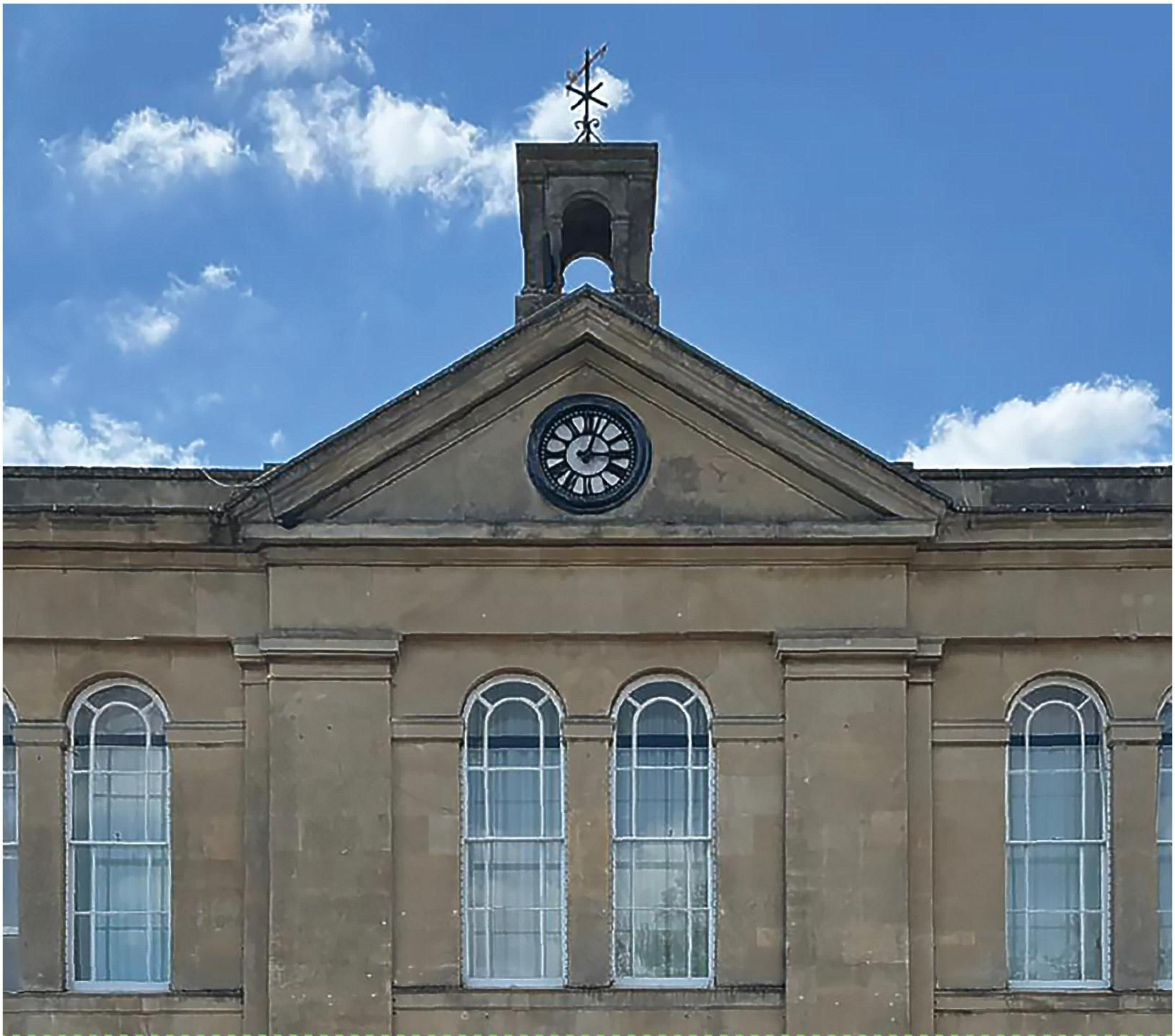

Full council

Agenda for 22/06/26 @ 19:00, or on the rising of the People Meeting whichever is later.

Melksham
TOWN COUNCIL

melksham-tc.gov.uk/meetings

Melksham
TOWN COUNCIL

Tuesday 16 June 2026

Dear Councillors S Rabey (Town Mayor), G Elson (Deputy Town Mayor), P Alford, P Aves, E Calland, R Cleary, J Crossley, M Drewett, A Griffin, J Oatley, T Price, C Stokes, A Westbrook, J Westbrook, A Whitlock.

Ref: Full Council Meeting, Monday 22 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 Full Council of Melksham Town Council for the transaction of the business shown on the agenda below.

Monday 22 June 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for Full Council is 8.

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/mpa4z26m . 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

Melksham
TOWN COUNCIL

Full Council Terms of Reference

1. **Membership** – all 15 elected members of the Town Council.

The following matters shall be reserved for decision by Full Council, but the appropriate Committee(s) may make recommendation for the Council's consideration:

1.1 The Precept demand

1.2 Borrowing money

1.3 Making, amending or revoking Standing Orders, Financial Regulations, Duties and Powers of Proper Officer provisions

1.4 Making, amending or revoking by-laws

1.5 Making of Orders under Statutory Powers

1.6 Matters of principle or policy

1.7 Addressing recommendations in any report from the Internal and External Auditors

1.8 Nomination of members of all proper and sub committees

1.9 New powers or duties

1.10 Prosecution or defence in a Court of Law

1.11 Nomination or appointment of representatives of the Council to any enquiry on matters affecting the town

1.12 To receive and adopt the Annual Accounts

1.13 To receive and sign off the Annual Internal & External Audit and Return

1.14 To receive reports referred to the Town Council from the various Committees/Sub-Committees

1.15 To set up Working Groups as necessary

1.16 To receive reports and consider recommendations from Working Groups set up by Full Council

1.17 To appoint representatives on outside bodies or joint bodies

1.18 To confirm the appointment of the Town Mayor/Deputy Mayor

1.19 To confirm the schedule of meetings of the Town Council/Committees and

1.20 Sub-Committees for the ensuing year

Melksham
TOWN COUNCIL

1.21 To receive petitions and deputations from members of the public or any organisations

1.22 Any other matters not delegated to a Committee or Sub-Committee or referred to the Council by Committees or Sub-Committees

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Melksham
TOWN COUNCIL

Full Council

1. Apologies

To receive apologies for absence.

(Local Government Act, 1972 s.85)

2. Declaration of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already declared on the Register, as well as any other registrable or other interests.

(Melksham Town Council Code of Conduct)

3. Minutes

To approve the Minutes of the Full Council meeting held on 11 May 2026.

(Local Government Act 1972, s. 12)

4. Public Participation

Members of the public are invited to attend the meeting and address the council.

Members of the public are requested to send their question to ceo@melkshamtc.gov.uk by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night. You should still attend the meeting, in person or online, to ask your question.

(Local Government Act 1972, s. 12)

5. Questions from Councillors

Melksham Town Council Policy and Local Government Act 1972)

6. Town Mayor's Announcements

7. Police Report

To receive a report from Sgt Chilton

Melksham
TOWN COUNCIL

8. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council meetings.

Councillor Alford

Councillor Griffin

Councillor Hubbard

Councillor Stokes

Councillor J Westbrook

9. AGE UK Wiltshire

A chance to meet Sarah Thompson, the Melksham Community Support Officer jointly funded by Melksham Town Council and Melksham Without Parish Council

10. WFT Festival

To receive a presentation on the WFT Festival.

11. Joint Melksham Neighbourhood Plan

For decision on whether members wish to appoint Councillor David Pafford, the Chair of the former JMNP Steering Group as joint spokesperson, or to appoint a separate spokesperson for Melksham Town Council only.

Email from Councillor David Pafford, MWPC Vice Chair and Chair of the Former Joint Melksham Neighbourhood Plan Steering Group.

12. East Melksham Community Centre

To receive updates.

For decision on whether to retain this as a standing agenda item, in view of the re the resolution of 12 January 2026 to “hand funds for Melksham East Community Centre to Melksham Without Parish Council to build one larger Community Centre on the Blackmore Farm site”

13. Operational Flood Working Group

To appoint a councillor as rep to the Group

14. Year End Financials

To approve the end of year financials for 2025/26, including the trial balance, balance sheet, explanation of variances, asset register, reserves reconciliation, and income & expenditure.

Melksham
TOWN COUNCIL

15. 2025/2026 AGAR

15.1 Accounting Statements 2025/2026

To consider, agree and sign the Annual Governance Statement (AGAR Part 1) for the financial year 2025/2026

15.2 Accounting Statements 2025/2026

To consider, agree and sign the Accounting Statements 2023-2024

15.3 Dates for Public Inspection of Accounts

To consider and agree the dates for the public inspection of accounts being 24 June 2024 to 2 August 2024.

16. Final Internal Audit Report

To note the report of the Internal Auditor

17. Motions from Councillors

17.1 Motion on Flag Flying

For decision on motion to add flags to the Melksham Town Council Flag Flying Policy.

17.2 Motion on Grass Cutting Intervention

For decision on motion for one-off grass cutting.

This item was before Community Committee on Monday 8 June, who made the following resolution:-

"to refer this motion to Full Council, with an understanding of financial implications either for Melksham Town Council to bear the cost, if reasonable, or refer to Wiltshire Council Community Payback Scheme."

18. Speedwell Park Play Area Fencing

For decision on allocating funds to replace fencing.

This item was considered by the Asset & Facilities Committee on Monday 1 June 2026 when members resolved to "*request the CEO to obtain further quotes and bring the matter back to the next full council meeting, with a recommendation from the committee for a wooden fence in keeping with the aesthetic.*"

Quotes are attached in the agenda pack

19. Play Park Refurbishments

To note the remaining available funds

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Melksham
TOWN COUNCIL

20. Blue Pool

To note the updated quote for demolition and report from insurers.

For decision. Council to consider the insurance options.

21. KGV Playing Fields – Summer Booking Request

For decision.

22. Committee Minutes

Assets & Facilities

To receive the minutes of the meetings held on 9 February 2026 and 20 April 2026

Link to 9 February 2026

Link to 20 April 2026

Community

To receive the minutes of the meeting held on 23 March 2026

Link to 23 March 2026

Finance

To receive the minutes of the Finance Committee 9 March 2026

Link to 9 March 2026

Planning

To receive the minutes of the Planning Committee 17 March 2026, 7 April 2026, 28 April 2026 and 19 May 2026

Link to 17 March 2026

Link to 7 April 2026

Link to 28 April 2026

Link to 19 May 2026

Working Groups/Task & Finish Groups

To receive the minutes of the Community Allotment Task & Finish Group 28 April 2026

Link to 28 April 2026

Melksham Town Council

Minutes of the Full Council Annual Meeting

held on Monday 11 May 2026 at the Town Hall, Market Place, Melksham

PRESENT:	Councillor S Rabey	Town Mayor and Chair
	Councillor J Westbrook	
	Councillor P Alford	
	Councillor P Aves	
	Councillor E Calland	
	Councillor R Cleary	
	Councillor J Crossley	
	Councillor M Drewett	
	Councillor G Elson	
	Councillor J Oatley	
	Councillor T Price	
	Councillor C Stokes	
	Councillor A Westbrook	
	Councillor A Whitlock	
IN ATTENDANCE	Unitary Councillor J Hubbard	
OFFICERS	Hayley Bell	CEO/Town Clerk
	Ian Cunningham	Community
	Nicki Hudson	People
	Amelie Huxtable (virtually)	Placement Student
	Andrew Meacham	Committee Clerk
	Robert Reay-Waugh	Venues Manager
	Dominic Rutterford (virtually)	Communications & Marketing

PUBLIC One member of the public and one member of the press were present and seven members of the public were present virtually

1/26 Election of the Town Mayor

The Town Mayor, Councillor Rabey, called for nominations for the office of Town Mayor.

Councillor Rabey was proposed by Councillor J Westbrook and seconded by Councillor Elson.

Councillor Drewett was proposed by Councillor Oatley and seconded by Councillor Alford.

A recorded vote was held.

	Councillor Drewett	Councillor Rabey
Councillor Rabey		X
Councillor J Westbrook		X
Councillor Alford	X	
Councillor Aves		X
Councillor Calland	X	
Councillor Cleary	X	
Councillor Crossley		X
Councillor Drewett	X	
Councillor Elson		X
Councillor Griffin	Not present	Not present
Councillor Oatley	X	
Councillor Price	X	
Councillor Stokes		X
Councillor A Westbrook		X
Councillor Whitlock	x	
Totals	7	7

In accordance with Standing Orders the casting vote was given by the Town Mayor, Councillor Rabey.

Councillor Rabey was elected as Town Mayor.

2/26 Declaration of Acceptance of Office

The newly elected Town Mayor, Councillor Rabey signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk

3/26 Outgoing Mayor's Address

"Chair, Members of Council, officers,

As I come to the end of my term as Mayor, I would like to take a few minutes to reflect on the past year and to offer my sincere thanks to those who have supported me and worked alongside me during that time.

Serving as Mayor has been both an honour and a responsibility that I have taken very seriously. Representing Melksham, and this council, has given me an even deeper appreciation of the importance of the work we do and the impact it has on our town.

Over the past twelve months, I have seen the value of constructive debate, collaboration across committees, and a shared commitment to public service. While we do not always agree, I am proud of the way this council continues to work through issues thoughtfully and democratically, with Melksham firmly at the centre of our decision-making.

This year has reinforced for me how important it is to have a clear sense of direction for our town—supporting strong communities, encouraging local economic activity, protecting our environment, and planning responsibly for the future. These priorities are reflected in the decisions we make and the partnerships we build, both within this council and beyond it.

I would like to thank my fellow councillors for the time, care, and dedication you bring to your roles. Public service often sits alongside work, family, and other commitments, and that contribution should never be underestimated. It has been a genuine privilege to serve alongside you this year.

My thanks also go to our officers and staff. Your professionalism, expertise, and steady support are fundamental to the effective running of this council. Much of what you do happens behind the scenes, but it underpins everything we achieve and is very much appreciated.

Beyond this chamber, I have been continually inspired by the commitment of community groups, volunteers, charities, and local businesses. Their contribution to Melksham is extraordinary, and the council's role in supporting and working in partnership with them remains vitally important.

On a personal note, I would like to thank my family and colleagues for their patience and encouragement over the past year. The role of Mayor extends well beyond formal meetings, and I have been grateful for the support I have received.

Thank you for the trust you placed in me, for the opportunity to serve as your Mayor, and for everything you do to support Melksham and those who live here. I look forward to continuing to serve this council and our town in the year ahead."

4/26 Newly Elected Mayor's Address

As the Town Mayor was re-elected a separate address was not given.

5/26 Election of Deputy Town Mayor

The Town Mayor, Councillor Rabey, called for nominations for the office of Deputy Town Mayor.

Councillor Elson was proposed by Councillor Rabey and seconded by Councillor J Westbrook.

Councillor Alford was proposed by Councillor Drewett and seconded by Councillor Cleary.

A recorded vote was held.

	Councillor Alford	**Councillor Elson**
Councillor Rabey		**X**
Councillor J Westbrook		**X**
Councillor Alford	**X**	

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Councillor Aves		**X**
Councillor Calland	**X**	
Councillor Cleary	**X**	
Councillor Crossley		**X**
Councillor Drewett	**X**	
Councillor Elson		**X**
Councillor Griffin	**Not present**	**Not present**
Councillor Oatley	**X**	
Councillor Price	**X**	
Councillor Stokes		**X**
Councillor A Westbrook		**X**
Councillor Whitlock	**x**	
Totals	**7**	**7**

In accordance with Standing Orders the casting vote was given by the Town Mayor, Councillor Rabey.

Councillor Elson was elected as Deputy Town Mayor.

Councillor Drewett left the meeting at 7:10.

6/26 Declaration of Acceptance of Office

The newly elected Deputy Town Mayor, Councillor Elson signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

7/26 Apologies

Apologies were received from Councillor Griffin.

8/26 Declarations of Interest

There were no declarations of interest.

9/26 Public Participation

PP 1: Has the Council changed it's mind about reporting Splashpad closures and issues on the main Council Facebook page?

PP 2: Wish the council well in the coming year and hopes that the Council will honour the Ruel of Law.

10/26 Minutes

The minutes of 27 April 2026 , having been previously circulated, were approved as a correct record and signed by the Chair and Town Mayor Councillor Rabey.

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11/26 Civility & Respect Pledge

There was some debate about the impact of the pledge and the appropriateness of councillors signing it.

It was left to individual councillors to decide whether or not to sign.

12/26 Signing of Deeds and Legal Documents

It was proposed by The Town Mayor Councillor Rabey, seconded by Councillor Crossley and

UNANIMOUSLY RESOLVED to appoint the Town Mayor Councillor Rabey, the Deputy Town Mayor Councillor Elson, Councillor Aves and Councillor A Westbrook to sign Deeds and Legal Documents.

13/26 Signatories

It was proposed by The Town Mayor Councillor Rabey, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED that the existing six authorised Councillors, together with Councillor Crossley, The Deputy Town Mayor Councillor Elson, Councillor Oatley and Councillor Whitlock be appointed to the pool of signatories.

14/26 Standing Orders

It was proposed by Councillor J Westbrook, second by Councillor A Westbrook and

UNANIMOUSLY RESOLVED to approve the Standing Orders 2026.

