



2026

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MELKSHAM TOWN COUNCIL



Finance Governance & Performance Agenda

Monday 9th March 2026



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

01225 704187
towncouncil@melksham-tc.gov.uk

www.melksham-tc.gov.uk

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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

Wednesday 4th March 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 9th March **2026**, 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/44ypv3uf> . 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

- | | |
|--|-----------------------------|
| <p>1. Apologies.</p> <p>To receive and consider acceptance for apologies and absences</p> <p>(Local Government Act, 1972 s.85)</p> | <p>19.00 – 19.01</p> |
| <p>2. Declaration of interests.</p> <p>To declare an interest relating to the business of the meeting.</p> <p>(Melksham Town Council Code of Conduct)</p> | <p>19.01 – 19.02</p> |
| <p>3. Minutes</p> <p>To approve the minutes of the previous meeting</p> <p>(Local Government Act 1972, s. 12)</p> | <p>19.02 – 19.05</p> |
| <p>4. Public participation</p> <p>To allow public participation, 3 minutes per person, 20 minutes allocation.</p> <p>(Local Government Act 1972, s. 12)</p> | <p>19.05 – 19.25</p> |
| <p>5. Resolutions from Previous Meeting</p> <p>To review progress on resolutions made at previous meeting.</p> <p>Resolution - 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.</p> <p>Action – Initial contact made with Goughs by Committee Clerk. CEO to meet with Goughs Wednesday 18th March.</p> | <p>19.25 – 19.30</p> |
| <p>6. Draft Heads of Terms for Sports Field at Champion Drive Melksham</p> <p>Ongoing discussions between Melksham Town Council, Wiltshire Council, and Future of Football regarding the sports field and pavilion at Champion Drive.</p> <p>Following our recent site visit with all parties involved, there is now a clear opportunity for Melksham Town Council to become the leaseholder for the site, with Future of Football taking on a third-party lease. This arrangement would secure the future of the</p> | <p>19.30 – 19.40</p> |



field and pavilion for community and sporting use, with both councils and Future of Football working collaboratively.

Recommendation that the council proceed with signing the lease for the site, as outlined in the draft Heads of Terms provided by Wiltshire Council. Once this is in place, we can continue negotiations with Future of Football to agree on the next steps for their involvement and use of the facilities.

7. Park Leases **19.40 - 19.50**

A lease for Primrose Play Area was agreed but has never been formally signed.

To approve the signing of Primrose Drive Play Area Lease.

8. CCTV **19.50 -20.10**

To approve quote from Smart Integrated Services for Edge Recording and upgrade of core network to 60Ghz and approve funding source with advice from RFO.

Total cost **£16623.80 plus £3324.76 VAT.**

To note – quotes have been requested from other companies but have not been supplied.

9. Amended Communications Policy **20.10 – 20.30**

For approval

10. Proposal to relocate from Bowerhill **20.20 – 20.50**

For approval

Total cost **£18250.00**

11. IT Upgrade **20.50 – 21.10**

Recommendation to approve the purchase of IT equipment allocated from the IT budget 2025 -2026. Some existing equipment to be to be retained as reserve with the remainder donated to Wiltshire Digital Drive.

Total cost **£10069.15 exc vat**



12. EP AMP XL Electric Utility Vehicle for the Amenities Team 21.10 – 21.20

For decision.

The approved 2026/27 budget allocated **£420.00 per month** for the lease of this vehicle. However, the original quotation has since expired, and the leasing company's updated price was **£479.00 per month**.

Our broker, *Planet Leasing*, has successfully renegotiated the terms and secured a revised rate of **£445.76 per month**. This equates to an annual increase of **£309.12**, applied over the full **36-month contract hire period**.

The Amenities Team has already received the two new Maxus T90 pickup trucks, but one additional vehicle is still required to meet operational needs.

Subject to the Council's approval, we can proceed with signing the amended contract to enable delivery of the vehicle at the earliest opportunity.

13. Financials 21.20 – 21.30

To receive financial reports

- 13.1 Unity Bank
- 13.2 Unity Savings
- 13.3 CCLA Investment
- 13.4 Income & Expenditure with Variances
- 13.5 Annual Budget
- 13.6 Balance Sheet
- 13.7 Trial Balance
- 13.8 Payments over £500
- 13.9 Credit Control

14. Bank Reconciliations 21.30 -21.40

- 14.1 Unity
- 14.2 Petty Cash



MELKSHAM TOWN
COUNCIL

14.3 CCLA

14.4 Cambridge

14.5 Unity Saver

15. Item to Note

21.40 -21.41

Venues Manager will become a MTC credit Card holder.



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 LHFIG 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

Heads of Terms

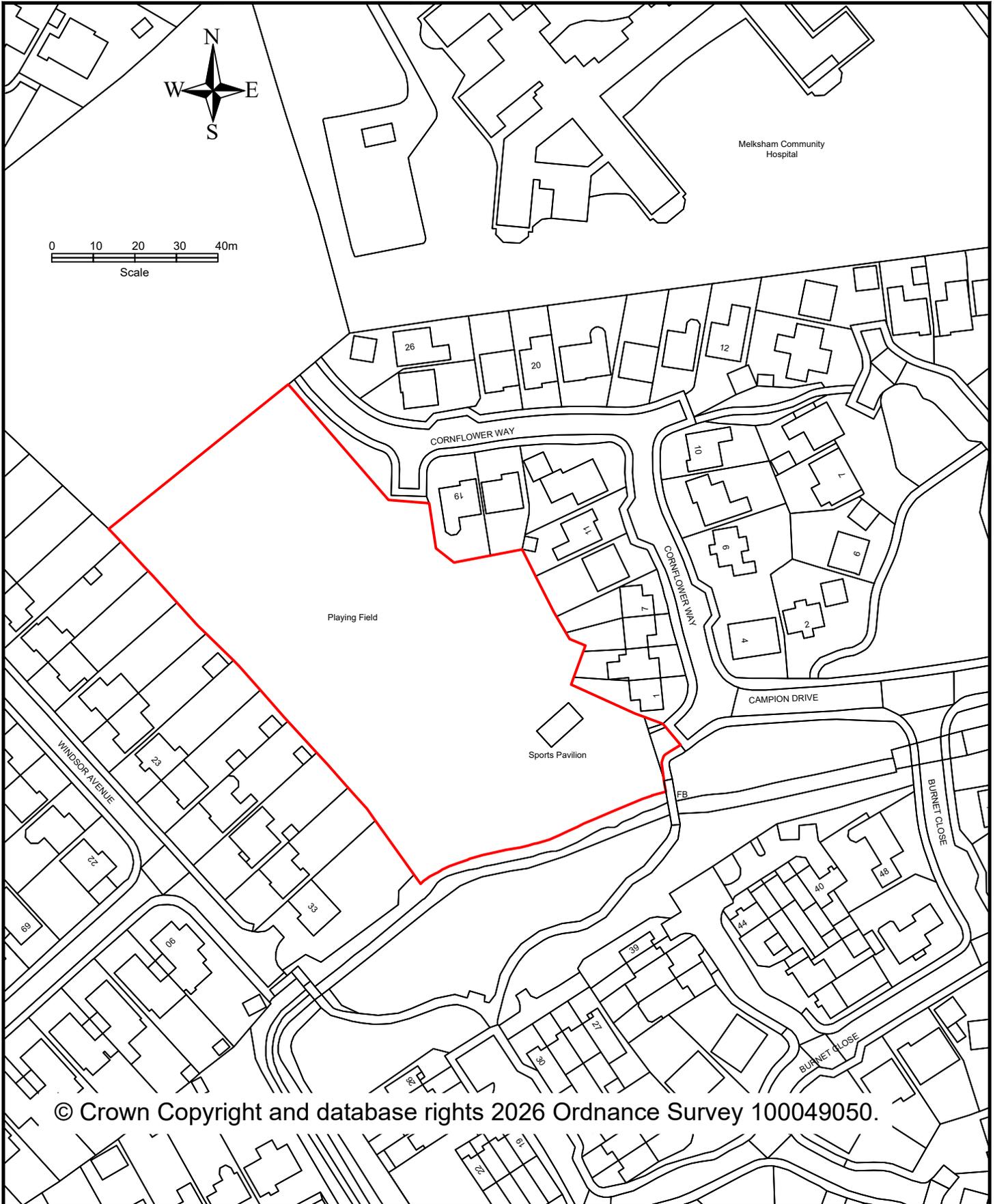
Without Prejudice

Subject to Contract and Member/Internal Approval

1	Property:	Open Space Land and Pavillion at Campion Drive, Melksham (as shown edged red on the plan attached)
2	Lease Commencement Date:	TBC
3	Tenant Name and Address:	Melksham Town Council, Market Pl, Melksham SN12 6ES
4	Landlord Name and Address:	Wiltshire Council of County Hall, Bythesea Road, Trowbridge, BA14 8JN
5	Lease Term:	7 years less 1 day
6	Rent:	One peppercorn per annum
7	Rent Commencement Date:	On commencement of the Term.
8	Business Rates and Other Outgoings:	<p>The Tenant is responsible for the payment of business rates, utilities (gas, electric and water) and all service contracts: heating, fire safety equipment, electrical safety checks (including portable appliance testing) of equipment – as necessary.</p> <p>Should the utilities not be directly mains fed, the payment of the utilities will be made to the Landlord via check metering and recharging.</p> <p>The Tenant is responsible for the payment for licences and occupational expenses relating to their use of the Property.</p>
9	Insurance:	The Tenant is responsible for buildings insurance of the Property and also for all other insurances associated with the use of the Property, including contents insurance and public liability.
10	Break Option:	<p>If the Tenant ceases to use the property for the Permitted Use, the Landlord may terminate the lease by serving not less than 1 months' written notice.</p> <p>The Landlord may terminate the lease by serving not less than 6 months' written notice on the Tenant in the event that it intends to dispose or develop either the whole or part of the Landlord's neighbouring property including the Property or any part of the Property</p>
11	Permitted Use:	<p>The Property may be used primarily as a sports field and changing pavilion.</p> <p>The Tenant is permitted to use the Property for occasional booking for non-sports purposes.</p> <p>No political, religious or residential use will be permitted.</p>

		No political, religious or tobacco and/or vaping or advertising will be permitted.
12	Tenant works	<p>The Tenant will be required to carry out internal and non-structural works to the changing rooms, works to provide a parking area and such other works to put the Property into a tenenable condition suitable for occupation. These works are to be completed within 12 months of signing the lease.</p> <p>All works shall be carried out at the Tenant's cost and in compliance with obtaining the consent of all of the statutory bodies (as necessary).</p>
13	Repairing Obligations:	<p>The Tenant will be responsible for all repairs to the Property, including the initial repair and ongoing maintenance of the Pavillion, sports pitches and boundary features of the Property and the Tenant undertakes to keep the Property tidy and in good repair and condition.</p> <p>The Landlord will have no repairing obligations and the Tenant is obligated to make the initial repairs to the Pavillion upon completion.</p>
14	Alienation:	<p>The Tenant is permitted to sublet to Future of Football (FOF) only. No other subletting of the Property to any other party is permitted without Landlords consent not to be unreasonably withheld or delayed. Assignment is not permitted.</p> <p>The Tenant is permitted to grant hire agreements for other sports clubs and occasional non-sport bookings.</p> <p>The Tenant is not permitted to raise a charge against the Property (i.e. mortgage or secured loan).</p>
15	Alterations:	<p>The Tenant is not permitted to make alterations to the Property, save for signage, notice boards, wall mounted items, changes to the interior of the building, siting of a storage container and items incidental to the running of the Property as a sports field and changing pavilion, without first obtaining the consent of the Landlord, not to be unreasonably withheld.</p> <p>The Tenant is not permitted to make any alterations to the Property without first obtaining the consent of all of the statutory bodies (as necessary).</p> <p>No political, religious or tobacco and/or vaping or signage or advertising will be permitted.</p> <p>The Landlord will require the Property to be reinstated by the Tenant at the end of the term, however it is determined.</p>
16	Waste and recycling:	The Tenant will arrange for waste and recycling removal and make arrangement for waste storage (to the satisfaction of the Landlord) within the Property.
17	Yielding Up:	The Tenant will yield up the Property with vacant possession and in a condition as required in the Lease.
18	Landlord & Tenant Act 1954:	The lease is to be excluded from the security of tenure provisions of the Landlord and Tenant Act 1954.

19	Costs:	Each party to bear its own legal costs. The Tenant will be responsible for meeting the cost of advertising the disposal of public open space for two consecutive weeks in the local newspaper in accordance with s123 of the Local Government Act 1972 (if required).
20	Principal contacts:	<p>Landlord: Wiltshire Council: Sophie Spencer- Brown 01225 712656 Sophie.spencer-brown@wiltshire.gov.uk</p> <p>Tenant: Melksham Town Council, Market PI, Melksham SN12 6ES</p>
21	Legal Representatives:	<p>Wiltshire Council: TBC</p> <p>Melksham Town Council: TBC</p>



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<h1 style="color: green;">Wiltshire Council</h1>		PROJECT: Melksham Spa Road Playing Field & Pavilion				
		DRAWING TITLE: Lease Plan				
NOTES:		SCALES: 1:1250 @A4				
		DRAWING No. REV: 0				
REV:	DATE:	DRAWN:	CHECK:	APPRV:	DESCRIPTION:	FILE REF:

10 February 2026

Hayley Bell
Town Clerk
Melksham Town Council

County Hall
Bythesea Road
Trowbridge
Wiltshire
BA14 8JN

Via email: hayley.bell@melksham-tc.gov.uk

Dear Hayley

With reference to the various play area leases between Wiltshire Council and Melksham Town Council, majority ending in August 2028, I can advise that we anticipate that further leases will be granted of those sites.

The sites would be assets considered as part of a Service Devolution & Asset Transfer package, supporting the view that the Council would not wish to take back possession of those sites.

Yours sincerely



Mike Dawson
Head of Estates & Development

Dated **2022**

Lease

relating to

Play Area at Primrose Drive

between

Wiltshire Council

(Landlord)

and

Melksham Town Council

(Tenant)

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This Lease is dated 2022

Parties

- (1) **Wiltshire Council** of County Hall, Bythesea Road, Trowbridge, Wiltshire, BA14 8JN (**Landlord**).
- (2) **Melksham Town Council** of Town Hall, Market Place, Melksham SN12 6ES (**Tenant**).

Agreed terms

1 Interpretation

The definitions and rules of interpretation in this clause apply in this Lease.

1.1 Definitions:

Authorised Improvements: improvements to the Play Equipment carried out by or on behalf of the Tenant (but excluding repair and maintenance of the Play Equipment).

The CDM Regulations: means the Construction (Design and Management) Regulations 2015 (SI 2015/51).

Conduits: means the pipes, sewers, drains, mains, ducts, conduits, gutters, watercourses, wires, cables, channels and all other conducting media (including any fixings, covers and any other ancillary apparatus) that are in, on, over or under the Property.

Competent Authority: any statutory undertaker or any statutory public local or other authority or regulatory body or any court of law or government department or any of them or any of their duly authorised officers.

Development: references to 'development' are references to development as defined by the Town and Country Planning Act 1990 Section 55.

Insured Risks: the risks of loss or damage by fire, storm, tempest, earthquake, lightning, explosion, riot, civil commotion, malicious damage, terrorism, impact by vehicles and by aircraft and articles dropped from aircraft (other than war risks) flood damage and other such risks as are normally insured against under a comprehensive policy of insurance of property of a similar nature to the Property (subject to the Property being insurable against such risks at normal commercial rates) and property owners' third party liabilities, whether or not in the nature of the foregoing, as the Landlord from time to time, by notice to the Tenant reasonably requires the Tenant to insure against.

Legal Obligation: means a duty under any present or future statute, statutory instrument or bye-law or any present or future regulation, order, notice, direction, code of practice or requirement of any Authority insofar as it relates to the Property or to their occupation or use, but irrespective of the person on whom such obligation is imposed and whether or not specific notice of the Legal Obligations is given to the Tenant.

LTA 1954: the Landlord and Tenant Act 1954.

Maintenance Contribution: means the sum of £1,000.

Necessary Consents: all planning permissions and all other consents, licences, permissions, certificates, authorisations and approvals whether of a public or private nature which shall be required by any Competent Authority for the Permitted Use.

The 1995 Act: the Landlord and Tenant (Covenants) Act 1995.

Permissions: references to 'permissions' are reference to all the planning permissions and other permits and consents that may be required under the Planning Acts or other statutes for the time being in force to enable the Property to be rebuilt and reinstated lawfully in the event of any damage or destruction.

Permitted Use: as an equipped play area and informal play space and open space.

Planning Acts: the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990, the Planning (Consequential Provisions) Act 1990, the Planning (Hazardous Substances) Act 1990, the Planning and Compensation Act 1991, the Planning and Compulsory Purchase Act 2004 and any other present or future legislation regulating the development, maintenance, use, safety and control of the Property.

Play Equipment: the play equipment installed at the Property at the date hereof.

Property: land at Primrose Drive Play Area, north side of Heather Avenue, Melksham shown edged red on the Property Plan. The Property includes:

- (a) the Play Equipment;
- (b) any fences, railings, hedges or other boundary features;
- (c) any soft landing surfaces and footpaths;
- (d) any additional play equipment erected on the Property in accordance with clause 10;
- (e) the Conduits;
- (f) any other fixtures and fittings associated with the Permitted Use that are located at the Property as at the date of this lease but excludes the air space above and any fixtures installed by the Tenant that can be removed from the Property without defacing the Property. Unless the contrary is expressly stated, the Property includes any part or parts of the Property.

Property Plan: the plan annexed to this lease.

Rent: a peppercorn (if demanded).

Rent Commencement Date: 2022.

Rent Payment Dates: annually in advance (if demanded).

Retained Land: the Landlord's adjoining and neighbouring land shown edged blue on the Property Plan and registered at the Land Registry with title number WT411501.

Rights: the rights granted to the Tenant in Schedule 1.

Term: a term of years commencing on, and including, 2021 and ending on and including 2028.

Uninsured Risks: any of the risks specified in the definition of Insured Risks where such risks are not insured against at the date of the relevant damage or destruction because:

of an exclusion imposed by the insurers; or insurance for such risks in relation to the Property was not available in the London insurance market at the time the insurance policy was entered into; and Uninsured Risk means any one of the Uninsured Risks.

VAT: value added tax chargeable under the Value Added Tax Act 1994 and any similar replacement tax and any similar additional tax.

- 1.2 A reference to this lease, except a reference to the date of this lease, is a reference to this deed and any deed, licence, consent, approval or other instrument supplemental to it.

- 1.3 A reference to the Landlord includes a reference to the person entitled to the immediate reversion to this lease. A reference to the Tenant includes a reference to its successors in title and assigns.
- 1.4 A reference to the end of the Term is to the end of the Term however it ends.
- 1.5 A working day is any day which is not a Saturday, a Sunday, a bank holiday or a public holiday in England.
- 1.6 A reference to laws in general is a reference to all local, national and directly applicable supra-national laws as amended, extended or re-enacted from time to time and shall include all subordinate laws made from time to time under them and all orders, notices, codes of practice and guidance made under them.
- 1.7 Unless otherwise specified, a reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision and all orders, notices, codes of practice and guidance made under it.
- 1.8 Any obligation on the Tenant not to do something includes an obligation not to allow that thing to be done and an obligation to use best endeavours to prevent that thing being done by another person.
- 1.9 Any obligation on a person to do something includes an obligation to ensure that any person under its control complies with that obligation.
- 1.10 A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality).
- 1.11 Unless the context otherwise requires, references to clauses are to the clauses of this lease.
- 1.12 Clause and paragraph headings shall not affect the interpretation of this lease.
- 1.13 Unless the context otherwise requires, any words following the terms including, include, in particular, for example or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.
- 1.14 Unless the context otherwise requires, a reference to one gender shall include a reference to the other genders.
- 1.15 Unless the context otherwise requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.16 Where the expressions 'landlord covenants' or 'tenant covenants' are used in this lease they are to have the same meaning as given by the 1995 Act Section 28(1).

