

AGENDA Full Council 29th June 2026 FIN _____	3
AGENDA ITEM 05c - Register of Interests and Publication of councillor addresses _____	7
AGENDA ITEM 05c - NALC & Govt guidance _____	9
AGENDA ITEM 07 ANNUAL COUNCIL MINUTES 18th May 2026- FIN _____	10
AGENDA ITEM 08a Planning Committee meeting- Monday 1st June 2026 FIN _____	31
AGENDA ITEM 08a&b Planning Committee meeting- Monday 22nd June 2026 draft _____	41
AGENDA ITEM 08b LATE ITEM FOR RATIFICATION DUE TO SHORT DEADLINE _____	51
AGENDA ITEM 09a&b FINANCE MINUTES 15th June 2026- FIN _____	57
AGENDA ITEM 09c - SLCC Information on Year End Accounting _____	75
AGENDA ITEM 09d 2025-26 Melksham Without Parish Council Year End Internal Audit Cover Letter _____	79
AGENDA ITEM 09d 2025-26 Melksham Without Parish Council SIGNED Annual Internal Audit Report _____	82
AGENDA ITEM 09d Officers comments on Internal Audit observation comments from audit at year end _____	83
AGENDA ITEM 09d 2025-26 Melksham Without Parish Council Internal Audit - SUMMARY (FULL YEAR) _____	85
AGENDA ITEM 09d Officers comments on Internal Audit observation comments following year end figures being sent _____	87
AGENDA ITEM 09d 2025-26 Melksham Without Parish Council Internal Audit - SUMMARY (VISIT1) - Interim Audit _____	88
AGENDA ITEM 09d Officers comments on Internal Audit observation comments from 1st audit of the year _____	89
AGENDA ITEM 09e & f Section 1 & 2- AGAR _____	91
AGENDA ITEM 09g DRAFT Statement of Accounts and accompanying reports _____	94

AGENDA ITEM 09h Model financial regulations issued March 2025- Recommended Fin Committee 15th June 2026 _____	124
AGENDA ITEM 09i Receipts and Payments-May 2026- Cashbook 1- Lloyds Bank _____	142
AGENDA ITEM 09i Receipts and Payments May 2026- Cashbook 2- Unity Trust Bank _____	144
AGENDA ITEM 09i Receipts and Payments-May 2026- Cashbook 4- Unity Instant Access _____	148
AGENDA ITEM 09i Receipts and Payments-May 2026-Cashbook 5- CCLA _	150
AGENDA ITEM 10b Further correspondence re RTPI _____	152
AGENDA ITEM 10b Correspondence re RTPI QR codes _____	154
AGENDA ITEM 10c- Advice from Wiltshire Village Hall Association RE Whitley Reading Rooms _____	156
AGENDA ITEM 10c- Advice from Zurich RE Whitley Reading Rooms _____	158
AGENDA ITEM 10c- Information Sheet 2 Parish Council help for village halls 24.3.26 _____	160
AGENDA ITEM 10d Beanacre Play Area Refurbishment Project report _____	173
AGENDA ITEM 10e Quote to replace worn ignition in boiler _____	183
AGENDA ITEM 11a i LHFIG Budget _____	184
AGENDA ITEM 11a ii Dropped Kerb Cost _____	185
AGENDA ITEM 11a iii LHFIG extract Item 9-24-30 verge markers _____	186
AGENDA ITEM 13b Resident Notification Letter Gigabit Broadband Scheme v2 _____	187
AGENDA ITEM 13c Dorset & Wiltshire Fire and Rescue Service _ CFO statement - potential station closures _____	189
AGENDA ITEM 13d - National Grid funding _____	191
AGENDA ITEM 13d Extract from Nation Grid Website _____	193
AGENDA ITEM 13e Banking Hub Leaflet _____	197
AGENDA ITEM 13h - Draft Council InPost Locker Licence Agreement 110626 _____	199



MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700

Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

Wednesday 24th June 2026

Dear Members

You are summoned to attend the **Full Council Meeting** of Melksham Without Parish Council which will be held on **Monday 29th June 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.

PLEASE NOTE THAT THERE IS WORK BEING UNDERTAKEN IN THE CAMPUS CARPARK SO LEAVE PLENTY OF TIME TO ARRIVE AND FIND A PARKING SPACE AS THERE WILL BE FEWER SPACES AVAILABLE THAN USUAL. YOU MAY NEED TO USE ALTERNATIVE CAR PARKS IN THE AREA.

Click link here:

<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVVWU54UW1YWWE4NkNrZz09&omn=86945640985>

Or go to 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. 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



Serving rural communities around Melksham

AGENDA

1. **Welcome & Housekeeping**
2. **Announcements**
3. **To receive Apologies and approval of reasons given**
4. **To consider holding items in Committee 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 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
5. **Declarations of Interest:**
 - a) To receive declarations of interest
 - b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered.
 - c) To note new Government guidance on the publication of councillor home addresses on the Register of Interests (on Wiltshire Council's website), and to consider the current publication policy
6. **Public Participation & Invited Guests**
 - a) Wiltshire Councillor Andrew Griffin, Melksham Without West & Rural
 - b) Wiltshire Councillor Nick Holder, Bowerhill
 - c) Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold
7. **Full Council**
To approve the Minutes of the **Annual Council** meeting held on 18th May 2026
8. **Planning:**
 - a) To approve the Minutes of the **Planning Committee** meetings held on 1st June 2026 and 22nd June 2026.
 - b) To formally approve the **Planning Committee** recommendations of 1st June & 22nd June 2026.
9. **Finance**
 - a) To approve the Minutes of the Finance Committee meeting held on 15th June 2026
 - b) To formally approve the Finance Committee recommendations of 15th June 2026
except:
 - i. To approve AGAR (Annual Governance & Accountability Return) – see agenda items 9e & 9f
 - ii. To approve supporting year end accounts – see agenda item 9g
 - iii. To approve financial regulations – see agenda item 9h
 - c) To note information on Accounting and Audit: Year End Process.
 - d) To note Internal Auditor's final report for year ending 31 March 2026.
 - e) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2026 (Governance Statement).
 - f) To approve and sign Section 2 of External Audit Annual Return for year ending March 2026 (Accounts Statement).
 - g) To approve and sign supporting Year End Accounts & Statement (including Transparency Act requirements) for year ending 31 March 2026.

- h) To adopt the Melksham Without Parish Council Financial Regulations (following review by the Finance Committee 15th June 2026).
- i) To note Receipts & Payments reports for May.
- j) To agree cheque signatories/online authority for July payments and note for June.
- k) To approve/ratify Bank Account and Fund Transfers.

10. Asset Management

- a) To approve delegated powers for the Chair of Asset Management Committee and Clerk to approve requests for over size greenhouses (already in place for sheds)
- b) To consider further correspondence on next steps for Real Time Information in bus shelters
- c) To consider update regarding Whitley Reading Rooms AGM, and future management committee, moving forward.
- d) To consider report following Beanacre play area site visits with play equipment providers and agree scope of works, budget and next steps
- e) To approve quotation to replace worn ignition/ionisation probe/s for hot water heater/s at Bowerhill Sports Pavilion

11. Highways and Road Safety:

- a) Local Highways and Footway Improvement Group (LHFIG)
 - i. To note the LHFIG budget for 2026/27 has been reinstated to £24,338 (compared with the initial provisional figure of £12,169).
 - ii. Item 9-24-38: To note the final contribution to install dropped kerbs across the bell mouth of Bader Park will be £706.93 (33% of £2,142.22) – lower than the previously agreed (MIN 331/25) figure of £924 (33% of £2,800)
 - iii. Item 9-24-30: To approve the cost of additional verge makers on Halifax Road (opposite the school) at a cost of £132 (33% of £400)
- b) To consider date for a Highways, Footpath and Streetscene Committee meeting to inform the next LHFIG meeting (deadline for submissions 27th August 2026)
- c) To receive feedback from the Semington Road site visit, held on 23rd June 2026, with the Walk Wheel Cycle Trust as part of the Holistic review of Semington Road.
- d) To receive feedback on presentation of Wiltshire Council's new "Bus Shelter Bus Stop Infrastructure Improvement Programme"

12. Emergency Plan

- a) To consider any future actions/lessons learnt following the Red Severe Heat warning for 24th & 25th June.
- b) To note update on progress with written joint Emergency Plan with Melksham Town Council
- c) To consider options for "emergency" telephone number working with CAWS CEG
Community Action: Whitley & Shaw Community Emergency Volunteers

13. Community projects/partnership organisations:

- a) To consider facilitating a Stakeholder Steering Group regarding future hospital services provision

- b) To receive an update on the Gigabit Broadband Voucher Scheme further to letters to eligible addresses
- c) To note update on proposed local Fire Station closures
- d) To note that the parish council is not eligible for the National Grid community fund and to agree next steps with community groups
- e) To consider requesting a Banking Hub in Melksham
- f) To note there are no Melksham Without implications with neighbouring parishes as part of the current Devizes Community Area Governance Review
- g) To receive feedback from meeting with Wiltshire FA regarding the feasibility of Bowerhill Sports Field as a potential site for a 3G funded pitch
- h) To receive feedback from the local Village Hall meeting and a presentation from INPOST. To consider the principle of such lockers being in place at village halls owned by the parish council.
- i) To note details of the Government's new Crisis Resilience funding administered by Wiltshire Council

Teresa Strange

From: Teresa Strange
Sent: 22 June 2026 17:02
To: MWPC
Cc: Fiona Dey; Marianne Rossi
Subject: **RESPONSE REQUIRED" Change to use of home addresses on Register of Interests
Attachments: Local authorities are no longer required to publish members' home addresses.pdf

Dear Councillors

Please note that new government guidance has been issued about the publishing of your home addresses on the Register of Interests.

The new guidance says that we SHOULD NOT publish them UNLESS YOU SPECIFICALLY REQUEST ITS PUBLISHED.

This is a distinct change to the previous guidance that we had to publish unless you had a specific safeguarding reason why not.

So, can you please respond IF you do still wish your home address to be published or IF YOU DO NOT want it published – so there is no ambiguity.

We will include the same answer for your spouse/cohabitee too.

The change comes into effect on Monday 29th June, so please let us know by email and then we will ask any of you at the Full Council meeting on Monday 29th if we haven't heard from you.

We will add to the Full Council agenda to see if this changes where else we publish your home addresses – not on the website, but on noticeboards, annual diary card, annual parish meeting booklet etc. and if asked by residents.....

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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).

We do not guarantee that any email is free of viruses or other malware.

LOCAL AUTHORITIES ARE NO LONGER REQUIRED TO PUBLISH MEMBERS' HOME ADDRESSES

We have been informed by the Ministry of Housing, Communities and Local Government (MHCLG) that, from 29 June 2026, local authorities must no longer publish the home addresses of elected or co-opted members in their public registers of interests.

This change is intended to help make public office safer and encourage more people to stand for election. Until now, under Section 32 (sensitive interests) of the Localism Act 2011, a member's home address could only be withheld if the authority believed its publication could expose them to violence or intimidation.

The new Section 32A of the Localism Act 2011, inserted by Section 65 of the English Devolution and Community Empowerment Act 2026, changes this position. A member's home address must not be included in the authority's public register of interests unless the member specifically requests that it is published.

This requirement also applies to parish and town councils that publish registers of interests on their own websites under Section 29 (7) of the Localism Act 2011.

To maintain transparency, public registers will continue to show that a member has a relevant interest, but the address itself will be withheld. Full address details will still be declared to the monitoring officer, remain available internally to the authority and continue to support the management of potential conflicts of interest.

Councillors and mayors can also continue to apply to their monitoring officer to have other interests, including a second address, treated as sensitive interests if publishing those details could lead to violence or intimidation for them or their family.

We will continue to keep the sector informed of any further guidance and support in implementing these changes to protect elected members while maintaining transparency.

**MINUTES of the Annual Council Meeting of Melksham Without Parish
Council held on Monday 18th May 2026 at**

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

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

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

In attendance: Wiltshire Councillor Andrew Griffin and Wiltshire Councillor Nick Holder

On Zoom: Councillor Wood - it was noted that this councillor was unable to vote at the meeting as he is not classed as being present under current legislation.

001/26 Welcome & Housekeeping:

As outgoing Chair of Council Councillor Glover welcomed everyone to the meeting. Housekeeping notices were not read out and there were no new members of the public present. 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.

002/26 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.

003/26 To receive the Chair's Declaration of Acceptance of Office

Councillor Glover signed the Chair's Declaration of Acceptance of Office.

004/26 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.

005/26 Announcements

The Clerk advised:

- The Melksham Without Parish Council Office would be closed on Tuesday 26th May 2026 as it was a statutory day for Officers, after the Bank Holiday weekend.
- The Melksham Area Board meeting would take place on Wednesday 27th May 2026 at Semington Village Hall. Grant applications from Bowerhill

Ladies Group and Bowerhill Scouts would be considered at the Area Board meeting.

006/26 To receive Apologies and approval of reasons given

Apologies were received from Councillor Franks who was on holiday and from Councillor Wood who was unwell but attending via Zoom for part of the meeting.

Resolved: To approve and accept the reasons for absence.

The Clerk advised that apologies had also been received from Wiltshire Councillor Alford.

007/26 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

None identified

008/26 Declarations of Interest

- a) It was noted that there is a requirement under the Code of Conduct for Register of Interests to be displayed online (this is done via a link on the Melksham Without Parish Council to the Wiltshire Council website). Members checked their current listings and confirmed any changes needed.
- b) No declarations of interest were received.
- c) No Dispensation Requests had been received.

009/26 Public Participation & Invited Guests

Standing Orders were suspended to allow Public Participation

d) Wiltshire Councillor Andrew Griffin

Wiltshire Councillor Griffin advised that enforcement action relating to a site on Berryfield Lane was continuing.

He also informed Members that developers were progressing proposals for the remaining land between Berryfield Lane and Semington Road and that the proposals would incorporate the canal. The Clerk advised that the developer had requested a pre-application meeting with the Parish Council Planning Committee and a public consultation event was due to take place at Berryfield Village Hall on 10th July 2026. Wiltshire Councillor Griffin expressed an interest in attending the pre-application meeting.

Members raised concerns with Wiltshire Councillor Griffin, as Chair of the Melksham Area LHFIG (Local Highways and Improvement Group, regarding proposed changes to the LHFIG process, particularly the reduction in funding available for local highway improvement schemes and the reduction in the number of meetings from four to three per year. Members were concerned that the revised arrangements could negatively affect smaller parish projects, including dropped kerbs, traffic calming measures and other local safety improvements, and could disadvantage smaller villages when seeking funding.

Councillor Griffin confirmed that similar concerns had been raised by other parish councils and that he had passed this feedback on to Wiltshire Council.

e) Wiltshire Councillor Nick Holder

Wiltshire Councillor Nick Holder updated Members regarding Wiltshire Council's decision to reduce the frequency of Area Board meetings and raised concerns regarding the consultation process undertaken in relation to changes to LHFIFG funding and governance. He advised that a Notice of Motion was due to be debated at Wiltshire Council Full Council (on 19th May 2026) seeking reconsideration of the reductions in LHFIFG funding and meeting frequency.

Wiltshire Councillor Holder explained that although Wiltshire Council had increased funding for larger substantive highway schemes, this could disadvantage smaller parishes seeking funding for smaller projects. He noted that one of the determining factors for substantive bids was the number of residents affected, which potentially disadvantaged rural communities, and advised that only about £10,000 remained available within the Melksham LHFIFG budget for 2026/27.

Wiltshire Councillor Griffin concurred with the comments made by Wiltshire Councillor Holder regarding LHFIFG.

Wiltshire Councillor Holder also updated Members that the formal handover of the public open space at Pathfinder Place from Taylor Wimpey to Remus had been completed but there were ongoing concerns regarding highway adoption across the Pathfinder Place estate.

He also advised that discussions were continuing with Wiltshire Council officers and solicitors regarding land ownership and legal agreements affecting locations across Bowerhill. He had also requested clarification regarding the scheme of delegation and decision-making process for major planning applications including those at Bowerhill and East of Melksham.

Members questioned the current status of the Wiltshire Local Plan and whether planning applications allocated within the emerging plan should now be considered speculative. Wiltshire Councillor Holder advised that the sites were still allocated and no final decision had yet been taken by Wiltshire Council regarding withdrawal of the Local Plan.

The meeting resumed.

010/26 Agenda Items brought forward

Councillor Glover asked if Members were happy for agenda item 22a regarding Real Time Information (RTI) Memorandum of Understanding and agenda items 24a iv regarding a motion related to LHFIFG at Wiltshire Council Full Council meeting to be moved further up the agenda, to enable Wiltshire Councillors Holder and Griffin to speak to the items.

- a) Agenda Item 22a: Real Time Information (RTI) Memorandum of Understanding

Members expressed strong concern regarding delays by Wiltshire Council in progressing RTI (bus display) installations, uncertainty surrounding future support and data provision, and the proposed Memorandum of Understanding which only guaranteed support until January 2028. It was noted that the Parish Council had

pursued RTI provision for several years and that developers had previously indicated willingness to contribute funding through Section 106 agreements.

Members questioned why Melksham Without Parish Council was expected to fund RTI provision directly when Wiltshire Council had funded installations elsewhere in the county. Concern was also expressed that the current proposal could result in the Parish Council spending approximately £55,000 for a system with only a limited guaranteed operational lifespan.

Wiltshire Councillors acknowledged the Parish Council's concerns and agreed to raise the matter with Wiltshire Council.

Resolved:

1. To ask Wiltshire Councillors to raise the Parish Council's concerns regarding Real Time Information systems with Wiltshire Council.
2. To advise Wiltshire Council that the Parish Council did not support the Memorandum of Understanding in its current form.

b) Agenda Item 24a iv: Motion related to LHFIG at Wiltshire Council Full Council meeting

Further discussion took place regarding the role and value of LHFIG in enabling local highway improvements and concerns that smaller rural communities could be disadvantaged under revised arrangements. Members also discussed difficulties progressing highway works linked to Section 106 agreements.

Resolved: To send the following comments to the six Wiltshire Councillors for the Melksham area:

- Melksham LHFIG funding has reduced to just over £10,000 this year, significantly limiting what can realistically be delivered across the community area.
- At the same time, reducing meetings to only three per year will slow progress on already lengthy scheme delivery times.
- The concern for rural parishes is that smaller but important schemes — such as village gates, signing, lining, pedestrian safety and speed reduction measures — may struggle to progress if funding is increasingly focused on larger “substantive” schemes.
- Rural schemes may benefit an entire village, but still score lower than an urban scheme simply because the population numbers are smaller.
- LHFIG is about more than just the funding allocation — it is currently the main practical mechanism parish councils have to progress highway matters with Wiltshire Council.
- To ask Wiltshire Council to clarify what the trigger and process is for securing delivery of highway works linked to Section 106 agreements, as parish councils often currently rely on the LHFIG route to progress these matters because there is no other clear mechanism available.
- LHFIG has worked well because it gives parish councils direct access to local highways discussions and enables practical local safety improvements to be progressed collaboratively.

- Melksham Without Parish Council supports improving efficiency and streamlining processes, but not at the expense of meaningful local funding, rural representation, and the ability to progress local highway issues.
- We would ask Wiltshire Council to reconsider:
 - the reduction in Melksham LHFIFG funding,
 - the reduction to three meetings per year,
 - and the weighting criteria to ensure rural communities are treated fairly

Wiltshire Councillor Holder and Wiltshire Councillor Griffin left the meeting at 7:38pm.

011/26 Standing Orders & Council Policies

a) Standing Orders

Minor changes were made to formatting and cross-references corrected. In section 11e 'Confidential Notes' was changed to 'Confidential Supporting Notes'.

It was noted that the wording in section 20a "*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*" conflicts with advice from the Internal Auditor. However, as the section is in bold type it is a legal and statutory requirement.

Resolved 1: To retain the existing wording in section 20a "*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*".

Resolved 2: To adopt the Standing Orders with the minor amendments proposed.

Due to the minor nature of the amendments, the Standing Orders do not need to stand adjourned for adoption at 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

To be consistent with Standing Orders, the wording in section 7.7 of the Protocol on Member/Officer Relations was changed from:

'...It must be received by letter or email by 7 days before the council meeting.'

to:
'...It must be received - with written notice of the wording to the Proper Officer at least (10) clear days before the council meeting.'

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

d) Civility and Respect Pledge

Resolved: To reaffirm the Council's commitment to uphold the Civility and Respect Pledge the "Positive Conduct equals Positive Democracy" Charter

012/26 Committee Structure and Terms of Reference

Members reviewed the updated version of the Committee Structure and Terms of Reference circulated prior to the meeting, that had been annotated by the Clerk. The changes proposed reflect current practice and remove duplication with Standing Orders.

It was proposed that in Section 3.2a the term ‘legal time framework’ should be changed to ‘statutory consultation period’.

Resolved: To adopt the Committee Structure and Terms of Reference as presented with the suggested amendment.

013/26 Appointment of Committees & Working Parties for 2026/27

Resolved: The following committees were appointed for 2026/27, with the Chair and Vice Chair Ex-Officio of all committees:

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

Note: Martin Haffenden offered to act as a substitute for any councillor unable to attend a Planning Committee meeting.

f) Working Parties

Resolved: The following working parties were appointed for 2026/27:

<u>Community Resilience Working Party</u>			
Peter Richardson	Mark Harris	Substitute – John Glover	
<u>Shurnhold Fields (Joint Working Party with Melksham Town Council)</u>			
John Glover	David Pafford	Mark Harris	

<u>I.T. & Data Protection Working Party</u>			
Mark Harris	Tony Hemmings	Anne Sullivan	(Clive Merritt IT Contractor)
<u>Website Procurement</u>			
Anne Sullivan	Peter Richardson		
<u>Cemetery (Melksham Town Council working party)</u>			
John Glover	Mark Blackham	Mark Harris	
<u>Road Safety Working Party</u>			
Martin Haffenden	Mark Harris	Chris Griffiths	Peter Richardson
<u>East of Melksham Community Centre</u>			
John Glover	Mark Harris	David Pafford	Anne Sullivan
John Doel	Tony Hemmings		
<u>Beanacre Play Area</u>			
Martin Franks	John Doel	Tony Hemmings	
<u>Holistic Review of Semington Road</u>			
Martin Franks	Richard Wood	Martin Haffenden	
<u>Health & Safety Representative</u>			
Martin Franks			

It was noted that the Joint CIL working party with Melksham Town Council had been dissolved.

014/26 Appointment of Organisation Representatives 2026/27

Resolved: To appoint the following Council representatives to the following organisations and to appoint the following Footpath Representatives for 2026/27.

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) ²	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	(David Pafford – substitute)
Local Highways & Footway Improvement Group	Alan Baines	

Melksham Area Board	John Glover	David Pafford
Melksham ATC	Martin Franks	
Melksham Charities/Almshouses	John Doel	Anne Sullivan
Melksham Hospital & Community (Friends of)	Anne Sullivan	
Melksham Joint Neighbourhood Plan Spokesperson ¹	David Pafford	
Melksham Transport User Group	Mark Harris	John Glover
Operational Flooding Working Group	Alan Baines	
	(Peter Richardson – substitute)	
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	
WALPA (Wiltshire Area Localism and Planning Alliance)	David Pafford	
WALC (Wiltshire Association of Local Councils) ³	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	

Notes:

1. The Melksham Joint Neighbourhood Plan Steering Group has been disbanded. As the former chair of the Steering Group, Councillor Pafford was nominated as Spokesperson for the Melksham Joint Neighbourhood Plan on behalf of Melksham Without Parish Council
2. The scope and remit of the CCTV working party was discussed. It was felt that if the focus of the group was community safety there should be more representation from the parish council. However, if the scope was limited to CCTV in Melksham Town Centre then representation from the parish

council may not be needed. Councillor Harris expressed an interest in continuing to attend meetings, where appropriate.

3. It was noted that WALC meetings are scheduled for 6.30pm on a Monday evening and therefore clash with parish council meetings. Members agreed to not appoint an organisation representative.

Resolved: The Clerk to contact from Melksham Town Council to:

- Gain agreement for Councillor Pafford to act as Spokesperson for the Melksham Joint Neighbourhood Plan on behalf of both councils
- Seek clarity on the remit of the CCTV working party and the appropriate level of representation from the parish council

015/26 Councillor training Needs

The Clerk reminded Members that training opportunities remained available through WALC (Wiltshire Association of Local Councils).

Discussion took place regarding succession planning and the importance of encouraging future committee chairs and council leadership.

Members noted the discussion.

016/26 Parish Council Objectives

a) Review of Objectives and Priorities for 2025/26 and longer term

Members reviewed progress against existing objectives and priorities.

Resolved: To carry forward the Objectives and Priorities for 2025/26 into 2026/27 with the following amendments:

- To remove the objective relating specifically to a drinking water refill point at Shaw Sports Field.
- To broaden objectives relating to teen provision at Bowerhill Sports Field to include facilities for children and young people across the parish.
- To continue support for Real Time Information (RTI) provision subject to satisfactory support arrangements from Wiltshire Council.

b) To set Objectives and Priorities for 2026/27

Members discussed additional objectives including:

- Crime prevention and community.
- Strengthening links with Wiltshire Police.
- Continued engagement regarding health provision and community healthcare facilities.

Resolved:

1. Councillors Richardson and Hemmings to draft wording for a crime and community safety objective.
2. Councillor Sullivan to develop wording regarding healthcare and community wellbeing engagement.
3. To adopt the updated objectives and priorities for 2026/27, subject to the agreed amendments (see Appendix 1)

017/26 Local Council Award

Members reviewed the Local Council Award Scheme and discussed the different levels of accreditation available through the scheme.

Members discussed the potential benefits of working towards the award, including improving council processes and procedures, strengthening community confidence in the Council, supporting succession planning and councillor development, and potentially providing additional credibility when applying for grants or working in partnership with external organisations. It was also noted that many of the Council's current practices already aligned with the award criteria, including the Council's commitment to training, transparency, public engagement and strategic planning.

Discussion also took place regarding the amount of officer time required to collate evidence and maintain the standards needed for accreditation. At the Clerk's suggestion, members agreed that the process should be approached incrementally and integrated into existing council objectives and work programmes wherever possible rather than creating unnecessary additional workload.

Resolved:

- To work towards the Local Council Award Scheme gold award.
- To establish a working group to review requirements and integrate the scheme into council objectives and planning, comprising Councillors Pafford, Sullivan and Griffiths.

018/26 Meetings

Members confirmed the previously agreed meeting schedule for 2026/27.

Resolved: To confirm the meeting dates for 2026/27.

019/26 Annual Parish Meeting

a) Minutes

Resolved: To approve the Minutes of the Annual Parish Meeting held on 27th April 2026.

b) Feedback and Format

Members discussed:

- Positive feedback regarding the Bobby Van Trust presentation.
- Concerns regarding the length and delivery of some presentations.
- The value of including more discussion about future council priorities and not just review of achievements.

c) Donation to Bobby Van Trust

Members reflected on the presentation given at the Annual Parish Meeting by the Bobby Van Trust and discussed the valuable support the charity provides to vulnerable and elderly residents across Wiltshire through home security

assessments, crime prevention advice and practical security improvements. It was noted that the Bobby Van Trust had not submitted a grant application to the Parish Council during the current financial year, however Members felt it appropriate to make a donation in recognition of the important service they provide to the community and as a token of appreciation for the presentation at the Annual Parish meeting.

Resolved: To donate £300 to the Bobby Van Trust.

d) Venue for 2027 Annual Parish Meeting

Members discussed potential venues including Bowerhill Village Hall, Berryfield Village Hall and local schools.

Resolved: To delegate authority to the Clerk to arrange a suitable venue in the southern part of the parish.

020/26 Full Council

Resolved: To approve the Minutes of the Full Council meeting held on 20th April 2026, subject to minor amendments discussed.

021/26 Planning

a) Planning Committee Minutes

Resolved: To approve the Minutes of the Planning Committee meeting held on 11th May 2026, subject to the minor amendment discussed.

b) Confidential Notes

There were no confidential notes.

c) Recommendations

There were no recommendations made.

022/26 Finance

a) Finance Committee Minutes

Resolved: To approve the Minutes of the Finance Committee meeting held on 12th May 2026, subject to a minor amendment regarding a Member's arrival time.

b) Confidential Notes

There were no confidential notes.

c) Recommendations

Resolved: To approve the recommendations of the Finance Committee meeting of 12th May 2026

d) Delegated Powers for Insurance

Not required.

e) Income & Expenditure Reports

Members noted the Income and Expenditure reports for April 2026.

The Clerk explained the absence of Cashbook 3 due to the closure of an unused Lloyds fixed-term deposit account.

f) Appointment of Signatories

Resolved: Councillors Baines and Pafford to authorise the May payments.

g) Bank Account & Fund Transfers

It was noted that eight organisations, listed below, had requested payment of their grants by bank transfer. Their original cheques had not been cashed and had been returned to the Parish Council for cancellation. As cheque payments are made from the Lloyds account and bank transfers are processed through the Unity Trust Bank account, a transfer of funds is required.

Payee	Grant £
Shaw Village Hall	£10,500.00
Berryfield Village Hall	£1,590.00
Whitley Reading Rooms	£3,490.00
Wiltshire Search and Rescue	£695.00
Friends of Giffords Surgery	£700.00
Melksham Food and River Festival	£600.00
Shaw & Whitley Community Hub	£2,000.00
Melksham Gardeners' Society	£300.00

Resolved:

- To transfer £17,000 from Lloyds current account to Unity Trust Bank.
- To transfer £23,000 from the CCLA account to Unity Trust Bank.

h) Bank Mandate Changes

Resolved 1: To add Councillor Sullivan (as a new Member of the Finance Committee) to the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

Resolved 2: To remove Councillor Wood (as former Member of the Finance Committee) from the Bank Mandate for Unity Bank, Lloyds Bank and CCLA Public Sector Deposit Account.

023/26 Asset Management

a) Real Time Information (RTI)

Discussed earlier in the meeting – MIN 010/26

b) Insurance Claim Reimbursement

Members noted that a partial reimbursement of £458.17 had been made to the parish council's insurance company to reflect the difference between the actual expenditure incurred by the Parish Council in relation to the replacement bus shelter and the original insurance settlement.

024/26 Highways & Road Safety

a) LHFIF

i. Village Gates – Shaw & Whitley (Item 9-24-33)

Members considered the revised quotation for the installation of village gates in Shaw and Whitley and noted that the Parish Council contribution had increased significantly from the amount previously approved (total cost increased from £4,000 to £11,423.35). Concerns were raised regarding the increased costs and whether alternative installation options or suppliers could reduce the overall price. Following discussion, Members agreed that further investigation was required before proceeding.

Resolved: To seek alternative quotations through approved contractors before progressing the installation of the village gates in Shaw and Whitley through LHFIF.

ii. Dropped Kerbs – Bowerhill (Item 9-24-37)

Members noted that the estimated cost for the holistic provision of dropped kerbs throughout Bowerhill was likely to exceed £50,000 and that any substantive bid through the LHFIF process would still require a financial contribution from the Parish Council. The level of contribution was unknown but could possibly come from CIL (Community Infrastructure Levy). Members agreed that the principle of improving accessibility across Bowerhill should continue to be supported and progressed where funding opportunities allowed.

Resolved: To support, in principle, progression of the dropped kerb project through the LHFIF substantive bid process.

iii. No Entry Signs – Kittyhawk Close (Item 9-24-40)

Members discussed the proposal to install No Entry signs at Kittyhawk Close and considered both the estimated cost of the scheme and its likely effectiveness in addressing local traffic concerns. Some Members felt that further engagement with residents was needed to establish whether there was sufficient local support for the proposal as it was different to the original resident proposal and whether the issue justified the level of expenditure involved.

A proposal to proceed was not carried.

Councillor Hemmings left the meeting.

Resolved: To consult local residents regarding the proposal and seek feedback before further consideration.

iv. LHFIF Motion at Wiltshire Council

Discussed earlier in the meeting – MIN 010/26

b) Bowood View 20mph Consultation

Resolved: To support the proposed 20mph Traffic Regulation Order for Bowood View, Berryfield.

Councillor Hemmings returned to the meeting.

c) Traffic Speeding Event

Members noted the Wiltshire Council/WALC/Police speeding event scheduled for Friday 17th July 2026. It was agreed that it would be attended by the Clerk and Councillor Richardson.

025/26 Community Projects & Partnership Organisations

a) Health & Wellbeing Group

Members noted feedback from the Melksham Area Board Health & Wellbeing meeting. The Clerk explained that ideas for a 'one-stop-shop' community hub were being developed with funding available from Wiltshire Council. Any thoughts or ideas for the hub to be shared with the Clerk before the next meeting in October 2026.

b) Melksham Community Transport

Members noted the information circulated regarding Melksham Community Transport which included details of what they offer.

c) Roots & Shoots

The Clerk provided feedback on the Roots & Shoots football intervention programme for young people, which has been operating in Devizes in partnership with Wiltshire Police, following a recent information session. The programme aims to provide young people with a positive outlet through organised sporting activities and to help reduce the risk of anti-social behaviour.

The Clerk reported that Melksham Police were supportive of the concept and believed it could benefit young people in Melksham and Melksham Without. However, they considered that an earlier intervention approach would be more effective than the current model being delivered in Devizes.

It was agreed that the scheme should be considered as part of the new Local Youth Network (LYN) being established by the Area Board.

d) Wiltshire Council Community Lottery

Members noted the launch of Wiltshire Council's Community Lottery, which aims to provide an additional fundraising opportunity for local charities, community groups and voluntary organisations.