15/26 Financial Regulation

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

UNANIMOUSLY RESOLVED to approve the Financial Regulations 2026.

16/26 Investment Report

The report was noted.

17/26 Terms of Reference

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to approve the terms of reference 2026

18/26 Operations Committee

The change of name to Operations Committee was raised. There was a clear wish to revisit the decision.

It was proposed by Councillor J Westbrook, seconded by Councillor Price and

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UNANIMOUSLY RESOLVED to rename Operations Committee as Assets & Facilities Committee.

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to appoint Councillor Alford, Councillor Aves. Councillor Oatley, Councillor Rabey, Councillor A Westbrook, Councillor J Westbrook and Councillor Whitlock to the Assets & Facilities Committee.

It was proposed by Councillor J Westbrook, seconded by the Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED to appoint Councillor A Westbrook Chair of Assets and Facilities Committee.

19/26 Community Committee

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to appoint Councillor Aves, Councillor Calland, Councillor Crossley, Councillor Elson, Councillor Price, Councillor J Westbrook and Councillor Whitlock to the Community Committee.

Councillor J Westbrook was appointed chair of the Community Committee

20/26 Planning Committee

It was proposed by the Town Mayor Councillor Rabey, seconded by Councillor J Westbrook and

UNANIMOUSLY RESOLVED to appoint Councillor Alford, Councillor Aves, Councillor Cleary, Councillor Griffin, Councillor Oatley, Councillor Rabey and Councillor Stokes to the Planning Committee.

It was proposed by Councillor J Westbrook, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED to appoint Councillor Rabey Chair of Planning Committee.

21/26 Finance Committee

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

UNANIMOUSLY RESOLVED to appoint Councillor Aves, Councillor Calland, Councillor Cleary, Councillor Crossley, Councillor Griffin, Councillor Rabey and Councillor A Westbrook to the Finance Committee.

Councillor Griffin was proposed as Chair by Councillor J Westbrook and seconded by Councillor A Westbrook.

Councillor Cleary was proposed as Chair by Councillor Oatley and seconded by Councillor Alford.

A recorded vote was held.

	Councillor Cleary	Councillor Griffin
Councillor Alford	X	
Councillor Aves		X
Councillor Calland		X
Councillor Cleary	X	
Councillor Crossley		X
Councillor Drewett	Not present	Not present
Councillor Elson		X
Councillor Griffin	Not present	Not present
Councillor Oatley	X	
Councillor Price	X	
Councillor Rabey		X
Councillor Stokes		X
Councillor A Westbrook		X
Councillor J Westbrook		X
Councillor Whitlock		X
Totals	4	9

Councillor Griffin was appointed Chair of the Finance Committee.

22/26 People

It was noted that under Standing Orders The Mayor and Deputy Mayor are automatic members and other members are appointed for the 4 year life of the Council. One appointment was needed due to the change of Deputy Mayor.

Councillor J Westbrook put herself forward and was seconded by the Deputy Mayor Councillor Elson.

Councillor Calland put herself forward and was seconded by Councillor Price.

By a majority vote Councillor J Westbrook was appointed.

Councillor Aves stood down as a substitute and was replaced by Councillor Calland.

People Committee membership confirmed as The Town Mayor Councillor Rabey, The Deputy Town Mayor Councillor Elson, Councillor Oatley, Councillor Stokes and Councillor J Westbrook. Subs were Councillor Alford and Councillor Calland

23/26 Budget Working Group

No appointments. Meetings are open to all councillors.

24/26 Cemeteries Task & Finish Group

Councillor Alford, Councillor Griffin and Councillor Stokes were appointed.

25/26 CCTV and Community Safety Working Group

Councillor Aves, Councillor Cleary and Councillor Stokes were appointed.

26/26 Community Allotment Task & Finish Group

Councillor Aves, Councillor A Westbrook, Councillor J Westbrook and Councillor Whitlock were appointed.

27/26 CIL Working Group

It was noted that Melksham Town Council and Melksham Without Parish Council would have separate groups.

Councillor Alford, Councillor Crossley and Councillor A Westbrook were appointed.

28/26 Streaming Task & Finish Group

Councillor Elson, Councillor Price, Councillor Rabey and Councillor J Westbrook were appointed.

29/26 Shurnhold Fields Working Group

Councillor Alford, Councillor Calland and Councillor Rabey were appointed.

30/26 East of Melksham Community Centre (Melksham Without Parish Council)

Councillor Stokes was appointed as Town Council representative.

31/26 Outside Bodies

Appointments were made as follows.

Outside Body	Representative
2385 (Melksham) Air Training Corps	Councillor Elson, Councillor Whitlock
Area Board	Councillor Rabey
Friends of Melksham Hospital	Councillor Elson as informal point of first contact
LHFIG	Councillor Aves
Melksham Adventure Centre	Councillor Whitlock
Melksham Alms Houses Charities	Councillor Rabey and Councillor A Westbrook
Melksham Carnival	Councillor Elson and Councillor J Westbrook

Melksham Community Transport	Councillor Crossley
Melksham Health & Wellbeing Group	Councillor Crossley
Melksham Transport Users Group	Councillor Calland and Councillor Rabey
Rachel Fowler Centre Management Committee	Councillor Whitlock
Riverside Club Management Committee	Councillor J Westbrook
Shurnhold Fields (Friends of)	Councillor Alford or Councillor Rabey as point of contact
Wiltshire Association of Local Councils	Councillor Rabey
Wilts & Berks Canal Trust	Councillor Griffin
West Wiltshire – Elblag – Twinning Association	Councillor Aves

Meeting closed at: 19:56

DRAFT

Signed ……………………………………………………………………………… Dated ……………………

Committee Clerk

From: David Pafford <david.pafford@melkshamwithout-pc.gov.uk>
Sent: 25 May 2026 11:56
To: Committee Clerk
Cc: John Glover; Teresa Strange
Subject: Neighbourhood Plan

Follow Up Flag: Follow up
Flag Status: Flagged

You don't often get email from david.pafford@melkshamwithout-pc.gov.uk. Learn why this is important

Hi Andrew,
I spoke with Saffi about this issue and she asked me to contact you, so that it could become an agenda item.
When JMNP 2 was "made", in August 2025, the Steering Group ceased to exist and so did my role as Chair. Nevertheless, with WC Strategic Planning Committee meetings, Appeal hearings, controversies over the WC Local Plan and some contentious planning applications, there has been no shortage of occasions where I have been asked to make comments or responses as (ex-)Chair.
MWPC has agreed that I continue to be their spokesperson on JMNP matters. While it would be perfectly understandable if MTC decided to have its own spokesperson, there may be merit in continuing the "Joint" approach which has served us well so far.
May I ask that your councillors decide which route they wish to follow? Although the choice seems clear, I would be happy to speak to the agenda item if required.
Best wishes,
David Pafford

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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	

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A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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	

Continued over page

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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	

Continued over page

Account Number Order

A/c Code	Account Name	Centre	Centre Name	Debit	Credit
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**	

Melksham Town Council
Summary of Fixed Assets as at 31 March 2026

Category Totals from tabs	Recorded Cost 2025/26				
	B/fwd-2025	Additions	Disposals	Adjustment	C/fwd calculated
Land and Buildings	4,860,307	1	0	7	**4,860,315**
Open Spaces/Play Areas	874,465	66,084	0	-13,080	**927,469**
Office-Town Hall	75,286	17,126	0	4,000	**96,412**
Infrastructure Assets	165,443	0	0	0	**165,443**
Community Assets	34,216	0	0	0	**34,216**
Assembly Hall	229,881	438	0	1,880	**232,199**
Grounds Equipment	101,132	0	-2,100	0	**99,032**
	6,340,730	83,649	-2,100	-7,193	**6,415,086**

Land & Buildings

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	BUILDINGS				Re Build Value 14/06/2022							
	Town Hall Building	1			3,093,750			1,846,041				1,846,041
	Assembly Hall	1			1,689,765			1,640,925				1,640,925
	Old Fire Station & Garage -Art House Café	1			505,000			546,974				546,974
	31 Market Place	1			830,000			615,347				615,347
	The Round House Church St	1			275,000			129,907				129,907
	Bath Road toilets				209,541			16,705				16,705
	Cricket Pavilion	1			536,571			1				1
	Blue Pool		01/07/2025		4,000,000		1		1			1
	LAND											
	Forester Park Play Area	1						1				1
	Lewington Close Play Area	1						1				1
	King George V Park	1						1				1
	Spritualist Garden	1	16/08/2022					1				1
	Water Troughs (4201/203)		26/07/2023					607				607
	KGV											
	LVT Flooring (9244/901)		05/12/2023		4,000	Jack's Kitchen Ltd		4,000				4,000
	Air Con Unit (9244/901)	1	14/12/2023		3,600	Colder Refrigeration Services		3,600				3,600
	Fire Alarm-Pavillion (9244/901)	1	16/09/2023		1,545	KAN Connections		1,545				1,545
	Intruder Alarm-Pavillion (9244/901)	1	19/09/2023		1,140	KAN Connections		1,140				1,140
	Pavillion Refurbuish (9244/901)	1	29/09/2023		3,240	KAN Connections		3,240				3,240
	Pavillion Electrics (9244/901)	1	29/09/2023		5,400	KAN Connections		5,400				5,400
	Pavillion CCTV (9244/901)		19/11/2023		1,420	KAN Connections		1,420				1,420
	Pavillion Final Works(9244/901)		15/01/2024		8,000	Jack's Kitchen Ltd		8,000				8,000
	Works on Jack's Kitchen (9202/901)		19/09/2023		5,100	Jack's Kitchen Ltd		5,100				5,100
	Flooring and Walls (9202/901)		28/09/2023		4,167	Jack's Kitchen Ltd		4,167				4,167
	Doors/Frames (9202/901)		17/10/2023		7,650	Jack's Kitchen Ltd		7,650				7,650
	Refurbish of Pavillion (9202/901)		05/12/2023		15,600	Jack's Kitchen Ltd		15,600				15,600
	Mosquito Nets (4256/204)		05/10/2023		600	KAN Connections		600				600
	Windows - Pavillion (4256/204)		12/03/2024		2,333			2,333				2,333
	Subtotal				**11,203,422**			**4,860,306**	**1**	**0**	**0**	**4,860,307**

Land & Buildings

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Allotments							1			-1	0
	Awdry Avenue										1	1
	Addison Road										1	1
	Dorset Crescent										1	1
	Milton Avenue										1	1
	Methuen Avenue										1	1
	Portman Road										1	1
	Southbrook Road										1	1
	Wiltshire Crescent										1	1
	Subtotal				**0**			**1**	**0**	**0**	**7**	**8**
	Category Total				**11,203,422**			**4,860,307**	**1**	**0**	**7**	**4,860,315**

Open Spaces/Play

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Methuen Avenue Play Area											
	1 Multiplay unit	1						1				1
	1 Spring dog (Polynesia)	1						1				1
	1 Basketball ring & blackboard on post	1						1				1
	1 Double arch swing (flat safety)	1						1				1
	1 Kiddie swing double arch (safety seats)	1						1				1
	1 Embankment slide	1						1				1
	1 Barton seat	1						1				1
	3 Litter bins	3						1				1
	1 Bike track	1						1				1
	1 Perch seat	1						1				1
	1 Roundabout	1						1				1
	1 Swings	1						1				1
	1 Bell dome	1						1				1
	1 Contour slide 6m	1						1				1
	2 spinning discs	2						1				1
	1 Stepping heads wibble wobble board	1						1				1
	1 Safety fencing (football field)	1						57,916				57,916
	1 Obstacle course	1						4,049				4,049
	1 Teen shelter	1						5,078				5,078
	2 Picnic tables	2						1				1
	3 Picnic tables	3						1,770				1,770
S	**Subtotal**				**0**			**68,830**	**0**	**0**	**0**	**68,830**
	King George V Park											
	Splash and Play Area	1	July 2019		288,722			288,722				288,722
	Splash pad resurfacing	1	12/02/2025	New	15,121		15,121	15,121				15,121
	Chemical dosing system upgrade	1	25/02/2026		11,057	Splash Pad Enterprises			11,057			11,057
	Chemistry control, pumps, injectors		12/03/2026		9,053	Topline Electronics			9,053			9,053
	Shelter - Youth Shelter	1						1				1
	Signage - Skate	1						1				1
	Fencing - Bow-Top (Skate Park)	1						1				1
	Gates - Pedestrian - Skate Park							1				1
	LED fittings x4, control gear, time - Skate Pa	4	17/10/2024	New	2,030	Light Fantastic, Inv 8	2,030	2,030				2,030

Open Spaces/Play

Asse t	Description	Qty	Acquired Date	Conditio n	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Basketball Post							1				1
	Climber - Overhead - Bars	1						1				1
	Agility - High Bars - 2 Tier	1						1				1
	Climber - Frame Ropes & Net	1						1				1
	Cableway	1						1				1
	Swing - Contact - Junior	1						1				1
	Skate Facility	1						1				1
	Slide - Embankment	1						1				1
	Eco Loos (9244/901)	2	05/10/2023	New	33,295	Healthmatic		33,295				33,295
	Eco toilets upgrade	1	15/04/2025		13,711	Rigg Construction			13,711			13,711
	Zip Wire	1	01/11/2022	New	10,000	S J Aplin		10,000				10,000
	Pirate Ship	1						1				1
	Submarine	1						1				1
	Nessie	1						1				1
	Spring Maze	1						1				1
	Play panels - Divers with dome	1						1				1
	Play panels - Sub with mirror	1						1				1
	New Surfacing	1			64,659			64,659				64,659
	Outdoor Gym Equipment				15,500			15,500				15,500
	New play area	1	23/06/2021		104,023			117,000				117,000
	Solar Lights (9244/901)		05/12/2023		5,200			5,200				5,200
	CCTV (Bike Area) (9244/901)		14/12/2023		7,660			7,660				7,660
	Dog Agility Fencing and Equipments (9244/901)		26/05/2023		23,265			23,265				23,265
	Festoon Lights (9244/901)		01/03/2024		27,900			27,900				27,900
	Electrical Cabinet (9244/901)	1	19/11/2023		6,392	KAN Connections		6,392				6,392
	Drainage (9202/901)		03/11/2023		14,628			14,628				14,628
	Benches (4167/202)		14/12/2023		1,895			1,895				1,895
	Concrete Pad/Bike Loops (4167/202)		14/12/2023		1,648			1,648				1,648
	Extractor Fan (4106/201)	1	16/09/2023		800			800				800
	Fencing KGV (9243/401)		10/08/2023		5,506			5,506				5,506
	Wooden Fencing for Dog(9243/901)		03/04/2023		2,314			2,314				2,314
	Inclusion bucket seat swing		09/02/2026		1,176	Fenland Leisure Products			1,176			1,176
S	**Subtotal**				**665,555**			**643,553**	**34,997**	**0**	**0**	**678,550**

Open Spaces/Play

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Awdry Avenue											
	Fencing							1				1
	Gate	1						1				1
	Bin	1						1				1
	Signage							1				1
	Bench	1						1				1
	Carousel - Rotator - Pole							1				1
	Swing - Toddler - 1 Bay 2 Seat	1						1				1
	Rocker	1						1				1
	New equipment Oct 24 - Basket swing, swing barrier, slatted bench x 3, Treehouse, Traverse wall, Fencing, Planting, Mound materials, safety surface		31/10/2024	New	70,971	Rhino Play, PF INV-202036		70,971				70,971
S	**Subtotal**				**70,971**			**70,979**	**0**	**0**	**0**	**70,979**
	Dorset Cresent											
	Fencing - Weld Mesh							1				1
	Fencing - Barrier - Flat Top							1				1
	Gates - Maintenance							1				1
	Gates - Pedestrian							1				1
	Signage							1				1
	Seating - Bench	1						1				1
	Litter Bin	1						1				1
	Slide	1						1				1
	Swing 2 Bay 2 Junior 2 Toddler Seat	1						1				1
S	**Subtotal**				**0**			**9**	**0**	**0**	**0**	**9**
	Dunch Lane											
	Signage							1				1
	Gates - Maintenance - Locked							1				1
	Fencing - Bow-Top							1				1
	Gates - Pedestrian							1				1
	Litter Bin	1						1				1

Open Spaces/Play

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Seating - Bench	1						1				1
	Carousel	1						1				1
	Rocker - Seesaw	1						1				1
	Swing - Basket	1						1				1
	Rocker - Elephant	1						1				1
	Swing - Toddler - 1 Bay 1 Seat	1						1				1
S	**Subtotal**				**0**			**11**	**0**	**0**	**0**	**11**
	Hazelwood Drive											
	Fencing							1				1
	Signage							1				1
	Gates - Pedestrian							1				1
	Gates - Maintenance							1				1
	Seating - Bench							1				1
	Agility - Balance Trail	1						1				1
	Multiplay - Junior	1						1				1
	Carousel - Rotator - Spica	1						1				1
	Rocker - 3 Seat	1						1				1
	Swing 2 Bay 2 Junior 2 Toddler	1						1				1
	MUGA	1						1				1
S	**Subtotal**				**0**			**11**	**0**	**0**	**0**	**11**
	Lewington Close											
	Fencing							1				1
	Gates							1				1
	Litter Bin	1						1				1
	Signage							1				1
	Agility Trail	1						1				1
S	**Subtotal**				**0**			**5**	**0**	**0**	**0**	**5**
	Primrose Drive											
	Fencing - Post & Rail							1				1

