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## MELKSHAM WITHOUT PARISH COUNCIL

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Wednesday 11<sup>th</sup> June 2025

Dear Members

You are summoned to attend a **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 16<sup>th</sup> June 2025 at 7pm** at **Melksham Without Parish Council Offices, First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES** to consider the agenda below:

**TO ACCESS THE MEETING REMOTELY, PLEASE FOLLOW THE ZOOM LINK BELOW. THE LINK WILL ALSO BE POSTED ON THE PARISH COUNCIL WEBSITE WHEN IT GOES LIVE SHORTLY BEFORE 7PM.**

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRlVWVU54UW1YWWE4NkNrZz09&omn=81062196535>

Or go to [www.zoom.us](http://www.zoom.us) or Phone 0131 4601196 and enter: **Meeting ID: 279 181 5985**  
**Passcode: 070920**. Instructions on how to access Zoom are on the parish council website [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk). If you have difficulties accessing the meeting please call (do not text) the out of hours mobile: 07341 474234

Yours sincerely

Teresa Strange, Clerk



**YOU CAN ACCESS THE AGENDA  
PACK HERE**

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## AGENDA

1. **Welcome, Announcements & Housekeeping**
2. **To receive apologies and consider approval of reasons given.**
3. **Invited Guests:**
  - a) David Cooper – Executive Headteacher, Melksham Oak Community School
  - b) Wiltshire Councillor **Phil Alford** (Melksham Without North & Shurnhold).
  - c) Wiltshire Councillor **Andrew Griffin** (Melksham Without West & Rural).
  - d) Wiltshire Councillor **Nick Holder** (Bowerhill).
4.
  - a) To receive **Declarations of Interests**.
  - b) To consider for approval any **Dispensation Requests** received by the Clerk and not previously considered.
5. To consider holding items in **Closed Session** due to confidential nature  
*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required **Agenda Item 9b, 10q & 14**) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*
6. **Public Participation**
7. **Standing Orders:** To adopt the amended Melksham Without Parish Council Standing Orders adjourned from the Annual Council meeting on 12<sup>th</sup> May 2025 (Min 011/25a).
8.
  - a) To approve the **Minutes of the Annual Council Meeting** held on 12<sup>th</sup> May 2025.
  - b) To note updates from previous Full Council meeting decisions
    - i) Supporting wording to precede Objectives and Priorities arising from Min 016/25(2)
9. **Planning**
  - a) To approve the **Planning Committee Minutes** of 19<sup>th</sup> May & 9<sup>th</sup> June 2025.
  - b) To approve the Confidential Notes to accompany the Planning Committee Minutes of 19<sup>th</sup> May & 9<sup>th</sup> June 2025.
  - c) To formally approve the **Planning Committee** recommendations of 19<sup>th</sup> May & 9<sup>th</sup> June 2025.
  - d) Joint Melksham Neighbourhood Plan 2 to note guidance on promoting the Referendum (31<sup>st</sup> July 2025).
  - e) To consider invitees to meetings with Developers
10. **Finance**
  - a) To approve the **Finance Committee Minutes** of 19<sup>th</sup> May & 2<sup>nd</sup> June 2025.
  - b) To formally approve the recommendations of the Finance Committee meetings of 19<sup>th</sup> May & 2<sup>nd</sup> June 2025, except:
    - Min 60(e&f)/25 to approve AGAR – see agenda item 10g and 10h
    - Min 57(g)/25 to approve year end accounts – see agenda item 10i
    - Min 54/25 to approve financial regulations – see agenda item 10j
  - c) **Insurance Cover.**
    - i) To note the renewed Council's Insurance cover at a cost of £4,117.15. Arising from Min 44(c)/25
    - ii) To note the renewed Council's Cyber Cover at a cost of £549.92 and



- correspondence. Authorised under delegated powers.
- d) To receive feedback from Councillor following Internal Control visit (w/c 9<sup>th</sup> June 25).
- e) To note information on Accounting and Audit: Year End Process.
- f) To note Internal Auditor's final report for year ending 31 March 2025.
- g) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2025 (Governance Statement).
- h) To approve and sign Section 2 of External Audit Annual Return for year ending March 2025 (Accounts Statement).
- i) To approve and sign Year End Accounts & Statement for year ending 31 March 2025.
- j) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 2<sup>nd</sup> June 2025).
- k) To note **Receipts & Payments** reports for May.
- l) To seek **cheque signatories/online authority** for June and July payments.
- m) To approve Bank Account and Fund Transfers.
- n) To consider the Review of the City, Town & Parish Allowances by the Independent Remuneration Panel of Wiltshire Council
- o) To note Council Tax Statistics for Parish and Town Councils in England for 2025 to 2026 published by the Ministry of Housing, Communities and Local Government.
- p) To receive update on progress for a meeting of the joint CIL Sharing working party with Melksham Town Council.
- q) To consider action on outstanding debt.

#### **11. Asset Management:**

- a) To consider hosting sites for Wiltshire Council Air Quality Sensors scheme
- b) To agree the location and time of the next Asset Management meeting on 7<sup>th</sup> July 2025
- c) To approve joint statement on Shurnhold Fields future projects
- d) To note Future of Football Wiltshire-wide tournament being held on 14<sup>th</sup> & 15<sup>th</sup> June 2025

#### **12. Road Safety**

- a) To consider recent speed indicator data (SID) for Bowerhill and subsequent correspondence with local police team.
- b) To consider communication from Police and Crime Commissioner for Wiltshire and Swindon and appoint representative to attend Road Safety Event on Friday 4<sup>th</sup> July 2025.

#### **13. Partnership Working:**

- a) To consider the draft Terms of Reference for the Melksham Town Council Cemetery Working Party
- b) To note progress on discussion with Melksham Town Council on East of Melksham Community Centre/s.
- c) To note Melksham Area Board agreed Outcomes for four-year term
- d) To note Wiltshire Council's Social Value scheme

#### **14. To note installation of workplace EV chargers** at Wiltshire Council owned carpark (ex Christie Miller) for Wiltshire Council Highway vehicle fleet



# **MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)**

## **MELKSHAM WITHOUT PARISH COUNCIL**

**Reviewed and adopted at Annual Council 12<sup>th</sup> May 2025**

National Association of Local Councils (NALC)

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## **INTRODUCTION**

**This is an update to Model Standing Orders 14 and 18.**

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## **1. RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- j One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- k A councillor may not move more than one amendment to an original or substantive motion.
- l The mover of an amendment has no right of reply at the end of debate on it.
- m Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- n Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- o During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- p A point of order shall be decided by the chair of the meeting and their decision shall be final.
- q When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- r Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- s Excluding motions moved under standing order 1(q), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed ( 5 ) minutes without the consent of the chair of the meeting.



## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed ( 15 ) minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than ( 5 ) minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
  
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
  
- u **A councillor or a non-councillor with voting rights who has a**  
 ● **disclosable pecuniary interest or another interest as set out in the**  
 ● **Council's code of conduct in a matter being considered at a meeting is**  
**subject to statutory limitations or restrictions under the code on their**  
**right to participate and vote on that matter.**
  
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of ( 3 ) hours and shall finish no later than 10pm, and 9.30pm on a Friday.
- y In the event of the death of the Sovereign or another member of the Royal family or a national figure, the Clerk, as Proper Officer, will have delegated powers to action any time sensitive decisions, following confirmation by email by members of the Council or relevant Committee as appropriate. With regard to any planning application or highway requests for the LHFIG (Local Highway & Footways Improvement Group) that are time sensitive, for the Clerk to have delegated powers to submit comments/requests following an informal meeting of the relevant members.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer before the meeting that they are unable to attend;

- vi. shall permit a committee , to appoint its own chair at the first meeting of the committee;
- vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- viii. shall determine if the public may participate at a meeting of a committee;
- ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xi. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of**

**the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders. (Amendments to Standing Orders to stand adjourned for adoption until the next Full Council meeting). NB: Financial Regulations are reviewed by the Finance Committee held in May/June and adopted at the June Full Council meeting.
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii. NB Review of inventory of land and other assets including buildings and

office equipment to be reviewed by Asset Management Committee in May/June/July and approved at the June/July Full Council meeting.

- xiv. NB: Confirmation of arrangements for insurance cover in respect of all insurable risks; to be undertaken by the Finance Committee in May under delegated powers.
- xv. NB: Review of the Council's and/or staff subscriptions to other bodies to be reviewed at the Finance Committee in May/June and approved by the June Full Council
- xvi. Review of the Council's complaints procedure;
- xvii. NB: Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*); to be reviewed by the Finance Committee in May/June and approved by the June Full Council.
- xviii. NB: Review of the Council's policy for dealing with the press/media to be reviewed by the Staffing Committee and approved by the following Full Council meeting
- xix. NB: Review of the Council's employment policies and procedures to be reviewed by the Staffing Committee and approved by the following Full Council meeting;
- xx. NB: Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence to be reviewed by the Finance Committee in May/June and be approved by the June Full Council meeting
- xxi. Confirming the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. NB: The dates are determined earlier in the council calendar to ensure that diary commitments are made.

**6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within ( 3 ) days of having been requested to do so by ( 2 ) members of the committee any ( 2 ) members of the committee may convene an extraordinary meeting of the committee

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (5 ) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (10) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in



accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least ( 8 ) clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g The Clerk shall date and time every motion received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

#### **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;

- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e Confidential Notes:
  - i. A Confidential Note for a related Minute will be marked "confidential" and with a "Confidential" water mark and will be included in the "Councillor Only" agenda pack circulated before the meeting when the minutes are approved and signed and not published on the website/or posted to a Councillor if they do not receive their papers electronically. It will be approved and signed with the public minutes of the same number.
  - ii. The Council Master Minute Book only will include the letter C next to the open Minute eg. Min. 491/14C.
  - iii. The Confidential Note for the Minute, along with the public version of the same Minute, will be retained in a separate file marked "Confidential

Notes for Minutes” in the Clerk’s office, out of reach of the public.

- iv. A list to be kept of Confidential Notes for Minutes at the front of the file, to show the date, subject and Minute number.

## 12. DRAFT MINUTES

Full Council meetings                      ●  
Committee meetings                        ●  
Sub-committee meetings                    ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Chair or Vice Chair (if the complaint is about the Chair). The Clerk will notify the Council if a breach has been upheld via an agenda item at a public meeting so sanctions can be discussed and further action taken if necessary. If the complaint is not upheld, the Council will be notified via an agenda item to note the decision; with details of the complaint anonymised to enable lessons learnt, as long as it does not identify the councillor
- b Where the notification in standing order 14(d) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
  - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7 ) days before the meeting confirming their withdrawal of it;
  - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority
- xv. shall notify all members of Council of every new planning application, and planning application decision made, on a weekly basis by forwarding the local authority notification email to all councillors and add all planning applications received by the Council on the agenda of the Planning Committee who meet every 21 days and have delegated powers to submit comments to the local authority
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as

practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d At the Finance Committee meeting in May/June, the the Responsible Financial Officer shall provide:

- i. each committee member with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
- ii. to the committee member the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to the Finance Committee to review in May/June and then to all councillors with the agenda papers for approval by the Full Council in June. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;



- iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below [ £40,000 excluding VAT] due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **19. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Staffing committee OR a related working party is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair and Vice Chair of Council, and Chair of Staffing Committee of relevant unplanned absence, which they will report to the next council meeting if appropriate.
- c NB the changes to clause b is the clerk's suggested wording, to reflect current practice
- d The chairs of the Council and Staffing Committee or in their absence, the vice-chairs shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported verbally and are subject to approval by resolution by Full Council.
- e In line with the Council's adopted Grievance Policy, wherever possible, any grievance should be raised informally with the employee's line manager (the Clerk). In the case of the Clerk to the Council raising a grievance this should be directed to the Chairman for the Council unless the complaint is about the Chairman in which case another Member can be identified to handle the Clerk's concerns. The recipient of the grievance from the Clerk should share the grievance with the Staffing committee and the issues should be treated with discretion and confidentiality at all times.
- f If the employee does not consider it appropriate to raise the grievance informally, or if requested by the person the employee spoke to informally, then the employee should submit a formal grievance in writing to the Clerk, or in the case of the Clerk, to the Chairman.
- g Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- h In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

**20. RESPONSIBILITIES TO PROVIDE INFORMATION**

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

*If gross annual income or expenditure (whichever is the higher) exceeds £200,000, the Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

**21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.**

**24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

**25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

**26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( 2 ) councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## 27. ELECTIONS AND CO-OPTION

- a The Council will advertise any vacancy in the local press, council and community noticeboards, council website and social media sites.
- b Polling cards will **NOT** be issued by Wiltshire Council if a contested election is held for any vacant seat. Election promotion will be via a full page advert in the Melksham News plus the methods in 27.a) to advertise a vacancy.
- c Prospective candidates being considered for co-option will be required to provide the council with a written statement of interest and to attend the Full Council Meeting when the vote takes place (where possible) to make a short presentation.
- d Co-option voting will take place during the relevant Full Council meeting by a show of hands against the name of the candidate(s) they wish to see co-opted. Candidates will only be accepted if they have received a majority vote.
- e Candidates with the lowest vote will be eliminated and the Candidate with the highest vote will be duly elected. Where there is a tie, members will be required to repeat the process with just those candidates until a candidate has achieve a majority vote.
- f The Council reserve the right to not co-opt a prospective candidate, even if they are the only candidate, if they do not consider the candidate to be suitable for the seat.

**MINUTES of the Annual Council Meeting of Melksham Without Parish  
Council held on Monday 12<sup>th</sup> May 2025 at**

**Melksham Without Parish Council Offices (First Floor), Melksham  
Community Campus, Market Place, SN12 6ES at 7:00pm**

**Present:** David Pafford (Vice Chair of Council), Alan Baines, Mark Blackham (following co-option), John Doel, Martin Franks. Chris Griffiths (following co-option), Mark Harris, Martin Haffenden (following co-option), Tony Hemmings (following co-option), Peter Richardson, Anne Sullivan and Richard Wood.

**Officers:** Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

**In attendance:** 5 members of the public and Wiltshire Councillor Nick Holder who left the meeting at 8.03pm.

**On Zoom:** 1 member of the public and Councillor Glover - it was noted that this councillor was unable to vote at the meeting as he is not classed as being present under current legislation.

**001/25 Welcome & Housekeeping:**

As outgoing Vice-Chair of Council and in the absence of Councillor Glover, Councillor Pafford welcomed everyone to the meeting and reminded attendees that the Zoom chat feature was on and comments are visible to everyone. He also noted the evacuation procedures in the event of a fire and that the meeting was being recorded and would be published on YouTube but deleted once the minutes were approved.

**002/25 Appointment of Chair**

Councillor Glover was nominated as Chair.

There were no further nominations.

**Resolved:** Councillor Glover was elected Chair of the Council for the ensuing year.

**003/25 To receive the Chair's Declaration of Acceptance of Office**

As the Chair was not present it was noted that this would be signed on his return.

**004/25 Appointment of Vice Chair**

Councillor Pafford was nominated as Vice-Chair.

There were no further nominations.

**Resolved:** Councillor Pafford elected Vice Chair of the Council for the ensuing year.

**005/25 Announcements**

- a) It was **noted** that there was no parish election on 1st May 2025 as all the seats were uncontested.
- b) The outcome of the Wiltshire Council Unitary Elections and the election of the following councillors for the Melksham Community Area was **noted**
  - Wiltshire Councillor Nick Holder, Bowerhill

- Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
- Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural

It was also noted that both Wiltshire Councillor Phil Alford and Wiltshire Councillor Andrew Griffin are also Melksham Town Councillors and therefore were both absent due to attending the Annual Council Meeting of Melksham Town Council.

Councillor Pafford explained that Wiltshire Council and the Area Boards are all meeting on the morning of 20th May to appoint to committees, cabinet positions etc.

c) The new Parish Officer, Fiona Dey was welcomed by the Councillors

#### **006/25 To receive Apologies and approval of reasons given**

Apologies were received from Councillor Glover who was on holiday.

**Resolved:** To approve and accept the reason for absence

#### **007/25 To consider holding items in Closed Session due to confidential nature**

*Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting as required (17b, 18b, 18d, 18e, 20c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

17(b) Confidential Notes to accompany the Full Council minutes of 14<sup>th</sup> April 2025

18(b) Confidential Notes to accompany the Planning Committee minutes of 28<sup>th</sup> April 2025

The Clerk advised that items 17(b) and 18(b) only need to go to closed session if the notes are to be discussed. A vote to approve the notes can take place in the public domain

18(d) Discussion on S106 request for Land north of the A3102 (New Road Farm) – start of legal negotiations

18(e) To receive an update on the current timetable for the Neighbourhood Plan Review

The Clerk advised that the Examiner's Report is still confidential, but the timeline is in the public domain. It only needs to go to closed session if there are any questions on the content of the report.

20(c) To receive feedback from 3G pitch meeting with stakeholders – start of legal/financial negotiations.

**Resolved:** For items 18(d) and 20(c) to be held in closed session for the reasons given, and for agenda items 17(b), 18(b) and 18(e) to be held in closed sessions if Members wished to discuss the notes or report.

#### **008/25 Declarations of Interest**

- It was noted that there is a requirement under the Code of Conduct for Register of Interests to be displayed online (Melksham Without Parish Council & Wiltshire Council website). It needs to be completed within 28 days of taking office and needs to cover any cohabitees.
- This item to consider dispensations for the term of the new Council (2025-2029) was deferred until after the new Councillors had been co-opted.

c) Declarations of interest

Councillor Harris declared that he was Chair of Bowerhill Village Hall Trust and Membership Secretary for the Melksham Transport User Group, relating to the appointment of Organisation representatives. It was agreed that these were both non-pecuniary.

d) To consider for approval any Dispensation Requests received by the Clerk and not previously considered

None were received.

**009/25 Public Participation & Invited Guests**

Standing Orders were suspended to allow Public Participation

**a) Wiltshire Councillor Nick Holder, Bowerhill**

Wiltshire Councillor Holder provided updates on two topics:

i. Pathfinder Place

Final works are due to be completed by Taylor Wimpey. Taylor Wimpey met with Remus, the management company, and the landscapers on 15<sup>th</sup> April 2025 to finalise the remaining work required to complete the handover to them. Taylor Wimpey will complete the work then get in contact with the planning officer from Wiltshire Council who will check the remedial work has been completed as per the Landscape and Ecological Management Plan (LEMP). Once Wiltshire Council is satisfied, Taylor Wimpey will hand it over to Remus, who will then complete a statement of condition.

The remedial work to be completed is as follows:

- There are some areas of planting still to be formed, trees to be planted and dead trees to be replaced. Remus have employed a Horticultural Specialist from the 1<sup>st</sup> of May and due to the size and number of species they want him to complete a full assessment to ensure everything is completed as per the LEMP. They are awaiting the report from the Horticultural Specialist.
- The hoggin path is currently being remediated and finished, alongside these works there are works required to headwalls and drainage. All of these works to be finished by the end of May 2025.
- The Heras fencing to be removed and also the remaining signage posts. This will also be completed by the end of May 2025

Expecting the handover and opening of the Public Open Space (POS) in June.

The Clerk questioned whether the POS on the other side of the road had already been handed over to Remus and commented that there appeared to be a lot of dead trees.

Wiltshire Councilor Holder confirmed that the POS had already been handed over to Remus, but that his understanding was that the trees and planting on both sides of the road were being reviewed by the Horticultural Specialist.

ii. Highways

The date for advertising all of the Melksham waiting restrictions from the LHFIG (Local Highways & Footpath Improvement Group) process, including those in Bowerhill, is 16<sup>th</sup> May 2025. The consultation period ends on 9<sup>th</sup> June 2025.



## **b) Members of the public standing for Co-option to the Council**

The candidates for co-option were given the opportunity to speak to the Council, in alphabetical order, expressing why they were interested in the role and why they had not stood in the recent elections. After each candidate spoke, questions were asked by the Councillors:

### **i. Mark Blackham**

Mark stated that he had been a resident of Bowerhill for more than 22 years and wider Melksham for a further 10 years. He is really passionate about where he lives. As a Bowerhill Residents Action Group (BRAG) committee member he has been active in addressing village issues and promoting improvements for the village and parish. He works as a senior project manager and believes that this experience equips him with many transferrable skills which he can bring to a role on the council. If elected, he would be a dedicated servant to the community, ensuring that it remains a great place to live and work.

He added that he wasn't fully aware of the dates for the process of standing for election.

Councillor Richardson asked what he felt were the key challenges and opportunities for the Parish.

Mark responded that he felt the key challenges were antisocial behaviour, speeding and traffic. He also mentioned that the proposed Gompels warehouse was quite a large issue at the moment.

Councillor Harris highlighted that Gompels was a contentious issue in the parish. How would he reconcile personal views with being a Councillor who may need to make an unpopular decision.

Mark responded the council is a democratic process where everyone can put their thoughts across but then there would be a vote. Understood that his view may not always be the same as voted by the majority of the council.

Councillor Baines stated that the candidates should be aware that they represent the whole of the parish and not just their individual wards, and as such may have to deal with any of the contentious issues in the parish.

Mark confirmed that this was understood.

### **ii. Chris Griffiths**

Chris stated that he had lived in Melksham for about 1 year and was keen to get involved, and wants to ensure the area where he lives, Sandridge Common, was represented on the Council (although takes the point that he would be representing the whole parish). Previously a Councillor at Midsomer Norton and at Martock. He is also a Director for Remus on his estate. He is keen to make a difference.

He added that as he was working away from home combined with some family issues he didn't stand for election, but now that he is about to change role he has come forward for co-option.

The questions asked to the previous candidate by Councillor Richardson, Councillor Harris and Councillor Baines were repeated.

Chris stated he feels that speeding is the biggest challenge - it's a big frustration particularly where he lives. He also added that he loves making unpopular

decisions, and he confirmed that he understood that he would be representing the whole of the parish.

iii. Martin Haffenden

Martin stated that he had lived in Melksham for over 30 years, mostly in Berryfield. He is semi-retired but has worked in Melksham since 1992 and was working with Cooper Tires until its closure in 2023, in technical and managerial roles. He has always been interested in the community and Melksham as a whole, but work commitments limited his ability to serve in a significant capacity. With the end of his full-time employment, he is now able get more involved which is why he has put his name forward. As an engaged resident he has followed the work of the council and has attended both Planning and Highways committee meetings, speaking on issues close to his heart. He feels that the skills garnered from working and living in Melksham would be of benefit.

He also stated that it was only within the last 2-3 weeks that he had realised that he was serious about joining the council and therefore had missed the election timings

In response to the questions previously asked by the Councillors, he highlighted unplanned development and providing safe cycling and walking routes, particularly for children getting to school, as the biggest challenges for the Parish. He added that from his work life he has experience of making unpopular decisions.

iv. Tony Hemmings

Tony stated that was born locally and has lived and worked in Wiltshire all his life. He has a history of volunteering – as volunteer in sports clubs (cricket and rugby) and as a cricket umpire. He served on the national board of ECB for cricket officials. He came fairly recently to the Council to discuss some issues in Beanacre, where he lives, and was made aware, by the Clerk, of the opportunity to get more involved by becoming a Councillor. He feels that he can bring his experience as a businessman and from being on committees to the Council.

In response to the questions previously asked by the Councillors, he stated that he doesn't have any specific issues but has opinions and will state them if he sees issues. With regards to making unpopular decisions, he reiterated that he had been a cricket umpire.

Councillor Wood commented that the Parish is made up of five villages and two/three hamlets, and that the Council are proud of their service to those communities. He stated that although the Parish surrounds the area of Melksham Town Council, the Council sees no benefit of amalgamating the two councils. He asked the candidates whether they felt that the independence of Melksham Without Parish Council rang true to them. All four candidates nodded in agreement.

The meeting reconvened.

**010/25 Co-option of new Members for Bowerhill Ward and Beanacre, Shaw, Whitley and Blackmore Ward Vacancy**

- a) It was noted that the process would be in two stages: first election of the candidates, and then appointment to the wards.
- b) Members were asked to vote by a show of hands, with the votes as follows:

Mark Blackham: 7 votes  
Chris Griffiths: 8 votes  
Martin Haffenden: 8 votes  
Tony Hemmings: 8 votes

Following discussion, and with agreement of the candidates, it was agreed that the two candidates living in the north of the Parish would represent the Beanacre, Shaw, Whitley and Blackmore Ward, and the two candidates living in the south of the Parish will represent the Bowerhill Ward.

**Resolved:** Mark Blackham and Martin Haffenden are co-opted to represent the Bowerhill Ward.

**Resolved:** Chris Griffiths and Tony Hemmings are co-opted to represent the Beanacre, Shaw, Whitley and Blackmore Ward.

- c) **Noted:** New Councillors Blackham, Haffenden, Griffiths and Hemmings signed their declaration of office forms, which were countersigned by the Clerk.

A member of the public left the meeting at 7.35pm.

- d) No declarations of interest were received from the co-opted Councillors

Dispensations for the term of the Council were discussed following co-option of the new Councillors.

**Resolved:** The Clerk to submit to a dispensation request, to Wiltshire Council, on behalf of those Councillors who live in the parish to allow them to allow them to vote on the Precept. Without the dispensation, there would not be enough members to vote on the Precept and they were not fairly or unfairly advantaged than all the other parish residents.

## 011/25 Standing Orders & Council Policies

### a) Standing Orders

A new Model version of Standing Orders has been issued by NALC (Version: March 2025). A version of this, incorporating amendments previously made by the Council was circulated prior to the meeting. No updates were proposed to the version of the Standing Orders presented.

**Resolved:** The Standing Orders to be adopted as presented and will be adjourned for a decision until the next full council meeting.

### b) Complaints Procedure

**Resolved:** To adopt the complaints procedure as presented, with no changes since the last review.

### c) Code of Conduct

A new version of the Code of Conduct used by Wiltshire Council, was circulated prior to the meeting. This was based on the model produced by the LGA (Local Government Association), NALC (National Association of Local Councils) and SLCC (Society of Local Council Clerks).

**Resolved:** To adopt the Code of Conduct from Wiltshire Council with the Parish Council Officer/Member protocol embedded.

**d) General Power of Competence**

The eligibility criteria are to have a qualified Clerk, and two thirds of the council elected. With a qualified clerk and 9 of 13 elected councillors the criteria have been met.

**Resolved:** The eligibility criteria for the General Power of Competence have been met.

**e) Civility and Respect Pledge**

The Clerk explained that there are two items to consider.

- i) A National Civility and Respect Pledge developed in collaboration with SLCC, NALC, and County Associations, that the Council can sign up to.

**Resolved 1:** To sign the Council up to the Civility and Respect Pledge

**Resolved 2:** To arrange Civility and Respect training for Councillors and Staff

- ii) Wiltshire Council's "**Positive Conduct equals Positive Democracy**" Charter that individual councillors and clerks can sign up to. If agreed by the members, the clerk offered to sign all the members up to the charter.

**Resolved:** to sign up each individual councillor and the clerk to the "Positive Conduct equals Positive Democracy" Charter.

**f) Roles & Responsibilities of a Councillor**

**Noted**

**g) Councillor Contact Details**

The Clerk explained where Councillor contact details are currently published, and queried where full details (home address and phone numbers) are to be published.

**Resolved:** Current arrangements for publishing Councillor contact details to continue.

Parish Council website:

Name, Photo and Email address on the website, with a note to contact the officer for further details

Melksham News quarterly newsletter:

Name, Photo and Email address

List of councillors for publication on Parish Council noticeboards

Name, Email address, Home address, Phone Number

Diary Card and Annual Parish meeting booklet:

Name, Email address, Home address, Phone Number

Wiltshire Councillor Nick Holder left at 8.03pm

## 012/25 Committee Structure and Terms of Reference

Councillors reviewed the version of the Committee Structure and Terms of Reference circulated prior to the meeting, that had been annotated by the Clerk.

Councillors discussed whether the Chair and Vice-Chair of the Council need to be members of every committee. Councillor Glover (Chair) and Councillor Pafford (Vice-chair) were happy to continue with the current arrangement as it provides continuity and visibility across Council activities.

It was agreed to change the name of the 'Staffing and Resources Committee' to the 'Staffing Committee'.

It was agreed to change the name of the 'Highways and Streetscene Committee' to the 'Highways, Footpaths and Streetscene Committee'

The Clerk suggested that an addition was made to Highways and Streetscene terms of reference to include dispensation to allow submission of LHFIG (Local Highways and Footpaths Improvement Group) requests if the LHFIG agenda timeframe does not provide sufficient time for prior approval of the requests to be approved at Full Council. The requests would be considered at the next Full Council meeting and could be withdrawn if not supported. It was noted that the commitment to the funding of requests did not follow from the initial requests.

**Resolved:** To adopt the Committee Structure and Terms of Reference

## 013/25 Appointment of Committees & Working Parties for 2025/26

**Resolved:** The following committees were appointed for 2025/26, with the Chair and Vice Chair Ex-Officio of all committees:

a) <u>Asset Management Committee</u>			
Alan Baines	Martin Franks	Martin Haffenden	Tony Hemmings
John Glover	David Pafford	Anne Sullivan	
b) <u>Finance Committee</u>			
Alan Baines	Mark Blackham	John Doel	Chris Griffiths
John Glover	David Pafford	Richard Wood	
c) <u>Highways, Footpaths and Streetscene Committee</u>			
Alan Baines	Chris Griffiths	Martin Haffenden	Mark Harris
John Glover	David Pafford	Anne Sullivan	
d) <u>Planning Committee</u>			
Alan Baines	Martin Franks	Mark Harris	Peter Richardson
John Glover	David Pafford	Richard Wood	
e) <u>Staffing Committee</u>			
Alan Baines	Mark Blackham	Chris Griffiths	Tony Hemmings
John Glover	David Pafford	Anne Sullivan	

f) Working Parties

**Resolved:** The following working parties were appointed for 2025/26:

<u>Community Resilience Working Party</u>			
To be revisited			
<u>Shurnhold Fields (Joint Working Party with Melksham Town Council)</u>			
John Glover	David Pafford	Mark Harris	
<u>I.T. &amp; Data Protection Working Party</u>			
Mark Harris	Tony Hemmings	Anne Sullivan	(Clive Merritt IT Contractor)
<u>CIL Sharing (Joint working party with Melksham Town Council)</u>			
John Glover	David Pafford	Alan Baines	
<u>Cemetery (Melksham Town Council working party)</u>			
John Glover			
<u>Road Safety Working Party</u>			
Martin Haffenden	Mark Harris	Chris Griffiths	Peter Richardson
Anne Sullivan			
<u>Health &amp; Safety Representative</u>			
Martin Franks			

**014/25 Appointment of Organisation Representatives 2025/26**

**Resolved:** To appoint the following Council representatives to the following organisations for 2025/26.

Age UK – Melksham Community Support	John Doel	
Berryfield & Semington Road Action Group (BASRAG)	Richard Wood	Martin Haffenden
Berryfield Village Hall	Martin Franks	Richard Wood
Bowerhill Residents Action Group (BRAG)	Mark Blackham	Anne Sullivan
Bowerhill Village Hall Trust	Mark Harris	David Pafford
CCTV Working Group (Town Council)	Mark Harris	
Community Action Whitley & Shaw (CAWS) & Flood Wardens	Peter Richardson	Tony Hemmings
CPRE (Wiltshire Branch)	Martin Franks	
Health & Wellbeing Group (Melksham Area Board)	Anne Sullivan	
Local Highways & Footway Improvement Group	Alan Baines	
Melksham Area Board	John Glover	David Pafford

Melksham ATC	Martin Franks	
Melksham Charities/Almshouses	John Doel	VACANCY
Melksham Hospital & Community (Friends of)	Anne Sullivan	
Melksham Joint Neighbourhood Plan Steering Group	John Glover	David Pafford
Melksham Transport User Group	Mark Harris	John Glover
Operational Flooding Working Group	Alan Baines	
	(Peter Richardson – sub)	
Parish Highways & Street Scene Rep	Parish Officer	
Police Liaison	Officers	
Police Parish Forum	Mark Harris	
Press Representative	Clerk – Teresa Strange	
Shaw Hall Management Committee	Martin Franks	
Shurnhold Fields (Friends of)	(from Shurnhold Fields Working Group Reps)	
Whitley Reading Rooms	John Doel	
Wilts & Berks Canal Trust	Mark Harris	
Wiltshire, Swindon & Oxfordshire Canal Partnership	Mark Harris	
WALC (Wiltshire Association of Local Councils)	VACANCY	

**Footpath Representatives:**

Beanacre	John Doel	
Berryfield	Martin Haffenden	
Bowerhill, Redstocks and The Spa	John Doel	John Glover
Sandridge & Blackmore	Chris Griffiths	
Shaw & Whitley	Peter Richardson	

**015/25 Councillor training Needs**

The Clerk advised that she will arrange an induction session for the new councillors but there is also training available from WALC (Wiltshire Association of Local Councils) (list circulated prior to the meeting). Councillors, particularly those newly co-opted were requested to review the available training and complete the training needs form.

**016/25 Parish Council Objectives**

a) Members noted the Melksham Community Area Joint Needs Assessment (2020) and census data for the parish.

**b) Review of Objectives and Priorities for 2024/25 and 2021-2025**

For Members' information, the Clerk had provided notes against the various objectives for 2024/25 and priorities for the previous council term 2021-25. She included suggestions for additional objectives for 2024/25 and priorities for the term of the council 2025-29:

**c) To set Objectives and Priorities for 2025/26 and 2025 to 2029**

Members discussed and agreed each of the following objectives and priorities for the year 2025/26. Councillor Sullivan suggested an additional objective that the Council strive to take a holistic approach and join up their thinking between the different groups and committees.

- To progress the review of the joint Melksham Neighbourhood Plan through Examination and Referendum\*
- To implement, monitor and use the policies in the current and reviewed Melksham Neighbourhood Plan\*
- To progress the installation of a drinking water refill point at Shaw Sports Field
- To review the Emergency Plan\*
- To progress the Shurnhold Fields car park and improved entrance project\*
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- To agree a new lease for Shaw Village Hall with the Management Trust
- To ensure the best outcome for the parish from any major National Infrastructure projects
- To build funds for a new East of Melksham Community Centre
- To review and update the parish council website (both content and to meet new accessibility criteria)
- To progress project for a footbridge over the brook to connect Buckley Gardens development to Bowood View development (off Semington Road, Berryfield)
- To support village halls and community groups with any impact of new legislation e.g.: change in Waste rules, Martyn's Law

\* Working with Melksham Town Council

**Resolved 1:** To adopt the objectives and priorities set-out above for 2025/26

**Resolved 2:** An additional objective to be developed that the Council strive to take a holistic approach and join up their thinking between the different groups and committees.

**d)** Members discussed and agreed each of the following objectives and priorities for their four year term of office 2025 to 2029

- To assess and make best use of evolving technology such as AI and Microsoft tools
- To work towards obtaining the Local Council Quality Gold Award
- To continue to provide enhanced access to council meetings via remote technology to improve community engagement.
- To achieve the best outcome for the parish, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town\*
- To obtain higher speed internet access in the parish
- To improve drainage at Bowerhill Sports Field



- To continue the Melksham Community Support project with Age UK\* and look to develop a similar project for younger age groups
- To campaign and progress an improved Melksham health facility/hospital
- To progress an East of Melksham Community Centre\*
- To progress Road Safety improvements
- To achieve the best outcome for the community from current and future planning applications for major development in the parish
- To facilitate 3G pitch/es as per the identified need for two pitches in the Melksham community area
- To progress the Bowerhill Sports Field enhancement project with teen shelter/gym equipment

\* Working with Melksham Town Council

**Resolved:** To adopt the objectives and priorities set-out above 2025 – 2029

## 017/25 Meetings

- a) A revised list of meeting dates had been circulated to members.

**Resolved:** To approve the revised list of meeting dates for 2025/26 as presented

- b) To approve venue for Annual Parish Meeting 2025

**Resolved:** To hold the Annual Parish Meeting at Bowerhill Village Hall in 2026.

## 018/25 Full Council

- a) **Resolved:** The Minutes of the Full Council Meeting held on Monday 14th April 2025, were formally approved by the council and for the Chair to sign them as a correct record.
- b) **Resolved:** The Confidential Notes to accompany the minutes of the Full Council Meeting held on Monday 14th April 2025, were formally approved by the council and for the Chair to sign them as a correct record.

## 019/25 Planning

- a) **Resolved:** The Minutes of the Planning Committee Meeting held on Monday 28th April 2025 with the amendments discussed, were formally approved by the council and for the Chair to sign them as a correct record.
- b) No confidential notes
- c) No recommendations to approve
- d) PL/2024/10345 Land north of the A3102, Melksham (new Road Farm).

Members discussed how a figure for an S106 request relating to a new community facility (arising from MIN542/24c) could be established. The Clerk advised that although a contribution had been agreed for the Blackmore Farm development for a single storey 400m<sup>2</sup> facility this shouldn't be used as a precedent as there were other factors involved in that negotiation. The figure for the Blackmore Farm development had been provided by Wiltshire Council using a standard methodology from BCIS (Building Cost Information Service) for a 400m<sup>2</sup>

building. Members discussed and agreed that a larger facility (400m<sup>2</sup> with 2 storeys) would be preferred. The Clerk was asked to get costs for a larger facility from Wiltshire Council. Councillor Hemmings offered to help develop the proposal.

**Resolved:** The Clerk to develop cost estimates for a two-storey community facility to inform negotiations with the Developer.

**e) Joint Melksham Neighbourhood Plan**

The timetable for the Plan was explained by the Clerk – following examination of the plan, we are waiting for Wiltshire Council to confirm what changes have to be made (expected by 6<sup>th</sup> June) before proceeding to Referendum. She also advised that the Examiner's report is still not in the public domain.

**Resolved:** The quote for accessibility work on the final version of the Plan of £300+VAT by McLennan Design is approved. It is noted that the parish council share is 30%, with 70% to be invoiced to Melksham Town Council in due course.

**f) Bowood Residents Management Company**

Progress has been made on the issue brought to the Planning Committee by a representative from Bowood Residents Management Company without the involvement of the Parish Council. Further discussion on the topic was deferred.

**020/25 Finance**

- a) **Resolved:** To note the Income/Expenditure reports for April 2025.
- b) **Resolved:** Councillors Doel and Pafford to be signatories for the May payments
- c) **Resolved:** To transfer £147,000 from the Lloyds Current Account to the Unity Trust Bank Current account.  
**Resolved:** To transfer £118,000 from the Unity Trust Bank Current account to the CCLA account.
- d) It was noted the council's insurance quote for the year is 1 June 2025 to 31 May 2026 was close to "£5,000 or over", which had to be approved by Full Council under Financial Regulations and therefore, delegated powers were sought for the Finance Committee on 19<sup>th</sup> May to approve the council's insurance cover once it had been reviewed.