2 Grant

- 2.1 The Landlord lets the Property to the Tenant for the Term.
- 2.2 The grant is made together with the ancillary rights set out in Schedule 1 Rights Granted, excepting and reserving to the Landlord the rights specified in Schedule 2 The Rights Reserved, subject to all rights, easements, privileges, restrictions, covenants and stipulations of whatever nature affecting the Property including any matters contained or referred to in Schedule 3 The Subjections.

3 Tenant's Covenants

- 3.1 The Tenant covenants with the Landlord to observe and perform the requirements of this clause **3**.

- 3.2 The Tenant must pay, and must indemnify the Landlord against all rates, taxes, assessments, duties, charges, impositions and outgoing that are now or may at any time during the Term be charged, assessed or imposed upon the Property or on the owner or occupier of them.
- 3.3 The Tenant must not cause any land, roads or pavements abutting the Property, including but not limited to the Retained Land to be untidy or dirty and in particular, but without prejudice to the generality of the foregoing, must not deposit refuse or other materials on them.
- 3.4 The Tenant must not make any connection with the Conduits except in accordance with plans and specifications approved by the Landlord and subject to consent to make the connection having previously been obtained from the competent authority, undertaker or supplier.
- 3.5 The Tenant must not erect any pole or mast or install any cable or wire on the Property, whether in connection with telecommunications or otherwise but for the avoidance of doubt the Tenant shall not be in breach of this clause in respect of any pole, mast, cable or wire in existence prior to the date of this lease which are an integral part of the Play Equipment.
- 3.6 The Tenant must not, without the consent of the Landlord, fix to or exhibit on the outside of the Property any placard, sign, notice, fascia board or advertisement except those consistent with the Permitted Use including but not limited to alterations to any existing name plates or health and safety signs.
- 3.7 The Tenant must not do anything on the Property or allow anything to remain on them that may be or become or cause a nuisance or annoyance, disturbance, inconvenience, injury or damage to the Landlord or its tenants, the Retained Land or the owners or occupiers of adjacent or neighbouring property.
- 3.8 The Tenant must observe and comply with the provisions and requirements of the Planning Acts affecting the Property and their use and must indemnify the Landlord and keep the Landlord indemnified, both during the Term and following the end of it, against all losses in respect of any contravention of those Acts.
- 3.9 The Tenant must not make any application for planning permission without the consent of the Landlord.
- 3.10 The Tenant must not object to any planning applications made by the Landlord or any development proposed by the Landlord regarding the Retained Land.
- 3.11 Where a condition of any planning permission granted for development begun before the end of the Term requires works to be carried out to the Property by a date after the end of the Term, the Tenant must, unless the Landlord directs otherwise, finish those works before the end of the Term.
- 3.12 The Tenant must keep the Landlord fully indemnified against all losses arising directly or indirectly out of any act, omission or negligence of the Tenant or any persons at the Property expressly or impliedly with its authority or any breach or non-observance by the Tenant of the covenants, conditions or other provisions of this lease or any of the matters to which this demise is subject.
- 3.13 The Tenant must permit the Landlord to exercise any of the rights granted to the Landlord by virtue of the provisions of this Lease at all times during the Term without interruption or interference.
- 3.14 The Tenant will not allow any structure or tree present at the Property to encroach on the Retained Land or obstruct any access to the Retained Land.

4 **Payment of the Rent**

The Tenant shall pay the Rent annually in advance (if demanded) the first payment to be made on the date hereof.

5 **Maintenance Contribution**

- 5.1 The Landlord covenants to pay the Maintenance Contribution to the Tenant on completion of the lease.
- 5.2 The Tenant covenants as follows:
- 5.2.1 to only use the Maintenance Contribution towards the Authorised Improvements and for the maintenance of the Property; and
 - 5.2.2 to provide the Landlord with such evidence as the Landlord reasonably requires that the Tenant has only used the Maintenance Contribution in accordance with clause 5; and
 - 5.2.3 within 10 working days of the end of the Term, any balance of the Maintenance Contribution paid by the Landlord to the Tenant which has not been expended towards the maintenance of the Property, shall be repaid to the Landlord on demand.

6 **Insurance**

- 6.1 The Tenant covenants with the Landlord to insure the Property against damage or destruction by any of the Insured Risks, in the name of the Tenant in an amount equal to the full cost of rebuilding and reinstating the Property as new in the event of their total destruction including VAT, architects', surveyors', engineers', solicitors' and all other professional persons' fees, the fees payable on applications for any permissions or other permits or consents that may be required in relation to rebuilding or reinstating the Property, the cost of preparation of the site including shoring-up, debris removal, demolition, site clearance and any works that may be required by statute and incidental expenses.
- 6.2 The Tenant covenants with the Landlord to effect and maintain such insurance, providing a minimum cover of £10,000,000 or such higher sum as the Landlord shall from time to time stipulate in respect of the Tenant's liability to indemnify the Landlord against losses arising from the Tenant's acts, omissions or negligence and all liability of the Landlord to third parties arising out of or in connection with any matter involving or relating to the Property.
- 6.3 All insurance must be taken out in a substantial and reputable insurance office, or with such underwriters, and through such agency as the Landlord from time to time approves such approval not to be unreasonably withheld or delayed. The Landlord acknowledges that the Tenant may include the Property under its block policy of insurance provided that a copy of such block policy has been previously provided to the Landlord.
- 6.4 The Tenant covenants with the Landlord to observe and perform the requirements of this clause 5.
- 6.5 The Tenant must comply with all requirements and recommendations of the insurers.
- 6.6 The Tenant must not do or omit anything that could cause any insurance policy taken out in accordance with the lease to become wholly or partly void or voidable.
- 6.7 The Tenant must give immediate notice to the Landlord of any event that might affect any insurance policy taken out in accordance with this lease and of any destruction of or damage to the Property, whether or not caused by one or more of the Insured Risks.

- 6.8 The Tenant must produce to the Landlord every insurance policy taken out in accordance with this lease (including on a renewal) and the receipt for the then current year's premium.
- 6.9 If and whenever during the Term the Property is damaged or destroyed by one or more of the Insured Risks then:
- 6.9.1 all money received under any insurance policy taken out in accordance with this lease must be placed in an account in the joint names of the Landlord and the Tenant at a bank designated by the Landlord acting reasonably and must subsequently be released to the Tenant from that account by instalments against architect's certificates or other evidence acceptable to the Landlord, whose acceptance may not be unreasonably withheld, of expenditure actually incurred by the Tenant in rebuilding and reinstating the Property; and
- 6.9.2 the Tenant must use all best endeavours and with all convenient speed obtain the necessary permissions and consents, and rebuild and reinstate the Property in accordance with them as soon as reasonably practicable, making up out of its own money any difference between the cost of rebuilding and reinstatement and the money received from the insurance policy.
- 6.10 If whenever the Property is damaged or destroyed by an Uninsured Risk, the Tenant must use all best endeavours and with all convenient speed obtain the permission and consents (if applicable) and rebuild and reinstate the Property at its own cost and expense as soon as reasonably practicable and to the Landlord's reasonable satisfaction.

7 Costs

- 7.1 The Tenant shall pay the costs and expenses of the Landlord on an indemnity basis including any solicitors' or other professionals' costs and expenses (incurred both during and after the end of the Term) in connection with or in contemplation of any of the following:
- 7.1.1 any steps taking in contemplation of or in connection with the enforcement of the tenant covenants of this lease whether during or after the end of the Term including without prejudice to the generality foregoing the preparation, service and negotiation of schedules of dilapidations;
- 7.1.2 serving any notice in connection with this lease under section 146 or 147 of the Law of Property Act 1925 or taking any proceedings under either of those sections, notwithstanding that forfeiture is avoided otherwise than by relief granted by the court;
- 7.1.3 any consent or approval applied for under this lease, whether or not it is granted;
- 7.1.4 the recover or attempted recover of arrears or rent or other sums due under this lease.
- 7.2 Where the Tenant is obliged to pay or indemnify the Landlord against any solicitors' or other professionals' costs and expenses (whether under this or any other clause of this lease) that obligation extends to those costs and expenses assessed on a full indemnity basis.

8 Prohibition on Dealings

- 8.1 Tenant shall not assign, underlet, charge, part with or share possession or share occupation of this lease or the Property or any part of it or hold the lease on trust for any person (except by reason only of joint legal ownership), or grant any right or licence over the Property in favour of any third party,
- 8.2 Notwithstanding clause 8.1, the Tenant shall be permitted to share occupation of the Play Equipment within the Property for the purpose of the day to day running of the Property in connection with the Permitted Use and provided that no relationship of Landlord and Tenant is established by any such relationships.

9 Repair

- 9.1 The Tenant must keep and maintain the Property in good repair and condition and at the Landlord's request supply invoices for any costs incurred in the maintenance of the Property to the Landlord for inspection except that the Tenant shall not be responsible for cutting the grass within the area shaded light blue on the Property Plan.
- 9.2 The Tenant must decorate the Property as often as reasonably necessary and in the last three months of the Term carry out all decoration (including all appropriate preparatory work) in a good and proper manner using good quality materials that are appropriate to the Property and the Permitted Use.
- 9.3 The Tenant must keep the Property clean and tidy and clear of all rubbish. Subject to clause 9.1, all grassed areas at the Property should be kept tidy and properly mown as appropriate .
- 9.4 The Tenant shall not cause any damage to the Property or the and shall as soon as reasonably practicable make good any damage caused to the Property by any act or omission of the Tenant or any person under the control of the Tenant and/or with the express or implied authority of the Tenant including workers, contractors or agents of the Tenant.
- 9.5 The Tenant must replace any landlord's fixtures and fittings in the Property that are damaged, removed or beyond economic repair.

10 Alterations

- 10.1 Subject to clause 10.1 and 10.2 to this lease, the Tenant shall not make any alterations or additions to the Property or build any structure on the Property, without the Landlord's prior written consent.
- 10.2 For the avoidance of doubt like for like replacement of the play equipment at the Property does not constitute an alteration requiring Landlord's prior written consent.
- 10.3 The Tenant will not be permitted to erect any structure within 1 metre of the boundary of the Property.
- 10.4 The Tenant will not be permitted to erect any fences at the Property without the Landlord's consent, (such consent not to be unreasonably withheld if the erection of such fences are a specific condition and requirement for insurance purposes as provided in clause 6.5).
- 10.5 The Tenant must carry out the works permitted by this lease:
- 10.5.1 using good quality, new materials which are fit for the purpose for which they will be used;
 - 10.5.2 in a good and workmanlike manner and in accordance with good building and other relevant practices, codes and guidance;
 - 10.5.3 to the reasonable satisfaction of the Landlord.
- 10.6 The Tenant must immediately make good, to the reasonable satisfaction of the Landlord, any damage to any land or building (other than the Property) which is caused by carrying out works permitted by this lease.
- 10.7 The Construction (Design and Management) Regulations 2015 ("the CDM Regulations")
- 10.7.1 the Tenant shall comply with its obligations under the CDM Regulations, including all requirements in relation to the provision and maintenance of a health and safety file.

- 10.7.2 the Tenant will supply all information to the Landlord that the Landlord reasonable requires from time to time to comply with the Landlord's obligations (if any) under the CDM Regulations.
- 10.7.3 no representation or warranty is given or is to be implied by the Landlord giving the consent in this clause 10 or any step taken by or on behalf of the Landlord in connection with it as to whether the any works permitted by this lease or any removal or reinstatement of them may be lawfully carried out.
- 10.7.4 the Tenant acknowledges that it does not rely on, and will have no remedies in respect of, any representation or warranty that may have been made by or on behalf of the Landlord before the date of this lease as to any of the matter mentioned in clause 10.7.3.

11 Use

- 11.1 The Tenant shall not use the Property for any purpose except the Permitted Use.
- 11.2 The Tenant shall not use the Property:
 - 11.2.1 for any illegal purpose; or
 - 11.2.2 for the carrying out or permitting the carrying out of any trade profession or employment on the Property; or
 - 11.2.3 for any purpose or in a manner that would cause any loss, nuisance or inconvenience to the Landlord, the Retained Land or any owner or occupier of any other property; or
 - 11.2.4 in a manner that interferes with any right, restriction or covenant subject to which this lease is granted.
- 11.3 The Tenant shall not do anything that will or might constitute a breach of any Necessary Consents affecting the Property or any statutory provision, regulation or bye-law made by a Competent Authority.
- 11.4 The Tenant must comply with all Legal Obligations and all other applicable laws relating to the Permitted Use and the welfare of the persons using or employed in or about the Property.
- 11.5 The Tenant shall in particular observe and comply with all Legal Obligations relating to health and safety, facilitating access by disabled persons and the protection and preservation of life and property, carrying out such works of modification and improvement to the Property as may from time to time be required by such Legal Obligations.
- 11.6 Nothing in this lease or in any consent granted by the Landlord under this lease is to imply or warrant that the Property may lawfully be used under the Planning Acts for the Permitted Use.

12 Encroachments, notices and communications

- 12.1 Within five (5) working days after receipt of any notice or other communication affecting the Property the Tenant shall send a copy of the relevant document to the Landlord.
- 12.2 If a third party makes or attempts to make any encroachment over the Property or takes any action by which a right may be acquired over the Property, the Tenant shall:
 - 12.2.1 immediately inform the Landlord and shall give the Landlord notice of that encroachment or action; and

- 12.2.2 take all steps (including any proceedings) the Landlord reasonably requires to prevent that encroachment or action.

13 Indemnity

The Tenant shall keep the Landlord indemnified against all liabilities, expenses, costs (including but not limited to any solicitors' or other professionals' costs and expenses), claims, damages and losses suffered or incurred by the Landlord arising out of or in connection with any breach of any tenant covenants in this lease, in the exercise of any rights granted by this lease, or any act or omission of the Tenant or any person on the Property with its actual or implied authority.

14 Returning the Property to the Landlord

At the end of the Term the Tenant must yield up the Property and the Play Equipment repaired in accordance with and in the condition required by the provisions of this lease, remove tenant's fixtures and fittings (if requested to do so by the Landlord) and remove all signs erected by the Tenant on or near the Property, immediately making good any damage caused to the Property to the Landlord's reasonable satisfaction.

15 Landlord's Covenants

15.1 Quiet Enjoyment

The Landlord covenants with the Tenant that, so long as the Tenant complies with its obligations in this lease, the Tenant shall have quiet enjoyment of the Property without any interruption by the Landlord or any person claiming under the Landlord except as otherwise permitted by this lease.

- 15.2 The Landlord shall not be liable under its obligations contained in this lease after the Landlord has assigned its interest in the Property.

16 Re-entry and forfeiture

- 16.1 The Landlord may re-enter the Property (or any part of the Property in the name of the whole) at any time in relation to any breach of any condition or tenant covenant in this lease.

- 16.2 If the Landlord re-enters the Property (or any part of the Property in the name of the whole) pursuant to this clause, this lease shall immediately end, but without prejudice to any right or remedy of the Landlord in respect of any antecedent breach of the covenants of this lease by the Tenant or any guarantor.

17 Notices, consents and approvals

- 17.1 Except where this lease specifically states that a notice need not be in writing, any notice given under or in connection with this lease shall be in writing and for the purposes of this clause an email is not in writing.

- 17.2 Any notice given under or connection with this lease shall be given by hand or by pre-paid first-class post or other next working day delivery service at the party's registered office address (if the party is a company) or (in any other case) at the party's principal place of business.

- 17.3 If a notice complies with the criteria in clause 17.1, whether or not this lease requires that notice to be in writing, it shall be deemed to have been received:

- 17.3.1 if delivered by hand, at the time the notice is left at the proper address;

- 17.3.2 if sent by pre-paid first-class post or other next working day delivery service, on the second working day after posting.
- 17.4 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.
- 17.5 Section 196 of the Law of Property Act 1925 shall otherwise apply to notices given under this lease.
- 17.6 Where the consent of the Landlord is required under this lease, a consent shall only be valid if it is given by deed, unless:
- 17.6.1 it is given in writing and signed by the Landlord or a person duly authorised on its behalf; and
- 17.6.2 it expressly states that the Landlord waives the requirement for a deed in that particular case.
- 17.7 If a waiver is given, it shall not affect the requirement for a deed for any other consent.
- 17.8 Where the approval of the Landlord is required under this lease, an approval shall only be valid if it is in writing and signed by or on behalf of the Landlord, unless:
- 17.8.1 the approval is being given in a case of emergency; or
- 17.8.2 this lease expressly states that the approval need not be in writing.
- 17.9 If the Landlord gives a consent or approval under this lease, the giving of that consent or approval shall not imply that any consent or approval required from a third party has been obtained, nor shall it obviate the need to obtain any consent or approval from a third party.
- 17.10 This lease is a new tenancy for the purposes of the 1995 Act Section 1.

18 Entire agreement

This lease constitutes the whole agreement between the parties and supersedes all previous discussions, correspondence, negotiations, arrangements, understandings and agreements between them relating to its subject matter.

19 Exclusion of sections 24-28 of the LTA 1954

19.1 The parties confirm that:

19.1.1 the Landlord served a notice on the Tenant, as required by section 38A(3)(a) of the LTA 1954, applying to the tenancy created by this lease, before this lease was entered;

19.1.2 who was duly authorised by the Tenant to do so made a statutory declaration dated 2022 in accordance with the requirements of section 38A(3)(b) of the LTA 1954

19.2 The parties agree that the provisions of sections 24 to 28 of the LTA 1954 are excluded in relation to the tenancy created by this lease.

20 Contracts (Rights of Third Parties) Act 1999

A person who is not a party to this lease shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this lease.

21 **Governing law**

This lease and any dispute or claim arising out of it or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of England and Wales.

22 **Jurisdiction**

Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with this lease or its subject matter or formation (including non-contractual disputes or claims).

23 **Cessation of Permitted Use**

23.1 The Tenant shall give the Landlord no less than four (4) week's prior written notice of any intended cessation to the Permitted Use together with details of:

- 23.1.1 the date on which the Permitted Use will cease and the date on which the Permitted Use will re-commence; or
- 23.1.2 the date on which the Permitted Use will cease (the Cessation Date) and confirmation that the Permitted Use will permanently cease (Tenant Cessation Notice).

23.2 The Landlord acting reasonably shall decide whether or not the period of the cessation of use referred to in clause 23.1 is a permanent cessation of use (even where a re-commencement date is provided).

23.3 If the Landlord decides that the Permitted Use has permanently ceased then it shall give the Tenant written notice of this decision (Landlord's Cessation Notice).

23.4 In the event that the Tenant breaches the provisions of clause 23.1 then the Landlord can still issue the Landlord's Cessation Notice pursuant to clause 23.3 where the Landlord (acting reasonably) considers there to be a permanent cessation of the Permitted Use.

24 **Landlord's Break**

24.1 In this clause, the following definitions apply:

Break Date: the date stated in the Break Notice on which this lease shall terminate.

Break Notice: a notice to terminate this lease.

24.2 The Landlord may terminate this lease at any time following either the service of the Landlord's Cessation Notice or receipt of the Tenant's Cessation Notice by serving a Break Notice on the Tenant at least one (1) month before the Break Date.

24.3 The Break Notice shall specify the Break Date but shall not specify as the Break Date a date which is:

- 24.3.1 earlier than one (1) month after the date on which the Break Notice is deemed to have been served on the Tenant as provided by clause 24.2 (and for the avoidance of doubt, the day of deemed service shall not be taken into account in calculating the period of one (1) month); and
- 24.3.2 where the Tenant has served notice pursuant to clause 23.1 the break date shall not be before the Cessation Date.

24.4 The Break Notice shall not purport to terminate the lease in relation to any part as opposed to the whole of the Property.

24.5 Time shall be of the essence in respect of all time periods and limits in this clause.

24.6 Following service of the Break Notice, this lease shall terminate on the Break Date specified in the Break Notice.

24.7 Termination of this lease pursuant to this clause shall be without prejudice to any right or remedy of the Landlord in respect of any antecedent breach of the covenants or conditions on the part of the tenant in this lease, including any covenants expressed to be complied with before the end of the term.