Open Spaces/Play

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Signage							1				1
	Gates - Pedestrian							1				1
	Litter Bin	1						1				1
	Seating - Bench	1						1				1
	Rocker - Seesaw	1						1				1
	Agility - Balance Trail	1						1				1
	Carousel - Rotator - Pole	1						1				1
	Multiplay - Junior	1						1				1
	Multiplay - Senior	1						1				1
S	**Subtotal**				**0**			**10**	**0**	**0**	**0**	**10**
	Riverside Drive											
	Fencing							1				1
	Gates - Pedestrian							1				1
	Signage							1				1
	Seating - Bench	1						1				1
	Litter Bin	1						1				1
	Gates - Maintenance							1				1
	Slide	1						1				1
	Rocker / Rotator - Rodeo Rider	1						1				1
	Rocker - 3 Seat	1						1				1
	Swing - Junior - 1 Bay 2 Seat	1						1				1
	Goal frames		4/4/2025		500	Net World Sports			500			500
S	**Subtotal**				**500**			**10**	**500**	**0**	**0**	**510**
	Speedwell Close											
	Fencing - Palings							1				1
	Signage							1				1
	Gates - Pedestrian							1				1
	Gates - Maintenance							1				1
	Seating - Bench	1						1				1
	Litter Bin	1						1				1
	Rocker - Horse	1						1				1

Open Spaces/Play

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Slide	1						1				1
	Climber	1						1				1
	Swing - Toddler - 1 Bay 2 Seat	1						1				1
S	**Subtotal**				**0**			**10**	**0**	**0**	**0**	**10**
	Spring Meadows											
	Fencing							1				1
	Signage							1				1
	Gates - Pedestrian							1				1
	Gates - Maintenance							1				1
	Litter Bin	1						1				1
	Seating - Bench	1						1				1
	Rocker - Seasaw	1						1				1
	Rocker - Elephant	1						1				1
	Rocker - Horse	1						1				1
	Rocker - Fire Engine	1						1				1
	Carousel	1						1				1
	Multiplay - Junior	1						1				1
	Swing 2 Bay 2 Junior 2 Toddler seat	1						1				1
S	**Subtotal**				**0**			**13**	**0**	**0**	**0**	**13**
	The Woody											
	Signage							1				1
	Shelter - Youth Shelter							1				1
	Seating - Bench							1				1
	Agility - Linked Balance Beams	1						1				1
	Climber - With Slide	1						1				1
	Play Feature - Turtle	1						1				1
	Swing - Basket	1	20/03/2023	New		S J Aplin		1,428				1,428
	Play Feature - Hen	1						1				1
	Carousel - Flat Disc	1						1				1
	Agility - Bridge	1						1				1
	Multiplay	1						1				1

Open Spaces/Play

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
S	**Subtotal**				**0**			**1,438**	**0**	**0**	**0**	**1,438**
	Foresters											
	Goal post (4165/220)		05/10/2023		1,610			1,610				1,610
	Bins							1				1
S	**Subtotal**				**1,610**			**1,611**	**0**	**0**	**0**	**1,611**
	General											
	Heritage Bins	4	02/12/2022		1,580			1,580				1,580
	East of Melksham Lighting Scheme (9245/901)		26/05/2023					28,879				28,879
	Remote CCTV (9245/901)		30/07/2023					13,080	see Grounds Equipme		-13,080	0
	Circular Planters (excluding trees)		25/09/2025		20,922				20,922			20,922
	Bridge festoon lights		26/03/2026		9,665				9,665			9,665
S	**Subtotal**				**32,167**			**43,539**	**30,587**	**0**	**-13,080**	**61,046**
	Queens Way											
	Skate park Extension	1			24,500			24,500				24,500
	Play Equipments				19,936			19,936				19,936
S	**Subtotal**				**44,436**			**44,436**	**0**	**0**	**0**	**44,436**
	Category Total				**815,239**			**874,465**	**66,084**	**0**	**-13,080**	**927,469**

Office and Town Hall

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	OFFICE CONTENTS											
	Front Office											
	Epson EMP51 LCD projector & bulb	1			1,103			1,103				1,103
	Lenovo Laptop - LR (4040/101)	1	30/11/2023		780			780				780
	HP 255 G9 AMDRyzen 7 Laptop (4040/101)	3	07/10/2024	New	1,356		452	1,356				1,356
	Middle Office											
	Martin Laptop DISPOSED	1						-559				-559
	Miriam Laptop	1						863				863
	PC Monitor	1						253				253
	New PC Lorraine	1						547				547
	Desk Drawer Units							749				749
	Office Computer Chairs							550				550
	Large Desks							820				820
	Computer Monitors							479				479
	Laptop - HP255 G9 AMD Ryzen 7,keyboard,	1	12/12/2024	New	959	Avon I.T., Inv 187	959	959				959
	Printer - Epsom Eco-Tank ET-4810	1	12/12/2024	New	255	Avon I.T., Inv 187	255	255				255
	Back Office											
	Large safe	1						2,500				2,500
	small safe	1						505				505
	Miscellaneous											
	Telephone system	8						0				0
	New Telephone System	1	30/06/2019					2,638				2,638
	Laptops	2	03/06/2018					2,523				2,523
	Councillor Tablets		28/04/2019			Horizon Telecom		2,239				2,239
	Camera System Video Conference							900				900
	Card swipe system	1						1,616				1,616
	Server & associated hardware	1						925				925
	Dell Lap tops	8	2018/2019					3,808				3,808
	Photocopier - Develop	1		DISPOSED				-4,000			4,000	0
	Projector (4024/101)	1	24/05/2023					665				665

Office and Town Hall

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Door Access System (4106/201)	1	17/06/2024	New	5,560			5,560				5,560
	Avon Room											
	CCTV dome	1						3,000				3,000
	CCTV joystick	1						873				873
	Conference Chairs							395				395
	Large Desk	1						205				205
	Committee Room											
	Large table	1						1,000				1,000
	Red conference chairs							2,400				2,400
	Main Hall											
	Green chairs							1,620				1,620
	Normal tables							800				800
	Corner tables							600				600
	86" Touch Screen	1	2018/2019					5,513				5,513
	AV equipment - Status AV		31/08/2021					6,713				6,713
	AV equipment - Cloudy IT							1				1
	Hearing Loop system (4106/201)	1	30/04/2024	New	1,336			1,336				1,336
	Ante Room											
	Large table	1						500				500
	Green chairs							750				750
	Green arm chairs							1,580				1,580
	Screens							1,664				1,664
	Filing Cabinets							378				378
	Kitchen											
	Oven	1						300				300
	Microwave	1						100				100
	Dishwasher	1	04/05/2023					566				566
	Miscellaneous											
	Display Boards							600				600

Office and Town Hall

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	A Boards, Poster Boards, Desk Equipments							390				390
	Screens							300				300
	Projector Screen	1						133				133
	Desk Top Hard Drive	1						125				125
	Shredder	1						120				120
	Camera	1						300				300
	Fridge	1						200				200
	Table Rack and Spare Chairs							200				200
	Boiler	1	13/10/2022					9,617				9,617
	Wifi system	1	01/12/2024	New	2,400		2,400	2,400				2,400
	Lift	1						1				1
	Lift - install Autodialer	1	19/12/2023					2,572				2,572
	Flags		17/04/2025					0	494			494
	Cabinets + desks		30/07/2025					0	233			233
	Desks, chairs + cabinets		16/03/2026					0	416			416
	Desks + pedestals, chairs		20/03/2026					0	2,300			2,300
	Apple Mac, monitor + cables		05/09/2025					0	2,328			2,328
	Dell laptops plus	5	20/03/2026					0	4,996			4,996
	Dell laptops standard	7	26/03/2026					0	4,646			4,646
	Dell monitors Pro27	12	26/03/2026					0	1,713			1,713
	Category Total				**13,749**			**75,286**	**17,126**	**0**	**4,000**	**96,412**

Infrastructure

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26 B/fwd	Additions	Disposals	Adjustment	C/fwd
	Bench Prince of Wales Gardens	1						500				500
	Round stone Bench	1						7,500				7,500
	Straight Stone Benches							3,900				3,900
	Seats and Benches Varous Locations							13,814				13,814
	5' Teak Commemorative Bench	1						652				652
	New Benches		11/11/19					3,150				3,150
	Street Furniture		15/10/19					2,800				2,800
	800th Charter Benches		05/06/20					4,228				4,228
	Litter Bins											
	Litter Bins - Various Locations	15						6,269				6,269
	Black Metal Chieftain Bins							1,600				1,600
	Bins KGV							7,471				7,471
	Bus Shelters											
	Spa Road	1						5,001				5,001
	Beanacre Road	1						5,001				5,001
	Church Lane	1						5,001				5,001
	Broughton Rd	1						5,001				5,001
	Market Place	1						9,000				9,000
	Gloucester Square	1						2,250				2,250
	Snowberry Way	1						2,250				2,250
	United Church	1						6,863				6,863
	Lowbourne	1						5,091				5,091
	Church Lane	1						5,090				5,090
	Planters etc											
	Broxap cast iron planters							3,360				3,360
	Broxap flower stands							11,330				11,330
	Arm Basket Trees	4						1,290				1,290
	Broxstrap Cast Iron Planters							9,673				9,673
	Stone, Concrete Planters	6						4,237				4,237
	Amberol Self Watering Planters							1,170				1,170
	Amberol Self Watering Planters							1,170				1,170
	Hanging baskets	98				Amberol		3,078				3,078

Infrastructure

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Bike Stands	1						585				585
	Broxstrap Removable Bollards							1,215				1,215
	Sheffield Brand Cycle Stands	14						1,046				1,046
	Finger Posts etc	6						5,364				5,364
	Bike Tool Stands	2						1				1
	Town Name Plates							4,385				4,385
	Speed Indicator Devices		17/02/22					2,975				2,975
	Speed Indicator Devices		03/03/22					10,715				10,715
	Gazebos	2	23/06/20					2				2
	Gazebos	2	07/02/23					1,415				1,415
S	**Subtotal**				**0**			**165,443**	**0**	**0**	**0**	**165,443**
S	**Subtotal**				**0**			**0**	**0**	**0**	**0**	**0**
	Category Total				**0**			**165,443**	**0**	**0**	**0**	**165,443**

Community Assets

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Chain of Office (in cabinet)							1,648				1,648
	Mayor's Chain of Office							7,689				7,689
	Including Insurance Valuation Increase 2012							1,175				1,175
	Deputy Mayor's Chain of Office							548				548
	PAINTINGS											
	2 Oil Paints and 5 Water Colours							3,060				3,060
	2 Oil Paints and 5 Water Colours							3,060				3,060
	Including Insurance Valuation Increase 2012							163				163
	Crown Ornaments		14/03/22					2,235				2,235
	MEMORIALS											
	War Memorial - Canon Square							14,638				14,638
	Avon Memorial											0
	Category Total				**0**			**34,216**	**0**	**0**	**0**	**34,216**

ASSEMBLY HALL

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Audio Visual Equipment							28,644				28,644
	Office											
	Computer monitors & Keyboards	2			280			420				420
	Printer	1			100			1,560				1,560
	Large desks	2			500			360				360
	Office computer chairs	3			180			360				360
	Telephone system	1			120			540				540
	Safe	1			80			1,200				1,200
	Second safe	1			80			600				600
	Filing cabinets	3			480			302				302
	Shelving	1			80			240				240
	Internal CCTV system	1			1,200			3,588				3,588
	Full HD LED Monitor	1			150			116				116
	Ticket Printer	1						288				288
	Radios	4			120			372				372
S	**Subtotal**				**3,370**			**38,590**	**0**	**0**	**0**	**38,590**
	Foyer											
	TV display monitor	1			200			480				480
	Large poster boards	2			300			240				240
	Small poster boards	9			50			108				108
	Hand sanitising unit	2			400			1				1
S	**Subtotal**				**950**			**829**	**0**	**0**	**0**	**829**
	Toilets											
	Hand drier	4			240			513				513
	Soap dispensers	5			75			120				120
	Wall heater	2			120			264				264
											0	
S	**Subtotal**				**435**			**897**	**0**	**0**	**0**	**897**
	Cleaning Cupboard											
	Server	1						2,760				2,760

ASSEMBLY HALL

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Computer	1			220			720				720
	Keyboard & Monitor	1			180			150				150
	Laptop	1			200			360				360
	Fuse board	2			150			1,200				1,200
	Back up power supply	1			600			324				324
	Vacuum cleaner	1			120			120				120
S	**Subtotal**				**1,470**			**5,634**	**0**	**0**	**0**	**5,634**
	Lounge											
								-468				-468
	TV Screen	1	D					600				600
	Uplights	4			100			480				480
	Speakers	1			50			480				480
S	**Subtotal**				**150**			**1,092**	**0**	**0**	**0**	**1,092**
	Bar											
	Double display fridge	3			2,100			1,980				1,980
	Roller shutters	1			1,000			2,400				2,400
	Coke dispensers	2			600			240				240
	Draught pumps	2			1,500			288				288
								1,044				1,044
	Glass washer	1			1,000			1,920				1,920
	Boiler	1						1,800				1,800
	First till and drawer (lease)	1			400			3,600				3,600
	Second till and drawer (lease)	1			400			2,340				2,340
	Ice making machine	1			600			289				289
	Large bins	3			200			200				200
S	**Subtotal**				**7,800**			**16,101**	**0**	**0**	**0**	**16,101**
	Ante Cellar											
	Beer Master Cooler (lease)	1						2,070				2,070
	Wine Racks	3			100			540				540

ASSEMBLY HALL

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26 B/fwd	Additions	Disposals	Adjustment	C/fwd
S	**Subtotal**				**100**			**2,610**	**0**	**0**	**0**	**2,610**
	Cellar											
	Big Safe	1			1,500			1,440				1,440
	Pepsi Chiller (lease)	1						840				840
	Racking	1			75			240				240
	Draught Pump System	1			800			2,400				2,400
	Air Chiller Unit	1			1,700			24,000				24,000
S	**Subtotal**				**4,075**			**28,920**	**0**	**0**	**0**	**28,920**
	Hall-Furniture											
	Blue chairs	##			18,000			10,536				10,536
	10ft tables	27			16,000			5,280				5,280
	6ft tables	5			3,000			1,080				1,080
	Round tables	15			3,500			1,260				1,260
	Red partition screens	10			2,000			840				840
	Piano	1			2,000			1,440				1,440
	Chair trolley	2			300			300				300
S	**Subtotal**				**44,800**			**20,736**	**0**	**0**	**0**	**20,736**
	Hall AV Equipment											
	Coloured house lighting system (l	1						7,200				7,200
	Other lights	1			5,000			3,500				3,500
	Additional speakers	1			5,000			4,800				4,800
	Cinema projection system	1			80,000			1				1
	Sennheiser hand microphone	1			200			797				797
	Wireless Microphones							1,643				1,643
	Walkie talkies	2			250			472				472
	Senheiser head microphone	1			300			252				252
	Hearing loop system	1			400			5,400				5,400
	Martin Audio				20,000			1,100				1,100
	Projector - Optoma ZU820T 1- Chip DLP, 8,8	1	11/6/2024	New	3,636	A C Entertainment	3636	3,636				3,636
	Sound System	1						2,685				2,685

ASSEMBLY HALL

Asse t	Description	Qty	Acquired Date	Conditio n	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
S	**Subtotal**				**114,786**			**31,486**	**0**	**0**	**0**	**31,486**
	Lighting Booth											
	Noise Limiter	1			800			2,226				2,226
	Cooler System	1						2,160				2,160
S	**Subtotal**				**800**			**4,386**	**0**	**0**	**0**	**4,386**
	Stage											
	Stage equipment	1			1,000			14,400				14,400
	Curtains and poles	9			8,000			2,160				2,160
	Mason's chair	1						300				300
	Misc furniture and shelving	1			600			1,200				1,200
	Ladders	3			1,000			936				936
	Retractable screen	1			4,500			540				540
S	**Subtotal**				**15,100**			**19,536**	**0**	**0**	**0**	**19,536**
	Dressing Room											
	Chairs	4			300			1				1
	Fridge	2			350			1				1
	Heater	2			70			1				1
	Iron & board	1			60			1				1
	Sofa	1			500			1				1
	Subtotal				**1,280**			**5**	**0**	**0**	**0**	**5**
	Kitchen											
	Dishwasher	1			1,500			3,540				3,540
	Stainless Steel catering units	5			1,800			684				684
	Trolleys	2			170			221				221
	Cookers	1			8,000			7,854				7,854
	Extractor fan	1			700			600				600
	Boiler	1			600			1,800				1,800
	Sinks	2			1,200			1,620				1,620
	Hot water flasks	6		DISPOSED				-108			108	0

