

MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT
TRANSPARENCY CODE 2015
COMPLIANCE REPORT

31ST MARCH 2021



MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT TRANSPARENCY CODE 2015 COMPLIANCE REPORT

As at 31ST MARCH 2021

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INTRODUCTION

The following document outlines Melksham Without Parish Council's information to be published, as per the requirement of the Local Government Transparency Code 2015.

The Code, issued to meet the Government's desire to increase democratic accountability, includes items such as Expenditure over £500, Land and Asset Values, and Grants to Voluntary, Community and Social Enterprise Organisations. The Code can be viewed on the following website:
www.gov.uk/government/publications/local-government-transparency-code-2015

Local authorities are encouraged to consider their responses, in accordance with the principle that all data held and managed by them should be made open and available to local people unless there are specific sensitivities to doing so.

The Code is issued by the Secretary of State for Communities and Local Government in exercise of his powers under Section 2 of Local Government, Planning and Land Act 1980 ("the Act") to issue a Code of Recommended Practice ("the Code") as to the publication of information by local authorities about the discharge of their functions and other matters which he considers to be related. It is issued following consultation in accordance with section 3(11) of the Act.

The Code does not replace or supersede the existing legal framework for access to and re-use of public sector information provided by the:

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009, and
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

One of the definitions of a local authority under the transparency code is "a parish council which has a gross annual income or expenditure (whichever is higher) exceeding £200,000."

The parish council has reached the £200,000 threshold for the year ending 31st March 2021.

Part 2.1 Item 28 - **EXPENDITURE EXCEEDING £500**

Melksham Without Parish Council publish ALL expenditure within the Council Full Council Meeting Minutes, which are publicly available on the Melksham Without Parish Council website www.melkshamwithout.co.uk At the end of this document is a list of all the expenditure over £500 for the financial year 1st April 2020 to 31st March 2021 (without individual salary payments for Data Protection reasons) . For further supporting information for the list of payments, please refer to the published Minutes or contact the Finance Officer finance@melkshamwithout.co.uk

Part 2.1 Item 30 - **GOVERNMENT PROCUREMENT CARD**

Melksham Without Parish Council do not use a Government Procurement Card, and as such have no information to declare.

Part 2.1 Item 31 & 32 - **PROCUREMENT INFORMATION**

During the financial year ending 31st March 2021 Melksham Without Parish Council published one invitation to Tender with a value over £5,000. This tender exercise was conducted by Arthur Williams Consulting Ltd, on behalf of the parish council, in his role as appointed Project Manager for the new Village Hall at Berryfield project. The appointment of the Project Manager is documented in Minute 324/19 of Finance Committee 16th December 2019. The Tender was advertised in the local press, the parish council's website and social media channels and via the Government Contract Finder procurement system ref 2021/S 000-002756 publication date 10th February 2021.

1. For the construction of the new Berryfield Village Hall

During the financial year ending 31st March 2021 Melksham Without Parish Council issued the following orders with a value over £5,000.

1. PO20210017 Appointed Vita Play Ltd to undertake play area edge repairs at Kestrel Court, Berryfield and Beanacre at a total cost of £7,032.00 + VAT. (See min. 326/20i Asset Management 15th February 2021)
2. PO20210013 Appointed Streetscape (Products & Services) Ltd to supply and install play/gym equipment at Shaw Hill Playing Fields at a total cost of £20,500.00 + VAT (See min. 326/20c Asset Management 15th February 2021)
3. J H Jones were appointed at the end of March 2020 (and detailed in report for 2019/20) for 3-year grass cutting contract from 1st April 2020-31st March 2023 at an overall cost of £48,139.75 (See Min. 448/19b Finance Committee 2nd March 2020).

Part 2.2 Item 35 - **LOCAL AUTHORITY LAND**

The Parish Council have included Local Authority Land details in the Annual Statement of Accounts as at 31st March 2021. Please refer to Section 1 – Assets, 2 – Leases & 3 - Tenancies for information.

Part 2.2 Item 37 – **UNIQUE PROPERTY REFERENCE NUMBER**

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from Wiltshire Council	WT15924
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Shaw Play area & MUGA (Multi Use Games Area)	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee	Due to the Health & Safety of the play area this is maintained, inspected and insured by the Parish Council
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond	

Field & MUGA (Multi Use Games Area)			Jubilee Field)	
Berryfield Park (Village Hall)	010008202014	Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	Registered Title: WT276080 Car Park is on Selwood Housing owned land
Berryfield Park Play Area		Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	There is no UPRN allocated to this piece of land
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent To Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without Parish Council in April 2018	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026 Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project

Part 2.2 Item 38 - **SOCIAL HOUSING ASSET VALUE**

Melksham Without Parish Council has no Social Housing stock.