Meeting closed at 9.44 pm

Chairman, 29th June 2026

Appendix 1

Objectives & Priorities for 2026/27

- To implement, monitor and use the policies in the current and reviewed Melksham Neighbourhood Plan
- To review the Emergency Plan*
- To complete 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
- To work proactively with Wiltshire Police, Wiltshire Council and other partner organisations to improve community safety and reduce crime, antisocial behaviour and disorder across the parish

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*
- AWAITING UPDATE**
- 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 and other projects to improve/increase facilities for young people and children across the parish

* Working with Melksham Town Council

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 :		11,307.21					11,307.21	
V5067-BACS	Banked:07/04/2026	71.00						
V5067-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Inv.553-29th March match
V5068-BACS	Banked:07/04/2026	464.50						
V5068-BACS	Future of Football	464.50			1210	210	464.50	Part inv.534- Field hire
V5069-BACS	Banked:07/04/2026	96.00						
V5069-BACS	Future of Football	96.00			1210	210	96.00	Inv.546- Dec Training
V5070-BACS	Banked:07/04/2026	120.00						
V5070-BACS	Future of Football	120.00			1210	210	120.00	Inv-556-Feb/March training
V5071-BACS	Banked:13/04/2026	71.00						
V5071-BACS	Bath Road Wanderer	71.00			1210	210	71.00	Football match 12th April
V5072-BACS	Banked:15/04/2026	3,557.74						
V5072-BACS	Melksham Town Council	3,557.74			1480	170	3,557.74	Inv.547 & 551- NHP
V5073-BACS	Banked:17/04/2026	248.29						
V5073-BACS	Melksham Town Council	248.29			1480	170	248.29	Inv.560- NHP Domain
V5074-BACS	Banked:21/04/2026	151,214.50						
V5074-BACS	Wiltshire Council	151,214.50			1076	110	151,214.50	Parish precept 1 of 2
V5075-BACS	Banked:22/04/2026	555.50						
V5075-BACS	Future of Football FC	555.50			1210	210	555.50	Inv.557-Weekend blanket booki
Total Receipts for Month		156,398.53	0.00	0.00			156,398.53	
Cashbook Totals		167,705.74	0.00	0.00			167,705.74	

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
15/04/2026	Daisy (Onebill)	V5063-DD	79.43		13.24	4190	120	66.19	Inv.471-Office line & wifi
15/04/2026	Daisy (Onebill)	V5064-DD	87.68		14.61	4384	220	73.07	Inv.472-Pavilion line & wifi
20/04/2026	Melksham Without Parish Council	V5076-6284	0.00						CANCELLED CHQ
22/04/2026	EDF Energy	V5065-DD	185.60		8.84	4312	220	176.76	Inv.010-Pavilion gas
27/04/2026	Bowerhill Village Hall Trust	V4999-6245	5,000.00			4620	170	5,000.00	Grant Award 26/27
27/04/2026	Shaw Village Hall	V5000-6246	10,500.00			4620	170	10,500.00	Grant award 26/27
27/04/2026	Berryfield Village Hall	V5001-6247	1,590.00			4620	170	1,590.00	Grant Award 26/27
27/04/2026	Rachel Fowler Centre	V5002-6248	250.00			4620	170	250.00	Grant Award 26/27
27/04/2026	Whitley Reading Rooms	V5003-6249	3,490.00			4620	170	3,490.00	Grant Award 26/27
27/04/2026	GoodNews Church	V5004-6250	300.00			4620	170	300.00	Grant Award 26/27
27/04/2026	BRAG	V5005-6251	600.00			4610	170	600.00	Grant Award 26/27
27/04/2026	BASRAG	V5006-6252	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	CAWS CEG	V5007-6253	354.00			4610	170	354.00	Grant Award 26/27
27/04/2026	CAWS	V5008-6254	3,000.00			4610	170	3,000.00	Grant Award 26/27
27/04/2026	4 Youth (South West)	V5009-6255	3,000.00			4610	170	3,000.00	Grant Award 26/27
27/04/2026	1st Bowerhill Scout Group	V5010-6256	1,500.00			4610	170	1,500.00	Grant Award 26/27
27/04/2026	Bowerhill Pre School	V5011-6257	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	Melksham Guide Association	V5012-6258	568.95			4610	170	568.95	Grant Award 26/27
27/04/2026	Group Five	V5013-6259	600.00			4610	170	600.00	Grant Award 26/27
27/04/2026	Wiltshire and Bath Air Ambulan	V5014-6260	1,000.00			4610	170	1,000.00	Grant Award 26/27
27/04/2026	Age UK Wiltshire	V5015-6261	900.00			4610	170	900.00	Grant Award 26/27
27/04/2026	Beyond Dementia	V5016-6262	450.00			4610	170	450.00	Grant Award 26/27
27/04/2026	Meadowbrook (Wiltshire) CIC	V5017-6263	270.00			4610	170	270.00	Grant Award 26/27
27/04/2026	Wiltshire Search and Rescue	V5018-6264	695.00			4610	170	695.00	Grant Award 26/27
27/04/2026	Friends of Giffords Surgery	V5019-6265	700.00			4610	170	700.00	Grant Award 26/27
27/04/2026	St John Ambulance	V5020-6266	250.00			4610	170	250.00	Grant Award 26/27
27/04/2026	Families Out Loud	V5021-6267	750.00			4610	170	750.00	Grant Award 26/27
27/04/2026	Melksham Foodbank	V5022-6268	400.00			4610	170	400.00	Grant Award 26/27
27/04/2026	FearFree	V5023-6269	750.00			4610	170	750.00	Grant Award 26/27
27/04/2026	Melksham Food & River Festival	V5052-6270	600.00			4610	170	600.00	Grant Award 26/27
27/04/2026	Shaw & Whitley Community Hub	V5025-6271	2,000.00			4610	170	2,000.00	Grant Award 26/27
27/04/2026	Crimestoppers Trust	V5026-6272	150.00			4610	170	150.00	Grant Award 26/27
27/04/2026	Melksham Carnival	V5027-6273	520.00			4610	170	520.00	Grant Award 26/27
27/04/2026	Melksham Remembers	V5028-6274	175.00			4610	170	175.00	Grant Award 26/27
27/04/2026	Melksham Gardeners Society	V5029-6275	300.00			4610	170	300.00	Grant Award 26/27
27/04/2026	Shaw and Whitley Garden Club	V5030-6276	300.00			4610	170	300.00	Grant Award 26/27
27/04/2026	Melksham Women's Institute	V5031-6277	150.00			4610	170	150.00	Grant Award 26/27
27/04/2026	Melksham Sixty Plus Club	V5032-6278	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	Corsham Cricket Club	V5033-6279	2,000.00			4610	170	2,000.00	Grant Award 26/27
27/04/2026	Melksham & Corsham Gateway Clu	V5034-6280	1,000.00			4610	170	1,000.00	Grant Award 26/27
27/04/2026	Bowerhill Ladies Group	V5035-6281	500.00			4610	170	500.00	Grant Award 26/27
27/04/2026	Shaw & Whitley Art Group	V5036-6282	200.00			4610	170	200.00	Grant Award 26/27
27/04/2026	Melksham Tourist Information C	V5037-6283	600.00			4630	170	600.00	Grant Award 26/27
28/04/2026	Lloyds Bank	V5066-SERV	8.50			4140	120	8.50	Service Charge

Continued on Page 267

Total Payments for Month	47,274.16	0.00	36.69	47,237.47
Balance Carried Fwd	120,431.58			
Cashbook Totals	167,705.74	0.00	36.69	167,669.05

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 :		26,554.08					26,554.08	
V5062-BACS	Banked:02/04/2026	2,384.26						
V5062-BACS	CCLA Investment Management Ltd	2,384.26			1080	110	2,384.26	Interest
Banked:23/04/2026		20,000.00						
V5060-TRAN	CCLA	20,000.00			240		20,000.00	Transfer from CCLA TO Unity
Total Receipts for Month		22,384.26	0.00	0.00			22,384.26	
Cashbook Totals		48,938.34	0.00	0.00			48,938.34	

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/03/2026	Agilico	V5040-BACS	36.71		6.12	4130	120	30.59	Inv.789-Office photocopying
01/03/2026	Agilico	V5040-BACS	-36.71		-6.12	4130	120	-30.59	Inv.789-WRONG PAY DATE
01/04/2026	Grist Environmental	V5058-DD	79.20		13.20	4770	220	66.00	Inv.570- B'hill waste away
16/04/2026	EDF Energy	V5057-DD	143.23		6.82	4302	220	136.41	Inv.18- Pavilion Electricity
16/04/2026	Lloyds Bank PLC	V5061-DD	594.80		95.74	4175	120	75.00	ChatGPT- Business
						4686	170	6.99	Age UK MCS Phone line
						4175	120	72.45	Councillor Office 365
						4120	120	3.30	Postage- Notices
						4370	120	7.41	Bin liners
						4381	220	72.84	Toilet paper for pavilion
						4150	120	13.72	A4 Paper pads
						4370	120	12.32	Dishwasher salt
						4370	120	5.63	Dishwasher tablets
						4175	120	24.97	Adobe Acrobat pro
						4370	120	5.00	Rince Aid
						4150	120	16.28	Envelopes
						4490	142	45.90	Heavy duty padlock
						4370	120	4.12	Limescale remover
						4175	120	30.24	Office office 365
						4250	120	14.00	Bader Park land registry
						4175	120	6.65	MWPC Website hosting
						4175	120	24.97	Adobe pro
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
						4190	120	41.28	Office phone charges
27/04/2026	Terry Cole	V5055-BACS			4460	142			April 2026 Salary
					4050	142		47.50	Travel Allowance- April 26
					4051	142		46.80	Mileage x104 miles
28/04/2026	Avon IT Systems	V5038-BACS	400.00		4180	120		150.00	Inv.1924-IT Support 25
					4180	120		250.00	Inv.1924-Allotment database
28/04/2026	Campaign to Protect Rural Eng	V5039-BACS	36.00			4650	170	36.00	Annual subscription
28/04/2026	Community First	V5041-BACS	55.00		9.17	4650	170	45.83	Inv.949-Subscription
28/04/2026	JH Jones & Sons	V5042-BACS	1,747.20		291.20	4415	142	1,456.00	Inv.935-Tree Felling-Berryffe
28/04/2026	Agilico	V5040-BACS	36.71		6.12	4130	120	30.59	Inv.789- Office photocopying
28/04/2026	JH Jones & Sons	V5043-BACS	2,742.77		457.13	4402	320	72.94	Inv.5908-Allotment grass cutti
						4402	320	21.88	Inv.5908-BSF Hedge cut
						4400	142	417.42	Inv.5908-Play Area grass cutti
						4780	142	149.86	Inv.5908-Play Area bin emptyin
						4400	142	21.84	Inv.5908-Beanacre leaf clearan

Continued on Page 296

Payments for Month 1				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4400	142	42.03	Inv.5908-Kestrel Shrub mainten
						4820	142	39.36	Inv.5908-SHF Annual cut
						4401	220	1,150.06	Inv.5908-JSF Pitch maintenance
						4400	142	25.00	Inv.5908-Grass cut outside BYF
						4781	220	96.50	Inv.5908-JSF Bin emptying
						4405	220	50.67	Inv.5908-JSF Hedge maintenance
						4409	142	198.08	Inv.5908-Hornchurch POS
28/04/2026	Rialtas Business Solutions Ltd	V5044-BACS	470.40		78.40	4185	120	392.00	Inv.600-Annual system support
28/04/2026	St Barnabas Church	V5045-BACS	50.37			4420	142	50.37	Inv.036-Annual rent Beanacre P
28/04/2026	Wilts Assoc of Local Councils	V5046-BACS	1,505.54		250.92	4650	170	1,254.62	WALC & NALC Subscription
28/04/2026	Wiltshire Council	V5047-BACS	802.33			4510	142	802.33	Inv.35-A365 Bath Road signs
28/04/2026	Wiltshire Council	V5048-BACS	1,083.33			4510	142	1,083.33	Inv.133- Lower Woodrow Rd spee
28/04/2026	Wiltshire Pension Fund	V5049-BACS	2,076.06			4000	130	267.36	Period 1- April 2026
						4010	130	160.01	Period 1- April 2026
						4020	130	127.61	Period 1- April 2026
						4045	130	1,521.08	Period 1- April 2026
28/04/2026	HM Revenue & Customs	V5050-BACS	2,849.39			4000	130	523.20	Period 1- April 2026-T
						4000	130	230.70	Period 1- April 2026-NI
						4010	130	251.00	Period 1- April 2026-T
						4010	130	113.09	Period 1- April 2026-NI
						4010	130	1.00	Period 1- April 2026
						4020	130	204.80	Period 1- April 2026-T
						4020	130	92.18	Period 1- April 2026-NI
						4460	142	207.80	Period 1- April 2026
						4800	320	30.80	Period 1- April 2026
						4041	130	1,194.82	Period 1- April 2026
28/04/2026	Wiltshire Age UK	V5051-BACS	3,182.50			4685	170	3,182.50	Inv.640-MCS 26/27 QTR 1
28/04/2026	Teresa Strange	V5052-BACS	██████	Total Salaries		4000	130	██████	April 2026 salary
28/04/2026	Marianne Rossi	V5053-BACS	██████			4010	130	██████	April 2026 Salary
28/04/2026	Fiona Dey	V5054-BACS	██████	£7,531.32	0.33	4020	130	██████	April 2026 Salary
28/04/2026	David Cole	V5056-BACS	██████			4370	120	1.67	Washing up liquid- Office
						4800	320	██████	April 2026 Salary
						4051	142	9.45	Mileage x21
28/04/2026	Avon IT Systems	V5038-BACS	-400.00			4180	120	-400.00	MISSED VAT
28/04/2026	Avon IT Systems	V5038-BACS	480.00		80.00	4180	120	150.00	IT Support 25/26
						4180	120	250.00	Allotment database
30/04/2026	Unity Trust Bank	V5059-SERV	10.15			4140	120	10.15	Service Charge

Continued on Page 297

Total Payments for Month	25,582.05	0.00	1,289.03	24,293.02
Balance Carried Fwd	23,356.29			
Cashbook Totals	<u>48,938.34</u>	<u>0.00</u>	<u>1,289.03</u>	<u>47,649.31</u>

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 :		2,984.41					2,984.41	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>2,984.41</u>	<u>0.00</u>	<u>0.00</u>			<u>2,984.41</u>	

Payments for Month 1

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			2,984.41						
Cashbook Totals			<u>2,984.41</u>	<u>0.00</u>	<u>0.00</u>			<u>2,984.41</u>	

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 :		739,000.00					739,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>739,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>739,000.00</u>	

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>
23/04/2026	Unity Bank	V5060-TRAN	20,000.00				220	20,000.00	Transfer from CCLA TO Unity
Total Payments for Month			20,000.00	0.00	0.00			20,000.00	
Balance Carried Fwd			719,000.00						
Cashbook Totals			739,000.00	0.00	0.00			739,000.00	

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 1st June 2026 at Melksham Without Parish Council Offices
(First Floor), Melksham Community Campus, Market Place, SN12 6ES
at 7:00pm**

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

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

In attendance: None

On Zoom: 1 member of the public on Zoom (part)

026/26 Welcome, Housekeeping and Announcements

The Chair welcomed everyone to the meeting.

The Clerk advised that the planning application for land east of Blackmore Farm for approximately 275 dwellings had now been validated and would be brought to a future meeting. Members discussed recent media enquiries regarding the proposal and reiterated concerns previously raised regarding cumulative traffic impacts and access arrangements.

Resolved: That Wiltshire Council be asked to provide its views on the impact of the proposed Melksham By-pass on the development land east of Blackmore Farm prior to the parish council's consideration of the application.

027/26 Apologies

No apologies were received.

028/26 Election of Chair and Vice-Chair of Planning Committee for 2026/27

a. Election of Chair

Councillor Wood was nominated as Chair.

There were no further nominations.

Resolved: To elect Councillor Richard Wood as Chair of the Planning Committee for 2026/27.

b. Election of Vice-Chair

Councillor Baines was nominated as Chair.

There were no further nominations.

Resolved: To elect Councillor Alan Baines as Vice-Chair of the Planning Committee for 2026/27.

c. Scheme of Delegation

Members noted the Planning Committee Scheme of Delegation and Terms of Reference.

029/26 Declarations of Interest

a. Declarations of Interest

It was noted for transparency that Melksham Without Parish Council had provided grant funding to Meadowbrook Community Garden (agenda item 8a).

b. Dispensation Requests

None received.

030/26 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 as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Agenda Item 14 (Planning Enforcement): Start of potential legal action.

031/26 Public Participation

Standing Orders were suspended for public participation

MP1: PL/2025/06078 – 211 Woodrow Road (Meadowbrook Community Garden)

MP1, the applicant for PL/2025/06078, attended via Zoom.

She explained that the application represented a revised submission of a proposal previously considered and supported by the parish council last year. She advised that the original application had been amended following discussions with Wiltshire Council planning officers regarding flood risk vulnerability classifications and planning use classes. The revised application sought permission for a Sui Generis Community Garden use, which more accurately reflected the nature of the project and addressed concerns raised during the earlier application process.

In response to questions from members, MP1 confirmed that no significant increase in visitor numbers, vehicle movements or activity levels was proposed as part of the application. She explained that the site continued to be managed primarily as a community resource with an emphasis on sustainability, biodiversity and community wellbeing. Members were also advised that alternative sites had been considered as part of the planning process and that supporting information had been provided to address the flood risk and sequential test requirements.

Standing Orders were reinstated.

It was agreed to move agenda item 8a for PL/2025/06078 - 211 Woodrow Road (Meadowbrook Community Garden) up the agenda.

032/26 New Planning Applications

a. **PL/2025/09152 – 295 Sandridge Common, Wiltshire, SN12 7QS** Lawful development: Existing use: Certificate of lawfulness (Existing Use) to confirm that extensions constructed in 2019 were built lawfully.

Members considered the proposal to be a relatively minor infill extension between existing built elements and saw no planning reason to oppose the Certificate of Lawfulness for the extensions which had been constructed in 2019.

Comments: NO OBJECTION

b. **PL/2026/02466 – 48 Eden Grove, Whitley, Melksham, SN12 8QJ**

Householder planning application: Detached Garage and Garden store.

Members noted that adequate access and parking arrangements already existed and raised no objection.

Comments: NO OBJECTION

c. **PL/2026/02753 – The Oaks, Lower Woodrow, Forest, Melksham, SN12 7RB**

Householder planning permission: Extension and alterations to existing house.

Members noted the scale of the proposal and the absence of significant impacts on neighbouring properties or the wider area.

Comments: NO OBJECTION

d. **PL/2026/02520 – Units 5&6 Church Farm, Bath Road, Shaw, Melksham, SN12 8EF.** Prior Approval Part 3, Class MA: Commercial, business and service uses to dwellinghouses: Units 5&6 Church Farm, Bath Road, Shaw, Melksham, SN12 8EF

The Clerk advised that the application had not appeared on Wiltshire Council's weekly planning lists and had therefore not been identified in time for consideration at the previous Planning Committee meeting on 11th May 2025, when the adjacent Church Farm application (Units 7–10 PL/2026/02519) had been considered. Due to the consultation deadline falling before the date of the current meeting, comments were therefore submitted by officers on behalf of the Parish Council. As the proposal was substantially the same as the adjacent application, the same objections and policy-based comments were submitted.

Resolved: To ratify the comments submitted by officers on behalf of the parish council.

033/26 Amended Plans / Additional Information

a. **PL/2025/06078 – 211 Woodrow Road, Melksham, SN12 7RD** Full planning permission: Change of Use to Sui Generis (Community Garden).

Discussed after Public Participation

Comments: NO OBJECTION

Members welcomed the proposal and noted that the community garden had operated successfully and provided a valuable community resource. Whilst acknowledging concerns raised by some nearby residents regarding future activity levels, members considered that there was no evidence that the use had caused unacceptable impacts.

b. **PL/2025/06105 – Land at Bowerhill Lane, Bowerhill, Melksham (Old Loves Farm)** Outline Planning Permission: Erection of up to 50 No. dwellings and associated works.

Comments: OBJECT

Members noted that amended plans had been submitted but remained concerned regarding the principle of development.

Whilst acknowledging minor improvements to the layout, members considered that the amendments did not overcome the fundamental objections previously submitted. They emphasised that:

- The proposal remains speculative development outside the defined settlement boundary and outside allocations within JMNP2.
- Highway concerns remain unresolved, particularly the creation of an additional junction without a turning lane/ghost islands onto the A365 and cumulative impacts alongside other approved and proposed accesses.
- The development would adversely affect the setting of the listed farmhouse, contrary to Policy 21 (Local Heritage) and Policy 18 (Landscape Character).
- Members rejected the suggestion that the proposal represented “infill” development.
- Members considered that approval of the nearby Gompels warehouse application should not be used as a precedent to justify residential development on this site.

034/26 Current Planning Applications

- a. [PL/2024/10345 \(FULL\)](#) and [PL/2025/09780 \(OUT\)](#) **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.

Members noted ongoing discussions between the Environment Agency and the applicant regarding hydrology modelling and flood risk assessments.

- b. [PL/2026/01555](#) - **Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS**. A reserved matters application (appearance, layout, scale and landscaping) for 229 dwellings and associated infrastructure – Reserved Matters pursuant to Outline permission PL/2023/11188

Members reviewed the extensive comments submitted by statutory consultees, particularly those from Urban Design, Landscape, Housing Enabling, Public Open Space, the Environment Agency and Drainage. It was noted that a significant number of consultees had raised concerns and requested amendments to various aspects of the scheme.

Members agreed that the application was too large and complex to undertake a detailed assessment of all aspects within a single meeting. It was therefore suggested that future reviews of the application should be structured around key planning themes, enabling a more detailed assessment against the policies of the Joint Melksham Neighbourhood Plan 2 and other relevant planning documents.

Comments: OBJECT

Members raised the following concerns:

- The application is being considered in isolation from the remainder of the wider site allocation and lacks a comprehensive masterplan demonstrating how future phases will integrate with this phase of development. This makes it difficult to properly assess movement, connectivity, open space provision, drainage, landscape treatment and infrastructure delivery across the site as a whole.

- Significant concerns have been raised by Wiltshire Council's Urban Design, Landscape and Housing Enabling Teams. The Parish Council supports these concerns and considers that amendments should be made before the application is determined.
- Clarification is required regarding compliance with the affordable housing requirements contained within the approved Section 106 Agreement. Comments from the Housing Enabling Team suggest that the affordable housing provision proposed do not accord with the agreed obligations.
- The Parish Council shares the concerns raised regarding the quality of the layout, public realm, landscaping, character areas and overall design approach. The development should demonstrate compliance with **Policy 20 (Locally Distinctive, High Quality Design)** and **Policy 18 (Landscape Character)** of the Joint Melksham Neighbourhood Plan 2.
- The application should clearly demonstrate how walking, cycling and public transport connections will integrate with surrounding development parcels and the wider allocation in accordance with **Policy 11 (Sustainable Transport and Active Travel)**.
- The Parish Council supports the detailed comments submitted by the Environment Agency and Drainage officers and requests that all drainage, flood risk and maintenance issues are fully resolved before any approval is granted, in accordance with **Policy 3 (Flood Risk and Natural Flood Management)**.

Based on the comments made by the statutory consultees, members expect to see significant revision of the scheme prior to determination. Members will continue the review the application.

Resolved:

1. The Clerk to ask the Planning Officer whether they expect the scheme to be revised and to await that revision before considering the application further.
2. To undertake a themed review of the application at future meetings against relevant Joint Melksham Neighbourhood Plan 2 policies.

The Clerk explained that correspondence had been sent to Wiltshire Council seeking clarification on whether a Section 73 application could be used to amend access arrangements approved at the outline planning stage.

She advised that residents continue to challenge the approved access through Maitland Place for application PL/2022/08504 (Land South of Western Way), particularly following highway officer comments that construction traffic should use the emergency access onto the A365. Residents had questioned whether a Section 73 application could be used to replace the approved access via Maitland Place with a permanent junction on the A365, citing an example from another local planning authority where this approach had been used.

The Clerk also queried whether a similar approach could be applied to the Blackmore Farm development (PL/2023/11188), where it had previously been advised that the approved access arrangements could not be altered as they formed part of the outline permission. Members reiterated their preference for the approved T-junction on the A3102 to be replaced with a roundabout.

A response from Wiltshire Council has been requested regarding the potential use of a Section 73 application in relation to both developments.

c. [PL/2025/07391](#) - **Land South of Western Way, Melksham, Wiltshire.** Reserved Matters (appearance, landscaping, layout and scale) for 210 residential dwellings (Use Class C3), along with associated open space, landscaping, and parking, pursuant to Condition 2 of Outline Planning Permission ref. PL/2022/08504.

Comments:

Members noted that the Pathfinder Place Residents' Association had submitted robust comments suggesting a permanent left-in/left-out access arrangement onto the A365 - with Maitland Place retained only for emergency, pedestrian and cycle access. They also propose the use of a Section 73 application to amend the approved access arrangements.

Members fully supported the Residents' Association's position and endorsed the request for a permanent left-in/left-out access arrangement onto the A365.

d. [PL/2025/06749](#) - **Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School).** Outline planning application (with all matters except access reserved) for mixed use development comprising residential (up to 205 dwellings), land reserved for expansion of secondary school, public open space, landscaping and associated engineering works.

No new documents or comments.

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).

Members noted comments from Public Open Space and discussed future provision and maintenance of community facilities and open space.

Comments: Members request that an appropriate Section 106 contribution be secured towards the maintenance and improvement of Berryfield Village Hall, which will experience increased demand as a result of the development. This would support the delivery of community infrastructure in accordance with Joint Melksham Neighbourhood Plan 2 (NHP2) Policy 8 (Infrastructure Phasing and Priorities) and Policy 14 (Community Facilities).

f. [PL/2024/09725](#) **Land off Corsham Road, Whitley, Melksham (Middle Farm)** 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.

No response had been received to the Clerk's correspondence. The call-in remains in place.

035/26 Proposed Energy Installations

a. Lime Down Solar

Members noted the publication of the Deadline 1a submissions and the Examining Authority's first written questions as part of the Development Consent Order examination process.

Councillor Richardson drew members attention to a question inviting local authorities to consider submissions made by Community Action Whitley and

Shaw (CAWS) regarding the cumulative impacts of major energy and infrastructure projects on local communities. Members discussed whether parish councils were able to respond directly and agreed that clarification should be sought.

Members reiterated the importance of ensuring that cumulative impacts on local communities, highways and the rural environment are properly considered throughout the examination process.

Resolved:

1. The Clerk to seek clarification regarding whether parish councils can respond directly to the Examining Authority's question on cumulative impacts.
2. To respond to the Examining Authority's question on cumulative impacts.

b. Cable Route for Norrington Spring Park Project (Aureos for SSEN Distribution) and Studley Solar Farm (DNOC for Verdant Energy)

Members noted the meeting planned with Aureos on 1st July 2026.

- c. [PL/2025/05552](#) Land South of Brockleaze, Neston, Corsham, SN13 9TE.

No new documents or comments.

d. Wiltshire Council Engagement on Cumulative Impact

No response had yet been received from Wiltshire Council.

036/26 Planning Policy

a. Joint Melksham Neighbourhood Plan

Members reflected on recent planning applications and identified highways impacts as a recurring issue.

Resolved 1: To add Highways to the list of potential policies for Neighbourhood Plan 3

Members also noted that the Joint Melksham Neighbourhood Plan had been shortlisted for the RTPi South West Awards for Planning Excellence.

Resolved 2: For Councillor Pafford as the Chair of the Neighbourhood Plan and the Clerk to attend the South West awards presentation event on Wednesday 1 July 2026.

It was noted that, at the Annual Council Meeting held on 18th May 2026, Councillor Pafford had been appointed as the Parish Council's spokesperson for matters relating to the Joint Melksham Neighbourhood Plan (MIN 014/26). Melksham Town Council had been invited to consider whether they would also wish Councillor Pafford to represent their Council in this capacity.

b. Wiltshire Local Plan Examination & Withdrawal of the Wiltshire Local Plan

Members noted Wiltshire Council's decision to withdraw the Wiltshire Local Plan Pre-Submission Draft 2020–2038 from examination.

Discussion took place regarding the potential implications of the withdrawal. It was noted that town and parish councils had received no information regarding the practical implications of the withdrawal and that there remained uncertainty

over the housing requirement that should now be used for the Melksham Neighbourhood Plan area.

Members highlighted concerns regarding the continued operation of the West Wiltshire Recreation Development Plan Document (DPD), which currently results in lower recreation and play area contributions in the former West Wiltshire area than elsewhere in Wiltshire. It had previously been anticipated that the emerging Local Plan would supersede the DPD; however, following withdrawal of the Local Plan, Members questioned whether Wiltshire Council intended to review the DPD separately and agreed that clarification should be sought.

Resolved:

1. To continue seeking clarification from Wiltshire Council regarding:
 - the implications of the Local Plan withdrawal for neighbourhood planning and the determination of planning applications.
 - the status of Local Plan policies currently being relied upon within planning applications and planning appeals
 - the status of the West Wiltshire DPD
2. To request updated housing requirement figures for the Melksham Neighbourhood Plan area.

c. Correspondence from Minister of State for Housing and Planning

Members noted the Minister's response regarding speculative housing development and discussed potential future action.

037/26 Tree Preservation Order

Resolved: To support Tree Preservation Order TPO/2026/00007 for the public open space at Bader Park.

038/26 Appeals

Members noted that no new appeal decisions had been received.

Members noted that a new appeal relating to Outmarsh Farm (PL/2025/08409) had commenced. Members noted that comments would be submitted in line with the Parish Council's previous comments on the application.

039/26 Planning Enforcement

Held in Closed Session at the end of the meeting.

Members received an update regarding ongoing planning enforcement matters, including the site on Berryfield Lane.

It was reported that further correspondence had been received regarding activity on the site, including acknowledgement that fires had taken place. Members noted that waste activity and skip movements appeared to be continuing, although some material was also being removed from the site.

Resolved: To respond to Enforcement highlighting the ongoing use of the site and Berryfield Lane by scaffolding and skip lorries.

040/26 Townsend Farm Development

Members received an update regarding the Townsend Farm development and associated infrastructure works.

Concern was expressed that the approved access arrangements had still not been implemented meaning that construction traffic continued to utilise Townsend Farm and none of the dwellings had been occupied. Members noted that the Clerk had again questioned the progress of the approved access connection with the developer and Wiltshire Council.

Members also discussed the ongoing sewer connection works and associated road works on Semington Road. It was noted that extensive excavation and drilling works were taking place and that traffic management measures had been required. Members questioned the characterisation of the route as a "quiet road", noting the impact of the closures on local traffic and bus services.

It was reported that a planned site visit with the Walk Wheel Cycle Trust as part of the holistic review of Semington Road had been postponed until late June (Tuesday 23rd June 2026) because the current roadworks would distort any assessment of pedestrian and cycle movements.

041/26 S106 Agreements and Developer Meetings

a. Updates on ongoing and new S106 Agreements

i. Pathfinder Place

No updates.

ii. Gompels Warehouse

Members noted that the Section 106 Agreement had now been signed and the decision notice issued.

It was noted that the biodiversity net gain contribution was secured through the Section 106 Agreement, with most other requirements secured through planning conditions.

iii. The deed of variation for highway funding for Buckley Gardens, Semington Road was noted.

iv. S106 decisions made under delegated powers

None

b. Contact with developers:

i. Bellway

Members noted a forthcoming meeting with Bellway on 24 June 2026 and a public consultation planned for 10 July 2026 relating to land between Townsend Farm and Berryfield Lane.

ii. Wiltshire Council Depot

Members noted correspondence regarding the proposed Wiltshire Council depot at Bowerhill and that work on the planning application was continuing.

c. Transparency of Draft S106 Agreements

The Clerk expressed continued frustration that draft Section 106 Agreements are often not brought to the attention of parish councils until after decisions are issued.

Specific examples were given where infrastructure contributions, including NHS and community facility funding, may have been overlooked because parish councils had not been aware that draft agreements had been published.

Concern was also expressed regarding proposed changes to planning committee procedures and the need for Wiltshire Council to improve transparency and notification arrangements.

Meeting closed at 8:59 pm.

Chairman, 29th June 2026

**MINUTES of the Planning Committee of Melksham Without Parish Council
held on Monday 22nd June 2026 at Melksham Without Parish Council
Offices (First Floor), Melksham Community Campus, Market Place, SN12
6ES at 7:00pm**

Present: Councillors Richard Wood (Chair), Alan Baines (Vice-Chair), David Pafford (Vice-Chair of Council), John Glover (Chair of Council), Mark Harris, and Martin Franks.

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

In attendance: Councillor Hemmings (as an observer)

On Zoom: Councillor Griffiths (as an observer) and 1 member of the public (part)

059/26 Welcome, Housekeeping and Announcements

The Chair welcomed everyone to the meeting.

Members discussed Wiltshire Council's refusal of the Wiltshire Throwback Festival application (PL/2026/01809) to be held at Melksham Rugby Club, Oakfields. It was noted that the decision had been issued only shortly before the event was due to take place and related principally to ecology and noise concerns.

Members reviewed the delegated officer report and decision notice and understand that the decision related principally to ecology and noise concerns. They also recognised that they may not be aware of all background information, technical advice or procedural considerations which informed the handling and timing of the application. However, Members expressed concern that the decision was issued only shortly before the event was due to take place. This caused significant uncertainty for the organisers, attendees and others affected.

Members noted that the organisers had responded to matters raised through the consultation process, including clarification that the application related to a one-off event, and that a similar event had previously been held at the site. Members therefore queried whether the matters which ultimately led to refusal could have been identified and addressed earlier in the process.

Resolved: To write to Wiltshire Council:

- expressing concern regarding the late determination of the WTF application (PL/2026/01809) and the uncertainty caused to organisers and attendees,
- requesting that Wiltshire Council review the handling and timing of this application and provide an explanation as to why the decision was issued so close to the proposed event date.

060/26 Apologies

Apologies were received from Councillor Richardson who was returning from holiday. The Clerk advised that comments had been obtained from Councillor Richardson on agenda items where appropriate.

Resolved: To approve and accept the reasons for absence.

The Clerk advised that apologies had also been received from Wiltshire Councillors Holder, Alford and Griffin.

061/26 Declarations of Interest

a. Declarations of Interest

None.

b. Dispensation Requests

None received.

062/26 Consideration of Items 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 as required as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

None identified

063/26 Public Participation

Standing Orders were suspended for public participation.

MP1 (on Zoom): PL/2026/02966 – East of Blackmore Farm, Sandridge Common.

MP1 explained that whilst the applicant had engaged constructively with residents of Lopes Close and had amended aspects of the proposal following consultation, significant concerns remained.

Particular concerns raised included:

- The proximity of proposed development to existing properties and resulting loss of privacy and overlooking. Continued impact upon neighbouring residents despite revisions to the layout.
- Existing traffic conditions on Sandridge Road, which was described as already heavily trafficked and already difficult to access at peak periods. The impact of additional traffic arising from approved and proposed developments in the area.
- Loss of green space and impacts on wildlife.
- Pressure on local healthcare provision, including GP and NHS dental services. Concerns regarding whether local infrastructure could support further development and the impact on existing Melksham residents.
- The fact that the site was not included within the adopted planning strategy and concerns regarding the cumulative scale of growth already approved in eastern Melksham.

Members thanked the resident for attending and for the detailed comments provided.

Standing Orders were reinstated.

064/26 New Planning Applications

a. **PL/2026/02966 – Blackmore Farm, Sandridge Common, Melksham:**
Outline planning application for up to 275 dwellings

It was noted that the Clerk had sought clarification from Wiltshire Council regarding safeguarding of a future eastern bypass route and was waiting for a response.

Comments: OBJECT

Members considered the outline application alongside comments previously submitted during the developer's consultation exercise.

They reiterated their previously raised concerns, including access, the route of the proposed Melksham Bypass, the speculative nature of the development and the cumulative impact of further housing growth on local infrastructure, including healthcare provision, transport networks and community facilities. Members considered that the proposal conflicted with the strategic principles of Joint Melksham Neighbourhood Plan 2 (JMNP2), particularly those relating to infrastructure planning, sustainable transport and coordinated development.

Concern was again expressed that the proposed development could prejudice the future delivery of an eastern bypass for Melksham, contrary to long-standing planning aspirations, the JMNP2 Priority Statement supporting an eastern bypass, and Policy 17 of the withdrawn Wiltshire Local Plan. Policy 17 states that development should not undermine the delivery of an A350 bypass to the east of Melksham. Although the policy does not safeguard a specific route, it clearly demonstrates that an eastern A350 bypass for Melksham is recognised and supported in principle, and that development should not compromise its future delivery.

Members acknowledged that the developers had amended the plans for the site adjacent to Lopes Close; however, they remained concerned about separation of the proposed Lopes Close element from the remainder of the development and shared the residents' overlooking and amenity concerns.

The comments previously submitted during the developer's consultation exercise will be submitted to the planning application, with more detailed policy comments re the bypass and that they supported the concerns of the residents of Lopes Close together with the Parish Council's standard list of S106 requests.

b. PL/2026/03064 – Barns at Beanacre Manor, Beanacre: Listed Building Consent

Comments: NO OBJECTION

c. PL/2026/02752 – Wick Farm Solar Farm: Variation of Conditions

Members noted that the application principally related to:

- Revised internal cable routing arrangements to use an alternative railway underpass.
- Change of the fixing method of the solar panels to the ground
- Associated amendments to approved drawings and documentation.

Comments: NO OBJECTION

d. PL/2026/03357 – Home Farm, Shaw Hill: Reserved Matters Application

Members considered the reserved matters submission for two dwellings.

Comments: OBJECT

Members noted that the principle of residential development, together with the access and layout, had already been established through the grant of outline planning permission PL/2025/00965.

Members acknowledged the biodiversity enhancements proposed within the application and welcomed the retention of a broadly farmstead-inspired layout. However, they remained concerned regarding the scale, massing and appearance of the proposed dwellings and their relationship to the historic character of Home Farm.

Members noted the historic significance of Home Farm as the principal farmstead associated with Shaw Hill House and the importance of retaining the legibility of the historic agricultural complex. Members were concerned that the proposed dwellings, by virtue of their scale, massing and highly domestic appearance, risk weakening the ability to appreciate the site's origins as a coherent estate farmstead.

Should Wiltshire Council be minded to approve the application, the Parish Council requests that particular attention be given to securing high-quality materials, careful detailing, and landscaping measures that reinforce the historic farmstead character of the site and minimise the visual impact of the proposed dwellings.

Members also noted that the applicant's Planning Statement made extensive reference to national and Wiltshire planning policy but contained no reference to the Joint Melksham Neighbourhood Plan and its detailed Design Code and Guidelines.

065/26 Amended Plans / Additional Information

None

066/26 Current Planning Applications

- a. [PL/2024/10345 \(FULL\)](#) and [PL/2025/09780 \(OUT\)](#) **Land north of the A3102, Melksham (New Road Farm).**

No new documents or comments.

- b. [PL/2026/01555](#) - **Land at Blackmore Farm, Sandridge Common, Melksham, SN12 7QS.** A reserved matters application (appearance, layout, scale and landscaping) for 229 dwellings and associated infrastructure

The Committee received an update on the Reserved Matters application relating to the first phase of the wider Blackmore Farm allocation.

Members were advised that no response had been received from Wiltshire Council regarding previous requests to reconsider the approved junction arrangement and investigate the potential for a roundabout solution.

The Clerk reported that the application was now subject to a Planning Performance Agreement (PPA) and had been transferred to a different case officer. Members expressed frustration that previous enquiries appeared to have stalled during the transfer of responsibility.