**Resolved:** To give delegated powers to the Finance Committee on 19<sup>th</sup> May to review and approve the parish council's insurance cover and authorise payment before the 1 June deadline.

- e) **Resolved 1:** To add Councillors Blackham and Griffiths (as new Members of the Finance Committee) to the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

**Resolved 2:** to remove Shona Holt and Robert Shea-Simmonds (as former councillors) from the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

**Resolved 3:** To confirm that for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account the authorising signatories are the 7no. Finance

Committee members; Councillors John Glover, David Pafford, Richard Wood, Alan Baines, John Doel, Mark Blackham and Chris Griffiths.

## **021/25 Asset Management**

- a) The Clerk and Finance & Amenities Officer visited the Pathfinder Place (Davey) play area on 5<sup>th</sup> May. There are still some minor issues to be resolved. A report will be sent to Taylor Wimpey.

### **Noted**

- b) It was agreed that a Bus Shelter is required on the A350 at Beanacre to replace the one demolished in a road traffic accident. The type of shelter required was discussed and the Clerk was asked to arrange quotes for two options: a like-for-like block-built replacement and for a similar shelter to that recently installed on Semington Road in Berryfield.

**Resolved:** The Clerk to obtain quotes for the two bus shelter options discussed

- c) Feedback from 3G pitch meeting with stakeholders

The Clerk advised that the Wiltshire Council Playing Pitch Strategy (published December 2024) includes evidence of the need for two 3G pitches in the Melksham Community Area. The Football Foundation will cover 75% of the about £1 million cost if the remaining 25% can be found elsewhere, for example in s106 agreements. It was advised that annual income could be £70-90k per year which includes income from a café. The costs would be about £60k per year made up of maintenance costs and contribution to a sinking fund for replacement after the 10 year life span. Melksham Town Football Club are not currently interested in pursuing a 3G pitch.

The Clerk and Finance & Amenities Officer recently met with the Wiltshire Council Leisure Officer, the Wiltshire Football Association and the Football Foundation at Bowerhill Sports Field. They are really interested in locating a 3G pitch at the Sports Field and are interested in talking further with the Council. The only concern is that the carpark is too small. It has been estimated that the carpark could be expanded for about £10k with no impact on the space available for pitches.

**Resolved:** The Clerk to continue to research the business case for a 3G pitch on the Bowerhill Sports Field.

- d) Councillor Harris provided feedback on the Shurnhold Fields public meeting held 12<sup>th</sup> May at 6pm, earlier that day. He reported that the residents who attended the meeting strongly oppose the proposals. They don't want the carpark, don't see the need for the bund and are worried about the storage of their mower.

**Resolved:** The feedback was noted.

- e) Phone Box Adoption

The Council have expressed an interest in adopting two phone boxes. One in Beanacre and one in Berryfield. However there has been little or no interest from the public in how these could be repurposed and used as community assets. It was noted that community support would be needed for their ongoing maintenance, as that there is no community group in Beanacre. The deadline for responding to BT is June. It was agreed that there were no objections to BT

removing their telephony equipment but that the discussion about future use could be postponed until the next Asset Meeting in July.

**Resolved:** Add Phone Box Adoption to the agenda of the next Asset Meeting (7<sup>th</sup> July 2025)

- f) **Resolved:** the purchase of a new laptop for councillor use (indicative cost £400) was approved

## **022/25 Highways and Road Safety**

- a) **Resolved:** The notes from the Road Safety Working Group held on Tuesday 22nd April 2025, were formally approved by the council and for the Chair to sign them as a correct record
- b) **Resolved:** The recommendations from the Road Safety Working Group held on Tuesday 22nd April 2025 were agreed.
- c) **Noted** – Wiltshire Council Local Transport Plan 2025-2038 (LTP4)

## **023/25 Community projects/partnership organisations**

- a) Age UK
  - i) **Noted** – Melksham Town Council (MTC) have signed their agreement with Age UK for the joint Melksham Community Support project for 2025/26.
  - ii) **Noted** – 2024/25 quarterly report and case studies from Age UK.
- b) **Resolved:** The Clerk to look into facilitating cyber crime training for rural businesses by the specialist Wiltshire Police team.

Meeting closed at 10.03 pm

Chairman, 16<sup>th</sup> June 2025

Date: 01/05/2025

## Melksham without Parish Council Current Year

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Time: 12:52

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		88,134.47					88,134.47	
V4474-BACS	Banked:02/04/2025	600.00						
V4474-BACS	Future of Football FC	600.00			1210	210	600.00	Inv.491- March weekend booking
V4475-BACS	Banked:07/04/2025	357.50						
V4475-BACS	Future of Football FC	357.50			1210	210	357.50	Inv.496-Bookings Mar & April
V4476-BACS	Banked:07/04/2025	69.00						
V4476-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.495- Pitch hire 6th April
V4477-BACS	Banked:08/04/2025	575.00						
V4477-BACS	Future of Football	575.00			1210	210	575.00	Inv.497-Evening training April
V4478-BACS	Banked:11/04/2025	69.00						
V4478-BACS	Pilot FC	69.00			1210	210	69.00	Inv.494- Pitch hire 5th April
V4479-BACS	Banked:14/04/2025	69.00						
V4479-BACS	Bath Road Wanderer	69.00			1210	210	69.00	Inv.495- Pitch hire 13th April
V4480-BACS	Banked:15/04/2025	40.00						
V4480-BACS	Allotment Holder	40.00			1310	310	40.00	Rent for plot 16b Berryfield
V4481-BACS	Banked:23/04/2025	142,567.50						
V4481-BACS	Wiltshire Council	142,567.50			1076	110	142,567.50	Parish precept 25/26 1 of 2
V4482-VAT	Banked:29/04/2025	3,690.62						
V4482-VAT	HM Revenue & Customs	3,690.62			105		3,690.62	VAT Refund-QTR4-1/1/25-31/3/25
Total Receipts for Month		148,037.62	0.00	0.00			148,037.62	
Cashbook Totals		236,172.09	0.00	0.00			236,172.09	

Date: 01/05/2025

## Melksham without Parish Council Current Year

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Time: 12:52

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Unity Bank	V4467-6236	68,000.00				220	68,000.00	CHQ transfer Lloyds-Unity
14/04/2025	Unity Bank	V4468-6237	16,000.00				220	16,000.00	Transfer from Lloyds to Unity
15/04/2025	Onebill (Daisy)	V4481-DD	63.85		10.64	4190	120	53.21	Inv.272-Office line & wifi
15/04/2025	Onebill (Daisy)	V4482-DD	72.11		12.02	4384	220	60.09	Inv.273-Pavilion line & wifi
29/04/2025	Lamplight	V4483-BACS	57.00		9.50	4686	170	47.50	Inv.919-MCS Database
29/04/2025	Lloyds Bank	V4484-DD	31.50				4140	31.50	Service Charge 454485898
Total Payments for Month			84,224.46	0.00	32.16			84,192.30	
Balance Carried Fwd			151,947.63						
Cashbook Totals			236,172.09	0.00	32.16			236,139.93	

Date: 01/05/2025

**Melksham without Parish Council Current Year**

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Time: 12:52

**Cashbook 2**

User: MR

**Unity Bank**

For Month No: 1

**Receipts for Month 1****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		<b>8,517.50</b>					<b>8,517.50</b>	
Banked: <b>01/04/2025</b>		<b>68,000.00</b>						
V4467-6236	Current Account & Instant Acc	68,000.00			200		68,000.00	CHQ transfer Lloyds- Unity
V4473-INTE Banked: <b>02/04/2025</b>		<b>1,994.98</b>						
V4473-INTE	CCLA Investment Management	1,994.98			1080	110	1,994.98	Interest
Banked: <b>14/04/2025</b>		<b>16,000.00</b>						
V4468-6237	Current Account & Instant Acc	16,000.00			200		16,000.00	Transfer from Lloyds to Unity
<b>Total Receipts for Month</b>		<b>85,994.98</b>	<b>0.00</b>	<b>0.00</b>			<b>85,994.98</b>	
<b>Cashbook Totals</b>		<b>94,512.48</b>	<b>0.00</b>	<b>0.00</b>			<b>94,512.48</b>	

Date: 01/05/2025

**Melksham without Parish Council Current Year**

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Time: 12:52

**Cashbook 2**

User: MR

**Unity Bank**

For Month No: 1

**Payments for Month 1****Nominal Ledger Analysis**

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/04/2025	Grist Environmental	V4471-DD	79.20		13.20	4770	220	66.00	Inv.090-B'hill waste away
15/04/2025	JH Jones & Sons	V4467-BACS	4,830.00		805.00	4385	142	4,025.00	Inv.4934- Safety surfacing cle
15/04/2025	Shaw Village Hall	V4468-BACS	9,250.00			4620	170	9,250.00	Grant 2025/26
16/04/2025	Lloyds Bank Corp Card	V4470-DD	257.73		41.90	4510	142	15.63	Crash map credits-Road Safety
						4120	120	3.30	Postage for notices and poster
						4175	120	24.97	Adobe PDF Subscription
						4175	120	76.65	Clirs office 365 subscription
						4190	120	36.90	Office phone
						4175	120	30.90	Officer office 365 subscription
						4175	120	5.50	Website hosting
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Phoneline
						4140	120	3.00	Monthly fee
17/04/2025	EDF Energy	V4472-DD	128.97		6.14	4302	220	122.83	Inv.06- Pavilion Electricity
25/04/2025	K Dyckes (Staverton Rangers)	V4448-BACS	50.00			550		50.00	Return of refundable deposit
25/04/2025	CPRE	V4449-BACS	36.00			4650	170	36.00	Annual subscription 25/20
25/04/2025	St Barnabas Church	V4450-BACS	23.93			4420	142	23.93	Beanacre P/A rent 24/25
25/04/2025	Agilico	V4451-BACS	65.88		10.98	4130	120	54.90	Inv.685- Office photocopying
25/04/2025	Community First	V4452-BACS	50.00		8.33	4650	170	41.67	Inv.6210-Wiltshire Village Hal
25/04/2025	Jens Cleaning	V4453-BACS	393.00			4381	220	378.00	Inv.1087-Feb & March 25
						4381	220	15.00	Inv.1087-2nd April toilet clea
25/04/2025	JH Jones & Sons	V4454-BACS	2,376.56		396.09	4402	320	69.47	5002-Allotment grass cutting
						4400	142	477.98	5002-Play area grass cutting
						4780	142	187.84	5002-Play Area bin emptying
						4781	220	91.92	5002-JSF Bin emptying
						4401	220	856.84	5002-JSF Pitch Maintenance
						4409	142	188.65	5002-Hornchurch grass cutting
						4405	220	49.44	5002-JSF Hedge Maintenance
						4820	142	37.50	5002-Shurnhold Fields annual c
						4402	320	20.83	5002-BSF Hedge cut
25/04/2025	JH Jones & Sons	V4455-BACS	336.00		56.00	4740	220	280.00	Inv.5003- Pitch Power assessme
25/04/2025	Melksham Town Council	V4456-BACS	280.80			4820	142	280.80	In151-Caretaking SHF

Continued on Page 253

Date: 01/05/2025	Melksham without Parish Council Current Year	Page: 253
Time: 12:52	Cashbook 2	User: MR
	Unity Bank	For Month No: 1

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									1/1-31/3
25/04/2025	Melksham Town Council	V4457-BACS	5,000.00			4670	170	5,000.00	150-Market Place Toilets 24/25
25/04/2025	Rialtas Business Solutions Ltd	V4458-BACS	454.80		75.80	4185	120	379.00	Inv.124-Annual support & Maint
25/04/2025	WALC	V4459-BACS	1,469.22		244.87	4650	170	1,224.35	Inv.0594- WALC & NALC subscrip
25/04/2025	HM Revenue & Customs	V4460-BACS	2,263.95			4041	130	946.14	Period 1- April 2025
						4000	130	500.40	Period 1- April 2025-T
						4000	130	220.95	Period 1- April 2025-NI
						4010	130	259.20	Period 1- April 2025-T
						4010	130	115.26	Period 1- April 2025-NI
						4460	142	201.60	Period 1- April 2025-T
						4800	320	10.40	Period 1- April 2025-T
						4010	130	10.00	Period 1- April 2025
25/04/2025	Wiltshire Pension Fund	V4461-BACS	1,814.64			4045	130	1,372.46	Period 1- April 2025
						4000	130	259.07	Period 1- April 2025
						4010	130	144.35	Period 1- April 2025
						4020	130	38.76	Period 1- April 2025
25/04/2025	Teresa Strange	V4462-BACS			1.76	4000	130		April 2025 Salary
						4190	120	4.42	March out of hours mobile
						4190	120	4.42	April out of hours mobile
25/04/2025	Marianne Rossi	V4463-BACS				4010	130		April 2025 Salary
25/04/2025	CCLA	V4469-BACS	44,000.00			240		44,000.00	Transfer from Unity to CCLA Ac
28/04/2025	Fiona Dey	V4464-BACS				4020	130		April 2025 Salary
28/04/2025	Terry Cole	V4465-BACS				4460	142		April 2025 Salary
						4050	142	47.50	Travel Allowance- April 25
						4051	142	40.95	Mileage x91
28/04/2025	David Cole	V4466-BACS				4800	320		April 2025 Salary
30/04/2025	Unity Trust Bank	V4485-	9.60			4140	120	9.60	Service Charge
Total Payments for Month			79,489.67	0.00	1,660.07			77,829.60	
Balance Carried Fwd			15,022.81						
Cashbook Totals			94,512.48	0.00	1,660.07			92,852.41	

Date: 01/05/2025	Melksham without Parish Council Current Year	Page: 143
Time: 15:32	Cashbook 3	User: MR
	Fixed Term Deposit	For Month No: 1

Receipts for Month 1				Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
	Banked:	0.00							
		0.00					0.00		
Total Receipts for Month		0.00	0.00	0.00			0.00		
Cashbook Totals		0.00	0.00	0.00			0.00		



Date: 01/05/2025

**Melksham without Parish Council Current Year**

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Time: 15:32

**Cashbook 3**

User: MR

**Fixed Term Deposit**

For Month No: 1

**Payments for Month 1****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
<b>Balance Carried Fwd</b>			0.00						
<b>Cashbook Totals</b>			0.00	0.00	0.00			0.00	

Date: 01/05/2025

**Melksham without Parish Council Current Year**

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Time: 12:53

**Cashbook 4**

User: MR

**Instant Access Unity 20476339**

For Month No: 1

**Receipts for Month 1****Nominal Ledger Analysis**

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
<b>Balance Brought Fwd :</b>		2,919.11					2,919.11	
Banked:		0.00						
			0.00				0.00	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		2,919.11	0.00	0.00			2,919.11	

Date: 01/05/2025

**Melksham without Parish Council Current Year**

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Time: 12:53

**Cashbook 4**

User: MR

**Instant Access Unity 20476339**

For Month No: 1

**Payments for Month 1****Nominal Ledger Analysis**

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
0.00									
<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
<b>Balance Carried Fwd</b>			2,919.11						
<b>Cashbook Totals</b>			2,919.11	0.00	0.00			2,919.11	

Date: 01/05/2025	Melksham without Parish Council Current Year	Page: 25
Time: 12:53	Cashbook 5	User: MR
	CCLA	For Month No: 1

Receipts for Month 1			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		522,000.00					522,000.00	
Banked: 25/04/2025		44,000.00						
V4469-BACS	Unity Bank	44,000.00			220		44,000.00	Transfer from Unity to CCLA Ac
Total Receipts for Month		44,000.00	0.00	0.00			44,000.00	
Cashbook Totals		566,000.00	0.00	0.00			566,000.00	

Date: 01/05/2025		Melksham without Parish Council Current Year				Page: 26			
Time: 12:53		Cashbook 5				User: MR			
		CCLA				For Month No: 1			
Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			566,000.00						
Cashbook Totals			566,000.00	0.00	0.00			566,000.00	

## **New term of Office – May 2025 onwards**

All Parish Councillors are volunteers; they are passionate about their communities and seek to make a change to help improve residents' lives. They give up their time, and spend a lot of energy, working to get the best for the communities that they live in, and represent. The Melksham Without Parish Councillors have good local knowledge and a unique understanding of the distinct characteristics of the five villages, two hamlets and rural areas that they represent.

Where they don't have direct decision making authority, they will engage with those who do, for the good of the community. They strive to have:

- a holistic view across the parish
- influence decision makers
- join up the dots and look at the bigger picture
- look at highways and speeding issues

They are committed to achieving the right infrastructure, from community facilities to health and education provision, for all parish residents. At the start of the new term of four years, they have broken that down into more specific priorities and objectives, which are listed in no particular order.

## **Objectives & Priorities for 2025/26**

- To progress the review of the joint Melksham Neighbourhood Plan through Examination and Referendum\*
- To implement, monitor and use the policies in the current and reviewed Melksham Neighbourhood Plan\*
- To progress the installation of a drinking water refill point at Shaw Sports Field
- To review the Emergency Plan\*
- To progress the Shurnhold Fields car park and improved entrance project\*
- To continue to maintain a good working relationship with Wiltshire Council, the Area Board and all the neighbouring parishes who abut Melksham Without.
- To agree a new lease for Shaw Village Hall with the Management Trust
- To ensure the best outcome for the parish from any major National Infrastructure projects
- To build funds for a new East of Melksham Community Centre
- To review and update the parish council website (both content and to meet new accessibility criteria)
- To progress project for a footbridge over the brook to connect Buckley Gardens development to Bowood View development (off Semington Road, Berryfield)
- To support village halls and community groups with any impact of new legislation e.g.: change in Waste rules, Martyn's Law

## **Objectives & Priorities for Term of Council (2025-2029)**

- To assess and make best use of evolving technology such as AI and Microsoft tools
- To work towards obtaining the Local Council Quality Gold Award
- To continue to provide enhanced access to council meetings via remote technology to improve community engagement.
- To achieve the best outcome for the parish, for the proposed A350 Bypass.
- To continue to progress wider Realtime Information (RTI) in bus shelters across the parish and town\*
- To obtain higher speed internet access in the parish
- To improve drainage at Bowerhill Sports Field
- To continue the Melksham Community Support project with Age UK\* and look to develop a similar project for younger age groups
- To campaign and progress an improved Melksham health facility/hospital
- To progress an East of Melksham Community Centre\*
- To progress Road Safety improvements
- To achieve the best outcome for the community from current and future planning applications for major development in the parish
- To facilitate 3G pitch/es as per the identified need for two pitches in the Melksham community area
- To progress the Bowerhill Sports Field enhancement project with teen shelter/gym equipment

\* Working with Melksham Town Council

**MINUTES of the Planning Committee of Melksham Without Parish  
Council held on Monday 19<sup>th</sup> May 2025 at Melksham Without Parish  
Council Offices**

**(First Floor), Melksham Community Campus, Market Place, SN12 6ES  
at 7:00pm**

**Present:** Councillors Richard Wood (Committee Chair), John Glover (Council Chair), David Pafford (Council Vice-Chair), Alan Baines (Committee Vice-Chair), Peter Richardson, Mark Harris and Martin Haffenden.

**Officers:** Teresa Strange (Clerk) and Fiona Dey (Parish Officer)

**In attendance:** 3 members of the public, Wiltshire Councillor Phil Alford and Wiltshire Councillor Andrew Griffin (from 7.04pm). Councillor Doel joined the meeting, as an observer, at 7.30pm.

**On Zoom:** Councillor Glover (from 7.08pm) - it was noted that this councillor was unable to vote at the meeting as he is not classed as being present under current legislation. There were no attendees of the public attending remotely via Zoom.

**024/25 Welcome, Housekeeping and Announcements:**

The Clerk welcomed everyone to the meeting. As there were new members of the public present at the meeting, the housekeeping message was read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting and deleted once the minutes were approved.

**025/25 Apologies:**

Apologies were received from:

- Councillor Glover who was on holiday but joined on Zoom.
- Councillor Frank who was on holiday, with Councillor Haffenden was present as his substitute

**Resolved:** To approve and accept the reasons for absence

Apologies were also received from Wiltshire Councillor Holder due to a family emergency (post-meeting).

**026/25 Chair & Vice-Chair Planning Committee for 2025/26**

- a) Councillor Wood was nominated as Chair of the Planning Committee. There were no further nominations.

**Unanimously Resolved:** Councillor Wood elected as Chair of the Planning Committee for the ensuing year.

- b) Councillor Banes was nominated as Vice-Chair of the Planning Committee. There were no further nominations.

**Unanimously Resolved:** Councillor Banes elected as Chair of the Planning Committee for the ensuing year.

- c) The scheme of delegation and terms of reference for the Planning Committee was noted.

**027/25 Declarations of Interest:**

- a) Declarations of Interest

Councillor Haffenden declared a non-pecuniary interest in agenda item 9e (Land north of Berryfield Lane) due to living next to the development. During the meeting he also declared a non-pecuniary interest in agenda item 8a (PL/2024/11665).

Councillor Richardson declared a non-pecuniary interest in agenda item 7d (Land North of Top Lane, Whitley, as author of the CAWS (Community Action Whitley and Shaw) objection to the planning application.

- b) Dispensation Requests for this Meeting:

None requested.

- c) Parish Council standing dispensations relating to planning applications:  
None.

**028/25 To consider holding items in Closed Session due to confidential nature:**

**Resolved:** Agenda item 12 Planning Enforcement to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda item 12: Planning Enforcement as the start of legal action

**029/25 Public Participation:**

Standing Orders were suspended to allow Public Participation.

- a) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural

Wiltshire Councillor Andrew Griffin commented that he was present to observe and to take notes.

- b) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold

Wiltshire Councillor Alford flagged comments made by Kenny Green (Wiltshire Council Planning Manager) at a recent Planning Committee meeting with concerns that Wiltshire Planning Department have about appeals.

Linked to the new National Planning Policy Framework (NPPF) if a council loses 10% of appeals it can have its ability to make planning decisions withdrawn. This has caused nervousness in Wiltshire Council's planning department as Wiltshire Council has had 7% overturned in the last two years. Wiltshire Councillor Alford suggested that this may be influencing how

planning applications are being reviewed by Wiltshire Council as they don't want them to go to appeal. Wiltshire Council are having to be very secure and robust about their decisions.

It was noted that the BBC had picked this up as a news article which had been circulated by the Clerk to members.

Wiltshire Councillor Alford commented that for the proposed development on Land off Woodrow Road (PL/2024/10674) he has robustly challenged the Planning and Highways officers to provide details/background on the advice they have been given on the highways report. He will circulate any response he receives.

Wiltshire Councillor Alford also spoke about application PL/2025/03513 Land North of Top Lane, Whitley. He has already registered his concerns and has asked for the application to be called-in for a decision by a Wiltshire Council planning committee. He has based his objections on development outside the settlement boundary and the flood risk. He also noted that the proposal is for less than 10 **house** so is unlikely to make a significant impact on land supply and therefore this isn't a strong reason for approval.

c) Three residents spoke in opposition to planning application  
PL/2025/03513 Land North of Top Lane, Whitley

Resident 1 commented that he was surprised by the application and felt that there was little time to respond. His initial concern was that the application is outside the settlement boundary and if the development was allowed to proceed there would be a risk of further development outside the boundary. He was concerned that in time Whitley would become non-existent.

Resident 2 commented that while he understood the problem, from his previous experience, he felt that this application was devastating due to the loss of countryside. He also didn't like that he would lose his view but understood that this wasn't a material consideration.

Resident 3 spoke passionately in opposition to the development. He had concerns that the planning consultants (Plainview Planning Consultants) used for the application are a national group who routinely use lack of land supply as a justification for speculative applications. He commented that the short consultation period, lack of public consultation and the items chosen for consultation suggested that Wiltshire Council were in fear of working against a national agency. He also highlighted that the location of the proposed development is known to contain archaeological interest, which is not minor, and therefore an archaeology report should have been included as part of the application/consultation process. He felt that the Planning Statement is littered with falsehoods, false claims and misdescriptions e.g. making reference to a pavement which is non-existent, and challenged how Wiltshire Council Planning Department could allow such a poorly prepared document to be the basis of a planning application.

The meeting reconvened and it was agreed to move item 7d up the agenda.

**030/25 Planning Applications:** The Council considered the following applications and made the following comments:

d) PL/2025/03513 Land North of Top Lane, Whitley, Melksham (E388633,N166527)

Permission in principle: Permission in principle for up to 6 dwellings  
Applicant: Ms Patricia Eaton

**Comments: The parish council OBJECT to this application**

- Housing Land Supply and Development Plans

The justification for this speculative application in the Planning Statement is based on the lack of a 5-year land supply in Wiltshire, a perceived shortfall in the housing requirements from the emerging Joint Neighbourhood Plan, and doubt that the number of dwellings in the 2020-2026 Joint Melksham Neighbourhood Plan will be delivered. Members felt that the calculations were incorrect and didn't consider the Whitley Farm site allocation, dwellings which have already been built or where the applications are in progress. See evidence of housing numbers and status of neighbourhood plan allocations below. Members confirmed that the emerging Joint Neighbour Plan will deliver more dwellings than required in the Draft Local Plan. The review of the Neighbourhood Plan is currently awaiting Wiltshire Council's Decision Statement following the submission of the Examiner's Report.

The site does not feature in either the adopted Core Strategy, the draft Wiltshire Local Plan, the adopted Joint Melksham Neighbourhood Plan (1) or the emerging Joint Melksham Neighbourhood Plan (2). Members also noted that the site was not put forward as a potential site during the extensive Call for Sites exercise for the Neighbourhood Plan review, and the development does not provide the type of houses identified as required in the Housing Needs Assessment, which includes a dedicated section for Shaw & Whitley [https://www.melkshamneighbourhoodplan.org/files/ugd/fcc864\\_a2d7a2620d174638b9b4898fc4194f4f.pdf](https://www.melkshamneighbourhoodplan.org/files/ugd/fcc864_a2d7a2620d174638b9b4898fc4194f4f.pdf)

There is no allocation for Melksham in the adopted Wiltshire Housing Site Allocations Plan (adopted February 2020).

The reviewed version of the Neighbourhood Plan (2) has housing allocations for at least 453 dwellings across 5 sites.



### Current status of Joint Melksham Neighbourhood Plan site allocations

Policy 7.1	Land at Cooper Tires, Melksham	100 dwellings	Proceeding through sale to new owners who have provided positive comments of moving to planning application in Reg 16 comments
Policy 7.2	Land at former Melksham Library Site, Melksham	50 dwellings	Contractor appointed for Design & Build, land owned by Wiltshire Council
Policy 7.3	Land South of Western Way, Bowerhill	210 dwellings & care home (which equates to 38 housing number)	Approved at outline by Appeal, at pre-app with parish council in May 2025 and new owners shortly to submit Reserved Matters application
<b>Policy 7.4</b>	<b>Land at Whitley Farm, Whitley</b>	<p>Conservation led redevelopment of redundant modern agricultural buildings and barns and conservation and reuse of Grade II listed Whitley Farm barn</p> <p>10 dwellings in Reg 14 versions of the NHP and viability report in NHP evidence base</p> <p><a href="https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_67500181f96c450fab9633b614ac5f6f.pdf">https://www.melkshamneighbourhoodplan.org/files/ugd/c4c117_67500181f96c450fab9633b614ac5f6f.pdf</a></p>	Pre app meetings have been held with land agents
<b>Policy 7.5</b>	<b>Land at Middle Farm, Whitley</b>	<p>18 dwellings in NHP1</p> <p>55 dwellings in NHP2</p>	<p>Current application PL/2024/09725 for up to 22 dwellings</p> <p>With statement in update to Examiner in March/April 25 of intent for allocation –</p>

			<i>submitted with Planning Comments as evidence</i>
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### **Shaw and Whitley housing numbers against draft Local Plan allocation**

Source: Wiltshire Local Plan Pre submission Draft 2020-2038 September 2023

Page 82 Table 4.4 Distribution of housing growth for the Chippenham Rural Area

#### **Shaw/Whitley**

Housing Growth 2020-2038 **73**

Completions and commitments up to May 23 23

Residual at 1<sup>st</sup> April 2022 50

Site	Planning Application	Number of Dwellings	Status as at May 25
Middle Farm Site Allocation in adopted NHP1 (18 dwellings) and emerging NHP2 (55 dwellings)		55	NHP1 adopted July 2021  NHP2 Awaiting Wiltshire Council decision statement post Examiner report  Planning application for 22 dwellings PL/2024/09725  With statement in update to Examiner in March/April 25 of intent for allocation – <i>submitted with Planning Comments as evidence</i>
Whitley Farm NP2 (number is approximate) see above table		10	NHP1 adopted July 2021  NHP2

			Awaiting Wiltshire Council decision statement post Examiner report
Land Adjacent 1 Eden Grove, Whitley	PL/2023/00625	1	Built
39 Eden Grove, Whitley	21/01791/FUL	2	Built
178 Top Lane, Whitley	20/04234/FUL	1	Built
89 Corsham Road, Whitley	PL/2025/03261	1	Under Consultation
Mavern House, Corsham Road, Shaw	2024/00631	1	Approved
Home Farm, Shaw	PL/2025/00965	2	Under Consultation
Land South East of Poplar Farm, Shaw	20/11342/FUL	1	Approved
26 Shaw Hill	PL/2023/06990	1	Approved
	<b>Total</b>	<b>75</b>	

The emerging Local Plan has allocations for 845 dwellings across 3 sites. This gives a total allocation of 1,328 set against a residual figure in the Melksham area of 1,120 and 50 for Shaw and Whitley (as at 31 May 2023) as set out in the draft Local Plan. In addition, the current Core Strategy sets out policies until 2026, and the housing allocation for the Melksham area has been exceeded to date (refer to evidence documents for the draft Local Plan Reg 19: September 2023). With regards to the 3 Local Plan allocations, they are currently at the following status:

**Policy 18 (East Melksham):** Planning application for 500 dwellings approved Application Ref: PL/2023/11188 - Outline Planning Permission Address: Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS

**Policy 19 (Bath Road):** Pre app meeting held with public consultation for 200 dwellings planned for June 2025

**Policy 20 (A3102 New Road Farm):** Planning application for 295 dwellings PL/2024/10345

Members reiterated that Melksham Without Parish Council support plan lead development not speculative developments such as this one.

The parish council refute the claims made in the Planning Statement that there is a perceived shortfall in the housing requirements from the emerging Joint Neighbourhood Plan, and doubt that the number of dwellings in the 2020-2026 Joint Melksham Neighbourhood Plan will be delivered, based on the evidence above, with clear evidence that the allocations in the draft Local Plan are also progressing at pace.

- Settlement Boundary

The proposed development is outside the settlement boundary for Whitley and Shaw. Members feel that it is important that the boundary is protected and by allowing this development a precedent would be set for further speculative developments outside the settle boundaries.

- Drainage and Flooding

The application states that the development land falls entirely within Flood Zone 1 (low risk). However, members with local knowledge of the area highlighted that there are significant drainage issues and a high risk of flooding on the land. There is also a concern that as well as local flooding, the development will exacerbate flooding elsewhere. The members noted and endorsed the comments of the local volunteer flood warden group CAWS CEG (Community Action: Whitley & Shaw Community Emergency Volunteers) who are active and highly regarded by Wiltshire Council's Drainage team. Reference to the Joint Melksham Neighbourhood Plan's Flood Risk and Natural Flood Management policies to be taken into account, as they specifically reference the South Brook catchment area which has been identified as a priority flood risk area due to surface water flooding. Whilst the application is for less than 10 dwellings, the parish council feel that the Drainage team should be consulted due to the sensitive nature of the flood risk in this area.

- Access

Top Lane, Whitley is a narrow road with a sharp bend at the location of the development which impedes visibility. Top Lane is also a bus route. Members with local knowledge report having observed near misses along the road and therefore believe that road safety should be considered.

- Heritage/Archaeology

There is evidence of the original medieval settlement of Whitely on this site, plus possible Roman remains. The site is also bounded on each side by Grade 2 listed buildings. Members felt that the development would be detrimental to the setting of these heritage assets.

Members reviewed and endorsed the objection comments made by Community Action Whitley and Shaw (CAWS) and their volunteer flood wardens (CEG) Community Emergency Group.

Members also commented that if Wiltshire Council are minded to approve the application, flood mitigation in the local and wider area must be considered.

Members feel that the length of the consultation was less than the standard 21 days and therefore felt rushed, as did residents.

Three residents left the meeting at 7.29pm

a) [PL/2025/03423](#) 8 Blenheim Park, Bowerhill, Melksham, SN12 6TA  
Full planning permission: Conversion of existing dwelling into two dwellings with associated works.

Applicant: Mr & Mrs Russell & Amy Poulson

b) [PL/2025/03316](#) 8 Blenheim Park, Bowerhill, Melksham, SN12 6TA  
Full planning permission: Demolition of existing attached garage and carport.  
Erection of 2No. detached four bedroom dwellings.

Applicant: Mr & Mrs Russell & Amy Poulson

**Comments:** The 2 applications for 8 Blenheim Park were considered together.

The members felt that it was difficult to understand the 2 applications, and only one references the other in the planning statement. Overdevelopment was discussed as 4 dwellings are planned for a site with one dwelling currently. However, due to the size of the plot it was agreed that over development was not a concern.

The members were concerned that neither development would deliver a Biodiversity Net Gain on site. While it was noted that in the applicant's Bio-Diversity Net Gain Report that off-set loss can be achieved through offsite land or through the purchase of Statutory Biodiversity Credits, the committee felt strongly that it should be achieved on site, particularly as so much clearance of mature shrubs and trees has already occurred.

The members were concerned that the design of two new dwellings proposed in application PL/02025/03423, were not sympathetic to the design of other former RAF housing in the area. The committee felt that the application tries to show that rendered houses is the norm in the area, with specific photos of properties outwith the proposed development. Thus, seeking to support the proposal to render the new buildings. However, the RAF Officers Quarters reflect the heritage and history of RAF Melksham. The off-yellow brick used on the former RAF housing is representative of RAF married quarters across the UK in terms of construction and finish. Indeed, a recent extension to one of these properties used matching bricks so that it was not out of character. Whilst other developments have taken place around these houses, they have not been infill. The Parish Council believe that the proposals should continue with similar brickwork, sympathetic to the environment and not stick out as an infill to the historic setting (photographs to be supplied by the Parish Council of the local vernacular). Reference should be made to the Melksham Design Guidelines and Codes and the design policies in the adopted Joint Melksham Neighbourhood Plan 1 and the emerging Joint Melksham Neighbourhood Plan 2 (currently at examination).

**Comments** [PL/2025/03423](#): Object – off-set of the biodiversity loss should be achieved on site and the design should use similar brickwork (off-yellow),

sympathetic to the environment and not stick out as an infill to the historic setting

**Comments** [PL/2025/03423](#): Object – Off-set of the biodiversity loss should be achieved on site.

c) [PL/2025/03816](#) Vine Cottage, 11, Beanacre, Melksham, SN12 7PT  
Householder application: Erection of a single-storey structural glass extension to the front elevation of the dwelling, projecting 2 metres and spanning 5.2 metres in width. The extension comprises full-height frameless glazing to the walls and roof and will be used as additional ground-floor living space.

Applicant: Mr Steve Hollowood

**Comments: No objection**

e) [PL/2025/03957](#) 5 Valentia Court, Bowerhill, Melksham, SN12 6FF  
Householder application: Proposed First Floor Rear Extension.

Applicant: Mrs Clements **Comments by 29<sup>th</sup> May 2025**

**Comments: No objection**

f) [PL/2025/02015](#) The Willows, Lower Woodrow, Forest, Melksham, SN12 7RB

Full planning permission: Construction of a new garage and home office and associated change of use of paddock land to residential (C3).

Applicant: Mr & Mrs Fletcher **Comments by 29<sup>th</sup> May 2025**

**Comments: No further comments to those submitted on 20<sup>th</sup> March 2025**

g) [PL/2025/03991](#) 293 Sandridge Common Melksham, SN12 7QS  
Householder application: Proposed Two Storey Side extension

Applicant: Mr Paul Smith **Comments by 30<sup>th</sup> May 2025**

**Comments: No objection**

#### **031/25 Amended Plans/Additional Information:**

a) [PL/2024/11665](#) Land at, Semington Road, Melksham, SN12 6DP (Rear of Townsend Farm, Phase 2) Application for reserved matters pursuant to application ref: PL/2022/08155 for appearance, scale, layout and landscaping  
Applicant: Living Space Housing

The Clerk made members aware of feedback received from residents of the Townsend Farm development who are very unhappy about the continued use of their private roadway for construction traffic to access the site during Phase 1 of the build and the damage being caused to their properties and the road. There are other issues which the Clerk advised were civil matters and outside the remit of the council.

Councillor Haffenden declared that he knew and was friends with one of the residents of Townsend Farm. He provided feedback, from the resident, with an update that construction of the main site entrance has met with further delay regarding the need for BT to remove their infrastructure at the entrance. During the BT work, conducted within the last few weeks, an electrical cable was discovered which means that the BT work has been delayed until the cable can be moved. Anecdotally, the resident is aware that this will delay the work by a further 6 months. Members felt that this was an unacceptable situation and that the developers should be told to stop work until the access situation was resolved.

**Resolved:** The Clerk to contact Wiltshire Council to ask for work on Phase 1 to be stopped until suitable site access is constructed.

Members noted the proposed site layout, swept path analysis, internal visibility splay and geometric assessment and considered the additional comments from Highways, Conservation and Education. Concerns were raised that the layout would require refuse collectors to move bins 25m (in each direction) at multiple locations on the site. Members felt that this was unacceptable, and that the layout should be redesigned to allow better access for the bin lorries and not cause additional workload for the refuse collectors.

**Comments:** The parish council object to this application. The site layout for Phase 2 needs to be revised such that it is not necessary for the refuse operative to move bins considerable distances, and permission should not be granted for this Reserved Matters application, and the construction should not commence, until the access issues for Phase 1 have been resolved.

**Resolved:** Members request that Wiltshire Council Andrew Griffin confirms (post-election) that this Reserved Matters application has still been called in.

**032/25 Current planning applications:** Standing item for issues/queries arising during period of applications awaiting decision.

- a) [PL/2024/07097](#): Land south of Snarlton Farm, Snarlton Lane, Melksham, SN12 7QP: Erection of up to 300 dwellings (Class C3); land for local community use or building (incorporating Classes E(b), E(g) and F2(b) and (c)); open space and dedicated play space and service infrastructure and associated works on and South of Snarlton Farm (Outline planning application with all matters reserved except for two pedestrian and vehicle accesses (excluding internal estates roads) from Eastern Way) - Resubmission of PL/2023/07107). Applicant: Catesby Estates Promotions Limited.

No new comments or documents

- b) [PL/2024/10674](#): Land off Woodrow Road, Woodrow Road, Melksham, SN12 7AY Outline application with all matters reserved except for access for the development of up to 70 dwellings, open space, ecological enhancements, play space, associated infrastructure (including drainage structures and works to the public highway), access, parking, servicing and landscaping. Applicant: Waddeton Park Ltd.