Part 2.2 Item 42 - **GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS**

The grant payments for 2020/21 were unable to be presented at the Annual Parish meeting due to COVID-19 therefore were sent out on in April 2021.

ORGANISATION	2020/21 Awarded
Bowerhill Village Hall Trust	£3,000
Shaw Hill Playing Field and Village Hall	£3,500
Berryfield Village Hall	£500
Whitley Reading Rooms	£1,000
The Rachel Fowler Centre	£250
Halls Total	£8,250
Bowerhill Residents Action Group (BRAG)	£400
Berryfield & Semington Rd Action Group (BASRAG)	£500
Community Action Whitley Shaw (CAWS)	£500
Community Emergency Group (CAWS)	£200
Action Group Total	£1,600
1st Broughton Gifford & Holt Scout Grp	£350
Young Melksham	£2,500
2385 (Melksham) Squadron ATC	£250
King George V Junior Parkrun	£0
Atworth Youth Club	£200

Melksham Guide HQ Building Management Committee	£0
Girl Guiding UK	£250
FOF FC	£350
Youth Group Total	£3,900
Happy Circle Day Centre	£150
Group Five	£300
Melksham PHAB Club	£250
Relate Mid Wiltshire	£350
Melksham Community Bus	£250
Melksham Read Easy	£200
Wiltshire Mind	£250
Wiltshire Sight	£200
Wiltshire Air Ambulance	£250
HELP Counselling Services	£180
Life Education Centres Ltd Wiltshire	£200
Splitz Support Service	£200
Support Group Total	£2,780
Melksham Food & River Festival	£250
Melksham SixtyPlus Club	£250
St Barnabas Beanacre- Sports & Field Committee	£500
Melksham Remembers	£100
Melksham adventure centre- King George Playing Fields	£0
Community Group Total	£1,100
Shaw & Whitley Connect	£250
Community Info Total	£250
Melksham Rail Users Group	£400

TransWilts CIC	£3,500
Transport Total	£3,900
AFC Melksham (Disabled)	£250
Melksham Gardeners' Society	£200
Melksham Amateur Swimming Club	£300
Shaw & Whitley Friendship Club	£350
Shaw & Whitley Garden Club	£150
Melksham Town Short mat bowls club	£200
Melksham Messy Church	£100
Melksham Cricket Club	£100
Melksham Rugby Club	£200
Clubs total	£1,850
Section 137 GRANTS Total	£15,030
SECTION 144 GRANTS (TOURISM)	
Melksham Tourist Information Centre	£600
Tourism Total	£600
Grand Total	£24,230

The Council also awarded Whitley Community Hub £1,500 seed funding during the financial year.

Part 2.2 Item 44 - **ORGANISATIONAL CHART**

An organisational chart for Melksham Without Parish Council is not required to be published, as there are no staff whose salary exceeds £50,000.

Part 2.2 Item 45 - **TRADE UNION FACILITY TIME**

No staff members spend time as Union Representatives and no money is spent on Union Activities.

Part 2.2 Item 46 - **PARKING ACCOUNT**

Melksham Without Parish Council do not use a Parking Account, and as such have no information to declare.

Part 2.2 Item 47 - **PARKING SPACES**

Some of Melksham Without Parish Council's facilities have off-street unmarked parking spaces.

Estimated number of parking spaces:

Bowerhill Sports Field & Pavilion:	12
Shaw Playing field and Village Hall:	20
Briansfield Allotments:	12

Part 2.2 Item 48 - **SENIOR SALARIES**

There are no employees whose remuneration was over £50,000.

Part 2.2 Item 50 - **CONSTITUTION**

The rules governing how the Parish Council operates are its Standing Orders, and its Financial Regulations govern its finance operations. Both are published on the parish council's website and are reviewed at least annually.

Part 2.2 Item 51 - **PAY MULTIPLE**

Section 38 of the Localism Act 2011 required local authorities to publish a statement on the relationship between remuneration of chief officers and the remuneration of other staff. This is recommended to be demonstrated as a pay multiple to illustrate the authority's approach to pay dispersion.

12:7 is the ratio of the Clerk remuneration to the median of the rest of the staff.

Part 2.2 Item 53 - **FRAUD**

Melksham Without Parish Council has not undertaken any counter-fraud work or investigated any fraud cases.

