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## MELKSHAM WITHOUT PARISH COUNCIL

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Tuesday 2<sup>nd</sup> January 2024

To all members of the Council Finance Committee: Councillors John Glover (Chair of Council & Committee), David Pafford (Vice Chair of Council), Alan Baines, Richard Wood, Shona Holt, Robert Shea-Simonds (Vice Chair of Committee) & John Doel

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Monday 8<sup>th</sup> January 2024 at 7.00pm** at **Melksham Without Parish Council Offices (First Floor), Melksham Community Campus, Market Place, SN12 6ES** to consider the agenda below:

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

Click link here:

**<https://us02web.zoom.us/j/2791815985?pwd=Y2x5T25DRIVWVU54UW1YWWE4NkNrZz09>**

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

To access the agenda online please scan the below QR code.

**YOU CAN ACCESS THE AGENDA PAPERS HERE**

Yours sincerely

Teresa Strange, Clerk



Serving rural communities around Melksham

## **AGENDA**

1. **Welcome and Housekeeping**
2. To receive **Apologies and approval of reasons given.**
3.
  - 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 that Councillors living in the Parish have a **dispensation** for Precept setting.
4. 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 during consideration of business, where publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.
5. **Public Participation**
6. **To note for background information:** Minutes of Finance Committee 9<sup>th</sup> January 2023 (annotated with 2022/23 year end figures)
7. **Public Works Loan:** To note repayments made to date, amount outstanding to the Public Works Loan Board and the funds available for repayment. To consider repaying outstanding amount in this financial year if option available.
8. **Community Infrastructure Levy (CIL):**
  - a) To note factsheet from Wiltshire Council on when CIL receipts will be paid to town and parish councils and what it can be spent on.
  - b) To note CIL income received in 2023/24 and agree potential CIL income figure to include for 2024/25.
  - c) To note parish council's agreed uses of CIL and to consider more project specific spend for current and next financial year.
  - d) To review terms of legal agreement on CIL transferred to Melksham Town Council for East of Melksham Community Centre due to passage of time, and agree any appropriate next steps.
9. **Solar Farm Community Funding:**
  - a) To note correspondence with owners of Sandridge Solar Farm about future community benefit funds
    - i) Trigger for changes to calculation

- ii) Response (if received) to request to extend fund from 25 to 40 years in line with request for planning permission amendment
- b) To agree appropriate potential income figure for 2024/25.
- c) To consider spend of Solar Farm funding for current and next financial year.
- d) To consider correspondence received re Melksham Battery Storage community fund (installations at Westlands Lane, Beanacre) and agree next steps
- e) To note timing for solar farm community benefit fund for proposed Beanare solar farm

**10. Reserves:**

- a) To review Financial Reserves Policy
- b) To consider contribution to Reserves and spending from Reserves for current and next financial year.

**11. Budget**

- a) To review and consider Budget for 2023/2024 against anticipated position at year end; and estimate for 2024/2025.
- b) To recommend virements against Budget for 2023/2024.
- c) To recommend Budget for 2024/2025.

**12. Precept**

- a) To note news bulletin from NALC (National Association of Local Councils) advising that there will be no referendum for precept increases for town and parish councils for 2023/25.
- b) To note confirmed Taxbase number for 2024/25 and that there will be no Council Tax Reduction scheme by Wiltshire Council in 2024/25 following recent consultation.
- c) To recommend Parish Council Precept for 2024/2025.

**13. Risk Register:** To review Risk Register.

**14. Internal Audit visit:** To receive feedback from internal audit visit (1 of 2 for 2023/24) on Weds 20<sup>th</sup> December and consider report.

**15. Bank Signatories:** To confirm bank signatory arrangements for the council's bank accounts.

**16. Investments:**

- a) To review and amend investment policy to reflect the fact that the council is commencing investment with the CCLA (Churches, Charities and Local Authorities).

- b) To review CCLA Public Sector Deposit Fund application form and approve signatory and authorisation councillors and officers.
  - c) To agree buffer amount to keep in each bank account to cover direct debits and standing orders.
  - d) To note that the parish council are eligible under the FSCS (Financial Services Compensation Scheme) threshold.
17. To note advice received on providing grant funding to churches, following recent Levelling Up and Regeneration Bill
18. To note abrupt end of Bowerhill Sports Field waste contract with Suez (before end of term) and subsequent new contract put in place with Grist. Operational decision by Clerk in conjunction with Chair of Asset Management Committee and Acting Council Chair to provide continuity of service. Comparative quote sought and reviewed.
19. To consider additional charges for the Campus and Pavilion broadband and line rental to cover equipment in case of an issue.

***Copy to: All Councillors***

UPDATED 24/4/23 TO REFLECT ACTUAL FIGURES AT  
YEAR END 31/3/23. Strange.

**MINUTES of the Finance Committee of Melksham Without Parish Council held on  
Monday 9<sup>th</sup> January 2023 at Melksham Without Parish Council Offices,  
Melksham Community Campus (First Floor), Market Place, Melksham,  
SN12 6ES at 7.00pm**

It was noted that due to changes being made to the Budget Working spreadsheets during the meeting that officers would need to double check the figures and spreadsheet formula calculations to ensure that totals were correct. Any figures that were changed as a result of this double checking are therefore highlighted green, and the correct figures captured in these minutes so that they correlate with the Budget working papers, and Precept calculations for the Full Council to approve on Monday 23<sup>rd</sup> January.

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

**On Zoom:** Councillor Shea-Simonds and Councillor Holt.

**Officers:** Teresa Strange (Clerk), Marianne Rossi (Finance & Amenities Officer) and Lorraine McRandle (Parish Officer).

**Housekeeping:** Councillor Glover welcomed all to the meeting.

**317/22 Apologies:**

Apologies were received from Councillor Shea- Simonds who was self- isolating due to an upcoming operation and Councillor Holt who was ill. These reasons for absence were accepted.

It was noted that both Councillor Shea- Simonds and Holt were in attendance at the meeting via Zoom and would be able to take part in the discussions, however would not have any voting rights.

**318/22 Declarations of Interest**

Councillor Glover subsequently declared an interest in the Chair's allowance, as this was a budget heading in the spreadsheet.

**319/22 Dispensation Requests for this Meeting**

None.

**320/22 To note that Councillors living in the Parish have a dispensation for Precept setting.**

It was noted that those Councillor living in the parish had a previously approved dispensation for setting the precept for the current Council Term, 2021-25 (Min 09/21b Annual Council 17<sup>th</sup> May 21).

**321/22 To consider holding items in Closed Session due to confidential nature:**

The Clerk advised that the budget spreadsheet (agenda item 10) included staff salaries, which had been blanked out to enable the spreadsheet to be viewed on the screen and recorded for YouTube. If members wished to discuss individual salaries, this would need to go into closed session. It was noted that the councillors had been provided with a separate paper copy, which did include the staff salaries and was reminded that this was confidential.

It was felt that agenda item 13 (Risk Register) would need to be discussed under closed session due to the fact that it exposed the council's weaknesses. Agenda item 17 would also need to be held in closed session due to the nature of discussions relating to debtors, which may be the start of legal action being required in the future.

**Resolved:** Items 13 and 17 to be held in closed session for the reasons provided above.

**322/22 Public Participation**

There were no members of the public present.

**323/22 Internal Audit: To receive feedback from internal audit visit (1 of 2 for 2022/23) on Weds 21st December and consider report if received in time:**

The Clerk explained that the first internal audit of the year was undertaken on the 21st December and went well overall, with only a few observations and recommendations made by the auditor. The auditor had highlighted that it was a requirement for the council to review the risk register each year, which was on the agenda for this evening's meeting. The Clerk explained that it was felt that the register should be looked at again once the council moved into the Campus, as this was a change of circumstances, that's why it hasn't been reviewed before now; and was reviewed last in January 2022. The Clerk noted in the auditor's comments that this could not be undertaken by a committee and had gone back to the auditor to advise that although the finance committee would be the ones to review it, the Full Council would approve it at their meeting on 23<sup>rd</sup> January.

The auditor drew to the attention of officers that the VAT registration dispensation in place from HMRC referred to a VAT limit of £1,000, which equated to £6,000 of gross income. He had noted that the council's sports field income now exceeded this limit, therefore the dispensation was no longer valid. He recommended that the council may wish to consider whether it should now be VAT registered. The Clerk explained to members that the dispensation was in place for things such as photocopying for organisations and sports field income. It was advised that there was a separate ten match booking rule specifically for sports field bookings, however this was only for non-commercial organisations, so would not be applicable for the commercial strand of the current youth football booking. Councillor Doel highlighted that there was also a monthly fee that would need to be paid, if the council registered for VAT and once VAT registered the council would be unable to de-register, even if the income was reduced. The Clerk explained that due to all of the variables involved with this, more investigation would be needed by officers to determine whether the council was required to be VAT registered and bring back to full council.

During the audit visit the auditor queried the large amount of funds the council currently held in reserves, as he could not see much movement during the financial year to date. The Clerk explained that the reserve movements would be undertaken at year end, when all movements were known. It was also noted for example, the circa £315,000, which was CIL received for the East of Melksham development was currently held in reserves and there had already been a resolution by the Full Council to transfer these funds to Melksham Town Council, as this development now fell in their area; and the spend on the new Berryfield Village Hall build. The auditor also questioned the high earmarked reserves that were held, as he explained that money should not be taken from parishioners for something that may be spent in 10 years' time, as they may not get the benefit of it. The Clerk explained that she had highlighted to the auditor that the council felt that it was prudent to plan for future expenditure that was known, such as the replacement of play equipment. For example, some time ago the council purchased a number of defibrillators and knew at the time that they would all need replacing at the same time, so a reserve was set up purely for this expenditure. This would then cushion the effect of such a large expenditure on the elector at that time of replacement. Councillor Glover had already queried with the Clerk whether there was any legislation or statutory guidance around sinking funds that the council needed to be made aware of. The Clerk had queried this with the auditor and he confirmed that there wasn't currently any legislation which prohibited councils from saving for future known expenditure. It was noted that this was not included in the auditor's observations, but was something that he would be looking at at year end once all of the movements in and out had been undertaken.

**Recommendation:** Officers to investigate whether the council are now required to be VAT registered and bring back the outcome to Full Council.

#### **324/22 Berryfield Village Hall:**

##### **a) To note Final Account for build from Rigg Construction and outstanding payments in 2022/23 and 2023/24:**

Members noted that the final account for the Berryfield Village Hall construction provided by the Cost Consultant, was £781,266.88. Along with the final account the Cost Consultant had also provided some supporting documentation, which included omissions and additions to the contract, which members were presented with as part of their agenda pack (Appendix 1). The Clerk explained that there was £500 outstanding to be paid in this financial year for seeding the area of the old village hall, following its demolition. This was due to the fact that there was frost and snow following the demolition, which meant that it was too cold to seed the area, therefore, the contractors advised that they would return in the new year to undertake this. The solar battery was also due to be arriving sometime in January 2023, so there would also be a cost of £5,905.07 to be paid in this financial year (this is the amount after 1.5% held for retention with the rest of the project). In March 2023, the council will also need to pay back £49,500 for the capital repayments for the public works loan as well as £2,475 in interest payments.

In terms of the next financial year, £11,719.03 would need to be paid to Rigg Construction, which was the 1.5% retention held back for things that may require remedial works during the first year following hand over. This amount will be due on the 5<sup>th</sup> September 2023, one year on from the hall handover to the parish council. In the

next financial year, the council will also need to pay back £99,000 for the public works loan capital as well as £4,022 in interest.

**b) To note Total Spend on Project vs Budget**

The Clerk explained that officers had put together the following summary document detailing the various estimates that had been made during different stages of the project and how they differed, as well as the spend to date figures. She advised that when putting together this document, she had included the estimated project income and expenditure figures from the Full Council minutes of 6<sup>th</sup> December 2021, where the council approved the revised Rigg contract figure. These figures could then be compared against the current revised estimate for the project, which took into account income and expenditure to date, as well as any estimated future income and expenditure for the whole project. The summary shows as per what was agreed at the 6<sup>th</sup> December 2021 meeting, it was expected that the council would receive £914,503.78 income (without public works loan) with £876,026.54 expenditure, giving a buffer of £38,477.24. The updated revised estimate for the project's income and expenditure (without public works loan) to date was £933,550.56 income and £877,005.04 expenditure. It was noted that the income was more than estimated due to receiving more CIL (Community Infrastructure Levy) income than estimated, as it can be difficult to estimate the amount of CIL funds coming in. Members noted that the expenditure was only £1,000 more than agreed in December 2021, with a buffer of £56,545.52. It was noted that the council spent £40,000 more due to issues with the drainage connections, which was an unforeseen cost, but spent less due to not putting in things such as a projector screen and CCTV, which had originally been included in the budget costings.

There was also a column on the summary document, which detailed the revised estimate for the whole project, including the public works loan. The last two columns on the document showed the actual spend to date on the project, with the second from last column omitting the public works loan capital and the very last column including the loan for comparison. The actual figures to date (without public works loan) detailed the total income received as £838,550.56 with the expenditure being £842,516.44, with a deficit of -£3,965.88. These figures clearly demonstrate that the public works loan was required for ease of cashflow, as without it there would currently be a shortfall. The actual income and expenditure to date including the public works loan was £1,333,377.31 income with £941,516.44 expenditure, which gave a buffer of £391,860.87. The Clerk explained that this buffer was to pay back the remaining amount owed for the public works loan repayments, construction retention, solar battery and interest repayments. The figures have been shown with, and without, the Public Works Loan, so that they could be compared to the original estimates, but also with the Loan as that related directly to the figures in the bank account and recorded on the Rialtas accounting software. Officers had back up paperwork with them that demonstrated that the figures (including the Loan) directly correlated with the figures from Rialtas.

It was noted that there was still some c£90,000 (+ £60,00 to the CIL sharing pot) to come from CIL (Community Infrastructure Levy) from a proposed development adjoining the village hall site, PL/2022/01938 Land west of Semington Road; a 144 dwelling development by David Wilson Homes. This is intended to make up the shortfall of the funding needed to repay the Public Works Loan. Whilst it can not be

100% relied on at this stage, as the development may not go ahead, the developers attended a parish council Planning Committee on 19<sup>th</sup> December, with revised plans for their Reserved Matters application, which has to start on site within a year of approval, so this is anticipated to commence within the next financial year, with the first instalment payable then. Councillors are aware that if this development does not go ahead, funding from elsewhere will have to be found before the end of the Loan repayment period in September 2026.

	Original Estimates	Revised Estimates as at 6th December 2021 Full Council meeting when revised Rigg Contract approved for signature	Revised Estimate for whole project as at 05/1/23 WITHOUT Public Works Loan capital amount for comparison	Revised Estimate for whole project as at 05/1/23 WITH Public Works Loan as in place	Actual To Date figures as at 05/01/23 WITHOUT Public Works Loan capital amount for comparison	Actual To Date figures as at 05/01/23 WITH Public Works Loan
<b>Total Income</b>	£888,506.00	£914,503.78	£933,550.56	£1,428,377.31	£838,550.56	£1,333,377.31
<b>Total Expenditure</b>	£888,338.00	£876,026.54	£877,005.04	£1,372,005.04	£842,516.44	£941,516.44
<b>Difference/Buffer</b>	£168.00	£38,477.24	£56,545.52	£56,372.27	-£3,965.88	£391,860.87
					Demonstrates Public Works Loan was required for cashflow	Which is to repay the Public Works Loan (last payment Sept 2026) of £396,000 capital repayment plus retention, plus solar battery plus interest payments

**c) To approve payment of start-up fund to new charitable trust and agree amount**

The Clerk explained that included in the estimated figures at December 2021 was a start-up payment for the new Berryfield Village Hall Charitable Trust. This was based around the grants that were awarded to other village halls. The Clerk explained that the new village hall committee was aware of the parish council's grant deadline for grant awards from 1<sup>st</sup> April 2023 and would be submitting an application in due course. The old village hall bank account currently only had around £800 in and the feeling of the council previously was that the new Management Trust would need some start-up funding to get them going. It was also noted that they would need cashflow for utility costs which was currently unknown. The Clerk explained that there was currently £4,500 in the budget to give to the village hall trust and asked members whether they were happy for this amount to be transferred to the new trust. If so, at what stage should this figure be transferred over to the new Trust. It was noted that the hall

committee already had a constitution and had very recently been confirmed as a charitable trust. The only thing that hasn't been signed was the lease, which the parish council was still waiting for from their solicitors. Members felt that these funds should be approved to be transferred over to the new committee, subject to visibility of the constitution.

**Recommendation:** The council to transfer over £4,500 to the new Berryfield Management Trust, subject to having sight of the constitution

**325/22 To note for background information: Minutes of Finance Committee 10th January 2022 (annotated where appropriate with agreed budget at following Full Council meeting).**

Members noted the minutes of the budget meeting on 10<sup>th</sup> January 2022 as background information.

**326/22 Community Infrastructure Levy (CIL)**

**a) To note response to CIL queries raised with Wiltshire Council:**

The Clerk explained that she had raised a number of queries with Wiltshire Council regarding CIL. One being whether CIL was applicable for strategic sites, as it was her understanding that development on these sites provided no CIL payments. Following her query on this, it had been confirmed that CIL would still be applicable for these sites, however the square meterage rate would be charged at a lower rate (£30 per sqm rather than £50). It was noted that this was the current rates, and this may change with Wiltshire Council's new Local Plan.

The Clerk also wanted to confirm with Wiltshire Council that there was no CIL applicable on sites that had 100% affordable housing. It was confirmed by them that the developer would have to apply for social housing exception to ensure that they have no CIL liability, therefore, no CIL would be applicable for these sites. The Clerk also queried whether the CIL amount due for the proposed 144 houses at land east of Semington Road was known, as the council had estimated their income from this development to be used for the Berryfield Village Hall project. It was confirmed that it needed to be approved at Reserved Matters before the CIL liability was able to be calculated, as this was when the square meterage was determined.

The Clerk explained that Wiltshire Council publish a spreadsheet which details all of the land charges for Wiltshire, in previous years it had been very difficult to sort out which developments were in the parish, as there was no option to sort by parish. Following feedback that she sent to Wiltshire Council there was now a sorting option on the spreadsheet that enables councils to sort via parish, which makes it much easier to spot new developments. Whilst checking the spreadsheet against the CIL income Wiltshire Council received and the amount that the parish council received, she noticed that on some developments, the CIL amounts did not seem correct. She explained that now that the parish council had a neighbourhood plan, the CIL income was calculated at 25% and not 15% as previous, however when calculating for both percentages the figures didn't correlate. She queried this with Wiltshire Council as the income for a number of planning applications did not seem to be adding up to the correct amounts. Wiltshire Council confirmed that this was due to surcharges being

added on, due to non-compliance of the CIL regulations. As these charges are part of the admin costs there is no CIL liability payable to the parish in these instances. These surcharges are however included on the spreadsheet in the amount of CIL payable to Wiltshire Council, as they are unable to show it any other way, which makes it really difficult to work out how much CIL is due to come in and whether the amount received is correct. The Clerk advised that she had fed this back to Wiltshire Council, as there is no indication in the spreadsheet as to whether the CIL payable to Wiltshire Council included a surcharge or not.

**b) To note CIL income received in 2022/23, agree potential CIL income figure to include for 2023/24 and rationale of use of potential CIL income for 2023/24:**

The Clerk reminded members that now there was an adopted Neighbourhood Plan, the council received 25% of CIL, however 10% of this was allocated to a CIL sharing pot with Melksham Town Council. This was clearly detailed on the CIL spreadsheet.

In May 2022 the council received a total amount of £1,655.29 for a single-story dwelling at the garden of 406c The Spa, the parish council's share of funding was £993.17 with a share of £662.12 going into the CIL sharing pot. Also, during this month £406.26 was received for 406C The Spa, with £162.50 going into the sharing pot and £243.76 being the parish council's 15% share.

It was noted that following non-compliance of CIL regulations, the self-build at Frogditch Farm was now required to pay CIL. The parish council received in August 2022 a total sum of £1,340.63 which was 25% of the CIL income. The parish council's 15% share of this was £804.36 with £536.25 going into the CIL sharing pot. In August 2022 £4,596.36 was received from land at 27 Beanacre with £1,838.54 going into the 10% sharing pot and £2,757.82 being the parish councils 15% share of the income.

In November 2022 the parish council received a total amount of £4,015.21 for Land rear of 39/40 Eden Grove. The parish councils 15% share of this funding was £2,409.13 with £1,606.08 going into the 10% sharing pot.

<u>CIL income anticipated to year end 2022/23 (parish councils 15%)</u>	<u>ACTUAL</u>
Frogditch Farm, 225 Lower Woodrow (15/09689/FUL)	£ 804.38 ✓
Land rear of 39/40 Eden Grove (21/01791/FUL)	£2,409.13 ✓
27 Beanacre, Beanacre SN12 7PT (20/03543/FUL)	£2,757.82 ✓
Garden of 406c The Spa (18/03329/REM)	£ 993.17 ✓
406C The Spa (19/10934/FUL)	£ 243.76 ✓
	<b>£7,208.26 ✓</b>

<u>CIL income anticipated to year end 2022/23 for 10% Sharing pot</u>	<u>ACTUAL</u>
Frogditch Farm, 225 Lower Woodrow (15/09689/FUL)	£ 536.25 ✓
Land rear of 39/40 Eden Grove (21/01791/FUL)	£1,606.08 ✓
27 Beanacre, SN12 7PT (20/03543/FUL)	£1,838.54 ✓
Garden of 406c The Spa (18/03329/REM)	£ 662.12 ✓
406C The Spa (19/10934/FUL)	£ 162.50 ✓
	<b>£4,805.49 ✓</b>

**Total amount of CIL Income expected to year end 2022/23    £12,013.75 ✓**

The income detailed above has already been received in this financial year.

There are a few small developments in the parish, which have planning permission and are CIL payable, however are yet to start on site, therefore, it cannot be foreseen when the CIL income will be received. As it is unable to be determined when the income will be received, they have not been included in the budgeted figures for this year or next year. CIL payments are made by Wiltshire Council quarterly, so there may still be a payment in March 23. These are for the following developments:

19/00221/FUL 63 Shaw Hill- Demolition of 63 Shaw Hill and replacement with three, detached four-bedroom homes and associated works.	£1,396.47
21/01765/FUL The Barn and Store at Upper Beanacre Farmyard- Replacement of barn & store with 2 chalet bungalows	£2,578.19
PL/2021/07622- 486A Semington Road- New dwelling	£1,584.95

As these small developments are liable to pay 25% of CIL to the parish council, 10% of the figures stated above will move into the CIL funding pot once received.

For 2023/24 there is some visibility of when the development at land at Semington Road will be starting on site, as it must start on site within a year of the Reserved Matters decision, which is expected in the first quarter of 2023. The parish council looked at the revised plans for this development at their planning committee meeting on 19<sup>th</sup> December 2022. It has been anticipated that the council will receive at least the first tranche of CIL funding in the 2023/24, with further amounts coming on stream in future financial years. The CIL income for this development has been estimated at this stage and based on typical income from neighbouring developments, with a similar number of dwellings. As explained above under agenda item 7a (CIL queries), this is due to the fact that the square meterage needed to be worked out, so that a figure could be calculated and could only be done following approval at reserve matters stage. The CIL amount payable would be at 25%, therefore the 10% is shown on the spreadsheet under a different column, so that it clearly separates out how much the parish council will have and how much will be going into the sharing pot with Melksham Town Council.

<u>CIL income estimated to year end 2023/24</u>	
20/01938/OUT New 144 houses on Semington Road	£30,000
	<b>£30,000</b>

<u>CIL income estimated to year end 2023/24 for 10% Sharing pot</u>	
20/01938/OUT New 144 houses on Semington Road	£20,000
	<b>£20,000</b>

**Total amount of CIL Income expected to year end 2023/24 £50,000**

**c) To note parish council's agreed uses of CIL and to consider more project specific spend for current and next financial year**

The Clerk explained that all of the expenditure included in the CIL spreadsheet was based on decisions the council had previously made. It was noted that unlike s106 funding the spending of CIL monies do not need to be related to the development or the surrounding area. The council have previously made a decision that as CIL was a finite amount and had to be spent within 5 years of receipt, it was better for it to be used for capital items rather than items that required ongoing maintenance, which would be much more suited to come from solar farm funding.

With regards to the estimated CIL expenditure for 2022/23, the parish council agreed a list of costed projects and priorities in October 2022 for LHFIG schemes (Local Highway and Footway Improvement Group). As per the list of schemes, which the parish council will have to pay 50% of the cost towards, it was anticipated that £5,250 will be spent this financial year. This does not include funding for the Falcon Way bus shelter, as this will now come from solar farm funding or for the Beanacre village gates, as it is anticipated that this will be in next year's round of funding.

It was budgeted at the Finance Committee on 10<sup>th</sup> January 2022 that the spend on natural flood management at Shaw and Whitley would be £500 for this financial year, however this does not appear to be any further forward, so this has now been revised to £0 for this financial year. The Clerk has suggested that this heading for expenditure should be removed as currently there were no plans for this work to be done.

There is one more interpretation board that was still outstanding for Shurnhold Fields, this is expected to be delivered and invoiced in this financial year. It has been estimated that this will cost £850 which includes an increase, as it has been some time since the original quotation.

It is anticipated that the public art street naming information board for the Pathfinder Place development from Shelley Signs will be completed in this financial year, so the CIL spreadsheet is showing an expenditure of £800 for this. The parish council purchased a second SID at a cost of £2,296.00 in this financial year, which had not been anticipated at budget setting.

The council purchased a drinking water fountain in the previous financial year; however, it was still awaiting to be installed. This was due to the fact that there was initially a hold up with arranging for a plumber to come on site and provide a quotation for the installation. There were then further complications discovered with the installation process, due to there being a requirement for an internal drain, which officers were not made aware of prior to purchasing the unit. A site survey has now been undertaken by the manufacturer of the fountain, who have advised the council on what options can be taken to get the unit installed. It is anticipated that the installation will cost £1,500, which will come from CIL.

The spend as at October 2022 for street furniture was £2,471.00, which was just below the amount that was budgeted and has been spent on replacement noticeboards for outside Shaw Village Hall and the Pilot Pub due to their age. The parish council also purchased a new noticeboard to go outside of the new Berryfield

Village Hall. It is not anticipated that there will be anymore spend in this financial year under this budget heading.

The spend on replacing Wiltshire Council bins is anticipated to be much higher than originally budgeted for this financial year. This was because as at October 2022 the council had already spent £1,134.00 on the replacement of two bins, which included the cost of the bin as well as for installation. The council agreed at their Full Council meeting on 24<sup>th</sup> October 2022 (*min 225/22b*) to increase the spend up to an additional £1,000 to the end of this financial year. This will give provision for the replacement of one more bin that has either been vandalised or burnt out.

The spend on village hall grants was slightly lower than budgeted for, however the budget for these grants had been increased by £5,000 for this financial year. This is because the council recognised that village hall income had been hit particularly hard due to covid over the past few years, so had anticipated that there may have been an increase in grant funding requests.

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The council received an offer from Wiltshire Council of some plainings from the A350 which were delivered to the allotment car park. The parish council's contractors spread them out in early December 2022 and it is anticipated that the cost for this will be £198.

**Recommendation 1:** The parish council revise their original budgeted spend from CIL (Community Infrastructure Levy) for 2022/23 to be as follows:

	2022/23 Budget Provision (agreed Jan 2022)	2022/23 anticipated expenditure (up to 31.03.23)	ACTUAL
Contribution to LHFIF schemes	£ 5,500	£ 5,250 x	NIL
Flood prevention-ditch clearance	£ 500	£ 0 ✓	0
Shurnhold Fields capital	£ 0	£ 850 x	NIL
Public Art-Pathfinder Place	£ 0	£ 800 x	NIL
Speed Indicator Device (2 <sup>nd</sup> SID)	£ 0	£ 2,296 ✓	2,296.12
Drinking water fountain	£ 0	£ 1,500 x	NIL
Street Furniture	£ 2,500	£ 2,471 x	2,611.00
Replacing Wiltshire Council bins	£ 1,000	£ 2,000 x	1,133.84
Village Hall Grants	£15,000	£14,700 ✓	
Ground works to level plainings At allotments from road surfacing on A350	£ 0	£ 198 ✓	
	<b>£24,500</b>	<b>£30,065 x</b>	<b>20,938.96 ✓</b>

Members reviewed the estimated CIL spend for 2023/24, it was noted that due to the amount of funds left in the CIL pot, some items that in previous years had come out of this funding are now not able to, as there were currently not enough funds. These items have instead come from solar farm funding which will be detailed under agenda item 9. For the 2023/24 financial year £10,000 has been allocated to LHFIF schemes,

which includes the Beanacre Village gates, which is expected to be in that financial year.

The Bowerhill Sports Field and improvement project was still one of the objectives for the council, however this project has currently been deferred to a future financial year. Based on the anticipated spend for the 2022/23 financial year, £2,000 has been budgeted for the replacement of Wiltshire Council bins.

**Recommendation 2:** The parish council spend from CIL (Community Infrastructure Levy) for 2023/24 to be as follows:

	<b>2023/24 Budget Expenditure</b>
Contribution to LHFIFG Schemes	£10,000
Shurnhold Fields Capital project	£ 3,500
Replacement of Wiltshire Council bins	£ 2,000
	<b><u>£15,500</u></b>

The balance of CIL funds at the end of each financial year is put into a Reserve as the funds are restricted to funding community infrastructure only and to aid tracking of the expenditure, which has to be annually reported to Wiltshire Council. Transfers from the CIL Reserve have been made to other earmarked Reserves, as detailed below.