ASSEMBLY HALL

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Chip fryer	~~1~~		SOLD				-840			840	0
	Hand drier	1			60			1				1
	Fridge	1			300			1				1
	Microwave	1			250			250				250
	Adjustment							-932			932	0
	Subtotal				**14,580**			**14,691**	**0**	**0**	**1,880**	**16,571**
	Under back Stairs											
	Cleaning equipment				500			360				360
	Freezers	2			600			1,800				1,800
	Mini safes	3			220			1,080				1,080
	Floor polisher	2			1,200			1,080				1,080
	Hoover	1			120			540				540
	Flip charts	2			200			176				176
	Floor cleaning machine	1			1,200			120				120
	Shelving	1			350			1				1
	Display fridge	1			700			1				1
	Filing cabinet	1			300			1				1
	Speakers/subs	8			25,000			1				1
	Coffee machine	1			1,200			1				1
	TV	1			300			1				1
	Subtotal				**31,890**			**5,162**	**0**	**0**	**0**	**5,162**
	Back Office											
	Desks, filing etc	1			400			240				240
	Washing machine	1			300			360				360
	Subtotal				**700**			**600**	**0**	**0**	**0**	**600**
	Upstairs											
	Shelving				200			360				360
	Filing cabinets				500			360				360
	Fixtures, shelving, furniture				500			1,200				1,200

ASSEMBLY HALL

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	??????							518				518
	Subtotal				**1,200**			**2,438**	**0**	**0**	**0**	**2,438**
	General											
	Pipe speakers to toilets				1,000			720				720
	Fire alarm system	1			600			828				828
	Fire alarm extra wiring	1			300			4,620				4,620
	Air conditioning system	1			9,000			30,000				30,000
	Table cloths		09/03/26						438			438
	Subtotal				**10,900**			**36,168**	**438**	**0**	**0**	**36,606**
	Category Total				**254,386**			**229,881**	**438**	**0**	**1,880**	**232,199**

GROUNDS EQUIPMENT

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26 B/fwd	Additions	Disposals	Adjustment	C/fwd
	Water bowser & ext lance	1						1,670				1,670
	Brushcutter	1						380				380
	Honda HRB476CHX mower	1						659				659
	Pedestrian Water Bowser	1						994				994
	Honda Mulch Mower	1						708				708
	Cobra CF12150 Pressure Washer	1						581				581
	Max Vac Street Cleaner	1						9,000				9,000
	Stihl FS94 Brushcutter	1						503				503
	HRX476CHY Mower	1						706				706
	Viking 21" Mower	1						500				500
	Water Bowser and Stand	1						1,147				1,147
	John Deere X370 Lawn Tractor	1						3,612				3,612
	Lawn Tractor	1						5,703				5,703
	John Deere X590 Lawn Tractor	1						5,679				5,679
	Genrator Power Craft 3.2	1						469				469
	Telemaster Steps and Platform	1						923				923
	Subtotal				**0**			**33,234**	**0**	**0**	**0**	**33,234**
	Vehicles & trailers											
	Citroen Berlingo 2004	1	1/14/2026	Disposed				2,100		-2,100		0
	Trailer	1						1,580				1,580
	Subtotal				**0**			**3,680**	**0**	**-2,100**	**0**	**1,580**
	Hand tools - Horticultural											
	Subtotal				**0**			**0**	**0**	**0**	**0**	**0**
	Hand tools - Maintenance											
	Cordless Drills	2						354				354
	Chainsaw	1						300				300
	Forester Safety Kit	1						400				400
	Shredder	1						350				350
	Aluminium Ladder	1						300				300
	Bench Drill	1						150				150
	Single Bevel Mitre Saw	1						170				170

GROUNDS EQUIPMENT

Asset	Description	Qty	Acquired Date	Condition	Insurance Value	Supplier	Unit Cost	Recorded Cost 2025/26				
								B/fwd	Additions	Disposals	Adjustment	C/fwd
	Honda IZY Lawnmover	1						400				400
	Stihl HT/KM Kombi Chainsaw	1						170				170
	Advance Universal Harness	1						82				82
	Stihl BG86C-E Blower	1						200				200
	Subtotals				**0**			**2,876**	**0**	**0**	**0**	**2,876**
	Hand tools - Streetscene											
	Community Litter Pickers							1,000				1,000
	Subtotals				**0**			**1,000**	**0**	**0**	**0**	**1,000**
	MISC											
	CCTV Throughout the Town							9,000				9,000
	CCTV Town Hall							7,000				7,000
	CCTV Portable Cameras, poles and batterie	2	26/05/2023			IC2 Ltd		13,080				13,080
	CCTV Suite at Town Hall (4308/403)		31/10/2024			Kan Connections		31,262				31,262
	Subtotals				**0**			**60,342**	**0**	**0**	**0**	**60,342**
	Category Totals				**0**			**101,132**	**0**	**-2,100**	**0**	**99,032**

Melksham Town Council 2025/26

Detailed Balance Sheet - Including Stock Movement

Month 12 Date 31/03/2026

A/c	Description	Actual		
	Current Assets			
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**	
	Current Liabilities			
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**
	Represented by :-			
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**

Melksham Town Council 2025/26

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%	
4032	Market Charter Anniversary	304	0	0	0		0	0.0%	
4040	Infomation 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%	

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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)**				
115	Civic and Democratic								
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)**				
151	Grants								
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
152	Precept								
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**				
201	Town Hall								
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**				
202	Asset and Amenities								
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%	

		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
205	Public Toilets - Market Place								
1060	Contribution - MWPC	0	5,000	5,000	0			100.0%	
	Public Toilets - Market Place :- Income	**0**	**5,000**	**5,000**	**0**			**100.0%**	**0**
4100	Gas	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)**				
206	Public Toilets - Bath Road								
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)**				
207	Public Toilets - KGV								
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**				
210	Corporate Properties								
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**				
211	Art House								
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)**				

Continued over page

Code	Heading	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
212	Round House								
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**				
213	31 Market Place								
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)**				
215	Depot								
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)**				
220	Play Areas and Open Spaces								
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)**				

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
221	King George V Park/Splashpad								
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**				
222	Blue Pool								
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**				
302	Projects								
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%	

Continued over page

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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%	
	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	LHFIG	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**				
405	Solar Farm Projects								
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)**				
501	Assembly Hall								
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%	

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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
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**				
510	DNU - Assembly Hall Events								
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**				
520	DNU - Ass Hall Bar/Catering								
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**

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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
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)**				

Explanation of variances – pro forma

Name of smaller authority: **Melksham Town Council**

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	1,143,255	1,555,135				Explanation of % variance from PY opening balance not required - Balance brought forward does not agree, query this	
2 Precept or Rates and Levies	1,047,270	1,192,200	144,930	13.84%	YES		Budget agreed at Full Council 6th January 2025 ref 151/24 Increase agreed to cover increased costs and reserves
3 Total Other Receipts	991,855	378,619	-613,236	61.83%	YES		Additional CIL in prior year
4 Staff Costs	846,357	642,609	-203,748	24.07%	YES		Previous year: Employment costs for 3 officers (£124,278) and pension strains (£82,260) due to changes in personnel; Locums employed on much higher salaries; additional manager at Assembly Hall
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	780,708	822,521	41,813	5.36%	NO		
7 Balances Carried Forward	1,555,315	1,660,824				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,566,917	1,726,902				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	6,340,730	6,415,086	74,356	1.17%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Melksham Town Council 2025/26

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

Explains the difference between boxes 7 & 8 on the Annual Return

Code	Description	Last Year £	This Year £
	Total Reserves	**1,555,134.77**	**1,660,823.84**
101	Debtors	64.25	8,302.35
102	Debtors	28,489.05	0.00
103	Town hall Sales ledger	2,530.95	5,577.85
104	Allotment Ledger	0.00	1,650.00
105	Vat Control	18,964.04	18,953.74
110	Prepayments	0.00	3,000.95
120	Bar Stock	7,137.81	7,083.99
130	Accured income	0.00	2,000.00
506	CREDIT CARD YEAR END	2,345.90	0.00
	Less Total Debtors	**59,532.00**	**46,568.88**
501	Creditors	34,680.83	68,346.48
502	Creditors-Assembly Hall	60.00	0.00
506	CREDIT CARD YEAR END	0.00	1,042.90
510	Accruals	16,313.97	0.00
515	PAYE/NI Due	4,273.69	13,080.45
516	Pension Due	8,975.76	10,083.18
560	Deposits/Receipts In Advance	0.00	8,030.00
562	Bad debt provision	0.00	4,100.00
566	Events Control 2021 Onwards	7,010.47	5,414.12
570	Mayor's Reception charity	0.00	2,550.00
	Plus Total Creditors	**71,314.72**	**112,647.13**
	Equals Total Cash and Bank Accounts	**1,566,917.49**	**1,726,902.09**
203	Unity Bank	594,302.70	83,391.35
205	Unity - Instant Savings A/c	0.00	813,486.69
214	CCLA: PSDF	710,371.84	740,170.05
215	Cambridge BS	89,154.00	89,154.00
220	Petty Cash	18.94	0.00
251	Lloyds Cash & Bank Assembly	171,970.01	0.00
253	Assembly Hall Float	1,100.00	700.00
	Total Cash and Bank Accounts	**1,566,917.49**	**1,726,902.09**

Annual Governance and Accountability Return 2025/26 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:
- **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £15 million; or**
- **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  - **are unable to certify themselves as exempt (fee payable); or**
  - **have requested a limited assurance review (fee payable)**

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2025/26

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*

2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   - **Sections 1 and 2 must** be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2026.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2026** Reminder letters will incur a charge of £40 +VAT:
   - the Annual Governance and Accountability Return Sections 1 and 2, together with
   - a bank reconciliation as at 31 March 2026
   - an explanation of any significant year on year variances in the accounting statements
   - notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2025/26

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability Return **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2026 authorities **must** publish:
- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2025/26** approved and signed, page 4
- **Section 2 - Accounting Statements 2025/26** approved and signed, page 5

Not later than 30 September 2026 authorities **must** publish:
- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2025/26

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments **must** be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2026
- The Annual Governance Statement (Section 1) **must** be approved before the Accounting Statements (Section 2) and evidenced by the agenda or minute references, even where approved on the same day.
- The Responsible Financial Officer (RFO) **must** certify the accounts (Section 2) before they are presented to the authority for approval. The authority **must** in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor **must** be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5).** An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- Additional costs may be incurred if additional audit work is required.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2025) equals the balance brought forward in the current year (Box 1 of 2026).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights which **must** be a single period of 30 working days for inspection (this excludes weekends and public holidays) which **must** include the first 10 working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2026**

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at **31 March 2026** been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from **www.nalc.gov.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2025/26

Melksham Town Council

www.melksham-tc.gov.uk

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*		✓	
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 20/10/2025 10/06/2026

Name of person who carried out the internal audit: Mark Mulberry

Signature of person who carried out the internal audit

Date: 10/06/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Melksham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed			
	Yes	No*	N/A	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.			✓	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.melksham-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2025/26 for

Melksham Town Council

	Year ending 31 March 2025 £	Year ending 31 March 2026 £	Notes and guidance
			*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	1,143,255	1,555,135	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	1,047,270	1,192,200	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	991,855	378,619	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	846,537	642,609	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	780,708	822,521	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	1,555,135	1,660,824	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	1,566,917	1,726,902	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	6,340,730	6,415,086	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 10/06/2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor's Report and Certificate 2025/26

In respect of Melksham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/ .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2025/26

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature SIGNATURE REQUIRED Date DD/MM/YYYY

MULBERRY
LOCAL AUTHORITY SERVICES LTD

Eastgate House
Dogflud Way, Farnham
Surrey, GU9 7UD

t: 07428 647069
e: office@mulberrylas.co.uk
w: www.mulberrylas.co.uk

RFO to the Council
Melksham Town Council
Town Hall
Market Place
Melksham
Wiltshire
SN12 6ES

10th June 2026

Dear Cllrs

Re: Melksham Town Council
Internal Audit Report for Financial Year Ended 31 March 2026

Executive summary
Following completion of our final internal audit on the 10th June 2026 we are pleased to enclose our report for your review and presentation to the council. The audit was conducted in accordance with current professional standards and guidelines, employing a risk-based approach to our testing. While not all transactions were examined, our sample testing, where appropriate, covered the full financial year.

Some assertions, as noted in this report, were tested at the interim internal audit completed on the 20th October 2025 and the council should review all internal audit reports for the year before completing the Annual Governance Statement.

The structure of this report aligns with the assertions set out in the Annual Internal Auditor Report section of the published Annual Governance and Accountability Return (AGAR). Each section begins with a summary of the assertion being assessed, followed by details of the testing undertaken, which was guided by the audit plan previously shared with the council. A copy of the audit plan is available upon request. The report concludes with our opinion on whether each assertion has been met as of the date of the audit. **Any recommendations for action are highlighted in bold and summarised in the table at the end of the report.**

Our testing identified a single procedural error at test M that requires reporting to the external auditor, this has been rectified for the 26/27 reporting. We did not observe any material weaknesses in the internal controls that would pose a risk to public funds.

We are pleased to report that overall, the systems and procedures currently in place are appropriate and effective. While this report may include recommendations for improvement, these should not be viewed as indicators of any kind of system error. Rather, they are intended to support the continued development of what is, in our view, a well-managed and robust governance framework.

I have completed the Annual Internal Audit Report page of the AGAR and provided this to the council for onward submission to the External Auditor.

Regulation
The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts. In addition to this, a smaller authority is required by Regulation 5(1) of the Accounts and Audit Regulations 2015 to “undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.”

Internal auditing is an independent, objective assurance activity designed to improve an organisation’s operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The primary purpose of internal audit is to assess and report to the authority on the effectiveness of its financial systems and other internal controls, including the operational procedures that support its activities.

The internal audit function involves testing and evaluating whether the authority’s internal control framework is both adequate and functioning effectively. Internal audit reports should be made available to all Members, providing a basis for informed decision making when considering the authority’s approval of the Annual Governance Statement.

Independence and competence
Your audit was conducted by Mark Mulberry of Mulberry Local Authority Services Ltd, who has over 30 years’ experience in the financial sector with the last 14 years specialising in local government.

Your auditor is independent from the management of the financial controls and procedures of the council and has no conflicts of interest with the audit client, nor do they provide any management or financial assistance to the client.

Engagement Letter and inherent risk assessment
An engagement letter was previously issued to the council covering the 2025/26 internal audit assignment, which includes the scope and plan of works and fee structure. Copies of this document are available on request from anna@mulberrylas.co.uk

In summary, our work will address each of the internal control objectives as stated on the Annual Internal Audit Report of the AGAR.

It is our opinion that the inherent risk of error or misstatement within the council’s financial systems is low. The internal control environment is considered reliable, and as such, substantive testing of individual transactions is not deemed necessary at this stage.

Audit testing will therefore consist of walk-through testing on a selection of sample data, covering the period under review within the current council year. This approach is designed to confirm that key controls are operating effectively throughout the financial period.

Table of Contents

INTRODUCTION

The audit was conducted on site with the council's Responsible Financial Officer (RFO). The RFO had prepared the information advised in advance of the visit, and overall, I have the impression that accounting records are neatly maintained and easily accessible.

Other information was reviewed through discussion with the team and a review of the council website [Home | Melksham Town Council]

UPDATES ON RECOMMENDATIONS FROM INTERIM AUDIT

Internal Audit – Summary of recommendations

Audit Point	Interim Audit Findings	Council comments
Appropriate accounting records have been properly kept throughout the financial year	In my opinion, there is scope to digitise and improve upon the filing system using the Realtas system.	On-going
	I remind council that the removal of financial records from the offices is not good practice and should be avoided.	No longer allowed
	We were unable to login to the government gateway at the interim audit to verify why HMRC had overpaid. I recommend this is reviewed and adjusted for before 31st March 2026	On-going
	I recommend Realtas is asked how to drill into the VAT return summary totals to reach the underlying granular data.	Completed
This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for	I recommend: 1. The website provider is contacted to provide assurance the website continues to meet the requirements of para 1.49 above 2. A data audit is carried out. I have sign posted the RFO to a council where this can be seen in practice.	On-going
	I reviewed the published minutes of the finance committee and note the last time council noted a payments list was July 2025. However, the minute was insufficiently robust to prove beyond reasonable doubt which payments had been noted. I recommend for future minutes that the minute specify what exactly has been noted. "Council noted the payments list totalling £……." *FR 6.8 A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.*	On-going
This authority assesses the significant risks to achieving its objectives and reviewed the adequacy of	The council should review the whole approach to Risk and Effective Internal Control. I recommend a new risk policy is put in place and have sign posted the RFO to a council site where this can be seen in practice.	Risk register and policy in process of being updated.

arrangements to manage these	I have reminded the RFO that they must also demonstrate strategically how the council is affecting control, as required by financial regulation 2.4. I have suggested producing a table that mirrors the annual governance statement assertions and against each cell the table is populated with bullet points of how this is achieved; such as production of regular bank reconciliations, reviews against budget with concise narrative, sign off procedures for ordering and payments etc.	Will be presented with AGAR in June 2026 meeting
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	It is recommended that future reserves reports include a narrative commentary outlining the position of the general reserve. This will help Councillors better understand the level of usable reserves and how these relate to actual bank balances, thereby supporting more informed financial decision-making.	Completed. Noted in minutes discussion of reserves
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	The RFO reviews the debtor's ledger and chases as required. The current aged debtors show £12k of debt of which £8k is older 90 days. The aged debt and credit control must be reviewed.	New procedure in place debtors being actively chased
Periodic bank account reconciliations were properly carried out during the year.	Bank reconciliations are completed on a monthly basis and submitted to the committee for review. However, it is concerning that—despite this being a key audit requirement and noted at the year-end—there was insufficient documented evidence in either the meeting minutes or supporting files to confirm that the reconciliations, corresponding bank statements, and appropriate committee approvals had been reviewed or noted. This is a breach of established financial regulations. I strongly recommend that the Council take immediate steps to enhance the transparency and documentation of the bank reconciliation process to ensure full compliance going forward.	Completed and noted in minutes
The authority, during the previous year correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.	The Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) was not published in time and the 10-day period during July was missed.	Completed correctly for 25/26

A. BOOKS OF ACCOUNT

Internal audit requirement: Appropriate accounting records have been properly kept throughout the financial year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: I am satisfied this control objective has been met.