25 Landlord's Break for Development or Disposal

25.1 In this clause 25 the following definitions shall apply:

Disposal: means a disposition within the meaning of section 205 of the Law of Property Act 1925 and including a freehold disposal or the grant of a lease of seven (7) years or more.

Development: means as defined in clause 1.1.

Termination Event: means either:

- (a) the Disposal of the whole or any part of the Retained Land including the Property or any part; or
- (b) the Development of either the whole or any part of the Retained Land including the Property or any part.

25.2 In the event that the Landlord intends to affect a Termination Event the Landlord may terminate this lease at any time by serving not less than three (3) months' notice on the Tenant and upon the expiry of such notice the Term shall immediately cease and determine.

25.3 For the purposes of clause 25.2 the Landlord shall provide the Tenant with evidence of the intention to affect a Termination Event.

25.4 Termination of this lease in accordance with clause 25 shall not affect any other right or remedy that either party may have in relation to any earlier breach of this lease.

26 Local Authority Landlord's Capacity and Powers

The Landlord enters into this lease solely in its capacity as a landowner in respect of the Property and the Retained Land and not in any other capacity. Nothing in this lease shall restrict the Landlord's powers or rights as a local authority, local planning authority or statutory body to perform any of its statutory functions.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Schedule 1 The Rights Granted

1 In this Schedule 1 the following definitions shall apply:

Rights means the rights granted to the Tenant in paragraphs 2.1, 2.2 and 2.3.

2 Rights granted:

2.1 the right to support and protection from the remainder of the Retained Land to the extent that such support and protection is provided to the Property at date of this lease;

2.2 the right (subject to interruption for repair, alteration, rebuilding or replacement) of access to and egress from the Property only (but for no other purpose whatsoever) on foot over such route over the Retained Land as shall be designated by the Landlord;

2.3 the right to use and to connect into any Conduits at the Retained Land for the passage and running of water electricity gas sewage to the Property together with the right to enter such of the Retained Land so far as necessary for the purpose of cleansing maintaining renewing or repairing the Conduits solely serving the Property.

3 The rights are granted in common with the Landlord and any other person authorised by the Landlord.

4 The rights are granted subject to the matters contained in Schedule 3 The Subjections and the Tenant shall not do anything that may interfere with any such matters.

5 The Tenant shall exercise the rights only in connection with its use of the Property for the Permitted Use.

6 The Tenant shall comply with all laws relating to its use of the Retained Land and the Property pursuant to the Rights.

7 In relation to the Rights mentioned in paragraph 2.2 the Landlord may, at its discretion, change the route of any means of access to or egress from the Property over the Retained Land and may change the area of the Retained Land over which any of those Rights are exercised.

8 In relation to the Rights mentioned in paragraph 2.3 the Landlord may, at its discretion, re-route or replace over the Retained Land any such Conduits and that Right shall then apply in relation to the Conduits as re-routed or replaced.

9 In exercising the Rights the Tenant shall cause as little inconvenience and damage to the Retained Land and the other tenants and occupiers of the Retained Land as is reasonably practicable and shall promptly make good (to the satisfaction of the Landlord) any damage caused by reason of the Tenant exercising that Right.

10 Except as mentioned in this Schedule 1, neither the grant of this lease nor anything in it confers any right over the Retained Land or any neighbouring property nor is to be taken to show that the Tenant may have any right over the Retained Land or any neighbouring property, and section 62 of the Law of Property Act 1925 does not apply to this lease.

Schedule 2 Rights Reserved

1 Right of entry to inspect

The right to enter, or in emergency to break into and enter, the Property at any time during the Term at reasonable times and upon reasonable notice except in emergency to inspect them, to take schedules or inventories of fixtures and other items to be yielded up at the end of the Term and to exercise any of the rights granted to the Landlord elsewhere in this Lease.

2 Right to lay and connect to Conduits

The right to lay new, connect into and use Conduits within the Property for the benefit of the Retained Land from time to time together with a right to enter the Property at all times with or without workmen, machinery and equipment for the purpose of inspecting, maintaining, repairing, replacing, removing and upgrading the electricity supply to the Retained Land on giving reasonable notice to the Tenant, provided that in the exercise of this right the Landlord shall make good any damage caused to the Property to the reasonable satisfaction of the Tenant.

3 Right to develop

At any time during the Term the full and free right to develop and part of the Retained Land as the Landlord may think fit.

4 Right to maintain

The right to access the Property at all reasonable times, with or without plant and machinery, to carry out maintenance works for the benefit of the Retained Land.

5. The right to access the area shaded light blue on the Property Plan at all reasonable times, with or without plant and machinery, to cut and/or mow the grass.

6. Entry

The right to enter the Property for any purpose mentioned in this lease or connected with it or connected with the Landlord's interest in the Retained Land at any reasonable time and, except in the case of an emergency, after having given reasonable notice (which need not be in writing) to the Tenant.

7. The Landlord shall not be liable for any loss or inconvenience caused to the Tenant by the exercise of the rights reserved in this Schedule 3 (other than any loss or inconvenience in respect of which the law prevents the Landlord excluding liability).

8. The rights reserved to the Landlord in this Schedule 2 may be exercised by the Landlord or anyone else who is or who becomes entitled to exercise them and by anyone authorised by the Landlord.

Schedule 3 The Subjections

The rights covenants stipulations and obligations referred to in Title Number WT252564 in so far as they relate to the Property.

EXECUTED as a DEED by affixing the
Common Seal of **WILTSHIRE COUNCIL** in
the presence of:

.....

Authorised signatory

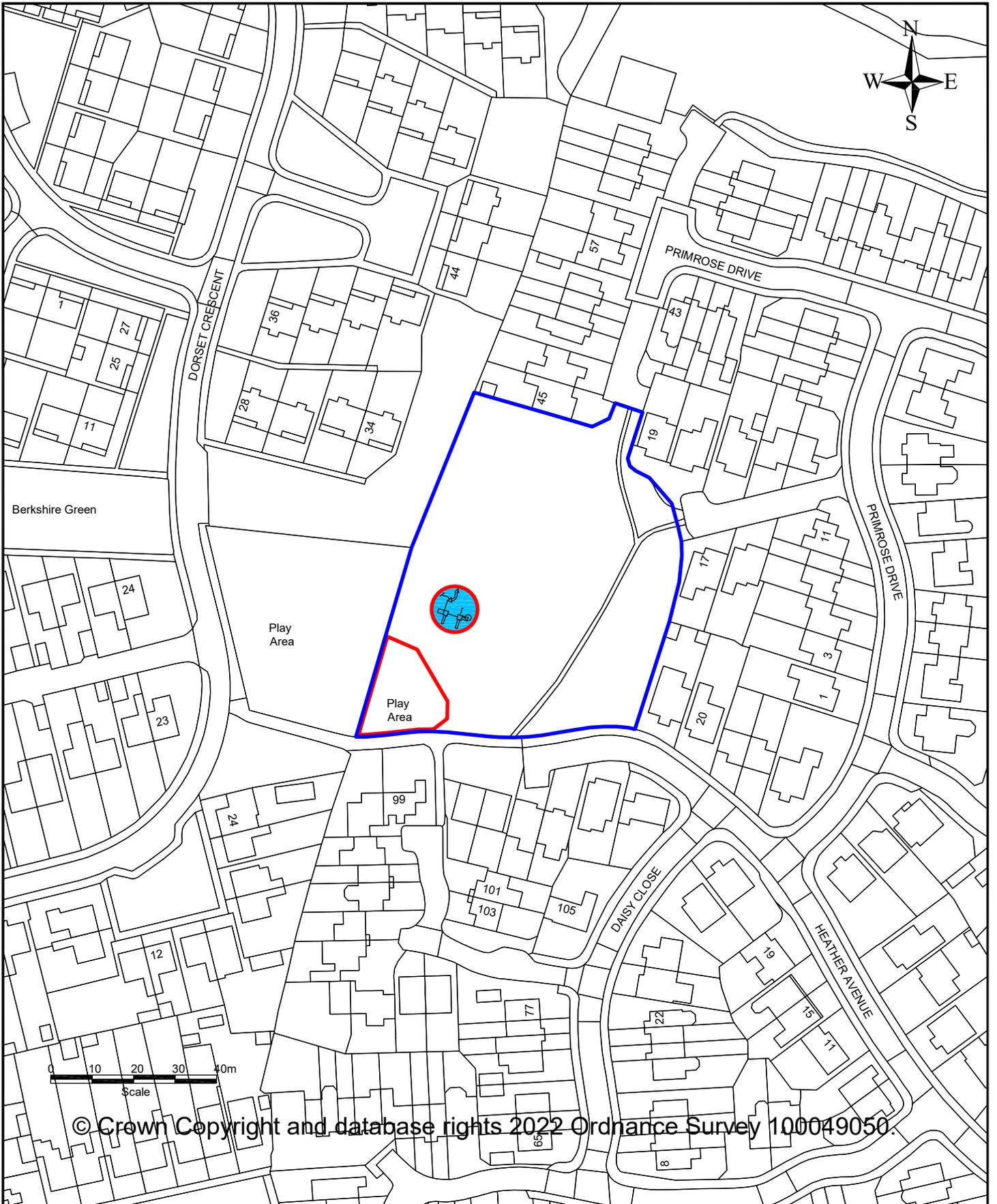
EXECUTED as a DEED by **MELKSHAM
TOWN COUNCIL** acting by two
Councillors in the presence of the Clerk

.....

Authorised signatory

.....

Authorised signatory



Wiltshire Council

NOTES:

J						PROJECT:	Melksham
H							Primrose Drive Play Area
G						DRAWING TITLE:	Lease Plan
F						SCALES:	1:1250 @A4
E						DRAWING No.	REV: 0
D						FILE REF:	
C							
B							
A							
O	June 2022	PFS			Original		
REV	DATE	DRAWN	CHECK	APPRV	DESCRIPTION		

EDGE RECORDING

CLIENT Melksham Town Council

8x

128GB UHS-3 (U3) microSD Card & Adaptor

Performance - UHS-3 speeds -90MB/s read and 80MB/s write for faster file transfer, continuous shooting and video recording

Memory Package Secure Digital SDHC

Performance Write Speed 80 MB/s

Read Speed 90 MB/s

Class Rating 3

It reads up to 9x faster and writes up to 4.5x faster than standard Class 10 microSDHC/SDXC cards.



36x

Professional 256GB UHS-1 (U3) microSD Card & Adaptor

PRO Plus SD Card, 256 GB, With UHS-I U3 Interface, Full HD & 4K UHD

This UHS-I Speed Class 3 (U3) and Class 10 compatibility card is perfect for capturing photos and for video recording & playback in Full HD.

Suitable for 4K/UHD and continuous shooting with high transfer speeds of up to 180 MB/s read speed and 130 MB/s write speed (UHS-I U3)

Video class V30 (4K Video)

These memory cards can endure temperatures from -25° to 85° Celsius and built to last thanks to 7-fold protection: waterproof, temperature-resistant, X-ray-proof, magnet-resistant, shock-proof, drop-proof and wear-free.



20x

Professional 512GB UHS-1 (U3) microSD Card & Adaptor

PRO Plus SD Card, 512 GB, With UHS-I U3 Interface, Full HD & 4K UHD

This UHS-I Speed Class 3 (U3) and Class 10 compatibility card is perfect for capturing photos and for video recording & playback in Full HD.

Suitable for 4K/UHD and continuous shooting with high transfer speeds of up to 180 MB/s read speed and 130 MB/s write speed (UHS-I U3)

Video class V30 (4K Video)

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Reference: Q20260108

Date: 09 January 2026

CCTV ADDITIONS – EDGE RECORDING QUOTATION – CONFIDENTIAL

INSTALLATION COST

Supply/Install Price	£6,832.00 Ex VAT
VAT @20%	£1,366.40
Total	£8,198.40 Inc VAT
<small>(Includes installation during service, configuration of camera and video server)</small>	

The above quotation is valid for 30 days only and is subject to our standard terms & conditions along with terms of payment on the reverse of our quotation. We have not included for any builders discount, retention or builders works.
 Working hours quoted for are between 8:30am - 5.30 pm Mon-Fri.
 Please note that the system installation maybe dependent on BT / your IP address and internal networks, along with information given to us at the time of receipt of your order. Any external costs are not included within this quotation.

For and On Behalf of Smart Integrated Solutions Ltd  Date 09/01/2026.

CUSTOMER ACCEPTANCE / ORDER

We accept your quotation ref 20260108 subject to the Smart Integrated Solutions Ltd Terms and Conditions of Sale and attach a 50% deposit with this acceptance document.

You are now authorized to proceed with the installation at the total cost of: £..... Excluding VAT
IMPORTANT - This quotation covers the outright sale of all equipment from the Company to the Subscriber once full payment has been received.

Statement of Consent - Smart Integrated Solutions Limited takes your privacy seriously and will only use your personal information to administer your account with us and to provide you the products and services you have requested from us.
 If you have a product and or service supplied (including application for a maintenance and monitoring contract) to you from us, we will have to contact you to agree appointment dates for installation, call-outs and preventative maintenance visits. If you consent to us contacting you for the purposes detailed above please indicate:

Post Email Telephone Text Message
 From time to time it may be necessary for us to share your information, in part or in full, with manufacturers and suppliers for the purposes of technical support. Please tick the box below that indicates your preference:

- I give consent for my personal information to be shared for the purposes of technical support.
- I **DO NOT** give consent for my personal information to be shared for the purposes of technical support.

Signed Date

Print Name

Full Name and Address : **Melksham Town Council, The Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES**
 For Invoicing (if different) :
 Order Number if applicable :

PLEASE NOTE: The acceptance must be signed by a
 (a) Director, Company Secretary or other authorized person in the case of a Limited Company.
 (b) A Partner or the Proprietor in every other case or
 (c) By the owner of the property into which the system is to be installed or the leaseholder or the official tenant in the case of a domestic installation.

**UPGRADE OF CORE CENTRAL
INFRASTRUCTURE NETWORK**

CLIENT Melksham Town Council

10 Link Sets**Pico Outdoor 60GHz 27.7dBi WiFi Point-to-Multi-Point Intelligent Wireless IP Link**

The Pico Outdoor 60GHz 27.7dBi WiFi Point-to-Multi-Point Link is a lightweight, compact 60 GHz PtMP station powered by Wave Technology.

Constructed from UV stabilised polycarbonate, both the enclosure and mount are built to withstand harsh environmental conditions, making the Wave-Pico ideal for deployment in diverse settings. Its IPX6 weatherproof rating ensures reliable operation even in challenging weather conditions

The Pico harnesses advanced RF technology to deliver high-speed, secure, and reliable wireless connectivity.

Operating in the 57-71 GHz frequency range, with a channel bandwidth of 2160, 1080 MHz, and support for modulation schemes such as 16QAM and QPSK, it ensures exceptional signal strength and coverage.

With an antenna gain of 27.7 dBi and vertically linear polarisation, the Wave-Pico offers precise targeting and reduced interference, making it ideal for point-to-multi-point deployments.

Moreover, its backup RF capabilities supporting WiFi 6 (802.11ax) standard ensure seamless connectivity and redundancy, enhancing network resilience and performance in dynamic outdoor environments.

Max. throughput: 2 Gbps (1 Gbps duplex).

5 GHz weatherproof backup radio (Max. throughput: 800 Mbps).

One (1) GbE RJ45 port.

Includes 48V DC 0.5A Gigabit PoE adapter.

Integrated Bluetooth.

Dimensions \varnothing 152.1 x 55.8 mm (\varnothing 6 x 2.2 in.)

Weight Without mount: 347 g (12.2 oz.) / With mount: 409 g (14.4 oz.)

TO REPLACE AND UPGRADE THE CORE TOWN CENTRE CCTV NETWORK

INFRASTRUCTURE - Thereby utilising licenced links away from public licence free 5Ghz transmission.





Reference: Q20260109

Date: 09 January 2026

CCTV WIRELESS BACKBONE UPGRADE - QUOTATION - CONFIDENTIAL

INSTALLATION COST

Table with 2 columns: Description and Amount. Rows include Installation & Commissioning (£9,791.80 Ex VAT), VAT @20% (£1,958.36), and Total (£11,750.16 Inc VAT). Includes a note: (Does not include any annual Costs, these will be invoiced separately)

The above quotation is valid for 30 days only and is subject to our standard terms & conditions along with terms of payment on the reverse of our quotation. We have not included for any builders discount, retention or builders works. Working hours quoted for are between 8:30am - 5.30 pm Mon-Fri. Please note that the system installation maybe dependent on BT / your IP address and internal networks, along with information given to us at the time of receipt of your order. Any external costs are not included within this quotation.

For and On Behalf of Smart Integrated Solutions Ltd Date 09/01/2026.

CUSTOMER ACCEPTANCE / ORDER

We accept your quotation ref 20260109 subject to the Smart Integrated Solutions Ltd Terms and Conditions of Sale and attach a 50% deposit with this acceptance document.

You are now authorized to proceed with the installation at the total cost of: £..... Excluding VAT
IMPORTANT - This quotation covers the outright sale of all equipment from the Company to the Subscriber once full payment has been received.

Statement of Consent - Smart Integrated Solutions Limited takes your privacy seriously and will only use your personal information to administer your account with us and to provide you the products and services you have requested from us. If you have a product and or service supplied (including application for a maintenance and monitoring contract) to you from us, we will have to contact you to agree appointment dates for installation, call-outs and preventative maintenance visits. If you consent to us contacting you for the purposes detailed above please indicate:

Post [] Email [] Telephone [] Text Message []
From time to time it may be necessary for us to share your information, in part or in full, with manufacturers and suppliers for the purposes of technical support. Please tick the box below that indicates your preference:

- [] I give consent for my personal information to be shared for the purposes of technical support.
[] I DO NOT give consent for my personal information to be shared for the purposes of technical support.

Signed Date

Print Name

Full Name and Address : Melksham Town Council, The Town Hall, Market Place, Melksham, Wiltshire, SN12 6ES
For Invoicing (if different) :
Order Number if applicable :

PLEASE NOTE: The acceptance must be signed by a
(a) Director, Company Secretary or other authorized person in the case of a Limited Company.
(b) A Partner or the Proprietor in every other case or
(c) By the owner of the property into which the system is to be installed or the leaseholder or the official tenant in the case of a domestic installation.



Melksham Town Council Communication Policy

Date Adopted: 24th November 2025

Date Due For Review: November 2027



COMMUNICATION POLICY

Introduction

The purpose of this policy is to define roles and responsibilities within Melksham Town Council (hereinafter “the Council”) and give guidelines on external communications, contact with the media and effective use of social media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise and indicates how any risks or pitfalls can be minimised or mitigated.

This policy relates to all communications issued by the Council. It is not designed to mandate any communications issued by elected members in their own name. Members should be aware that they are not able to speak on behalf of the Council without a specific mandate by resolution of the Full Council.

Responsibilities

Only the CEO, the Communications Officer and the Town Mayor are permitted to speak on behalf of the Council to the press.

Additionally, individual members of Council may speak to the press relating to motions or actions they have been directly involved in as a Town Councillor. Such members are reminded that when representing the Council, they should always be supportive of the Town Council’s adopted policies/decisions.

This by no means stops councillors from speaking to the press in their own name but they must make it clear that they are not representing the Council when doing so.

Key Aims

The Council is accountable to the local community for its actions; this accountability can be managed, in part, through effective two-way communications. The media is crucially important in conveying information to the community and, as such, the Council must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by the Council, and to explain the reasons for particular policies and priorities.

It is important that the media has access to the Council and to background information to assist them in giving accurate accounts to the public. To balance this, the Council reserves the right to defend itself from any unfounded criticism and will ensure that the public is properly informed of all the relevant facts.

The Council acknowledges social media as a useful communication tool. However, clear guidelines are needed for the use of social media to ensure they are used effectively as part of a wider communications mix and that its use does not expose the Council to security risks, reputational damage or breach of the Data Protection Act.

The Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

The Town Council's Standing Orders and The Openness of Local Government Bodies Regulations 2014 should be adhered to.

External Communications and Working with the Media

Authorised Officers and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents, exempt minutes, reports, papers and private correspondence should not be disclosed to the media. If such disclosures do occur, an investigation will take place to establish who was responsible, with appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

There are a number of personal privacy issues for the Council that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), and disciplinary procedures and long-term sickness absences that are affecting service provision. In all these, and similar situations, advice must be taken from the CEO or in their absence, their designated deputy before any response is made to the media.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents; such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. Such correspondence would usually come from the CEO, or in their absence their designated deputy, or the

Town Mayor/Deputy Mayor. However, all such correspondence should be approved by the CEO or their designated deputy before being released.

Confidential Information

Councillors and officers must not disclose information that is of a confidential nature. This includes any discussion with the press on any matter which has been discussed under confidential items on Council or committee agendas or at any other private briefing.

A councillor should always act with integrity when representing or acting on behalf of Melksham Town Council. When speaking or providing written material to the press and media, members should make clear the capacity in which they are providing the information. For example: - as Mayor, as chairman of a committee, as an individual (i.e. letter to press for publication) or as spokesperson.

Never use the prefix “councillor” when writing to the press as an individual. This implies you are stating Council policy. A copy of any written material sent to the press and media by a member, as representing the Council, must be forwarded to the CEO.

Take particular care if the press or media approach you for comment on a controversial subject, and do not be led into stating something you did not really mean to say. If unsure about any policy, simply state “no comment” and ask the press to contact the Council offices.

Councillors should be aware that case law states that the role of councillor overrides the rights to act as an individual. This means that councillors should be careful about expressing individual views to the press or media, whether or not they relate to matters of Council business.

Councillors also have an obligation to respect Council policy once made and whilst it may be legitimate for a councillor to make clear that he or she disagreed with a policy and voted against it (if this took place in an open session), they should not seek to undermine a decision through the press. A councillor should not raise matters relating to the conduct or capability of an officer at meetings held in public or before the press.

Attendance of Media at Council Meetings

The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media upon request.

The media are encouraged to attend Council meetings - seating and workspace will be made available.

Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of all staff and Members to look for opportunities where the issuing of a press release may be beneficial.

The Communications Officer should prepare all press releases, however as per above, input is welcomed from all staff and members, in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

Notices of Meetings

The Council noticeboards, website and its social media accounts will be used to convey information on matters of interest such as, advertising meeting notices, events, latest news and general public information. They will be updated regularly by officers.

Social Media

For the purposes of this policy, the term 'social media' covers websites and applications that enable users to create and share content or to participate in social networking.

The following risks have been identified with social media use (this is not an exhaustive list):

- Virus or other malware infection from an infected site.
- Disclosure of confidential information.
- Damage to the Council's reputation.
- Social engineering attacks (also known as phishing).
- Bullying or witch-hunting.
- Civil or criminal action relating to breaches of legislation.

- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

Social media sites will be monitored to mitigate these risks to ensure:

- A consistent and corporate approach is adopted and maintained in the use of social media.
- Council information remains secure and is not compromised through the use of social media.
- Users operate within existing policies, guidelines and existing legislation.
- The Council's reputation is not damaged or adversely affected.

Users must ensure that they use social media sensibly and responsibly, in line with this guidance. Social media sites are in the public domain and officers must ensure the reliability and be confident of the nature of the information published. Once published, content is almost impossible to control and may be manipulated without consent, used in different contexts or further distributed.

From time to time, the Council may have to respond to negative issues and may become involved in drawn out conversations on social media. Members and Officers must alert the Town Clerk or, in their absence, their designated deputy as soon as practicable, so that the situation can be managed effectively and efficiently to minimise negative publicity.

Council social media must not be used for party political purposes or specific party political campaigning. Officers must not seek to promote councillors' social media accounts.

Urgent Situations

In the case of an urgent letter or press release being required in advance of a Council or

Committee meeting, this may be issued by the Town Clerk or, in their absence, their designated deputy, with the agreement of the Town Mayor, or relevant Committee Chair following circulation of a draft version to other Members for comment.

In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:

- a) the Deputy Town Mayor of the Council may act in the absence of the Town Mayor;
- b) the Vice Chair of a Committee may act in the absence of the Chair;
- c) the Town Clerk or, in their absence, their designated deputy may act in the absence of the Town Mayor or Deputy Town Mayor of The Council.

Staged move to New Storage Location

Introduction

This document sets out the stages of a move from Bowerhill to the Blue Pool by the Grounds Team and the steps to be taken for a smooth transition. The time scales while not yet all confirmed should be followed where possible to ensure compliance with Health and Safety regulations and to ensure staff fully understand their roles and responsibilities. The whole site needs clearing of weeds and shrubbery before permanent access takes place and time scales may mean that MTC staff are used and additional skip hire put in place.

Preparation of Blue Pool

1. Access to site

- a. While current gate access is provided, it is not an ideal access point for vehicles as an established footpath exists there in regular daily use by members of the public. Using this access point short term and as an emergency access egress point is acceptable with Stewards clearing the route in front of a vehicle.
- b. A **NEW** access point is required for regular vehicle movement and the rear wall of the site leading onto the Wiltshire Council Car Park access road is deemed the best location for this.

A section of the wall will need to be removed for this purpose, and a set of wooden double gates will be installed to maintain the security of the site. This should be done as quickly as possible, as contractors may need time to install this, and the gates will need to be ordered, which may take weeks rather than days. It is recommended that this new gate be located between points C & D as shown on the attached floor plan.

Gates will need to open inwards into the yard, as there is regular vehicle movement on the outside of the wall, which may lead to future issues. The gates should be of solid material to prevent viewing of the yard from outside, and wooden gates should provide the best option.

An electric gate may also be the best option at this time to cut down on staff time and to allow for remote operation when Ground staff may not be on site. Such as contractors attending the site, visitor parking, etc.

The Council will apply for retrospective planning permission.

COST £10,1025 3 Quotes have been requested, 2 received.

- c. The council has ordered 3 electric vehicles, and these will require charging points. Fast chargers are the preferred option and can be fitted to the outside wall of the main pool area, utilising existing electricity supplies in the building.

Melksham Town Council has sought three quotes from local suppliers, and installation can be completed within the next two weeks. The Council will also apply for the Government grant scheme to support this work.

CONTRACTOR COST £5125.00

- d. Storage will be required on site as the Blue Pool Building offers limited storage space and the building remains in an unsafe condition. To overcome this it is recommended that 2 shipping containers are purchased to meet the needs of the Grounds Team equipment

Staged move to New Storage Location

- e. storage. Such units offer secure storage and are weather proof, with additional security be provided by a surrounding wall and CCTV cameras.

The units could be 20 or 30-foot containers, with the later allowing for future growth. Shelving and fittings would be required in each and this can be mostly utilised from the shelving and storage units already in place at Bowerhill. Some additional shelving can be obtained fairly cheaply as second-hand or constructed by Ground Staff to meet their needs.

Electricity will be required in each container to provide lighting but this should not delay the use of the containers as temporary lighting will meet the needs of staff in the short term. The power is easily run in armoured cable from the main building to each of the units.

The Ground Staff will not require an office or welfare facilities immediately as they will have access to the Town Council Offices and the Assembly Rooms, making for a smooth transition. If this is thought necessary in the future, then an 'Office/Welfare' container might be purchased to go in the yard.

Cost £1500 + VAT per unit 2 required £3,000 + VAT

2. Draw Down of Bowerhill

- a. All equipment currently contained at Bowerhill is movable without specialist equipment and could fall to the Ground Staff to do once Blue Pool is ready. However, it may be prudent to hire a removal company for the day just to move office equipment and other such items, which would then allow the Grounds Team to continue everyday activities around the town.
- b. Some work has been carried out at Bowerhill over the years, funded by the Town Council. These include installing a mezzanine floor and a roller security door. The landlord has confirmed they do not require us to remove the works completed.
- c. There is a very tall set of shelving that will not fit into the shipping containers and cannot be cut down, as this would jeopardise the integrity of the whole unit. It should be sold off or agree to be left with the landlord for a future hirer, as this would reduce the cost to the council in disposing of the unit.
- d. The Landlord has requested a 3-month notice period.

3. Future Developments

The council has yet to confirm its intention for the site, but the ideas already put forward can be implemented in a 'piecemeal' way to reduce the financial risk to the council. If reports are accepted, then a Financial Milestone budget can be created for Councillors to agree on the way forward and progress in a way to meet the needs and current resources of the council.

Allocated budget 2026 – 2027 Bowerhill £25,048

Relocation costs £ 18,250

Budget Reduction £6,798 first year

Justification.

Current equipment is not fit for purpose. Laptops are out of date and slow to respond leading to a reduction in productivity and potential security issues. A previous resolution of Melksham Town Council for upgrading of IT equipment has not been followed through.

Requirements

- Biometric sign-in enhances security and integrates seamlessly with upcoming passcode-based sign-ins, reducing reliance on passwords.
- A 16-inch display provides a larger and more accessible workspace, which benefits users with impaired eyesight.
- Tent and touch capabilities support performance devices, offering valuable functionality for frequent presentations to partners and increased mobility.
- Copilot+ capability delivers advanced AI features, such as recall—the ability to efficiently search recent work.

Base Machines

- Significant improvements in capability now allow machines to handle Copilot+ functions.

Local Storage

- Local storage is not ideal for work, but the council still uses some legacy apps. You can sync SharePoint cloud storage locally so old apps access files stored in the cloud. Therefore, I recommend 1TB of storage.

For staff requiring a higher performance machine:

Dell 16 Plus 2-in-1 Laptop

[Dell 16 Plus, 2-in-1 AI Laptop with 16-Inch Touchscreen | Dell UK](#)

32 GB LPDDR5X-8533 MT/s

16" Touch HDR600 screen

1TB SSD storage

Intel core Ultra 7 256V (47 TOPS NPU, 8 cores, up to 4.8 GHz)

Win 11 Pro, Copilot+

Ports: USB-C 3.2 Gen2, 2× USB-A 3.2 Gen1, HDMI 1.4, SD slot, headset jack.

For general staff:

Dell 16 inch Laptop with AMD Ryzen 7

[Dell 16 inch Laptop with AMD Ryzen 5 | Dell UK](#)

16" screen

32 GB DDR5-5600, 1 x 32 GB, 5600 MT/s

AMD Ryzen™ 7 350 Processor (50 TOPS NPU, 8 cores, up to 5.1Ghz)

1 TB SSD

Win 11 Home, Copilot+

Ports: TB4, USB-C 3.2 Gen2, USB-A, HDMI 2.1, audio jack.

+ Win 11 Pro subscriptions

Pricing

Laptop	Quantity	Price per unit exc VAT	Total
Dell 16 Plus 2-in-1	5	£1190.83	£5954.15
Dell 16 AMD Ryzen 7	6	£665.83	£3995
Windows 11 Pro	6	£20	£120
Total			£10069.15

Date 02/03/2026

Melksham Town Council Current Year

Page: 358

Time 11:54

Cashbook 1

User: DAVID

Unity Bank - Main Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		163,897.24					163,897.24	
060126	Banked 06/01/2026	29.84						
21006402L	HMCTS/Centralised	29.84			1020	110	29.84	21006402L COMP
Banked 28/01/2026		80,000.00						
Transfer	Unity - Instant Savings A/c	80,000.00			205		80,000.00	From Savings to Current
00050(B)	Banked 31/01/2026	1,049.35						
00050(B)	Car Club	7.80		1.30	1001	520	6.50	Car Club
00050(B)	Age UK Disco	244.00		40.67	1001	520	203.33	Age UK Disco
00050(B)	Car Club	10.95		1.82	1001	520	9.13	Car Club
00050(B)	Car Club	1.60		0.27	1001	520	1.33	Car Club
00050(B)	Rock & Roll	541.10		90.18	1001	520	450.92	Rock & Roll
00050(B)	Car Club	13.50		2.25	1001	520	11.25	Car Club
00050(B)	Quiz + Car Club	21.20		3.53	1001	520	17.67	Quiz + Car Club
00050(B)	Forbidden Nights	209.20		34.87	1001	520	174.33	Forbidden Nights
000101	Banked 31/01/2026	72.50						
000101	Forbidden Nights	28.50		4.75	1173	510	23.75	Forbidden Nights
000101	We 3 Kings	44.00		7.33	565		36.67	We 3 Kings
000101	Banked 31/01/2026	190.00						
	Sales Recpts Page 455	190.00	190.00		101			Sales Recpts Page 455
Banked 31/01/2026		842.40						
DOJO001	Credit/Debit Card Control Acco	842.40			213		842.40	Payment Sense
Banked 31/01/2026		250.55						
DOJO002	Credit/Debit Card Control Acco	250.55			213		250.55	Payment Sense
Banked 31/01/2026		1,831.00						
DOJO003	Credit/Debit Card Control Acco	1,831.00			213		1,831.00	Payment Sense
SL Jan26	Banked 31/01/2026	5,129.80						
	Sales Recpts Page 457	5,129.80	702.00		101			Sales Recpts Page 457
			4,427.80		103			Sales Recpts Page 457
Total Receipts for Month		89,395.44	5,319.80	186.97			83,888.67	
Cashbook Totals		253,292.68	5,319.80	186.97			247,785.91	

Continued on Page 359

Date 02/03/2026

Melksham Town Council Current Year

Page: 359

Time 11:54

Cashbook 1

User: DAVID

Unity Bank - Main Account

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/01/2026	BT Group plc	GP01204358	87.14	87.14		501			Wifi - KGV
02/01/2026	Water2business	1048605811	474.11	474.11		501			Water - Methuen Allot
02/01/2026	Water2business	1048605808	115.13	115.13		501			Water - Awdry Allot
02/01/2026	Water2business	1048605807	81.89	81.89		501			Water - Addison Allot
02/01/2026	Water2business	1048605809	357.31	357.31		501			Water - Southbrook Allot
02/01/2026	Water2business	1048605804	27.50	27.50		501			Water - Bowerhill
02/01/2026	Water2business	1048605803	1,361.44	1,361.44		501			Water - Pavilion
02/01/2026	Water2business	1048605805	120.46	120.46		501			Water - Market PI Toilets
02/01/2026	Virgin Media	7677835010	68.40	68.40		501			Wifi - TH/AH
02/01/2026	TV Licence DDA	3583662556	174.50			4108	101	174.50	TV Licence
02/01/2026	Water2Business	70441209	721.00			4103	221	721.00	Water - Splashpad
05/01/2026	Castle Water Ltd	103672	1,735.11	1,735.11		501			2025 late payment fees
05/01/2026	British Gas	6024527631	1,808.13	1,808.13		501			Electricity - Pavilion
05/01/2026	Redhorn Holdings Ltd	UNIT 3 VEN	1,400.00	1,400.00		501			Rent - Bowerhill
06/01/2026	Water Plus	7003614198	39.08	39.08		501			Water - Milton Rd Allot
09/01/2026	Enterprise Flex-E-Rent	MEL006	787.38	787.38		501			Purchase Ledger DDR Payment
13/01/2026	British Gas	6037084822	91.12	91.12		501			Electricity - Market PI Toilet
14/01/2026	Office Evolution Ltd	0HMQYNQA2	376.78	376.78		501			Photocopying - Meter
14/01/2026	Wilts Pension Fund	DD	9,619.70			516		9,619.70	Pensions
15/01/2026	West Mercia Energy	S08886	237.62	237.62		501			Electricity - Bath Rd Toilets
15/01/2026	Wiltshire Council	DD	1,060.00			4102	201	1,060.00	NDRates TH
15/01/2026	Wiltshire Council	133815007	861.00			4102	215	861.00	NDR Bowerhill
15/01/2026	Wiltshire Council	400444123	536.00			4102	501	536.00	NDR AH
16/01/2026	Tolchards Ltd	4MELKASS T	2,403.79	2,403.79		501			Bar Stock - AH
16/01/2026	British Gas	6037120982	33.43	33.43		501			Electricity - Roundhouse
16/01/2026	Fuel Genie	6356295004	182.29	182.29		501			Fuel - Vehicles
16/01/2026	Lloyds Bank	CC S 12-25	799.46		133.25	4042	101	50.60	Amazon - tableclothes
						4040	101	332.50	Amazon - TV Screen
						4040	101	70.82	Amazon - TV Stand
						4093	303	9.99	Amazon - Counter
						4304	302	0.83	The Works - Grotto
						4024	101	12.42	Buyology - Cable Ties
						4042	101	51.31	Adobe
						4333	302	8.29	Amazon - Carols Round the Tree
						4333	302	28.17	Lidl - Alc Free Wine Carols
						4151	202	7.66	Screwfix - Van Straps
						4151	202	24.99	Screwfix - Bar Clamps
						4042	101	41.24	Microsoft - Copilot
						4151	202	18.32	Screwfix - Metal Paint
						4151	202	9.07	Screwfix - Padlock/Silicone
16/01/2026	Lloyds Bank	CC E 12-25	108.96			4909	501	70.00	Wilts Council Premises Annual
						4909	501	23.00	Wilts Council DPS for AH
						4028	101	6.96	Melksham Card & News -

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Melksham Town Council Current Year

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Cashbook 1

User: DAVID

Unity Bank - Main Account

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									Stamps
16/01/2026	Lloyds Bank	CC Z 12-25	160.93			4017	110	9.00	Lloyds Bank Charges
						4304	302	75.00	The Works - Grotto Books
						4016	101	19.85	Sainsbury's - Milk, etc.
						4960	501	50.00	Amazon - AH vouchers
						4333	302	1.10	Sainsbury's - Carols
						4333	302	1.79	Lidl - Carols
						4333	302	13.19	Lidl - Carols
16/01/2026	Daisy Communications	34739	53.38	53.38		501			14236589/708/Daisy Communicati
20/01/2026	Mainstream Digital	MEL004DD	285.36	285.36		501			Phones - TH/AH
20/01/2026	British Gas	6029455472	591.58	591.58		501			Gas - TH
20/01/2026	British Gas	6029460302	15.49	15.49		501			Gas - AH
20/01/2026	Wiltshire Council contra	JAN26SALS	29,141.80			520		29,141.80	Salaries Jan26
21/01/2026	British Gas	6024527671	1,956.88	1,956.88		501			Electricity - AH
21/01/2026	DojoUK	GB4189140	57.13		9.52	4015	110	47.61	Dojo Card Machine Fees
21/01/2026	Dojo UK	GB04189106	65.53		10.92	4015	110	54.61	Dojo Card Machine Fees
21/01/2026	Hutchison 3G Three	1145410991	156.00	156.00		501			HG3-210126/722/Hutchison 3G Th
22/01/2026	NPower (Yorkshire) Ltd	A001066809	669.23	669.23		501			Electricity - Blue Pool
22/01/2026	Wiltshire Council contra	HMRCDEC25	10,040.55			515		10,040.55	PAYE Dec25
23/01/2026	British Gas	6024527640	144.01	144.01		501			Electricity - Bowerhill
23/01/2026	British Gas	6037114332	148.23	148.23		501			Electricity - Market Supply
23/01/2026	Dojo UK	GB04209072	60.66		10.11	4015	110	50.55	Dojo Card Machine Fees
23/01/2026	Wiltshire Council contra	PAYADV	2,530.00			520		2,530.00	Pay 'advance' KH - Feb payroll
26/01/2026	British Gas	6024527651	476.19	476.19		501			Electricity - TH
26/01/2026	British Gas	602452-DUP	476.19	476.19		501			Electricity - TH
26/01/2026	British Gas	60245-DUP1	-476.19	-476.19		501			Duplicate added in error
26/01/2026	Solridout Construction Ltd	INV002349	6,539.00	6,539.00		501			Purchase Ledger
27/01/2026	Total Energies Gas & Power	1274787	74.61	74.61		501			Standing charges only
28/01/2026	Comax UK Ltd	401744828	199.03	199.03		501			Cleaning materials
28/01/2026	Dave Phillips Music	228438103	5,187.60	5,187.60		501			DSUK 12/12/25
28/01/2026	Neil Sands Productions	75666098	2,498.10	2,498.10		501			Christmas Memories
28/01/2026	Paul Seemayer	119871228	310.00	310.00		501			Lighting Neil Sands Xmas 16-12
28/01/2026	Mr. Steve HOLDER	494000493	400.00	400.00		501			Sound system + engineer
28/01/2026	Wired Publishing	164335862	96.00	96.00		501			West Wilts Quarter page advert
28/01/2026	Alpha Rod Ltd	67700226	168.00	168.00		501			Unblock urinals
28/01/2026	Ask Agency Group Ltd	966295457	78.00	78.00		501			Postcards from Heaven
28/01/2026	CHRGs Ltd	583137641	2,791.55	2,791.55		501			Strategic Planning Day+Report
28/01/2026	Curtis Cleaning	584897627	2,417.20	2,417.20		501			Cleaning Contract - Toilets
28/01/2026	HSL Compliance Ltd	893230380	569.99	569.99		501			Qtly water testing
28/01/2026	Melksham Recycling & Skips Ltd	862133240	72.00	72.00		501			Bins Xmas Lights
28/01/2026	Planet Leasing Ltd	960232590	300.00	300.00		501			Arrangement fee AMP EV