Discussion took place regarding whether it would be appropriate to undertake a detailed review of the application at the current stage. Members considered that

a significant number of consultees had requested amendments and that it remained unclear whether substantial changes might yet be made.

Objections submitted by neighbouring landowners concerning rights of way and access arrangements were noted.

Members agreed that, until further clarification was obtained regarding the PPA process and potential amendments, a further detailed review would be premature.

c. [PL/2025/07391](#) - **Land South of Western Way, Melksham, Wiltshire.**

Reserved Matters (appearance, landscaping, layout and scale) for 210 residential dwellings (Use Class C3), along with associated open space, landscaping, and parking

Members revisited ongoing concerns regarding construction access arrangements and reiterated support for requests that construction traffic use the approved emergency access onto the A365 rather than being routed through Maitland Place. Members also reiterated their support for residents' requests that, once upgraded, the access could potentially serve as the principal vehicular access to the development.

Resolved: To share the parish council comments in support of the Residents' Association's position and endorsement of the request for a permanent left-in/left-out access arrangement onto the A365 directly with the developers and to request the developers consider a Section 73 agreement to enable the changes.

d. [PL/2025/06749](#) - **Land North of Bath Road (A365), Melksham (Adjacent to Melksham Oak Community School).** Outline planning application (with all matters except access reserved)

Members considered a concern raised regarding the potential for rat-running through local roads if congestion occurred on the A365 and A350 corridors. Whilst acknowledging that traffic may occasionally divert during major incidents, Members considered that routes such as Hornchurch Road were generally unsuitable as regular alternatives due to their narrow and indirect nature. The concern was noted, but no further action was considered necessary at this stage.

e. [PL/2025/06105](#) **Land at Bowerhill Lane, Bowerhill, Melksham (Old Loves Farm)** Outline Planning Permission: Erection of up to 50 No. dwellings and associated works

The Committee reviewed previous concerns regarding cumulative highway impacts and the absence of a ghost island right-turn lane.

Members expressed concern that Wiltshire Council officers had previously indicated that aspects of the highway arrangements had effectively been agreed, despite the fact that certain details had not yet been formally approved through the planning process.

Discussion took place regarding the importance of ensuring that cumulative impacts of development were properly considered and that infrastructure improvements should not be dismissed as being "too late" to secure.

Members agreed that further clarification should be sought from Wiltshire Council.

Resolved:

- To continue pressing Wiltshire Council for clarification regarding highway mitigation measures.
- To challenge any suggestion that unresolved matters can no longer be addressed before determination.

f. [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).

The Committee received an update regarding revised drainage submissions.

The Clerk reported that whilst Wiltshire Council's Drainage Team had now removed its objection to the drainage proposals, a number of concerns previously raised by the Parish Council remained unresolved.

Comments:

The Drainage Team comments v4 addresses the strategic flood-risk principle: whether the development can drain to Berryfield Brook without increasing flood risk, and whether the drainage strategy can be secured by condition. However, the Parish Council's comments are more localised and practical, and several of them are not fully resolved by the latest Drainage response.

The parish council's concerns about Berryfield Park being a 1940s MOD concrete road and therefore the difficulty of excavation and reinstatement, and the known ponding/flooding at Semington Road/Berryfield Park and Berryfield Lane by the New Inn are not directly answered in the drainage response. The Drainage conditions cover drainage design and construction-phase drainage, but they do not specifically require the applicant to address those existing local highway drainage problems while the road is being opened up.

The concern about the sewer route crossing Selwood Housing land and Melksham Without Parish Council land is still valid. The suggested informatives say evidence of third-party agreement for discharge to another system, and discharge agreements temporary and permanent, are required at relevant stages. But the response does not confirm that the applicant has agreed the route with affected landowners, including the Parish Council – we can confirm that this has not been raised or discussed with the parish council at all.

The point about the TPO tree behind the New Inn does not appear to address arboricultural impacts or root protection from the sewer installation. That presumably would need to be secured through tree protection / construction method controls, not just drainage conditions.

The Parish Council requests that any permission (if given) includes sufficiently detailed conditions requiring agreement of the final sewer route, landowner consents, construction methodology, reinstatement details, tree protection measures, and measures to ensure the works do not worsen — and where possible help address — existing local flooding issues, in accordance with Melksham Neighbourhood Plan 2 - Policy 3.

g. [PL/2024/09725](#) **Land off Corsham Road, Whitley, Melksham (Middle Farm)** 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.

No updates.

h. **PL/2026/02084 – 554 Canal Bridge, Semington:** Full planning permission for 1 dwelling

Comments:

The Committee considered correspondence received from the applicant's planning agent in response to the Parish Council's previous objections.

Members noted that the agent had challenged the Parish Council's interpretation of JMNP2 Policy 6 (Settlement Boundaries) and Policy 19 (Green Buffers and Separation).

Discussion took place regarding the recent appeal decision relating to the Permission in Principle application for land south of 214B Corsham Road (PL/2025/08613), where the Planning Inspector had attached significant weight to both policies when dismissing the appeal.

Members considered that the Inspector's findings reinforced the validity of the Parish Council's position and provided additional support for maintaining objections to developments that would erode important settlement gaps.

The council remained concerned that approval of the proposal could establish an undesirable precedent for further encroachment into the countryside between settlements.

067/26 Proposed Energy Installations

a. Lime Down Solar

The Committee received an update regarding the Development Consent Order process.

Members were reminded that the Examining Authority had specifically invited comments from local councils regarding cumulative impacts arising from multiple large-scale energy projects.

The Parish Council had submitted representations and had encouraged neighbouring parish and town councils to do likewise. Members welcomed the increasing recognition being given to cumulative impact issues across the north of the parish.

The Committee also noted that Wiltshire Council had now completed the Local Impact Report requested by the Examining Authority.

b. Cable Route for Norrington Spring Park Project (Aureos for SSEN Distribution) and Studley Solar Farm (DNOC for Verdant Energy)

Discussion took place regarding flooding issues affecting Shaw and Whitley. Members were reminded that historic flooding problems were associated with insufficient culvert capacity beneath Corsham Road and that opportunities to improve drainage infrastructure should be explored whenever major works were undertaken.

It was suggested that the proposed cable route works could provide an opportunity to address some long-standing drainage issues if appropriate discussions took place with the developer and relevant authorities.

Members agreed that the matter should be raised at the forthcoming meeting with Aureos.

Resolved: To request improvements to the culvert beneath Corsham Road at the meeting with Aureos.

c. [PL/2025/05552](#) **Land South of Brockleaze, Neston, Corsham, SN13 9TE.**

No new documents or comments.

It was noted that the decision to refuse Whistle Mead Solar Farm (PL/2023/01914) had been appealed.

d. **Wiltshire Council Engagement on Cumulative Impact**

No response had yet been received from Wiltshire Council.

068/26 Planning Policy

a. **Joint Melksham Neighbourhood Plan (NHP):**

No new items were added to the list of items to be included in a future review of the Neighbourhood Plan (standing agenda item to reflect on responses to planning applications for future review of the Neighbourhood Plan)

b. **Wiltshire Council's Draft Local Plan:**

No response had yet been received from Wiltshire Council on the impact of the withdrawal of the draft Local Plan.

Members discussed Wiltshire Council's recently published five-year housing land supply figure and expressed frustration that it was based on data from April 2025. Members questioned why it took Wiltshire Council nine months to produce the housing land supply calculation when appellants and developers are frequently able to prepare housing land supply figures within much shorter timescales to support planning appeals. The Committee considered that more timely publication of the Council's own figures would help reduce the number of speculative housing applications submitted on the basis of an alleged shortfall in housing land supply.

Resolved: To write to Wiltshire Council asking why the publication of the five-year housing land supply figure takes so long, whether the process could be accelerated, and requesting that future figures are published more promptly so they remain current and useful in planning decision-making.

069/26 Appeals

a. **Snarlton Farm Appeal**

Members noted that the Planning Inspector had invited further comments following confirmation that the Wiltshire Local Plan Review had been withdrawn and Woodrow Row appeal decision.

Due to the short timescale provided for responses, additional comments had been submitted by the Clerk on behalf of the Parish Council in consultation with the Chair.

Members were advised that Wiltshire Council's position had not changed and that the Parish Council's submission had reinforced concerns regarding piecemeal development and the need for comprehensive planning of eastern Melksham. Place Studios had provided an additional comment for the submission.

It was noted that the appeal has now been passed to the Secretary of State and that a decision is expected by 14 September 2026.

Resolved: To ratify the additional comments submitted to the Planning Inspector related to the Snarlton Farm appeal.

Recommendation: To approve any reasonable associated costs incurred in obtaining additional commentary from Place Studios.

b. Land South of 214B Corsham Road Appeal Decision

The Committee welcomed the dismissal of the appeal.

Members noted that the Planning Inspector had given significant weight to JMNP2 Policy 6 (Settlement Boundaries) and Policy 19 (Green Buffers and Separation), reinforcing the Parish Council's long-held interpretation of those policies.

Discussion took place regarding the wider implications of the decision for current planning applications elsewhere within the parish.

Members considered that the decision provided useful support for ongoing objections to developments that would undermine settlement separation or erode important green gaps.

Whilst noting that future decisions could be influenced by wider planning circumstances, Members regarded the appeal outcome as a significant success for the Neighbourhood Plan.

Resolved: To submit supplementary comments to draw the appeal decision and the Inspector's findings to the attention of planning officers considering relevant applications (PL/2026/02084: 554 Canal Bridge and PL/2025/03513: Land North of Top Lane, Whitley)

070/26 Planning Enforcement

a. Wick Farm / Studley Solar Cable Works

Members noted that enquiries had been made regarding concerns previously raised regarding works undertaken in connection with the Studley and Wick solar projects and whether certain cable route works had commenced before the relevant planning permissions had been granted.

The Clerk reported that discussions with enforcement officers had failed to provide a satisfactory explanation and that there appeared to be confusion regarding the scope of the permissions involved.

Resolved: The Clerk to continue pursuing clarification regarding the sequence of approvals and works undertaken.

071/26 Townsend Farm Development (PL/20/07334 and PL/2022/08155)

Members noted that a meeting with the developer was planned for Tuesday 14th July 2026 at 12:30pm.

072/26 S106 Agreements and Developer Meetings

a. Updates on ongoing and new S106 Agreements

i. Pathfinder Place

An update from Wiltshire Councillor Holder had been shared with Members. Highways work is still to be completed under section 38 (related to new estate roads) and section 278 (related to existing public highways) agreements. Wiltshire Councillor Holder continues to chase Taylor Wimpey

- ii. S106 decisions made under delegated powers

None.

b. Contact with developers:

- i. Bellway

Members noted a forthcoming meeting with Bellway on 24 June 2026 at 2pm and a public consultation planned for 10 July 2026 relating to land between Townsend Farm and Berryfield Lane.

c. Transparency of Draft S106 Agreements

- i. Flood Mitigation

Discussion took place regarding the requirement within Joint Melksham Neighbourhood Plan Policy 3 (Flood Risk and Natural Flood Management) for wider flood mitigation measures beyond individual development sites. Concern was expressed that opportunities to secure contributions towards improvements continue to be missed. For example, no contributions will be received from the Land at Upside development (PL/2022/06221) for 112 dwellings.

The Clerk reiterated that a contribution towards the wider catchment area was still being pursued for the Corsham Road development (PL/2024/09725 – Middle Farm).

073/26 Beanacre Cricket Club Pavilion (PL/2026/01787)

The Clerk provided an update regarding the outstanding planning application for the proposed pavilion. She explained that a decision had still not been reached despite the Cricket Club going through the pre-application process with Wiltshire Council in November 2025, and additional information being provided to address consultee comments in May 2026. The Cricket Club are concerned that further delays could jeopardise funding already secured for the project.

The Clerk and Councillor Hemmings have requested that Wiltshire Councillor Phil Alford pursue the matter with planning officers.

Meeting closed at 8:22 pm.

Chairman, 29th June 2026

Teresa Strange

From: Teresa Strange
Sent: 24 June 2026 23:10
To: 'Collins, Gen'
Cc: 'Green, Kenny'; andrew.griffin@wiltshire.gov.uk; Fiona Dey
Subject: RE: PL/2025/00626 Land North of Berryfield Lane, Melksham, SN12 6DT

Hi Gen,

Further to my earlier reply, I have now spoken with representatives of Berryfield Village Hall and with parish councillors, and we would like to refine the Section 106 request so that it relates to a specific improvement project rather than general maintenance. The parish council own the village hall and lease it to a management committee trust. It was built in 2022 by the parish council with s106 and CIL funding. It on Telford Drive, and there is pedestrian access from opposite the New Inn on Semington Road – so very close to the site.
<https://hallbookingonline.com/berryfield/>

The project we would wish to seek a contribution towards is:

Improvement works to Berryfield Village Hall to increase its capacity and flexibility for community use, including the installation of patio doors/opening access from the hall to the outside space, together with a covered external area/canopy to enable the outdoor space to be used more effectively by hall users.

The reason for this request is that the proposed development would increase demand on local community facilities, including Berryfield Village Hall. The hall already serves the local community, and the additional population arising from the development would be expected to increase use of the facility for meetings, events, activities and community gatherings.

At present, the hall does not make full use of its outdoor space. The provision of patio doors and a covered external area would create a more flexible indoor/outdoor community space, increasing the functional capacity of the hall without necessarily requiring a full building extension. It would also make the facility more usable during warmer weather, provide shade and shelter, and support a wider range of community activities throughout the year.

I have done a quick screenshot which shows the site, the village hall and the pink markup would be the direction from the hall for the improvement to the outdoor area, just indicatively.



We appreciate that detailed costs would be helpful, and we will try to obtain indicative costs as quickly as we can. However, our understanding from some previous applications (Blackmore Farm) is that the principle of a Section 106 obligation can sometimes be identified within the Heads of Terms, with the detailed amount then being worked through as part of the Section 106 process.

For clarity, this request is made without prejudice to the Parish Council's continuing objection to the application. The Parish Council remains opposed to the development for the reasons already submitted, but if Wiltshire Council is minded to approve the application, we request that appropriate mitigation is secured through the Section 106 agreement.

The request is made in the context of Joint Melksham Neighbourhood Plan 2 Policy 8, relating to infrastructure phasing and priorities, and Policy 15, relating to community facilities.

Kind regards,
Teresa

From: Teresa Strange

Sent: 23 June 2026 16:59

To: 'Collins, Gen' <Gen.Collins@wiltshire.gov.uk>

Cc: Green, Kenny <Kenny.Green@wiltshire.gov.uk>; andrew.griffin@wiltshire.gov.uk; Drainage <Drainage@wiltshire.gov.uk>

Subject: RE: PL/2025/00626 Land North of Berryfield Lane, Melksham, SN12 6DT

Yes please..... about to submit as comments on the portal in any case.

The parish council remain unconvinced by the water being directed into the brook, but Drainage have no objections now – so it's the detailed concerns that they have raised that they feel still need addressing. You will see that I copied in Drainage too.....

Just created a whatsapp group to discuss with the village hall reps and will come back to you tomorrow.

Off the top of my head, from the WWCT meeting this afternoon, it's an additional pedestrian crossing across Semington Road to the north of New Inn so that you would come out the development and cross the road to be able to go into the pedestrian access to the village hall on Bowood View (and onwards to the bridge across the brook we are building to the Buckley Garden David Wilson development – as that has outdoor gym equipment) - so following the desire line. We were getting this written up by WWCT but timescales are against us.

Are you able to let us know which meeting this is going to, so I can put in our diaries please.
Many thanks, Teresa

From: Collins, Gen <Gen.Collins@wiltshire.gov.uk>
Sent: 23 June 2026 16:49
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Green, Kenny <Kenny.Green@wiltshire.gov.uk>; andrew.griffin@wiltshire.gov.uk; Drainage <Drainage@wiltshire.gov.uk>
Subject: Re: PL/2025/00626 Land North of Berryfield Lane, Melksham, SN12 6DT
Importance: High

Thanks for this Teresa - are you happy for me to fwd this email to the applicants so that I may discuss this with them?

Regards
Gen

Gen Collins LLB (Hons) MA MRTPI
Principal Planning Officer
Development Management
Place Directorate

Wiltshire Council

Tel: 01225 770259
Ext: 15259
Email: gen.collins@wiltshire.gov.uk
Web: www.wiltshire.gov.uk
We are Recruiting – click here [Jobs at Wiltshire](#) for further details
Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 23 June 2026 16:44
To: Collins, Gen <Gen.Collins@wiltshire.gov.uk>
Cc: Green, Kenny <Kenny.Green@wiltshire.gov.uk>; Griffin, Andrew <Andrew.Griffin@wiltshire.gov.uk>; Drainage <Drainage@wiltshire.gov.uk>
Subject: RE: PL/2025/00626 Land North of Berryfield Lane, Melksham, SN12 6DT

Hi Gen

Thanks for this, I have literally just come back from the village hall – we have commissioned Walk Wheel Cycle Trust (previously known as Sustrans) who are doing an holistic review of Semington Road – and we talked about them including some potential requests for s106 highway contributions – Cllr Griffin is only just dropping them at the station now.

We have a pre app meeting for an adjacent site tomorrow, so will take the opportunity to discuss with the parish councillors this request as all the right people will be in the room – and we will probably be asking for the same things for the adjacent site – for the village hall and the highway.

We have further comments from last night's Planning Committee which are detailed below and I will send through as comments to the planning application asap – this relates to the latest Drainage Report Version 4 which now has no objections (subject to conditions).

FURTHER COMMENTS FROM MELKSHAM WITHOUT PARISH COUNCIL ON THE DRAINAGE REPORT V4

The Drainage Team comments v4 addresses the strategic flood-risk principle: whether the development can drain to Berryfield Brook without increasing flood risk, and whether the drainage strategy can be secured by condition.

However, the Parish Council's comments are more localised and practical, and several of them are not fully resolved by the latest Drainage response.

The parish council's concerns about Berryfield Park being a 1940s MOD concrete road and therefore the difficulty of excavation and reinstatement, and the known ponding/flooding at Semington Road/Berryfield Park and Berryfield Lane by the New Inn are not directly answered in the drainage response. The Drainage conditions cover drainage design and construction-phase drainage, but they do not specifically require the applicant to address those existing local highway drainage problems while the road is being opened up.

The concern about the sewer route crossing Selwood Housing land and Melksham Without Parish Council land is still valid. The suggested informatives say evidence of third-party agreement for discharge to another system, and discharge agreements temporary and permanent, are required at relevant stages. But the response does not confirm that the applicant has agreed the route with affected landowners, including the Parish Council – we can confirm that this has not been raised or discussed with the parish council at all.

The point about the TPO tree behind the New Inn does not appear to address arboricultural impacts or root protection from the sewer installation. That presumably would need to be secured through tree protection / construction method controls, not just drainage conditions.

The Parish Council requests that any permission (if given) includes sufficiently detailed conditions requiring agreement of the final sewer route, landowner consents, construction methodology, reinstatement details, tree protection measures, and measures to ensure the works do not worsen — and where possible help address — existing local flooding issues, in accordance with Melksham Neighbourhood Plan 2 - Policy 3.

I hope that this comments can be taken into consideration.

With kind regards, 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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Please be aware that information contained in this email may be confidential and that any use you make of it which breaches the common law protection may leave you personally liable. Our privacy notice can be found [HERE](#).

We do not guarantee that any email is free of viruses or other malware.

From: Collins, Gen <Gen.Collins@wiltshire.gov.uk>

Sent: 23 June 2026 15:51

To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Cc: Green, Kenny <Kenny.Green@wiltshire.gov.uk>

Subject: PL/2025/00626 Land North of Berryfield Lane, Melksham, SN12 6DT

Hi Teresa

I note your comment submitted on 4 June regarding the above application and that you request "an appropriate Section 106 contribution be secured towards the maintenance and improvement of BERRYFIELD Village Hall, which will experience increased demand as a result of the development", and that you consider "this would support the delivery of community infrastructure in accordance with Joint Melksham Neighbourhood Plan 2 (NHP2) Policy 8 (Infrastructure Phasing and Priorities) and Policy 15 (Community Facilities)".

This is too vague at the moment for us to request this contribution and there would be 25% of the CIL money available. That said if you could identify a specific project that this would go towards, that has been costed up - such as an extension to the hall or name some definitive projects/improvements this could be quantified and may be able to be requested . Maintenance alone will not suffice I am afraid.

Please would you reply swiftly to this email as I am in the process of drafting the committee report and it has to be sent for sign off on Friday.

Best wishes

Gen

Gen Collins LLB (Hons) MA MRTPI

Principal Planning Officer

Development Management

Place Directorate

Wiltshire Council

Tel: 01225 770259

Ext: 15259

Email: gen.collins@wiltshire.gov.uk

Web: www.wiltshire.gov.uk

We are Recruiting – click here [Jobs at Wiltshire](#) for further details

Follow Wiltshire Council



[Sign up](#) to Wiltshire Council's email news service

Wiltshire Council Disclaimer: <https://www.wiltshire.gov.uk/disclaimer>

Wiltshire Council Disclaimer: <https://www.wiltshire.gov.uk/disclaimer>

MINUTES of the Finance Committee of Melksham Without Parish Council held on Monday 15th June 2026 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: Councillors John Doel (Committee Vice-Chair), Chris Griffiths, Alan Baines, Anne Sullivan and Mark Blackham.

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

On Zoom: There were no members of the public present on Zoom.

It was noted that the meeting was quorate.

Housekeeping: It was noted that, in the absence of Councillor Glover, outgoing Chair of the Finance Committee, Councillor Doel, as outgoing Vice-Chair of the Committee, took the Chair and welcomed everyone to the meeting. As there were no members of the public present, the housekeeping announcement was not read out. Members were aware that the meeting was being recorded and would be published on the Parish Council's YouTube channel following the meeting.

042/26 Election of Chair and Vice Chair for 2026/27:

a) Election of Chair:

Councillor Doel invited nominations for the Chair of the Finance Committee for 2026/27. Councillor Glover was nominated; there were no other nominations.

Resolved: To appoint Councillor John Glover as Chair of the Finance Committee for 2026/27.

b) Election of Vice Chair:

Councillor Doel invited nominations for the Vice- Chair of the Finance Committee for 2026/27. Councillor Doel was nominated; there were no other nominations.

Resolved: To appoint Councillor Doel as Vice- Chair of the Finance Committee for 2026/27.

c) Scheme of Delegation:

The Clerk advised that the Scheme of Delegation & Terms of Reference had been included within the agenda pack to provide members with an overview of the Finance Committee's remit, delegated authority and responsibilities.

Members noted the information provided.

d) Banking Signatories:

The Clerk provided an update regarding amendments being made to the council's banking signatory arrangements following changes to the membership of the Finance Committee. It was noted that Councillor Wood was in the process of being removed as a signatory from all council bank accounts and that Councillor Sullivan was in the process of being added as a signatory. Members noted this update.

043/26 Apologies:

Apologies had been received from Councillors John Glover and David Pafford who were both on holiday. These reasons for absence were accepted.

044/26 Declarations of Interest

None.

045/26 Dispensation Requests for this Meeting

None.

046/26 To consider holding items in Closed Session due to confidential nature:

There were no items to hold in closed session.

The Clerk advised that, whilst individual staff salaries had been redacted from the financial reports, any discussion relating to individual members of staff would need to be held in closed session due to the confidential nature of the information. Members were also advised that any discussion relating to individual contracts or contractors may similarly require exclusion of the press and public.

047/26 Public Participation:

There were no members of the public present.

048/26 Financial Regulations:

a) Financial Regulations review:

The Clerk advised that officers had reviewed the Financial Regulations and proposed amendments where the existing regulations did not fully reflect the council's current practices. Members considered the amendments shown in track changes on the document and are detailed as follows:

Financial Reg 2.6: The addition of wording to confirm that bank reconciliations for all accounts shall be reviewed, signed and dated each month by two members of the Finance Committee, reflecting the council's existing practice.

Financial Reg 11.3: Clarification regarding staff salaries and pay award: The Clerk explained that whilst salary scale point increases are recommended by the Staffing Committee and approved by the Full Council, annual NJC national pay awards are incorporated within employees' contracts and therefore are only noted by the council. To reflect current practice, additional wording had been proposed to clarify this distinction within the regulations which is as follows:

‘11.3: Salary grades, scale points and any discretionary changes to an employee’s gross pay, emoluments, or terms and conditions of employment shall be agreed by the council or a duly delegated committee, in accordance with the council’s staffing arrangements and any relevant terms of reference.

11.4: Nationally agreed pay awards, including NJC pay awards, and any contractual increments or changes arising automatically under an employee’s existing contract of employment, shall be implemented by the Clerk/RFO and reported to the council for noting. Such implementation shall not require further approval, provided it is in accordance with the employee’s contract and any budget provision agreed by the council.

11.5: No other change shall be made to any employee’s gross pay, emoluments, salary grade, scale point, or terms and conditions of employment without the prior approval of the council or the relevant duly delegated committee.’

The Clerk drew members' attention to Financial Regulation 4.2, which requires a hard copy schedule of the salaries and wages budget to be signed by the Clerk and the Chair of the Staffing Committee. It was noted that this action was still outstanding and would be completed in due course.

Members considered the revisions discussed and agreed that the amendments reflected the council's current procedures.

Recommendation: To approve financial regulations incorporating the amendments as detailed above.

b) Use of BACS for council payments:

The Clerk explained that, in accordance with Financial Regulation 7.9, the council is required to approve the use of BACS and online banking payments every two years. Although approval had been granted during the previous financial year, the item is included on the agenda annually to ensure that it does not get missed.

Members reviewed the continued use of BACS and online banking payments and were happy that the existing arrangements remained appropriate.

Recommendation: To approve the continued use of BACS and online banking payments in accordance with Financial Regulation 7.9.

049/26 SAPP Practitioners' Guide:

Members reviewed the Smaller Authorities' Proper Practices Panel (SAPP) Practitioners' Guide. The Clerk explained that the guide sets out the proper practices that parish councils must follow in relation to governance, accounting and the completion of the Annual Governance and Accountability Return (AGAR).

The Clerk advised that officers had reviewed Sections 1–4 of the guide and had prepared annotations demonstrating how the council complied with each AGAR assertion, together with supporting evidence. Members were reminded that it would be Full Council, as the

corporate body, that would be required to answer the assertions contained within section 1 of the AGAR and therefore members needed to be satisfied that the council met the requirements set out within the guide in order to answer "Yes" to each assertion.

The Clerk drew members to Assertion 10, the new digital and data compliance assertion. The Clerk advised that further clarification had been sought regarding the interpretation of this requirement and that it would be considered later in the meeting. Members reviewed the annotations and were satisfied that they accurately demonstrated how the council met each of the AGAR assertions.

050/26 Statement of Accounts and Accompanying Report 2025/26:

a) Annotated Finance Committee minutes 5th January 2026 with year-end actual figures:

The Clerk explained that officers had annotated the minutes from the Finance Committee meeting held on the 5th January 2026 to show the year end figures against the anticipated spend at budget setting.

It was explained that this was done to provide context to the year-end accounts by showing the budget assumptions made by members in January with the actual income and expenditure figures as at 31st March 2026. The annotations enabled members to identify where expenditure or income differed from original estimates and clearly showed where a project didn't take place in the financial year. Members noted the additional information and agreed that it provided a useful explanation of the council's financial position at year end.

b) Draft Statement of Accounts and Accompanying Report:

Members reviewed the draft Statement of Accounts and Accompanying Report for the year ending 31st March 2026. The Clerk explained that whilst the Accounting Statements contained within the AGAR provide the financial figures for the year, they do not provide any background information or explanation regarding the figures reported. As such, officers had compiled a detailed accompanying report to provide transparency and context around the council's financial position. The report included information relating to council assets, leases, financial partnerships, VAT, reserves and other matters required to support the year-end accounts. In addition, the report included information published under the Local Government Transparency Code 2015, including expenditure over £500, grants awarded and senior staff salaries. The Clerk reminded members that the Internal Auditor had previously advised that the council was not legally required to comply with the Transparency Code and that publishing such information could potentially cause confusion for residents. It was noted that the council's adopted Standing Orders, based on the NALC Model Standing Orders, require the publication of information contained within the code as this information was shown in bold text within the model which identifies that it's a statutory requirement. The council had reviewed this at the recent Annual Council meeting and members agreed to continue publishing this information in the interests of transparency and to ensure compliance with its own adopted Standing Orders. The Clerk drew members' attention to the General Fund balance at 31st March 2026 of £100,721. She explained that this represented the balance remaining after all year-end accounting adjustments had been completed, including debtors, creditors, accruals and reserve movements, and would

form the brought-forward balance for the 2026/27 financial year. Members were reminded that the council's Reserves Policy states that the General Fund should be maintained at a level equivalent to between three and twelve months of net revenue expenditure. The Clerk advised that she had reviewed the higher than anticipated General Fund balance during the year-end closedown process and had established that the increase was due to some projects and items of expenditure that had not progressed during the financial year as originally anticipated. As a result, the associated funds had remained within the General Fund at year end rather than being spent as expected. Members confirmed that they were satisfied with the figures contained within the Statement of Accounts and agreed that the accompanying report provided a clear and explanation of the council's financial position and the figures reported within the year-end accounts.

c) Bank Reconciliations as at 31st March 2026:

Members reviewed the bank reconciliations as at 31st March 2026 for all of the council's bank accounts and agreed that the balances for all accounts reconciled correctly. The balances for each of the councils' cashbooks as of 31st March 2026 were as follows:

Lloyd's Current Account	£ 11,307.21
Fixed Term Deposit (Lloyds)	£ 0.00
Unity Trust Bank Current Account	£ 26,554.08
Unity Trust Bank Instant Access Account	£ 2,984.41
CCLA Public Sector Deposit Fund Account	£739,000.00
Total	£779,845.70

Recommendation: The council accept the bank reconciliation as at 31st March 2026 as a true record with a closing balance of £779,845.70.

d) Reserves Breakdown as at 31st March 2026:

The Clerk explained that officers had looked at the reserves as at 31st March 2026 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 Davey Play Area maintenance fund and the Shurnhold Fields maintenance fund, with any figures that were detailed in the committed column being amounts that the council had budgeted to spend in the 26/27 financial year. Members were advised that auditors review the level of reserves held by councils to ensure that balances can be justified and that councils are not accumulating excessive reserves by collecting funds from residents significantly in advance of when they are required. The Clerk explained that there are exceptions to this principle, particularly where councils are planning for known future expenditure. As an example, the council had previously undertaken a number of play area refurbishments within a relatively short period and therefore maintained a sinking fund to ensure that sufficient resources would be available when those assets next required replacement.

Reviewing the Reserves, by looking at the breakdown, is a useful exercise for the parish council to undertake to ensure that they understand, and are happy with, the level of Reserves that the council hold.

The reserve breakdown is as follows:

PROPOSED AS AT 31 MARCH 2026	COUNCIL RESERVES	COMMITTED 2026/27 (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			
£5,400.00	Shaw Village Hall		£5,400.00			
£37,497.97	B'hillsSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£6,000.00	£5,000.00	£16,000.00	£10,497.97	
£13,943.36	B'hillsSports Field & Pavilion maintenance		£13,943.36			
£20,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£13,250.00	£6,750.00			
£0.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL					
£6,000.00	Recreation & Sports Facility Enhancement			£6,000.00		
£10,850.00	Defibrillator replacement			£10,850.00		
£4,000.00	General Highway & Footpath / Lighting			£4,000.00		
£5,558.71	Legal fees		£5,558.71			
£15,098.67	Community Projects/Match Funding		£5,000.00	£10,098.67		
£7,940.00	Elections		£7,000.00	£940.00		
£10,463.34	Contingency - staffing		£10,463.34			
£23,077.00	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	£13,077.00		

£24,531.68	General Contingency		£24,531.68			
£252,070.83	CIL (Community Infrastructure Levy) ringfenced funding	£63,500.00	£40,000.00	£84,389.00	£64,181.83	£252,070.83
£0.00	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED					
£54,880.34	Sandridge Solar Farm Community Funding	£33,850.00	£10,000.00	£11,030.34		£54,880.34
£56,847.79	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£2,502.00	£5,000.00	£20,000.00	£29,345.79	£56,847.79
£14,452.00	Bowerhill Sports Field Improvements (Football Foundation grant)	£14,452.00				£14,452.00
£64,683.52	Davey Play Area Maintenance	£1,278.00	£1,874.52	£15,000.00	£46,531.00	£64,683.52
£0.00	Berryfield Village Hall Public Art					
£0.00	Footbridge (between Buckley Gardens and Bowood View)					
£15,000.00	Energy Production schemes community benefit	£15,000.00				£15,000.00
£0.00	Bowerhill Sports Field Upgrade (s106)					
£6,477.18	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£692.00	£5,785.18			£6,477.18
£653,172.39		£150,524.00	£160,706.79	£191,385.01	£150,556.59	
				£653,172.39		
						Total ringfenced £464,411.66

Members confirmed that they were happy with the above reserves breakdown.

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

e) Community Infrastructure Levy (CIL) for 2025/26:

Members reviewed the income and expenditure from CIL for the 2025/26 financial year. The Clerk explained to members that spend from CIL would be submitted to Wiltshire Council as this was something the parish council needed to do on an annual basis. It was queried whether the council were restricted on what CIL funds could be spent on. The Clerk advised that CIL can be spent on a wide range of things as long as they were for infrastructure. For example, CIL couldn't be used for staff salaries or training. She further explained that the council had set principles on what CIL should be spend on due to it being one off funding for a particular development. As CIL could not be relied upon to be an ongoing stream of funding each year, the council normally use this funding on capital items, not for maintenance which is what the solar farm funding is much more suited for as this was an annual sum payable for the "operational life" of the farm.

It was noted that following the adoption of the Joint Melksham Neighbourhood Plan, the parish council received an additional 10% of CIL which had been previously agreed to be allocated to a shared pot for joint projects with the town council. Due to no joint projects moving forward the parish council withdrew from the joint CIL arrangement and as at 31st March 2026 transferred the CIL back into the council's CIL reserve.

Recommendation: The parish council report the following CIL income and expenditure for 2025/26:

CIL spent in 2025/26	
LHFIG ¹ Contributions	£1,723.48
Neighbourhood Plan	£2,760.92
Shurnhold Fields Capital	<u>£5,000.00</u>
Total spend from CIL	£9,484.40
Transfers to CIL reserve:	
10% CIL Sharing pot with Melksham Town Council	<u>£71,314.77</u>
	£71,314.77
CIL Reserve as at 1st April 2025	£94,192.10
CIL income received in 2025/26	£ 96,048.36
10% CIL transferred to CIL reserve 2025/26	£ 71,314.77
CIL spent in 2025/26	- <u>£ 9,484.40</u>
CIL Reserve as at 31st March 2026	£252,070.83

f) Sandridge Solar Farm Funding expenditure for 2025/26:

Members reviewed the spend from the Sandridge Solar Farm Funding for 2025/26. It was noted that any spend from this fund had to benefit the community and had to be reported back to the solar farm owners each year.

The Sandridge Solar Farm funding received in 2025/26 was a one-off payment of £18,832.90.

¹ Wiltshire Council's Local Highways & Footpath Improvement Group

Recommendation: The parish council report the following Sandridge Solar Farm income and expenditure for the 2025/26 financial year

The fund was spent on the following for 2025/26:

Defibrillator maintenance	£1,423.90
Tree inspections on parish trees	£1,245.00
Parish weed spraying	£1,755.00
Speed Indicator Device deployment	£5,018.00
New street furniture	£1,829.67
Bus shelter cleaning	£1,600.00
TOTAL SPEND IN 2025/26	£12,871.57

g) Supporting Statement of Accounts and Annual Report recommended approval for the year ending 31st March 2026:

Recommendation: The Council approve the Supporting Statement of Accounts and Annual Report for the year ending 31st March 2026.

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

The parish council must review the model publication scheme and the schedule of fees and charges on an annual basis. The Clerk explained that the scheme was published on the parish council website to ensure compliance with Freedom of Information legislation and for transparency. Members were taken through the document and were advised that the left-hand column identified the information that the council was required to publish, whilst the right-hand column detailed how the parish council made this information available to the public.

The Clerk drew Members' attention to the Schedule of Fees and Charges, which was at the bottom of the document and set out the costs associated with photocopying and printing information where applicable.

The Clerk further explained that, in accordance with best practice and in the interests of transparency, the council now publish details of Freedom of Information requests received together with the council's responses on their website. Members noted that any personal information, including the identity of the person making the request, was redacted in accordance with GDPR requirements.

Members were advised that only minor amendments had been made to the document when officers had reviewed it prior to the meeting and that these changes were made to ensure the publication scheme accurately reflected current council practices.

Members agreed that they were happy with the document.