Part 2.3 Item 54 - **WASTE CONTRACTS**

Melksham Without Parish Council has 2 ongoing waste contracts:

- a) Grist Environmental (previously known as Wiltshire Waste) hold the contract for waste collection at Bowerhill Jubilee Pavilion and Sports Field.- Waste management licence: WML27140/EPR/AP3990FZ/V010

- b) J.H.Jones Ltd hold the contract for waste collection at Beanacre Play Area, Berryfield Play Area, Hornchurch Road Play Area and Shaw Play Area.

Melksham without Parish Council 2020/21

Cashbook transactions totalling £500.00 or more
for the period 01/04/2020 to 31/03/2021

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Current Account & Instant		01/04/2020	V1598-6000	Bowerhill Village Hall	£ 3,000.00
1	Current Account & Instant		01/04/2020	V1599-6001	Shaw Hill Playing Fields & Vil	£ 3,500.00
1	Current Account & Instant		01/04/2020	V1600-6002	Berryfield Village Hall	£ 500.00
1	Current Account & Instant		01/04/2020	V1601-6003	Whitley Reading Rooms	£ 1,000.00
1	Current Account & Instant		01/04/2020	V1604-6006	BASRAG	£ 500.00
1	Current Account & Instant		01/04/2020	V1605-6007	CAWS	£ 500.00
1	Current Account & Instant		01/04/2020	V1607-6009	Young Melksham	£ 2,500.00
1	Current Account & Instant		01/04/2020	V1627-6029	St Barnabas Field Committee	£ 500.00
1	Current Account & Instant		01/04/2020	V1631-6033	TransWilts CIC	£ 3,500.00
1	Current Account & Instant		01/04/2020	V1641-6043	Melksham Tourist Information C	£ 600.00
2	Unity Bank		24/04/2020	V1648-BACS	Solagen	£ 2,568.00
2	Unity Bank		24/04/2020	V1649-BACS	Wiltshire Council	£ 1,071.00
2	Unity Bank		24/04/2020	V1650-BACS	JH Jones & Sons	£ 883.69
2	Unity Bank		24/04/2020	V1651-BACS	Complete Weed Control	£ 1,646.40
2	Unity Bank		24/04/2020	V1654-BACS	Melksham Town Council	£ 4,148.52
2	Unity Bank		24/04/2020	V1656-BACS	Melksham Town Council	£ 6,666.34
2	Unity Bank		11/05/2020	V1674-BACS	BTA Architects	£ 924.00
2	Unity Bank		14/05/2020	V1675-BACS	Royal Mail	£ 971.60
2	Unity Bank		20/05/2020	V1678-BACS	BTA Architects	£ 4,465.00
2	Unity Bank		20/05/2020	V1681-BACS	JH Jones & Sons	£ 883.69
2	Unity Bank		20/05/2020	V1682-BACS	RBS Business Solutions Ltd	£ 672.00
2	Unity Bank		20/05/2020	V1683-BACS	Arthur Williams Consulting Ltd	£ 2,160.00
2	Unity Bank		20/05/2020	V1684-BACS	Melksham Town Council	£ 6,549.12
2	Unity Bank		20/05/2020	V1694-BACS	Came & Company	£ 7,053.55
2	Unity Bank		20/05/2020	V1706	WALC	£ 1,309.03
3	Unity Bank		29/06/2020	V1710-BACS	JH Jones & Sons	£ 696.00
3	Unity Bank		29/06/2020	V1737-BACS	BTA Architects	£ 2,520.00
4	Unity Bank		10/07/2020	V1746-BACS	JH Jones & Sons	£ 883.69
4	Unity Bank		27/07/2020	V1747-BACS	Wiltshire Publication	£ 1,782.00
4	Unity Bank		27/07/2020	V1748-BACS	JH Jones & Sons	£ 883.69
4	Unity Bank		27/07/2020	V1749-BACS	BTA Architects	£ 630.00
4	Unity Bank		31/07/2020	V1750-BACS	Wiltshire Publication	£ 594.00
4	Unity Bank		31/07/2020	V1751-BACS	Stephen Penfold Associates	£ 3,600.00
4	Unity Bank		31/07/2020	V1752-BACS	Community Heartbeat Trust	£ 907.20