B. FINANCE REGULATIONS, GOVERNANCE AND PAYMENTS

Internal audit requirement: This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: I am satisfied this control objective has been met.

C. RISK MANAGEMENT AND INSURANCE

Internal audit requirement: This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

We discussed assertion 8 on the Annual Governance Statement and whether this had any impact on the council.

"We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements."

The RFO confirmed that they were not aware of any event having a financial impact that was not included in the accounting statements.

CONCLUSION: I am satisfied this control objective has been met.

D. BUDGET, PRECEPT AND RESERVES

Internal audit requirement: The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

Budget

The RFO produces regular detailed budget reports from the accounting software and excel. The layout is clear and easy to follow and allows councillors to make informed decisions. Income was reported at 107.0% of budget and expenditure 90.0%. Overall, the council's position was a surplus of £105,689, which after movement to reserves resulted in a positive general reserve adjustment of £45,094. The main driver of the additional income was CIL and assembly hall income.

Councillors are provided with sufficient information to make informed decisions and enquire of the accounts. There is no indication that the budgets have not been set properly or monitored throughout the year.

Precept

The council set a precept of £1,192,200 for 2025/26 on the 6th January 2025, minute ref 151/24. I was able to confirm that the precept amount recorded in the accounts is correct, and equals the amount recorded in box 2 of the Accounting Statements.

The RFO confirmed that the 2026/27 budget & precept were approved on the 12th January 2026 and precept of £1,552,883 was agreed (minute ref 186/25).

Reserves

The Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide provides updated guidance on the appropriate level of general reserves that councils should retain as below:

5.33 The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.34 The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.35 The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.36 In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks to that income.

5.37 Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

At the year-end, the council held circa £1,660,824 in reserves, split between categories as below:

- Capital/Ringfence £143,241+£315,030+£6,000 = £464,271
- CIL EMR £722,431
- S.106 £nil
- Earmarked EMR £168,386
- General Reserves £305,736

I checked the purpose of these earmarked reserves with the RFO and am satisfied they are all for legitimate future planned projects of the council.

The general reserve balance is within range compared to the recommended range as detailed in the Practitioner's Guide. I estimate the range to be in the region of £215k to £860k

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CONCLUSION: I am satisfied this control objective has been met.

E. INCOME

Internal audit requirement: Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

The precept has been correctly posted to Box 2 of the AGAR and agreed to the amount requested with all other income in box 3.

CONCLUSION: I am satisfied this control objective has been met.

F. PETTY CASH

Internal audit requirement: Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report

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CONCLUSION: I am satisfied this control objective has been met.

G. PAYROLL

Internal audit requirement: Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the figure included in box 4 (staff costs) on the Accounting Statements and was able to confirm from the accounting software that in accordance with the guidance contained in the Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's guide this includes only salary payments, HMRC payments and pension contributions.

CONCLUSION: I am satisfied this control objective has been met.

H. ASSETS AND INVESTMENTS

Internal audit requirement: Asset and investments registers were complete and accurate and properly maintained.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I confirmed the asset register total matches that included in box 9 (total fixed assets plus long term investments and assets) of £6,415,086 on the Accounting Statements. There were both additions & disposals.

The client has maintained a matrix of additions and disposals for both prior and current year, which facilitates the easy reconciliation between the years. This is a clear and robust methodology.

The asset register is maintained on Excel with tabs for each area/categorisation of the fixed assets.

The council has no long-term investments shown on the register.

The council has no borrowing.

CONCLUSION: I am satisfied this control objective has been met.

I. BANK AND CASH

Internal audit requirement: Periodic bank account reconciliations were properly carried out during the year.

Audit findings

Testing conducted at the interim audit and findings included in the interim audit report.

I reviewed the year-end bank reconciliation showing a combined balance of £1,725,902.09 for all accounts and was able to confirm the balances on 31 March 2026 to the bank statements and found no errors. I was able to confirm the total bank balances to the figure included in the Accountings Statements on the AGAR.

Unity Bank	£83,391.35
CCLA	£740,170.05
Cambridge	£89,154.00
Unity Savings	£813,486.69
Cash	£700.00
Total	**£1,726,902.09**

I noted continued evidence of the bank reconciliations being signed in accordance with Finance Regulations.

CONCLUSION: I am satisfied this control objective has been met.

J. YEAR END ACCOUNTS

Internal audit requirement: Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.

Audit findings

The council is reminded that at its meeting to sign the Annual Governance and Accountability Return (AGAR), it should complete the steps in the following order:

- Review and consider the Annual Internal Audit Report
- Complete Section 1 – Annual Governance Statement
- Complete Section 2 – Accounting Statements

<u>Section 1 – Annual Governance Statement</u>

Based on the internal audit findings, I recommend using the table below as the basis for that discussion.

	Annual Governance Statement	*'Yes', means that this authority*	Suggested response based on evidence
1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*	**YES** – accounts follow latest Accounts and Audit Regulations and practitioners guide recommendations.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*	**YES** – there is regular reporting of financial transactions and accounting summaries, offering the opportunity for scrutiny.
3	We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*	**YES** – the Clerk advises the council in respect of its legal powers.
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*	**NO** – the requirements and timescales for 202/25 year-end were followed.
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	*considered and documented the financial and other risks it faces and dealt with them properly.*	**YES** – the council has a risk management scheme and appropriate external insurance.
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls*	**YES** – the council has appointed an independent and competent internal auditor.

		meet the needs of this smaller authority.	
7	We took appropriate action on all matters raised in reports from internal and external audit.	*responded to matters brought to its attention by internal and external audit.*	**YES** – matters raised in internal and external audit reports have been addressed.
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and. Where appropriate, have included them in the accounting statements.	*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*	**YES** – no matters were raised during the internal audit visits.
9	Trust funds including charitable – In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/asset(s), including financial reporting and, if required, independent examination or audit.	*has met all its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*	**N/A** the council has no trusts
10	We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so*	**YES** – the council has met the requirements of Governance Assertion 10

Section 2 – Accounting Statements

AGAR box number		2024/25	2025/26	Internal Auditor notes
1	Balances brought forward	1,143,255	1,555,135	Agrees to 2024/25 carry forward (box 7) -
2	Precept or rates and levies	1,047,270	1,192,200	Figure confirmed to central precept record -
3	Total other receipts	911,855	378,619	Agrees to underlying accounting records
4	Staff costs	846,537	642,609	Agrees to underlying accounting records. Includes only expenditure allowed as staff costs (see section G)
5	Loan interest/capital repayments	0	0	Agrees to PWLB remittance advices
6	All other payments	780,708	822,521	Agrees to underlying accounting records
7	Balances carried forward	1,555,135	1,660,824	Casts correctly and agrees to balance sheet
8	Total value of cash and short- term investments	1,566,917	1,726,902	Agrees to bank reconciliation for all accounts
9	Total fixed assets plus long- term investments and assets	6,340,730	6,415,086	Matches asset register total
10	Total borrowings	0	0	Agrees to PWLB statement

For local Councils Only		Yes	No	
11	Do the figures in the accounting statements above exclude any trust transactions	✓		Yes – trust transactions are excluded from the stated figures / No – trust transactions are included in the stated figures - typo in original AGAR

Audit findings
The year-end accounts have been correctly prepared on an income and expenditure basis with a requirement to complete the box 7 and 8 reconciliation. The conciliation is supported by a robust audit trail.

- The aged debt shows £15,530.20 of which £13,376.55, are older debts - the RFO is actively chasing. A provision for BDP of £4,100 has been created.
- The VAT debtor reconciles to the VAT return after accounting for a late entry.
- The aged creditors listing agrees – the majority of the debt is current.
- Accruals & Prepayments agree to underlying schedules

The AGAR correctly casts and cross casts and last year's comparatives match the figures submitted for 2024/25 and published on the council website.

The variance analysis has been completed, with sufficient for detail for the external auditor.

CONCLUSION: I am satisfied this control objective has been met.

K. LIMITED ASSURANCE REVIEW

Internal audit requirement: If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: The council did not certify itself exempt from a limited assurance review in the previous year and the testing for this internal control objective is not applicable.

L: PUBLICATION OF INFORMATION

Internal audit requirement: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.

Audit findings
All councils are required to follow The Accounts and Audit Regulations which include the following requirements:

13(1) An authority must publish (which must include publication on that authority's website)
(a) the Statement of Accounts together with any certificate or opinion entered by the local auditor in accordance with section 20(2) of the Act; and

(b) the Annual Governance Statement approved in accordance with regulation 6(3)

13(2) Where documents are published under paragraph (1), the authority must
(a) keep copies of those documents for purchase by any person on payment of a reasonable sum; and
(b) ensure that those documents remain available for public access for a period of not less than five years beginning with the date on which those documents were first published in accordance with that paragraph.

I was able to confirm that pages 4 (Annual Governance Statement), 5 (Accounting Statements) and 6 (External Auditor's Report and Certificate) of the AGARs are available for review on the council website for the previous five financial years.

Confirm that the council is compliant with the relevant transparency code
For councils with a turnover over £25,000, it is recommended best practice to follow the Local Government Transparency Code 2015, but not a statutory requirement and therefore not subject to verification during the internal audit. Hower, the council does publish some of the required information as best practice, which is clearly shown on the website.

I confirmed that the council has a Publication Scheme in place adopting the ICO's Model Publication Scheme, are published on the council's website. [template-parish-councils-20211029.doc]

CONCLUSION: I am satisfied this control objective has been met.

M: EXERCISE OF PUBLIC RIGHTS - INSPECTION OF ACCOUNTS

Internal audit requirement: In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations.

Audit findings

Inspection – Key Dates	2024/25 Actual	2025/26 Proposed
Date AGAR signed by council	30th June 2025	22nd June
Date inspection notice issued	22nd July 2025	23rd June
Inspection period begins	23rd July 2025	24th June 2026
Inspection period ends	3rd September 2025	4th August 2026
Correct length (30 working days)	Yes	Yes
Common period included (first 10 working days of July)	NO	Yes

The Notice of the Period of Public Rights and Section 1 (Annual Governance Statement) and Section 2 (Accounting Statement) was not published in time and the 10-day period during July was missed.

I reviewed the proposed dates for the Exercise of Public Rights for the 2025/26 AGAR and confirm that these are in accordance with the requirements of the Accounts and Audit Regulations.

CONCLUSION: I am NOT satisfied this control objective has been met.

N: PUBLICATION REQUIREMENTS

Internal audit requirement: The authority complied with the publication requirements for the prior year AGAR.

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website / webpage.

Before 1 July 2025 authorities must publish:
• Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited
• Section 1 - Annual Governance Statement 2024/25, approved and signed, page 4
• Section 2 - Accounting Statements 2024/25, approved and signed, page 5

Not later than 30 September 2025 authorities must publish:
•Notice of conclusion of audit
•Section 3 - External Auditor Report and Certificate
•Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review.
It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

The external audit report and notice of conclusion have been posted in time to the council website.

CONCLUSION: I am satisfied this control objective has been met.

O. DIGITAL AND DATA COMPLIANCE

Internal audit requirement: The authority has complied with laws, regulations and proper practices relating to digital and data compliance.

Audit findings
Website accessibility (WCAG 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018)
I confirmed that the council operates a free-to-access website and that an Accessibility Statement is published, last reviewed on June 2025, referencing the level of compliance with Web Content Accessibility Guidelines 2.1 AA and identifying any partial compliance or disproportionate burden claims in the prescribed form.

Recommendation: Update accessibility statement to latest regulations which at 2.2AA

Data protection — UK GDPR 2016 and the Data Protection Act 2018
I confirmed that the council is registered with the Information Commissioner's Office (registration number Z7864725, current to May 2027). I sighted the council's Privacy Notice published on the website, the Data Protection Policy and supporting Records Retention and Disposal Schedule. Arrangements for handling Subject Access Requests and Freedom of Information Requests are documented and published.

Email

I confirmed that Council operates a generic email account hosted on an authority-owned domain in the correct format, and that this account is in active use. I inspected a sample of incoming and outgoing correspondence routed through the generic account during the year. The use of an authority-owned domain provides a clear audit trail, supports compliance with data minimisation, integrity and confidentiality principles under UK GDPR, and ensures that authority business is segregated from any personal communications of the Clerk and members.

IT Policy (Practitioners' Guide para 1.54)
I confirmed that the council has adopted an IT Policy covering the use of authority-owned and personal equipment by the Clerk, members and any other staff.

CONCLUSION: I am satisfied this control objective has been met.

P. TRUSTEESHIP

Internal audit requirement: Trust funds (including charitable) – The council met its responsibilities as a trustee.

Audit findings
Testing conducted at the interim audit and findings included in the interim audit report.

CONCLUSION: The council has no trusts this test does not apply
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Achievement of control assertions at final internal audit date

Based on the internal audit tests conducted during the year, our conclusions on the achievement of the internal control objectives are summarised in the table below.

Ref	Internal Control Objective	YES	NO	NOT COVERED
A	Appropriate accounting records have been properly kept throughout the financial year.	✓		
B	This authority complied with its Finance Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	✓		
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F	Cash payments were properly supported by receipts, all cash expenditure was approved, and VAT appropriately accounted for.	✓		
G	Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H	Asset and investments registers were complete and accurate and properly maintained.	✓		
I	Periodic bank account reconciliations were properly carried out during the year.	✓		
J	Accounting statements prepared during the year were prepared on the correct accounting basis, supported by an adequate audit trail from underlying records.	✓		
K	If the authority certified itself as exempt from a limited assurance review in the previous year, it met the exemption criteria and correctly declared itself exempt.			✓
L	The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M	The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.		✓	
N	The authority complied with the publication requirements for the prior year AGAR.	✓		
O	The authority has complied with laws, regulations and proper practices relating to digital and data compliance.	✓		
P	Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

Should you have any queries please contact me directly on mark@mulberrylas.co.uk

Yours sincerely

<u>Mark Mulberry</u>
Director, Mulberry Local Authority Services Ltd

Internal Audit – Summary of recommendations

Audit Point	Internal Audit Findings	Council comments
O: Data complicance	*Website accessibility (WCAG 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018)* I confirmed that the council operates a free-to-access website and that an Accessibility Statement is published, last reviewed on June 2025, referencing the level of compliance with Web Content Accessibility Guidelines 2.1 AA and identifying any partial compliance or disproportionate burden claims in the prescribed form. **Recommendation:** Update accessibility statement to latest regulations which at 2.2AA	
Interim points Bfwd	<u>Please continue to attend to the interim points bfwd</u>	

MELKSHAM TOWN COUNCIL

MEETING OF FULL COUNCIL

Proposed by: **Councillor Saffi Rabey**

Seconded by: **Councillor Jennie Westbrook**

Dated: **18th May 2026**

1. Purpose of the motion

To add the following flags to our Flag Flying policy: White Ribbon - 25th Nov Holocaust Flag- 27th January Progress Flag, June Emergency Service - 9th Sept Armed forces last weekend or July

2. Background (Including previous resolution/s made and date/s if applicable)

Currently we have the Pride flag in our flag flying policy however the new Progress Pride Flag has replaced this flag

3. Current Situation

Additions to the flag flying policy

4. What financial implications are there?

Planning: £610 less 50% parish discount £305 Flag: Portal service charge: £75.83 +VAT Flag £49+vat [Flag allow £90 if stitched wanted]

5. How does the motion link to Town Council policies and core values?

Town Plan C1.07 C1.11 C1.12

6. What risks are there? (Provide a risk assessment)

None

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

None

9. What safeguarding concerns are there?

None

10. Motion

11. Does the motion impact/ support any previous decisions of council?

Changes to the current flag flying policy in respect of the Pride flag

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

13. Please summarise any specific recommendations you have in relation to next steps

To change the current flag flying policy in relation to he Pride Flag

Office Use:

Date of receipt by Proper Officer:	
Date of proposed council meeting for motion	
Date/s of relevant resolutions: (record full resolution/s here)	
Motion accepted by Proper Officer:	
Motion rejected by Proper Officer:	

Reasons for rejection:

MELKSHAM TOWN COUNCIL

Proposed by: **Jennie Westbrook**
Seconded by: **Pat Aves**
Dated: **31/01/2026**

Purpose of the motion

To request that the CEO facilitates a one-off, urgent intervention to cut the grass at two important community locations: the nature reserve behind the Canberra Centre and Forest Community Centre, and to trim the hedge at Forest Community Centre.
This motion is intended to address the immediate impact of recent wet and warm weather conditions, which have caused rapid vegetation growth. It is not intended to create an ongoing maintenance obligation, recurring programme of works, or precedent for future routine grounds maintenance at these locations.

Background (Including previous resolution/s made and date/s if applicable)

Following a prolonged period of wet and warm winter weather, vegetation has grown rapidly across a number of local green spaces. At both the nature reserve behind the Canberra Centre and Forest Community Centre, the grass has become too long to be cut effectively with standard equipment and may now require specialist grass-cutting machinery.

