs	4,500	5,965	0	242	0	0	0	0	0
4958	Event Security	0	1,307	0	0	0	0	0	0	0
4960	Live entertainment:	0	3,078	2,500	0	0	0	0	0	0
	Overhead Expenditure	4,720	10,352	2,500	244	0	0	0	0	0
	Movement to/(from) Gen Reserve	15,580	4,245	17,800	308	0		0		
520	**DNU - Ass Hall Bar/Catering**									
1001	Income-Assembly Hall Bar	43,500	56,778	43,500	17,943	0	0	0	0	0
	Total Income	43,500	56,778	43,500	17,943	0	0	0	0	0
4903	Bar Stock Purchases	22,000	21,289	22,000	7,371	0	1,564	0	0	0
	Overhead Expenditure	22,000	21,289	22,000	7,371	0	1,564	0	0	0
	Movement to/(from) Gen Reserve	21,500	35,488	21,500	10,573	0		0		
901	**Earmarked Reserves**									
1180	CIL Received	0	640,520	0	0	0	0	0	0	0

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		Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Total Income	0	640,520	0	0	0	0	0	0	0
9202	Unplanned Maintenance	10,000	16,612	10,000	0	0	0	0	0	0
9244	Major Projects Reserve	50,000	4,089	50,000	0	0	0	0	0	0
9245	Solar Money	0	255	0	12,000	0	0	0	0	0
9248	CIL	0	7,076	0	0	0	0	0	0	0
	Overhead Expenditure	60,000	28,032	60,000	12,000	0	0	0	0	0
	901 Net Income over Expenditure	-60,000	612,488	-60,000	-12,000	0	0	0	0	0
6000	plus Transfers from EMR	0	28,032	0	0	0	0	0	0	0
6001	less Transfers to EMR	0	640,520	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(60,000)	0	(60,000)	(12,000)	0		0		
902	**Sinking Funds**									
9233	Play Area Replacement Fund	25,000	0	0	0	0	0	0	0	0
9234	Splashpad - KGV	5,000	0	5,000	0	0	0	0	0	0
	Overhead Expenditure	30,000	0	5,000	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(30,000)	0	(5,000)	0	0		0		
	Total Budget Income	1,240,070	2,039,125	1,543,000	733,373	0	0	0	0	0
	Expenditure	1,240,070	1,627,245	1,633,300	609,399	0	33,118	0	0	0
	Net Income over Expenditure	0	411,880	-90,300	123,973	0	-33,118	0	0	0
	plus Transfers from EMR	0	69,682	0	13,711	0	0	0	0	0
	less Transfers to EMR	0	689,925	0	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 5)

Note: Budget 2025/2026

	Budget 2024/2025		Budget 2025/2026				Budget 2026/2027		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	0	(208,362)	(90,300)	137,684	0		0		

AGENDA ITEM 8 – BUDGET REVIEW

The existing budget has been reviewed. A lot of duplicate nominal codes and budgets were identified which has all been corrected. The Rialtas nominal ledgers have had a good clean up and the system is now more accurate and simplified. Budget review meetings have been held with all Officers with budget responsibility.

As agreed by Council, please find attached the new Excel version of the budget which is a simple budget that clearly states income/expenditure/EMR/cash in hand, and explains each budget line so it is clear how the budget figures have been arrived at and what each budget line is for. We have also attached the Rialtas budget for those who wish to have that format.

We have made several recommendations for amendment to the budget. These are clearly identified in red text and yellow highlight.

We ask that Members consider the recommended budget changes as stated on the Excel budget. We can then present a proposal to Full Council to approve the changes.

I have asked the permanent RFO to review the budget bi-monthly and present any changes to Committee for consideration before presenting to Full Council for approval.

Samantha Haywod, Locum RFO

AGENDA ITEM 9 – RFO REPORTS

LOCUM RFO REPORT

CIL / S106

A lot more investigation has been carried out. We have managed to obtain more information thankfully. It appears that the £637,457 in the accounts under CIL is actually S106 money so that has been corrected and reflected in the accounts and budget. We believe there is also another £185,516 that we received as S106 that is not in the accounts or budget, plus another possible £100k. We are working with MWOPC and Wilts Council to get written confirmation of this. We have also managed to find some CIL expenditure so the next step is to cross check all of this information. I have added all CIL / S106 to the budget just in case it is confirmed that we should have the money.

