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Finance

Agenda for 15/09/26 @ 19:00

melksham-tc.gov.uk/meetings



Melksham
TOWN COUNCIL



Tuesday 9 June 2026

Dear Councillors A Griffin, P Aves, E Calland, R Cleary, J Crossley, S Rabey and A Westbrook.

Ref: Finance Meeting, Monday 15 June 2026

You are summoned in accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) to a meeting of the Finance Committee of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 15 June 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for Finance 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/3eub9uky>. 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 questions 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 Terms of Reference

The Finance 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 and volunteers to enable events to be run, who have 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 15:00pm on the day of the meeting.

2. **Delegated Business** – The Committee has the following delegated powers:

- 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

Community Development

- | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1. | Apologies | 19.00 – 19.01 |
| | To receive and consider acceptance for apologies and absences
(Local Government Act, 1972 s.85) | |
| 2. | Declaration of interests | 19.01 – 19.02 |
| | To declare an interest relating to the business of the meeting.
(Melksham Town Council Code of Conduct) | |
| 3. | Minutes | 19.02 – 19.05 |
| | To approve the minutes of the previous meeting 9 March 2026
(Local Government Act 1972, s. 12) | |
| 4. | Public Participation | 19.05 – 19.25 |
| | To allow public participation, 3 minutes per person; 20-minute allocation.
(Local Government Act 1972, s. 12) | |
| 5. | Vice Chair | |
| | To elect a Vice Chair of the Committee | |
| 6. | Grant for Group Five | |
| | To consider approval of a grant application from Group Five.

Community (Grants) Committee has requested the Finance Committee to consider this application. A sum of £500 has been allocated from the Grants budget. | |
| 7. | Clackers Brook Tree Planting Licence | 19.25 – 19.35 |
| | To consider the signing of the licence. | |
| 8. | Financials | 19.35 – 20.00 |
| | To receive financial reports | |
| | 8.1 | Unity Bank |

8.2	Unity Savings	
8.3	CCLA Investment	
8.4	Income & Expenditure with Variances	
8.5	Annual Budget	
8.6	Balance Sheet	
8.7	Trial Balance	
8.8	Payments over £500	
8.9	Credit Control	
9.	Bank Reconciliations	20.00 - 20.10
9.1	Unity	
9.2	CCLA	
9.3	Cambridge	
9.4	Unity Saver	
10.	Items to Note	20.10 -20.30
10.1	Finance Report	
10.2	Briefing Note No 26-03 Town and Parish Service Devolution & Asset Transfer Policy - revision	

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

View results

Respondent

16

Anonymous

13:50

Time to complete

Eligibility - Part 1

Please read through our Grants Policy carefully before you begin. Below is a list of the key points for eligibility for our grants program. Please read through them and confirm that each statement is true for your organisation. If any of the below statements is not true for your organisation, you will not be able to proceed.

1. The organisation applying for this grant: *

Please select 12 options.

- is NOT a private organisation operating as a business to make a profit or surplus;
- is NOT a national organisation or charity;
- is NOT an 'Upward Funder' (e.g. a local group whose fundraising is sent to central headquarters for redistribution);
- is NOT intending to pass on awarded grant funding to any other individuals or groups (except to pay for goods and services);
- is NOT a political organisation;
- is NOT to intending to use awarded grant funding for a project or service already fully funded by another source;
- is NOT intending to use awarded grant funding for loans or interest payments;
- is NOT an organisation whose function is primarily undertaken by the Health Authority or Wiltshire Council's Social Services;
- is NOT an organisation that discriminates on the grounds of race, religion, age, gender, transgender identity, sexual orientation, marital status, pregnancy, or any disability;
- is NOT primarily government-funded, e.g. schools;
- is NOT intended to be used for expenditure incurred or committed before confirmation of the grant (e.g. for a project which has already happened);
- has NOT received similar grant funding from Melksham Town Council in the last six months.

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Eligibility - Part 2

The following section highlights eligibility points where we may consider making exceptions under exceptional circumstances.

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2. Has the grant been requested for general or ongoing running costs? *

Unless specifically negotiated, grants will not be awarded to cover general or ongoing running costs. To see a more expansive list of these costs, please refer to Schedule 1 of the Grant Policy.

Yes

No

3. Has your organisation previously received funding from Melksham Town Council? *

Yes

No

4. What year was it awarded? *

2025

The value must be a number

5. How much was awarded? *

750

6. What was the funding for? *

desktop computer

Eligibility - Part 3

7. Do you work with children or vulnerable people? *

Yes

No

8. Can you provide a copy of your Safeguarding Policy? *

Yes

No

About You and Your Organisation

9. Name of organisation? *

GROUP FIVE

15. Please confirm that your organisation has (required): *

Please select 3 options.

- its own bank or building society account, in the name of the organisation, with two unrelated signatories;
- at least three members on its management committee/board;
- a written governing document (e.g. a constitution, memorandum, articles of association, set of rules or trust deed).

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16. Are you a registered charity? *

- Yes
- No

17. Please provide your registered charity number. *

1037024

18. Is your organisation part of, or affiliated to, a larger organisation? *

- Yes
- No

19. Which categories best describe your organisation? *

- Charitable organisation
- Youth group
- Senior citizen group
- Sports club
- Art group
- Advice organisation
- Organisation assisting the disabled
- Minority group
- Community building
- Community event
- Health/transport/safety group

Aims of Your Organisation and your Project or Service

This section will ask you about what your organisation does and what you would like to use your grant for.

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20. What does your organisation do and how does it benefit the community and/or individuals in the area covered by Melksham Town Council? *

WE TAKE FURITURE DONATIONS REFURBISH WHERE REQUIRED THEN DISTRIBUTE TO THE NEEDY FREE OF CHARGE

21. Name of the project or service this grant will support? *

WE HAVE A COMPUTER WITH OUR DATA BASE BUT NEED ANOTHER CONNECTED TO THE INTERNET TO ACCEPT EMAIL REFERRALS ETC. WE ARE ALSO IN THE PROCESS OF TAKING OVER A FURTHER FLOOR OF OUR WAREHOUSE AS ADDITIONAL STORAGE. WE NEED TO CLEAR THE MESS HIRE A SKIP AND FIT SHELVING ETC

22. How will the grant support your project or service? *

HELP FUND A WIFI IPAD £800 SKIP £300 SHELVING OF £300

23. Evidence that this project or service is needed in the area covered by Melksham Town Council? *

LAST YEAR GROUP FIVE SUPPORTED 393 FAMILIES IN WILTSHIRE OF WHICH 103 WERE MELKSHAM RESIDENTS

24. How many people do you estimate will benefit from this grant? *

APPOX 400

25. How many of those people will be residents of the area covered by Melksham Town Council? *

100

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26. Please explain how you calculated/estimated the number who are in the area covered by Melksham Town Council. *

BASED ON PREVIOUS YEARS 2025 103 2024 94

27. Estimated cost of the whole project or service? *

This value might be larger than the amount you are requesting for the grant.

1400

28. Are you planning to charge for your project or service? *

Yes

No

29. Grants of over £250 must be match funded (i.e. obtain equivalent money elsewhere) Please describe any additional funding for your project and, if your request is for over £250, how you are intending to match-fund your grant if awarded. *

e.g. from grants already awarded, grants applied for, promised funding, fund raising activities, donated time or resources in kind.

GRANTS FROM ALL TOWNS IE
WARMINSTER WESTBURY BOA TROWBRIDGE MELKSHAM WITHOUT

Accounts and Payment Details

This section asks about your organisation's annual accounts and the bank detail you would like us to use if your grant application is successful. You will be requested to provide a copy of your most recent accounts, and most recent bank statement and any other details of savings or investments.

Type of Grant

We offer 3 types of grant:

Community: Up to £1000 (awarded twice per year)

Core Grants: Annual payments over 4 years (already awarded)

Facilities Hire (use of our rentable facilities e.g. the Assembly Hall)

If you are applying for a Facilities Hire Grant, please contact the Melksham Assembly Hall team to obtain a quote for your booking, or check our Fees and Charges document, prior to making an application. The Facilities Hire Grant should cover the exact full amount of your booking.

39. Would you like to apply for a Community Grant? *

Yes

No

40. Community Grant amount? (£) *

In all but the most exceptional cases, community grants are for up to £1000.

500

The value must be a number

41. Do you believe you have an exceptional reason to apply for over £1000? *

Please note that because of limited funds for each round such requests are unlikely to succeed

Yes, and there are exceptional circumstances.

No

42. Would you like to apply for a Facilities Hire Grant? *

[Note that in 2026 the council made the hire of KGV free for charitable use]

Yes

No

Declarations

When your application has been reviewed and any requested documents received, we will send, using the email address in the contact details section of this application, a final document containing your application details that will be presented to the Community Development Committee for a decision by councillors. You should check this and then sign and return: we accept electronic signatures for grant applications.

43. Please read through the following declarations and confirm that: *

You can find our Data Protection Policy here: <https://tinyurl.com/4w7ke42b>

Please select 5 options.

- We declare that the information confirmed in this application is correct and that any grant received will be used solely as detailed in the request.
- We are happy to be contacted in relation to this enquiry.
- We agree to complete and return a Monitoring Form within 6 months of receipt of any grant for review by the Community & Development Committee.
- We agree that personal data provided in this application may be stored and managed in accordance with the council's privacy policy.
- We understand that if application does not conform with the council's grant policy it may be rejected immediately.

44. Would you like to be added to our mailing list to find out about other opportunities like this one? *

- Yes
- No

45. Do you give consent for photos to be provided or taken of you and your organisation for use in social media, press releases and future grant marketing? *

- Yes
- No

THIS LICENCE is dated

2026

PARTIES

- (1) **WILTSHIRE COUNCIL** of County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN (**the Licensor**)
- (2) **MELKSHAM TOWN COUNCIL** of Town Hall, Market Place, Melksham, SN12 6ES (**the Licensee**)

BACKGROUND

- (A) The Licensor owns the Licence Area of Clackers Brook outlined in a red line on the plan included on the last page of this licence
- (B) The Licensee has applied to the Licensor for permission to plant and maintain up to 400 British native trees (including maple, rowan, silver birch, wild cherry, oak and grey willow) within the Licence Area (**The Works**)
- (C) The Licensor has agreed to grant a Licence on the terms herein contained.

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THE TERMS

1. INTERPRETATION

The following definitions and rules of interpretation apply in this Licence:

1.1 Definitions:

Licence Area	the area of land shown edged red on the Plan
Licence Period	the period of fifty years from and including the date on this Licence
Plan	the plan attached to this Licence

2. GRANT

2.1 In consideration of the obligations on Licensee contained in this licence the Licensor grants the Licensee a licence to enter the Licence Area in common with the Licensor and all others authorised by the Licensor to plant and maintain the WORKS.

2.2 The Licensee acknowledges that:

- 2.2.1 no relationship of landlord and tenant is created between the Licensor and Licensee by this licence;

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- 2.2.2 the Licensor retains control, possession and management of the Licence Area and the Licensee has no right to exclude the Licensor from the Licence Area;
- 2.2.3 the Licensee may not assign the benefit of this Licence;
- 2.2.4 no cost shall fall on the Licensor arising from the exercise of this Licence;
- 2.2.5 the Licensor reserves the right to include the Licence Area and the Works in any Environmental or Climate Change mitigation scheme which it operates during the Licence Period.

3. LICENSEE OBLIGATIONS

3.1 The Licensee agrees:

- 3.1.1 to carry out the Works in a proper and workman-like manner in accordance with any applicable legislation and to ensure that the carrying out of the Works does not constitute or cause a nuisance or danger to users of the Licence Area or of the adjoining land;
- 3.1.2 to ensure that no trees or bushes of a poisonous nature (whether by reason of fruits, flowers, leaves or otherwise) are planted;
- 3.3 to maintain the Licence Area in a tidy state and as far as it is practicable to do so free from litter;
- 3.4 To maintain the whole of the edged red area on the Plan and ensure no other plants or trees are planted on this land.
- 3.5 to make good any damage caused to the Licence Area arising from the Works;
- 3..6 to liaise with the Licensor's Streetscene Team about the timing of the Works;
- 3..7 to ensure that there are suitable arrangements in existence for work by volunteers;
- 3..8 to maintain the Licence Area by implementing a schedule of regular mowing;
- 3..9 to ensure that the planting does not obstruct any visibility splays for highways use or Public Right of Way MELK106 and to remove immediately any tree or bush which the Licensor in its absolute discretion considers likely to cause such an obstruction.
- 3..10 to ensure that the trees are regularly inspected and appropriately maintained
- 3..11 to use only biodegradable tree stays, straps and guards when carrying out the Works

3.2 The Licensee shall obtain details of the position of any utilities in the Licence Area and shall ensure that the Works do not interfere with any apparatus of statutory undertakers or of other public utilities.

3.2 The Licensee shall not include or refer to the Licence area or the Works in any formal Environmental or Climate Change mitigation scheme with which it is involved during the Licence Period.

4. INSURANCE

4.1 The Licensee must maintain public liability insurance providing a minimum cover of £5,000,000 or such higher sum as the Licensor shall from time to time stipulate at all times during the Licence Period paying all premiums as and when they become due and providing to

the Licensor if so requested copies of such insurance policy and evidence that the current premium has been paid.

5. INDEMNITY

- 5.1 The Licensee must indemnify and keep the Licensor indemnified from and against all actions, proceedings, costs, claims, damages and expenses, including third party claims, arising from death or injury to any of the Licensor's tenants, servants, workmen or agents or any persons entering the Licence, or damage to property arising from the Works and must maintain adequate insurance against such risks.

6. TERMINATION

- 6.1 The Licence to access the Licence Area granted by this licence shall end on:
- 6.1.1 twenty-one (21) days after written notice given by the Licensor to the Licensee at any time for breach of any of the Licensee's obligations; and
 - 6.1.2 the expiry of three calendar months' written notice given by either party to the other.

7. LIMITATION OF GRANT AND OF THE LICENSOR'S LIABILITY

- 7.1 Nothing in this licence shall be held to grant, vary or affect any right of light or air or any other easement whatsoever;
- 7.2 The Licensor shall not, save as required by law, be liable to the Licensee or any other person for any obstruction, damage, injury or liability in the exercise or purported exercise of the rights granted by this licence.

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8. DISPUTES

- 8.1 Any differences between the Licensor and Licensee which cannot be resolved between them shall be referred to an independent chartered surveyor to be appointed by agreement between the Licensor and Licensee or in default of agreement by the President for the time being of the Royal Institution of Chartered Surveyors on the application of either party;
- 8.2 The surveyor shall act as an expert not as an arbitrator and his decision shall be final and binding upon the Licensor and Licensee and his costs shall be borne as he directs.

9. LIABILITY OF SIGNATORIES AND NOTIFICATION OF CHANGES OF OFFICE-HOLDERS

- 9.1 The liability of the signatories to this licence on behalf of the Licensee shall be joint and several;
- 9.2 Any change in the office holders of Licensee and in the address of Licensee shall be notified to the Licensor within fourteen (14) days of the change having taken place.

10. NOTICES

10.1 Any notices under this licence must be in writing and may be served on the person upon whom it is to be served either personally or by sending it by the recorded delivery service to the Licensor at the address given in this licence or to Licensee at the Licensee's address last notified to the Licensor.

10.2 For the purpose of service of all notices required to be served under this licence or by statute, the provisions as to service of notices contained in the Law of Property Act 1925 and the Recorded Delivery Act 1962 shall be deemed to be incorporated in this licence.

11. THIRD PARTIES

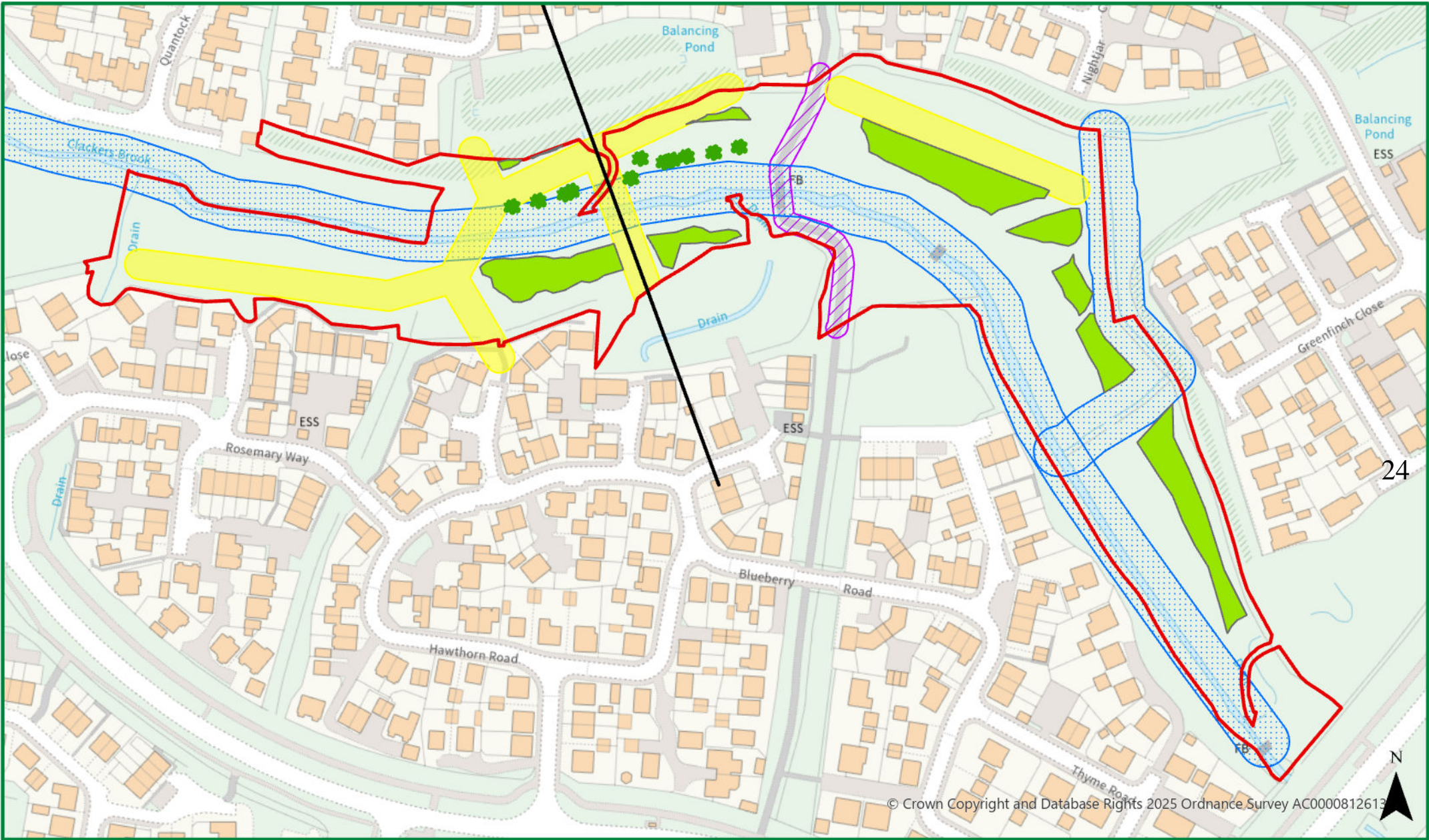
11.1 Nothing in this licence is intended to confer any right on any person pursuant to the Contracts (Rights of Third Parties) Act 1999.