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Melksham Town Council Current Year

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Cashbook 1

User: DAVID

Unity Bank - Main Account

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/01/2026	Professor Twist (t/a) JohnHunt	31133307	130.00	130.00		501			Entertain balloons+magic
28/01/2026	Worknest Ltd	23582345	1,176.00	1,176.00		501			Specialist Report KH
28/01/2026	Glasdon UK Ltd	151552298	758.12	758.12		501			Lowther Seat
28/01/2026	IDverde Limited	182186073	2,583.37	2,583.37		501			Toilet cleaning
28/01/2026	Light Fantastic	448414126	540.00	540.00		501			LED lighting TH clockface
28/01/2026	Microshade VSM	675741292	427.68	427.68		501			Hosted App Server Dec 25
28/01/2026	Prosec Consultancy Ltd	117421404	3,803.40	3,803.40		501			Security 12-12-25
28/01/2026	Stannah Lift Services Ltd	618070581	596.56	596.56		501			Lift service qtr to 16/3/26
28/01/2026	T H White Installation Ltd	90483618	2,691.55	2,691.55		501			Ajax grade 2 alarm system
28/01/2026	Travis Perkins Trading Company	534037638	32.49	32.49		501			Lock cylinder
28/01/2026	Wiltshire Publications Ltd	908354869	1,419.84	1,419.84		501			MIN Qtr page
28/01/2026	Boels Rental Ltd	871772988	162.00	162.00		501			65 x Barriers Chapter8
28/01/2026	Rock Choir	321500681	100.00	100.00		501			Rock Choir performance Xmas
28/01/2026	Exponential-E Ltd	806698038	113.02	113.02		501			Cloud monitor + backup
28/01/2026	Handy Compact Tractors & Machi	43857265	1,249.20	1,249.20		501			Xmas tree stand
28/01/2026	J. H. Jones & Sons	82285322	3,931.20	3,931.20		501			Grasscut WstMidland RB 2xNov
28/01/2026	Lazerlight Roadshow	951990229	550.00	550.00		501			Background music 6-12-25
28/01/2026	Melksham Lions Club	116962398	39.20	39.20		501			Insurance Lions Sleigh 6/12
28/01/2026	Shiners Commercial Ltd	77942826	515.28	515.28		501			Windows+BusStops clean
28/01/2026	Splash Pads Enterprises Ltd	570442817	2,791.77	2,791.77		501			Splashpad - Credit
28/01/2026	Tudor Environmental	455349067	31.54	31.54		501			Tree watering bag
28/01/2026	Your Wiltshire	173370422	40.00	40.00		501			Qtr page Ad Dec25
28/01/2026	TJ Van Hire (W&C Inventories t	709071915	2,679.87	2,679.87		501			Van rentals 14/11-31/12 + Dec
28/01/2026	Grants x5	GRANTS	4,559.98			4301	151	1,000.00	Wilts Digital Drive
						4301	151	1,000.00	Friends Gifford Surgery
						4301	151	1,000.00	Celebrating Age Wilts
						4301	151	559.98	Melksham Lions
						4301	151	1,000.00	Mleksham Foodbank
28/01/2026	Wiltshire Council	DD	1,107.41			4102	222	1,107.41	52400487994
30/01/2026	Greentech Ltd	426614587	1,039.61	1,039.61		501			Airpipe with level + end stop
30/01/2026	Avon Printing Services	669774508	150.00	150.00		501			Neighbourhood Plan A4 booklets
30/01/2026	Hills Waste	M43560A	655.16	655.16		501			P1006802/721/Hills Waste
30/01/2026	NPower (Yorkshire) Ltd	A001066809	112.37	112.37		501			correct adjustment inv/statmnt
30/01/2026	Unity Trust Bank	BACS CHARG	28.06			4017	101	28.06	Unity Bacs Charge
30/01/2026	Zen International Ltd	17735838	28.80	28.80		501			23/01-22/2/26 wifi01225-703366
30/01/2026	British Gas	110722000	1,916.97	1,916.97		501			Electricity - Pavilion
30/01/2026	Fenland Leisure Products Ltd	ProFm74979	1,411.20	1,411.20		501			P/Ledger Electronic

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Melksham Town Council Current Year

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Cashbook 1

User: DAVID

Unity Bank - Main Account

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/01/2026	Unity Trust Bank	SERV CHARG	24.45			4017	101	24.45	Payment Bank Account Service Charge
Total Payments for Month			131,318.86	69,661.74	163.80			61,493.32	
Balance Carried Fwd			121,973.82						
Cashbook Totals			253,292.68	69,661.74	163.80			183,467.14	

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Cashbook 12

User: DAVID

Unity - Instant Savings A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		1,008,619.63					1,008,619.63	
	Banked	0.00						
			0.00					0.00
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>1,008,619.63</u>	<u>0.00</u>	<u>0.00</u>			<u>1,008,619.63</u>	

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Melksham Town Council Current Year

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Cashbook 12

User: DAVID

Unity - Instant Savings A/c

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/01/2026	Unity Bank - Main Account	Transfer	80,000.00				203	80,000.00	From Savings to Current
Total Payments for Month			80,000.00	0.00	0.00			80,000.00	
Balance Carried Fwd			928,619.63						
Cashbook Totals			<u>1,008,619.63</u>	0.00	0.00			<u>1,008,619.63</u>	

Date 02/03/2026

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Cashbook 10

User: DAVID

CCLA: Investment

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		733,235.14					733,235.14	
Jan26	Banked 05/01/2026	2,431.92						
Jan26	CCLA	2,431.92			1026	110	2,431.92	CCLA interest received Jan 26
Total Receipts for Month		2,431.92	0.00	0.00			2,431.92	
Cashbook Totals		<u>735,667.06</u>	<u>0.00</u>	<u>0.00</u>			<u>735,667.06</u>	

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Melksham Town Council Current Year

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Cashbook 10

User: DAVID

CCLA: Investment

For Month No: 10

Payments for Month 10

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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0.00

Total Payments for Month			0.00	0.00	0.00			0.00	
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Balance Carried Fwd			735,667.06						
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Cashbook Totals			735,667.06	0.00	0.00			735,667.06	
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Detailed Income & Expenditure by Budget Heading 31/01/26

Month No: 10

Cost Centre Report

	Actual Current Mth	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	22,326	204,513	384,500	179,987		179,987	53.2%	
4001 Salaries - Ers NIC	2,786	10,864	0	(10,864)		(10,864)	0.0%	
4002 Salaries - Pension	4,234	16,825	0	(16,825)		(16,825)	0.0%	
4004 Last year's Gross+Er NIC+LGPS	10,940	10,940	0	(10,940)		(10,940)	0.0%	
4005 Temporary Staff	0	79,427	3,000	(76,427)		(76,427)	2647.6%	
4015 Bank charges - Cards	0	862	0	(862)		(862)	0.0%	
4016 Sundry Office Expenses	20	317	1,200	883	185	698	41.8%	
4017 Bank charges	53	53	0	(53)		(53)	0.0%	
4021 Stationery	0	487	1,000	513		513	48.7%	
4023 Advertising	0	317	3,000	2,684		2,684	10.6%	
4024 Equipment/furniture	12	246	500	254		254	49.1%	
4026 Photocopier/copying	441	1,384	1,100	(284)		(284)	125.9%	
4027 Telephones and Mobiles	394	3,880	3,600	(280)		(280)	107.8%	
4028 Postage	7	7	600	593		593	1.2%	
4029 Subscriptions & Memberships	0	2,360	3,200	840		840	73.8%	
4040 Information Technology/Hardware	468	3,721	5,000	1,279		1,279	74.4%	
4042 Licences/Software	572	14,392	24,000	9,608	7	9,601	60.0%	
4058 Insurance	(686)	49,743	39,000	(10,743)		(10,743)	127.5%	
4061 Travel & Accommodation	0	557	3,000	2,443		2,443	18.6%	
4075 Training	246	4,309	3,000	(1,309)		(1,309)	143.6%	
4108 Service Contracts	175	233	0	(233)		(233)	0.0%	
4922 DNU - Publicity & Marketing	0	(736)	0	736		736	0.0%	
Central Costs :- Indirect Expenditure	41,988	404,700	475,700	71,000	192	70,808	85.1%	0
Net Expenditure	(41,988)	(404,700)	(475,700)	(71,000)				
110 Corporate Costs								
1020 Miscellaneous Income	30	92	0	(92)			0.0%	
1026 Income Interest	2,432	36,390	25,000	(11,390)			145.6%	
Corporate Costs :- Income	2,462	36,483	25,000	(11,483)			145.9%	0
4015 Bank charges - Cards	153	3,027	0	(3,027)		(3,027)	0.0%	
4017 Bank charges	9	704	2,500	1,796		1,796	28.2%	
4043 HR consultancy	0	4,545	8,000	3,455		3,455	56.8%	
4050 Legal and Professional Fees	0	4,354	10,000	5,646		5,646	43.5%	
4057 Accountancy and Audit	0	9,929	4,000	(5,929)		(5,929)	248.2%	
4076 Health & Safety	0	555	3,500	2,945		2,945	15.9%	
4339 Corporate Day	0	2,326	0	(2,326)		(2,326)	0.0%	
Corporate Costs :- Indirect Expenditure	162	25,439	28,000	2,561	0	2,561	90.9%	0
Net Income over Expenditure	2,300	11,044	(3,000)	(14,044)				

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/01/26

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	104	(100)	0	100			0.0%	
Civic and Democratic :- Income	104	(100)	0	100				0
4030 Town Crier's expenses	0	30	300	270		270	10.0%	
4034 Councillors' training	0	676	1,500	824		824	45.1%	
4062 Election Expenses	0	18,245	20,000	1,755		1,755	91.2%	
4070 Mayor's Allowance	0	0	2,000	2,000		2,000	0.0%	
4085 Civic and Ceremonial	0	450	6,500	6,050		6,050	6.9%	
4311 Remembrance Day	0	1,231	1,500	269	74	195	87.0%	
Civic and Democratic :- Indirect Expenditure	0	20,632	31,800	11,168	74	11,093	65.1%	0
Net Income over Expenditure	104	(20,732)	(31,800)	(11,068)				
<u>151 Grants</u>								
4301 Grants	4,560	6,451	10,000	3,549		3,549	64.5%	
4303 Grant-4Youth	0	10,000	10,000	0		0	100.0%	
4310 Grant Food and River Festival	0	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	0	2,500	2,500	0		0	100.0%	
4330 Grant TIC	0	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	4,560	27,951	31,500	3,549	0	3,549	88.7%	0
Net Expenditure	(4,560)	(27,951)	(31,500)	(3,549)				
<u>152 Precept</u>								
1176 Precept Received	0	1,192,200	1,192,200	0			100.0%	
Precept :- Income	0	1,192,200	1,192,200	0			100.0%	0
Net Income	0	1,192,200	1,192,200	0				
<u>201 Town Hall</u>								
1034 Income Town Hall Bookings	0	3,320	2,000	(1,320)			166.0%	
Town Hall :- Income	0	3,320	2,000	(1,320)			166.0%	0
4076 Health & Safety	0	3,700	0	(3,700)		(3,700)	0.0%	
4100 Gas	493	1,778	7,500	5,722		5,722	23.7%	
4101 Electricity	141	3,519	6,500	2,981		2,981	54.1%	
4102 Non Domestic Rates	1,060	10,604	11,000	396		396	96.4%	
4103 Water Rates	0	1,406	2,000	594		594	70.3%	
4104 Window Cleaning	0	1,146	1,500	354		354	76.4%	
4106 Repairs and Maintenance	147	1,925	12,000	10,075	3,035	7,040	41.3%	

Detailed Income & Expenditure by Budget Heading 31/01/26

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4108 Service Contracts	98	7,607	8,500	893	158	735	91.4%	
4151 Tools and Equipment	0	45	0	(45)		(45)	0.0%	
4168 Bus Shelters Cleaning	0	219	0	(219)		(219)	0.0%	
Town Hall :- Indirect Expenditure	1,939	31,946	49,000	17,054	3,193	13,861	71.7%	0

Net Income over Expenditure **(1,939)** **(28,626)** **(47,000)** **(18,374)**

202 Asset and Amenities

1027 Income - Amenity Services	0	2,937	6,000	3,063			48.9%	
1197 Income Memorial Benches+Trees	0	808	0	(808)			0.0%	
Asset and Amenities :- Income	0	3,745	6,000	2,255			62.4%	0
4000 Salaries ENI & Pension	10,914	153,366	232,000	78,634		78,634	66.1%	
4001 Salaries - Ers NIC	1,324	5,274	0	(5,274)		(5,274)	0.0%	
4002 Salaries - Pension	2,605	10,410	0	(10,410)		(10,410)	0.0%	
4075 Training	0	508	3,000	2,492		2,492	16.9%	
4106 Repairs and Maintenance	229	4,487	0	(4,487)		(4,487)	0.0%	
4108 Service Contracts	41	41	0	(41)		(41)	0.0%	
4150 Uniform/PPE	0	398	1,000	602		602	39.8%	
4151 Tools and Equipment	95	2,424	2,000	(424)		(424)	121.2%	
4153 Vehicle Running Costs	152	2,400	6,000	3,600		3,600	40.0%	
4156 Vehicle Leasing	4,541	11,688	6,000	(5,688)		(5,688)	194.8%	
4163 DNU - Repairs and Maintenance	0	(705)	2,000	2,705		2,705	(35.2%)	
4165 Maintenance - Play Areas	0	(69)	0	69		69	0.0%	
4167 Street Furniture and Signage	295	2,517	6,000	3,483		3,483	42.0%	
4168 Bus Shelters Cleaning	0	478	1,500	1,022		1,022	31.9%	
4177 Churchyard maintenance	0	270	1,000	730		730	27.0%	
4186 Defibrillators	425	1,850	4,000	2,150		2,150	46.2%	
4197 Memorial Benches+Trees	0	632	0	(632)		(632)	0.0%	
Asset and Amenities :- Indirect Expenditure	20,622	195,968	264,500	68,532	0	68,532	74.1%	0

Net Income over Expenditure **(20,622)** **(192,223)** **(258,500)** **(66,277)**

203 Allotments

1045 Income Allotments	0	485	6,000	5,515			8.1%	
Allotments :- Income	0	485	6,000	5,515			8.1%	0
4029 Subscriptions & Memberships	70	70	0	(70)		(70)	0.0%	
4103 Water Rates	1,068	2,501	0	(2,501)		(2,501)	0.0%	
4106 Repairs and Maintenance	0	963	0	(963)		(963)	0.0%	
4200 DNU - Water Rates	0	0	1,800	1,800		1,800	0.0%	
4201 DNU - Maintenance	0	200	500	300		300	40.0%	

Detailed Income & Expenditure by Budget Heading 31/01/26

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4202 Community Allotments	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	1,138	3,734	2,800	(934)	0	(934)	133.3%	0
Net Income over Expenditure	(1,138)	(3,249)	3,200	6,449				
204 Cafe								
1046 Income - Pavilion	250	3,790	3,000	(790)			126.3%	
1090 Expenses Recovered	0	14,257	12,000	(2,257)			118.8%	
Cafe :- Income	250	18,047	15,000	(3,047)			120.3%	0
4101 Electricity	3,104	15,646	0	(15,646)		(15,646)	0.0%	
4103 Water Rates	1,361	2,455	0	(2,455)		(2,455)	0.0%	
4106 Repairs and Maintenance	0	270	0	(270)		(270)	0.0%	
4108 Service Contracts	0	670	0	(670)		(670)	0.0%	
4250 WiFi - Pavilion	0	400	1,300	900		900	30.8%	
4252 DNU - Electricity	0	0	12,000	12,000		12,000	0.0%	
4254 DNU - Water	0	0	2,500	2,500		2,500	0.0%	
4255 Fire Safety Checks	0	305	1,000	695		695	30.5%	
4256 DNU - Maintenance	0	0	2,500	2,500		2,500	0.0%	
Cafe :- Indirect Expenditure	4,466	19,747	19,300	(447)	0	(447)	102.3%	0
Net Income over Expenditure	(4,216)	(1,700)	(4,300)	(2,600)				
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
4100 Gas	15	15	0	(15)		(15)	0.0%	
4101 Electricity	178	814	1,500	686		686	54.2%	
4103 Water Rates	120	1,086	2,000	914		914	54.3%	
4106 Repairs and Maintenance	100	481	1,500	1,019		1,019	32.1%	
4180 Cleaning	1,117	6,896	7,500	604		604	91.9%	
Public Toilets - Market Place :- Indirect Expenditure	1,530	9,291	12,500	3,209	0	3,209	74.3%	0
Net Income over Expenditure	(1,530)	(4,291)	(7,500)	(3,209)				
206 Public Toilets - Bath Road								
4101 Electricity	225	1,152	1,200	48		48	96.0%	
4103 Water Rates	100	828	2,000	1,172		1,172	41.4%	
4106 Repairs and Maintenance	36	481	500	19		19	96.1%	
4180 Cleaning	867	5,395	8,000	2,605		2,605	67.4%	
Public Toilets - Bath Road :- Indirect Expenditure	1,227	7,855	11,700	3,845	0	3,845	67.1%	0
Net Expenditure	(1,227)	(7,855)	(11,700)	(3,845)				

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>207 Public Toilets - KGV</u>								
4180 Cleaning	433	1,317	0	(1,317)		(1,317)	0.0%	
Public Toilets - KGV :- Indirect Expenditure	433	1,317	0	(1,317)	0	(1,317)		0
Net Expenditure	(433)	(1,317)	0	1,317				
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	583	5,833	7,000	1,167			83.3%	
1048 Income Art House Cafe	500	5,000	6,000	1,000			83.3%	
Corporate Properties :- Income	1,083	10,833	13,000	2,167			83.3%	0
Net Income	1,083	10,833	13,000	2,167				
<u>211 Art House</u>								
4108 Service Contracts	0	0	600	600		600	0.0%	
4175 WiFi	24	188	225	37		37	83.6%	
Art House :- Indirect Expenditure	24	188	825	637	0	637	22.8%	0
Net Expenditure	(24)	(188)	(825)	(637)				
<u>212 Round House</u>								
4076 Health & Safety	0	184	0	(184)		(184)	0.0%	
4101 Electricity	63	363	400	37		37	90.9%	
4103 Water Rates	0	208	200	(8)		(8)	103.8%	
4106 Repairs and Maintenance	0	282	250	(32)		(32)	112.7%	
Round House :- Indirect Expenditure	63	1,037	850	(187)	0	(187)	122.0%	0
Net Expenditure	(63)	(1,037)	(850)	187				
<u>213 31 Market Place</u>								
4106 Repairs and Maintenance	0	7,963	30,000	22,037		22,037	26.5%	
31 Market Place :- Indirect Expenditure	0	7,963	30,000	22,037	0	22,037	26.5%	0
Net Expenditure	0	(7,963)	(30,000)	(22,037)				
<u>215 Depot</u>								
4058 Insurance	0	0	500	500		500	0.0%	
4076 Health & Safety	0	0	300	300		300	0.0%	
4101 Electricity	137	845	1,800	955		955	46.9%	
4102 Non Domestic Rates	861	6,014	5,000	(1,014)		(1,014)	120.3%	

