

MELKSHAM WITHOUT PARISH COUNCIL

STATEMENT OF ACCOUNTS

AND

SUPPORTING STATEMENT

31ST MARCH 2025



Melksham without Parish Council 2024/25**Income and Expenditure Account for Year Ended 31st March 2025**

31st March 2024		31st March 2025
	Income Summary	
245,271	Precept	261,592
<u>245,271</u>	Sub Total	<u>261,592</u>
	Operating Income	
36,370	General Account Income	40,801
6,181	Parish Amenities	1,337
7,752	Community Support	13,405
12,793	Jubilee Sports Field Income	25,419
2,760	Allotment Income	3,099
85,028	CIL	101,963
0	S106	64,764
<u>396,154</u>	Total Income	<u>512,379</u>
	Running Costs	
17,465	Administration costs	16,085
128,853	Staffing	122,507
11,035	Council Office Costs	12,039
424,351	Parish Amenities	95,501
75,653	Community Support	110,623
39,199	Jubilee Sports Field Expenditu	33,156
2,199	Allotment Expenditure	2,559
<u>698,755</u>	Total Expenditure	<u>392,471</u>
	General Fund Analysis	
44,130	Opening Balance	58,537
396,154	Plus : Income for Year	512,379
<u>440,285</u>		<u>570,916</u>
698,755	Less : Expenditure for Year	392,471
<u>(258,470)</u>		<u>178,445</u>
(317,007)	Transfers TO / FROM Reserves	135,723
<u>58,537</u>	Closing Balance	<u>42,723</u>

Summary Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>General Account</u>					
Income	483,861	460,997	(22,864)		
Expenditure	356,756	456,618	99,862	0	99,862
Net Income over Expenditure	127,105	4,379	(122,726)		
plus Transfer from EMR	74,431	0	(74,431)		
less Transfer to EMR	201,548	0	(201,548)		
Movement to/(from) Gen Reserve	(12)	4,379	4,391		
<u>Jubilee Sports Field</u>					
Income	25,419	13,225	(12,194)		
Expenditure	33,156	34,241	1,085	0	1,085
Net Income over Expenditure	(7,737)	(21,016)	(13,279)		
plus Transfer from EMR	5,846	0	(5,846)		
less Transfer to EMR	14,452	0	(14,452)		
Movement to/(from) Gen Reserve	(16,343)	(21,016)	(4,673)		
<u>Allotment Account</u>					
Income	3,099	2,882	(217)		
Expenditure	2,559	2,191	(368)	0	(368)
Net Income over Expenditure	540	691	151		
plus Transfer from EMR	0	0	0		
Movement to/(from) Gen Reserve	540	691	151		
Grand Totals:-					
Income	512,379	477,104	(35,275)		
Expenditure	392,471	493,050	100,579	0	100,579
Net Income over Expenditure	119,908	(15,946)	(135,854)		
plus Transfer from EMR	80,277	0	(80,277)		
less Transfer to EMR	216,000	0	(216,000)		
Movement to/(from) Gen Reserve	(15,815)	(15,946)	(131)		

17/06/2025

Melksham without Parish Council 2024/25

17:07

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

Current Assets

5,794	Debtors	12,083
2,084	VAT Control A/c	3,691
43,276	Current Account 02027655	88,134
52,319	Unity Bank	8,518
408,835	Instant Access Unity 20476339	2,919
0	CCLA	522,000

512,307

637,345

512,307 Total Assets

637,345

Current Liabilities

5,098	Creditors	4,244
19,507	Accruals	25,104
2,763	Receipts in Advance	3,099
600	Holding Deposits	650

27,967

33,097

484,340 Total Assets Less Current Liabilities

604,248

Represented By

58,537	General Reserves	42,723
4,400	New Hall Berryfield Contingenc	4,400
40,463	B'hill Sf Capital	38,708
6,000	Recr&Sport Facility Cntng	6,000
4,000	EMR Gen Highway/Footpath/L'ing	4,000
2,006	EMR Legal Fees	559
8,376	EMR Community Projects	3,376
46,796	Sandridge Solar Farm	48,919
13,233	Election Cntng	13,233
463	Staffing Cntng	10,463
4,400	Shaw Hall	4,400
40,000	Play Area Surf/Eqp Contingency	20,000
10,000	Shurnhold Fields Capital	10,000
24,376	Replacemnt/Renewal Council As.	24,376
20,988	New General Contingency Reserv	20,988
10,850	Defib & Battery Repalcement	10,850
59,335	CIL	94,192
15,464	Sports field Annual sum	15,464
76,102	EMR Shurnhold Fields project	74,270

17/06/2025

Melksham without Parish Council 2024/25

17:07

Balance Sheet as at 31st March 2025

31st March 2024

31st March 2025

30,529	EMR 10% sharing Pot with MMTc	71,315
8,021	EMR SSE Grant for MCS	7,088
0	EMR B'hill Sports Field improv	10,361
0	Davey Play Area Maintenance	64,764
0	EMR BYF V Hall Public Art	3,800
484,340		604,248

The above statement represents fairly the financial position of the authority as at 31st March 2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : 16th June 2025

Signed :
Responsible
Financial
Officer

Marge

Date : 16th June 2025

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
321	New Hall Berryfield Contingenc	4,400.00		4,400.00
326	B'hill Sf Capital	40,462.97	-1,755.00	38,707.97
328	Recr&Sport Facility Cntng	6,000.00		6,000.00
329	EMR Gen Highway/Footpath/L'ing	4,000.00		4,000.00
330	EMR Legal Fees	2,006.21	-1,447.50	558.71
332	EMR Community Projects	8,375.67	-5,000.00	3,375.67
333	Sandridge Solar Farm	46,796.39	2,122.62	48,919.01
334	Election Cntng	13,233.00		13,233.00
335	Staffing Cntng	463.34	10,000.00	10,463.34
336	Shaw Hall	4,400.00		4,400.00
337	Play Area Surf/Eqp Contingency	40,000.00	-20,000.00	20,000.00
338	Shurnhold Fields Capital	10,000.00		10,000.00
339	Replacemnt/Renewal Council As.	24,376.00		24,376.00
340	New General Contingency Reserv	20,987.68		20,987.68
341	Defib & Battery Repalcement	10,850.00		10,850.00
342	CIL	59,335.27	34,856.83	94,192.10
343	Sports field Annual sum	15,464.17		15,464.17
347	EMR Shurnhold Fields project	76,101.50	-1,831.22	74,270.28
353	EMR 10% sharing Pot with MMTc	30,529.46	40,785.31	71,314.77
354	EMR SSE Grant for MCS	8,021.00	-932.86	7,088.14
355	EMR B'hill Sports Field improv	0.00	10,361.00	10,361.00
356	Davey Play Area Maintenance	0.00	64,763.52	64,763.52
357	EMR BYF V Hall Public Art	0.00	3,800.00	3,800.00
		425,802.66	135,722.70	561,525.36

MELKSHAM WITHOUT PARISH COUNCIL

SUPPORTING STATEMENT FOR THE YEAR ENDING 31ST MARCH 2025

1. ASSETS

Assets are defined as all items of land, buildings, vehicles, plant, and equipment. At 31st March 2024 the asset value was £1,162,513. During 2024/25 there were disposals of assets valuing £2,352 and new assets totalling £3,685 which gives a total asset value of £1,163,846 at 31st March 2025. During this financial year there were a few additions to the asset register such as a replacement defibrillator located outside of Bowerhill Village Hall, some benches and a replacement springer inside of Shaw Play Area.