Signed for and on behalf of

WILTSHIRE COUNCIL (THE LICENSOR)

Signed for and on behalf of

MELKSHAM TOWN COUNCIL (THE LICENSEE)



-  Oak
-  Openreach
-  No plant buffer - PROW
-  No plant buffer - river
-  No plant buffer - utilities
-  WC Estates
-  Tree licence planting

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Wiltshire Council

Clackers Brook Woodland Creation

03/03/2026 1:2,000
Coordinates: 391782E 163553N

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		66,148.58					66,148.58	
SL Mar26	Banked: 16/03/2026	50.00						
	Sales Recpts Page 484	50.00	50.00		104			Sales Recpts Page 484
	Banked: 20/03/2026	60,000.00						
Mar300	Unity - Instant Savings A/c	60,000.00			205		60,000.00	Top up current account
	Banked: 30/03/2026	60,000.00						
Mar301	Unity - Instant Savings A/c	60,000.00			205		60,000.00	Top up current account
Freddys	Banked: 30/03/2026	40.00						
Freddys	Freddys pd in error,refund Apr	40.00			566		40.00	Freddys pd in error,refund Apr
March 26	Banked: 31/03/2026	13,324.30						
	Sales Recpts Page 469	13,324.30	2,379.30		101			Sales Recpts Page 469
			8,470.00		103			Sales Recpts Page 469
			2,475.00		104			Sales Recpts Page 469
Mar26	Banked: 31/03/2026	35,007.78						
Mar101	HMCTS	29.85			1027	202	29.85	Compensation for arson damage
Mar102	Wiltshire Council	28,977.90			1180	901	28,977.90	CIL Longleaze Lane Care Home
Mar103+104	Trustly/Paypal	0.03			1020	110	0.03	AH Test bank for credit accoun
Mar105	Wiltshire Council	6,000.00			1050	302	6,000.00	Community convrsn WaterFountn
108	Banked: 31/03/2026	425.00						
108	Mayor's Reception raffle	485.00			1016	115	485.00	Mayor's Reception raffle
108	Mayor's Reception - food	-60.00			4070	115	-60.00	Mayor's Rcpton - food cadets
107(B)	Banked: 31/03/2026	2,612.55						
107(B)	Quiz	7.70		1.28	1001	520	6.42	Quiz
107(B)	Birthday party 28/2/26	140.50		23.42	1001	520	117.08	Birthday party 28/2/26
107(B)	Car Club	24.50		4.08	1001	520	20.42	Car Club
107(B)	Dreamers	38.70		6.45	1001	520	32.25	Dreamers
107(B)	Taylormania	82.80		13.80	1001	520	69.00	Taylormania
107(B)	Car Club	16.50		2.75	1001	520	13.75	Car Club
107(B)	Repast	1,158.30		193.05	1001	520	965.25	Repast
107(B)	Mayor's Reception	104.30		17.38	1001	520	86.92	Mayor's Reception
107(B)	Mediumship	300.65		50.11	1001	520	250.54	Mediumship
107(B)	Car Club	13.60		2.27	1001	520	11.33	Car Club
107(B)	Rock and Roll	584.70		97.45	1001	520	487.25	Rock and Roll
107(B)	Car Club	31.50		5.25	1001	520	26.25	Car Club
107(B)	Wedding	103.40		17.23	1001	520	86.17	Wedding
107(B)	Car Club	5.40		0.90	1001	520	4.50	Car Club
	Banked: 31/03/2026	4,853.20						
PaySense	Credit/Debit Card Control Acco	4,853.20			213		4,853.20	Dojo001
	Banked: 31/03/2026	1,571.60						
Paysense	Credit/Debit Card Control Acco	1,571.60			213		1,571.60	Dojo002
	Banked: 31/03/2026	3,067.00						
PaySense	Credit/Debit Card Control Acco	3,067.00			213		3,067.00	Dojo003
TicketSce	Banked: 31/03/2026	10,243.65						

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
TicketSce	Quiz	30.00			566		30.00	Quiz
TicketSce	The Dreamers	1,075.00			566		1,075.00	The Dreamers
TicketSce	Taylormania	7,063.65			566		7,063.65	Taylormania
TicketSce	Mayor's Reception	2,075.00		345.83	1016	115	1,729.17	Mayor's Reception
105-CASH	Banked: 31/03/2026	121.05						
105-CASH	At the Hop	40.00			566		40.00	At the Hop
105-CASH	Classic Rock Revival	80.00			566		80.00	Classic Rock Revival
105-CASH	Film Snacks (Com Dev)	10.50		1.75	1004	510	8.75	Film Snacks (Com Dev)
105-CASH	Post + milk from cash	-9.45			4028	101	-7.80	Post + milk from cash
					4016	101	-1.65	Post + milk from cash
105-Cash	Banked: 31/03/2026	982.00						
	Sales Recpts Page 479	982.00	907.00		101			Sales Recpts Page 479
			75.00		104			Sales Recpts Page 479
105-cheque	Banked: 31/03/2026	792.00						
	Sales Recpts Page 480	792.00	567.00		101			Sales Recpts Page 480
			225.00		104			Sales Recpts Page 480
AltCheques	Banked: 31/03/2026	75.00						
	Sales Recpts Page 485	75.00	75.00		104			Sales Recpts Page 485
Total Receipts for Month		193,165.13	15,223.30	783.00			177,158.83	
Cashbook Totals		<u>259,313.71</u>	<u>15,223.30</u>	<u>783.00</u>			<u>243,307.41</u>	

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/03/2026	Curtis Cleaning	S/O	2,167.20	2,167.20		501			Cleaning x3
02/03/2026	Unity Bank	DD	35.92			4017	101	35.92	BACS charge
02/03/2026	Water2Business	DD003	27.50			4103	215	27.50	Water2Business
02/03/2026	Water2Business	DD005	721.00			4103	221	721.00	Water2Business
02/03/2026	Zen International Ltd	DD001	28.80	28.80		501			WiFi Art House
02/03/2026	Water2business	DD002	169.74	169.74		501			Water to 02/02/26
02/03/2026	Water2business	DD004	126.58	126.58		501			Water to 2/2/26
02/03/2026	Virgin Media	DD005	68.40	68.40		501			Broadband
03/03/2026	Redhorn Holdings Ltd	DD006	1,400.00	1,400.00		501			Rent March 26
04/03/2026	BT Group plc	DD007	87.14	87.14		501			Broadband
05/03/2026	Splash Pads Enterprises Ltd	INV0887	13,268.80	13,268.80		501			Filters,AFMmedia,clean+
05/03/2026	WaterPlus	DD008	39.08			4103	203	39.08	WaterPlus
06/03/2026	Tolchards Ltd	DD009	892.84	892.84		501			Bar stock purchases
09/03/2026	Office Evolution Ltd	DD010	86.40	86.40		501			A4+A3 laminating pouches
12/03/2026	Ask Agency Group Ltd	0429/0433	894.30	894.30		501			650x450 Dibond signs x4
12/03/2026	British Gas	DD011	100.77	100.77		501			Elect Mkt Plce toilets26-2-26
13/03/2026	LGPS	DD012	8,949.79			516		8,949.79	LGPS
13/03/2026	British Gas	DD013	34.79	34.79		501			Elect Roundhse 27-2-26
13/03/2026	Enterprise Flex-E-Rent	PL Refund	-787.38	-787.38		501			Purchase Ledger DR Payment
16/03/2026	LLOYDS CC S	DD	365.25		60.88	4042	101	51.31	Adobe license
						4337	303	35.83	Amazon - events storage
						4024	101	10.51	Amazon - laptop chargers
						4337	303	23.74	Amazon - events label maker
						4313	303	13.29	Amazon - events art supplies
						4335	303	5.44	Sainsbury's - meet the council
						4040	101	31.52	Amazon - computer mice
						4313	303	46.09	Lidl - events film snacks
						4335	303	4.16	Poundstretcher - banner suppli
						4197	202	4.16	Amazon - bench screws
						4915	501	65.83	Argos - DVD player
						4024	101	12.49	B&M - chargers
16/03/2026	LLOYDS CC E	DD	254.89			4010	101	120.10	Indeed - job ads
						4042	101	-7.98	Microsoft - credit
						1016	115	35.27	eBay - mayors reception
						1016	115	12.35	Shein - mayors reception
						4335	303	16.65	Buyology - events
						4197	202	32.00	Cobblers Bench - bench plaque
						4151	202	37.50	Melksham Motors - jump cables
						4017	110	9.00	Lloyds - card fees

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
16/03/2026	LLOYDS CC Z	DD	89.01			4016	101	1.65	Iceland - milk
						4337	303	29.99	Amazon - event storage
						4016	101	1.65	Iceland - milk
						4028	101	14.25	Post Office
						4078	302	26.97	Buyology - events
						4016	101	4.85	Lidl - tea
						4313	303	5.00	Sainsbury's
						4016	101	1.65	Lidl - milk
						4016	101	1.65	Iceland - milk
						4016	101	1.35	Co-op - milk
16/03/2026	Daisy Communications	DD015	53.38	53.38		501			Telephone line KGV
16/03/2026	Mainstream Digital	DD014	282.98	282.98		501			Telephone + broadband
16/03/2026	British Gas	DD016	499.83	499.83		501			Elect TH
17/03/2026	West Mercia Energy	DD0017	294.36	294.36		501			Elect KGV
17/03/2026	British Gas	DD018	1,878.74	1,878.74		501			Elect AH
17/03/2026	British Gas	DD019	38.91	38.91		501			Elect Market Traders
17/03/2026	Fuel Genie	DD020	101.92	101.92		501			Fuel
18/03/2026	Dell Corporation	002015328	6,032.34	6,032.34		501			Active pen
18/03/2026	Office Evolution Ltd	DD021	101.36	101.36		501			Copier click charge to 25/2/26
18/03/2026	British Gas	DD022	538.38	538.38		501			Gas TH
18/03/2026	British Gas	DD023	13.99	13.99		501			Gas AH
20/03/2026	PAYE/NIC	DD024	11,557.24			515		11,557.24	PAYE/NIC
20/03/2026	Net pay	DD025	32,158.55			520		32,158.55	Net pay
20/03/2026	Dojo	DD027	60.29			4015	110	60.29	Dojo
20/03/2026	Dojo	DD028	62.60			4015	110	62.60	Dojo
20/03/2026	NPower (Yorkshire) Ltd	DD026	265.49	265.49		501			Elect BP
20/03/2026	Tolchards Ltd	DD029	2,112.07	2,112.07		501			Bar stock
20/03/2026	British Gas	DD030	134.85	134.85		501			Elect Bowerhill
23/03/2026	TJ Van Hire (W&C Inventories t	932867637	1,680.00	1,680.00		501			2x van hire Feb 26
23/03/2026	Unique Signs & Graphics	24773	978.60	978.60		501			7x r'bout signs post+ plates
23/03/2026	Industrial Door & Gate Solutio	734895709	1,316.93	1,316.93		501			Replace locks at toilets
23/03/2026	Solridout Construction Ltd	inv002402	6,337.00	6,337.00		501			P/Ledger Electronic Payment
23/03/2026	Chew Valley Trees Ltd	4529181	1,763.21	1,763.21		501			12x trees and stakes
23/03/2026	Exponential-E Ltd	138139640	117.88	117.88		501			Cloud monitoring + backup
23/03/2026	Melksham Without Parish Council	703971506	3,557.74	3,557.74		501			Share planning-PlaceStudio
23/03/2026	Comax UK Ltd	458913141	839.16	839.16		501			Hand towels, mop bucket
23/03/2026	SLCC Enterprises Ltd	867902636	62.50	62.50		501			P/Ledger Electronic Payment
23/03/2026	SLCC Enterprises Ltd	217525714	168.00	168.00		501			ILCA R.Reay-Waugh
23/03/2026	Wired Publishing	680195506	102.00	102.00		502			Qtr page advert
23/03/2026	Travis Perkins Trading Company	918301715	374.20	374.20		501			Awdry fence
23/03/2026	Wiltshire Council	664806662	70.50	70.50		501			1x checks
23/03/2026	Smart Integrated Solutions Ltd	970113381	2,887.92	2,887.92		501			Review + report on CCTV
23/03/2026	Gompels Ltd	941305219	125.00	125.00		501			Parking Jan 26

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/03/2026	Broxap Ltd	370687321	390.00	390.00		501			Stainless pump deluxe
23/03/2026	Mr. Steve Holder	811661017	610.00	610.00		502			Repair speakers+bass, new amp
23/03/2026	Wiltshire Publications Ltd	355863576	1,272.00	1,272.00		501			MIN 2x full page, Parks Survey
23/03/2026	Dell Corporation	Q020255096	5,574.97	5,574.97		501			P/Ledger Electronic Payment
23/03/2026	Prosec Consultancy Ltd	621105406	707.85	707.85		502			Security Majesty-Queen
23/03/2026	J. H. Jones & Sons	5791/5855	290.40	290.40		501			Grass cutting Queensway
23/03/2026	Your Wiltshire	846581156	80.00	80.00		502			Qtr page advert
23/03/2026	Paul Seemayer	233684415	300.00	300.00		501			Lighting Majesty-Queen
23/03/2026	A M Productions	768451556	4,560.28	4,560.28		502			We Three Kings 07-02- 26
23/03/2026	Nicki Hudson	414942877	189.25	189.25		501			CIPD membership end 24/25, ful
23/03/2026	RELEA Productions Ltd	585729652	9,678.16	9,678.16		501			Corrected value - Majesty
23/03/2026	Light Fantastic	442733307	384.00	384.00		502			Repair Town Hall clock
23/03/2026	United EPoS Solutions	99837388	1,017.60	1,017.60		501			TouchPoint
23/03/2026	Office Evolution Ltd	DD031	105.60	105.60		501			A4 copier paper x4 boxes
23/03/2026	Hutchison 3G Three	DD032	156.00	156.00		501			Mobiles
23/03/2026	Rentokil Initial	DD033	681.34	681.34		501			Pest control TH+Roundhouse
23/03/2026	Solridout Construction Ltd	ON ACC	18,286.00	18,286.00		501			P/Ledger Electronic Payment
23/03/2026	Office Furniture Wales	Quot12-3-2	2,300.00	2,300.00		501			Desk, pedestals+chairs
25/03/2026	Dojo	DD034	112.72			4015	110	112.72	Dojo
25/03/2026	Lloyds Bank for Unity Ttust Ba	on account	700.00	700.00		501			March Lloydds card purchases
26/03/2026	Total Energies Gas & Power	DD035	75.26	75.26		501			Gas BP
27/03/2026	Dell Corporation	0020340700	2,055.60	2,055.60		501			Dell Pro 27 monitors x 12
27/03/2026	British Gas	DD036	1,763.22	1,763.22		501			Elct KGV Pavilio
30/03/2026	Curtis Cleaning	S/O	2,167.20	2,167.20		501			Cleaning public toilets
30/03/2026	Unity - BACS charge	DD037	28.20			4017	101	28.20	Unity - BACS charge
30/03/2026	Zen International Ltd	DD038	28.80	28.80		501			Wifi Art house to 22/4/26
31/03/2026	Smart Integrated Solutions Ltd	AM12271/72	19,948.56	19,948.56		501			Upgrade core network to 60Ghz
31/03/2026	LGRC Associates Ltd	Refund	-3,900.00	-3,900.00		501			Locum deposit return
31/03/2026	Unity	DD040	30.30			4017	101	30.30	Manual credit handling chge
31/03/2026	Unity	DD041	26.05			4017	101	26.05	Service charge
31/03/2026	Hills Waste	DD039	714.26	714.26		501			Waste Collection
Total Payments for Month			175,922.36	121,403.97	60.88			54,457.51	
Balance Carried Fwd			83,391.35						
Cashbook Totals			259,313.71	121,403.97	60.88			137,848.86	

Receipts for Month 12

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 :		928,619.63					928,619.63	
Mar106	Banked: 31/03/2026	4,867.06						
Mar106	Unity Bank	4,867.06			1026	110	4,867.06	Quarterly interest received
Total Receipts for Month		4,867.06	0.00	0.00			4,867.06	
Cashbook Totals		<u>933,486.69</u>	<u>0.00</u>	<u>0.00</u>			<u>933,486.69</u>	

Payments for Month 12

Nominal Ledger Analysis

<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>
20/03/2026	Unity Bank - Main Account	Mar300	60,000.00			203		60,000.00	Top up current account
30/03/2026	Unity Bank - Main Account	Mar301	60,000.00			203		60,000.00	Top up current account
Total Payments for Month			120,000.00	0.00	0.00			120,000.00	
Balance Carried Fwd			813,486.69						
Cashbook Totals			<u>933,486.69</u>	0.00	0.00			<u>933,486.69</u>	

Bank Reconciliation up to 31/03/2026 for Cashbook No 10 - CCLA: Investment

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
03/03/2026	Mar200		2,130.44	2,130.44		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>2,130.44</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
101 Central Costs								
1020 Miscellaneous Income	0	6	0	(6)			0.0%	
Central Costs :- Income	0	6	0	(6)				0
4000 Salaries ENI & Pension	452,982	249,364	384,500	135,136		135,136	64.9%	
4001 Salaries - Ers NIC	0	16,528	0	(16,528)		(16,528)	0.0%	
4002 Salaries - Pension	0	25,332	0	(25,332)		(25,332)	0.0%	
4004 Last year's Gross+Er NIC+LGPS	0	10,539	0	(10,539)		(10,539)	0.0%	
4005 Locum costs	15,541	44,593	3,000	(41,593)		(41,593)	1486.4%	
4006 Locum Staff	0	31,584	0	(31,584)		(31,584)	0.0%	
4010 Recruitment	0	347	0	(347)		(347)	0.0%	
4015 Bank charges - Cards	0	871	0	(871)		(871)	0.0%	
4016 Sundry Office Expenses	1,203	343	1,200	857	185	672	44.0%	
4017 Bank charges	0	198	0	(198)		(198)	0.0%	
4021 Stationery	1,050	589	1,000	411		411	58.9%	
4023 Advertising	7,890	317	3,000	2,684		2,684	10.6%	
4024 Equipment/furniture	24	3,154	500	(2,654)		(2,654)	630.9%	3,133
4026 Photocopier/copying	1,141	1,668	1,100	(568)		(568)	151.6%	
4027 Telephones and Mobiles	3,855	4,555	3,600	(955)		(955)	126.5%	
4028 Postage	173	38	600	562		562	6.3%	
4029 Subscriptions & Memberships	2,517	2,550	3,200	650		650	79.7%	33
4032 Market Charter Anniversary	304	0	0	0		0	0.0%	
4040 Information Technology/Hardware	6,528	15,139	5,000	(10,139)		(10,139)	302.8%	11,355
4041 IT replacement/contingency	0	698	0	(698)		(698)	0.0%	
4042 Licences/Software	20,907	16,098	24,000	7,902	7	7,895	67.1%	
4058 Insurance	38,578	41,897	39,000	(2,897)		(2,897)	107.4%	
4061 Travel & Accommodation	5,241	557	3,000	2,443		2,443	18.6%	
4075 Training	494	5,962	3,000	(2,962)	700	(3,662)	222.1%	
4108 Service Contracts	0	233	0	(233)		(233)	0.0%	
4922 DNU - Publicity & Marketing	1,548	(736)	0	736		736	0.0%	
Central Costs :- Indirect Expenditure	559,975	472,414	475,700	3,286	892	2,394	99.5%	14,488
Net Income over Expenditure	(559,975)	(472,409)	(475,700)	(3,291)				
6000 plus Transfers from EMR	2,400	14,488	0	(14,488)				
Movement to/(from) Gen Reserve	(557,575)	(457,921)	(475,700)	(17,779)				
110 Corporate Costs								
1020 Miscellaneous Income	0	50	0	(50)			0.0%	
1026 Income Interest	16,230	43,289	25,000	(18,289)			173.2%	
1028 Matured fixed term deposit	0	2,000	0	(2,000)			0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1176 Precept Received	1,047,270	0	0	0			0.0%	
Corporate Costs :- Income	1,063,500	45,339	25,000	(20,339)			181.4%	0
4015 Bank charges - Cards	0	3,502	0	(3,502)		(3,502)	0.0%	
4017 Bank charges	5,140	713	2,500	1,787		1,787	28.5%	
4043 HR consultancy	13,625	4,545	8,000	3,455		3,455	56.8%	
4050 Legal and Professional Fees	23,356	6,581	10,000	3,419		3,419	65.8%	
4057 Accountancy and Audit	3,497	10,834	4,000	(6,834)		(6,834)	270.8%	
4076 Health & Safety	6,240	646	3,500	2,854		2,854	18.5%	
4339 Corporate Day	0	2,326	0	(2,326)		(2,326)	0.0%	
Corporate Costs :- Indirect Expenditure	51,858	29,148	28,000	(1,148)	0	(1,148)	104.1%	0
Net Income over Expenditure	1,011,642	16,191	(3,000)	(19,191)				
<u>115 Civic and Democratic</u>								
1016 Receipts - Mayors Reception	3,853	731	0	(731)			0.0%	
Civic and Democratic :- Income	3,853	731	0	(731)				0
4030 Town Crier's expenses	105	30	300	270		270	10.0%	
4034 Councillors' training	960	676	1,500	824		824	45.1%	
4062 Election Expenses	22,489	18,245	20,000	1,755		1,755	91.2%	
4070 Mayor's Allowance	84	60	2,000	1,940		1,940	3.0%	
4085 Civic and Ceremonial	8,766	450	6,500	6,050		6,050	6.9%	
4311 Remembrance Day	1,665	1,231	1,500	269	74	195	87.0%	
Civic and Democratic :- Indirect Expenditure	34,068	20,692	31,800	11,108	74	11,033	65.3%	0
Net Income over Expenditure	(30,215)	(19,961)	(31,800)	(11,839)				
<u>151 Grants</u>								
4301 Grants	18,539	7,451	10,000	2,549		2,549	74.5%	
4303 Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4310 Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	2,500	2,500	2,500	0		0	100.0%	
4322 Age UK Project Worker	12,000	0	0	0		0	0.0%	
4324 The Friends of Canberra Park	7,988	0	0	0		0	0.0%	
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	60,027	28,951	31,500	2,549	0	2,549	91.9%	0
Net Expenditure	(60,027)	(28,951)	(31,500)	(2,549)				
6000 plus Transfers from EMR	7,988	0	0	0				
Movement to/(from) Gen Reserve	(52,039)	(28,951)	(31,500)	(2,549)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>152</u> <u>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</u> <u>Town Hall</u>								
1034 Income Town Hall Bookings	3,185	5,553	2,000	(3,553)			277.6%	
Town Hall :- Income	3,185	5,553	2,000	(3,553)			277.6%	0
4076 Health & Safety	0	3,940	0	(3,940)		(3,940)	0.0%	
4100 Gas	4,512	2,895	7,500	4,605		4,605	38.6%	
4101 Electricity	4,917	4,885	6,500	1,615		1,615	75.2%	
4102 Non Domestic Rates	10,604	10,604	11,000	396		396	96.4%	
4103 Water	1,258	1,532	2,000	468		468	76.6%	
4104 Window Cleaning	1,492	1,146	1,500	354		354	76.4%	
4106 Repairs and Maintenance	15,367	19,323	12,000	(7,323)	3,242	(10,564)	188.0%	
4108 Service Contracts	6,217	9,752	8,500	(1,252)	773	(2,026)	123.8%	
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	44,367	54,340	49,000	(5,340)	4,015	(9,355)	119.1%	0
Net Income over Expenditure	(41,183)	(48,787)	(47,000)	1,787				
<u>202</u> <u>Asset and Amenities</u>								
1027 Income - Amenity Services	10,425	3,743	6,000	2,257			62.4%	
1197 Income Memorial Benches+Trees	0	982	0	(982)			0.0%	
Asset and Amenities :- Income	10,425	4,725	6,000	1,275			78.8%	0
4000 Salaries ENI & Pension	289,147	177,936	232,000	54,064		54,064	76.7%	
4001 Salaries - Ers NIC	0	8,319	0	(8,319)		(8,319)	0.0%	
4002 Salaries - Pension	0	14,710	0	(14,710)		(14,710)	0.0%	
4075 Training	0	508	3,000	2,492		2,492	16.9%	
4106 Repairs and Maintenance	0	4,498	0	(4,498)		(4,498)	0.0%	
4108 Service Contracts	0	41	0	(41)		(41)	0.0%	
4150 Uniform/PPE	250	503	1,000	497		497	50.3%	
4151 Tools and Equipment	1,960	2,973	2,000	(973)	297	(1,269)	163.5%	
4153 Vehicle Running Costs	5,664	12,499	6,000	(6,499)		(6,499)	208.3%	
4156 Vehicle Leasing	6,331	14,638	6,000	(8,638)		(8,638)	244.0%	
4163 DNU - Repairs and Maintenance	2,155	(705)	2,000	2,705		2,705	(35.2%)	
4165 Maintenance - Play Areas	634	(69)	0	69		69	0.0%	
4167 Street Furniture and Signage	4,689	3,322	6,000	2,678		2,678	55.4%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4168 Bus Shelters Cleaning	836	478	1,500	1,022		1,022	31.9%	
4177 Churchyard maintenance	0	270	1,000	730		730	27.0%	
4186 Defibrillators	1,100	2,594	4,000	1,406		1,406	64.8%	
4195 Letters to Heaven costs	0	79	0	(79)		(79)	0.0%	
4197 Memorial Benches+Trees	0	735	0	(735)		(735)	0.0%	
Asset and Amenities :- Indirect Expenditure	312,765	243,327	264,500	21,173	297	20,876	92.1%	0