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

051/26 Audit:

a) External Auditor report 2024/25:

Members reviewed the external audit report for 2024/25 which was included in the agenda pack for the meeting. Members noted that the auditor had not identified any matters giving cause for concern or given any recommendations or actions for the council to implement.

b) Internal Auditors Report for 2025/26:

The Clerk explained that the internal auditor's reports was something that the Full Council had to review so would be on the agenda again for the Full Council meeting at the end of July. She reported that the internal auditor had undertaken two visits during the year, one just before Christmas and one in April for year end. Both reports from the two audit visits had been included in the agenda pack and members had already previously seen the observations from the interim audit with most of them being addressed.

The Clerk talked members through the observations made by the auditor at the year end audit and any items that are still outstanding from the interim audit. Officers had included comments in the agenda pack on how these were being addressed too:

- **Signing of bank reconciliations:** It was noted that although the two Finance Councillors reviewing and signing payments each month also reviewed the previous month's bank reconciliation, on some occasions the accompanying bank statement had not been signed. The auditor had advised that both the bank reconciliation and corresponding bank statement should be signed to demonstrate that both documents had been reviewed together.
- **Farm business tenancy agreements for Allotments:** This is something that will be put on the next Asset Management agenda for discussion. The council have previously reviewed this a few years ago, but the auditor has advised that this should be reviewed again.
- **Payroll calculations relating to a staff member working hours:** The Clerk advised that the National Joint Councils (NJC) who sets the pay scales had updated how pro rotas pay is calculated in the 2025/26 year which officers were not aware of. This has now been addressed.
- **Review of the asset register:** The council had a number of low value items on their asset register which was reviewed at the last finance meeting and it was agreed that any item under £250 would be removed and put on a separate inventory list.
- **Completion of a formal data audit:** The council have a data audit document; however, this has not been reviewed in some years. This is an action that is still to be undertaken.
- **Travel allowance in wrong AGAR (Annual Governance & Accountability Return) box:** Members were advised that the Caretaker received a taxable travel allowance which, in previous years, had been accounted for within Box 4 of the AGAR in accordance with guidance at the time. The Practitioners' Guide had since been updated and such payments should now be reported within Box 6. The Clerk confirmed that the adjustment had been made within the 2025/26 year-end

accounts and that the comparative figures for 2024/25 would be 'restated' accordingly.

Members were pleased to note that none of the observations identified any non-compliance and that appropriate actions had either been completed or were in progress.

Recommendation: To note the Internal Auditor's reports and the actions taken in response to the audit observations.

c) Internal Control:

i. Internal Control Policy:

Members reviewed the internal control policy; officers had shown any suggested amendments that needed to be made in track changes which were as follows:

- Under section 1 there was a typo in the date of the accounts and audit regulations legislation, which should be 2015.
- Under section 2 an additional sentence has been included to identify that the council maintains a risk register which is reviewed on an annual basis.
- Under section 4 an additional sentence has been added to show that the council will take into account the latest practitioners guide when reviewing the effectiveness of internal control.

All other amendments were correcting typos in the document. Members agreed that they were happy with the suggested changes to the policy.

Recommendation: The council readopt the internal control policy with the minor amendments as per the above.

ii. Effectiveness of Internal Control:

The Clerk advised that the council had to be satisfied that it had effective and robust internal control processes in place. The internal control policy which was reviewed under the above agenda item included information on what measures were in place. In addition, a councillor normally attends the office on an annual basis to have a look at the councils' controls with regard to how income is tracked and payroll etc. Councillor Griffiths agreed to undertake this visit.

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

d) External Auditor guidance:

Members noted this.

e) Assertion 10 on the AGAR (Annual Governance & Accountability Return):

i. Advice on assertion 10:

The Clerk explained that the internal auditor had only received guidance on how he tests assertion 10 on the 27th March 26 which was as follows:

- Ensure local authority has up to date IT policy in place - the parish council has this in place.
- Local authority should have single generic email in the name of the council as minimum. (.gov/.org)- The parish council has this in place.
- Enquire as to when the council last conducted a web site accessibility test. This has been undertaken.
- Enquire as when the council last conducted a data audit in accordance with GDPR practices. This has been done some time ago but needs to be updated.

The Clerk advised that the reason she had taken guidance was because on the initial information she had seen, the council had to fully meet all of the accessibility requirements prior to the 31st March in order to answer “yes” on the AGAR. The Clerk advised that the council was mostly compliant as they had an IT policy in place and had a gov.uk domain, but the current website was not fully accessible. The council were in the process of creating a new website, but this is not currently in place. The Clerk had spoken to the internal auditor as per the guidance detailed above, it was felt that the council could answer “yes” to this assertion.

Members agreed that further to the latest advice the parish council was in a position to answer “yes” on the AGAR under assertion 10.

Recommendation: The parish council answer “yes” under assertion 10.

ii. **Website accessibility statement:**

The Clerk explained that the council must have a website accessibility statement published on the website. The statement was published on the website; however, it needed to be approved by the council. The statement acknowledged that the current website wasn't fully accessible but has given details on how residents can get in touch with the council if they are unable to access the information. Members noted that further improvements would be incorporated as part of the planned website replacement project.

Recommendation: The council approve the website accessibility statement.

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

Members reviewed Section 1 of the Annual Governance Statement. It was noted that Full Council, as the corporate body, would be required to consider and approve the assertions at its meeting on the 29th June 2026. Members were reminded that the Practitioners' Guide, considered earlier in the meeting, provided supporting evidence demonstrating how the Council complied with each assertion and enabled the Council to answer “Yes” to the statements contained within the Annual Governance Statement.

Recommendation: To recommend that Full Council approve Section 1 of the Annual Governance Statement and answer “Yes” to all applicable assertions.

g) External Audit Annual Return and additional information requested:

Members reviewed Section 2 of the Annual Governance and Accountability Return (AGAR), which was the Accounting Statements for the year ended 31st March 2026.

For background information, the Clerk explained that Section 2 comprised of the Accounting Statements and was required to be signed by the Clerk, as Responsible Financial Officer (RFO), prior to being presented to the Full Council on the 29th June 2026 for formal approval. Members were advised that the figures contained within the Accounting Statements corresponded with the financial reports, bank reconciliations, reserve breakdowns and supporting documentation considered throughout the meeting.

The Clerk explained that where any figure varied by more than 15% from the previous financial year, an explanation was required for the External Auditor. For the 2025/26 financial year, explanations had been provided for Box 3 (Other Receipts) and Box 6 (All Other Payments), reflecting the variances from the previous year and the factors contributing to those changes. The full explanations were included in the agenda pack and would need to be sent to the external auditor.

As explained during the meeting, the comparative figures for 2024/25 would require restatement in Boxes 4 (Staff Costs) and 6 (All Other Payments) to ensure accountancy consistency between years. Members noted that travel allowances, previously included within Box 4, would be reclassified to Box 6 in the comparative figures so that both years were presented on the same accounting basis. The overall financial position of the council remained unchanged, with the amendment affecting only the classification of expenditure between the two boxes.

Members reviewed the Accounting Statements and accompanying variance explanations and were satisfied that they accurately reflected the council's financial position.

Recommendation: To recommend approval of Section 2 of the Annual Governance and Accountability Return (AGAR) and the associated variance explanations to Full Council.

h) Exercise of Public Rights:

Members were aware that the public had a right to inspect the council's accounting records and supporting documentation following completion of the Annual Governance and Accountability Return. The Clerk advised that the council was required to provide a 30-working-day period for the public to exercise their public rights to inspect the accounts, which must include the first ten working days of July. It was agreed that the period would start from Wednesday 1st July 2026 and end on Tuesday 11th August 2026.

Recommendation: To approve the period for the exercise of public rights commencing on Wednesday 1st July 2026 and ending on Tuesday 11th August 2026.

052/26 Berryfield Village Hall Trust building insurance:

It was noted that as per the terms of the lease for Berryfield Village Hall, the parish council insure the building and recharge the cost back to the Village Hall Trust. Officers had now obtained the village hall element of the cost from the insurer which was £778.61 (Including IPT). Members discussed the recharge and it was suggested that, should the Village Hall Trust prefer not to make the payment in a single instalment, the council could offer a payment plan.

Recommendation 1: To recharge Berryfield Village Hall Trust £778.61 for building insurance.

Recommendation 2: To offer payment by instalments should the Trust wish to do so.

053/26 Beanacre Play Area Project:

The Clerk advised that the council had not yet set a budget for the Beanacre Play Area refurbishment project and had previously tasked the Beanacre Play Area Working Group with obtaining concept designs and indicative costings from play area providers to assist in developing a specification for the site. Members were informed that officers and members of the Working Group had undertaken a day of site visits with play area providers, with a further day scheduled later this week. The purpose of the visits was to enable providers to assess the site and prepare concept proposals for consideration.

The Clerk reported that concept proposals received to date exceeded £100,000, which may be significantly higher than the level of investment the council considered appropriate for the site. Members were reminded that previous discussions had concluded that Beanacre should not become a destination play area. The Clerk explained that it was very difficult for proposals to be made when there isn't a budget costing in place for the provider to go from. Members discussed the difficulties in obtaining helpful concepts and costings without providing suppliers with an indication of the council's expectations and budget. It was recognised that suppliers may otherwise continue to develop schemes beyond the scope envisaged by the council.

After a discussion, members agreed that suppliers should be asked to provide a range of options, including a lower-cost, mid-range and higher-cost scheme, to enable the council to assess the level of provision available at different price points and determine the most appropriate approach for the site.

Resolved: To request that play area providers submit indicative low-cost, mid-range and higher-cost refurbishment options for Beanacre Play Area, together with associated cost estimates, in order for the council to understand what was available at different price points.

054/26 Allotment rent charges from 1st October 2027:

It was noted that due to allotment law, tenants needed to have 12 months' notice of any allotment rent increase, which must be given outside of the growing season. It was noted that the rent charges had already been considered for the allotment year starting from 1st October 2026-30th September 2027, so members were now considering the rent charges from 1st October 2027 for the year 1st October 2027-30th September 2028.

The Finance & Amenities Officer had put together a report detailing information on the current rent charges and the council's financial position as at the 31st March 2026. It was noted that the allotment account was in a deficit of £1,262 which was primarily attributable to the purchase of a replacement noticeboard, together with a reduction in anticipated income resulting from several severely overgrown plots being re-let free of charge in order to bring them back into productive use. The report also showed the anticipated financial position for the 2026/27 financial year, with an estimated deficit of £3,039. It was noted that the expenditure included water costs, grass cutting, repairs and maintenance, Allotment Warden salary and pest control. Members were made aware that under allotment law, the council was unable to make a profit on the allotments but could reinvest any income into the allotments. In addition, it was further noted that there was no requirement for allotments to break even, in the same way that other facilities provided by the council, such as play areas, are funded through the precept and do not generate direct income.

Members considered whether an increase in allotment rents was appropriate, taking into account rising operating costs, particularly water charges, whilst also seeking to ensure that allotments remained affordable and accessible to residents. The Finance & Amenities Officer had provided examples of different percentage increases and the estimated additional income that each option would generate to give members a flavour of the estimated income the council may receive. Members discussed whether the rent should be increased taking everything discussed into account, with consideration for both 5% and 10% increases. After a discussion it was agreed that the rent should be increase by 5% for the allotment year starting 1st October 2027. For clarity the new charges will be as follows:

Residential rate:

2.5 perches	£ 22.00
3.75 perches	£ 34.00
5 perches	£ 44.00
10 perches	£ 88.00

Non-residential rate:

2.5 perches	£ 44.00
3.75 perches	£ 66.00
5 perches	£ 88.00
10 perches	£176.00

Recommendation: The council increase the allotment rent by 5% for the allotment year starting from 1st October 2027 as per the above charges.

055/26 RialtasWeb:

The Finance & Amenities Officer had prepared a report detailing information regarding RialtasWeb, the cloud-based version of the council's finance software package. Members noted that the council was currently using the desktop version of the software. The report outlined the key features and benefits of the web-based version, including the ability to access the system remotely from any desktop location, removing the reliance on officers being physically present in the office to access the finance system or the risk of not being able to access the system if there was an issue with the office desktop. Members noted

that the Finance & Amenities Officer had submitted a host of questions to Rialtas regarding the practical advantages of RialtasWeb compared to the council's existing desktop version and that the responses had been included within the agenda pack for consideration.

The Finance & Amenities Officer advised that migration to RialtasWeb would result in an additional cost over and above the council's existing annual software subscription. It was noted that any additional charge for the current financial year would be pro-rated until 31 March 2027 and that the full annual additional cost for this would be £212 plus VAT (pro-rated from June 26 £176.66 + VAT).

Members considered the features and benefits of the web-based system. Whilst noting that the desktop version would continue to be supported, members were advised that no significant new features would be added in future as the software provider was now concentrating development on the web-based version. Members considered the benefits of improved accessibility, resilience and future software development and agreed that migration would be in the council's long-term interests. The Clerk advised that the additional cost for the current financial year had not been included within the approved budget and would therefore need to be met from reserves.

Recommendation: The parish council migrate over to the RialtasWeb, with the additional cost for the current year coming from reserves.

056/26 Council and staff subscriptions for 2026/27:

Members reviewed the annual list of subscriptions. The Clerk outlined the purpose and benefits of each subscription on the list, including professional support, training, planning advice, allotment support and community partnerships etc. It was noted that there was £2,100 in the budget with an estimated total of £2,359.04

The lists of subscriptions were as follows:

WALC & NALC	£1,505.54
SLCC (ILCM included)	£ 425.00
LCR	£ 47.00
Open Spaces	£ 45.00
CPRE	£ 36.00
Community First	£ 55.00
Fields In Trust	£ 55.00
Wilts & Berks Canal Trust	£ 35.00
Clerks & Councils Direct	£ 15.50
TransWilts	£ 20.00
Wiltshire Village Hall Association	£ 55.00
National Allotment Society	£ 65.00
Total	£2,359.04

Recommendation: The council and staff subscriptions for 2026/27 are approved as per the above.

057/26 Regular Payments 2026/27:

Members were aware that as financial regulation 6.6, members must review and approve the list of regular payments on an annual basis. Members reviewed the presented list and agreed that they were happy with it.

- Wiltshire Pension Fund
- HMRC
- Staff Salaries
- Aquasafe Environmental
- JH Jones
- Jens Cleaning
- Agilico (formerly Condor)
- Radcliffe Fire Protection
- Tollgate Security
- ROSPA (Play Safety)
- Rialtas
- Avon IT Systems
- Core Clean
- Amazon
- Trade UK (Screwfix)
- Toolstation
- Land Registry
- Melksham Town Council
- IAC Audit and Consultancy
- PKF Littlejohn LLP
- Wiltshire Publications Ltd
- Gallagher
- Zurich
- Community Heartbeat
- Atkinson Bookbinders
- Complete Weed Control
- JC Combustion Services
- Heating Associated Services Ltd
- Post Office
- Royal Mail
- Microsoft
- Kanconnections
- Zoom
- Fasthost
- Whitley Reading Rooms
- Giant Communication
- Wiltshire Age UK
- Woods Business Services Ltd (previously Office Right Business Solution)
- Wiltshire Council

Recommendation: The council to approve the list of regular payments for 2026/27, as per the above.

058/26 Direct Debits and Standing Orders 2026/27:

Members reviewed the schedule of Direct Debits and Standing Orders; it was explained that the council reviewed this on an annual basis. The Clerk drew members attention to the fact that attached to the list was the printout from the council's bank accounts, so that members could ensure that the list on the bank accounts matched the list being presented at the meeting. Members confirmed that both lists matched and were happy to approve the list of direct debits and standing orders. It was noted that there were no standing orders, only direct debits.

- EDF Energy – Bowerhill Electricity and Bowerhill Gas (Monthly)
- Information Commissioner's Office – Data Protection Registration (Annually)
- Grist Environmental – Trade waste removal, Bowerhill site (Monthly)
- Water2Business – Account 2377554202, Bowerhill Fields Allotments (Every 6 months)
- Water2Business – Account 237754201, Berryfield South Allotments (Every 6 months)
- Water2Business – Account 1049945401, Bowerhill site (Every 6 months)
- Lloyds Corporate Card – Lloyds Debit Card (Monthly)
- Daisy (Onebill) – Bowerhill Pavilion line and Wi-Fi (Monthly)
- Daisy (Onebill) – Campus line and Wi-Fi (Monthly)

Recommendation: The council approve the schedule of Direct Debits and Standing Orders for 2026/27.

Meeting closed at 8.57pm

Signed.....
Chairman, Monday 29th June 2026

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.

© Copyright 2024

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

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.

© Copyright 2024

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

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.

© Copyright 2024

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

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.

© Copyright 2024

SLCC Members may use and adapt these documents within their own councils on the understanding that the copyright remains with the SLCC.

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

18th May 2026

Dear Teresa,

Year End Internal Audit Report

An audit was carried out by Kevin Rose on Monday 18 May 2026. This was the Year End audit following on from the interim audits carried out on 17 December 2025 and 10 April 2026.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 210 items. A total of 39 items were tested during this audit in addition to the 171 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)
- Trust Funds (Box P)

(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)
- Petty cash (Box F)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- Exemption from External Audit (Box K)
- the Publication of the Annual Governance and Accountability Return (Box N)
- Trust Funds (Box P)

IAC Audit & Consultancy Ltd.
Registered in England No 09753929 VAT Reg No 220 6715 38
23 Westbury Road , Yarnbrook, Wiltshire, BA14 6AG

Email: admin@audit-iac.com Tel:01225 775511

Summary of tests undertaken during this audit

Positive response	9
Negative response	2
Not Applicable to your Council	28
Total tests carried out	<u>39</u>

Of the 11 applicable items tested a Positive response was obtained in respect of 9 tests. There were 2 Negative responses identified and 2 Observations were 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)

	15
Positive response	3
Negative response	6
Not Applicable to your Council	51
Total tests carried out	<u>210</u>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on the audit testing carried out I am satisfied that the Council's internal controls were effective for the 2025/26 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
<p>F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</p>	<p>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)</p>
<p>K: If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”</p>	<p>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.</p>
<p>P: (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</p>	<p>The reason for the Not Covered response for Objective P as it is our understanding that the Council does not act as Trustee.</p>

Annual Internal Audit Report 2025/26

Melksham Without Parish Council

ENTER PUBLICLY / www.melkshamwithout-pc.gov.uk / BPAGE ADDRESS

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 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.	Yes		
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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	Yes		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	Yes		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			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

04/05/2025 17/12/2025 DD/MM/YYYY DD/MM/YYYY
 Signature of person who carried out the internal audit  **Kevin Rose ACMA- IAC Audit & Consultancy Ltd**
 Date **18/05/2026**

*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)

**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 2025-26**



Audit date: 10 April 2026

Visit 2 Internal Audit Observations

Date considered by Council _____

Minute Reference _____

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	If the Council is a tenant under leases, are the lease agreements current?	No	<i>The Council occupies land for which the tenancy arrangement has expired. This was raised in a prior Internal Audit report.</i>	Council to review and update its lease agreements	Medium	To consider at the July Asset Management Committee

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.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Salaries paid agree with those approved by the council	Yes	<i>It was noted that there was small difference on the monthly pay of one part time member of staff. This was due to the pay calculation being based on a 52 week year, rather than the new Green Book rate of 52.14 weeks (365 days / 7)</i>	Council to note the small difference in the amount of salary paid to one member of staff and arrange to pay the balance due.	Medium	Noted, officers were not aware of this change to the NJC pay calculation and affects part time employees. This has been rectified and has been included in the staff members May 26 salary.

H Asset and investments registers were complete and accurate and properly maintained.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Continuing existence of assets is checked on a regular basis (when was last check?)	Yes	<i>It was noted that the Council's asset register includes a large number of items of relatively low value. It is unclear how the council can effectively verify these assets against the register.</i>	The Council to consider setting a minimum value for assets to be included in the register, The Council to consider reviewing the register and removing items included on the register which are below this value.	Medium	This was considered at the May Finance Committee meeting and approved at the May Annual Council meeting to have a minimum value of £250 on the asset register from 1st April 26. For those items that have a lower value, they will go on to a separate inventory list so that the council still have operational control over these items. There will be exceptions to this rule such as the Bowerhill Sports Pavilion which is on the asset register for £1 but is one of the councils biggest assets, additionally items such as laptops etc will also still be included on the asset register. The council will restate the figure at the end of the 26/27 financial year for 25/26

○ *The authority complied with laws, regulations & proper practices relating to digital and data compliance.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has conducted a data audit in accordance with GDPR practice.	Yes	<i>The Council undertook a full audit of the personal data it holds in 2019 but has not updated this since.</i>	The Council should review and update its GDPR data audit.	Medium	To do

Melksham Without Parish Council

Audit 1 Date: 17/12/2025
 Audit 2 Date: 10/04/2026
 Year End Audit Date: 18/05/2026



Internal Audit Summary for the year 2025-26

(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 <i>Appropriate accounting records have been properly kept throughout the financial year.</i>	0	0	0	0	0	0	6	0	0	0
B <i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	1	0	0	1	0	0	35	1	5	0
C <i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	1	0	0	0	0	1	13	1	0	0
D <i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	1	0	0	1	0	0	17	0	1	0
E <i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	2	0	1	1	0	0	17	1	4	0
F <i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	N/A
G <i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	1	0	0	1	0	0	25	0	1	0
H <i>Asset and investments registers were complete and accurate and properly maintained.</i>	1	0	0	1	0	0	7	0	5	0
I <i>Periodic bank account reconciliations were properly carried out during the year.</i>	1	0	0	1	0	0	11	1	4	0
J <i>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.</i>	1	0	1	0	0	0	6	1	4	0
K <i>If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	N/A
L <i>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.</i>	1	0	0	0	0	1	0	1	7	0

Internal Control Objective		Observations	Observation Analysis					Responses			
			Non - Compliance	High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
M	<i>The authority, during the previous year (2024/25) 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).</i>	0	0	0	0	0	0	5	0	0	0
N	<i>The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).</i>	0	0	0	0	0	0	7	0	1	0
O	<i>The authority complied with laws, regulations & proper practices relating to digital and data compliance.</i>	1	0	0	1	0	0	4	0	0	0
P	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>	0	N/A	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A
Total		11	0	2	7	0	2	153	6	51	0

**Melksham Without Parish Council
Financial Year 2025-26**

Year End Internal Audit Observations

Date considered by Council _____

Minute Reference _____



IAC Audit and Consultancy Ltd

Audit date: 18 May 2026

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Year End bank reconciliations have been signed and dated as evidence of independent review.	No	<i>As at the date of the year end Internal Audit the Year End bank reconciliations have not been signed and dated as evidence of independent review.</i>	Prior to the Council's approval of the Accounting Statements the year end bank reconciliations should be subject to review and signed and dated as evidence of this review.	Medium	All bank reconciliations were reviewed by the two finance councillors undertaking the April 26 payment run, with most of the recs signed (but not all), most of the bank statements were not signed. Officers to get better at reminding councillors that they need to sign both the reconciliation and the accompanying bank statement for all cashbooks

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

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Audit Extended Trial Balance agrees to draft Accounting Statements	No	<i>It was noted that a Travel Allowance of £570 has been included in Box 4 Staff Costs when it should be included in Box 6 Other Costs. This was amended by the Finance and Amenities Officer during the course of the audit.</i>	Council to note.	Low	Noted as per the observation, this has been changed in the figures.

Interim audit summary Melksham Without Parish Council

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



Audit 1 Date 17 December 2025

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
Box A	Appropriate accounting records have been properly kept throughout the financial year.	-	6	6	-	-	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	4	37	33	-	-	
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	-	5	4	1	1	
Box D	The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	1	16	15	-	1	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	2	18	15	1	2	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	-	-	-	-	-	
Box 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.	-	-	-	-	-	
Box H	Asset and investments registers were complete and accurate and properly maintained.	-	-	-	-	-	
Box I	Periodic bank account reconciliations were properly carried out during the year.	1	7	6	-	-	
Box 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.	-	2	2	-	-	
Box K	If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")	-	-	-	-	-	
Box 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.	-	1	-	1	1	
Box M	The authority, during the previous year (2024/25) 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).	-	5	5	-	-	
Box N	The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).	-	7	7	-	-	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	-	-	-	-	-	
Totals		8	104	93	3	5	-

Melksham Without Parish Council
Financial Year 2025-26



IAC Audit and Consultancy Ltd

Audit date: 17 December 2025

Visit 1 Internal Audit Observations

Date considered by Council _____

Minute Reference _____

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</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 reviewed at the Finance Committee on 5th January 2026 and approved Full Council on 26th January 2026

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	Has the Investment Strategy been subject to annual review?	No	<i>The Investment Strategy has not been subject to annual review as required under the Statutory Guidance.</i>	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	This was reviewed at the Finance Committee on 5th January 2026 for approval at Full Council 26th January 2026
2	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	<i>Noted that the published schedule of fees and charges for Bowerhill Sport Field are for 2024/25.</i>	The Council to update the published schedule of fees and charges.	Medium	This has now been published on the MWPC website

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.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has complied with the publication requirements of the ICO Model Publication Scheme for Parish Councils. (This includes a requirement to publish the Annual Internal Audit Report and payments over £100).	No	<i>The Council has published information on its website in respects of The Transparency Code 2015, which does not apply to Town and Parish Councils, but has not published information as required under the ICO Model Publication Scheme, which is a legal requirement under the Freedom of Information Act 2000.</i>	<p>The Council should note the legal requirements to publish information in accordance with the ICO Model Publication Scheme (version 3). Although this is not a requirement under the Accounts and Audit Regulations 2015, the Council should note that it is a statutory requirement under the Freedom of Information Act.</p> <p>The Council to note there is no legal requirement for it to publish information under the Transparency Code (there is a specific exemption for local Councils in Statutory Instrument 2015/480) and. should it choose to do so, this information should be published in addition to the information set out in the ICO Model Publication Scheme.</p>	Advisory	We are aware that we are currently publishing info under the Transparency code such as spend over £500 and there is no legal requirement to do so. Are you happy that we stop publishing info under the Transparency Code as there is no legal requirement to do so? In terms of us not publishing the required docs under the ICO, we have followed up with the internal auditor because we are unaware of what this is and was not mentioned at the time of the audit visit.

Annual Governance Statements

Name of Authority: Melksham Without Parish Council

Web address: <https://www.melkshamwithout-pc.gov.uk>

We acknowledge, as the members of the above authority, 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 2026, that:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Yes

We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Yes

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. Yes

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. Yes

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. Yes

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Yes

We took appropriate action on all matters raised in reports from internal and external audit. Yes

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. Yes

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. N/A

We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. Yes

For any statement to which the response is 'no', an explanation follows on the next page.

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

On this date

As recorded in minute reference

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

Signed by Chair

Signed by Clerk

*Published web address

Accounting Statements

Name of Authority: Melksham Without Parish Council

Key	Year ending 31 March 2025	Year ending 31 March 2026
Balances brought forward	£484,340	£604,248
Precept	£261,592	£285,135
Total other receipts	£250,787	£202,901
Staff Costs	£134,031	£154,115
Loan interest/capital repayments	£0	£0
All other payments	£258,440	£184,258
Balances carried forward	£604,248	£753,911
Total value of cash and short term investments	£621,571	£779,846
Total fixed assets plus long term investments and assets	£1,163,846	£1,173,199
Total borrowings	£0	£0

*The figures in bold above are restated

I certify that for the year ended 31 March 2026 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:

Signed by the Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

On this date

As recorded in minute reference

Signed by Chair

Do the figures in the accounting statements above exclude any Trust transactions?

Yes

If your council's declaration in respect of trust funds has changed from the prior year, please provide an explanation for this change

No Change

Restated figures

Do you need to restate figures from your previous years annual statements?

Yes

Please give full details why any figure needs to be restated

It was discovered at the year-end internal audit that the travel allowance which one member of staff receives, which is a taxable

allowance, was accounted for in Box 4; however, according to the latest information in the Practitioners' Guide, this should be in Box 6. The adjustment has been made in the 25/26 accounting figures and therefore the figures for 24/25 need to be 'restated' accordingly.

MELKSHAM WITHOUT PARISH COUNCIL

STATEMENT OF ACCOUNTS

AND

SUPPORTING STATEMENT

31ST MARCH 2026



Melksham without Parish Council Current Year
Income and Expenditure Account for Year Ended 31st March 2026

31st March 2025		31st March 2026
	Income Summary	
261,592	Precept	285,135
<u>261,592</u>	Sub Total	<u>285,135</u>
	Operating Income	
40,801	General Account Income	61,543
1,337	Parish Amenities	4,568
13,405	Community Support	6,129
25,419	Jubilee Sports Field Income	31,629
3,099	Allotment Income	2,984
101,963	CIL	96,048
64,764	S106	0
<u>512,379</u>	Total Income	<u>488,036</u>
	Running Costs	
16,085	Administration costs	12,262
122,507	Staffing	142,567
12,039	Council Office Costs	16,382
95,501	Parish Amenities	83,474
110,623	Community Support	36,640
33,156	Jubilee Sports Field Expenditu	42,802
2,559	Allotment Expenditure	4,246
<u>392,471</u>	Total Expenditure	<u>338,374</u>
	General Fund Analysis	
58,537	Opening Balance	42,723
512,379	Plus : Income for Year	488,036
<u>570,916</u>		<u>530,759</u>
392,471	Less : Expenditure for Year	338,374
<u>178,445</u>		<u>192,386</u>
135,723	Transfers TO / FROM Reserves	91,665
<u>42,723</u>	Closing Balance	<u>100,721</u>

Summary Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>General Account</u>							
Income	483,861	453,423	466,353	12,930			97.2%
Expenditure	356,756	291,326	422,984	131,658	0	131,658	68.9%
Net Income over Expenditure	<u>127,105</u>	<u>162,097</u>	<u>43,369</u>	<u>(118,728)</u>			
plus Transfer from EMR	74,431	51,795	0	(51,795)			
less Transfer to EMR	201,548	129,881	0	(129,881)			
Movement to/(from) Gen Reserve	<u>(12)</u>	<u>84,012</u>	<u>43,369</u>	<u>(40,643)</u>			
<u>Jubilee Sports Field</u>							
Income	25,419	31,629	27,937	(3,692)			113.2%
Expenditure	33,156	42,802	50,613	7,811	0	7,811	84.6%
Net Income over Expenditure	<u>(7,737)</u>	<u>(11,173)</u>	<u>(22,676)</u>	<u>(11,503)</u>			
plus Transfer from EMR	5,846	13,092	0	(13,092)			
less Transfer to EMR	14,452	14,452	0	(14,452)			
Movement to/(from) Gen Reserve	<u>(16,343)</u>	<u>(12,533)</u>	<u>(22,676)</u>	<u>(10,143)</u>			
<u>Allotment Account</u>							
Income	3,099	2,984	3,310	326			90.2%
Expenditure	2,559	4,246	2,214	(2,032)	0	(2,032)	191.8%
Net Income over Expenditure	<u>540</u>	<u>(1,261)</u>	<u>1,096</u>	<u>2,357</u>			
plus Transfer from EMR	0	1,299	0	(1,299)			
Movement to/(from) Gen Reserve	<u>540</u>	<u>38</u>	<u>1,096</u>	<u>1,058</u>			
Grand Totals:-							
Income	512,379	488,036	497,600	9,564			98.1%
Expenditure	392,471	338,374	475,811	137,437	0	137,437	71.1%
Net Income over Expenditure	<u>119,908</u>	<u>149,663</u>	<u>21,789</u>	<u>(127,874)</u>			
plus Transfer from EMR	80,277	66,186	0	(66,186)			
less Transfer to EMR	216,000	144,333	0	(144,333)			
Movement to/(from) Gen Reserve	<u>(15,815)</u>	<u>71,516</u>	<u>21,789</u>	<u>(49,727)</u>			

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
12,083	Debtors	4,996	
3,691	VAT Control A/c	4,674	
88,134	Current Account 02027655	11,307	
8,518	Unity Bank	26,554	
2,919	Instant Access Unity 20476339	2,984	
522,000	CCLA	739,000	
637,345			789,515
637,345 Total Assets		789,515	
Current Liabilities			
4,244	Creditors	2,971	
25,104	Accruals	28,928	
3,099	Receipts in Advance	3,056	
650	Holding Deposits	650	
33,097			35,604
604,248 Total Assets Less Current Liabilities		753,911	
Represented By			
42,723	General Reserves		100,739
4,400	New Hall Berryfield Contingenc		4,400
38,708	B'hill Sf Capital		37,498
6,000	Recr&Sport Facility Cntng		6,000
4,000	EMR Gen Highway/Footpath/L'ing		4,000
559	EMR Legal Fees		5,559
3,376	EMR Community Projects		15,099
48,919	Sandridge Solar Farm		54,880
13,233	Election Cntng		7,940
10,463	Staffing Cntng		10,463
4,400	Shaw Hall		5,400
20,000	Play Area Surf/Eqp Contingency		20,000
10,000	Shurnhold Fields Capital		0
24,376	Replacemnt/Renewal Council As.		23,077
20,988	New General Contingency Reserv		24,532
10,850	Defib & Battery Repalcement		10,850
94,192	CIL		252,071
15,464	Sports field Annual sum		13,943
74,270	EMR Shurnhold Fields project		56,848

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

71,315	EMR 10% sharing Pot with MMTC	0
7,088	EMR SSE Grant for MCS	6,477
10,361	EMR B'hill Sports Field improv	14,452
64,764	Davey Play Area Maintenance	64,684
3,800	EMR BYF V Hall Public Art	0
0	Energy Production Schemes	15,000
604,248	£753,911 less the General Fund £100,739 = £653,172 which reconciles with Closing Balance of Reserves	753,911

The above statement represents fairly the financial position of the authority as at 31st March 2026 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	38,707.97	-1,210.00	37,497.97
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	558.71	5,000.00	5,558.71
332 EMR Community Projects	3,375.67	11,723.00	15,098.67
333 Sandridge Solar Farm	48,919.01	5,961.33	54,880.34
334 Election Cntng	13,233.00	-5,293.00	7,940.00
335 Staffing Cntng	10,463.34		10,463.34
336 Shaw Hall	4,400.00	1,000.00	5,400.00
337 Play Area Surf/Eqp Contingency	20,000.00		20,000.00
338 Shurnhold Fields Capital	10,000.00	-10,000.00	0.00
339 Replacemnt/Renewal Council As.	24,376.00	-1,299.00	23,077.00
340 New General Contingency Reserv	20,987.68	3,544.00	24,531.68
341 Defib & Battery Replacment	10,850.00		10,850.00
342 CIL	94,192.10	157,878.73	252,070.83
343 Sports field Annual sum	15,464.17	-1,520.81	13,943.36
347 EMR Shurnhold Fields project	74,270.28	-17,422.49	56,847.79
353 EMR 10% sharing Pot with MMTC	71,314.77	-71,314.77	0.00
354 EMR SSE Grant for MCS	7,088.14	-610.96	6,477.18
355 EMR B'hill Sports Field improv	10,361.00	4,091.00	14,452.00
356 Davey Play Area Maintenance	64,763.52	-80.00	64,683.52
357 EMR BYF V Hall Public Art	3,800.00	-3,800.00	0.00
358 Energy Production Schemes	0.00	15,000.00	15,000.00
	561,525.36	91,647.03	653,172.39

MELKSHAM WITHOUT PARISH COUNCIL

SUPPORTING STATEMENT FOR THE YEAR ENDING 31ST MARCH 2026

1. ASSETS

Assets are defined as all items of land, buildings, vehicles, plant, and equipment. At 31st March 2025 the asset value was £1,163,846. During 2025/26 there were disposals of assets valuing £6,018 and new assets totalling £15,371 which gives a total asset value of £1,173,199 at 31st March 2026. During this financial year there were a few additions to the asset register such as the Davey Play Area in Bowerhill, following the transfer from the developer, the purchase of a tool safe shed for Shurnhold Fields in order to store maintenance items, the replacement bus shelter at Beanacre and a few street furniture items.

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 £2,997,222.34 from 1st June 2025 to 31st May 2026.

A summary of the assets held as at 31st March 2026 is detailed below:

Buildings	£ 810,123
Chain of Office/Chairman's Board	£ 1,380
Fencing/Gates	£ 22,934
Land	£ 37,254
Machinery/Tools	£ 452
Office Furniture/Equipment/Contents	£ 22,457
Outside Equipment	£ 5,138
Other Surfaces	£ 23,093
Sports Equipment	£ 19,129
Play Area & Playing Field Equipment/Safety Surfacing	£ 116,894
Street Furniture	£ 111,845
RAF Memorial	£ 2,500
	<hr/>
	£1,173,199

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 31st July 2032. In this financial year, the total rent paid was £13,038.76, which was the proportion due from 1st April 2025 to 31st March 2026. 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 2025/26 will be different to the figure listed below for the year 1st August 2025 to 31st July 2026.