No new comments or documents. It was noted that Wiltshire Councillor Phil Alford had followed up with the Highways Department the previous concerns raised by the parish council.

- c) [PL/2024/10345](#): Land north of the A3102, Melksham (New Road Farm) The construction of 295 homes; public open space, including formal play space and allotments; sustainable drainage systems; and associated infrastructure; with 0.4ha of land safeguarded for a nursery. The principal point of access is to be provided from a new northern arm on the existing Eastern Way/A3102 roundabout junction, with a secondary access onto the A3102. Additional access points are proposed for pedestrians and cyclists. Applicant: Bloor Homes South West

New comment from Rights of Way was noted.

- d) [PL/2024/09725](#): Land off Corsham Road, Whitley, Melksham (Planning application Outline planning application (with access, layout and landscaping to be approved) for up to 22 dwellings, new access off Corsham Road, public open space, drainage and associated works.

Wessex Water technical note was noted

- e) [PL/2025/00626](#): Land North of Berryfield Lane, Melksham, SN12 6DT: Outline planning application for up to 68 dwellings and formation of new access and associated works (All matters reserved other than access).

**Comments:** The members noted the new comments from Urban Design which require the applicant to revise the design to incorporate the proposed reinstatement of the canal. Members raised concerns that the design would also need to incorporate an access road to Berryfield

- f) [PL/2024/11426](#): Land to the South of A365 Bath Road and West of Turnpike Garage, Melksham, Wilts (Gompels): Construction of warehouse with office space, parking and associated landscaping including site access.

The members noted the new comments from Ecology requesting additional information, and from Landscape and Conservation objecting to the application.

**Resolved:** Councillor Banes agreed to attend the Wiltshire Council Planning Committee Meeting for the application, once scheduled, to potentially speak on behalf of Melksham Without Parish Council.

## **033/25 To note Premises Licences decisions:**

- a) WTF Festival, Oakfield Stadium, Eastern Way, Melksham, SN12 7GU. Applicant: Jarboom Ltd. Amplified Live Music (Outdoors), Recorded Music, Supply of Alcohol, Fri 20/06/25 & Sat 21/06/25 13:00 – 23:00



Sun 22/06/25 12:00 – 21:00. Open to the public Fri 20/06/25 & Sat 21/06/25 13:00 to 01:00 Sun 22/06/25 12:00 – 23:00.

The members noted that the Licensing Committee meeting had been rescheduled for 28<sup>th</sup> May 2025. None of the members were planning to attend the meeting.

#### **034/25 Proposed Energy Installations:**

- a) National Grid Electricity Transmission Compulsory Purchase Order 2025. <https://www.nationalgrid.com/electricity-transmission/network-and-infrastructure/cotswolds-project>

**Comments:** It was noted that this compulsory purchase order includes expansion of the Beanacre substation with the acquisition of land at Whitley Golf Course east of Corsham Road (B3353) and south of Westlands Lane. Preparation is expected to start in 2026 for a new shunt reactor, which will be delivered in 2027.

- b) To consider reply to parish council's formal response to Brockleaze BESS (Battery Energy Storage System) public consultation

Reponses have been received from Brockleaze to questions raised by CAWS.

**Comments:** Members would like to meet with representatives from Brockleaze. It was agreed that Wiltshire Councillor Phil Alford would also be invited to attend.

- c) To consider correspondence from the National Grid related to the substation upgrade and potential site visit

The clerk advised that she is reporting all construction traffic transgressions on Westlands Lane to the National Grid.

In correspondence, National Grid have offered a meeting at their substation site, where they can explain their work in more detail and answer any queries. Members were keen to attend a site visit. Councillor Richardson suggested including a couple of Shaw and Whitley residents with expertise in this area. Wiltshire Councillor Phil Alford has also been offered a site visit.

**Resolved:** Members would like to attend a site visit to the National Grid substation. Shaw and Whitley residents with expertise to be invited.

#### **035/25 Planning Enforcement:**

**Comments:** It was noted that the Clerk is still following up and providing evidence about the lambing shed and scaffolding company who do not have permission for their current activity.

#### **036/25 Planning Policy:**

- a) Joint Melksham Neighbourhood Plan

**Comments:** No update

b) Wiltshire Council's Draft Local Plan Examination

**Comments:** The clerk advised that a hearing on Wiltshire Council's Local Plan is being held to discuss their duty to co-operate. She explained that this was in reference to the duty to co-operate with statutory consultees and adjacent local authorities and is not applicable to interactions with local parish councils or neighbourhood planning. The hearing will not be available to listen to on-line.

c) Planning and Infrastructure Bill

**Comments:** The new government planning policy was noted

**037/25 S106 Agreements and Developer meetings: (Standing Item)**

a) Updates on ongoing and new S106 Agreements

- i) Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS [PL/2023/11188](#): Demolition of agricultural buildings and development of up to 500 dwellings, up to 5,000 square metres of employment, land for a primary school, land for mixed use hub, open space. Applicant: Tor & Co for Gleasons

**Resolved:** It was noted that the s106 had been signed.

ii) Pathfinder Place:

**Resolved:** It was noted that the council are waiting for feedback from the solicitor with regards to transfer of the Play Area

- iii) Buckley Gardens, Semington Road (PL/2022/02749: 144 dwellings)

No update

- iv) To note any S106 decisions made under delegated powers:

None to report

b) Contact with developers:

- i) Land South of Western Way for 210 dwellings and 70 bed care home (PL/2022/08504) – reserved matters

**Resolved:** Meeting notes of 6<sup>th</sup> May 2025 agreed and to be added into the Minutes.

The developer has requested a follow-on meeting on w/c 9<sup>th</sup> June 2025

- ii) Land at Bath Road (adjacent to Melksham Oak) - pre-application

**Resolved:** Meeting notes of 6<sup>th</sup> May 2025 agreed and to be added into the Minutes.

- iii) To consider the best days and times for scheduling meetings with developers

There are currently two meetings with developers to be arranged:

- Barratt Homes
- Developer for the Land North of Berryfield Lane

**Comments:** It was agreed that Tuesdays and Wednesdays were preferred for developer meetings.

**Pre-App Meeting with representatives of Hannick Homes regarding land East of Melksham Oak School held on Tuesday, 6<sup>th</sup> May 2025 at 10.00am at Melksham Without Parish Council Offices at Melksham Community Campus**

**Present:** Councillor Richard Wood (Chair of Planning)  
Councillor Alan Baines (Vice Chair of Planning)  
Councillor David Pafford (Vice Chair of Council)  
Councillor Mark Harris

Wiltshire Councillor Nick Holder, Bowerhill

Teresa Strange, Parish Clerk

Fiona Dey, Parish Officer

Glenn Godwin, Land & Planning Consultant, Hannick Developments Ltd

Chris Minors, Operations Director, Hannick Developments Ltd.

As Chair of Planning, Councillor Wood chaired the meeting and welcomed Glenn and Chris to the meeting and introduced those present.

Glenn explained they are now in a position to progress with an outline planning application as the site is allocated in the emerging Local Plan. He commented that, in the application, they have taken note of the comments from the previous pre-application (pre-app) with Melksham Without Parish Council in 2021.

He explained that Hannick is planning a public consultation within the next 4 weeks and are planning to hold this at Melksham Town Football Club or Melksham Rugby Football Club as they are close to the site location. Other members of the Hannick team will be present at the consultation, including from the highways team to help answer any specific questions.

Glenn explained that Hannick having been undertaking a number of assessments in consultation with David Way and Geoff Wilmslow at Wiltshire Council and have reached a Statement of Common Ground in line with the Local Plan allocation. Glenn expects an outline planning application to be made within the next 6 weeks.

Glenn stated that ecology surveys have been completed and have identified that most protected species are found at the site borders and in the hedgerows. The site plans will protect the existing hedgerows with the exception of a punch-through for one road. The trees on the site have been surveyed and there are some veteran trees which will form focal points in the design. Archaeology will need to be investigated but there are no constraints.

Glenn presented the context plan (document: 210205 I 01 03 A Context Plan A1.pdf) showing the location of the site. The plan also includes the route of the potential Melksham by-pass.

Glenn then presented the Wiltshire Council Local Plan Pre-Submission (document: WLPR Concept Plan.pdf). He explained that this shows the 2.0ha set aside for Melksham Oak Community School (MOCS) expansion and a Wessex Water easement across the site which can't be developed and will be left as open space. Blue and green infrastructures are shown.

Glenn then presented the concept masterplan (document: Concept Masterplan 3003 Rev B.pdf) which he commented is similar to the plan from Wiltshire Council.

He commented that the Flood Risk Assessment (FRA) indicates that the southern edge of the development could be prone to surface water flooding. However, the risk of flooding has been reduced by 70% by more accurate modelling, slight remodelling of the landscape and by increasing the depth of the watercourses.

Glenn explained that the plan is currently for about 200 dwellings. This is less than the previously planned 240 dwellings due to the set aside of land for the school expansion. The 2ha set aside was decided following conversations with the MOCS and with the Local Education Authority. It was thought to be the maximum amount of space needed to accommodate an additional 300 pupils. Glenn commented that it was expected that any school expansion would take place within the existing site, but the set aside plan would accommodate displaced open space, such as sports pitches or car parking.

Nick Holder commented that there are currently 300 vacancies at MOCS so there is no immediate need to create additional school places.

Glenn agreed with Nick, that there are no definite plans from MOCS or Wiltshire Council to expand the school. He also emphasised that the 2ha was the maximum predicted space needed.

A question was asked about what happened to the land if the expansion didn't take place. Chris responded that a s106 might define that it would be retained for education use for 10 years and possibly then revert to the developers.

Glenn went on to present the site access plan (document: SK02-Reev B Site Access Arrangement and Cycle Improvements.pdf). He commented that the access had been designed to be optimum for visibility. A Toucan crossing had been included on the A365 at the site entrance to provide a link to the footpath and cycleway on the south side of the road. This had been developed with Chris Mead, Highways Officer, at Wiltshire Council (noted that Chris has now left the council).

## CONCERNS RAISED BY MEMBERS

### Access to MOCS

It was noted that children from the development would need to cross the A365 twice to access MOCS, as there is no space for a footpath on the north side of the road.

**The councillors felt strongly that this was not satisfactory and that an entrance to the school directly from the development would be needed.**

Nick Holder commented that this would need to happen.

Glenn commented that it had been assumed that the school would not want an additional access point but there was scope within the residential area to add one. He agreed to discuss options with MOCS executive Head David Cooper and White Horse Federation.

### Access to Primary Schools

It was noted that the closest primary school to the development was Bowerhill, as the planned primary school at Pathfinder Way has not been progressed and other primary schools are more distant. It was felt that the development is isolated from Bowerhill and the rest of Melksham which may deter children from walking to school.

### A365 Speed Limit and Turning Right from the Development

Several existing risk points for turning on or off the A365 were identified: right turn out of MOCS, right turn into Bowerhill lane, right turn into Hornchurch Road. It was noted that turning right from the development onto the A365 combined with the proximity of the Toucan crossing would also be difficult. It was noted that, as proposed, relocation of the change of speed limit from 30mph to 40mph (travelling away from Melksham) would be better further east along the A365. It was also noted that the potential Gompels development would also impact the road speeds. **Therefore, it was suggested that a s106 should include a comprehensive speed limit review.**

### Proposed number of Dwellings, density and appearance

Councillors questioned why the proposal for about 200 dwellings was higher than the 135 allocated in the NHP and why the development was encroaching into the space indicated in the Local Plan allocation to be open space. Glenn explained that the increase is based on detailed plans and evaluations, and even with 200 dwellings they are in excess of the open space ratio requirements because of SUDS and surface water drainage areas. The overall housing density is 37 dph which Glenn commented was similar to other developments. There will be a total of 5.5ha of residential development and the design includes focal points of 2.5/3 storey buildings.

Councillors questioned the mews/terrace in the southern corner of the site and whether this would be affordable housing. Glenn explained that this would be a farmyard type arrangement as there was only one way in and out. He also confirmed that 40% of dwellings would be Affordable Housing in line with the Local Plan but that the location of the Affordable Housing has not yet been considered. The clerk confirmed that the council would want to see affordable housing dispersed across the development.

Glenn also confirmed that there would be no gas on site, every dwelling would have an Electric Vehicle charging point, and that there would be heat pumps and solar panels.

The Parish Clerk explained the Parish Council had a list of things they requested from developers, such as circular walks, provision of bins and play equipment, with the Parish Council taking on responsibility for any LEAPs installed. The Parish Officer agreed to forward the list of requests.

Glenn and Chris thanked the Parish Council for their time and agreed to send details of the planned public consultation.

Meeting closed at 11.15am

**Meeting with representatives of Barratt Homes regarding land South of Western Way held on Tuesday, 6<sup>th</sup> May 2025 at 11.30am at Melksham Without Parish Council Offices at Melksham Community Campus**

**Present:** Councillor Richard Wood (Chair of Planning)  
Councillor Alan Baines (Vice Chair of Planning)  
Councillor David Pafford (Vice Chair of Council)  
Councillor Mark Harris

Wiltshire Councillor Nick Holder, Bowerhill

Teresa Strange, Parish Clerk  
Fiona Dey, Parish Officer

Alex Winter, Design and Planning Manager – Barratt Homes  
Charlotte Counsell, Technical Co-ordinator - Barratt Homes  
Sean Hindes, Lead Designer, Pegasus Group

As Chair of Planning, Councillor Wood chaired the meeting and welcomed Alex, Charlotte and Sean to the meeting and introduced those present.

Charlotte provided the following summary of the meeting:

*Hi Teresa,*

*Thank you very much for your time meeting us regarding the proposed development south of Western Way. I have summarised the points raised below which will be considered as we develop our proposals.*

- *There are concerns regarding access to the site. It was suggested that the emergency access point to the northeast of the site could be used for construction access during construction of the development. It was suggested that the emergency access point to the northeast of the site could be used for construction access during construction of the development.*
- *'What counts as an emergency access point needs' to be confirmed specifically in relation to the need to access the care home.*
- *It was requested that there could be additional footpath linkages both east and west to provide connectivity across the site to the adjacent school etc. During the meeting it was explained that we are only able to carry out works within the boundary of our development, During the meeting it was explained that we are only able to carry out works within the boundary of our development.*
- *Location and layout of two attenuation ponds are to be detailed within RM applications.*
- *With regards to the MUGA (Multi-use games area), it was requested to include a 'Teen shelter' within this area. The intention of this is to draw older youth away from the LEAP area and other public open space. As the northern pond area is being reduced in size, the location of the MUGA could be proposed in an alternative location away from the care home and allotments.*
- *It was confirmed that the specification of street tree pits and the selection of tree species would be considered during the design process to ensure that long term health of trees can be promoted whilst safeguarding the adjacent properties from root damage and soil heave.*
- *The Affordable housing mix has been provided within the agreed S106, The Parish would like to see the inclusion of affordable bungalows. We can confirm that the S106 requires 2x Bungalows to be provided as part of the Affordable mix.*
- *The Parish expressed the desire for 'starter homes' (Smaller homes targeting first-time buyers). Barratt confirmed that, within the open market mix, they would be looking to provide a mix of 2 bed and smaller 3 bed homes to meet this need.*
- *The industrial estate to the south of the development will be considered as part of the reserved matters application, with the support of our specialist consultant.*
- *The Parish raised the point about historic Wessex comments regarding foul capacity. Parish to forward Wessex Water consultation response to local plan submission. Barratt to make contact with all utility providers regarding capacity.*
- *Parish raised concerns regarding the management of the POS during the period from completion to handover of the POS areas including play areas. Barratt confirmed that these areas will be maintained by our in-house adoption management team until such time that they can be handed over to the management company.*

- *The Parish requested that an area for a parish notice board was included within the proposals. The board would be installed by the Parish.*
- *The Parish provided a printed list of requirements they would like to see considered as part of developments in their area. Barratt will review and seek to include where possible.*

*We propose to come and present the developed design prior to RM submission and to demonstrate how we have incorporated your comments. If you could suggest a convenient date after the 9th June, we can get something in the diary.*

The following additional points were discussed at the meeting:

- Members expressed the need for a robust construction management plan.
- Members expressed a desire for additional footpath linkages both east and west to provide connectivity across the site to the adjacent school etc. While Barratt cannot carry out works outside the boundary of their development, they did offer to build a spur, at an appropriate break in the tree line, to link with the neighbouring development.
- The Barrat team commented that the Care Home will be developed separately by a specialist company still to be identified. It is expected that the Care Home will be completed within the overall timeframe for the residential build.
- The distance to the nearest shop/pub was noted to be significant. The Barratt team responded that, as shops/pubs were not included in the outline plan, they could not be added at this stage

Meeting closed at 13.15pm

Meeting closed at 8.28pm

Chairman, 16<sup>th</sup> June 2025





# Neighbourhood Planning Referenda

A guide for councillors and campaigners covering:-

- Restrictions on publicity during the referendum period;
- Limits on expenses.

### 1.0 Introduction

This guidance outlines the key issues that apply in relation to publicity during the period leading up to any neighbourhood plan referendum.

**This “pre-referendum” period runs from the publication date of the information statement (a minimum of 28 working days before the date of the referendum) to the declaration of result, following the referendum.**

This guidance deals with specific restrictions in relation to any individual’s role as an elected councillor, particularly councillors representing an area for which a referendum is being held.

The guidance also deals with restrictions on how much may be spent by campaigners by way of expenses incurred in the conduct of a campaign, either in support of or in opposition to the referendum question.

The term “**councillor(s)**” means any Bristol City Council Councillor and the term “**council**” means Bristol City Council.

### 2.0 Publicity

Section 5 of the Neighbourhood Planning (Referendums) Regulations 2012 places restrictions on publication of promotional material in relation to a Neighbourhood Planning Referendum.

This restricts the “relevant council” (Bristol City Council) from: producing any material that provides general information about the referendum; that deals with any of the issues raised by the question to be asked at the referendum; or puts any arguments for or against a particular answer to that question during the referendum period.

However this does not apply to material that is required to be made available as set out in section 4 of the [Neighbourhood Planning \(Referendums\) Regulations 2012](#) (the ‘Regulations’) which includes:

- an information statement;
- the draft neighbourhood plan;
- the examiner’s report;
- a summary of representations received at submission stage;
- a statement setting out that the local planning authority are satisfied the plan meets the basic conditions; and
- a statement setting out general information as to town and country planning and neighbourhood planning. Nor does it apply to the publication of press notices containing factual information where the sole purpose is to refute or correct any inaccuracy in material published by any other person.

Further to the above the Council can publish press notices containing factual information where the sole purpose of their publication is to refute or correct any inaccuracy in material by a person other than the relevant council.

### 2.1 Key points around publicity

- All councillors must comply with the provisions of the adopted Code of Conduct.
- Ward councillors may create their own publicity, provided that council resources are not used. Resources of a campaign group may be used to create publicity.
- Council business will continue during a referendum period. This includes publicity around normal business and events. However this must be carefully thought through to ensure that council resources are not used in any way in relation to the referendum.
- Councillors should not be quoted in any press releases issued (if any) relating to the referendum.
- No posters or leaflets promoting a yes or no vote must be displayed on council premises (including street furniture) or vehicles.
- Views on the referendum question, which could be seen as in favour of or against the proposal, must not be published by the council.
- Any communication issued by the council should not support or oppose the referendum question.
- Councillors representing the neighbourhood plan area need to maintain a clear distinction between their duties as a serving councillor and their involvement with any referendum campaign group.
- During the referendum period councillors may continue to deal with ward work and represent their constituents.
- Particular care must be taken by councillors who hold positions of responsibility within Bristol City Council where, by virtue of their role, they could be seen to be supporting or opposing a referendum question.

### 3.0 Campaigning Expenses

A campaign organiser, either an individual or group wishing to conduct a campaign with a view to promoting or procuring a particular outcome in relation to the question to be asked in the referendum, is subject to an expenses limit.

Sections 6 and 7 of the Regulations set out the limit that may be spent on referendum expenses and the penalty for non-compliance.

Schedule 2 of the Regulations states the meaning of expenses and what they relate to.

### 3.1 Key points around expenses

- A maximum of £2,362 plus £0.059 for each entry in the relevant register of electors may be spent by campaign organisers in connection with a referendum campaign.

The exact amount allowed for each referendum area will be published in the Information Statement twenty-eight working days before the date of the referendum.

- Expenses means the expenses incurred by or on behalf of any individual or body during the referendum period in relation to :
  - Advertising of any nature
  - Unsolicited material addressed to voters
  - Information about the referendum, information about the question, arguments for and against
  - Market research or canvassing
  - Provision of any property, services or facilities in connection with press conferences or dealings with the media
  - Transport (by any means) of persons to anywhere with a view to obtaining publicity in connection with a referendum campaign
  - Rallies and other events, including public meetings.
- Expenses also include any notional expenses, where property, services or facilities are provided free of charge or at a discount and must be entered upon a statement of expenses.
- **Campaign groups are asked to register with and submit a statement of expenses to Electoral Services. This is important as campaign groups are entitled to receive electoral registers and three alteration notices during the referendum campaign.**
- It is an offence for a campaign organiser to exceed the referendum expenses limits and, if found guilty, they would be liable to a fine of up to £5000 and/or imprisonment of up to 12 months.

**MINUTES of the Finance Committee of Melksham Without Parish Council held on  
Monday 19<sup>th</sup> May 2025 at Melksham Without Parish Council Offices,  
Melksham Community Campus (First Floor), Market Place,  
Melksham, SN12 6ES at 8.37pm**

**Present:** Councillors David Pafford (Vice Chair of Council), John Doel, Chris Griffiths, Alan Baines, Richard Wood and Mark Blackham.

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

**Zoom:** There were no members of the public present on Zoom. Councillor Glover joined the meeting at 9.17pm via Zoom and understood that he was unable to vote at the meeting as he was not classed as being present under current legislation.

**Housekeeping:** The Clerk welcomed all to the meeting. As there were no members of the public present, the housekeeping message was not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting.

**038/25 Apologies:**

Apologies had been received from Councillor Glover who was on holiday, this reason for absence was accepted.

The Clerk invited nominations for the Chair of the Finance Committee for 2025/26.

**039/25 Chairman & Vice Chair of Finance Committee for 2025/26:**

**a) Election of Chair of Finance Committee:**

**Resolved:** That Councillor Glover be Chair of the Finance Committee for 2025/26.

In the absence of Councillor Glover, the Clerk invited nominations for the Vice Chair of the Finance Committee for 2025/26.

**b) Election of Vice-Chair of Finance Committee:**

There were no nominations for Vice-Chair; therefore, the Clerk advised that this item could be deferred to the next Finance Committee meeting, but in Councillor Glover's absence, a member would need to put themselves forward to Chair the meeting this evening. Councillor Baines stepped forward, and it was resolved that Councillor Baines would Chair the meeting this evening.

**Resolved:** Councillor Baines to Chair this evenings Finance Committee meeting and the election of the Vice Chair to be deferred to the next Finance Committee meeting.

Councillor Baines took the Chair.

**c) Scheme of Delegation:**

Members noted the scheme of delegation and terms of reference for the Finance Committee.

**040/25 Declarations of Interest**

None.

**041/25 Dispensation Requests for this Meeting**

None.

**042/25 To consider holding items in Closed Session due to confidential nature:**

**Resolved:** Agenda item 10c to be held in closed session under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted. This is in line with Standing Order 3d for the following reason: potential for legal proceedings.

**043/25 Public Participation:**

There were no members of the public present.

**044/25 Insurance:**

**a) Insurance Cover for year commencing 1st June 2025 including Cyber Security:**

Members reviewed the insurance schedule for the new insurance year starting from 1st June 2025. It was noted that the forthcoming insurance year was the last of a three-year long-term agreement with the insurance company. Officers had compared the level of insurance cover quoted in the policy documentation with the level of cover required for the parish council assets as detailed in the asset register. It was noted that the policy schedule detailed £2,997,222.34 of cover for all of the parish council assets against a value of £2,996,562.62 of cover required as per the asset register. Members were made aware that the building insurance also included Berryfield Village Hall as per the terms of the lease, and this cost element would be charged back to the Village Hall Trust.

The Clerk drew members' attention to the fact that the asset register value for general contents was £1,000 more than the level of cover detailed on the insurance schedule. She explained that this included items such as replacement stationery if the building burnt down, for example, which was a 'finger in the air' value on the asset register, so she was not concerned that this was slightly lower on the insurance schedule of cover. Members were also aware that the Davey Play Area was included in the insurance even though it had not been adopted by the parish council yet so that it is in place for when it is adopted.

It was noted that the fidelity insurance cover was £1m, and although this was currently adequate for the councils' funds, officers would need to keep an eye on this, especially when large amounts of funds, such as CIL (Community Infrastructure Levy), are received.

The Clerk explained that the cyber insurance was a separate policy which was obtained by Galligher insurance brokers, as the insurers for the parish insurance do not provide cyber cover. There were a few things that needed to be updated in the statement of fact to reflect the councils needs which had been communicated to the insurance company. Officers had not received a response to the email. In addition, officers had been made aware by the insurance brokers that the insurers were no longer providing AvastCloud Care with the policy. This was something that members were due to discuss on the next agenda item. Members agreed to this level of cover.

**Resolved 1:** The council accept the level of insurance cover proposed for the parish insurance.

**Resolved 2:** The council accept the level of cover in place for cyber security as per the schedule.

**b) Correspondence from cyber insurance company regarding vast CloudCare:**

The Clerk explained that a requirement of the cyber cover was for all council devices to be covered by a business-grade firewall and antivirus package, which was provided by the insurer. Officers have been informed that this will not be included with any policy moving forward and the requirement for business-grade firewalls and antivirus software is no longer required. The Clerk explained, however, that included in the financial regulations which members were due to review at the next Finance Committee meeting was that any member doing online banking for the council needed to have adequate virus protection.

Officers have been in consultation with the parish council's IT contractor with regard to who would need virus protection and whether the whole council needed it on their laptops. It was noted that all parish council laptops had a Windows Firewall built into the device and there was a free version of Avast that could be used on councillor laptops. He felt that for Councillors who were logging into their Microsoft account via Office 365, this version was adequate. It was noted that if a virus got into a Councillor laptop, it would be contained to that machine only and would not spread to the council networks. For the office, 5 devices (3 officer laptops, 1 server computer, and 1 meeting room device) are felt to require a paid version due to the fact that all of these devices have access to the council's shared drive. If a virus got into one of these machines, it is very likely that it would get into the shared drive and infect the whole council network. The contractor also felt that for those members who log on and authorise online payments, the Avast free version would not be adequate and would need a paid version of the software.

Officers have had a look around to obtain some costs for an adequate package depending on what members wished to do. Their finding was as follows:

**Norton Small Business:**

£129.99 + VAT per year for 5 users (£69.99 + VAT for the first year)-

This would cover all officer laptops and the server pc but the maximum devices that can be covered is 10 at a cost of £199.99 + VAT per year (£99.99 + VAT for the first year). This would therefore not cover councillor laptops even if it was decided to only cover the Finance Committee members.

**Avast Essential Business Security:**

13 Councillors plus 4 office devices (£388.01 + VAT for first year)

After a discussion, members felt that all of the office laptops and computers should be covered due to having direct access to the councils' electronic records as well as the seven Finance Committee laptops due to them occasionally being used to undertake online authorising. For clarity, this would mean that 12 devices would need to be covered.

It was noted that the council would need to go with the Avast Essential Business Security, as the Norton Small Business antivirus does not cover enough laptops. It was noted that the price above includes the whole council; however, the Finance & Amenities Officer confirmed that there will be a reduction in the cost due to the number of devices required to be covered being reduced.

**Recommendation:** The council purchase and install Avast Essential Business Security on the five office devices and the seven Finance Committee members laptops (12 devices) for the reasons provided above.

**c) Insurance cover quotation:**

Members reviewed the quotation of £4,117.15 from Zurich for the parish insurance. A separate quotation had been received from the insurance broker Galligher, on behalf of Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks of £417.36.

**Resolved 1:** The council approve the quotation of £4,117.15 from Zurich Municipal for the council's parish insurance.

**Resolved 2:** The council approve the quotation of £417.36 from Galligher on behalf of Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for cyber insurance cover

**d) Amount to invoice Berryfield Village Hall Trust for building insurance:**

As already mentioned at this meeting, as per the terms of the lease with Berryfield Village Hall Management Trust, the parish council insures the building and charges back that element of the cost to the Trust. The Finance & Amenities Officer advised that although she had asked the insurance company for the breakdown of costs, they were yet to come back. It was agreed to defer this to a future meeting when the cost was known.



**Recommendation:** To defer the amount to invoice Berryfield Village Hall for building insurance to a future meeting once the cost was known.

**e) Payment for Insurance Cover- 1<sup>st</sup> June 2025-31<sup>st</sup> May 2026**

As per Min.020/25d of the Annual Council meeting on 12th May, the Finance Committee has delegated powers to approve and pay for insurance cover, as this must be paid in time for the cover to start by 1st June 2025.

**Resolved 1:** The council pay Zurich Municipal (Zurich Town & Parish, Insurer Trust Account) £4,117.15 for parish insurance cover for the period 1st June 2025- 31st May 2026.

**Resolved 2:** The council pay Arthur J Gallagher £417.36 for cyber insurance cover from Talbot Underwriting Ltd via Channing Lucas & Partners Ltd t/a Optimum Speciality Risks for the period 1st June 2025- 31st May 2026.

**045/25 Reserves: Funds held in Election reserve:**

Members noted that there was currently £13,233 available in the elections reserve. The Clerk explained that the parish council has always had to pay for a casual vacancy, so previously had around £3,000 in the reserve to cover this expenditure. She explained that the May 2025 elections were the first time that parish and town councils were expected to pay a share of these costs for an ordinary election, which is why there was a large amount of funds in the reserve. Now that the results of the elections are known and the parish council did not have any contested elections, the Clerk queried whether members may wish to allocate some of the funds held in this reserve towards another project. Members discussed this and felt that it would be prudent to hold enough funds in the reserve to cover a casual election in Bowerhill, which is the largest ward in the parish. Members felt that the funds should be left in the reserve at this juncture but note that funds are available in this reserve for other projects if required.

9.17pm Councillor Glover joined the meeting via Zoom.

**Recommendation:** The council leave the elections reserve as it currently stands in the knowledge that there are funds available in this reserve should they be required for future projects.

**046/25 Bowerhill Sports Field: Charge for youth organisation tournament being held on the weekend of 14<sup>th</sup> & 15th June:**

Councillor Baines reported that Future of Football FC are hosting a summer tournament across the weekend of 14th and 15th June at the Bowerhill Sports Field. As this was a one-off event, there is currently no charging schedule in place, and therefore, officers were asking members to advise on how much to charge the organisation, bearing in mind that this was for the community organisation. The Finance & Amenities Officer had put together a report detailing the organisation's requirements for the event, which were as follows:

- One off line marking based on a special layout to be supplied by the organisation
- Use of the whole field across the whole weekend

- Hire of kitchen and lounge area for the whole weekend
- Use of changing rooms across the whole weekend.

The Finance & Amenities Officer had advised that when this organisation has hosted this type of event previously, the council has charged back the cost of the line marking to the organisation as well as charged their normal blanket booking rate for the hire of the field. The organisation has not hired the changing rooms before and currently has a special in-season rate for the hire of the kitchen and lounge area, but this rate is only for four hours per day. The Finance & Amenities Officer had identified in her report the following costs:

- Cleaning charge to clean the four changing rooms £84
- Blanket weekend booking rate for the hire of the field £115
- Special line marking charge as quoted by council contractors based on layout provided by organisations £528.00
- Current charge for in season use of kitchen and games room £35

It was acknowledged that because a special layout is required, the robot line marker must be specifically programmed, which takes time to do and is reflected in the quoted cost. Members discussed how much the organisation should be charged for the tournament, and it was suggested that the charges should be as follows:

- Special line marking: £528.00
- Changing room hire (to cover cleaning): £84.00
- Hire of field for weekend: £115.00
- Use of kitchen and games room for whole of weekend: £50.00

**Total: £777.00**

Councillor Griffiths felt that the above charges were too high, bearing in mind that this was a community organisation rather than a business hosting a tournament. He wondered whether there should be one hire cost to hire the venue rather than breaking down the costs for the kitchen and changing rooms, for example. It was explained that it wasn't just the use of the facility but also the cleaning that will need to be undertaken. After a discussion it was agreed that the costs listed above should be charged to the organisation for their event.

Members felt that the breakdown of costs should be communicated to the organisation so that they understand how this figure has been constructed.

**Recommendation:** The council charge Future of Football FC £777.00 for their summer tournament as per the breakdown of costs above.

## **047/25 Partnership Working:**

### **a) Invoice received for Christmas Lights:**

Councillor Baines reported that the parish council had received an invoice from Melksham Town Council towards the Christmas lights. He reminded members that the parish council had agreed to contribute towards the lights earlier on in the year. It

was queried whether this invoice should be paid now or whether it should be paid nearer to Christmas. Members acknowledged that there was some expense prior to Christmas for the lights; however, there was still an outstanding invoice that the town council still had not made payment for. Members agreed that this invoice should not be paid at this time and not until the outstanding invoice that they owe the parish council is paid.

**Recommendation:** The parish council do not pay the invoice for the Christmas lights until the outstanding invoice owed to the parish council is settled.

**b) Update on amount of CIL (Community Infrastructure Levy) funding held by Melksham Town Council in the CIL sharing pot for joint projects:**

The Clerk explained that in terms of year-end, she would like to detail how much CIL the town council holds in the 10% CIL sharing pot for joint projects under partnership working. To date, they have not been in a position to provide a figure. The Clerk was due to meet with the Locum Responsible Financial Officer from the town council on 12th June to go through the CIL then, so a figure may be available after this date to include in the year end accounts prior to their approval on 16<sup>th</sup> June.

**c) Payment of Neighbourhood Plan expenses:**

**Held in closed session.**

The Clerk explained for new members of the committee that the parish council had invoiced Melksham Town Council in January for their share of the costs towards the Melksham Neighbourhood Plan, which was c.£10,000. The town council had misunderstood certain aspects of the invoice and initially refused to pay it, but this had now been resolved and had been agreed to be paid by the town council on 31<sup>st</sup> March. Unfortunately, this invoice was still outstanding, despite this being chased by officers. The last officers heard about this matter was that the invoice was on the April payment run to be authorised; however, we were now in May, and it had still not been settled. The Clerk explained that if this was any other debtor the council would be having discussions on how to recover the debt due to the amount and the length of time it has been outstanding. It was acknowledged that there was now a new town council in place following the elections with some new members of staff. Taking all of this into account it was felt that a reminder to the town council should be put on record that the parish council wish for the payment to be made as soon as possible.

Meeting closed at 9.50pm

Signed.....  
Chairman, Monday 16<sup>th</sup> June 2025

**MINUTES of the Finance Committee of Melksham Without Parish Council held on  
Monday 2<sup>nd</sup> June 2025 at Melksham Without Parish Council Offices,  
Melksham Community Campus (First Floor), Market Place,  
Melksham, SN12 6ES at 7.00pm**

**Present:** Councillors John Glover (Chair of Council and Committee), David Pafford (Vice Chair of Council), John Doel, Alan Baines, Richard Wood and Mark Blackham.

**Officers:** Teresa Strange (Clerk) and Marianne Rossi (Finance & Amenities Officer)

**Housekeeping:** Councillor Glover welcomed all to the meeting. As there were no members of the public present, the housekeeping message was not read out. Everyone present was aware that the meeting was being recorded and would be published on YouTube following the meeting.

**048/25 Apologies:**

Apologies had been received from Chris Griffiths had a work commitment, this reason for absence was accepted.

**049/25 Declarations of Interest**

Councillor Wood subsequently declared an interest in agenda item 20 relating to the transfer of public art funds to the Berryfield Village Hall Trust as a Trustee of the village hall.

**050/25 Dispensation Requests for this Meeting**

None.

**051/25 To consider holding items in Closed Session due to confidential nature:**

The Clerk advised that if members wished to discuss individual staff salaries, this would need to go into closed session. Members agreed that if anything of this nature came up during the meeting, it would be held in closed session.

It was subsequently agreed that agenda item 12 should be held in closed session as discussions were relating to negotiations with another council.

**052/25 Election of Vice-Chair of Finance Committee for 2025/26:**

Councillor Glover invited nominations for the Chair of the Finance Committee for 2025/26.

**Resolved:** That Councillor Doel be Vice-Chair of the Finance Committee for 2025/26.

## **053/25 Public Participation:**

There were no members of the public present.

## **054/25 Financial Regulations:**

### **a) Review of Finance Regulations:**

The Clerk explained that a new model version of the Financial Regulation had been issued by the National Association of Local Councils (NALC) in March. Both herself and the Finance & Amenities Officer had gone through the new version and compared it with the older version of the finance regulations, with any amendments made shown in track changes on the document. Members noted that the new financial regulations issued were a template and could be tailored based on the parish council's actual needs and practices, so some clauses in the document were not applicable to this council and had been removed by officers, which was clearly shown. In addition, the council had previously added clauses which were specific to this parish council, which have been added into the new model. Members understood that any text that was in bold could not be changed or removed, as it indicated a legal requirement, but any text in brackets could be changed to suit the council's structure. It was noted that where there were value range differences between the two versions, officers had implemented the figure detailed in the old version, but this could be changed, as it was in brackets, should members wish to do so.

Members reviewed the financial regulations in detail and made the following amendments:

**Regulation 1.7:** The Clerk advised that in the old version of the policy it included a clause in relation to annual salaries for employees and the council having regard to any recommendations made on this subject by the relevant committee in accordance with the terms of reference. This had been added into the new model version which members agreed with.

**Regulation 2.6:** The Clerk explained that the amendment made to this regulation was to reflect the council's actual practices and was included in the previous model. She explained that rather than two non-finance members reviewing and signing the bank reconciliations once a quarter, all bank reconciliations along with the accompanying bank statement were included as part of the public Full Council agenda pack once a quarter. This meant that all members of the council were reviewing the reconciliations and bank statements, which was also detailed in the minutes of that meeting, so there was not a requirement for two non-financial members to sign them. Additionally, all bank reconciliations and statements were reviewed and signed each month by the two finance committee councillors who were authorising the payments.

**Regulation 4.3:** Councillor Glover queried this regulation in relation to the fact that it currently detailed that 'No later than January each year, the RFO shall prepare a draft budget'. He explained that Councillors needed the draft budget earlier than this in order for the Finance Committee meeting where this would be discussed to be held in early January. It was noted that currently the finance committee members receive the draft budget before Christmas, and it was felt that this should be included under this regulation to reflect what the council does. Members agreed to change this regulation

to state that 'the draft budget and associated documents for the following financial year will be provided to the Councillors in December for discussion at the January Finance Committee meeting'.