Net Income over Expenditure **(302,341)** **(238,602)** **(258,500)** **(19,898)**

203 Allotments

1045 Income Allotments	4,775	4,623	6,000	1,378			77.0%	
Allotments :- Income	4,775	4,623	6,000	1,378			77.0%	0
4028 Postage	0	101	0	(101)		(101)	0.0%	
4029 Subscriptions & Memberships	0	70	0	(70)		(70)	0.0%	
4103 Water	0	2,674	0	(2,674)		(2,674)	0.0%	
4106 Repairs and Maintenance	0	963	0	(963)		(963)	0.0%	
4200 DNU - Water Rates	1,560	0	1,800	1,800		1,800	0.0%	
4201 DNU - Maintenance	0	200	500	300		300	40.0%	
4202 Community Allotments	0	0	500	500		500	0.0%	
Allotments :- Indirect Expenditure	1,560	4,008	2,800	(1,208)	0	(1,208)	143.1%	0

Net Income over Expenditure **3,215** **614** **3,200** **2,586**

204 Cafe

1046 Income - Pavilion	2,529	4,290	3,000	(1,290)			143.0%	
1090 Expenses Recovered	11,809	13,257	12,000	(1,257)			110.5%	
Cafe :- Income	14,337	17,547	15,000	(2,547)			117.0%	0
4101 Electricity	0	18,860	0	(18,860)		(18,860)	0.0%	
4103 Water	0	2,455	0	(2,455)		(2,455)	0.0%	
4106 Repairs and Maintenance	0	556	0	(556)		(556)	0.0%	
4108 Service Contracts	0	829	0	(829)		(829)	0.0%	
4250 WiFi - Pavilion	889	534	1,300	766		766	41.1%	
4252 DNU - Electricity	19,805	0	12,000	12,000		12,000	0.0%	
4254 DNU - Water	1,860	0	2,500	2,500		2,500	0.0%	
4255 Fire Safety Checks	859	305	1,000	695		695	30.5%	
4256 DNU - Maintenance	2,040	0	2,500	2,500		2,500	0.0%	
Cafe :- Indirect Expenditure	25,452	23,539	19,300	(4,239)	0	(4,239)	122.0%	0

Net Income over Expenditure **(11,114)** **(5,992)** **(4,300)** **1,692**

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Public Toilets - Market Place</u>								
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	0	15	0	(15)		(15)	0.0%	
4101 Electricity	852	988	1,500	512		512	65.9%	
4103 Water	969	1,376	2,000	624		624	68.8%	
4106 Repairs and Maintenance	1,734	1,036	1,500	464		464	69.0%	
4180 Cleaning	7,112	8,635	7,500	(1,135)		(1,135)	115.1%	
Public Toilets - Market Place :- Indirect Expenditure	10,667	12,050	12,500	450	0	450	96.4%	0
Net Income over Expenditure	(10,667)	(7,050)	(7,500)	(450)				
<u>206 Public Toilets - Bath Road</u>								
4101 Electricity	1,421	1,388	1,200	(188)		(188)	115.7%	
4103 Water	3,369	931	2,000	1,069		1,069	46.5%	
4106 Repairs and Maintenance	8	1,029	500	(529)		(529)	205.9%	
4180 Cleaning	7,870	7,135	8,000	865		865	89.2%	
Public Toilets - Bath Road :- Indirect Expenditure	12,668	10,483	11,700	1,217	0	1,217	89.6%	0
Net Expenditure	(12,668)	(10,483)	(11,700)	(1,217)				
<u>207 Public Toilets - KGV</u>								
4180 Cleaning	0	2,184	0	(2,184)		(2,184)	0.0%	
Public Toilets - KGV :- Indirect Expenditure	0	2,184	0	(2,184)	0	(2,184)		0
Net Expenditure	0	(2,184)	0	2,184				
<u>210 Corporate Properties</u>								
1040 Income 31 Market Place	7,075	7,000	7,000	0			100.0%	
1048 Income Art House Cafe	6,161	5,500	6,000	500			91.7%	
Corporate Properties :- Income	13,236	12,500	13,000	500			96.2%	0
4106 Repairs and Maintenance	0	24,141	0	(24,141)		(24,141)	0.0%	
Corporate Properties :- Indirect Expenditure	0	24,141	0	(24,141)	0	(24,141)		0
Net Income over Expenditure	13,236	(11,641)	13,000	24,641				
<u>211 Art House</u>								
4108 Service Contracts	905	115	600	485		485	19.1%	
4175 WiFi	476	236	225	(11)		(11)	104.9%	
Art House :- Indirect Expenditure	1,381	351	825	474	0	474	42.5%	0
Net Expenditure	(1,381)	(351)	(825)	(474)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>212 Round House</u>								
4076 Health & Safety	0	184	0	(184)		(184)	0.0%	
4101 Electricity	388	428	400	(28)		(28)	106.9%	
4103 Water	214	208	200	(8)		(8)	103.8%	
4106 Repairs and Maintenance	448	282	250	(32)		(32)	112.7%	
4108 Service Contracts	0	203	0	(203)		(203)	0.0%	
Round House :- Indirect Expenditure	1,049	1,304	850	(454)	0	(454)	153.4%	0
Net Expenditure	(1,049)	(1,304)	(850)	454				
<u>213 31 Market Place</u>								
4106 Repairs and Maintenance	1,093	8,246	30,000	21,754		21,754	27.5%	
31 Market Place :- Indirect Expenditure	1,093	8,246	30,000	21,754	0	21,754	27.5%	0
Net Expenditure	(1,093)	(8,246)	(30,000)	(21,754)				
<u>215 Depot</u>								
4058 Insurance	330	117	500	383		383	23.3%	
4076 Health & Safety	0	0	300	300		300	0.0%	
4101 Electricity	1,432	1,201	1,800	599		599	66.7%	
4102 Non Domestic Rates	6,278	6,014	5,000	(1,014)		(1,014)	120.3%	
4103 Water	324	338	300	(38)		(38)	112.7%	
4106 Repairs and Maintenance	1,869	767	1,000	233		233	76.7%	
4160 Leasing	12,350	14,000	15,600	1,600		1,600	89.7%	
4184 Fire security: Unit	96	456	300	(156)		(156)	152.0%	
Depot :- Indirect Expenditure	22,679	22,893	24,800	1,907	0	1,907	92.3%	0
Net Expenditure	(22,679)	(22,893)	(24,800)	(1,907)				
<u>220 Play Areas and Open Spaces</u>								
1050 Grants Received	58,182	0	0	0			0.0%	
Play Areas and Open Spaces :- Income	58,182	0	0	0				0
4108 Service Contracts	0	1,060	0	(1,060)		(1,060)	0.0%	
4157 Grasscutting and Ground Maint	39,104	19,206	32,000	12,795		12,795	60.0%	
4158 Replacement Play Equipment	74,431	10,729	64,000	53,271		53,271	16.8%	
4165 Maintenance - Play Areas	835	887	10,000	9,113		9,113	8.9%	
4169 Tree Works	0	1,066	2,000	934		934	53.3%	
4179 Tree Planting and Ecology	660	597	0	(597)		(597)	0.0%	
4193 Rospa checks: Play areas	0	2,282	1,600	(682)		(682)	142.6%	
Play Areas and Open Spaces :- Indirect Expenditure	115,030	35,827	109,600	73,773	0	73,773	32.7%	0
Net Income over Expenditure	(56,849)	(35,827)	(109,600)	(73,773)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>221 King George V Park/Splashpad</u>								
4101 Electricity	926	1,645	5,000	3,355		3,355	32.9%	
4103 Water	0	7,590	0	(7,590)		(7,590)	0.0%	
4106 Repairs and Maintenance	18,828	15,033	15,711	678		678	95.7%	13,711
4108 Service Contracts	11,724	31,108	12,000	(19,108)	158	(19,266)	260.6%	
4180 Cleaning	0	884	0	(884)		(884)	0.0%	
4199 Chemicals	453	1,471	2,000	529		529	73.5%	
4381 King George V Playing Field	0	3,493	0	(3,493)		(3,493)	0.0%	
4913 DNU - Water	9,132	0	6,000	6,000		6,000	0.0%	
King George V Park/Splashpad :- Indirect Expenditure	41,064	61,223	40,711	(20,512)	158	(20,670)	150.8%	13,711
Net Expenditure	(41,064)	(61,223)	(40,711)	20,512				
6000 plus Transfers from EMR	0	13,711	0	(13,711)				
Movement to/(from) Gen Reserve	(41,064)	(47,512)	(40,711)	6,801				
<u>222 Blue Pool</u>								
4050 Legal and Professional Fees	0	3,686	0	(3,686)		(3,686)	0.0%	
4058 Insurance	0	8,167	0	(8,167)		(8,167)	0.0%	
4100 Gas	0	604	0	(604)		(604)	0.0%	
4101 Electricity	0	4,108	0	(4,108)		(4,108)	0.0%	
4102 Non Domestic Rates	0	26,611	0	(26,611)		(26,611)	0.0%	
4103 Water	0	98	0	(98)		(98)	0.0%	
4106 Repairs and Maintenance	0	9,104	0	(9,104)		(9,104)	0.0%	
4308 CCTV	0	4,138	0	(4,138)		(4,138)	0.0%	
Blue Pool :- Indirect Expenditure	0	56,515	0	(56,515)	0	(56,515)		0
Net Expenditure	0	(56,515)	0	56,515				
<u>302 Projects</u>								
1050 Grants Received	69,124	13,525	0	(13,525)			0.0%	6,000
1052 Christmas Market Stalls	(350)	2,557	2,500	(57)			102.3%	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1174 Christmas Income	50	599	0	(599)			0.0%	
1179 Neighbourhood Plan	3,456	0	0	0			0.0%	
1189 Proms in Park (Vendors)	0	0	1,000	1,000			0.0%	
1193 Wiltshire Town Programme Grant	0	25,000	50,000	25,000			50.0%	
Projects :- Income	72,281	41,680	58,500	16,820			71.2%	6,000
4074 Neighbourhood Plan	13,472	14,650	2,825	(11,825)		(11,825)	518.6%	
4078 Community Projects	6,957	293	2,000	1,707		1,707	14.7%	

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4080 Melksham Garden Competition	305	0	350	350		350	0.0%	
4092 Park Yoga	1,400	0	1,400	1,400		1,400	0.0%	
4304 Christmas Lights	17,882	21,126	19,000	(2,126)		(2,126)	111.2%	
4313 Holiday Activities	1,030	2,387	0	(2,387)		(2,387)	0.0%	
4322 Age UK Project Worker	0	12,360	11,500	(860)		(860)	107.5%	
4329 VE Day Celebration	933	105	1,500	1,396		1,396	7.0%	
4332 Wiltshire Town Programme Exp	12,008	34,684	50,000	15,316		15,316	69.4%	
4333 Carols Round the Tree	0	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	53,987	93,462	102,075	8,613	0	8,613	91.6%	0
Net Income over Expenditure	18,293	(51,782)	(43,575)	8,207				
6001 less Transfers to EMR	0	6,000	0	(6,000)				
Movement to/(from) Gen Reserve	18,293	(57,782)	(43,575)	14,207				
303 Events								
1005 Deposits	(917)	0	0	0			0.0%	
1189 Proms in Park (Vendors)	0	647	0	(647)			0.0%	40
Events :- Income	(917)	647	0	(647)				0
4080 Melksham Garden Competition	0	230	0	(230)		(230)	0.0%	
4093 Proms in Park	0	3,420	10,000	6,580		6,580	34.2%	
4313 Holiday Activities	4,964	1,715	5,000	3,285		3,285	34.3%	
4329 VE Day Celebration	0	4,428	0	(4,428)		(4,428)	0.0%	
4335 Town Events	0	286	10,000	9,714		9,714	2.9%	
4337 General Events	0	5,543	5,000	(543)		(543)	110.9%	
Events :- Indirect Expenditure	4,964	15,624	30,000	14,376	0	14,376	52.1%	0
Net Income over Expenditure	(5,881)	(14,977)	(30,000)	(15,023)				
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	1,222	1,140	1,500	360			76.0%	
Economic Dev. and Planning :- Income	1,222	1,140	1,500	360			76.0%	0

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4071 Town Floral Displays	6,004	4,957	6,500	1,543		1,543	76.3%	
4308 CCTV	31,745	19,030	8,000	(11,030)		(11,030)	237.9%	
4309 Newsletter	9,790	0	5,000	5,000		5,000	0.0%	
4354 Parking Scheme	1,115	1,691	1,000	(691)		(691)	169.1%	
4356 LHFIFG	0	10,000	5,000	(5,000)		(5,000)	200.0%	
Economic Dev. and Planning :- Indirect Expenditure	48,654	35,678	25,500	(10,178)	0	(10,178)	139.9%	0
Net Income over Expenditure	(47,432)	(34,538)	(24,000)	10,538				
6000 plus Transfers from EMR	31,262	0	0	0				
Movement to/(from) Gen Reserve	(16,170)	(34,538)	(24,000)	10,538				
<u>405 Solar Farm Projects</u>								
1182 Solar money received	49,405	51,629	50,000	(1,629)			103.3%	
Solar Farm Projects :- Income	49,405	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	49,405	41,629	0	(41,629)				
6001 less Transfers to EMR	49,405	0	0	0				
Movement to/(from) Gen Reserve	0	41,629	0	(41,629)				
<u>501 Assembly Hall</u>								
1000 Income-Assembly Hall Lettings	32,917	48,094	30,000	(18,094)			160.3%	
1007 Credit card charges	0	30	0	(30)			0.0%	
1172 Tickets : private events	831	0	0	0			0.0%	
Assembly Hall :- Income	33,748	48,124	30,000	(18,124)			160.4%	0
4000 Salaries ENI & Pension	104,409	101,253	100,000	(1,253)		(1,253)	101.3%	
4001 Salaries - Ers NIC	0	3,696	0	(3,696)		(3,696)	0.0%	
4002 Salaries - Pension	0	3,347	0	(3,347)		(3,347)	0.0%	
4023 Advertising	0	3,233	0	(3,233)	576	(3,809)	0.0%	
4075 Training	125	768	600	(168)		(168)	128.1%	
4076 Health & Safety	0	34	0	(34)		(34)	0.0%	
4100 Gas	0	143	0	(143)		(143)	0.0%	
4101 Electricity	0	15,061	0	(15,061)		(15,061)	0.0%	
4102 Non Domestic Rates	0	7,958	0	(7,958)		(7,958)	0.0%	
4103 Water	0	5,354	0	(5,354)		(5,354)	0.0%	
4106 Repairs and Maintenance	174	1,180	0	(1,180)		(1,180)	0.0%	
4108 Service Contracts	0	6,224	0	(6,224)		(6,224)	0.0%	

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4163 DNU - Repairs and Maintenance	175	0	0	0		0	0.0%	
4900 DNU - Uniforms	945	0	500	500		500	0.0%	
4903 Bar Stock Purchases	0	23,819	0	(23,819)	7,779	(31,598)	0.0%	
4905 Cleaning Materials	3,002	1,461	2,500	1,039	362	677	72.9%	
4907 DNU -Stationery/Printing/Post.	113	0	150	150		150	0.0%	
4909 Licences	5,400	5,695	5,500	(195)		(195)	103.5%	
4911 DNU - Electricity	13,927	0	17,000	17,000		17,000	0.0%	
4912 DNU - Gas	161	0	100	100		100	0.0%	
4913 DNU - Water	2,461	0	3,000	3,000		3,000	0.0%	
4914 DNU - Rates	8,608	0	9,500	9,500		9,500	0.0%	
4915 DNU - Equipment	4,126	2,208	2,500	292		292	88.3%	
4916 DNU -Maintenance-Equipment	1,810	205	5,000	4,795		4,795	4.1%	
4917 Service Contracts	7,284	1,316	8,400	7,084	973	6,110	27.3%	
4918 DNU - Maintenance	3,224	147	5,000	4,853		4,853	2.9%	
4919 Films: expenses and contract	0	6	0	(6)		(6)	0.0%	
4922 DNU - Publicity & Marketing	7,190	0	6,000	6,000		6,000	0.0%	
4927 Stocktaking	520	400	600	200	270	(70)	111.7%	
4954 PA and Lighting Costs	0	2,052	0	(2,052)	1,260	(3,312)	0.0%	
4958 Event Security	608	1,119	0	(1,119)	463	(1,582)	0.0%	
4960 Live entertainment:	0	50	0	(50)		(50)	0.0%	
Assembly Hall :- Indirect Expenditure	164,262	186,730	166,350	(20,380)	11,684	(32,064)	119.3%	0
Net Income over Expenditure	(130,514)	(138,606)	(136,350)	2,256				
<u>510 DNU - Assembly Hall Events</u>								
1004 Film shows	4	66	300	234			21.9%	
1172 Tickets : private events	335	0	0	0			0.0%	
1173 Live Shows - Hall Hire	14,257	527	20,000	19,473			2.6%	
DNU - Assembly Hall Events :- Income	14,597	593	20,300	19,707			2.9%	0
4919 Films: expenses and contract	2	0	0	0		0	0.0%	
4954 PA and Lighting Costs	5,965	0	0	0		0	0.0%	
4958 Event Security	1,307	0	0	0		0	0.0%	
4960 Live entertainment:	3,078	0	2,500	2,500		2,500	0.0%	
DNU - Assembly Hall Events :- Indirect Expenditure	10,352	0	2,500	2,500	0	2,500	0.0%	0
Net Income over Expenditure	4,245	593	17,800	17,207				
<u>520 DNU - Ass Hall Bar/Catering</u>								
1001 Income-Assembly Hall Bar	56,778	55,988	43,500	(12,488)			128.7%	
DNU - Ass Hall Bar/Catering :- Income	56,778	55,988	43,500	(12,488)			128.7%	0

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4903 Bar Stock Purchases	21,289	0	22,000	22,000	15	21,985	0.1%	
DNU - Ass Hall Bar/Catering :- Indirect Expenditure	21,289	0	22,000	22,000	15	21,985	0.1%	0
Net Income over Expenditure	35,488	55,988	21,500	(34,488)				
901 Earmarked Reserves								
1180 CIL Received	640,520	82,794	0	(82,794)			0.0%	82,794
Earmarked Reserves :- Income	640,520	82,794	0	(82,794)				82,794
9202 Unplanned Maintenance	16,612	0	10,000	10,000		10,000	0.0%	
9244 Major Projects Reserve	4,089	0	50,000	50,000		50,000	0.0%	
9245 Solar Money	255	12,000	0	(12,000)		(12,000)	0.0%	
9248 CIL	7,076	0	0	0		0	0.0%	
Earmarked Reserves :- Indirect Expenditure	28,032	12,000	60,000	48,000	0	48,000	20.0%	0
Net Income over Expenditure	612,488	70,794	(60,000)	(130,794)				
6000 plus Transfers from EMR	28,032	0	0	0				
6001 less Transfers to EMR	640,520	82,794	0	(82,794)				
Movement to/(from) Gen Reserve	0	(12,000)	(60,000)	(48,000)				
902 Sinking Funds								
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	2,039,125	1,570,819	1,468,000	(102,819)			107.0%	
Expenditure	1,627,245	1,465,130	1,647,011	181,881	17,135	164,746	90.0%	
Net Income over Expenditure	411,880	105,689	(179,011)	(284,700)				
plus Transfers from EMR	69,682	28,199	0	(28,199)				
less Transfers to EMR	689,925	88,794	0	(88,794)				
Movement to/(from) Gen Reserve	(208,362)	45,094	(179,011)	(224,105)				

