

Melksham Town Council

Minutes of the Finance, Governance & Performance Committee

on Monday 29th September 2025

PRESENT: Councillor R Cleary Chair
Councillor P Aves
Councillor E Calland
Councillor J Crossley
Councillor M Drewett
Councillor A Griffin
Councillor S Rabey

OFFICERS Hayley Bel CEO/Town Clerk
David Skinner RFO
Andrew Meacham Committee Clerk

No members of the public or press were present or virtually present.

46/25 Apologies

Apologies were received from Councillor A Westbrook, who was substituted by Councillor S Rabey.

47/25 Declaration of Interest

There were no declarations of interest.

48/25 Minutes

The minutes of 28th July 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor R Cleary.

48/25 Vice Chair

Councillor A Griffin was nominated.

It was proposed by Councillor S Rabey, seconded by Councillor P Aves and

UNANIMOUSLY RESOLVED to appoint Councillor A Griffin as Vice Chair of the Finance, Governance & Performance Committee.

Before continuing with the agenda, the Chair introduced the new RFO David Skinner.

49/25 Public Participation

There was no public participation.

50/25 2025/26 Financials to Date

This was deferred to the next meeting.

51/25 Bank Balances and Reconciliations

It was proposed by Councillor A Griffin, seconded by Councillor S Rabey and

UNANIMOUSLY RESOLVED to note the bank balances and bank reconciliations, and that all bank statements and bank reconciliations are checked and signed by two councillors.

52/25 Budget 2025/26

Councillor J Crossley asked if a crib sheet of abbreviations could be provided.

It was proposed by Councillor A Griffin, seconded by Councillor J Crossley and

UNANIMOUSLY RESOLVED to note the 2025/26 budget to date.

53/25 RFO Report

In answer to a question, the CEO/Town Clerk confirmed that no significant questions had come from the external auditor or public right of inspection.

The report of the outgoing Locum RFO was noted.

Meeting closed at:

Signed

Dated