**Regulation 4.4:** The Clerk advised that this regulation related to unspent budgets for completed projects and the fact that they should not be carried forward to the next financial year. She advised that the parish council had previously included an additional clause which stated that unspent funds for partially completed projects may only be carried forward on the approval of the Full Council. For example, when the build for Berryfield Village Hall was being undertaken, this went across two financial years. Members agreed that this should be included in the new model, as it was still applicable.

**Regulation 4.7:** The Clerk explained that she had changed the month of the latest date that the council should set its precept from January to February. She advised that under regulation 4.9 it detailed the fact that the RFO shall issue the precept to the billing authority no later than the end of February, which was why she had changed the month under this regulation. It was noted that although the council looks to approve the budget and precept in January, in the instance where the council are unable to agree, it allows extra time to come back and discuss. Members agreed with this amendment.

**Regulation 5.9:** It was noted that this regulation related to the value ranges where the Clerk should obtain three estimates. The new model detailed between £500 -£3,000 for this; however, the old model financial regulations detailed between £100 - £3,000. The Clerk queried whether the value should change from £100 to £500 due to the increase in costs of items. She explained that typically an order from Amazon would be more than this, especially when buying paper in bulk, for example. She queried with members whether they were happy to change this value from £100 to £500, which members agreed to. In addition, the Clerk queried whether members were happy that three estimates could include evidence of looking at different online prices rather than having to get three separate estimates. Members felt that this was reasonable and agreed to this way forward in relation to officers obtaining estimates.

**Regulation 5.12:** The Clerk explained that she had highlighted this regulation, which related to the parish council not being required to obtain competitive contracts that relate to specialist services such as legal professionals, repairs for existing machinery, etc. She noted that under the legal professional section it included 'acting in disputes', which she believed to be a new thing added in because the parish council obtains legal advice from the same solicitor, as they are specialists for town and parish councils on a number of different things, such as drawing up leases, for example. Although she always obtains a quote from the solicitors, she doesn't go out to other solicitors and ask them to provide quotations. Secondly, for the Melksham Neighbourhood Plan project, quotes were originally sought for the planning consultants; however, for any additional planning-related work required, the council has only asked these consultants to provide a quote. Similarly, for the Berryfield Village Hall project, the parish council went out to quote for architects at the time; however, when the parish council needed architectural drawings for a smaller project, a quotation from the same architect was sought. She explained that she doesn't price check the quotes, as the original process had already been undertaken for the larger project. Councillor Glover felt that the clause which stated 'specialist services, such as

legal professionals acting in disputes' indicated that it was for other specialists as well due to the wording used in the clause. As such, members did not feel that the individual consultants needed to be listed under this financial regulation, as it would restrict the council in the future if they wished to use other specialists that were not listed in the document.

**Regulation 6.7 (removed):** It was noted that officers had removed this regulation as they felt that it was not applicable to what the council actually did. This clause was in brackets so could be removed if members agreed. This was with regards to a copy of the schedule of regular payments having to be signed by two members each time a payment is made. It was explained that under regulation 6.6 the schedule of regular payments is reviewed annually by the Finance Committee but is not signed. Instead, upon each payment run, a list of payments for that month is drawn up and signed by the two authorising members for that month. Members agreed that this clause should be deleted.

**Regulation 7.5 (removed):** It was explained that this regulation was in relation to a prolonged absence of the Clerk and the fact that a signatory could set up payments in her absence. It was felt by officers that this was not needed because both the Clerk and the Finance & Amenities Officer have login details for the bank and can set up payments, so they can cover each other in the event that either of them is out of the office for a prolonged period. The Clerk explained that some councils only had one member of staff, which was why it had been included in the model template, but it was not applicable for this parish council. Members agreed that this clause was not required and should be taken out.

**Regulation 11.4:** This regulation was in relation to staff salaries and when they are made. Councillor Glover queried whether the date of when staff were paid was detailed in the staffing contracts, which the Clerk confirmed. It was therefore felt and agreed that the language under this regulation needed to be amended to state the following: **'Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the 28th of each month or the nearest earlier working day as stipulated in the employment contracts.'**

**Regulation 15.4:** It was noted that this related to checks of stocks and stores; however, the Clerk explained that the council didn't really have any stocks and stores. She advised that when she attends the pavilion, she has a look at any items in the storeroom; however, she does not have a checklist to mark against. Members felt the clause should be amended to **'The RFO shall be responsible for periodic checks of stocks and stores'**.

All significant amendments to the new model regulations have been detailed above; however, there were some minor amendments made that were factual changes that have not been listed but were included in the tracked changes version that members of the committee reviewed and agreed to.

**Recommendation:** The council approve the new model Financial Regulations based on the amendments made above.

**b) Use of BACS for parish council payments as per financial reg 7.9:**

The Finance & Amenities Officer advised that as part of regulation 7.9, members had to approve the use of BACS payments every two years, which was why it was on the agenda for this evening's meeting. Members agreed that the use of BACS for parish council payments should be approved.

**Recommendation:** The council approve the use of BACS for parish council payments.

**055/25 Smaller Authorities' Proper Practices Panel) (SAPPP) Practitioners' Guide dated March 25:**

The Clerk explained that this document was formally known as the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide and was now called the Smaller Authorities' Proper Practices Panel (SAPPP) Practitioners' Guide. This was a document which members review each year, and it details the criteria and proper practices that are needed to be met in order for the council to be able to answer "yes" under section one of the Annual Governance Statement. The Clerk advised that officers had annotated the document and provided information and evidence on how the council met each statement.

Councillor Wood asked for a definition of 'smaller authorities' and whether the parish council sat into this definition. The Clerk explained that councils are classed as a 'smaller authority' if the higher of the authority's gross income for the year and its gross expenditure for the year does not exceed £6.5m. As such, the parish council is classed as a 'smaller authority'.

Members noted the document.

**056/25 Asset Register value as of 31st March 2025**

Councillor Glover explained that members needed to approve the asset value for the 2024/25 financial year. It was noted that this item was not to look at the asset register in detail, as this will be undertaken at the Asset Management Committee meeting in July. The full asset register has only been provided so that members can see some context around what has been included in the asset figure. Members noted as of 31st March 2024, the asset figure stood at £1,162,513. In the 2024/25 financial year, the council disposed of £2,352 worth of assets and acquired £3,685 worth of assets. This leaves the asset figure standing at £1,163,846.00 as at 31st March 2025.

**Recommendation:** The Council approve the Asset Value of £1,163,846 for the financial year ending 31<sup>st</sup> March 2025.

**057/25 Statement of Accounts & Accompanying Report 2024/25:**

**a) Finance Committee minutes 6th January 2025 (Budget setting) annotated with actual figures for 2024/25:**

The Clerk advised that she had annotated the Finance Committee minutes from the budget-setting meeting to show the actual year-end figures against the council's



anticipated figures at budget-setting. She explained that these minutes provided the narrative to what the council agreed to spend their funds on and what they were expected to be as of 31st March. The annotated figures correspond with the year-end accounting documentation so that members have more context to the figures that they will be reviewing at this evening's meeting.

Members noted the annotated minutes and agreed that this was a helpful document.

**b) Draft Statement of Accounts and Accompanying Report for 2024/25 and general reserve fund figure:**

Members reviewed the draft statement of accounts and the accompanying reports for 2024/25. The Clerk drew members' attention to the closing balance figure, which stood at £69,374 at year end. As per guidance, the council should hold between three to twelve months' net revenue expenditure; however, this takes into account funds that are held in reserves that are not earmarked for specific projects as well, which the council also has. It was explained that this was about ensuring that if the council stopped trading tomorrow, there would be enough funds available to pay off all of the businesses, etc., who were owed money. It was noted that members would be looking at the breakdown of reserves later on in the agenda, and a full list of reserves was attached with the statement of accounts.

Also included in members' agenda packs was the detailed income and expenditure report for the financial year which showed all of the reserve movements and adjustments that were undertaken at year end. It was noted that members would have seen this report included in the agenda pack for the April Full Council meeting; however, this was prior to all of the reserve movements that were undertaken.

It was noted that along with the financial reports, this document also included the supporting statements, which included details about assets, leases and land, etc. The Clerk reminded members that as part of the year-end documentation, the officers also produced a transparency report. It was agreed last year that because some of the items in the transparency document were duplicated in the statement of accounts document, both should be combined together in one document. It was noted that the internal auditor had informed officers that it was not a statutory requirement for the parish council to produce the transparency report, but this is felt to be best practice by the council.

Members confirmed that they were happy with the figures detailed in the statement accounts as well as the supporting statements, which included information of how the parish council met the Transparency Code 2015.

**c) Bank Reconciliation as at 31st March 2025:**

Members reviewed the bank reconciliations for all of the parish council's accounts as of 31st March 2025. All members agreed that the reconciliations agreed with the bank statements provided for each of the councils' accounts.

The balances for each of the councils' cashbooks as of 31st March were as follows:

Lloyd's Current Account	£ 88,134.47
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Fixed Term Deposit (Lloyds)	£ 0.00
Unity Trust Bank Current Account	£ 8,517.50
Unity Trust Bank Instant Access Account	£ 2,919.11
CCLA Public Sector Deposit Fund Account	£522,000.00
<b>Total</b>	<b>£621,571.08</b>

**Recommendation:** The Council accept the bank reconciliation as at 31st March 2025 as a true record with a closing balance of £621,571.08.

**d) Reserves breakdown as at 31st March 2025:**

The Clerk advised that officers had reviewed the list of reserves as of 31st March 2025 and had split them between committed, contingency, short-term and medium-term. They had also indicated which reserves were ringfenced for specific purposes, such as the Shurnhold Fields maintenance fund.

It was noted that the committed column was for any agreed committed spend from the reserves in the 2025/26 financial year.

The reserve breakdown was shown as follows:

PROPOSED AS AT 31 MARCH 2025	COUNCIL RESERVES	COMMITTED 2025/26 (Refer to "spending from reserves")	CONTINGENCY	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£4,400.00	New Hall, Berryfield		£4,400.00			
£4,400.00	Shaw Hall	£1,000.00	£3,400.00			
£38,707.97	B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS		£10,000.00	£18,707.97	£10,000.00	
£15,464.17	B'hillSports Field & Pavilion maintenance		£15,464.17			
£20,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£6,250.00	£13,750.00			
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00				

£6,000.00	Recreation & Sports Facility Enhancement			£6,000.00		
£10,850.00	Defibrillator replacement		£1,000.00	£9,850.00		
£4,000.00	General Highway & Footpath / Lighting			£4,000.00		
£558.71	Legal fees		£558.71			
£3,375.67	Community Projects/Match Funding		£3,375.67			
£13,233.00	Elections		£7,000.00	£6,233.00		
£10,463.34	Contingency - staffing		£10,463.34			
£24,376.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low value street furniture items TO BE RENAMED STREET FURNITURE RESERVE		£10,000.00	£14,376.00		
£20,987.68	General Contingency		£20,987.68			
£94,192.10	CIL (Community Infrastructure Levy) ringfenced funding	£72,802.50		£21,389.60		£94,192.10
£71,314.77	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED		£30,000.00	£41,314.77		£71,314.77
£48,919.01	Sandridge Solar Farm Community Funding	£28,180.00	£15,000.00	£5,739.01		£48,919.01
£74,270.28	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£12,000.00	£3,000.00	£28,568.78	£30,701.50	£74,270.28
£10,361.00	Bowerhill Sports Field Improvements (Football Foundation grant)	£10,361.00				£10,361.00

£64,763.52	Davey Play Area Maintenance	£600.00	£1,000.00	£15,000.00	£48,163.52	£64,763.52
£3,800.00	Berryfield Village Hall Public Art	£3,800.00				£3,800.00
£7,088.14	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,088.14				£7,088.14
<b>£561,525.36</b>		<b>£152,081.64</b>	<b>£149,399.57</b>	<b>£171,179.13</b>	<b>£88,865.02</b>	<b>£374,708.82</b>
				<b>£561,525.36</b>		

**Recommendation:** The Council approve the reserve breakdown as per above

**e) Receipts and spend of CIL (Community Infrastructure Levy) for 2024/25:**

Members reviewed the spend and income from CIL for the 2024/25 financial year. Members were aware that the spend from CIL would have to be submitted to Wiltshire Council in due course. It was noted that as there was now a joint Melksham Neighbourhood Plan, the parish council received an additional 10% of CIL on any new developments in the parish (25% in total). It has been agreed that, since the Melksham Neighbourhood Plan was a joint project between Melksham Town Council and the Melksham Without Parish Council, the additional 2/5 share of the CIL (equivalent to 10% of the total CIL paid to Wiltshire Council) received by both councils from future developments will be put into a shared fund for joint projects.

For the 2024/25 financial year, the additional 10% of CIL applied to all developments that the parish council received CIL monies for. The breakdown of CIL receipts and the share allocated was as follows:

<b>Development</b>	<b>MWPC share</b>	<b>10% sharing pot</b>
Buckley Gardens	£57,629.02	£38,419.34
486A Semington Road	£ 950.97	£ 633.98
Beanacre Farmyard	£ 495.64	£ 330.42
178A Woodrow Road	£ 2,102.36	£ 1,401.57
<b>Total</b>	<b><u>£61,177.99</u></b>	<b><u>£40,785.31</u></b>

For clarification, £40,785.31 was transferred from the CIL reserve into the 10% sharing pot reserve for agreed joint projects with Melksham Town Council.

**Recommendation:** The parish council report the following CIL income and expenditure for 2024/25:

**CIL income received in 2024/25**

Land at Semington Road (Buckley Gardens)- PL/2022/02749	£ 96,048.36
486A Semington Road (PL/2021/07622)	£ 1,584.95

Barns South of Upper Beanacre Farmyard (PL/2022/08848)	£ 826.06
178A Woodrow Road (PL/2024/01559)	<u>£ 3,503.93</u>
<b>Total</b>	<b><u>£101,963.30</u></b>

**MWPC CIL spent in 2024/25**

LHFIG <sup>1</sup> Contributions	£ 3,204.57
Play Areas	£15,803.00
Neighbourhood Plan review	<u>£ 7,313.59</u>
<b>Total spend from CIL</b>	<b><u>£26,321.16</u></b>

**Transfers to Earmarked Reserve:**

10% CIL Sharing pot with Melksham Town Council	<u>£40,785.31</u>
	<b><u>£40,785.31</u></b>

**CIL Reserve as at 1<sup>st</sup> April 2024**

CIL income received in 2024/25	£101,963.30 (25% CIL)
CIL spent in 2024/25	- £ 26,321.16
CIL transferred to Earmarked Reserves	- <u>£ 40,785.31</u>
<b>MWPC CIL Reserve as at 31<sup>st</sup> March 2025</b>	<b><u>£ 94,192.10</u></b>

The amount shown in the parish council's accounts for the 10% sharing pot reserve as of 31<sup>st</sup> March 2024 is as follows:

<b>CIL 10% Sharing pot reserve as at 1<sup>st</sup> April 2024</b>	<b>£30,529.46</b>
CIL income transferred into this reserve 2024/25	£40,785.31
CIL spent in 2024/25	- £ 0.00
<b>CIL 10% Reserve as at 31<sup>st</sup> March 2025</b>	<b><u>£71,314.77</u></b>

For clarity the total amount of CIL as of 31<sup>st</sup> March 2025 in both CIL reserves is £165,506.87.

**f) Spend of Sandridge Solar Farm community funding for 2024/25:**

Members reviewed the spend from solar farm funding for the 2024/25 financial year. It was noted that as part of the agreement with the Sandridge Solar Farm, all spending from the funding has to be reported back to the owners on an annual basis. Any spending from solar farm monies has to be for the benefit of the local community.

The Sandridge solar farm funding received in 2024/25 was a one-off payment of £18,021.33.

**Recommendation:** The parish council report the following Sandridge Solar Farm income and expenditure for the 2024/25 financial year.

In 2024/25 the solar farm funding was spent on the following:

Play Area Safety Surfacing cleaning	£ 8,575.00
Weedspraying	£ 1,619.00

Speed Indicator Device (SID)	£ 4,762.00
Street Furniture	£ 942.71
<b>TOTAL SPEND IN 2024/25</b>	<b>£15,898.71</b>

- g) Recommend approval to Full Council the Statement of Accounts & Annual Report (including all items to meet transparency) for the year ending 31st March 2025:**

**Recommendation:** The Council approve the Statement of Accounts and Annual Report for the year ending 31st March 2025.

- h) ICO (Information Commissioner's Office) Model Publication Scheme and schedule of charges:**

The Clerk explained that as per standing orders 11, 20 and 21, the parish council must review annually the model publication scheme as well as the schedule of charges. She explained that the parish council must publish where the council's information is published, how people can get the information and the charges if someone asks for something to be printed or posted. The Clerk advised that the parish council currently does not publish the full asset register, only a summary of assets. She queried with members whether they wished for this to be published on the parish council website. It was noted that the asset register was a large spreadsheet document and was shortly moving over to a database, which would make it difficult to publish. Members felt that the summary of assets was sufficient, and therefore the full asset register does not need to be published.

**Recommendation 1:** The council do not publish the full asset register on the website as the summary of assets, which is published, is sufficient.

**Recommendation:2.** The council approve the ICO Model Publication Scheme and schedule of charges.

#### **058/25 Allotment rent charges:**

The Clerk explained that the allotment year runs from 1st October to 30th September each year. She always understood that in adherence to the allotment law, tenants should be given six months' notice if their rent is to be increased. Officers have subsequently looked at this, and tenants must be given 12 months' notice of the increase, which must be given outside of the growing season. This is in line with Section 1 of the Allotments Act 1922 (as amended by the 1950 Act). This means that members were really looking at the rent for the allotment year starting from 1st October 2026, as it was too late to review the rent for the allotment year starting 1st October 2025. The Clerk explained that she assumes the reason why this was the case was so that allotment holders did not spend time and money planting produce, only to find out that the rent is being increased and is too prohibitive for them and they have to leave halfway through the growing season. This rule provides tenants with a chance to adjust to any increase and make plans for the future. It was noted that the budgeted spend for the current allotment year was £2,214 against a projected income of £3,310. Members were aware that under allotment law, councils were unable to make a profit on the allotments but could use any surplus income to reinvest in the site.

Members agreed that as per the allotment law, the rent was unable to be increased for the 2025/26 financial year, and therefore the rent remains the same as the 2024/25 year, which was as follows:

**Residential charge:**

5 perches (Half Plot)	£ 40.00
2.5 perches plot	£ 20.00
10 perches (Full Plot)	£ 80.00
3.75 perches	£ 30.00

**Non Residential Charge:**

5 perches (Half Plot)	£ 80.00
2.5 perches plot	£ 40.00
10 perches (Full Plot)	£160.00
3.75 perches	£ 60.00

Members discussed whether the allotment rent should be increased from the 1st October 2026. Councillor Glover highlighted that the site may need more maintenance in the future, in particular an update in the security around the site. It was also noted that water charges are something that can't really be foreseen. It was explained that the troughs were on a water meter and are turned off in the winter so that the pipes do not freeze. But the weather over the summer is something that cannot be controlled, as we are unable to predict whether the weather will be really hot, where tenants will need to use more water or not. This means that the water costs can fluctuate year on year. The Clerk highlighted that the noticeboards were now old and may need to be replaced shortly. After a discussion, members felt that the rent should be increased by 5%, rounded up to the nearest pound, from the 1st October 2026. It was noted that this was an increase of £2 for a resident of the parish who has a 5 perches' plot.

For clarity, this means that the allotment rent from 1st October 2026 will be the following:

**Residential charge:**

5 perches (Half Plot)	£ 42.00
2.5 perches plot	£ 21.00
10 perches (Full Plot)	£ 84.00
3.75 perches	£ 32.00

**Non-Residential Charge:**

5 perches (Half Plot)	£ 84.00
2.5 perches plot	£ 42.00
10 perches (Full Plot)	£168.00
3.75 perches	£ 63.00

**Recommendation 1:** The allotment rent for the year starting 1<sup>st</sup> October 2025 is not increased as detailed above in line with the allotment law.

**Recommendation 2:** The allotment rent for the year starting 1<sup>st</sup> October 2026 is increased by 5% as listed above.

**059/25 Mutually acceptable method to the town council on how to**

**calculate and apply interest on funding held by both councils for projects that both parties have an interest in:**

Members felt that this item should be discussed in closed session due to the fact that it was in relation to negotiations.

**Resolved:** This agenda item to be held in closed session due to discussion taking place in relation to negotiations with another body.

**This item was held in closed session.**

The Clerk explained that the parish council held the s106 maintenance fund for Shurnhold Fields on behalf of the joint venture with the town council. The interest accumulated on these funds is not currently going back into the reserve for this project. Melksham Town Councillor Alford had previously highlighted that this wasn't fair on the project and the interest should be going back into the reserve. The Clerk explained that she had made a comment at the time that the parish council would expect this to be reciprocated with any funds that the town council held in their accounts for any joint projects with the parish council. The Clerk advised that the parish council should be accounting for interest on funds that are held on behalf of both parties; however, is unsure of the fairest way of doing this. She went on to explain that of the funds held in the Shurnhold Fields reserve, some of them would have been classed as contingency and committed, so they would not have been invested, for example. In the same vein, some of the funds may have been invested longer as they were classed as medium term.

It was noted that the parish council had transferred over c. £315k to the town council, which had a legal tie attached to be used for the new community centre at the East of Melksham. The parish council has secured land to build a large community centre which would serve the residents of the town as well and are looking to enter into conversations with the town council regarding handing back the funds so that they could go towards the build of a larger community centre. It is detailed in the legal agreement for this funding that should the funding be handed back to the parish council, it should be done so including the accumulated interest.

As the parish council were looking to have conversations in the near future about this money, the Clerk felt that this would be a good time to mutually agree with the town council on what rate of interest should be applied to funds held by one council on behalf of both councils.

It was felt that it was prudent to have a set of principles in place so that both councils knew where they stood. Members discussed what the interest rate should be, bearing in mind that it changes regularly and as detailed above, not all funds were in the same account, and therefore different amounts were getting a different percentage of interest. It was felt that the council needed to look at the average of the Bank of England interest rate across the year, as it would be too difficult to be more specific due to all of the variables as described above.

After a discussion it was felt that a meeting needed to be arranged with Melksham Town Council to discuss this matter. In addition, the parish council should look at applying an average interest rate to the Shurnhold Fields funds, which could be the basis of discussions with Melksham Town Council.



**Recommendation 1:** The parish council look at applying an average rate of interest to the funding held on behalf of the Shurnhold Fields project. Officers to bring back recommendations to a future meeting.

**Recommendation 2:** The parish council arrange a meeting with Melksham Town Council to discuss applying interest to funds held on behalf of both parties.

## 060/25 Audit

### a) External Audit report for 2023/24:

Members noted that there had been no recommendations for actions to be taken from the External Auditors for 2023/24.

### b) Internal Auditor's reports for 2024/25:

The Clerk explained that members had previously seen the internal auditor reports; however, as part of the annual governance statement, they must see them again in order to be able to answer 'yes' to the statements. The Clerk explained that most of the items that had been identified at the interim audit had been addressed, apart from one which was relating to the Berryfield Village Hall lease. As the parish council had a 125-year lease with the Berryfield Village Hall Management Trust, this may count as a technical disposal of land. In addition, he had queried whether the lease had been registered with the land registry. The Clerk advised that she had asked the solicitors and had chased them on this matter but to date had not received a response.

The Clerk explained that there had been one observation raised at the year-end audit regarding the fact that the grants issued in the 24/25 year were recorded as prepayments. The Clerk explained that the reason for this was that the grants issued in March 25 were for the 25/26 financial year, not for 24/25. The auditor had made reference in his comments to the fact that the Practitioner's Guide requires the grants to be accounted for when made. In other years the grants have been awarded in the year they are for; however, due to the May election and the period of heighten sensitivity they were awarded prior to this period.

The Clerk explained that the Finance & Amenities Officer had been through the whole guide and could not see any reference to this. The only reference was in relation to grant income that the council received, not grants that the council gives out. The Clerk had also reviewed the guide and agreed that there was no reference relating to grants that the council gives out. She advised that the Finance & Amenities Officer had gone back to the auditor on this and was waiting for a reply, but this would need to be resolved prior to the Full Council approving the accounts on 16th June. Members agreed with the officer's interpretation of the guidance.

### c) Internal Control:

#### i. Current internal control policy:

The internal control policy was noted by members.

**ii. Effectiveness of internal control and arrangement for internal control councillor visit:**

The Clerk explained that the council had to be satisfied that it had effective and robust internal control processes in place. It was noted that the internal control policy that members had just reviewed included information on what measures were in place. The Clerk explained that, in addition, a Councillor normally attends the office on an annual basis to undertake some spot checks on the council's income received during the financial year. Councillor Blackham agreed to attend the office and undertake this task.

**Recommendation:** The Council have reviewed their Internal Control measures and consider them effective

**d) Guidance from External Auditors:**

Members noted the guidance from the External Auditors.

**e) Section 1 (Annual Governance Statement) of External Audit documentation:**

It was noted that the Full Council, as the corporate body, would need to answer these questions at the meeting on Monday 16th June. Members were reminded that the Practitioners' Guide that was reviewed earlier on at the meeting demonstrated the evidence on how the council met each statement in order for the council to be able to answer "yes" to this section.

**Recommendation:** The questions in Section 1 of the Annual Governance Statement 2024/25 to be answered "yes" by the Full Council on 16<sup>th</sup> June 2025.

**f) External Audit Annual Return and additional information requested:**

For background information, Section 2 of the Annual Return was the accounting statement, which needs to be signed by the Clerk as the RFO (Responsible Financial Officer) prior to being presented to the parish council at their Full Council meeting on Monday 16th June, when the accounts are due to be approved. The Clerk explained that the figures in these documents correlated to all of the figures and documents members had reviewed through the process of this evening's meeting. The Clerk explained that if any figure had any variance of 15% more or less than the last financial year, it would need to be explained. For the 2024/25 year both box 3 (other receipts) and box 5 (loans interest/capital repayments) require an explanation.

The Clerk explained that the parish council received more income this year than last. The majority of this was due to the fact that the council received £64,764 in s106 funding for the maintenance of the Davey Play Area, which was still to be adopted by the parish council.

The parish council paid off the public works loan for Berryfield Village Hall in full in 2023/24. As the loan had already been paid off and the parish council did not have another loan, there were no outstanding payments due in the 2024/25 year, and therefore, box 5 details £0.

The Clerk advised that as part of the year-end documentation that needed to be submitted to the External Auditor, an explanation of variances needed to be submitted to explain in full the reason why there is a variance between the figures. The full explanations were included in the agenda packs for this evening's meeting, which members were happy with. Additionally, a spot check is undertaken on a specific area. This year's requirement is to provide relevant minutes and agenda papers for the meeting where the parish council reviewed the risk management arrangements. These documents had been included in the agenda pack for this evening's meeting.

The Clerk explained that due to the councils' accounts being run on an income and expenditure basis, boxes 7 and 8 are different from each other because the council has to make adjustments at year-end, such as debtors and creditors, etc. The council has to submit an additional document to explain the reconciliation between Box 7 and Box 8, which was provided in the agenda pack.

**Recommendation:** The figures in Section 2 of the Annual Governance & Accountability Statement and accompanying documents be approved by the Full Council on 16<sup>th</sup> June 2025.

**g) Key dates for Exercise of Public Rights:**

Members were aware that the public had a right to view the published accounts and as such must set a 30-working-day period for residents to be able to come in and view. It was noted that the period must include the first 10 working days of July. It was agreed that the dates for the period for the exercise of public rights commence on Monday, 23rd June 2025, and end on Friday, 1st August 2025.

**Recommendation:** The dates for the period for the exercise of public rights to commence on Monday 23rd June 2025 and end on Friday 1st August 2025.

**061/25 Policies:**

**a) Procurement Policy:**

The Clerk explained that the procurement policy is reviewed every three years. The Clerk explained that there was a section in this policy which stated, 'The Council acknowledges there is a climate emergency and therefore seeks to look at how they do business going forward which has the least impact on the environment, which includes the procurement of goods and services.' She queried whether members wished to add in something about obtaining the best value. She explained that when officers had looked at buying things such as stationery more locally, it was a lot more expensive than on Amazon, for example. Currently the council's when looking at prices will look a best value for money; not how green it was. It was noted that when the council have previously looked at tree works where the costs between the three quotations were similar, the council did choose the company that offered to chip the branches and leave them on site for mulch or used for biomass, for example. It was agreed that a clause should be added to the clause which states 'as long as it is the best value for money'. For clarity, this section of the policy will state, 'The Council acknowledges there is a climate emergency and therefore seeks to look at how they do business going forward which has the least impact on the environment, which

includes the procurement of goods and services **as long as it's the best value for money.'**

The Clerk explained that the policy doesn't detail anything about using ad-hoc support when the contractor has been employed by the council for a specific project. She explained that, for example, Place Studio Consultants were employed for the Neighbourhood Plan project; however, they have been used by the parish council on other planning matters. She explained that in order for a contractor to be employed on a project, they would need to go through the quotation/tender process anyway and wondered whether the policy should include something about using the consultants for ad-hoc support rather than going out for a quote each time, as a working relationship has already been established, and their pricing tested against others. It was acknowledged that this was different than a project where the council would obtain quotes/tenders for. It was agreed that at the time of any ad-hoc work being required, officers should come back to the council to check that members are happy to use previous contractors. Members agreed that a new sub paragraph should be inserted in the policy under 9h which states, **'Those consultants previously employed by the council on a project could be used for ongoing ad-hoc support on the agreement of the council.'**

The Clerk advised that there also needed to be some factual changes around procurement figures in order to be in line with the financial regulations.

**Recommendation:** The council approve the amendments as detailed above and approve Procurement Policy for re-adoption.

#### **b) Policy for use of Corporate MultiPay Card:**

It was noted that this policy is reviewed every three years. The Clerk advised that there were no changes that needed to be made to the policy.

**Recommendation:** The council approve the Corporate MultiPay Card policy for re-adoption.

#### **c) Unadopt the Payment Card Policy:**

The Clerk explained that the council do not process card payments and therefore do not need this policy.

**Recommendation:** The council approve to un-adopt the Payment Card Policy as it's no longer required.

#### **062/25 Grant awarding criteria:**

Councillor Glover reported that this item was on the agenda following a request from Councillor Richardson, who had asked for the council to consider having some grant-awarding criteria. Officers had obtained some examples from different councils on how they assess grant applications. Members felt that a criterion restricted how the council evaluated grant applications, and the council also had an overview of what was required in the grant policy. Members considered whether the requirement for organisations to

demonstrate how they benefit the residents of the parish could be toughened up, as it was noted that some organisations don't detail this in their applications. The Clerk advised that there were some details on the actual application form which asks for applicants to show how they benefit the residents of the parish. Members were happy with the current practice and did not feel that there needed to be any changes.

**Recommendation:** The parish council make no changes to the grant policy or application form.

#### 063/25 Council's and Staff subscriptions for 2025/26:

Members reviewed the list of council and staff subscriptions for 2025/26. It was noted that there was £2,000 in the budget with an estimated total of £2,033.85.

**Recommendation:** The council and staff subscriptions for 2025/26 are approved as follows:

Subscription	Amount budgeted
WALC & NALC	£1,224.35
SLCC (ILCM included)	£403.00
LCR	£45.00
Open Spaces	£50.00
CPRE	£36.00
Community First	£50.00
Fields In Trust	£50.00
Wilts & Berks Canal Trust	£30.00
Clerks & Councils Direct	£15.50
TransWilts	£20.00
Wiltshire Village Hall Association	£50.00
National Allotment Society	£60.00
<b>TOTAL</b>	<b>£2,033.85</b>

#### 064/25 List of regular payments for authorisation for 2025/26:

The parish council must review the list of regular payments on an annual basis in line with financial regulation 5.6. Members agreed that they were happy with the presented list.

**Recommendation:** The council to approve the list of regular payments for 2025/26, which was as follows:

Recipient:	Bank Acc.	Frequency	Amount
Wiltshire Pension Fund	Unity Trust Bank (C/Book 2)	Monthly	

HMRC	Unity Trust Bank (C/Book 2)	Monthly	
Staff Salaries	Unity Trust Bank (C/Book 2)	Monthly	
Aquasafe Environmental	Unity Trust Bank (C/Book 2)	Monthly	£140.00
JH Jones	Unity Trust Bank (C/Book 2)	Monthly	£2,285.64  £96.50 per SID deployment
Jens Cleaning	Unity Trust Bank (C/Book 2)	Every 2 Months	£84-Cleaning all 4 changing rooms
Agilico (Formally Condor)	Unity Trust Bank (C/Book 2)	Monthly	Around £60
Radcliffe Fire protection	Unity Trust Bank (C/Book 2)	6 Monthly  Annual fire equipment service Annual PAT testing	£90.00  £47.00  £90.00
Tollgate Security	Unity Trust Bank (C/Book 2)	6 Monthly alarm service	£630 annual fee for maintenance and monitoring of the alarm
ROSPA (Play Safety)	Unity Trust Bank (C/Book 2)	Annually	£860
Rialtas	Unity Trust Bank (C/Book 2)	Annually	£885- Year end closedown
Avon IT Systems	Unity Trust Bank (C/Book 2)	Ad Hoc	
Mr Sparkles	Unity Trust Bank (C/Book 2)		Bus shelter cleaning £150  Pavilion clean £50
Amazon	Unity Trust Bank (C/Book 2)	Regularly	
Trade UK (Screwfix)	Unity Trust Bank (C/Book 2)	Ad Hoc	
Toolstation	Unity Trust Bank (C/Book 2)	Ad Hoc	
Land Registry	Lloyds Bank (C/Book 1)  Unity Trust Bank (C/Book 2) for online searches	Ad Hoc	Title register/plans £7 per search

	that can be paid for via the card.		
Melksham Town Council	Unity Trust Bank (C/Book 2)	Regularly	
IAC Audit and Consultancy	Unity Trust Bank (C/Book 2)	Twice per year	£395.00
PKF Littlejohn LLP	Unity Trust Bank (C/Book 2)	Yearly	£2,100.00
Wiltshire Publications Ltd	Unity Trust Bank (C/Book 2)	Regularly	£495 quarterly newsletter
Gallagher	Unity Trust Bank (C/Book 2)	Yearly	
Zurich	Unity Trust Bank (C/Book 2)	Yearly	
Community Heartbeat	Unity Trust Bank (C/Book 2)	Yearly	£810.00
		Ad-Hoc	
Atkinson Bookbinders	Unity Trust Bank (C/Book 2)	Ad Hoc	
Complete Weed Control	Unity Trust Bank (C/Book 2)	Twice per year	£1,755.00 per weed spray depending on councils requirements
JC Combustion Services	Unity Trust Bank (C/Book 2)	Yearly	£400.00
Heating Associated Services LTD	Unity Trust Bank (C/Book 2)	Ad-hoc	
Post Office	Lloyds Bank (cheque) (C/Book1)	Adhoc	£250 max
Royal Mail	Unity Trust Bank (C/Book 2) as part of debit card statement		
Microsoft	Unity Trust Bank Debit Card (C/Book 2)	Monthly	£104.40 per month- for email addresses/ office 365 subscription (note 3x parish council officers are on upgraded office 365)

			£95 annual for licence renewal  £34 Monthly for office phone subscription
Kanconnections	Unity Trust Bank (C/Book 2)	Ad-hoc	
Zoom	Unity Trust Bank (C/Book 2)	Monthly as part of debit card statement	£12.99 per month
Fasthost	Unity Trust Bank (C/Book 2)	Monthly as part of debit card statement	£1 per month
Whitley Reading Rooms	Unity Trust Bank (C/Book 2)	6 monthly	Plusnet bills £22 per month
Giant Communication	Paid using council debit Card	Monthly	
Wiltshire Age UK	Unity Trust Bank (C/Book 2)	Quarterly	
Woods Business Services Ltd (Previously Office Right Business Solution)	Unity Trust Bank (C/Book 2)	Ad-hoc	
Wiltshire Council	Unity Trust Bank (C/Book 2)	Quarterly	

#### 065/25 Direct Debits & Standing Orders for 2025/26:

The Clerk explained that the council reviewed the list of direct debits and standing orders each year. Attached to the list are the records showing what is listed on the councils' bank accounts to ensure that the lists match.

**Recommendation:** The council approve the list of direct debits and standing orders for 2025/26 which are as follows:

D.D. or S.O.	Bank Acc.	Recipient	Detail	Frequency
D.D.	Lloyds (C/Book 1)	EDF Energy	B/Hill Elec. B'Hill Gas	Monthly
D.D.	Lloyds (C/Book 1)	Information Commissioners Office	Data Protection Registration	Annually



D.D.	Lloyds (C/Book 2)	Grist Environmental	Trade waste removal B/Hill site	Monthly
D.D.	Lloyds (C/Book 1)	Water2Business	2377554202- BYF allotments	6 months
D.D.	Lloyds (C/Book 1)	Water2Business	237754201 – BSF allotments	6 months
D.D.	Lloyds (C/Book 1)	Water2Business	1049945401 – B/Hill site	6 months
D.D.	Unity Trust Bank (C/Book 2)	Lloyds Corporate Card	Lloyds Debit Card	Monthly
S.O.	Unity Trust Bank (C/Book 2)	Teresa Strange	Emergency Mobile Phone- Currently £5.30	Monthly
DD	Lloyds (C/Book 1)	Daisy (Onebill)	Bowerhill Pavilion line and wifi  Campus line and wifi	Monthly  Monthly
DD	Lloyds (C/Book 1)	Lamplight	Melksham Emergency Support database	Monthly £57

**066/25 Update on payment of Neighbourhood Plan expenses:**

The Clerk explained that she had received some correspondence from the town council in relation to when the outstanding invoice for the Neighbourhood Plan would be paid. It had been confirmed this afternoon that it was on their next payment run. It was felt that perhaps a letter should be drafted which details that in accordance with auditing requirements, any outstanding debt must be chased. This could then be sent if at the Full Council meeting on 16th June, the invoice has not been settled.

Members noted the update.

**067/25 Side agreement for the transfer of the Berryfield Village Hall public art maintenance funding to be transferred to the Berryfield Village Hall Trust:**

Councillor Wood declared an interest in this item.

The Clerk advised that Berryfield Village Hall had requested that the parish council transfer over the maintenance funding for the village hall's public art to them. The Clerk explained that in order for the funding to be transferred from Wiltshire Council to the parish council, a legal agreement had to be signed. The Clerk queried whether it would be better for the Berryfield Village Hall Trust to sign a letter which stated that they must comply with the agreement the parish council has in place with Wiltshire Council. Once this has been signed, members agreed that the funds could be transferred over to the Trust.