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 payable annually to St Barnabas Church. The peppercorn rent payable for the first five years of the lease was £10 per annum, with a rent review by the Church required every five years. Up until the 2023/24 financial year, the required rent reviews had not been undertaken by St Barnabas Church and, as a result, the Parish Council had continued to pay £10 per annum. This was identified and rectified during the 2023/24 financial year, with the Parish Council paying a retrospective shortfall of £78.64.

For the five-year period from 2020 to 2025, the annual rent payable was £23.93 per annum, which was paid in full during the 2024/25 financial year. In accordance with the lease agreement, a rent review was undertaken at the start of 2026 for the next five-year period covering 2026 to 2030. Following this review, the annual rent payable was set at £50.37 per annum for each year of that period, with this amount being paid in the 2025/26 year. A memorandum to the lease was added in January 2010 to provide vehicular right of way through a double access gate for grass-cutting purposes and to amend the mowing arrangements relating to 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 1st April each year; this commenced on 1st April 2011. The 2024/25 financial year was the last year of the current lease. A new 125 year lease is currently in the process of being prepared; however, as at 31st March 2026 the new lease had not yet been completed. The Shaw Village Hall Management Committee has continued to occupy and manage the facility on behalf of the parish council pending completion of the new lease arrangements.

Allotment Sites, Berryfield & Briansfield: On 16th 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 16th 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 12th 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 5th September 2022. On 16th 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 20th February 2023. Under the terms of the new lease, an annual peppercorn rent of £10 is due to the Parish Council, payable on 25th 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 21st 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 th 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 (Multi Use Games Area)	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee	Due to the Health & Safety of the play area this is maintained, inspected and insured by the Parish Council
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 Parish Council in April 2018 from Bloor	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026 Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project
Berryfield Village Hall		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 st 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	
Davey Play Area		Babington Close, Bowerhill, Melksham SN12 6XZ	Land transferred over to Melksham Without Parish Council on 26th September 2025 from Taylor Wimpey	Registered Title: WT434944

1. TENANCIES

During the year 2025/26 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 16th March 2011, (expired 16th 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 2025/26.
- b) The Council is the landlord to the allotment tenants for Berryfield Allotments, with 37 current tenants (all plots occupied), and for Briansfield Allotments, with 36 current tenants (all plots occupied). Details of agreement terms and tenancies are given in the Council's Allotment Register.

The allotment rent applicable for the allotment year commencing 1st October 2024 to 30th September 2025 was £40 for a 5-perch plot, with the same rent applying for the allotment year commencing 1st October 2025 to 30th September 2026.

During the 2025/26 financial year, the parish council identified a number of vacant plots that required significant clearance and restoration before they could be cultivated. To encourage the take up of these plots, new tenants were offered the plots rent free until 1st October 2026, allowing sufficient time to bring them back into a suitable condition. A total of 14 plots were let under this arrangement, comprising seven plots at Berryfield Allotments and seven plots at Briansfield Allotments.

Vacant plots are allocated in accordance with the waiting list, with plots being offered to applicants from outside the parish boundary only where there are no parish residents waiting for an allotment.

For tenants residing outside the parish boundary, the allotment rent is charged at twice the standard rate, unless otherwise affected by the boundary changes arising from the Community Governance Review which came into effect on 1st April 2018. For the allotment year commencing 1st October 2025, the rent payable by non-residents is £80 for a 5-perch plot, being twice the standard residential rate.

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 16th March 2011, (expired 16th 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 2025/26.

2. BORROWINGS

There were no borrowings in the 2025/26 financial year.

3. SECTION 137 PAYMENTS

At the Annual Council Meeting held on 12th May 2025, following the May 2025 elections, the parish council considered whether it met the eligibility criteria for the General Power of Competence. Having considered the relevant criteria, the parish council resolved that it met the requirements and confirmed that it was eligible for the General Power of Competence (Min. 011/25d).

The Localism Act 2011 gives eligible councils the power to do anything that an individual may do, provided it is not prohibited by other legislation. As the council held the General Power of Competence throughout the 2025/26 financial year, it was not subject to the expenditure limitations contained within Section 137 of the Local Government Act 1972.

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 £2,760.92 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 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 expenditure from the Open Space Maintenance

Contribution Reserve during 2025/26 was £17,422.49. This included routine maintenance costs together with items required for the ongoing maintenance and management of the site, including a water connection and storage shed associated with the Shurnhold Fields Car Park and Entrance Improvement Project. This leaves a balance of £56,847.79 in the Open Space Maintenance Contribution Reserve as at 31st March 2026.

In the 2025/26 financial year, work commenced on the Shurnhold Fields Car Park and Entrance Improvement Project. This formed part of a wider flood prevention scheme being undertaken by Wiltshire Council following the successful award of funding from the Environment Agency to carry out flood mitigation works on the site. As a result, the car park and entrance improvement works were incorporated into the wider project and managed by Wiltshire Council on behalf of both councils. The costs associated with the car park and entrance improvement element of the project are to be shared equally between Melksham Without Parish Council and Melksham Town Council, with each council contributing 50% of the cost.

When both councils took ownership of the land, it was always the intention that a car park would be provided as part of the site's development. Given the geographical spread of the Melksham Without Parish, many residents do not live within walking distance of Shurnhold Fields and would therefore be required to travel by car to access the open space. The provision of a car park supports the objective of ensuring that the facility is accessible to residents from all parts of the parish and town, enabling wider use and enjoyment of the site.

Whilst some expenditure relating to this project has been met from the Shurnhold Fields Open Space Maintenance Contribution (shed and water connection for use of volunteers), non maintenance works (car park and new access) cannot be funded from the maintenance contribution reserve. As the works had been completed by the 31st March 2026 but the final invoice had not yet been received from Wiltshire Council, an accrual of £15,000 has been included within the parish council's 2025/26 accounts. In addition, £70 was spent during the year on the height restriction barrier signage. The accrual of £15,000 represents the Parish Council's estimated share of the capital costs incurred up to 31st March 2026.

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 2025/26 the total cost of the project was £24,720 with both councils each agreeing to fund 50% of the cost (£12,360 each). The parish council commissioned this work and signed up to a Service Level Agreement with Age UK Wiltshire and Melksham Town Council.

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

SSEN 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 were 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 was intended to be used for. Future plans for this funding are to be discussed with the grant provider. In the 2024/25 financial year, £610.96 was spent from this reserve, which was for the Melksham Emergency Support database licence and phone number. It is important to note that during the 2025/26 year, the database licence was cancelled due to the database no longer being required and to meet GDPR requirements. This leaves the reserve as of 31st March 2026 standing at £6,477.18.

6. ADVERTISING AND PUBLICITY NEWSLETTERS

The following costs were incurred during the year, and spent with the Melksham Independent News:

- £ 229.40 Advertising
- £ 530.00 Quarterly Newsletters

7. MEMBERS' ALLOWANCES

The Council pays the Chairman an allowance and normally increases it each year by the same percentage as the staff pay award agreed by the National Joint Council for Local Government Services (NJC). When setting the Chairman's allowance, the Council is required to have regard to the recommendations of the Wiltshire Independent Remuneration Panel, which recommends that any increase should be aligned with the staff pay award. The NJC pay award for local government staff for 2025/26 was 3.2%. As such, the Chairman's allowance for 2025/26 was increased by 3.2% to £991.12.

8. SUPERANNUATION

The parish council participate in the Wiltshire Pension Fund and has operated a Superannuation Scheme for employees since 22nd June 1999. The cost of Employer Superannuation during 2025/26 was £20,841.29 for three of the Council's five employees. Two employees have opted out of the scheme.

9. VAT

The VAT incurred for the financial year 2025/26 was £20,737.92. 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. £16,064.12 (Qtr. 1, 2 & 3) was refunded in 2025/26 and the remaining £4,673.80 (Qtr.4) was refunded on 22nd May 2026 following the year end close down of the finance system.

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 26th May 2026, 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 £13,389.50 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 2025/26

Land at Semington Road (Buckley Gardens)- PL/2022/02749	£ 96,048.36
Total	<u>£ 96,048.36</u>

The Melksham Neighbourhood Plan was adopted on 8th July 2021, which means that an additional 10% Community Infrastructure Levy (CIL) is payable to the parish council on qualifying developments within the parish (25% in total). To benefit from the additional CIL, the Neighbourhood Plan must have been adopted before Wiltshire Council receives any CIL receipts from a development.

It had previously been agreed that, as the Melksham Neighbourhood Plan was a joint project between Melksham Town Council and 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 would be placed into a shared fund for the delivery of jointly agreed projects across the Melksham community area.

Since the establishment of the shared fund, the councils have been unable to reach agreement on suitable projects on which to utilise the funding, and as a result no expenditure has been incurred from the shared reserve. Following a review of the arrangement, Melksham Without Parish Council resolved to withdraw from the shared CIL funding arrangement and therefore as at 31st March 2026 had transferred the CIL held in the 10% sharing pot reserve to the CIL reserve to utilise on projects within the parish. The 10% CIL sharing pot reserve will be closed down and any future CIL received will be transferred into the CIL reserve.

CIL spent in 2025/26

LHFIG ¹ Contributions	£1,723.48
Neighbourhood Plan	£2,760.92
Shurnhold Fields Capital	<u>£5,000.00</u>
Total spend from CIL	<u>£9,484.40</u>

¹ Wiltshire Council's Local Highways & Footpath Improvement Group

Transfers to CIL reserve:	
10% CIL Sharing pot with Melksham Town Council	<u>£71,314.77</u>
	£71,314.77

CIL Reserve as at 1st April 2025 **£94,192.10**

CIL income received in 2025/26	£ 96,048.36
10% CIL transferred to CIL reserve 2025/26	£ 71,314.77
CIL spent in 2025/26	- <u>£ 9,484.40</u>
CIL Reserve as at 31st March 2026	£252,070.83

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 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 2025/26 was a one-off payment of £18,832.90.

This fund was spent on the following in 2025/26:

Defibrillator maintenance	£1,423.90
Tree inspections on parish trees	£1,245.00
Parish weedspraying	£1,755.00
Speed Indicator Device deployment	£5,018.00
New street furniture	£1,829.67
Bus shelter cleaning	£1,600.00
TOTAL SPEND IN 2025/26	£12,871.57

Solar Fund Reserve as at 1st April 2025	£48,919.01
Solar Fund Reserve income received in 2025/26	£18,832.90
Soar Fund Reserve spent in 2025/26	- <u>£12,871.57</u>

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).

Earmarked Reserves as at 1st April 2025	£561,525.36
Less Spend from Earmarked Reserves during 2025/26	£ 72,909.23
Plus Funds transferred to Earmarked Reserve 2025/26	<u>£164,556.26</u>
Earmarked Reserves as at 31st March 2026	£653,172.39

General Fund as at 31st March 2026	<u>£100,721.00</u>
TOTAL RESERVES as at 31st March 2026	£753,893.39

Ear Marked Reserve Analysis as at 31st March 2026:

PROPOSED AS AT 31 MARCH 2026	COUNCIL RESERVES	COMMITTED 2026/27 (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			
£5,400.00	Shaw Village Hall		£5,400.00			
£37,497.97	B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS	£6,000.00	£5,000.00	£16,000.00	£10,497.97	
£13,943.36	B'hillSports Field & Pavilion maintenance		£13,943.36			

£20,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£13,250.00	£6,750.00			
£0.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL					
£6,000.00	Recreation & Sports Facility Enhancement			£6,000.00		
£10,850.00	Defibrillator replacement			£10,850.00		
£4,000.00	General Highway & Footpath / Lighting			£4,000.00		
£5,558.71	Legal fees		£5,558.71			
£15,098.67	Community Projects/Match Funding		£5,000.00	£10,098.67		
£7,940.00	Elections		£7,000.00	£940.00		
£10,463.34	Contingency - staffing		£10,463.34			
£23,077.00	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	£13,077.00		
£24,531.68	General Contingency		£24,531.68			
£252,070.83	CIL (Community Infrastructure Levy) ringfenced funding	£63,500.00	£40,000.00	£84,389.00	£64,181.83	£252,070.83

£0.00	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED					
£54,880.34	Sandridge Solar Farm Community Funding	£33,850.00	£10,000.00	£11,030.34		£54,880.34
£56,847.79	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£2,502.00	£5,000.00	£20,000.00	£29,345.79	£56,847.79
£14,452.00	Bowerhill Sports Field Improvements (Football Foundation grant)	£14,452.00				£14,452.00
£64,683.52	Davey Play Area Maintenance	£1,278.00	£1,874.52	£15,000.00	£46,531.00	£64,683.52
£0.00	Berryfield Village Hall Public Art					
£0.00	Footbridge (between Buckley Gardens and Bowood View					
£15,000.00	Energy Production schemes community benefit	£15,000.00				£15,000.00
£0.00	Bowerhill Sports Field Upgrade (s106)					
£6,477.18	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£692.00	£5,785.18			£6,477.18
£653,172.39		£150,524.00	£160,706.79	£191,385.01	£150,556.59	
				£653,172.39		
						Total ringfenced £464,411.66

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

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 and published monthly. Detailed below is a list of all the expenditure over £500 for the financial year 1st April 2025 to 31st March 2026 (without individual salary payments for Data Protection reasons). 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

Spend over £500 for 2025/26				
Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V4467-BACS	JH Jones & Sons	Inv.4934- Safety surfacing cleaning	15/04/2025	£4,025.00
V4468-BACS	Shaw Village Hall	Grant 2025/26	15/04/2025	£9,250.00
V4454-BACS	JH Jones & Sons	5002-Parish Maintenance	25/04/2025	£1,980.47
V4457-BACS	Melksham Town Council	150-Market Place Toilets 24/25	25/04/2025	£5,000.00
V4459-BACS	WALC	Inv.0594- WALC & NALC subscrip	25/04/2025	£1,224.35
V4496-BACS	JH Jones & Sons	Inv.5017-Pavilion doors paint removal	23/05/2025	£1,678.00
V4497-BACS	JH Jones & Sons	Inv.5098-Parish Maintenance	23/05/2025	£2,285.64
V4498-BACS	JH Jones & Sons	Inv.5089-Pitch Fertilising	23/05/2025	£1,682.50
V4499-BACS	JH Jones & Sons	Inv.5031-SID Deployment	23/05/2025	£772.00
V4500-BACS	Melksham Town Council	Inv.TH158-VE Day contribution	23/05/2025	£500.00
V4501-BACS	Rialtas Business Solutions Ltd	Inv.762- Year end closedown	23/05/2025	£885.00
V4502-BACS	Wiltshire Council	Inv.166-Office rent-1.4-30.6.	23/05/2025	£3,093.25
V4504-BACS	Wiltshire Council	Inv.423-LHFIG-Beanacre gateway	23/05/2025	£2,731.52
V4507-BACS	Zurich Municipal	Inv.334- Parish Insurance	23/05/2025	£4,117.15

V4546-BACS	Arthur J Gallagher	Inv.588- Cyber Security	05/06/2025	£549.92
V4548-BACS	Age UK Wiltshire	Inv.13459- MCS April- June 25	05/06/2025	£3,090.00
V4531-BACS	Community Heartbeat Trust	Annual defib maintenance	24/06/2025	£975.00
V4532-BACS	Complete Weed Control	Inv.351- Parish weedspraying	24/06/2025	£1,755.00
V4534-BACS	JH Jones & Sons	5142- Parish Maintenance May 25	24/06/2025	£2,285.64
V4536-BACS	Wiltshire Publication	Inv.815- Spring Newsletter	24/06/2025	£530.00
V4565-BACS	Wiltshire Age UK	Inv.221-MCS July- Sept 25	23/07/2025	£3,090.00
V4568-BACS	Avon Printing Services	Inv.858- NHP Leaflet printing	23/07/2025	£1,214.00
V4570-BACS	JH Jones & Sons	5247- Parish Maintenance June 25	23/07/2025	£2,285.64
V4571-BACS	JH Jones & Sons	Inv.5208-Surface grooming	23/07/2025	£700.00
V4572-BACS	JH Jones & Sons	5221-Extra line mark FOF Tournament	23/07/2025	£528.00
V4575-BACS	Wiltshire Council	Inv.130-Office rent- 1.7-30.9.2	23/07/2025	£3,259.01
V4606-BACS	JH Jones & Sons	5293- SID Deployment 10/5-5/7	21/08/2025	£965.00
V4607-BACS	JH Jones & Sons	Inv.5207-Seeding of youth pitches	21/08/2025	£897.80
V4610-BACS	JH Jones & Sons	Inv.5338-Parsih Maintenance July 25	21/08/2025	£2,285.64
V4615-BACS	Wiltshire Publication	Inv.539-NHP Referendum advert	21/08/2025	£1,060.00
V4617-BACS	JH Jones & Sons	5384-rights of way board refer	21/08/2025	£840.00
V4620-BACS	SSE	24/25 Pavilion gas	21/08/2025	£2,277.92
V4628-BACS	Aquasafe Environmental Ltd	August PPM Visit & Chlorinatio	21/08/2025	£690.00
V4653-BACS	PKF Littlejohn LLP	Inv.907-External Audit 24/25	26/09/2025	£1,365.00
V4654-BACS	Core Clean	Inv.1053-Bus shelter cleaning	26/09/2025	£750.00
V4656-BACS	JH Jones & Sons	SHF Parish Maintenance August 25	26/09/2025	£2,285.64
V4659-BACS	Melksham Town Council	Christmas lights contribution	26/09/2025	£2,000.00
V4662-BACS	Wiltshire Council	489-Office rent-1.10-31/12/25	26/09/2025	£3,343.25
V4664-BACS	Berryfield Village Hall Trust	Transfer of public art maintenance fund	26/09/2025	£3,800.00

V4673-BACS	JH Jones & Sons	Inv.5398-Deep Slitting, surface grooming, verti draining and surface grooming	26/09/2025	£4,770.33
V4738-BACS	JH Jones & Sons	Inv.5482-Parish Maintenance Sept 25	27/10/2025	£2,285.64
V4739-BACS	Playsafety Ltd	Inv.92609- Annual ROSPA Inspection	27/10/2025	£896.00
V4740-BACS	Wiltshire Age UK	Inv.15225-MCS Q3	27/10/2025	£3,090.00
V4748-BACS	Wellers Hedleys	Inv.05-Legal fee Davey Play Area transfer	27/10/2025	£1,500.00
V4798-BACS	Cleveland Site Safe	Inv.7182-Part payment-Shed Shurnhold Fields	17/11/2025	£4,320.00
V4799-BACS	Cleveland Sitesafe	Inv.7188-Part payment-Shed Shurnhold Fields shed	21/11/2025	£4,320.00
V4802-BACS	Wiltshire Council	Bowerhill uncontested election	25/11/2025	£580.00
V4803-BACS	Atkinson Bookbinders Ltd	Inv.210- Book binding x14 book	25/11/2025	£1,640.00
V4805-BACS	Aquasafe Environmental Ltd	Showerhead supply 2X taps and Nov PPM visit	25/11/2025	£1,350.00
V4806-BACS	Arien Signs LTD	Berryfield allotment Noticeboard	25/11/2025	£979.00
V4808-BACS	Core Clean	Inv.1070-Bus shelter clean	25/11/2025	£750.00
V4812-BACS	JH Jones & Sons	Inv.5598-Parish Maintenance	25/11/2025	£2,285.64
V4815-BACS	Place Studio Ltd	064-Training for MWPC & MTC and updating NHP Website	25/11/2025	£1,738.80
V4816-BACS	Tollgate Security Ltd	Inv.317-Annual alarm mainten	25/11/2025	£634.00
V4847-BACS	Cleveland Sitesafe	Inv.7194- Delivery of shed- Shurnhold Fields	19/12/2025	£1,200.00
V4849-BACS	JH Jones & Sons	Inv.5651- Parish Maintenance	19/12/2025	£2,285.64
V4855-BACS	Wiltshire Council	431- Office rent- 1/1/26-31/3	19/12/2025	£3,343.25
V4857-BACS	JH Jones & Sons	Inv.5701-SID Deployment-6th Deployment	19/12/2025	£772.00

V4883-BACS	Ace Shelters (eCapital Commerc	Replacement bus shelter-Beanacre	27/01/2026	£3,775.00
V4888-BACS	JH Jones & Sons	Inv.5728-Parish Maintenance	27/01/2026	£2,285.64
V4890-BACS	ROSPA Play Safety	Inv.643- Wood testing Beanacre	27/01/2026	£550.00
V4891-BACS	UK Energy Services	Inv.1198-Ventilation service	27/01/2026	£762.00
V4892-BACS	Wiltshire Age UK	MCS Service-Jan- March 26	27/01/2026	£3,090.00
V4943-BACS	Core Clean	Inv.1085-Bus shelter deep clea	04/02/2026	£750.00
V4926-BACS	JH Jones & Sons	Inv.5782-Parish Maintenance	27/02/2026	£2,285.64
V4929-BACS	Place Studio Ltd	Inv.075-Appeal Representations	27/02/2026	£3,182.00
V4966-BACS	JH Jones & Sons	Inv.5838-Parish Maintenance	26/03/2026	£2,285.64
V4967-BACS	Wiltshire Council	Office rent- 1/4/26- 30/6/26	26/03/2026	£3,343.25
V4968-BACS	Woodland & Countryside Manage	Inv.08- Parish tree inspection	26/03/2026	£1,245.00

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 31st March 2026 Melksham Without Parish Council did not publish any invitations to tender with a value over £5,000

During the financial year ending 31st March 2026 Melksham Without Parish Council issued the following order with a value over £5,000.

1. PO 2526007 (issued 21st October 2025) to Cleveland Sitesafe Ltd for the purchase of a Apex Toolsafe 148 shed for Shurnhold Fields. This totalled to £9,840 + VAT.

18. SOCIAL HOUSING ASSET VALUE

Melksham Without Parish Council has no Social Housing stock.

19. GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS

For the 2025/26 financial year, grants were awarded at the Annual Parish meeting on 3rd March 2025 and, as per guidance, must be accounted for in the year that payment was made; therefore, these payments are shown in the 2024/25 financial year. The grant awards for 2025/26 are included in the table below.

*Please note that although the £9,250 grant awarded to Shaw Village Hall is included in the below list for 2025/26, the payment was made in April 2025 by BACS, so it is included in the 2025/26 accounts, not the accounts for 2024/25. For clarity, the total amount for 2025/26 grants included in the 2024/25 accounts is £26,651.50, with £9,250 included (Shaw Village Hall) in the 2025/26 accounts. This means that the total amount awarded for grants for 2025/26 is £35,901.50.

The parish council contributed £500 towards VE Day and £2,000 towards the Melksham Christmas Lights.

ORGANISATION	Awarded for 2025/26 but included in accounts for 2024/25
Bowerhill Village Hall Trust	£5,000.00
Shaw Hill Playing Field and Village Hall	*£9,250.00
Berryfield Village Hall	£1,700.00
Bowerhill Residents Action Group (BRAG)	£450.00
Berryfield & Semington Rd Action Group (BASRAG)	£500.00
Community Emergency Group (CEG)- Whitley and Shaw	£220.00
Community Action Whitley Shaw (CAWS)	£2,250.00
4Youth (South West) - formerly Young Melksham	£3,000.00
2385 (Melksham) Squadron ATC	£224.50
Bowerhill Baby & Toddler Group	£1,500.00
Group Five	£500.00
Melksham PHAB Club	£500.00
Wiltshire Air Ambulance	£1,000.00
Melksham Community First Responders	£500.00

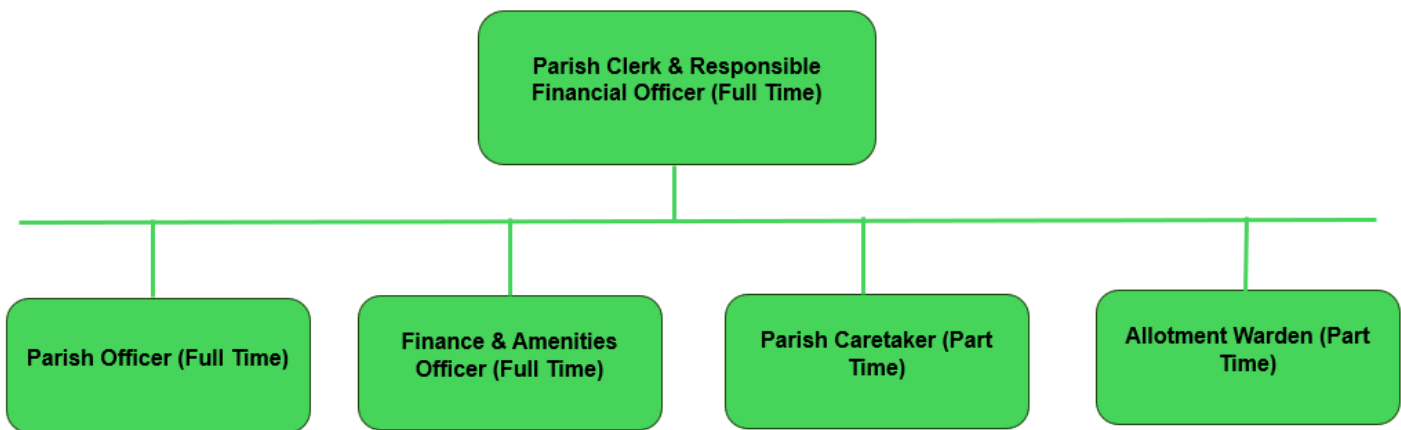
Age UK Wiltshire	£300.00
Alzheimer's Support	£450.00
Read Easy	£100.00
Meadowbrook (Wiltshire) CIC	£300.00
RUKSAK45218	£0.00
Wiltshire Search and Rescue Team	£500.00
Friends of Giffords Surgery	£700.00
St John Ambulance Devizes and Central Wiltshire Network	£250.00
FearFree Charity (Formally Splitz Support Service)	£750.00
Melksham Food & River Festival	£400.00
Shaw & Whitley Community Hub Ltd	£1,000.00
that meeting space administered by GoodNews Church	£250.00
Crimestoppers Trust – Wiltshire Volunteer Committee	£150.00
Melksham Carnival	£90.00
Melksham & District Historical Association	£300.00
Melksham Man Down	£350.00
Friends of Shurnhold Fields	£0.00
Shaw & Whitley Connect	£250.00
Melksham Remembers	£317.00
Melksham Transport User Group	£400.00
AFC Melksham (Disabled)	£300.00
Melksham Gardeners' Society	£300.00
Melksham Amateur Swimming Club	£300.00
Shaw & Whitley Garden Club	£250.00
Melksham WI	£100.00

Avon Bowls Club	£200.00
Melksham and Corsham Gateway Club	£200.00
Shaw and Whitley Art Group	£200.00
Melksham Tourist Information Centre	£600.00
Total	£35,901.50

20. ORGANISATIONAL CHART

In the 2025/26 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 employed 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 2025/26 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: £47,181- £52,413 (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 (e.g. 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.

1.97:1 is the ratio of the Clerk remuneration to the median of the rest of the staff.

It should be noted that during 2025/26 the parish council employed three full time employees and two part time employees. The pay multiple has been calculated in accordance with the Local Government Transparency Code 2015 using the median earnings figure of the whole workforce.

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

Melksham Without Parish Council
First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES
01225 705700 www.melkshamwithout-pc.gov.uk
Clerk & Responsible Financial Officer: Teresa Strange Email: clerk@melkshamwithout-pc.gov.uk



Melksham Without Parish Council FINANCIAL REGULATIONS 2025

Contents

1. General.....	1
2. Risk management and internal control.....	3
3. Accounts and audit.....	4
4. Budget and precept.....	5
5. Procurement.....	6
6. Banking and payments.....	8
7. Electronic payments.....	10
8. Cheque payments.....	12
9. Payment cards.....	12
10. Petty Cash.....	12
11. Payment of salaries and allowances.....	13
12. Loans and investments.....	13
13. Income.....	14
14. Payments under contracts for building or other construction works.....	15
15. Stores and equipment.....	15
16. Assets, properties and estates.....	15
17. Insurance.....	16
18. [Charities].....	16
19. Suspension and revision of Financial Regulations.....	16
Appendix 1 - Tender process.....	17

Recommended by the Finance Committee on the 15th June 2026 for adoption by the Full Council on the 29th June 2026.

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. Bank reconciliations for all accounts shall be reviewed, signed and dated each month by two Finance Committee members. 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. .

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 RFO shall prepare a draft budget and associated documents with detailed estimates of all income and expenditure for the following financial year and will be provided 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.

The council does not need to obtain alternative quotations for council standardised items (benches, bins and noticeboards) or for their installation provided they are delivered to the council's ground contractor's yard.

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 £50,000, 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.

- 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 copies 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

- 10.1. 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.

11. 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 grades, scale points and any discretionary changes to an employee's gross pay, emoluments, or terms and conditions of employment shall be agreed by the council or a duly delegated committee, in accordance with the council's staffing arrangements and any relevant terms of reference.
- 11.4. Nationally agreed pay awards, including NJC pay awards, and any contractual increments or changes arising automatically under an employee's existing contract of employment, shall be implemented by the Clerk/RFO and reported to the council for noting. Such implementation shall not require further approval, provided it is in accordance with the employee's contract and any budget provision agreed by the council.
- 11.5. No other change shall be made to any employee's gross pay, emoluments, salary grade, scale point, or terms and conditions of employment without the prior approval of the council or the relevant duly delegated committee.
- 11.6. 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.
- 11.7. 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.
- 11.8. 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 the Internal Auditor, and the councillor conducting an internal control visit to ensure that the correct payments have been made.
- 11.9. 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.
- 11.10. 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 18 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.

Financial regulations updates:

Date	Meeting and minute	Amendment
26 th January 2026	Full Council 26 th January 2026	To increase the delegated authority limit for the Clerk (under financial regulation 6.8iv) to £50,000 (changed from £10,000).
23 rd March 2026	Full Council 26 th January 2026	Fin Reg 5.9 to state that the council does not need to obtain alternative quotations for council standardised items (benches, bins and noticeboards) or for their installation provided they are delivered to the council's ground contractor's yard.
Recommended updates from Financial Committee 19 th June 2026, awaiting approval by Full Council	Finance Committee 15 th June 2026- recommended (min.048/26). For Approval at Full Council 29 th June 2026	Update Fin Reg 2.6. to state the following: Bank reconciliations for all accounts shall be reviewed, signed and dated each month by two Finance Committee members Update to Financial Reg 11.3: To provide clarification regarding staff salaries and pay award to change wording to state the following: '11.3: Salary grades, scale points and any discretionary changes to an employee's gross

		<p>pay, emoluments, or terms and conditions of employment shall be agreed by the council or a duly delegated committee, in accordance with the council's staffing arrangements and any relevant terms of reference.</p> <p>To add the following regulations to section 11:</p> <p>11.4: Nationally agreed pay awards, including NJC pay awards, and any contractual increments or changes arising automatically under an employee's existing contract of employment, shall be implemented by the Clerk/RFO and reported to the council for noting. Such implementation shall not require further approval, provided it is in accordance with the employee's contract and any budget provision agreed by the council.</p> <p>11.5: No other change shall be made to any employee's gross pay, emoluments, salary grade, scale point, or terms and conditions of employment without the prior approval of the council or the relevant duly delegated committee.'</p>

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 :		120,431.58					120,431.58	
V5130-BACS	Banked: 21/05/2026	20.97						
V5130-BACS	Age UK Wiltshire	20.97			1486	170	20.97	Inv.566- MCS phone line costs
V5131-HMRC	Banked: 22/05/2026	4,673.80						
V5131-HMRC	HM Revenue & Customs	4,673.80			105		4,673.80	VAT Refund 1st Jan 26-31st Mar
V5132-BACS	Banked: 29/05/2026	71.00						
V5132-BACS	Bath Road	71.00			1210	210	71.00	Inv.563- 10th May match
Total Receipts for Month		4,765.77	0.00	0.00			4,765.77	
Cashbook Totals		125,197.35	0.00	0.00			125,197.35	

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>
27/04/2026	Shaw Village Hall	V5000-6246	-10,500.00			4620	170	-10,500.00	RETURNED CHQ
27/04/2026	Berryfield Village Hall	V5001-6247	-1,590.00			4620	170	-1,590.00	RETURNED CHQ
27/04/2026	Whitley Reading Rooms	V5003-6249	-3,490.00			4620	170	-3,490.00	RETURNED CHQ
27/04/2026	Wiltshire Search and Rescue	V5018-6264	-695.00			4610	170	-695.00	RETURNED CHQ
27/04/2026	Friends of Giffords Surgery	V5019-6265	-700.00			4610	170	-700.00	CHQ RETURNED
27/04/2026	Melksham Food & River Festival	V5052-6270	-600.00			4610	170	-600.00	RETURNED CHQ
27/04/2026	Shaw & Whitley Community Hub	V5025-6271	-2,000.00			4610	170	-2,000.00	RETURNED CHQ
27/04/2026	Melksham Gardeners Society	V5029-6275	-300.00			4610	170	-300.00	RETURNED CHQ
06/05/2026	Unity Bank	V5120-TRAN	109,000.00				220	109,000.00	Transfer from Lloyds to Unty
15/05/2026	Daisy (Onebill)	V5133-DD	79.43		13.24	4190	120	66.19	Inv.739-Office line & wifi
15/05/2026	Daisy (Onebill)	V5134-BACS	87.68		14.61	4384	220	73.07	Inv.09-Pavilion line & wifi
21/05/2026	EDF Energy	V5135-DD	121.28		5.78	4312	220	115.50	Inv.11-Pavilion gas
26/05/2026	Unity Bank	V5123-6286	17,000.00				220	17,000.00	052-Transfer Lloyds TO Unity
Total Payments for Month			106,413.39	0.00	33.63			106,379.76	
Balance Carried Fwd			18,783.96						
Cashbook Totals			125,197.35	0.00	33.63			125,163.72	

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 :		23,356.29					23,356.29	
V5128-INTE	Banked: 05/05/2026	2,266.97						
V5128-INTE	CCLA Investment Management	2,266.97			1080	110	2,266.97	Interest
Banked: 06/05/2026		109,000.00						
V5120-TRAN	Current Account & Instant Acc	109,000.00			200		109,000.00	Transfer from Lloyds to Unty
Banked: 19/05/2026		2,984.41						
V5129-TRAN	Instant Access Unity 20476339	2,984.41			230		2,984.41	Transfer to Unity
V5129-INTE	Banked: 19/05/2026	7.65						
V5129-INTE	Unity Trust Bank	7.65			1080	110	7.65	Interest from instrant access
Banked: 22/05/2026		23,000.00						
V5122-TRAN	CCLA	23,000.00			240		23,000.00	Transfer from CCLA to Unity
Banked: 26/05/2026		17,000.00						
V5123-6286	Current Account & Instant Acc	17,000.00			200		17,000.00	052-Transfer Lloyds TO Unity
Total Receipts for Month		154,259.03	0.00	0.00			154,259.03	
Cashbook Totals		177,615.32	0.00	0.00			177,615.32	

