

Melksham Town Council

Minutes of the Finance Governance & Performance Committee

on Monday 26th January 2026

PRESENT:	Councillor R Cleary	Chair
	Councillor P Aves	
	Councillor E Calland	
	Councillor J Crossley	
	Councillor M Drewett	
	Councillor A Griffin	
	Councillor Westbrook	
IN ATTENDANCE		
OFFICERS	David Skinner	RFO
	Andrew Meacham	Committee Clerk

PUBLIC One member of the public was present

61/25 Apologies

There were no apologies.

62/25 Declaration of Interest

There were no declarations of interest.

63/25 Minutes

The minutes of 3rd November 2025, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Cleary.

64/25 Public Participation

Q. Records for payments over £500 for November 2025 on the website show a payment made to Wiltshire Council on 24th November for £10,000. What is this payment for?

A. Agreed LHFIFG contribution to Footway widening/wall construction Sandridge Rd/Maple Close.

Q. In the Agenda pack the report printed on 21/1/26 for 10 months January 2026, that appears to be for month 9.

A. The figures should be for month 9. The report parameters were set incorrectly

Q. Accountancy and Audit fee for 9 months to 31st December 2025 is £9,929 shown against a budget of £4,000. The budget for 2026/27 is £2,000. On what basis was this set?

A. Various costs have been separated out into new areas with their own code in the budget to make things more transparent.

Q. So you think £2000 will be enough for the audit fee?

A. It is a mix with legal and professional fees.

Q. The Budget figure for precept 2025/26 was £1,117,200 plus £75,000 charged to the public for general reserves top-up, making a total precept £1,192,200. The detailed income and expenditure in the Agenda Pack shows under Corporate Costs precept received – top-up general reserve of £75,000 and code 152 Precept Received of £1,192,200. Does this not make the income totals on the report for the current annual budget is overstated by £75,000?

A. The full precept was £1,192,000 plus transfers from EMR. RFO would look into it and come back.

65/25 Unity Bank

Report was received.

66/25 Unity Savings

Report was received.

67/25 CCLA Investment

Report was received.

68/25 Income & Expenditure with Variances

The Chair, Councillor Cleary queried some variances

4005 Temporary Staff, budget £3000, currently £79427. Due to the need for locum staff.

4058 Insurance, budget £39000, currently £50428. Due to Blue Pool and revaluations. RFO will be reviewing with the insurance company.

4075 Training. Budget £3000, currently £4064. Due to increased training needs with new staff.

69/25 Annual Budget

Item was noted.

70/25 Balance Sheet

Noted that amounts for National Insurance and pension seem low compared to month 9. RFO will check and come back.

71/25 Trial Balance

Report was received.

72/25 Payments Over £500

Report was received.

73/25 Credit Control

Noted there were quite a few old items. RFO confirmed where chased in December and he will be following up.

74/25 Bank Reconciliations

The reports were received. Reports were signed after the end of the meeting

75/25 Legal Representation

It was proposed by Councillor A Westbrook, seconded by Councillor Crossley and

UNANIMOUSLY RESOLVED to appoint Goughs Solicitors, Melksham to act as the Council's legal representatives and Wellers to provide specialist advice and support in relation to Community Infrastructure Levy (CIL) and Section 106 matters.

76/25 Fees and Charges 2026-2027

Councillor A Westbrook proposed an amendment so that community groups and local charities did not pay for KGV hire. It was noted that unlike the Assembly Hall/Town Hall there was no staff commitment. The question of post event clean-up was raised. It was agreed that if Melksham Town Council had to arrange clean-up a fee could be charged regardless of the status of the hirers.

It was proposed by Councillor A Westbrook, seconded by Councillor Cleary and

UNANIMOUSLY RESOLVED to approve the fees and charges for 2026-2027, subject to the addition of a zero rate KGV hire for community groups and Melksham based charities.

77/25 Internal Audit for Financial Year March 2026 – Interim Audit Report

It was proposed by Councillor A Westbrook, seconded by Councillor Cleary and

UNANIMOUSLY RESOLVED to accept the report, noting the comments of the auditor.

78/25 Contracts

The item was noted.

79/25 Town and Parish Council Precept Requirements

Subject to a typing error in the agenda of 17.12.2026 which should be 17.1.26, the item was noted.

80/25 Vehicles

The item was noted.

The Chair advised members that other disposal options were investigated and the best deal was obtained. It was agreed that given the age of the vehicles any sum would be a good deal.

Members asked for an update when new vehicles were delivered.

81/25 Living Wage

The item was noted.

82/25 Grants and Funding Partnership

The item was noted.

Members asked that it be made clear that this did not refer to Core Grants, which were to be paid in April

83/25 Training

The item was noted.

84/25 Bank Signatories

It was noted that Councillor Hubbard was named as a signatory. This was due to the details being cut and pasted from minutes.

The item was noted.

85/25 Freedom of Information (FOI)

The item was noted.

Meeting closed at: 19:50

Signed

Dated