Detailed Income & Expenditure by Budget Heading 31/01/26

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 Water Rates	28	283	300	17		17	94.3%	
4106 Repairs and Maintenance	0	767	1,000	233		233	76.7%	
4160 Leasing	1,167	11,667	15,600	3,933		3,933	74.8%	
4184 Fire security: Unit	0	456	300	(156)		(156)	152.0%	
Depot :- Indirect Expenditure	2,192	20,032	24,800	4,768	0	4,768	80.8%	0
Net Expenditure	(2,192)	(20,032)	(24,800)	(4,768)				
<u>220 Play Areas and Open Spaces</u>								
4157 Grasscutting and Ground Maint	0	18,964	32,000	13,037		13,037	59.3%	
4158 Replacement Play Equipment	0	500	64,000	63,500		63,500	0.8%	
4165 Maintenance - Play Areas	16	552	10,000	9,448		9,448	5.5%	
4169 Tree Works	440	1,066	2,000	934		934	53.3%	
4179 Tree Planting and Ecology	0	597	0	(597)		(597)	0.0%	
4193 Rospa checks: Play areas	0	1,120	1,600	480		480	70.0%	
Play Areas and Open Spaces :- Indirect Expenditure	456	22,798	109,600	86,802	0	86,802	20.8%	0
Net Expenditure	(456)	(22,798)	(109,600)	(86,802)				
<u>221 King George V Park/Splashpad</u>								
4010 Recruitment	248	248	0	(248)		(248)	0.0%	
4101 Electricity	0	1,113	5,000	3,887		3,887	22.3%	
4103 Water Rates	721	6,148	0	(6,148)		(6,148)	0.0%	
4106 Repairs and Maintenance	0	14,383	15,711	1,328		1,328	91.6%	13,711
4108 Service Contracts	850	19,280	12,000	(7,280)	158	(7,438)	162.0%	
4180 Cleaning	884	884	0	(884)		(884)	0.0%	
4199 Chemicals	0	1,227	2,000	773		773	61.4%	
4381 King George V Playing Field	3,493	3,493	0	(3,493)		(3,493)	0.0%	
4913 DNU - Water	0	0	6,000	6,000		6,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	6,195	46,777	40,711	(6,066)	158	(6,224)	115.3%	13,711
Net Expenditure	(6,195)	(46,777)	(40,711)	6,066				
6000 plus Transfers from EMR	0	13,711	0	(13,711)				
Movement to/(from) Gen Reserve	(6,195)	(33,066)	(40,711)	(7,645)				
<u>222 Blue Pool</u>								
4100 Gas	71	453	0	(453)		(453)	0.0%	
4101 Electricity	744	3,575	0	(3,575)		(3,575)	0.0%	
4102 Non Domestic Rates	1,107	26,611	0	(26,611)		(26,611)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/01/26

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4103 Water Rates	46	98	0	(98)		(98)	0.0%	
4308 CCTV	0	4,138	0	(4,138)		(4,138)	0.0%	
Blue Pool :- Indirect Expenditure	1,969	34,875	0	(34,875)	0	(34,875)		0
Net Expenditure	(1,969)	(34,875)	0	34,875				
302 Projects								
1050 Grants Received	0	32,525	0	(32,525)			0.0%	
1052 Christmas Market Stalls	0	2,557	2,500	(57)			102.3%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1089 Income-Hanging Baskets	0	(214)	0	214			0.0%	
1174 Christmas Income	0	599	0	(599)			0.0%	
1189 Proms in Park (Vendors)	0	(108)	1,000	1,108			(10.8%)	
1193 Wiltshire Town Programme Grant	0	53,816	50,000	(3,816)			107.6%	
Projects :- Income	0	89,174	58,500	(30,674)			152.4%	0
4074 Neighbourhood Plan	150	13,071	2,825	(10,246)		(10,246)	462.7%	
4078 Community Projects	156	266	2,000	1,734		1,734	13.3%	
4080 Melksham Garden Competition	0	0	350	350		350	0.0%	
4092 Park Yoga	0	0	1,400	1,400		1,400	0.0%	
4304 Christmas Lights	76	21,121	19,000	(2,121)		(2,121)	111.2%	
4313 Holiday Activities	0	2,387	0	(2,387)		(2,387)	0.0%	
4322 Age UK Project Worker	2,875	12,360	11,500	(860)		(860)	107.5%	
4329 VE Day Celebration	0	105	1,500	1,396		1,396	7.0%	
4332 Wiltshire Town Programme Exp	0	23,230	50,000	26,770		26,770	46.5%	
4333 Carols Round the Tree	53	625	1,000	375		375	62.5%	
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%	
4954 PA and Lighting Costs	0	2,002	0	(2,002)		(2,002)	0.0%	
Projects :- Indirect Expenditure	3,310	80,397	102,075	21,678	0	21,678	78.8%	0
Net Income over Expenditure	(3,310)	8,777	(43,575)	(52,352)				
303 Events								
1189 Proms in Park (Vendors)	0	755	0	(755)			0.0%	
Events :- Income	0	755	0	(755)				0
4080 Melksham Garden Competition	0	230	0	(230)		(230)	0.0%	
4093 Proms in Park	10	3,420	10,000	6,580		6,580	34.2%	
4313 Holiday Activities	0	1,574	5,000	3,426		3,426	31.5%	
4329 VE Day Celebration	0	4,428	0	(4,428)		(4,428)	0.0%	
4335 Town Events	0	0	10,000	10,000		10,000	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/01/26

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 General Events	0	0	5,000	5,000		5,000	0.0%	
4338 Christmas Elf Trail	0	5	0	(5)		(5)	0.0%	
Events :- Indirect Expenditure	10	9,658	30,000	20,342	0	20,342	32.2%	0
Net Income over Expenditure	(10)	(8,903)	(30,000)	(21,097)				
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	0	1,354	1,500	146			90.3%	
Economic Dev. and Planning :- Income	0	1,354	1,500	146			90.3%	0
4071 Town Floral Displays	0	4,957	6,500	1,543		1,543	76.3%	
4308 CCTV	0	0	8,000	8,000		8,000	0.0%	
4309 Newsletter	0	0	5,000	5,000		5,000	0.0%	
4354 Parking Scheme	161	1,261	1,000	(261)		(261)	126.1%	
4356 LHFIFG	0	10,000	5,000	(5,000)		(5,000)	200.0%	
Economic Dev. and Planning :- Indirect Expenditure	161	16,217	25,500	9,283	0	9,283	63.6%	0
Net Income over Expenditure	(161)	(14,863)	(24,000)	(9,137)				
405 Solar Farm Projects								
1182 Solar money received	0	51,629	50,000	(1,629)			103.3%	
Solar Farm Projects :- Income	0	51,629	50,000	(1,629)			103.3%	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	0	41,629	0	(41,629)				
501 Assembly Hall								
1000 Income-Assembly Hall Lettings	4,509	41,823	30,000	(11,823)			139.4%	
Assembly Hall :- Income	4,509	41,823	30,000	(11,823)			139.4%	0
4000 Salaries ENI & Pension	4,584	87,733	100,000	12,267		12,267	87.7%	
4001 Salaries - Ers NIC	386	2,297	0	(2,297)		(2,297)	0.0%	
4002 Salaries - Pension	309	1,949	0	(1,949)		(1,949)	0.0%	

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4023 Advertising	441	2,823	0	(2,823)	661	(3,484)	0.0%	
4075 Training	0	768	600	(168)		(168)	128.1%	
4076 Health & Safety	0	34	0	(34)		(34)	0.0%	
4100 Gas	0	115	0	(115)		(115)	0.0%	
4101 Electricity	1,631	11,946	0	(11,946)		(11,946)	0.0%	
4102 Non Domestic Rates	536	7,958	0	(7,958)		(7,958)	0.0%	
4103 Water Rates	0	4,955	0	(4,955)		(4,955)	0.0%	
4106 Repairs and Maintenance	0	491	0	(491)		(491)	0.0%	
4108 Service Contracts	254	5,556	0	(5,556)		(5,556)	0.0%	
4900 DNU - Uniforms	0	0	500	500		500	0.0%	
4903 Bar Stock Purchases	11,225	18,142	0	(18,142)	5,764	(23,906)	0.0%	
4905 Cleaning Materials	0	1,265	2,500	1,235	166	1,069	57.2%	
4907 DNU -Stationery/Printing/Post.	0	0	150	150		150	0.0%	
4909 Licences	93	4,783	5,500	717	64	653	88.1%	
4911 DNU - Electricity	0	0	17,000	17,000		17,000	0.0%	
4912 DNU - Gas	0	0	100	100		100	0.0%	
4913 DNU - Water	0	0	3,000	3,000		3,000	0.0%	
4914 DNU - Rates	0	0	9,500	9,500		9,500	0.0%	
4915 DNU - Equipment	0	2,143	2,500	357		357	85.7%	
4916 DNU -Maintenance-Equipment	0	205	5,000	4,795		4,795	4.1%	
4917 Service Contracts	0	373	8,400	8,027	768	7,259	13.6%	
4918 DNU - Maintenance	0	147	5,000	4,853		4,853	2.9%	
4919 Films: expenses and contract	0	2	0	(2)		(2)	0.0%	
4922 DNU - Publicity & Marketing	0	(246)	6,000	6,246		6,246	(4.1%)	
4927 Stocktaking	0	260	600	340	130	210	65.0%	
4954 PA and Lighting Costs	450	2,360	0	(2,360)	860	(3,220)	0.0%	
4958 Event Security	0	331	0	(331)	661	(992)	0.0%	
4960 Live entertainment:	50	50	0	(50)		(50)	0.0%	
Assembly Hall :- Indirect Expenditure	19,959	156,439	166,350	9,911	9,075	837	99.5%	0
Net Income over Expenditure	(15,450)	(114,615)	(136,350)	(21,735)				
<u>510 DNU - Assembly Hall Events</u>								
1004 Film shows	0	49	300	251			16.3%	
1173 Live Shows - Hall Hire	24	527	20,000	19,473			2.6%	
DNU - Assembly Hall Events :- Income	24	576	20,300	19,724			2.8%	0
4954 PA and Lighting Costs	0	(708)	0	708		708	0.0%	
4958 Event Security	0	(157)	0	157		157	0.0%	
4960 Live entertainment:	0	0	2,500	2,500		2,500	0.0%	
DNU - Assembly Hall Events :- Indirect Expenditure	0	(865)	2,500	3,365	0	3,365	(34.6%)	0
Net Income over Expenditure	24	1,441	17,800	16,359				

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 DNU - Ass Hall Bar/Catering</u>								
1001 Income-Assembly Hall Bar	11,681	42,066	43,500	1,434			96.7%	
DNU - Ass Hall Bar/Catering :- Income	11,681	42,066	43,500	1,434			96.7%	0
4903 Bar Stock Purchases	0	0	22,000	22,000	15	21,985	0.1%	
DNU - Ass Hall Bar/Catering :- Indirect Expenditure	0	0	22,000	22,000	15	21,985	0.1%	0
Net Income over Expenditure	11,681	42,066	21,500	(20,566)				
<u>901 Earmarked Reserves</u>								
9202 Unplanned Maintenance	0	0	10,000	10,000		10,000	0.0%	
9244 Major Projects Reserve	0	0	50,000	50,000		50,000	0.0%	
9245 Solar Money	0	12,000	0	(12,000)		(12,000)	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	12,000	60,000	48,000	0	48,000	20.0%	0
Net Expenditure	0	(12,000)	(60,000)	(48,000)				
<u>902 Sinking Funds</u>								
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	20,112	1,497,390	1,468,000	(29,390)			102.0%	
Expenditure	112,402	1,166,096	1,647,011	480,915	12,708	468,207	71.6%	
Net Income over Expenditure	(92,290)	331,294	(179,011)	(510,305)				
plus Transfers from EMR	0	13,711	0	(13,711)				
Movement to/(from) Gen Reserve	(92,290)	345,005	(179,011)	(524,016)				

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Annual Budget - By Centre (Actual YTD Month 10)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101 Central Costs									
4000 Salaries ENI & Pension	225,000	452,982	384,500	204,513	0	0	0	0	0
4001 Salaries - Ers NIC	0	0	0	10,864	0	0	0	0	0
4002 Salaries - Pension	0	0	0	16,825	0	0	0	0	0
4004 Last year's Gross+Er NIC+LGPS	0	0	0	10,940	0	0	0	0	0
4005 Temporary Staff	0	15,541	3,000	79,427	0	0	0	0	0
4015 Bank charges - Cards	0	0	0	862	0	0	0	0	0
4016 Sundry Office Expenses	0	1,203	1,200	317	0	185	0	0	0
4017 Bank charges	0	0	0	53	0	0	0	0	0
4021 Stationery	1,000	1,050	1,000	487	0	0	0	0	0
4023 Advertising	3,000	7,890	3,000	317	0	0	0	0	0
4024 Equipment/furniture	1,000	24	500	246	0	0	0	0	0
4026 Photocopier/copying	1,000	1,141	1,100	1,384	0	0	0	0	0
4027 Telephones and Mobiles	2,500	3,855	3,600	3,880	0	0	0	0	0
4028 Postage	500	173	600	7	0	0	0	0	0
4029 Subscriptions & Memberships	3,000	2,517	3,200	2,360	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	3,721	0	0	0	0	0
4042 Licences/Software	6,000	20,907	24,000	14,392	0	7	0	0	0
4058 Insurance	38,000	38,578	39,000	49,743	0	0	0	0	0
4061 Travel & Accommodation	300	5,241	3,000	557	0	0	0	0	0
4075 Training	2,500	494	3,000	4,309	0	0	0	0	0
4108 Service Contracts	0	0	0	233	0	0	0	0	0
4922 DNU - Publicity & Marketing	0	1,548	0	-736	0	0	0	0	0

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Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Overhead Expenditure	288,800	559,975	475,700	404,700	0	192	0	0	0
6000	plus Transfers from EMR	0	2,400	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(288,800)</u>	<u>(557,575)</u>	<u>(475,700)</u>	<u>(404,700)</u>	<u>0</u>		<u>0</u>		
110	Corporate Costs									
1020	Miscellaneous Income	0	0	0	92	0	0	0	0	0
1026	Income Interest	1,000	16,230	25,000	36,390	0	0	0	0	0
1176	Precept Received	1,047,270	1,047,270	0	0	0	0	0	0	0
	Total Income	<u>1,048,270</u>	<u>1,063,500</u>	<u>25,000</u>	<u>36,483</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4015	Bank charges - Cards	0	0	0	3,027	0	0	0	0	0
4017	Bank charges	500	5,140	2,500	704	0	0	0	0	0
4043	HR consultancy	6,000	13,625	8,000	4,545	0	0	0	0	0
4050	Legal and Professional Fees	7,000	23,356	10,000	4,354	0	0	0	0	0
4057	Accountancy and Audit	5,000	3,497	4,000	9,929	0	0	0	0	0
4076	Health & Safety	3,500	6,240	3,500	555	0	0	0	0	0
4339	Corporate Day	0	0	0	2,326	0	0	0	0	0
	Overhead Expenditure	<u>22,000</u>	<u>51,858</u>	<u>28,000</u>	<u>25,439</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>1,026,270</u>	<u>1,011,642</u>	<u>(3,000)</u>	<u>11,044</u>	<u>0</u>		<u>0</u>		
115	Civic and Democratic									
1016	Receipts - Mayors Reception	0	3,853	0	-100	0	0	0	0	0
	Total Income	<u>0</u>	<u>3,853</u>	<u>0</u>	<u>-100</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4030	Town Crier's expenses	300	105	300	30	0	0	0	0	0

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Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4034	Councillors' training	0	960	1,500	676	0	0	0	0	0
4062	Election Expenses	8,000	22,489	20,000	18,245	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	450	0	0	0	0	0
4311	Remembrance Day	1,500	1,665	1,500	1,231	0	74	0	0	0
Overhead Expenditure		13,800	34,068	31,800	20,632	0	74	0	0	0
Movement to/(from) Gen Reserve		(13,800)	(30,215)	(31,800)	(20,732)	0		0		
151	Grants									
4301	Grants	16,000	18,539	10,000	6,451	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	0	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	31,500	27,951	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)	(31,500)	(27,951)	0		0		
152	Precept									
1176	Precept Received	0	0	1,192,200	1,192,200	0	0	0	0	0
Total Income		0	0	1,192,200	1,192,200	0	0	0	0	0

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Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0	1,192,200	1,192,200	0		0		
201	Town Hall									
1034	Income Town Hall Bookings	2,000	3,185	2,000	3,320	0	0	0	0	0
	Total Income	2,000	3,185	2,000	3,320	0	0	0	0	0
4076	Health & Safety	0	0	0	3,700	0	0	0	0	0
4100	Gas	7,200	4,512	7,500	1,778	0	0	0	0	0
4101	Electricity	6,000	4,917	6,500	3,519	0	0	0	0	0
4102	Non Domestic Rates	11,000	10,604	11,000	10,604	0	0	0	0	0
4103	Water Rates	2,000	1,258	2,000	1,406	0	0	0	0	0
4104	Window Cleaning	1,800	1,492	1,500	1,146	0	0	0	0	0
4106	Repairs and Maintenance	6,000	15,367	12,000	1,925	0	3,035	0	0	0
4108	Service Contracts	8,000	6,217	8,500	7,607	0	158	0	0	0
4151	Tools and Equipment	0	0	0	45	0	0	0	0	0
4168	Bus Shelters Cleaning	0	0	0	219	0	0	0	0	0
	Overhead Expenditure	42,000	44,367	49,000	31,946	0	3,193	0	0	0
Movement to/(from) Gen Reserve		(40,000)	(41,183)	(47,000)	(28,626)	0		0		
202	Asset and Amenities									
1027	Income - Amenity Services	4,500	10,425	6,000	2,937	0	0	0	0	0
1197	Income Memorial Benches+Trees	0	0	0	808	0	0	0	0	0
	Total Income	4,500	10,425	6,000	3,745	0	0	0	0	0
4000	Salaries ENI & Pension	275,000	289,147	232,000	153,366	0	0	0	0	0

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4001 Salaries - Ers NIC	0	0	0	5,274	0	0	0	0	0
4002 Salaries - Pension	0	0	0	10,410	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	508	0	0	0	0	0
4106 Repairs and Maintenance	0	0	0	4,487	0	0	0	0	0
4108 Service Contracts	0	0	0	41	0	0	0	0	0
4150 Uniform/PPE	1,000	250	1,000	398	0	0	0	0	0
4151 Tools and Equipment	2,000	1,960	2,000	2,424	0	0	0	0	0
4153 Vehicle Running Costs	6,000	5,664	6,000	2,400	0	0	0	0	0
4156 Vehicle Leasing	11,000	6,331	6,000	11,688	0	0	0	0	0
4163 DNU - Repairs and Maintenance	6,000	2,155	2,000	-705	0	0	0	0	0
4165 Maintenance - Play Areas	0	634	0	-69	0	0	0	0	0
4167 Street Furniture and Signage	6,000	4,689	6,000	2,517	0	0	0	0	0
4168 Bus Shelters Cleaning	0	836	1,500	478	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	1,850	0	0	0	0	0
4196 Container storage	1,500	0	0	0	0	0	0	0	0
4197 Memorial Benches+Trees	0	0	0	632	0	0	0	0	0
Overhead Expenditure	318,000	312,765	264,500	195,968	0	0	0	0	0
Movement to/(from) Gen Reserve	(313,500)	(302,341)	(258,500)	(192,223)	0		0		
203 Allotments									
1045 Income Allotments	7,000	4,775	6,000	485	0	0	0	0	0
Total Income	7,000	4,775	6,000	485	0	0	0	0	0

