



2025

## MELKSHAM TOWN COUNCIL



# Finance Governance & Performance Agenda

Monday 26<sup>th</sup> January 2026



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

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# MELKSHAM TOWN COUNCIL

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

CEO Miss Hayley Bell, Assoc CIPD, CertHE, FSLCC

01225 704187

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

21<sup>st</sup> January 2026

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 26<sup>th</sup> January 2026**, to be held at 19.00 or on the rising of the extraordinary Full Council meeting, whichever is the later 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/82epjenn> . Public participation will take place near the start of the meeting.

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

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

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

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

Yours sincerely,

Miss Hayley Bell – 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

- |  |                      |
|--|----------------------|
| <b>1. Apologies.</b>   | <b>19.00 – 19.01</b> |
| To receive and consider acceptance for apologies and absences                    |                      |
| (Local Government Act, 1972 s.85)  |                      |
| <b>2. Declaration of interests.</b>  | <b>19.01 – 19.02</b> |
| To declare an interest relating to the business of the meeting.                  |                      |
| (Melksham Town Council Code of Conduct)  |                      |
| <b>3. Minutes</b>  | <b>19.02 – 19.05</b> |
| To receive the minutes of the previous meeting on 3 <sup>rd</sup> November 2025. |                      |
| (Local Government Act 1972, s. 12)   |                      |
| <b>4. Public participation</b>   | <b>19.05 – 19.25</b> |
| To allow public participation, 3 minutes per person, 20 minutes allocation.      |                      |
| (Local Government Act 1972, s. 12)   |                      |
| <b>5. Financials</b>   | <b>19.45 – 20.00</b> |
| To receive financial reports   |                      |
| <b>5.1 Unity Bank</b>  |                      |
| <b>5.2 Unity Savings</b>   |                      |
| <b>5.3 CCLA Investment</b>   |                      |
| <b>5.4 Income &amp; Expenditure with Variances</b>                               |                      |
| <b>5.5 Annual Budget</b>   |                      |
| <b>5.6 Balance Sheet</b>   |                      |
| <b>5.7 Trial Balance</b>   |                      |
| <b>5.8 Council to note Payments over £500 totalling £</b>                        |                      |
| <b>5.9 Credit Control</b>  |                      |



## **6. Bank Reconciliations**

**20.00 – 20.10**

To receive and sign

**6.1 Unity**

**6.2 Petty Cash**

**6.3 CCLA**

**6.4 Cambridge**

**6.5 Unity Saver**

## **7. Legal Representation**

For decision.

### **Recommendation:**

That Council approves the engagement of Gough Solicitors, Melksham, to act as the Council's legal representatives, and appoints Wellers to provide specialist advice and support in relation to Community Infrastructure Levy (CIL) and Section 106 matters.

## **8. Fees and Charges 2026 – 2027**

For decision.

The Council has reviewed its current fees and charges to ensure a consistent and transparent charging process across all services. This review aims to standardise fees where appropriate, provide clarity for residents and service users, and support the Council's financial planning and accountability. Any proposed changes will be considered in line with best practice and communicated clearly to ensure fairness and transparency

### **Recommendation:**

That Council considers Melksham Town Council's fees for the financial year 2026–2027, and, to ensure consistency and transparency they be published to the Assembly Hall and Town Council websites.

## **9. Internal Audit for Financial Year March 2026 – Interim Audit Report**

For decision.

To note the interim report from Mulberry and accept the next steps.

## **10. Contracts**

To note.

The Council can confirm that the contract with Curtis Cleaning Service commenced on 1 January 2026. The scope of the contract covers the provision of cleaning services at Bath Road public toilets, Market Place public toilets, and King George's Park. Since the commencement date, Curtis Cleaning Service has been responsible for delivering the agreed cleaning and maintenance standards at these locations in accordance with the terms of the contract.

The Service Level Agreement with Age UK has been completed and will commence on 1 April 2026.

## **11. Town and Parish Council Precept Requirement.**

To note.

Melksham Town Council submitted our requirements for 2026 – 2027 to Wiltshire Council on 17.12.2026

## **12. Vehicles**

To note

As discussed at the Amenities & Facilities meeting on Monday 17<sup>th</sup> November 2025, Melksham Town Council vehicles that were no longer economical to retain were disposed of on 14 January 2026. The Volkswagen vehicle was sold for £400, and the Berlingo vehicle was sold for £130. This action was taken in line with the Council's asset management and value-for-money considerations.

## **13. Living Wage**

To note.

As confirmed at the Full Council meeting on Monday 20 October, Melksham Town Council is now a Living Wage employer. We are currently awaiting formal accreditation.

**Press Release to be issued on accreditation**

#### **14. Grants and Funding Partnerships.**

To note.

All community grants will be paid to recipients on 1<sup>st</sup> February and will be reflected in the end-of-year accounts. The Responsible Financial Officer (RFO) is working closely with the Community Officer to ensure a smooth and timely process for community grant payments in 2026.

The Council would like to formally thank Melksham Without Parish Council for confirming its financial contributions for the 2026–2027 financial year. These contributions include £5,000 towards the Market Place public toilets and £2,500 towards Remembrance and Christmas lights, are gratefully acknowledged as valuable support for facilities and events that benefit the wider community.

We can confirm that the Council has signed the agreement with the Community Conversations Fund for a contribution of £6,000 towards the installation of a refill station at King George V Playing Fields. The Council will now move forward with this project as part of the King George V Playing Fields Master Plan.

**Press Release to be issued.**

#### **15. Training**

To note.

The Responsible Financial Officer (RFO) will attend the SLCC training on Quotes, Tenders and Contract Management (three-part course) in April 2026.

#### **16. Bank Signatories**

To note.

##### **Update – Bank Signatories:**

At the meeting held on Monday 14 July 2025 (Minute 76/25), Council unanimously resolved to appoint members to the pool of bank signatories. The resolution was proposed by the Deputy Town Mayor, Councillor J. Westbrook, and seconded by Councillor Cleary. The appointed councillors are as follows:

**Reconciliation:** Councillor Drewett, Councillor Elson, Councillor Griffin, Councillor Stokes.



**Signatories:** Councillor Aves, Councillor Calland, Councillor Cleary, Councillor Hubbard, the Town Mayor Councillor Rabey, Councillor A. Westbrook, and the Deputy Town Mayor Councillor J. Westbrook.

The Responsible Financial Officer (RFO) will now ensure that all nominated councillors are correctly set up on the Council's banking arrangements as a matter of priority.

## **17. Freedom of Information (FOI).**

To note.

Requests can be made by anyone and provide the public with the right to access information held by the Council. We have set up a dedicated email address, **foi@melksham-tc.gov.uk**, for submitting such requests. The Council will review its FOI policy to ensure it remains clear and effective, and we will list all FOI requests on the Council website in the interest of transparency. While FOI requests are an important part of open and accountable local government, they can require a significant amount of officer time to review, collate, and respond to appropriately.