The hedge at Forest Community Centre has also become overgrown. The photographs provided show substantial hedge growth along the boundary of the community centre and adjacent open space. This affects the appearance of the area and may reduce visibility, accessibility and the welcoming feel of the site.

Both locations are well-used community spaces and should be maintained to a standard that supports public access, recreation, biodiversity and community pride.

This motion seeks officer facilitation for a single, practical response to the current condition of the sites. It does not ask the Council to adopt these areas for regular grounds maintenance, nor does it seek to establish a continuing service commitment.

Current Situation

The grass at the nature reserve behind the Canberra Centre and at Forest Community Centre has grown beyond routine maintenance levels. Without timely intervention, these areas risk becoming less accessible to residents, families, young people and community groups during the summer months.

At Forest Community Centre, the hedge also requires trimming to improve the site's appearance, preserve usable space and ensure the area remains open, safe and welcoming.

This motion seeks officer facilitation rather than prescribing the operational method, allowing the CEO to determine the most appropriate, cost-effective and timely way to deliver the work.

What financial implications are there?

Hayley to advise a cost and budget line

There may be a cost associated with hiring specialist equipment or commissioning an external contractor if the work cannot be completed using existing council resources.

The CEO is asked to identify the most cost-effective option available and, where possible, use existing operational budgets. If additional expenditure is required, officers should report this through the appropriate council process.

This motion does **not** request the creation of a new budget line, ongoing annual provision, or recurring maintenance arrangement.

How does the motion link to Town Council Plan, policies and core values?

This motion supports the Town Plan by helping to maintain safe, accessible and welcoming public spaces.

It particularly supports the following priorities:

- **E2.02 — Protect, enhance and maintain community spaces**, by keeping parks and public areas safe, welcoming and accessible.
- **C1.10 — Enhance the town's appearance**, by improving parks, public spaces and the local street scene.
- **Y3.07 — Maintain accessible open spaces for young people**, by ensuring young people have safe and welcoming places to play, socialise and take part in recreation.
- **V6.03 — Maintain welcoming and accessible venues**, by supporting Forest Community Centre as a well-presented and accessible community facility.
- **F7.11 — Protect and enhance council assets**, by ensuring regular maintenance protects the assets under the council's guardianship.

What risks are there? (Provide a risk assessment)

Risk if no action is taken:
The areas may become increasingly difficult to maintain, less accessible to residents, and less attractive or safe for community use. Long grass and overgrown hedges may also create visibility issues and could increase complaints from residents.

Operational risk:
The work may require specialist machinery or contractor availability, which could affect timing and cost.

Mitigation:
The CEO should assess the sites, determine the appropriate equipment or contractor required, and ensure that work is carried out safely, proportionately and with regard to biodiversity considerations.

What crime and disorder implications are there?

Well-maintained public spaces can improve visibility, natural surveillance and public confidence. Cutting the grass and trimming the hedge at Forest Community Centre may help reduce hidden areas and improve the sense of safety for residents and users of the community centre.

What environmental and biodiversity considerations are there?

The council should balance access and safety with biodiversity. Before work is undertaken, officers should consider whether any areas should be left as wildlife-friendly margins where appropriate, and ensure that hedge trimming is carried out in line with relevant seasonal wildlife considerations, particularly nesting birds.

The intention is not to remove biodiversity value, but to ensure that these community spaces remain usable, safe and accessible while being managed sensitively.

What safeguarding concerns are there?

Forest Community Centre and the surrounding open space are used by families, children and young people. Overgrown grass and hedges may reduce visibility and make areas feel less safe. Appropriate maintenance will help support a safer and more welcoming environment for all users.

Motion

This Council resolves to:

1. Request that the Chief Executive Officer facilitates a one-off cut of the grass at the nature reserve behind the Canberra Centre and at Forest Community Centre as soon as reasonably practicable.
2. Request that the Chief Executive Officer facilitates a one-off trim of the hedge at Forest Community Centre, subject to appropriate environmental and wildlife checks.
3. Ask officers to determine whether the work can be completed using existing council resources or whether specialist equipment or an external contractor is required.
4. Ask officers to complete the work in a way that balances public access, safety, cost-effectiveness and biodiversity considerations.
5. Confirm that this decision does **not** establish an ongoing maintenance programme, recurring budget commitment, or precedent for future routine maintenance at these locations.
6. Request that councillors are updated once the one-off works have been scheduled or completed.

Does the motion impact/ support any previous decisions of council?

This motion supports the Council's adopted Town Plan priorities relating to community spaces, environmental stewardship, venues, residents, young people and responsible asset management.

It does not seek to amend any existing maintenance policy, adopt any new land-management responsibility, or create an ongoing service commitment.

Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

It has not been discussed in the last six months

Please summarise any specific recommendations you have in relation to next steps

That, if the motion is approved, the Chief Executive Officer arranges for:

1. A site assessment of both locations.
2. Identification of the most appropriate cutting method, including whether specialist equipment is needed.

3. A one-off grass cut at both locations.
4. A one-off hedge trim at Forest Community Centre, subject to biodiversity and nesting bird considerations.
5. Completion of the work as soon as practicable before peak summer use.
6. Confirmation to councillors once the one-off works have been scheduled or completed.

Office Use:

Date of receipt by Proper Officer:	
Date of proposed council meeting for motion:	
Date/s of relevant resolutions: (record full resolution/s here)	
Motion accepted by Proper Officer:	
Motion rejected by Proper Officer:	
Reasons for rejection:	

Speedwell Play Park Fencing Options

1. Introduction and Purpose

Speedwell Play Park has experienced a period of under-investment and limited maintenance, resulting in deterioration of equipment, surfacing and boundary treatments. This has adversely affected the quality of the play environment, reduced public confidence in the site, and raised legitimate concerns in relation to safety, appearance and ongoing management.

The replacement of the existing fencing is therefore an important component of the wider refurbishment of the play area. Members are asked to consider the relative merits of the available fencing options in order to support an informed decision on the most appropriate solution for the site.

This report considers three broad options for the replacement boundary treatment:

2. Role of Fencing Within the Play Area

Appropriate fencing performs a number of important functions within a public play setting:

- Ensures child safety, preventing access to roads or hazards
- Helps control dog entry and hygiene
- Defines boundaries and improves overall site management
- Can help reduce anti-social behaviour and misuse
- Improves the visual appearance and perception of care

Local feedback and officer observations indicate that safety, durability, ease of maintenance and resistance to anti-social behaviour are among the principal considerations for this site.

3. Legal and Standards Context

In considering the replacement of fencing at Speedwell Play Park, the Council must have regard to its general duties to manage risks to the public using land and facilities under its control. This includes duties under the Health and Safety at Work etc. Act 1974, which requires risks to members of the public arising from the Council's undertaking to be managed so far as is reasonably practicable, and the Occupiers' Liability Act 1957, which requires the Council, as occupier, to take reasonable care to ensure that lawful visitors are reasonably safe when using the premises for the purposes for which they are invited or permitted to be there.

In addition, the Equality Act 2010 requires the Council, in exercising its functions, to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations. In practical terms, this supports the provision of a play environment that is accessible, legible and safe for a wide range of users and carers.

While BS EN 1176 is not itself a statutory requirement, it is the recognised good practice standard for playground equipment and associated items, including fencing and gates. Relevant guidance indicates that fencing and gates around play areas should be designed and installed to minimise foreseeable risks, support visibility and supervision, avoid entrapment or hazardous protrusions, and allow for an appropriate inspection and maintenance regime over time.

3. Option 1: Steel Bow-Top Fencing

Overview

A green powder-coated steel bow-top fence is a well-established solution for public parks and play areas. It offers a robust boundary treatment that is durable, visually permeable and capable of withstanding heavy use.
Benefits

- Durability: Strong and highly resistant to damage or vandalism
- Long lifespan: Typically 20–30+ years with minimal intervention (industry standard expectation)
- Low maintenance: Requires only periodic inspection and repainting
- Safety: Smooth rounded tops reduce climbing and injury risks
- Visibility: Open design provides clear sightlines for supervision and discourages hidden activity

Limitations

- Higher upfront cost compared to some wooden options
- Less natural appearance in green/open spaces
- Can feel less “welcoming” or softer in a children’s environment

4. Option 2: Timber Fencing

Overview

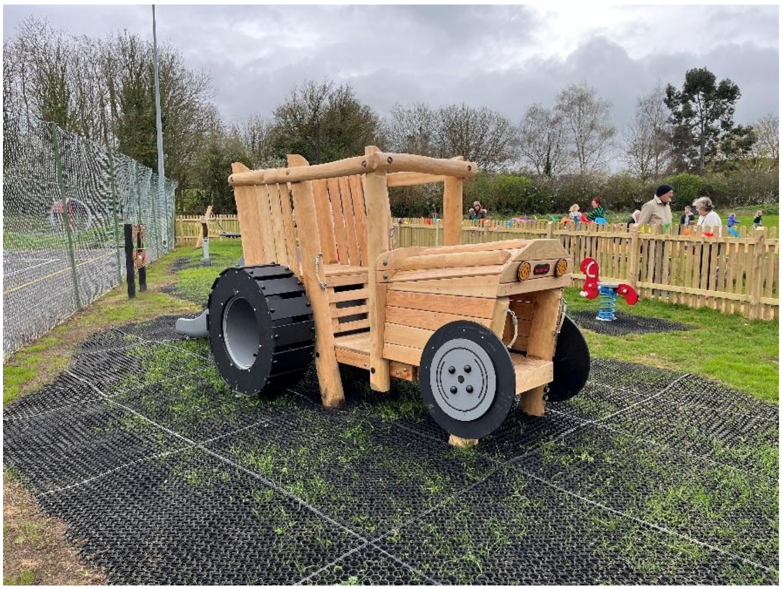
This option includes timber picket fencing or timber post-and-rail with mesh. It can deliver a softer and more natural appearance and may be visually attractive within a landscaped setting.

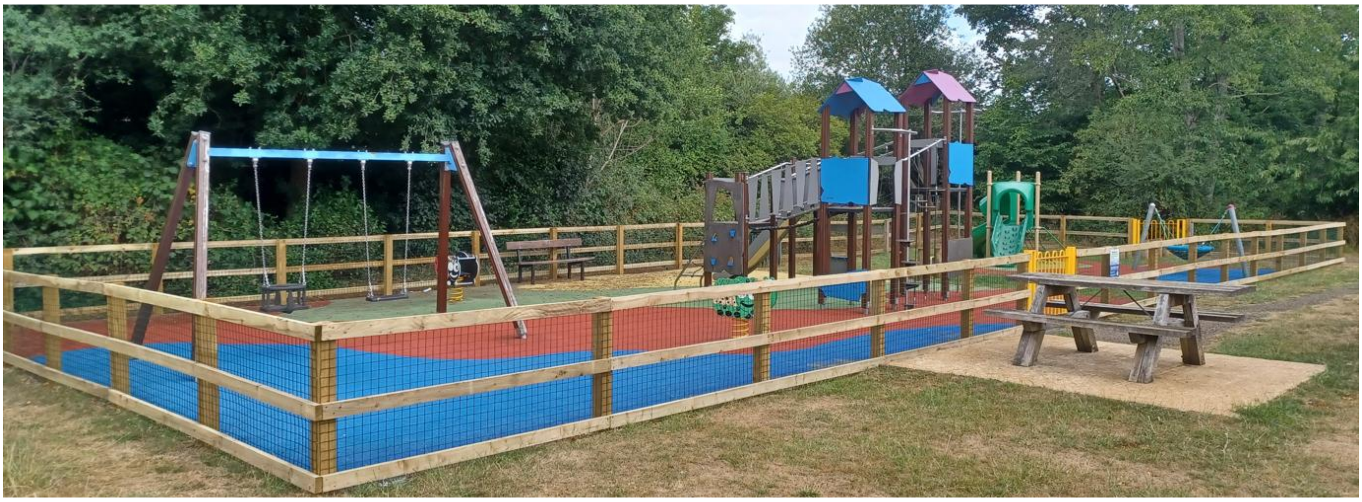
Benefits

- Aesthetic appeal: Blends well with green spaces and creates a softer, more natural environment
- Environmental perception: Timber can be sourced from renewable materials
- Community feel: Often viewed as more child-friendly and welcoming

Limitations

- Shorter lifespan: Typically 10–15 years depending on treatment and exposure
- Higher maintenance needs: Requires regular treatment, inspection, and replacement of damaged sections
- Vulnerability: More susceptible to rot, weathering, and vandalism
- Cost fluctuation: Wood prices can be high, particularly for treated materials





6. Lifespan and Maintenance Comparison

Material	Expected Lifespan	Maintenance Level
Metal fencing	20–30+ years	Low
Wooden fencing	10–15 years	Medium–High

Note: Lifespan depends on installation quality, exposure, and maintenance regime.

7. Detailed Comparison of Steel and Timber Fencing

Factor	Steel Fencing	Timber Fencing
Durability	Very high; can last decades with proper coating	Moderate; susceptible to rot, warping, and insect damage
Strength & Impact Resistance	Excellent; resists vandalism and heavy use	Good, but can crack, split, or break under impact and have vandalism
Maintenance	Low; occasional inspection and repainting/coating	Higher; requires staining, painting, and replacement of damaged boards
Lifespan	Typically 20–50+ years depending on finish and environment	Typically 10–25 years depending on timber species and maintenance
Safety	Strong containment; can be designed with anti-climb features	Softer surface if children bump into it; splinters can be a concern
Visibility	Usually allows clear sightlines for supervision	Can obstruct visibility if solid panels are used
Appearance	Modern, clean, and institutional	Natural, warm, and blends well with parks and landscapes
Environmental Impact	Energy-intensive to manufacture, but highly recyclable	Renewable resource if sustainably sourced
Weather Resistance	Excellent when galvanised or powder-coated	Can deteriorate from moisture, UV exposure, and freeze-thaw cycles
Vandal Resistance	High; difficult to damage	Lower; easier to carve, break, or set alight
Privacy	Low with standard mesh or rail designs	High if solid-board fencing is used
Installation Cost	Usually higher upfront cost	Often lower upfront cost (varies by timber species)
Whole-Life Cost	Often lower due to reduced maintenance and longer lifespan	Often higher due to ongoing maintenance and replacements
Repairability	Damaged sections may require specialist repair	Individual boards are often easy to replace
Playground Suitability	Excellent for public playgrounds, schools, and high-traffic areas	Good for parks, nature play areas, and settings prioritising aesthetics

Summary of Pros and Cons

Steel Fencing	Timber Fencing
Pros • Long lifespan • Low maintenance • High strength and security • Good visibility for supervision • Resistant to rot, insects, and weather • Vandal-resistant **Cons** • Higher upfront cost • Can look institutional or harsh • Can become hot in direct sunlight • Repairs may be more specialised • Less privacy unless additional screening is added	**Pros** • Natural appearance • Can provide privacy • Generally lower initial cost • Easy to repair individual sections • Renewable material when sustainably sourced • Softer and less industrial-looking **Cons** • Requires regular maintenance • Vulnerable to rot, insects, and weathering • Shorter lifespan • More susceptible to vandalism • Potential for splinters and protruding fasteners

8. Environmental Considerations
Metal Fencing

- Long lifespan reduces replacement frequency
- Recyclable at end of life
- Higher initial manufacturing impact

Wooden Fencing

- Renewable resource if sustainably sourced
- Lower initial carbon footprint
- Shorter lifespan increases replacement cycles and waste

9. Anti-Social Behaviour and Site Management Considerations
Fencing plays a role in discouraging misuse of play areas:
Metal fencing:

- Harder to damage or remove
- Open design improves visibility and passive surveillance
- Less attractive for vandalism

Wooden fencing:

- Easier to break, climb, or vandalise
- Can create concealed areas if poorly maintained

- More likely to require repairs following anti-social activity

Given previous concerns about deterioration and lack of upkeep at Speedwell, robust materials may better resist recurring damage issues.

10. Maintenance and Asset Management Considerations
Metal

- Annual inspection for damage or corrosion
- Occasional repainting or touch-up
- Minimal reactive maintenance

Wood

- Regular inspection for rot, splinters, and structural failure
- Periodic treatment (staining/sealing)
- Replacement of individual sections over time

The Council's recent maintenance backlog highlights the importance of selecting materials that minimise ongoing resource demand.

11. Risk and Safety Considerations

- Fencing must ensure secure enclosure to prevent children accessing nearby roads
- Poor or damaged fencing poses direct safety risks, as highlighted by resident concerns about unsafe and failing boundaries
- Smooth finishes and secure gates are essential for both options

12. Financial Considerations

- Company A £12215.86
- Company B £14460.00
- Company C £12490.00 (timber) £15879.00 (metal)
- Company D £17770.08 (timber) £16620.40 (metal

13. Conclusion and Officer Recommendation

Both steel and timber fencing options are capable of defining the play area and improving its appearance. However, when assessed against the Council's likely priorities for this site, namely safety, robustness, durability, value over the life of the asset, and reduced maintenance liability, the balance of advantage lies with the steel option.

- Metal fencing offers the most robust, low-maintenance, and cost-effective solution over time
- Wooden fencing provides improved aesthetics and environmental perception but requires significantly higher maintenance and has a shorter lifespan

Officer Recommendation

Officers recommend the installation of green powder-coated steel bow-top fencing identified as Option C within the current quotations, as the preferred boundary treatment for Speedwell Play Park.