A full asset register is held by the parish council, which gives details of all the assets and the changes during the financial year. It also shows the insurance value of each item, as different from its asset value which is shown at its purchase price in line with statutory guidance. The assets were insured at a value of £2,879,514.75 from 1st June 2024 to 31st May 2025.

A summary of the assets held as at 31st March 2025 is detailed below:

Buildings	£ 801,483.00
Chain of Office/Chairman's Board	£ 1,380.00
Fencing/Gates	£ 22,934.00
Land	£ 37,254.00
Machinery/Tools	£ 452.00
Office Furniture/Equipment/Contents	£ 24,599.00
Outside Equipment	£ 3,692.00
Other Surfaces	£ 23,093.00
Sports Equipment	£ 19,129.00
Play Area & Playing Field Equipment/Safety Surfacing	£ 117,171.00
Street Furniture	£ 110,159.00
RAF Memorial	£ 2,500.00
	<u>£1,163,846.00</u>

2. LEASES

Office and Meeting Space Lease: In August 2022 the parish council moved from their temporary office accommodation at the Bowerhill Sports Pavilion (parish council owned building) to dedicated office and meeting room space at the new Melksham Community Campus. The lease signed was for 10 years and runs until 31st July 2032. In this financial year, the total rent paid was £12,038.76, which was the proportion due from 1st March 2024 to 31st March 2025. The annual rent charge increases by £1,000 each year and are as follows:

Please note that each year of the lease term runs into two financial years; therefore, the figure detailed above for 2024/25 will be different to the figure listed below for the year 1st August 2024 to 31st July 2025.

1st August 2022 to 31st July 2023 (inclusive):	£10,373
1st August 2023 to 31st July 2024 (inclusive):	£11,373
1st August 2024 to 31st July 2025 (inclusive):	£12,373
1st August 2025 to 31st July 2026 (inclusive):	£13,373
1st August 2026 to 31st July 2027 (inclusive):	£14,373
1st August 2027 to 31st July 2028 (inclusive):	£15,373
1st August 2028 to 31st July 2029 (inclusive):	£16,373
1st August 2029 to 31st July 2030 (inclusive):	£17,373
1st August 2030 to 31st July 2031 (inclusive):	£18,373
1st August 2031 to 31st July 2032 (inclusive):	£19,373

Beanacre Play Park Lease: In September 2005, the Council completed a 99-year lease with the Salisbury Diocese for an area of land at Beanacre to install a new Play Area, with a peppercorn rent per annum payable to St Barnabas Church. The peppercorn rent payable for the first 5 years of the lease was £10 per annum with a rental review by the Church required to take place every 5 years. Up until the 2023/24 financial year the rental review had not taken place by St Barnabas Church, and as such the parish council had continued to pay £10 per year. This was identified and rectified in the 2023/24 financial year with the parish council paying the £78.64 shortfall. For the current 5-year term from 2020-2025 the annual amount rent due is £23.93 per annum, which was paid in the 2024/25 financial year. A memorandum to this Lease was added in January 2010 to give vehicular right of way to a double access gate for grass cutting and to adjust mowing arrangements re the church car park.

Shaw Village Hall Lease: A lease was drawn up between the Parish Council and the Shaw Village Hall Committee for a 14-year term, which was signed in April 2011. Under the terms of the lease, an annual peppercorn rent of £10 is due to the Parish Council, payable in advance on the 1st April each year; this commenced on 1st April 2011. The 2024/25 financial year was the last year of the current lease with a new lease for 125 years currently being drawn up.

Allotment Sites, Berryfield & Briansfield: On 16th March 2011 Farm Business Tenancies were signed for the land the Council rents from a local landowner and also for the land that the same landowner rents from the Council (see 6. Tenancies). A Pre-emption agreement was also signed, in which the local landowner agreed to grant first option to the Parish Council to purchase the land it current leases under its new Farm Business Tenancy agreement, if he decides to sell the land at a future date. The Pre-Emption agreement on his title has been registered with the Land Registry. This is the land that the Parish Council uses for the Allotment Site known as Briansfield. The Farm Business Tenancies expired on 16th March 2016 and have not been renewed as they continue after the term expiry date as a statutory periodic tenancy from year to year, which is what both parties wanted to achieve at this stage i.e.: to continue as they are but with the ability to end the agreements with a year's notice. This way forward was considered best by both parties at present due to the uncertainty moving forward with any plans for enabling development for the "Melksham Link" canal project that may come forward. The parish council considered this again at their Asset Management Committee on the 12th February 2024 (min.413/23e) and confirmed to continue with this way forward.

Berryfield Village Hall Lease: Following the completion of building works on Berryfield Village Hall, the hall was handed over to the parish council from the contractors on 5th September 2022. On 16th November 2022 the parish council set up the first inaugural meeting to form a new management committee to undertake the day to day running of the hall. A lease was drawn up between the parish council and the Berryfield Village Hall Trust for a 125-year term and signed at the Full Council meeting on 20th February 2023. Under the terms of the new lease, an annual peppercorn rent of £10 is due to the Parish Council, payable on 25th March each year with a rent review on the fifteenth anniversary of the rent commencement date. The new Trust took responsibility of the building and opened their doors to hirers on 21st February 2023.

The following table lists all the land that the parish council has an interest in, whether leased or owned.