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101 Central Costs											
1020 Miscellaneous Income	0	0	0	0	0	0	0	6	0	0	0
Total Income	0	0	0	0	0	0	0	6	0	0	0
4000 Salaries ENI & Pension	225,000	452,982	0	0	384,500	0	384,500	249,364	0	0	0
4001 Salaries - Ers NIC	0	0	0	0	0	0	0	16,528	0	0	0
4002 Salaries - Pension	0	0	0	0	0	0	0	25,332	0	0	0
4004 Last year's Gross+Er NIC+LGPS	0	0	0	0	0	0	0	10,539	0	0	0
4005 Locum costs	0	15,541	0	0	3,000	0	3,000	44,593	0	0	0
4006 Locum Staff	0	0	0	0	0	0	0	31,584	0	0	44
4010 Recruitment	0	0	0	0	0	0	0	347	0	0	0
4015 Bank charges - Cards	0	0	0	0	0	0	0	871	0	0	0
4016 Sundry Office Expenses	0	1,203	0	0	1,200	0	1,200	343	0	0	0
4017 Bank charges	0	0	0	0	0	0	0	198	0	0	0
4021 Stationery	1,000	1,050	0	0	1,000	0	1,000	589	0	0	0
4023 Advertising	3,000	7,890	0	0	3,000	0	3,000	317	0	0	0
4024 Equipment/furniture	1,000	24	0	0	500	0	500	3,154	0	0	0
4026 Photocopier/copying	1,000	1,141	0	0	1,100	0	1,100	1,668	0	0	0
4027 Telephones and Mobiles	2,500	3,855	0	0	3,600	0	3,600	4,555	0	0	0
4028 Postage	500	173	0	0	600	0	600	38	0	0	0
4029 Subscriptions & Memberships	3,000	2,517	0	0	3,200	0	3,200	2,550	0	0	0
4032 Market Charter Anniversary	0	304	0	0	0	0	0	0	0	0	0
4040 Information Technology/Hardware	5,000	6,528	0	0	5,000	0	5,000	15,139	0	0	0
4041 IT replacement/contingency	0	0	0	0	0	0	0	698	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4042	Licences/Software	6,000	20,907	0	0	24,000	0	24,000	16,098	0	0	0
4058	Insurance	38,000	38,578	0	0	39,000	0	39,000	41,897	0	0	0
4061	Travel & Accommodation	300	5,241	0	0	3,000	0	3,000	557	0	0	0
4075	Training	2,500	494	0	0	3,000	0	3,000	5,962	0	0	0
4108	Service Contracts	0	0	0	0	0	0	0	233	0	0	0
4922	DNU - Publicity & Marketing	0	1,548	0	0	0	0	0	-736	0	0	0
	Overhead Expenditure	288,800	559,975	0	0	475,700	0	475,700	472,414	0	0	0
	101 Net Income over Expenditure	-288,800	-559,975	0	0	-475,700	0	-475,700	-472,409	0	0	0
6000	plus Transfers from EMR	0	2,400	0	0	0	0	0	14,488	0	0	45
	Movement to/(from) Gen Reserve	(288,800)	(557,575)			(475,700)		(475,700)	(457,921)	0		
110	Corporate Costs											
1020	Miscellaneous Income	0	0	0	0	0	0	0	50	0	0	0
1026	Income Interest	1,000	16,230	0	0	25,000	0	25,000	43,289	0	0	0
1028	Matured fixed term deposit	0	0	0	0	0	0	0	2,000	0	0	0
1176	Precept Received	1,047,270	1,047,270	0	0	0	0	0	0	0	0	0
	Total Income	1,048,270	1,063,500	0	0	25,000	0	25,000	45,339	0	0	0
4015	Bank charges - Cards	0	0	0	0	0	0	0	3,502	0	0	0
4017	Bank charges	500	5,140	0	0	2,500	0	2,500	713	0	0	0
4043	HR consultancy	6,000	13,625	0	0	8,000	0	8,000	4,545	0	0	0
4050	Legal and Professional Fees	7,000	23,356	0	0	10,000	0	10,000	6,581	0	0	0
4057	Accountancy and Audit	5,000	3,497	0	0	4,000	0	4,000	10,834	0	0	0
4076	Health & Safety	3,500	6,240	0	0	3,500	0	3,500	646	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4339 Corporate Day	0	0	0	0	0	0	0	2,326	0	0	0
Overhead Expenditure	22,000	51,858	0	0	28,000	0	28,000	29,148	0	0	0
Movement to/(from) Gen Reserve	1,026,270	1,011,642			(3,000)		(3,000)	16,191	0		
115 Civic and Democratic											
1016 Receipts - Mayors Reception	0	3,853	0	0	0	0	0	731	0	0	0
Total Income	0	3,853	0	0	0	0	0	731	0	0	0
4030 Town Crier's expenses	300	105	0	0	300	0	300	30	0	0	0
4034 Councillors' training	0	960	0	0	1,500	0	1,500	676	0	0	46
4062 Election Expenses	8,000	22,489	0	0	20,000	0	20,000	18,245	0	0	0
4070 Mayor's Allowance	1,000	84	0	0	2,000	0	2,000	60	0	0	0
4085 Civic and Ceremonial	3,000	8,766	0	0	6,500	0	6,500	450	0	0	0
4311 Remembrance Day	1,500	1,665	0	0	1,500	0	1,500	1,231	0	0	0
Overhead Expenditure	13,800	34,068	0	0	31,800	0	31,800	20,692	0	0	0
Movement to/(from) Gen Reserve	(13,800)	(30,215)			(31,800)		(31,800)	(19,961)	0		
151 Grants											
4301 Grants	16,000	18,539	0	0	0	10,000	10,000	7,451	0	0	0
4303 Grant-4Youth	10,000	10,000	0	0	10,000	0	10,000	10,000	0	0	0
4306 Grant Party in the Park	3,000	0	0	0	0	0	0	0	0	0	0
4310 Grant Food and River Festival	5,000	5,000	0	0	5,000	0	5,000	5,000	0	0	0
4317 Grant Carnival	0	2,500	0	0	2,500	0	2,500	2,500	0	0	0
4322 Age UK Project Worker	0	12,000	0	-11,500	11,500	0	0	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4324	The Friends of Canberra Park	0	7,988	0	0	0	0	0	0	0	0	0
4330	Grant TIC	4,000	4,000	0	0	4,000	0	4,000	4,000	0	0	0
	Overhead Expenditure	38,000	60,027	0	-11,500	33,000	10,000	31,500	28,951	0	0	0
6000	plus Transfers from EMR	0	7,988	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(38,000)	(52,039)			(33,000)		(31,500)	(28,951)	0		
152	Precept											
1176	Precept Received	0	0	0	0	1,192,200	0	1,192,200	1,192,200	0	0	0
	Total Income	0	0	0	0	1,192,200	0	1,192,200	1,192,200	0	0	47
	Movement to/(from) Gen Reserve	0	0			1,192,200		1,192,200	1,192,200	0		
201	Town Hall											
1034	Income Town Hall Bookings	2,000	3,185	0	0	2,000	0	2,000	5,553	0	0	0
	Total Income	2,000	3,185	0	0	2,000	0	2,000	5,553	0	0	0
4076	Health & Safety	0	0	0	0	0	0	0	3,940	0	0	0
4100	Gas	7,200	4,512	0	0	7,500	0	7,500	2,895	0	0	0
4101	Electricity	6,000	4,917	0	0	6,500	0	6,500	4,885	0	0	0
4102	Non Domestic Rates	11,000	10,604	0	0	11,000	0	11,000	10,604	0	0	0
4103	Water	2,000	1,258	0	0	2,000	0	2,000	1,532	0	0	0
4104	Window Cleaning	1,800	1,492	0	0	1,500	0	1,500	1,146	0	0	0
4106	Repairs and Maintenance	6,000	15,367	0	0	12,000	0	12,000	19,323	0	0	0
4108	Service Contracts	8,000	6,217	0	0	8,500	0	8,500	9,752	0	0	0
4151	Tools and Equipment	0	0	0	0	0	0	0	45	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4168	Bus Shelters Cleaning	0	0	0	0	0	0	0	219	0	0	0
	Overhead Expenditure	42,000	44,367	0	0	49,000	0	49,000	54,340	0	0	0
	Movement to/(from) Gen Reserve	<u>(40,000)</u>	<u>(41,183)</u>			<u>(47,000)</u>		<u>(47,000)</u>	<u>(48,787)</u>	<u>0</u>		
202	<u>Asset and Amenities</u>											
1027	Income - Amenity Services	4,500	10,425	0	0	6,000	0	6,000	3,743	0	0	0
1197	Income Memorial Benches+Trees	0	0	0	0	0	0	0	982	0	0	0
	Total Income	4,500	10,425	0	0	6,000	0	6,000	4,725	0	0	0
4000	Salaries ENI & Pension	275,000	289,147	0	0	232,000	0	232,000	177,936	0	0	48
4001	Salaries - Ers NIC	0	0	0	0	0	0	0	8,319	0	0	0
4002	Salaries - Pension	0	0	0	0	0	0	0	14,710	0	0	0
4027	Telephones and Mobiles	1,500	0	0	0	0	0	0	0	0	0	0
4075	Training	3,000	0	0	0	3,000	0	3,000	508	0	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	4,498	0	0	0
4108	Service Contracts	0	0	0	0	0	0	0	41	0	0	0
4150	Uniform/PPE	1,000	250	0	0	1,000	0	1,000	503	0	0	0
4151	Tools and Equipment	2,000	1,960	0	0	2,000	0	2,000	2,973	0	0	0
4153	Vehicle Running Costs	6,000	5,664	0	0	6,000	0	6,000	12,499	0	0	0
4156	Vehicle Leasing	11,000	6,331	0	0	6,000	0	6,000	14,638	0	0	0
4163	DNU - Repairs and Maintenance	6,000	2,155	0	0	2,000	0	2,000	-705	0	0	0
4165	Maintenance - Play Areas	0	634	0	0	0	0	0	-69	0	0	0
4167	Street Furniture and Signage	6,000	4,689	0	0	6,000	0	6,000	3,322	0	0	0
4168	Bus Shelters Cleaning	0	836	0	0	1,500	0	1,500	478	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4177	Churchyard maintenance	1,000	0	0	0	1,000	0	1,000	270	0	0	0
4186	Defibrillators	4,000	1,100	0	0	4,000	0	4,000	2,594	0	0	0
4195	Letters to Heaven costs	0	0	0	0	0	0	0	79	0	0	0
4196	Container storage	1,500	0	0	0	0	0	0	0	0	0	0
4197	Memorial Benches+Trees	0	0	0	0	0	0	0	735	0	0	0
	Overhead Expenditure	318,000	312,765	0	0	264,500	0	264,500	243,327	0	0	0
	Movement to/(from) Gen Reserve	(313,500)	(302,341)			(258,500)		(258,500)	(238,602)	0		
203	<u>Allotments</u>											
1045	Income Allotments	7,000	4,775	0	0	6,000	0	6,000	4,623	0	0	49 0
	Total Income	7,000	4,775	0	0	6,000	0	6,000	4,623	0	0	0
4028	Postage	0	0	0	0	0	0	0	101	0	0	0
4029	Subscriptions & Memberships	0	0	0	0	0	0	0	70	0	0	0
4103	Water	0	0	0	0	0	0	0	2,674	0	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	963	0	0	0
4200	DNU - Water Rates	1,800	1,560	0	0	1,800	0	1,800	0	0	0	0
4201	DNU - Maintenance	4,000	0	0	0	500	0	500	200	0	0	0
4202	Community Allotments	0	0	0	0	500	0	500	0	0	0	0
	Overhead Expenditure	5,800	1,560	0	0	2,800	0	2,800	4,008	0	0	0
	Movement to/(from) Gen Reserve	1,200	3,215			3,200		3,200	614	0		
204	<u>Cafe</u>											
1046	Income - Pavilion	0	2,529	0	0	3,000	0	3,000	4,290	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1090	Expenses Recovered	17,500	11,809	0	0	12,000	0	12,000	13,257	0	0	0
	Total Income	17,500	14,337	0	0	15,000	0	15,000	17,547	0	0	0
4101	Electricity	0	0	0	0	0	0	0	18,860	0	0	0
4103	Water	0	0	0	0	0	0	0	2,455	0	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	556	0	0	0
4108	Service Contracts	0	0	0	0	0	0	0	829	0	0	0
4250	WiFi - Pavilion	1,000	889	0	0	1,300	0	1,300	534	0	0	0
4252	DNU - Electricity	12,000	19,805	0	0	12,000	0	12,000	0	0	0	0
4254	DNU - Water	2,500	1,860	0	0	2,500	0	2,500	0	0	0	50
4255	Fire Safety Checks	400	859	0	0	1,000	0	1,000	305	0	0	0
4256	DNU - Maintenance	2,000	2,040	0	0	2,500	0	2,500	0	0	0	0
	Overhead Expenditure	17,900	25,452	0	0	19,300	0	19,300	23,539	0	0	0
	Movement to/(from) Gen Reserve	(400)	(11,114)			(4,300)		(4,300)	(5,992)	0		
205	Public Toilets - Market Place											
1060	Contribution - MWPC	5,000	0	0	0	5,000	0	5,000	5,000	0	0	0
	Total Income	5,000	0	0	0	5,000	0	5,000	5,000	0	0	0
4100	Gas	0	0	0	0	0	0	0	15	0	0	0
4101	Electricity	2,200	852	0	0	1,500	0	1,500	988	0	0	0
4103	Water	3,000	969	0	0	2,000	0	2,000	1,376	0	0	0
4106	Repairs and Maintenance	1,000	1,734	0	0	1,500	0	1,500	1,036	0	0	0
4180	Cleaning	7,000	7,112	0	0	7,500	0	7,500	8,635	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	13,200	10,667	0	0	12,500	0	12,500	12,050	0	0	0
Movement to/(from) Gen Reserve	(8,200)	(10,667)			(7,500)		(7,500)	(7,050)	0		
206 Public Toilets - Bath Road											
4101 Electricity	1,700	1,421	0	0	1,200	0	1,200	1,388	0	0	0
4103 Water	2,000	3,369	0	0	2,000	0	2,000	931	0	0	0
4106 Repairs and Maintenance	1,000	8	0	0	500	0	500	1,029	0	0	0
4180 Cleaning	7,000	7,870	0	0	8,000	0	8,000	7,135	0	0	0
Overhead Expenditure	11,700	12,668	0	0	11,700	0	11,700	10,483	0	0	51
Movement to/(from) Gen Reserve	(11,700)	(12,668)			(11,700)		(11,700)	(10,483)	0		
207 Public Toilets - KGV											
4180 Cleaning	0	0	0	0	0	0	0	2,184	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	2,184	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	(2,184)	0		
210 Corporate Properties											
1040 Income 31 Market Place	7,000	7,075	0	0	7,000	0	7,000	7,000	0	0	0
1048 Income Art House Cafe	6,700	6,161	0	0	6,000	0	6,000	5,500	0	0	0
Total Income	13,700	13,236	0	0	13,000	0	13,000	12,500	0	0	0
4106 Repairs and Maintenance	0	0	0	0	0	0	0	24,141	0	0	0
Overhead Expenditure	0	0	0	0	0	0	0	24,141	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>13,700</u>	<u>13,236</u>			<u>13,000</u>		<u>13,000</u>	<u>(11,641)</u>	<u>0</u>		
211 Art House											
4108 Service Contracts	0	905	0	0	600	0	600	115	0	0	0
4175 WiFi	750	476	0	0	225	0	225	236	0	0	0
Overhead Expenditure	<u>750</u>	<u>1,381</u>	<u>0</u>	<u>0</u>	<u>825</u>	<u>0</u>	<u>825</u>	<u>351</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(750)</u>	<u>(1,381)</u>			<u>(825)</u>		<u>(825)</u>	<u>(351)</u>	<u>0</u>		
212 Round House											
4076 Health & Safety	0	0	0	0	0	0	0	184	0	0	52
4101 Electricity	400	388	0	0	400	0	400	428	0	0	0
4103 Water	200	214	0	0	200	0	200	208	0	0	0
4106 Repairs and Maintenance	250	448	0	0	250	0	250	282	0	0	0
4108 Service Contracts	0	0	0	0	0	0	0	203	0	0	0
Overhead Expenditure	<u>850</u>	<u>1,049</u>	<u>0</u>	<u>0</u>	<u>850</u>	<u>0</u>	<u>850</u>	<u>1,304</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(850)</u>	<u>(1,049)</u>			<u>(850)</u>		<u>(850)</u>	<u>(1,304)</u>	<u>0</u>		
213 31 Market Place											
4106 Repairs and Maintenance	1,000	1,093	0	0	30,000	0	30,000	8,246	0	0	0
4108 Service Contracts	1,000	0	0	0	0	0	0	0	0	0	0
Overhead Expenditure	<u>2,000</u>	<u>1,093</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>8,246</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,000)</u>	<u>(1,093)</u>			<u>(30,000)</u>		<u>(30,000)</u>	<u>(8,246)</u>	<u>0</u>		
215 Depot											

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4058 Insurance	0	330	0	0	500	0	500	117	0	0	0
4076 Health & Safety	0	0	0	0	300	0	300	0	0	0	0
4101 Electricity	1,800	1,432	0	0	1,800	0	1,800	1,201	0	0	0
4102 Non Domestic Rates	5,000	6,278	0	0	5,000	0	5,000	6,014	0	0	0
4103 Water	250	324	0	0	300	0	300	338	0	0	0
4106 Repairs and Maintenance	2,000	1,869	0	0	1,000	0	1,000	767	0	0	0
4160 Leasing	15,600	12,350	0	0	15,600	0	15,600	14,000	0	0	0
4184 Fire security: Unit	300	96	0	0	300	0	300	456	0	0	0
Overhead Expenditure	24,950	22,679	0	0	24,800	0	24,800	22,893	0	0	53
Movement to/(from) Gen Reserve	(24,950)	(22,679)			(24,800)		(24,800)	(22,893)	0		
220 Play Areas and Open Spaces											
1050 Grants Received	0	58,182	0	0	0	0	0	0	0	0	0
Total Income	0	58,182	0	0	0	0	0	0	0	0	0
4108 Service Contracts	0	0	0	0	0	0	0	1,060	0	0	0
4157 Grasscutting and Ground Maint	25,000	39,104	0	0	32,000	0	32,000	19,206	0	0	0
4158 Replacement Play Equipment	0	74,431	0	0	0	64,000	64,000	10,729	0	0	0
4165 Maintenance - Play Areas	10,000	835	0	0	10,000	0	10,000	887	0	0	0
4169 Tree Works	4,000	0	0	0	2,000	0	2,000	1,066	0	0	0
4179 Tree Planting and Ecology	10,000	660	0	0	0	0	0	597	0	0	0
4193 Rospa checks: Play areas	1,600	0	0	0	1,600	0	1,600	2,282	0	0	0
Overhead Expenditure	50,600	115,030	0	0	45,600	64,000	109,600	35,827	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(50,600)</u>	<u>(56,849)</u>			<u>(45,600)</u>		<u>(109,600)</u>	<u>(35,827)</u>	<u>0</u>		
221	<u>King George V Park/Splashpad</u>											
4101	Electricity	7,000	926	0	0	5,000	0	5,000	1,645	0	0	0
4103	Water	0	0	0	0	0	0	0	7,590	0	0	0
4106	Repairs and Maintenance	1,000	18,828	0	0	2,000	13,711	15,711	15,033	0	0	0
4108	Service Contracts	5,500	11,724	0	0	12,000	0	12,000	31,108	0	0	0
4180	Cleaning	0	0	0	0	0	0	0	884	0	0	0
4199	Chemicals	2,000	453	0	0	2,000	0	2,000	1,471	0	0	0
4381	King George V Playing Field	0	0	0	0	0	0	0	3,493	0	0	54
4913	DNU - Water	10,500	9,132	0	0	6,000	0	6,000	0	0	0	0
	Overhead Expenditure	<u>26,000</u>	<u>41,064</u>	<u>0</u>	<u>0</u>	<u>27,000</u>	<u>13,711</u>	<u>40,711</u>	<u>61,223</u>	<u>0</u>	<u>0</u>	<u>0</u>
6000	plus Transfers from EMR	0	0	0	0	0	0	0	13,711	0	0	0
Movement to/(from) Gen Reserve		<u>(26,000)</u>	<u>(41,064)</u>			<u>(27,000)</u>		<u>(40,711)</u>	<u>(47,512)</u>	<u>0</u>		
222	<u>Blue Pool</u>											
4050	Legal and Professional Fees	0	0	0	0	0	0	0	3,686	0	0	0
4058	Insurance	0	0	0	0	0	0	0	8,167	0	0	0
4100	Gas	0	0	0	0	0	0	0	604	0	0	0
4101	Electricity	0	0	0	0	0	0	0	4,108	0	0	0
4102	Non Domestic Rates	0	0	0	0	0	0	0	26,611	0	0	0
4103	Water	0	0	0	0	0	0	0	98	0	0	0
4106	Repairs and Maintenance	0	0	0	0	0	0	0	9,104	0	0	0
4308	CCTV	0	0	0	0	0	0	0	4,138	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Overhead Expenditure	0	0	0	0	0	0	0	56,515	0	0	0
Movement to/(from) Gen Reserve	0	0			0		0	(56,515)	0		
302 Projects											
1050 Grants Received	0	69,124	0	0	0	0	0	13,525	0	0	0
1052 Christmas Market Stalls	2,000	-350	0	0	2,500	0	2,500	2,557	0	0	0
1059 Sponsorship	5,000	0	0	0	5,000	0	5,000	0	0	0	0
1174 Christmas Income	0	50	0	0	0	0	0	599	0	0	0
1179 Neighbourhood Plan	0	3,456	0	0	0	0	0	0	0	0	0
1189 Proms in Park (Vendors)	0	0	0	0	1,000	0	1,000	0	0	0	55
1193 Wiltshire Town Programme Grant	0	0	0	0	50,000	0	50,000	25,000	0	0	0
Total Income	7,000	72,281	0	0	58,500	0	58,500	41,680	0	0	0
4074 Neighbourhood Plan	0	13,472	0	0	2,825	0	2,825	14,650	0	0	0
4078 Community Projects	4,000	6,957	0	0	2,000	0	2,000	293	0	0	0
4080 Melksham Garden Competition	250	305	0	0	350	0	350	0	0	0	0
4092 Park Yoga	0	1,400	0	0	1,400	0	1,400	0	0	0	0
4304 Christmas Lights	20,000	17,882	0	0	19,000	0	19,000	21,126	0	0	0
4313 Holiday Activities	0	1,030	0	0	0	0	0	2,387	0	0	0
4322 Age UK Project Worker	0	0	0	11,500	0	0	11,500	12,360	0	0	0
4329 VE Day Celebration	0	933	0	0	1,500	0	1,500	105	0	0	0
4332 Wiltshire Town Programme Exp	0	12,008	0	0	50,000	0	50,000	34,684	0	0	0
4333 Carols Round the Tree	0	0	0	0	1,000	0	1,000	625	0	0	0
4334 Youth Council	0	0	0	0	1,500	0	1,500	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4336	Sensory Garden	0	0	0	0	0	11,000	11,000	5,230	0	0	0
4954	PA and Lighting Costs	0	0	0	0	0	0	0	2,002	0	0	0
	Overhead Expenditure	24,250	53,987	0	11,500	79,575	11,000	102,075	93,462	0	0	0
	302 Net Income over Expenditure	-17,250	18,293	0	-11,500	-21,075	-11,000	-43,575	-51,782	0	0	0
6001	less Transfers to EMR	0	0	0	0	0	0	0	6,000	0	0	0
	Movement to/(from) Gen Reserve	(17,250)	18,293			(21,075)		(43,575)	(57,782)	0		
303	Events											
1005	Deposits	0	-917	0	0	0	0	0	0	0	0	56
1189	Proms in Park (Vendors)	0	0	0	0	0	0	0	647	0	0	0
	Total Income	0	-917	0	0	0	0	0	647	0	0	0
4080	Melksham Garden Competition	0	0	0	0	0	0	0	230	0	0	0
4093	Proms in Park	0	0	0	0	0	10,000	10,000	3,420	0	0	0
4313	Holiday Activities	5,000	4,964	0	0	0	5,000	5,000	1,715	0	0	0
4329	VE Day Celebration	0	0	0	0	0	0	0	4,428	0	0	0
4335	Town Events	0	0	0	0	0	10,000	10,000	286	0	0	0
4337	General Events	0	0	0	0	0	5,000	5,000	5,543	0	0	0
	Overhead Expenditure	5,000	4,964	0	0	0	30,000	30,000	15,624	0	0	0
	Movement to/(from) Gen Reserve	(5,000)	(5,881)			0		(30,000)	(14,977)	0		
310	East Melksham Community Hall											
4050	Legal and Professional Fees	2,500	0	0	0	0	50,000	50,000	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	2,500	0	0	0	0	50,000	50,000	0	0	0	0
	Movement to/(from) Gen Reserve	(2,500)	0			0		(50,000)	0	0		
403	<u>Economic Dev. and Planning</u>											
1089	Income-Hanging Baskets	1,300	1,222	0	0	1,500	0	1,500	1,140	0	0	0
	Total Income	1,300	1,222	0	0	1,500	0	1,500	1,140	0	0	0
4071	Town Floral Displays	6,000	6,004	0	0	6,500	0	6,500	4,957	0	0	0
4308	CCTV	0	31,745	0	0	8,000	0	8,000	19,030	0	0	0
4309	Newsletter	2,000	9,790	0	0	5,000	0	5,000	0	0	0	57
4354	Parking Scheme	1,000	1,115	0	0	1,000	0	1,000	1,691	0	0	0
4356	LHFIG	5,000	0	0	0	5,000	0	5,000	10,000	0	0	0
	Overhead Expenditure	14,000	48,654	0	0	25,500	0	25,500	35,678	0	0	0
	403 Net Income over Expenditure	-12,700	-47,432	0	0	-24,000	0	-24,000	-34,538	0	0	0
6000	plus Transfers from EMR	0	31,262	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(12,700)	(16,170)			(24,000)		(24,000)	(34,538)	0		
405	<u>Solar Farm Projects</u>											
1182	Solar money received	40,000	49,405	0	0	50,000	0	50,000	51,629	0	0	0
	Total Income	40,000	49,405	0	0	50,000	0	50,000	51,629	0	0	0
4500	Solar Money Projects	40,000	0	0	0	50,000	0	50,000	10,000	0	0	0
	Overhead Expenditure	40,000	0	0	0	50,000	0	50,000	10,000	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>					<u>Budget 2026/2027</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
405 Net Income over Expenditure	0	49,405	0	0	0	0	0	41,629	0	0	0
6001 less Transfers to EMR	0	49,405	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>			<u>0</u>		<u>0</u>	<u>41,629</u>	<u>0</u>		
501 Assembly Hall											
1000 Income-Assembly Hall Lettings	30,000	32,917	0	0	30,000	0	30,000	48,094	0	0	0
1007 Credit card charges	0	0	0	0	0	0	0	30	0	0	0
1172 Tickets : private events	0	831	0	0	0	0	0	0	0	0	0
Total Income	<u>30,000</u>	<u>33,748</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>30,000</u>	<u>48,124</u>	<u>0</u>	<u>0</u>	<u>58</u>
4000 Salaries ENI & Pension	85,000	104,409	0	0	100,000	0	100,000	101,253	0	0	0
4001 Salaries - Ers NIC	0	0	0	0	0	0	0	3,696	0	0	0
4002 Salaries - Pension	0	0	0	0	0	0	0	3,347	0	0	0
4023 Advertising	0	0	0	0	0	0	0	3,233	0	0	0
4075 Training	0	125	0	0	600	0	600	768	0	0	0
4076 Health & Safety	0	0	0	0	0	0	0	34	0	0	0
4100 Gas	0	0	0	0	0	0	0	143	0	0	0
4101 Electricity	0	0	0	0	0	0	0	15,061	0	0	0
4102 Non Domestic Rates	0	0	0	0	0	0	0	7,958	0	0	0
4103 Water	0	0	0	0	0	0	0	5,354	0	0	0
4106 Repairs and Maintenance	0	174	0	0	0	0	0	1,180	0	0	0
4108 Service Contracts	0	0	0	0	0	0	0	6,224	0	0	0
4163 DNU - Repairs and Maintenance	0	175	0	0	0	0	0	0	0	0	0
4900 DNU - Uniforms	1,000	945	0	0	500	0	500	0	0	0	0