This option is recommended because it provides the most robust and resilient solution for a high-use public play area, offers a green finish that sits appropriately within the park setting, and is expected to provide a substantially longer operational life than timber alternatives.

Although the capital cost is higher than some other options, the lower requirement for ongoing treatment, reactive repair and replacement means that it is likely to offer better whole-life value to the Council and reduce pressure on future maintenance budgets. Subject to detailed specification, procurement and installation, this option is also most closely aligned with the Council's duties to provide a boundary treatment that is safe, durable, inspectable and capable of being maintained to an appropriate standard over time.

[redacted]

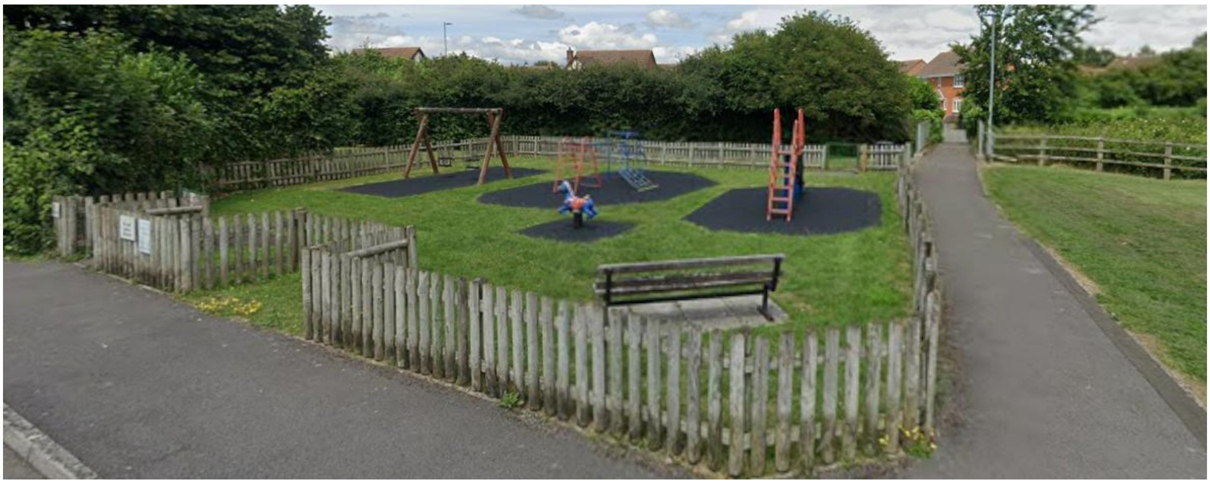
Hayley Bell
Chief Executive
Melksham Town Council
Town Hall
Market Place
Melksham SN12 6ES

07th June 2026

Dear Hayley

Fencing at Speedwell Close Play Area

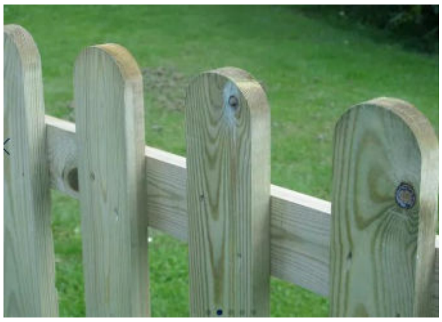
Thank you for inviting th[redacted]to provide a quotation to replace the fencing at Speedwell Close play area with a new timber picket fence. I'm pleased to provide the following proposal:



Scope of Works

- Remove & dispose of existing timber fence and gates
- Supply & install new timber picket fence to perimeter of play area (following line of existing fence)
- Supply & install 2 x new pedestrian self-closing mono-hinge Easy Gates
- Supply and install matching picket 2.40m Vehicle Access Gate

[redacted]Picket Fencing



Our round top Picket Fence Panels and matching gates are made in UK from slow grown joinery grade softwood sourced from sustainably certified Scandinavian forests. The picket slats are machined to 70mm wide and finished thickness of just over 20mm, planed all round with round tops. The space between the slats is 80mm. Being complete panels, they are strong and quick to install. We propose using our 900mm high panels that are 1.80m long. Each panel is supported by 3 x timber posts.

Easy-Gates

We believe that Easy Gates are by far the best play area gates available on the market. They are maintenance free, easily adjustable, and should something break (very rare), easy to fix.

We propose 1.00m high Bow-top Pedestrian Access Easy Gates in Red

Pricing

Description of Work	Quantity	Price GBP (excl. VAT)	Comments
• Remove & dispose of existing timber fence and gates	66.00m	£1,750.00	
• Supply & install new timber picket fence to perimeter of play area (following line of existing fence)	66.00m	£6,561.56	
• Supply & install 2 x new pedestrian self-closing mono-hinge Easy Gates	2	£2,983.00	
• Supply and install matching picket 2.40m Vehicle Access Gate	1	£921.30	
Total		**£12,215.86**	

General Notes:

- All prices shown are Pounds Sterling and fully inclusive of delivery of materials and labour
- Quotation is valid for 30 days from date of issue
- Unless otherwise shown, all prices are **exclusive** of VAT at the prevailing rate
- Payment terms are 30 days from date of invoice
- Full T&Cs available upon request

We trust that the foregoing meets with your acceptance.

Yours faithfully

[redacted]

[redacted]

[redacted]

Quotation

ADDRESS
Hayley Bell

[redacted]	[redacted]
DATE	13/05/2026
EXPIRATION DATE	13/06/2026

DESCRIPTION	QTY	RATE	AMOUNT
To supply and Install approx 60m of 0.9m high Jacksons play time fencing at Speedwell Close, Melksham, including two red pedestrian access gates with self closing hinges and one pair of maintenance access gates. All materials meet play area fence standards. Site to be fenced off with heras fencing while work is in progress.	1	11,150.00	11,150.00
Takedown and disposal of the old timber fencing Including any excavated concrete. A fully licensed waste disposal company will be used.	1	900.00	900.00

SUBTOTAL	12,050.00
VAT TOTAL	2,410.00
TOTAL	**£14,460.00**

VAT SUMMARY

RATE	VAT	NET
VAT @ 20%	2,410.00	12,050.00

Accepted By

Accepted Date

Quote number
QU-5447r1

Customer
Melksham Town Council

Issue date
June 5, 2026

Expiration date
June 11, 2026

Reference
BOWTOP FENCING - Speedwell Melksham SN12 7TE (Revised)

Title
BOWTOP FENCING - Speedwell Melksham SN12 7TE (Revised)

Amounts are tax exclusive

Item	Description	Quantity	Price	Discount	Account	Tax rate	Company	Amount
	Council to supply free access to nearby outdoor water source for the duration of the installation.							
	Optional Removal and Disposal of existing fencing, cutting down just below ground level.	1	2070.00				Rhino Play	2070.00
	GREEN BOW TOP- 60.7 linear metres with BOW TOP Description: 950mm high, 2720mm long, Playspec bow top panel: 40x8 flat rails, with 12mm bows at 96mm centres (Green) -some panels will need cutting on site to suit. Posts to suit: 1000 mm high 102 x 44 RSJ inter post kit to suit 950 mm high fencing Includes: 2 x Steel RED LEFT HAND OPENING prosafe self closing gate (1m high). Includes delivery. See attached document for spec on email. Unit and delivery price ex VAT. Installed into soil with concrete foundations, includes waste away (please note any on street skip permits to be arranged by council prior to our arrival at no charge to Rhino Play).	1	13809.00				Rhino Play	13809.00
	Galvanised Steel Steel frames are from strong corrosion resistant galvanised steel for floors and brackets. Covered by 15 year guarantee against structural failure. This is made up of 1 year for parts & labour & 14 years for parts only. Pros: Long Lasting Design. Low Maintenance. Rospa Compliant. Can be recycled, good for the environment. Cons: Gaps between bows can allow dog entry. Balls / play items can exit between bows.							
	1x RPII Post Installation Inspection Report from an independent third-party. Arranged & provided prior to opening for use. Includes a photographic report with risk assessed findings. Highly recommended but not compulsory. £450 + vat. Not included in quote total.							

Subtotal	15,879.00
Total	GBP **15,879.00**

Summary

SUPPLY, DELIVER & INSTALL the following, includes labour, products, delivery, plant, all tools & travel. Based on direct vehicle access to the work area throughout & unrestricted access at all times to allow us to complete the project. Free parking & no working time restrictions. BAD ACCESS/ SITE NOT READY : Please advise of bad access at quotation stage, charges may apply if unknown. Issues preventing Rhino Play from setting up or installing, (i.e. accessing the site or waiting for the site to be cleared) will be charged at a rate of £300 ex VAT per hour from 10am onwards, until work can commence. Prices based on using site toilets, water & electric at no cost. All spoil will be lost within 20m on site only & not removed, in line with current environmental policies. Distances further than this will incur extra cost. Please arrange and confirm an area for soil/uprisings to be left before we arrive on site. If a skip has been included within the quote, customer is to allocate an area close to the installation area, any permits required for on street or public land is to be organised by the customer at no charge to Rhino Play. Sizes are approximate. VARIATIONS IN SITE MEASUREMENTS : Rhino Play reserves the right to re-measure the site and amend the original quotation accordingly. Equipment complies with BSEN1176. Financial terms are a 50% deposit on order & a 50% final payment after completion. Prices subject to a site survey. Grass in the installation areas to be cut short by customer prior to any installation.
Timbers: We manufacture using Playgrade timbers, produced from extremely smooth, high quality machined finish high strength sawn, planed and treated Scandinavian redwood. Edges are machine finished giving smooth splinter free surface in accordance with BSEN 1176. Timbers are tanalith-E double vacuum pressure treated in accordance with BSEN 351-1.

Quote number
QU-5530r1

Customer
Melksham Town Council

Issue date
June 5, 2026

Expiration date
July 5, 2026

Reference
FENCING - Speedwell Melksham SN12 7TE (Revised)

Title
FENCING - Speedwell Melksham SN12 7TE (Revised)

Amounts are tax exclusive

Item	Description	Quantity	Price	Discount	Account	Tax rate	Company	Amount
	Council to supply free access to nearby outdoor water source for the duration of the installation.							
	Optional Removal and Disposal of existing fencing, cutting down just below ground level.	1	2070.00				Rhino Play	2070.00
	Timber picket fence - 60.7 linear metres with Timber posts 95x95mm x 36 @1.4m (unlaminated). Timber rails (95x45mm) 130 linear metres. Associated fixings. Square top pickets (125x25mm) on a hit and miss basis - all at 1m high x 345no. Includes: 2 x Steel RED LEFT HAND OPENING prosafe self closing gate (1m high). Includes delivery. See attached document for spec on email. Unit and delivery price ex VAT. Installed into soil with concrete foundations, includes waste away (please note any on street skip permits to be arranged by council prior to our arrival at no charge to Rhino Play).	1	10420.00				Rhino Play	10420.00
	Timber Info: Standard guarantees against structural failure due to rot or infestation is 10 years. Timber equipment is guaranteed from the last date of installation (completion of works). This is made up of 1 year for parts & labour & 9 years for parts only. Pros: Tactile and Natural Looking Treated Timber so no ongoing treatment. Smaller gaps between pickets prevent dog access and balls fitting between them. Sanded and planed for smoothness. FSC Timbers, good for the environment. Cons: Shorter lifespan compared with steel. Not fire proof. Timber can rot over time and can be damaged by strimmers.							
	1x RPII Post Installation Inspection Report from an independent third-party. Arranged & provided prior to opening for use. Includes a photographic report with risk assessed findings. Highly recommended but not compulsory. £450 + vat. Not included in quote total.							

Subtotal	12,490.00
Total	GBP **12,490.00**

Summary

SUPPLY, DELIVER & INSTALL the following, includes labour, products, delivery, plant, all tools & travel. Based on direct vehicle access to the work area throughout & unrestricted access at all times to allow us to complete the project. Free parking & no working time restrictions. BAD ACCESS/ SITE NOT READY : Please advise of bad access at quotation stage, charges may apply if unknown. Issues preventing Rhino Play from setting up or installing, (i.e. accessing the site or waiting for the site to be cleared) will be charged at a rate of £300 ex VAT per hour from 10am onwards, until work can commence. Prices based on using site toilets, water & electric at no cost. All spoil will be lost within 20m on site only & not removed, in line with current environmental policies. Distances further than this will incur extra cost. Please arrange and confirm an area for soil/uprisings to be left before we arrive on site. If a skip has been included within the quote, customer is to allocate an area close to the installation area, any permits required for on street or public land is to be organised by the customer at no charge to Rhino Play. Sizes are approximate. VARIATIONS IN SITE MEASUREMENTS : Rhino Play reserves the right to re-measure the site and amend the original quotation accordingly. Equipment complies with BSEN1176. Financial terms are a 50% deposit on order & a 50% final payment after completion. Prices subject to a site survey. Grass in the installation areas to be cut short by customer prior to any installation.
Timbers: We manufacture using Playgrade timbers, produced from extremely smooth, high quality machined finish high strength sawn, planed and treated Scandinavian redwood. Edges are machine finished giving smooth splinter free surface in accordance with BSEN 1176. Timbers are tanalith-E double vacuum pressure treated in accordance with BSEN 351-1.

[redacted]

Sales - Qu[redacted]

Quote No.	[redacted]
Sell-to Contact No.	460534
Quote Date	14-05-2026
Expiration Date	09-07-2026

Hayley Bell
Melksham Town Council
Wiltshire
Town Hall
Market Place, Melksham
SN12 6ES

[redacted] [redacted]

Your Reference 13/05/2026

Project Name EN381551 Fencing Works

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	New Steel Bow Top Fencing				
EN-FENCE BWTP 1H P	Supply 1m High Playspec Bowtop Fencing Powder Coated Green	56	Metre	51.32	2,873.92
EN-SGL GATE 1MH PS	1m High Hydraulic Self Closing Single Gate Powder Coated Red	2	Pieces	1,185.72	2,371.44
	Removal and Installation				
INSTALL SPECIAL	Order related Installation Removal and disposal: 2 x steel gates and posts, 20linm of timber fencing (this includes a timber maintenance gate as shown) The new fence will follow the existing pcc edging Install: 56linm of new bowtop fence at 1mH, 2 x new hydraulic pedestrian gates Price includes Welfare & Disposal	1	Pieces	7,923.08	7,923.08
FREIGHT	Freight	1	Pieces	681.90	681.90

Total GBP Excl. VAT	**13,850.34**
20% VAT	2,770.06
Total GBP Incl. VAT	**16,620.40**

Payment Terms Net 30 days

[redacted]

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

All pricing is inclusive of MCD

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:
Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:
For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order and requires pre-payment prior to release into production. The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory, payable within 30 days from invoice date.

Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

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House Builders/Developers:
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Sales - Quote COPY

Quote No.	[redacted]
Sell-to Contact No.	460534
Quote Date	14-05-2026
Expiration Date	09-07-2026

Hayley Bell
Melksham Town Council
Wiltshire
Town Hall
Market Place, Melksham
SN12 6ES

[redacted] [redacted]

Your Reference 13/05/2026

Project Name EN381551 Fencing Works

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	New Steel Bow Top Fencing				
EN-FENCE BWTP 1H P	Supply 1m High Playspec Bowtop Fencing Powder Coated Green	56	Metre	51.32	2,873.92
EN-SGL GATE 1MH PS	1m High Hydraulic Self Closing Single Gate Powder Coated Red	2	Pieces	1,185.72	2,371.44
	Removal and Installation				
INSTALL SPECIAL	Order related Installation Removal and disposal: 2 x steel gates and posts, 20linm of timber fencing (this includes a timber maintenance gate as shown) The new fence will follow the existing pcc edging Install: 56linm of new bowtop fence at 1mH, 2 x new hydraulic pedestrian gates Price includes Welfare & Disposal	1	Pieces	7,923.08	7,923.08
FREIGHT	Freight	1	Pieces	681.90	681.90

Total GBP Excl. VAT	**13,850.34**
20% VAT	2,770.06
Total GBP Incl. VAT	**16,620.40**

Payment Terms Net 30 days

[redacted]

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[redacted]

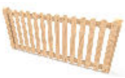
Sales - Quote

Quote No.	[redacted]
Sell-to Contact No.	460534
Quote Date	09-06-2026
Expiration Date	09-07-2026

Hayley Bell
Melksham Town Council
Wiltshire
Town Hall
Market Place, Melksham
SN12 6ES

Sales Support [redacted]
Email

Project Name EN381551 Fencing Works

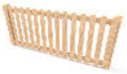
No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	New Timber Fencing				
EN-FENCEPICKET1M 	Supply 1m High Picket Fencing Supplied in 2.4m pre-assembled panels	56	Metre	66.46	3,721.76
EN-SGL GATE 1MH PS	1m High Hydraulic Self Closing Single Gate Powder Coated Red	2	Pieces	1,185.72	2,371.44
	Removal and Installation				
INSTALL SPECIAL	Order related Installation Removal and disposal: 2 x steel gates and posts, 20linm of timber fencing (this includes a timber maintenance gate as shown) The new fence will follow the existing pcc edging Install: 56linm of new timber picket fence 1mh 2 x new hydraulic pedestrian gates Price includes Welfare & Disposal	1	Pieces	7,923.08	7,923.08
FREIGHT	Freight	1	Pieces	792.12	792.12

Total GBP Excl. VAT	**14,808.40**
20% VAT	2,961.68
Total GBP Incl. VAT	**17,770.08**

[redacted]

[redacted]

Alternative Items

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-FENCEPICKET1M 	Supply 1m High Picket Fencing Supplied in 2.4m pre-assembled panels	56	Metre	66.46	3,721.76

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

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House Builders/Developers:
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[redacted]

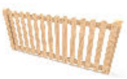
Sales - Quote COPY

Quote No. [redacted]
Sell-to Contact No. 460534
Quote Date 09-06-2026
Expiration Date 09-07-2026

Hayley Bell
Melksham Town Council
Wiltshire
Town Hall
Market Place, Melksham
SN12 6ES

Sales Support Cassie Smith
Email cassmi@kompan.com

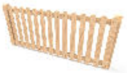
Project Name EN381551 Fencing Works

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
	New Timber Fencing				
EN-FENCEPICKET1M 	Supply 1m High Picket Fencing Supplied in 2.4m pre-assembled panels	56	Metre	66.46	3,721.76
EN-SGL GATE 1MH PS	1m High Hydraulic Self Closing Single Gate Powder Coated Red	2	Pieces	1,185.72	2,371.44
	Removal and Installation				
INSTALL SPECIAL	Order related Installation Removal and disposal: 2 x steel gates and posts, 20linm of timber fencing (this includes a timber maintenance gate as shown) The new fence will follow the existing pcc edging Install: 56linm of new timber picket fence 1mh 2 x new hydraulic pedestrian gates Price includes Welfare & Disposal	1	Pieces	7,923.08	7,923.08
FREIGHT	Freight	1	Pieces	792.12	792.12

Total GBP Excl. VAT	**14,808.40**
20% VAT	2,961.68
Total GBP Incl. VAT	**17,770.08**

[redacted]

Alternative Items

No.	Description	Quantity	Unit of Measure	Unit Price	Amount
EN-FENCEPICKET1M 	Supply 1m High Picket Fencing Supplied in 2.4m pre-assembled panels	56	Metre	66.46	3,721.76

Payment Terms Net 30 days

The colour and surface texture of products and surfacing manufactured with the recycled content are influenced by the differences within the used recycled, raw materials. Therefore, minor differences in the visuality and texture not only occur, but are to be expected.