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>
01/05/2026	Grist Environmental	V5124-DD	108.36		18.06	4770	220	90.30	Inv.699-B'Hill Waste away
15/05/2026	CCLA	V5121-TRAN	109,000.00			240		109,000.00	Transfer from Unity to CCLA
19/05/2026	Lloyds Bank PLC	V5125-DD	939.97		78.33	4175	120	53.38	Monthly subscription
						4686	170	6.99	Age UK MCS phone line
						4175	120	72.45	Office 365 Cllrs
						4175	120	24.97	PDF Subscription 1 of 2
						4155	120	24.16	Biscuits for meetings
						4370	120	4.99	Surface wipes
						4150	120	24.99	Leaflet holder
						4155	120	6.66	Cups
						4370	120	2.92	Washing up liquid
						4175	120	30.24	Officer office 365
						4175	120	6.65	MWPC Website domain
						4175	120	24.97	PDF Subscription 2 of 2
						4200	120	12.99	Meeting subscription
						4250	120	14.00	Shaw school land registry
						4250	120	14.00	Shaw School land registry 2
						4650	170	439.00	SLCC Membership
						4190	120	41.28	Office phone calls
						4175	120	54.00	Monthly subscription
						4140	120	3.00	Monthly Fee
20/05/2026	EDF Energy	V5126-DD	128.31		6.11	4302	220	122.20	Inv.019-Pavilion electricity
28/05/2026	Shaw Village Hall	V5077-BACS	10,500.00			4620	170	10,500.00	Grant Award 2026/27
28/05/2026	Berryfield Village Hall	V5078-BACS	1,590.00			4620	170	1,590.00	Grant Award 2026/27
28/05/2026	Whitley Reading Rooms	V5079-BACS	3,490.00			4620	170	3,490.00	Grant Award 2026/27
28/05/2026	Wiltshire Search and Rescue	V5080-BACS	695.00			4610	170	695.00	Grant Award 2026/27
28/05/2026	Friends of Giffords Surgery	V5081-BACS	700.00			4610	170	700.00	Grant Award 2026/27
28/05/2026	Melksham Food & River Festival	V5082-BACS	600.00			4610	170	600.00	Grant Award 2026/27
28/05/2026	Shaw & Whitley Community Hub	V5083-BACS	2,000.00			4610	170	2,000.00	Grant Award 2026/27
28/05/2026	Melksham Gardeners Society	V5084-BACS	300.00			4610	170	300.00	Grant Award 2026/27
28/05/2026	Agilico	V5085-BACS	60.19		10.03	4130	120	50.16	Inv.576- Office photocopying
28/05/2026	Aquasafe Environmental Ltd	V5086-BACS	168.00		28.00	4212	220	140.00	Inv.404-April 2026 PPM Visit
28/05/2026	Jens Cleaning	V5087-BACS	351.00			4381	220	351.00	Pavilion Cleaning- March-April
28/05/2026	JH Jones & Sons	V5088-BACS	144.00		24.00	4721	220	120.00	Inv.5947-Bridge emergency repa
28/05/2026	JH Jones & Sons	V5089-BACS	2,742.77		457.13	4402	320	72.94	Inv.5979-Allotment grass cutti
						4402	320	21.88	Inv.5979-BSF Hedge cut
						4400	142	417.42	Inv.5979-Play Area grass cutti
						4780	142	149.86	Inv.5979-Play Area bin emptyin
						4400	142	21.84	Inv.5979-Beanacre leaf clearan

Continued on Page 299

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	42.03	Inv.5979-Kestrel Shrub Mainten
						4820	142	39.36	Inv.5979-SHF Annual cut
						347	0	-39.36	Inv.5979-SHF Annual cut
						6000	142	39.36	Inv.5979-SHF Annual cut
						4401	220	1,150.06	Inv.5979-JSF Pitch maintenance
						4400	142	25.00	Inv.5979-Grass cutting Berryfi
						4781	220	96.50	Inv.5979-JSF Bin emptying
						4405	220	50.67	Inv.5979-JSF Hedge
						4409	142	198.08	Inv.5979-Hornchurch POS
28/05/2026	Cardinus	V5090-BACS	180.00		30.00	4390	120	150.00	Inv. M4- Shaw V Hall valuation
28/05/2026	Cardinus	V5091-BACS	180.00		30.00	4390	120	150.00	Inv.W4-Pavilion valuation
28/05/2026	Cardinus	V5092-BACS	180.00		30.00	4390	120	150.00	Inv.D9-Berryfield V Hall valua
28/05/2026	Open Spaces Society	V5093-BACS	45.00			4650	170	45.00	Annual subscription 26/27
28/05/2026	Place Studio Ltd	V5094-BACS	480.00		80.00	4680	170	400.00	Inv.088-NHP Workshop
28/05/2026	ROSPA Play Safety	V5095-BACS	960.00		160.00	4410	142	800.00	Inv.96389-Operational inspecti
28/05/2026	SLCC Enterprises Ltd	V5096-BACS	168.00		28.00	4055	130	140.00	Inv.305-1- Parish Officer ILCA
28/05/2026	Wellers Law Group	V5097-BACS	50.00		2.00	4390	120	48.00	Inv.051- Berryfield P/A land r
28/05/2026	Wiltshire Council	V5098-BACS	21.00		3.50	4560	142	17.50	Inv.383- Flood warden DBS Admi
28/05/2026	Wiltshire Council	V5099-BACS	21.50			4560	142	21.50	Inv.384-Flood warden DBS Check
28/05/2026	Wiltshire Publication	V5100-BACS	89.28		14.88	4230	120	74.40	Inv.927-Annual parish advert
28/05/2026	Zurich Insurance	V5101-BACS	458.17			4281	142	458.17	Refund for Beanacre shelter
28/05/2026	Radcliffe Fire Protection Ltd	V5102-BACS	148.80		24.80	4212	220	124.00	Inv.43403-Six monthly alarm
28/05/2026	Clerks & Councils Direct	V5103-BACS	15.50			4650	170	15.50	Annual subscription
28/05/2026	JH Jones & Sons	V5104-BACS	2,502.00		417.00	4740	220	2,085.00	Inv.6022-Verti drain all pitch
						355	0	-2,085.00	Inv.6022-Verti drain all pitch
						6000	220	2,085.00	Inv.6022-Verti drain all pitch
28/05/2026	Core Clean	V5105-BACS	250.00			4751	220	250.00	Pavilion external cleaning
28/05/2026	Zurich Municipal	V5106-BACS	6,921.98			4281	142	778.61	Berryfield Village Hall insura
						4282	220	1,149.20	Bowerhill Pavilion insurance
						4281	142	4,994.17	Parish Insurance

Continued on Page 300

Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/05/2026	Gallagher	V5107-BACS	649.92			4281	142	649.92	Cyber Insurance
28/05/2026	Bobby Van Trust	V5108-BACS	300.00			4610	170	300.00	Donation
28/05/2026	HM Revenue & Customs	V5109-BACS	2,922.16			4041	130	1,223.05	Period 2- May 2026
						4000	130	523.20	Period 2- May 2026-T
						4000	130	230.70	Period 2- May 2026-NI
						4010	130	279.20	Period 2- May 2026-T
						4010	130	125.03	Period 2- May 2026-NI
						4010	130	14.00	Period 2- May 2026
						4020	130	204.80	Period 2- May 2026-T
						4020	130	92.18	Period 2- May 2026-NI
						4460	142	215.80	Period 2- May 2026
						4800	320	14.20	Period 2- May 2026
28/05/2026	Wiltshire Pension Fund	V5110-BACS	2,112.18			4045	130	1,547.50	Period 2- May 2026
						4000	130	267.36	Period 2- May 2026
						4010	130	169.71	Period 2- May 2026
						4020	130	127.61	Period 2- May 2026
28/05/2026	Teresa Strange	V5111-BACS	████████		1.76	4000	130	████████	May 2026 Salary
						4190	120	4.42	Out of Hours mobile- April 26
						4190	120	4.42	Out of Hours mobile- May 26
						4048	130	10.60	Parking SLCC Health & Wellbein
28/05/2026	Marianne Rossi	V5112-BACS	████████			4010	130	████████	May 2026 Salary
28/05/2026	Fiona Dey	V5113-BACS	████████			4020	130	████████	May 2026 Salary
28/05/2026	Terry Cole	V5114-BACS	████████			4460	142	████████	May 2026 Salary
						4050	142	47.50	Travel Allowance- May 26
						4051	142	46.80	Mileage x104 miles
28/05/2026	David Cole	V5115-BACS	████████			4800	320	████████	May 2025 Salary
28/05/2026	Woods Business Services	V5116-BACS	85.24		14.21	4150	120	71.03	Inv.946-A3 & A4 paper
28/05/2026	Rialtas Business Solutions Ltd	V5117-BACS	1,104.00		184.00	4185	120	920.00	Inv.908-Year end closedown
28/05/2026	IAC Audit & Consultancy Ltd	V5118-BACS	474.00		79.00	4100	120	395.00	Inv.2146-Year end audit 25/26
28/05/2026	Wiltshire Council	V5119-BACS	706.93			4510	142	706.93	Inv.85-Bader park dropped kerb
31/05/2026	Unity Trust Bank	V5127-SERV	10.60			4140	120	10.60	Service Charge
Total Payments for Month			162,252.54	0.00	1,720.81			160,531.73	
Balance Carried Fwd			15,362.78						
Cashbook Totals			177,615.32	0.00	1,720.81			175,894.51	

Total Salaries
May 2026
£7,583.18

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 :	2,984.41					2,984.41	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>2,984.41</u>	<u>0.00</u>	<u>0.00</u>			<u>2,984.41</u>	

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>
19/05/2026	Unity Bank	V5129-TRAN	2,984.41				220	2,984.41	Transfer to Unity
Total Payments for Month			2,984.41	0.00	0.00			2,984.41	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>2,984.41</u>	<u>0.00</u>	<u>0.00</u>			<u>2,984.41</u>	

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 :		719,000.00					719,000.00	
	Banked: 15/05/2026	109,000.00						
V5121-TRAN	Unity Bank	109,000.00			220		109,000.00	Transfer from Unity to CCLA
Total Receipts for Month		109,000.00	0.00	0.00			109,000.00	
Cashbook Totals		<u>828,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>828,000.00</u>	

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>
22/05/2026	Unity Bank	V5122-TRAN	23,000.00			220		23,000.00	Transfer from CCLA to Unity
Total Payments for Month			23,000.00	0.00	0.00			23,000.00	
Balance Carried Fwd			805,000.00						
Cashbook Totals			<u>828,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>828,000.00</u>	

Teresa Strange

From: Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>
Sent: 20 May 2026 12:19
To: Teresa Strange; McCarthy, Tania
Cc: Fiona Dey
Subject: RE: Confidential - MOU

Good Afternoon Teresa,

Thank you for confirming the parish council unanimously agreed to not proceed with the MOU as per the version you originally sent, for completeness we will send you the revised MOU once received from our Legal team.

With regards to the question over how Wiltshire Council are providing the feed to their own RTI devices post January 2028 – the contract we have has the option to be extended, this would be subject to funding, governance/decision making and legal processes.

With regards to how neighbouring areas such as BANES can give the feed into buses when they are not in Wiltshire – if this is concerned with how timing information from Wiltshire buses is displayed on RTPI units outside of Wiltshire – those authorities will have a contract for their areas - the source of data is the bus operator.

In response to the query over why the Melksham area is not provided with them by Wiltshire Council themselves, as previously confirmed, we have limited funding for the provision of RTPI and projects are informed through the BSIP which sets out how we prioritise locations for new installations. The current project we are working on with you for Melksham Without has been instigated by the parish council on the basis that the funding is from local planning contribution receipts and not funded by Wiltshire Council.

Kind Regards,

Rebecca Lockwood Norris
National Bus Strategy Manager
Passenger Transport
Highways and Transport



Connecting
Wiltshire

Travel made simple

www.connectingwiltshire.co.uk





www.wiltshire.gov.uk

[Sign up](#) to Wiltshire Council's email news service

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>

Sent: 19 May 2026 15:37

To: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>

Cc: Lockwood Norris, Rebecca <Rebecca.LockwoodNorris@wiltshire.gov.uk>; Fiona Dey <office@melkshamwithout-pc.gov.uk>

Subject: RE: Confidential - MOU

Hi Tania

The meeting was at 7pm last night.

The parish council unanimously agreed to **not** proceed with the MOU as per the version you originally sent.

They are really disappointed and frustrated to find out that the service would be for just over one year, for c£55,000 and question how Wiltshire Council are providing the feed to their own RTI devices post January 2028 and how neighbouring areas such as BANES can give the feed into buses when they are not in Wiltshire.

Why the Melksham area is not provided with them by Wiltshire Council themselves.

They remain committed to providing the service for residents, but not at the timescale/cost now on offer. The goalposts have moved significantly.

Wiltshire Councillors were at the meeting, and were asked to follow up directly.

With kind regards, 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

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](#)

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Fiona Dey

From: Teresa Strange
Sent: 25 June 2026 09:46
To: Fiona Dey
Subject: Fw: Link for QR codes

Categories: Full council

For incl under RTI item as an agenda paper pls

From: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Sent: Thursday, June 25, 2026 08:58
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Grocock, Phil <phil.grocock@wiltshire.gov.uk>; Jones, Laura <Laura.Jones@wiltshire.gov.uk>
Subject: RE: Link for QR codes

Hi Teresa,

Thanks for attending meeting yesterday and as Laura mentioned we are looking at the feasibility of putting QR codes within timetable cases later this year. We already do this at some bus stops across Wiltshire, but we are planning to develop a 'Connecting Wiltshire' design for the QR codes so we have a consistent approach to what they look like and where they can be found on a timetable case insert.

The reason for creating a design and putting the QR codes within a timetable case is to hopefully reduce the risk of tampering that is possible if they are attached separately on a plate or on a poster at a bus stop. If you do decide to proceed it would be good to understand how many you are looking to do and where. I've copied in Phil who will be able to advise on the link we use for generating QR codes. It is a public facing website so anyone can produce a QR code from it.

Also, please can we ask that the posters are branded as Melksham Without Parish Council publicity because we cannot accept responsibility for QR codes on posters.

Many thanks,

Tania.

Tania McCarthy

Technical Officer

Passenger Transport

Highways and Transport



www.connectingwiltshire.co.uk



Wiltshire Council

www.wiltshire.gov.uk

[Sign up](#) to Wiltshire Council's email news service

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 24 June 2026 12:50
To: McCarthy, Tania <Tania.McCarthy@wiltshire.gov.uk>
Cc: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Subject: Link for QR codes

Hi Tania

As an interim measure I was thinking of putting QR codes of the RTI in all the bus shelters in the parish.

I note from the meeting this morning, that you are planning on doing that, but could you give us the link now so we could just do some posters until you roll out in the Autumn?

With many thanks, Teresa

Marianne Rossi

From: WVHA <wvha@communityfirst.org.uk>
Sent: 17 June 2026 11:38
To: Marianne Rossi
Cc: Teresa Strange
Subject: RE: Trustee resignation
Attachments: Information Sheet 2 Parish Council help for village halls 24.3.26.pdf

Hi Marianne,

The document you have attached has been retired since its production, but I have included the following guidance which I hope will help.

I think your first port of call would be to check the constitution for your village hall, as this may contain guidance about trustee resignations.

The GOV.UK website also provides the following guidance on this matter: [Charity trustees: resignation and removal](#)

You may also wish to consider the following:

The failure to appoint enough trustees at an Annual General Meeting (AGM) is a serious issue for a village hall, as it can lead to a situation where the charity has insufficient trustees to be quorate, or even no managing trustees at all. In such circumstances, the charity cannot function legally, as charity trustees (the management committee) are responsible for the general control and management of the charity's administration.

1. Duty of Existing Trustees

It is important to note that existing committee members should not simply all resign if there are no new trustees to take over. As managing trustees, they have an ongoing responsibility to safeguard the assets of the charity until a proper succession or alternative arrangement is in place.

2. Immediate Practical Steps: The Public Meeting

If an AGM fails to secure enough nominations, the current committee should take the following steps:

- **Hold a well-publicised public meeting:** This is often arranged with the help of the Parish Council to demonstrate the risk of closure and make a final attempt to recruit new volunteers from the community.
- **Induction and reassurance:** People are often deterred from joining because they fear personal liability. Committees should reassure potential volunteers that trustees are generally protected from personal loss if they act honestly, reasonably, and in accordance with their governing document.

3. Appointing the Parish Council

I have attached the ACRE guidance on engagement with parish councils for reference (page 10 is particularly relevant).

If a recruitment drive fails, an option is to ask the Parish Council (or Town Council) to take over the management of the hall as the sole managing trustee.

- **Procedure:** The existing committee must use their powers to amend the governing document—typically using the statutory power of amendment under Section 280 of the Charities Act 2011—to allow for a corporate body to act as the managing trustee.
- **No obligation:** A Parish Council is not under a legal duty to accept this role and must give its consent.
- **Independence:** If the council accepts, the hall remains a separate charity and must be managed in accordance with charity law, independently from the council's statutory duties.

4. Charity Commission Intervention

The Commission can be contacted on 0300 066 9197.

Under Section 80(2)(b) of the Charities Act 2011, the Charity Commission has the legal power to appoint a person (or corporate body) as a charity trustee if:

- There are no charity trustees.
- Vacancies mean the charity cannot apply for appointments itself.
- The absence or incapacity of trustees impedes proper administration.

The Commission will typically only exercise this power in exceptional circumstances. If a hall is registered and up to date with its filings, applying for a Commission order can also help vest the land in the Official Custodian for Charities, which simplifies future title management.

5. Winding Up

If all efforts to find new managing trustees fail, and the Parish Council is unwilling or unable to take over, the final option is to wind up the charity in accordance with the procedures set out in its governing document.

Please note that we are not legally qualified, so this advice is provided as guidance only. If you require formal legal advice, there are several Wiltshire-based solicitors who specialise in charity law.

I hope this information helps.

Kind regards

Michelle

Michelle Robinson

Community Development Officer (Village Halls and Link Scheme)

I work part time and my working hours are: 08:30 – 16:00 hrs Mon – Wed, 08:30 – 12:30 Thur

Tel: 01380 732805

Email: mrobinson@communityfirst.org.uk



Community First

Unit C2, Beacon Business Centre, Hopton Park, Devizes, SN10 2EY

01380 732821

Marianne Rossi

From: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Sent: 18 June 2026 12:49
To: Marianne Rossi
Subject: RE: Advice/ information on Reading Room building

Good afternoon, Marianne.

I hope you are well.

Thankyou for getting in touch regarding the reading rooms.

Unfortunately, where you are not the owner of the building and have no financial relationship with it there is no insurable interest to insure the building.

If there is a contract in place making you legally responsible for insuring the building we may be able to provide cover.

However, without this there would be no insurance we can provide to cover this.




I hope this helps.

At Zurich, your experience is our priority. Please provide your [feedback on our service](#) to help us create a brighter future together.

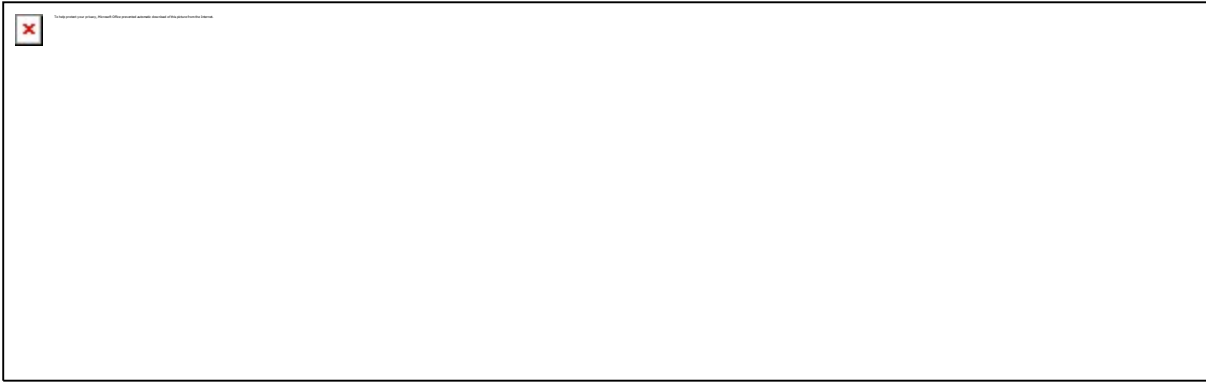
Kind regards,

Jack Botley

Digital Trading Trainee Underwriter

 England/Wales
 0800 917 9531 option 3
 Renewals.team@uk.zurich.com





Confidential \ Non Personal Data

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Sent: 15 June 2026 13:52
To: GBZ_ZT_Renewals Team <renewals.team@uk.zurich.com>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: [EXTERNAL] Advice/ information on Reading Room building

Dear Zurich,

I wonder whether you can help/ advise us on a matter, please.

I am seeking clarification regarding insurance arrangements for a charity owned building within the parish of Melksham Without.

The building is a Reading Room operated by a charitable trust governed by the Charity Commission, but the property is vested in the Official Custodian for Charities and managed by a management committee. Melksham Without Parish Council is named within the Scheme as an appointing body for one representative trustee, although the parish council does not own the building.

There are concerns that at the charity's forthcoming AGM the existing management committee may all stand down and that no new members may come forward to take over the management of the charity. Should this occur, there may be a temporary governance gap while replacement trustees or committee members are identified and appointed.

The Clerk and Responsible Financial Officer will be in attendance at the AGM and, if the committee were to stand down without replacement, the intention would be to secure the building, cease activities and close it pending advice from the Charity Commission and the appointment of replacement trustees

Our concern is whether, in these circumstances, there could be a period during which the building is left without insurance cover.

Could you please advise whether, under the parish council's current insurance arrangements, there would be any scope for the parish council to arrange buildings insurance for the building on a temporary basis, despite not being the owner, and whether the council would be considered to have a sufficient insurable interest to do so?

I have attached the charity commission documents, which I hope will be helpful when looking into this, and shows that the parish council are named on the final page.

Information Sheet 02

Parish Council help for village halls



Last updated January 2026

Contents

03 Introduction

05 1 - Financial assistance

- 1.1 Timescale
- 1.2 Presentation of applications
- 1.3 How local councils are funded
- 1.4 Forms of financial assistance
- 1.5 Guaranteeing loans
- 1.6 Borrowing approval (or 'loan consent')
- 1.7 Public Works Loan Board (PWLB)
- 1.8 VAT

09 2 - Planning fees

09 3 - Custodian Trusteeship

10 4 - Consulting the community

10 5 - The parish council taking over as sole trustee

11 6 - Local council and the Standards Regime (or 'Ethical framework')

- 6.1 Members sitting on village hall management committees

12 7 - General

13 Sources of further information and advice

Introduction

Village halls are one of the major forms of community facilities in rural and some urban areas, providing a meeting place at low cost for a wide variety of local organisations and promoting community activities in general. For this reason, the relationship between village halls and their local council is important as local councils play a key role in representing and meeting the needs of local people.

Local councils can work with halls to ease the financial burden of running or improving premises and to stimulate new community activities in several ways by:

- Helping the governance of the hall by appointing a parish councillor onto the management committee, who can set a good example to others by participating actively at committee meetings and encouraging others to do so, offering practical assistance and reporting back to the council.
- Regularly providing funding for hall maintenance from the precept so that the management committee plan more effectively for both regular and intermittent expenditure.
- Providing capital funding towards repairs or extensions through loans and grants.
- Using the hall for committee or public meetings and recognising the need to pay a full rent.
- Helping to identify local needs by encouraging and supporting community consultation.
- Helping to develop new activities by arranging joint meetings or providing small pump priming grants to those who want to take ideas forward.

Whether or not local councils help financially, village hall management committees can find it impossible to carry on running the village hall. Rather than wind up the village hall,

management committees could ask the local council to take over the management of the village hall. A local council has power to do this, but it is under no obligation to do so.

The purpose of this information sheet is to look in more detail at the ways in which local councils can address the above issues. It also looks at the implications of the Local Councils' Standards Regime, for those councillors who are also members of their village hall management committee.

'Local council' is the term used throughout this information sheet to describe the term used in England to describe parish and town councils and in Wales, community or town councils.

1 Financial assistance

Local councils are the first tier of Local Authority with the power under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976 to give financial assistance for work on village halls, or in support of their running expenses. There is no limit on the amount that may be given under this Section. Local councils should ask the recipient to provide a report of the use to which the assistance has been put. Section 137 of the Local Government Act 1972 (the free resource) must not be used to give grant aid to village halls where a more specific power is available.

1.1 Timescale

When seeking financial assistance, a village hall committee should remember that a local council may not be able to provide the money immediately. A local council normally budgets in November for the following financial year which begins in April, and then must request its precept no later than 1 March. It is essential, therefore, that local councils are given as much warning as possible. This also helps with long term planning for the management committee.

1.2 Presentation of applications

It is also strongly recommended that requests for financial assistance are made in the most organised, detailed and professional way possible. A local council will usually want to see that the project is sensible, that it has been carefully planned, if necessary, with professional help and that all other potential sources of assistance are being explored. Requests should always be made in writing, detailing a timescale of the proposal and any other sources of funding sought or made available. Village hall committees should be as precise as possible in formulating their requests. A vague request for some help towards a project that is being planned for some time in the future can be counter-productive and will normally lead to a request for more detailed information, leading to delay. Your local ACRE network member's village halls adviser should be able to help hall committees formulate their presentation.

1.3

How local councils are funded

For most local councils their main or only source of income is from the precept i.e. the instruction which they give each year to the principal ('Billing') authority to collect Council Tax from residents. Other sources of income include loans (where the council borrows money, charitable funds administered by the council, and funds such as section 106 contributions and the Community Infrastructure Levy often referred to as planning gain.

1.4

Forms of financial assistance

Accepting funds from the local council does not put the village hall management committee under any obligations to the council other than observing any reasonable conditions which may be required. The local council will ultimately be accountable to the auditor for expenditure of public money.

Precept

The precept is money which can be raised through council taxes by the local council to fund various facilities, such as village halls and playing fields. The local council calculates and decides upon its precept on an annual basis.

Grant aid

For relatively small sums of money, it will usually be most appropriate for the local council to pay the grant from its annual precept income. A public subscription can also be raised to fund projects. For larger sums, there are two alternatives: building up a capital fund or borrowing.

Capital fund

A local council can build up a fund over a number of years prior to giving the grant. However, this is usually only possible where a project such as an extension is being planned over several years and where it is known well in advance how much the local council will be contributing. The council's auditor will also need to be assured that the local council is accumulating the money for a specific purpose.

Loans

A local council may make a loan to a village hall committee. The following points need to be considered:

- The loan could come direct from the council's own annual precept income or from a capital fund.
- A local council can take out a loan and give it to the village hall committee but not make an onward loan.
- A local council could assist by not charging any interest.
- The members of the management committee of a village hall charity, who are the managing trustees of that charity, have, under certain circumstances, a liability to repay any loans that are taken out by the charity in the event of the charity's funds not being adequate to do so.

For this reason, it is important that legal advice is taken and the whole committee is aware of all possible implications arising from the loan.

1.5 Guaranteeing loans

Under Section 19 of the Local Government (Miscellaneous Provisions) Act 1976, local councils have acted as guarantors and offered indemnity for loans.

However, the council will normally need to secure its own borrowing approval first even if it is offering only a guarantee and not raising a loan.

1.6 Borrowing approval (or 'loan consent')

If the local council decides to borrow a sum of money and give it to the village hall management committee then it must first apply and obtain borrowing approval from the Secretary of State. Application forms can be obtained from the local office of the County Association of Local Councils (sometimes in the same office as your local ACRE Network member) and must be returned to the County Association who will check the details and forward it to the Department for Communities and Local Government (DCLG). Once granted approval lasts for six months, which means that the application itself is best made when the funds are needed.

The County Association will however appreciate forewarning that an application is likely and knowing the approximate size when the council takes a decision. The maximum amount which a local council can borrow is £500,000.

Borrowing approval can be given for:

- **the acquisition of land**
- **carrying out of works on land, including the construction of and undertaking significant works on buildings or other structures**
- **making a grant for the above purposes.**

It cannot be given for moveable assets such as furniture or equipment.

Once borrowing approval is granted by letter the local council can then borrow from 'any willing lender'.

1.7

Public Works Loan Board

In most cases the local council will borrow from the Public Works Loan Board, who offer favourable rates of interest to local authorities and can offer differing periods and terms. For fixed rate loans the maximum period is 50 years, for variable rate loans, 10 years. Applications can be downloaded from the PWLB website. Council clerks can ring and ask for the rate that day and fix the loan then and there, for commencement two days later. Existing small loans from an earlier project can be replaced by larger loans to cover new projects too. For an instant estimate based on current PWLB rates contact the Public Works Loan Board. See Sources of further information and advice for contact details.

Example: a local council has resolved to make a grant of £10,000 to a village hall committee towards the cost of making improvements to the hall. There are 250 band D equivalent properties in the council's area (your district council or unitary authority will tell you how many there are). Having first obtained 'borrowing approval', the council borrows money over 10 years from the PWLB at a fixed rate of 4.5%.

Using the annuity method of repayment, which ensures equal repayments throughout the term of the loan, would result in the local council having to repay £1,110 per year, for 10 years. This would cost each household in a band D property, with two adults (no discounts), £4.45 per year for 10 years (£1,110 divided by 250).

Calculations of this sort will be extremely useful in helping local councils make decisions, as they show just what the implications are of a given level of financial assistance. The effect can then be considered in relation to the more sizeable principal authority precepts.

1.8

Value Added Tax (VAT)

A local council may, under Section 33 of the VAT Act 1994, reclaim some or all of the VAT on purchases of equipment or building materials, or building work which it incurs for a village hall. The equipment or work has to be gifted to the hall, in lieu of grant aid, and certain conditions met. These conditions differ where a local council is sole trustee of a village hall charity (i.e. both custodian and managing trustee). The relevant conditions are set out in **ACRE's Information Sheet 18, Village halls and VAT on building work and other purchases.**

2

Planning Fees

Under the Town and Country Planning (Fees for Applications, Deemed Applications, Requests and Site Visits) (England) Regulations 2012, a planning application made by or on behalf of a local council will be subject to one-half of the fee amount normally payable.

3

Custodian trusteeship

It may be that under the village hall's governing document the parish council is the custodian (or holding) trustee. The custodian trustee's function is to hold the property and act on the lawful directions of the village hall management committee in transactions affecting the title of the property and to ensure that the hall is used for its charitable purposes. This form of trusteeship is often preferable to appointing individuals as the local council is a corporate body and exists in perpetuity. It does not die or move away, creating the need for a new appointment to be made.

The other alternative and considered a better option by ACRE the SLCC is to vest (appoint) the Official Custodian for Charities as custodian trustee.

In some cases, the parish council will be sole trustee. i.e. both custodian trustee and village hall management committee.

4

Consulting the community

Consultation in the community is often led by the Parish Council. It enables a community to develop a statement or vision of how a community sees itself developing in the future. It will include any social, environmental, or economic issues that are relevant to the people living in the community.

The process of carrying out consultation is often led by the parish council and All individuals and organisations should be consulted including the village hall management committee. The village hall management committee may still wish to carry out their own survey or appraisal to ascertain the needs of the hall but the hall should still feature largely in any community plans. Such consultation exercises are often referred to as a community led plan or parish plan.

5

The appointment of a parish council as sole trustee by a village hall management committee

Occasionally a management committee of a village or community hall finds it impossible to carry on running the village hall. Such situations often arise due to a reduced number of Charity Trustees willing to serve on a Management Committee. A well-publicised Public Meeting arranged with the help of the Parish Council may help to recruit new Trustees and also demonstrates good practice in trying to resolve the situation.

Should fears of personal liability be the cause then trustees can be reassured that provided a trustee acts honestly, in good faith and follows the governing document they should have nothing to fear. The Charity Commission can exonerate any Trustee from liability using section 191 of the Charities Act.

Should all the above fail to secure an effective and hopefully enthusiastic Committee of Charity trustees the 'last resort' may be to ask the Parish Council (PC) to become the Trustee of the Charity. In fact it is possible for any corporate body to become Trustee, but most are unsuitable due to their uncertain period of existence and inappropriate main purposes.

However, the Parish Council is not obliged to accept this role and ACRE Information Sheet 36 states this position. Should the Parish Council agree to do so, their existing relationship with the Village Hall will need to be considered i.e. whether they are currently the custodian trustee.

Hall committees will need to refer to the powers in their Governing document to check if they may appoint the parish council as sole trustee. Few governing documents will include such power so the management committee would have to amend it, either using the power of amendment contained in the governing document or amending the governing document to include the power. Hall committees can use the statutory power of amendment set out in s.280 of the Charities Act 2011.

The Charity Commission has power under Section 80 of the Charities Act 2011 to appoint a parish council as sole trustee of a charity, but it will only exercise that power in exceptional circumstances.

ACRE strongly advises hall committees in this position to contact their local ACRE Network Adviser as there are several options depending on the constitutional structure of the hall and the existing relationship between the Parish Council and the hall charity. The Network Adviser will also be able to advise as to the appropriate wording of any resolution.

6 Local Councils and the Standards Regime (or ‘Ethical Framework’)

The Localism Act 2011 requires, as part of the new ethical framework, all local authorities to adopt a Code of Conduct, which all councillors have a duty to follow.

It covers three main parts:

- general provisions and obligations e.g., respecting others’ views and confidential matters
- being aware of interests and declaring them
- registration of financial interests as well as gifts and hospitality.

6.1

Members sitting on village hall management committees

When issues relating to a village hall management committee are raised at council, members who sit on that committee may have an interest to declare. Members sitting on the village hall management committee in their own right, not as representatives of the council, must declare their interest. However, where they have been appointed by the council to sit on the committee, they are representatives of the council, at least as far as the council is concerned, so they have no interest to declare. As defined by the Localism Act 2011, this interest may be a disclosable pecuniary interest.

The Code of Conduct adopted by the Council pursuant to the Localism Act may require a councillor with an interest to vacate the council meeting during discussion of this item. The Localism Act 2011 enables a council to grant one or more of its councillors a dispensation, which allows them to speak and vote, even though they have declared an interest. The decision to grant a dispensation should not be taken lightly, but it can be useful where, for example a significant number of councillors are also village hall committee members (such that their exclusion from the council meeting would render any further discussion problematical).

Where the local council is the sole trustee (i.e., there is not a committee of individual managing trustees) of the village hall charity, this does not amount to an interest for each councillor. However, in certain circumstances a councillor may still have an interest to declare for example, if he or she lives next (or close) to the village hall, and the council is planning some activities or works at the hall which may affect his/her home.

7

General

For a village hall matter to be discussed at a local council meeting, the item must be included on the agenda. The management committee should write to the clerk to the council before the meeting date, giving full details and asking for the matter to be included on the agenda. It may help to brief the representative on the village hall management committee and other sympathetic councillors as well. Local councils can provide advice and information about who in other local authorities deal with matters concerning village halls. For example, where to go for assistance in ensuring the relevant rate reliefs are claimed.

Sources of further information and advice

ACRE and its Network provides an information and advice service for village hall management committees through its network of village hall advisers. Contact details for hall advisers can be found on the ACRE website www.acre.org.uk

ACRE produces a range of village hall publications and information sheets to support this service which are available from your local ACRE member.

ACRE publications that may be of interest to readers of this information sheet are listed below:

Information Sheet 18

Village Halls and VAT on building work and other purchases

Information Sheet 36

Village halls run by parish councils as sole Trustee

Useful contacts

National Association of Local Councils (NALC)

109 Great Russell Street, London, WC1B 3LD
www.nalc.gov.uk

Society of Local Council Clerks (SLCC)

Collar Factory, Suite 2.03, 112 St. Augustine Street,
Taunton, Somerset TA1 1QN
<https://www.slcc.co.uk/>

Public Works Loan Board

Eastcheap Court, 11 Philpot Lane, London EC3M 8UD
0845 357 6610
www.pwlb.gov.uk



Action with Communities in Rural England

contact@acre.org.uk | www.acre.org.uk

Company Limited by Guarantee 3336101 Registered Charity No. 1061568

Beanacre Play Area Refurbishment Project

Report to Full Council for Monday 29th June 2026

Following review of the timber testing reports, ROSPA inspections and supplier consultations, it is considered that a complete replacement of Beanacre Play Area is not justified at this time. The evidence suggests that much of the existing equipment remains structurally serviceable and can continue in use with ongoing monitoring and maintenance.

The project has therefore evolved from an initial consideration of a full refurbishment scheme to a targeted refurbishment approach focused on:

- Replacement of both swing bays.
- Removal and replacement of the overhead climber.
- Repair of safety surfacing.
- Replacement of the main entrance gate.
- Minor ancillary works to gates and access arrangements.
- Improvements to inclusivity through replacement play equipment.

This approach addresses identified defects, improves inclusivity and accessibility, reduces future maintenance liabilities and represents a proportionate and cost-effective investment for the parish.

The council were aware at budget setting that some piece of equipment needed to be replaced and had budgeted £25,000 for the current financial year (from reserves, CIL and Solar Farm funding).

1. Background and info from site visits

The council have been keeping a watch on some piece of equipment inside of the play area for some time. The timber testing undertaken in December 25 identified deterioration within certain individual components but did not indicate widespread structural failure across the whole play area. The findings suggest that whilst some equipment is approaching the end of its life, much of the existing play area remains serviceable and suitable for continued use, so there is no immediate requirement to remove all existing equipment at this time.

In May 2026, members of the Beanacre Play Area Working Party and officers undertook an initial site visit at the play area with some play area providers to consider/ discuss options in order for the providers to come up with concept designs, so that the council could draw up a specification to go out to quote/ tender. At that stage, a more comprehensive replacement scheme was being considered.

Following receipt of initial concept designs and indicative costs, it became clear that a complete redevelopment would require a substantially higher level of investment than the council may wish to provide. It is very hard for providers to develop concepts when there isn't a budget in place, which was discussed at the last Finance Committee prior to the second site visit, and it was agreed to ask providers to provide costing for the following:

- A lower-cost scheme (Bronze);
- A mid-range scheme (Silver);
- A higher-cost scheme (Gold).