**Recommendation:** The council ask Berryfield Village Hall Trust to sign a letter prior to the public art funding being transferred to the Trust detailing that they must comply with the agreement that the parish council have in place with Wiltshire Council for the funding. Once this has been signed, the funds can be transferred to the village hall trust.

The Clerk explained that although it was not on the agenda for this evening's meeting, she wanted to make members aware of an action undertaken under delegated powers. She explained that when officers received the cyber insurance documentation, they had noted that the figure detailed for the council's turnover was wrong under the statement of fact. The insurance brokers were informed at the time and asked to amend this detail; however, at the time of the meeting, they had not come back to officers. The policy was approved by the Finance Committee at the meeting on the 19th May, as it was assumed that it was just a detail that needed to be amended in the document. Following the meeting it transpired that a re-quote had to be obtained, and the insurance broker had provided officers with two quotations. As the new policy needed to start from the 1st June, in the Clerk's absence and in line with the financial regulations the Finance & Amenities Officer acted as the proper officer and contacted Councillor Glover as Chair of Council and the Finance Committee and Councillor Pafford as Vice-Chair of the Council to approve the new cyber insurance policy in order for it to be in place in time. The parish council now had a cyber insurance policy in place with Coalition Risk Solutions Ltd with a total premium of £549.92. Due to the fact that it was the insurance broker's error in not informing officers or providing quotations quicker, the Finance & Amenities Officer negotiated that the brokers would waive the administration fee.

Councillor Glover explained that he does not wish to receive the chair's allowance as an allowance and would prefer to claim any expense directly from the council. He wished to make clear that this didn't stop anyone standing in for the Chair from claiming the allowance. Members noted this.

Meeting closed at 9.24pm

Signed.....  
Chairman, Monday 16<sup>th</sup> June 2025

Melksham Without Parish Council  
First Floor, Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

## Invoice

Client Ref: 2132235  
Invoice Ref: 545044588  
Invoice Date: 03 June 2025

			Amounts (£)	Cost (£)
<b>Cyber Package</b>	Coalition Risk Solutions Ltd Term: 01/06/25 - 31/05/26	Premium Insurance Premium Tax	491.00 58.92	549.92
<b>TOTAL</b>				<b>549.92</b>

### Payment due by return.

If you would like to pay by credit/debit card please contact us on 01483 462 860.

Payments by **direct bank transfer** should be made to the following account, using reference - 545044588 and e-mail remittance details to: UK.Glasgow.AJGIBL.Remittances\_@ajg.com

**Bank: Lloyds Bank Plc**  
**Account Name: AJGIBL GBP CLIENT NST ACCOUNT**  
**Account Number: 19511668**  
**Sort Code: 30-80-12**  
**Swift BIC: LOYDGB21F09**  
**IBAN Number: GB30 LOYD 3080 1219 5116 68**

Arthur J. Gallagher Insurance Brokers Limited.  
Blenheim House  
1-2 Bridge Street  
Guildford  
Surrey  
GU1 4RY

**REMITTANCE ADVICE**  
from  
**Melksham Without Parish Council**

Please find enclosed remittance for the invoice detailed below:

<b>Client reference:</b>	2132235
<b>Invoice reference:</b>	545044588
<b>Invoice Date:</b>	03 June 2025
<b>Invoice value:</b>	£ 549.92

## **ACCOUNTING AND AUDIT**

### AD430 – Accounting and Audit: Year End Process - England

Getting the order right for the year end approvals is important.

The financial accounts for any year represent the financial transactions undertaken during the year. It is good practice to prepare the accounts on a continuing basis throughout the year; do NOT wait until after 31 March to start work on them.

#### **What is the AGAR?**

It's the Annual Governance and Accountability Return which all town and parish councils and parish meetings have to complete for each financial year. It can be completed after 31 March and finalised by 30 June.

It is published by the External Auditor which is appointed by the Smaller Authorities Audit Appointments ([SAAA](#)) for the relevant county.

The council should be contacted by the External Auditor in March and sent a link to the forms.

#### **The Process**

Firstly, the council should have appointed an Internal Auditor – preferably at the beginning of the financial year – so that they can start to inspect the books and processes and, if necessary, give recommendations to make improvements, before it gets to that crucial year end. The appointment of the Internal Auditor should be by resolution of the council and minuted for audit purposes.

The Internal Auditor should do a formal review and complete the internal audit report section of the form – ideally with a separate report giving reasons for their AGAR responses. The review can take place at any time, but of course the AGAR can't be finalised until the official AGAR form has been published and the financial year ended.

The council financial year runs from 1 April to 31 March.

At the beginning of April after the year end, the Clerk / RFO should obtain bank statements for all the accounts up to 31 March and should produce the set of accounts including working out the figures to be included in Section 2 (Accounting Statements).

If the council income and expenditure are both under the £25,000 threshold, the Clerk needs to ascertain from council whether there is a requirement for an External Audit Limited Assurance Review (which has to be paid for) or whether the council is happy to claim exemption. This is important to know because it will have a bearing on which form is needed.

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There is a selection of forms to choose from whether the council is a parish meeting or a town / parish council.

Choose the right set! And make sure you choose the electronically completable forms. You can have notifications for completing the form incorrectly or for missing a box.

## **Form 1**

Should only be completed by smaller authorities that are able to declare that they have had had no financial transactions in the year and can therefore certify themselves exempt from a limited assurance review.

## **Form 2**

Should be completed by smaller authorities where:

- the higher of gross income or gross expenditure was £25,000 or less;
- the council meets the qualifying criteria; and
- wishes to claim exemption from a limited assurance review.

## **Form 3**

Should be completed by all smaller authorities where:

- either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million.

Together with any other smaller authorities that are either:

- unable to certify themselves as exempt (including due to receipt of a previous Public Interest Report, or only been in existence for fewer than three years); or
- have requested a limited assurance review.

## **Procedure for completing the AGAR and taking it to the council**

Most councils are likely to be using either Form 2 or Form 3 and guidance is provided on the forms.

The council's Internal Auditor may request to see a copy of the council's AGAR with the Accounting Statements completed so that it can be checked for typos (which are so easily done) before it is taken to council for approval.

It is good practice for the Internal Auditor to complete their portion of the AGAR, print it and provide both the electronic copy and a printed hard signed copy.

However, Section 1 – the Annual Governance Statement – should not be completed for the Internal Auditor as that is for the council to complete at a meeting. It is the council as a corporate body which must take responsibility for this.

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Furthermore, it is good practice for the council not to complete Section 1 until the Internal Auditor Report has been received as it should be integral to the answers they give.

Whichever form is chosen, the order of completion at a meeting (apart from the addition of the exemption certification) is the same.

The agenda should include the following items:

1. **Internal Audit** – to receive the report from the Internal Auditor
2. **Certificate of Exemption** – to consider whether to complete a Certificate of Exemption from submission to the External Auditor due to being under the £25,000 threshold or to have a Limited Assurance Review [for Form 2]
3. **Annual Governance Statement** – to consider the questions and respond accordingly
4. **Accounting Statements** – to consider and agree the accounting statement figures
5. **Electors' Rights** – to note the dates of the Exercise of Public Rights as xx to xx 20xx

The Statement of Variance could also be included for noting.

It is recommended that the Electors' Rights dates are included on the agenda because the Internal Auditor is required to confirm that the council has complied with the requirements and this is easier if there is a Minute reference.

### **Electors' Rights**

To calculate the Electors Rights dates (which have to be for 30 working days and include the first 10 working days of July) – see the [separate excel calculator ].

Make sure that the date of the notice is at least one day after the meeting at which the accounts were agreed and at least the day before the dates start.

### **How to complete the form ready for the meeting**

Enter the details required on page 3 of either PDF and it will propagate throughout the form. If it's the Exemption Certificate, don't forget to add the email address, telephone number and website URL.

Ensure that the Section 2 Accounting Statements are fully complete (and if claiming exemption complete the figures on that page) and print out all the documents ready for the meeting.

The RFO should sign the Accounting Statements before the meeting to indicate that they are happy with them.

Ensure that the forms are signed in the right place at the meeting and then once the meeting is concluded and the Minutes written, add the Minute references to the appropriate boxes.

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If the council claims exemption, all that is needed is to scan / photograph the signed AGAR and email the External Auditors the completed Exemption Certificate. The External Auditor may ask for additional information, but only send them what they ask for.

All the documents must be published on the council website (preferably in an easy to find Finance section). This is all part of the transparency requirements with which councils under the £25k threshold must comply.

If Form 3 has been completed, then the signed AGAR must be scanned / photographed and the following sent to the External Auditors:

- Section 1 – Annual Governance Statement (signed)
- Section 2 – Accounting Statements (signed)
- Annual Internal Audit Report (signed)
- A bank reconciliation
- Statement of variances
- Electors' Rights Notice

Again, make sure that everything is posted on the website.

If the council has been selected for intermediate review, the External Auditor will ask for some additional information.

Different External Auditors have different requirements. Some have a set list which is available on their website, others will tailor the requirements to each council.

The SLCC Advice Line – 0800 260 6814 – is available to all members for questions.

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# Melksham Without Parish Council

## Financial Year 2024-25



IAC Audit and Consultancy Ltd

Audit date: 18 December 2024

### Visit 1 Internal Audit Observations

*This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.*

**B**

No.	Audit Test	Response	Observation	Recommendation	Priority	MWPC Comments
1	Have tenders been obtained as set out in Financial Regulations?	No	<i>See below.</i>	The Council to review the tender process and confirm compliance with its Financial Regulations, if appropriate the Council to formally Minute its approval of the tender arrangements made outside of the requirements of Financial Regulations. In future the Council to ensure that it complies with the requirements of the Regulations.	High	As per the below
2	Has the Council complied with the requirements of the Public Contract Regulations?	No	<p><i>The Council is currently advertising a contract for the provision of grass cutting, the value of which exceeds the £25,000 (£30,000 including VAT) threshold set in the Public Contracts Regulations. (The value of a contract is determined by the annual value multiplied by the term of the contract.)</i></p> <p><i>The Council has advertised this contract on the Councils website, this means that the contract is a 'Public' contract and must be procured in accordance with the Public Contract Regulations.</i></p>	<p>The Council, as priority, to review the arrangements for the procurement of grass cutting services and ensure the process is in accordance with both the Councils Financial Regulations and the requirements of the Public Contract Regulations. (A copy of Lord Youngs Guidance on the Public Contract Regulations has been provided to the Clerk).</p> <p>The Council to note that a failure to comply with the Public Contract Regulations will result in a Negative response on the Annual Internal Audit Report.</p>	High	This was rectified right away and put onto the public contracts finder website, the tender deadline was subsequently extended. The actions were approved at the Finance Committee meeting on 6th January 2025.

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	<i>As at the date of the Interim Audit the Council had not formally Minuted a review of Risk. (It was previously reviewed in January 2024.)</i>	The review of Risk is a key requirement of both the Annual Governance Statement and the Annual Internal Audit Report. The Council MUST ensure that it Minutes a formal review of Risk prior to the end of the financial year.	Advisory	This was undertaken at the January 2025 Finance Committee meeting
2	Has the Council carried out necessary risk assessment in respect of any CCTV systems in use (if so does the Council have a copy on file)?	No	<i>It is unclear whether the Council has in place a Data Protection Impact Assessments for its CCTV cameras.</i>	Council to review and confirm whether it has in place impact assessments for its CCTV cameras.	High	This assessment has been drafted but needs to go to a council meeting for approval. <b>STILL TO DO!</b>

**E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	If the Council receives income under leases, are the lease agreements current?	Yes	<i>The Council is party to a long lease of a village hall. It is unclear a) whether this long lease qualifies as a technical disposal b) whether this lease has been registered with the land registry</i>	Council to seek confirmation from their solicitors as to whether the lease counts as a technical disposal of land, and whether the lease is required to be registered with the land registry.	Medium	This has been queried with the councils solicitors (January 25) and chased up again in May 2025 as no response had been received.

**I Periodic bank account reconciliations were properly carried out during the year.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Bank reconciliation have been subject to independent review (not by a bank signatory). (Interim)	No	<i>Bank reconciliation have been subject to independent review, but the process of review does not conform to the requirements of Financial Regulation 2.6.</i>	The Council to review its compliance with Financial Regulation 2.6. If appropriate the Council to amend either its process, or its Financial Regulations, so that the process and Regulation correspond.	Medium	The financial regs have been amended to reflect what the council actually does to "At least once in each quarter, and at each financial year end, the bank reconciliations for all accounts are presented to the Full Council for review and two finance committee members will sign and date them."



Teresa Strange  
Parish Clerk  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES

4th May 2025

Dear Teresa,

### **Year End Internal Audit**

An audit was carried out by Kevin Rose on Sunday 4 May 2025. This was the Year End audit following on from the audit visits carried out on 18 December 2024 and 4 April 2025.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 208 items. A total of 62 items were tested during this audit in addition to the 146 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

*-Petty cash (Box F)*

*-Exemption from External Audit (Box K)*

*-the Transparency Code (for Smaller Authorities) (Box L)*

*-Trust Funds (Box O)*

*(Please refer to the explanation of my 'Not Covered' responses on Page 3)*

### **Areas subject to audit were;**

*-the Payment system (Box B)*

*-Risk and insurance (Box C)*

*-Payroll (Box G)*

*-Assets and investments (Box H)*

*-Bank reconciliations (Box I)*

*-Accounting Statements (Box J)*

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**Summary of tests undertaken this audit**

Positive response	23
Negative response	1
Not Applicable to your Council	38
Total tests carried out	<b><u>62</u></b>

Of the 24 applicable items tested a Positive response was obtained in respect of 23 tests. There was 1 Negative response identified and 1 Observation was made, details of which are set out in the attached Year End Internal Audit Observations.

**Summary of tests undertaken for the financial year (including interim audit work)**

Positive response	152
Negative response	6
Advisory	1
Not Applicable to your Council	49
Total tests carried out	<b><u>208</u></b>
Tests not carried out	Nil

Based on the audit testing carried out I am satisfied that the Council's internal controls were effective for the 2024/25 financial year.

I would like to express my thanks for the assistance and hospitality provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA  
Director

## Internal Audit 'Not Covered' Responses

Internal Control Objective	Reason for Not Covered Response
F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash. (Note: Where cash is held as a cash float, solely for the purpose of providing change, this is covered in our response to Internal Control Objective I)
K: If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")	The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.
L: The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	At present no specific guidance has been provided to Internal Auditors as to what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.
O: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.

Melksham Without Parish Council

Audit 1 Date: 18/12/2024  
Audit 2 Date: 04/04/2025  
Year End Audit Date 04/05/2025



Internal Audit Summary for the year 2024-25

(shaded Internal Control Objectives are not applicable to your Council)

Internal Control Objective		Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
A	Appropriate accounting records have been properly kept throughout the financial year.	0	0	0	0	0	0	6	0	0	0
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	2	0	2	0	0	0	36	2	4	0
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	2	0	1	0	0	1	12	2	0	0
D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	0	0	0	0	0	0	16	0	1	0
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	1	0	0	1	0	0	21	0	5	0
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A
G	Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	0	0	0	0	0	0	24	0	1	0
H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	0	7	0	4	0
I	Periodic bank account reconciliations were properly carried out during the year.	1	0	0	1	0	0	11	1	4	0
J	Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	1	0	0	1	0	0	7	1	3	0
K	If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered"	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L	The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	N/A	N/A	N/A	N/A	N/A	0	N/A	0	7	N/A

Internal Control Objective		Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
M	The authority, during the previous year (2023/24) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	0	0	0	0	0	5	0	0	0
N	The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	0	7	0	1	0
O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A
Total		7	0	3	3	0	1	152	6	49	0



# Annual Internal Audit Report 2024/25

## Melksham Without Parish Council

ENTER PUBLICLY AVAILABLE [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) BPAGE ADDRESS

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	Yes		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			N/A

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

27/04/2024 18/12/2024

Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

04/05/2025

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

AGENDA ITEM 10f - 2024-25 Year End signed Internal Audit report

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Melksham Without Parish Council Financial Year 2024-25



IAC Audit and Consultancy Ltd

Audit date: 4 May 2025

### Year End Internal Audit Observations

J

*Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.*

No.	Audit Test	Response	Observation	Recommendation	Priority	MWPC Comments
1	Current year end accruals and prepayments are reasonable and accurate [Year End]	No	<i>It was noted that the Council has recorded grants within 'prepayments'. The Practioners Guide requires the grants are accounted for when made.</i>	Council to review the accruals in respect of grants and consider whether they should be amended.	Medium	Grants which relate to the 25/26 financial year were awarded to organisations in early March 25 at the annual parish meeting. This was undertaken early due to the elections and the 'period of heightened sensitivity'. When you considered the grants it was based on the budget in place for 2025/26 as this was the year that the grants relate to. As such a pre-payment was made at year end to move the expenditure in the correct financial year. The Practioners Guide that is referenced in the observation as far as I can see only references that grants need to be accounted for in the year that they have been received but this is for grants that the council receive not for grants that the council give out. A copy of the guide is included in your packs.

## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### Melksham Without Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.melkshamwithout-pc.gov.uk

ENTERED PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

## Section 2 – Accounting Statements 2024/25 for

### Melksham Without Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	786,940	484,340	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	245,271	261,592	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	150,883	250,787	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	140,699	134,601	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	338,148	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	219,907	231,218	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	484,340	630,900	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	504,430	621,571	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,162,513	1,163,846	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*M. Orange* **SIGNED**

Date **09/06/2025**

I confirm that these Accounting Statements were approved by this authority on this date:

**DD/MM/YYYY**

as recorded in minute reference:

**MINUTE REFERENCE**

Signed by Chair of the meeting where the Accounting Statements were approved

**SIGNATURE REQUIRED**

# MELKSHAM WITHOUT PARISH COUNCIL

## STATEMENT OF ACCOUNTS

AND

## SUPPORTING STATEMENT

31ST MARCH 2025



**Melksham without Parish Council 2024/25**

**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024		31st March 2025
	<b>Income Summary</b>	
245,271	Precept	261,592
<b>245,271</b>	Sub Total	<b>261,592</b>
	<b>Operating Income</b>	
36,370	General Account Income	40,801
6,181	Parish Amenities	1,337
7,752	Community Support	13,405
12,793	Jubilee Sports Field Income	25,419
2,760	Allotment Income	3,099
85,028	CIL	101,963
0	S106	64,764
<b>396,154</b>	Total Income	<b>512,379</b>
	<b>Running Costs</b>	
17,465	Administration costs	16,085
128,853	Staffing	122,507
11,035	Council Office Costs	12,039
424,351	Parish Amenities	95,501
75,653	Community Support	83,972
39,199	Jubilee Sports Field Expenditu	33,156
2,199	Allotment Expenditure	2,559
<b>698,755</b>	Total Expenditure	<b>365,819</b>
	<b>General Fund Analysis</b>	
44,130	Opening Balance	58,537
396,154	Plus : Income for Year	512,379
440,285		570,916
698,755	Less : Expenditure for Year	365,819
(258,470)		205,097
(317,007)	Transfers TO / FROM Reserves	135,723
<b>58,537</b>	<b>Closing Balance</b>	<b>69,374</b>

## Summary Income &amp; Expenditure by Budget Heading 31/03/2025

Month No: 12

## Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b><u>General Account</u></b>					
Income	483,861	460,997	(22,864)		
Expenditure	330,105	456,618	126,513	0	126,513
Net Income over Expenditure	153,756	4,379	(149,377)		
plus Transfer from EMR	74,431	0	(74,431)		
less Transfer to EMR	201,548	0	(201,548)		
Movement to/(from) Gen Reserve	26,640	4,379	(22,261)		
<b><u>Jubilee Sports Field</u></b>					
Income	25,419	13,225	(12,194)		
Expenditure	33,156	34,241	1,085	0	1,085
Net Income over Expenditure	(7,737)	(21,016)	(13,279)		
plus Transfer from EMR	5,846	0	(5,846)		
less Transfer to EMR	14,452	0	(14,452)		
Movement to/(from) Gen Reserve	(16,343)	(21,016)	(4,673)		
<b><u>Allotment Account</u></b>					
Income	3,099	2,882	(217)		
Expenditure	2,559	2,191	(368)	0	(368)
Net Income over Expenditure	540	691	151		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	540	691	151		
<b><u>Grand Totals:-</u></b>					
Income	512,379	477,104	(35,275)		
Expenditure	365,819	493,050	127,231	0	127,231
Net Income over Expenditure	146,560	(15,946)	(162,506)		
plus Transfer from EMR	80,277	0	(80,277)		
less Transfer to EMR	216,000	0	(216,000)		
Movement to/(from) Gen Reserve	10,837	(15,946)	(26,783)		

## Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

## Current Assets

5,794	Debtors	12,083
2,084	VAT Control A/c	3,691
0	Prepayments	26,652
43,276	Current Account 02027655	88,134
52,319	Unity Bank	8,518
408,835	Instant Access Unity 20476339	2,919
0	CCLA	522,000

512,307

663,997

512,307 Total Assets

663,997

## Current Liabilities

5,098	Creditors	4,244
19,507	Accruals	25,104
2,763	Receipts in Advance	3,099
600	Holding Deposits	650

27,967

33,097

484,340 Total Assets Less Current Liabilities

630,900

## Represented By

58,537	General Reserves	69,374
4,400	New Hall Berryfield Contingenc	4,400
40,463	B'hill Sf Capital	38,708
6,000	Recr&Sport Facility Cntng	6,000
4,000	EMR Gen Highway/Footpath/L'ing	4,000
2,006	EMR Legal Fees	559
8,376	EMR Community Projects	3,376
46,796	Sandridge Solar Farm	48,919
13,233	Election Cntng	13,233
463	Staffing Cntng	10,463
4,400	Shaw Hall	4,400
40,000	Play Area Surf/Eqp Contingency	20,000
10,000	Shurnhold Fields Capital	10,000
24,376	Replacemnt/Renewal Council As.	24,376
20,988	New General Contingency Reserv	20,988
10,850	Defib & Battery Replacment	10,850
59,335	CIL	94,192
15,464	Sports field Annual sum	15,464

Balance Sheet as at 31st March 2025

31st March 2024		31st March 2025
	76,102 EMR Shurnhold Fields project	74,270
	30,529 EMR 10% sharing Pot with MMTc	71,315
	8,021 EMR SSE Grant for MCS	7,088
	0 EMR B'hill Sports Field improv	10,361
	0 Davey Play Area Maintenance	64,764
	0 EMR BYF V Hall Public Art	3,800
	<b>484,340</b>	<b>630,900</b>

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_



## Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
321	New Hall Berryfield Contingenc	4,400.00		4,400.00
326	B'hill Sf Capital	40,462.97	-1,755.00	38,707.97
328	Recr&Sport Facility Cntng	6,000.00		6,000.00
329	EMR Gen Highway/Footpath/L'ing	4,000.00		4,000.00
330	EMR Legal Fees	2,006.21	-1,447.50	558.71
332	EMR Community Projects	8,375.67	-5,000.00	3,375.67
333	Sandridge Solar Farm	46,796.39	2,122.62	48,919.01
334	Election Cntng	13,233.00		13,233.00
335	Staffing Cntng	463.34	10,000.00	10,463.34
336	Shaw Hall	4,400.00		4,400.00
337	Play Area Surf/Eqp Contingency	40,000.00	-20,000.00	20,000.00
338	Shurnhold Fields Capital	10,000.00		10,000.00
339	Replacemnt/Renewal Council As.	24,376.00		24,376.00
340	New General Contingency Reserv	20,987.68		20,987.68
341	Defib & Battery Repalcement	10,850.00		10,850.00
342	CIL	59,335.27	34,856.83	94,192.10
343	Sports field Annual sum	15,464.17		15,464.17
347	EMR Shurnhold Fields project	76,101.50	-1,831.22	74,270.28
353	EMR 10% sharing Pot with MMTc	30,529.46	40,785.31	71,314.77
354	EMR SSE Grant for MCS	8,021.00	-932.86	7,088.14
355	EMR B'hill Sports Field improv	0.00	10,361.00	10,361.00
356	Davey Play Area Maintenance	0.00	64,763.52	64,763.52
357	EMR BYF V Hall Public Art	0.00	3,800.00	3,800.00
		<b>425,802.66</b>	<b>135,722.70</b>	<b>561,525.36</b>

## MELKSHAM WITHOUT PARISH COUNCIL

### SUPPORTING STATEMENT FOR THE YEAR ENDING 31<sup>ST</sup> MARCH 2025

#### 1. ASSETS

Assets are defined as all items of land, buildings, vehicles, plant, and equipment. At 31<sup>st</sup> March 2024 the asset value was £1,162,513. During 2024/25 there were disposals of assets valuing £2,352 and new assets totalling £3,685 which gives a total asset value of £1,163,846 at 31<sup>st</sup> March 2025. During this financial year there were a few additions to the asset register such as a replacement defibrillator located outside of Bowerhill Village Hall, some benches and a replacement springer inside of Shaw Play Area.

A full asset register is held by the parish council, which gives details of all the assets and the changes during the financial year. It also shows the insurance value of each item, as different from its asset value which is shown at its purchase price in line with statutory guidance. The assets were insured at a value of £2,879,514.75 from 1<sup>st</sup> June 2024 to 31<sup>st</sup> May 2025.

A summary of the assets held as at 31<sup>st</sup> March 2025 is detailed below:

Buildings	£ 801,483.00
Chain of Office/Chairman's Board	£ 1,380.00
Fencing/Gates	£ 22,934.00
Land	£ 37,254.00
Machinery/Tools	£ 452.00
Office Furniture/Equipment/Contents	£ 24,599.00
Outside Equipment	£ 3,692.00
Other Surfaces	£ 23,093.00
Sports Equipment	£ 19,129.00
Play Area & Playing Field Equipment/Safety Surfacing	£ 117,171.00
Street Furniture	£ 110,159.00
RAF Memorial	£ 2,500.00
	<u>£1,163,846.00</u>

#### 2. LEASES

**Office and Meeting Space Lease:** In August 2022 the parish council moved from their temporary office accommodation at the Bowerhill Sports Pavilion (parish council owned building) to dedicated office and meeting room space at the new Melksham Community Campus. The lease signed was for 10 years and runs until 31<sup>st</sup> July 2032. In this financial year, the total rent paid was £12,038.76, which was the proportion due from 1<sup>st</sup> March 2024 to 31<sup>st</sup> March 2025. The annual rent charge increases by £1,000 each year and are as follows:

Please note that each year of the lease term runs into two financial years; therefore, the figure detailed above for 2024/25 will be different to the figure listed below for the year 1st August 2024 to 31st July 2025.

1st August 2022 to 31st July 2023 (inclusive):	£10,373
1st August 2023 to 31st July 2024 (inclusive):	£11,373
1st August 2024 to 31st July 2025 (inclusive):	£12,373
1st August 2025 to 31st July 2026 (inclusive):	£13,373
1st August 2026 to 31st July 2027 (inclusive):	£14,373
1st August 2027 to 31st July 2028 (inclusive):	£15,373
1st August 2028 to 31st July 2029 (inclusive):	£16,373
1st August 2029 to 31st July 2030 (inclusive):	£17,373
1st August 2030 to 31st July 2031 (inclusive):	£18,373
1st August 2031 to 31st July 2032 (inclusive):	£19,373

**Beanacre Play Park Lease:** In September 2005, the Council completed a 99-year lease with the Salisbury Diocese for an area of land at Beanacre to install a new Play Area, with a peppercorn rent per annum payable to St Barnabas Church. The peppercorn rent payable for the first 5 years of the lease was £10 per annum with a rental review by the Church required to take place every 5 years. Up until the 2023/24 financial year the rental review had not taken place by St Barnabas Church, and as such the parish council had continued to pay £10 per year. This was identified and rectified in the 2023/24 financial year with the parish council paying the £78.64 shortfall. For the current 5-year term from 2020-2025 the annual amount rent due is £23.93 per annum, which was paid in the 2024/25 financial year. A memorandum to this Lease was added in January 2010 to give vehicular right of way to a double access gate for grass cutting and to adjust mowing arrangements re the church car park.

**Shaw Village Hall Lease:** A lease was drawn up between the Parish Council and the Shaw Village Hall Committee for a 14-year term, which was signed in April 2011. Under the terms of the lease, an annual peppercorn rent of £10 is due to the Parish Council, payable in advance on the 1<sup>st</sup> April each year; this commenced on 1<sup>st</sup> April 2011. The 2024/25 financial year was the last year of the current lease with a new lease for 125 years currently being drawn up.

**Allotment Sites, Berryfield & Briansfield:** On 16<sup>th</sup> March 2011 Farm Business Tenancies were signed for the land the Council rents from a local landowner and also for the land that the same landowner rents from the Council (see 6. Tenancies). A Pre-emption agreement was also signed, in which the local landowner agreed to grant first option to the Parish Council to purchase the land it current leases under its new Farm Business Tenancy agreement, if he decides to sell the land at a future date. The Pre-Emption agreement on his title has been registered with the Land Registry. This is the land that the Parish Council uses for the Allotment Site known as Briansfield. The Farm Business Tenancies expired on 16<sup>th</sup> March 2016 and have not been renewed as they continue after the term expiry date as a statutory periodic tenancy from year to year, which is what both parties wanted to achieve at this stage i.e.: to continue as they are but with the ability to end the agreements with a year's notice. This way forward was considered best by both parties at present due to the uncertainty moving forward with any plans for enabling development for the "Melksham Link" canal project that may come forward. The parish council considered this again at their Asset Management Committee on the 12<sup>th</sup> February 2024 (min.413/23e) and confirmed to continue with this way forward.

**Berryfield Village Hall Lease:** Following the completion of building works on Berryfield Village Hall, the hall was handed over to the parish council from the contractors on 5<sup>th</sup> September 2022. On 16<sup>th</sup> November 2022 the parish council set up the first inaugural meeting to form a new management committee to undertake the day to day running of the hall. A lease was drawn up between the parish council and the Berryfield Village Hall Trust for a 125-year term and signed at the Full Council meeting on 20<sup>th</sup> February 2023. Under the terms of the new lease, an annual peppercorn rent of £10 is due to the Parish Council, payable on 25<sup>th</sup> March each year with a rent review on the fifteenth anniversary of the rent commencement date. The new Trust took responsibility of the building and opened their doors to hirers on 21<sup>st</sup> February 2023.

The following table lists all the land that the parish council has an interest in, whether leased or owned.

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	Registered Title: WT223726
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Freehold transfer to Melksham Without Parish Council from Wiltshire Council 18 <sup>th</sup> September 2024	Registered Title 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 Land Registry process underway with parish council's solicitors
Shaw Play area & MUGA	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to	Due to the Health & Safety of the play area this is

(Multi Use Games Area)			Management Committee	maintained, inspected and insured by the Parish Council
Shaw Playing Field		Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
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)	Registered Title: WT273424
Berryfield Park Play Area		Berryfield Park, Melksham, Wiltshire, SN12 6EE	Freehold transfer to Melksham Without Parish Council from Wiltshire Council 18th September 2024	There is no UPRN allocated to this piece of land.  Registered Title WT276080  NB: This includes the land that the teen shelter and MUGA is on, and the land that the "old portacabin" village hall was sat on (ref 010008202014, demolished 05/12/22).
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	Registered Title: WT203411 "Part of land on west side of

			Parish Council in April 2018 from Bloor	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		Land at Telford Drive, Berryfield, SN12 6GF	Land transferred to Melksham Without Parish Council in October 2021 from Bellway. Building leased to Management Trust to run on Council's behalf as of 21 <sup>st</sup> February 2023	Registered Title: WT433346
Whitworth Play Area		Smeaton Way, Berryfield, Melksham SN12 6GG	Land transferred to Melksham Without Parish Council in April 2023 from Bellway Homes	

## 1. TENANCIES

During the year 2024/25 the following tenancies were held for Allotments:  
Council as Landlord

- a) The Council is the landlord for 3.9 acres (1.58 hectares) land rented from the Council by a local landowner. Under the Farm Business Tenancies that were signed on the 16<sup>th</sup> March 2011, (expired 16<sup>th</sup> March 2016), it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent is due for collection for 2024/25.
- b) The Council is the landlord to the Allotment tenants for Berryfield Allotments with 33 current tenants (with 4 vacant plots) and for Briansfield Allotments with 36 current tenants (all plots occupied). Details of agreement terms and tenancies are given in the Council Allotment Register. The Allotment rent applicable for the Allotment Year commencing 1<sup>st</sup> October 2023 to 30<sup>th</sup> September 2024 was £35 for 5 perches and £40 for 5 perches from 1<sup>st</sup> October 2024 to 30<sup>th</sup> September 2025. Vacant plots are let in conjunction with the waiting list and plots are given to Tenants from outside the parish boundary, if there are no residents on the waiting list. For Tenants from outside the parish boundary the rent will be 2 x the standard rent unless as a result of the boundary review under the Community Governance Review which came into effect 1<sup>st</sup> April 2018. For clarity for the allotment year starting 1<sup>st</sup> October 2024, non-residents of the parish would be charged £80 rent for a 5 perches plot, which is double the current residential rate as detailed above.

#### Council as Tenant

The Council is the tenant for the land rented from a landowner at Berryfield for Berryfield and Briansfield Allotments. Under the Farm Business Tenancies that were signed on the 16<sup>th</sup> March 2011, (expired 16<sup>th</sup> March 2016) it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent was due for collection for 2024/25.

## **2. BORROWINGS**

There were no borrowings in the 2024/25 financial year.

## **3. SECTION 137 PAYMENTS**

At the Full Council meeting on 24<sup>th</sup> January 2022 the parish council resolved and confirmed that they met the eligibility criteria for the General Power of Competence (Min.391/21). The Localism Act 2011 gives councils the power to do anything an individual can do provided that it is not prohibited by other legislation. As the council held the General Power of Competence during 2024/25 it was not restricted to a maximum level of expenditure under the Local Government Act 1972, s137.

## **4. AGENCY WORK**

The Council is currently not involved in agency work.

## **5. FINANCIAL PARTNERSHIP**

The Council worked on several joint ventures with Melksham Town Council and contributed £8,313.59 for the joint Neighbourhood Plan (a 30% share). Melksham Town Council are the lead council on this project and contribute 70% towards the project.

The parish council had also agreed to pay towards the maintenance and running costs of the Market Place public conveniences. For 2024/25 the parish council agreed to pay £5,000 towards the maintenance and running costs of the toilets.

The parish and town councils continued work on their joint project to develop the ex-George Ward secondary school playing fields (one field in each parish) from Persimmon Homes. The project plan is to develop the fields into a more usable public open space and has been named "Shurnhold Fields". The parish council is the lead council for this project, and therefore the land was transferred legally to the parish council and came with an open space maintenance contribution of £97,834 of which £2,500 was for legal fees. This is for maintenance costs in perpetuity and is held in a ringfenced Reserve by the parish council. The spend in 2024/25 on this project was £1,831.22 from the open space maintenance contribution Reserve, with no capital items being purchased for the open space in this financial year. This leaves the total amount standing in the reserve at £74,270.28 as at 31<sup>st</sup> March 2025.

The parish council are jointly working with Melksham Town Council and Age UK Wiltshire for the provision of the Melksham Community Support Service to support residents in the town and parish. For 2024/25 the total cost of the project was £24,000 with both councils each agreeing to fund 50% of the cost (£12,000 each). The parish council commissioned this work and signed up to a Service Level Agreement with Age UK Wiltshire whereas Melksham Town Council provided grant funding.

The parish council is working jointly with Melksham Town Council to put into place a robust emergency plan to be implemented in the event of a civil emergency. This follows on from the work undertaken by both councils during the Covid-19 pandemic lockdown, where a community support scheme was set up to help residents in the community. This scheme has now closed down; however, the objective for both councils is to have a similar system in place for emergency situations such as adverse weather or another pandemic. In the 2022/23 financial year, both councils jointly applied for some funding from the SSSEN Resilient Communities Fund for this project for 3 years, and were successful in receiving £8,361 in funding, which Melksham Without Parish Council holds in their reserves. Some of this funding is towards the line rental of the emergency number and the online database licence. There are also plans for the emergency phone number to be printed on fridge magnets and to be distributed to all residents of Melksham Town and Melksham Without so that the number is available in the event of a civil emergency, which some of the funding received will be used for and is still yet to be done. In the 2024/25 financial year, £932.86 was spent from this reserve, which was for the Melksham Emergency Support database licence and phone number. This leaves the reserve as of 31<sup>st</sup> March 2025 standing at £7,088.

The parish council is working jointly with Melksham Town Council for the provision of Real Time Information around the town and parish. Since July 2021, Melksham has had a joint Neighbourhood Plan which means that both councils receive an additional 10% of Community Infrastructure Levy (CIL) funding (2/5 of overall CIL paid to Wiltshire Council) on new housing developments that are applicable for CIL. It has been agreed by both councils that the additional 10% of CIL received should go into a sharing pot for agreed



joint projects across the town and parish. The parish council holds a separate CIL reserve for this funding to ensure that the 10% is properly accounted for in the council's accounts. A CIL sharing working party has been set up with members from both councils agreeing suitable uses for this CIL, with real time information (RTI) currently being the only project agreed to date. In the 2024/25 financial year, although the parish council made payment in May 24 of £5,736.67 for the two RTI installations inside of the bus shelters at Kestrel Court, this was accounted for in the 2023/24 year. This was because the installations actually took place in the 2023/24 year and as such an accrual was made at that year end closedown to account for this expenditure in that year. There were no new installations of RTI in any bus shelters in the parish in the 2024/25 year, therefore, there was no expenditure for this project in the financial year. The parish council are however moving forward with the project and have earmarked nine sites in the parish to be assessed for real time information. As at 31st March 2025, the reserve for the parish council's 10% share of CIL stands at £71,315 with Melksham Town Council holding their 10% share of CIL in their accounts at year end.

#### **6. ADVERTISING AND PUBLICITY NEWSLETTERS**

The following costs were incurred during the year, and spent with the Melksham Independent News:

£ 680.91 Advertising  
£1,364.00 Quarterly Newsletters

#### **7. MEMBERS' ALLOWANCES**

The Council pays the Chairman an allowance and normally increases it by the same percentage as the staff increase each year which is agreed by the National Joint Council for Local Government Services (NJC). In this financial year the staff were awarded a flat rate amount, which meant that each employee, depending on their pay scale had a different percentage increase. In 2024/25 the Chairman received an allowance of £960.39. This was an increase of 4.39% which is the average percentage increase of all staff. The parish council have regard to what Wiltshire Council award their members, as the local Remuneration Panel, for the setting of its own member allowances.

#### **8. SUPERANNUATION**

The parish council participate in the Wiltshire Pension Fund and has operated a Superannuation Scheme for employees since 22<sup>nd</sup> June 1999. The cost of Employer Superannuation during 2024/25 was £18,372.62 for three of the Council's five employees (one employee left the councils employment partway through the year). Two employees have opted out of the scheme.

