

Melksham Town Council

Minutes of the Finance Committee

At Melksham Town Hall on Monday 15 June 2026

PRESENT: Councillor A Griffin Chair
Councillor P Aves
Councillor E Calland
Councillor J Crossley
Councillor S Rabey
Councillor A Westbrook

IN ATTENDANCE

OFFICERS	Hayley Bell	CEO/Town Clerk
	David Skinner	RFO
	Amelie Huxtable (virtual)	Placement Student
	Andrew Meacham	Committee Clerk
	Robert Reay-Waugh	Venue Manager

PUBLIC three members of the public were present

1/26 Apologies

Apologies were received from Councillor Cleary.

2/26 Declaration of Interest

There were no declarations of interest.

3/26 Minutes

The minutes of 9 March 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor.

4/26 Public Participation

Resident 1

Q1. When is the annual Biodiversity Progress Report going to be published? This is part of Biodiversity Policy but have never seen one.

A1. This is work that has not been done, but does need to be done. Will link in to KGV Masterplan and the Town Plan. Need time to make sure it is fit for purpose.

Q2. When is the 2026/2027 budget going to be published on the website and entered into the annual budget report.

A2. It is now on the website.

Q3. Page 69, payment to Solridout Construction Ltd £18286, payment on account. Why are there no payments on account on the balance sheet.

A3. Are against costs in Income & Expenditure.

Q4. RGO Report shows budget provision for Blue Pool rates 26/27 is £55,818. I don't think this was included in the 2026/27 budget.

A4. It is included in the budget, named as Capital Investment

Q5. Assembly Hall Bar. Cost Centre 520 and code 4903. Shows purchase figure of zero. Cost Centre 501 does show purchase figures.

A5. New codes were set up last year and things moved around by Locum RFO. Going forward it will tidier

Q6. Community Interest Levy. Understanding is that CIL 106 report should show separate CIL codes for each year on the balance sheet. Is there a breakdown for CIL code 322.

A6. That should be the case and it is a work in progress.

Q7. Code 4179, Tree Planting and Ecology. 2024/25 had a budget of £10,000. This was not spent and cannot see a decision to transfer to Earmarked Reserves.

A7. RFO will investigate.

Resident 2

Note that Rialtas Team are currently updating the system to accommodate changes. Good luck and request council to keep up with data on National Crime Agency website for banking systems with serious cyber security.

5/26 Vice Chair

Councillor Calland was nominated.

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

UNANIMOUSLY RESOLVED to appoint Councillor Calland as Vice chair of the Finance Committee.

6/26 Grant for Group 5

Councillor Rabey spoke to the item

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

UNANIMOUSLY RESOLVED to award Group 5 a grant of £500 from the ordinary grants budget.

7/26 Clackers Brook Tree Planting Licence

Councillor A Westbrook spoke to the item. There had been confusion over ownership of the land and a deterioration in the relationship between Melksham Town Council and the Green Space Group. It was not clear whether Melksham Town Council would be agreeing to take on maintenance that Green Square was already being paid to undertake.

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

UNANIMOUSLY RESOLVED to defer a decision on the licence pending clarification. The CEO was delegated to talk to Green Space, Green Square and Wiltshire Council.

8/26 Financials

The RFO advised members that he was meeting on Thursday to talk about the best investment options.

There was a query on a CIL sum of £56, what it was for and what it could be used for. The RFO would check the s106 agreement.

The reports for Unity Bank, Unity Savings, CCLA Investment, Income & Expenditure, Annual Budget, Balance Sheet, Trial Balance, Payments over £500 and Credit Control were received.

9/26 Bank Reconciliations

The reconciliation reports for Unity Bank, CCLA, Cambridge and Unity Saver were received.

The CEO advised members that Blue Pool insurance options would go to Full Council and that the Ratings Valuation for the Blue Pool had been confirmed at 0%. This was backdated to 2023 and payments would be refunded accordingly.

10/26 Finance Report

The Finance Report was received. Members noted the completion of the Internal Audit and thanked officers involved in the work to get this completed.

11/26 Town and Parish Service Devolution & Asset Transfer Policy

The Wiltshire Council briefing note was noted. The CEO advised members she was looking at the possibility of asset transfers for the Market Place and Play Parks. Members requested the CEO also look at land running alongside the river behind the Riverside Club and the Skate Park.

The CEO advised members that the Bowerhill move had been delayed and she was in conversation with the landlord about extending the Bowerhill lease for a year.

Meeting closed at: 19:50

Signed Dated