At the site visits on the 19th June, it was felt that not all of the equipment needed to be replaced and discussions focused on identifying which items genuinely required replacement and how the council could achieve the greatest improvement in play value and inclusivity whilst retaining serviceable assets.

2. Equipment Requiring Replacement

The following items are considered priorities for replacement:

a) Swing - Junior - 1 Bay 2 Seat



Replace existing swing bay with:

- One junior flat seat swing or Inclusive Seat Swing or parent/child swing .
- One toddler cradle swing.

b) Swing - Mixed - 1 Bay 1 Accessible 1 Toddler Seat



Replace existing swing bay with:

- One basket swing.

The basket swing would provide a more inclusive play opportunity and accommodate:

- Children requiring additional support.

- Parent and child use.
- Multiple younger children.
- Older children and teenagers.

Final configuration will depend upon required safety clearances and available surfacing areas.

c) Overhead Climber



The overhead climber has been identified as a recurring inspection and maintenance concern in the ROSPA reports over the last few years. It has a medium rating of 9 and the concern that ROSPA has is that it relies on one post for its stability and if that goes the whole equipment will fail. The council have been continuously monitoring this piece of equipment; however, we are unable to see what is going on inside of the equipment so it's only a visual monitor. It is, therefore, considered to be much better to move forward with a removal of the overhead climber and replacement with a simpler item of play equipment requiring less ongoing maintenance.

Potential replacement options discussed at the second site meeting include:

- Springer.
- Two-person springer.
- Small seesaw.
- Other low-level inclusive play item such as a play panel or twister game. (It is noted that a play panel doesn't have to go on safety surfacing and can go on posts on a grassed area)

Any replacement should:

- Fit within the available space.
- Require minimal additional safety surfacing.
- Be suitable for younger children.
- Reflect the rural character of the site.
- Been mindful of the route from the gate straight on to this area – so a swing or similar is not suitable here

Nature-themed equipment is preferred over heavily themed or urban-style equipment.

3. Safety Surfacing



A number of areas of safety surfacing inside of the play area require repair, there are cracks and some pieces of surfacing are separating at their joints where a previous repair has been undertaken a few years ago.

Current thinking is that:

- Existing serviceable surfacing should be retained.
- Damaged areas should be repaired rather than completely replaced where practical.
- Patch repairs should be explored as a cost-effective solution.

Things that we need to consider/understand:

- Relevant EN safety certifications.
- Expected lifespan of different surfacing systems.
- Maintenance requirements.
- Availability of repair materials in future years.

4. Gates and Access

Main Entrance Gate



The main entrance gate no longer self-closes correctly and it is considered that a replacement would be necessary. Although adjustments can be made to the gate, the adjustments either seem to make the gate shut too fast or too slow.

Secondary Gate

The secondary gate remains serviceable but is visually tired.

Options include:

- Refurbishment and repainting.
- Replacement if this proves more cost-effective.

5 bar gate and post

Outside of the play area, but the access from the parish council's leased land to the boules court, car park and cricket/recreation field is a 5 bar gate. The gate is the maintenance access gate (for the parish council grasscutting contractor etc) has dropped slightly and no longer sits correctly within its opening. Whilst this issue does not currently prevent use of the gate (its very difficult to open and shut as heavy), it is considered sensible to investigate repair or resetting of the gate and supporting post if contractors are already on site undertaking works within the play area.

5. Materials and Longevity

A discussion during supplier visits concerned material selection. In order to draw up a specification we need to know what material we are moving forward with which includes understanding of the advantages and disadvantages of the following:

- Robinia hardwood.
- Laminated timber.
- Treated softwood.
- Steel construction.
- Hybrid timber and steel solutions.

Historically, when adopting new play areas, the council has generally favoured steel equipment over timber. This approach has been influenced by concerns regarding timber deterioration, inspection requirements and the potential need for future replacement of below-ground structural components.

During discussions with suppliers, we explored whether advances in timber construction and treatment methods have altered the long-term performance of timber play equipment. Several suppliers advised that modern timber systems, particularly Robinia hardwood and engineered laminated timber products, are offered with warranties of up to 20 years, depending upon the manufacturer and product range.

The council need to consider the following when determining the equipment material:

- Whole-life cost.
- Ease of inspection and maintenance.
- Availability of replacement parts.
- Suitability for the rural setting.
- Visual appearance.
- Sustainability credentials.
- Expected service life.
- Future refurbishment and replacement requirements.

Some suppliers offer:

- Steel structures with timber appearance finishes.
- Powder-coated steel.
- Timber uprights with steel crossbeams.

All other equipment should be retained at this stage and monitored through the council's normal inspection and maintenance programme.

6. Procurement Considerations

Following the site visits the Beanacre Play Area Working Party and officers felt that the following needed to be taken into consideration when going out to quote/ tender for the project:

- Where equipment is manufactured.
- Availability of replacement parts.
- After-sales support arrangements.
- Typical lead times for spare parts.
- Warranty periods.
- Maintenance requirements.
- Availability of inspection access to moving components.
- Sustainability credentials.
- Timber sourcing policies (if the council were to choose timber).
- Whether products are manufactured in the United Kingdom.

Particular consideration should be given to ease of inspection and maintenance. The council has experienced difficulties inspecting certain existing equipment where critical components are concealed or require dismantling to access. Preference should therefore be given to equipment that allows routine visual inspection of moving parts, chains, bearings and fixings without specialist tools or extensive disassembly.

Specialist Assistance

As part of preparing a specification for the works, officers have identified that specialist technical knowledge may potentially be required. Whilst officers and the Beanacre Play Area Working Party have developed a good understanding of the site's requirements through inspections and supplier visits, the council does not have the expertise in playground design standards, safety surfacing requirements or the technical standards governing play equipment.

Preparation of a detailed specification will need to consider matters such as:

- Compliance with BS EN 1176 and associated play equipment standards.
- Safety surfacing requirements and critical fall heights.
- Accessibility and inclusive play provision.
- Equipment spacing and safety clearances.
- Long-term inspection and maintenance requirements.

Officers have sought an indicative quotation from an independent specialist to assist with preparation of the specification and procurement documentation. Should the

quotation represent value for money, Full Council may wish to consider whether specialist assistance would be beneficial in ensuring that the final specification is technically robust, supplier-neutral and capable of delivering best value through the procurement process.

7. Other considerations and Site Logistics

There are some discussions that need to be held with the Church regarding:

- Welfare facilities for contractors, such as use of toilets and kitchen facilities.
- Contractor compound location.
- Vehicle access routes.
- Positioning of skips, low-loaders and delivery vehicles.

8. Community Considerations, need and justification

During the site visits the Clerk spoke to members of the church and it was understood that:

- The play area remains used.
- Users travel from outside Beanacre.
- The site serves a wider catchment than the immediate village population

A key consideration for this project has always been the scale of investment that is appropriate for Beanacre Play Area. At the start of the project, we did not know how much a full refurbishment would cost but as we have held discussions and viewed concepts with providers it has become obvious that a full refurbishment is not required at this time.

Beanacre is a relatively small village with approximately 133 dwellings. Prior to the second site visit we used the standard planning assumptions applied by Wiltshire Council to new residential developments; a settlement of this size could theoretically generate demand equivalent to approximately 77 children and young people across various age groups.

Age Group	Estimated Number
0–2 years	5
3–4 years	12
Primary age	41
Secondary age	19
Total	77

This is not accurate and it needs to be recognised that these planning assumptions are intended for forecasting demand arising from new housing developments and do not accurately reflect the current population of Beanacre. Local knowledge suggests that the actual number of resident children within the village is significantly lower, with estimates ranging from approximately between two to eight children.

The council also recognises that other play facilities within the parish serve a significantly larger residential population and may require future investment. Using

the same dwelling-based planning methodology applied to Beanacre, Berryfield would generate an estimated demand equivalent to approximately 528 children and young people compared with 77 for Beanacre. Whilst these figures are unlikely to reflect actual child populations, they do provide a useful indication of the relative scale of the two settlements. Berryfield now contains approximately 800 dwellings, in comparison, Beanacre contains approximately 133 dwellings.

It needs to be considered that investment in Beanacre is proportionate to local need and does not unnecessarily restrict the council's ability to invest in other parish facilities in future years. This supports the conclusion that a targeted refurbishment focused on identified defects, inclusivity and maintenance concerns represents a more appropriate approach than a complete redevelopment of the site.

During site discussions it was noted that the play area appears to be well used; however, it is unclear what proportion of users originate from Beanacre itself and what proportion travel from outside of the parish. On the basis of the information currently available, the feeling is that a major redevelopment of the site cannot be justified at this time

For the above reasons, it is recommended that the council identify a proportionate approach for Beanacre which:

- Maintains a safe and attractive play facility.
- Addresses identified defects and end-of-life equipment.
- Improves inclusivity through targeted replacement.
- Represents good value for money.
- Avoids unnecessary replacement of serviceable assets.
- Preserves funding flexibility for future investment priorities elsewhere in the parish.

The proposed refurbishment approach seeks to balance the continued provision of a valued community facility in Beanacre with the need to make effective use of public funds across all parish assets.

9. Recommended Next Steps

1. To consider the indicative costs and concept proposals received from suppliers.
2. To determine whether the council wishes to pursue:
 - a targeted refurbishment of the existing play area; or
 - a more comprehensive redevelopment of the site.
3. To determine an appropriate budget for the project.
4. To determine which items of equipment, surfacing and associated infrastructure should be included within the project specification.
5. To consider whether specialist assistance should be obtained to support the preparation of a specification and procurement documentation.
6. To provide officers/ small working group with direction regarding the preparation of a specification for consideration at the July Full Council meeting.

7. The next Asset Management Committee is to be held on Monday 6th July, and the intention is to meet at 6pm for a site visit to Beanacre Play area and then hold the meeting in the church hall afterwards at 7pm. Consideration could be given to inviting residents to attend at 6.15pm (after initial councillor briefing) to review with them, before the Asset Management meeting drawing up a specification – but we may still need assistance in drawing up a spec for quotes/tenders – whilst the council may know they want a “skim of wet pour” we don’t know what depth, and other technical specifications to go with that.
8. The Clerk has reached out via the Westlands Lane whatsapp group and social media – as well as talking to residents whilst at the play area and church, to see what their thoughts were on the park. We had the following responses.

Responses from residents:



Beanacre

Teresa Strange MelkshamWithout · Admin · 8m · 🗨️



Beanacre Play Area

A productive day at Beanacre Play Area where parish councillors and officers spent time meeting with a series of different play area companies to discuss possible replacement options for older play equipment.

More companies and ideas are still to come as options continue to be explored for the future of this community space.

We'd really value feedback from local residents as plans develop.

- ✅ Do you, your children, grandchildren, family or friends use the play area?
- ✅ What would you like to see there in future for all ages to enjoy?
- ✅ If you live nearby and don't currently use it, we'd really like to hear why.

Lovely to see the cricket pitch looking fantastic, with the whirr of the lawn mower in the background as Corsham Cricket Club carried out grounds maintenance, alongside church members in other areas.

With the play area, cricket facilities, boules court, car park and church room for table tennis and other uses, altogether it really is a wonderful community space. Thank you to all the volunteers who give up their time to help maintain it so well.

Plans are progressing for the new changing room pavilion building, funded by Corsham Cricket Club with financial support from Melksham Without Parish Council and the Melksham Area Board.

A big thank you to St Barnabas Church for letting us use the church school room as a base for the day — and for providing the perfect place for a cuppa between meetings! 😊☕

Hi Teresa, I would love to see the essence of our original park intact ie unusual items not found in many small parks, baby and disabled swing. I think we should also be asking the solar farms and N Grid for 'community funding' so extras can be added. N Grid did provide £10,000 originally when I asked so may be happy to continue their support for the well used park! It is wonderful to hear/see children in an area where you never saw a child due to the road and I know many have visited from outside the area as it was such a nice park. Where have those 23 years gone!

08:20

It was a fabulous park for my boys when they were small. As they got older they particularly liked the monkey bar style handles. They had many hours of fun there and we are very grateful & lucky to have this on our doorstep!

Marianne Rossi

From: jcc.services <jcc.services@talktalk.net>
Sent: 23 June 2026 10:09
To: Marianne Rossi
Subject: RE: Replacement ignition probe

Hi Marianne,

As discussed the cost to replace worn ignition/ionisation probe £225.00 including vat.

Cheers Jerry.

J C Combustion Services.

Sent from my Galaxy

----- Original message -----

From: Marianne Rossi <admin@melkshamwithout-pc.gov.uk>
Date: 23/06/2026 09:24 (GMT+00:00)
To: "jcc.services" <jcc.services@talktalk.net>
Cc: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: Replacement ignition probe

Hi Jerry,

Thank you for carrying out the recent boiler service at the Bowerhill Sports Pavilion, I note from your report that we received this morning that boiler No. 1 requires a new ignition probe.

Could you please provide us with a quotation for the supply and installation of the replacement probe, please?

We have a meeting on the 6th July, so could add it to the agenda for members to consider.

Many thanks

Best Wishes,

From: Rose, Martin <martin.rose@wiltshire.gov.uk>

Sent: 21 May 2026 09:15

To:

Subject: Melksham LHFIG - Notes and financial update from 07/05/26

Dear LHFIG member,

Please see attached the meeting minutes and financial update following the Melksham LHFIG meeting on the 7th May.

Please note that since the meeting the cabinet member for Highways and Transport has agreed to reinstate the full budget for LHFigs. i.e. the same as 2025/26.

In the case of Melksham LHFIG our annual budget is **£24,338.00** and 'APPENDIX 2 UPDATED' (attached) now shows this figure.

Any questions please do not hesitate to get in touch

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCMI
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road
Trowbridge BA14 8JN

Fiona Dey

From: Teresa Strange
Sent: 19 May 2026 10:45
To: Fiona Dey; Marianne Rossi; Alan Baines
Subject: FW: Bader Park Dropped Kerb

Categories: Highways

For info

From: Rose, Martin <martin.rose@wiltshire.gov.uk>
Sent: 19 May 2026 10:39
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Subject: RE: Bader Park Dropped Kerb

Thanks Teresa,

Some further good news. The final account came in significantly lower than the order value at £2,142.22. Your contribution has reduced accordingly to £706.93.

I will issue an invoice in due course.

Regards

Martin Rose IEng, FIHE, MCIHT, CMgr MCMI
Principal Engineer – Traffic Engineering
Highway Asset Management and Commissioning
Wiltshire Council ,
County Hall, Bythesea Road
Trowbridge BA14 8JN

Wiltshire Council



Email: martin.rose@wiltshire.gov.uk
Web: www.wiltshire.gov.uk

Highways Fault? Report it here:
<http://www.wiltshire.gov.uk/mywiltshire-online-reporting>

Follow Wiltshire Council



Visiting the Council offices

County Hall

Bythesea Road
Trowbridge
BA14 8JN

Find the office on [Google Maps](#)

Travelling by car

Melksham Local Highways & Footway Improvement Group

	Item	Detail & Updates	Actions and recommendations	Who
w)	9-24-30 Halifax Road, Bowerhill	<p>Issue raised by Melksham Without PC <i>"Request for bollards to be installed on the edge of the verge on Halifax Road opposite the entrance to Bowerhill Primary School and Hurricane Road flats to prevent parking on the grass!"</i> https://www.google.co.uk/maps/</p> <p>29/05/25 MJR to look at site and report back to future meeting with estimated costings.</p> <p>29/05/25 Area unsuitable for introduction of bollards to prevent verge parking. Verge protection edge liner markers may be possible but unlikely to prevent a determined driver. Birdsmouth fencing better option but likely to be expensive. £3,000+. Length required 28-30m.</p> <p>Members expressed concern re. the cost of providing birds mouth fencing along the verge in question. MJR to look at site during end of school to look at parking issues and discuss with MWPC.</p> <p>28/10/25</p> <p>Comment from MWPC - <i>Councillor Harris shared that three white edge-markers had been installed outside the school and seemed to have stopped lorries parking on the verge. He suggested that more were needed further along the road (opposite the village hall) to prevent a pick-up truck and trailer parking on the grass verge.</i></p>	<p>07/05/26</p> <p>Site meeting took place on the 11/02/26 to look at this site and others on the Bowerhill Estate.</p> <p>For this site it was agreed that additional verge markers would be beneficial. Cost around £400.00</p> <p>'School Keep Clear' markings were discussed but concerns remain re. likely displaced parking at school pickup times and the impact on nearby roads.</p> <p>Agreed – Allocate £400 for additional verge makers on Halifax Road</p>	MJR



MELKSHAM WITHOUT PARISH COUNCIL
Clerk: Mrs Teresa Strange

First Floor
Melksham Community Campus,
Market Place, Melksham,
Wiltshire, SN12 6ES
Tel: 01225 705700
Email: clerk@melkshamwithout-pc.gov.uk
Web: www.melkshamwithout-pc.gov.uk

8th June 2026

Dear Resident,

Opportunity to Improve Broadband Speeds in Parts of Melksham Without

Residents in parts of Melksham Without may now have an opportunity to improve their broadband speeds through the Government's Gigabit Broadband Voucher Scheme.

The Parish Council is helping to coordinate local interest because these schemes often work best when residents in the same area come together. By joining with neighbours, broadband suppliers and the Parish Council, and by making use of available Government vouchers, communities may be able to secure faster and more reliable full-fibre broadband for their area.

The Parish Council is happy to assist with the initial coordination by raising awareness, gathering local interest and helping residents understand the process. However, please note that this is ultimately a resident-led and supplier-led scheme. The Parish Council cannot guarantee eligibility, installation or timescales, but we can help bring residents together for their mutual benefit.

The Government's Gigabit Broadband Voucher Scheme (GBVS) is open for applications **until August 2026**.

Your Property May Be Eligible

The scheme is designed to help homes and businesses in areas with poor broadband access obtain faster and more reliable full fibre broadband connections.

The scheme is intended for properties that are currently unable to access a gigabit-capable broadband connection (currently receiving under 100 Mbps), are not included in a commercial gigabit rollout, and are not covered by any other government funded upgrade programmes.

Eligibility will ultimately depend on:

- the broadband services currently available at your property;
- whether your property is included within an eligible area;
- supplier assessment and confirmation; and
- meeting the requirements of the Government voucher scheme.

Building Digital UK (BDUK) has identified a number of properties within the parish, including **your property**, as potentially eligible for this scheme.

What the Scheme Offers

The Gigabit Broadband Voucher Scheme can provide funding towards the installation of a gigabit-capable full-fibre broadband connection.

What You Need To Do

If you are interested in taking part, please respond by **Monday 20 July 2026**.

We ask that you:

1. Check your current broadband availability and speeds by visiting websites such as:
 - o <https://www.openreach.com/fibre-broadband>
 - o <https://checker.ofcom.org.uk/>
 - o Your current broadband provider's website

These websites will allow you to see the broadband services currently available at your property and the speeds you may be able to receive.

2. Register your interest with the Parish Council by filling out the following form or scanning the QR code:

<https://forms.cloud.microsoft/e/3bL8Wz890E>

Registering an interest does not guarantee eligibility or installation, but it will help identify demand within the area.



Help for Residents Who Are Not Online

We appreciate that not everyone is online, and that some residents may prefer to speak to someone directly.

If you would like help checking your broadband availability, understanding the scheme, or completing the Parish Council questionnaire, please contact us. You can telephone the Parish Council office on 01225 705700, or visit us at the Parish Council office at Melksham Community Campus.

The office is open to the public from **10.00am to 12.00 noon and 2.00pm to 4.00pm, Monday to Thursday**. Officers are often available at other times as well, but we cannot guarantee this without an appointment.

Why Resident Interest Matters

In many cases, suppliers will only progress a project where there is enough community interest to make the scheme viable. Registering your interest does not commit you to proceeding, but it will help determine whether a local project can move forward.

Please note that this is a resident-led and supplier-led process. The Parish Council's role is to help raise awareness and coordinate local interest.

Further Information

More information about the Gigabit Broadband Voucher Scheme can be found on the Government website:

<https://gigabitvoucher.culture.gov.uk/>

We encourage residents to respond as soon as possible, and by **Monday 20 July 2026**, so that the Parish Council can assess local interest and discuss possible next steps with suppliers.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Teresa Strange'.

Teresa Strange, Clerk

CFO statement – potential station closures


Date: 5th June, 2026

Chief Fire Officer Andy Cole said: “The Members Working Group met yesterday (4th June) to consider the feedback received through the public consultation on the potential fire station closure proposals. They also received an update on the Service’s financial position. I have had some positive discussions with Government and we are hopeful we will get some future council tax flexibility for ongoing funding stability. I appreciate all the efforts from everyone who participated in the public consultation and particularly in raising matters about funding. The level of engagement has been significant and has helped inform both Members and officers.

“As I have always said, if our financial position changes, my professional advice to the Fire & Rescue Authority would change. I am now in a position to change that advice. While no decisions will be made until 30th June, the Members Working Group have agreed to recommend the below, subject to the Authority getting future council tax flexibility in line with the national average for fire and rescue services from 2027/28:

- Hamworthy Fire Station merges with Poole Fire Station, initially through a 12-month trial period.
- Wilton Fire Station merges with Salisbury Fire Station, initially through a 12-month trial period.
- The six remaining stations included within the consultation proposals remain operational and become part of a wider Service Modernisation Programme.

“This recommendation seeks to avoid compulsory redundancies and retain frontline operational resources.

Since I took the role of Chief Fire Officer I have been keen to rnise and create a fire and rescue service fit for the second half of the 21st century, because we must continue to

adapt if we are to remain financially sustainable and operationally effective. The Government has also been clear that additional financial flexibility must be accompanied by a credible programme of modernisation.

“The final recommendations and papers for the Fire & Rescue Authority meeting will be published on 22nd June.”

Share:

Accessibility



Gartan Availability [↗](#)

Privacy Policy Cookies

© 2026 Dorset & Wiltshire Fire and Rescue Authority.
All rights reserved



Teresa Strange

From: Teresa Strange
Sent: 24 June 2026 12:01
To: '.box.melksham'
Cc: Fiona Dey
Subject: RE: [EXTERNAL] FW: National Grid - Melksham site visit

Hello.....

This is disappointing as we were specifically directed to the grant funding, and now on reading the small print, we are not eligible as a parish council.

Can you confirm which of the schemes is the Melksham Bramley project please, so we can share with community groups.

Many thanks, Teresa

From: .box.melksham <box.melksham@nationalgrid.com>
Sent: 12 June 2026 12:25
To: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: Re: [EXTERNAL] FW: National Grid - Melksham site visit

Dear Teresa, Fiona

Thank you for your enquiry regarding our Community Grant Programme. More details about the scheme, including the eligibility criteria, can be found online [here](#).

Applications are assessed at quarterly panels, so there are four deadlines for applications throughout the year. These are set out in the Q&A section of our grant web page.

Our advice would be to take time on any application to ensure it is as strong as possible. We also suggest including specific details wherever possible about how your staff or organisation's operations are affected by our construction work. This is one of the criteria that the panel will evaluate on.

If once you've reviewed the criteria and application process you still have queries, please let us know.

Kind regards

Megan

Melksham Substation upgrade project community relations team

National Grid

From: Teresa Strange <clerk@melkshamwithout-pc.gov.uk>
Sent: 02 June 2026 17:21
To: .box.melksham <box.melksham@nationalgrid.com>
Cc: Fiona Dey <office@melkshamwithout-pc.gov.uk>
Subject: RE: [EXTERNAL] FW: National Grid - Melksham site visit

CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe. If you suspect this email is malicious, please use the 'Report Phish' button.

Hi Tom

I hope you are well.....

When we met last year, you mentioned the National Grid grant scheme that would best placed for the parish council and community groups to apply for in 2026 as a way of accessing community benefit funding as a way of compensating for the impact on residents of the work taking place in the parish. I think you mentioned that particularly the Bramley to Melksham upgrade is the work that you are undertaking that would make the area eligible.

Are you able to send more details of that scheme please.

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



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

This email and any attachments to it are intended solely for the use of the individual(s) to whom it is addressed. If you are not the intended recipient of this email, please forward it to admin@melkshamwithout-pc.gov.uk

Extract from Nation Grid Website: [Community Grant Programme | National Grid](#)

Community Grant Programme

Is your community currently being affected by National Grid Electricity Transmission construction or operational activity?

The Community Grant Programme is run by the National Grid Electricity Transmission (NGET) business. We own and maintain the high-voltage electricity transmission network in England and Wales. The programme is aimed at community organisations and charities in areas where our work is impacting local people through our operations and construction activities.

Communities impacted by the maintenance of existing infrastructure (e.g. refurbishment of overhead lines or substations resulting in road closures and other impacts) can apply for grants of up to £10,000.

Communities impacted by construction work for new infrastructure projects (e.g. the building of new underground tunnels or a new substation resulting in a significant increase in heavy goods traffic, noise and other impacts) can apply for grants of up to £20,000.

Please note that this programme does not accept applications related to:

- Communities where NGET has offices or fixed sites such as existing substations, unless there are construction or maintenance activities taking place that impact the local community
- Works being undertaken by different parts of National Grid, including National Grid Ventures and National Grid Power Distribution (Western Power Distribution). You can find out about NGED's Community Matters Fund [here](#).
- Increased energy costs related to the cost of living crisis in areas not impacted by National Grid Electricity Transmission work.
- Work being carried out by distribution network operators.

The full eligibility criteria is detailed below. Please read it through carefully and ensure your project is eligible to be considered for grant support before you submit your application.

[Who can apply](#)

To apply for a community grant your project must be in an area affected by our operations or activities – but your organisation may be based elsewhere.

We welcome applications from registered charities, social enterprises and non-profit organisations.

In addition, all organisations must have:

- a bank account in the name of the organisation with at least two signatures who are unrelated
- a constitution (if not a registered charity)
- a management committee with a minimum of three people who are unrelated
- accounts for the most recent financial year or a financial projection if it's a new organisation (we will only fund organisations that are financially solvent)
-

[What we fund](#)

We support projects in the following areas:

Social benefits

- Initiatives that support hard-to-reach members of the community improving diversity and inclusion.
- Initiatives that support community safety – from electricity safety to protecting at-risk members of society including the elderly and those with special needs.
- Initiatives which achieve improved educational attainment through building confidence and self-esteem of children and young people.
- Education projects especially those that upskill young people with STEM (Science, Technology, Engineering, Maths) skills.
- Activities that promote or support health and wellbeing in the local community, for example addressing energy efficiency.

Economic benefits

- Initiatives that support employment either through a work placement or retraining schemes which increase the employability of people from lower income communities back into the workplace.
- Initiatives that support capacity building for community, charity or voluntary groups to help them improve their services, whether it be reaching more users or extending the hours that the service is available.

Environmental benefits

- Initiatives such as conservation projects that have a direct and positive environmental impact or awareness raising projects that improve environmental behaviour or understanding from recycling to water resource management.
- Improvement of the energy efficiency of community facilities.
- Initiatives which help people to manage their energy usage and access affordable tariffs

[We do not fund](#)

Grants will not be available for:

- Land and building purchase
- Costs associated with planning permission, construction or development rights and decisions
- Costs associated with legal representation or the costs of making or maintaining a legal case
- Commercial or for-profit organisations, including Private Limited Companies and Companies Limited by Shares
- Projects with a total cost in excess of £40,000 - this grant fund aims to support organisations applying for small to medium size projects, ready to start within one month of receiving funding and to finish within 12 months of the project award date

- Standalone feasibility and project development costs including planning costs
- Projects involving the onward transfer of grant funds as awards to individuals or other organisations (re-granting)
- The advancement of religion – we will fund faith-based organisations to undertake secular activities
- Political parties or causes
- Medical research, medical equipment or medical treatment
- Core running costs
- Projects that only benefit individuals
- People taking part in day trips and residential trips (including treks or expeditions)
- Statutory organisations such as local government, schools, the NHS or local councils, including parish councils irrespective of whether they have charitable status – we can consider applications from PTA/Friends of type organisations, but projects must be for the benefit of the wider community as well as the school population
- Retrospective funding, i.e. funding can only be requested for works that will begin / expenditure that will be incurred after our funding decision has been made and a formal grant contract issued
- Improvements to land or building over which the applicant does not have tenure
- Works that would be considered a statutory responsibility, such as scheduled transport services, works to public highways and public car parks
- Applications from organisations outside England and Wales
- One-off community events such as summer fetes and fairs, or seasonal projects such as Christmas lighting or community bonfires

Application process

- National Grid's Community Grant Programme funds projects in communities affected by our operations.
- Please read Who can apply, What we fund, What we do not fund and our Frequently asked questions before applying for a grant. We prefer to receive applications online but if you are unable to do this please send an email to help@localgiving.org with your contact number and they will be able to help you.
- Before you can submit a full application to the Community Grant Programme, you must first submit an expression of interest. This is a short form that enables us to assess whether your project may be suitable for the fund. Once you have completed your expression of interest via the above link, our partner Localgiving will be in touch to provide you with further information.
- We accept applications on a quarterly basis (see timeline below). These are then checked against minimum requirements and passed on to be reviewed by a National Grid funding panel, where all applications received will be assessed and scored against evaluation criteria. The highest scoring applications will be awarded funding. You will be notified of the outcome once a decision has been made. If you are successful, we will give you further information

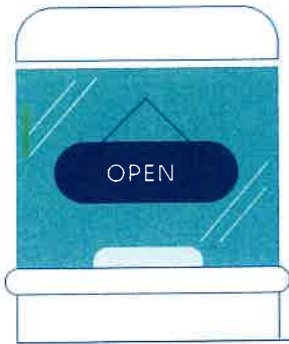
and ask you to provide your bank details. Grants are normally paid directly into your organisation's bank account. If you are unsuccessful we will let you know.

- After 12 months, or once your project is complete, we will ask you to report back on progress, confirming how the grant has been used and the impact that has been achieved.

We accept applications on a quarterly basis. See timeline below.

Annual timeline

- **Q1** Apr – Application window opens;
- May – Applications reviewed against criteria;
- June – Panel session/ decisions
- **Q2** July – Application window opens;
- Aug - Applications reviewed against criteria;
- Sept - Panel session/ decisions
- **Q3** Oct – Application window opens;
- Nov - Applications reviewed against criteria;
- Dec- Panel session/ decisions
- **Q4** Jan – Application window opens;
- Feb - Applications reviewed against criteria;
- Mar - Panel session/ decisions



Which days of the week will the banking hub be open?

The hub will be open from 9am to 5pm, Monday to Friday. It will be closed at weekends.

Will the banking hub have free Wi-Fi?

We endeavour to make free Wi-Fi available in all our hubs to make it easier for you to access your bank's online services.



Will the banking hub be accessible?

Wherever possible, our hubs are fully accessible. Guide dogs are welcome and we have hearing loops installed. The team are dedicated to helping all customers make the most of the hub and are on hand to answer any questions.



Who is Cash Access UK?

We are a not-for-profit company funded by major high street banks. We are here to provide access to cash and basic banking services in communities across the UK.

For more information visit www.cashaccess.co.uk or scan this code



How to scan the code:

- Open the camera on your smartphone
- Point the lens at the QR code until the website link appears
- Click on the link
- This will take you to www.cashaccess.co.uk

Follow us on social media @CashAccessUK

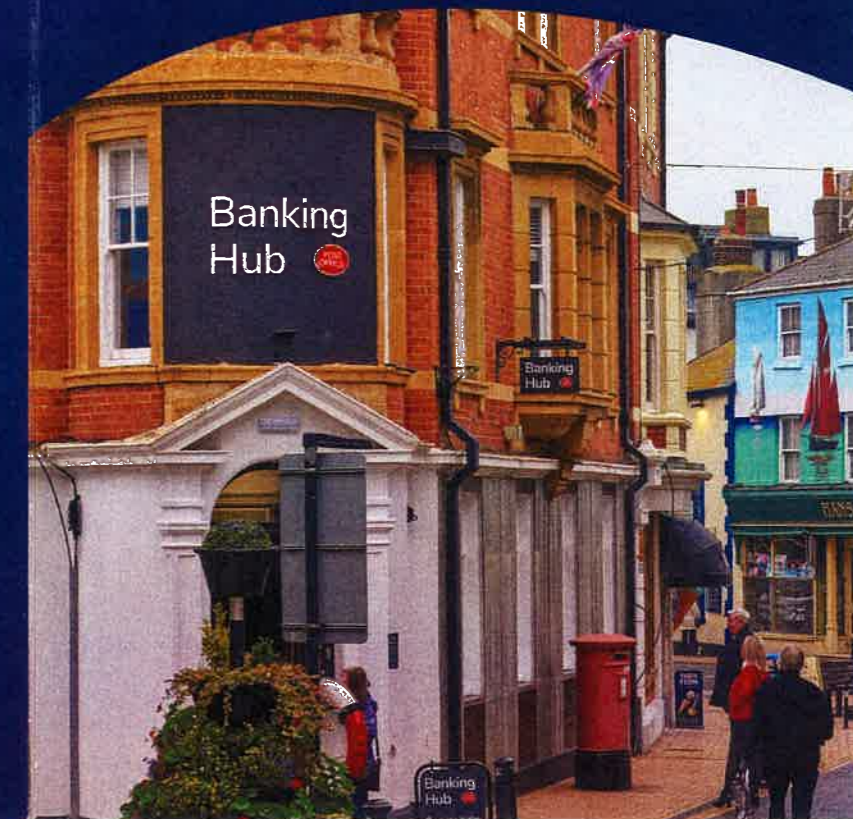
020 4583 1200 support@cashaccess.co.uk

11/2025



A banking hub is coming to your community

The UK's major high street banks are working together to bring shared cash and everyday banking services to your community



What is a banking hub?

Banking hubs are shared banking spaces on the high street. The hub will have a counter service operated by the Post Office, where customers of all major banks and building societies can carry out regular cash transactions, Monday to Friday.

The hub will also have a private space where you can speak to a community banker from your own bank about more complicated banking issues. The community bankers work on rotation, with a different bank available on each day of the week.

What can I do in a banking hub?

- Withdraw cash
- Deposit cash and cheques
- Make balance enquiries
- Access change-giving services (for registered businesses)
- Pay utility bills
- Talk to a community banker from your own bank about managing your account, payments and transfers, getting online – and many other things too.

Will my bank provide a community banker?

We will be able to tell you nearer the time which banks will provide a community banker.

Ten firms are supporting the hubs in the UK:

- AIB NI
- Bank of Ireland UK
- Barclays
- Danske Bank
- HSBC
- Lloyds Banking Group
- NatWest Group
- Santander
- TSB
- Virgin Money

What can't I do in a banking hub?

The banking hub is not a Post Office so you won't be able to send parcels or buy stamps.

Who can use a banking hub?

Personal and business customers can use the hub. Customers of all major banks and building societies can use the counter service, and you can speak to a community banker on the day your bank is in the hub.



Which services are available for local businesses?

Business customers are welcome to use the counter services. These include cash withdrawals, cash and cheque deposits and other cash services such as floats and coinage.

Why are banking hubs coming to communities?

Cash is still important to millions of people in the UK. Between five and six million adults say they rely on cash in their day-to-day lives. Digital or online solutions don't yet work for everyone all the time. We've found that banking hubs can make a real difference to individuals, small businesses and the communities they live in.

When will our banking hub be open?

As soon as a banking hub is recommended, we work hard to quickly deliver accessible cash and face-to-face banking services in the community. Where the last bank branch is closing in your town we will make sure that before that branch shuts its doors for the final time, you are able to still access services locally and conveniently.

If you've been without a bank for a while, we'll bring banking back to your high street within three months of LINK recommending a banking hub in your area. Reliable, resourceful and resilient, we've successfully opened these in many communities across the UK and we're ready to do the same here.

AGREEMENT FOR THE INSTALLATION AND OPERATION OF INPOST AUTOMATED PARCEL MACHINES

This agreement is entered into between the Licensor and the Licensee (each as defined below, each a “Party” and together the “Parties”) (the “Agreement”). The Agreement comprises the licence terms (the “Licence Terms”), the implementation plan (the “Implementation Plan”) and the general terms and conditions below (including schedules) (the “General Terms”) which together constitute the Agreement. Capitalised terms, where used in the Agreement shall have the meaning given to them in the Licence Terms, Implementation Plan and the General Terms.