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	Registered Title: WT223726
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Freehold transfer to Melksham Without Parish Council from Wiltshire Council 18 th September 2024	Registered Title WT15924
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	Shaw Land Registry process underway with parish council's solicitors
Shaw Play area & MUGA	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to	Due to the Health & Safety of the play area this is

(Multi Use Games Area)			Management Committee	maintained, inspected and insured by the Parish Council
Shaw Playing Field		Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	Registered Title: WT273424
Berryfield Park Play Area		Berryfield Park, Melksham, Wiltshire, SN12 6EE	Freehold transfer to Melksham Without Parish Council from Wiltshire Council 18th September 2024	There is no UPRN allocated to this piece of land. Registered Title WT276080 NB: This includes the land that the teen shelter and MUGA is on, and the land that the "old portacabin" village hall was sat on (ref 010008202014, demolished 05/12/22.
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without	Registered Title: WT203411 "Part of land on west side of

			Parish Council in April 2018 from Bloor	Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026 Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project
Berryfield Village Hall		Land at Telford Drive, Berryfield, SN12 6GF	Land transferred to Melksham Without Parish Council in October 2021 from Bellway. Building leased to Management Trust to run on Council's behalf as of 21 st February 2023	Registered Title: WT433346
Whitworth Play Area		Smeaton Way, Berryfield, Melksham SN12 6GG	Land transferred to Melksham Without Parish Council in April 2023 from Bellway Homes	

1. TENANCIES

During the year 2024/25 the following tenancies were held for Allotments:
Council as Landlord

- a) The Council is the landlord for 3.9 acres (1.58 hectares) land rented from the Council by a local landowner. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016), it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent is due for collection for 2024/25.
- b) The Council is the landlord to the Allotment tenants for Berryfield Allotments with 33 current tenants (with 4 vacant plots) and for Briansfield Allotments with 36 current tenants (all plots occupied). Details of agreement terms and tenancies are given in the Council Allotment Register. The Allotment rent applicable for the Allotment Year commencing 1st October 2023 to 30th September 2024 was £35 for 5 perches and £40 for 5 perches from 1st October 2024 to 30th September 2025. Vacant plots are let in conjunction with the waiting list and plots are given to Tenants from outside the parish boundary, if there are no residents on the waiting list. For Tenants from outside the parish boundary the rent will be 2 x the standard rent unless as a result of the boundary review under the Community Governance Review which came into effect 1st April 2018. For clarity for the allotment year starting 1st October 2024, non-residents of the parish would be charged £80 rent for a 5 perches plot, which is double the current residential rate as detailed above.

Council as Tenant

The Council is the tenant for the land rented from a landowner at Berryfield for Berryfield and Briansfield Allotments. Under the Farm Business Tenancies that were signed on the 16th March 2011, (expired 16th March 2016) it has been agreed that no rent shall be paid as each Farm Business Tenancy is made in consideration of each and therefore no rent was due for collection for 2024/25.

2. BORROWINGS

There were no borrowings in the 2024/25 financial year.

3. SECTION 137 PAYMENTS

At the Full Council meeting on 24th January 2022 the parish council resolved and confirmed that they met the eligibility criteria for the General Power of Competence (Min.391/21). The Localism Act 2011 gives councils the power to do anything an individual can do provided that it is not prohibited by other legislation. As the council held the General Power of Competence during 2024/25 it was not restricted to a maximum level of expenditure under the Local Government Act 1972, s137.

4. AGENCY WORK

The Council is currently not involved in agency work.

5. FINANCIAL PARTNERSHIP

The Council worked on several joint ventures with Melksham Town Council and contributed £8,313.59 for the joint Neighbourhood Plan (a 30% share). Melksham Town Council are the lead council on this project and contribute 70% towards the project.

The parish council had also agreed to pay towards the maintenance and running costs of the Market Place public conveniences. For 2024/25 the parish council agreed to pay £5,000 towards the maintenance and running costs of the toilets.

The parish and town councils continued work on their joint project to develop the ex-George Ward secondary school playing fields (one field in each parish) from Persimmon Homes. The project plan is to develop the fields into a more usable public open space and has been named "Shurnhold Fields". The parish council is the lead council for this project, and therefore the land was transferred legally to the parish council and came with an open space maintenance contribution of £97,834 of which £2,500 was for legal fees. This is for maintenance costs in perpetuity and is held in a ringfenced Reserve by the parish council. The spend in 2024/25 on this project was £1,831.22 from the open space maintenance contribution Reserve, with no capital items being purchased for the open space in this financial year. This leaves the total amount standing in the reserve at £74,270.28 as at 31st March 2025.

The parish council are jointly working with Melksham Town Council and Age UK Wiltshire for the provision of the Melksham Community Support Service to support residents in the town and parish. For 2024/25 the total cost of the project was £24,000 with both councils each agreeing to fund 50% of the cost (£12,000 each). The parish council commissioned this work and signed up to a Service Level Agreement with Age UK Wiltshire whereas Melksham Town Council provided grant funding.

The parish council is working jointly with Melksham Town Council to put into place a robust emergency plan to be implemented in the event of a civil emergency. This follows on from the work undertaken by both councils during the Covid-19 pandemic lockdown, where a community support scheme was set up to help residents in the community. This scheme has now closed down; however, the objective for both councils is to have a similar system in place for emergency situations such as adverse weather or another pandemic. In the 2022/23 financial year, both councils jointly applied for some funding from the SSEN Resilient Communities Fund for this project for 3 years, and were successful in receiving £8,361 in funding, which Melksham Without Parish Council holds in their reserves. Some of this funding is towards the line rental of the emergency number and the online database licence. There are also plans for the emergency phone number to be printed on fridge magnets and to be distributed to all residents of Melksham Town and Melksham Without so that the number is available in the event of a civil emergency, which some of the funding received will be used for and is still yet to be done. In the 2024/25 financial year, £932.86 was spent from this reserve, which was for the Melksham Emergency Support database licence and phone number. This leaves the reserve as of 31st March 2025 standing at £7,088.

The parish council is working jointly with Melksham Town Council for the provision of Real Time Information around the town and parish. Since July 2021, Melksham has had a joint Neighbourhood Plan which means that both councils receive an additional 10% of Community Infrastructure Levy (CIL) funding (2/5 of overall CIL paid to Wiltshire Council) on new housing developments that are applicable for CIL. It has been agreed by both councils that the additional 10% of CIL received should go into a sharing pot for agreed

joint projects across the town and parish. The parish council holds a separate CIL reserve for this funding to ensure that the 10% is properly accounted for in the council's accounts. A CIL sharing working party has been set up with members from both councils agreeing suitable uses for this CIL, with real time information (RTI) currently being the only project agreed to date. In the 2024/25 financial year, although the parish council made payment in May 24 of £5,736.67 for the two RTI installations inside of the bus shelters at Kestrel Court, this was accounted for in the 2023/24 year. This was because the installations actually took place in the 2023/24 year and as such an accrual was made at that year end closedown to account for this expenditure in that year. There were no new installations of RTI in any bus shelters in the parish in the 2024/25 year, therefore, there was no expenditure for this project in the financial year. The parish council are however moving forward with the project and have earmarked nine sites in the parish to be assessed for real time information. As at 31st March 2025, the reserve for the parish council's 10% share of CIL stands at £71,315 with Melksham Town Council holding their 10% share of CIL in their accounts at year end.