Customer responsible for offloading; however KOMPAN can provide a quotation for a Hiab delivery upon request.

All pricing is inclusive of MCD

KOMPAN Standard Invoicing & Payment Terms *effective from 10/10/2022.

Please see below the standard invoicing and payment terms offered by KOMPAN. If your project has specific invoicing or payment criteria, please discuss this with us at the time you place your order.

Public Sector Customers:
Full value of the project will be invoiced upon project completion, payable within 30 days from invoice date.

Private Sector Customers:
For all new customers, a request for credit terms can be made when placing your order.

If successful, the Customer will be invoiced 50% of the KOMPAN equipment value for standard and variant products at the point of order and requires pre-payment prior to release into production. The remaining 50% of equipment value and 100% of freight is invoiced upon dispatch from the factory, payable within 30 days from invoice date.

Bespoke products created by KOMPAN Design Studio are invoiced 100% at the point of order and require pre-payment prior to release into production.

The remaining order value will be invoiced upon project completion, payable within 30 days.

If credit terms cannot be offered, then the Customer will be invoiced for 100% of the KOMPAN equipment value at the point of order, having 5 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

House Builders/Developers:
Invoiced for 100% of the KOMPAN equipment value at the point of order, having 30 days to make payment to secure order being placed with the factory.

The remaining order value will be invoiced upon project completion, payable within 30 days from invoice date.

Please note order value is only valid for 30 days.

Report of the RFO – Blue Pool Insurance Options

The Blue Pool is currently insured (2026/27) for a rebuild value of £3,281,250 at a cost of £9,494.46 including Insurance Premium Tax (IPT), with a £5,000 excess.

There is an option to reduce to demolition only cover of £100,000 for a premium of £280.00 including IPT.

We have requested quotes for demolition and had one reply. Including asbestos survey, full demolition would cost £82,800 plus costs for removal of materials including asbestos.

16 June 2026

Demolition
Ground works
Plant hire
Excavation & Lakes
Asbestos services

[redacted]

[redacted]

22 May 2026

Melksham Town Council
Town Hall
Market Place
Melksham
SN12 6ES

Our Ref 25261a

Dear Sir,

<u>Re: - Demolition of The Blue Pool & Assembly Hall, Market Place, Melksham, SN12 6ES</u>

Further to your recent enquiry, we have pleasure in presenting our revised quotation as follows: -

<u>Asbestos Surveys</u>
Carry out a demolition asbestos survey of Blue Pool in accordance with HSG264
Provide an electronic report
<u>For the sum of £1200.00</u>

Carry out a demolition asbestos survey of the Assembly Hall and plant room in accordance with HSG264
Provide an electronic report
<u>For the sum of £1800.00</u>

<u>Demolition of Blue Pool Structure Only</u>
All services isolated at the site boundary by the client
Serve a Demolition Notice on the local Building Control
Act as Principle Contractor for the demolition phase
Provide welfare facilities for the duration of our work
Remove a section of the rear wall and form a new entrance into the public car park. Build 2no new concrete block piers to support the end of the walls.
Supply and fit a pair of metal gates with plywood hoarding, chain and combination padlock
Isolate the Blue Pool structure from the Assembly Hall and remove pool equipment from the plant room
Demolish the Blue Pool structure down to the top of the ground floor slab/pool slab
Form drainage holes through the floor of the pool at the deep end
Fill pool with imported recycled 6F5 in 150mm layers and compact
Remove all waste from site
<u>For the sum of £49176.00</u>

If this scheme is chosen, you will need to engage a Structural Engineer to confirm the demolition is possible without compromising the Assembly Hall

<u>Demolition of Blue Pool Structure including Pool, Ground Floor Slab and Foundations</u>
All services isolated at the site boundary by the client
Serve a Demolition Notice on the local Building Control
Act as Principle Contractor for the demolition phase
Provide welfare facilities for the duration of our work
Remove a section of the rear wall and form a new entrance into the public car park. Build 2no new concrete block piers to support the end of the walls.
Supply and fit a pair of metal gates with plywood hoarding, chain and combination padlock
Isolate the Blue Pool structure from the Assembly Hall and remove pool equipment from the plant room
Demolish the Blue Pool structure including the ground floor slab/pool slab and foundations
Crush inert material and fill any voids created by the demolition in 150mm layers and compact.
Remove surplus crushed concrete from site
Remove all other waste from site
<u>For the sum of £81600.00</u>

All figures are net and exclude VAT and retention

In the preparation of our quotation, we have excluded the following: -
Disconnection/diversion of services including AC units
Removal of any asbestos containing material
Removal of building contents
Reinstating any disturbed surfaces
Work in connection with any ecologist report or tree report
Removal of any contaminated soil

We have based our quotation on all work being undertaken during our normal working hours.

Our quotation remains open for acceptance for 6 months

We trust we have interpreted your requirements correctly, however, should you have any queries please do not hesitate to contact us.

Yours faithfully,

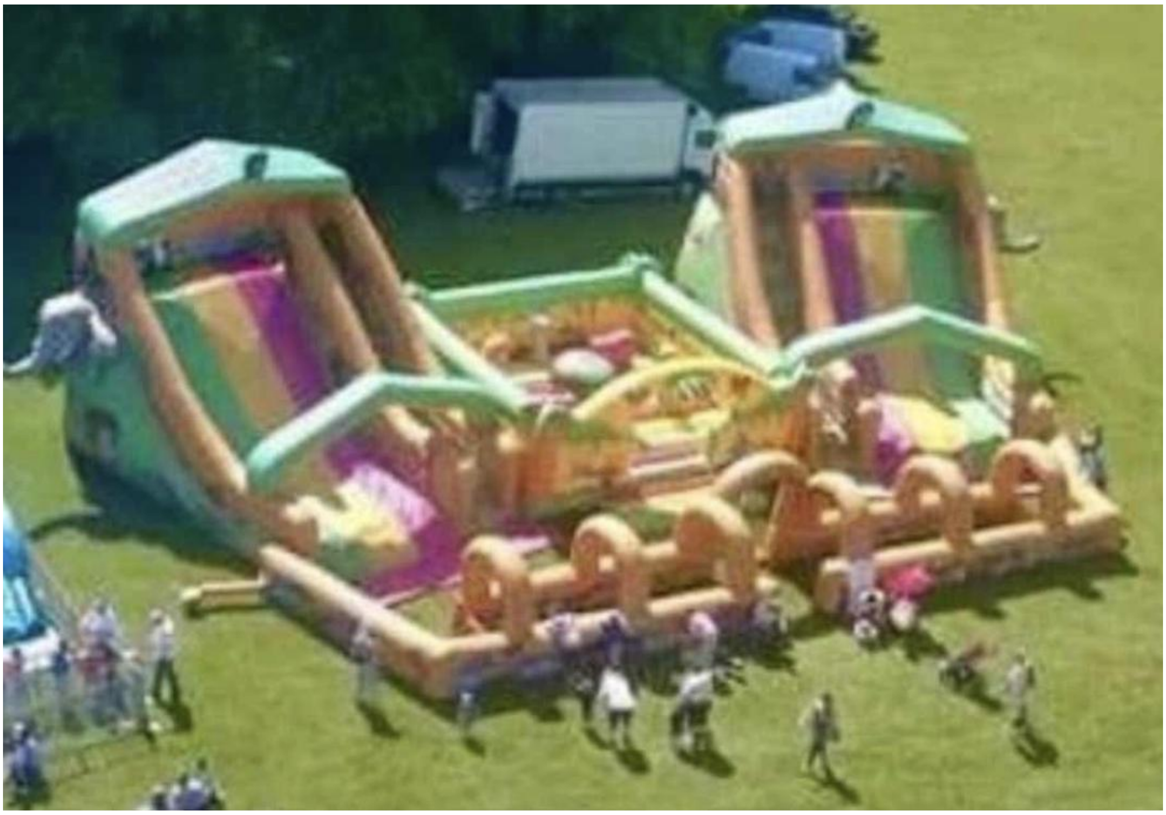
[redacted]

Director

Proposed hire of space at King George V Park for a single temporary inflatable structure, with grass reinstatement implications

Decision required

Council is asked to agree the hire of space at King George V Park to a company which will place a single 120ft x 120ft temporary inflatable structure on the park from 26 July to 31 August 2026, at a hire charge of £250 + VAT per day, with all days in the hire period chargeable, and on the basis that the hirer is responsible for the cost of reinstating the affected grassed area. [The current standard commercial rate for park hire is £350 per day.] The park reinstatement hourly rate is £100.



Recommendation

It is recommended that Council agree the hire at £250 + VAT per day for 37 chargeable days, giving total hire income of £9,250 + VAT, subject to a condition that the hirer is responsible for the full reinstatement cost of the affected area. At the standard commercial rate of £350 + VAT per day, the same booking would total £12,950 + VAT, so the proposed rate represents a reduction of £3,700 + VAT. The reduced rate reflects the larger booking and makes some allowance for likely loss of usable days through weather, but all days within the hire period remain chargeable. The provision of an alternative activity whilst the splashpad is under repair may provide more for children using the park to enjoy. The default standard commercial rate is £350 per day.

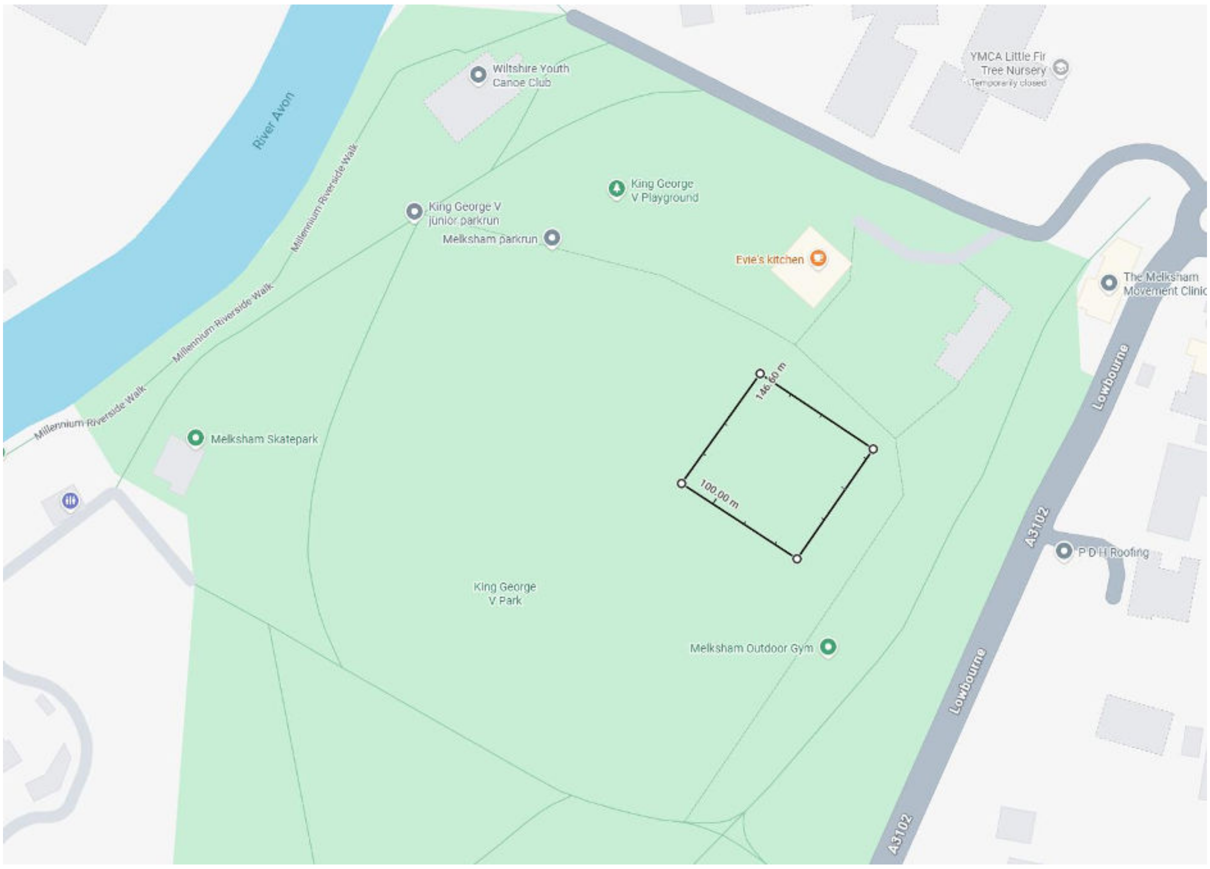
It is further recommended that Council proceeds on the basis that complete cover for this duration will result in loss of the grass within the covered area, and that the lower-end reinstatement estimate should be taken as approximately **£650 to £757** for scarifying and re-seeding, with watering additional only if dry conditions make that necessary. The hirer will be responsible for these costs.

Overview

King George V Park is around **12.8 acres** overall, with the main inner grassed area inside the path being around **4.4 acres**. The proposed covered area of **120ft by 120ft** is approximately **14,400 square feet**, representing about **7.5%** of the inner grassed area.

The proposal is for a giant-scale inflatable attraction measuring **120ft x 120ft**. Visitors would be able to purchase a **£7 wristband** allowing unlimited all-day access to the inflatable activities. The hirer will not be using music as part of their offering, and staff will remain on site for overnight security.

Given the nature of the cover, the grass should be treated as unlikely to survive the full hire period.



Approximate size and possible position (near electric box)

Impact on the grassed area

Complete, non-breathable opaque cover is associated with permanent damage after approximately three to five days, with near-certain death for most grass species after seven to ten days. Three to six weeks of continuous opaque covering is used where the intention is to kill grass completely.

The hirer has said they might be able to move the structure once during the hire period, but that moving it more often would not be possible for them: a single move would, however, be insufficient to avoid damage.

Reinstatement options

The lowest-cost reinstatement option would be re-seeing This would require approximately 50kg to 70kg of seed, depending on the sowing rate adopted. Contractor-grade general-purpose seed would cost approximately £250 to £360 for that quantity.

The Amenities Team estimate 4 hours to scarify and re-seed the affected area, giving a labour cost of £400 at the Council's remedial works rate. This makes the lower-end re-seeding estimate approximately £650 to £757, with any dry-weather watering additional at £100 per visit.

Commercial Quotation -J H Jones & Sons Limited

Reference – Reinstatement of Grass Area - KGV

- To scarify area approx. 125 sqm and remove arisings
- To supply and sow a good quality Rigby Taylor grass seed

Total - £ 1, 150.00 + VAT

Client to keep area watered if required due to dry conditions

Returfing would provide a more immediate visual finish but at materially higher cost. Cheap turf supply only would be approximately £3000 to £4,500 which would not appear to be financially viable once preparation, labour, laying, and aftercare are taken into account.

Public-facing signage

The following wording is proposed for public-facing signage during the hire period:

Grass in this area will be lost during the hire period.

This area will be re-seeded in the autumn, when conditions are more suitable for recovery.

Re-seeding earlier would require significant watering and would be less likely to succeed.

Reinstatement costs are being met by the hirer.

The same message should be provided over social media and press.

Hiring terms

All other hiring terms are as per the Council's standard conditions. The hirer must confirm appropriate insurance, staff training, risk assessments, and equipment certification. Electricity used, if any, will be provided at cost.