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Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

	<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4903 Bar Stock Purchases	0	0	0	0	0	0	0	23,819	0	0	0
4905 Cleaning Materials	2,000	3,002	0	0	2,500	0	2,500	1,461	0	0	0
4907 DNU -Stationery/Printing/Post.	150	113	0	0	150	0	150	0	0	0	0
4909 Licences	3,500	5,400	0	0	5,500	0	5,500	5,695	0	0	0
4911 DNU - Electricity	17,000	13,927	0	0	17,000	0	17,000	0	0	0	0
4912 DNU - Gas	100	161	0	0	100	0	100	0	0	0	0
4913 DNU - Water	3,000	2,461	0	0	3,000	0	3,000	0	0	0	0
4914 DNU - Rates	9,500	8,608	0	0	9,500	0	9,500	0	0	0	0
4915 DNU - Equipment	5,000	4,126	0	0	2,500	0	2,500	2,208	0	0	0
4916 DNU -Maintenance-Equipment	7,000	1,810	0	0	5,000	0	5,000	205	0	0	59
4917 Service Contracts	8,400	7,284	0	0	8,400	0	8,400	1,316	0	0	0
4918 DNU - Maintenance	13,000	3,224	0	0	5,000	0	5,000	147	0	0	0
4919 Films: expenses and contract	0	0	0	0	0	0	0	6	0	0	0
4922 DNU - Publicity & Marketing	6,000	7,190	0	0	6,000	0	6,000	0	0	0	0
4927 Stocktaking	600	520	0	0	600	0	600	400	0	0	0
4954 PA and Lighting Costs	0	0	0	0	0	0	0	2,052	0	0	0
4958 Event Security	0	608	0	0	0	0	0	1,119	0	0	0
4960 Live entertainment:	0	0	0	0	0	0	0	50	0	0	0
Overhead Expenditure	161,250	164,262	0	0	166,350	0	166,350	186,730	0	0	0
Movement to/(from) Gen Reserve	(131,250)	(130,514)			(136,350)		(136,350)	(138,606)	0		
510 DNU - Assembly Hall Events											
1004 Film shows	300	4	0	0	300	0	300	66	0	0	0
1172 Tickets : private events	0	335	0	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1173	Live Shows - Hall Hire	20,000	14,257	0	0	20,000	0	20,000	527	0	0	0
	Total Income	20,300	14,597	0	0	20,300	0	20,300	593	0	0	0
4919	Films: expenses and contract	220	2	0	0	0	0	0	0	0	0	0
4954	PA and Lighting Costs	4,500	5,965	0	0	0	0	0	0	0	0	0
4958	Event Security	0	1,307	0	0	0	0	0	0	0	0	0
4960	Live entertainment:	0	3,078	0	0	2,500	0	2,500	0	0	0	0
	Overhead Expenditure	4,720	10,352	0	0	2,500	0	2,500	0	0	0	0
	Movement to/(from) Gen Reserve	15,580	4,245			17,800		17,800	593	0		
520	<u>DNU - Ass Hall Bar/Catering</u>											60
1001	Income-Assembly Hall Bar	43,500	56,778	0	0	43,500	0	43,500	55,988	0	0	0
	Total Income	43,500	56,778	0	0	43,500	0	43,500	55,988	0	0	0
4903	Bar Stock Purchases	22,000	21,289	0	0	22,000	0	22,000	0	0	0	0
	Overhead Expenditure	22,000	21,289	0	0	22,000	0	22,000	0	0	0	0
	Movement to/(from) Gen Reserve	21,500	35,488			21,500		21,500	55,988	0		
901	<u>Earmarked Reserves</u>											
1180	CIL Received	0	640,520	0	0	0	0	0	82,794	0	0	0
	Total Income	0	640,520	0	0	0	0	0	82,794	0	0	0
9202	Unplanned Maintenance	10,000	16,612	0	0	10,000	0	10,000	0	0	0	0
9244	Major Projects Reserve	50,000	4,089	0	0	50,000	0	50,000	0	0	0	0
9245	Solar Money	0	255	0	0	0	0	0	12,000	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget 2025/2026

		<u>Budget 2024/2025</u>		<u>Budget 2025/2026</u>						<u>Budget 2026/2027</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
9248	CIL	0	7,076	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	60,000	28,032	0	0	60,000	0	60,000	12,000	0	0	0
	901 Net Income over Expenditure	-60,000	612,488	0	0	-60,000	0	-60,000	70,794	0	0	0
6000	plus Transfers from EMR	0	28,032	0	0	0	0	0	0	0	0	0
6001	less Transfers to EMR	0	640,520	0	0	0	0	0	82,794	0	0	0
	Movement to/(from) Gen Reserve	<u>(60,000)</u>	<u>0</u>			<u>(60,000)</u>		<u>(60,000)</u>	<u>(12,000)</u>	<u>0</u>		
902	<u>Sinking Funds</u>											
9233	Play Area Replacement Fund	25,000	0	0	0	0	0	0	0	0	0	69
9234	Splashpad - KGV	5,000	0	0	0	5,000	0	5,000	0	0	0	0
	Overhead Expenditure	30,000	0	0	0	5,000	0	5,000	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(30,000)</u>	<u>0</u>			<u>(5,000)</u>		<u>(5,000)</u>	<u>0</u>	<u>0</u>		
	Total Budget Income	1,240,070	2,039,125	0	0	1,468,000	0	1,468,000	1,570,819	0	0	0
	Expenditure	1,240,070	1,627,245	0	0	1,468,300	178,711	1,647,011	1,465,130	0	0	0
	Net Income over Expenditure	<u>0</u>	<u>411,880</u>	<u>0</u>	<u>0</u>	<u>-300</u>	<u>-178,711</u>	<u>-179,011</u>	<u>105,689</u>	<u>0</u>	<u>0</u>	<u>0</u>
	plus Transfers from EMR	0	69,682	0	0	0	0	0	28,199	0	0	0
	less Transfers to EMR	0	689,925	0	0	0	0	0	88,794	0	0	0
	Movement to/(from) Gen Reserve	<u>0</u>	<u>(208,362)</u>			<u>(300)</u>		<u>(179,011)</u>	<u>45,094</u>	<u>0</u>		

Detailed Balance Sheet - Including Stock Movement

Month 12 Date 31/03/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors	8,302	
103	Town hall Sales ledger	5,578	
104	Allotment Ledger	1,650	
105	Vat Control	18,954	
110	Prepayments	3,001	
120	Bar Stock	7,084	
130	Accured income	2,000	
203	Unity Bank	83,391	
205	Unity - Instant Savings A/c	813,487	
214	CCLA: PSDF	740,170	
215	Cambridge BS	89,154	
253	Assembly Hall Float	700	
	Total Current Assets		1,773,471
<u>Current Liabilities</u>			
501	Creditors	68,346	
506	CREDIT CARD YEAR END	1,043	
515	PAYE/NI Due	13,080	
516	Pension Due	10,083	
560	Deposits/Receipts In Advance	8,030	
562	Bad debt provision	4,100	
566	Events Control 2021 Onwards	5,414	
570	Mayor's Reception charity	2,550	
	Total Current Liabilities		112,647
	Net Current Assets		1,660,824
	Total Assets less Current Liabilities		1,660,824
<u>Represented by :-</u>			
301	Current Year Fund	105,689	
310	General Fund	199,837	
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	1,142	
335	EMR - Street Furniture	13,837	
336	EMR - Equipment Replacement	36,775	
338	EMR -Shurnhold Field	15,000	
339	EMR - Splashpad KGV	5,000	
340	EMR Grant Comm Water Fountain	6,000	
400	EMR CIL 2025/26	82,794	
	Total Equity		1,660,824

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			8,302.35	
103	Town hall Sales ledger			5,577.85	
104	Allotment Ledger			1,650.00	
105	Vat Control			18,953.74	
110	Prepayments			3,000.95	
120	Bar Stock			7,083.99	
130	Accured income			2,000.00	
203	Unity Bank			83,391.35	
205	Unity - Instant Savings A/c			813,486.69	
214	CCLA: PSDF			740,170.05	
215	Cambridge BS			89,154.00	
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				1,141.66
335	EMR - Street Furniture				13,837.00
336	EMR - Equipment Replacement				36,775.39
338	EMR -Shurnhold Field				15,000.00
339	EMR - Splashpad KGV				5,000.00
340	EMR Grant Comm Water Fountain				6,000.00
400	EMR CIL 2025/26				82,794.00
501	Creditors				68,346.48
506	CREDIT CARD YEAR END				1,042.90
515	PAYE/NI Due				13,080.45
516	Pension Due				10,083.18
560	Deposits/Receipts In Advance				8,030.00
562	Bad debt provision				4,100.00
566	Events Control 2021 Onwards				5,414.12
570	Mayor's Reception charity				2,550.00
1000	Income-Assembly Hall Lettings	501	Assembly Hall		48,094.26
1001	Income-Assembly Hall Bar	520	DNU - Ass Hall Bar/Catering		55,987.65
1004	Film shows	510	DNU - Assembly Hall Events		65.83
1007	Credit card charges	501	Assembly Hall		30.00
1016	Receipts - Mayors Reception	115	Civic and Democratic		731.49
1020	Miscellaneous Income	101	Central Costs		5.80
1020	Miscellaneous Income	110	Corporate Costs		50.03

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>
1026	Income Interest	110	Corporate Costs		43,288.53
1027	Income - Amenity Services	202	Asset and Amenities		3,743.10
1028	Matured fixed term deposit	110	Corporate Costs		2,000.00
1034	Income Town Hall Bookings	201	Town Hall		5,552.80
1040	Income 31 Market Place	210	Corporate Properties		6,999.96
1045	Income Allotments	203	Allotments		4,622.50
1046	Income - Pavilion	204	Cafe		4,290.00
1048	Income Art House Cafe	210	Corporate Properties		5,500.00
1050	Grants Received	302	Projects		13,525.00
1052	Christmas Market Stalls	302	Projects		2,556.63
1060	Contribution - MWPC	205	Public Toilets - Market Place		5,000.00
1089	Income-Hanging Baskets	403	Economic Dev. and Planning		1,140.00
1090	Expenses Recovered	204	Cafe		13,257.19
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
1180	CIL Received	901	Earmarked Reserves		82,794.00
1182	Solar money received	405	Solar Farm Projects		51,629.40
1189	Proms in Park (Vendors)	303	Events		646.98
1193	Wiltshire Town Programme Grant	302	Projects		25,000.00
1197	Income Memorial Benches+Trees	202	Asset and Amenities		981.95
4000	Salaries ENI & Pension	101	Central Costs	249,363.74	
4000	Salaries ENI & Pension	202	Asset and Amenities	177,935.65	
4000	Salaries ENI & Pension	501	Assembly Hall	101,253.34	
4001	Salaries - Ers NIC	101	Central Costs	16,528.43	
4001	Salaries - Ers NIC	202	Asset and Amenities	8,319.10	
4001	Salaries - Ers NIC	501	Assembly Hall	3,695.87	
4002	Salaries - Pension	101	Central Costs	25,332.33	
4002	Salaries - Pension	202	Asset and Amenities	14,710.11	
4002	Salaries - Pension	501	Assembly Hall	3,347.33	
4004	Last year's Gross+Er NIC+LGPS	101	Central Costs	10,538.66	
4005	Locum costs	101	Central Costs	44,593.37	
4006	Locum Staff	101	Central Costs	31,584.07	
4010	Recruitment	101	Central Costs	347.40	
4015	Bank charges - Cards	101	Central Costs	870.66	
4015	Bank charges - Cards	110	Corporate Costs	3,502.15	
4016	Sundry Office Expenses	101	Central Costs	342.74	
4017	Bank charges	101	Central Costs	197.88	
4017	Bank charges	110	Corporate Costs	713.15	
4021	Stationery	101	Central Costs	588.81	
4023	Advertising	101	Central Costs	316.50	
4023	Advertising	501	Assembly Hall	3,232.53	

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>
4024	Equipment/furniture	101	Central Costs	3,154.38	
4026	Photocopier/copying	101	Central Costs	1,667.66	
4027	Telephones and Mobiles	101	Central Costs	4,554.78	
4028	Postage	101	Central Costs	37.52	
4028	Postage	203	Allotments	100.92	
4029	Subscriptions & Memberships	101	Central Costs	2,549.54	
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	15,138.50	
4041	IT replacement/contingency	101	Central Costs	697.50	
4042	Licences/Software	101	Central Costs	16,097.62	
4043	HR consultancy	110	Corporate Costs	4,544.62	
4050	Legal and Professional Fees	110	Corporate Costs	6,581.22	
4050	Legal and Professional Fees	222	Blue Pool	3,685.60	
4057	Accountancy and Audit	110	Corporate Costs	10,833.98	
4058	Insurance	101	Central Costs	41,897.11	
4058	Insurance	215	Depot	116.60	
4058	Insurance	222	Blue Pool	8,166.85	
4061	Travel & Accommodation	101	Central Costs	556.85	
4062	Election Expenses	115	Civic and Democratic	18,244.84	
4070	Mayor's Allowance	115	Civic and Democratic	60.00	
4071	Town Floral Displays	403	Economic Dev. and Planning	4,956.67	
4074	Neighbourhood Plan	302	Projects	14,649.85	
4075	Training	101	Central Costs	5,961.73	
4075	Training	202	Asset and Amenities	507.70	
4075	Training	501	Assembly Hall	768.30	
4076	Health & Safety	110	Corporate Costs	646.26	
4076	Health & Safety	201	Town Hall	3,939.66	
4076	Health & Safety	212	Round House	184.25	
4076	Health & Safety	501	Assembly Hall	34.16	
4078	Community Projects	302	Projects	293.30	
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	2,895.41	
4100	Gas	205	Public Toilets - Market Place	14.76	
4100	Gas	222	Blue Pool	603.91	
4100	Gas	501	Assembly Hall	142.60	
4101	Electricity	201	Town Hall	4,885.09	
4101	Electricity	204	Cafe	18,860.36	
4101	Electricity	205	Public Toilets - Market Place	987.78	

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>
4101	Electricity	206	Public Toilets - Bath Road	1,387.95	
4101	Electricity	212	Round House	427.56	
4101	Electricity	215	Depot	1,200.66	
4101	Electricity	221	King George V Park/Splashpad	1,644.96	
4101	Electricity	222	Blue Pool	4,107.73	
4101	Electricity	501	Assembly Hall	15,061.38	
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	201	Town Hall	1,532.33	
4103	Water	203	Allotments	2,674.38	
4103	Water	204	Cafe	2,454.98	
4103	Water	205	Public Toilets - Market Place	1,376.24	
4103	Water	206	Public Toilets - Bath Road	930.83	
4103	Water	212	Round House	207.59	
4103	Water	215	Depot	338.00	
4103	Water	221	King George V Park/Splashpad	7,590.23	
4103	Water	222	Blue Pool	98.12	
4103	Water	501	Assembly Hall	5,354.28	
4104	Window Cleaning	201	Town Hall	1,145.60	
4106	Repairs and Maintenance	201	Town Hall	19,322.67	
4106	Repairs and Maintenance	202	Asset and Amenities	4,497.50	
4106	Repairs and Maintenance	203	Allotments	962.86	
4106	Repairs and Maintenance	204	Cafe	556.22	
4106	Repairs and Maintenance	205	Public Toilets - Market Place	1,035.57	
4106	Repairs and Maintenance	206	Public Toilets - Bath Road	1,029.37	
4106	Repairs and Maintenance	210	Corporate Properties	24,141.00	
4106	Repairs and Maintenance	212	Round House	281.68	
4106	Repairs and Maintenance	213	31 Market Place	8,246.42	
4106	Repairs and Maintenance	215	Depot	767.08	
4106	Repairs and Maintenance	221	King George V Park/Splashpad	15,032.61	
4106	Repairs and Maintenance	222	Blue Pool	9,104.00	
4106	Repairs and Maintenance	501	Assembly Hall	1,179.89	
4108	Service Contracts	101	Central Costs	232.94	
4108	Service Contracts	201	Town Hall	9,752.20	
4108	Service Contracts	202	Asset and Amenities	41.00	
4108	Service Contracts	204	Cafe	828.61	
4108	Service Contracts	211	Art House	114.66	
4108	Service Contracts	212	Round House	202.68	
4108	Service Contracts	220	Play Areas and Open Spaces	1,060.00	
4108	Service Contracts	221	King George V Park/Splashpad	31,108.16	

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>
4108	Service Contracts	501	Assembly Hall	6,224.37	
4150	Uniform/PPE	202	Asset and Amenities	503.07	
4151	Tools and Equipment	201	Town Hall	44.50	
4151	Tools and Equipment	202	Asset and Amenities	2,972.60	
4153	Vehicle Running Costs	202	Asset and Amenities	12,498.76	
4156	Vehicle Leasing	202	Asset and Amenities	14,637.56	
4157	Grasscutting and Ground Maint	220	Play Areas and Open Spaces	19,205.50	
4158	Replacement Play Equipment	220	Play Areas and Open Spaces	10,728.58	
4160	Leasing	215	Depot	14,000.04	
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	887.17	
4167	Street Furniture and Signage	202	Asset and Amenities	3,322.14	
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	236.01	
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	8,635.35	
4180	Cleaning	206	Public Toilets - Bath Road	7,134.85	
4180	Cleaning	207	Public Toilets - KGV	2,184.32	
4180	Cleaning	221	King George V Park/Splashpad	884.00	
4184	Fire security: Unit	215	Depot	456.02	
4186	Defibrillators	202	Asset and Amenities	2,593.74	
4193	Rospa checks: Play areas	220	Play Areas and Open Spaces	2,282.00	
4195	Letters to Heaven costs	202	Asset and Amenities	79.06	
4197	Memorial Benches+Trees	202	Asset and Amenities	735.25	
4199	Chemicals	221	King George V Park/Splashpad	1,470.58	
4201	DNU - Maintenance	203	Allotments	200.00	
4250	WiFi - Pavilion	204	Cafe	533.76	
4255	Fire Safety Checks	204	Cafe	305.34	
4301	Grants	151	Grants	7,450.61	
4303	Grant-4Youth	151	Grants	10,000.00	
4304	Christmas Lights	302	Projects	21,126.00	
4308	CCTV	222	Blue Pool	4,138.00	
4308	CCTV	403	Economic Dev. and Planning	19,030.40	
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	1,715.31	
4317	Grant Carnival	151	Grants	2,500.00	