Total in CIL reserve at end of 2021/22	£45,302.21 ✓
Confirmed CIL income for 2022/23	£12,013.75 ✓
<b>TOTAL</b>	<b>£57,315.96 ✓</b>
<i>ACTUAL</i> Anticipated Expenditure from CIL for 2022/23	£30,065.00 x <i>20,938.96</i>
<u>Transfer CIL into ringfenced reserve</u> CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£4,805.49 (Transfer 9) ✓
<u>Transfer from CIL reserve into dedicated earmarked reserves</u>	
Transfer to Bowerhill Sports Field Long term Capital replacement Reserve	£5,000.00 (Transfer 8) ✓
<b>TOTAL in CIL reserve at end of 2022/23</b>	<b>£17,445.47 x <i>26,571.51</i></b>
Total in CIL reserve at end of 2022/23	£17,445.47 x <i>26,571.51</i>
CIL income anticipated for 2023/24	£50,000.00 ✓
<b>Total</b>	<b>£67,445.47 x <i>76,571.51</i></b>
Anticipated expenditure from CIL for 2023/24	£15,500.00

Transfer CIL into dedicated project/ ringfenced reserve

Berryfield Village Hall Reserve	£30,000.00 (Transfer 10)
CIL Sharing with MTC Reserve (extra 10% CIL due to NHP)	£20,000.00 (Transfer 11)
<b>Total in CIL reserve at the end of 2023/24</b>	<b>£ 1,945.47</b>

**327/22 Reserves:**

**a) To review Financial Reserves Policy**

The Clerk queried with members, following the comments made by the internal auditor regarding sinking funds, whether this policy needed to be updated to reflect the council's current position on this. Councillor Glover highlighted that it was already a long-standing policy for capital replacement of things, such as play equipment, to be budgeted for well in advance of it needing to be replaced. The council have previously felt that it was much better to financially plan for these items that they know will need to be replaced eventually, rather than put up the precept in the year when the item needed replacing.

Members highlighted that looking at their policy, it did state under the earmarked reserve section that 'specific reserves are often used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year'. Members felt that this clearly stated the council's policy on these types of reserves and this should be referred to in the response back to the auditor.

The Clerk explained that the council had previously included in the policy about ringfenced reserves, which was income that had been received typically from a legal agreement that could only be spent on a specific project. For example, the money for the Shurnhold Fields maintenance can only be spent on the maintenance of the field, so is held in a specific reserve specifically for that. Councillor Pafford queried whether there was a difference between ear marked reserves and ringfenced. The Clerk explained that ear marked reserves do not need to be spent on a specific project and could be moved around to be spent on another purpose, whereas ringfenced could not and must be spent on its intended use. The Clerk explained that income from CIL and solar farm funding also have stipulations on what they can be used for, however they usually have a wider range of uses. Funds for CIL for example, have to be spent within five years, otherwise they have to be paid back, therefore they need to be shown separately, so that there is clear evidence that they are being used within the time.

The Clerk explained that the General Reserve was the amount that was left over at the end of the financial year. It has previously been advised that councils should have between 3-6 months' worth of expenditure to keep the council running in an emergency, however the parish council do not need this level because they have adequate ear marked reserves. The Clerk went on to explain that the parish council's policy stated that the General Reserve should lie at one month's worth of expenditure, as virements from ear marked reserves can be made when necessary.

Members felt that this policy reflected what the council agreed, therefore, did not see a need for it to be changed.

**Recommendation:** No changes to be made to the current Reserves Policy. Officers to reference the reserve policy with regards to sinking funds in the response back to the auditor.

**b) To consider contribution to Reserves and spending from Reserves for current and next financial year:**

In this financial year the Berryfield Village Hall reserve is showing £425,998.00 coming into it, this was the 75% index linked s106 funding for Berryfield Village Hall. The 25% of funding for this was received in the previous financial year, so was already held in the reserve. In 2023/24 it was anticipated that the council would receive the first tranche of CIL for the new 144 housing development on Semington Road (20/01938/OUT), as the developers must start on site within one year of approval of Reserve Matters. It is expected that this will be done in the first quarter of 2023, therefore some CIL is expected in the financial year. Currently, it is unknown how much CIL the council would be getting, so this has been estimated based on a similar size development. So, the adjacent Bowood View development of 150 houses paid £112, 891.98 in total. It has been conservatively estimated that therefore this would pay c£90,000 as for fewer houses, and the housing sizes may be smaller. As this Bowood View CIL was paid at 15%, this would actually now be more like c£150,000 at 25%. This would be £90k for the Berryfield Village Hall reserve towards paying back the Public Works Loan and £60k in the shared CIL Reserve. As the Bowood View CIL was paid in three instalments, this is expected to be similar, with three payments of c£50k.

It has been estimated that the council will receive £50,000 of CIL from this development in 2023/24, with £20,000 of this being put into the 10% CIL sharing pot and £30,000 (Transfer 10) being transferred into the village hall reserve. There is also £5,000 being shown as coming into this reserve from the Beanacre battery storage, to contribute towards the solar battery at the village hall. It is expected that at year end there will be £672,617.50 spent from this reserve, this is based on £568,358.12 for the village hall construction including the solar battery less the 1.5% retention, which is due to be paid in the next financial year. There is also £99,000 to be paid back to the public works loan board, as well as £5,259.38 in interest repayments. Although, there is a separate reserve set up for the demolition of the old village hall, the total cost of demolition was £7,578.72, and was therefore more than what was held in the demolition reserve. This leaves a total of £2,578.72 to come out of the Berryfield Village Hall reserve with £5,000 of this coming out of the demolition reserve. With regards to expenditure for 2023/24 there is £114,721.03 showing as spent which is to pay £11,719.03 for the 1.5% retention due to Rigg construction on 5<sup>th</sup> September 2023, as well as paying back part of the loan capital and interest repayments.

The parish council had previously set up a separate reserve for the demolition of the old village hall, which stood at £5,000 following an estimated budget figure being given by a local contractor for this. In this financial year the old village hall was demolished in December 2022 following the successful completion of the new village hall, therefore this reserve is showing £5,000 being spent with no further funds being

put in. As noted above under the Berryfield Village Hall reserve, the actual total cost of demolition was £7,578.72, therefore the £2,578.72 has been taken out of that reserve. As this reserve was set up for a specific purpose, which has now been undertaken, there will be no further funds going into it in the 2023/24 financial year, therefore this reserve can be closed down.

There have been no further funds put into the Shaw Hall reserve for the next financial year, so this stood at £4,400.

The East of Melksham Community reserve still stood at £315,029.94, which was all of the CIL that the council received for the land East of Spa Road development (Hunters Wood/ The Acorns). Following a Community Governance review, this development was transferred into the Melksham Town boundary in April 2021. The parish council felt that this money belonged to the residents of that development and following a legal agreement put into place, detailing what the parish council expected the money to be spent on, namely the provision of a community centre, resolved to pay this in December 2022. The whole reserve amount was expected to be paid to Melksham Town Council in this financial year, therefore this reserve will stand at £0 in the 2023/24 financial year and will be closed down.

In August 2022 the parish council moved out of their temporary office accommodation at the Bowerhill Sports Pavilion and into the Melksham Community Campus. The total expenditure on the office relocation was £2,600 which has been shown as coming from the office relocation reserve. The remaining £256.53 has been put towards the legal fees for the campus lease, which leaves £0 in the reserve at the end of this financial year. As the council signed a 10-year lease in August 2022 no funds have been added into this reserve for 2023/24, leaving it standing at £0 at the end of that financial year.

The photocopier replacement reserve still stood at £1,200, it had been budgeted that this would be replaced in this financial year as part of the office move. This was reassessed prior to the office move and officers felt that it did not need to be replaced at that time as it seemed to be working well. There was also a question about whether the moving company would charge an additional fee to move the photocopier, as they did when the office moved from Crown Chambers to the pavilion. If this was the case it had previously been felt that it wouldn't be worth paying this fee as the photocopier was coming to the end of its life, so it would be more cost effective to purchase a new one. Following consultation with the moving company this was more to do with the access out of the Crown Chambers building, rather than the photocopier, therefore it has not been replaced. This reserve is showing the whole amount being spent out of it in 2023/24, following a conversation with the photocopying engineer it is understood that the manufacturer is no longer making parts for the model photocopier the council has. This means that it will become increasingly difficult for the photocopier company to obtain replacement parts. Following this new information, it is anticipated that a new photocopier will be needed in the 2023/24 financial year. As the parish council drive towards a more paperless environment, agenda packs are being sent out to most councillors electronically, the hope is that the council will not need to purchase such a high-capacity photocopier. Councillors asked officers to look into lease options as well as for outright purchase.

It has previously been agreed that for the Bowerhill Sports Field & Pavilion capital replacement reserve, the CIL from Pathfinder Place should be used for any works during the life of the housing development build. There is £5,000 (Transfer 8) shown as being transferred from the CIL reserve into this reserve for this financial year, however no transfers have been made into this reserve for the next financial year. Members felt that the £2,148.21 (Transfer 13) in the Covid grant reserve should be transferred into the Bowerhill Sports Field Maintenance reserve, which makes the total amount transferred into the reserve in this financial year £7,148.21. The Covid grant reserve will now be closed down. During this financial year the parish council replaced the CCTV at the pavilion, which had not been budgeted for, therefore £2,300 is being spent from the reserve.

The Bowerhill Sports Field Annual Sum is a reserve used for the projected annual shortfall between income and expenditure for the sports field. Whilst £18,000 had been budgeted as coming into this reserve for this financial year, it is acknowledged that any budgeted shortfall for the pavilion expenditure has already come out of the precept, therefore this was not required to be transferred into a reserve. In this financial year £2,520 has been shown as coming out of the reserve, which is £555 for the increase in gas prices, £500 for cutting back the hedge at the sports field and £1,465 for moving the middle pitch away from the hedges if this proceeds.

The Shaw Playing Field improvement project has no funds left in the reserve, as the money had been spent in the previous financial year. As this reserve was only set up for this specific purpose this can now be closed down.

The replacement play area safety surfacing and equipment long term capital reserve is for the future refurbishment of the play areas. For this financial year £15,084 has been shown as being spent, this is for works that may be required at the new Whitworth Play Area (Bowood View, Berryfield) for a tarmac path if not provided by Bellway Homes, and potentially for safety surfacing under the teen shelter. There is £5,000 being shown as spent in the next financial year for replacing equipment and surrounding safety surfacing at Beanacre Play Area, as the council have been monitoring for some time the wooden equipment at this play area. The council have not put any more funds into this reserve for the 2023/24 financial year, as the council have previously resolved to use CIL from future developments.

There have been no further funds put into the Shurnhold Fields capital reserve as any future funding will come from CIL. It is expected that the car park and improvement project will be completed in the next financial year, so £10,000 is showing to come from this reserve. It was noted that £5,000 of the money in this reserve was ringfenced from area board grant funding for this project, with the other £5,000 previously being put into this reserve by the parish council.

No further funds had been put into the Recreation & Sports Facility Enhancement reserve for next year. For the defibrillator replacement reserve, it is anticipated that all seven defibrillators will need to be replaced in the next financial year, so this reserve is showing all of the reserve being spent.

No further funds have been put into the General Highway & Footpath reserve as expenditure for LHFIG (Local Highway and Footway Improvement Group) contributions will come from CIL.

In this financial year £1,443.47 has been shown as spent from the legal fees reserve. This was for costs towards the Campus lease as well as £500 estimated for the Berryfield and Shaw Village Hall leases. There have been no additional funds added into this reserve in the 2023/24 financial year.

It was felt that as there was no real visibility of any flood prevention work being done in Whitley or Shurnhold, the funds from the Contribution to Wiltshire Council/Environment Agency reserve should be transferred into the Community Project/Match funding reserve. This reserve could still be drawn upon should these works ever come to fruition. There is £5,000 (Transfer 12) being shown as transferred to the Community Project/Match Funding reserve in this financial year. No further funds have been added into this reserve for the next financial year.

The Election reserve currently stands at £14,000 with no expected expenditure showing in this financial year. The Clerk advised members that she had received some communication from Wiltshire Council with regards to councils being required to contribute towards main election costs from the May 2025 elections onwards. It was however, currently unclear as to how much councils would be expected to pay towards these costs. Following the Clerk chasing this information up with the Wiltshire Council elections team, she had received an email earlier in the day which provided some detail. Wiltshire Council advised for contested elections it would be around £1.70 per elector, however this may be increased due to printing and postage costs. The Clerk advised members that if all parish elections were contested it would cost the council around £9,000, which was currently showing as going into this reserve for next year. She queried whether members wished to make provision for this in this financial year or the next. It was noted that for contested by-elections the parish council would have to pay the full amount and the £14,000 in the reserve was specifically for this purpose. Councillor Baines highlighted that within the £14,000 already in the reserve this was based on the council providing polling cards and wondered whether this was something the council needed to revisit. He explained that it didn't appear to significantly increase the turn out for elections and felt that it may be more cost effective to widely publicise the elections in the Melksham News. The Clerk advised that the Melksham News covers a large part of the parish area with the exception of Redstocks and Sandridge, but the council have hand delivered leaflets to these houses before. The Clerk advised that she would put polling cards onto the Full Council agenda for members to review their requirement. Members felt that the £14,000 already in reserves should be used for the May 2025 elections and if there was a by-election in the meantime, the council would have time to top up the reserve. The council therefore put no funds into the reserve for the next financial year.

For this financial year there is £220 showing as expenditure being spent from the Staffing Contingency reserve, which was for the additional hours for the Allotment Warden to undertake the ROSPA Play Area Inspector qualification and holiday cover for the Caretaker.

The Replacement of Council Assets (contingency) reserve is for the replacement of items that have not been insured due to their low value or for things like Wiltshire Council bus shelters that they will remove if damaged, not replace. In this financial year £645 was showing as expenditure for the Shaw brick bus shelter repair. No funds have been put into this reserve for 2023/24, however £2,000 has been shown

coming from this reserve for VE day planters which was still an outstanding action to do. It was agreed that perhaps this Reserve, which was used for repair, replacement, new items would be better renamed Street Furniture reserve.

No funds have been added into the General Contingency reserve, however £2,100 has been showing as spent for Neighbourhood Plan#2 expenditure, as the parish council have committed to funding anything additional out of this reserve. It is estimated that there will be an additional £7,500 to cover for the Neighbourhood Plan, which is outside the grant that is held by Melksham Town Council. The expenditure shown being spent from this reserve was the parish council's 30% share of the Neighbourhood Plan costs, with the remaining 70% of the cost being paid by Melksham Town Council.

The CIL reserve shows a balance of £7,208.26 coming into the reserve this year with one transfer going out and into the Bowerhill Sports Field Capital Replacement reserve (Transfer 8). For the next financial year there was £30,000 being shown as coming into the reserve with this being transferred out and into the Berryfield Village Hall reserve (Transfer 10).

For the CIL 10% sharing pot with Melksham Town Council £4,805.49 was being shown as coming into the reserve this financial year. There is £20,000 being shown as coming into the reserve in the next financial year, which is the estimated income for the 144 dwellings on Semington Road, but this is only a very rough estimate as the full CIL income is currently unknown.

The Sandridge Solar Farm reserve was showing £16,119.14 of income that has actually been received in this financial year, with £9,626.00 expected to be spent. For the 2023/24 financial year £12,000 has been shown as income coming in to the reserve with £32,766 expected to be spent. It was very difficult to estimate the amount that the council would receive each year, this was due to the solar farm funding being proportioned between different parishes depending on how many properties they have within the 2.75km radius. Members wished to be cautious when estimating the income for the next financial year due to the fact that it can fluctuate, therefore have estimated a lower amount of income for the next financial year as more houses in the eligible area are being built in the Town parish.

The Shurnhold Fields maintenance reserve is for funding that was ringfenced from a s106 agreement and is held by the parish council on behalf of the joint project with Melksham Town Council. There is no funding coming into the reserve this year or next, however there was expected expenditure of £2,000 this year and £2,000 next year. This was for things such as the annual grass cut, petrol for the mower and caretaking duties including bin emptying.

It is anticipated that the parish council will receive the £58,000 s106 funding for the Davey Play Area (Pathfinder Place) in this financial year. This money will be shown as a ringfenced reserve and only able to be spent on the maintenance of the play area. It is expected that this play area will be adopted this financial year, however no spend has been shown from this reserve as its not anticipated that any safety surfacing cleaning or inspections will be done and at this site there are no grasscutting or bin emptying requirements. In the 2023/24 financial year £176 is showing as being spent, which is for the ROSPA annual independent inspection and

quarterly play area inspections. This has not included any spend for safety surfacing cleaning as the council will trial not cleaning the surfacing at this site to see the condition of it in a few years' time, compared to the surfacing at Bowood View Play area where the surfacing will be cleaned.

Four new reserves have been set up this year which are all for ringfenced funds. There is a new reserve set up for any ring fenced funding from Wessex Water for a Beanacre Community Project reserve which is for any compensation received to the parish council for the planned sewage works. A reserve has been set up to show the Scottish and Southern Electricity Networks (SSEN) money received for Melksham Community Support for the emergency planning from their SSEN Resilient Communities Fund. This reserve is showing the £8,361 that has already been received in the bank this year, with £7,000 expected to be spent. For the next financial year, it was expected that £680.50 will be spent.

There is a reserve that has been set up to show the Berryfield Public Art Fund from Wiltshire Council. There was still some money left over from the public art and it has been suggested that the remaining funds could be either transferred to the parish council or the new Berryfield Village Hall Trust to be spent on the maintenance of the art work. This reserve is showing £3,800 coming into the reserve this year with no money spent out of it this financial year or next.

Community Action Whitley and Shaw (CAWS) have enquired about the parish council purchasing a third speed indicator device (SID), so that it can be erected in areas around Shaw and Whitley more often. CAWS have offered to pay for the capital of the SID if the parish council paid for the ongoing maintenance. The Clerk explained that if it was decided that another SID was not purchased this would not impact the precept as it was shown as income coming in this financial year, with the expenditure next year showing as coming from that reserve.

**Recommendation 1:** The Full Council to consider whether they should provide polling cards for elections or whether alternative cost-effective solutions could be used; such as advertising in the Melksham News.

**Recommendation 2:** The parish council put the following into Earmarked Reserves at year end 31<sup>st</sup> March 2023.

Reserves for major project 2022/23

New Village Hall, Berryfield (From s106)	£425,998.00 ✓	425,997.78
CIL 10% Sharing Pot with MTC	£ 4,805.49 ✓	sticl
Sandridge Solar Farm Reserve	£ 16,119.14 ✓	
Davey Play Area Maintenance Fund (From s106)	£ 58,000.00 X	NIL
NEW RESERVE SSEN MCS Emergency Plan	£ 8,361.00 ✓	
NEW RESERVE Berryfield Village Hall Public Art	£ 3,800.00 X	NIL
NEW Reserve CAWS SID#3	£ 2,500.00 X	NIL
CIL (Community Infrastructure Levy) funds received	£ 7,208.26 ✓	7,208.24
	<b>£526,791.89 X</b>	<b>462,491.65</b>

**Recommendation 3:** The parish council put the following into Ear Marked Reserves for the year 2023/24.

<u>Reserves for major project 2023/24</u>	
New Village Hall, Berryfield (From CIL)	£ 5,000.00
CIL 10% Sharing pot with MTC	£20,000.00
Sandridge Solar Farm	£12,000.00
NEW RESERVE Wessex Water funding (Beanacre Community project)	£ 5,000.00
CIL (Community Infrastructure Levy) funds received	<u>£30,000.00</u>
	<b>£72,000.00</b>

Members reviewed the spend from Earmarked reserves as they went through the individual line items on the budget spreadsheet. For more detailed information on the spend from reserves please refer to (min.329/22) on the budget review.

**Recommendation 4:** The parish council spend the following amounts from Earmarked Reserves in 2022/23.

<b>Spending from Reserves 2022/23</b>	<b>2022/23 Budget Spend (aged Jan 2022)</b>	<b>2022/23 Anticipated Expenditure (up to 31/03/23)</b>	<b>ACTUAL</b>
New Hall, Berryfield	£854,259.38	£ 672,617.50	<del>668,021.59</del> 665,481.59
Disposal of Old Berryfield Village Hall	£ 5,000.00	£ 5,000.00	✓
East of Melksham Community Centre (Transferred to Melksham Town Council)	£ 0.00	£ 315,029.94	✓
Office Relocation	£ 1,000.00	£ 2,856.53	✓
Photocopier Replacement	£ 1,200.00	£ 0.00	✓
Bowerhill Sports Field Long Term Capital Replacement	£ 0.00	£ 2,300.00	✓
Bowerhill Sports Field Annual Sum	£ 0.00	£ 2,520.00	1,145.00
Replacement Play Area & Safety	£ 0.00	£ 15,084.00	<del>2,125.00</del> NIL
Surfacing equipment capital replacement			
Legal Fees	£ 0.00	£ 1,443.47	443.79
Staffing Contingency	£ 0.00	£ 220.00	386.66
Replacement/ Renewal of council assets contingency	£ 0.00	£ 645.00	✓
General Contingency - FOR NHP	£ 2,000.00	£ 2,100.00	3,765.23
CIL (Community Infrastructure Levy)	£ 30,065.00	£ 30,065.00	20,938.96
Sandridge Solar Farm Community Fund	£ 32,776.00	£ 9,626.00	8,746.00
Shurnhold Fields Open Space	£ 1,700.00	£ 2,000.00	1,980.34
Davey Play Area	£ 750.00	£ 0.00	
NEW Reserve SSEN Ringfenced reserve For MCS in Emergency Plan	£ 0.00	£ 7,000.00	NIL
	<b>£928,750.38</b>	<b>£1,068,507.44</b>	<del>1,047,323.04</del> <del>1,046,343.04</del> <del>1,031,259.04</del> <b>£1,028,719.04</b>

**Recommendation 5:** The parish council spend the following amounts from Earmarked Reserves in 2023/24:

New Hall, Berryfield	£ 114,741.03
Photocopier Replacement	£ 1,200.00

Replacement Play Area Safety Surfacing & Equipment Capital Replacement	£ 5,000.00
Shurnhold Fields Capital Replacement	£ 10,000.00
Defibrillator Replacement	£ 10,850.00
Replacement/ renewal of council assets know renamed as Street Furniture	£ 2,000.00
CIL (Community Infrastructure Levy)	£ 15,500.00
Sandridge Solar Farm	£ 32,776.00
Shurnhold Fields Open Space	£ 2,000.00
NEW Reserve SSEN Ringfenced reserve For MCS in Emergency Plan	£ 680.50
NEW Reserve SID 3	£ 2,500.00
Davey Play Area	£ 176.00
	<b>£197,423.53</b>

**Recommendation 6:** The parish council transfer the following amounts between Earmarked Reserves in 2022/23 & 2023/24:

Transfer T8- Move £5,000 from CIL to Bowerhill Sports Field Maintenance long term capital in 2022/23.

Transfer T10- Move £30,000 from CIL to New Hall Berryfield in 2023/24.

Transfer T12- Move £5,000 from Contribution to Wiltshire Council /Environmental Agency to Community Projects/ Match Funding in 2022/23.

Transfer T13- Move £2,148.21 from Covid Grants from Wiltshire Council to Bowerhill Sports Field Maintenance long term capital in 2022/23.

#### **Summary of Reserves**

Opening Balance of Reserves as at 01/04/2022	£1,309,037.31
Revised Reserves for Major Projects 2022/23	£ 526,791.89
Revised Spending from Reserves 2022/23	-£1,068,507.44
Revised adjustment to/from Reserves 2022/23	-£ 541,715.55
<b>Total Reserves at end of 2022/23</b>	<b>£ 767,321.76</b>

Opening Balance of Reserves as at 01/04/2023	£ 767,321.76
Reserves for Major Projects 2023/24	£ 72,000.00
Spending from Reserves 2023/24	-£ 197,423.53
Adjustment to/from Reserves 2023/24	-£ 125,423.53
<b>Total Reserves at end of 2023/24</b>	<b>£ 641,898.23</b>

#### **328/22 Solar Farm Community Funding**

- a) **To consider appropriate potential income figure for 2023/24 (fluctuates due to share of housing within 2.75km radius of Sandridge Solar Farm)**

It was noted the income that was received for the solar farm in 2022/23 was £16,119.14. The Clerk explained that it was very difficult to anticipate how much would be received from the solar farm funding, as it depended on the number of dwellings in the parish with the 2.75km radius. She explained that more houses from

the East of Melksham Development (Hunters Wood/ Acorns) are going to be in the radius, as these houses reside in the Town, this will reduce the parish council's proportion. It was felt that due to the fact that it was expected that the parish's proportion may be reduced, members wished to be cautious, therefore have estimated £12,000 as income coming in from the solar farm in the next financial year.

**b) To consider spend of Solar Farm funding for current and next financial year.**

It was noted that the council had already set out principles to spend solar farm income on maintenance items, such as the erection of the speed indicator device, as this was a long-term funding source. The Clerk explained that the council had previously resolved that any expenditure relating to the Bowerhill Sports Field improvement should come from CIL, however there was not enough CIL funds left for 2023/24, therefore this has been shown as coming from solar farm funding. It was also noted that some time ago the parish council felt that the Falcon Way bus shelter should come from CIL, even though it was capital expenditure as it fell within the 2.75km radius of the solar farm, so was a good candidate to come from this funding source.

**Recommendation:** The following spend from Sandridge Solar Farm to be on the following:

Balance brought forward from 31 <sup>st</sup> March 2022	£29,068.47 ✓	
Amount received in 2022/23	£16,119.14 ✓	
<b>TOTAL FUND AVAILABLE</b>	<b>£45,187.61 ✓</b>	
<u>Anticipated spend in 2022/23</u>		
Weedspraying	£ 2,407.00 ✓	
Erection of SID on fortnightly basis (x2 for part of year)	£ 1,279.00 ✓	ACCRUAL
Play Area/ MUGA Safety Surfacing Clean	£ 3,300.00 ✓	
Roundabout grass cutting and maintenance (ex Carson)	£ 2,640.00 x	1,760.00
<b>TOTAL SPEND IN 2022/23</b>	<b>£ 9,626.00 x</b>	<b>8,746.00</b>
<b>Anticipated balance as at 31<sup>st</sup> March 2023</b>	<b>£35,561.61 x</b>	<b>36,441.61</b>
<b>Anticipated receipt in 2023/24</b>	<b>£12,000.00</b>	
<b>TOTAL FUNDS AVAILABLE</b>	<b>£47,561.61</b>	
<u>Anticipated spend in 2023/24</u>		
Falcon Way Bus Shelter & RTI	£16,500.00	
Safety surfacing clean for play areas & MUGAs less trial site x 1 per year	£ 4,050.00	inf.
Tree Inspections and resulting tree work	£ 2,300.00	
Roundabout grass cutting and maintenance (ex Carson)	£ 2,904.00	
Weedspraying	£ 2,684.00	
Erection of SID on fortnightly basis (x3 devices)	£ 1,838.00	
Street Furniture	£ 1,000.00	
Bowerhill Sports Field playing field improvement (2 x adult pitch vertidrain)	£ 1,500.00	
<b>TOTAL SPEND IN 2023/24</b>	<b>£32,776.00</b>	

**Anticipated balance as at 31<sup>st</sup> March 2024**

**£14,785.61**

**329/22 Budget**

**a) To review and consider Budget for 2022/2023 against anticipated position at year end; and estimate for 2023/2024**

Members reviewed the anticipated income and expenditure until year end for the current financial year and the proposals for the financial year 2023/24.

**Income**

The council had originally budgeted for £274,895.75 of income coming in this financial year, which is largely different from the expected income for this year which is £782,361.25 (figures include the precept). This is mainly due to the parish council expecting the £425,998.00 (75% index linked) s106 contribution for Berryfield Village Hall to come in the last financial year. The £58,000 s106 funding for the maintenance of the Davey Play area at Pathfinder Place was also expected to come in the previous financial year, however due to hold ups with Taylor Wimpey finishing the remedial works before the council take over the ownership of it, this income wasn't received. It is expected that the play area will be handed over before year end in the current financial year, therefore this amount has been shown as expected income. There was still £3,800 left over in the public art budget for the ongoing care and maintenance for the Berryfield Village Hall public art work, this was from the s106 funds held at Wiltshire Council. This amount has been shown as coming in this financial year from Wiltshire Council to be either held in a ringfenced reserve by the parish council or transferred over to the new Berryfield Village Hall Trust. There has been £31,000 estimated as coming in the next financial year, this is based on £20,000 coming from the Land at Semington Road (144 dwellings) for a footbridge from this development to the Bowood View development, however it was noted that this was still unknown at present, but was still being shown as budgeted for next year. Also, budgeted was £11,000 for playing field contribution from the land west of Semington Road planning application.

It is expected that the council would receive £5,000 from the Beanacre battery storage, which wasn't foreseen at the time of budgeting. It was also budgeted that £5,000 would come in from the Sandridge Solar Farm Community Funding in this financial year, however the actual amount received was £16,119.14. For the 2023/24 financial year, £27,000 has been estimated as coming in under the solar farm budget heading, this was made up of £15,000 coming in from JBM Solar projects for Wick Solar Farm in Beanacre and £12,000 as coming in from the Sandridge Solar Farm. As previously explained under Sandridge Solar Farm, it was difficult to anticipated the amount of funding that will be received from this each year, therefore the council have taken the conservative approach when estimating this income.

It has been estimated that the council will receive £500 in interest this year, this was not budgeted for at budget setting due to the interest rates being very low at the time. This was something that was verbally mentioned by the internal auditor when

he visited the parish council, as interest rates had now gone up. The Clerk had enquired with the bank what their interest rates were for Fixed Term Deposits and they are now much higher than during Covid, so would be worth doing. This was an agenda item later on in the meeting for members to discuss. For the 2023/24 financial year it is estimated that £2,500 would be received in interest.

With regards to grants and donations, in this financial year the council received £8,361 from Scottish and Southern Electricity for Melksham Community Response following a successful grant application. This was for the emergency plan element of the project, which included funding for making and distribution of fridge magnets with the emergency number on and funding for the phone line and lamplight database. There was also £2,500 estimated as coming in this year following a kind offer from a resident of Bowerhill, to fund a defibrillator at Pathfinder Way. For 2023/24 £12,500 has been estimated which is possible jubilee grant funding for the Bowerhill Sports Field outdoor gym equipment and £2,500 for the possible donation from CAWS for a third speed indicator device. It was noted that this has not been confirmed yet, but the expenditure for moving it every fortnight was budgeted for, therefore it was prudent to include this in the potential income coming in.