I have asked the new RFO to prioritise this.

VAT RECLAIM

The qrt1 VAT reclaim was submitted. It was submitted slightly late unfortunately as the accounting software lost access to Government Gateway. We needed the VAT registration date in order to reset the Government Gateway account which could not be located anywhere. After many phone calls with HMRC we finally managed to get the date and a new Government Gateway account was set up and linked to the accounting software. HMRC have given a 1 point penalty but no financial penalty.

There was an initial discrepancy on the VAT return which was due to the interest not being accounted for correctly. Training has been given and the error was rectified so this should not occur again in the future.

ANNUAL PAY AWARD

The 2025/26 annual pay award has finally been announced. All SCP Officer pay scales have been increased by 3.2% which is backdated to April. The new pay, along with the backpay, was paid in the August payroll. All Officers have been written to informing them of the change of pay.

The salary budget has been updated to account for the 3.2% increase.

ONS (Office for National Statistics)

The ONS are still asking for each months' payroll data. Each month I have to access their website and submit the payroll details.

EXTERNAL AUDIT

A response is still awaited from the external audit.

We had an issue with the Exercise of Public Rights form as it was published on the old website but not the new website so when the auditor looked for it the document was not there. The auditor was informed of the issue and a revised document published and submitted to the auditor. The auditor will give opinion on this in their report.

BUDGET

A lot of my time has been spent on the budget review. Two meetings have been held with Officer budget responsibility holders and we have gone through the budget line by line. All budget change proposals that need Council approval will be submitted to the next Full Council meeting. If the proposed changes are approved by Council we can then update the accounting software accordingly.

The nominal ledger has also been revamped as there were a lot of duplicate/incorrect codes. For example, electricity should read:

4101 Electricity / 201 Town Hall
4101 Electricity / 204 Café
4101 Electricity / 205 Public Toilets Market Place
etc for each asset that uses electricity.

The nominal ledger had codes set up for each rather than just having one 4101 code for electricity.

By revamping all the codes this has simplified the accounts, grouped costs together, and made the process more streamline.

The nominal ledger was then checked so that transactions were under the appropriate coding. Journalling out all the duplicates into the correct codes took a lot of time.

LLOYDS BANK ACCOUNT

There are now only 5 direct debit payments coming out of this account which we are working on to move across to the Unity bank account. Once these no longer come out of the Lloyds account we can clear / close the account. One of the direct debits is the Assembly Hall Dojo card so it is vital we have that direct debit moved.

As the signatories have not been updated for quite some time we are struggling to access the account, and close the account. We have to get the balance below £10k to close the account. The balance is £83,437.82 as I write this report. We have submitted Change of Signatory forms as agreed by Council for Cllr A. Westbrook but we have heard nothing from Lloyds since submission. We are chasing. We have raised a cheque to transfer the bulk of the balance into the Unity current account once they approve Cllr Westbrook as a signatory.

Please be assured that closing the account is our priority and we are working hard on getting this actioned.

FINANCE ENQUIRIES

We have received several queries on the financials from a resident and a Member. Most of their queries are part of the complete budget review which is being undertaken so we are not responding as quick as usual. I have informed the people the reasons for the delay and asked that they bear with me, and assured them we will respond as soon as we are able. I have also had many other priorities that have had to be dealt with.

NEW RFO

David Skinner joined the Council as the permanent RFO on 1st September. I carried out a 3-day handover with David onsite and am happy to continue to provide support where needed.

David has a lot of accounting, finance, and payroll experience and I am sure he will be a great asset to the Council.

David does have a lot to learn and there is still an awful lot of historical finance that needs to be worked on so please do bear with him. David is working full time so I am sure it will not take too long for him to get everything sorted that is needed.

THANK YOU

I haven't been with the Council very long but I want to sincerely thank you for giving me the opportunity to work with you all. Everyone has been so helpful, friendly, and accommodating for which I give everyone sincere thanks. Melksham is a fantastic town and Council with lovely Officers, Members and residents and I know that you will continue to flourish.

I wish you all the very best for the future.

Samantha Haywood, Locum RFO

David Skinner, Finance Manager/RFO