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Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4029	Subscriptions & Memberships	0	0	0	70	0	0	0	0	0
4103	Water Rates	0	0	0	2,501	0	0	0	0	0
4106	Repairs and Maintenance	0	0	0	963	0	0	0	0	0
4200	DNU - Water Rates	1,800	1,560	1,800	0	0	0	0	0	0
4201	DNU - Maintenance	4,000	0	500	200	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	3,734	0	0	0	0	0
	Movement to/(from) Gen Reserve	1,200	3,215	3,200	(3,249)	0		0		
204	Cafe									
1046	Income - Pavilion	0	2,529	3,000	3,790	0	0	0	0	0
1090	Expenses Recovered	17,500	11,809	12,000	14,257	0	0	0	0	0
	Total Income	17,500	14,337	15,000	18,047	0	0	0	0	0
4101	Electricity	0	0	0	15,646	0	0	0	0	0
4103	Water Rates	0	0	0	2,455	0	0	0	0	0
4106	Repairs and Maintenance	0	0	0	270	0	0	0	0	0
4108	Service Contracts	0	0	0	670	0	0	0	0	0
4250	WiFi - Pavilion	1,000	889	1,300	400	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	0	0	0	0	0	0
4255	Fire Safety Checks	400	859	1,000	305	0	0	0	0	0
4256	DNU - Maintenance	2,000	2,040	2,500	0	0	0	0	0	0
	Overhead Expenditure	17,900	25,452	19,300	19,747	0	0	0	0	0

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(400)</u>	<u>(11,114)</u>	<u>(4,300)</u>	<u>(1,700)</u>	<u>0</u>		<u>0</u>		
205 Public Toilets - Market Place									
1060 Contribution - MWPC	5,000	0	5,000	5,000	0	0	0	0	0
Total Income	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4100 Gas	0	0	0	15	0	0	0	0	0
4101 Electricity	2,200	852	1,500	814	0	0	0	0	0
4103 Water Rates	3,000	969	2,000	1,086	0	0	0	0	0
4106 Repairs and Maintenance	1,000	1,734	1,500	481	0	0	0	0	0
4180 Cleaning	7,000	7,112	7,500	6,896	0	0	0	0	0
Overhead Expenditure	<u>13,200</u>	<u>10,667</u>	<u>12,500</u>	<u>9,291</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(8,200)</u>	<u>(10,667)</u>	<u>(7,500)</u>	<u>(4,291)</u>	<u>0</u>		<u>0</u>		
206 Public Toilets - Bath Road									
4101 Electricity	1,700	1,421	1,200	1,152	0	0	0	0	0
4103 Water Rates	2,000	3,369	2,000	828	0	0	0	0	0
4106 Repairs and Maintenance	1,000	8	500	481	0	0	0	0	0
4180 Cleaning	7,000	7,870	8,000	5,395	0	0	0	0	0
Overhead Expenditure	<u>11,700</u>	<u>12,668</u>	<u>11,700</u>	<u>7,855</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(11,700)</u>	<u>(12,668)</u>	<u>(11,700)</u>	<u>(7,855)</u>	<u>0</u>		<u>0</u>		
207 Public Toilets - KGV									
4180 Cleaning	0	0	0	1,317	0	0	0	0	0
Overhead Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,317</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

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Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		0	0	0	(1,317)	0		0		
210	Corporate Properties									
1040	Income 31 Market Place	7,000	7,075	7,000	5,833	0	0	0	0	0
1048	Income Art House Cafe	6,700	6,161	6,000	5,000	0	0	0	0	0
Total Income		13,700	13,236	13,000	10,833	0	0	0	0	0
Movement to/(from) Gen Reserve		13,700	13,236	13,000	10,833	0		0		
211	Art House									
4108	Service Contracts	0	905	600	0	0	0	0	0	0
4175	WiFi	750	476	225	188	0	0	0	0	0
Overhead Expenditure		750	1,381	825	188	0	0	0	0	0
Movement to/(from) Gen Reserve		(750)	(1,381)	(825)	(188)	0		0		
212	Round House									
4076	Health & Safety	0	0	0	184	0	0	0	0	0
4101	Electricity	400	388	400	363	0	0	0	0	0
4103	Water Rates	200	214	200	208	0	0	0	0	0
4106	Repairs and Maintenance	250	448	250	282	0	0	0	0	0
Overhead Expenditure		850	1,049	850	1,037	0	0	0	0	0
Movement to/(from) Gen Reserve		(850)	(1,049)	(850)	(1,037)	0		0		
213	31 Market Place									
4106	Repairs and Maintenance	1,000	1,093	30,000	7,963	0	0	0	0	0
4108	Service Contracts	1,000	0	0	0	0	0	0	0	0

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	2,000	1,093	30,000	7,963	0	0	0	0	0
Movement to/(from) Gen Reserve	(2,000)	(1,093)	(30,000)	(7,963)	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	845	0	0	0	0	0
4102 Non Domestic Rates	5,000	6,278	5,000	6,014	0	0	0	0	0
4103 Water Rates	250	324	300	283	0	0	0	0	0
4106 Repairs and Maintenance	2,000	1,869	1,000	767	0	0	0	0	0
4160 Leasing	15,600	12,350	15,600	11,667	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	20,032	0	0	0	0	0
Movement to/(from) Gen Reserve	(24,950)	(22,679)	(24,800)	(20,032)	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	18,964	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	552	0	0	0	0	0
4169 Tree Works	4,000	0	2,000	1,066	0	0	0	0	0
4179 Tree Planting and Ecology	10,000	660	0	597	0	0	0	0	0
4193 Rospa checks: Play areas	1,600	0	1,600	1,120	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	50,600	115,030	109,600	22,798	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(50,600)</u>	<u>(56,849)</u>	<u>(109,600)</u>	<u>(22,798)</u>	<u>0</u>		<u>0</u>		
221 King George V Park/Splashpad									
4010 Recruitment	0	0	0	248	0	0	0	0	0
4101 Electricity	7,000	926	5,000	1,113	0	0	0	0	0
4103 Water Rates	0	0	0	6,148	0	0	0	0	0
4106 Repairs and Maintenance	1,000	18,828	15,711	14,383	0	0	0	0	0
4108 Service Contracts	5,500	11,724	12,000	19,280	0	158	0	0	0
4180 Cleaning	0	0	0	884	0	0	0	0	0
4199 Chemicals	2,000	453	2,000	1,227	0	0	0	0	0
4381 King George V Playing Field	0	0	0	3,493	0	0	0	0	0
4913 DNU - Water	10,500	9,132	6,000	0	0	0	0	0	0
Overhead Expenditure	26,000	41,064	40,711	46,777	0	158	0	0	0
6000 plus Transfers from EMR	0	0	0	13,711	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(26,000)</u>	<u>(41,064)</u>	<u>(40,711)</u>	<u>(33,066)</u>	<u>0</u>		<u>0</u>		
222 Blue Pool									
4100 Gas	0	0	0	453	0	0	0	0	0
4101 Electricity	0	0	0	3,575	0	0	0	0	0
4102 Non Domestic Rates	0	0	0	26,611	0	0	0	0	0
4103 Water Rates	0	0	0	98	0	0	0	0	0
4308 CCTV	0	0	0	4,138	0	0	0	0	0
Overhead Expenditure	0	0	0	34,875	0	0	0	0	0

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	0	0	0	(34,875)	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	2,557	0	0	0	0	0
1059 Sponsorship	5,000	0	5,000	0	0	0	0	0	0
1089 Income-Hanging Baskets	0	0	0	-214	0	0	0	0	0
1174 Christmas Income	0	50	0	599	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	-108	0	0	0	0	0
1193 Wiltshire Town Programme Grant	0	0	50,000	53,816	0	0	0	0	0
Total Income	7,000	72,281	58,500	89,174	0	0	0	0	0
4074 Neighbourhood Plan	0	13,472	2,825	13,071	0	0	0	0	0
4078 Community Projects	4,000	6,957	2,000	266	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	21,121	0	0	0	0	0
4313 Holiday Activities	0	1,030	0	2,387	0	0	0	0	0
4322 Age UK Project Worker	0	0	11,500	12,360	0	0	0	0	0
4329 VE Day Celebration	0	933	1,500	105	0	0	0	0	0
4332 Wiltshire Town Programme Exp	0	12,008	50,000	23,230	0	0	0	0	0
4333 Carols Round the Tree	0	0	1,000	625	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

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Melksham Town Council Current Year

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Annual Budget - By Centre (Actual YTD Month 10)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4954 PA and Lighting Costs	0	0	0	2,002	0	0	0	0	0
Overhead Expenditure	24,250	53,987	102,075	80,397	0	0	0	0	0
Movement to/(from) Gen Reserve	(17,250)	18,293	(43,575)	8,777	0		0		
303 Events									
1005 Deposits	0	-917	0	0	0	0	0	0	0
1189 Proms in Park (Vendors)	0	0	0	755	0	0	0	0	0
Total Income	0	-917	0	755	0	0	0	0	0
4080 Melksham Garden Competition	0	0	0	230	0	0	0	0	0
4093 Proms in Park	0	0	10,000	3,420	0	0	0	0	0
4313 Holiday Activities	5,000	4,964	5,000	1,574	0	0	0	0	0
4329 VE Day Celebration	0	0	0	4,428	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
4338 Christmas Elf Trail	0	0	0	5	0	0	0	0	0
Overhead Expenditure	5,000	4,964	30,000	9,658	0	0	0	0	0
Movement to/(from) Gen Reserve	(5,000)	(5,881)	(30,000)	(8,903)	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									

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Melksham Town Council Current Year

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Annual Budget - By Centre (Actual YTD Month 10)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	4,957	0	0	0	0	0
4308	CCTV	0	31,745	8,000	0	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	1,261	0	0	0	0	0
4356	LHFIG	5,000	0	5,000	10,000	0	0	0	0	0
	Overhead Expenditure	14,000	48,654	25,500	16,217	0	0	0	0	0
	403 Net Income over Expenditure	-12,700	-47,432	-24,000	-14,863	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)	(14,863)	0		0		
405	Solar Farm Projects									
1182	Solar money received	40,000	49,405	50,000	51,629	0	0	0	0	0
	Total Income	40,000	49,405	50,000	51,629	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	41,629	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	41,629	0		0		
501	Assembly Hall									

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Melksham Town Council Current Year

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Annual Budget - By Centre (Actual YTD Month 10)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1000 Income-Assembly Hall Lettings	30,000	32,917	30,000	41,823	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	41,823	0	0	0	0	0
4000 Salaries ENI & Pension	85,000	104,409	100,000	87,733	0	0	0	0	0
4001 Salaries - Ers NIC	0	0	0	2,297	0	0	0	0	0
4002 Salaries - Pension	0	0	0	1,949	0	0	0	0	0
4023 Advertising	0	0	0	2,823	0	661	0	0	0
4075 Training	0	125	600	768	0	0	0	0	0
4076 Health & Safety	0	0	0	34	0	0	0	0	0
4100 Gas	0	0	0	115	0	0	0	0	0
4101 Electricity	0	0	0	11,946	0	0	0	0	0
4102 Non Domestic Rates	0	0	0	7,958	0	0	0	0	0
4103 Water Rates	0	0	0	4,955	0	0	0	0	0
4106 Repairs and Maintenance	0	174	0	491	0	0	0	0	0
4108 Service Contracts	0	0	0	5,556	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	18,142	0	5,764	0	0	0
4905 Cleaning Materials	2,000	3,002	2,500	1,265	0	166	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	4,783	0	64	0	0	0
4911 DNU - Electricity	17,000	13,927	17,000	0	0	0	0	0	0
4912 DNU - Gas	100	161	100	0	0	0	0	0	0
4913 DNU - Water	3,000	2,461	3,000	0	0	0	0	0	0

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4914 DNU - Rates	9,500	8,608	9,500	0	0	0	0	0	0
4915 DNU - Equipment	5,000	4,126	2,500	2,143	0	0	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	373	0	768	0	0	0
4918 DNU - Maintenance	13,000	3,224	5,000	147	0	0	0	0	0
4919 Films: expenses and contract	0	0	0	2	0	0	0	0	0
4922 DNU - Publicity & Marketing	6,000	7,190	6,000	-246	0	0	0	0	0
4927 Stocktaking	600	520	600	260	0	130	0	0	0
4954 PA and Lighting Costs	0	0	0	2,360	0	860	0	0	0
4958 Event Security	0	608	0	331	0	661	0	0	0
4960 Live entertainment:	0	0	0	50	0	0	0	0	0
Overhead Expenditure	161,250	164,262	166,350	156,439	0	9,075	0	0	0
Movement to/(from) Gen Reserve	(131,250)	(130,514)	(136,350)	(114,615)	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	527	0	0	0	0	0
Total Income	20,300	14,597	20,300	576	0	0	0	0	0
4919 Films: expenses and contract	220	2	0	0	0	0	0	0	0
4954 PA and Lighting Costs	4,500	5,965	0	-708	0	0	0	0	0
4958 Event Security	0	1,307	0	-157	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	-865	0	0	0	0	0

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**Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)**

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>15,580</u>	<u>4,245</u>	<u>17,800</u>	<u>1,441</u>	<u>0</u>		<u>0</u>		
520 DNU - Ass Hall Bar/Catering									
1001 Income-Assembly Hall Bar	43,500	56,778	43,500	42,066	0	0	0	0	0
Total Income	<u>43,500</u>	<u>56,778</u>	<u>43,500</u>	<u>42,066</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4903 Bar Stock Purchases	22,000	21,289	22,000	0	0	15	0	0	0
Overhead Expenditure	<u>22,000</u>	<u>21,289</u>	<u>22,000</u>	<u>0</u>	<u>0</u>	<u>15</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>21,500</u>	<u>35,488</u>	<u>21,500</u>	<u>42,066</u>	<u>0</u>		<u>0</u>		
901 Earmarked Reserves									
1180 CIL Received	0	640,520	0	0	0	0	0	0	0
Total Income	<u>0</u>	<u>640,520</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>60,000</u>	<u>28,032</u>	<u>60,000</u>	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
901 Net Income over Expenditure	<u>-60,000</u>	<u>612,488</u>	<u>-60,000</u>	<u>-12,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>(60,000)</u>	<u>0</u>	<u>(60,000)</u>	<u>(12,000)</u>	<u>0</u>		<u>0</u>		
902 Sinking Funds									

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Melksham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 10)

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Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>				<u>Budget 2026/2027</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
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	1,468,000	1,497,390	0	0	0	0	0
Expenditure	1,240,070	1,627,245	1,647,011	1,166,096	0	12,708	0	0	0
Net Income over Expenditure	0	411,880	-179,011	331,294	0	-12,708	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
Movement to/(from) Gen Reserve	0	(208,362)	(179,011)	345,005	0		0		

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Melksham Town Council Current Year

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Detailed Balance Sheet - Including Stock Movement**Month 10 Date 31/01/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	6,866	
103	Town hall Sales ledger	6,436	
105	Vat Control	14,118	
120	Bar Stock	7,138	
203	Unity Bank	121,974	
205	Unity - Instant Savings A/c	928,620	
213	Credit/Debit Card Control	1,417	
214	CCLA: Investment	735,667	
215	Cambridge BS	91,626	
220	Petty Cash	19	
253	Assembly Hall Float	700	
Total Current Assets			1,914,580
<u>Current Liabilities</u>			
501	Creditors	12,910	
505	Vat Creditor	6	
515	PAYE/NI Due	10,903	
516	Pension Due	9,424	
520	Salaries Control	(2,135)	
565	Events Control - Deposits	(319)	
566	Events Control 2021 Onwards	(2,637)	
Total Current Liabilities			28,152
Net Current Assets			1,886,429
Total Assets less Current Liabilities			1,886,429
<u>Represented by :-</u>			
301	Current Year Fund	331,294	
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			1,886,429

Date : 02/03/2026

Melksham Town Council Current Year

Page 1

Time: 17:52

Trial Balance for Month No: 10

User : DAVID

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
101	Debtors			6,865.85	
103	Town hall Sales ledger			6,435.70	
105	Vat Control			14,118.48	
120	Bar Stock			7,137.81	
203	Unity Bank			121,973.82	
205	Unity - Instant Savings A/c			928,619.63	
213	Credit/Debit Card Control			1,417.30	
214	CCLA: Investment			735,667.06	
215	Cambridge BS			91,625.84	
220	Petty Cash			18.94	
253	Assembly Hall Float			700.00	
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				12,909.62
505	Vat Creditor				5.80
515	PAYE/NI Due				10,902.90
516	Pension Due				9,424.28
520	Salaries Control			2,135.47	
565	Events Control - Deposits			318.58	
566	Events Control 2021 Onwards			2,636.95	
1000	Income-Assembly Hall Lettings	501	Assembly Hall		41,823.42
1001	Income-Assembly Hall Bar	520	DNU - Ass Hall Bar/Catering		42,065.57
1004	Film shows	510	DNU - Assembly Hall Events		48.75
1016	Receipts - Mayors Reception	115	Civic and Democratic	100.15	
1020	Miscellaneous Income	110	Corporate Costs		92.34
1026	Income Interest	110	Corporate Costs		36,390.32
1027	Income - Amenity Services	202	Asset and Amenities		2,936.72
1034	Income Town Hall Bookings	201	Town Hall		3,319.80
1040	Income 31 Market Place	210	Corporate Properties		5,833.30
1045	Income Allotments	203	Allotments		485.00
1046	Income - Pavilion	204	Cafe		3,790.00
1048	Income Art House Cafe	210	Corporate Properties		5,000.00
1050	Grants Received	302	Projects		32,525.00
1052	Christmas Market Stalls	302	Projects		2,556.63
1060	Contribution - MWPC	205	Public Toilets - Market Place		5,000.00
1089	Income-Hanging Baskets	302	Projects	214.00	
1089	Income-Hanging Baskets	403	Economic Dev. and Planning		1,354.00
1090	Expenses Recovered	204	Cafe		14,257.19
1173	Live Shows - Hall Hire	510	DNU - Assembly Hall Events		527.08
1174	Christmas Income	302	Projects		598.75
1176	Precept Received	152	Precept		1,192,200.00
1182	Solar money received	405	Solar Farm Projects		51,629.40
1189	Proms in Park (Vendors)	302	Projects	108.33	
1189	Proms in Park (Vendors)	303	Events		755.31
1193	Wiltshire Town Programme Grant	302	Projects		53,816.10
1197	Income Memorial Benches+Trees	202	Asset and Amenities		808.00
4000	Salaries ENI & Pension	101	Central Costs	204,512.81	
4000	Salaries ENI & Pension	202	Asset and Amenities	153,366.01	
4000	Salaries ENI & Pension	501	Assembly Hall	87,732.68	
4001	Salaries - Ers NIC	101	Central Costs	10,864.05	
4001	Salaries - Ers NIC	202	Asset and Amenities	5,273.59	
4001	Salaries - Ers NIC	501	Assembly Hall	2,297.15	

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Date : 02/03/2026

Melksham Town Council Current Year

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Trial Balance for Month No: 10