The income for the Bowerhill Sports Field was on par with what was expected to be received in this financial year. As covid restrictions were eased, football organisations were able to undertake their full programme of activities. For the 2023/24 financial year the income has been reduced, due to a number of unknowns with the number of bookings that the council may receive. Members wished to be cautious when estimating the amount of income, therefore have estimated £6,135 as coming in. There was also an unknown with regards to whether the council may need to become VAT registered as discussed earlier on in the meeting, which could affect the amount the council charge hirers. It was noted that later on this year the council will be reviewing their hire charges, therefore the amount charged may change, but this was difficult to predict at this time.

The allotment income is expected to be similar to what had been budgeted for this financial year, with the same amount of income budgeted for the 2023/24 financial year. The allotment year runs for 1<sup>st</sup> October until 30<sup>th</sup> September each year, so falls within two financial years. Accruals are made at year end transferring 50% of the amount received into the next financial year. It can also be difficult to anticipate the amount of income that will be received in any one year, as the council charge double the residential rate to residents who live outside of the parish. It is unknown how many plot holders will give up their plots each year, and how many non-residents will take over.

As per the internal auditor's recommendation in the last financial year, money received for joint projects cannot be netted off against the expenditure, therefore these are shown as income coming in.

**General Account Income (Excluding Precept):**

Budgeted for 2022/23	£ 65,560.00	
Anticipated for 2022/23	£535,084.75	
Proposed for 2023/24	£141,570.00	# error on spreadsheet omitting £50k CIL from the Income Column on main Budget

**Jubilee Sports Field Income:**

Budgeted for 2022/23	£	9,150.00
Anticipated for 2022/23	£	9,075.00
Proposed for 2023/24	£	6,135.00

**Allotment Income:**

Budgeted for 2022/23	£	2,483.00
Anticipated for 2022/23	£	2,512.50
Proposed for 2023/24	£	2,512.50

**TOTAL PROPOSED INCOME FOR 2023/24: £150,217.50**

**Expenditure**

The parish council's expenditure used the following three budget headings to reflect the information included with residents' council tax bills, namely; Administration, Parish Amenities and Community Support.

**Administration Costs:**

It is anticipated that £150 will be spent on members training in this financial year, this is a reduction on the original amount budgeted for. It is expected following the resignation of Councillor Mary Pile that the new co-opted councillor will wish to undertake some councillor training and it is expected that the councillor safety training, which was postponed in September will be rescheduled for early 2023. For next year £180 has been budgeted for members training.

Postage costs for this year are more than originally budgeted for, this was because at the time of budget setting, it was envisioned that the council would move to paperless agendas packs. This was only implemented in October 2022 following the council's office move; therefore, the costs are much higher than originally expected. It is anticipated that £850 will be spent this financial year on postage. It is noted that there will still be some cost for postage as the council still send out notices to the noticeboard volunteers each week as well as annual allotment letters. For the 2023/24 financial year it is anticipated that £600 will be spent on postage for the above reasons. Photocopying was also higher than budgeted for, with the expected spend at year end being £1,800 for the same reasons as described above under postage. Next year it is expected that the photocopying charges will be much less with £750 budgeted.

The office phone and broadband charges are expected to be lower than budgeted for this financial year, this was due to the council changing their phone system following the office move to a Microsoft system. This system works well with the council's Office 365 package and is an add on to the system. The charges for this new phone system are much lower than the previous phone system which has reduced the phone costs. The council also changed to Plusnet for their broadband when they moved to the Campus, the charge for this per month is £33.90 on a two-year contract. For the next financial year, the estimated costs under this heading have been significantly reduced with a budgeted figure of £850 which includes the phone and broadband costs.

Room hires and online meeting subscription costs are much higher than budgeted, this was due to the fact that the parish council had to leave their temporary meeting, which had been kindly provided as a community benefit and hold them at the Melksham Rugby Club until the Campus move. In 2023/24 £300 has been budgeted as the council would only need to pay for room hire for meetings that are held off site, such as the annual parish or planning meetings for large applications. Most of this budgeted cost was for Zoom subscriptions, the Clerk explained that there was a potential cost saving for this as MS Teams was within the council's Microsoft package so this could be used instead of Zoom. She explained that during covid Zoom was more user friendly for people to use, however Teams has now caught up, she suggested that this was something the IT Working party could consider when they next meet.

Following the move to the Campus, the council purchased some new equipment, such as a dishwasher, fridge and IT items to allow for online meetings. It was originally budgeted that the council would replace the photocopier in this financial year, but as already explained it was still working at this current time. In the next financial year, it was anticipated that the photocopier would need replacing so £1,200 was showing as being spent from reserves. Councillor Glover queried whether officers had looked into costs for leasing a new photocopier, the Clerk explained that she hadn't, but this was something that could be looked into.

The parish council have agreed a 10-year office lease with Wiltshire Council, which includes building repairs and utility costs. The estimated cost to the end of this financial year was £6,920 as the council moved in July, which was part way through the year. For 2023/24, £11,373 has been included in the budget as per the signed lease agreement with Wiltshire Council.

Due to the fact that cleaning materials for the office was such a small value cost code, members felt that this should be included in the admin and stationary costs and this cost code closed down. The Clerk explained that the cost code was only set up for when the council had an office cleaner at Crown Chambers, to distinguish between the costs of materials and the cost of the cleaner.

For staffing costs, it was noted that even though all staff received a £1 increase per hour on their hourly rate, the estimated year end was still within budget. As it was unknown with regards to any staff increase if any for the next financial year, these have been estimated at 2%. It was noted that the Caretaker and Allotment Warden's salaries were included under parish amenities.

Staff training was much higher than budgeted for this year, this was mainly due to the Allotment Warden undertaking a ROSPA course as well as funds available for the Finance and Amenities Officer to undertake the FILCA qualification shortly. For next year £200 has been budgeted for staff training.

Staff DBS checks are estimated to be more than budgeted for, this was because the Caretaker needed his renewed and at the Staffing Committee in late 2022 it was recommended that all staff members should have a DBS check. This means that the Finance and Amenities Officer would also need one as well. There was currently a hold up with regards to which check the staff should have done (either

enhanced or basic), following correspondence with Wiltshire Council advising that only specific job roles can have the enhanced check. This was still being investigated by officers to ensure that the checks that can be done are adequate for the council's requirements. In the next financial year there was some budget provision for the Parish Officer to have hers renewed.

**Recommendation 1:** The IT Working Party to consider the options around using Teams instead of Zoom for council meetings.

**Recommendation 2:**

**Administration Costs (Including office staff):**

Budgeted Expenditure for 2022/23	£151,511.00
Anticipated Expenditure for 2022/23	£146,258.00 with £4,300 coming from reserves
Proposed Expenditure 2023/24	£142,618.00 with £1,200 coming from reserves

Parish Amenities:

In this financial year the amount spent on defibrillators was expected to be over budget, this was due to the purchase of a new defibrillator at Berryfield Village Hall and the potential purchase of one for Pathfinder Way. As explained under income, the council have received an offer of donation for a new one on Pathfinder Way, so this will offset the overall spend on parish amenities. As previously explained any income received for a specific item was unable to be netted off of the cost code the expenditure has been attributed to, therefore has to go into an income cost code. It was expected that as at year end £6,750 will have been spent under the defibrillator cost code against a budgeted spend of £1,035. The other costs associated under this cost code were for the annual maintenance of the defibrillators, which included online access to the Webnos database system, replacement consumables and an annual service. The parish council have also previously resolved to arrange for some community access defibrillator training sessions to make the community more aware and give them more confidence in using one, which has come out of this cost heading. For the 2023/24 financial year it is estimated that £12,430 will be spent from this cost heading, with £10,850 coming from reserves. This is because it was highly likely that the defibrillators around the parish would need to be replaced, as they have a life span of around 8 years. The rest of the costs are for the annual maintenance and the potential for any replacement defibrillator to be relocated from the New Inn to the phone box near Berryfield Play Area.

The estimated spend this current year for safety surfacing cleaning was a lot less than originally budgeted for, this was because the parish council had originally expected that they would undertake two lots of safety surfacing cleaning, one in the spring to get ready for the summer usage and one in the autumn to get ready for winter. The surfacing clean was undertaken in the spring, however the council carefully considered this principle, whilst looking at quotations for the autumn surfacing clean and felt that this clean shouldn't be done this year. This was following some advice the Clerk had received, advising that it may be better for the council to invest in a safety surfacing repair kit due to the high cost of cleaning the surfacing twice a year. It was noted that the cost for the safety surfacing cleaning

was coming from Solar Farm funding, therefore, £3,300 has been shown as this was now the expected cost to year end. Following the decision made for this current year, £4,050 has been budgeted for the next financial year to come from solar farm. This is for the provision of one safety surfacing clean instead of two, including a rise for inflation. The council have also resolved to trial only cleaning one of the two new play areas to assess both their conditions in a few years' time which has been included in the budgeted cost. It was noted that as Whitworth Play Area (Bowood View) was much closer to a water source, as was near to the new village hall it would make more sense to trial this one and leave the Davey Play Area (Pathfinder Place).

The Parish Insurance was a little bit more than anticipated in the current financial year, this was due to additional items being purchased and requiring to be insured. For example, the council purchased an additional speed indicator device this financial year as well as new items for the office, which all needed to be insured. It was noted that the council were currently in a long-term agreement with their current insurance provider, however the current financial year was the last year of this agreement. For the next financial year, it has been anticipated that the parish insurance would be £5,234 which has allowed for an 11.5% increase due to the cost of inflation.

There wasn't anything budgeted for new equipment for amenities staff in this financial year, however the Allotment Warden has requested a new strimmer to use at the allotments due to the petrol one being too heavy to use effectively. He has asked for a rechargeable battery one, which he was happy to charge at home, therefore £150 has been budgeted for this. Councillor Glover explained that following his experience with this type of equipment, a spare battery may be needed as well, so this should be purchased with the new strimmer. It was not expected that any new equipment would be required by the amenities staff in the next financial year, therefore no amount has been budgeted.

The Clerk explained that the council undertook tree inspections on all parish owned trees every 27 months, so that it was always done in different seasons. This was due in the next financial year, so £2,300 has been budgeted in 2023/24. This is including for any tree work, which is required as a result of the tree inspections. The cost of the inspection and works are shown as coming from Solar Farm funding.

Repairs and maintenance in the parish was significantly more than the budgeted £300 for this financial year. This was mainly due to the parish council being handed back the maintenance of the ex-Carson Tyre roundabout, following the retirement of the contractor who was doing it for free as a community benefit. The £2,640 estimated amount for this is to come from Solar Farm funding. The council also repaired one of the brick bus shelters at Shaw at a cost of £645 which has been shown as coming from reserves. It has been budgeted that £3,904 will be spent in the next financial year with £2,904 for the roundabout maintenance to come from Solar Farm funding. Councillor Glover highlighted that this was such a large cost to the council to continue maintaining this roundabout and queried whether this could be handed back to Wiltshire Council. The Clerk explained that if the council wished to hand the roundabout back to Wiltshire Council, it would have to be put back down to grass. Members felt that the cost associated with re-seeding this ready for it to be in a position to hand back to Wiltshire Council should be explored. The

Clerk explained that she would also contact Dick Lovett to see whether they were still interested in sponsoring the roundabout in the meantime.

For Village Halls and Play Areas the budgeted amount of £15,000 was expected to be spent this financial year. There is provision for a tarmac pathway at the Whitworth Play Area (Bowood View), should the developers decide not to do these works, as well as replacing the surfacing under the teen shelter in this play area. This was following comments made by the ROSPA inspector for this play area regarding the surfacing around the teen shelter. The surfacing was currently concrete and the inspector felt that there should be safety surfacing underneath. The expenditure for this has been shown as coming from reserves, if the council do these works it is expected that it would be in the first quarter of 2023. For 2023/24 £6,500 has been budgeted for replacement of wooden equipment at Beanacre Play Area, which the council have been monitoring for some time, as well as some funds for picnic tables and benches. It is shown that £5,000 of this would be coming from the replacement play equipment and surfacing reserve.

The construction of the new Berryfield Village Hall started on 4<sup>th</sup> January 2022 and was handed over to the parish council on the 5<sup>th</sup> September 2022. The breakdown of costs associated with Berryfield Village Hall have been detailed under agenda item 5.

It was expected that the £315,029.94 for East of Melksham CIL would have been transferred over to Melksham Town Council in the last financial year, therefore there was nothing budgeted to come from this cost code for the current year. It was now expected that this money would be transferred over in this financial year, as the parish council resolved in December 2022 to hand this money over, following the signing of the legal agreement.

The original Shurnhold Fields maintenance budget was £1,700, it is expected that £2,000 will be spent to year end. It was noted that although Shurnhold Fields was a joint project with Melksham Town Council, the parish council was the lead council, so hold the maintenance fund which is held in reserves as a ringfenced fund. Most of the cost out of this were for caretaking duties, annual grass cut and mower petrol. In the next financial year, it was estimated that £2,000 would be spent on the things detailed above.

Parish grass cutting, bin emptying, goal maintenance and line marking area are all per the contract with JH Jones which is a 3-year contract and commenced in April 2020. The cost of this contract per year is £16,046.55 excluding VAT. It was noted that the current year was the last year of the 3 year contract and discussions have already taken place with regards to the contract commencing from April 2023. The council very much felt that in the interest of fairness to both parties, it would not be fair to enter into a long-term contract due to the current rate of inflation. The council have agreed to a rolling contract for a year, with a 10% increase and review this in a year's time, to see whether inflation rates are more stable. As such the budgeted amounts under these headings for the next financial year include the 10% rise.

Originally budgeted for street furniture was £2,500, but the anticipated spend to year end is £2,471 which was all to come from CIL. For the next financial year £3,000 has been estimated with £2,000 coming from reserves and £1,000 coming

from solar farm funding. Part of the budget is for the VE Day planters which are an outstanding action to order.

The original budgeted amount for health and safety checks at the Bowerhill Sports Pavilion is on budget for year end. For 2023/24 the budgeted amount has gone up to include for the rate of inflation.

The pavilion electricity was originally budgeted at £2,100, however it was now estimated that £1,500 will be spent to year end. This was lower than originally budgeted for, however the council offices have moved out of the building, so not being used 5 days a week anymore, in addition the council have also entered into a fixed rate contract. For next year it is estimated that the electricity will be £2,000 which has included for additional bookings, such as for the kitchen and lounge area.

Originally budgeted for the pavilion gas was £1,100, however due to the big rise in gas prices it is now expected that £2,500 will be the true cost in this financial year. The council are now in a fixed rate contract, but is much higher than originally budgeted for. From reserves £555 has been shown as coming from the Bowerhill Sports Field maintenance reserve, with £845 being vired across from the Rates budget heading as the pavilion received 100% small rate relief for this financial year. For 2023/24 it is estimated that £3,000 will be spent on the pavilion gas.

The estimated year end spend for the pavilion cleaning is less than originally budgeted; it is expected that £2,500 will be spent in the current year against a £3,000 budget. At the time of budgeting for the current financial year it was unknown what covid measures may be put back into place or whether there would be a covid outbreak from one of the football teams, which would require a deep clean. For the next financial year £2,750 has been budgeted, which takes into account a possible increase in contractor charges.

The sports field hedge maintenance was more than originally budgeted for, this was due to the fact that the contractors charged for the hedge cutting undertaken in the previous financial year in this year and no accruals were made at the March 2022 year end for this. The council undertook this again in this financial year and the £500 cost of this is to come out of the Bowerhill Sports Field annual sum maintenance reserve. It is expected that the council will do the hedge cutting again in the next financial year, therefore £578 has been budgeted for this.

In this current year the parish council received 100% rates relief, however this cannot be guaranteed each year, so this still needs to be budgeted for. The budgeted amount for this has been vired across into the gas costs for the pavilion in this financial year. For next year £835 has been budgeted again, as it is unknown whether this cost will be payable or not.

Originally budgeted for the repairs and maintenance of the pavilion and sports field was £1,500, however the council have significantly gone over this budgeted this year with an estimated spend of £5,800. The council's CCTV system at the pavilion was faulty and unable to be fixed without replacing the cameras. Unfortunately, it was increasingly difficult to obtain spare parts due to them not being made for the council's system anymore, therefore the council decided to purchase a new

upgraded system, which had not been anticipated at the time of budget setting. The £2,300 for the new system is to come from the Bowerhill Pavilion long term capital reserve. The other costs coming from this cost code was for the fallen elm tree removal at the field. It is anticipated that the council will arrange for the ventilation system and water boost pump to be serviced. For 2023/24, £1,884 has been budgeted which is £1,000 for any unforeseen repairs required and provision for the annual ventilation and cold-water pump service.

The pitch improvement budget heading (formally JSF spiking, but has now been renamed) originally budgeted for £500 to be spent in this year, however £2,000 was now expected. Shown as coming from reserves was £1,485, which is the relocation of the middle pitch should the council undertake these works. For the next financial year, £1,500 has been budgeted, which is to verti-drain the two adult 11 aside pitches and is to come from solar farm funding if undertaken.

Originally budgeted for waste collection in the current financial year was £980, however it is estimated that the true cost at year end will be £1,030. This is slightly higher than budgeted for, but it was difficult to foresee how many extra waste collections may be required. The council have also recently entered into a new contract with a new contractor at a much lower cost, so the costs should be much lower in 2023/24. For 2023/24, £600 has been budgeted, due to the new contract price.

The council had recently installed Wi-Fi at the Bowerhill Sports Pavilion and the costs for this needed to be included in the budget. It was estimated that to year end £88 will be spent. For 2023/24, £264 has been budgeted for this provision. It was noted that there needed to be a phone line at the pavilion for the alarm and CCTV system.

The allotment account shows a similar level of expenditure as budgeted for this financial year. The salary for the Allotment Warden was slightly higher, however this was due to him attending the ROSPA course and holiday cover for the Caretaker. Some of the cost under this heading will come from the Staffing Contingency reserve. The repairs and maintenance this year for the allotments is higher, this was due to paying to level out the plainings, which were delivered to the allotment car park. The £198 cost of this will come from CIL. For the 2023/24 financial year it is expected that £2,230 will be spent, which is a slight increase on what was budgeted for the current year.

**Recommendation 3:** Officers to obtain quotations to re-seed the ex-Carson Tyre roundabout and bring back to the next asset management committee for consideration.

**Recommendation 4:**

**Parish Amenities Costs (Including Allotment and Bowerhill Sports Field):**

Budgeted Expenditure for 2022/23	£ 953,909.00
Anticipated Expenditure for 2022/23	£1,103,391.00*
Proposed Expenditure 2023/24	£ 274,386.03**

\*Includes the transfer of £315,029.94 East of Melksham CIL reserve being transferred over to Melksham Town Council, so the real cost of anticipated expenditure for the current year is £788,361.06. Coming from reserves is £1,015,416.00 (£700,386.06 without East of Melksham CIL) and includes (£677,617.50 for cost on Berryfield Village Hall), £14,565.00 from CIL and £9,626 from the Solar Farm fund.

\*\*With £147,267.03 coming from reserves (£114,741.03 for the Berryfield Village Hall project), £15,500 coming from CIL and £32,776 coming from the Solar Farm fund.

#### Community Support Costs:

For the current year the grant allocation was slightly lower than budgeted for, part of the reason for this was that a few organisations didn't come back to the council following questions raised about their applications. Also, due to covid affecting organisations, especially village halls in the previous financial year, the council increased their budget for this year. It was noted that the council had the General Power of Competence, therefore did not need to have separate budget headings between village halls and S137 etc, however was good practice in case the council ever lost this power. The budget for all grants this year was £30,800 (this was £15,000 for S137 grants, £15,000 for Village Hall grants and £800 for S144 grants) and the estimated spend to year end is £29,150. It was noted that the £14,700 for the village hall grants was to come from CIL.

*20.57pm Councillor Pafford left the room for a short time while this item was discussed.*

For 2023/24 discussions took place as to how much should be put in the budget for grants, bearing in mind the current rate of inflation which would be affecting organisations. It was felt that £17,000 should be budgeted under the S137 grant heading. With regards to the village hall grants £20,000 was budgeted, this took into account the new Berryfield Village Hall and the rates of inflation.

*21.02pm Councillor Pafford returned to the room.*

The Market Place public toilets was being discussed later on in the agenda, as the council were still awaiting to pay a bill from the last financial year. For the current year £7,500 was budgeted as this was the highest amount the parish council have agreed to pay towards them. For next year the amount is budgeted at £7,500 for the same reason.

No funds have been budgeted for Real Time Information signage in bus shelters for this year. This is because this is one of the projects that has been agreed to be funded by the 10% CIL sharing pot with Melksham Town Council, however there wasn't currently enough funds in the pot. The Clerk advised that she had spoken to the Town Council about how much was in their 10% sharing pot and they had around £8,000. It was noted that early indicative costs were around £6,000 per shelter. For next year nothing had been shown as being spent under this budget heading, this was due to the fact that, although the council expected some CIL income from the 144 dwellings at Semington Road this was not a given that this

development would happen. Members felt that nothing should be shown as being spent from this heading in the next financial year.

For the Neighbourhood Plan £2,000 had been budgeted for the current year, it was anticipated that the actual expenditure was going to be £2,100, which is to come from the General Contingency reserve. This has taken into consideration the council's 30% share of costs for additional work required from Place Studio, Melksham News adverts, possible Green Gap work and community engagement in February.

The anticipated spend for Melksham Community Support for the current year was notably higher than originally budgeted. It was expected that £7,000 will be spent this year, originally it was only budgeted that £200 would be spent. This is for the printed fridge magnets, leaflets, hotline rental and database licence which will be covered by the grant received from SSEN. It is expected that the bulk of this work will be done in this financial year with £680.50 budgeted as being spent from the grant next year. In 2022/23 it has been budgeted that there will be £11,500 of expenditure on this project. The parish council have agreed to fund part of this project to employ 0.5 FTE person to work on Melksham Community support with Age UK. The Clerk explained that herself and the Town Clerk had recently had a meeting with Age UK, who are currently producing a draft Service Level Agreement and a draft Job Description for the parish council to review at their January Full Council meeting.

**Recommendation 5:  
Community Support Costs (Including Joint Ventures):**

Budgeted Expenditure for 2022/23	£ 42,250.00
Anticipated Expenditure for 2022/23	£ 40,452.00*
Proposed Expenditure 2023/24	£ 60,635.00**

\*With £9,100 coming from reserves and £14,700 coming from CIL  
\*\*With £680.50 coming from reserves

**TOTAL PROPOSED EXPENDITURE FOR 2023/24**

Administration Costs (including office staffing)	£142,618.00
Parish Amenities Costs (incl Allotment and Bowerhill Sports Field)	£274,386.03
Community Support Costs (incl Joint Ventures)	<u>£ 60,635.00</u>
<b>TOTAL</b>	<b><u>£477,639.03</u></b>

Of this expenditure £149,147.53 is budgeted to come from reserves, with £15,500 from CIL and £32,776 from Solar Farm Funding.

These headings do not analyse any profit or deficit against the Allotment or Sports Field account, as historically reported (although they do on the detailed budget spreadsheet) please see below the following figures for the analysis:

**Allotments:**

Income 2023/24	£2,512.50
Expenditure 2023/24	£2,230.00
Difference 2023/24	£ 282.50

This will inform the Asset Management Committee when considering whether the allotment rent should be increased from 1<sup>st</sup> October 2023.

**Bowerhill Sports Field:**

Income 2023/24	£ 6,135.00
Expenditure 2023/24	£33,714.00
Difference 2023/24	- £27,579.00

**b) To recommend virements against Budget for 2022/2023**

The Clerk explained that in this financial year the parish council received 100% rates relief, therefore the £835 budgeted was not required. It was suggested that this would be much better to be re-allocated to another budget heading and it was felt that as the pavilion gas was expected to be over budget this would be a good heading to make a virement to.

**Recommendation:** The council make a virement of £835 from the rates relief heading (4430) to pavilion gas heading (4312).

**c) To recommend Budget for 2023/2024**

The council recommended the budget for 2023/24 as per above.

**330/22 Precept**

**a) To note "Town & Parish Councils Council Tax Factsheet Nov 2022"**

Members noted the "Town and Parish Council Tax Factsheet Nov 2022.

**b) To note confirmed Taxbase number for 2023/24**

Members noted the taxbase number for 2023/24 of 2895.42.

**c) To recommend Parish Council Precept for 2023/2024**

For the forthcoming financial year 2023/24 the following Precept calculation was made. **Expenditure less Income = Precept**

**Expenditure**

Allotments	£ 2,230.00
Sports Field	£ 33,714.00
General	<u>£441,695.03</u>
<b>Total Expenditure</b>	<b>£477,639.03</b>

Adjustment to/from reserves	- £125,423.53
<b>TOTAL</b>	<b>£352,215.50</b>

<b><u>Income</u></b>		
Allotments	£ 2,512.50	
Sports Field	£ 6,135.00	#Corrected figures:
General	£ 91,570.00	<b>£141,570.00</b>
<b>Total Income</b>	<b>£100,217.50</b>	<b>£150,217.50</b>
<b>Shortfall to fulfil with Precept</b>	<b>£251,998.00</b>	<b>£201,998.00</b>

It was noted that the precept for the current year (2022/23) was £235,689.05 with a tax base of £2782.41 which meant that the average contribution for an average band D was £84.71.

**Recommendation:** The Finance Committee recommend a precept of £251,998.00 for 2023/24 against a taxbase of 2895.42. This is an increase of £16,308.95 (6.9%) on last year's precept. An average band D household will be contributing £87.03 for the year, an additional £2.32 on last year, which is a rise of £2.74%.

**# POST MEETING NOTE:** The figures were double checked, and the Clerk had omitted £50,000 of income from CIL in the spreadsheet calculations reviewed by the Finance Committee. This CIL had been shown all the way through the calculations (£30k to the Berryfield Hall reserve and £20k to the CIL sharing reserve) but the figure was missing from the income column on the spreadsheet. This means that there is £50,000 more income for the calculations than originally demonstrated. The figures above have been added to reflect the checked spreadsheet for the Full Council to review on Monday 23<sup>rd</sup> January. This does however, change the Precept requirement.

**Revised Recommendation following Correction:**

A precept of £201,998.00 for 2023/24 against a taxbase of 2895.42. This is a decrease of - £33,691.05 (-14.3%) on last year's precept. An average band D household will be contributing £69.76 for the year, less £14.95 on last year, which is a decrease of 17.64%.

**331/22 Investments**

**a) To review Investment Policy**

The Clerk explained that this policy was something that the council reviewed every year. She explained that it would be prudent for the council to start the fixed term deposits up again following the increase in interest rates. It may also be worth the council considering locking away some money for longer, to get more interest. The Clerk drew to the attention of members that this policy stated that investments could be no longer than 12 months. The policy also stated that all investments should only be made in UK banks and building societies, this therefore prohibits the council from putting it into government bonds such as CCLA.

The Clerk explained that members had previously said that they would re-look at investing some money once the Berryfield Village Hall was built and the East of Melksham CIL transfer made. She advised that it may be a little bit too soon for the

council to look at this, but could have a look at short fixed term deposits, such as investing between monthly payment runs.

The Clerk advised that the current investment policy did meet what the council was currently doing, it was just whether the council wished to do any longer-term investments (longer than 12 months) or invest in bonds. If so, these two clauses would need to be changed to reflect this.

**Recommendation:** No changes to be made to the Investment Policy

**b) To consider making investments as a result of the review, and current bank account/committed funds**

The Clerk explained that one of the things officers did when the budget review was completed was to split up the reserves into contingency, what was committed and needed in the next year, medium term and ring fenced. This would then give the council a better idea of what funds could be put away for a longer term. Members felt that they could not consider long term investment of funds until the reserve exercise was completed. This could be brought back to the next Finance Committee for members to review and consider what if any funds are invested.

**Recommendation:** Officers to undertake the Reserves Analysis so that the council could see what funds were available to be invested, and bring back to the Full Council to consider.

**c) To consider making any Fixed Term Deposits**

It was explained that the council usually sweep their funds between Full Council meetings to their fixed term deposit account at Lloyds Bank and arrange for the money to come back on the day of the following Full Council meeting. During covid this was stopped due to the interest rates becoming very low and not worth doing. Now that rates had increased the Clerk had phoned Lloyds just before Christmas to ascertain what the interest rates would be on a £600k deposit and received a range of rates depending on how long the deposit was in the account for, these were as follows:

1 month	0.55%	£ 298.36
3 months	1.00%	£ 1,479.45
6 months	2.50%	£ 7,479.05
12 months	2.60%	£15,600.00

The Clerk advised that the interest rates changed on the 15<sup>th</sup> December by the Bank of England, which was after she had 'phoned the bank, but this was a good indication of the type of interest the council may get.

Members felt that as the interest rates had increased significantly since the last time a fixed term deposit was done and the above interest rates looked promising, this should be restarted again.

**Recommendation:** The parish council start up the fixed term deposit to sweep funds in and out of Lloyds between payment runs. Officers to put together some figures for the Full Council to review and approve.

**332/22 Risk Register: To review Risk Register**

The Clerk explained that the council last looked at the risk register in January 2022 and rated it red, amber or green depending on how high of a risk each item was. It was noted that this was something that the council needed to look at each financial year. Now that the office had been relocated to the Campus the Finance and Amenities Officer had gone through the document and made any necessary changes. Members had this included in their agenda packs and did not feel that any more changes needed to be made.

**Recommendation:** The council approve the risk register.

**333/22 Grant Aid Policy: To review Grant Aid policy (to consider new clause about returning funds if group fails, or change of use request)**

The Clerk advised members that the council had no clause written in their grant aid policy regarding returning grant aid funds awarded to them if their group fails and queried with members whether they wished to include one. It was noted that organisations were currently applying for grants for the 2023/24 financial year. She explained that one organisation had previously handed back the grant aid money awarded to them due to their organisation folding. The Clerk has also seen organisations that have applied for a grant to do one thing, but have advertised to do another thing. She wondered whether there needed to be something included about funds being spent differently from what was originally applied for. She explained for example, Shaw Village Hall were awarded some grant money to repair the gable wall at the village hall, however their cooker was condemned so asked the parish council whether the left-over funds could be used to go towards the purchase of a new cooker. The council were happy for these funds to be used for this purpose, but there wasn't currently anything in the policy which required organisations to make this kind of request.

