



Finance

Agenda for 19/10/26 @ 19:00

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Melksham
TOWN COUNCIL



Melksham
TOWN COUNCIL

Monday 12 October 2026

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

Ref: Finance Committee Meeting, Monday 19 October 2026

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

Monday 19 October 2026, to be held at 19.00 in the Council Chamber, Melksham Town Hall, Market Place, Melksham, SN12 6ES.

The quorum for the Finance Committee is 4.

Public Participation

Members of the public and the press may attend this meeting in person or join the meeting on Teams via the following link: <https://tinyurl.com/55c2hrrr> . Public participation will take place near the start of the meeting.

Each speaker is limited to three minutes, with a total public session of 20 minutes. Members of the public are requested to send their questions to CEO@melksham-tc.gov.uk by noon on the working day before the meeting. You should still attend the meeting, in person or online, to ask your question.

No decisions will be made on matters not already on the agenda. The Council may ask the public and press to leave if confidential matters need to be discussed.

The Seven Principles of Public Life.

All members are reminded of their duty under the code of conduct to uphold the Seven Principles of Public Life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Yours sincerely,

Miss Hayley Bell
CEO



Finance Terms of Reference

The Finance Committee is primarily responsible for financial oversight, management, and planning, ensuring the council operates responsibly and effectively with its financial resources. This includes monitoring income and expenditure, reviewing the annual accounts, approving the award of grants, and advising on policy and strategic financial matters.

1. **Membership** – seven elected Members.

- 1.1 Invited officers and volunteers to enable events to be run, who have will have no voting rights.
- 1.2 No business may be transacted at a meeting unless at least 50% of the whole number of members of the committee, rounded up, are present.
- 1.3 Substitution of Members - Substitutes should be nominated by the Member of the Committee planning to be absent and notified to the Proper Officer in writing by 15:00pm on the day of the meeting.

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

- 2.1 All financial matters, other than those which Full Council have statutory responsibility for as stated within the Standing Orders and Financial Regulations.
- 2.2 Oversight of the Monthly Management Accounts produced by the RFO.
- 2.3 To receive reports of paid invoices for goods and services.
- 2.4 Oversight of budgets drafted by the RFO for submission to Full Council for decision.
- 2.5 To set up such Sub-Committees and Working Groups as necessary.
- 2.6 Specific matters referred by the Town Council.
- 2.7 Agree and have oversight of maintenance contracts and budgets for all services.
- 2.8 To act as a Tender Committee as and when necessary to report the outcome of any tendering procedure to Full Council.
- 2.9 Receive updates/amendments to Policy Documents, Standing Orders, Financial Regulations and Terms of Reference from the Town Clerk for consideration and onward approval by Full Council. This includes all necessary legislation updates.
- 2.10 Monitor and report on the performance of the Town Council in meeting the objectives set out in its Action Plan.
- 2.11 Receive petitions and deputations from members of the public or any organisation.



3. **Referred Business** – The Committee will consider and make recommendations to the Town Council on the following matters:
 - 3.1 All matters of policy.
 - 3.2 Budget estimates to be prepared by the RFO no later than November each year.
 - 3.3 Monitoring the performance of the Town Council in meeting its obligations, Action Plan and internal objectives. Monitoring Income and Expenditure within the Budget estimates approved by the Town Council and make necessary recommendations.
 - 3.4 Any other matters referred to the Committee by the Town Council which is not otherwise within the Finance and Administration Terms of Reference.

Agenda

Community Development

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|----|---|---------------|
| 1. | Apologies | 19.00 – 19.01 |
| | To receive and consider acceptance for apologies and absences
(Local Government Act, 1972 s.85) | |
| 2. | Declaration of interests | 19.01 – 19.02 |
| | To declare an interest relating to the business of the meeting.
(Melksham Town Council Code of Conduct) | |
| 3. | Minutes | 19.02 – 19.05 |
| | To approve the minutes of the previous meeting 15 June 2026
(Local Government Act 1972, s. 12) | |
| 4. | Public participation | 19.05 – 19.25 |
| | To allow public participation, 3 minutes per person; 20-minute allocation.
(Local Government Act 1972, s. 12) | |
| 5. | Internal Audit | 19.25 – 19.45 |
| | To approve the appointment of an Internal Auditor | |
| 6. | Motion on Financial Checks | 19.45 – 20.05 |
| | For decision on motion to require appropriate financial due diligence checks to be undertaken on all companies submitting tenders for Council contracts and on contractors proposed for appointment by the Council. | |
| 7. | RFO Report | 20.05 – 20.35 |
| | To receive the report of the RFO. | |
| 8. | Venue Managers Credit Card Limit | 20.35 – 20.45 |
| | For decision on increasing the limit on the Venue Manager Card. | |
| 9. | Operations Managers Credit Card | 20.45 – 20.55 |
| | For decision on approving the issue of a card to the Operations Manager and to set a limit. | |

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| 10. Tractor and Grounds Maintenance Equipment | 20.55 – 21.15 |
| For decision on procurement of a tractor. | |
| 11. Banking Access | |
| For decision on approving access to bank system for the Accounts Administration Officer. | |
| 12. Assembly Hall Shows - Guarantee v Split Deals | 21.15 – 21.30 |
| For decision on adopting Guarantee v Split Deals for shows in the Assembly Hall. | |
| 13. Statements | 21.30 – 21.45 |
| To receive financial reports | |
| 13.1 | Unity Bank June - August |
| 13.2 | Unity Savings June - August |
| 13.3 | CCLA Investment June - August |
| 13.4 | Income & Expenditure with Variances |
| 13.5 | Annual Budget |
| 13.6 | Balance Sheet |
| 13.7 | Trial Balance |
| 13.8 | Payments over £500 |
| 13.9 | Credit Control |
| 14. Bank Reconciliations | 21.45 -22.00 |
| To approve and sign bank reconciliations Unity, CCLA, Cambridge and Unity Saver for April to August 2026 | |