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>
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	34,683.86	
4333	Carols Round the Tree	302	Projects	625.04	
4335	Town Events	303	Events	286.23	
4336	Sensory Garden	302	Projects	5,230.00	
4337	General Events	303	Events	5,543.42	
4339	Corporate Day	110	Corporate Costs	2,326.29	
4354	Parking Scheme	403	Economic Dev. and Planning	1,690.60	
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	23,818.94	
4905	Cleaning Materials	501	Assembly Hall	1,460.99	
4909	Licences	501	Assembly Hall	5,694.95	
4915	DNU - Equipment	501	Assembly Hall	2,208.47	
4916	DNU -Maintenance-Equipment	501	Assembly Hall	204.89	
4917	Service Contracts	501	Assembly Hall	1,316.27	
4918	DNU - Maintenance	501	Assembly Hall	146.71	
4919	Films: expenses and contract	501	Assembly Hall	6.07	
4922	DNU - Publicity & Marketing	101	Central Costs		736.25
4927	Stocktaking	501	Assembly Hall	400.00	
4954	PA and Lighting Costs	302	Projects	2,002.23	
4954	PA and Lighting Costs	501	Assembly Hall	2,052.00	
4958	Event Security	501	Assembly Hall	1,119.13	
4960	Live entertainment:	501	Assembly Hall	50.00	
6000	Transfers from EMR	101	Central Costs		14,487.95
6000	Transfers from EMR	221	King George V Park/Splashpad		13,710.86
6001	Transfers to EMR	302	Projects	6,000.00	
6001	Transfers to EMR	901	Earmarked Reserves	82,794.00	
9245	Solar Money	901	Earmarked Reserves	12,000.00	
Trial Balance Totals :				3,328,904.66	3,328,904.66
Difference				0.00	

**Cashbook transactions totalling £500.00 or more
for the period 01/03/2026 to 31/03/2026**

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	12	05/03/2026	INV0887	Splash Pads Enterprises Ltd	13,268.80
1	Unity Bank - Main Account	12	23/03/2026	932867637	TJ Van Hire (W&C Inventories t	1,680.00
1	Unity Bank - Main Account	12	23/03/2026	24773	Unique Signs & Graphics	978.60
1	Unity Bank - Main Account	12	23/03/2026	734895709	Industrial Door & Gate Solutio	1,316.93
1	Unity Bank - Main Account	12	23/03/2026	inv002402	Solridout Construction Ltd	6,337.00
1	Unity Bank - Main Account	12	23/03/2026	4529181	Chew Valley Trees Ltd	1,763.21
1	Unity Bank - Main Account	12	23/03/2026	703971506	Melksham Without Parish Counci	3,557.74
1	Unity Bank - Main Account	12	23/03/2026	458913141	Comax UK Ltd	839.16
1	Unity Bank - Main Account	12	23/03/2026	970113381	Smart Integrated Solutions Ltd	2,887.92
1	Unity Bank - Main Account	12	23/03/2026	811661017	Mr. Steve Holder	610.00
1	Unity Bank - Main Account	12	23/03/2026	355863576	Wiltshire Publications Ltd	1,272.00
1	Unity Bank - Main Account	12	23/03/2026	Q020255096	Dell Corporation	5,574.97
1	Unity Bank - Main Account	12	23/03/2026	621105406	Prosec Consultancy Ltd	707.85
1	Unity Bank - Main Account	12	23/03/2026	768451556	A M Productions	4,560.28
1	Unity Bank - Main Account	12	23/03/2026	585729652	RELEA Productions Ltd	9,678.16
1	Unity Bank - Main Account	12	23/03/2026	99837388	United EPoS Solutions	1,017.60
1	Unity Bank - Main Account	12	30/03/2026	S/O	Curtis Cleaning	2,167.20
1	Unity Bank - Main Account	12	18/03/2026	002015328	Dell Corporation	6,032.34
1	Unity Bank - Main Account	12	27/03/2026	0020340700	Dell Corporation	2,055.60
1	Unity Bank - Main Account	12	12/03/2026	0429/0433	Ask Agency Group Ltd	894.30
1	Unity Bank - Main Account	12	31/03/2026	AM12271/72	Smart Integrated Solutions Ltd	19,948.56
1	Unity Bank - Main Account	12	02/03/2026	S/O	Curtis Cleaning	2,167.20
1	Unity Bank - Main Account	12	02/03/2026	DD005	Water2Business	721.00
1	Unity Bank - Main Account	12	13/03/2026	DD012	LGPS	8,949.79
1	Unity Bank - Main Account	12	20/03/2026	DD024	PAYE/NIC	11,557.24
1	Unity Bank - Main Account	12	20/03/2026	DD025	Net pay	32,158.55
1	Unity Bank - Main Account	12	03/03/2026	DD006	Redhorn Holdings Ltd	1,400.00
1	Unity Bank - Main Account	12	06/03/2026	DD009	Tolchards Ltd	892.84
1	Unity Bank - Main Account	12	17/03/2026	DD018	British Gas	1,878.74
1	Unity Bank - Main Account	12	18/03/2026	DD022	British Gas	538.38
1	Unity Bank - Main Account	12	20/03/2026	DD029	Tolchards Ltd	2,112.07
1	Unity Bank - Main Account	12	23/03/2026	DD033	Rentokil Initial	681.34
1	Unity Bank - Main Account	12	27/03/2026	DD036	British Gas	1,763.22
1	Unity Bank - Main Account	12	31/03/2026	DD039	Hills Waste	714.26
1	Unity Bank - Main Account	12	23/03/2026	ON ACC	Solridout Construction Ltd	18,286.00
1	Unity Bank - Main Account	12	23/03/2026	Quot12-3-2	Office Furniture Wales	2,300.00
12	Unity - Instant Savings A/c	12	20/03/2026	Mar300	Unity Bank - Main Account	60,000.00
12	Unity - Instant Savings A/c	12	30/03/2026	Mar301	Unity Bank - Main Account	60,000.00
8	Credit/Debit Card Control	12	31/03/2026	PaySense	Unity Bank - Main Account	4,853.20
8	Credit/Debit Card Control	12	31/03/2026	Paysense	Unity Bank - Main Account	1,571.60
8	Credit/Debit Card Control	12	31/03/2026	PaySense	Unity Bank - Main Account	3,067.00
8	Credit/Debit Card Control	12	01/03/2026	TRANS	TicektSource	1,662.42
1	Unity Bank - Main Account	12	25/03/2026	on account	Lloyds Bank for Unity Ttust Ba	700.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	Unity Bank - Main Account	12	31/03/2026	13,324.30	Sales Recpts Page 469
1	Unity Bank - Main Account	12	31/03/2026	35,007.78	HMCTS, Trustly/Paypal, Wiltshire

**Cashbook transactions totalling £500.00 or more
for the period 01/03/2026 to 31/03/2026**

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
					Council
12	Unity - Instant Savings A/c	12	31/03/2026	4,867.06	Unity Bank
1	Unity Bank - Main Account	12	20/03/2026	60,000.00	Unity - Instant Savings A/c
1	Unity Bank - Main Account	12	30/03/2026	60,000.00	Unity - Instant Savings A/c
10	CCLA: Investment	12	03/03/2026	2,130.44	CCLA
1	Unity Bank - Main Account	12	31/03/2026	2,612.55	Birthday party 28/2/26, Car Club, Dreamers, Mayor's Reception, Mediumship, Quiz, Repast, Rock and Roll, Taylormania, Wedding
8	Credit/Debit Card Control	12	30/03/2026	6,380.95	Birthday Party 28-2-26, Car Club, Dreamers, Mayor's Reception, Mediumship, Quiz 26-2-26, Repast, Rock and Roll, Taylormania, Wedding
1	Unity Bank - Main Account	12	31/03/2026	4,853.20	Credit/Debit Card Control Acco
1	Unity Bank - Main Account	12	31/03/2026	1,571.60	Credit/Debit Card Control Acco
1	Unity Bank - Main Account	12	31/03/2026	3,067.00	Credit/Debit Card Control Acco
8	Credit/Debit Card Control	12	01/03/2026	1,662.42	Ticket Source Feb fees undo
1	Unity Bank - Main Account	12	31/03/2026	10,243.65	Mayor's Reception, Quiz, Taylormania, The Dreamers
1	Unity Bank - Main Account	12	31/03/2026	982.00	Sales Recpts Page 479
1	Unity Bank - Main Account	12	31/03/2026	792.00	Sales Recpts Page 480
8	Credit/Debit Card Control	12	31/03/2026	1,001.00	Alter Eagles, At the Hop, Carpenters, Classic Rock Revival, Eddie Cochran, History of Soul, Mayor's Reception, Taylormania, Tina Turner, Tony Christie, Whitney, Wrestling, Zoots

Outstanding Balances by Month as at 31/03/2026

A/C Code	Customer Name	Balance	Mar 2026	Feb 2026	Jan 2026	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	0.00	32.50	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	0.00	189.00	0.00
CARNIVAL	CARNIVAL	162.00	162.00	0.00	0.00	0.00	0.00
CHILDTAEK	TIGER MA	442.80	0.00	0.00	216.00	226.80	0.00
FAY001	FAYE WILLIAMS	200.00	0.00	0.00	0.00	200.00	0.00
HEALTH VIS	HCRG	4,501.00	525.00	1,680.00	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	836.10	0.00	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	0.00	0.00	324.00	0.00
MELK RR	ROCK ROLL	216.00	0.00	216.00	0.00	0.00	0.00
MMB	MELKSHAM MONSTER BAL	175.50	0.00	0.00	0.00	175.50	0.00
NADFAS	ARTS	227.00	0.00	0.00	0.00	227.00	0.00
OWN	OWN EVENT	-396.00	0.00	0.00	0.00	0.00	-396.00
TOURIST	TOURIST INFORMATION	508.50	0.00	0.00	0.00	508.50	0.00
WEN001	WENDY ISAACS	235.00	235.00	0.00	0.00	0.00	0.00
WWMCC	WWMCC	-108.50	0.00	0.00	0.00	0.00	-108.50
Total Sales Ledger No 1		8,302.35	922.00	1,896.00	216.00	5,915.85	-647.50
Ledger No 2: Town hall Sales ledger							
APPLEBY	APPLEBY	280.99	0.00	280.99	0.00	0.00	0.00
AUBREE	AUBREE	22.00	0.00	0.00	0.00	22.00	0.00
BEWLEY	BEWLEY	180.00	0.00	0.00	0.00	180.00	0.00
BOA	BOA KITCHEN	1,300.00	0.00	0.00	0.00	1,300.00	0.00
EDWARDSJ	JOHNNY EDWARDS	150.00	150.00	0.00	0.00	0.00	0.00
EVIES KITC	EVIES KITCHEN	3,771.49	50.00	50.00	50.00	3,621.49	0.00
GOOD NEWS	GOOD NEWS CHURCH	-250.00	250.00	0.00	0.00	0.00	-500.00
GOUGH	GOUGH SOLICITORS	180.00	0.00	0.00	0.00	180.00	0.00
KGV	BOUNCE AROUND	700.00	0.00	0.00	0.00	700.00	0.00
KIROSH	KIROSH	-3,840.00	0.00	0.00	0.00	0.00	-3,840.00
MURDOCH	ANDREW MURDOCH	285.00	285.00	0.00	0.00	0.00	0.00
PLANETLEA	PLANET LEASING	180.00	180.00	0.00	0.00	0.00	0.00
PRITCHARD	LLESLEY PRITCHARD	173.95	173.95	0.00	0.00	0.00	0.00
SAFFIRABE	SAFFI RABEY	500.00	500.00	0.00	0.00	0.00	0.00
SEEND	SEEND PARISH	10.00	0.00	0.00	0.00	10.00	0.00
SPECSAVER	SPECSAVERS	180.00	0.00	0.00	0.00	180.00	0.00
THFAC01	FACTORY SHOP	974.42	487.21	0.00	0.00	487.21	0.00
TOOGOOD	DTOOGOOD	780.00	0.00	0.00	0.00	780.00	0.00
Total Sales Ledger No 2		5,577.85	2,076.16	330.99	50.00	7,460.70	-4,340.00
Ledger No 3: Allotment Ledger							
ALLAND001	ALLAND001	50.00	50.00	0.00	0.00	0.00	0.00
ALLBATM00	ALLBATM001	25.00	25.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		13,955.20	3,073.16	2,226.99	266.00	13,376.55	-4,987.50

17:57

Sales Ledger Aged Account Balances

User: DAVID

Outstanding Balances by Month as at 31/03/2026

A/C Code	Customer Name	Balance	Mar 2026	Feb 2026	Jan 2026	Prior Months	On A/c Pymnts
Sub Total B/Fwd		13,955.20	3,073.16	2,226.99	266.00	13,376.55	-4,987.50
Ledger No 3: Allotment Ledger (Continued)							
ALLBEV001	ALLBEV001	50.00	50.00	0.00	0.00	0.00	0.00
ALLBROA00	ALLBROA001	50.00	50.00	0.00	0.00	0.00	0.00
ALLBURN00	ALLBURN001	50.00	50.00	0.00	0.00	0.00	0.00
ALLCARN00	ALLCARN001	25.00	25.00	0.00	0.00	0.00	0.00
ALLCHUR00	ALLCHUR001	25.00	25.00	0.00	0.00	0.00	0.00
ALLCOT001	ALLCOT001	50.00	50.00	0.00	0.00	0.00	0.00
ALLCRU001	ALLCRU001	25.00	25.00	0.00	0.00	0.00	0.00
ALLEDWM00	ALLEDWM001	25.00	25.00	0.00	0.00	0.00	0.00
ALLERI001	ALLERI001	50.00	50.00	0.00	0.00	0.00	0.00
ALLFROJ001	ALLFROJ001	25.00	25.00	0.00	0.00	0.00	0.00
ALLGOO001	ALLGOO001	50.00	50.00	0.00	0.00	0.00	0.00
ALLGOU001	ALLGOU001	50.00	50.00	0.00	0.00	0.00	0.00
ALLGRAS00	ALLGRAS001	50.00	50.00	0.00	0.00	0.00	0.00
ALLGRE001	ALLGRE001	50.00	50.00	0.00	0.00	0.00	0.00
ALLGRE002	ALLGRE002	25.00	25.00	0.00	0.00	0.00	0.00
ALLHAWS0	ALLHAWS001	25.00	25.00	0.00	0.00	0.00	0.00
ALLHAYS00	ALLHAYS001	50.00	50.00	0.00	0.00	0.00	0.00
ALLHIGJ001	ALLHIGJ001	-50.00	0.00	0.00	0.00	0.00	-50.00
ALLHIN001	ALLHIN001	50.00	50.00	0.00	0.00	0.00	0.00
ALLJAC001	ALLJAC001	100.00	100.00	0.00	0.00	0.00	0.00
ALLJOH001	ALLJOH001	25.00	25.00	0.00	0.00	0.00	0.00
ALLLEG001	ALLLEG001	50.00	50.00	0.00	0.00	0.00	0.00
ALLEWG00	ALLEWG001	25.00	25.00	0.00	0.00	0.00	0.00
ALLLOC001	ALLLOC001	50.00	50.00	0.00	0.00	0.00	0.00
ALLMAN001	ALLMAN001	25.00	25.00	0.00	0.00	0.00	0.00
ALLMAS001	ALLMAS001	25.00	25.00	0.00	0.00	0.00	0.00
ALLMOO001	ALLMOO001	25.00	25.00	0.00	0.00	0.00	0.00
ALLMUS001	ALLMUS001	100.00	100.00	0.00	0.00	0.00	0.00
ALLPHE001	ALLPHE001	25.00	25.00	0.00	0.00	0.00	0.00
ALLPOTL001	ALLPOTL001	25.00	25.00	0.00	0.00	0.00	0.00
ALLQUI001	ALLQUI001	50.00	50.00	0.00	0.00	0.00	0.00
ALLRIG001	ALLRIG001	25.00	25.00	0.00	0.00	0.00	0.00
ALLSILK001	ALLSILK001	25.00	25.00	0.00	0.00	0.00	0.00
ALLSLAT00	ALLSLAT001	50.00	50.00	0.00	0.00	0.00	0.00
ALLSPEM00	ALLSPEM001	50.00	50.00	0.00	0.00	0.00	0.00
ALLSTE001	ALLSTE001	25.00	25.00	0.00	0.00	0.00	0.00
ALLSTEZ001	ALLSTEZ001	50.00	50.00	0.00	0.00	0.00	0.00
ALLTHOC00	ALLTHOC001	50.00	50.00	0.00	0.00	0.00	0.00
ALLTUN001	ALLTUN001	50.00	50.00	0.00	0.00	0.00	0.00
ALLWALH00	ALLWALH001	25.00	25.00	0.00	0.00	0.00	0.00
ALLWEA002	ALLWEA002	25.00	25.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 3		1,650.00	1,700.00	0.00	0.00	0.00	-50.00

Sub Total C/Fwd	15,530.20	4,698.16	2,226.99	266.00	13,376.55	-5,037.50
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Outstanding Balances by Month as at 31/03/2026

A/C Code	Customer Name	Balance	Mar 2026	Feb 2026	Jan 2026	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	15,530.20	4,698.16	2,226.99	266.00	13,376.55	-5,037.50
Ledger No 3: Allotment Ledger (Continued)							
	TOTAL SALES LEDGER BALANCES	15,530.20	4,698.16	2,226.99	266.00	13,376.55	-5,037.50

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Unity Bank - Main Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Bank	31/03/2026		78,383.75
			<u>78,383.75</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,383.75
<u>Unpresented Receipts (Plus)</u>			
31/03/2026 108		425.00	
31/03/2026 107(B)		2,612.55	
31/03/2026 105-CASH		121.05	
31/03/2026 105-Cash		982.00	
31/03/2026 105-cheque		792.00	
31/03/2026 AltCheques		75.00	
			<u>5,007.60</u>
			83,391.35
		Balance per Cash Book is :-	83,391.35
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 10 - CCLA: PSDF

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA investment	31/03/2026		740,170.05
			<u>740,170.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			740,170.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			740,170.05
		Balance per Cash Book is :-	740,170.05
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Bank Reconciliation Statement as at 31/03/2026
for Cashbook 11 - Cambridge BS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Cambridge BS	31/03/2026		89,154.00
			<u>89,154.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			89,154.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			89,154.00
		Balance per Cash Book is :-	89,154.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 12 - Unity - Instant Savings A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Instant Savings A/C	31/03/2026		813,486.69
			<u>813,486.69</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			813,486.69
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			813,486.69
		Balance per Cash Book is :-	813,486.69
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

MEETING
Finance Committee

DATE
08/06/26

TITLE
Finance Report

AUTHOR(S)
RFO

Report



To approve the Management Accounts for 2025-26.

Overview

The Management Accounts for 2025–2026 are presented to councillors for approval. They provide a detailed income and expenditure by budget heading. The report shows the Council's financial performance over the year with the overall year-end position.

The accounts are brought to Council to provide assurance that the Council's finances have been monitored and managed carefully throughout the year. Whilst the budget was challenging, officers managed income and expenditure closely to ensure that the final outturn position was favourable and that financial resources were used responsibly in support of Council priorities.

In accordance with Melksham Town Council's Reserves Policy, the general reserve should ideally be maintained at between three and six months of operating costs, excluding capital projects. This is considered a prudent level for the Council, given its income mix and the need to maintain resilience against unexpected expenditure, fluctuations in income and other unforeseen financial pressures. The Council's general reserves should therefore be reviewed against this benchmark when considering the year-end position and any transfer to reserves.

The Council's 2025–2026 year-end position is positive, with an underspend of £45,094, which will be added to the general reserve at year end. The general reserve is currently £260,432 and this will increase them to £305,526. Ideally, with the setting of the 2026-27 budget, the general reserve should be £388,221. We have already budgeted for a £50,000 transfer to general reserves in 2026-27 and we will be reviewing further measures to progress towards meeting this target figure.

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[Town Plan Link](#)

F7.01 - Manage finances prudently; F7.02 - Be transparent in financial matters; F7.06 - Maintain high standards of governance; F7.07 - Provide strong financial stewardship

Internal Controls

The Council currently has outstanding debtors totalling £8,302. A review of internal controls is underway to strengthen arrangements for invoicing, monitoring and debt recovery. Officers will continue to pursue the amounts owed and maintain an ongoing process to recover payments due to the Council.

Audit

The Council's internal audit is scheduled to take place on 10th June 2026 and will be undertaken by Mulberry. The Annual Governance and Accountability Return will be presented to Full Council for approval prior to submission by 30th June 2026.

Leases

The Council is currently awaiting the final Heads of Terms from Wiltshire Council to enable it to progress the proposed lease to Future of Football. Goughs Solicitors have been instructed on behalf of the Council and are awaiting the final information from Wiltshire Council in order to proceed. Future of Football will meet all associated legal costs, ensuring that there is no financial cost to the Council in progressing this matter.

The Council will now begin a review of all leases across its properties to ensure that arrangements remain up to date, fit for purpose and aligned with the Council's wider asset management objectives.

Asset Register

The Council's asset register has been reviewed; however, this remains a larger piece of work. Officers have started to introduce asset tags and photographic records for Council assets to establish a more robust and reliable asset management system.