Councillor Pafford queried whether the change of clause would be for the grants that organisation was applying for now or for the following grant aid year. The Clerk advised that it could be for the 2023/24 grants, as it would not be fundamentally changing the policy just adding an addition. Members agreed that there needed to be something in the policy around this, as the council needed a fall-back position to protect the money of its parishioners.

**Recommendation:** The council amend their grant aid policy to include a clause which states the following: The council reserve the right to ask for grant funds awarded to organisations back if it is found that the funds are not being used for the purpose of which it was awarded for or if an organisation closes within the year. If organisations require the funds to be used for something different than what it was originally applied for, they must seek approval from the parish council first.

For this financial year organisations will be informed of this new clause upon receiving their grant award, for any future years this will be included in the grant aid policy.

**334/22 Market Place Toilets: To consider for approval for payment the invoice from Melksham Town Council for 50% share of costs of Market Place Public Toilets for financial year ending 31st March 2022**

The Clerk explained that an invoice of £4,091.17 had been received for the Market Place Public Toilets for the 2021/22 financial year. It was noted that this invoice did not include water charges as there was currently an issue with previous charges that are yet to be resolved. Councillor Baines explained that this particular bill had an anomaly on the electricity element, the electricity charges for 13<sup>th</sup> April, 12<sup>th</sup> May, 11<sup>th</sup> June and 9<sup>th</sup> July were around three times the amount charged for the following months. He explained that he had looked into the 2020/21 electricity costs and they seemed to be similar to the charges for the latter part of 2021, so there was obviously an issue with the charges for the early part of the 2021/22 financial year. He felt that there needed to be an explanation from the Town Council as to why these charges are so high and differ so much from previous electricity charges.

The Clerk explained that there had been a rates rebate of £2,620.50 on the Non Domestic Rates rates, which the parish council had previously told the Town Council to keep for maintenance things to do with the toilets, however this bill appears to be showing that this rebate has been taken into account. Councillor Baines also highlighted that the last public toilet meeting with the Town Council was in October 2021 where this was discussed and that a meeting should be scheduled every 6 months, but nothing had been scheduled since October 2021.

**Recommendation:** The council write to the Town Council to explain that the council are unable to approve the invoice for the public toilets as they are still waiting for an explanation for the discrepancies that have previously been identified. The Town Council should also be reminded about the joint public toilet meetings that should be scheduled on a six-monthly basis.

*9.40pm Councillor Baines left the meeting for a short time.*

**335/22 Banking arrangements**

**a) To consider making a transfer from Lloyds to Unity Trust bank accounts**

The Clerk explained that this was something that officers still needed to look at and would bring back to the Full Council meeting. She explained that this was to transfer funds from the Lloyds account to Unity Trust Bank for cashflow.

*9.44pm Councillor Baines returned back to the meeting.*

**b) To note update on costs of Rialtas accounting software, and change of bank account payment details for new parent company**

Members noted that the cost of Rialtas annual support and maintenance was £325 and depending on the outcome of the officers' investigations with regards to whether the council needed to be VAT registered, there may be an additional cost

of £100. The cost of the year end closedown is £755 which had been included in the budget. It was also noted that the bank account details for Rialtas had changed due to the new parent company and this was something that needed to be reported to the council.

**336/22 C To consider future action on debtors**

The Clerk explained that there were a few allotment holders who had not paid their allotment rent for the year 1<sup>st</sup> October 2022 to 30<sup>th</sup> September 2023, therefore as of 1<sup>st</sup> January 2023 the Finance & Amenities Officer terminated their tenancy agreement. These plots are now vacant and are available to be rented out.

**Recommendation:** Councillor Pafford to visit the sports field to have a conversation with the hirers.

Meeting closed at 21.51pm

Signed.....  
Chairman, Monday 23<sup>rd</sup> January 2023



United Kingdom  
Debt Management  
Office

OFFICIAL

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[www.dmo.gov.uk](http://www.dmo.gov.uk)

AGENDA ITEM 7.

PWLB lending facility

excludes interest owed.

BALANCE OUTSTANDING AS AT 31 Mar 2023

6 April 2023

MELKSHAM WITHOUT PC (WILTSHIRE)

LOAN REFERENCE NUMBER	REPAYMENT DATES	LOAN TYPE	REPAYMENT METHOD	PRINCIPAL BALANCE OUTSTANDING (£)
407594	23 Mar - 23 Sep	FIXED	EIP	£346,500.00
<b>TOTAL OUTSTANDING BALANCE:</b>				<b>346,500.00</b>
<b>TOTAL NUMBER OF LOANS:</b>				<b>1</b>

This report reflects scheduled transactions only, as such, early or late repayments are not reflected. Please contact [pwlb@dmo.gov.uk](mailto:pwlb@dmo.gov.uk) if you have any queries.

+ Paid in 2023/24 to date:

+ Repayment of loan £ 49,500 25/9/23  
+ Interest payment £ 2,165.63 25/9/23.

+ Due in March '24:

+ Repayment of loan £ 49,500  
+ Interest payment £ 1,856.25.

Loan final repayment date is Sept 2026.

Total amount to repay £ 494,826.75 (£495k less fee)

£ 17,015.65

£ 511,842.40

Less amount paid to date as at 31/3/24 - £ 259,875.01.

TOTAL OUTSTANDING 1/4/24 £ 251,967.39.

Total available in Reserve as at 1/4/24 = £275,488.12

## Teresa Strange

---

**From:** PWLB <PWLB@dmo.gov.uk>  
**Sent:** 02 January 2024 16:01  
**To:** Teresa Strange; PWLB  
**Cc:** Marianne Rossi  
**Subject:** RE: OFFICIAL - Estimate of premature repayment - MELKSHAM WITHOUT PC (WILTSHIRE)  
**Attachments:** Estimate premature repayment - MELKSHAM WITHOUT PC (WILTSHIRE).xlsx

Good afternoon,

### Please see attached Estimate for premature repayment for MELKSHAM WITHOUT PC (WILTSHIRE) loan

This has been calculated based on our latest PWLB interest rates prevailing (PM) 12:30, **2<sup>nd</sup> January 2024**, and a repayment date of **4<sup>th</sup> January 2024**  
PWLB interest rates are published twice daily.

Borrowing from the PWLB allows local authorities to share in the preferential rates at which the government may borrow, although PWLB new loan interest rates include a margin to ensure that government on-lending is not made at a loss.

When a loan is agreed with a local authority, it is funded by government borrowing in the gilt market over a matching period, however, whereas a local authority has the option to prematurely repay its loan, either in part or in full, a similar opportunity is not afforded to the government's borrowing, and its matching loan must continue until the original maturity date. Therefore, when any PWLB loan is settled early, a calculation is made to compare current interest rates over the remainder of the original period of the loan and the rate of interest that it would have received had the original loan continued to maturity. Where the current interest rate is higher a discount is calculated, and where the rate is lower a premium is calculated.

This estimate is valid until 16:15 this afternoon. → Total Ols as at 21/1/24.

Regards,  
Laurel

**Laurel Greene**

Client Service Deputy Manager - Business Operations | UK Debt Management Office  
The Minster Building · 21 Mincing Lane · London · EC3R 7AG | +44 20 7862 6612

 Please consider the Environment before printing this email

Loan £297,000  
Interest £ 1,050.52.  
But early settlement discount of £11,211.40  
so to pay £286,839.12.

---

**From:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Sent:** 02 January 2024 15:37  
**To:** PWLB <PWLB@dmo.gov.uk>  
**Cc:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Subject:** FW: OFFICIAL - PWLB lending facility Audit Statement - 31 March 2023 - MELKSHAM WITHOUT PC (WILTSHIRE)

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

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Caution: This email is from an External Sender. Links or attachments may not be safe.

Dear PWLB

The parish council may well be in a position to repay the whole of the outstanding amount before 31/03/24. Can you please let us know if there is the opportunity to do this, and if so, if there is any benefit to less interest payments owed, and/or any charges for paying back before the end of term.

With many thanks,

Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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 twitter: @melkshamwithout

On Instagram: melkshamwithoutpc

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-----Original Message-----

From: [PWLB@dmo.gov.uk](mailto:PWLB@dmo.gov.uk) <[PWLB@dmo.gov.uk](mailto:PWLB@dmo.gov.uk)>

Sent: 06 April 2023 06:08

To: [automated.reports@dmo.gov.uk](mailto:automated.reports@dmo.gov.uk); Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

Subject: OFFICIAL - PWLB lending facility Audit Statement - 31 March 2023 - MELKSHAM WITHOUT PC (WILTSHIRE)

Please see attached your PWLB lending facility audit statement as at 31 March 2023.

## UPDATE 03/01/23

Now we are back from the Christmas break (and I have returned to work after sick leave), we have done a bit of due diligence on the Berryfield Village Hall reserve and the Public Works Loan. You will hopefully recall that the s106 and CIL funds from the Bowood View development were approx. £100k short for the new Berryfield Village Hall project and therefore short for repaying back the public works loan. We do not show the use of CIL income in the budget unless we are certain that the development will have started on site in the relevant financial year and therefore have visibility of the funds, an exception was made for the Buckley Gardens (David Wilson) development on Semington Road as this time last year, you had clear visibility of the planning stage, and that they had a planning condition to start on site within the year; and as for 144 houses was based on the amount of CIL received for Bowood View at 150 houses (c£90k for the MWPC share). We now have visibility of this CIL funding and having chased Wiltshire Council are aware that the first tranche will be paid later this month, January 2024 (confirmed by Wiltshire Council on 22<sup>nd</sup> December).

Total amount of CIL to be paid to MWPC is £274,423.88 which is 25% of the CIL received by Wiltshire Council due to an approved Neighbourhood Plan being in place at the time of permission given.

This will be paid in the following instalments (see CIL factsheet, agenda item 8a):

60 days of start on site (Autumn 23)	30%	£ 82,327.16	Jan 24
1 year of start on site (420 days)	35%	£ 96,048.36	2024/25 financial year
1 year 8 months (660 days)	35%	<u>£ 96,048.36</u>	2025/26 financial year
			£274,423.88

Of the above amounts, it's been agreed that 10% will go into a shared CIL pot for joint projects with the Town Council.

	15% share to MWPC	10% share to shared pot
30% in 23/24	£ 49,396.30	£ 32,930.87
35% in 24/25	£ 57,629.01	£ 38,419.34
35% in 25/26	<u>£ 57,629.01</u>	<u>£ 38,419.34</u>
	£164,654.32	£109,769.55 TOTAL = £274,423.87

If you look at the Reserves Spreadsheet for the New Berryfield Village Hall, you will see that the income of £49,396.30 is shown for this financial year, and the public works loan payments to the end of 31<sup>st</sup> March 2024. That will give a total in the Reserve at year end of £275,488.12. We have worked out what you owe to the end of the term for the Public Works Loan which is £251,967.39. You can see that you are able to pay this off completely, with some surplus. Therefore I have contacted

the Public Works Loan people to see if there is any penalty or benefit to repaying early. This is dependent on interest rates at the time and they publish them twice daily BUT if you paid back on the rates of yesterday afternoon you will have a discount of £11,211.40 – this definitely seems worth doing and the agenda for Monday night has this for you to consider. By the time the full council look at the recommendations from this meeting (and public work loan decisions have to be a full council decision) you will have received the £49k CIL payment, and the next payment to the PWL board is not until March. So easily doable, and with no cashflow impact.

This also means that you will have the remainder of the CIL from this development to fund OTHER projects, a bit of a game changer in that this gives you a further £115,258.02 in the CIL reserve for project work in the next couple of years. £57,629 in 2024/25 and £57,629 in 2025/26 – so scope for more expenditure in both years than originally envisaged. We were conservative on the spending from CIL in the budget for 2024/25 but you are now able to do more from this fund – in very basic terms, if you look at my notes below, you will need to remove some £66k of expenditure if you want to see a Band D payment of £90 which is a 6% increase – and this gives you £57k towards that. Its not that simple of course, but gives you a good feel of what can be achieved..... I assume you will want to leave an amount in the Berryfield Village Hall reserve (as you do for Shaw Village Hall that you also own) and there should be some £23,520.73 difference between what you have coming in this year and what you owe). Again, may be too much for that reserve and/or you may wish to help with any air conditioning and acoustic works that the hall committee are planning.

PS: The deadline for the Beanacre, Shaw, Whitley and Blackmore seat was yesterday, so just seeking confirmation that no election called (assumption made in the budget).

22<sup>nd</sup> December 2023

## **BUDGET TIME!**

Dear Finance Committee members

Please find enclosed a bit of holiday reading! It's the draft budget that will be for the agenda at the Finance Committee on Monday 8<sup>th</sup> January.

We have included everything that we think you might want to consider in the future, and things that have been put forward to the Highways Committee in January for example, and you will see that this raises the Precept requirement quite a bit.

The job at the Finance Committee may well be to take things out! We have increased the J H Jones contract by 5% as although this is still to be negotiated for the start of the new year, we have had a chat with Tony Jones for a budget

indication. Likewise, we have no visibility of what a staff increase may be next year, so have gone with 5%. We have also shown a rise for consumables and service charges.

You will receive the first of 3 payments in January for CIL for the new 144 dwelling development on Semington Road (Buckley Gardens) but that is shown going into the reserve for Berryfield Village Hall to pay back the public works loan – as always agreed and envisaged. There will be none for the Townsend Farm developments as they are 100% affordable housing and so exempt from CIL.

Please note that we cannot nett off any income we receive for a project, in the budget/account. So, the expenditure will often seem more than it “feels” to the council, as the Town Council may be contributing towards it, or a grant for example, we can’t cancel them off from each other; they are shown as Income and Expenditure –because the whole expenditure amount will come through the council’s finances then it has to be shown that way – hope that makes sense.

We are more secure in the solar farm funding, so we have used more of that than in past, and less CIL (as there is a lot less) and more from Reserves but obviously don’t want to run them down completely, and some have been topped up if getting low.

The new taxbase number was finally confirmed as 2908.62, and this year is 2895.41. The current precept is £245,271 and a Band D cost per household of £84.71.

The draft budget for 24/25 shows a precept of £327,723 which is an increase of £82k and would give a Band D cost per household of £112.67. Therefore, if you want to lower the precept, you will need to take some things out of planned expenditure, and if you wanted say a Band D cost per household of £90, which would give a 6% increase then you need a Precept of £261,775 and would have to lose £66,000 of expenditure. This is not too bad – at present we have £40k of highways/LHFIG requests to be reviewed in January, we have £50k for replacing the safety surfacing at Hornchurch Road play area – not all from the precept, as some from reserves etc

We have also assumed that there will NOT be a contested election for Stefano’s seat as there was not lots of candidates beating down the door for the Bowerhill seat, as didn’t want to put it in, and then have to change it all in the new year, we will find out if an election is called or not on 3<sup>rd</sup> Jan.

Happy reading, hope it all makes sense.....

Merry Christmas!

From Teresa and Marianne

INCOME

Neighbourhood Plan adopted (as at 8th July 2021) therefore an additional 10% of CIL funds is payable to the council on any future developments in the parish

PLANNING APPLICATION	DEVELOPMENT	ADDRESS	TYPE OF DEVELOPMENT	CIL APPLICABLE?	WHOLE 100% CONTRIBUTION TO WILTSHIRE COUNCIL	INCOME IN 2017/18	STATUS	INCOME IN 2018/19	STATUS	INCOME IN 2019/20	STATUS	INCOME IN 2020/21	STATUS	INCOME IN 2021/22	STATUS	INCOME IN 2021/22 THAT IS 10% SHARING POT	STATUS	ESTIMATED INCOME IN 2022/23	ESTIMATED INCOME IN 2022/23 THAT IS 10% SHARING POT	ESTIMATED INCOME IN 2023/24	ESTIMATED INCOME IN 2023/24 THAT IS 10% SHARING POT	ESTIMATED INCOME IN 2024/25	ESTIMATED INCOME IN 2024/25 THAT IS 10% SHARING POT	ESTIMATED INCOME IN 2025/26	ESTIMATED INCOME IN 2025/26 THAT IS 10% SHARING POT	STATUS	TOTAL CONTRIBUTION ACTUAL RECEIVED TO DATE	TOTAL CONTRIBUTION FROM CALCULATING 15% OF WILTS COUNCIL 100% VALUE	CORRECT?	
16/09559/FUL	TRAVELODGE, GREGGS & STARBUCKS	Land Adjacent to Commerce Way and The Milk Churn Commerce Way Melksham	Proposed Hotel, Drive-Thru Coffee Shop and Retail Unit together with associated parking and landscaping	YES	£138,427.96	£20,764.18	All 3 tranches were received in 2017/18 (previously advised figure was £14,534.92)	£0.00																			£20,764.18	£20,764.19	YES	
16/05466/FUL	DICK LOVETT	Greenfield site between A350 and Commerce Way Melksham	Erection of new Jaguar Land Rover dealership including new/used car showroom and workshop including MOT with associated parking external used car display and secure compound	NO			Confirmed by Wiltshire Council that CIL not applicable as "Sui Generis". Have raised separately how unfair it is that this does not contribute CIL but Travelodge next door with similar impact on community has to.	£0.00																						
16/09659/FUL	WILTSHIRE AIR AMBULANCE	Opposite Outmarsh Farm High Street Semington Melksham	New home for the Wiltshire Air Ambulance Charitable Trust including administrative office space, operational offices, multifunctional training facilities and associated ancillary spaces. Operational uses to include hangar, secure medical storage, helipad, approach strip, fuelling and vehicle wash facilities	NO			Confirmed by Wiltshire Council that CIL not applicable as none of the elements of permission attract a CIL charge - Mature of planning classes B1(BB & D1)	£0.00																						
15/06732/FUL	SHAW HILL	63 Shaw Hill, Shaw	Alteration of existing dwelling to create 2 detached dwellings, plus the erection of 2 new detached dwellings and associated works	YES	£31,350.00	£3,056.63	Wiltshire Council confirmed £1,645.88 will be paid last week of March 2018 this covers tranche 3/3. Tranches 1&2 (£3,056.63) already in bank. Tranche 3 not received in 2017/18, advised due to not all funds received from developer, if received by Oct 19 then will be paid in Oct 18.	£1,645.88	Paid 27/1/19 all paid																		£4,702.51	£4,702.50	YES	
17/01096/REM	"Sandridge Place"	Land North of Sandridge Common	Reserved matters approval for the development of 100 dwellings with associated access, infrastructure, parking, landscaping and local area of play	YES	£505,235.50	£0.00	Wiltshire Council confirmed that Tranche 1/3 (£22,735.59) will be paid last week of March 2019. Never received in 2017/18, received BACS payable statement from Wiltshire Council to say to be paid early April, never arrived, chased again, new BACS payable statement received.	£22,735.59	Wiltshire Council confirmed that Tranche 2/3 will be paid last week of March 2019. £22,735.59 received May 2018, with 2nd tranche due last week of March 2019 - now saying 1st week of April which is a different financial year!			Wiltshire Council paid £44,208.10 on 1st April 2019 and 1st July 2019. Paid 2 tranches but at 25% not 15% so paid £88,416.20 but we gave back £3284.92 and £71.56 = £3049.72															£75,785.31	£75,785.33	YES	
16/09497/OUT 17/12514/REM	"Bowdon View"	Land East Of Semington Road	Outline application for the erection of up to 150 dwellings with access, new village hall and areas of open space (Re-submission of 14/0726/OUT)	YES	£781,277.83	£0.00	Wiltshire Council confirmed on 19/12/18 that £33,807.50 (Tranche 1 of 3) will be paid April 2019	£0.00		£73,249.59		£39,442.99															£112,691.68	£112,691.67	YES	
14/10461/OUT 17/09248/VAR 19/09663/VAR 21/01111/REM	"Hunters Wood/The Acorns"	Land East of Spa Road	Outline application for up to 450 dwellings with associated access and engineering operations, land for extension of medical facilities or community facility, and extension to Eastern Relief Road from Thyme Road to The Spa - Snowberry Lane	YES	£3,006,805.23		ESTIMATE applicable to 270 houses (60%) x £8,000 x 15% and then in 3 instalments - 3 x £108,000 in phased payments and some to MTC. All paid October 2019 £100,501.66 Budget recommended 7th Jan 2020 but then £74,555.29 received in Jan 2020 and advised Full Council Jan meeting	£174,856.75	Chased Update Dec 18 - only approved 5th December so still awaiting CIL forms to be completed by Hallam Land			£140,173.19		£55,620.36 + £84,552.83 received Jan 2021													£315,029.94	£451,020.78	£135,990.84 OUTSTANDING Any paid before end of March 21 to MWHC but after that date to MTC as per CGR	
16/01123/OUT 18/04477/REM	"Pathfinder Place"	Land South West of Western Way Froggitch Farm, 225 Lower Woodrow	Outline application for residential development of up to 235 dwellings, primary school with early years nursery and open space provision	YES	£1,096,992.77		ESTIMATE applicable to 141 houses (60%) x £8,000 x 15% and then in 3 instalments - 3 x £26,400 in phased payments all paid Oct 19	£33,762.92	Chased Update Dec 18 - added to CIL spreadsheet 17th Dec, so no viability yet			£124,648.18		£84,552.83 received Jan 2021													£158,411.10	£164,548.92	YES	
15/09689/FUL	Froggitch	Land north of 486 Semington Road	Erection of replacement building	YES	£5,362.50																						£1,340.63	£1,340.63	YES in 20%	
18/06412/FUL	Semington Road		Proposed new dwelling and access	NO - Self Build																										
18/06413/FUL	Semington Road	Land north of 486 Semington Road	Demolition of existing two storey dwelling & Erection of new two storey dwelling	NO - Self Build																										
18/07286/FUL	Semington Road	Land adj to 489a Semington Road	4 dwellings (1 a self build)	YES	£28,149.84																						£4,222.48	£4,222.48	YES	
18/07286/FUL	Semington Road	Land adj to 489a Semington Road	1 self build	NO - Self Build																										
19/02155/REM	Hack Farm	Lower Forest, Woodrow.	New self build farm dwelling	NO - Self Build																										
19/08483/FUL	Consham Road	213A Consham Road, Whitley	Erection of a dwelling	NO - Self Build																										
20/01276/FUL	Westlands Farm	Westlands Farm, Westlands Lane, Whitley	Change of use of open countryside to extend existing residential curtilage for positioning of Cabin for use as ancillary accommodation	NO - Self Build Annex																										
18/05266/FUL	Oakley Farm	Oakley Farm, Lower Woodrow	Erection of a Farm Shop, Visitor/Educational Centre and Wheelchair Accessible Farm Stay Accommodation	YES	£3,178.15																						£476.72	£317.82	Tranche 1 of 1 - paid December 2021 £794.54 at 15% (This includes the 10% for MTC Sharing pot - £317.82 of this needs to go into MTC	
17/00011/FUL	REDSTOCKS	430 Redstocks	Demolition of existing two storey dwelling & Erection of new two storey dwelling	YES	£2,541.00					£381.15	Received 20th March 20															£381.15	£381.15	YES		
20/04037/FUL	Blenheim Park	17 Blenheim Park, Bowerhill	Demolition of existing garage to side and replace with new dwelling	YES	£3,462.04																						£519.31	£519.31	YES	







## GUIDANCE FOR PARISH AND TOWN COUNCILS ON RECEIVING AND THE USE OF CIL FUNDS 2023

### Introduction

The Community Infrastructure Levy (CIL) was adopted by Full Council on 12 May 2015, with an implementation date of 18 May 2015. This means Wiltshire Council became a charging authority for CIL, and any planning decisions made on or after 18th May 2015 could be liable for a CIL contribution.

Charging authorities (Wiltshire Council) are required to pass a proportion of CIL receipts to Parish and Town Councils from developments that take place in their areas.

- Where a neighbourhood plan has been made and adopted - 25% of CIL receipts
- Where a neighbourhood plan has not been made and been adopted - 15% of CIL receipts

### What is the maximum amount that can be paid to town & parish councils in any financial year?

- Where a neighbourhood plan is made and adopted 25% of CIL receipts collected in a financial year are passed on to the town or parish council where the development has occurred.
- Where no neighbourhood plan is made and adopted 15% of CIL receipts up to a *maximum* amount can be transferred to town & parish councils in a financial year where the development has occurred. The maximum amount will be capped to £100 per council tax dwelling per calendar year multiplied by the index rate for the year that it is paid to the Parish/Town Council divided by the index rate for 2015, in line with the CIL Regulations calculation, i.e.

$$£100 \times N \times \frac{I_y}{I_o}$$

where—

- $I_y$  is the index figure for the calendar year in which the amount is passed to the parish council
- $I_o$  is the index figure for 2015 and
- $N$  is the number of dwellings in the area of the parish council.

Annex A sets out the maximum amount that can be paid to each Parish and Town Council in Wiltshire who do not have a made and adopted Neighbourhood Development Plan in place.

Please note the Neighbourhood Plan must be **made** prior to the CIL monies being received by the local authority in order for the Town/Parish Council to benefit from the 25% levy payment.

## **When the CIL Receipts will be paid to Parish and Town Councils**

CIL receipts are to be paid to Parish and Town Councils on a monthly basis after the funds have been paid by the developer. Payments will be sent at the end of the month. Our finance team will send remittance advice slips confirming payments sent to parish and town councils.

However, Parish and Town councils are able to check the [Con29 spreadsheet](#) online for basic information on CIL Liable developments.

In addition, Wiltshire Council is required to monitor CIL income and expenditure on an annual basis and publish this information on its website.

Please note that the initial CIL payment due may be subject to change if it is subsequently determined that the development is deemed to be entitled to self-build exemption and/or social housing exemption. This may depend on a change in the assumption of liability.

As the developer has 3 years to implement a planning permission and the large amounts of CIL Liabilities can take up to 2 years to be paid in full, please be aware it may take up to 5 years for all the of the CIL Liabilities to be paid and passed to the Town/Parish Councils.

CIL Regulations allow the Charging Authority (Wiltshire Council) to make and implement a CIL Liability Payments Policy which is shown in the table on the following page.

## **What can the CIL Receipts can be spent on by town and parish councils?**

CIL Regulations state that this proportion of funds must be used *'to support the development of the local area by funding*

- (a) The provision, improvement, replacement, operation or maintenance of infrastructure; or*
- (b) Anything else that is concerned with addressing the demands that development places on an area.'*

This gives Parish and Town Councils considerable freedom to spend their proportion of CIL on things that address the impacts of developments on the area.

### **Examples include:**

- Improvements to village halls, playparks, footpaths, streetlights etc.
- Preparation of a Neighbourhood Development Plan (providing it addresses the demands that development places on the area)
- Planning Application Fees – monies can be used towards a planning application fee that relates to community proposals.

Please contact the CIL Team at Wiltshire Council - [cilands106@wiltshire.gov.uk](mailto:cilands106@wiltshire.gov.uk) if you are in any doubt about how you should spend the funds.

## **What happens if a town or parish does not spend its CIL money within 5 years?**

If a Parish/Town Council has failed to spend their CIL funds within 5 years of receipt or has not applied the funds in accordance with the CIL Regulations, then Wiltshire Council can serve a notice on the Parish/Town Council requiring it to repay some or all of the receipts paid. Wiltshire Council will be required to spend any recovered funds in the Parish/Town Council's area.

## Reporting on CIL Income & Expenditure

Parish and Town Councils that receive CIL must prepare an annual report detailing CIL funds received and spent.

To ensure transparency Parish and Town Councils must publish the following information each financial year:

- Total CIL receipts;
- Total expenditure;
- A summary of what the CIL was spent on;
- Total amount of receipts retained at the end of the reported year from that year and previous years.

**Reports can be combined with reports already produced by Parish and Town Councils and should be placed on your websites and a copy of the report should be sent to the following email address at Wiltshire Council [Cilands106@wiltshire.gov.uk](mailto:Cilands106@wiltshire.gov.uk)**

**Wiltshire Council has the following CIL Payments Policy:**

Total CIL Liability	Instalments	Payment Period
Up to £35,000	1	100% payable within 60 days of commencement of development
£35,000 - £250,000	3	30% payable within 60 days of commencement of development 35% payable within 180 days of commencement of development 35% payable within 360 days of commencement of development
£250,000 - £500,000	3	30% payable within 60 days of commencement of development 35% payable within 360 days of commencement of development 35% payable within 540 days of commencement of development
Over £500,000	3	30% payable within 60 days of commencement of development 35% payable within 420 days of commencement of development 35% payable within 660 days of commencement of development (or upon completion of development if earlier)

### Further details

If you have any queries, please contact Community Infrastructure Levy Technical Support Officer by emailing [cilands106@wiltshire.gov.uk](mailto:cilands106@wiltshire.gov.uk).



EXECUTED as a DEED by MELKSHAM TOWN  
COUNCIL acting by two Councillors in the  
presence of the Clerk :-

S. Mortimer Councillor  
~~Peaves~~ Councillor

Clerk

DEPUTY TOWN CLERK

PC Clout

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 02 January 2024 17:14  
**To:** lbotta@foresightgroup.eu  
**Cc:** Marianne Rossi  
**Subject:** FW: Solar Farm Community Funding  
**Attachments:** Sandridge Solar Farm agreement with MWPC.pdf

Hi Laura  
Happy New Year to you.....  
Are you now in a position to answer our request below 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](http://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 twitter: [@melkshamwithout](#)  
On Instagram: [melkshamwithoutpc](#)

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**From:** Tom Taylor <TTaylor@ForesightGroup.eu>  
**Sent:** 08 December 2023 16:48  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>; Laura Botta <LBotta@Foresightgroup.eu>  
**Cc:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; Lorraine McRandle <office@melkshamwithout-pc.gov.uk>  
**Subject:** RE: Solar Farm Community Funding

Hi Teresa,

I am no longer managing Sandridge solar and will be leaving Foresight at the end of the year. I would therefore like to introduce you to my colleague Laura Botta who is now managing the site. She will be able to revert back to you on your query below.

It has been a pleasure working with and I wish you all the best in the future.