6. ADVERTISING AND PUBLICITY NEWSLETTERS

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

£ 680.91 Advertising
£1,364.00 Quarterly Newsletters

7. MEMBERS' ALLOWANCES

The Council pays the Chairman an allowance and normally increases it by the same percentage as the staff increase each year which is agreed by the National Joint Council for Local Government Services (NJC). In this financial year the staff were awarded a flat rate amount, which meant that each employee, depending on their pay scale had a different percentage increase. In 2024/25 the Chairman received an allowance of £960.39. This was an increase of 4.39% which is the average percentage increase of all staff. The parish council have regard to what Wiltshire Council award their members, as the local Remuneration Panel, for the setting of its own member allowances.

8. SUPERANNUATION

The parish council participate in the Wiltshire Pension Fund and has operated a Superannuation Scheme for employees since 22nd June 1999. The cost of Employer Superannuation during 2024/25 was £18,372.62 for three of the Council's five employees (one employee left the councils employment partway through the year). Two employees have opted out of the scheme.

9. VAT

The VAT incurred for the financial year 2023/24 was £26,322.41. To minimise the burden of VAT upon certain public bodies and the taxpayers who fund them, Section 33 of the VAT Act 1994 includes special provisions under which these bodies can claim a refund of the VAT they have incurred on their non-business activities. £22,631.79 (Qtr. 1, 2 & 3) was refunded in 2024/25 and the remaining £3,690.62 (Qtr.4) was refunded on 29th April 2025.

With regard to the expenditure for the Bowerhill Sports Field, the Council is able to recover all the VAT that it incurs in respect of the land as an "Open

Space” as this constitutes a “non-business” activity. The recovery of the VAT that the Council incurs in respect of the hiring out of the “Sports Field & Pavilion” is recoverable following the conclusion of the Chelmsford, Midlothian and Mld-Ulster legal cases against HMRC on this issue. It is now recognised that when councils provide sports and leisure activities it is done so under a special legal regime which in principle allows these activities to be treated as non-business provided that they do not cause a significant distortion of competition. As per the VAT [VATGPB8410](#) notice last updated 14 January 2025, sports lettings for clubs, community groups and businesses are treated as a non-business activity. This, therefore, means that Melksham Without Parish Council is able to recover any VAT incurred on costs relating to the maintenance of the sports field and pavilion as well as not charge any VAT on any income received for the hire of the facility. The income for paid use of the facilities was £10,967 with the facilities also used as public open space.

During 2015/2016 the Council applied and received from HMRC a dispensation from registering for VAT as supplies are infrequent and the value of supplies is small.

10. (CIL) COMMUNITY INFRASTRUCTURE LEVY:

There is a legal requirement for the Parish Council to publish and inform Wiltshire Council as the Local Authority, what it has spent any CIL monies on.

CIL income received in 2024/25

Land at Semington Road (Buckley Gardens)- PL/2022/02749	£ 96,048.36
486A Semington Road (PL/2021/07622)	£ 1,584.95
Barns South of Upper Beanacre Farmyard (PL/2022/08848)	£ 826.06
178A Woodrow Road (PL/2024/01559)	£ 3,503.93
Total	<u>£101,963.30</u>

The Melksham Neighbourhood Plan was adopted on 8th July 2021 which means that there is an additional 10% CIL payable to the parish council on any new developments in the parish (25% in total). To benefit from the additional CIL the Neighbourhood Plan has to have been adopted before Wiltshire Council receive any CIL receipts from developments. It has been agreed that, since the Melksham Neighbourhood Plan was a joint project between Melksham Town Council and the Melksham Without Parish Council, the additional 2/5 share of the CIL (equivalent to 10% of the total CIL paid to Wiltshire Council) received by both councils from future developments will be put into a shared fund for joint projects.

For 2024/25 the additional 10% applied to all of the developments that the parish council received CIL monies for during the year. This means that the total amount of CIL transferred into the 10% CIL sharing Reserve in 2024/25 was £40,785.31, the breakdown of these figures is detailed below:

Development	MWPC share	10% sharing
Buckley Gardens	£57,629.02	£38,419.34
486A Semington Road	£ 950.97	£ 633.98
Beanacre Farmyard	£ 495.64	£ 330.42
178A Woodrow Road	£ 2,102.36	£ 1,401.57

Total	<u>£61,177.99</u>	<u>£40,785.31</u>
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CIL spent in 2024/25

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

Transfers to Earmarked Reserve:

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

CIL Reserve as at 1st April 2024

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

For clarity, the amount shown in the CIL 10% sharing pot reserve is shown below:

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

**Total amount of CIL as at 31st March 2025
in both CIL reserves**

£165,506.87

11. SANDRIDGE SOLAR FARM COMMUNITY FUNDING:

The parish council receive a Community Benefit from the Sandridge Solar Farm each year with the amount being divided between the parishes surrounding it, proportionately calculated by the number of dwellings within a 2.75km radius of the centre of the Solar Farm. The agreement in place was initially for 25 years which was for the "operation life of the solar farm"; however, in the 2023/24 financial year planning permission was granted to extend the "operational life" of the solar farm from 25 to 40 years. In the 2024/25 financial year it was confirmed by Foresight, the current owners of the solar farm that the community benefit will be paid for 40 years (until 2056), which is the extended timeframe for its "operational life". It has always been difficult to estimate how much funding the council would receive each year, as it was previously understood that the income fluctuated depending on the number of dwellings within the radius of the solar farm. In the 2023/24 financial year, the council received clarification from Foresight, on how the income for each parish is calculated and whether this is recalculated each time a new development is built within the boundary. It has been confirmed that the income amount is only recalculated when there is a boundary change, not when new houses are built within the boundary. The payment amount that the parish council receives each year is adjusted in line with the Retail Prices Index (RPI). Within the agreement, there is a requirement

¹ Wiltshire Council's Local Highways & Footpath Improvement Group

for the Parish Council to report back on an annual basis to Sandridge Solar Farm owners what they have spent the funding on.

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

This fund was spent on the following in 2024/25:

Play Area Safety Surfacing cleaning	£8,575.00
Weedspraying	£1,619.00
Speed Indicator Device (SID)	£4,762.00
Street Furniture	£ 942.71
TOTAL SPEND IN 2024/25	£15,898.71
Solar Fund Reserve as at 1st April 2024	£46,796.39
Solar Fund Reserve income received in 2024/25	£18,021.33
Solar Fund Reserve spent in 2024/25	<u>£ 15,898.71</u>
Solar Fund Reserve as at 31st March 2025	£48,919.01

14. RESERVES:

The Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation and has a Reserves Policy that sets out how the Council determines and reviews the level of such reserves and how they will be used. Reserves are categorised as **earmarked** (held for a specific purpose), or **general** (held to cushion the impact of uneven cash flows or unexpected events). The Parish Council has agreed that these Reserves shall be further classed as either **Short Term** (for use within 3 years), **Medium Term** (for use over 3 years) and **Ring Fenced** (can only be used for specific projects or assets).

