

Melksham Town Council

Minutes of the Finance, Governance & Performance Committee

on Monday 9th March 2026

PRESENT:	Councillor R Cleary	Chair
	Councillor A Griffin	Vice Chair
	Councillor P Aves	
	Councillor E Calland	
	Councillor J Crossley	
	Councillor G Elson	
	Councillor A Westbrook	
IN ATTENDANCE	Councillor S Rabey (virtually)	
OFFICERS	David Skinner	RFO
	Hayley Bell	CEO
	Dominic Rutterford (virtually)	Communications

PUBLIC Four members of the public were present and three members of the public were present virtually

86/25 Apologies

Apologies were received from Councillor Drewett, who was substituted by Councillor Elson.

87/25 Declaration of Interest

Councillor Cleary made a declaration in relation to item 6 as a close relative was a member of Future of Football. Councillor Cleary had no involvement or financial interest in the proposal.

88/25 Minutes

The minutes of 26th January 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Cleary

89/25 Public Participation

Resident 1.

Q. When is the budget for 2026/27 going to be entered on the Rialtas software?

A. In relation to the 2026/27 budget within the Rialtas system: the Council has recently introduced new budget codes which do not currently fully align with the existing Rialtas structure.

The Rialtas team are currently updating the system to accommodate these changes and once that work is complete the budget reports will be updated accordingly.

Q. Move of the storage location. Budget reduction is shown as £6,798. I note that the landlord has requested a 3 month notice period. Would this not go into the first quarter of Depot budget 2026/27 £25K?

A. With regard to the depot lease and the proposed move from Bowerhill, the current lease operates on a rolling arrangement.

While there may be a short period of overlap depending on notice periods, this will effectively balance out over the course of the 12-month financial year and reflects the intended change in the Council's property arrangements.

Q. The Balance Sheet Reserves code 310 General Reserves is £274,143, The trial balance sheet code 310 General Reserves is £260,431.92. Difference £13,711. Why? Current Asset code 213 Credit/Debit Card Control £1,417. Why is this a debit balance?

A. The difference between the General Reserves figures relates to a transfer of £13,711 from earmarked reserves associated with the Eco-Toilets project scheduled for April 2025.

Where the general reserve appears lower on the trial balance, it is offset through the transfer code and will reconcile at year end to the £274,143 shown on the balance sheet.

The debit balance within the credit/debit card control account is currently being monitored and will adjust as transactions settle.

Q. Trial balance 4015 Bank charges - cards Cost centre 101 Central Costs £861.66 110 Corporate Costs £3,026.64. What exactly are these charges for?

A. The bank card charges referenced relate to the operational costs of using card payment machines.

However, the majority of these charges are passed through and recharged to event performers or external users where appropriate.

Q. IT Upgrade - IT Cost £10,069 to be allocated from IT budget 2025-26. Information Technology/Hardware Budget is £5,000 Actual year to date £3,721 available £1,279. Which budget is the remaining £8,790 coming from?

A. The IT upgrade proposal draws from earmarked reserve code 336, which is specifically allocated for equipment replacement.

Additionally, there is £4,275 available within earmarked reserve code 334 for office equipment replacement which can also be utilised where necessary.

Councillor Crossley entered the Chamber during this item.

Resident 2

Q. CIL and section 106 update?

A. In conversation with Wiltshire Council to ascertain exactly what monies here are. RFO has met with Melksham Without Parish Council to run through their figures.

Resident 3

(This is not a verbatim record. It is taken from the resident's script helpfully emailed to the council)

Q. Water rates on Allotments- can anyone confirm or give an on record response at the next meeting that water rates bills have special negotiated rates based on the fact that there is ZERO effluent.

On normal meter bills the water unit consumption is used to calculate effluent costs which are approximately the same again as the water unit costs.

Q. Could the council consider delegating an officer to revue a specific area of utility costs between each meeting and give a report? That way best value can be maintained, and focus can be given to each cost centre. Once completed, if this has proved effective, other areas of procurement can benefit from a deep revue. Simple things like falling into "standard rating" or not using "off peak utility costs for recharging vehicles" could be useful .

Q. CCTV whilst only one quote is available, can I urge councillors to investigate the timing and process of following up enquiries? Councillors must feel satisfied that council staff have a system that ensures quotes are chased early enough to qualify and suppliers have had reminders of deadlines .Maybe even ask 5 suppliers to hopefully get 3 ?

A revue off what's failed to get the number of quotes in this case will make future tenders more successful.

CCTV New kit without new policy will give no better results. I urge the councillors to think of the procedure failings and policies otherwise money spent is a waste.

Think, ask, how often do the police access our system, can they advise on a better relationship from other experiences. You have to ask as nobody, not even staff are telling you your policy is backwards.

Maintaining readiness, cameras need checking daily , not monitoring for hours , just check their on, reboot if off line, Turn Off Turn ON and then have a number to call. Every

time a camera is off line you are exposed to a potential incident being un recorded. So it's a revue of daily maintenance schedule and recording, status and action.

90/25 Resolutions from Previous Meeting

The item was noted.

91/25 Draft Heads of Terms for Sports Fields at Champion Drive Melksham

Members were pleased to see the proposal. A question was asked about costs and possible grants.

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

UNANIMOUSLY RESOLVED that Melksham Town Council proceed with signing the lease for the Champion Drive sports field and pavilion as outlined in the draft Heads of Terms provided by Wiltshire Council, and that further negotiations continue with Future of Football regarding their operational lease of the facility.

92/25 Park Leases

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

UNANIMOUSLY resolved to approve the signing of the Primrose Drive Play Area Lease.

93/25 CCTV

The chair wished to address statements that the CCTV was not fit for purpose. The system at the time was supplied as designed. The system is now being upgraded to current technology.

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

UNANIMOUSLY RESOLVED to approve the quotation from Smart Integrated Services for the edge recording system and the upgrade of the core CCTV network to 60GHz infrastructure at a cost of £16,623.80 plus VAT.

The CEO advised that there was no timescale for installation, but it would be a priority.

Funding to come from CCTV budget and earmarked reserve 336 Equipment Replacement

94/25 Communication Policy

This item was deferred to allow members to review the policy and provide feedback before it returns to committee.

95/25 Proposal to Relocate from Bowerhill

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

UNANIMOUSLY RESOLVED to approve the relocation of the Amenities Team from Bowerhill to the Blue Pool.

96/25 IT Upgrade

It was proposed by Councillor Calland, seconded by Councillor Elson and

UNANIMOUSLY RESOLVED to approve the purchase of replacement IT equipment at a cost of £10,069.15 excluding VAT, funded from the allocated IT and equipment replacement budgets. Some replaced equipment will be retained as backup and the remainder donated to Wiltshire Digital Drive

Budgeted from Office Equipment and Earmarked Reserve 336.

A request was made that budget codes for spend be included in agendas going forward.

97/25 EP AMP XL Electric Utility Vehicle for the Amenities Team

The chair asked if the cause of the delay and resulting cost increase been determined, and if any lessons been identified to avoid similar situations in future?

The RFO advised that it was an unusual item to quote and difficult to find a leasing company. By the time it was possible to put the matter to council the quote was not economically viable for the company.

It was proposed by Councillor Griffin, seconded by Councillor Calland and

UNANIMOUSLY RESOLVED to approve the revised cost.

98/25 Financials

Members asked questions.

The reports were received.

99/25 Bank Reconciliations

Bank Reconciliations were received.

100/25 Items to Note.

Noted.

Meeting closed at: 7:35

Signed Dated

DRAFT