Kind regards,  
Tom

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** Friday, December 8, 2023 4:34 PM  
**To:** Tom Taylor <[TTaylor@ForesightGroup.eu](mailto:TTaylor@ForesightGroup.eu)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>; Lorraine McRandle <[office@melkshamwithout-pc.gov.uk](mailto:office@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Solar Farm Community Funding

Dear Tom

Further to Foresight's planning application (PL/2023/08449) to extend the life of the Sandridge Solar Farm from 25 to 40 years, can you please confirm that you are planning on updating the legal agreement to provide community funding to Melksham Without Parish Council from 25 to 40 years to match? As the agreement details it is for the operational life of the solar farm.

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  
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On Instagram: [melkshamwithoutpc](#)

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**From:** Tom Taylor <[TTaylor@ForesightGroup.eu](mailto:TTaylor@ForesightGroup.eu)>  
**Sent:** 25 January 2023 08:54  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Solar Farm Community Funding

Hi Teresa,

The reason for changing the previous funding was due to a change in council boundary. As per the agreements we complete the recalculations on a change in boundary not when new housing is built within the current boundary.

Kind regards,  
Tom

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 24 January 2023 17:43  
**To:** Tom Taylor <[TTaylor@ForesightGroup.eu](mailto:TTaylor@ForesightGroup.eu)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Solar Farm Community Funding

Hi Tom

I understand that the town council are updating you every month with the new addresses coming on stream as they are occupied in the area, we have had some housing that has been built and occupied in the parish in the same way and wish to undertake the same exercise?

With kind regards, Teresa

---

**From:** Tom Taylor <[TTaylor@ForesightGroup.eu](mailto:TTaylor@ForesightGroup.eu)>  
**Sent:** 24 January 2023 15:12  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout-pc.gov.uk](mailto:admin@melkshamwithout-pc.gov.uk)>  
**Subject:** RE: Solar Farm Community Funding

Hi Teresa,

Apologies for the delay in response.

We do have a spreadsheet with the postcodes of the households that are within the 2.75km radius of the centre of the Solar Plant. However the calculations are only amended when there is a change in Parish boundaries within the eligible area.

Kind regards,

**Tom Taylor | Technical Portfolio Associate | Foresight Group**  
dd: +44 (0)20 3911 1277 | mm: +44 (0) 7435 763336

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 03 January 2023 14:35  
**To:** Tom Taylor <[TTaylor@ForesightGroup.eu](mailto:TTaylor@ForesightGroup.eu)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** Solar Farm Community Funding

Dear Tom

A happy new year to you.....

I am getting in touch with you following the correspondence from Patsy Clover at the neighbouring Melksham Town Council re the addresses in the 2.75km radius of the Sandridge Solar Farm, as there have been some new houses built at the Pathfinder Place development in Bowerhill, that look from the map as though they fall within the zone to be eligible for the Sandridge Solar Farm funding.

I understand from Patsy that there may be a spreadsheet you have of postcodes that we could check against the latest electoral register?

With kind regards, Teresa

---

**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 14 December 2022 15:31  
**To:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>; Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** Fw: Solar Farm income

---

**From:** Patsy Clover <[Patsy.Clover@melksham-tc.gov.uk](mailto:Patsy.Clover@melksham-tc.gov.uk)>  
**Sent:** 19 October 2022 15:24  
**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Subject:** Solar Farm income

Hello Teresa

I have been in correspondence with Tom at Foresight [TTaylor@ForesightGroup.eu](mailto:TTaylor@ForesightGroup.eu) re the solar farm money due to the Town Council. He provided me with a spreadsheet of MTC addresses used in his calculations of the solar farm monies payable which I've now updated and returned to him. I will also continue to update it as we get electoral register changes through and send him a revised version as at each 5 April.

I've attached the map re the 2.75km radius applicable to Tom's calculations – I think that I've sent this to you before. It may be worth you asking him for the spreadsheet for MWPC and carrying out the same exercise? Certainly, a little bit of Pathfinder looks as though it should be included.

Kind regards  
Patsy



Patsy Clover  
**Deputy Town Clerk**

T: (01225) 704187

# Solar Farm Community Fund

**Version DRAFT 22/12/23**

In Bank 16th November 23

Balance brought forward from 31st March 2023	£36,441.61
Amount received in 2023/24	£17,547.41
<b>TOTAL FUND AVAILABLE</b>	<b>£53,989.02</b>

## Anticipated Spend in 2023/24

Safety surfacing clean for play areas & MUGAs less trial site x 1 per year	£2,868.00
Tree Inspections and resulting tree work	£1,786.00
Roundabout grass cutting and maintenance (ex Carsons Tyres)	£1,089.00
Weedspraying	£3,438.00
Speed Indicator Device- Erection and mounting brackets and running costs	£1,940.00
Street Furniture	£2,000.00
Play Areas	£1,800.00
<b>TOTAL SPEND IN 2023/24</b>	<b>£14,921.00</b>

ACTUAL balance as at 31st March 2024 **£39,068.02**

Anticipated receipt in 2024/25 **£17,547.00**  
**TOTAL FUND AVAILABLE £56,615.02**

## Anticipated Spend in 2024/25

Safety surfacing clean for play areas & MUGAs less trial site x 1 per year	£2,900.00
Weedspraying	£3,500.00
Falcon Way Bus Shelter & RTI	£16,500.00
Speed Indicator Device- Erection and running costs	£7,800.00
Play Area resurfacing and repairs	£20,000.00
Street Furniture	£3,000.00

**TOTAL SPEND IN 2024/25 £53,700.00**

Anticipated balance as at 31st March 2025 **£2,915.02**

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 02 January 2024 14:31  
**To:** g.owen@greshamhouse.com  
**Cc:** Marianne Rossi  
**Subject:** Community Benefit funding for the Melksham Battery projects  
**Attachments:** Melksham South Community Benefit Scheme - Stratera.docx; Melksham North Community Benefit Scheme - Stratera.doc

Dear Gareth

Some time has moved on now, and we are aware that the battery projects were installed in 2023 and presumably are now operational, are you now in a position to honour these agreements to pay community benefit funding to Melksham Without Parish Council please?

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  
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On twitter: [@melkshamwithout](#)

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---

**From:** Gareth Owen <[G.Owen@greshamhouse.com](mailto:G.Owen@greshamhouse.com)>  
**Sent:** 04 July 2022 14:55  
**To:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** FW: Public Exhibition

Dear Teresa,

As you might already be aware the proposed Melksham battery projects have been sold by Statera and are now owned by Gresham House Energy Storage Fund plc. In terms of timing we are currently in the construction phase and hope to reach commissioning towards the end of the year.

Notwithstanding the fact that your initial discussions were with Statera Energy Limited, we'd pleased to support the funding request outlined below.

Best,  
Gareth

**Gareth Owen**  
**Investment Director**

**T** +44 (0) 20 3903 0559

**M** +44 (0) 78507 72850

**E** [G.Owen@greshamhouse.com](mailto:G.Owen@greshamhouse.com)

**A** 80 Cheapside, London, EC2V 6EE



[www.greshamhouse.com](http://www.greshamhouse.com) | LinkedIn: [linkedin.com/company/gresham-house-plc](https://www.linkedin.com/company/gresham-house-plc)

Read our [Sustainable Investment Report](#)

We are pleased to be supporting [Centrepoint](#) and [the British Heart Foundation](#) in 2021/22.

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**From:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Sent:** 30 June 2022 16:21  
**To:** Kirsty Cassie <[KCassie@stateraenergy.co.uk](mailto:KCassie@stateraenergy.co.uk)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** FW: Public Exhibition

Dear Kirsty

I hope that you are well.

The parish council are obviously aware of the installation of the scheme to the Melksham North and wish to pick up with you the community benefit agreement made at the time of planning application.

They are currently building a new village hall with solar panels, and wish to use this funding to purchase the battery to accompany the solar panels, to a cost of £6,200.

I wonder if you can please confirm the way forward, and your proposed date for connecting to the substation at Beanacre.

With kind regards,

Teresa

Teresa Strange

Clerk

Melksham Without Parish Council

Sports Pavilion

Westinghouse Way

Melksham

Wiltshire

SN12 6TL

01225 705700

---

**From:** Teresa Strange

**Sent:** 25 August 2017 14:44

**To:** Kirsty Cassie <[KCassie@stateraenergy.co.uk](mailto:KCassie@stateraenergy.co.uk)>

**Subject:** FW: Public Exhibition

Dear Kirsty

Please accept my apologies for the delay in replying to you.

The Parish Council are happy to accept the funding offer outlined in the two agreements attached, with £5k for Melksham North and £5k for Melksham South from future applications for Enhanced Response Services at Westlands Lane Sub Station.

With kind regards,

Teresa Strange

Clerk

Melksham Without Parish Council

1<sup>st</sup> Floor, Crown Chambers

7 Market Place

Melksham

Wiltshire, SN12 6ES

01225 705700

[www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

---

**From:** Kirsty Cassie [<mailto:KCassie@stateraenergy.co.uk>]

**Sent:** 20 March 2017 17:30

**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>

**Subject:** RE: Public Exhibition

Dear Teresa,

Please find attached two draft Community Benefit offers, which I'm happy to answer questions on and further discuss with you.

Kind Regards,

**Kirsty Cassie**

Statera Energy Limited  
3rd Floor | 239 High Street Kensington  
London | W8 6SA  
Tel: 020 7316 3268  
Mob: 07854618041  
Email: [kcassie@stateraenergy.co.uk](mailto:kcassie@stateraenergy.co.uk)



---

**From:** Teresa Strange [<mailto:clerk@melkshamwithout.co.uk>]

**Sent:** 20 March 2017 15:53

**To:** Kirsty Cassie <[KCassie@stateraenergy.co.uk](mailto:KCassie@stateraenergy.co.uk)>

**Subject:** FW: Public Exhibition

Dear Kirsty

The Parish Council have asked me to make contact following your public consultation event, when you chatted to a few of our councillors who attended, to see if we could talk to Statera Energy about the possibility of Community Benefit Funding as part of your proposed enhanced frequency response services using batteries and associated infrastructure on land next to Westlands Lane substation.

With many thanks,

Regards,

Teresa

Teresa Strange

Clerk

Melksham Without Parish Council

1<sup>st</sup> Floor, Crown Chambers

7 Market Place

Melksham

Wiltshire, SN12 6ES

01225 705700

[www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

---

**From:** Kirsty Cassie [<mailto:KCassie@stateraenergy.co.uk>]

**Sent:** 03 February 2017 12:00

**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>

**Subject:** RE: Public Exhibition

Hi Teresa,

This is only to advertise the event, however, if people are wanting to contact us prior I would be happy to receive any emails via [contact@stateraenergy.co.uk](mailto:contact@stateraenergy.co.uk)

Thanks,

**Kirsty Cassie**

Statera Energy Limited  
3rd Floor | 239 High Street Kensington  
London | W8 6SA  
Tel: 020 7316 3268  
Mob: 07854618041  
Email: [kcassie@stateraenergy.co.uk](mailto:kcassie@stateraenergy.co.uk)



---

**From:** Teresa Strange [<mailto:clerk@melkshamwithout.co.uk>]  
**Sent:** 03 February 2017 11:56  
**To:** Kirsty Cassie <[KCassie@stateraenergy.co.uk](mailto:KCassie@stateraenergy.co.uk)>  
**Subject:** FW: Public Exhibition

Hi Kirsty

As an observation, your poster does not have any contact details on it?

Thanks, Teresa

---

**From:** Kirsty Cassie [<mailto:KCassie@stateraenergy.co.uk>]  
**Sent:** 03 February 2017 11:06  
**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Subject:** RE: Public Exhibition

Dear Teresa,

I have attached the poster we wish to use to publicise the Public Exhibition on the 20<sup>th</sup> of February, you mentioned before you would be happy to advertise the event, we have displayed posters in the local golf club already, if you are no longer able I am happy to drive down.

Please let me know.

Kind Regards,

**Kirsty Cassie**

Statera Energy Limited  
3rd Floor | 239 High Street Kensington  
London | W8 6SA  
Tel: 020 7316 3268  
Mob: 07854618041  
Email: [kcassie@stateraenergy.co.uk](mailto:kcassie@stateraenergy.co.uk)



---

**From:** Teresa Strange [<mailto:clerk@melkshamwithout.co.uk>]  
**Sent:** 17 January 2017 17:00  
**To:** Kirsty Cassie <[KCassie@stateraenergy.co.uk](mailto:KCassie@stateraenergy.co.uk)>

**Cc:** Jo Eccleston <[office@melkshamwithout.co.uk](mailto:office@melkshamwithout.co.uk)>

**Subject:** FW: Public Exhibition

Dear Ms Cassie

Could you please send any publicity materials to myself please so that we can advertise in the local community.

Posters too if you have them so that we can put on our noticeboards as well as on social media.

Many thanks,

Teresa

Teresa Strange

Clerk

Melksham Without Parish Council

1<sup>st</sup> Floor, Crown Chambers

7 Market Place

Melksham

Wiltshire, SN12 6ES

01225 705700

[www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

---

**From:** Kirsty Cassie <[KCassie@stateraenergy.co.uk](mailto:KCassie@stateraenergy.co.uk)>

**Sent:** 17 January 2017 15:20

**To:** [richard.wood@melkshamwithout.co.uk](mailto:richard.wood@melkshamwithout.co.uk)

**Cc:** Oliver Troup

**Subject:** Public Exhibition

Dear Mr Wood,

I hope you're well. I'm emailing to let yourself and the Parish Council know that Statera Energy is holding a Public Exhibition on the 20<sup>th</sup> of February between 5-8pm in the Beeches Village Hall. At the event plans will be shown for two proposed enhanced frequency response services using batteries and associated infrastructure on land next to Melksham substaion. The EFR services will have a maximum capacity of up to 49.99 MW.

We will be displaying posters in the area to ensure local residents are aware of the event, would it also be possible to post information about the event via the Melksham Without Parish Council facebook page?

I hope yourself and other members will be able to attend.

If you require any more information please let me know.

Kind Regards,

**Kirsty Cassie**

Statera Energy Limited

3rd Floor | 239 High Street Kensington

London | W8 6SA

Tel: 020 7316 3268

Mob: 07854618041

Email: [kcassie@stateraenergy.co.uk](mailto:kcassie@stateraenergy.co.uk)



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**Dated**

**2017**

**(1) MELKSHAM WITHOUT PARISH COUNCIL**

**(2) STATERA ENERGY LIMITED Company No. 09840486**

---

**Deed**

relating to Melksham South a 49.99MW battery storage facility on Westlands Farm

DRAFT

**THIS DEED** is made the                    day of                    2017

Between:-

(1) **MELKSHAM WITHOUT PARISH COUNCIL** (“the Parish Council”); 1<sup>ST</sup> Floor, Crown Chambers, 7 Market Place, Melksham, Wiltshire, SN12 6ES

And

(2) **STATERA ENERGY LIMITED Company No. 09840486** whose registered office C/O 239 High Street Kensington, London, W8 6SA (the “**Operator**” or nominated SPV)

## **RECITALS**

## **WHEREAS**

(A) The Operator is to own and operate a single 49.99MW battery storage facility and associated equipment on the land at Westlands Farm (“the **Scheme**”) which lies in the Parish of Melksham Without (“the **Parish**”) for which planning permission is sort; and

(B) The Operator is willing to make a community payment to the Parish to be applied for the benefit of the Parish in accordance with the Parish’s statutory functions.

**IT IS AGREED pursuant to s 139 of the Local Government Act 1972 and all other enabling powers** as follows:-

1. The Parish is entitled to a sum of £5000 (five thousand Pounds), where such payment is contingent on the connection of ‘the Scheme’ (the “**Payment**”).
2. On the date of the Scheme being connected to the electricity network the Payment will be due within 1 month to the Parish (the “**Payment Due Date**”).
3. “**Payment**” shall be made to the account details set-out below:

Name:

Account:

Sort Code:

4. In the event the Scheme is not connected to the electricity network within five (5) years of the date of this Deed, this Deed shall automatically terminate.
5. No VAT is payable on any payments made by the Operator under this Deed.
6. This Deed will be governed by and construed in accordance with the law of England and Wales and each party agrees to submit to the exclusive jurisdiction of the courts of England and Wales over any claim or matter arising under or in connection with this Deed.

7. This Deed and the documents annexed to it constitute the entire agreement and understanding of the parties and supersede any previous agreement between them relating to the subject matter of this Deed. This Deed may only be varied or modified in writing.
8. This document has been executed as a Deed and is delivered and takes effect on the date stated at the beginning of it.

EXECUTED as a DEED

by STATERA ENERGY LIMITED

acting by Director

in the presence of

.....

Witness Name

Witness Address

Witness Occupation

EXECUTED as a DEED on behalf of

Melksham Without Parish Council

Councillor

Councillor

## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 03 January 2024 10:47  
**To:** conor.mcallister@jbm-solar.com  
**Cc:** Marianne Rossi  
**Subject:** FW: Deed of Gift - Wick Solar Farm Community Benefit  
**Attachments:** Deed of Gift Melksham without PC - JBM Signed.pdf

Hi Conor

Happy New Year to you.....

I am just making contact with you as time has moved on to see whether you have an update on thoughts of starting on site, and for our budget purposes, the payment of the deed of gift.

With many thanks, Teresa

Teresa Strange  
Clerk & Responsible Financial Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place, Melksham  
Wiltshire, SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

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Want to keep in touch?

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---

**From:** Conor McAllister <conor.mcallister@jbm-solar.com>  
**Sent:** 08 August 2022 15:56  
**To:** Teresa Strange <clerk@melkshamwithout.co.uk>  
**Cc:** Marianne Rossi <admin@melkshamwithout.co.uk>  
**Subject:** RE: Deed of Gift - Wick Solar Farm Community Benefit

Hi Teresa,

Apologies for the delay in coming back to you but please find signed Deed of Gift attached for your records. Please feel free to email me back a countersigned copy and I will keep it on file.

We will be in touch closer to the time of construction in c. 18-24 months time to arrange payment of the gift.

In the meantime, please do not hesitate to contact me should you have any queries at all.

Regards,  
Conor

---

**From:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Sent:** 12 July 2022 18:48  
**To:** Conor McAllister <[conor.mcallister@jbm-solar.com](mailto:conor.mcallister@jbm-solar.com)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** RE: Deed of Gift - Wick Solar Farm Community Benefit

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That's great Conor, many thanks,  
Kind regards, Teresa

Teresa Strange  
Clerk  
Melksham Without Parish Council  
Sports Pavilion  
Westinghouse Way  
Melksham  
Wiltshire  
SN12 6TL  
01225 705700

**PLEASE NOTE THAT THE OFFICE WILL BE CLOSED AT MIDDAY ON WEDNESDAY 27<sup>TH</sup> JULY TO RELOCATE AND WILL BE RE-OPENING ON MONDAY 1<sup>ST</sup> AUGUST AT 10AM AT:**

Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire  
SN12 6ES  
01225 705700

---

**From:** Conor McAllister <[conor.mcallister@jbm-solar.com](mailto:conor.mcallister@jbm-solar.com)>  
**Sent:** 11 July 2022 10:16  
**To:** Teresa Strange <[clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** RE: Deed of Gift - Wick Solar Farm Community Benefit

Hi Teresa,



JBM Solar Projects (UK) Limited | 33 Cavendish Square | London | W1G 0PW

Dated \_\_\_\_\_ 2022

(1) JBM SOLAR PROJECTS 13 LIMITED (DONOR)

- to -

(2) MELKSHAM WITHOUT PARISH COUNCIL, represented by JOHN GLOVER  
(DONEE)

#### DEED OF GIFT

To provide a fund benefitting the residents of Melksham Without Parish, disseminated  
by the Parish Council towards suitable local initiatives and projects.



JBM Solar Projects (UK) Limited | 33 Cavendish Square | London | W1G 0PW

**THIS DEED OF GIFT** is made on 19th May 2022

**BETWEEN:**

- (1) **JBM SOLAR PROJECTS 13 LIMITED**, a company incorporated in England and Wales (Company Number 12140364) and having its registered office at First Floor Winston House, 349 Regents Park Road, London, United Kingdom, N3 1DH (hereinafter known as the "Donor"); and
- (2) **MELKSHAM WITHOUT PARISH COUNCIL**, represented by John Glover hereinafter known as the "Donee").

**WHEREAS:**

- A. The Donor has secured planning permission for Wick Solar Farm partly located in the parish of Melksham Without and now wishes to fund local initiatives/projects as a form of community benefit from the solar farm.
- B. The contribution which the Donor intends to make towards the works is intended as an ex gratia and unconditional and irrevocable gift (the "Gift") to provide a community benefit to the parish of Melksham Without.
- C. The Donee has agreed to accept the Gift.



JBM Solar Projects (UK) Limited | 33 Cavendish Square | London | W1G 0PW

**NOW THIS DEED WITNESSETH** as follows:

1. The Donor hereby confirms and assures for the benefit of the Donee and the local community, freely and voluntarily, without any force, compulsion or undue influence, to provide the Gift to the Donee to contribute towards local initiatives/projects.
2. The Gift shall be
  - a. a single payment of £15,000 (fifteen thousand pounds) which shall not be increased by indexation and shall be taken to include VAT if VAT be payable;  
  
and
  - b. payable by the Donor to the Donee within one month upon the start of construction of the solar farm.
3. The Donor hereby certifies that the Gift is a genuine gift.
4. The Donee acknowledges and agrees that:
  - a. The Gift shall be used for local projects/initiatives and administered by the Parish Council;
  - b. the Donor has no liability or obligation to the Donee or to any other party in relation to the proposed projects/initiatives; and
  - c. the Donor shall acknowledge receipt of the Gift in writing within 5 working days of receipt.
5. The Donor and Donee acknowledge that the Gift is separate from the planning process and is not intended to be a planning obligation for the purposes of the Town and Country Planning Act 1990 (as amended) or to have any bearing upon the ongoing planning process associated with the proposed development of a solar farm at Wick Farm.
6. If the Gift or part of the Gift has not been committed to a suitable project within 40 (forty) years from the start of electricity being exported from the solar farm the Donee shall return any unexpended balance to the Donor without any interest being added.



JBM Solar Projects (UK) Limited | 33 Cavendish Square | London | W1G 0PW

7. This Deed shall be governed by and construed in accordance with English law and shall be subject to the exclusive jurisdiction of the English courts.



JBM Solar Projects (UK) Limited | 33 Cavendish Square | London | W1G 0PW

IN WITNESS WHEREOF the parties have duly executed this Deed on the day and year first above written.

Signed as a Deed (but not delivered until dated) by:

  
\_\_\_\_\_

David Cramer, Director on behalf of JBM Solar Projects 14 Limited

In the presence of:

Witness Name

  
.....

Witness Address 33 Broadwick St, London, W1F 0DQ

Witness Occupation B.O. Director.....

Signed and Delivered as a Deed by:

\_\_\_\_\_

John Glover on behalf of Melksham Without Parish Council

In the presence of:

Witness Name

.....

Witness Address .....

Witness Occupation .....

JBM Solar Projects (UK) Limited is registered in England and Wales (Company number: 11762101)



# MELKSHAM WITHOUT PARISH COUNCIL

## Financial Reserves Policy

Review by Finance Committee January 2023

### Purpose

Melksham Without Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of such reserves, and how they will be used.

Local government legislation requires parishes to have regard to the level of reserves needed for meeting estimated future expenditure, when calculating their budget. However, there is no specified minimum or maximum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer, to advise the Council about the level of reserves, and to ensure that there are key protocols for their establishment and use.

### Types of reserves

Reserves can be categorised as earmarked (held for a specific purpose), or general (held to cushion the impact of uneven cash flows or unexpected events).

**Earmarked Reserves** (or Specific Reserves) – are held for specific projects or purposes, or to meet known or predicted liabilities. Specific Reserves are often used to “smooth” the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year (e.g. setting of up new Village Halls, replacing large items of capital equipment).

**General Reserves** – is a sum of money that is not earmarked for specific purposes, but rather set aside to deal with unexpected events or emergencies, and to provide a working capital cushion to deal with uneven cash flows. The level of this working balance needs to be regularly reviewed using a risk-based assessment.

### Adequacy and Use of Reserves

**Earmarked reserves**, which are set aside for special projects, should be realistic and approved by the council. When approving specific reserves, the Council should consider:

- The reason for/purpose of the reserve
- How and when the reserve can be used
- Procedures for the reserve’s management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy.

- The Parish Council has agreed that these Reserves shall be further classed as either **Short Term** (for use within 3 years) and **Medium Term** (for use over 3 years); and this breakdown is used when reporting to the External Auditor on use of Reserves.
- The Parish Council holds some Reserves that are **Ring Fenced**, and can only be used for specific projects or assets. This is usually dependent on stipulations associated from the source of funding, for example Section 106 funding from new housing developments which state their use in the S106 legal agreement. Other funds such as CIL (Community Infrastructure Levy) and Community Solar Farm Funding have stipulations on use, but usually a wider range of uses.
- The Parish Council holds some Reserves on behalf of more than one body, for joint projects. For example, the Shurnhold Fields Open Space Maintenance Fund is held by Melksham Without Parish Council as lead council on this joint project with Melksham Town Council.

**General reserves** will lie at one month's expenditure, with any virement from Ear Marked reserves to be made if and when necessary. *For clarity, this General Reserve is the carry over figure at year end to the next financial year.*

In assessing the adequacy of general reserves, account should be taken of the strategic, operational and financial risks facing the Council. The financial risks should be assessed in the context of the Council's overall approach to risk management, its medium term financial strategy, and the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget, alongside a consideration of the Parish Council's financial management arrangements.

The Finance Committee will report on the robustness of, and plans (if any) to utilise or build up the Council's reserves. Drawing on the general reserves to balance the annual budget may be viewed as a legitimate short-term option. However, if reserves are to be deployed to finance recurrent expenditure this should be made explicit.

The Finance Committee is also required to report on the specific reserves of the Parish Council, outlining the purpose for which each is held, establishing an appropriate level of reserve and highlighting any proposed changes during the forthcoming year.

### **Governance**

This policy is approved by, and should be regularly monitored by the Finance Committee. The Parish Council must approve any changes to this policy.