#### **9. VAT**

The VAT incurred for the financial year 2023/24 was £26,322.41. To minimise the burden of VAT upon certain public bodies and the taxpayers who fund them, Section 33 of the VAT Act 1994 includes special provisions under which these bodies can claim a refund of the VAT they have incurred on their non-business activities. £22,631.79 (Qtr. 1, 2 & 3) was refunded in 2024/25 and the remaining £3,690.62 (Qtr.4) was refunded on 29<sup>th</sup> April 2025.

With regard to the expenditure for the Bowerhill Sports Field, the Council is able to recover all the VAT that it incurs in respect of the land as an "Open

Space” as this constitutes a “non-business” activity. The recovery of the VAT that the Council incurs in respect of the hiring out of the “Sports Field & Pavilion” is recoverable following the conclusion of the Chelmsford, Midlothian and Mld-Ulster legal cases against HMRC on this issue. It is now recognised that when councils provide sports and leisure activities it is done so under a special legal regime which in principle allows these activities to be treated as non-business provided that they do not cause a significant distortion of competition. As per the VAT [VATGPB8410](#) notice last updated 14 January 2025, sports lettings for clubs, community groups and businesses are treated as a non-business activity. This, therefore, means that Melksham Without Parish Council is able to recover any VAT incurred on costs relating to the maintenance of the sports field and pavilion as well as not charge any VAT on any income received for the hire of the facility. The income for paid use of the facilities was £10,967 with the facilities also used as public open space.

During 2015/2016 the Council applied and received from HMRC a dispensation from registering for VAT as supplies are infrequent and the value of supplies is small.

#### 10. (CIL) COMMUNITY INFRASTRUCTURE LEVY:

There is a legal requirement for the Parish Council to publish and inform Wiltshire Council as the Local Authority, what it has spent any CIL monies on.

##### **CIL income received in 2024/25**

Land at Semington Road (Buckley Gardens)- PL/2022/02749	£ 96,048.36
486A Semington Road (PL/2021/07622)	£ 1,584.95
Barns South of Upper Beanacre Farmyard (PL/2022/08848)	£ 826.06
178A Woodrow Road (PL/2024/01559)	£ 3,503.93
<b>Total</b>	<b><u>£101,963.30</u></b>

The Melksham Neighbourhood Plan was adopted on 8<sup>th</sup> July 2021 which means that there is an additional 10% CIL payable to the parish council on any new developments in the parish (25% in total). To benefit from the additional CIL the Neighbourhood Plan has to have been adopted before Wiltshire Council receive any CIL receipts from developments. It has been agreed that, since the Melksham Neighbourhood Plan was a joint project between Melksham Town Council and the Melksham Without Parish Council, the additional 2/5 share of the CIL (equivalent to 10% of the total CIL paid to Wiltshire Council) received by both councils from future developments will be put into a shared fund for joint projects.

For 2024/25 the additional 10% applied to all of the developments that the parish council received CIL monies for during the year. This means that the total amount of CIL transferred into the 10% CIL sharing Reserve in 2024/25 was £40,785.31, the breakdown of these figures is detailed below:

<b>Development</b>	<b>MWPC share</b>	<b>10% sharing</b>
Buckley Gardens	£57,629.02	£38,419.34
486A Semington Road	£ 950.97	£ 633.98
Beanacre Farmyard	£ 495.64	£ 330.42
178A Woodrow Road	£ 2,102.36	£ 1,401.57

<b>Total</b>	<b><u>£61,177.99</u></b>	<b><u>£40,785.31</u></b>
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**CIL spent in 2024/25**

LHFIG <sup>1</sup> Contributions	£ 3,204.57
Play Areas	£15,803.00
Neighbourhood Plan review	<u>£ 7,313.59</u>
<b>Total spend from CIL</b>	<b><u>£26,321.16</u></b>

**Transfers to Earmarked Reserve:**

10% CIL Sharing pot with Melksham Town Council	<u>£40,785.31</u>
	<b><u>£40,785.31</u></b>

**CIL Reserve as at 1<sup>st</sup> April 2024**

CIL income received in 2024/25 £101,963.30 (25% CIL)	
CIL spent in 2024/25	£26,321.16
CIL transferred to Earmarked Reserves	<u>£40,785.31</u>
<b>CIL Reserve as at 31<sup>st</sup> March 2025</b>	<b><u>£94,192.10</u></b>

For clarity, the amount shown in the CIL 10% sharing pot reserve is shown below:

<b>CIL 10% Sharing pot reserve as at 1<sup>st</sup> April 2024</b>	<b><u>£30,529.46</u></b>
CIL income transferred into this reserve 2024/25	£40,785.31
CIL spent in 2024/25	£ 0.00
<b>CIL 10% Reserve as at 31<sup>st</sup> March 2025</b>	<b><u>£71,314.77</u></b>

**Total amount of CIL as at 31<sup>st</sup> March 2025  
in both CIL reserves**

**£165,506.87**

**11. SANDRIDGE SOLAR FARM COMMUNITY FUNDING:**

The parish council receive a Community Benefit from the Sandridge Solar Farm each year with the amount being divided between the parishes surrounding it, proportionately calculated by the number of dwellings within a 2.75km radius of the centre of the Solar Farm. The agreement in place was initially for 25 years which was for the “operation life of the solar farm”; however, in the 2023/24 financial year planning permission was granted to extend the “operational life” of the solar farm from 25 to 40 years. In the 2024/25 financial year it was confirmed by Foresight, the current owners of the solar farm that the community benefit will be paid for 40 years (until 2056), which is the extended timeframe for its “operational life”. It has always been difficult to estimate how much funding the council would receive each year, as it was previously understood that the income fluctuated depending on the number of dwellings within the radius of the solar farm. In the 2023/24 financial year, the council received clarification from Foresight, on how the income for each parish is calculated and whether this is recalculated each time a new development is built within the boundary. It has been confirmed that the income amount is only recalculated when there is a boundary change, not when new houses are built within the boundary. The payment amount that the parish council receives each year is adjusted in line with the Retail Prices Index (RPI). Within the agreement, there is a requirement

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<sup>1</sup> Wiltshire Council's Local Highways & Footpath Improvement Group

for the Parish Council to report back on an annual basis to Sandridge Solar Farm owners what they have spent the funding on.

The Sandridge Solar Farm funding received in 2024/25 was a one-off payment of £18,021.33.

This fund was spent on the following in 2024/25:

Play Area Safety Surfacing cleaning	£8,575.00
Weedspraying	£1,619.00
Speed Indicator Device (SID)	£4,762.00
Street Furniture	£ 942.71
<b>TOTAL SPEND IN 2024/25</b>	<b>£15,898.71</b>

<b>Solar Fund Reserve as at 1<sup>st</sup> April 2024</b>	<b>£46,796.39</b>
Solar Fund Reserve income received in 2024/25	£18,021.33
Soar Fund Reserve spent in 2024/25	<u>£ 15,898.71</u>
<b>Solar Fund Reserve as at 31<sup>st</sup> March 2025</b>	<b>£48,919.01</b>

#### 14. RESERVES:

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and has a Reserves Policy that sets out how the Council determines and reviews the level of such reserves and how they will be used. Reserves are categorised as **earmarked** (held for a specific purpose), or **general** (held to cushion the impact of uneven cash flows or unexpected events). The Parish Council has agreed that these Reserves shall be further classed as either **Short Term** (for use within 3 years), **Medium Term** (for use over 3 years) and **Ring Fenced** (can only be used for specific projects or assets).

<b>Earmarked Reserves as at 1<sup>st</sup> April 2024</b>	<b>£425,802.66</b>
<b>Less</b> Spend from Earmarked Reserves during 2024/25	£ 80,277.45
<b>Plus</b> Funds transferred to Earmarked Reserve 2024/25	<u>£216,000.15</u>
<b>Earmarked Reserves as at 31<sup>st</sup> March 2025</b>	<b>£561,525.36</b>

<b>General Fund as at 31<sup>st</sup> March 2025</b>	<b><u>£ 69,374.00</u></b>
<b>TOTAL RESERVES as at 31<sup>st</sup> March 2025</b>	<b>£630,899.36</b>

#### Ear Marked Reserve Analysis as at 31<sup>st</sup> March 2025:

PROPOSED AS AT 31 MARCH 2025	COUNCIL RESERVES	COMMITTED 2025/26 (Refer to "spending from reserves")	CONTINGENCY	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£4,400.00	New Hall, Berryfield		£4,400.00			

£4,400.00	Shaw Hall	£1,000.00	£3,400.00			
£38,707.97	B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS		£10,000.00	£18,707.97	£10,000.00	
£15,464.17	B'hillSports Field & Pavilion maintenance		£15,464.17			
£20,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£6,250.00	£13,750.00			
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00				
£6,000.00	Recreation & Sports Facility Enhancement			£6,000.00		
£10,850.00	Defibrillator replacement		£1,000.00	£9,850.00		
£4,000.00	General Highway & Footpath / Lighting			£4,000.00		
£558.71	Legal fees		£558.71			
£3,375.67	Community Projects/Match Funding		£3,375.67			
£13,233.00	Elections		£7,000.00	£6,233.00		
£10,463.34	Contingency - staffing		£10,463.34			
£24,376.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low		£10,000.00	£14,376.00		

	value street furniture items TO BE RENAMED STREET FURNITURE RESERVE					
£20,987.68	General Contingency		£20,987.68			
£94,192.10	CIL (Community Infrastructure Levy) ringfenced funding	£72,802.50		£21,389.60		£94,192.10
£71,314.77	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED		£30,000.00	£41,314.77		£71,314.77
£48,919.01	Sandridge Solar Farm Community Funding	£28,180.00	£15,000.00	£5,739.01		£48,919.01
£74,270.28	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£12,000.00	£3,000.00	£28,568.78	£30,701.50	£74,270.28
£10,361.00	Bowerhill Sports Field Improvements (Football Foundation grant)	£10,361.00				£10,361.00
£64,763.52	Davey Play Area Maintenance	£600.00	£1,000.00	£15,000.00	£48,163.52	£64,763.52
£3,800.00	Berryfield Village Hall Public Art	£3,800.00				£3,800.00
£7,088.14	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,088.14				£7,088.14
<b>£561,525.36</b>		<b>£152,081.64</b>	<b>£149,399.57</b>	<b>£171,179.13</b>	<b>£88,865.02</b>	

				<b>£561,525.36</b>		
						<b>Total ringfenced £374,708.82</b>

## LOCAL GOVERNMENT TRANSPARENCY CODE 2015

The Department for Communities and Local Government (DCLG) published a revised Transparency Code in February 2015, which specifies what open data local authorities must publish.

The Code, issued to meet the Government's desire to increase democratic accountability and can be viewed on the following website:  
[www.gov.uk/government/publications/local-government-transparency-code-2015](http://www.gov.uk/government/publications/local-government-transparency-code-2015)

The Code requires local authorities in England to publish information related to the following themes:

- expenditure over £500
- government procurement card transactions
- procurement information
- grants to voluntary, community and social enterprise organisations
- organisation chart
- senior salaries
- the pay multiple
- trade union facility time
- local land assets
- social housing asset value
- parking accounts and parking spaces
- fraud
- the constitution

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 2025.

## 15. 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-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk) and published monthly. Detailed below is a list of all the expenditure over £500 for the financial year 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 (without individual salary payments for Data Protection reasons). The spend over £500 is published on a quarterly basis under the accounts section on the council website and with the quarterly reports in the Full Council agenda packs in July, October, January and April. For further supporting information on the list of payments, please refer to the published Minutes or contact the Finance Officer [admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)

Spend over £500 for 2024/25				
Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V3863-BACS	London Hearts	Match fund-B'hill V Hall defib	09/04/2024	£750.00
V3823-6152	Bowerhill Village Hall Trust	Grant Award 2024/25	15/04/2024	£5,000.00
V3824-6153	Shaw Village Hall	Grant Award 2024/25	15/04/2024	£9,250.00
V3825-6154	Berryfield Village Hall Trust	Grant Award 2024-25	15/04/2024	£4,800.00
V3827-6156	BASRAG	Grant Award 2024/25	15/04/2024	£500.00
V3828-6157	CAWS	Grant Award 2024/25	15/04/2024	£1,290.00
V3829-6158	4Youth (South West)	Grant Award 2024/25	15/04/2024	£3,000.00
V3830-6159	Bowerhill Baby & Toddler Group	Grant Award 2024/25	15/04/2024	£1,643.42
V3831-6160	Group Five	Grant Award 2024/25	15/04/2024	£500.00
V3833-6162	Wiltshire Air Ambulance	Grant Award 2024/25	15/04/2024	£500.00
V3834-6163	Melksham Community First Responders	Grant Award 2024/25	15/04/2024	£930.00
V3839-6168	Wiltshire Citizens Advice	Grant Award 2024/25	15/04/2024	£1,000.00
V3842-6171	FearFree	Grant Award 2024/25	15/04/2024	£500.00
V3843-6172	Melksham Food & River Festival	Grant Award 2024/25	15/04/2024	£500.00
V3846-6175	Melksham Carnival	Grant Award 2024/25	15/04/2024	£1,000.00
V3847-6176	Friends of Shurnhold Fields	Grant Award 2024/25	15/04/2024	£1,000.00



V3851-6180	Melksham Amateur Swimming Club	Grant Award 2024/25	15/04/2024	£500.00
V3855-6184	Wiltshire Youth Canoe Club	Grant Award 2024/25	15/04/2024	£500.00
V3857-6186	Melksham Tourist Info Centre	Grant Award 2024/25	15/04/2024	£600.00
V3823-BACS	Ace Shelters	Inv.1782-New bus shelter Beanacre	26/04/2024	£3,575.00
V3827-BACS	JH Jones & Sons	Parish Maintenance March 24	26/04/2024	£1,470.93
V3833-BACS	Rialtas Business Solutions Ltd	Inv.31577- Y/E Closedown	26/04/2024	£868.00
V3834-BACS	Nettl of Melksham	NHP consultation materials	26/04/2024	£2,403.50
V3842-BACS	JH Jones & Sons	Inv.4142- Pitch fertilizing	26/04/2024	£1,616.00
V3844-BACS	Wilts Assoc of Local Councils	Inv.163- NALC & WALC Subscription	26/04/2024	£1,170.73
V3845-BACS	Wiltshire Publication	Inv.466- Spring newsletter	26/04/2024	£530.00
V3869-BACS	JH Jones & Sons	Inv.4169-Parish Maintenance April 24	24/05/2024	£1,980.47
V3872-BACS	Vita Play Ltd	Inv.4415-Safety surfacing cleaning	24/05/2024	£4,550.00
V3873-BACS	Wiltshire Council	Inv.180-Kestrel Court RTI X2	24/05/2024	£5,736.67
V3888-BACS	Wiltshire Age UK	Inv.9898-MCS QTR 1- April-June	24/05/2024	£3,000.00
V3899-BACS	Zurich	Parish Insurance	30/05/2024	£4,481.15
V3922-BACS	JH Jones & Sons	4227- Parish Maintenance May 24	27/06/2024	£1,980.47
V3940-BACS	Kanconnections	Inv.1626- Bowerhill Village Hall defib installation	27/06/2024	£748.00
V3963-BACS	JH Jones & Sons	Inv.4298-Parish Maintenance June 24	26/07/2024	£1,980.47
V3966-BACS	Wiltshire Age UK	Inv.196-MCS Q2 July- Sept 24	26/07/2024	£3,000.00
V3968-BACS	Community Heartbeat Trust	Inv.226-Annual support for defibs	26/07/2024	£810.00
V3979-BACS	Allcott Commercial	Inv.466- Shaw V Hall site survey	26/07/2024	£945.00
V4002-BACS	Melksham Town Council	Inv.56-NHP-Inv.6094	27/08/2024	£574.50
V4008-BACS	Complete Weed Control	Inv.699-Parish weedspraying	27/08/2024	£1,619.00
V4010-BACS	JH Jones & Sons	Inv.4364-Parish Maintenance July 24	27/08/2024	£1,980.47
V4014-BACS	Melksham Town Council	Inv.20-NHP Inv.6105	27/08/2024	£907.50
V4017-BACS	Wiltshire Council	148-Office rent 1.4.24-30.6.24	27/08/2024	£2,843.25
V4018-BACS	Wiltshire Council	147-Office rent 1.7.24-30.9.24	27/08/2024	£3,009.01
V4019-BACS	Wiltshire Publication	Inv.76-NHP advert (861 & 862)	27/08/2024	£1,060.00
V4050-BACS	Aquasafe Environmental Ltd	Inv.805-Aug PPM visit & Clean	30/09/2024	£620.00
V4055-BACS	JH Jones & Sons	Inv.4453-Parish Maintenance August 24	30/09/2024	£1,980.47
V4056-BACS	Place Studio Ltd	Inv.9-NPPF Consultation respon	30/09/2024	£570.00
V4060-BACS	Wiltshire Publication	Inv.815-NHP adverts	30/09/2024	£1,060.00
V4061-BACS	PKF Littlejohn LLP	Inv.629-External Audit	30/09/2024	£1,365.00
V4125-BACS	Tollgate Security Ltd	Inv.54300- Annual alarm mainte	24/10/2024	£634.00
V4126-BACS	Vita Play Ltd	4591-Hornchurch P/A Safety sur	24/10/2024	£35,802.86
V4129-BACS	Wellers Hedleys	Fees for BYF Play area transfe	24/10/2024	£1,500.00
V4130-BACS	Wellers Headlys	Fees for Kestrel P/A transfer	24/10/2024	£1,508.00
V4131-BACS	Age UK Wiltshire	Inv.11150-MCS Q3-OCT-DEC 24	24/10/2024	£3,000.00

V4132-BACS	Wiltshire Council	928-Office rent-1.10.24-31.12.	24/10/2024	£3,093.25
V4138-BACS	Aquasafe Environmental Ltd	Fountain repair & Oct visit	24/10/2024	£575.00
V4139-BACS	ROSPA Play Safety	Inv.146-Play Area and open space annual inspections	24/10/2024	£874.00
V4200-BACS	JH Jones & Sons	Inv.4611- September 24 parish maintenance	26/11/2024	£1,980.47
V4202-BACS	JH Jones & Sons	Inv. 4525-October 24 parish Maintenance	26/11/2024	£1,980.47
V4203-BACS	JH Jones & Sons	Inv.4650-Verti Drain all pitches	26/11/2024	£2,085.00
V4210-BACS	JH Jones & Sons	Inv.4665-SID Deploy 11/10-8/11	26/11/2024	£579.00
V4212-BACS	Miriam Zaccarelli	Inv.2405-Additional NHP Resource	26/11/2024	£1,465.00
V4214-BACS	PCC Melksham Team Ministry	Contribution 11 Canon Square	26/11/2024	£5,000.00
V4275-DD	EDF Energy	Inv.01- Pavilion electricity	13/12/2024	£504.95
V4250-BACS	Elan City	Inv.110-SID#2 Warranty extensi	19/12/2024	£597.00
V4253-BACS	JH Jones & Sons	Inv.4713-November 24 parish maintenance	19/12/2024	£1,980.47
V4259-BACS	Wiltshire Council	4820 Office rent-1.1.25-31.3.2	19/12/2024	£3,093.25
V4260-BACS	Wiltshire Publications Ltd	NHP submission advert	19/12/2024	£530.00
V4263-BACS	AK Urbanism	Inv.01-Planning & master plan	19/12/2024	£1,725.00
V4264-BACS	AK Urbanism	Inv.02-two stages of work-NHP	19/12/2024	£6,225.00
V4290-BACS	Wiltshire Age UK	Inv.12191- MCS Q4 Jan-March	24/01/2025	£3,000.00
V4295-BACS	JH Jones & Sons	Inv.4756- December 24 parish maintenance	24/01/2025	£1,980.47
V4296-BACS	JH Jones & Sons	4769-Pitch groom all pitches	24/01/2025	£2,006.00
V4298-BACS	Melksham Town Council	Inv.113-NHP Place 011 30% shar	24/01/2025	£983.25
V4299-BACS	Melksham Town Council	Inv.114-Place 015 30% share	24/01/2025	£769.50
V4300-BACS	UK Energy Services	Inv.836-Replacement fan CR1	24/01/2025	£480.50
V4301-BACS	Wiltshire Publication	Inv.139-Full page newsletter	24/01/2025	£834.00
V4330-BACS	Infinity Playgrounds	Inv.381-Replacement springer Shaw play area	26/02/2025	£1,835.00
V4333-BACS	JH Jones & Sons	Inv.4828- Parish Maintenance-January 25	26/02/2025	£1,980.47
V4334-BACS	JH Jones & Sons	Inv.4798-SID Deployment	26/02/2025	£579.00
V4363-6196	Bowerhill Village Hall	Grant award 2025/26	03/03/2025	£5,000.00
V4364-6197	Shaw Village Hall	Grant award 2025/26	03/03/2025	£9,250.00
V4365-6198	Berryfield Village Hall Trust	Grant award 2025/26	03/03/2025	£1,700.00
V4367-6200	BASRAG	Grant Award 2025/26	03/03/2025	£500.00
V4369-6202	CAWS	Grant Award 2025/26	03/03/2025	£2,250.00
V4370-6203	4Youth (South West)	Grant Award 2025/26	03/03/2025	£3,000.00
V4371-6204	Bowerhill Baby & Toddler Group	Grant Award 2025/26	03/03/2025	£1,500.00
V4372-6205	Group Five	Grant Award 2025/26	03/03/2025	£500.00

V4373-6206	Melksham PHAB	Grant Award 2025/26	03/03/2025	£500.00
V4374-6207	Wiltshire & Bath Air Ambulance	Grant Award 2025/26	03/03/2025	£1,000.00
V4375-6208	South Western Ambulance Charit	Grant Award 2025/26	03/03/2025	£500.00
V4380-6213	Wiltshire Search & Rescue	Grant Award 2025/26	03/03/2025	£500.00
V4381-6214	Friends of Giffords Surgery	Grant Award 2025/26	03/03/2025	£700.00
V4383-6216	FearFree	Grant Award 2025/26	03/03/2025	£750.00
V4385-6218	Shaw & Whitley Community Hub	Grant Award 2025/26	03/03/2025	£1,000.00
V4402-6235	Melksham Tourist Information	Grant Award 2025/26	03/03/2025	£600.00
V4404-BACS	JH Jones & Sons	Parish Maintenance February 25	28/03/2025	£1,980.47
V4409-BACS	Berryfield Village Hall	Grant award 2025/26	28/03/2025	£1,700.00
V4414-BACS	Bowerhill Village Hall	Grant Award 2025/26	28/03/2025	£5,000.00
V4415-BACS	Place Studio Ltd	In029-Work to review reg 16...	28/03/2025	£570.00
V4416-BACS	Heating Associated Services Lt	Heating Associated Services Lt	28/03/2025	£1,793.00
V4417-BACS	Melksham Town Council	In.145- Caretaking Shurnhold Fields	28/03/2025	£554.40

## **16. GOVERNMENT PROCUREMENT CARD**

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

## **17. PROCUREMENT INFORMATION**

During the financial year ending 31<sup>st</sup> March 2025, Melksham Without Parish Council published one invitation to tender with a value over £5,000. The tender was for the parish grass cutting, bin emptying and sports field maintenance contract to start from 1<sup>st</sup> April 2025. The Tender was advertised in the local press, the parish council's website, social media channels and via the Government Contract Finder procurement system. Following the tender evaluation process, the parish council awarded the tender to JH Jones & Sons Ltd at their Full Council meeting on Monday 17<sup>th</sup> February 2025 (recommended at Finance Committee 10<sup>th</sup> February 2025 min. 415/24e and ratified at Full Council 17<sup>th</sup> February 2025 min. 434/24 a & ci). The agreed contract term was for three years at a total value of £123,089.25 + VAT (£41,029.75 + VAT per annum), with the option to extend the contract term for two further years at the end of the initial term. If the contract is extended by two further years, the values will be renegotiated at that time.

1. Parish grass cutting, bin emptying and sports field maintenance (to start from 1<sup>st</sup> April 2025).

**During the financial year ending 31<sup>st</sup> March 2024 Melksham Without Parish Council issued the following order with a value over £5,000.**

1. PO 2425004 (issued 30<sup>th</sup> July 2024) to Vita Play Limited to fully replace the safety surfacing inside of Hornchurch Road Play Area with black EPDM surfacing to a minimum depth of 40mm. The minimum depth of surfacing increased to 50mm around areas of play equipment. This order included removal and disposal of the existing EPDM and regrading the subbase with type one stone to approx. 400m<sup>2</sup>. This was to the value of £35,802.86 + VAT.
2. PO 2425014 (issued 16<sup>th</sup> February 2025) to Aquasafe Environmental Ltd for the provision of Legionella prevention services to conform to the HSE requirements at the Bowerhill Sports Pavilion on a three-year contract. This includes twelve visits to site, two Legionella Samples and three Microbiological Samples per year. The contract is on the basis of an agreed Monitoring, Inspection and Disinfection Programme: The total value of the while contract from March 2025 to February 2028 is £5,040.00 + VAT (£1,680.00 + VAT per year)

## **18. SOCIAL HOUSING ASSET VALUE**

Melksham Without Parish Council has no Social Housing stock.

## **19. GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS**

In 2024/25 the parish council awarded a total of £37,923 in grant funding to groups and organisations who benefit the residents of the parish. The funding was awarded by cheque and presented to each successful organisation at the Annual Parish meeting held on 15<sup>th</sup> April 2024. For the 2025/26 financial year, grants were awarded at the Annual Parish meeting on 3<sup>rd</sup> March 2025 and therefore the payments were made in the 2024/25 financial year. An adjustment has been made in the year end accounts to ensure that the grants awarded for the 2025/26 are shown in that year.

The parish council contributed £5,000 towards the 11 Canon Square project in the 2024/25 financial year. The project aims to refurbish and restore the building, which includes flexible meeting rooms and use by charitable organisations, so that it can be used by the whole community.

For transparency, both sets of grant payments are listed here.

<b>ORGANISATION</b>	<b>Awarding in 2024/25</b>	<b>Awarding in 2025/26</b>
Bowerhill Village Hall Trust	£5,000	£5,000.00
Shaw Hill Playing Field and Village Hall	£9,250	£9,250.00
Berryfield Village Hall	£4,800	£1,700.00

Bowerhill Residents Action Group (BRAG)	£450	£450.00
Berryfield & Semington Rd Action Group (BASRAG)	£500	£500.00
Community Emergency Group (CEG)- Whitley and Shaw	Did not apply	£220.00
Community Action Whitley Shaw (CAWS)	£1,290	£2,250.00
4Youth (South West) - <b>formerly Young Melksham</b>	£3,000	£3,000.00
2385 (Melksham) Squadron ATC	Did not apply	£225.00
Bowerhill Baby & Toddler Group	£1,643	£1,500.00
Group Five	£500	£500.00
Melksham PHAB Club	£400	£500.00
Wiltshire Air Ambulance	£500	£1,000.00
Melksham Community First Responders	£930	£500.00
HELP Counselling Services	£200	Did not apply
Life Education Centres Ltd Wiltshire	£400	Did not apply
Melksham Community Money Advice	£300	Did not apply
Age UK Wiltshire	£300	£300.00
Wiltshire Citizens Advice	£1,000	Did not apply
Alzheimer's Support	£400	£450.00
Read Easy	Did not apply	£100.00
Meadowbrook (Wiltshire) CIC	£340	£300.00
RUKSAK45218	Did not apply	£0.00
Wiltshire Search and Rescue Team	Did not apply	£500.00
Friends of Giffords Surgery	Did not apply	£700.00
St John Ambulance Devizes and Central Wiltshire Network	Did not apply	£250.00
FearFree Charity (Formally Splitz Support Service)	£500	£750.00
Melksham Food & River Festival	£500	£400.00

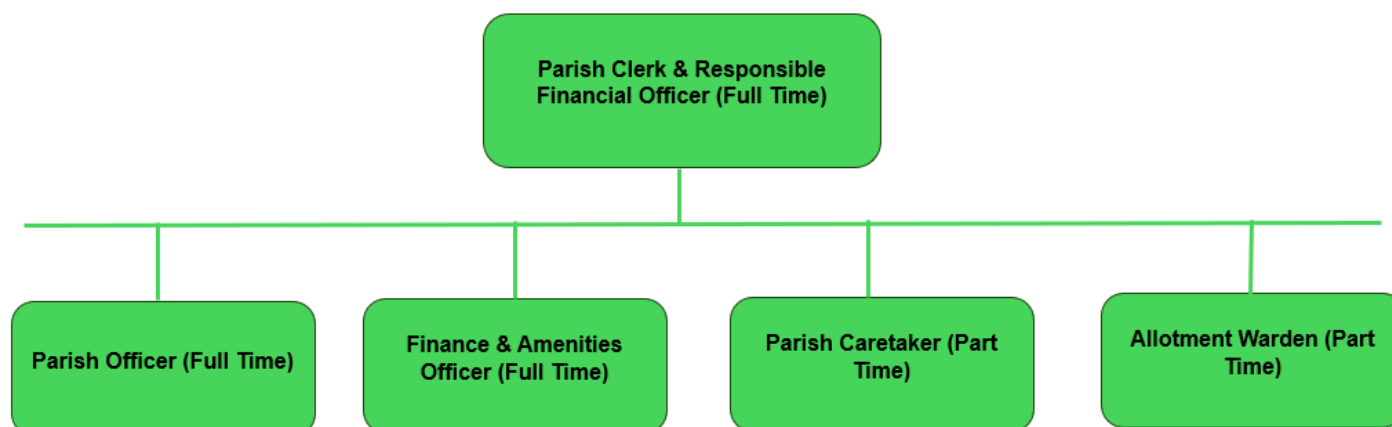
Shaw & Whitley Community Hub Ltd	Did not apply	£1,000.00
<b>that meeting space</b> administered by GoodNews Church	£300	£250.00
Crimestoppers Trust – Wiltshire Volunteer Committee	£150	£150.00
Melksham Carnival	£1,000	£90.00
Melksham & District Historical Association	Did not apply	£300.00
Melksham Man Down	Did not apply	£350.00
Friends of Shurnhold Fields	£1,000	£0.00
Shaw & Whitley Connect	£250	£250.00
Melksham Remembers	Did not apply	£317.00
Melksham Transport User Group	Did not apply	£400.00
AFC Melksham (Disabled)	£300	£300.00
Melksham Gardeners' Society	£250	£300.00
Melksham Amateur Swimming Club	£500	£300.00
Shaw & Whitley Garden Club	£200	£250.00
Melksham Cricket Club	£220	Did not apply
Melksham WI	£200	£100.00
Wiltshire Youth Canoe Club (WYCC)	£500	Did not apply
Avon Bowls Club	Did not apply	£200.00
Melksham and Corsham Gateway Club	Did not apply	£200.00
Shaw and Whitley Art Group	£250	£200.00
Melksham Tourist Information Centre	£600	£600.00
<b>Total</b>	<b>£37,923.00</b>	<b>£35,901.00</b>

## **20. ORGANISATIONAL CHART**

In the 2024/25 financial year one employee of Melksham Without Parish Council salary exceeded £50,000. As such an organisational chart for

Melksham Without Parish Council is required to be published. All staff are permanent.

### **Melksham Without Parish Council Staffing Structure**



The contact information for each parish council employee can be found on the parish council website, as per the below link:

<https://www.melkshamwithout-pc.gov.uk/index.php?page=officers>

### **21. SENIOR SALARIES**

The parish council are required to publish details of any senior employee salaries, job title and responsibilities for those earning over £50,000 per annum. In the 2024/25 financial year, one member of staff at Melksham Without Parish Council received a salary of more than £50,000, due to additional paid hours worked.

Job title: Clerk and Responsible Financial Officer

Salary bracket: £45,718- £50,788 (NALC LC3)

The Clerk is the proper officer for the parish council and is responsible for ensuring that the council operates lawfully and efficiently. The Clerk line manages all staff and is the Responsible Financial Officer which includes financial management, budgets, insurance and risk.

No Melksham Without Parish Council employee receives a salary of £150,000 or more

### **22. 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.

Local authorities must, under this Code, publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:

- cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year, and
- exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

**2.37:1 is the ratio of the Clerk remuneration to the median of the rest of the staff.**

It should be noted that during the 2024/25 the parish council had three full time employees and two part time employees. One full time employee left the council half way through the financial year with the officers working additional hours to fill the gap in provision.

## **23. TRADE UNION FACILITY TIME**

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

## **24. PARKING ACCOUNT**

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

## **25. 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: 18

## **26. 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.

## **27. FRAUD**

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

## **28. WASTE CONTRACTS**

Melksham Without Parish Council has 2 ongoing waste contracts:

- a) Grist Environmental Limited hold the contract for waste collection at Bowerhill Jubilee Pavilion and Sports Field. – Registration Number: CBDU229470
- b) J.H.Jones & Sons Limited hold the contract for waste collection at Beanacre Play Area, Berryfield Play Area, Hornchurch Road Play Area, Shaw Play Area and Whitworth Play Area. Registration Number: CBDU415269

Signed		
	Council Chair	Responsible Financial Officer

Dated		
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### **Melksham Without Parish Council**

First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES

01225 705700 [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Clerk & Responsible Financial Officer: Teresa Strange Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)



## **Melksham Without Parish Council FINANCIAL REGULATIONS 2025**

Recommended by the Finance Committee on 2<sup>nd</sup> June 2025 for adoption by Full Council on 16<sup>th</sup> June 2025

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Smaller Authorities' Proper Practices Panel (SAPPP), and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

## **2. Risk management and internal control**

- 2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
  - **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, the bank reconciliations for all accounts are presented to the Full Council for review and two finance committee members will sign and date them.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
  - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or Staffing committee. The RFO will inform committees of any salary changes impacting on their budget requirement for the coming year in good time.

4.3. The draft budget and associated documents with detailed estimates of all income and expenditure for the following financial year will be prepared and provided by the RFO to the Councillors in December for discussion at the January Finance Committee meeting. Taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward with the formal approval of the full council.

4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and forecast for the year end, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the Full Council.
- 4.7. Having considered the proposed budget and year end forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of February for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council or relevant committee.

## 5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £40,000] excluding VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.
  - the Clerk in conjunction with the Chairman of Council or Chairman of the Asset Management Committee for additional works for the Bowerhill Jubilee Sports Field football pitches to mitigate adverse playing conditions, to a cumulative value of £1,000 in any year.
  - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
  - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
  - the council for all items over £5,000 excluding VAT;



Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail such as authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman; or Email correspondence.

- 5.16. No individual member, or informal group of members may issue an official order or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or health and safety of councillors, staff and residents, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank, Unity Trust Bank and hold funds in the CCLA Public Sector Deposit Fund.. The arrangements shall be reviewed regularly for security and efficiency. When a member of staff or finance committee resigns from the council the Clerk/ Officers have authority to remove that member from the bank mandate immediately. This should be placed on the following Full Council meeting agenda for ratification by members. In the event that all bank signatories are no longer part of the council, for example, following an election or resignation of the whole Finance Committee, to alleviate the risk to council continuity, arrangements are to be made with the existing bank authorisers to remain in place until bank arrangements can be made with the new bank signatory councillors.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised,

the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. {Where the certification of invoices is done as a batch, the RFO will also sign the list of invoices.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each financial year the Clerk & RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year}.
- 6.7. A full list of payments shall be reported to the next appropriate meeting of the council for information only and appended to the Minutes of that meeting.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
  - i. any payments of up to £1,500 including VAT, within an agreed budget which is based on the limit set in the corporate multi pay card policy.
  - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
  - v. An expenditure item authorised under 6.9 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.

- 6.9. All payments made are either recurring payments on a regular basis as per 6.6 OR approved resolutions to proceed with a contract or purchase. They are therefore already approved by the council and do not require another authorisation resolution at a council/ committee meeting before payment is made. The RFO shall present a schedule of payments requiring authorisation, and, together with the relevant invoices, present the schedule to the two authorising Finance Committee members that month. The appropriate Finance Committee member shall review the schedule for compliance, and having been satisfied, shall authorise payment by authorising the online bank payments set up and/or signing a cheque if appropriate. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting following which the payments were authorised.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Clerk & RFO shall be appointed as the Service Administrator. In addition, the Finance & Amenities Officer will have separate log on details for audit trail purposes and will set up electronic payments on the council's behalf. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk and Finance & Amenities Officer are set up to access the council's bank accounts to view and set up payments only, but not to authorise any payments. No signatory should be involved in approving and authorising any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online. Councillor signatories only have online access to view the Unity Trust Bank account which is where online payments are made. No online payments are made out of the Lloyds Current Account or the CCLA Public Sector Deposit Fund but bank statements for each account are made available to the Full Council once a quarter with the bank reconciliations and two finance committee members see the bank statements each month when signing off the bank reconciliations for the previous month. Both the Clerk & RFO and Finance & Amenities Officer have online access to view only the Lloyds Current Account and view and set up payments on the Unity Trust Bank Account. The CCLA Public Sector Deposit fund is not currently running on an online forum and communications are undertaken via email.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator (Clerk & RFO or Finance & Amenities Officer) shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be printed out for the two agreed signatories for that month to authorise in the office or, in the instance where payments are required to be authorised outside of the payment run, sent by email to two authorised signatories.
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- 7.5. Two Finance Committee councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.6. Evidence shall be retained showing which members approved the payment online
- 7.7. A full list of all payments made in a month shall be provided to the next Full Council meeting and appended to the minutes.
- 7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and RFO, Finance & Amenities Officer or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers in the event of a change of circumstances.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking. For access to the council's records, this is available via a password protected list held on the shared drive which is consistently updated. All members of Office staff have knowledge of this password, and therefore, access to council records can be made by all staff should the Clerk be unavailable. Regular back up copied of the records on any of the office computers are stored on the Cloud and can be accessed via Office 365. A password management system can be used. For clarity, the Clerk/RFO and Finance & Amenities Officer do not store their individual bank login details on the shared list.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two Finance Committee members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment. Two members who are bank signatories, who are married or cohabiting, are not permitted to authorise the same bank transaction.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported by email to the council and reported at the next convenient meeting.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk & RFO and will also be restricted to a single transaction maximum value of £1,500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. A corporate Multi Pay payment card may be issued to employees with varying limits. These limits will be set by the council's Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council relevant committee. Use of the card is governed by the council's "Use of corporate Multipay Payment Card Policy".
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk & RFO and any balance shall be paid in full each month. Any trade card account opened by the parish council, named Trade UK (Screwfix) will be restricted for use by the following employees:

Clerk and RFO limit as per financial regulation 9.1

Caretaker with a limit of £50 per month

If required items by the caretaker exceed the monthly spend limit in place, this will require prior approval from the Clerk before purchase under her approved limit. If items exceed the Clerk's limit, it will need to go to Full Council for their approval. Payment for items purchased on Trade UK card will be paid at the next possible payment run, following the receipt of appropriate invoices and statements.

- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £1,500 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

- 11. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk & RFO] (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the 28th of each month or the nearest earlier working day as stipulated in the employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Staffing Committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk & RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.}
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the council to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores.

## **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk & RFO shall give prompt notification to the Finance & Amenities Officer of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk & RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers



17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. Charities**

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

## **19. Suspension and revision of Financial Regulations**

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18c and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Receipts for Month 2			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		151,947.63					151,947.63	
V4526-BACS	Banked: 02/05/2025	412.50						
V4526-BACS	Future of Football FC	412.50			1210	210	412.50	Inv.501- Blanket bookings
V4527-BACS	Banked: 06/05/2025	40.00						
V4527-BACS	Allotment Holder	40.00			1310	310	40.00	RELET- Rent plot 6b Berryfield
V4528-BACS	Banked: 08/05/2025	414.00						
V4528-BACS	Future of Football	414.00			1210	210	414.00	In.500-Evening training-May 25
Total Receipts for Month		866.50	0.00	0.00			866.50	
Cashbook Totals		152,814.13	0.00	0.00			152,814.13	

Date: 03/06/2025

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## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
15/05/2025	Onebill (Daisy)	V4522-DD	63.85		10.64	4190	120	53.21	Inv.652-Office wifi & line
15/05/2025	Daisy (Onebill)	V4523-DD	72.11		12.02	4384	220	60.09	Inv.653- Pavilion wifi & line
16/05/2025	Unity Bank	V4486-6238	147,000.00			220		147,000.00	Transfer from Lloyds-Unity
30/05/2025	Lamplight	V4524-DD	57.00		9.50	4686	170	47.50	Lamplight database MCS
30/05/2025	Lloyds Bank	V4525-	12.50			4140	120	12.50	Service Charge
<b>Total Payments for Month</b>			147,205.46	0.00	32.16			147,173.30	
<b>Balance Carried Fwd</b>			5,608.67						
<b>Cashbook Totals</b>			152,814.13	0.00	32.16			152,781.97	

Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		566,000.00					566,000.00	
Banked: 23/05/2025		118,000.00						
V4487-TRAN	Unity Bank	118,000.00			220		118,000.00	Transfer from Unity TO CCLA
Total Receipts for Month		118,000.00	0.00	0.00			118,000.00	
Cashbook Totals		684,000.00	0.00	0.00			684,000.00	

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			684,000.00						
Cashbook Totals			684,000.00	0.00	0.00			684,000.00	

Receipts for Month 2				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		15,022.81					15,022.81	
V4521-INTE	Banked: 02/05/2025	1,930.69						
V4521-INTE	CCLA Investment Management	1,930.69			1080	110	1,930.69	Interest
Banked: 16/05/2025		147,000.00						
V4486-6238	Current Account & Instant Acc	147,000.00			200		147,000.00	Transfer from Lloyds-Unity
Total Receipts for Month		148,930.69	0.00	0.00			148,930.69	
Cashbook Totals		163,953.50	0.00	0.00			163,953.50	

Date: 03/06/2025

## Melksham without Parish Council Current Year

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## Cashbook 2

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## Unity Bank

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2025	Grist Environmental	V4518-DD	83.78		13.96	4770	220	69.82	Inv.936-B'hill waste away
16/05/2025	Lloyds Corp Card	V4517-DD	829.57		67.51	4150	120	14.40	A4 Pads
						4150	120	7.49	Black pens
						4150	120	3.50	Labels for jars
						4150	120	9.16	Envelopes
						4721	220	72.48	Toilet rolls for pavilion
						4150	120	8.56	Pink paper
						4150	120	24.97	Acrabat pro
						4150	120	7.76	Binder clips
						4150	120	5.53	Green pens
						4150	120	7.51	Red pens
						4150	120	5.53	Purple pens
						4150	120	7.51	Headphones
						4175	120	30.90	Office 365- Officers
						4175	120	73.50	Office 365 councillors
						4190	120	36.90	Office phone charges
						4120	120	3.05	Postage-notices and postage
						4175	120	6.33	Council website hosting
						4650	170	415.00	Annual SLCC Membership
						4200	120	12.99	Online meeting subscription
						4686	170	5.99	MCS Phonenumber
						4140	120	3.00	Monthly Fee
21/05/2025	EDF Energy	V4519-DD	126.33		6.02	4302	220	120.31	Inv.07- Pavilion electricity
23/05/2025	CCLA	V4487-TRAN	118,000.00			240		118,000.00	Transfer from Unity TO CCLA
23/05/2025	A Newman (Friend of Shurnhold	V4488-BACS	29.89			4820	142	29.89	Petrol for mower
						347	0	-29.89	Petrol for mower
						6000	142	29.89	Petrol for mower
23/05/2025	Clerks & Councils Direct	V4489-BACS	15.50			4650	170	15.50	Annual subscription
23/05/2025	Agilico	V4490-BACS	86.52		14.42	4130	120	72.10	Inv.837-Office photocopying
23/05/2025	Aquasafe Environmental Ltd	V4491-BACS	168.00		28.00	4212	220	140.00	Inv.250406-April PPM Visit
23/05/2025	Aquasafe Environmental Ltd	V4492-BACS	168.00		28.00	4212	220	140.00	Inv.250501-May PPM Visit
23/05/2025	IAC Audit & Consultancy Ltd	V4493-BACS	474.00		79.00	4100	120	395.00	Inv.1971-Year end internal aud
23/05/2025	Infinity Playgrounds	V4494-BACS	348.00		58.00	4575	142	290.00	Inv.01486-Whitworth Patch repa
23/05/2025	JC Combustion Services Ltd	V4495-BACS	480.00		80.00	4791	220	400.00	Inv.4144-Pavilion boiler servi
23/05/2025	JH Jones & Sons	V4496-BACS	2,013.60		335.60	4721	220	1,678.00	Inv.5017-Pav doors-Paint remov
23/05/2025	JH Jones & Sons	V4497-BACS	2,742.77		457.13	4402	320	72.94	Inv.5098-Allotment grass cutti
						4402	320	21.88	Inv.5098-Briansfield hedge cut

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Cashbook 2

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Unity Bank

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4400	142	417.42	Inv.5098-Play Area grass cutti
						4780	142	149.86	Inv.5098-Play Area bin
						4400	142	21.84	Inv.5098-Beanacre leaf clearan
						4400	142	42.03	Inv.5098-Kestrel Court shrub m
						4400	142	25.00	Inv.5098-Grass cut outside BYF
						4409	142	198.08	Inv.5098-Hornchurch POS mainte
						4820	142	39.36	Inv.5098-Shurnhold Fields cut
						347	0	-39.36	Inv.5098-Shurnhold Fields cut
						6000	142	39.36	Inv.5098-Shurnhold Fields cut
						4401	220	1,150.06	Inv.5098-JSF pitch maintenance
						4781	220	96.50	Inv.5098-JSF Bin emptying
						4405	220	50.67	Inv.5098-JSF Hedge maintenance
23/05/2025	JH Jones & Sons	V4498-BACS	2,019.00		336.50	4740	220	1,682.50	Inv.5089-Pitch Fertilising
						355	0	-1,682.50	Inv.5089-Pitch Fertilising
						6000	220	1,682.50	Inv.5089-Pitch Fertilising
23/05/2025	JH Jones & Sons	V4499-BACS	926.40		154.40	4540	142	772.00	Inv.5031-SID Deployment
23/05/2025	Melksham Town Council	V4500-BACS	500.00			4610	170	500.00	Inv.TH158-VE Day contribution
23/05/2025	Rialtas Business Solutions Ltd	V4501-BACS	1,062.00		177.00	4185	120	885.00	Inv.762- Year end closedown
23/05/2025	Wiltshire Council	V4502-BACS	3,093.25			4270	140	3,093.25	Inv.166-Office rent-1.4-30.6.
23/05/2025	Wiltshire Publication	V4503-BACS	156.24		26.04	4230	120	130.20	Inv.460- Cllr co-option advert
23/05/2025	Wiltshire Council	V4504-BACS	2,731.52			4510	142	2,731.52	Inv.423-LHFIG-Beanacre gateway
23/05/2025	Wiltshire Council	V4505-BACS	310.87			4510	142	310.87	Inv.424-LHFIG Whitley signs
23/05/2025	Zurich Municipal	V4507-BACS	4,117.15			4281	142	3,274.52	Inv.334- Parish Insurance
						4282	220	507.67	Inv.334-Pavilion Insurance
						4281	142	334.96	Inv.334- Berryfield V Hall ins
23/05/2025	HM Revenue & Customs	V4508-BACS	2,875.18			4045	130	1,233.44	Period 2- May 2025
						4000	130	623.00	Period 2- May 2025-T
						4000	130	256.85	Period 2- May 2025-NI
						4010	130	232.80	Period 2- May 2025-T
						4010	130	104.06	Period 2- May 2025-NI
						4020	130	95.60	Period 2- May 2025-T
						4020	130	81.43	Period 2- May 2025-NI
						4460	142	201.80	Period 2- May 2025-T

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## Cashbook 2

User: MR

## Unity Bank

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
						4800	320	14.20	Period 2- May 2025-T
						4070	120	32.00	Period 2- May 2025-T
23/05/2025	Wiltshire Pension Fund	V4509-BACS	2,309.61			4045	130	1,749.77	Period 2- May 2025
						4000	130	303.79	Period 2- May 2025
						4010	130	136.23	Period 2- May 2025
						4020	130	119.82	Period 2- May 2025
23/05/2025	John Glover	V4515-BACS	48.00			4070	120	48.00	Chairs allowance- May 25
23/05/2025	Tollgate Security Ltd	V4516-BACS	114.00		19.00	4212	220	95.00	Inv.619-Replacement sounder
28/05/2025	Teresa Strange	V4510-BACS			2.55	4000	130		May 2025 Salary
						4070	120	12.73	Refreshments-last Full Council
						4150	120	9.24	Hiviz vests for volunteers
28/05/2025	Marianne Rossi	V4511-BACS			5.85	4010	130		May 2025 Salary
						4150	120	5.41	Mouse for new Cllr
						4150	120	12.49	Laptop bag for new Cllr
						4150	120	11.37	Laptop backpack
28/05/2025	Fiona Dey	V4512-BACS				4020	130		May 2025 Salary
28/05/2025	Terry Cole	V4513-BACS				4050	142	47.50	Travel Allowance May
						4051	142	38.70	Mileage x86 miles
						4460	142		May 2025 Salary
28/05/2025	David Cole	V4514-BACS				4800	320		May 2025 Salary
31/05/2025	Unity Trust Bank	V4520-DD	9.90			4140	120	9.90	Service Charge
<b>Total Payments for Month</b>			153,730.55	0.00	1,888.98			151,841.57	
<b>Balance Carried Fwd</b>			10,222.95						
<b>Cashbook Totals</b>			163,953.50	0.00	1,888.98			162,064.52	

Total Salaries  
May 2025

£7,745.63

Receipts for Month 2			Nominal Ledger Analysis					
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
		0.00					0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		0.00	0.00	0.00			0.00	

### Payments for Month 2

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	<b>Total Payments for Month</b>		0.00	0.00	0.00			0.00	
	<b>Balance Carried Fwd</b>		0.00						
	<b>Cashbook Totals</b>		0.00	0.00	0.00			0.00	

Receipts for Month 2				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		2,919.11					2,919.11	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		2,919.11	0.00	0.00			2,919.11	

Payments for Month 2				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			2,919.11						
Cashbook Totals			2,919.11	0.00	0.00			2,919.11	

## **Teresa Strange**

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**From:** Elections <elections@wiltshire.gov.uk>  
**Sent:** 16 December 2024 15:20  
**To:** Teresa Strange  
**Subject:** RE: No of electors in Melksham Without

Dear Teresa,

Thank you for your email, currently we have 5,932 electors registered in the area of Melksham Without.

**Kind regards**

Ruth

**Ruth Fry**  
**Electoral Services Officer**  
**Customer and Communications**

**Wiltshire Council**

Tel: 0300 456 0112  
Email: [electreg@wiltshire.gov.uk](mailto:electreg@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

### Privacy Statement

Wiltshire Council (Electoral Services) has produced a privacy notice that tells you what information we collect about you, how we use that information and who we may share it with. View the full privacy statement [online](<https://www.wiltshire.gov.uk/elections-privacy>).

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**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 16 December 2024 15:01  
**To:** Elections <elections@wiltshire.gov.uk>  
**Cc:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Subject:** No of electors in Melksham Without

Dear Elections team

Would you be able to confirm to us the number of electors in the parish of Melksham Without please; we have had a lot of new housing and it will save us having to work out from the additions and deletions on all the wards.

We want to work out our best estimate for elections costs for our budget.

With many thanks, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor

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## **Report of the Independent Remuneration Panel of Wiltshire Council**

Review of the City, Town & Parish Allowances

May 2025

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## INTRODUCTION

1. The work of the Independent Remuneration Panel (IRP) is guided by the Local Authorities (Members' Allowances) (England) Regulations 2003 as amended in 2004. This makes provision for the establishment by Wiltshire Council, as the responsible authority, of a Remuneration Panel (the Panel).
2. One of the functions of a Panel is to produce a report making recommendations regarding:
  - a) the amount of parish basic allowance payable to elected members
  - b) the amount of travelling and subsistence allowance payable to members, elected or otherwise
  - c) whether parish basic allowance should be payable only to the chairman or to all its members
  - d) whether, if parish basic allowance should be payable to both the chairman and the other members, the allowance payable to the chairman should be set at a level higher than that payable to the other members and, if so, the higher amount payable; and
  - e) the responsibilities or duties in respect of which members should receive parish travelling and subsistence allowance.
3. The regulations require that the Panel express any recommendation for a basic allowance for city, parish, and town councils as a monetary sum and as a percentage of Wiltshire Council's basic allowance.
4. City, town, and parish councils can choose to pay their members an allowance, known as 'parish basic allowance,' to recognise the time and effort they put into their parish duties. However, there is no obligation on councils to pay such allowances or for individual councillors to accept an allowance if offered. An allowance is not a salary - it is a figure calculated to reflect any incidental costs and time commitment associated with the basic duties of being a councillor.
5. Co-opted councillors are not eligible for the basic or chairman's allowance, as set out in the Regulations (Part 5), as they are not elected members.
6. If a council wishes to pay a basic allowance, it should have regard to a recommendation from the Independent Remuneration Panel. This is a Panel set up to make recommendations to parishes enabling them to consider whether to apply an allowances scheme. There is no obligation on councils to pay such allowances or for individual councillors to accept an allowance if offered. The membership of a remuneration panel will be the same as the independent remuneration panel of the

district, county, or unitary council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance.

7. The Panel undertook its review following a request from a town council. It should be noted that this is the first such report in the Wiltshire Council area since the creation of the Wiltshire Council unitary authority in 2009.

## **THE REMUNERATION PANEL**

8. The Remuneration Panel was established by Wiltshire Council in accordance with Regulation 27 of the 2003 Regulations, see above.
9. The membership of the Panel was:
  - a) John Quinton (Chairman)
  - b) Keith Broughton, and
  - c) Bernadette Fitzmaurice
10. Kieran Elliott (Democracy Manager) and Simon Bennett (Senior Scrutiny Officer) provided the Panel with administrative advice and support.
11. The Panel would like to thank the Wiltshire Association for Local Councils (WALC) for their input and support, particularly Ian Nockolds, Local Councils Advisor, WALC.

## **SCOPE OF THE REPORT**

12. This report covers remuneration for city, town and parish councils in the Wiltshire Council unitary area. Arrangements for councils in the Swindon Borough Council area are not covered by this report.
13. The Panel considered and made recommendations to city, town and parish councils regarding:
  - A basic allowance
  - A Chairman's allowance
  - Travel and subsistence allowances
  - IndexationA review of the scheme will be conducted every four years.

## **EVIDENCE GATHERING**

14. There are 253 city, town, and parish councils and over 2,000 city, town and parish councillors in the area covered by the Wiltshire Council unitary authority.
15. Initial desk research identified for each city, town, and parish:
  - The size of the electorate

- The number of councillors
- The parish precept
- Any asset or service transfers from Wiltshire Council
- The implementation of a Neighbourhood Plan

16. The Panel also considered reports from other Independent Remuneration Panels. These were from a range of local authorities in England but included reports covering the neighbouring authorities of Swindon and Dorset.

17. An online survey was circulated to all city, town, and parish clerks to be completed by clerks, individual councillors or collectively by councils. The survey ran for six weeks from 16 September until 28 October 2024. The survey was promoted on the Wiltshire Association of Local Councils (WALC) website and follow up reminders were circulated when the survey was live. One hundred and thirteen responses were received in total representing fifty-four councils. Fifty-nine from individual councillors expressing their own opinion, forty-four from clerks responding on behalf of the council and ten from councils collectively having considered the survey questions.

18. The concept of a basic allowance was supported by 53% of respondents, though only two councils were identified as currently paying an allowance. Some 28% of respondents said their council paid a Chairman's allowance. Fifty-five percent of respondents thought a basic allowance would encourage new people to stand as councillors.

19. The survey questions can be found in Appendix 3.

20. The survey was used by the Panel to follow up the responses in a series of discussions with councillors and clerks. There were six online discussions in early December 2024, during which fourteen individuals met the Panel. Those who took part in discussions were councillors and clerks from:

- Aldbourne Parish Council
- Beechingstoke Parish Council
- Bishops Canning Parish Council
- Bremhill Parish Council
- Chippenham Town Council
- Corsham Town Council
- Kington Langley Parish Council
- Laverstock & Ford Parish Council
- Purton Parish Council
- Ramsbury & Axford Parish Council
- Salisbury City Council
- Swallowcliffe Parish Council
- Trowbridge Town Council
- Wilton Town Council

Those invited to the discussions were selected based upon the type of council and geographic spread, in order to hear a representative sample of views. The Panel also met with officers from Wiltshire Council to discuss devolved services and asset transfers.

## **RECOMMENDATIONS**

### **Arriving at the Recommendations**

21. The Panel considered, but rejected, the idea of not creating a basic allowances scheme.
22. An allowance is calculated to reflect any incidental costs and time commitment associated with the basic duties of being a councillor. The Panel recognises that while councillors do not stand for office for financial reward, an allowance could encourage someone to stand for election. The Panel also believes that it can be one of the elements that attract city, town, and parish councillors from a greater range of backgrounds. Fifty-four percent of respondents to the survey believed a basic allowance would attract people to the role. The diversity of elected members, not just in terms of ethnicity but also age, background, disability, and gender, was raised on numerous occasions during the Panel discussions with clerks and elected members.
23. Around 80% of city, town and parish elections in Wiltshire are uncontested i.e., the vacancies exceeded the number of people standing for election. Also many vacancies on councils result in the co-opting of new members. Co-option is when a vacant seat on a parish or town council is filled by an appointment rather than an election. This is often necessary to ensure a council is fully constituted and able to carry out its duties. Though vacancies can arise for various reasons such as insufficient candidates at an election, resignations, and disqualifications the Panel believes that a basic allowance could help limit the number of uncontested elections and the number of vacant seats.
24. Clearly not all councils or council areas are the same. The Panel therefore wanted to ensure that these differences were recognised. The Panel asked in its survey what factors and complexities might differentiate councils, but the responses were inconclusive. During its deliberations, the Panel took into account the size of an electorate, the number of councillors in a council, budgets, devolved services, and asset transfers as well as if a council had a Neighbourhood Plan. However, all the IRP reports that the Panel saw from other local authority areas based their recommendations on the size of the electorate. Many choosing to adopt a series of levels based upon the number of electors. The Panel judged that the size of the electorate is an acceptable proxy in terms of the responsibilities of councils and the time given by councillors. The Panel have decided to use six levels to differentiate councils. The levels and their characteristics are set out in Table 1.

25. Most councils are small rural parishes; 191 out of 253 had an electorate of less than one thousand. The Panel recognised the financial challenges for smaller councils and has recommended a level of allowances accordingly in the belief that it is both affordable and proportionate. It also acknowledged that there are three town councils, Salisbury, Chippenham, and Trowbridge which due to their size and responsibilities, face significantly different challenges.
26. Though providing a specific allowance for carers' is not permissible under the regulations, this was an issue raised with the Panel. The Panel maintains that a basic allowance could help cover some of the costs faced by elected members with caring responsibilities e.g., childcare or help those who require additional support due to disability.
27. Though many councils provide expenses these are often not claimed, the Panel believes that providing a clear scheme will ensure councillors know their entitlements and will claim those when necessary.
28. Appendix 2 outlines further topics which councils may also wish to consider when discussing adopting an allowance.

### **Maximum Allowance Levels**

29. Recognising that not all city, town, and parish councils have large enough budgets to pay allowances to their councillors, the Panel has decided that its recommendations should be for maximum levels. This allows each council to consider the recommendations and determine a Scheme of Allowances, appropriate to its own circumstances, up to the maximum levels recommended.
30. Each city, parish and town council are legally responsible for determining the basic and chairman's allowances under any scheme adopted by it. Any council so minded may still set individual allowances at higher levels but will need to record the reasons for such decisions that require publication in accordance with the Regulations (to achieve a level of transparency).
31. The Panel anticipates that no basic allowance would exceed the next higher Level as set out in the table 2.

### **Basic Allowance**

32. The Panel **recommends** that the maximum basic allowance payable to members of parish and town councils is calculated using the Wiltshire Council scheme.
33. Parish and town councils with similar sized electorates have been grouped within six levels. The broad characteristics of each level and the number of authorities at each level is indicated in Table 1 below.

34. The levels identified are very broad categories and the Panel is aware that there will be exceptions to the characteristics outlined. The levels are:

- Level 1 - small, in terms of electorate, rural parishes. Most councils are in this category.
- Level 2 - smaller rural parishes and the smaller towns. Some parishes in the first two levels will have medium sized budgets and some assets transferred to them, but these are exceptions.
- Level 3 - larger rural parishes and smaller market towns, some may have sizeable budgets.
- Level 4 - market towns, these will have Neighbourhood Plans, significant budgets, and some service delegation.
- Level 5 - larger market towns, these will have Neighbourhood Plans, budgets often over £1m and service delegation.
- Level 6 - major population centres, these centres are significantly larger than those in Level 5. They have the largest budgets, Neighbourhood Plans, services, and asset delegation.

**Table 1: Categorisation of city, town, and parish councils**

	<b>Electorate (The number of councils that fall within each grouping is shown in brackets)</b>	<b>Characteristics</b>
Level 1	0-1,000 (191)	Very small rural parishes
Level 2	1,001-2,000 (28)	Small rural parishes and small towns
Level 3	2,001-5,000 (16)	Larger rural parishes and small market towns
Level 4	5,001-10,00 (6)	Market towns
Level 5	10,001-20,000 (7)	Larger market towns
Level 6	20,001+ (3)	Major population centres

35. The Panel has expressed its recommendation for a basic allowance for city, parish, and town councils as a monetary sum and as a percentage of the Wiltshire Council's basic allowance, see Table 2 below.

36. The basic allowance for Wiltshire Council 2024/25 is set at £16,495 per annum.

**Table 2: Basic allowances**

	<b>Electorate (The number of councils that fall within each grouping is shown in brackets)</b>	<b>% of basic allowance paid to Wiltshire councillors</b>	<b>Maximum basic allowance available per city/town/parish councillor (rounded up to nearest £)</b>
Level 1	0-1,000 (191)	1%	£165
Level 2	1,001-2,000 (28)	2%	£330

Level 3	2,001-5,000 (16)	4%	£660
Level 4	5,001-10,00 (6)	5%	£825
Level 5	10,001-20,000 (7)	8%	£1,320
Level 6	20,001+ (3)	12%	£1,980

### **Chairman's Allowance**

37. The Panel **recommends** that if a council pays an enhanced basic allowance to its chairman, then the chairman's basic allowance should not exceed twice the basic allowance payable to other council members.

### **Travel Allowances**

38. The Panel **recommends** that councils use the Wiltshire Council travel allowances, which are based upon HM Revenue and Customs Mileage Allowance Payments (MAPs). See [Members' Allowances Scheme \(Appendix 3\)](#)

### **Subsistence**

39. The Panel **recommends** that council's use the Wiltshire Council subsistence allowances, see [Members' Allowances Scheme \(Appendix 3\)](#)

### **Indexation of Allowances**

40. Councils are asked to note that the Wiltshire Council basic allowance will increase in line with any pay award to its staff. The Panel **recommends** that under any scheme adopted the maximum basic allowance available to city, parish and town councillors may increase in line with an adjustment to the Wiltshire Council basic allowance.

41. The details of the scheme of allowances, travel expenses and subsistence payments for completeness and ease of reference are set out fully in Appendix 1.

### **Reviewing the basic allowance scheme**

42. The Panel **recommends** that city, town, and parish allowances are reviewed by the Independent Remuneration Panel during each 4 year council term. Preferably immediately after the unitary allowances scheme is revised.

### **John Quinton, Keith Broughton, Bernadette Fitzmaurice**

Report author: Simon Bennett, Senior Scrutiny Officer, [simon.bennett@wiltshire.gov.uk](mailto:simon.bennett@wiltshire.gov.uk)

### **Appendices**

APPENDIX 1 – Scheme of Allowances, Travel Expenses and Subsistence (2025/26)

APPENDIX 2 – General Issues for City, Town & Parish Councils

APPENDIX 3 – Survey Text

## APPENDIX 1 – SCHEME OF ALLOWANCES, TRAVEL EXPENSES AND SUBSISTENCE PAYMENT (2025/26)

### Basic Allowance

The Panel **recommends** the maximum basic allowance payable to members of parish and town councils be as follows. This is calculated using the Wiltshire Council scheme.

The Wiltshire basic allowance for 2024/25 is £16,495 as set out in [Wiltshire Council's Scheme of Members' Allowances](#):

**Table: Basic allowances**

	<b>Electorate (The number of councils that fall within each grouping is shown in brackets)</b>	<b>% of basic allowance paid to Wiltshire councillors</b>	<b>Maximum basic allowance available per city/town/parish councillor (rounded up to nearest £)</b>
Level 1	0-1,000 (191)	1%	£165
Level 2	1,001-2,000 (28)	2%	£330
Level 3	2,001-5,000 (16)	4%	£660
Level 4	5,001-10,00 (6)	5%	£825
Level 5	10,001-20,000 (7)	8%	£1,320
Level 6	20,001+ (3)	12%	£1,980

### Chairman's Allowance

The Panel **recommends** that if a council pays an enhanced basic allowance to its chairman, then such chairman's basic allowance shall not exceed twice that basic allowance payable to other members.

### Applying Basic and Chairman's Allowances

In view of the number and the differences in both size and scale of activity, the Panel **recommends** that, each parish and town council should determine the basic and chairman's allowances, subject to the maximum set out above. Each council is in the best position to make a judgement, based on individual circumstances, whether it is appropriate to pay:

- a) all or part of the basic allowance to reflect any incidental costs and time commitment.
- b) a basic allowance to all members or just the chairman; or
- c) a higher amount to the chairman if all members are entitled to receive an allowance, subject to this not exceeding twice the maximum basic allowance set out above.



## Travelling Allowance

The below is based upon the HM Revenue and Customs Mileage Allowance Payments (MAPs) as set out in the [Wiltshire Council's Scheme of Members' Allowances](#)

**Table: Travelling Allowance**

Public transport	Second class rail fare, or ordinary fare for other public transport, or the appropriate cheap rate where applicable.  Second class rail travel must always be used. If the train's second class accommodation is full, Members and co-optees may travel first class.
Car	The millage rate is 45p rate for the first 10,000 miles, and 25p for each subsequent mile.  The rates for travel by a member in a private car are linked to the inland revenue rate (currently 45p per mile) and any movement in that rate to trigger an automatic rise in the Members' rate.
Cycle	A cycle allowance of 40p per mile.
Car share	An allowance of 5p per mile when giving passengers a lift.
Taxi	Hire of taxi cabs in cases of urgency or unavailability of public transport.
Parking etc.	Expenditure on tolls, ferries, parking fees etc., and overnight parking.

## Subsistence Allowances

The rate of overnight subsistence for an overnight absence from the usual place of residence is £91.10.

The overnight subsistence allowance is the maximum payable for a complete 24 hour period of absence from the normal place of residence and includes allowances for all meals listed below. It cannot be claimed if overnight accommodation has been paid for direct by the council. For an overnight absence in London the rate may be increased to £126.05.

In the case of an absence not involving an overnight absence from a members' usual place of residence:

**Table: Subsistence allowances**

Breakfast	Departure from normal place of residence before 7am for an absence of at least 3 hours - £6.50
Lunch	Departure from normal place of residence before 12 noon and return after 2pm - £8.50
Tea	Return to normal place of residence after 6.30pm, following an absence of at least 3 hours - £3.35
Dinner	Return to normal place of residence after 8.30pm, following an absence of at least 3 hours - £12.50

## **APPENDIX 2 – GENERAL ISSUES FOR CITY, TOWN & PARISH COUNCILS**

The Panel wishes to draw the attention of all city, town, and parish councils to the following issues:

For detailed information refer to the Local Authorities (Members Allowances) (England) Regulations 2003 Part 5.

### **Dependants' Carers' and Childcare Allowance**

Councillors on city, town and parish councils cannot claim a dependants' carers and childcare allowances.

### **Co-opted Members**

Under the relevant regulations co-opted members of city, town and parish councils are not eligible to be paid basic allowances or a Chairman's allowance but may claim travel and subsistence allowances.

### **Withdrawal of Allowances**

A city, parish or town council can if a councillor is suspended or partially suspended from their duties, withhold all or part of any allowances. They may also provide that any allowances already paid in respect of a period for which a member has been suspended must be repaid.

### **Forgoing Allowances**

A city, town or parish councillor can choose not to receive all or part of any allowance to which they are otherwise entitled. To do so they must give written notice to the proper officer of the city, town, or parish council.

### **Publicity**

A city, town or parish shall, after setting the levels of its basic allowance, arrange for the publication of the scheme. This must be in a conspicuous place or places in the council area and be for a period of at least 14 days. The notice or notices should contain the following information:

- any recommendation in respect of parish basic allowance made by the parish remuneration panel
- the level or levels at which the authority has decided to pay parish basic allowance and to which members it is to be paid; and
- a statement that in reaching the decision the authority has had regard to the recommendation of the Independent Remuneration Panel.

A council shall ensure that it keeps a copy of this information available for inspection by members of the public on reasonable notice.

### **Records of Allowances**

City, town, and parish councils are required to maintain a record of the allowances paid and make a record available for inspection with reasonable notice. The record must specify the name of the councillor concerned and the amount paid to them. A copy of the record must be made available on request and at the end of each year the amounts paid to each councillor shall be publicised in a conspicuous place in the area for 14 days.

### **Administrative costs**

For taxation purposes HM Revenue & Customs (HMRC) considers councillors to have the same status as employees. For larger councils that already run payrolls or have payroll arrangements in place, it causes little additional work to add councillors to the payroll and treat them as employees for the purposes of tax and National Insurance matters.

Councils are advised to investigate any additional costs that may arise from applying a basic allowance.

### **HM Revenue & Customs**

At city, town, and parish council level some councillors who receive Basic Parish Allowance may, depending on their personal circumstances, incur a tax liability.

Councils are therefore advised to consult the HMRC for guidance as to how they should deal with the issue of individual tax deduction and associated returns.

### **Benefits**

Individual councillors are also advised to check how an allowance would affect any means tested benefits they might be receiving e.g., Universal Credit, Pension Credit, Housing Benefit, Council Tax Support, Tax Credits, Jobseeker's Allowance, Employment Support Allowance, and Income Support.

## APPENDIX 3 – SURVEY TEXT

### Introduction

The Wiltshire Independent Remuneration Panel, convened under The Local Authorities (Members' Allowances) (England) Regulations 2003, is undertaking a review of the allowances available to Parish and Town Councillors in the Wiltshire unitary authority area.

Though Wiltshire Council is the responsible authority for establishing and supporting the [Panel](#), this is an independent review of allowances scheme that will make recommends to your Council.

Each Parish or Town Council makes its own decisions concerning adopting an allowances scheme, but it must do so regarding the recommendations of the Panel.

The Local Authorities (Members' Allowances) (England) Regulations 2003 state that each parish or town council may:

- Choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties.
- Make an allowance available to its Chair only, or to each of its members
- Pay the chair a different amount than to other members, where all members receive an allowance, but otherwise the amount paid to each member must be the same.

The survey below will capture information on current allowance schemes and opinions on how to develop a future scheme. Responses to the survey will help the Panel arrive at its recommendations.

The Panel may follow up certain responses but only from respondents who have agreed to be contacted. If respondents wish to be interviewed/meet the panel, then the panel will make every effort to meet such requests.

The Parish Clerk or Responsible Financial Officer (RFO) may invite the members of the authority to complete a separate response to this questionnaire.

Please submit your response by **28 October 2024**

### **1. Which statement accurately reflects how this survey response is being submitted?**

- By Council having considered the survey questions (tick box)
- Delegated to the Clerk/RFO to respond on behalf of the Council (tick box)
- By an individual member of Council expressing your own responses (tick box)

**2. What is the name of your Council and the name of the Councillor or Officer submitting the response?**

**3. Contact email address (text box)**

**4. Telephone number (text box)**

The Panel may wish to contact you about your response to this questionnaire. Your name and contact information will be made available to the Panel only for the purposes of making its recommendations, and only if you agree.

Personal data will not be retained after the Panel has concluded its deliberations. See [Privacy notice - Wiltshire Council](#)

**5. Please choose one of the following:**

*I agree that my name and contact details may be forwarded to the Panel for use in following up this survey. (tick box)*

*Only the name of my Council, and if and on what basis the response is made by the Clerk / RFO are to be provided to the Panel, and I do not wish to participate further. (tick box)*

**6. Do you support the concept of paying a basic allowance to town and parish councillors? (Y/N)**

**7. Does your council currently provide a basic allowance? (Y/N)**

**8. If yes, what is the basic allowance per annum? (tick)**

<£100

£101-£500

£501-£1000

£1001-£1500

£1501-£2000

>£2001

**9. If no, why does your council not offer a basic allowance? (text)**

**10. Does your council currently provide an allowance to the Chairman? (Y/N)**

[The Chairman is a statutory post defined by law with a role and responsibilities distinct from that of the civic mayor]

**11. If yes, what is the Chairman's allowance per annum? (tick)**

<£100

**£101-£500**  
**£501-£1000**  
**£1001-£2500**  
**£2501-£5000**  
**>£5001**

**12. If no, why does your council not offer a Chairman's allowance? (text)**

**13. Would access to a basic allowance encourage new people to stand for election? (Y/N)**

**14. Please explain your response to Q8 if 'Yes' (text)**

**15. Please explain your response to Q8 if 'No' (text)**

**16. Certain factors and complexities might influence how a basic allowance is calculated and applied. Some of these are set out below, please score the following in order of most significant (1 being the most significant, and 5 being the least):**

- Number of residents (1-5)
- Number of electors (1-5)
- Size of council budget (1-5)
- Range of services provided (1-5)
- A current Neighbourhood Plan (1-5)
- Other (text)

**17. Do you have any other thoughts or comments on town and parish basic allowances? (text)**

# Hosts sought for 100 air quality sensors across Wiltshire

**Wiltshire Council's Wiltshire Community Air Network (WCAN) is launching a one-year project to monitor PM2.5 air pollution across the county and is seeking hosts for 100 low-cost air quality sensors.**

Published 3 June 2025



The air quality sensors will measure PM2.5 air pollution, small particles in the air that can increase the risk of health problems and that can be damaging to the environment. This is part of the council's Wiltshire Community Air Network project and the sensors will provide real time data which members of the public will be able to access online.

Cllr Paul Sample JP, Cabinet Member for Environment, Climate and Waste, said, “We are seeking assistance from local residents and organisations to better understand PM2.5 air pollution in Wiltshire. We aim to recruit 100 volunteers to host air quality sensors for a year and encourage applications from individuals and groups in Wiltshire who are interested in monitoring PM2.5 pollution in their communities.”

“The data collected will enable us to gain a greater understanding of this type of dangerous air pollution and put us in a stronger position to determine requirements for long-term monitoring and identify ways to reduce pollution.”

To ensure a wide range of places and communities are represented in the project, the council will be allocating a number of sensors to each of the 18 community areas of Wiltshire, based on the size of the population. In each area, the council will prioritise placing sensors at or near schools, medical facilities, and supported housing.

The sensors need to be placed outdoors, plugged in to a mains power supply and connected to a stable internet connection. The sensors are easy to use, and volunteers will be supported to set up and maintain them. At the end of the one-year project, hosts can choose to keep the sensor for their own use or return it to the council for recycling.



The approximate location of the sensor will be visible on a publicly available online map.

The closing date for [applications](https://www.wiltshire.gov.uk/article/13704/Overview) (<https://www.wiltshire.gov.uk/article/13704/Overview>) is Monday 23 June 2025.

To host a sensor people need to:

- Be over 18 years of age
- Have a suitable outdoor location to place the sensor for one year, without being disturbed. It must be placed outside, between 1.5m and 3m above ground level. The sensor can be secured to a wall, fence, or drainpipe using provided cable ties or screws.
- Confirm that the sensor will be continuously connected to mains power and a reliable Wi-Fi connection (including overnight and during holidays). This is important as the sensor will not work without power and internet connection.
- Have permission from the bill payer to pay the cost of power and Wi-Fi used by the air quality sensor. The sensors only use a small amount of power and bandwidth, costing under £3 to run for a whole year.

Existing monitoring of key pollutants indicates that the air quality in Wiltshire is predominantly very good. However, there are a small number of locations where the combination of traffic, road layout and topography result in pollutants being trapped so that concentrations increase to unacceptable levels. Historically two pollutants have been of concern in Wiltshire: nitrogen dioxide and PM10. Recent years have shown significant improvements in the levels of these pollutants and the council are likely to be able to start revoking some of Wiltshire's eight air quality management orders, as pollutant levels reach compliance with UK air quality standards. Recent focus has shifted to very fine particulates (PM2.5) as there is increasing evidence of the harms they can produce.

PM2.5 is not yet incorporated into Local Air Quality Management Regulations, and therefore there is no statutory requirement for Local Authorities review and assess PM2.5 for LAQM purposes. However, since 2016 the government has stated that it expects all local authorities to effectively use their powers to reduce PM2.5 emissions from the sources which are within their control. The WCAN project is Wiltshire Council's first step in building a baseline understanding of PM2.5 pollution across the county.