User : DAVID

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4002	Salaries - Pension	101	Central Costs	16,825.01	
4002	Salaries - Pension	202	Asset and Amenities	10,410.05	
4002	Salaries - Pension	501	Assembly Hall	1,949.23	
4004	Last year's Gross+Er NIC+LGPS	101	Central Costs	10,939.66	
4005	Temporary Staff	101	Central Costs	79,427.44	
4010	Recruitment	221	King George V Park/Splashpad	248.14	
4015	Bank charges - Cards	101	Central Costs	861.66	
4015	Bank charges - Cards	110	Corporate Costs	3,026.64	
4016	Sundry Office Expenses	101	Central Costs	316.97	
4017	Bank charges	101	Central Costs	52.51	
4017	Bank charges	110	Corporate Costs	704.15	
4021	Stationery	101	Central Costs	487.48	
4023	Advertising	101	Central Costs	316.50	
4023	Advertising	501	Assembly Hall	2,822.73	
4024	Equipment/furniture	101	Central Costs	245.75	
4026	Photocopier/copying	101	Central Costs	1,384.37	
4027	Telephones and Mobiles	101	Central Costs	3,879.52	
4028	Postage	101	Central Costs	6.96	
4029	Subscriptions & Memberships	101	Central Costs	2,360.29	
4029	Subscriptions & Memberships	203	Allotments	70.00	
4030	Town Crier's expenses	115	Civic and Democratic	30.00	
4034	Councillors' training	115	Civic and Democratic	676.32	
4040	Infomation Technology/Hardware	101	Central Costs	3,721.22	
4042	Licences/Software	101	Central Costs	14,392.07	
4043	HR consultancy	110	Corporate Costs	4,544.62	
4050	Legal and Professional Fees	110	Corporate Costs	4,353.82	
4057	Accountancy and Audit	110	Corporate Costs	9,928.60	
4058	Insurance	101	Central Costs	49,742.84	
4061	Travel & Accommodation	101	Central Costs	556.85	
4062	Election Expenses	115	Civic and Democratic	18,244.84	
4071	Town Floral Displays	403	Economic Dev. and Planning	4,956.67	
4074	Neighbourhood Plan	302	Projects	13,071.22	
4075	Training	101	Central Costs	4,309.23	
4075	Training	202	Asset and Amenities	507.70	
4075	Training	501	Assembly Hall	768.30	
4076	Health & Safety	110	Corporate Costs	554.80	
4076	Health & Safety	201	Town Hall	3,699.66	
4076	Health & Safety	212	Round House	184.25	
4076	Health & Safety	501	Assembly Hall	34.16	
4078	Community Projects	302	Projects	266.33	
4080	Melksham Garden Competition	303	Events	230.43	
4085	Civic and Ceremonial	115	Civic and Democratic	450.24	
4093	Proms in Park	303	Events	3,420.49	
4100	Gas	201	Town Hall	1,777.69	
4100	Gas	205	Public Toilets - Market Place	14.76	
4100	Gas	222	Blue Pool	452.87	
4100	Gas	501	Assembly Hall	114.51	
4101	Electricity	201	Town Hall	3,518.90	
4101	Electricity	204	Cafe	15,645.88	
4101	Electricity	205	Public Toilets - Market Place	813.59	
4101	Electricity	206	Public Toilets - Bath Road	1,151.64	
4101	Electricity	212	Round House	363.47	
4101	Electricity	215	Depot	844.67	
4101	Electricity	221	King George V Park/Splashpad	1,113.45	
4101	Electricity	222	Blue Pool	3,574.94	
4101	Electricity	501	Assembly Hall	11,946.42	
4102	Non Domestic Rates	201	Town Hall	10,603.75	
4102	Non Domestic Rates	215	Depot	6,014.25	
4102	Non Domestic Rates	222	Blue Pool	26,610.59	
4102	Non Domestic Rates	501	Assembly Hall	7,957.75	
4103	Water Rates	201	Town Hall	1,405.75	
4103	Water Rates	203	Allotments	2,500.86	
4103	Water Rates	204	Cafe	2,454.98	

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Melksham Town Council Current Year

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Trial Balance for Month No: 10

User : DAVID

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4103	Water Rates	205	Public Toilets - Market Place	1,085.83	
4103	Water Rates	206	Public Toilets - Bath Road	827.93	
4103	Water Rates	212	Round House	207.59	
4103	Water Rates	215	Depot	283.00	
4103	Water Rates	221	King George V Park/Splashpad	6,148.23	
4103	Water Rates	222	Blue Pool	98.12	
4103	Water Rates	501	Assembly Hall	4,955.00	
4104	Window Cleaning	201	Town Hall	1,145.60	
4106	Repairs and Maintenance	201	Town Hall	1,924.70	
4106	Repairs and Maintenance	202	Asset and Amenities	4,486.68	
4106	Repairs and Maintenance	203	Allotments	962.86	
4106	Repairs and Maintenance	204	Cafe	270.00	
4106	Repairs and Maintenance	205	Public Toilets - Market Place	481.02	
4106	Repairs and Maintenance	206	Public Toilets - Bath Road	480.65	
4106	Repairs and Maintenance	212	Round House	281.68	
4106	Repairs and Maintenance	213	31 Market Place	7,963.10	
4106	Repairs and Maintenance	215	Depot	767.08	
4106	Repairs and Maintenance	221	King George V Park/Splashpad	14,383.44	
4106	Repairs and Maintenance	501	Assembly Hall	490.63	
4108	Service Contracts	101	Central Costs	232.94	
4108	Service Contracts	201	Town Hall	7,606.59	
4108	Service Contracts	202	Asset and Amenities	41.00	
4108	Service Contracts	204	Cafe	670.28	
4108	Service Contracts	221	King George V Park/Splashpad	19,279.74	
4108	Service Contracts	501	Assembly Hall	5,556.44	
4150	Uniform/PPE	202	Asset and Amenities	398.45	
4151	Tools and Equipment	201	Town Hall	44.50	
4151	Tools and Equipment	202	Asset and Amenities	2,423.96	
4153	Vehicle Running Costs	202	Asset and Amenities	2,400.25	
4156	Vehicle Leasing	202	Asset and Amenities	11,687.56	
4157	Grasscutting and Ground Maint	220	Play Areas and Open Spaces	18,963.50	
4158	Replacement Play Equipment	220	Play Areas and Open Spaces	499.58	
4160	Leasing	215	Depot	11,666.70	
4163	DNU - Repairs and Maintenance	202	Asset and Amenities		704.93
4165	Maintenance - Play Areas	202	Asset and Amenities		68.65
4165	Maintenance - Play Areas	220	Play Areas and Open Spaces	551.55	
4167	Street Furniture and Signage	202	Asset and Amenities	2,517.14	
4168	Bus Shelters Cleaning	201	Town Hall	218.88	
4168	Bus Shelters Cleaning	202	Asset and Amenities	477.76	
4169	Tree Works	220	Play Areas and Open Spaces	1,066.17	
4175	WiFi	211	Art House	188.01	
4177	Churchyard maintenance	202	Asset and Amenities	270.00	
4179	Tree Planting and Ecology	220	Play Areas and Open Spaces	597.41	
4180	Cleaning	205	Public Toilets - Market Place	6,895.77	
4180	Cleaning	206	Public Toilets - Bath Road	5,395.27	
4180	Cleaning	207	Public Toilets - KGV	1,317.44	
4180	Cleaning	221	King George V Park/Splashpad	884.00	
4184	Fire security: Unit	215	Depot	456.02	
4186	Defibrillators	202	Asset and Amenities	1,849.74	
4193	Rospa checks: Play areas	220	Play Areas and Open Spaces	1,120.00	
4197	Memorial Benches+Trees	202	Asset and Amenities	631.77	
4199	Chemicals	221	King George V Park/Splashpad	1,227.40	
4201	DNU - Maintenance	203	Allotments	200.00	
4250	WiFi - Pavilion	204	Cafe	400.32	
4255	Fire Safety Checks	204	Cafe	305.34	
4301	Grants	151	Grants	6,450.61	
4303	Grant-4Youth	151	Grants	10,000.00	
4304	Christmas Lights	302	Projects	21,121.04	
4308	CCTV	222	Blue Pool	4,138.00	
4310	Grant Food and River Festival	151	Grants	5,000.00	
4311	Remembrance Day	115	Civic and Democratic	1,230.86	
4313	Holiday Activities	302	Projects	2,387.20	
4313	Holiday Activities	303	Events	1,574.40	

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Date : 02/03/2026

Melksham Town Council Current Year

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Trial Balance for Month No: 10

User : DAVID

Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4317	Grant Carnival	151	Grants	2,500.00	
4322	Age UK Project Worker	302	Projects	12,360.00	
4329	VE Day Celebration	302	Projects	104.50	
4329	VE Day Celebration	303	Events	4,427.97	
4330	Grant TIC	151	Grants	4,000.00	
4332	Wiltshire Town Programme Exp	302	Projects	23,229.52	
4333	Carols Round the Tree	302	Projects	625.04	
4336	Sensory Garden	302	Projects	5,230.00	
4338	Christmas Elf Trail	303	Events	4.96	
4339	Corporate Day	110	Corporate Costs	2,326.29	
4354	Parking Scheme	403	Economic Dev. and Planning	1,260.70	
4356	LHFIG	403	Economic Dev. and Planning	10,000.00	
4381	King George V Playing Field	221	King George V Park/Splashpad	3,492.50	
4500	Solar Money Projects	405	Solar Farm Projects	10,000.00	
4903	Bar Stock Purchases	501	Assembly Hall	18,141.71	
4905	Cleaning Materials	501	Assembly Hall	1,265.17	
4909	Licences	501	Assembly Hall	4,782.95	
4915	DNU - Equipment	501	Assembly Hall	2,142.64	
4916	DNU -Maintenance-Equipment	501	Assembly Hall	204.89	
4917	Service Contracts	501	Assembly Hall	372.85	
4918	DNU - Maintenance	501	Assembly Hall	146.71	
4919	Films: expenses and contract	501	Assembly Hall	1.78	
4922	DNU - Publicity & Marketing	101	Central Costs		736.25
4922	DNU - Publicity & Marketing	501	Assembly Hall		246.40
4927	Stocktaking	501	Assembly Hall	260.00	
4954	PA and Lighting Costs	302	Projects	2,002.23	
4954	PA and Lighting Costs	501	Assembly Hall	2,360.00	
4954	PA and Lighting Costs	510	DNU - Assembly Hall Events		708.00
4958	Event Security	501	Assembly Hall	331.25	
4958	Event Security	510	DNU - Assembly Hall Events		156.75
4960	Live entertainment:	501	Assembly Hall	50.00	
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 :				3,088,811.03	3,088,811.03
Difference				0.00	

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Melksham Town Council Current Year

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**Cashbook transactions totalling £500.00 or more
for the period 01/01/2026 to 31/01/2026**

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Unity Bank - Main Account	10	05/01/2026	103672	Castle Water Ltd	1,735.11
1	Unity Bank - Main Account	10	02/01/2026	1048605803	Water2business	1,361.44
1	Unity Bank - Main Account	10	05/01/2026	6024527631	British Gas	1,808.13
1	Unity Bank - Main Account	10	05/01/2026	UNIT 3 VEN	Redhorn Holdings Ltd	1,400.00
1	Unity Bank - Main Account	10	16/01/2026	4MELKASS	Tolchards Ltd	2,403.79
1	Unity Bank - Main Account	10	20/01/2026	6029455472	British Gas	591.58
1	Unity Bank - Main Account	10	21/01/2026	6024527671	British Gas	1,956.88
1	Unity Bank - Main Account	10	22/01/2026	A001066809	NPower (Yorkshire) Ltd	669.23
1	Unity Bank - Main Account	10	16/01/2026	CC S 12-25	Lloyds Bank	799.46
1	Unity Bank - Main Account	10	28/01/2026	228438103	Dave Phillips Music	5,187.60
1	Unity Bank - Main Account	10	28/01/2026	75666098	Neil Sands Productions	2,498.10
1	Unity Bank - Main Account	10	28/01/2026	583137641	CHRGs Ltd	2,791.55
1	Unity Bank - Main Account	10	28/01/2026	584897627	Curtis Cleaning	2,417.20
1	Unity Bank - Main Account	10	30/01/2026	426614587	Greentech Ltd	1,039.61
1	Unity Bank - Main Account	10	28/01/2026	893230380	HSL Compliance Ltd	569.99
1	Unity Bank - Main Account	10	28/01/2026	23582345	Worknest Ltd	1,176.00
1	Unity Bank - Main Account	10	28/01/2026	151552298	Glasdon UK Ltd	758.12
1	Unity Bank - Main Account	10	28/01/2026	182186073	IDverde Limited	2,583.37
1	Unity Bank - Main Account	10	28/01/2026	448414126	Light Fantastic	540.00
1	Unity Bank - Main Account	10	28/01/2026	117421404	Prosec Consultancy Ltd	3,803.40
1	Unity Bank - Main Account	10	28/01/2026	618070581	Stannah Lift Services Ltd	596.56
1	Unity Bank - Main Account	10	28/01/2026	90483618	T H White Installation Ltd	2,691.55
1	Unity Bank - Main Account	10	28/01/2026	908354869	Wiltshire Publications Ltd	1,419.84
1	Unity Bank - Main Account	10	28/01/2026	43857265	Handy Compact Tractors & Machi	1,249.20
1	Unity Bank - Main Account	10	28/01/2026	82285322	J. H. Jones & Sons	3,931.20
1	Unity Bank - Main Account	10	28/01/2026	951990229	Lazerlight Roadshow	550.00
1	Unity Bank - Main Account	10	28/01/2026	77942826	Shiners Commercial Ltd	515.28
1	Unity Bank - Main Account	10	28/01/2026	570442817	Splash Pads Enterprises Ltd	2,791.77
1	Unity Bank - Main Account	10	28/01/2026	709071915	TJ Van Hire (W&C Inventories t	2,679.87
1	Unity Bank - Main Account	10	02/01/2026	70441209	Water2Business	721.00
1	Unity Bank - Main Account	10	30/01/2026	M43560A	Hills Waste	655.16
8	Credit/Debit Card Control	10	31/01/2026	DOJO001	Unity Bank - Main Account	842.40
8	Credit/Debit Card Control	10	31/01/2026	DOJO003	Unity Bank - Main Account	1,831.00
12	Unity - Instant Savings A/c	10	28/01/2026	Transfer	Unity Bank - Main Account	80,000.00
1	Unity Bank - Main Account	10	14/01/2026	DD	Wilts Pension Fund	9,619.70
1	Unity Bank - Main Account	10	15/01/2026	DD	Wiltshire Council	1,060.00
1	Unity Bank - Main Account	10	15/01/2026	133815007	Wiltshire Council	861.00
1	Unity Bank - Main Account	10	15/01/2026	400444123	Wiltshire Council	536.00
1	Unity Bank - Main Account	10	20/01/2026	JAN26SALS	Wiltshire Council contra	29,141.80
1	Unity Bank - Main Account	10	22/01/2026	HMRCDEC2	Wiltshire Council contra	10,040.55
1	Unity Bank - Main Account	10	23/01/2026	PAYADV	Wiltshire Council contra	2,530.00
1	Unity Bank - Main Account	10	28/01/2026	GRANTS	Grants x5	4,559.98
1	Unity Bank - Main Account	10	09/01/2026	MEL006	Enterprise Flex-E-Rent	787.38
1	Unity Bank - Main Account	10	26/01/2026	INV002349	Solridout Construction Ltd	6,539.00
1	Unity Bank - Main Account	10	28/01/2026	DD	Wiltshire Council	1,107.41
1	Unity Bank - Main Account	10	30/01/2026	110722000	British Gas	1,916.97
1	Unity Bank - Main Account	10	30/01/2026	ProFm74979	Fenland Leisure Products Ltd	1,411.20

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Melksham Town Council Current Year

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**Cashbook transactions totalling £500.00 or more
for the period 01/01/2026 to 31/01/2026****Receipts**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Mont</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Unity Bank - Main Account	10	31/01/2026	1,049.35
8	Credit/Debit Card Control	10	31/01/2026	2,895.90
8	Credit/Debit Card Control	10	31/01/2026	1,318.00
8	Credit/Debit Card Control	10	31/01/2026	564.00
1	Unity Bank - Main Account	10	31/01/2026	842.40
1	Unity Bank - Main Account	10	31/01/2026	1,831.00
1	Unity Bank - Main Account	10	28/01/2026	80,000.00
1	Unity Bank - Main Account	10	31/01/2026	5,129.80
10	CCLA: Investment	10	05/01/2026	2,431.92

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Melksham Town Council Current Year

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Sales Ledger Aged Account Balances

User: DAVID

Outstanding Balances by Month as at 31/01/2026

A/C Code	Customer Name	Balance	Jan 2026	Dec 2025	Nov 2025	Prior Months	On A/c Pymnts
Ledger No 1: Bookings Sales ledger							
4STAR	4STAR DANCE	97.20	0.00	0.00	0.00	97.20	0.00
AHRC1	REBEKAH CHILCOTT	32.50	0.00	0.00	32.50	0.00	0.00
BIRTHDAY		-143.00	0.00	0.00	0.00	0.00	-143.00
BRI001	BRIAN MATHEW MP	189.00	0.00	0.00	162.00	27.00	0.00
CHILDTAEK	TIGER MA	442.80	216.00	0.00	108.00	118.80	0.00
FAY001	FAYE WILLIAMS	200.00	0.00	0.00	0.00	200.00	0.00
HEALTH VIS	HCRG	2,296.00	0.00	0.00	0.00	2,296.00	0.00
KGAH01	KINGSTON GROUP	607.50	0.00	0.00	0.00	607.50	0.00
LARDER		94.50	0.00	0.00	0.00	94.50	0.00
LCC	LC COMEDY	1,484.10	648.00	0.00	0.00	836.10	0.00
LIONS CLUB	LIONS CLUB	101.25	0.00	0.00	0.00	101.25	0.00
MEL SEN	MELKSHAM SENIORS	324.00	0.00	162.00	162.00	0.00	0.00
MMB	MELKSHAM MONSTER BAL	459.00	0.00	0.00	229.50	229.50	0.00
NADFAS	ARTS	227.00	0.00	0.00	0.00	227.00	0.00
TOURIST	TOURIST INFORMATION	508.50	0.00	0.00	0.00	508.50	0.00
WWMCC	WWMCC	-108.50	1.50	0.00	0.00	0.00	-110.00
YOUTH	WILTS YOUTH	54.00	0.00	0.00	54.00	0.00	0.00
Total Sales Ledger No 1		6,865.85	865.50	162.00	748.00	5,343.35	-253.00
Ledger No 2: Town hall Sales ledger							
AUBREE	AUBREE	22.00	0.00	0.00	22.00	0.00	0.00
BEWLEY	BEWLEY	180.00	0.00	180.00	0.00	0.00	0.00
BOA	BOA KITCHEN	1,300.00	0.00	0.00	0.00	1,300.00	0.00
EVIES KITC	EVIES KITCHEN	3,671.49	50.00	3,271.49	300.00	50.00	0.00
GOUGH	GOUGH SOLICITORS	180.00	0.00	180.00	0.00	0.00	0.00
KGV	BOUNCE AROUND	700.00	0.00	0.00	0.00	700.00	0.00
MELKCARC	MELKSH CAR CARE	-1,125.00	0.00	0.00	0.00	0.00	-1,125.00
SEEND	SEEND PARISH	60.00	0.00	60.00	0.00	0.00	0.00
SPECSAVE	SPECSAVERS	180.00	0.00	180.00	0.00	0.00	0.00
THFAC01	FACTORY SHOP	487.21	0.00	487.21	0.00	0.00	0.00
TOOGOOD	DTOOGOOD	780.00	0.00	780.00	0.00	0.00	0.00
Total Sales Ledger No 2		6,435.70	50.00	5,138.70	322.00	2,050.00	-1,125.00
TOTAL SALES LEDGER BALANCES		13,301.55	915.50	5,300.70	1,070.00	7,393.35	-1,378.00

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - Unity Bank - Main Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Unity Bank	31/01/2026	7	120,661.97
			120,661.97
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			120,661.97
<u>Unpresented Receipts (Plus)</u>			
31/01/2026 00050(B)		1,049.35	
31/01/2026 000101		72.50	
31/01/2026 000101		190.00	
			1,311.85
			121,973.82
		Balance per Cash Book is :-	121,973.82
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 9 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Petty Cash	31/01/2026		18.94
			<u>18.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			18.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			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 31/01/2026
for Cashbook 10 - CCLA: Investment**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA investment	31/01/2026		735,667.06
			<u>735,667.06</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			735,667.06
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			735,667.06
		Balance per Cash Book is :-	735,667.06
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/01/2026
for Cashbook 11 - Cambridge BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Cambridge BS	31/01/2026		91,625.84
			<u>91,625.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,625.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			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

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 12 - Unity - Instant Savings A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Instant Savings A/C	31/01/2026		928,619.63
			<u>928,619.63</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			928,619.63
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			928,619.63
		Balance per Cash Book is :-	928,619.63
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date