*This policy was based on an example by Holt Parish Council which the Melksham Without Parish Council Finance Committee considered and recommended on 9<sup>th</sup> May 2016, approved by Full Council at the Annual Council Meeting, 23<sup>rd</sup> May, 2016. Reviewed by Finance Working Party 10<sup>th</sup> January 2022- No changes made. Reviewed by Finance Committee January 2023 – no changes made.*

**Version DRAFT- 22/12/23**

**Anticipated General Fund at year end 31/03/2024**

Refer to the Reserves Policy which details it should be at least one month's expenditure  
For clarity, the General Fund is the carry forward at year end

Opening Balance at 01/04/23	£44,130
Plus: Income for the Year (anticipated at year end 31/03/24)	£454,732
	<hr/>
	£498,862
Less: Expenditure for the Year (anticipated at year end 31/03/24)	£482,582
	<hr/>
	£16,280
Transfers TO/FROM Reserves	<hr/>
	-£42,240
<b>CLOSING BALANCE - ANTICIPATED GENERAL RESERVE</b>	<hr/>
	<b>-£25,960</b>

RESERVES ANALYSIS  
Version DRAFT 22/12/23

Cost Code	ACTUAL AS AT 31 MARCH 2023	COUNCIL RESERVES	ORIGINAL ESTIMATE FOR BUDGET FOR 2023/24				2023/24 COMMENTS	REVISED ANTICIPATED YEAR END FOR 2023/24				2023/24 COMMENTS	ESTIMATE FOR BUDGET FOR 2024/25				2024/25 COMMENTS					
			TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES						
3	321	£348,373.82	New Hall, Berryfield	T10	30000	5000	114741.03	£268,632.79	Transfer: £30000 estimated from CIL from 144 houses Income : £5000 from battery storage at Beanacre, to contribute to battery for hall. Expenditure: £11,719.03 1.5% retention due 5/9/23 one year from handover plus £99000 for loan repayment £4002 for loan interest payment	T10	49396.3		122282	£275,488.12	Final amount of £11,719 now paid. At asset 6th Nov council agreed to pay for a site survey in order for the Trust to obtain another quote for the acoustic improvement so they can apply for a grant - between £300-£500. Final works old village hall £560, £5,905.08 solar battery, insurance, final architect £200. To take from Berryfield Village Hall rserve. Plus PWL £99K AND Intesrest £4022	T12	£57,629.01		£101,784.00	£231,333.13	PWL and interest payments	
4	352	£0.00	To dispose and make good temporary existing portacabin village hall (Berryfield)- <b>CLOSE DOWN RESERVE</b>				£0.00	CLOSE DOWN THIS RESERVE no longer parts available from manufacturer					£0.00								£0.00	
5	336	£4,400.00	Shaw Hall				£4,400.00						£4,400.00								£4,400.00	
6	348	£0.00	New Community Centre, East of Melksham				£0.00	CLOSE DOWN THIS RESERVE					£0.00								£0.00	
7	322	£0.00	Office accomodation/relocation				£0.00	CLOSE DOWN THIS RESERVE as secure accommodation for next 9.5 years and lease					£0.00								£0.00	
8	349	£1,200.00	Photocopier replacement			1200	£0.00					1200	£0.00	New photocopier							£0.00	
9	326	£47,463.57	B'hillsSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS				£47,463.57					7958	£39,505.57	Replacement water tank base and replacement rwater expansion tank and water heater control panels				£2,000.00			£37,505.57	Building 9 years old so take any expenditure for repairs and maintenance at the pavilion here
10	343	£21,068.00	B'hillsSports Field & Pavilion maintenance				£21,068.00					6385	£14,683.00					£2,000.00		£12,683.00	Ditch work to improve waterlogged 11 aside pitches- Tony to give a price. £2,500 for spiking and fertilising again. To come from sports field maintenance reserve (possibility of grant funding but not shown as no visability)	
11	327	£0.00	Shaw Playing Field - Improvement Project				£0.00	CLOSE DOWN THIS RESERVE					£0.00								£0.00	
12	337	£40,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT			5000	£35,000.00	To replace equipment and surrounding safety surfacing at Beanacre, have been monitoring for some time (wooden)					£40,000.00					£25,000.00		£15,000.00		

Cost Code	ACTUAL AS AT 31 MARCH 2023	COUNCIL RESERVES	ESTIMATE FOR BUDGET FOR 2023/24				2023/24 COMMENTS	REVISED ANTICIPATED YEAR END FOR 2023/24				2023/24 COMMENTS	ESTIMATE FOR BUDGET FOR 2024/25				2024/25 COMMENTS		
			TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES			
13	338	£10,000.00			£10,000.00	£0.00	£5k of ringfenced area board funding and £5k in reserve,				£10,000.00				£10,000.00	£0.00			
14	328	£6,000.00				£6,000.00					£6,000.00					£6,000.00			
15	341	£10,850.00			£10,850.00	£0.00					£10,850.00					£10,850.00			
16	329	£4,000.00				£4,000.00					£4,000.00				£4,000.00	£0.00			
17	330/331	£5,006.21				£5,006.21				3000	£2,006.21	Whole list of legal fees anticipated this fin year		£3,000.00		£5,006.21	To top reserve back up		
18	332	£5,765.67				£5,765.67				6310	3700	£8,375.67	This is the surplus from the grant funding not spend in 23/24 vied in to the reserve			£8,375.67			
19	334	£14,000.00				£14,000.00	Need to start thinking of a putting some money in here! Discussion is that Parish Councils will have to pay for ALL ELECTIONS (the 4 yearly ones too) moving forward - so in May 2025. Need to put money into this reserve over next 2 years to pay for this - chasing final decision on this, its what WC have mentioned to clerks and what sort of cost we are looking at for the parish. I think we have				767	£13,233.00	Uncontested election Bowerhill £767. The budget assumes Stefanos seat will be co-opted			£13,233.00	MWPC will have to pay for the May 25 elections estimated at £9k. If Stefanos seat is a contested election there will be no reserve to pay for the May 25 elections so this can be addressed at budget setting in Jan 25. Cou;d do with putting some more in here but will have to come from general contingency if needed.		
20	335	£9,463.34				£9,463.34					9000	£463.34	Increase in staffing costs due to SCP increases and NIC		£10,000.00	£10,463.34	To top up reserve		
21	339	£28,471.00			£2,000.00	£26,471.00	Mariannes notes following meeting - Figures didn't match budget spreadsheet and this one- £2,000 was on the budget spreadsheet coming from reserves under the Street furniture budget heading, however it doesn't seem to be detailed in this spreadsheet so have shown coming from this					£28,471.00			£6,000.00	£22,471.00			
22	340	£30,242.77				£30,242.77					12486	£17,756.77	£1,650 new equipment part photocopier, keyboard and new laptop for councillor and microwave. £4,264 remainder of staffing contingency cost increase. £500 for the Allotment and asset databases (IT Support). £6,072 for the NHP expenditure				£17,756.77		
												£0.00					£0.00		
			TRANSFERS	PLUS Reserves for major projects	LESS Spending from Reserves	TOTAL RESERVES	Comments	TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES		TRANSFERS	PLUS Reserves for major projects	Less Spending from Reserves	TOTAL RESERVES			
24	342	£26,571.36	T10	-£30,000.00	£50,116.77	£8,373.00	£38,315.13	T10 & T11	-82807	83527.95	8373	£18,918.83	T10 -£49,396.30 & T11-£33,411.18	T12 & T13	-£96,040.35	£96,048.35	£5,500.00	£13,426.83	T12 -£57,621.01 and T13-£38,419.34
25	353	£5,123.31	T11		£33,411.18		£38,534.49	T11	33411.2		7000	£31,534.49	Bowerhill Mitchel Drive (Market Place will be paid for by MTC). To come from CIL 10% sharing pot	T13	£38,419.34		£13,200.00	£56,753.83	Say two RTIs at £8,600 each
26	333	£36,441.61			£17,547.00	£53,700.00	£288.61			17547.41	14921	£39,068.02			£17,547.00	£53,700.00	£2,915.02		

27	347	£80,008.26	Shurnhold Fields Open Space Maintenance Contribution		£2,000.00	£78,008.26			9877	£70,131.26				£10,400.00	£59,731.26	£1,404 plus £395 for annual cut makes £1,799 so say £1,900. Say £7k for the shed and £1,500 for the ditch works and installation of
28	351	£0.00	COVID GRANTS FROM WILTSHIRE COUNCIL (2ND) received due to rateable value of Bowerhill Sports Field and Pavilion			£0.00	Close reserve			£0.00					£0.00	
29		£0.00	potential funding coming in from WESSEX WATER FOR BEANACRE COMMUNITY PROJECT		£5,000.00	£5,000.00				£0.00					£0.00	
30	354	£8,361.00	NEW RESERVE: EMR SSE Grant for MCS		£680.50	£7,680.50	Majority spent in Y1, remainder in Y2 and Y3		500	£7,861.00				£7,861.00	£0.00	
31		£0.00	Berryfield Public Art fund from Wiltshire Council - as RINGFENCED			£0.00				£0.00					£0.00	
32		£0.00	NEW RESERVE - to show potential funding coming from CAWS for SID#3 AS RINGFENCED		£2,500.00	-£2,500.00				£0.00					£0.00	
		£0.00	Real Time Information		£9,073.03	£9,073.03	ADDED AT FULL COUNCIL PLUS £7K SHOWN IN EXPENDITURE			£0.00					£0.00	
33		£0.00	Davey (Pathfinder) Play Area s106 Maintenance Contribution AS RINGFENCED		£176.00	-£176.00	Spend will be £100 ROSPA inspection and budget assumes that this will be the no safety surface clean trial site		58000	176	£57,824.00	For ROSPA inspection		£180.00	£57,644.00	ROSPA inspection
34		£742,809.92	TOTAL RESERVES		£120,147.98	£211,220.53	£651,737.37		£165,385.36	£207,625.00	£700,570.28		£126,595.35	£241,625.00	£585,548.63	
35			ADJUSTMENT TO RESERVES		-£91,072.55				-£42,239.64				-£115,029.65			
36					£32,776.00		as listed separately on main budget spreadsheet									
37		£44,130.00	General Reserve		£15,500.00		Less CIL spend as listed separately on main budget									
38		£786,939.92	Total Reserves		£162,944.53		Total spend from Reserves from this spreadsheet (Less solar & CIL)									
39					£149,147.53		Total spend from Reserves from main budget sheet									
40					£13,797.00		Difference									



20	1460	Insurance Payout Berryfield Village Hall	£0	£0.00					£1,011.00	£1,011.00									The income is the reimburse from the insurance company for Berryfield Village Hall insurance. Before the lease for the hall was signed the council had to insure the building, so this is the amount due to the parish council once the Trust took over and the council cancelled the policy. Put in here rather than set up new cost code as under the correct cost centre.	£0.00						
21	1450	Berryfield Village Hall Public Works Loan	£0	£0.00					£0.00	£0.00											£0.00					
22	1470	Berryfield Village Hall Reimburse	£2,483	£0.00					£410.00	£410.00									Reimburse from Berryfield Village Hall for their share of the insurance for 23/24	£820.00					For insurance for Berryfield and Shaw Village hall, the council are currently in a 3 year term with the insurance	
23	1475	Room Hire Reimburse- New Code set up at year end for CEG room hire	£180	£0.00					£60.00	£60.00									Reimburse from Wiltshire Council for Whitley Reading Rooms room hire for CAWS CEG emergency training exercise	£0.00						
24	1490	Memorial Street Furniture- New code set up this financial year following the adoption of the memorial bench policy	£0	£0.00					£900.00	£900.00											£0.00					
25		Berryfield Village Hall public art ongoing care maintenance	£0	£0.00					£0.00	£3,800.00									Need to chase this as understood that there was funds left over in the public art budget for ongoing care and maintenance. Was going to ringfence income in a reserve but have not received funds for this yet.	£0.00					Expected to receive the funds left over from the Berryfield Village Hall public art project in the 2023/24 financial year so have accounted for it coming in then.	
26		PARISH AMENITIES INCOME	£2,663	£13,500.00					£2,381.00	£6,181.00	£0.00	£0.00	£0.00							£13,320.00	£0.00	£0.00	£0.00			
	170	Community Support																								
27	1480	Neighbourhood Plan Income	£2,098	£0.00					£0.00	£6,678.00									This cost code isn't income from the NHP it's the amount received from MTC to reimburse MWPC for the NHP expenditure we have incurred. This is unable to be netting off against the expenditure so has to be accounted for this way. Not invoiced MTC this year yet as is easier to invoice for everything in one go.	£0.00						
28	1485	Grants- New code set up this financial year	£0	£0.00					£5,000.00	£5,000.00									Area Board grant for the age uk support worker	£0.00						
29		COMMUNITY SUPPORT INCOME	£2,098	£0.00					£5,000.00	£11,678.00	£0.00	£0.00	£0.00								£0.00	£0.00	£0.00	£0.00		
30		TOTAL INCOME	£248,149.55	£717,091.00	£395,488.50				£280,217.00	£454,731.95	£0.00	£0.00	£0.00								£215,512.35	£0.00	£0.00	£0.00		
		General Income			£386,841.00				£284,794.00	£438,254.95											£181,905.35					
WORKING DOCUMENT - Melksham Without Parish Council DRAFT Budget for 2024/25																										
<b>EXPENDITURE</b>																										
Cost Code																										
Last Year 2022/23																										
Current Year 2023/24																										
Next year 2024/25																										
			Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments							
<b>ADMINISTRATION</b>																										
31	120	Administration costs																								
32	4070	Chairs Allowance	£802.00	£816	£900.00				£489.00	£920.00				As agreed at Full Council 4th Dec.		£966.00									Guestimate 5% increase	
33	4080	Members Training	£1,000.00	£0	£180.00				£45.00	£150.00				Potential for some cllr training coming up		£100.00										
34	4090	Members Expenses	£50.00	£0	£50.00				£0.00	£50.00				Note the mileage for Cllr Baines to drop SID off and collect from Solagen has been attributed into the SID cost code as it related to that not this one		£50.00									None really expected as most meetings held at the campus offices	
35		Election costs	£0.00	£0	£0.00				£0.00	£767.00	£767.00			I know that Bowerhill is uncontested cost is £767, assuming for the budget that Stefanos will be 0 and if not will take from reserve.		£0.00									We have no visibility of this so will come from reserves but note any vacancies arising from Nov24 will not be filled as 6 month from election	
36	4100	Audit Fees	£1,500.00	£3,190	£2,600.00				£0.00	£2,600.00				2x Internal and 1x external audit for this year		£2,930.00									2X Internal audit say £830 and £2,100 for external audit	
37	4120	Postage	£700.00	£992	£600.00				£463.00	£840.00				Based on £70 per month spend- £463/7 months		£840.00										
38	4130	Photocopying	£500.00	£2,408	£750.00				£637.00	£990.00				Average £91 spend on photocopying per month; however, we are purchasing new photocopier with cheaper costs so estimating £85 per month		£780.00										
39	4140	Bank Charges	£156.00	£161	£185.00				£83.00	£150.00						£150.00										
40	4150	Admin and Stationery	£1,024.00	£817	£500.00				£545.00	£800.00				Purchased paper in bulk Nov 23 so should last until end of financial year as we are doing less photocopying etc.		£800.00										
41	4155	Refreshments Comm Events-	£150.00	£136	£150.00				£126.00	£300.00				Based on a monthly spend of £16- This cost code description might need updating as its also refreshments for council meetings not just community events		£350.00										Some contribution from Flood ops for example for refreshments in income
42	4160	Minute Books Binding	£200.00	£0	£750.00				£0.00	£750.00				At least two years worth of book binding		£400.00									One years worth	
Cost Code																										
Last Year 2022/23																										
Current Year 2023/24																										
Next year 2024/25																										
			Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments							
43	4175	Email & Cloud hosting (office 365)	£937.00	£1,087	£1,200.00				£740.00	£1,250.00				Office 365 subscription and gov.uk website hosting. Office 365 subscription has increased slightly to £88.20 per month and website hosting £5.50 per month		£1,300.00										
44	4180	IT Support	£600.00	£140	£300.00				£0.00	£700.00	£500.00			Awaiting invoice from Clive for IT support during the year plus he is creating a database for the allotment and asset management systems so this could be done before year end - Sept Asset- £200-£300 for allotment system and £150-£200 for asset system so say £500 for both of these databases plus estimate £200 for other IT support during the year. Suggest that £500 for the databases comes from general contingency reserve		£200.00										
45	4185	Accountancy Support (Rialtas)	£850.00	£1,025	£975.00				£183.00	£868.00				Year end closedown fees to come		£880.00										
46	4190	Telephone/Broadband/Line Rent	£2,100.00	£1,644	£850.00				£485.00	£870.00				Moved to a Microsoft phone system with much lower costs than last year. Also included under this heading is the out of hours mobile phone. Included in this increase in charges for cover for repairs on line and broadband		£980.00										Included in this figure is the increase in charges for cover for repairs on line and broadband
47	4200	Room Hire/ Zoom	£200.00	£789	£300.00				£91.00	£200.00				Zoom meeting subscription		£200.00										

48	4210	Safety/PAT Check	£122.00	£57	£150.00				£0.00	£85.00				PAT Testing done 27th Nov and have invoiced.	£90.00				
49	4220	Chairman's Brd/Chain of Office	£100.00	£0	£200.00				£0.00	£150.00				Need to take chain of offices back to Coppins in Corsham	£100.00				
50	4230	Advertising	£500.00	£162	£500.00				£0.00	£150.00				2x MIN Grant adverts at £46.40 each £92.80 plus any additional advertising we do during the rest of the year	£150.00				Grant adverts and annual parish
51	4240	Quarterly Newsletter	£2,000.00	£990	£2,000.00				£0.00	£500.00				Anticipate 1x Quarterly newsletter by end of year	£2,280.00				Based on 4 newsletters
52	4250	Land Search Fee	£50.00	£20	£50.00				£67.00	£100.00					£50.00				
Cost Code			Last Year 2022/23				Current Year 2023/24				Next year 2024/25								
			Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments
53	4351	New Equip & Furniture	£3,600.00	£5,132	£1,200.00	£1,200.00			£10.00	£2,850.00	£2,850.00			New photocopier £2,087. To come from Photocopier replacement reserve £1,200 and £1,650 to come from general contingency reserve. £90 x3 keyboards and possible new laptop for new Cllr-Stefano didn't have a council one £500. New microwave.	£0.00				
54	4352	Office Relocation	£0.00	£1,800	£0.00				£0.00	£0.00					£0.00				
55	4370	Cleaning Materials	£100.00	£33	£50.00				£34.00	£50.00					£50.00				
56	4390	Professional Services - LEGAL FEES & Planning Applications	£300.00	£1,500	£0.00				-£250.00	£3,000.00	£3,000.00				£0.00				No visibility so anything from here would come from reserves
57	4391	GDPR Compliance	£110.00	£35	£35.00				£0.00	£35.00					£35.00				
58	4720	Repairs & Maintenance - Office	£50.00	£21	£0.00				£0.00	£0.00					£0.00				
59		ADMINISTRATION COST EXPENDITURE	£17,701.00	£22,955	£14,475.00	£1,200.00	£0.00	£0.00	£3,748.00	£19,125.00	£7,117.00	£0.00	£0.00		£13,681.00	£0.00	£0.00	£0.00	
140		Council Office Costs																	
60	4270	Office and Meeting venue		£6,920	£11,373.00				£8,192.00	£11,706.00					£12,040.00				NOTE: Annual rent from 1st August 23-31st July 24 £11,373 obviously 4 months of this rent relates to the 24/25 fin year. It works out at £947.75 per month so this equals to £3,791. From 1st August 24-31st July 2023 £12,373- 8 months in the 24/25 fin year £1,031.08 per month which equals to £8,248.64 for the 24/25 fin year. The total cost in 2024/25 for office rent is £12,040
61		COUNCIL OFFICE EXPENDITURE	£0.00	£6,920	£11,373.00	£0.00	£0.00	£0.00	£8,192.00	£11,706.00	£0.00	£0.00	£0.00		£12,040.00	£0.00	£0.00	£0.00	
Cost Code			Last Year 2022/23				Current Year 2023/24				Next year 2024/25								
			Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments
130		Staffing																	
62	4000	Clerk's Salary																	
63	4010	Finance & Amenities Office Salary																	
64	4020	Parish Officer Salary																	
65	4041	NI - Employer	£12,000.00	£9,564	£9,800.00				£5,288.00	£10,500.00	£700.00				£13,000.00				
66	4045	Superannuation - Employer	£17,500.00	£17,201	£17,338.00				£10,440.00	£20,000.00	£2,662.00				£23,000.00				
67	4048	Office Staff Mileage & Parking	£100.00	£140	£150.00				£12.00	£50.00					£50.00				
68	4055	Staff Training	£800.00	£905	£200.00				£405.00	£500.00	£300.00				£500.00				
69	4060	Staff & Volunteer DBS	£0.00	£0	£100.00				£0.00	£420.00	£320.00				£0.00				
70		STAFFING EXPENDITURE	£116,618.00	£119,802	£116,770.00	£0.00	£0.00	£0.00	£69,142.00	£129,934.00	£13,264.00	£0.00	£0.00	£9,000 from the staffing contingency reserve and £4,264 from the general contingency	£144,822.00	£0.00	£0.00	£0.00	
71		TOTAL ADMINISTRATION EXPENDITURE	£134,319.00	£149,677	£142,618.00	£1,200.00	£0.00	£0.00	£81,082.00	£160,765.00	£20,381.00	£0.00	£0.00		£170,543.00	£0.00	£0.00	£0.00	
Cost Code			Last Year 2022/23				Current Year 2023/24				Next year 2024/25								
			Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year End from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments
142		PARISH AMENITIES																	
72	4049	Defibrillator	£756.00	£3,519	£12,430.00	£10,850.00			£3,922.00	£4,300.00					£3,800.00				Bowrhill Village Hall defib plus annual maintenance fee
73	4050	Caretaker Travel Allowance	£570.00	£570	£570.00				£333.00	£570.00					£570.00				
74	4051	Caretaker Mileage & Parking	£600.00	£578	£500.00				£354.00	£600.00					£600.00				
75	4281	Insurance	£5,119.50	£4,694	£5,234.00				£3,611.00	£3,700.00					£3,835.00				Discount for LTA
76	4350	New Equipment for Parish Caretaker / Allotment Warden	£100.00	£0	£0.00				£0.00	£0.00					£0.00				

77	4385	Play Area Safety Surface Clean	£8,750.00	£3,300	£4,050.00		£4,050.00	£0.00	£2,868.00		£2,868.00		Council approved to undertake 1x safety surfacing clean this year due to take place in November but hasn't yet been done.	£2,900.00			£2,900.00		1x safety surfacing clean
78	4400	Play Area - Grass Cutting	£3,078.80	£3,079	£3,387.00			£2,923.00	£4,800.00				Includes Kestrel Shrub maintenance and Whitworth Play Area grass cutting <b>INVESTIGATE</b>	£5,040.00					5% increase
79	4409	Hornchurch Road public open space	£1,960.00	£1,960	£2,156.00			£1,078.00	£2,156.00				To contract extension	£2,264.00					5% increase
80	4410	ROSPA Inspections	£750.00	£569	£1,613.00	£176.00		£1,636.00	£1,636.00	£176.00			ROSPA ANNUAL INSPECTIONS £860 PLUS Id Verde Quarterly??? £176 from Davey Play Area s106 maintenance reserve	£1,700.00	£180.00				ROSPA annual inspections and quarterly inspections
<b>Cost Code</b>			<b>Last Year 2022/23</b>				<b>Current Year 2023/24</b>						<b>Next year 2024/25</b>						
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Actual YTD to end of Oct 23</b>	<b>Estimated Year End</b>	<b>Estimated Year End from Reserves</b>	<b>Estimated Year end from CIL</b>	<b>Estimated Year End from Solar Farm Funding</b>	<b>Comments</b>	<b>Draft Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Comments</b>
81	4415	Tree Inspections and Work		£0	£2,300.00			£2,300.00	£1,786.00	£1,786.00			£1,786.00		£0.00				no VISIBILITY
82	4420	St Barnabas Annual Rent	£10.00	£10	£10.00				£0.00	£10.00					£10.00				Need to chase invoice
83	4460	Caretaker Salary																	
84	4480	Equip Hire & Petrol for Mower	£50.00	£0	£0.00				£0.00	£0.00					£0.00				
85	4490	Repair & Maintenance - Parish	£300.00	£3,215	£3,904.00			£2,904.00	£2,151.00	£3,700.00			£1,089.00		£3,000.00				Maintenance items for Caretaker as well as installation of noticeboards etc. Looking to relocate noticeboard at Kestrel Court onto legs. £1,089 to come from solar farm for Carson Type Roundabout grass cutting
86	4500	Weedspraying	£2,900.00	£2,473	£2,684.00			£2,684.00	£3,438.00	£3,438.00			£3,438.00		£3,500.00			£3,500.00	2x weed sprays this year
87	4510	LHFIG Contributions	£5,500.00	£0	£25,000.00		£10,000.00		£0.00	£6,498.00			£6,498.00		£40,631.00	£4,000.00			Beanacre Weight limit £1,567 plus £500 for additional signage. Shaw traffic light louvers £250. Magister Road children at play warning signs £100, Bowerhill dropped kerbs £3,226, Bowerhill Portal road gate £855. TOTAL £6498
88	4545	New bus shelter		£0	£16,500.00			£16,500.00	£0.00	£0.00					£22,500.00	£6,000.00		£16,500.00	Asset Management Nov approved style but unsure that the replacement Beanacre bus shelter will be in this financial year now as we need to get quotes for it and then they need to be approved. Then the contractor has to schedule the works in. Think this will be in next financial year now?
89	4540	Speed Indicator Device	£1,111.00	£3,575	£4,338.00	£2,500.00		£1,838.00	£405.00	£1,940.00			£1,940.00		£9,300.00		£1,500.00	£7,800.00	CAWS were looking to purchase one with MWPC paying for the erection of the SID. This hasn't happened yet. The SIDs haven't really been up for most of the financial year due to programming and also them not being erected since July. All spend here is for the programming of SID 1 and extra mounting bars purchased £628. SIDs only going up 2 times this year by idverde at £55.70 at a time £111.40 but will be going back out Jan, Feb, March and assume new contractor at £300 per time (two men and a van for one day) say 4 times £1,200 TOTAL estimated spend this year £1940
90	4560	Shaw & Whitley Flood Resource	£650.00	£923	£500.00				£-217.00	£650.00					£550.00				There is a - as this was an accrual done at the end of the last financial year. No invoices have been received for the line and broadband for this year yet so have chased the reading rooms for this. ID Badges for 10x Flood Wardens £150
91	4575	Play Areas	£25,000.00	£480	£18,700.00	£5,000.00			£13,331.00	£15,500.00			£1,800.00		£80,000.00	£25,000.00		£20,000.00	We budgeted for the replacement of some of the wooden equipment at Beanacre Play Area but have decided to keep a watch on it for now. Other things that have been spent from this heading- Whitworth Play Area works and Kestrel edge repair. Kestrel court bench and installation too. £1,800 overspend from precept has been taken from solar
92		Drinking Water Fountains	£0.00	£0					£0.00	£875.00			£875.00		£4,200.00				Cost of installation for water fountain £875 plus say additional; £150 to water test it following its installation
93	4582	New Berryfield Village Hall project	£5,000.00	£569,467	£11,719.03	£11,719.03			£6,841.00	£19,260.00	£19,260.00				£0.00				Final amount of £11,719 now paid. At asset 6th Nov council agreed to pay for a site survey in order for the Trust to obtain another quote for the acoustic improvement so they can apply for a grant - between £300-£500. Final works old village hall £260. £5,905.08 solar battery, insurance, final architect £200. To take from Berryfield Village Hall reserve
94	4583	PWL Capital Payment		£99,000	£99,000.00	£99,000.00			£49,500.00	£99,000.00	£99,000.00				£99,000.00	£99,000.00			From Berryfield village hall reserve
95	4584	PWL Interest Payments		£5,259	£4,022.00	£4,022.00			£2,166.00	£4,022.00	£4,022.00				£2,784.00	£2,784.00			From Berryfield village hall reserve
96	4585	East of Melksham Community Centre - Transfer under CGR	£315,029.94	£315,030	£0.00				£0.00	£0.00					£0.00				
<b>Cost Code</b>			<b>Last Year 2022/23</b>				<b>Current Year 2023/24</b>						<b>Next year 2024/25</b>						
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Actual YTD to end of Oct 23</b>	<b>Estimated Year End</b>	<b>Estimated Year End from Reserves</b>	<b>Estimated Year end from CIL</b>	<b>Estimated Year End from Solar Farm Funding</b>	<b>Comments</b>	<b>Draft Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Comments</b>
97	4590	Street Furniture	£4,011.00	£2,611	£3,000.00	£2,000.00		£1,000.00	£442.00	£2,000.00			£2,000.00		£4,500.00		£1,500.00	£3,000.00	To move Kestrel Court fish and chip noticeboard plus install of BRAG and WC donated wildflower benches and picnic tables. £2k from solar farm
98	4600	Bus Shelters Cleaning	£600.00	£0	£1,100.00				£150.00	£600.00					£840.00				Need to chase invoices up
99	4780	Play Area - Bin Emptying	£630.00	£630	£950.00				£1,048.00	£2,000.00					£1,213.00				To also include Whitworth Play Area bin emptying
																			£231 per play area x 5 play areas- Berryfield, Beanacre, Shaw, Whitworth, Hornchurch £1,155 plus 5% TOTAL £1,213. note: No bins in Kestrel or Davey