In 2025-2026, we spent £83,649 on capital and fixed assets, including £20,110 on splashpad upgrades and £13,711 on eco toilets at King George V Playing Field. The tree planters cost £20,922, which was funded by grant funding.

Insurance

The Council's insurance policy has been renewed for 2026–2027. The policy remains flexible and can be adjusted throughout the year should further changes be required. Amendments identified to date have been completed; however, discussions remain ongoing particularly in relation to the Blue Pool site and the current valuation. A meeting with the Council's insurers is scheduled to progress this matter. The total budget 2026 - 2027 provision for insurance is £50,649. The final renewal cost will be reported once confirmed.

Insurance Claims

An insurance claim is in progress in relation to repairs required at 31A Market Place. The Council has been advised by its insurers that further discussions are ongoing.

Additionally, there is also a claim relating to damage caused by the hailstorm to both the Town Hall and 31A Market Place, including broken windows and damaged frames. Officers are currently obtaining quotations for the necessary repair works to support the progression of the claim.

The Council is currently reviewing a tree damage claim on the basis that the trees in question had previously been surveyed and no concerns were identified at that time. The relevant tree inspection reports have been submitted in support of the Council's position and discussions remain ongoing.

Procurement

Procurement for the two play parks is scheduled to go live by the end of June 2026. The timetable will need to allow for the requirements of the Procurement Act 2023, including a reasonable tender period that reflects the nature and complexity of the contract, any site visits or clarifications required, and time for evaluation and internal approval. Where applicable, the programme must also allow for publication of the contract award notice and the mandatory eight working day standstill period before the contract can be entered into. These stages are necessary to ensure compliance, transparency and value for money in the appointment of the successful contractor.

Contracts

All Council contracts will be reviewed to ensure that they remain fit for purpose, deliver value for money and are in accordance with the Council's Financial Regulations. Where appropriate and within the requirements of procurement law and the Council's own procedures, officers will seek to support local suppliers and shop locally wherever possible.

Allotments

Officers are working to streamline the Council's allotment management and associated financial processes. An income target has been set for 2026–2027, and work is underway to support this through the introduction of updated tenancy agreements and the promotion of available allotments. Allotment income and occupancy figures will be reported to Council in due course.

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Blue Pool Non-Domestic Rates

The budget provision for 2026–2027 was £55,881; however, Wiltshire Council has confirmed a liability of £33,120, resulting in a favourable variance of £22,761. The Council also submitted a Check and Challenge application to the Valuation Office Agency in February 2026 and is currently awaiting an outcome. This process can take up to 12 months to conclude.

People Update

Wiltshire Council Pension Fund has confirmed that the employer contribution rate has reduced from 19.7% to 17.7%. This reduction will result in a full budget savings to the Council of £14,106, whilst maintaining full pension benefits for employees.

Grants

Core Grants totalling £21,500 were paid on 7th April 2026 to all successful recipients. The budget provision for Community Grants in 2026–2027 is £10,000. The Core Grant recipients are Melksham Tourist Information Centre, Melksham Carnival, 4Youth, and Melksham Food and River Festival.

At the June 2026 grants meeting, £4,436.50 of the community grant budget was awarded, £500 of which was allocated provisionally to Group Five subject to approval at the Finance meeting on Monday 15th June 2026. There is £5,563.50 remaining in the community grant budget.

Town Plan Link (Internal Controls)

F7.01 - Manage finances prudently; F7.03 - Deliver value for money; F7.08 - Allocate community grants effectively; F7.09 - Improve cost effectiveness; F7.10 - Maximise estate efficiency; F7.11 - Protect and enhance council assets

Venues Financial Report

Ticket Split Report

Increase in bookings

In accordance with the Council's resolution, Melksham Assembly Hall has provided a ticket split options as part of its commercial offer. This approach is an important component of the venue's operating model and is considered necessary to support competitiveness, increase bookings and help secure the long-term financial sustainability of the venue.

The live entertainment market has evolved significantly in recent years, with the majority of promoters now favouring risk-share or ticket split arrangements rather than traditional dry-hire agreements. This is particularly true for touring productions, original artists and specialist entertainment promoters. As a result, venues that operate solely on a direct hire basis are increasingly disadvantaged when competing for bookings.

This challenge is amplified by the current condition of the venue. While the Assembly Hall remains a valued community asset, there are several areas where the venue does not currently match the facilities offered by competing venues, including sound and lighting infrastructure, accessibility provisions, performer facilities, catering facilities and marketing reach. In this environment, commercial flexibility is often required to secure events that may otherwise be lost to alternative venues.

Ticket split arrangements enable the venue to compete more effectively within the marketplace and attract events that may not proceed under a direct hire model. In many cases, these bookings can be accommodated within existing staffing resources and do not require additional casual staffing costs. Consequently, the income generated from these events can contribute positively to the venue budget while improving utilisation of the building.

The market trend towards risk-sharing arrangements continues to strengthen. Increasingly, even established tribute acts and mid-scale touring productions are reluctant to commit to venues that operate exclusively on a direct hire basis. Promoters managing extensive touring schedules often require flexibility in order to manage cash flow and financial risk across multiple venues.

While a direct hire fee may appear to provide a higher guaranteed return in isolation, this assumes that the booking would proceed under those terms. In practice, many events would simply not take place at the venue if ticket split arrangements were unavailable. The comparison is therefore not necessarily between a direct hire booking and a ticket split booking, but often between a ticket split booking and an unoccupied venue.

By offering ticket split arrangements, the venue is able to increase programme activity, attract larger audiences, generate additional bar and ancillary income, and improve overall utilisation of the facility. These wider commercial benefits should be considered alongside the direct income generated from the event itself. Conversely, vacant dates generate no hire income, no secondary spend opportunities and do not contribute towards audience development, community engagement or the long-term reputation of the venue.

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Profile of Bookings

The profile of bookings secured by the venue has evolved significantly in line with wider trends across the live entertainment industry. The majority of professional promoters delivering original artists, touring productions and nationally recognised performers now operate almost exclusively through ticket split or risk-share arrangements. This approach enables promoters to manage financial risk across extensive touring schedules, which can often comprise 30 to 50 venues nationwide.

For many promoters, the requirement to pay venue hire fees in advance at every location presents considerable cashflow challenges and can limit their ability to invest in artist fees, production values and event marketing. Ticket split arrangements provide a more sustainable commercial model by sharing risk between the venue and promoter, whilst enabling greater investment in event delivery and audience development.

As a result, risk-share agreements have become standard practice throughout much of the live entertainment sector. Without the flexibility to offer these arrangements, the venue would be unable to compete effectively for a significant proportion of touring content.

Recently we have secured future performances by artists including John Lydon, Toyah Willcox and Chris Difford were secured through this approach and would not have been viable under a

traditional direct hire model. These events have contributed to a more diverse programme, are attracting audiences who may not previously have visited the venue, and strengthened the profile of Melksham Assembly Hall within the regional entertainment market.

The ability to secure a broader range of touring content supports the Council's wider objectives of increasing venue utilisation, enhancing cultural provision and improving the long-term commercial sustainability of the facility.

Secondary Spend

Secondary spend represents a fundamental component of the financial model for successful entertainment and hospitality venues. Whilst venue hire income remains important, food and beverage sales often generate a significant proportion of overall operating surplus, particularly within venues where bar operations form a core part of the customer offer.

Profit margins achieved through beverage sales are typically substantially higher than those generated through venue hire alone. Consequently, increasing audience attendance has a multiplier effect on revenue generation, with every additional visitor creating opportunities for bar sales and other ancillary purchases.

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This is particularly relevant when assessing the value of ticket split arrangements. Whilst a direct hire booking may provide a higher fixed return in isolation, events delivered through risk-share agreements frequently attract larger audiences and generate increased secondary spend. The overall financial benefit to the venue can therefore exceed that achieved through hire income alone.

In addition to the direct financial benefits, increased footfall strengthens customer awareness of the venue, encourages repeat attendance and supports the development of a sustainable customer base. These factors contribute to the longer-term commercial viability of the Assembly Hall and reinforce its role as a key cultural and community asset.

Examples

Event (Redacted)	Total Revenue	Total Costs (inc artist share)	Council Share
June 2026	£5,261	£4,183.52	£1,077.48
December 2026	£19,000 (est)	£10,880 (est)	£8,120 (est)
June 2027	£9,472 (est)	£6,392 (est)	£3,080 (est)

Please note the June event is based on real figures, December 2026 and July 2027 are estimated figures.

Service Efficiencies

A comprehensive review of venue operations has identified a number of opportunities to improve efficiency, reduce expenditure and strengthen financial performance. A range of measures have already been implemented, with further benefits expected to be realised throughout the 2026/27 financial year.

Bar Operations

Significant improvements have been achieved within bar operations through the renegotiation of supply arrangements and the appointment of new contractors. As a result, gross profit margins on beverage sales have increased from approximately 40% to almost 70%, with only negligible increases in customer pricing.

The majority of these improvements have been achieved through procurement efficiencies and improved supplier arrangements, generating forecast savings of approximately £30,000 per annum. These savings provide a substantial contribution towards the venue's wider financial sustainability objectives whilst maintaining affordability for customers.

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Ticketing and Booking Fees

Ticket purchasing is now available through both the Town Hall reception and the online ticketing platform, ensuring accessibility for a wider range of customers.

A review of booking fees has been undertaken to ensure parity between online and in-person sales channels. The revised fee structure ensures that customers are not financially disadvantaged by their chosen purchasing method whilst allowing the venue to recover the costs associated with operating the ticketing system.

The revised arrangements are forecast to generate a modest net surplus whilst maintaining a fair and transparent charging structure. Based on current projections, the ticketing operation is expected to contribute approximately £2,000 during the 2026/27 financial year.

Till Systems and Technology

The venue's till infrastructure has been upgraded to modern point-of-sale technology, delivering both operational and financial benefits.

The new systems reduce the administrative time required to programme and maintain tills, improve transaction speeds during service periods and provide significantly enhanced stock management functionality. Detailed reporting is now readily available, enabling improved management oversight and more informed operational decision-making.

As part of the implementation process, equipment with a value in excess of £4,000 was provided at no capital cost to the Council. This compares favourably with repair expenditure exceeding £1,500 incurred on the previous system during the last financial year.

In addition, annual software costs have reduced by approximately £852, whilst the venue now benefits from a greater number of operational devices than previously available. Collectively, these improvements provide enhanced resilience, improved customer service and reduced operating costs.

Stock Control

The introduction of revised stock management procedures, combined with the enhanced capabilities of the new till systems, is expected to deliver significant improvements in inventory control and accountability.

Improved monitoring and reporting will enable more accurate ordering, reduce wastage, minimise overstocking and allow discrepancies to be identified and investigated more quickly. This will strengthen financial controls whilst improving overall operational efficiency.

Industry benchmarks indicate that robust stock control processes can reduce stock losses by between 3% and 5% of annual turnover. Based on current bar revenues of approximately £85,000 per annum, this represents a potential financial benefit of between £2,550 and £4,250 each year.

Beyond the direct financial savings, improved stock reporting will provide management with better quality information to support purchasing decisions, product performance analysis and ongoing optimisation of the venue's retail offer.

Works Needed

Building Refurbishment

A detailed programme of building refurbishment should be considered a priority investment for the Assembly Hall in order to protect the long-term viability of the asset and support the venue's commercial development objectives. This report contains a thorough review of many of the

venue's identified problems. Additionally, a list of immediate issues will be taken to Full Council on the 22nd of June, so that works can begin on urgent improvements as soon as possible.

Whilst the building remains operational and continues to provide an important service to the local community, there is clear evidence of historic underinvestment and deferred maintenance across a number of areas. Internal wall finishes are damaged in places, decoration schemes have become dated and inconsistent, flooring in several locations has exceeded its expected lifespan, and certain customer-facing areas no longer meet the standards expected by modern hirers and visitors.

The condition and presentation of the venue have a direct impact on customer perceptions and booking decisions. This is particularly important when seeking to attract private functions, weddings, corporate events, conferences and other commercial hires, where venue appearance forms a key part of the purchasing decision. Potential customers increasingly compare facilities against alternative venues and often make judgements based on the overall quality, presentation and perceived level of investment within a building.

Although the operational performance of the venue has improved significantly, the physical condition of parts of the building does not currently reflect the quality of service being delivered. This can create a perception that the venue is dated, limiting its appeal to prospective hirers and reducing its competitiveness within the marketplace.

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A planned programme of refurbishment would deliver a number of strategic benefits. These include improving customer experience, increasing the attractiveness of the venue to commercial hirers, supporting higher levels of repeat business, strengthening the venue's reputation and enhancing community confidence in the facility. Improvements to the overall appearance of the building would also support wider marketing and audience development initiatives by ensuring that customer expectations are met when visiting the venue.

From an asset management perspective, addressing areas of deferred maintenance in a structured manner will help reduce the risk of more significant and costly repairs being required in the future. A planned investment approach is likely to provide better value for money than continuing to address issues reactively as they arise.

It is therefore recommended that consideration be given to the development of a phased refurbishment programme, prioritising the areas that have the greatest impact on customer experience and commercial performance. Such an approach would enable investment to be aligned with available budgets whilst delivering measurable improvements to both the condition of the building and the venue's ability to generate income.

The Assembly Hall represents a significant community and commercial asset for the Council. Ensuring that the physical environment reflects the ambitions for the venue will be an important factor in supporting its long-term financial sustainability and continued contribution to the cultural life of the town.

Financial Implications

To renovate in terms of painting, decorating, flooring and wall works, we estimate a cost of £18,800. This would revitalise the venue and become more attractive to promoters, private hires and improve the whole customer experience in the venue. Where there is no direct ROI attached to this investment, the indirect benefits are vital for on-going usage.

Bar Relocation and Modernisation

The current bar layout presents a number of operational challenges that limit service efficiency, customer experience and revenue generation. Whilst the facility continues to operate effectively, the existing location and configuration of the bar no longer reflect best practice for modern entertainment and hospitality venues.

The current arrangement restricts customer flow, creates congestion during peak trading periods and makes queue management difficult. The existence of multiple approach routes to the service area can result in inconsistent queuing behaviour, longer waiting times and increased pressure on staff during busy events. These factors can reduce transaction throughput, impact customer satisfaction and ultimately limit the venue's ability to maximise secondary spend opportunities.

In addition to operational challenges, the bar itself is now visibly dated and requires significant refurbishment. However, there is a risk that investment focused solely on refurbishing the existing facility would address cosmetic issues without resolving the fundamental operational limitations associated with its current location and design. Whilst such an approach may improve appearance in the short term, it is unlikely to deliver the transformational improvements required to maximise the commercial potential of the venue.

As part of any future capital investment programme, consideration should therefore be given to a comprehensive redesign of the bar operation, including the potential relocation of the facility into the main hall. A more prominent and accessible location would improve visibility, encourage greater customer engagement and create a more efficient service environment. Improved positioning would also increase opportunities for impulse purchases and secondary spend by ensuring that the bar forms a central part of the customer journey throughout an event.

A relocated bar would be expected to improve customer flow, reduce congestion, increase transaction capacity during peak periods and support higher levels of revenue generation. It would also create opportunities to reconfigure existing space for alternative commercial or operational uses, further enhancing the overall effectiveness of the venue.

The business case for bar relocation should therefore be considered as part of a wider venue modernisation strategy, ensuring that future investment delivers both operational improvements and long-term commercial benefits.

Financial Implications

The £18k capital spend on bar relocation would have a dramatic impact on secondary spend and improve overall customer experience. The additional useable lounge space would have a positive impact on income. We expect all factors combined would generate a 20-month ROI.

Modern Dispense Technology

Alongside any future refurbishment or relocation project, consideration should be given to the introduction of modern beverage dispense technology, including systems such as Bottoms Up.

These systems are designed to improve operational efficiency through faster service delivery, reduced wastage and greater consistency of product dispense. Industry evidence indicates that such technology can significantly reduce beverage losses, minimise staff time associated with traditional pouring methods and increase the number of transactions that can be processed during high-demand periods.

The estimated capital cost of installation is approximately £10,000. Based on industry performance data and officer projections, the investment could achieve a return within approximately 14 months through a combination of reduced wastage, improved labour efficiency and increased sales capacity. Faster service speeds can also reduce queue abandonment, improve customer satisfaction and maximise sales opportunities during intervals and peak trading periods.

Beyond the direct financial benefits, investment in modern dispense technology would demonstrate a commitment to innovation and continuous improvement. It would position the Assembly Hall as a modern, forward-thinking venue and provide a point of differentiation within an increasingly competitive entertainment and events market.

Should a wider bar redevelopment project proceed, the incorporation of modern dispense systems should be fully evaluated as part of the overall business case to ensure that the Council maximises both operational efficiencies and long-term return on investment from any capital expenditure.

Financial Implications

Initial estimates would be a £10k capital spend on new cellar equipment, and £18k on the bar relocations.

The £10k capital spend on cellar would have a 14-month ROI.

Commercial Output

A review of the Assembly Hall has identified a number of areas within the building that are currently underutilised and do not generate significant levels of income. At a time when local authority venues are increasingly required to maximise financial performance and demonstrate value from their assets, there is a clear opportunity to enhance the commercial contribution of these spaces.

In particular, the existing lounge area presents considerable potential for redevelopment and expansion as part of a wider commercial strategy for the venue. The space has the capacity to evolve from a primarily event-supporting function into a destination offering in its own right, providing additional reasons for residents and visitors to use the facility throughout the week.

Consideration should therefore be given to the creation of a modern, multi-functional leisure and social space capable of operating independently from the Assembly Hall's core events programme. Potential features could include pool tables, interactive darts, digital gaming facilities, flexible social seating, community activity areas and other attractions designed to appeal to a broad range of age groups and user demographics.

The development of a diversified leisure offer would help transform the venue from a predominantly event-based operation into a facility capable of generating activity and income throughout the week. This would support a transition towards a more sustainable seven-day-a-week operating model, reducing reliance on individual events and creating additional recurring revenue streams.

Increased utilisation of the lounge area would also deliver wider commercial benefits. Higher levels of footfall are likely to generate increased secondary spend through bar sales and ancillary purchases, improving the overall financial performance of the venue. Furthermore, encouraging more regular use of the building would help strengthen customer loyalty, increase awareness of the venue's wider programme and create additional opportunities to market events and activities.

From a community perspective, a more active and flexible lounge environment would support a broader range of users and activities, increasing accessibility and encouraging greater

participation from sections of the community that may not traditionally engage with the Assembly Hall's events programme. This aligns with the Council's wider objectives of promoting community wellbeing, increasing social interaction and maximising the value derived from public assets.

The commercial development of currently underutilised space should therefore be considered as a key component of the venue's long-term business strategy. By improving utilisation, diversifying income streams and creating a more vibrant destination offer, the Council has the opportunity to strengthen both the financial sustainability of the venue and its role as a focal point for community activity within the town.

In the longer term, the successful development of these spaces could help establish the Assembly Hall as a year-round leisure, entertainment and community destination, rather than a facility primarily used during scheduled events. This would provide a stronger platform for future growth and contribute positively to the Council's objective of securing the long-term viability of the venue.

Financial Implications

All gaming equipment can be brought in with no capital investment. The investment would come in changing the layout of the foyer area. We estimate to achieve these changes would have a £12k capital investment, with ROI achievable within 8 months.

This must be reviewed as a long-term plan as part of the future of the site.

Roof

The condition of the Assembly Hall roof remains a significant concern and represents one of the key property risks facing the venue. Ongoing water ingress has the potential to damage the building fabric, internal finishes and equipment, whilst also creating a risk of disruption to venue operations.

If not addressed through a planned programme of works, the issue is likely to result in increased maintenance costs and further deterioration of the asset. There is also a risk that future investment in refurbishment and modernisation projects could be undermined if the underlying roof issues remain unresolved.

Work is currently at an early investigative stage and a full options appraisal is required. This should include condition surveys, costed repair options, lifecycle assessments and consideration of full replacement where appropriate.

Developing a clear long-term strategy will support informed capital planning, reduce the need for reactive maintenance and help protect the Assembly Hall as an important community and commercial asset for the future.

Financial Implications

To be confirmed, quotes needed for all options to be considered, including repair and replacement.

Town Plan Link

V6.03 - Maintain welcoming and accessible venues; V6.06 - Enhance facilities and presentation; V6.08 - Embed continuous improvement; F7.09 - Improve cost effectiveness; F7.11 - Protect and enhance council assets

Community and Partnerships

The first quarter of 2026-2027 so far performance for King George V Park has been positive, with hire income totalling £2,265.50. This represents a favourable position at this stage of the financial year and provides an encouraging indication of demand for use of the park.

Town Plan Link

F7.05 - Generate sustainable income; V6.01 - Maximise use of our venues; V6.05 - Support community use; V6.09 - Make use of external areas

Briefing Note No. 26-03 Town and Parish

**Service Devolution & Asset Transfer Policy –
revision**

Service : Assets
Further Enquiries to: Mike Dawson
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Wiltshire Council introduced the Service Devolution & Asset Transfer (SDAT) Policy in November 2018, with a revision approved by Cabinet in September 2022.

In October 2025, the council adopted Our Wiltshire Plan 2025-2035 and the Asset Management Strategy 2025-2035, with it being prudent to ensure the SDAT Policy aligns with these. A revised policy has been drafted and included for reference.

The changes made in the policy reflect the experience of councils in previous SDAT packages and comments made to Wiltshire Council regarding flexibility of the existing policy. The revisions are intended to provide controlled degrees of flexibility and encourage further town councils to engage in the process.

The approach to service devolution has not changed with the desire from Wiltshire Council to devolve the whole suite of services within the town boundary, but flexibility has been introduced. In addition, the opportunity for asset conversations have been widened.

The ask of town and parish councils

Wiltshire Council is seeking informal views on the draft policy to gain an understanding of how the new policy, if adopted, would be received.

On the basis this is seeking informal views, we are not seeking town or parish councils to obtain formal resolutions from their respective committees.

The intention is for the new policy to be presented to Cabinet on 28 April 2026, allowing time for feedback from town and parish councils to be reflected. The feedback will be summarised in the report, with councils not individually identified.

