

MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT
TRANSPARENCY CODE 2015
COMPLIANCE REPORT

31ST MARCH 2022



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LOCAL GOVERNMENT TRANSPARENCY CODE 2015 COMPLIANCE REPORT

As at 31ST MARCH 2022

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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 2022.

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 and published monthly. At the end of this document is a list of all the expenditure over £500 for the financial year 1st April 2021 to 31st March 2022 (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 2022 Melksham Without Parish Council published one invitation to Tender with a value over £5,000. This tender was for the carpark and entrance improvement for Shurnhold Fields. This is a joint project between Melksham Town Council and Melksham Without Parish Council, with the parish council being the lead council on this project.

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/S000-017693. These works are yet to be commenced due to sign off from the Environmental Agency.

1. For Car Park and Improved Access off the Highway at Shurnhold Fields

During the financial year ending 31st March 2022 Melksham Without Parish Council only issued one order with a value over £5,000. This was with Rigg Construction (Southern) Ltd for the construction of the new village hall at Berryfield. A Letter of Intent was issued on 29th June 2021 to confirm the intention of entering into a contract to construct the new hall for £719,796.18 excluding VAT. The contract was signed in December 2021 for an uplifted value of £740,469.07 excluding VAT. This was approved at the Full Council meeting on 6th December 2021 (Min. 347/21b). Construction started on site on 4th January 2022 with an expected completion date in August 2022. The contract is a RIBA Concise Building Contract 2018 model template.

1. For construction of new village hall at Berryfield.

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 Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond 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
Berryfield Village Hall		Berryfield Village Hall, Telford Drive, Melksham, Wiltshire, SN12 6GF New postal address registered 12 th May 2022 (previously identified as Land to the Rear of 490 Semington Road, Melksham, Wiltshire)	Land transferred to Melksham Without Parish Council in October 2021 from Bellway	Registered Title: WT433346

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 2021/22 were unable to be presented by cheque at the Annual Parish meeting due to COVID-19 restrictions in place at the time and were, therefore, paid to the awarding organisations by bank transfer on 3rd August 2021. Below is the list of organisations who received a grant award from Melksham Without Parish Council in 2021/22.

TYPE	ORGANISATION	Awarding in 2021/22
SECTION 133 GRANTS (HALLS)		
Other halls	Bowerhill Village Hall Trust	£3,000
Owned by MWPC	Shaw Hill Playing Field and Village Hall	£4,000
Other halls	Berryfield Village Hall	£500
Other halls	Whitley Reading Rooms	£1,500
Other halls	The Rachel Fowler Centre	£250
SECTION 133 GRANTS (HALLS) total		£9,250
SECTION 137 GRANTS		
Action Groups	Bowerhill Residents Action Group (BRAG)	£450
Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500
Action Groups	Community Emergency Group (CAWS)	£160
Action Groups Total		£1,110
Youth	4Youth (South West) - formerly Young Melksham	£2,500
Youth	2385 (Melksham) Squadron ATC	£350
Youth Total		£2,850
Support Groups	Group Five	£400
Support Groups	Melksham PHAB Club	£250
Support Groups	Relate Mid Wiltshire	£500

Support Groups	Melksham Read Easy	£200
Support Groups	Wiltshire Mind	£500
Support Groups	Wiltshire Sight	£350
Support Groups	Wiltshire Air Ambulance	£500
Support Group	HELP Counselling Services	£200
Support Group	Life Education Centres Ltd Wiltshire	£300
Support Group	Melksham Community Money Advice	£200
Support Group	Age Friendly Melksham CIC	£1,000
Support Groups Total		£4,400
Community	Shaw & Whitley Community Hub Ltd	£750
Community	Beanacre Community Group	£0
Community Total		£750
Community Info	Shaw & Whitley Connect	£250
Community Info Total		£250
Transport	Melksham Rail Users Group	£350
Transport	TransWilts CIC	£3,000
Transport Total		£3,350
Clubs	AFC Melksham (Disabled)	£250
Clubs	Melksham Gardeners' Society	£200
Clubs	Melksham Amateur Swimming Club	£340
Clubs	Shaw & Whitley Friendship Club	£400
Clubs	Shaw & Whitley Garden Club	£150
Clubs	Melksham Messy Church	£150
Clubs	Melksham Rugby Club	£500
Clubs Total		£1,990
Section 137 GRANTS Total		£14,700

SECTION 144 GRANTS (TOURISM)		
Tourism	Melksham Tourist Information Centre	£600
Tourism Total		£600
Grand Total		£24,550

The grant awards for 2022/23 were presented to organisations at the Annual Parish meeting on Tuesday 29th March 2022 by cheque. As these awards are for the financial year 2022/23, they will be detailed in next years transparency report.

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
Berryfield Village Hall:	Under construction

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.

12.2:4.5 is the ratio of the Clerk remuneration to the median of the rest of the staff.

Chairman's Allowance

In accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003 a parish or town council, in establishing a members' allowances scheme, has to have regard to the recommendations of the Parish Remuneration Panel (Wiltshire Council).

Under Section 15 (5) of the Local Government Act 1972- "A parish council may pay the chairman for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable".

For the financial year 2021/22 the Chairman of Melksham Without Parish Council (Councillor John Glover) receives an allowance of £816.04 per year, this amount is reviewed annually by the council. The parish council, when setting this allowance take into consideration Wiltshire Council, as the Unitary Authority member's increase percentage each year.

Apart from the Chairman of the council no other Councillor is paid an allowance.

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. Registration Number: CBDU415269