100	4785	Replacing Wiltshire Council bins	£500.00	£1,134	£2,000.00		£2,000.00		£0.00	£1,000.00	£1,000.00			Allows for the replacement bin to be located at Westlands Lane Beanacre	£1,500.00				Assumes two bins
101	4820	Shurhold Fields Project for Maintenance Expenditure	£1,595.00	£1,980	£2,000.00	£2,000.00		£2,156.00	£9,877.00	£9,877.00				Caretaking duties £351 per quarter but MTC have not invoiced this year yet. £1,404 plus annual cut charges which is included in the JH Jones monthly contract £395 plus extra pathway cuts-£160 per fortnight since August assume new mower in place February so 12x £160 is £1,920 from the maintenance fund. £2,156 for maintenance. May have to match fund the Friends new mower £4k	£1,900.00	£10,400.00			Caretaking duties £351 £1,404 plus £395 for annual cut makes £1,799 so say £1,900. Say £7k for the shed and £1,500 for the ditch works and installation of water supply for the car park project as identified as supporting maintenance
102	4825	Shurhold Fields Project Capital Expenditure	£0.00	£0	£27,000.00	£10,000.00	£3,500.00	£0.00	£0.00					Car Park and entrance improvement project now thing this will be next fin year 24/25.	£30,000.00	£10,000.00	£2,500.00		Last times tender (2021) was £22.5k however will need re-quoting in the new year so estimating its £30k. Show 50% coming from town council after £5k grant from area board in MWPC reserves. Car park entrance. MTC confirmed on 18th Dec 23 £15k for this project
103		<b>PARISH AMENITIES EXPENDITURE</b>	<b>£393,934.24</b>	<b>£1,034,083</b>	<b>£265,642.03</b>	<b>£147,267.03</b>	<b>£15,500.00</b>	<b>£31,276.00</b>	<b>£103,268.00</b>	<b>£203,697.00</b>	<b>£132,335.00</b>	<b>£8,373.00</b>	<b>£14,921.00</b>		<b>£337,594.00</b>	<b>£197,364.00</b>	<b>£5,500.00</b>	<b>£53,700.00</b>	
<b>Cost Code</b>			<b>Last Year 2022/23</b>				<b>Current Year 2023/24</b>							<b>Next year 2024/25</b>					
			<b>Budgeted</b>	<b>Actual</b>	<b>Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Actual YTD to end of Oct 23</b>	<b>Estimated Year End</b>	<b>Estimated Year End from Reserves</b>	<b>Estimated Year end from CIL</b>	<b>Estimated Year End from Solar Farm Funding</b>	<b>Comments</b>	<b>Draft Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Comments</b>
		<b>Jubilee Sports Field Expenditure</b>																	
104	4212	Safety/PAT Check - % JSF Use- Legnella & Fire	£3,200.00	£3,463	£3,568.00				£1,920.00	£3,109.00				Monthly PPM Visits plus clean and chlorination of tank to be done Dec. PAT testing and fire alarm service extra £1,189	£3,600.00				
105	4282	Insurance - % JSF Use	£3,150.00	£4,312	£5,024.00				£576.00	£576.00					£565.00				£4,400 all parish insurance
106	4302	Electricity - % JSF Use	£2,000.00	£1,681	£2,000.00				£665.00	£1,700.00				Smart meter now installed	£1,800.00				Based on this year plus an increase
107	4312	Gas - % JSF Use	£1,000.00	£2,565	£3,000.00				£322.00	£1,500.00					£2,000.00				
108	4322	Water and Sewage - % JSF Use	£900.00	£360	£450.00				£209.00	£450.00					£500.00				
109	4381	Cleaning Contractor - % JSF Us	£2,900.00	£1,888	£2,750.00				£1,098.00	£2,100.00				Matches have been cancelled recently but up to Nov 23 £1,500 had been spent	£3,000.00				Need to look at quote from cleaner as has not increased charges in several years
110	4384	WiFi and line		£65	£264.00				£155.00	£320.00				Changed WiFi providers throughout the year- £27.95 per month- £139.75 to year end and also includes additional charges for broadband and line repairs	£420.00				Includes increase in charges for cover for repairs on line and broadband
111	4401	JSF Grass Cutting/Line Marking	<b>£8,431.50</b>	£8,306	£9,414.00				£4,566.00	£9,414.00				To contract	£9,885.00				To contract plus 5% £9,885
112	4405	JSF Hedge/ tree Maintenance	£200.00	£1,050	£578.00				£0.00	£578.00				Hedge work not done this financial year yet but assume it will need to be done before year end.	£607.00				
113	4430	Rates - % JSF Use	£835.00	£0	£835.00				£0.00	£0.00				NOTE: Agreed at Asset management 10th July 23 to vire this budget heading to Bowerhill Sports Field spiking.	£835.00				Cannot assume we will receive a 100% discount
114	4700	Grass cutting extra to contract		£101	£0.00				£450.00	£450.00				FOF Football tournament line marking which they have paid for	£475.00				FOF tournament but Fof reimburse the council for this charge
115	4721	Repairs & Maintenance - JSF	£1,000.00	£5,199	£1,884.00				£3,222.00	£9,842.00	£7,958.00			2x water expansion tank replacement this year £5,282 plus control panel service and repair £730 extra £1,080 plus issue with water return pump and understand need an electrician to replace relay plus Replacement base £2,750 say TOTAL spend under this budget this year £9642. The additional amount £7,958 to come from the Bowerhill Capital replacement reserve	£2,000.00	£2,000.00			The building is now 9 years old so might need to replace some items such as the boiler etc which would come from reserves anyway
116	4740	PITCH AND PAVILION IMPROVEMENTS	£180.00	£0	£1,500.00			£1,500.00	£5,604.00	£7,220.00	£8,385.00			£745.50 spent this year to spike the pitches. Moveable goal posts at £4,858 At Asset July 2023 agreed to spend £1,616 to fertilise the pitches during the football season. NOTE: The council agreed at Asset 10th July 23 to vire the pavilion rates budget to this budget heading- <b>TO DO AT YEAR END! £6385 to come from sports field maintenance reserve as per finance meeting 12th June 23</b>	<b>£40,750.00</b>	£2,000.00			£35k for new equipment (quote in summer 23 was £31,300 and showing £19,375 grant income), £3,750 Jones most expensive option for ditch works to prevent waterlogged pitches (could be Football Foundation grant OR part of Suez application for new equipment), £2,000 for spiking and fertilising. Showing £2,000 from the sports field maintenance reserve
117	4750	Deep Clean	£390.00	£300	£350.00				£350.00	£350.00					£400.00				
118	4770	Waste Collection - %JSF Use	£650.00	£1,238	£600.00				£571.00	£1,000.00				Issues with current contractor may need to look at new contractor before year end.	£950.00				£728 new contract plus extra for extra weight
119	4781	JSF Bin Emptying	£955.00	£955	£1,051.00				£525.00	£1,051.00				To contract	£1,104.00				To contract plus 5%
120	4791	Boiler Servicing - % JSF Use	£600.00	£400	£446.00				£420.00	£420.00					£450.00				
121		<b>JUBILEE SPORTS FIELD EXPENDITURE TOTAL</b>	<b>£26,391.50</b>	<b>£31,681</b>	<b>£33,714.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,500.00</b>	<b>£20,655.00</b>	<b>£40,080.00</b>	<b>£14,343.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£69,241.00</b>	<b>£4,000.00</b>	<b>£0.00</b>	<b>£0.00</b>	
<b>Cost Code</b>			<b>Last Year 2022/23</b>				<b>Current Year 2023/24</b>							<b>Next year 2024/25</b>					
			<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Actual YTD to end of Oct 23</b>	<b>Estimated Year End</b>	<b>Estimated Year End from Reserves</b>	<b>Estimated Year end from CIL</b>	<b>Estimated Year End from Solar Farm Funding</b>	<b>Comments</b>	<b>Draft Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Comments</b>
122	4323	Water - Allotments	£450.00	£373	£475.00				£182.00	£400.00				Waiting for bill	£450.00				
123	4402	Allotment Grass Cutting	£721.75	£722	£795.00				£397.00	£795.00				To contract	£835.00				To contract plus 5%
124	4722	Repairs & Maintenance - Allotment	£50.00	£1,028	£60.00				£37.00	£60.00					£100.00				
125	4800	Allotment Warden Salary																	
126	4810	Pest Control	£0.00	£0					£0.00	£0.00				From reserves if anything comes up	£0.00				
127		<b>ALLOTMENT EXPENDITURE TOTAL</b>	<b>£1,871.75</b>	<b>£3,170</b>	<b>£2,230.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£1,050.00</b>	<b>£2,023.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>		<b>£2,191.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	
128		<b>PARISH AMENITIES TOTAL EXPENDITURE</b>	<b>£422,197</b>	<b>£1,068,934</b>	<b>£301,886.03</b>	<b>£147,267.03</b>	<b>£15,500.00</b>	<b>£32,776.00</b>	<b>£124,973.00</b>	<b>£245,800.00</b>	<b>£146,678.00</b>	<b>£8,373.00</b>	<b>£14,921.00</b>		<b>£409,026.00</b>	<b>£161,364.00</b>	<b>£5,500.00</b>	<b>£53,700.00</b>	
<b>Cost Code</b>			<b>Last Year 2022/23</b>				<b>Current Year 2023/24</b>							<b>Next year 2024/25</b>					
			<b>Budgeted</b>	<b>Actual</b>	<b>Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Actual YTD to end of Oct 23</b>	<b>Estimated Year End</b>	<b>Estimated Year End from Reserves</b>	<b>Estimated Year end from CIL</b>	<b>Estimated Year End from Solar Farm Funding</b>	<b>Comments</b>	<b>Draft Budget</b>	<b>Budgeted from Reserves</b>	<b>Budgeted from CIL</b>	<b>Budgeted from Solar Farm Funding</b>	<b>Comments</b>
		<b>COMMUNITY SUPPORT</b>																	
170		<b>Community Support</b>																	

129	4610	Section 137 Grant	£12,500.00	£13,850	£17,000.00				£14,490.00	£18,190.00	£3,700.00				We have put the surplus in a reserve. To top up community match funding. £3,700 agreed at Dec 23 Full Council meeting to be awarded to Shaw & Whiteley Community Hub project to come from Community match funding reserve	£17,000.00				
130	4620	Village Hall Grants	£10,000.00	£14,700	£20,000.00				£16,300.00	£16,300.00					We have put the surplus in a reserve. To top up community match funding	£20,000.00				
131	4630	Other Grants (TIC - Section 144)	£800.00	£800	£700.00				£600.00	£800.00					We have put the surplus in a reserve. To top up community match funding	£700.00				
132	4650	Subscriptions	£1,650.00	£1,552	£1,935.00				£1,700.00	£1,700.00						£1,935.00				
133	4670	Melks Public Toilets Contrib	£7,500.00	£2,591	£7,500.00				£0.00	£5,000.00					Full Council April 23 agreed to pay a flat rate £5k per year for 3 years from 2023/24	£5,000.00				Full Council April 23 agreed to pay a flat rate £5k per year for 3 years from 2023/24
134		Real Time Information in Bus Shelters	£0.00	£0	£7,000.00				£0.00	£7,000.00	£7,000.00				Bowerhill Mitchel Drive (Market Place will be paid for by MTC). To come from CIL 10% sharing pot	£13,200.00	£13,200.00			Say two RTIs at £6,600 each
135	4680	Neighbourhood Plan and Local Plan	£2,500.00	£7,942	£2,000.00				£2,099.00	£14,750.00	£6,072.00				£2,099 spent to date- It was agreed that as we didn't know the spend this year that we knew it would be more and would come from the general contingency reserve which we have shown BUT could come from the CIL 10% sharing reserve with MTC as a good fit for this money. £14,750 less £2,000 already in the budget, less income from MTC £6,678 total £6,072 from reserves	£1,000.00				Visability of £330 but have bumped up for unforeseen extras
136	4685	Melksham Community Support	£600.00	£0	£11,500.00	£680.50			£8,250.00	£14,000.00					To contract Age Friendly Coordinator at £11,500 but additional £2,500 is the area board grant share given to MTC. We received £5k in income to offset	£12,000.00				Dec Full Council said to put in. Might be able to get a bit of Area Board grant funding
137	NEW COST CODE	NEED TO SET UP NEW CODE: Melksham Emergency Support							£141.00	£500.00	£500.00				Has now split out MCS Phone line charges from cost code 4685 into this one as more appropriate to be separated from the cost associated with the Age Friendly Coordinator. £500 FROM SSEN grant reserve for phone and lamplight etc	£7,861.00	£7,861.00			Need to do fridge magnet all from the SSEN grant held as a reserve
138	Cost Code		£38,550.00	£41,235	£67,635.00	£680.50	£0.00	£0.00	£43,580.00	£78,040.00	£17,272.00	£0.00	£0.00			£78,696.00	£21,061.00	£0.00	£0.00	Next year 2024/25
			Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year end from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments	
180		Joint Ventures																		
139	4690	New Train Station Contrib	£3,000.00	£0	£0.00				£0.00	£0.00						£0.00				
140	4695	Art Contribution Bowerhill	£0.00	£0	£0.00				£0.00	£0.00						£0.00				
141		Joint Ventures	£3,000.00	£0	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00			£0.00	£0.00	£0.00	£0.00	
142		COMMUNITY SUPPORT EXPENDITURE	£38,550.00	£41,235	£67,635.00	£680.50	£0.00	£0.00	£43,580.00	£78,040.00	£17,272.00	£0.00	£0.00			£78,696.00	£21,061.00	£0.00	£0.00	
143		TOTAL EXPENDITURE	£95,066.49	£1,259,846	£511,839.03	£149,147.53	£15,500.00	£32,776.00	£249,635.00	£484,605.00	£184,331.00	£8,373.00	£14,921.00			£658,265.00	£182,425.00	£5,500.00	£53,700.00	
	Cost Code		Last Year 2022/23																	Next Year 2024/25
			Draft Budget	Actual	Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year end from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments	

151		Expenditure summaries	Draft Budget	Last Year 2022/23	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Actual YTD to end of Oct 23	Estimated Year End	Estimated Year End from Reserves	Estimated Year end from CIL	Estimated Year End from Solar Farm Funding	Comments	Draft Budget	Budgeted from Reserves	Budgeted from CIL	Budgeted from Solar Farm Funding	Comments	
152		General Expenditure	£566,803	£1,224,995	£475,895.03				£227,930.00	£442,502.00										
153		Sports Field Expenditure	£26,391.50	£31,681.00	£33,714.00				£20,655.00	£40,080.00										
154		Allotment Expenditure	£1,871.75	£3,170.00	£2,230.00				£1,050.00	£2,023.00										
155		TOTAL	£595,066	£1,259,846	£511,839	£0.00	£0.00	£0.00	£249,635.00	£482,682.00										

**From:** National Association of Local Councils <newsletter@nalc.gov.uk>  
**Sent:** 07 December 2023 10:01  
**To:** Teresa Strange  
**Subject:** 🗿 CHIEF EXECUTIVE'S BULLETIN



# Chief executive's bulletin

7 December 2023

## No council tax referendum principles in 2024/25

I'm delighted to let you know that the government has listened to NALC's call not to extend council tax referendum principles to local (parish and town) councils. One of the key asks in [NALC's manifesto](#) is for local councils to have the freedom to set their precept without holding a referendum. Over the last year NALC's chair, Cllr Keith Stevens, has continued to press this with ministers and Parliamentarians, including directly with the new local government minister, Simon Hoare MP, at last week's parliamentary reception. On 5 December, the government published the [Local government finance policy statement 2024 to 2025](#) which sets out the government's intentions for the upcoming local government finance settlement. The package of proposed referendum principles includes a core council tax referendum limit for local authorities of up to 3% (for shire district councils this is up to 3% or £5, whichever is higher), an adult social care precept of 2%, £13 for police authorities, up to 3% for fire and rescue authorities, and no council tax referendum principles for mayoral combined authorities or local councils (adding that "the government will review the decisions taken by these authorities when considering referendum

**Teresa Strange**

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**From:** financial planning <financialplanning@wiltshire.gov.uk>  
**Sent:** 13 December 2023 17:58  
**To:** Teresa Strange  
**Subject:** Town & Parish Precepts 2024/2025 corrected version

# Wiltshire Council



**Please note this is the correct taxbase and precept form you should use for your return, please disregard the previous email and taxbase sent earlier today.**

13 December 2023

Accountancy  
Wiltshire Council  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

**Melksham Without Parish Council**  
**clerk@melkshamwithout-pc.gov.uk**

Dear Sir/Madam

## **Town/Parish Precepts 2024/2025**

Following previous correspondence, I confirm the taxbase was set by Cabinet yesterday. Proposals were being made to the Council Tax Reduction Scheme, however due to the amount of feedback received we decided more time was required to analyse the results thoroughly. Therefore, for 2024/2025 no changes have been made to the scheme and work will continue to ensure any additional support given by the Council to vulnerable households is targeted in the most effective way.

**In order for the Council to calculate the total Council Tax for 2024/2025, you are required to confirm your Precept Requirement for 2024/2025 by completing and returning the form below by 18 January 2024.** This date is critical to the reports being prepared by Wiltshire Council in order

to set the Council Tax, and, as always, your co-operation in meeting the deadline is greatly appreciated. Please contact us as soon as possible if you have trouble in making this date.

If possible, I would appreciate if your return could be returned electronically from the email address used on this letter, either by replying to this email and completing the form below or send a scanner version of the form to the same email.

Here is some more information which we hope will be useful during the precept setting process

- The Precept Requirement should be approved at the appropriate budget setting committee and a record kept of the approval. The Precept Requirement form (below) should ideally be authorised at that meeting by the Council's Chair. However, we will also accept the signature of the Clerk of the Council and also an e-mailed submission from the contact e-mail address that we hold on record. Should you wish to send your return by e-mail, please reply to the e-mail address below, editing the document so that the Precept Requirement form is returned completed with the amount of Precept required, the date of the meeting at which this was approved and the name of the person who is authorising the form. If you submit your return via e-mail, there is no requirement send a hard copy in the post.
- It is up to the individual Town or Parish Council to decide on the level of precept it needs and to justify this to their electorate. **Please note when there is no Precept required a nil return must be submitted.**
- The formula to work out a band D charge will be your Precept Requirement divided by your Tax Base, and this is the figure that will be shown on the Council Tax bills.
- **Please remember that freezing the precept at the same monetary value as the previous year does not necessarily mean that you are freezing the Council Tax.** This could be because of a change in the Council tax base. In other words, the number of properties we can collect from has changed since last year. If you wish to set the same charge to residents in 2024/2025 as in 2023/2024, you will need to multiply your 2024/2025 tax base by your 2023/2024 band D charge and precept for that total. **To help you further a simple tool is available on the Council's website.** A separate e-mail will be sent to you with your log on details and explanations as to how this can help.
- If your Town or Parish has a Precept greater than £140,000, you are required to provide a breakdown of expenditure and income to the public. Each Town or Parish that has set a precept over £140,000 in the past will be sent a separate return to complete later this week. If your Town or Parish is likely to exceed this amount for the first time in 2024/2025, please contact us (details below).
- A table showing the comparison of all Town and Parish Council Tax charges will be published on the Council's website in advance of the Council Tax Setting Meeting on 20 February 2024.
- Payment of Precepts greater than £10,000 will be paid to the Town or Parish in two stages: 50% will be paid on or before 21 April 2024 and the remaining 50% will be paid on or before 30 September 2024. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 21 April 2024.
- All payments will be automated and made by BACS. If there have been **any changes** to the bank account details we hold for you, please contact the Business Services

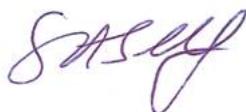
Accounts Payable Team by (telephone) 01225 713640 or (e-mail)  
[bsaccountspayable@wiltshire.gov.uk](mailto:bsaccountspayable@wiltshire.gov.uk)

If you have any queries, please do not hesitate to contact members of the accountancy team:

Tina Winfield 01225 718584  
Debbie Price 01225 718640  
Sally Self 01225 713065

e-mail: [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

Yours faithfully

A handwritten signature in purple ink, appearing to read 'Sally Self'.

Sally Self  
Chief Accountant

**Town / Parish Precept Requirement 2024/2025**

**Melksham Without Parish Council**

**For information:**

The equivalent number of band D properties for

Melksham Without Parish Council

is 2908.62 (tax base)

Total precept required for <b>2024/2025</b> (To be shown in Council Tax Resolution)	£
--	---

Formula to check what a band D property charge for the year

Your **Precept** divide by **tax base (2908.62)** = **band D** charge per year

**Authorised** at a meeting of the ..... Town/Parish Council held on  
the.....day of.....20.....

Signed..... Please print in capitals.....(Chairman)

Signed ..... Please print in capitals.....(Clerk)

If e-mail submission please confirm who is authorising this form.

.....  
**Please use your nominated e-mail address to return this form.**

**clerk@melkshamwithout-pc.gov.uk**

**Please return this form to:** [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

When e-mailing the form back, please remember to first to click “reply” to the e-mail, as this will then allow you to edit this form before it is returned.

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**PRECEPT CALCULATORS**

4 SCENARIOS - FIELDS TO CHANGE FOR EACH ARE IN RED

**Version 22/12/23-DRAFT**

AGENDA ITEM

change to Band	Tax Base	<b>2908.62</b>	WAS	DIFFERENCE		
	£ / Band D	84.71	84.71	0.00	<b>0.000%</b>	
	Precept	246,389.20	£245,271	1,118.17	0.5%	

change to total	Tax Base	<b>2908.62</b>	WAS	DIFFERENCE		
	£ / Band D	112.67	84.71	27.96	<b>33.010%</b>	
	Precept	<b>327,723.00</b>	£245,271	82,451.97	<b>33.6%</b>	

change to Band	Tax Base	<b>2908.62</b>	WAS	DIFFERENCE		
	£ / Band D	<b>90.00</b>	84.71	5.29	6.2%	
	Precept	261,775.80	£245,271	16,504.80	6.7%	

change to Band	Tax Base	<b>2908.62</b>	WAS	DIFFERENCE		
	£ / Band D	89.71	84.71	<b>5.00</b>	5.9%	
	Precept	260,932.30	£245,271	15,661.30	6.4%	

Precept Analysis

Version DRAFT 22/12/23

AGENDA ITEM

Year	Precept	Tax Base	Average Band D household pays	Increase/Decrease in Precept on last year	Increase/Decrease in Precept on last year	Increase/Decrease on Band D payment on last year	Increase/Decrease on Band D payment on last year
<b>2024/25</b>		<b>2908.62</b>					
2023/24	£ 245,271.03	2895.42	£ 84.71	£ 9,581.98	4.10%	£0.00	0.00%
2022/23	£ 235,689.05	2782.41	£ 84.71	£ 17,712.00	8.10%	£2.60	3.16%
2021/22	£ 217,977.05	2654.78	£ 82.11	<b>-£ 3,256.95</b>	<b>-1.50%</b>	£1.78	2.21%
2020/21	£ 221,234.00	2754.09	£ 80.33	£ 20,126.00	10.01%	£4.64	6.13%
2019/20	£ 201,108.10	2656.84	£ 75.69	£ 11,016.36	5.80%	£0.72	0.97%
2018/19	£ 190,091.74	2535.46	£ 74.97	£ 12,091.74	6.79%	£4.78	6.81%
2017/18	£ 178,000.00	2535.97	£ 70.19	<b>-£ 43,000.00</b>	<b>-19.46%</b>	£1.25	1.81%
2016/17	£ 221,000.00	3205.60	£ 68.94	£ 54,576.41	32.79%	£15.62	29.29%
2015/16	£ 166,423.59	3121.00	£ 53.32	£ 42,927.17	34.76%	£11.69	28.08%
2014/15	£ 123,496.42	2966.74	£ 41.63				

**Version DRAFT- 22/12/23**



	BUDGET 2017/18	BUDGET 2018/19	BUDGET 2019/20	BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23	BUDGET 2023/24	BUDGET 2024/25
<b>Expenditure</b>								
Allotments	£2,000.00	£1,800.00	£1,980.00	£2,062.00	£1,871.75	£2,011.75	£2,230.00	£2,191.00
Sports Field	£22,980.00	£25,720.00	£19,725.00	£24,086.00	£26,391.50	£28,751.50	£33,714.00	£69,241.00
General	£191,899.75	£240,725.80	£180,628.00	£280,209.00	£566,803.24	£1,116,907.18	£475,895.03	£586,833.00
Total expenditure								<b>£658,265.00</b>
Adjustment to Reserves	£25,150.00	-£19,489.14	£87,922.00	£217,738.00	-£352,117.14	-£834,788.38	-£116,350.50	-£115,029.65
<b>TOTAL</b>	<b>£242,029.75</b>	<b>£248,756.66</b>	<b>£290,255.00</b>	<b>£524,095.00</b>	<b>£242,949.35</b>	<b>£312,882.05</b>	<b>£395,488.53</b>	<b>£543,235.35</b>
<b>Income</b>								
Allotments	£2,234.25	£2,207.25	£2,059.00	£2,059.00	£2,512.50	£2,483.00	£2,512.50	£2,882.00
Sports Field	£2,887.50	£2,300.00	£2,220.00	£2,900.00	£5,620.00	£9,150.00	£6,135.00	£30,725.00
General	£58,908.00	£54,157.67	£84,868.00	£297,902.00	£22,039.80	£65,560.00	£141,570.00	£181,905.35
<b>TOTAL</b>	<b>£64,029.75</b>	<b>£58,664.92</b>	<b>£89,147.00</b>	<b>£302,861.00</b>	<b>£30,172.30</b>	<b>£77,193.00</b>	<b>£150,217.50</b>	<b>£215,512.35</b>
<b>Shortfall to fulfil with Precept</b>	<b>-£178,000.00</b>	<b>-£190,091.74</b>	<b>-£201,108.00</b>	<b>-£221,234.00</b>	<b>-£212,777.05</b>	<b>-£235,689.05</b>	<b>-£245,271.03</b>	<b>-£327,723.00</b>
<b>PRECEPT REQUEST</b>	<b>£178,000.00</b>	<b>£190,091.74</b>	<b>201,108.10</b>	<b>221,234.00</b>	<b>217,977.05</b>	<b>235,689.05</b>	<b>245,271.03</b>	<b>327,723.00</b>

*This is a typed number,  
remember to alter, not in a formula*

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

31st December 2023

Dear Teresa,

### **Interim Audit Cover Letter**

An audit was carried out by Kevin Rose on Wednesday 20 December 2023. This was the interim internal audit, part of the annual internal audit coverage of the Council. Prior to the audit a 'Pre-Audit' was carried out remotely which tested items which are required to be published on the Councils website.

The audit was undertaken using the standard IAC Audit Checklist, that we use for all Local Councils, which has 202 items. A total of 139 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. The balance of 63 items will be checked during the Year End audit.

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

- Petty cash (Box F)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- Trust Funds (Box O)

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

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- the Exercise of Public Rights (Box M)
- the Publication of the Annual Governance and Accountability Return (Box N)

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](mailto:admin@audit-iac.com) Tel:01225 775511

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Of the 104 applicable items tested a Positive response was obtained in respect of 100 tests. There were 4 Negative responses identified and 6 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

**Summary of tests undertaken during this audit**

Positive response	100
Negative response	4
Not Applicable to your Council	35
Total tests carried out	<b>139</b>

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

One matter that I would particularly like to draw to the Council's attention is the review of Risk. It is a requirement of the Annual Governance Statement and Annual Internal Audit report to confirm that a review of Risk has been carried out during the financial year. As at the date of the Interim audit this has not yet been done. The Council must ensure that such a review is conducted and formally recorded in the Minutes prior to the end of the 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

**Melksham Without Parish Council  
Financial Year 2023-24**



IAC Audit and Consultancy Ltd

**Interim Internal Audit Observations**

Audit date: 20 December 2023

**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	Are bank signatory arrangements (the bank mandate) in accordance with Financial Regulations?	Yes	<i>It is understood that the Council has recently received a bank card in the name of a former employee from Lloyds bank. Other Councils have also experienced an issue with Lloyds whereby former employees and Councillors have been reactivated as users on the Lloyds banking system.</i>	Council to contact Lloyds and confirm that they only have on record currently authorised Councillors and Staff.	Medium	To do- We will contact both Lloyds Bank and Unity Trust Bank to ensure that all signatories listed on their records are correct.
2	Has the Council formally Minuted confirmation of bank signatory arrangements?	No	<i>From a review of records it was not possible to verify when the Council reviewed and confirmed the bank signatory arrangements.</i>	Council to formally review and confirm the bank signatory arrangements. This should include formal confirmation of the bank signatories and the mandate to apply on the Councils bank accounts, for example ' any two to sign'.	High	On Finance Committee 8th Jan finance agenda to confirm.
3	If the Council is a tenant under leases, are the lease agreements current?	No	<i>The Council is a tenant at the Community Centre and of a Play Area and allotments. The allotments are rented from a farm who rents other land from Council, so the two agreements (as landlord and tenant) net off. It appears that the tanancies have continued based on a <b>Frming</b> Business Tenancy. It is unclear whether the Council has had specific legal advice on this.  <i>It is also understood that the Council has not registered its ownership of Shaw village hall at the Land Registry.</i></i>	The Council to consider whether it should obtain formal legal advice in respect of the allotment land and agricultural land.  The Council to arrange to register Shaw village hall with the Land Registry.	Medium	The council to consider the allotment land leases at the next Asset Management meeting (5th Feb) so that the next steps can be agreed. The Shaw Village Hall land registration is an outstanding action for officers still to do.

**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	To do review at Finance Committee 8th Jan

**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>It was noted that the Council is planning on holding funds with the CCLA PSDF (a Money Market Fund). This is not in compliance with the Council's Investment Policy which requires, in 2.3 (iv), that "All investments will be made in UK banks and building societies".</i>	The Council to review its Investment Policy in the light of its decision to hold funds with the CCLA Public Sector Deposit Fund. If appropriate the Council to include the PSDF within 2.3 (iv) of the Investment Policy.	High	On agenda for Finance Committee 8th Jan to amend in line with what the council are now actually doing.
2	Is there an appropriately approved schedule of fees and charges which is published on the Councils website?	Yes	<i>The Council maintains a listing of fees of charges. It was noted that the Council does not publish the charges for Bowerhill Jubilee Sports Field.</i>	The Council to consider publishing the fees and charges for the Bowerhill Jubilee Sports Field.	Low	Is now published on parish council website under parish amenities- Bowerhill Sports Field.

# Interim audit summary Melksham Without Parish Council

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



Interim Audit Date 20 December 2023

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	0	0	
Box B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	5	35	33	2	3	
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	15	15	0	0	
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	2	23	22	1	2	
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	9	N/A	N/A	N/A	N/A	
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.		0	0	0	0	
Box H	Asset and investments registers were complete and accurate and properly maintained.		0	0	0	0	
Box I	Periodic bank account reconciliations were properly carried out during the year.	1	6	6	0	0	
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	0	0	
Box K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	3	N/A	N/A	N/A	N/A	
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.	7	N/A	N/A	N/A	N/A	
Box M	The authority, during the previous year (2022/23) 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	0	0	
Box N	The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).		7	7	0	0	
Box O	(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	7	N/A	N/A	N/A	N/A	
<b>Totals</b>		<b>35</b>	<b>104</b>	<b>100</b>	<b>4</b>	<b>6</b>	<b>0</b>



# MELKSHAM WITHOUT PARISH COUNCIL

## Investment Strategy Policy

### Contents

1. Banking Arrangements
2. Investment Strategy
3. Investment Arrangements
4. Review

## **1. Banking Arrangements**

1.1 In accordance with the Financial Regulations (para 5.1 - The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.) the following information summarises the banking arrangements of Melksham Without Parish Council:

- (i) The payment of income into the Bank shall be undertaken regularly (usually weekly) subject to necessity:
- (ii) When a new Council comes into Office, bank mandates will be updated within 3 months:
- (iii) A balance sufficient to avoid bank charges being imposed will be maintained within the Current Account.

## **2. Investment Strategy**

2.1 Introduction:

The strategy has been produced and complies with the guidance issued by the Secretary of State under Section 15(1) (a) of the Local Government Act 2003 and being effective from 1<sup>st</sup> April 2018.

Melksham Without Parish Council acknowledges its responsibility to the community and the importance of prudently investing the temporary surplus funds held on behalf of the community.

2.2 Objectives:

The general policy objective for this Council is prudent investment of its balances. The Council's investment priorities are:-

- (i) the security of its reserves
- (ii) the liquidity of its investments
- (iii) the yield obtained from any investment.

The Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

2.3 Policy:

All the Parish Council's investments will be those offering high security and high liquidity. This means that:-

- (i) All investments will be made in sterling and any payments or repayments will also be made in sterling.
- (ii) All investments will be short term investments which will not exceed a maximum of twelve months.
- (iii) Before investments have reached their 12-month maturity term and it is in the Council's best intention to continue with the fund by having a roll-on investment, a review will take place on the eleventh month of every year of the duration of the fund.

- (iv) All investments will be made in UK banks and building societies and by appointing Charities, Churches and Local Authorities Investment Management Ltd. (CCLA), for investment of surplus funds into the Public Sector Deposit Fund (PSDF).
- (v) The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis.
- (vi) The Council will only invest in institutions of high credit quality – based on information from credit rating agencies (as defined).

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For prudent management of its balances, the Parish Council, maintaining sufficient levels of security and liquidity, will adopt a policy whereby funds which are likely to be surplus for up to three months can be invested in short term deposits with one or more of the UK major clearing banks, ~~and/or~~ building societies ~~and/or~~ the CCLA.

The Department of Communities and Local Government maintain that borrowing of monies purely to invest, or to lend and make a return is unlawful and the Parish Council will not engage in such activity.