To meet Wiltshire Council's democratic timescales, feedback is being sought via the survey link below which will close at 5pm on Friday 10 April. Due to the relatively

short turnaround time, there will not be an opportunity to hold formal meetings with town or parish council between the close of survey and the Cabinet meeting.

[Service Devolution & Asset Transfer policy engagement](#)

Changes proposed

A summary of the policy changes and reasons behind these are detailed below:

Services change: Specific services may be delegated, such as cleansing activities in line with the Code of Practice for Litter and Refuse, soft grounds-maintenance functions, or other amenity-service provisions such as weed treatment

Reason:

- Recognition that it may not be viable for town and parish council to operate all services.

Services change: The defined geographical areas for services can be defined, provided clearly delineated.

Reason:

- Recognition that it may not be viable for town and parish council to operate services within the whole town or parish boundary.

Assets change: The policy retains the opportunity for a single conversation **and** introduces a timescale for repeat negotiations; creating with a further opportunity six years after transfer.

Reasons:

- To encourage an initial single conversation whilst retaining the option of further discussions.
- Allows for towns that have been through the process to discuss any assets that did not originally transfer.
- Wiltshire Council resources to be used efficiently and not get involved in piecemeal transfers.

Assets change: Single or group asset transfer requests are permitted in this policy, allowing for a case-by-case business decision to be made.

Reasons:

- Opportunity to consider alternate operational models for service-based assets, involving town councils.
- Allows for towns to discuss assets that would be better delivered locally, including where they were not including in any historic package/transfer.

Assets change: In respect of SDAT packages, the opportunity for income producing assets has been included, subject to a (shorter) exemption list. The need to consider strategic reasons for retaining land remains.

Reason:

- Opportunity to offset the costs to be incurred by town or parish councils associated with service-based assets.

Assets change: A reducing financial contribution over a period of three years will be offered in certain circumstances.

Reason:

- Opportunity to offset the costs to be incurred by town or parish councils associated with service-based assets.

Note: Parish Council asset transfers not affected by the revisions, with the Cabinet approval in November 2018 remaining in effect. This resolution allows for up to 10 assets to be transferred provided they are of nominal value.

Service Devolution and Asset Transfer Policy

Contents

1. Introduction
2. Background
3. Service Devolution and Asset Transfer
 - 3.3 Service Delegation
 - 3.4 Freehold Asset Transfer
4. Appendices

This policy can be made available in a range of accessible formats if required.

DRAFT

1. Introduction

- 1.1. Wiltshire is a thriving county with a rich and diverse heritage. We are home to half a million people with around half of the population living in towns and villages with fewer than 10,000 residents. This policy recognises that Wiltshire Council cannot achieve everything in isolation; we need to work ever more closely with our partners and stakeholders.
- 1.2. Our strong and cohesive communities continue to be some of our proudest achievements. The way we look out for each other and handle the challenges we have faced together is what makes our beautiful county the best place to live, work and raise a family.
- 1.3. At the centre of Our Wiltshire Plan 2025-2035 is the empowerment of local communities and this policy is intended to be a method of delivering this.
- 1.4. It enhances the role of Town and Parish councils; enables the use of buildings to be modified to embrace local needs; the ability to seek and secure additional resources from sources not available to Wiltshire Council to do so as well as the ability to deliver and modify services to match the needs and expectations of local communities.
- 1.5. This Policy creates the framework for service devolution and asset transfers to Town and Parish councils.
- 1.6. Single asset transfers to community groups as facilitated by Community Area Boards will continue to be managed by the approved Community Asset Transfer Policy July 2011.

2. Background

- 2.1. Wiltshire Council will promote and facilitate the devolution of appropriate services and transfer of associated assets (by way of freehold or long leasehold) to Town and Parish councils where it is more appropriate for those assets and services to be delivered by third-tier Local Government.
- 2.2. The devolution of services will seek to take a pragmatic approach to provide the local community with the ability to influence the level of service it feels is appropriate and to meet their individual needs.
- 2.3. This policy sets out Wiltshire Council's approach to service devolution and asset transfers to Town and Parish councils, reflecting significant legislative requirements, summarised in Appendix 1.
- 2.4. Wiltshire Council has responsibility for land and buildings through various means:
 - 2.4.1. Owned assets – Wiltshire Council hold either a freehold interest or long lease (usually in excess of 100 years) of the asset;
 - 2.4.2. Dedicated assets – Wiltshire Council has responsibility to maintain land due to a historical contractual obligation but does not have the freehold ownership, for example areas of public open space or play areas under planning agreements; or

2.4.3. Statutory responsibility – Wiltshire Council has the responsibility for maintaining assets and providing services under legislation, for example highway land or closed burial grounds.

2.5. The disposal of assets by Wiltshire Council can be by either:

2.5.1. Market sales – where “best consideration” is obtained, widely interpreted as the best price/market value (as required under s123 of Local Government Act); or

2.5.2. Disposal at less than best consideration – this could either be a transfer for a nominal sum or reduced purchase price but will certainly be lower than the market value. Justification for such a disposal is needed via other socio-economic wellbeing purposes.

3. Service Devolution and Asset Transfers

3.1. The Service Devolution and Asset Transfer package to prospective Town and Parish councils will differ depending on the services provided and the assets held, however the following principles will be applied initially with any additional elements considered on a case by case basis:

3.1.1. Services to be devolved include:

- All Streetscene services within the boundary of the Town/Parish boundary.
- OR**
- An individual service or combination of services from the list below defined either by the Town/Parish boundary or a defined area:
 - Amenity Maintenance – Grounds, trees and vegetation on identified land to include weeds
 - Cleansing – Councils compliance to Code of Practice for Litter and Refuse (CoPLaR) including weeds and dead animal removal Play areas
 - Monuments
 - Parks and Open Spaces
 - Public Conveniences

3.1.2. Assets to be transferred will be the choice of the respective Town or Parish council but be largely based on non-statutory provisions of Wiltshire Council:

- Play areas
- Monuments
- Parks and Open Spaces
- Cemeteries
- Community facilities
- Leisure centres
- Any area for which section 106 monies are held
- Any other assets which are not covered by the exemption criteria in Appendix 2

3.2. The packages will be managed in two ways:

3.2.1 **Service delegation agreement** – transfer of responsibility for delivering services currently performed by Wiltshire Council where Wiltshire Council only has dedicated or statutory responsibility (see 2.4.2 & 2.4.3 above), as there is no asset to transfer.

3.2.2 There may also be strategic reasons for Wiltshire Council to retain ownership of

an asset but are willing to transfer responsibility to provide services. Wiltshire Council will consider the transfer of both statutory and discretionary services; although where statutory services have transferred the ultimate responsibility will remain with Wiltshire Council.

3.2.3 **Freehold transfer** – transfer of total ownership of the service-related assets, subject to certain exceptions. In some cases, a freehold transfer of the assets to Town and Parish councils may not be acceptable to Wiltshire Council due to:

- adjoining / surrounding land not being transferred; and/or
- potential for redevelopment, either with or without Wiltshire Council land, and/or
- historic and/or complex land issues which would make a freehold transfer resource prohibitive to both Wiltshire Council and the Town/Parish Council.

In these cases, (where Wiltshire Council owns the freehold) Wiltshire Council will grant a fixed term tenancy of 7 years (less 5 days) of the asset, subject to an appropriate break clause. (A lease of this length is exempt from s123 “best consideration” tests.)

3.3. Wiltshire Council own a large number of small non-strategic open space land parcels. These are most efficiently and effectively managed via a service delegation agreement only, as it is financially inefficient for both parties to arrange a freehold or long leasehold transfer. Should the Town/Parish council wish to have these legally transferred it will be the responsibility of that Town/Parish council to undertake all the required due diligence and fund all legal costs.

3.4. Service Delegation

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3.4.1. Wiltshire Council recognises certain services can sometimes be more appropriately delivered by the local community in which they are required, and that service delegation of these services can be the most appropriate way to ensure this. Appendix 3 and 4 detail the services that can be delegated at a local level. These amenity services are cross cutting with Wiltshire Council, and the service delegation should ensure that the responsibility for delivery of services is transferred to the local Town/Parish.

3.4.2. The decision to delegate services to the Town/Parish council may form part of a package including freehold or leasehold transfers referred to in section 3.5 **or** the service delegation may be taken as a single package approach where either there may be reasons for Wiltshire Council to retain the freehold ownership or the town/parish council does not wish to take on the freeholds.

3.4.3. The delivery of services fall within two categories:

- (1) **Statutory services** – the transfer of service delivery is available but not full statutory responsibility. Wherever Wiltshire Council decides to transfer a statutory function, Wiltshire Council will retain ultimate responsibility for that function. However, responsibility for delivering the service may be transferred to a Town/Parish council under clear contractual arrangements. The Town/Parish council will then become responsible for the delivery of those services in accordance with the terms of the service delegation agreement. In view of Wiltshire Council’s underlying statutory responsibility, Wiltshire Council must be able to terminate the service delegation agreement at any time.

(2) **Discretionary services** – the transfer of full responsibility, including responsibility for delivery, for services can happen. This type of delegation can only apply where Wiltshire Council has a high degree of discretion about the provision of the service. Wiltshire Council will cease to be responsible and accountable for the delivery of these services. There is also no guarantee that Wiltshire Council would consider taking on responsibility or accountability for the service should a Town/Parish council wish to stop these services. A clear, written delegation must be made by Wiltshire Council and accepted by the Town/Parish council.

3.4.4. In some circumstances Wiltshire Council will only delegate services to Town/Parish councils rather than transfer assets. Examples of where a service delegation will only be appropriate include:

- (1) Wiltshire Council has a statutory obligation, such as highway or a housing authority to provide; or
- (2) Land maintained for the benefit of the community by Wiltshire Council but not owned by Wiltshire Council; or
- (3) Land where commuted sums for the maintenance have been paid to Wiltshire Council; or
- (4) Where there is only a small area of council owned land, which means the cost of the legal land transfer is prohibitive (negated where the local Town/Parish council are prepared to fund the transfer).

3.4.5. However, in the above cases a service delegation on those areas will allow the local Town/Parish to set the standard and deliver the Amenity Maintenance Services within a defined boundary.

3.4.6. Following the date of transfer Wiltshire Council will not be responsible for delivery of any of the services agreed in Appendix 3 and any Services in Appendix 4 within the defined boundary. The Town/Parish council will perform the services within the boundary indefinitely on and from the transfer date to the minimum standards required by any relevant legislation. The decision on enhancement to the legal minimum standard of provision of services will be delegated to the relevant Town/Parish council. The Town/Parish council would take responsibility for all consequences: financial, contractual, safety or otherwise for the services delivered and the management of the amenity assets and their services provided on the highway.

3.4.7. The delegation of services will not affect any rights Wiltshire Council may have to dispose of, transfer, assign, lease or otherwise deal with its amenity land in its capacity as freehold owner.

3.5. Asset Transfers

3.5.1. The preference for asset transfers is that all assets within the locally defined Town/Parish boundary are transferred at the same time, although the transfer either single or groups of assets will be considered.

3.5.2. Where not all assets are transferred to a particular town/parish, Wiltshire Council will not be obliged to facilitate any further transfers within a six year period.

3.5.3. The approach taken may differ depending on whether Town/Parish councils that

have already been through the Service Devolution and Asset Transfer Policy, including earlier versions:

- With a Service Devolution agreement – the opportunity to approach Wiltshire Council for the further transfer of assets; either single or a group.
- Without a Service Devolution agreement – the opportunity to approach Wiltshire Council for the further transfer of assets; either single, a group or all service-based.

3.5.4. In all cases the approach set out in paragraph 3.5.1 will apply.

3.5.5. It should be noted that asset transfers for Parish councils are governed by the Cabinet resolution of 27 November 2018, which will carry forward and remain relevant under this policy. This resolution allows for up to 10 assets to be transferred provided they are of nominal value. The time constraints specified in 3.5.1 regarding possible further transfers will apply.

3.5.6. The freehold transfer will be drafted on the following basis:

- (1) The transfer will not normally include a provision to offer the asset back to Wiltshire Council **if it is no longer needed for community use** (“the reverter”) unless there are compelling legal reasons for doing so.
- (2) If the transfer needs to contain the reverter, Wiltshire Council will not be under any obligation to accept an asset back. However, Wiltshire Council will need to assess at the time if there are strategic reasons that Wiltshire Council should take the asset back.
- (3) If Wiltshire Council decides to take an asset back it will be under no obligation to continue community use of the asset. If Wiltshire Council disposes of the asset at a future date there will be no requirement to provide any of the capital receipt to the Town/Parish council.
- (4) The transfer will include a provision for Town/Parish councils to pay 50% of the capital receipt to Wiltshire Council should they dispose of those assets for non-community uses to a third party.
- (5) In the case of community buildings and land, the permitted community use is defined in the standard lease or freehold transfer.

3.5.7. In some instances, transfer of the freehold would not be appropriate due to adjoining or neighbouring assets. In these instances, 125 year leases will be granted with a break clause for Wiltshire Council to regain the asset should either disposal or redevelopment of the wider area is being considered.

4. Financial considerations

- 4.1. Income producing assets as listed in Appendix 2 remain excluded from any service devolution and asset transfer packages.
- 4.2. Any service devolution and/or asset transfer must be in the best financial interest of Wiltshire Council and generate a saving in costs to Wiltshire Council.
- 4.3. Transferring services and assets to town/parish councils placed a financial burden on

them, and to support this transition an element of financial support could be considered in the SDAT package.

4.4. A reducing financial contribution will be provided in the following circumstances:

- All services within the entire town/parish boundary are being devolved, either with or without assets.
- Where all assets within the entire town/parish boundary are being transferred.
- Where single or groups of assets are being transferred, where a service devolution agreement exists.

4.5. The financial contribution will be based on the revenue savings generated by Wiltshire Council, being 15% in Year 1, 10% in Year 2 and 5% in Year 3. This contribution will not take into account any future / potential cost liability.

4.6. Wiltshire Council will not undertake major or capital works to any assets being considered for transfer; due to potential design and defect liability complications.

5. Governance

5.1. Following agreement with the Town/Parish council, the service devolution and asset transfer package will be presented to Wiltshire Council's Cabinet for a resolution.

5.2. Single or group asset transfers to Town councils will be presented to Wiltshire Council's Cabinet for a resolution.

5.3. Once Cabinet has made a resolution, officers will be delegated to complete the necessary documentation, including any minor amendments to the terms within.

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6. Appendices

1. Relevant Legislation
2. Exempt Assets
3. Soft Maintenance Services for devolution
4. Hard Maintenance Services for devolution

Appendix 1 - Relevant Legislation

Local Government Act 1972 (“1972 Act”) – s123 sets out that local authorities must obtain “best consideration” for all disposals, and s101 allows a local authority to delegate certain functions to another local authority (subject to express provisions in the 1972 Act and subsequent legislation).

Local Government Act 1972: General Disposal Consent 2003 (“General Consent Order”) - gives permission for Councils to disposal at less than best consideration provided the value forgone is less than £2m (in capital terms) and the transaction benefits the economic, social or environmental well-being of the area. If the value forgone is greater than £2m approval from the Secretary of State is required.

Local Government Finance Act [1988]

RICS Valuation - Professional Standards (“Red Book”) – defines market value when considering the price obtained from a disposal

Localism Act 2011 – introduced the concept of local communities taking more control of assets in their area.

Public Contracts Regulations 2015 - ensure that public spending on goods, services and works is subject to EU procurement rules. Pure land transactions are exempt from EU procurement rules, but the rules may apply where specified services are provided in exchange for receipt of an asset.

European Commission’s State Aid Rules – may apply to any use of public money and resources which is not subject to EU procurement rules (e.g. asset transfers and grant awards). These rules are intended to avoid state aided subsidies which could distort competition and affect trade between member states.

Transfer of employees: TUPE - There are two different types of transfer of employees under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) – Service Provision Change or a Transfer of Whole or Part of an Undertaking

Appendix 2 – Exempt Assets

The types and nature of assets and or services that will transfer are set out in the policy. The Transfer of property assets are likely to be associated with transfers of services, where agreed between the parties.

Assets that are exempt for transfer or devolution through this policy are:

Assets held for investment purposes - both assets that generate an immediate net income to Wiltshire Council and those held for future capital realisations
Assets of a rural nature - given Wiltshire Council's roles as a Small Holdings authority
Assets held with Wiltshire Council's Housing Revenue Account (HRA) - utilised to deliver the statutory housing functions
Vacant land or buildings that can generate a capital receipt in excess of de-minimus level for capital accounting purposes - with capital receipts required to fund the capital programme of Wiltshire Council
Land held for future development of Wiltshire Council or partner schemes, or of strategic importance - as it would not be financially prudent to devolve the land and be required to repurchase in the future
Education and statutory early years premises - due to Wiltshire Council's roles as a Local Authority for education purposes

APPENDIX 3

Soft Maintenance Services		
Task	Comment	Conditions
Litter Picking	<ul style="list-style-type: none"> • Litter examples include: • Dead animals (road kill) • Dog/ animal faeces • Cigarette waste & cigarette packets • Beverage and drinks containers • Food containers or utensils • Publications, magazines and newspapers • Shopping and other bags • Illegal deposits of bagged commercial and household waste which shall be cleared as fly tipping, see further below • Removal of pigeon droppings from pathways and footways • Removal of fallen branches, wood, metal and plastic objects • Removal of leaf and blossom falls to an approved programme • Other similar waste types up to 1 cubic meter 	Must be carried out on both Amenity Land and the Highway
Emptying of Litter Bins		Must be carried out on both Amenity Land and the Highway
Removal of Dead Animals on the Highway		Must be carried out on both Amenity Land and the Highway
Removal of Fly Tipping (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway

Removal of Fly Posting (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway
Graffiti Removal (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway
Shopping Trolley Removal (but no enforcement related tasks)		Must be carried out on both Amenity Land and the Highway
Leaf Clearance		Must be carried out on both Amenity Land and the Highway
Balancing ponds, amenity footpaths, Streetscene assets and water courses	Monitor the condition and highlight any health and safety concerns on amenity footpaths, ponds, ditches and any amenity asset and effect their reasonable repair	Must be carried out on Amenity Land
Park and Highway Furniture	Monitor the condition of the furniture and highlight any health and safety concerns and effect their reasonable repair/replacement (subject on each occasion to WC's permission to repair/replace highway furniture)	Must be carried out on both Amenity Land and the Highway. WC's prior written permission must be given in respect of repairing and replacing Highway furniture.
Grounds Maintenance	Shrub Bed Maintenance, Maintenance of Shelterbelt / Plantation Areas / Hedge Maintenance / Tree / Herbaceous Borders and any soft area maintenance.	Must be carried out on Amenity Land and the Highway. WC's consent to maintain the verges of the Highway is hereby given.

Grass Maintenance	<ul style="list-style-type: none"> • Sheltered Housing Schemes • High amenity areas • General grass areas • Low Amenity areas • Highway verge areas • Rough grass areas • Flail grass areas • Wild flower/conservation areas 	Must be carried out on the Amenity Land and the verges of the Highway. WC's consent to maintain the verges of the Highway is hereby given.
Sports Pitch Maintenance (Football and Rugby)		Must be carried out on Amenity Land
Cricket Pitch Maintenance		Must be carried out on Amenity Land
Countryside	Litter clearance and emptying of litter bins	Must be carried out on Amenity Land
Woodlands and Countryside Site	Scavenging and cleaning and/or maintenance	Must be carried out on Amenity Land
Play Areas, Multiple Use Games Areas (MUGA) and Skate Park Inspection and Maintenance		Must be carried out on Amenity Land

Allotments	General up keep and maintenance including: <ul style="list-style-type: none"> • Boundary fencing • Gates and Hedges • Tracks • Car parks • Grass areas and • Footpaths 	Must be carried out on Amenity Land (allotments)
Open Cemeteries	General up keep and maintenance including memorial testing	Must be carried out on Amenity Land (cemeteries)
Closed Churchyards	General up keep and maintenance including memorial testing	Must be carried out on Amenity Land (closed churchyards)
Car Parks and hard areas maintained by WC immediately prior to the Transfer Date	Maintenance of car parks – grounds and street cleaning (as per contract scope)	Must be carried out on Amenity Land and hard areas subject to the exclusions in Column 1
Centre Litter Picking and Sweeping		Must be carried out on Amenity Land and the Highway
Weed Control (amenity hard areas and highways)	Responsibility for all weeds on the highways and service delegated areas	Must be carried out on Amenity Land and the Highway
Bus shelter maintenance	Litter collection and cleaning (graffiti, fly posting, moss etc. removal)	Must be carried out on Amenity Land and the Highway

Appendix 4

Hard Area Maintenance Services	
Type of Land	
The public open space where the hard asset is managed is:	<ul style="list-style-type: none"> <input type="checkbox"/> public gardens; <input type="checkbox"/> land used for the purposes of public recreation; <input type="checkbox"/> parks; <input type="checkbox"/> natural and semi-natural urban greenspaces <input type="checkbox"/> derelict open land; <input type="checkbox"/> sports pitches; <input type="checkbox"/> outdoor sports areas; <input type="checkbox"/> play provision; <input type="checkbox"/> amenity greenspace; <input type="checkbox"/> play areas; <input type="checkbox"/> skateboard parks; <input type="checkbox"/> outdoor basketball hoops; <input type="checkbox"/> and other more informal area (e.g. 'hanging out' areas, teenage shelters); <input type="checkbox"/> accessible countryside in urban fringe areas; <input type="checkbox"/> cemeteries; <input type="checkbox"/> closed churchyards.

<p>For the avoidance of doubt, hard asset management would not be delegated for:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Play & Display Car Parks <input type="checkbox"/> Highway assets (without prior agreement – see below) <input type="checkbox"/> Campus or Hub areas <input type="checkbox"/> Housing Revenue Areas
<p>The concept of the delegation would be for hard asset maintenance to be as an asset transfer. As such anything on the asset and anything beneath (but not adopted assets) would become the responsibility of the local council. Hard assets would include: fences; walls; paths; lighting; seats; fixed equipment etc.</p>	