Licence Terms

Licensor:	Legal entity, Registered Address (Company Number: XXX)																
Licensee:	InPost UK Limited, Moray House, 23-35 Great Titchfield Street, London, United Kingdom, W1W 7PA (Company Number: 08090698)																
Sites:	As set out in Schedule 1 and / or as agreed in writing between the Parties during the term of this Agreement (including via email)																
Commencement Date:	Date of last signature of the Agreement																
Licence Period per APM:	5 years commencing on the APM Installation Date																
APM Type:	Indoor <input type="checkbox"/> Outdoor <input checked="" type="checkbox"/> Both <input type="checkbox"/>																
Licence Fee per APM:	<table border="1"> <thead> <tr> <th>APM Size</th> <th>Annual Licence Fee (£)</th> </tr> </thead> <tbody> <tr> <td>≥2m - <3m</td> <td>700</td> </tr> <tr> <td>≥3m - <4m</td> <td>1000</td> </tr> <tr> <td>≥4m - <5m</td> <td>1300</td> </tr> <tr> <td>≥5m - <6m</td> <td>1500</td> </tr> <tr> <td>≥6m - <7m</td> <td>1800</td> </tr> <tr> <td>≥7m - <8m</td> <td>2000</td> </tr> <tr> <td>8m+</td> <td>2200</td> </tr> </tbody> </table>	APM Size	Annual Licence Fee (£)	≥2m - <3m	700	≥3m - <4m	1000	≥4m - <5m	1300	≥5m - <6m	1500	≥6m - <7m	1800	≥7m - <8m	2000	8m+	2200
APM Size	Annual Licence Fee (£)																
≥2m - <3m	700																
≥3m - <4m	1000																
≥4m - <5m	1300																
≥5m - <6m	1500																
≥6m - <7m	1800																
≥7m - <8m	2000																
8m+	2200																
Marketing/Other Commitments	The Parties agree to the marketing plan as set out in Schedule 3 to this Agreement.																

Implementation Plan

1. The Parties agree to the Implementation Timetable set out in Schedule 2 as amended by the Go-live Checklist. The Licensor agrees to approve all SSDs presented to it within 10 Business Days.
2. The Parties aim to install the agreed APMs at Sites by 7th July 2026 (the “Implementation Target”).
3. Where the Implementation Target is achieved, the Enhanced Licence Fee shall become payable.

Enhanced Licence Fee	
APM Size	Annual Enhanced Licence Fee (£)
≥2m - <3m	800
≥3m - <4m	1200
≥4m - <5m	1500
≥5m - <6m	1700
≥6m - <7m	2000
≥7m - <8m	2200
≥8m - <9m	2400
≥9m - <10m	2700
≥10m+	2900

4. If the Implementation Target is met, InPost shall for each APM installed prior to achievement of the Implementation Target:
 - a. replace the Licence Fee with the Enhanced Licence Fee; and
 - b. pay the Licensor the difference between: (i) the Enhanced Licence Fee which would have been payable; and (ii) and the Licence Fee actually paid, during such time as the Implementation Target was not met.

The Licensor and the Licensee hereby agree the Licence Terms and Implementation Plan above together with the General Terms below:

Signed for and on behalf of the Licensor

Signed for and on behalf of InPost UK Limited

Authorised signatory:

Authorised signatory:

Name:

Name:

Date:

Date:

General Terms

The Parties agree as follows:

1 DEFINITIONS AND INTERPRETATION

1.1 In this Agreement the following definitions apply:

Applicable Laws	means all laws, statutes, and regulations, that are relevant to the parties or to the subject matter of this agreement;
APM	means the Licensee's network of self-service parcel machines that are used in the process of collecting, returning and sending parcels;
APM Installation Date	means the date upon which any APM is installed or re-installed during the term of this Agreement;
APM Extension	means an extension to an existing APM to increase the capacity of the APM;
Business Day	means a day other than a Saturday, Sunday or public or bank holiday when banks are open for business in England;
Charges	means the charges payable by the Licensor to the Licensee as set out in Schedule 1;
Commissioned	means when an APM becomes fully operational (i.e. able to accept parcels) at the Site as confirmed by the Licensee to the Licensor;
Confidential Information	means any information, however conveyed or presented, that relates to the business, affairs, operations, customers, processes, budgets, pricing policies, product information, strategies, developments, trade secrets, know-how, personnel and suppliers of the disclosing party, together with all information derived by the receiving party from any such information and any other information clearly designated by a party as being confidential to it (whether or not it is marked "confidential"), or which ought reasonably be considered to be confidential;
Data Protection Legislation	means Applicable Law relating to the protection of Personal Data including the Data Protection Act 2018 and the UK General Data Protection Regulation;

Force Majeure Event	means any event not within a Party's control including, without limitation: acts of God, flood, drought, epidemic or pandemic, earthquake or other natural disaster, terrorist attack, acts of war, threat of or preparation for war, collapse of buildings, fire, explosion or accident, any law or any action taken by a government or public authority;
Go-live Checklist	means the operational document setting out the Parties' key contacts and processes relating to implementation and account management (as amended by written agreement from time to time);
Intellectual Property Rights or IPR	means rights in patents, database rights (including rights of extraction), designs, copyright, trade-marks, service marks, domain names, whether registered or unregistered, and all rights and forms of protection of a similar nature of any of the aforesaid items or having equivalent effect in any country or jurisdiction, together with all registrations, applications, renewals and extensions to such rights;
Licence	means the right to install and operate an APM at each relevant Site throughout the relevant Licence Period subject to the terms of this Agreement;
Location(s)	means the specific location within a Site where an APM can be or has been installed;
Permanent Relocation	means a request by the Licensor or the Licensee to permanently change the Location of an APM within the Site;
Personal Data	means any data which relates to a living individual who can be identified from such data or a combination of such data and other information in the possession of, or likely to come in the possession of, the Data Controller, or as otherwise defined under applicable Data Protection Legislation;
Site Survey Document or SSD	means the document(s) prepared by the Licensee and provided to the Licensor following a Survey confirming a suitable Location for the installation of an APM;

Survey	means the review and inspection of the Licensor's Site by the Licensee with a viewing to establishing a Location for the installation of an APM; and	for that quarter shall be adjusted on a pro rata basis and will become payable on the following quarter payment date.
Temporary Relocation	means a request by the Licensor to remove an APM from the Location and relocate such APM within the Site on a temporary-only basis.	
1.2	Clause, schedule and paragraph headings shall not affect the interpretation of this Agreement.	2.5 The Licensee shall be entitled to deduct the value of any Charges that are due and payable by the Licensor from the Licence Fee payments due to the Licensor for the following quarter or otherwise invoice the Licensor for the value of any such Charges and the Licensor shall pay those amounts by way of remittance to the Licensee within thirty (30) days of receipt of such invoice.
1.3	For the purposes of the Implementation Plan, a "week" shall be five (5) Business Days.	2.6 The Licence Fee and/or Charges are net of Value Added Tax, which shall be for the relevant Party's account as applicable.
1.4	A person includes a natural person, corporate or unincorporated body (whether or not having separate legal personality) and that person's personal representatives, successors and permitted assigns. A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.	3 SURVEY, APPROVAL AND SITE PREPARATION
1.5	A reference to a statute or statutory provision is a reference to it as amended, extended or re-enacted from time to time and shall include all subordinate legislation made from time to time under that statute or statutory provision.	3.1 The Licensee will carry out a Survey of each Site at the convenience of the Licensor (acting reasonably).
1.6	Any words following the terms "including", "include", "in particular", "for example" or any similar expression shall be construed as illustrative and shall not limit the sense of the words, description, definition, phrase or term preceding those terms.	3.2 Following completion of the Survey(s), the Licensee shall provide the Licensor with a completed Site Survey Document (SSD) for each Site which the Licensor may either approve or reject provided that its decision must be given to the Licensee in writing as soon as reasonably practicable and in any event within ten (10) business days following receipt of the SSD. Where the Licensor fails to provide a response within ten (10) business days the Licensee reserves the right to charge the Licensor the Delayed SSD Response Charge as set out in Schedule 1.
1.7	In the event of any conflict or ambiguity between the Agreement and its schedules, the clauses of this Agreement shall take precedence.	3.3 If the SSD is approved by the Licensor, it shall form part of, and supplement, the terms of this Agreement. If the Licensor rejects a proposed Site and/or Location, it must provide the reasons for such rejection in writing to the Licensee. The Licensor shall provide the Licensee with all relevant site regulations, policies (including health and safety requirements) upon signing of the Site Survey Document.
2 LICENCE, LICENCE FEE AND CHARGES		3.4 If the Licensor cancels a Survey giving no less than three (3) Business Days' notice to the Licensee, the Licensee reserves the right to charge the Licensor the Survey Cancellation Charge as set out in Schedule 1.
2.1	The Licensor warrants and undertakes that it has: (i) either freehold and/or leasehold title to the Site(s); and / or (ii) all necessary consents to grant the Licence(s).	4 INSTALLATION
2.2	In consideration of payment of the Licence Fee and the Licensee's obligations contained in this Agreement, the Licensor hereby grants to the Licensee the Licence(s) with respect to each APM at the relevant Site.	4.1 The Licensee shall install each APM in accordance with the relevant Site Survey Document.
2.3	The Licence Fee shall become payable in respect of each APM once such APM has been Commissioned.	4.2 The Licensee shall inform the Licensor once the APM is installed and Commissioned. Where the Licensee cannot Commission an APM due to an act or omission of the Licensor, the Licensee reserves the right to deduct an amount proportionate to such delay from the Licence Fee.
2.4	The Licence Fee is payable by the Licensee in arrears in equal quarterly instalments within thirty (30) days after the receipt of a valid invoice from the Licensor. If an APM is not Commissioned on a quarter payment date, the Licence Fee	4.3 The Licensor undertakes that (in any event prior to the Licensee commencing any preparatory works pursuant to

clause 3.4 and/or installations pursuant to clause 4.2), it has provided the following information to the Licensee in writing in respect of each Site:

4.3.1 full details of any internal sign-off procedures, third-party approvals, or other operational processes which may be required; and

4.3.2 such information in respect of asbestos as may be required by the Licensee,

and in each case, the Licensor shall bear all costs resulting from: (i) failure by the Licensor to provide such information; or (ii) incomplete or inaccurate information being provided to the Licensee.

5 CONDUCT OF WORKS

5.1 The Parties shall agree: (i) the date and time of any preparatory works; and (ii) each APM Installation Date.

5.2 Save as otherwise set out in this Agreement or as agreed between the Parties, the Licensee shall bear the costs of both (i) preparatory works; and (ii) installing the APM.

5.3 If the Licensor requests a delay to: (i) any preparatory works; or (ii) an APM Installation Date, the Licensee reserves the right to charge the Licensor (as applicable) a Delayed Preparatory Works Charge or Delayed Installation Charge as set out in Schedule 1.

5.4 On each: (i) date of preparatory works; and (ii) APM Installation Date, the Licensor will ensure that the Licensee has sufficient access to the Site and Location to fully conduct the relevant works. If the Licensee is notified by the Licensor within forty-eight (48) hours of the time of the scheduled: (i) preparatory works; or (ii) APM Installation Date that the works cannot take place, the Licensee reserves the right to charge the Licensor (as applicable) an Aborted Preparatory Works Charge or Aborted Installation Charge as set out in Schedule 1.

5.5 Unless otherwise agreed between the Parties, the Licensee's contractors shall be used for all works to be performed by the Licensee pursuant to this Agreement.

6 ACCESS AND MAINTENANCE

6.1 Following each APM Installation Date and subject to clause 6.3(ii) and (vii), the Licensee (or its agents and/or subcontractors), shall clean, repair and maintain the APMs as may be required from time to time.

6.2 The Licensor accepts and agrees that the Licensee (or its agents and/or subcontractors) may attend to an APM if there is a requirement to resolve an issue/malfunction with

the APM. The Licensee shall notify the Licensor of such requirement where reasonably practicable.

6.3 Following each APM Installation Date, the Licensor shall: (i) refer all APM user queries and complaints received by it promptly to the Licensee; (ii) ensure that the Licensee or its agents and/or subcontractors can access the APM and surrounding areas for the purpose of inspecting, cleaning, maintaining and repairing the APM; (iii) ensure that the APM is provided with electrical power to the specification required by the Licensee (as at the date of this Agreement, 240 volts AC) and ensure that any equipment used to provide electrical power is regularly maintained and inspected; (iv) promptly notify the Licensee upon becoming aware of any interruption of electrical power to the APM, and take reasonable steps to ensure that electrical power is restored as soon as practicably possible; (v) promptly notify the Licensee upon becoming aware of any damage, defacement or other issue with the APM; (vi) notify the Licensee in advance of any site works set to take place at the Location that could impact safe access/power to the APM; and (vii) use reasonable endeavours to keep the area surrounding the APM clean and free from obstructions and/or debris. In the event that the APM is obstructed from use for more than thirty (30) days, the Licensee reserves its right to deduct from the Licence Fee, an amount calculated on a pro-rated basis commensurate to the number of days between the end of such thirty (30) period and the removal of the obstruction from the APM Location.

7 RELOCATION, SUSPENSION, REMOVAL AND EXTENSION OF APMs

7.1 The Licensor may request a Temporary Relocation or Permanent Relocation of an APM at any time during the Licence Period provided it gives the Licensee no less than fifteen (15) Business Days prior written notice of such relocation request together with the reasons therefor, subject to the Licensor paying the Licensee the APM Reinstallation Charge as set out in Schedule 1.

7.2 Where the Licensor makes a Permanent Relocation request and the Parties cannot agree on a new permanent Location for the APM, the Licensor may request for the APM to be permanently removed, subject to the Licensor bearing the APM Removal Charge as set out in Schedule 1.

7.3 The Licensor may request the temporary switch-off of the APM ("APM Suspension"), provided it gives the Licensee no less than fifteen (15) Business Days prior written notice of the date the APM Suspension is to commence. In the event that the number of days between an APM Suspension and the switching back on of the APM at the Licensor's property exceeds thirty (30) days, the Licensee reserves its right to deduct from the Licence Fee, an amount calculated on a pro-rated basis commensurate to the number of days between the end of such thirty (30) period and re-activation of the APM.

7.4 If the Licensor requests the permanent removal of an APM during the relevant Licence Period, then the Licensor shall bear the APM Removal Charge as set out in Schedule 1. For the avoidance of doubt, the permanent removal of an APM shall not affect the validity or enforceability of the Licence(s), save with respect to the relevant APM that is removed.

7.5 The Licensee may request an extension of the size of the APM by notice to the Licensor (the “APM Extension”). The Licensee shall not commence any APM Extension (save for the commencement of a Survey) in advance of obtaining the consent of the Licensor which shall not be unreasonably withheld or delayed. Licensor consent to an APM Extension shall in any event be deemed provided if the Licensor does not raise any objections within ten (10) days of receipt of an APM Extension notice. The Licensee will bear the cost of any Survey or preparatory works required for an APM Extension.

8 TERM AND TERMINATION

8.1 This Agreement shall take effect on the Commencement Date and shall continue until terminated in accordance with this Agreement.

8.2 Each Licence created under this Agreement shall come into force on the relevant APM Installation Date, and shall continue for the Licence Period unless terminated in accordance with this Agreement. Following the end of each Licence Period, such Licence shall be automatically renewed for successive one (1) year periods (each a “Renewal Term”) unless either Party gives at least 90 days’ written notice to the other Party, such notice to take effect no earlier than the scheduled date of expiration of the Licence Period or any Renewal Term, that the Licence shall terminate.

8.3 Without prejudice to any other rights available to it under this Agreement, either Party may immediately terminate this Agreement by written notice if, in relation to the other Party:

8.3.1 the other Party commits a material breach of any of the terms of this Agreement and (if such breach is remediable) fails to remedy that breach within ten (10) Business Days of receiving written notice requiring it to do so; or

8.3.2 (i) the Party becomes unable to pay its debts as they fall due, or the value of that Party’s assets is less than the amount of its liabilities, taking into account its contingent and prospective liabilities; (ii) a petition is presented, an order made or a resolution passed for the liquidation (otherwise than for a solvent amalgamation or reconstruction), administration, bankruptcy or dissolution of the Party; (iii) an administrative or other receiver, manager, trustee, liquidator,

administrator or similar person or officer is appointed to the Party and/or over all or any part of the assets of the Party; (iv) the Party enters into or proposes any composition or arrangement concerning its debts with its creditors (or any class of its creditors) generally; (v) anything equivalent to any of the events or circumstances stated in this paragraph affects the Party; or (vi) if the other Party suspends or ceases, or there is a reasonable likelihood of it threatening to suspend or ceasing, to carry on all or a substantial part of its business.

8.4 In the event that the Licensor decides to sell or assign its interest in any Site(s) to a bona fide third party purchaser, it shall inform the Licensee of its intention providing the identity of the third party purchaser.

8.5 The Licensee may require the removal of an APM at its own cost by giving no less than fifteen (15) Business Days written notice to the Licensor. For the avoidance of doubt, the permanent removal of an APM shall not affect the validity or enforceability of the Licence(s), save with respect to the relevant APM that is removed.

9 CONSEQUENCES OF TERMINATION

9.1 Save where this Agreement is terminated in accordance with Clause 8.3 (whereby all Licences shall terminate immediately), this Agreement shall remain in full force and effect until such time as the Licence Periods have fully expired or been terminated. The termination of a Licence shall not terminate nor invalidate any Licences that are within their relevant Licence Period and such Licences shall continue until the expiry of such Licences in accordance with this Agreement.

9.2 Save as expressly stated elsewhere in this Agreement, any termination of this Agreement shall not affect any accrued rights or liabilities of either Party nor shall it affect the coming into force or the continuance in force of any provision which is expressly or by implication intended to come into force or continue in force on or after that termination. Specifically the termination of this Agreement will, in all circumstances be without prejudice to the rights of either Party in respect of any antecedent breach of the terms of this Agreement arising prior to the date of the termination.

9.3 Following the termination or expiry of a Licence under this Agreement, the Licensee shall have no further liability to the Licensor for the payment of the Licence Fee, save for any amounts due and payable up to the date of termination or expiry of the Licence (calculated on a prorated basis up until the date of termination or expiry). Any amounts which have been paid beyond the date of termination shall be refunded by the Licensor to the Licensee and any Charges which are due and payable shall be settled within 30 days of receipt of a valid invoice.

9.4 On termination or expiry of a Licence, the Licensee shall remove the APM from the Location as soon as is reasonably practicable considering the number of APMs to be removed and the Licensee shall make good all damage caused to the Site by the Licensee (or its agents or sub-contractors) as a result of such removal.

9.5 The following clauses shall survive termination of this Agreement: clause 1 to 12 (inclusive), 15 to 18 (inclusive), 20, 21 and 23 and shall continue to apply to any Licence in existence following the date of termination or expiry of this Agreement.

10 CONFIDENTIALITY

10.1 Each Party shall, and shall procure that its personnel shall treat the other Party's Confidential Information as confidential.

10.2 Clause 10.1 shall not apply to information that was: (i) in the possession of the Party making the disclosure, without obligation of confidentiality, prior to its disclosure; (ii) obtained from a third party without obligation of confidentiality; (iii) already in the public domain at the time of disclosure otherwise than through a breach of this Agreement; or (iv) independently developed without access to the other Party's Confidential Information.

10.3 Clause 10.1 will not restrict the sharing of Confidential Information by the receiving Party to its directors, employees, professional advisers, insurers, group companies or sub-contractors who need to know it to deliver the Party's obligations under this Agreement and/or manage to enhance the relationship between the Parties, provided that such persons use it solely for such purpose and are under an equivalent obligation to the receiving Party to keep such information confidential. A Party may disclose Confidential Information to the extent such Confidential Information is required to be disclosed by law, by any governmental or other regulatory authority or by a court or other authority of competent jurisdiction provided that where possible it provides timely written notice to the other Party of such disclosure.

10.4 Other than as expressly permitted under this Agreement, on termination for whatever reason, each Party will immediately: (i) cease to use any Confidential Information of the other Party and will return on written demand, or at that Party's election, destroy or (so far as is reasonably practicable) permanently erase all copies of that Confidential Information in its possession or control; and (ii) upon request of the other Party, certify in writing to the other Party that it has complied with the requirements of this clause, provided that a recipient Party may retain documents and materials containing, reflecting, incorporating or based on the other Party's Confidential Information to the extent required by law or any applicable

governmental or regulatory authority or its legitimate internal compliance requirements.

11 LIABILITY

11.1 Neither Party's liability for any of the following is excluded or limited by this Agreement even if any other term of the Agreement would suggest otherwise: (i) death or personal injury caused by that Party's negligence or the negligence of its employees, agents or subcontractors; (ii) fraud or fraudulent misrepresentation; or (iii) to the extent it cannot be lawfully excluded or limited.

11.2 Subject to clause 11.1, neither Party shall be liable under or in relation to this Agreement whether in contract, tort (including for negligence and breach of statutory duty), misrepresentation (whether innocent or negligent), restitution or otherwise, for any loss of: profits, business, revenue, or goodwill, business interruption, anticipated savings, contracts; in each case whether direct, indirect or consequential; or any special, indirect or consequential loss, costs, damages, charges or expenses whatsoever.

11.3 The Licensee agrees to defend and indemnify (and keep indemnified) on demand the Licensor from and against any and all claims, demands, damages, costs, expenses and liabilities ("**Liabilities**") resulting from third party claims against Licensor in connection with: (a) any negligent damage caused to the Site or the Licensor's property by the Licensee (or its employees, agents or sub-contractors) or an APM; and (b) any negligent act or omission of Licensee (or its employees, agents or sub-contractors) in respect of the APM (including the installation and maintenance of the APM).

11.4 The Licensor agrees to defend and indemnify (and keep indemnified) the Licensee from and against any and all Liabilities arising out of or in connection with: (a) any damage caused to an APM and/or the Licensee's property or equipment by the Licensor (or its employees, agents or sub-contractors); and (b) any negligent act or omission of Licensor (or its employees, agents or sub-contractors) in respect of, or relating to, the APM or the Site.

11.5 If any third party makes a claim, or notifies an intention to make a claim, against a party (the "**indemnified party**") which may reasonably be considered likely to give rise to a Liability under the indemnities at clauses 11.3 and 11.4 (a "**Claim**"), that indemnified party will:

11.5.1 take all reasonable steps to mitigate its Liabilities;

11.5.2 as soon as reasonably practicable, give written notice of the Claim to the other party (the "**indemnifying party**") (and, in any event, within 30 days), specifying the nature of the Claim in reasonable detail;

- 11.5.3 allow the indemnifying party to have exclusive conduct and disposal of such Claim (at the indemnifying party's sole cost and expense); and
- 11.5.4 provide the indemnifying party with reasonable cooperation and assistance.
- 11.6 Any Liabilities of an indemnified party shall (so far as is permitted by law) be limited to such an amount as is finally determined to be just and equitable, having regard to the extent of responsibility for the Liabilities of the indemnified party, and any person other than the indemnifying party (including the indemnified party) who has contributed to or is otherwise liable to the indemnified party for all or part of the Liabilities.
- 11.7 Subject to clause 11.1, the total liability of each Party to the other Party under or in connection with this Agreement including without limitation, for breach of contract, misrepresentation, tort (including negligence), breach of statutory duty or otherwise, shall be limited to the total Licence Fee payable under this Agreement during the Licence Period.
- 11.8 The Parties shall for the full duration of this Agreement take out and maintain a policy or policies of insurance covering such liabilities as required by law. Upon request of the other Party, a Party shall produce the insurance certificates for the other Party's inspection prior to the Parties signing this Agreement as evidence of such policies being place.

12 DATA PROTECTION

- 12.1 To the extent that any Personal Data is shared between the Parties under or in connection with this Agreement, each Party shall:
 - 12.1.1 comply with the provisions of Data Protection Legislation;
 - 12.1.2 process any Personal Data disclosed to it by the disclosing party solely for the purpose of this Agreement; and
 - 12.1.3 take appropriate technical and organisational measures against the unauthorised or unlawful processing of the Personal Data and against the accidental loss or destruction of, or damage to, the Personal Data (including adequate back up procedures and disaster recovery systems).
- 12.2 Each Party shall promptly inform the other party upon receipt of a request from a data subject or a complaint or investigation in relation to the shared data. Each Party shall provide the other Party with such assistance as reasonably requested to comply with its obligations and to fulfil the data subject's rights, such as responding to subject access

requests made under Data Protection Legislation and cooperating with data protection investigations.

13 INTELLECTUAL PROPERTY

- 13.1 Each Party hereby grants to the other Party a royalty free non-exclusive, non-transferrable and revocable licence to access and use, during the term of this Agreement only, its IPR to enable that other Party to perform its obligations or exercise its rights hereunder and neither Party shall acquire any right, title or interest in or to the IPRs of the other Party as a result of entry into this Agreement.
- 13.2 Upon execution of this Agreement, the Licensee may refer to the Licensor as being a partner of the Licensee in its sales presentations, promotional materials and on the Licensee's website. In addition, Licensee and the Licensor may issue a mutually agreed press release on signature of this Agreement.
- 13.3 During the term of this Agreement, the Licensor and the Licensee shall work together to promote the APMs at Sites to be agreed between the Parties by, amongst other things, informing the Licensor's customer base of the APM(s) and the benefits of utilising an APM for the delivery and/or collection of parcels.

14 FORCE MAJEURE

- 14.1 A Party (the "Affected Party") shall not be deemed to be in breach of this Agreement or otherwise liable to another Party (the "Non-affected Party") for any delay in performance or non-performance of any of its obligations under this Agreement (and the time for performance shall be extended accordingly) if and to the extent that the delay or non-performance is due to a Force Majeure Event provided that the Affected Party has used reasonable endeavours to mitigate the effect of the Force Majeure Event and to carry out its obligations under this Agreement in any other way that is reasonably practicable.
- 14.2 The Affected Party shall promptly notify the Non-affected Party of the nature and extent of the circumstances giving rise to the Force Majeure Event.
- 14.3 No Licence Fee shall be payable by the Licensee during any period it is unable to use an APM as a result of a Force Majeure Event.

15 NOTICES

- 15.1 Any notice, demand or other communication given under this Agreement ("Notice") must be in writing and delivered by email, hand, courier, pre-paid second class post (or air mail if posted to or from a place outside the United Kingdom). Each Notice must be sent (as applicable) to: (a) the Receiving Party's address as set out in the Order Details; or (b) the receiving Party's email address (as notified by one

Party to the other from time to time in accordance with this clause 15, or in each case to such other addresses as the Parties may agree from time to time). Any such Notice will be deemed received if: (i) delivered personally, at the time of delivery to the receiving Party; (ii) if delivered by post within the United Kingdom, two (2) Business Days (seven (7) Business Days for air mail) after posting; or (iii) sent by email, on the day on which the Notice is sent, provided no report of non-delivery is received by the sender. If any Notice would, when made in accordance with the above, be deemed to be given or made either on a non-Business Day or after 17:00 on a Business Day, such Notice will be deemed to be given or made at 09:00 on the next Business Day. Notice from the Licensor to the Licensee to terminate or to bring a claim in respect of this Agreement may not be delivered by email. This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

16 ASSIGNMENT AND SUBCONTRACTING

16.1 The Licensee may during the term of this Agreement, assign, transfer, or subcontract all or any of its rights or obligations under this Agreement to a third party or engage third parties in the performance of any duties or related activities connected to the installation and/or operation of the APM during the term of the Agreement.

16.2 Without prejudice to clause 8.4, the Licensor shall not, without the prior written consent of the Licensee, assign, transfer, charge, mortgage, subcontract or deal in any other manner with all or any of its rights or obligations under this Agreement.

17 NO TENANCY

17.1 The use of an agreed Location and the operation of the Agreement, and any Licence under it, shall not create a tenancy or other proprietary inference of the Location or any part thereof at each relevant Site or give to the Licensee any estate, interest, right or title therein or give the Licensee the right to exclusive possession or occupation thereof nor will anything in this Agreement create a contract of service between the Parties. It is agreed by the Parties that, subject to the foregoing this Agreement is entered into for the convenience and commercial benefit of the Parties. The Parties both agree that this Agreement is not intended to convey any proprietary rights onto the Licensee and all proprietary rights and titles belonging to the Licensor or any third party shall remain unaffected by the granting or existence of any Licence.

18 OWNERSHIP

18.1 The Parties agree that the APMs will at all times remain the property of the Licensee and nothing contained in this

Agreement confers any proprietary or other rights to the Licensor under any circumstances.

19 WAIVER AND SEVERABILITY

19.1 The failure to exercise wholly or partially or delay in exercising a right or remedy provided by this Agreement, or by law does not constitute a waiver of the right or remedy or a waiver of other rights or remedies. A waiver of a breach of any of the terms of this Agreement or of a default under this Agreement does not constitute a waiver of any continuing breach or of any other breach or default and shall not affect the other terms of this Agreement. A waiver of a breach of any of the terms of this Agreement or of a default under this Agreement will not prevent a Party from subsequently requiring compliance with the waived obligation. The rights and remedies provided by this Agreement are cumulative and (subject as otherwise provided in this Agreement) are not exclusive of any rights or remedies provided by law. Any waiver, to be effective, must be in writing.

19.2 If any provision of this Agreement shall be found by any court or administrative body of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not affect the other provisions of this Agreement which shall remain in full force and effect. If any provision of this Agreement is so found to be invalid or unenforceable but would be valid or enforceable if some part of the provision were deleted, the provision in question shall apply with such modification(s) as may be necessary to make it valid and enforceable.

20 ENTIRE AGREEMENT

20.1 This Agreement and the documents referred to in it constitute the entire agreement and understanding of the Parties in respect of its subject matter and, unless otherwise stated, supersedes any previous agreement between the Parties relating to the subject matter of this Agreement.

20.2 Each of the parties acknowledges and agrees that in entering into this Agreement it does not rely on, and shall have no remedy in respect of, any statement, representation, warranty or understanding (whether negligently or innocently made) of any person (whether party to this Agreement or not) other than as expressly set out in this Agreement. An action for breach of contract is the only remedy for any statement, representation or warranty set out in this Agreement (whether made innocently or negligently). Nothing in this clause shall, however, operate to limit or exclude any liability for fraud.

21 MISCELLANEOUS

21.1 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between the parties, or to authorise either party to act as agent for

the other, and neither party shall have authority to act in the name or on behalf of or otherwise to bind the other in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).

- 21.2 For a period of five (5) years from the Commencement Date, the Licensor shall offer a first right of refusal to the Licensee for the provision of the APMs or any other similar parcel locker solution on it's potential Sites.
- 21.3 Unless otherwise set out in this Agreement, no amendment, variation or modification shall be made to this Agreement unless agreed in writing and signed by both Parties.
- 21.4 Each Party shall comply with all Applicable Laws, statutes, regulations, and codes relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010.
- 21.5 A person who is not a party to this Agreement shall not have any rights under the Contracts (Rights of Third Parties) Act 1999 to enforce any term of this Agreement.
- 21.6 Without prejudice to any other rights or remedies that either Party may have, both Parties acknowledge and agree

that damages alone may not be an adequate remedy for any breach by the other Party of the provisions of this Agreement and that accordingly each Party shall be entitled, without proof of special damages, to the remedies of injunction, specific performance or other equitable relief for any threatened or actual breach of the provisions of this Agreement.

22 COUNTERPARTS

- 22.1 This Agreement may be executed in any number of counterparts or duplicates, each of which, when executed and delivered, shall be original and such counterparts or duplicates together shall constitute one and the same instrument.

23 GOVERNING LAW AND JURISDICTION

The construction, validity and performance of this Agreement coming into existence under it shall be governed by and construed in accordance with the laws of England and Wales. The Parties submit to the exclusive jurisdiction of the English Courts over any claim or matter arising under or in connection with this Agreement or the legal relationships established by the Licence.

SCHEDULE 1 – CHARGES AND SITE LIST**CHARGES**

Type	Charge (£) per occurrence	
	Outdoor APM	Indoor APM
Survey Cancellation	£175	
Delayed SSD Response	£100	
Delayed / Aborted Preparatory Works	£100 / £900	£100 / £900
Delayed Installation / Aborted Installation	£100 / £1400	£100 / £950
APM Removal	£1400	£950
APM Reinstallation (including Temporary or Permanent Relocation)	£2000	£1500

INITIAL SITE LIST**To be inserted if required**

SCHEDULE 2 – INSTALLATION TIMETABLE

Each APM shall be installed in accordance with the following timetable unless otherwise agreed in the Go-live Checklist:

Implementation Phase	1	2	3	4	5	6	7	8	9
	Awaiting Survey	Survey Scheduled	Survey Completed and Site Survey Document (SSD) produced	SSD approved or rejected.	Preparatory works scheduled	Preparatory works completed	APM installation scheduled	APM Installation completed	APM installation signed-off
Time	2 weeks			2 weeks	1 week	2-4 weeks			1 week
Responsibility	Licensee (Site access granted by Licensor)			Licensor	Licensee and Licensor	Licensee (Site access granted by Licensor)			Licensor

SCHEDULE 3 – MARKETING PLAN

Activity Type	Detail	Frequency
Joint press release	Partnership announcement via a joint press release	As agreed
Website Facilities/ Service Listing	Inclusion of InPost as a service on each site’s website/dedicated site page (where applicable)	As agreed
Staff Email/ Intranet Listing	Dedicated email or intranet placement informing staff of the InPost service and the benefits of hosting a locker, including an FAQ sheet	As Agreed
Social Media	Social posts promoting the InPost service across Instagram, Facebook, Twitter, TikTok, YouTube, LinkedIn and any others as deemed relevant	As Agreed
Signage	InPost branded signage e.g. window vinyls or posters (internal and/ or external)	As Agreed

Crisis and Resilience Fund update

Briefing Note No. 26 - 08

Service: Communities

Date Prepared: 15 June 2026

Direct Line / Email: CRF@wiltshire.gov.uk

1. Overview and introduction

Wiltshire Council is delivering the Government's Crisis and Resilience Fund (CRF) locally to support residents experiencing financial hardship while building longer-term financial resilience.

- Total allocation: £13.4m (2026–2029):
 - £4.4m (2026/27)
 - £4.4m (2027/28)
 - £4.6m (2028/29)
- Additional funding: £783,725 for oil-heated households

The programme combines:

- Immediate crisis support
- Prevention and early intervention
- Partnership delivery with key organisations

The CRF:

- Is already delivering tangible support, with more than 300 residents helped in the first weeks.
- Is balancing crisis response with prevention, aiming to reduce repeat need.
- Needs strong partnerships (CA, CSE, VCSE sector) to support successful delivery.
- Is particularly important in rural Wiltshire, where costs are higher and access to services can be more limited.
- Will support a wide range of schemes to be developed to address root causes of financial hardship, not just immediate need.

2. Strategic approach

The CRF has been designed around two core objectives:

Immediate crisis support

- Emergency payments for essentials
- Support for food, utilities, transport and basic household needs

Building long-term resilience

- Financial advice and income maximisation
- Energy efficiency and cost reduction
- Skills development (e.g. budgeting, cooking, digital inclusion)
- Targeted support for vulnerable groups

3. Supporting a variety of people in different circumstances

The programme aims to support a number of people in different circumstances, such as:

- Rural communities
 - Higher costs of living
 - Off-gas grid households
- Low-income families
 - Including free school meal households
- Older people
- People at risk of homelessness
- Survivors of domestic abuse
- Young people and carers
- Residents experiencing financial exclusion

4. Key delivery partners so far

Wiltshire Citizens Advice (CA):

- Supporting residents with:
 - Debt, benefits, budgeting and energy advice
- Targeted work with:
 - Free school meal families
 - Early years and school referrals

Over 190 residents supported as of mid-May.

Centre for Sustainable Energy (CSE):

- Focus: oil heating support in rural areas
- Support includes:
 - Energy advice
 - Financial assistance
 - Energy efficiency improvements

74 residents supported as of mid-May with more applications pending.

5. Wiltshire Wellbeing Hub

- Continues to act as the single front door for support:
 - Advice and triage
 - Referral to CRF schemes
 - Access to wider partner services

Phone: 0300 003 4576

Email: wellbeinghub@wiltshire.gov.uk

Opening hours:

Mon–Thurs: 9am–5pm

Friday: 9am–4pm

6. Crisis support delivered to date

Direct crisis payments made by Wiltshire Council from 1 April to mid-May:

- 314 residents supported
 - 330 awards made
- Total funding distributed: £61,557

Breakdown of support provided includes:

- Food support
- Heating oil support (prior to CSE taking on this element)
- Energy utilities
- Household goods
- Transport
- Clothing
- Other essentials

7. Programme governance and timeline

Key milestones:

- Delivery plan deadline: 1 July 2026 (needs to be submitted to government)
- Operational Board launch: September 2026
- An Advisory Board meets monthly and reviews:
 - Scheme proposals
 - Delivery performance
 - Risks and impact

Some of the projects currently in the pipeline to help build resilience and provide wrap around support include support for older people, financial health initiatives, and healthy eating and cooking programmes.

8. Further info:

For more information, please email CRF@wiltshire.gov.uk or visit www.wiltshire.gov.uk/Crisisandresiliencefund