More information about the Wiltshire Community Air Network project and an application form can be found on the Wiltshire Council website at [www.wiltshire.gov.uk/wiltshire-community-air-network](https://www.wiltshire.gov.uk/wiltshire-community-air-network) ([https://wiltshirecouncil-my.sharepoint.com/personal/donna\\_mountford\\_wiltshire\\_gov\\_uk/Documents/Desktop/PRESS%20RELEASES%20AND%20STATEMENTS/Press%20releases/www.wiltshire.gov.uk/wiltshire-community-air-network](https://wiltshirecouncil-my.sharepoint.com/personal/donna_mountford_wiltshire_gov_uk/Documents/Desktop/PRESS%20RELEASES%20AND%20STATEMENTS/Press%20releases/www.wiltshire.gov.uk/wiltshire-community-air-network))

. Alternatively, email Wiltshire Community Air Network at [CommunityAirNetwork@wiltshire.gov.uk](mailto:CommunityAirNetwork@wiltshire.gov.uk) (<mailto:CommunityAirNetwork@wiltshire.gov.uk>)



## SPEED INDICATOR DATA – only data in excess of 60mph are presented

**Summary:** Data are recorded for any vehicle travelling above 35mph (intervention level). All locations have speed limits of 30 mph.

The majority of excessive speeds are recorded in the evening, at night or at the weekend/bank holidays but not exclusively and are leaving Melksham.

### 1) **Outside MOCS travelling from Devizes** : 31 Mar – 13 Apr 2025 28 entries exceeding 60mph

Date	Direction	Number of measurements	Number of vehicles	Average speed	Maximum speed
06/04/2025 05:30	1	5	5	55.6	85
02/04/2025 18:30	1	31	31	40.84	75
11/04/2025 19:00	1	30	30	43.17	71
02/04/2025 21:30	1	13	13	42.46	70
10/04/2025 04:30	1	6	6	47	68
10/04/2025 22:30	1	8	8	42.25	67
11/04/2025 00:30	1	4	4	52.75	67
31/03/2025 00:00	1	7	7	47.57	66
01/04/2025 19:30	1	20	20	41.5	66
10/04/2025 03:30	1	4	4	49.75	66
12/04/2025 13:30	1	15	15	38.93	66
31/03/2025 21:00	1	10	10	44.4	65
08/04/2025 23:30	1	3	3	46.67	65
12/04/2025 08:00	1	30	30	42.13	65
31/03/2025 21:30	1	9	9	46.78	64
04/04/2025 21:30	1	19	19	41.63	64
09/04/2025 13:30	1	44	44	40.07	64
31/03/2025 18:00	1	27	27	41.74	63
03/04/2025 11:30	1	21	21	40	63
04/04/2025 18:00	1	42	42	39.4	63
11/04/2025 05:30	1	11	11	43.09	63
31/03/2025 04:00	1	3	3	49.67	62
06/04/2025 07:30	1	30	30	42.63	62
06/04/2025 13:30	1	35	35	40.2	62
07/04/2025 23:00	1	8	8	45	62
09/04/2025 09:30	1	30	30	39.93	62
01/04/2025 20:00	1	17	17	40.41	61
09/04/2025 04:30	1	5	5	48.2	61
31/03/2025 18:30	1	27	27	41.37	60
02/04/2025 04:00	1	9	9	45	60
04/04/2025 09:00	1	27	27	40.67	60
05/04/2025 13:30	1	40	40	39.08	60
05/04/2025 20:30	1	12	12	42.17	60
07/04/2025 18:00	1	53	53	40.45	60
09/04/2025 01:00	1	2	2	50.5	60

2) **Outside MOCS travelling from Melksham : 27 April – 10 May 2025**

137 entries exceeding 60mph

Date	Direction	Number of measurements	Number of vehicles	Average speed	Maximum speed
10/05/2025 02:30	2	3	3	61	101
28/04/2025 00:30	2	4	4	54	93
03/05/2025 23:30	2	6	6	55.83	88
03/05/2025 04:00	2	10	10	50.2	87
02/05/2025 14:00	2	18	18	41.44	86
30/04/2025 01:00	2	5	5	59	83
30/04/2025 04:30	2	2	2	60.5	82
05/05/2025 09:00	2	23	23	39.91	82
03/05/2025 08:00	2	17	17	41.24	81
30/04/2025 09:30	2	8	8	44.25	80
05/05/2025 08:00	2	22	22	44.09	80
06/05/2025 00:30	2	4	4	54.5	80
08/05/2025 13:30	2	15	15	40.4	80
28/04/2025 11:00	2	8	8	43.5	79
02/05/2025 20:00	1	10	10	43.5	78
07/05/2025 20:30	2	16	16	41.5	78
03/05/2025 23:00	2	7	7	43	77
08/05/2025 14:00	2	11	11	44.91	76
09/05/2025 05:00	2	3	3	49	76
30/04/2025 00:00	2	1	1	75	75
03/05/2025 07:00	2	11	11	43	75
06/05/2025 15:30	2	9	9	42.67	75
08/05/2025 08:30	2	2	2	55.5	75
09/05/2025 14:00	2	13	13	39.46	74
01/05/2025 04:00	2	1	1	73	73
01/05/2025 09:00	2	15	15	40.2	73
03/05/2025 13:00	2	28	28	40.36	73
06/05/2025 05:30	2	5	5	43.6	73
07/05/2025 09:30	2	8	8	41.88	73
08/05/2025 23:30	2	2	2	55	73
28/04/2025 05:30	2	10	10	44.7	71
29/04/2025 04:00	2	3	3	49	71
29/04/2025 21:00	2	4	4	44.5	71
30/04/2025 10:00	2	13	13	40.62	71
30/04/2025 11:00	2	14	14	41.5	71
02/05/2025 02:00	2	3	3	53.67	71
05/05/2025 18:30	2	17	17	39.76	71
07/05/2025 12:00	2	16	16	44.38	71
10/05/2025 09:30	2	17	17	40.29	71
29/04/2025 19:30	2	15	15	41.93	70
30/04/2025 09:00	2	15	15	40.6	70

30/04/2025 13:00	2	9	9	43.56	70
02/05/2025 09:30	2	14	14	41.5	70
06/05/2025 05:00	2	5	5	56	70
08/05/2025 00:30	2	3	3	49	70
30/04/2025 02:30	2	2	2	56	69
03/05/2025 19:30	2	20	20	40.1	69
04/05/2025 09:00	2	13	13	41.08	69
28/04/2025 13:30	2	7	7	43	68
29/04/2025 04:30	2	2	2	52.5	68
30/04/2025 10:30	2	8	8	40	68
01/05/2025 16:00	2	10	10	40.5	68
02/05/2025 03:00	2	2	2	67	68
02/05/2025 18:30	2	20	20	40	68
03/05/2025 10:30	1	26	26	38.62	68
04/05/2025 12:00	2	19	19	40.05	68
06/05/2025 23:30	2	4	4	52.5	68
07/05/2025 21:00	2	7	7	44.29	68
07/05/2025 23:30	2	3	3	48	68
09/05/2025 02:00	2	1	1	68	68
10/05/2025 13:00	2	24	24	39.42	68
10/05/2025 15:00	1	6	6	42.83	68
30/04/2025 04:00	2	4	4	43.75	67
01/05/2025 10:30	2	8	8	41	67
01/05/2025 13:00	2	9	9	40	67
09/05/2025 11:00	2	10	10	44.2	67
28/04/2025 18:30	2	20	20	40.4	66
01/05/2025 12:00	2	13	13	40	66
02/05/2025 09:00	2	14	14	42.14	66
02/05/2025 12:00	2	13	13	42.38	66
02/05/2025 22:00	2	5	5	49.4	66
03/05/2025 10:00	2	20	20	38.15	66
04/05/2025 04:00	2	2	2	53.5	66
06/05/2025 11:00	2	12	12	42.08	66
07/05/2025 04:30	2	6	6	45.17	66
07/05/2025 14:00	2	13	13	44.46	66
08/05/2025 10:30	2	8	8	45.88	66
08/05/2025 19:00	2	14	14	40.14	66
08/05/2025 23:00	2	2	2	51	66
09/05/2025 12:30	2	12	12	41.08	66
10/05/2025 12:30	2	19	19	37.95	66
28/04/2025 13:00	2	15	15	39.4	65
29/04/2025 01:30	2	4	4	50.5	65
30/04/2025 06:00	2	18	18	41.67	65
30/04/2025 12:30	2	16	16	40.44	65
30/04/2025 17:30	2	14	14	41.14	65
30/04/2025 19:00	2	13	13	40.23	65

01/05/2025 23:00	2	4	4	50.5	65
02/05/2025 06:00	2	13	13	40.38	65
02/05/2025 13:00	2	11	11	41.73	65
02/05/2025 23:30	2	5	5	47.8	65
03/05/2025 16:30	2	18	18	40.33	65
05/05/2025 17:00	2	14	14	39	65
06/05/2025 14:30	2	16	16	42.06	65
07/05/2025 13:00	2	23	23	38.87	65
08/05/2025 15:00	2	7	7	40.86	65
09/05/2025 03:00	2	3	3	51.33	65
29/04/2025 01:30	1	5	5	50.4	64
29/04/2025 21:30	2	7	7	40.43	64
03/05/2025 09:00	2	16	16	37.75	64
04/05/2025 17:30	2	19	19	40.53	64
06/05/2025 12:30	2	18	18	41.44	64
07/05/2025 14:30	2	7	7	45.71	64
08/05/2025 12:00	2	19	19	39.53	64
09/05/2025 10:30	2	8	8	43.25	64
29/04/2025 20:30	1	5	5	41	63
30/04/2025 06:30	2	25	25	40.6	63
30/04/2025 17:30	1	28	28	38.64	63
01/05/2025 03:00	2	3	3	52.33	63
01/05/2025 06:00	2	13	13	41.85	63
02/05/2025 08:00	2	2	2	50.5	63
02/05/2025 13:30	2	16	16	40.12	63
02/05/2025 23:00	1	6	6	41.17	63
04/05/2025 06:00	2	6	6	45.33	63
05/05/2025 07:00	1	11	11	41	63
07/05/2025 11:00	2	22	22	38.09	63
08/05/2025 05:30	2	17	17	40.88	63
09/05/2025 14:30	2	13	13	39.62	63
09/05/2025 15:00	2	5	5	43.2	63
28/04/2025 03:30	2	2	2	48.5	62
28/04/2025 16:30	2	12	12	37.92	62
01/05/2025 13:30	2	17	17	40.41	62
02/05/2025 05:30	2	23	23	40.43	62
04/05/2025 13:00	2	19	19	38.26	62
04/05/2025 15:00	2	21	21	39.05	62
05/05/2025 04:30	2	4	4	44.75	62
05/05/2025 13:30	2	10	10	38.8	62
05/05/2025 15:30	2	25	25	39.68	62
06/05/2025 08:30	2	7	7	46.43	62
06/05/2025 15:00	2	8	8	44.62	62
08/05/2025 10:00	2	6	6	40.67	62
08/05/2025 11:30	2	5	5	42	62
09/05/2025 06:30	2	24	24	38.96	62

29/04/2025 14:00	2	12	12	39.08	61
01/05/2025 16:00	1	17	17	38.06	61
05/05/2025 08:00	1	16	16	39.5	61
08/05/2025 03:00	2	1	1	61	61

3) **Pathfinder Way travelling from Bowerhill : 13 April – 27 April 2025**  
13 entries exceeding 60mph

Date	Direction	Number of measurements	Number of vehicles	Average speed	Maximum speed
15/04/2025 14:30	2	8	8	42.38	70
15/04/2025 16:30	2	5	5	43.2	70
24/04/2025 18:00	1	21	21	38.38	70
26/04/2025 11:00	2	11	11	39.82	69
18/04/2025 23:30	1	5	5	52	66
13/04/2025 18:30	2	14	14	38.71	65
24/04/2025 11:00	2	6	6	42.17	65
14/04/2025 07:30	2	17	17	39.18	63
16/04/2025 08:00	2	15	15	39.47	63
25/04/2025 06:00	1	4	4	42.75	63
26/04/2025 20:00	2	11	11	45.18	62
16/04/2025 19:00	1	5	5	41.6	61
17/04/2025 14:00	2	8	8	39.12	61

## Teresa Strange

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**From:** Gemma Rutter <gemma.rutter@wiltshire.police.uk>  
**Sent:** 10 June 2025 09:04  
**To:** nick.holder@wiltshire.gov.uk; Teresa Strange  
**Subject:** RE: Request for Speeding Enforcement in Bowerhill

Good morning Teresa, Nick,

Completely agree more needs to be done here- unbelievable driving considering it is a residential area but this has been a persistent issue as it is such a clear straight road.

We can do some patrols but they won't efficiently tackle the speeding issue as people will only slow down the time we are present. Long gone are the days people remember speed check areas and slow down just in case. So I am going to raise this with our roads policing team for their assistance also.

Long term wise though, we need a plan to get this road safe! Budgets are tight but considering the school is nearby, is there any possibility the council will act on the SIDS information and consider speed bumps Nick? Could we appeal for this?

Happy to have a face to face catch up to discuss further!

Gem

### Gemma Rutter

Neighbourhood Policing Sergeant 2315 –

Melksham & Bradford on Avon

Trowbridge Police Station

[Gemma.rutter@wiltshire.police.uk](mailto:Gemma.rutter@wiltshire.police.uk)



WILTSHIRE

Keeping You Safe

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**From:** Holder, Nick <Nick.Holder@wiltshire.gov.uk>  
**Sent:** 09 June 2025 13:58  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Gemma Rutter <gemma.rutter@wiltshire.police.uk>  
**Subject:** RE: Request for Speeding Enforcement in Bowerhill

Thank for this Teresa

@Gemma Rutter welcome back to Melksham and I fully endorse what Teresa has asked for here. In addition is there any opportunity to have some “unannounced” presence outside Bowerhill primary school at the morning rush as it seems as if some of the parking there is now extremely dangerous as well as being inconsiderate.

Nick



Nick Holder  
Councillor for Bowerhill  
Wiltshire Council | County Hall | Trowbridge | Wiltshire | BA14 8JN

**Wellbeing Statement:** “I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.”



**Tel:** 07931 905520  
**Email:** [nick.holder@wiltshire.gov.uk](mailto:nick.holder@wiltshire.gov.uk)  
**Facebook@Cllr Nick Holder for Bowerhill**

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 03 June 2025 16:47  
**To:** Gemma Rutter <[gemma.rutter@wiltshire.police.uk](mailto:gemma.rutter@wiltshire.police.uk)>  
**Cc:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>  
**Subject:** Request for Speeding Enforcement in Bowerhill

Hi Gemma  
Hope you are well..... thank you for your recent update to the parishes.

As you may be aware, one of the parish council's SIDs (Speed Indicator Devices) has downloadable data, which is sent directly to Wiltshire Police to aid the priority of their resources.

We have just had a quick look at the data we have sent from the last few weeks, all in Bowerhill, and as you will see there are a range of speeds in the 60s, 70s, 80s, 90s and unbelievably 101 mph.  
The data has been sorted so you can see the fastest speeds at the top. Whilst some of these very fast speeds, all in a 30mph zone, are in the early hours of the morning, some of these are during the day.  
There is no precise pattern we can see of a car at the same time every day, but it does give evidence that there are very fast cars travelling on well used roads, including right outside the secondary school (MOCS is the acronym on the spreadsheet for Melksham Oak school).

Is there a way we can have some local, targeted police enforcement please in these areas – Pathfinder Way, and on the A365 Bath Road outside Melksham Oak?  
From the parish council's point of view, this is their priority for police support in the parish.

Just a note on the data, our SID is set to meet the intervention speed of 35mph, as per the Wiltshire Council guidance, and not below – in any case, it runs the battery down immediately if we flash a smiley face to every car. So this data is for all the vehicles exceeding 35mph in the 30mph zone.

With many thanks, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

**Advanced Notice of Leave:**

w/c 26<sup>th</sup> May

w/c Tues 17<sup>th</sup> June to Tues 24<sup>th</sup> June

**Wellbeing Statement** I may send emails outside office hours but never with any expectation of response. Please just get back to me when you can within your own working hours. Thank you.

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On X: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

On LinkedIn: [Melksham Without Parish Council](#)

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## Fiona Dey

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**From:** Teresa Strange  
**Sent:** 10 June 2025 17:23  
**To:** Fiona Dey  
**Subject:** FW: OPCC Road Safety Conference - Friday 4 July 2025

**Categories:** Full council

For the full council agenda please – maybe a new heading, Road Safety  
I haven't numbered any agenda items yet, so it can go anywhere

---

**From:** Police and Crime Commissioner <pcc@wiltshire.police.uk>  
**Sent:** 10 June 2025 16:34  
**Subject:** OPCC Road Safety Conference - Friday 4 July 2025

Dear Sir/Madam,

I recently published my new Police and Crime Plan for Swindon and Wiltshire for 2025-2029. Priority 3 of the plan is tackling crimes that matter most to the community, and this includes improving road safety.

Sadly in 2024 19 people were killed on roads in the Wiltshire police force area, and 210 were seriously injured. Whilst this is a reduction on previous years, these numbers are still far too high, and I am determined that we will do all we can to reduce collisions and improve safety for everyone using the road networks across Wiltshire and Swindon.

But this cannot be solved by policing alone – improving road safety requires a comprehensive and joined up approach from all partners, which is why I am convening a road safety conference to bring everyone together to help shape our future plans.

I am therefore inviting local MPs, councillors from Wiltshire Council and Swindon Borough Council, one representative from each Parish/Town/City Council and from each of the Community Speed Watch teams across the force area to join me on **Friday 4 July 2025** at Tidworth Garrison Theatre to hear from speakers on the key pillars of our Vision Zero approach; education, engineering, education, empowerment, enforcement and post collision care and investigation.

Senior officers and representatives from Wiltshire Police, Wiltshire Council, Swindon Borough Council, Dorset & Wiltshire Fire and Rescue Service, National Highways, the military and other partners will be present. There will be the opportunity to ask questions during the day and a panel to take questions at the end of the day. However, should you subsequently think of further questions please feel free to contact my office.

The day will begin at 10.00 and will conclude by 16.00, with lunch and refreshments provided. Please RSVP to [pcc@wiltshire.police.uk](mailto:pcc@wiltshire.police.uk) to confirm the name of the representative who will attend.

Kind regards,

P R Wilkinson OBE  
Police and Crime Commissioner for Wiltshire and Swindon  
Wiltshire Police Headquarters, London Road, Devizes, Wiltshire, SN10 2DN

**Website:** [www.wiltshire-pcc.gov.uk](http://www.wiltshire-pcc.gov.uk)  
**Twitter:** [www.twitter.com/PCCWiltsSwindon](https://www.twitter.com/PCCWiltsSwindon)

# Making Wiltshire Safer

Wiltshire and Swindon

**pcc**



## Melksham Town Council and Melksham Without Parish Council

### Joint Cemetery Working Party – Terms of Reference

#### 1. Purpose

The Joint Cemetery Working Party is established by Melksham Town Council and Melksham Without Parish Council to explore the feasibility of creating a new cemetery to serve the local community **options for cemetery provision**, in response to the existing cemetery nearing capacity.

This is a preparatory and advisory group only **and will feed back to the relevant councils when sufficient information has been gathered to determine if any further steps are required to meet the needs of residents across the parish and town.** ~~The statutory responsibility for burial provision currently lies with Wiltshire Council, which acts as the Burial Authority under relevant legislation. Any proposals for a new cemetery would be subject to negotiation with Wiltshire Council, particularly if responsibility is to be devolved to the local councils.~~

#### 2. Legislative and Planning Context

Under the Local Government Act 1972, Section 214, Wiltshire Council is currently the Burial Authority for the area. While parish and town councils may become burial authorities, **and if required** this would require formal devolution of the service by Wiltshire Council.

**I would suggest no mention is made of the councils looking to provide further provision themselves at this stage. That would be a decision to be made after the working group has fed back to both councils and part of a joint discussion at a later stage. There is no expectation or obligation of the councils doing any more than assessing the current and future provision for residents.**

~~Any site selection, land use, or development related to a new cemetery must comply with:~~

~~The Wiltshire Local Plan, which sets out the strategic planning policies and site allocations for Wiltshire, including infrastructure and land use.~~

~~The Joint Melksham Neighbourhood Plan, developed collaboratively by Melksham Town Council and Melksham Without Parish Council, which contains more localised planning policies reflecting community priorities, including environmental protection, land use constraints, and spatial development guidance.~~

~~Proposals must also adhere to relevant national planning policies and environmental regulations.~~

#### 3. Status of the Working Party

This Working Party is a non-decision-making body and has no delegated authority.

All findings, discussions, and recommendations will be reported back to the respective full councils for consideration and approval.

#### **4. Objectives**

The Working Party shall:

Review the current and projected future burial capacity in the Melksham area

Identify potential options for future provision if necessary and report these back to the relevant councils.

Below is a set of tasks that may form part of a future group pending the report and decision by both councils.

~~Identify and assess potential sites for a new cemetery, considering location, access, land ownership, and environmental impact~~

~~Liaise with Wiltshire Council regarding current responsibilities and the potential for devolving burial services~~

~~Assess planning constraints and opportunities in line with the Wiltshire Local Plan and the Joint Melksham Neighbourhood Plan~~

~~Consult with relevant stakeholders, including Wiltshire Council, planning officers, local residents, and environmental bodies~~

~~Estimate potential costs for land acquisition, infrastructure, and ongoing maintenance~~

~~Present a feasibility report and recommendations to both councils for formal decision-making~~

#### **5. Membership**

Up to three councillors from each council, appointed by their respective councils

Council officers may attend to provide administrative support and technical input

External advisors or professionals (e.g., planning consultants, environmental specialists) may be invited as needed

#### **6. Chairing and Meetings**

The Chair will be agreed at the first meeting and may rotate between the two councils

Meetings will be held as required and may take place in person or remotely

A council officer will record minutes and action points, which will be circulated to both councils

#### **7. Reporting and Duration**

The Working Party will provide regular updates and a final feasibility report to both councils

The Working Party will remain in place until a decision is taken by both councils to proceed, pause, or close the project

~~If the project progresses to implementation, a new structure (e.g., a Joint Committee with delegated authority) may be established with Council Resolution.~~

<b>Report to</b>	Melksham Area Board
<b>Date</b>	4 <sup>th</sup> June 2025
<b>Title of Report</b>	Melksham Community Area – Engagement and Partnerships Update

## Report overview

The aim of this report is to provide Councillors, Area Board partners and residents with a brief background report on the Engagement and Partnerships Service, upcoming local engagements, key Area Board information and further sources of information. The reports includes:

- An overview of the strategic work of the Engagement and Partnerships Service
- Key upcoming engagement work and the role of the service with Area Boards
- A brief overview of the Area Boards and the approach for 2025-2029
- Additional resources for Councillors, partners and residents
- Recommendations

## The Engagement and Partnerships service

### Purpose

The purpose of the Engagement and Partnerships service is to connect the community with the council, in a meaningful and mutually beneficial way, strengthening joint working between Wiltshire Council, its partners and residents.

### Delivery

To deliver this, the service:

1. Supports and advises WC services to engage with communities effectively, to gain a better understanding of our residents and partners
2. Acts as a conduit for two-way engagement, offering expertise, tools and local knowledge.
3. Invests in developing strong relationships, built on trust, respect and common goals.
4. Develops strategic interventions and acts as a catalyst for projects that directly deliver the council's goals

### Outcomes

The desired outcomes from the Engagement and Partnerships service are to:

1. Build strong, informed, resilient and collaborative communities
2. Galvanise support, expertise, and resources to help WC deliver its business plan
3. Reduce future service demand and financial outlay for the council, through increased community capacity and resilience.

### Why engage with our communities?

Community engagement supports the delivery of the Wiltshire Council Business Plan: -

- It enables a better understanding of our residents through productive and respectful relationship-based collaboration and partnerships, which informs improved service delivery.
- It paves the way for strategic and local partnership development, co-delivery and increased volunteering.



- It improves council decision making and increases local involvement, ownership, and understanding of these decisions.
- It facilitates the sharing of insight, expertise, knowledge and resources

A range of services work closely with an Area Board to support its community engagement role. The Engagement & Partnerships Service is a key conduit for this collaborative approach, and its current service plan is important for councillors to note as they begin their area board work.

### Key upcoming engagement work and the role of Area Boards

The Engagement and Partnerships service work on key strategic organisational objectives at a local level. Some of the team's current key workstreams are shown below. However, this will evolve in response to the new councils' priorities.

- **Older and Vulnerable adults.** Adult social care is the largest expenditure for the council and demand for this service will continue to grow. Our team helps reduce the demand through preventative work, care in the community and strong partnership initiatives. At the local level, Melksham health and wellbeing group has been focussing upon mental health and particularly support for men. In Autumn 2025, it will be considering the data and other information to look strategically at where our focus should be moving forward.
- **Food Poverty.** We have been supporting all the foodbanks in Wiltshire to ensure they have the funding and resources to in turn support those that rely on them. We are now taking a lead for the council in supporting our communities in Wiltshire to move from Food Poverty Relief to Community Resilience. This will involve working with the Melksham Foodbank, the larder and other partners.
- **To deliver the Voluntary, Community and Social Enterprise (VCSE) sector and Wiltshire Council framework.** This is a new partnership document that sets the strategic working between the council and the VCSE. We will be engaging with local and countywide VCSE organisations and understanding the challenges, opportunities and the way in which they would like to work with the council. This involves topics such as procurement, commissioning, communication, trust, respect and training.
- **To deliver employment opportunities for residents with SEND.** Working with the SEND transformation, Wiltshire Employment Support Team (WEST) to develop new local employment and work experience for residents with SEND.
- **Wiltshire Youth framework action.** The youth framework looks at the local, leisure-time youth offer in Wiltshire and aims to work collaboratively to deliver the statutory duty upon the council. Two of the key local actions are:
  - Ensuring there is an up to date and accurate, accessible asset map of the local youth offer and taking collaborative steps to address any gaps in provision
  - Undertaking the latest youth needs assessment in Spring 2026, in partnerships with Public Health

Locally we will look to develop a strategic plan with our partners with clear outcomes and goals identified. Work is ongoing to provide positive activities and support including to those with special needs.
- **Working through Social Value opportunities.** The team is actively looking at maximising resources and bringing in additional funding. This includes capturing the promises made in major contracts with Wiltshire Council to invest in our communities. We actively match opportunities with promises such as Melksham Men's Shed extension and the Canberra Community Garden.
- **Environment.** This includes work with communities to develop renewable energy community profiles through the Future Energy Landscapes (FEL) programme.

Area Boards are strongly encouraged to work closely with the Engagement and Partnerships team on this and incorporate into their local planning.

## Area Boards – a brief overview

The Area Boards are much more than a business meeting. They are a key council function to deliver the following outcomes:

- Community **Engagement** – open, transparent platform for two-way information and intelligence flow between council and community
- Community **Resilience** – helping communities to do more for themselves through support, advice, leadership and funding.
- Community **Partnerships** – developing strong, sustainable local partnership development
- Community **Decision Making** – taking transparent decisions close to the residents that they effect.

Area Boards are a model for leading, facilitating and empowering community led action. They support the delivery of core Wiltshire Council Business Plan objectives at a local level

Area Boards can host business meetings, support thematic working groups and deliver engagements such as events, workshops and surveys to achieve its goals.

The last 10-15 years has seen a dramatic change in the way communities work, live and communicate. The Engagement and Partnerships Service continually strives to adapt its approaches to meet those needs. Current approaches include:

- Developing a wide-ranging engagement toolkit, with digital options, which need to be focussed on achieving outcomes in relation to a particular priority or theme, including surveys, workshops, consultations, targeted engagements, events, partnership activities.
- Utilising more informal and targeted approaches that achieve outcomes
- Accessing real-time data and evidence to support decision making
- Working to a strategic 4-year delivery cycle that is agile to the changing needs of communities

Area Boards are allocated resources to achieve outcomes:

- Community area grant funding
- Democratic Services Officer (Business Meetings support)
- Engagement and Partnerships Officers (Community engagement and project delivery support).

## Area Board working 2025 - 2029

Area Boards are encouraged to work to a 4-year cycle, taking a proactive and strategic approach to local meetings, engagements, events, surveys and consultations.

It is proposed that at the September and October Area Board meeting, Councillors will be asked to agree their priorities, assign Councillor leads and appoint to outside bodies and network groups. This will be discussed and confirmed with the new council. To support Councillors to facilitate this, the following section provides a wide range of advice, signposting and guidance relevant to the community area.

## Additional resources for Councillors, partners and residents

- The Area Board website ([www.wiltshire.gov.uk/area-boards](http://www.wiltshire.gov.uk/area-boards)) contains a wide range of information. This includes:
  - Area Board Handbook is a useful resource, councillors are asked to read and regularly have to hand as a guide to this work.
  - Area Board grant funding overview, outcomes, criteria and online application process.
  - Local Highways and Footway Improvement Groups overview and detail on how to raise an issue
  - Area Board Business meeting dates, agendas and minutes
- The Area Board grant dashboard provides Councillors with a real-time funding information by area, theme, quintile, grant type and more. It enables Councillors to be more informed about previous investment, to shape future fund allocations and support evidenced based decision making. Link here: [Area Boards Dec Connection - Power BI](#)
- The Community Area Joint Strategic Needs Assessment (CAJSNA) brings together over 140 indicators spanning 10 different topics to provide a comparison of these topics across the 18 Community Area Boards in Wiltshire. <https://www.wiltshireintelligence.org.uk/cajsna/>. The most recent CAJSNA took place in 2024, with the profile for the Melksham community area found here: [CAJSNA 2024 - Melksham Wiltshire Intelligence](#)
- An interactive map is available that displays local community food providers and warm spaces: [Interactive Community Directory - find out where local warm spaces and community food providers are in the county - Wiltshire Council](#)
- A recent update on the Wiltshire Youth Partnership, that works across the county to enhance connectivity and capacity for the voluntary sector: [Support extended to local youth organisations across the county | Wiltshire Community Foundation](#)
- Public Health will release the Health and Wellbeing JSNA and Pharmaceutical Needs Assessment in late 2025.
- There are a number of local networks, partnerships, individuals and groups that are able to offer data and qualitative insight into the area. For example, the surgeries and social prescriber are key partners for health, the police have data for crime and safety or Age UK for older people.

### Recommendations

- (1) The Area Board is asked to acknowledge the report and use it as a basis for shaping its future work.

Report Author: Richard Rogers, Strategic Engagement & Partnerships Manager, tel: 07484233723, [Richard.Rogers@wiltshire.gov.uk](mailto:Richard.Rogers@wiltshire.gov.uk)

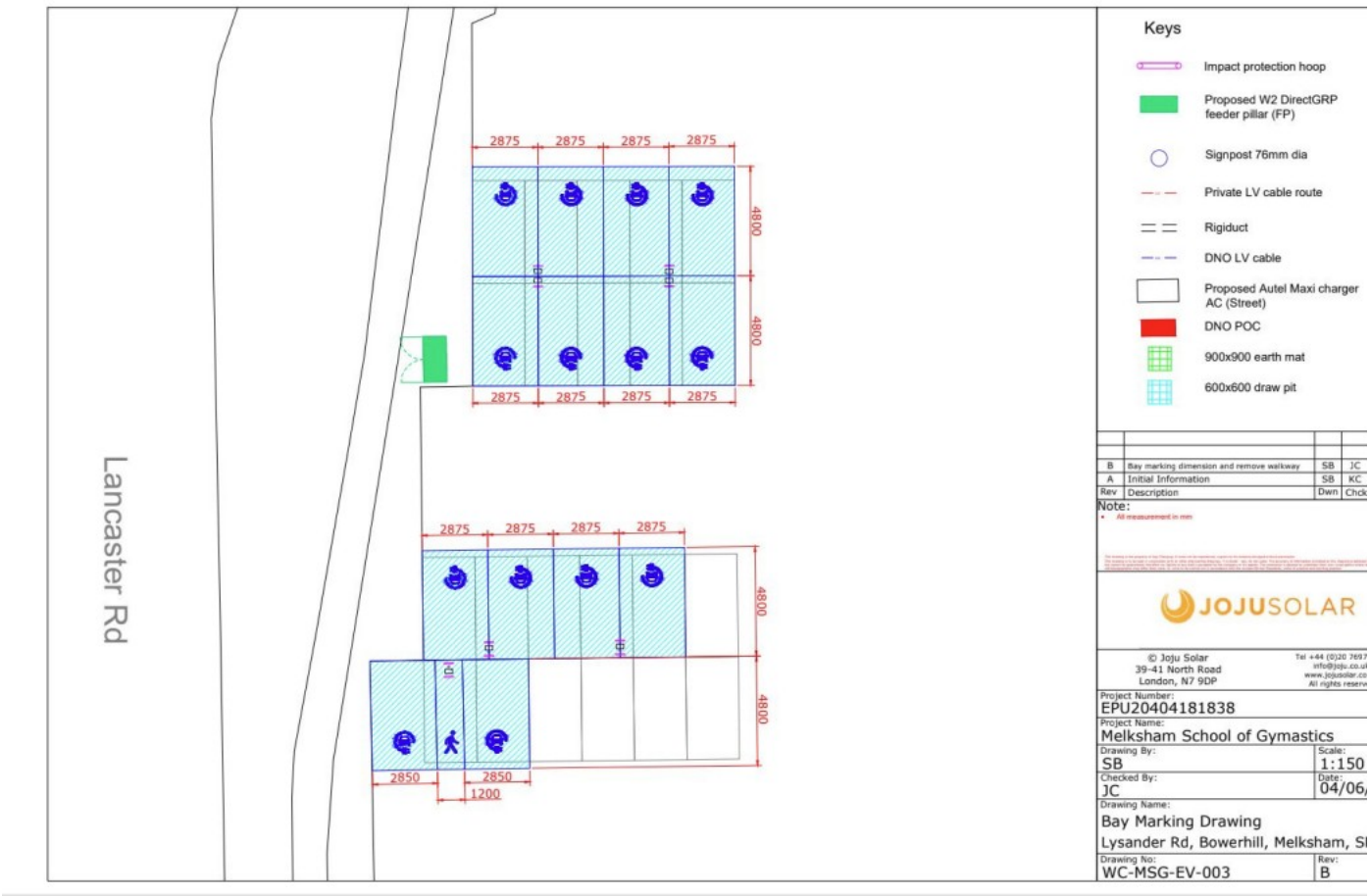
Teresa Strange

From: Hampton, Adrian <Adrian.Hampton@wiltshire.gov.uk>  
Sent: 11 June 2025 11:33  
To: Teresa Strange  
Cc: nick.holder@wiltshire.gov.uk; Holloway, Sarah  
Subject: RE: New Electric Vehicle Charging Points - Bowerhill

Teresa

Hope this is of help the proposed design:

Site002 WC\_Depot MSGym - Install Plan



The WSG have asked us to avoid a few dates due to competitions.

Our contractor has set their dates around those requirements and have stated:

Hi Sarah and Adrian,

Following up on your email, I've spoken with our groundworkers, and it looks like starting work at Melksham School of Gymnastics on June 23rd is feasible.

*We have a three-week booking with them to cover both County Hall and the Melksham School of Gymnastics. Given that the County Hall work is now estimated to take two weeks, the June 23rd start date for Melksham naturally follows.*

*Our aim is to have all the work completed, with the possible exception of waiting for a meter installation date, by July 14th. This means the car park should be clear in advance of the competition on July 20th*

Adrian

---

**From:** Hampton, Adrian  
**Sent:** 10 June 2025 13:04  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>; Holloway, Sarah <[Sarah.Holloway@wiltshire.gov.uk](mailto:Sarah.Holloway@wiltshire.gov.uk)>  
**Subject:** RE: New Electric Vehicle Charging Points - Bowerhill

Teresa

Hope you are well.

For your information the area lined red and unnumbered was retained by the council for future use, and not included in any external lease or other agreement.

A decision was made by the council, not to include this in the council's public car park provision, and retain this as a related facility use car park (council depot etc. parking)

At the moment we will be installing 12 electric vehicle charging points – these bays are slightly larger than the standard bay, so will be circa 14 spaces used.

We have no plans for any further expansion.

The Gymnastic School asked if they could use a couple of the EVCPs, to which we have agreed, so they will be using two of the 12.

They asked us to clean the car park and clean the gullies which we have undertaken.

They have asked us whether we would reline the council car park – which we will do.

They have asked us whether we could see how much it will cost to reline their area as well. Which we are.

Hope this helps.

Adrian

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 10 June 2025 12:04  
**To:** Hampton, Adrian <[Adrian.Hampton@wiltshire.gov.uk](mailto:Adrian.Hampton@wiltshire.gov.uk)>  
**Cc:** Holder, Nick <[Nick.Holder@wiltshire.gov.uk](mailto:Nick.Holder@wiltshire.gov.uk)>  
**Subject:** RE: New Electric Vehicle Charging Points - Bowerhill

Good to hear from you Adrian, hope you are well.....  
Thanks for letting us know about this planned work.

Are you able to confirm to me if the non Gym bit of the car park is available for public use at all, and if its clearly defined on a drawing and on the ground?

For example, if there are events at Bowerhill Sports Field, we suggest that they use the car park for overflow use and walk to the site but understand that some workers on the industrial estate have parked there for the same reason, to keep off the roads, and then received a note of their windscreen from the School of Gymnastics telling them they can't park there. I just think it might come up again once this work starts on site; and we have a big youth football tournament at the Sports Field this coming weekend.

Probably a question for WC Legal/Property, but thought you might know as you have been dealing with.  
Many thanks for any advice,  
Kind regards, Teresa

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**From:** Hampton, Adrian <[Adrian.Hampton@wiltshire.gov.uk](mailto:Adrian.Hampton@wiltshire.gov.uk)>

**Sent:** 10 June 2025 09:36

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**Subject:** New Electric Vehicle Charging Points - Bowerhill

Dear All

I trust you are all well.

We are installing workplace EV chargers at the council-owned car park located between the Wiltshire School of Gymnastics and Highway Depot in Bowerhill, to charge our fleet of small electric vehicles operating out of Melksham, as part of our major project to have a carbon neutral fleet by 2030.

We trust this will commence next week, subject to weather conditions and utility electric connection (SSE).

The works should be completed within four weeks, depending on excavation issues.

The site was chosen as it is adjacent to the council's Highway Depot and has the capacity to accept the council's smaller vehicles.

We have been working with the school throughout this project.

The charging points are going on land which is owned and maintained by the council and was used historically by the customers and staff of the old Christie Miller Leisure Centre and is not part of the car park that is leased to the Gymnastic School.

These Electric Vehicle Charging Points are part of a major investment in the council owned fleet and the move to sustainable travel and to achieve savings through more efficient operations, once these chargers have been installed the vehicles will be ordered.

We will work hard to minimise any disruption to the area.



If you have any questions or concerns I will be pleased to assist.

Adrian

Head of Highway Operations  
Highways & Transport  
Tel: 0300 4560100

**Wiltshire Council**

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Website: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)



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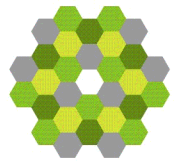
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This title is dealt with by the HM Land Registry, Weymouth Office .





Christie Miller  
Sports Centre

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