

Melksham Town Council

Minutes of the Finance Committee

At Melksham Town Hall on Monday 19 October 2026

PRESENT:	Councillor A Griffin	Chair
	Councillor E Calland	Vice Chair
	Councillor P Aves	
	Councillor S Rabey	
	Councillor A Westbrook	
IN ATTENDANCE	Councillor A Whitlock	
OFFICERS	David Skinner	RFO
	Amelie Huxtable	Accounts Administration Officer
	Robert Reay-Waugh	Venues Manager
	Dominic Rutherford(online)	Communications and Marketing

PUBLIC One member of the public was present.

12/26 Apologies

There were no apologies.

13/26 Declaration of Interest

There were no declarations of interest.

14/26 Minutes

The minutes of 15 June 2026, having been previously circulated, were approved as a correct record and signed by the Chair Councillor Griffin.

15/26 Public Participation

Q1. Would it not be useful to have a separate cost centre for the Assembly Hall bar so that the gross profit of bar takings is readily available?

A1. RFO – Can be discussed. Chair – Simple to arrive at a gross profit but there are staff costs spread across the whole of the Assembly Hall.

Q2. Cost centre 170 (pg64) for KGV. Would it not be useful and more transparent to have a separate code for the Splashpad?

A2. RFO – Don't want to make things too complicated but can be discussed.

Q3. Why are there no comparisons shown on the balance sheet?

A3. Last years codes were completely different. Lots of codes would not have a direct comparison.

Q4. Trial Balance is in account number order. Difficult to follow. Do you agree Trial Balance in cost centre order would be more useful?

A4. Acknowledge your point but would be little point to report if in same format.

Q5. Read that Sham Jam Festival cost residents 50p. Is this correct and is this 50p per resident or 50p of precept and does it include staff costs?

A5. RFO - Still waiting on some invoices so cannot confirm. Chair – Council intend to closely look at financial impact when assessing the festival.

Q6. RFO reports Internal Audit is on 19 October 2026. Have not yet had sight of External Audit Report.

A6. Is on website. Can assist to find.

Q7. Allotments, page 84, code 104, £700. Allotment year runs from March to February. Why is this amount still outstanding?

A7. Some have been given notice to quit but process takes time.

Member asked whether it might be better to bring allotment payments into line with the financial year. Chair and RFO confirmed this was under discussion.

16/26 Internal Audit

RFO and chair spoke to the item.

It was proposed by the Chair Councillor Griffin and **UNANIMOUSLY RESOLVED** to retain Mulberry as Internal Auditor.

17/26 Motion on Financial Checks.

Councillor Rabey spoke to the motion. Members discussed.

It was proposed by Councillor Rabey, seconded by Councillor A Westbrook and **UNANIMOUSLY RESOLVED** to

- (i) 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.
- (ii) Require as a minimum where relevant and proportionate to the value and risk of the contract
 - A review of the company's filing history and status through Companies House.

- An Experian Business report, or equivalent business credit assessment.
 - Verification that the company is not subject to insolvency proceedings, strike-off action, or other significant financial concerns.
- (iii) Delegate authority to the Proper Officer to determine the level of due diligence required based on contract value, risk and complexity.
 - (iv) Require the results of any such checks to be made available to Members in confidential session where the information is commercially sensitive or exempt under the Local Government Act 1972.
 - (v) Incorporate these requirements into the Council's procurement procedures and any future review of procurement policies.
 - (vi) Obtain a subscription to enable checks to be undertaken.

18/26 RFO Report

The RFO spoke to the item.

Members complimented the report format, particularly the traffic light system. There was a question about CIL money.

The report was received.

19/26 Venue Managers Credit Card Limit

The RFO and the Venues Manager spoke to the item.

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

UNANIMOUSLY RESOLVED to approves an increase in the Venues Manager's monthly credit card limit from £1,000 to £2,000 to accommodate necessary expenditure, including social media advertising where payment is available only by debit or credit card.

20/26 Operations Managers Credit Card

The RFO spoke to the item.

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

UNANIMOUSLY RESOLVED to approve the cancellation of the card in the name of Dave Elms and the issue of a card in the name of Sebastian Laird, Operations Manager with the same limit of £1000.

21/26 Tractor and Grounds Maintenance Equipment

The RFO spoke to the item. It was confirmed that Companies House checks had been undertaken.

It was proposed by Councillor Griffin, seconded by Councillor Calland and **UNANIMOUSLY RESOLVED** to proceed with purchase from Iron and Earth, subject to Experian checks.

22/26 Banking Access

The RFO spoke to the item.

It was proposed by Councillor Rabey, seconded by Councillor A Westbrook and **UNANIMOUSLY RESOLVED** to approve giving the Accounts Administration Officer access to bank accounts and set up payments for authorisation by councillors as required.

23/26 Assembly Hall Shows – Guarantee v Split Deals.

The Venues Manager spoke to the item.

It was proposed by Councillor Griffin, seconded by Councillor Rabey and **UNANIMOUSLY RESOLVED** to approve the recommendation to adopt guarantee-versus-split deals as a controlled, established part of our programming approach, subject to conservative forecasting, an agreed limit on aggregate financial exposure, appropriate approval and post-event reconciliation, allowing Assembly Hall staff to pursue a more ambitious programme while maintaining clear oversight of the Council's financial commitments.

24/26 Statements

Statements were received.

25/26 Bank Reconciliations

Bank reconciliations were received and approved. Reconciliations were signed after the meeting.

26/26 Replacement PA System for Assembly Hall.

The Venues manager spoke to the item. Questions were asked.

It was proposed by Councillor Rabey, seconded by Councillor A Westbrook and **UNANIMOUSLY RESOLVED** to approve Option 1, to be funded from Ear-Marked Reserve 336 Equipment Replacement.

27/26 Confidential Session

It was proposed by the Chair Councillor Griffin, seconded by Councillor Aves and UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

28/26 Transactions involving an Independent Business

RFO spoke to the item. No resolutions were made.

Meeting closed at: 20:35

Signed Dated