2	Unity Bank	4	31/07/2020	V1755-BACS	Melksham Town Council	£	734.40
2	Unity Bank	5	06/08/2020	V1773-BACS	Planet Surveying	£	600.00
2	Unity Bank	5	06/08/2020	V1774-BACS	POPE building services	£	738.90
2	Unity Bank	5	27/08/2020	V1783-BACS	Avon IT Systems	£	1,912.80
2	Unity Bank	5	27/08/2020	V1789-BACS	JH Jones & Sons	£	1,003.50
2	Unity Bank	5	27/08/2020	V1794-BACS	Arthur Williams Consulting Ltd	£	1,200.00
2	Unity Bank	5	27/08/2020	V1795-BACS	Place Studio	£	1,020.00
2	Unity Bank	5	17/08/2020	V1796-BACS	Unity Trust Bank	£	635.25
2	Unity Bank	5	27/08/2020	V1790-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	5	27/08/2020	V1791-BACS	JH Jones & Sons	£	2,162.88
2	Unity Bank	6	28/09/2020	V1810-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	6	28/09/2020	V1819-BACS	Aquasafe Environmental Ltd	£	612.00
2	Unity Bank	6	28/09/2020	V1821-BACS	Wiltshire Council	£	2,400.00
2	Unity Bank	6	28/09/2020	V1831-BACS	Place Studio	£	1,200.00
2	Unity Bank	6	29/09/2020	V1832-BACS	BTA Architects	£	1,602.00
2	Unity Bank	6	29/09/2020	V1833-BACS	Ecolibrium	£	1,200.00
2	Unity Bank	6	16/09/2020	V1834-DD	Unity Trust Bank	£	739.65
2	Unity Bank	7	29/10/2020	V1882-BACS	Kennet Sign & Display	£	660.00
2	Unity Bank	7	29/10/2020	V1884-BACS	Complete Weed Control	£	1,646.40
2	Unity Bank	7	29/10/2020	V1886-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	7	29/10/2020	V1888-BACS	Melksham Town Council	£	505.44
2	Unity Bank	7	29/10/2020	V1891-BACS	Tollgate Security Ltd	£	756.00
2	Unity Bank	7	29/10/2020	V1893	Playsafety Ltd	£	657.60
2	Unity Bank	7	29/10/2020	V1896-BACS	Woodland & Countryside Manage	£	1,314.00
2	Unity Bank	7	29/10/2020	V1898-BACS	GW Shelter Solutions	£	2,709.84
2	Unity Bank	7	29/10/2020	V1913-BACS	Place Studio	£	1,245.00
2	Unity Bank	8	26/11/2020	V1946-BACS	Young Melksham	£	819.33
2	Unity Bank	8	26/11/2020	V1950-BACS	Melksham Foodbank	£	1,000.00
2	Unity Bank	8	26/11/2020	V1956-BACS	Avon IT Systems	£	1,991.40
2	Unity Bank	8	26/11/2020	V1958-BACS	JH Jones & Sons	£	630.00
2	Unity Bank	8	26/11/2020	V1959-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	8	26/11/2020	V1991-BACS	Ministry of Play	£	2,679.60
2	Unity Bank	8	26/11/2020	V1993-BACS	BTA Architects	£	2,214.00
2	Unity Bank	9	15/12/2020	V2001-BACS	BTA Architects	£	618.18
2	Unity Bank	9	18/12/2020	V2004-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	9	18/12/2020	V2005-BACS	PKF Littlejohn LLP	£	1,560.00
2	Unity Bank	9	18/12/2020	V2010-BACS	Glasdon U.K Limited	£	893.02
2	Unity Bank	9	18/12/2020	V2011-BACS	Ecolibrium	£	600.00
1	Current Account & Instant	9	02/12/2020	V2022-DD	Survey Monkey	£	675.00
2	Unity Bank	10	15/01/2021	V2040-BACS	Wiltshire Publication	£	986.88
2	Unity Bank	10	15/01/2021	V4041-BACS	Whitley Community Hub	£	1,500.00

2	Unity Bank	11	03/02/2021	V2055-BACS	24 Acoustics	£	2,922.00
2	Unity Bank	11	03/02/2021	V2059-BACS	JH Jones & Sons	£	2,748.00
2	Unity Bank	11	03/02/2021	V2060-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	11	03/02/2021	V2063-BACS	Meiksham Town Council	£	505.44
2	Unity Bank	11	03/02/2021	V2064-BACS	BTA Architects	£	1,020.00
2	Unity Bank	12	03/03/2021	V2087-BACS	JH Jones & Sons	£	780.00
2	Unity Bank	12	03/03/2021	V2089-BACS	JH Jones & Sons	£	1,604.65
2	Unity Bank	12	03/03/2021	V2094-BACS	Place Studio Ltd	£	3,360.00
2	Unity Bank	12	25/03/2021	V2112-BACS	Martin Pickard	£	1,000.00
2	Unity Bank	12	25/03/2021	V2113-BACS	Place Studio Ltd	£	1,500.00
2	Unity Bank	12	25/03/2021	V2125-BACS	Pope Consulting Ltd	£	6,437.10
2	Unity Bank	12	16/03/2021	V2126-DD	Unity Trust Bank	£	690.02
						£	146,186.70