### 3. Investment Arrangements

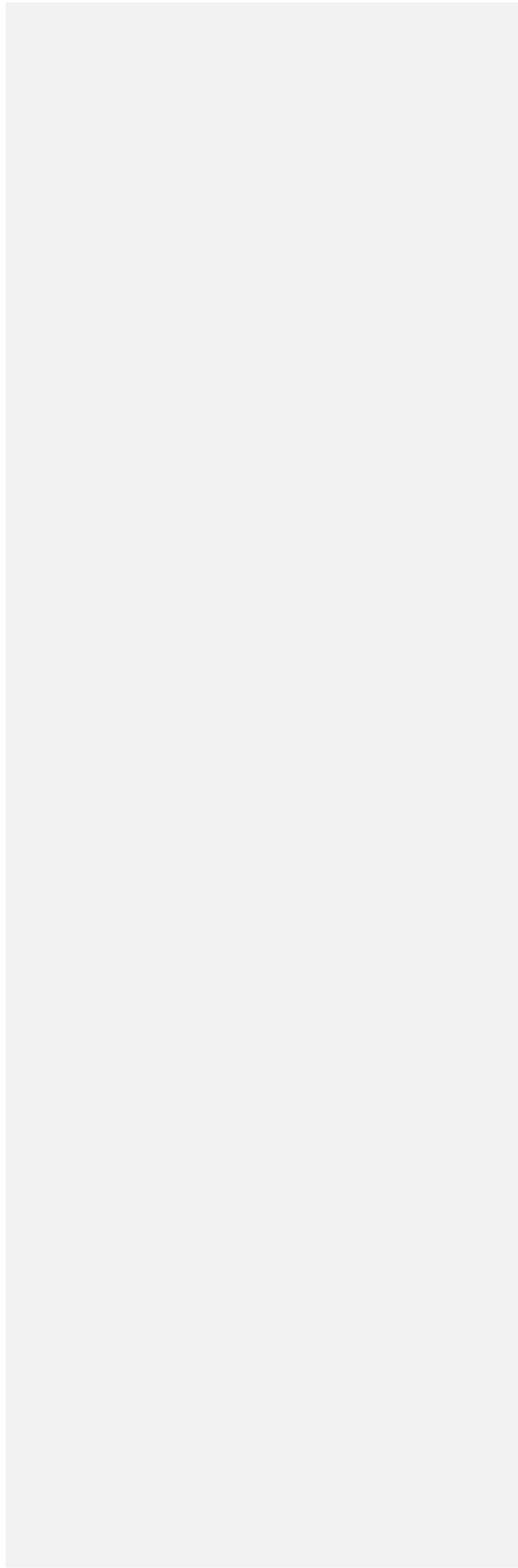
- 3.1 In accordance with the approved Committee Functions & Terms of Reference the Finance Committee will determine investment opportunities.
- 3.2 Approximately 1 month prior to an investment maturing a report will be presented to the Full Council detailing:
  - (i) capital expenditure forecast
  - (ii) investment opportunities
  - (iii) recommendation for subsequent investment including location of investment, period and amount.
- 3.3 Upon an investment maturing the Finance Committee will receive a report detailing the investment return.

### 4. Review

- 4.1 This policy must be reviewed annually.

***Reviewed by Finance Committee 9 January 2023 approved for adoption by Full Council 23 January 2023. To be reviewed by the Finance Committee 98<sup>th</sup> January 2024***

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# Account application form

## ! Important information

### Please read before completing this form.

Please ensure that you have read the Prospectus and Key Investor Information Document (**KIID**) for the PSDF located at [www.ccla.co.uk](http://www.ccla.co.uk) before completing this application form. Defined terms in this form are those used in the Prospectus. All applicants should sign the necessary declarations in Section 3. Only those investors who meet the minimum investment criteria may invest the PSDF.

The minimum permitted initial investment in the Fund is £25,000. Thereafter, additional investments should be for a minimum of £5,000.

The space provided in Section 7 should be used to add more information on any section or disclose any support requirements.

Please call our Client Services Team on freephone **0800 022 3505** if you have any questions about this form or would like to discuss any additional support needs. Please note that telephone calls are recorded. If being completed by hand, please use black ink and write in BLOCK CAPITALS.

All pages of this form should be returned to CCLA, PO Box 12892, Dunmow, Essex CM6 9DL.

## Section 1 Your organisation

Date (dd/mm/yyyy)

1.1 Organisation name

Melksham Without Parish Council

1.2 Account name (subtitle of account, if applicable)

Melksham Without Parish Council

1.3 Type of organisation

Parish Council

1.4 Organisation's office address - **This address will be registered for correspondence**

First Floor  
Melksham Community Campus  
Market Place  
Melksham  
Wiltshire

Postcode

SN12 6ES

1.5 Daytime telephone number

01225 705700

**1.6** Correspondence preferences

**Please tick one option**

CCLA's Digital Portal – you can receive communications, including statements and transaction confirmations via the secure portal.

**OR**

Email – sent to the correspondent's email address.

**OR**

Post – sent to the office address (section 1.4).

Statements are produced monthly.

**1.7** What is the intended purpose of the investment with CCLA?

**Maximise interest payments at low risk**

**1.8** What is the intended frequency of transactions on the account?

**Monthly**

## Section 2 Nominated bank account details

All withdrawals will be paid to the nominated bank account (no third party payments will be undertaken).

### 2.1 Nominated bank account details:

Bank name

Unity Trust Bank

Account name

Melksham Without Parish Council

Sort code

608301

Account number

20371502

Please send one of the following to verify the bank account: an original paying-in slip, an original cheque marked 'void' or a certified copy of a bank statement confirming that the account is held in the investing organisation's name. The certification must be carried out by one of the following:

- representative of an FCA or EU equivalent regulated firm (e.g. bank manager)
- solicitor/lawyer
- chartered accountant
- notary
- any CCLA Investment Management Limited employee.

**The professional certifying the bank statement should:**

- be a different person from anyone named on the form
- not be related, in a relationship or living at the same address to any person named on the form
- write 'Certified to be a true copy of the original seen by me' on the document
- sign and date the document
- print their name under the signature and add their occupation, address and telephone number.

### 2.2 Dividend payments:

For all payments please indicate your preferred option below:

**Please tick one option**

Automatically be reinvested and additional Shares created.

**OR**

Paid by electronic transfer to your nominated bank account.

## Section 3 Directors' (or equivalent) authorisation

This section must be read, completed and signed by a minimum of two and up to four directors (or equivalent) who have authority to give CCLA Investment Management Limited (**CCLA** or **ACD**) instructions on behalf of the investing organisation concerning the use or transfer of money or Shares.

**Please consult an intermediary if you require investment advice.**

### Conflicts of interest

CCLA operates a Conflicts of Interest Policy to ensure that our clients are treated fairly. Our policy seeks to avoid circumstances which we consider may give rise to potential conflicts of interest and material disadvantage to our clients.

CCLA's Conflicts of Interest Policy can be found on its website at [www.ccla.co.uk](http://www.ccla.co.uk).

### Your personal information

#### Privacy Notice

CCLA's Privacy Notice sets out how CCLA complies with UK Data Protection requirements and how it processes and protects your personal information. CCLA's Privacy Notice can be found on our website at [www.ccla.co.uk](http://www.ccla.co.uk).

#### Communicating with you

CCLA may collect and use your personal information to bring to your attention additional products or services which may be of interest to you by email, telephone or post. Where we are required to obtain your consent to communicate with you by email or telephone or post we will do so. You have the right to ask us not to process your personal information for this purpose at any time. Please email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) or telephone us on **0800 022 3505**.

#### Sharing your personal information

To provide our services to you we may share your personal information with third parties including:

- those who provide administrative and operational services to us;
- to verify your identity in accordance with UK money laundering requirements. These may include credit reference agencies;
- where required by law, regulation or a court order;
- fraud and law enforcement agencies if you give us false or inaccurate information or you have made us aware that you suspect fraud; and
- HMRC or the Financial Conduct Authority.

### Client categorisation

CCLA is required to categorise all its clients so that they receive an appropriate level of investor protection. CCLA will categorise you as a Retail Client.

### How your money may be held

Where you send money to us by electronic transfer to invest in The Public Sector Deposit Fund (PSDF), if we have not paid this money to the depository of the CCLA Public Sector Investment Fund (Company) by the end of the business day following the date of receipt of the money, we are required to treat this money as client money and pay this money into a client money account. Please note that, until the end of the business day following the date of receipt of the money, it is possible that your money will not be held as client money and therefore will not be segregated under the FCA's client money rules. Where you send money to us by cheque to invest in the PSDF, we will treat this money as client money and will pay it into a client money account by close of business on the day following receipt, where it will remain until such time as it is paid to the depository of the Company.

In addition, we are required to treat as client money any redemption proceeds which we continue to hold at the end of the business day following the day that we receive your redemption proceeds from the depository. You acknowledge and agree that, until this time, it is possible that these proceeds will not be held as client money and therefore will not be segregated under the FCA's client money rules.

### Declarations:

By signing the authorisation section of this application form, we, the applicant, confirm that:

- The Shares to which this application relates are and will at all times be on behalf of the investing organisation.
- We have read and understood the contents of the PSDF KIID and the Prospectus, and confirm this application is made in accordance with the Prospectus.
- The investing organisation is eligible to invest in the PSDF under the Prospectus.
- The persons signing below are duly authorised to sign on behalf of the investing organisation.
- We will inform CCLA immediately should the investing organisation under Section 1 above cease to qualify as an eligible investor, at which time disinvestment from the PSDF will be required.
- The main contact and authorised signatories for this account are known to us.

- We shall notify CCLA of any subsequent changes of directors (or equivalent), main contact and/or authorised signatories.
- The investing organisation is a UK Public Sector body. If you do not meet this requirement, please indicate here . An alternative share class may be available to you.
- We understand that in the provision of this service, CCLA is executing transactions following our instruction and is not providing advice on the merits of transactions and in relation to which the rules on assessment of appropriateness and suitability do not apply. Consequently, investors do not benefit from the protection of the rules on assessing appropriateness and suitability provided within the FCA Rules.
- The information contained in this form is true and accurate to the best of our knowledge and belief.
- Grant to the person named as main contact in Section 4 authority to act as administrator of the CCLA Digital Portal – the portal administrator. The CCLA Digital Portal is an online tool that allows users to view their accounts, holdings, valuations, transactions and associated documents. The person who is the portal administrator will be able to grant/revoke access to the portal for others within their organisation.

### Authorisation:

We authorise you to:

- Conduct the account as instructed in this application form until you are instructed to the contrary on a mandate form.
- Accept faxed instructions that purport to be properly issued in accordance with this application form. We indemnify you against any costs or loss arising from your acting on such instructions.

The account should be operated by:

- Any two of the authorised signatories       Any one of the authorised signatories

**First director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

► **First director needs to complete sections 3.1 to 3.5**

**Second director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

► **Second director needs to complete sections 3.6 to 3.10**

**Third director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

► **Third director needs to complete sections 3.11 to 3.15**

**Fourth director (or equivalent)**

Name

Signature

Date (dd/mm/yyyy)

► **Fourth director needs to complete sections 3.16 to 3.20**

**3.1 First director (or equivalent)**

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yyyy)	Position
<input type="text"/>	<input type="text"/>
Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Home address	
<input type="text"/>	
Postcode	Date moved to this address (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.2** Will you be the main contact/portal administrator for this account?

Yes  No

**Please note: Your mobile number and email address will be used for security when logging into the portal.**

**3.3** Will you be an authorised signatory for this account?

Yes  No

**3.4**  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

**3.5**  **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.6 Second director (or equivalent)**

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yyyy)	Position
<input type="text"/>	<input type="text"/>
Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Home address	
<input type="text"/>	
Postcode	Date moved to this address (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.7** Will you be the main contact/portal administrator for this account?

Yes     No

**Please note: Your mobile number and email address will be used for security when logging into the portal.**

**3.8** Will you be an authorised signatory for this account?

Yes     No

**3.9**  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

**3.10**  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.11 Third director (or equivalent)**

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yyyy)	Position
<input type="text"/>	<input type="text"/>
Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Home address	
<input type="text"/>	
Postcode	Date moved to this address (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.12** Will you be the main contact/portal administrator for this account?

Yes  No

**Please note: Your mobile number and email address will be used for security when logging into the portal.**

**3.13** Will you be an authorised signatory for this account?

Yes  No

**3.14**  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

**3.15**  **I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.**

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.16 Fourth director (or equivalent)**

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Date of birth (dd/mm/yyyy)	Position
<input type="text"/>	<input type="text"/>
Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	
Home address	
<input type="text"/>	
Postcode	Date moved to this address (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**3.17** Will you be the main contact/portal administrator for this account?

Yes  No

**Please note: Your mobile number and email address will be used for security when logging into the portal.**

**3.18** Will you be an authorised signatory for this account?

Yes  No

**3.19**  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

**3.20**  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

## Section 4 Main contact/portal administrator

4.1 Only complete this section if the main contact/portal administrator has not completed Section 3.

Title

Forename

Middle name

Surname

Position

**Your mobile number and email address will be used for security when logging into the portal.**

Mobile number

Daytime telephone number

Email address

4.2 Will the main contact/portal administrator also be an authorised signatory?

Yes  No

4.3  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

4.4  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature

Date (dd/mm/yyyy)

## Section 5 Other signatories that are authorised to operate the account

### 5.1 Authorised signatory

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Position	
<input type="text"/>	

**Your mobile number and email address will be used for security when logging into the portal.**

Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

- 5.2  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

- 5.3  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

### 5.4 Authorised signatory

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Position	
<input type="text"/>	

**Your mobile number and email address will be used for security when logging into the portal.**

Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

- 5.5  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

- 5.6  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**Please use additional sheet if required**

## Section 5 Other signatories that are authorised to operate the account

### 5.1 Authorised signatory

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Position	
<input type="text"/>	

**Your mobile number and email address will be used for security when logging into the portal.**

Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

5.2  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

5.3  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

### 5.4 Authorised signatory

Title	Forename
<input type="text"/>	<input type="text"/>
Middle name	Surname
<input type="text"/>	<input type="text"/>
Position	
<input type="text"/>	

**Your mobile number and email address will be used for security when logging into the portal.**

Mobile number	Daytime telephone number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

5.5  I agree to CCLA communicating with me by email, phone or post as set out in the section headed Communicating with you on page 4 of this Application Form. I understand that I have the right to request otherwise at any time.

5.6  I confirm that to the best of my knowledge all of the above information I have provided is correct as at the date of signing.

Signature	Date (dd/mm/yyyy)
<input type="text"/>	<input type="text"/>

**Please use additional sheet if required**

## Section 6 Checklist and documentation required

**PLEASE TICK TO CONFIRM ALL OF THE DOCUMENTS ARE ENCLOSED.**

Resolution or Treasury Management Strategy document authorising investment(s) into Qualifying Money Market Funds (including PSDF).

For the bank account details provided under Section 2, please include one of the following:

- an original paying-in slip
- an original cheque marked 'void'
- a certified copy of a bank statement confirming that the account is held in the investing organisation's name.

**The certification must be carried out by one of the following:**

- **representative of an FCA or EU equivalent regulated firm (e.g. bank manager)**
- **solicitor/lawyer**
- **chartered accountant**
- **notary**
- **any CCLA Investment Management Limited employee.**

**The professional certifying the bank statement should:**

- **be a different person from anyone named on the form**
- **not be related, in a relationship or living at the same address to any person named on the form**
- **write 'Certified to be a true copy of the original seen by me' on the document**
- **sign and date the document**
- **print their name under the signature and add their occupation, address and telephone number.**

A copy of your governing document or other evidence (such as minutes or signatory list) permitting those named in Section 3 to authorise the investment on behalf of your organisation.

**Before returning this form please ensure all of the above documents are enclosed. Failure to do so will delay your application.**

## Section 7 Additional information and notes

Please use this section to disclose any additional information or support requirements.



## Section 8 Email instructions authority

Instructions on a CCLA form, sent by email to us as a PDF, and signed in accordance with the account mandate, can be accepted if we have the relevant email instructions authority.

Please complete this section if you would like us to accept instructions by email.

### Important information

**A PDF version of a CCLA form attached to your email is your instruction to us and should be sent to [cclaclientservices@fnztaservices.com](mailto:cclaclientservices@fnztaservices.com). Do not send the original documentation in the post and do not resend the email and/or the attachment as your instruction may be processed again. This mailbox will automatically upload the PDF for processing so any additional information contained in the body of the email will not be seen. If you have any additional information about the instruction that is not on the completed form, please send your email and PDF to our Client Services Team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk) who will be happy to assist.**

### Authority to accept email instructions

In consideration of CCLA agreeing to accept from us, notwithstanding the terms of the relevant mandate, from time to time instructions purporting to come from us in the form of email instructions in relation to our account, we confirm and accept that CCLA does not accept responsibility for, and we will not seek to hold CCLA liable for any actions, proceedings, claims, losses, damage, costs and expenses that may be suffered or incurred as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us, or have been given on our behalf. We accept responsibility for any losses or costs that might be incurred as a result of the cancellation of any purchase or sale of Shares carried out as a result of CCLA accepting, or acting upon, instructions that CCLA reasonably believes have come from us or have been given on our behalf.

### Authorisation

Authorised signatory name

Signature

Date (dd/mm/yyyy)

Authorised signatory name

Signature

Date (dd/mm/yyyy)

CCLA  
One Angel Lane  
London EC4R 3AB

**CCLA**  
BECAUSE GOOD IS BETTER

Freephone **0800 022 3505**  
[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)  
[www.ccla.co.uk](http://www.ccla.co.uk)

CCLA Investment Management Limited (registered in England & Wales No. 2183088), whose registered address is: One Angel Lane, London EC4R 3AB, is authorised and regulated by the Financial Conduct Authority and is the Authorised Corporate Director of the Public Sector Deposit Fund. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

## Marianne Rossi

---

**From:** Marianne Rossi  
**Sent:** 11 September 2023 16:17  
**To:** confirmmyeligibility@unity.co.uk  
**Cc:** Teresa Strange  
**Subject:** Melksham Without Parish Council FSCS Eligibility

Good Afternoon,

I am writing to you to confirm Melksham Without Parish Council's eligibility for FSCS details below in red:

- Business name: **Melksham Without Parish Council**
- Your local authority budget: **£395,489 Please see link to our budget for 2023/24**  
<https://www.melkshamwithout-pc.gov.uk/assets/2023/Budget%20for%20Website.PDF>
- Eligibility status (yes or no): **Yes**

Kind Regards,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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](mailto: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.

# FSCS Local Authorities Annual Review – Frequently Asked Questions

## **What information do we need to email to Unity to confirm our eligibility?**

We need confirmation that your annual budget was less than £428,901 / EUR 500,000 on 3 July 2021.

## **Do I need to provide the annual budget amount, or just confirm whether our budget is below or above the threshold?**

Ideally, we would like customers to provide their annual budget amount.

## **What does Unity mean by ‘budget’?**

Budget refers to amount of funding available to spend in the year (income).

## **Is the budget for the financial year or the calendar year?**

Local authorities receive their budget confirmation from their regional council or local government every April. It is the latest budget information that you have available.

## **Our local authority is not eligible for protection, can you advise how we can protect our funds?**

Unfortunately, local authorities are not eligible for protection under the FSCS unless they have an annual budget of less than €500,000.

We are unable to provide financial advice on how deposits can be protected outside of the Financial Services Compensation Scheme.

## **We have discussed our FSCS eligibility with Unity – do we still need to send email confirmation?**

Yes. Unity cannot accept confirmation over the phone as we need written confirmation as evidence if asked by the regulator. Please send email confirmation of your eligibility to [confirmmyeligibility@unity.co.uk](mailto:confirmmyeligibility@unity.co.uk).



# Parish Council Funding for Places of Worship

Published 5 December 2023

## Article categories

- Applicable in England only
- General Sector News

As part of the Lords Report Stage of the Levelling Up and Regeneration Bill, the government made an amendment to the Local Government Act 1894 with the aim of clarifying that there is nothing to prevent local councils from funding churches and other places of worship.

The amendment, which will be inserted after section 19 of the Local Government Act 1894 is:

*19A Powers under other enactments (1) Nothing in this Part affects any powers, duties or liabilities conferred on a parish council by or under any other enactment (whenever passed or made). (2) This section does not apply in relation to community councils (see section 179(4) of the Local Government Act 1972*

*Parliamentary Explanatory Note: This amendment inserts a new section into the Local Government Act 1894 to clarify that the powers conferred on parish councils under Part 1 of that Act do not affect any powers, duties or liabilities of parish councils conferred by or under any other enactment (whenever passed or made).*

To seek further clarification, particularly around what funding can be used for, whether it applies to town and community councils in Wales and if it applies to all faiths, SLCC wrote to the Department of Levelling, Housing and Communities (DLUHC).

The DLUHC response reiterated that there was nothing in the 1894 Act prohibiting parish councils from funding the maintenance and upkeep of churches and other religious buildings should they wish to do so. Also, that this new amendment clarifies that the Local Government Act 1894 does not affect the powers, duties or liabilities of parish councils in England under any other legislation. It also confirmed that the amendment applies to England only. Furthermore, the amendment does not limit funding to any denomination.

SLCC with the National Association of Local Councils (NALC) has long campaigned for a change in the legislation. We interpret this amendment as confirming that parish councils can continue to use existing specific powers in respect of church property (e.g. powers to maintain open churchyards and church clocks). What remains less clear is whether it creates a power to fund any maintenance or improvement works relating to affairs of the church or an ecclesiastical charity. Neither is it clear if S137 of the 1972 Local Government Act can be used for such work. Of course, as the DLUHC response points out, only the courts are authorised to give an authoritative legal interpretation of the legislation.

Relevant updates to existing SLCC advice will be made soon.

Read the DLUHC letter here.

## News categories

- All news
- Applicable in England only
- Applicable in Wales only
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- Coronavirus (COVID-19)
- Elisabeth Skinner's Blog
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- Planning
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- SLCC Training and Updates

\* Officers questioned the Internal Auditor on this who said if it was thought that councils could now fund churches that NALC would have advised, they have been silent on it to date.

Back to Applicable in England only





Department for Levelling Up,  
Housing & Communities

*Department for Levelling Up, Housing and  
Communities*

2 Marsham Street  
London  
SW1P 4DF

Shelley Parker  
shelley.parker@slcc.co.uk

Email: [correspondence@levellingup.gov.uk](mailto:correspondence@levellingup.gov.uk)

[www.gov.uk/dluhc](http://www.gov.uk/dluhc)

Our Ref: 32019430

Date: **28 September 2023**

Dear Shelley Parker,

Dear Shelley Parker,

Thank you for your email of 19 September to my colleague Sandra Popoola regarding the Government amendment on church funding moved at the Lords Report stage of the Levelling Up and Regeneration Bill. I am responding as my team hold responsibility for this policy area.

We appreciate the huge contributions you and your colleagues continue to make in the Parish sector and would like to express our gratitude. I should first explain, and as you know, that we cannot give legal advice or an authoritative interpretation of what the legislation means, as only the courts are empowered to do this. The Government had listened carefully to the concerns that were expressed at Committee stage that some parish councils believe that they are prohibited from providing funding to churches.

The Government do not think that there is any general or specific provision in the Local Government Act 1894 which prohibits parish councils funding the maintenance and upkeep of churches and other religious buildings. As such the Government's amendment does not make any substantive changes to the existing legal provision. Rather, it clarifies that the Local Government Act 1894 does not affect the powers, duties or liabilities of parish councils in England under any other legislation. This should give councils the comfort that, even if they disagree with the Government's interpretation of the 1894 Act, it cannot prohibit them from using their other powers to fund repairs or improvements to local places of worship, if they choose to do so.

As you may know, the 1894 Act sets out a clear separation of powers between the newly created civil parishes, which exercised secular functions, and what are now parochial church councils, which exercise ecclesiastical functions. In setting out the scope of the powers conferred on civil parishes, the Act gave parish councils powers over "parish property, not being property related to the affairs of the church or being held for an ecclesiastical charity".'

You may find helpful the *Hansard* record of the [debate of 01 February 1894](#), during which the then right reverend Prelate the Bishop of London explained why he had proposed including the wording of what is and what is not a parish property for the purposes of the powers of the 1894 Act.

As noted, the Government amendment applies only in relation to parish councils in England. It therefore does not apply to community councils in Wales because local government is a devolved matter within the legislative competence of the Senedd. It is for the Welsh government to decide what rules apply in their territory. However, as set out in the Minister's speech, it is the UK Government's view that the 1894 Act does not prohibit community councils from funding the maintenance and upkeep of churches and other religious buildings if they choose to do so.

I hope you will find this information helpful.

Yours sincerely,

Bailey

## Marianne Rossi

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**From:** David Pafford  
**Sent:** 15 December 2023 08:51  
**To:** Marianne Rossi; Alan Baines  
**Cc:** Teresa Strange  
**Subject:** Re: SEEKING APPROVAL TO ARRANGE FOR NEW COMMERCIAL WASTE COLLECTION CONTRACT- At the Bowerhill Sports Pavilion

Hi Marianne,  
Please go ahead. Thanks for dealing with this.  
David

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**From:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>  
**Sent:** Thursday, December 14, 2023 2:50 PM  
**To:** Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** SEEKING APPROVAL TO ARRANGE FOR NEW COMMERCIAL WASTE COLLECTION CONTRACT- At the Bowerhill Sports Pavilion

Dear Alan (Chair of Asset Management Committee) and David (Acting Council Chair),  
(John is now on holiday)

As you will remember, at the last asset management meeting, we explained that we were having continuous issues with [REDACTED] not collecting the rubbish left outside of the bins at the pavilion (photos attached of the rubbish taken yesterday 13th December). An action from that meeting was for officers to put in a formal complaint to [REDACTED] about their poor level of service. We did this and asked for a response within 14 days. We never heard back from them regarding our complaint, and the piles of rubbish with rats crawling all over it were still left in the car park, so earlier this week we phoned [REDACTED] and got put through to their retention team, who met us on site today with the collection crew. The reason why the rubbish hasn't been collected is due to dog waste being put into the bins (as they are unable to take this) and the collection crew not wanting to pick up the rubbish bags. The guy from retentions has been at the site this morning putting the rubbish bags in the bins (with some help from Terry) so that the crew can collect the waste, so the site is now clear of the rubbish that has been left since September. Due to the amount of dog waste in the bags, [REDACTED] has confirmed that they are unable to continuously collect this type of waste, and as a result of this, they have agreed to terminate our contract with them immediately without any penalties to the parish council. They are due to come back to the site today and collect their bins.

This obviously leaves us without any commercial waste bins at the pavilion, so I have contacted Grist Environmental, who have come back with the following proposal:

*1 x 1100l General Waste bin - £14 per empty, maximum weight 70kg.*

*15p per kilo for excess weight.*

*Daily rental is 5p+ VAT per day. These prices exclude VAT.*

*The bins could be delivered to site on Tuesday the 19th December.*

This is slightly more expensive than [REDACTED] as their charge was £11.50 + VAT per bin; however, they are unable to take the dogs waste, whereas Grist is able to. [REDACTED]

I would propose that we have 2x 1100l general waste bins with them collected on a fortnightly basis. We have previously had recycling bins as well, but as it's a public open space, all the rubbish is mixed in there anyway, so it ends up going as mixed commercial anyway.

For clarity, the contract cost would be the following:

2x 1100l General Waste bins- £28 + VAT per empty- collection on a fortnightly basis

Daily rental is 5p+ VAT per day

Maximum weight 70kg

15p per kilo for excess weight

There is no contract length, and we can stop the service at any time; we just have to give them 30 days' notice.

While there is no immediate rush to get this in place, as we don't have any adult matches over this weekend, etc., this cannot wait until the next Full Council meeting for a decision.

**I am therefore asking for authorisation from you both to go ahead with the proposal above from Grist Environmental for the commercial waste collections at the Bowerhill Sports Pavilion.**

In good news, our drinking water fountain was successfully installed yesterday, and the base that the tank sits on was replaced yesterday (photos attached).

Best Wishes,  
Marianne

Marianne Rossi  
Finance and Amenities Officer  
Melksham Without Parish Council  
First Floor  
Melksham Community Campus  
Market Place  
Melksham  
SN12 6ES  
01225 705700  
[www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Want to keep in touch?

Follow us on facebook: [Melksham Without Parish Council](#) or [Teresa Strange \(Clerk\)](#) for additional community news

On twitter: [@melkshamwithout](#)

On Instagram: [melkshamwithoutpc](#)

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## Marianne Rossi

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**From:** Marianne Rossi  
**Sent:** 03 January 2024 14:24  
**To:** Marianne Rossi  
**Subject:** FW: Waste management requirements

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**From:** Alan Baines <alan.baines@melkshamwithout-pc.gov.uk>  
**Sent:** 18 December 2023 13:42  
**To:** Marianne Rossi <admin@melkshamwithout-pc.gov.uk>; David Pafford <david.pafford@melkshamwithout-pc.gov.uk>  
**Cc:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Re: Waste management requirements

Hi Marianne,

Thanks for obtaining the additional quote. Whilst very similar it's not as good as Grist, so I agree that we go with them again. At least they did the job without any grief as far as I know !  
Alan

Cllr. Alan Baines  
Bowerhill Ward  
Melksham Without Parish Council

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Mrs. Marianne Rossi  
Melksham Without Parish Council  
Melksham Community Campus  
Market Place  
MELKSHAM  
SN12 6ES

**Account Number:** 4736739  
**Date:** 18 December 2023

Dear Mrs. Rossi

### **Important information about your phone bill**

At Onebill, protecting our customers from unexpected repair costs on their phone lines is one of our priorities. After all, we're all about helping you save money, so it makes sense that we should safeguard you from any nasty surprises on your bill.

While it's Onebill that provides your service, BT Openreach is responsible for maintaining the phone network that we use to supply it. As a result, it's BT Openreach's responsibility to send out an engineer when a fault occurs within the network.

If the issue lies with your own equipment, your sockets or your internal wiring, all charges will be passed on to you. Even if the equipment is damaged by accident you will be liable to pay. And it's not cheap! The BT Openreach engineer call-out charge is £192 inc. VAT, and £144 inc. VAT per hour thereafter, and on weekends these increase to £318 inc. VAT and £180 inc. VAT thereafter. What's more, customers have to agree to the charges in advance of any on-site investigation. Unfortunately, all of this is entirely out of our hands.

We think it's particularly important to safeguard you, our valued customers, from any unexpected engineering charges. So, we've decided to implement a solution that completely removes any risk of potential engineering or maintenance costs. For just £5.15 a month – or £6.29 if your phone line includes broadband or fibre services – we guarantee that all line faults will be fixed free of charge. You'll never get a bill for engineering work carried out by a BT Openreach engineer because **we'll cover the cost for you.**

**We're introducing this protection immediately, and you'll see the charges on your invoice as 'Business Assurance'.**

Should you wish to discuss this or opt out of Business Assurance, please call us on **0344 880 0444** and we will be happy to explain further. You can also visit our website **[www.onebilltelecom.com](http://www.onebilltelecom.com)** and chat to one of our business advisors immediately. We look forward to helping you in every way we can.

Kind regards,

### **Customer Support**

**://Onebill** - One dedicated team