Earmarked Reserves as at 1st April 2024	£425,802.66
Less Spend from Earmarked Reserves during 2024/25	£ 80,277.45
Plus Funds transferred to Earmarked Reserve 2024/25	<u>£216,000.15</u>
Earmarked Reserves as at 31st March 2025	£561,525.36

General Fund as at 31st March 2025	<u>£ 69,374.00</u>
TOTAL RESERVES as at 31st March 2025	£630,899.36

Ear Marked Reserve Analysis as at 31st March 2025:

PROPOSED AS AT 31 MARCH 2025	COUNCIL RESERVES	COMMITTED 2025/26 (Refer to "spending from reserves"	CONTINGENCY	SHORT TERM Up to 3 years	MEDIUM TERM CAPITAL REPLACEMENT Over 3 years	RINGFENCED for specific use due to legal agreement from funding source
£4,400.00	New Hall, Berryfield		£4,400.00			

£4,400.00	Shaw Hall	£1,000.00	£3,400.00			
£38,707.97	B'hillSports Field & Pavilion maintenance. LONG TERM REPLACEMENT OF CAPITAL ITEMS		£10,000.00	£18,707.97	£10,000.00	
£15,464.17	B'hillSports Field & Pavilion maintenance		£15,464.17			
£20,000.00	Replacement Play Area Safety Surfacing & Equipment LONG TERM CAPITAL REPLACEMENT	£6,250.00	£13,750.00			
£10,000.00	Shurnhold Fields (ex George Ward Playing Field) project CAPITAL	£10,000.00				
£6,000.00	Recreation & Sports Facility Enhancement			£6,000.00		
£10,850.00	Defibrillator replacement		£1,000.00	£9,850.00		
£4,000.00	General Highway & Footpath / Lighting			£4,000.00		
£558.71	Legal fees		£558.71			
£3,375.67	Community Projects/Match Funding		£3,375.67			
£13,233.00	Elections		£7,000.00	£6,233.00		
£10,463.34	Contingency - staffing		£10,463.34			
£24,376.00	Contingency - replacement / renewal of council assets (including Wiltshire Council assets) and instead of insuring low		£10,000.00	£14,376.00		

	value street furniture items TO BE RENAMED STREET FURNITURE RESERVE					
£20,987.68	General Contingency		£20,987.68			
£94,192.10	CIL (Community Infrastructure Levy) ringfenced funding	£72,802.50		£21,389.60		£94,192.10
£71,314.77	New Reserve: CIL 10% SHARING POT WITH MTC SO RING FENCED		£30,000.00	£41,314.77		£71,314.77
£48,919.01	Sandridge Solar Farm Community Funding	£28,180.00	£15,000.00	£5,739.01		£48,919.01
£74,270.28	Shurnhold Fields Open Space Maintenance Contribution RINGFENCED	£12,000.00	£3,000.00	£28,568.78	£30,701.50	£74,270.28
£10,361.00	Bowerhill Sports Field Improvements (Football Foundation grant)	£10,361.00				£10,361.00
£64,763.52	Davey Play Area Maintenance	£600.00	£1,000.00	£15,000.00	£48,163.52	£64,763.52
£3,800.00	Berryfield Village Hall Public Art	£3,800.00				£3,800.00
£7,088.14	NEW RESERVE - To show SSEN reserve received for MCS in Emergency Plan mode as RINGFENCED	£7,088.14				£7,088.14
£561,525.36		£152,081.64	£149,399.57	£171,179.13	£88,865.02	

				£561,525.36		
						Total ringfenced £374,708.82

LOCAL GOVERNMENT TRANSPARENCY CODE 2015

The Department for Communities and Local Government (DCLG) published a revised Transparency Code in February 2015, which specifies what open data local authorities must publish.

The Code, issued to meet the Government's desire to increase democratic accountability and can be viewed on the following website:

www.gov.uk/government/publications/local-government-transparency-code-2015

The Code requires local authorities in England to publish information related to the following themes:

- expenditure over £500
- government procurement card transactions
- procurement information
- grants to voluntary, community and social enterprise organisations
- organisation chart
- senior salaries
- the pay multiple
- trade union facility time
- local land assets
- social housing asset value
- parking accounts and parking spaces
- fraud
- the constitution

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

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

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

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)

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

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

The parish council has reached the £200,000 threshold for the year ending 31st March 2025.

15. EXPENDITURE EXCEEDING £500

Melksham Without Parish Council publish ALL expenditure within the Council Full Council Meeting Minutes, which are publicly available on the Melksham Without Parish Council website www.melkshamwithout-pc.gov.uk and published monthly. Detailed below is a list of all the expenditure over £500 for the financial year 1st April 2024 to 31st March 2025 (without individual salary payments for Data Protection reasons). The spend over £500 is published on a quarterly basis under the accounts section on the council website and with the quarterly reports in the Full Council agenda packs in July, October, January and April. For further supporting information on the list of payments, please refer to the published Minutes or contact the Finance Officer admin@melkshamwithout-pc.gov.uk

Spend over £500 for 2024/25				
Cheque Ref	Payee Name	Transaction Detail	Date Paid	Net
V3863-BACS	London Hearts	Match fund-B'hill V Hall defib	09/04/2024	£750.00
V3823-6152	Bowerhill Village Hall Trust	Grant Award 2024/25	15/04/2024	£5,000.00
V3824-6153	Shaw Village Hall	Grant Award 2024/25	15/04/2024	£9,250.00
V3825-6154	Berryfield Village Hall Trust	Grant Award 2024-25	15/04/2024	£4,800.00
V3827-6156	BASRAG	Grant Award 2024/25	15/04/2024	£500.00
V3828-6157	CAWS	Grant Award 2024/25	15/04/2024	£1,290.00
V3829-6158	4Youth (South West)	Grant Award 2024/25	15/04/2024	£3,000.00
V3830-6159	Bowerhill Baby & Toddler Group	Grant Award 2024/25	15/04/2024	£1,643.42
V3831-6160	Group Five	Grant Award 2024/25	15/04/2024	£500.00
V3833-6162	Wiltshire Air Ambulance	Grant Award 2024/25	15/04/2024	£500.00
V3834-6163	Melksham Community First Responders	Grant Award 2024/25	15/04/2024	£930.00
V3839-6168	Wiltshire Citizens Advice	Grant Award 2024/25	15/04/2024	£1,000.00
V3842-6171	FearFree	Grant Award 2024/25	15/04/2024	£500.00
V3843-6172	Melksham Food & River Festival	Grant Award 2024/25	15/04/2024	£500.00
V3846-6175	Melksham Carnival	Grant Award 2024/25	15/04/2024	£1,000.00
V3847-6176	Friends of Shurnhold Fields	Grant Award 2024/25	15/04/2024	£1,000.00

V3851-6180	Melksham Amateur Swimming Club	Grant Award 2024/25	15/04/2024	£500.00
V3855-6184	Wiltshire Youth Canoe Club	Grant Award 2024/25	15/04/2024	£500.00
V3857-6186	Melksham Tourist Info Centre	Grant Award 2024/25	15/04/2024	£600.00
V3823-BACS	Ace Shelters	Inv.1782-New bus shelter Beanacre	26/04/2024	£3,575.00
V3827-BACS	JH Jones & Sons	Parish Maintenance March 24	26/04/2024	£1,470.93
V3833-BACS	Rialtas Business Solutions Ltd	Inv.31577- Y/E Closedown	26/04/2024	£868.00
V3834-BACS	Nettl of Melksham	NHP consultation materials	26/04/2024	£2,403.50
V3842-BACS	JH Jones & Sons	Inv.4142- Pitch fertilizing	26/04/2024	£1,616.00
V3844-BACS	Wilts Assoc of Local Councils	Inv.163- NALC & WALC Subscription	26/04/2024	£1,170.73
V3845-BACS	Wiltshire Publication	Inv.466- Spring newsletter	26/04/2024	£530.00
V3869-BACS	JH Jones & Sons	Inv.4169-Parish Maintenance April 24	24/05/2024	£1,980.47
V3872-BACS	Vita Play Ltd	Inv.4415-Safety surfacing cleaning	24/05/2024	£4,550.00
V3873-BACS	Wiltshire Council	Inv.180-Kestrel Court RTI X2	24/05/2024	£5,736.67
V3888-BACS	Wiltshire Age UK	Inv.9898-MCS QTR 1- April-June	24/05/2024	£3,000.00
V3899-BACS	Zurich	Parish Insurance	30/05/2024	£4,481.15
V3922-BACS	JH Jones & Sons	4227- Parish Maintenance May 24	27/06/2024	£1,980.47
V3940-BACS	Kanconnections	Inv.1626- Bowerhill Village Hall defib installation	27/06/2024	£748.00
V3963-BACS	JH Jones & Sons	Inv.4298-Parish Maintenance June 24	26/07/2024	£1,980.47
V3966-BACS	Wiltshire Age UK	Inv.196-MCS Q2 July- Sept 24	26/07/2024	£3,000.00
V3968-BACS	Community Heartbeat Trust	Inv.226-Annual support for defibs	26/07/2024	£810.00
V3979-BACS	Allcott Commercial	Inv.466- Shaw V Hall site survey	26/07/2024	£945.00
V4002-BACS	Melksham Town Council	Inv.56-NHP-Inv.6094	27/08/2024	£574.50
V4008-BACS	Complete Weed Control	Inv.699-Parish weedspraying	27/08/2024	£1,619.00
V4010-BACS	JH Jones & Sons	Inv.4364-Parish Maintenance July 24	27/08/2024	£1,980.47
V4014-BACS	Melksham Town Council	Inv.20-NHP Inv.6105	27/08/2024	£907.50
V4017-BACS	Wiltshire Council	148-Office rent 1.4.24-30.6.24	27/08/2024	£2,843.25
V4018-BACS	Wiltshire Council	147-Office rent 1.7.24-30.9.24	27/08/2024	£3,009.01
V4019-BACS	Wiltshire Publication	Inv.76-NHP advert (861 & 862)	27/08/2024	£1,060.00
V4050-BACS	Aquasafe Environmental Ltd	Inv.805-Aug PPM visit & Clean	30/09/2024	£620.00
V4055-BACS	JH Jones & Sons	Inv.4453-Parish Maintenance August 24	30/09/2024	£1,980.47
V4056-BACS	Place Studio Ltd	Inv.9-NPPF Consultation respon	30/09/2024	£570.00
V4060-BACS	Wiltshire Publication	Inv.815-NHP adverts	30/09/2024	£1,060.00
V4061-BACS	PKF Littlejohn LLP	Inv.629-External Audit	30/09/2024	£1,365.00
V4125-BACS	Tollgate Security Ltd	Inv.54300- Annual alarm mainte	24/10/2024	£634.00
V4126-BACS	Vita Play Ltd	4591-Hornchurch P/A Safety sur	24/10/2024	£35,802.86
V4129-BACS	Wellers Hedleys	Fees for BYF Play area transfe	24/10/2024	£1,500.00
V4130-BACS	Wellers Headlys	Fees for Kestrel P/A transfer	24/10/2024	£1,508.00
V4131-BACS	Age UK Wiltshire	Inv.11150-MCS Q3-OCT-DEC 24	24/10/2024	£3,000.00

V4132-BACS	Wiltshire Council	928-Office rent-1.10.24-31.12.	24/10/2024	£3,093.25
V4138-BACS	Aquasafe Environmental Ltd	Fountain repair & Oct visit	24/10/2024	£575.00
V4139-BACS	ROSPA Play Safety	Inv.146-Play Area and open space annual inspections	24/10/2024	£874.00
V4200-BACS	JH Jones & Sons	Inv.4611- September 24 parish maintenance	26/11/2024	£1,980.47
V4202-BACS	JH Jones & Sons	Inv. 4525-October 24 parish Maintenance	26/11/2024	£1,980.47
V4203-BACS	JH Jones & Sons	Inv.4650-Verti Drain all pitches	26/11/2024	£2,085.00
V4210-BACS	JH Jones & Sons	Inv.4665-SID Deploy 11/10-8/11	26/11/2024	£579.00
V4212-BACS	Miriam Zaccarelli	Inv.2405-Additional NHP Resource	26/11/2024	£1,465.00
V4214-BACS	PCC Melksham Team Ministry	Contribution 11 Canon Square	26/11/2024	£5,000.00
V4275-DD	EDF Energy	Inv.01- Pavilion electricity	13/12/2024	£504.95
V4250-BACS	Elan City	Inv.110-SID#2 Warranty extensi	19/12/2024	£597.00
V4253-BACS	JH Jones & Sons	Inv.4713-November 24 parish maintenance	19/12/2024	£1,980.47
V4259-BACS	Wiltshire Council	4820 Office rent-1.1.25-31.3.2	19/12/2024	£3,093.25
V4260-BACS	Wiltshire Publications Ltd	NHP submission advert	19/12/2024	£530.00
V4263-BACS	AK Urbanism	Inv.01-Planning & master plan	19/12/2024	£1,725.00
V4264-BACS	AK Urbanism	Inv.02-two stages of work-NHP	19/12/2024	£6,225.00
V4290-BACS	Wiltshire Age UK	Inv.12191- MCS Q4 Jan-March	24/01/2025	£3,000.00
V4295-BACS	JH Jones & Sons	Inv.4756- December 24 parish maintenance	24/01/2025	£1,980.47
V4296-BACS	JH Jones & Sons	4769-Pitch groom all pitches	24/01/2025	£2,006.00
V4298-BACS	Melksham Town Council	Inv.113-NHP Place 011 30% shar	24/01/2025	£983.25
V4299-BACS	Melksham Town Council	Inv.114-Place 015 30% share	24/01/2025	£769.50
V4300-BACS	UK Energy Services	Inv.836-Replacement fan CR1	24/01/2025	£480.50
V4301-BACS	Wiltshire Publication	Inv.139-Full page newsletter	24/01/2025	£834.00
V4330-BACS	Infinity Playgrounds	Inv.381-Replacement springer Shaw play area	26/02/2025	£1,835.00
V4333-BACS	JH Jones & Sons	Inv.4828- Parish Maintenance-January 25	26/02/2025	£1,980.47
V4334-BACS	JH Jones & Sons	Inv.4798-SID Deployment	26/02/2025	£579.00
V4363-6196	Bowerhill Village Hall	Grant award 2025/26	03/03/2025	£5,000.00
V4364-6197	Shaw Village Hall	Grant award 2025/26	03/03/2025	£9,250.00
V4365-6198	Berryfield Village Hall Trust	Grant award 2025/26	03/03/2025	£1,700.00
V4367-6200	BASRAG	Grant Award 2025/26	03/03/2025	£500.00
V4369-6202	CAWS	Grant Award 2025/26	03/03/2025	£2,250.00
V4370-6203	4Youth (South West)	Grant Award 2025/26	03/03/2025	£3,000.00
V4371-6204	Bowerhill Baby & Toddler Group	Grant Award 2025/26	03/03/2025	£1,500.00
V4372-6205	Group Five	Grant Award 2025/26	03/03/2025	£500.00

V4373-6206	Melksham PHAB	Grant Award 2025/26	03/03/2025	£500.00
V4374-6207	Wiltshire & Bath Air Ambulance	Grant Award 2025/26	03/03/2025	£1,000.00
V4375-6208	South Western Ambulance Charit	Grant Award 2025/26	03/03/2025	£500.00
V4380-6213	Wiltshire Search & Rescue	Grant Award 2025/26	03/03/2025	£500.00
V4381-6214	Friends of Giffords Surgery	Grant Award 2025/26	03/03/2025	£700.00
V4383-6216	FearFree	Grant Award 2025/26	03/03/2025	£750.00
V4385-6218	Shaw & Whitley Community Hub	Grant Award 2025/26	03/03/2025	£1,000.00
V4402-6235	Melksham Tourist Information	Grant Award 2025/26	03/03/2025	£600.00
V4404-BACS	JH Jones & Sons	Parish Maintenance February 25	28/03/2025	£1,980.47
V4409-BACS	Berryfield Village Hall	Grant award 2025/26	28/03/2025	£1,700.00
V4414-BACS	Bowerhill Village Hall	Grant Award 2025/26	28/03/2025	£5,000.00
V4415-BACS	Place Studio Ltd	In029-Work to review reg 16...	28/03/2025	£570.00
V4416-BACS	Heating Associated Services Lt	Heating Associated Services Lt	28/03/2025	£1,793.00
V4417-BACS	Melksham Town Council	In.145- Caretaking Shurnhold Fields	28/03/2025	£554.40

16. GOVERNMENT PROCUREMENT CARD

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

17. PROCUREMENT INFORMATION

During the financial year ending 31st March 2025, Melksham Without Parish Council published one invitation to tender with a value over £5,000. The tender was for the parish grass cutting, bin emptying and sports field maintenance contract to start from 1st April 2025. The Tender was advertised in the local press, the parish council's website, social media channels and via the Government Contract Finder procurement system. Following the tender evaluation process, the parish council awarded the tender to JH Jones & Sons Ltd at their Full Council meeting on Monday 17th February 2025 (recommended at Finance Committee 10th February 2025 min. 415/24e and ratified at Full Council 17th February 2025 min. 434/24 a & ci). The agreed contract term was for three years at a total value of £123,089.25 + VAT (£41,029.75 + VAT per annum), with the option to extend the contract term for two further years at the end of the initial term. If the contract is extended by two further years, the values will be renegotiated at that time.

1. Parish grass cutting, bin emptying and sports field maintenance (to start from 1st April 2025).

During the financial year ending 31st March 2024 Melksham Without Parish Council issued the following order with a value over £5,000.

1. PO 2425004 (issued 30th July 2024) to Vita Play Limited to fully replace the safety surfacing inside of Hornchurch Road Play Area with black EPDM surfacing to a minimum depth of 40mm. The minimum depth of surfacing increased to 50mm around areas of play equipment. This order included removal and disposal of the existing EPDM and regrading the subbase with type one stone to approx. 400m². This was to the value of £35,802.86 + VAT.
2. PO 2425014 (issued 16th February 2025) to Aquasafe Environmental Ltd for the provision of Legionella prevention services to conform to the HSE requirements at the Bowerhill Sports Pavilion on a three-year contract. This includes twelve visits to site, two Legionella Samples and three Microbiological Samples per year. The contract is on the basis of an agreed Monitoring, Inspection and Disinfection Programme: The total value of the whole contract from March 2025 to February 2028 is £5,040.00 + VAT (£1,680.00 + VAT per year)

18. SOCIAL HOUSING ASSET VALUE

Melksham Without Parish Council has no Social Housing stock.

19. GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS

In 2024/25 the parish council awarded a total of £37,923 in grant funding to groups and organisations who benefit the residents of the parish. The funding was awarded by cheque and presented to each successful organisation at the Annual Parish meeting held on 15th April 2024. For the 2025/26 financial year, grants were awarded at the Annual Parish meeting on 3rd March 2025 and, as per guidance, must be accounted for in the year that payment was made; therefore, these payments are shown in the 2024/25 financial year. For transparency, both sets of grant payments are listed in this document.

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

The parish council contributed £5,000 towards the 11 Canon Square project in the 2024/25 financial year. The project aims to refurbish and restore the building, which includes flexible meeting rooms and use by charitable organisations, so that it can be used by the whole community.

ORGANISATION	Awarded in 2024/25	Awarded for 2025/26 but included in accounts for 2024/25
Bowerhill Village Hall Trust	£5,000	£5,000.00
Shaw Hill Playing Field and Village Hall	£9,250	*£9,250.00
Berryfield Village Hall	£4,800	£1,700.00
Bowerhill Residents Action Group (BRAG)	£450	£450.00
Berryfield & Semington Rd Action Group (BASRAG)	£500	£500.00
Community Emergency Group (CEG)- Whitley and Shaw	Did not apply	£220.00
Community Action Whitley Shaw (CAWS)	£1,290	£2,250.00
4Youth (South West) - formerly Young Melksham	£3,000	£3,000.00
2385 (Melksham) Squadron ATC	Did not apply	£224.50
Bowerhill Baby & Toddler Group	£1,643	£1,500.00
Group Five	£500	£500.00
Melksham PHAB Club	£400	£500.00
Wiltshire Air Ambulance	£500	£1,000.00
Melksham Community First Responders	£930	£500.00
HELP Counselling Services	£200	Did not apply
Life Education Centres Ltd Wiltshire	£400	Did not apply
Melksham Community Money Advice	£300	Did not apply
Age UK Wiltshire	£300	£300.00
Wiltshire Citizens Advice	£1,000	Did not apply
Alzheimer's Support	£400	£450.00
Read Easy	Did not apply	£100.00
Meadowbrook (Wiltshire) CIC	£340	£300.00
RUKSAK45218	Did not apply	£0.00
Wiltshire Search and Rescue Team	Did not apply	£500.00

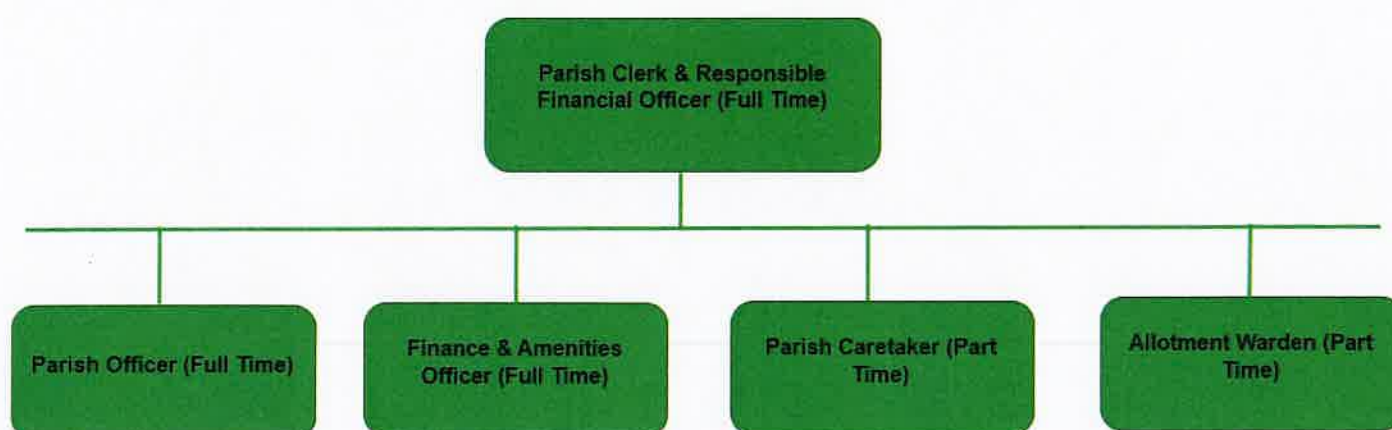
Friends of Giffords Surgery	Did not apply	£700.00
St John Ambulance Devizes and Central Wiltshire Network	Did not apply	£250.00
FearFree Charity (Formally Splitz Support Service)	£500	£750.00
Melksham Food & River Festival	£500	£400.00
Shaw & Whitley Community Hub Ltd	Did not apply	£1,000.00
that meeting space administered by GoodNews Church	£300	£250.00
Crimestoppers Trust – Wiltshire Volunteer Committee	£150	£150.00
Melksham Carnival	£1,000	£90.00
Melksham & District Historical Association	Did not apply	£300.00
Melksham Man Down	Did not apply	£350.00
Friends of Shurnhold Fields	£1,000	£0.00
Shaw & Whitley Connect	£250	£250.00
Melksham Remembers	Did not apply	£317.00
Melksham Transport User Group	Did not apply	£400.00
AFC Melksham (Disabled)	£300	£300.00
Melksham Gardeners' Society	£250	£300.00
Melksham Amateur Swimming Club	£500	£300.00
Shaw & Whitley Garden Club	£200	£250.00
Melksham Cricket Club	£220	Did not apply
Melksham WI	£200	£100.00
Wiltshire Youth Canoe Club (WYCC)	£500	Did not apply
Avon Bowls Club	Did not apply	£200.00
Melksham and Corsham Gateway Club	Did not apply	£200.00
Shaw and Whitley Art Group	£250	£200.00

Melksham Tourist Information Centre	£600	£600.00
Total	£37,923.00	£35,901.50

20. ORGANISATIONAL CHART

In the 2024/25 financial year one employee of Melksham Without Parish Council salary exceeded £50,000. As such an organisational chart for Melksham Without Parish Council is required to be published. All staff are permanent.

Melksham Without Parish Council Staffing Structure



The contact information for each parish council employee can be found on the parish council website, as per the below link:

<https://www.melkshamwithout-pc.gov.uk/index.php?page=officers>

21. SENIOR SALARIES

The parish council are required to publish details of any senior employee salaries, job title and responsibilities for those earning over £50,000 per annum. In the 2024/25 financial year, one member of staff at Melksham Without Parish Council received a salary of more than £50,000, due to additional paid hours worked.

Job title: Clerk and Responsible Financial Officer

Salary bracket: £45,718- £50,788 (NALC LC3)

The Clerk is the proper officer for the parish council and is responsible for ensuring that the council operates lawfully and efficiently. The Clerk line manages all staff and is the Responsible Financial Officer which includes financial management, budgets, insurance and risk.

Local authorities must, under this Code, publish the pay multiple on their website, defined as the ratio between the highest paid taxable earnings for the given year (including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind) and the median earnings figure of the whole of the authority's workforce. The measure must:

- cover all elements of remuneration that can be valued (eg. all taxable earnings for the given year, including base salary, variable pay, bonuses, allowances and the cash value of any benefits-in-kind)
- use the median earnings figure as the denominator, which should be that of all employees of the local authority on a fixed date each year, coinciding with reporting at the end of the financial year, and
- exclude changes in pension benefits, which due to their variety and complexity cannot be accurately included in a pay multiple disclosure.

2.37:1 is the ratio of the Clerk remuneration to the median of the rest of the staff.

It should be noted that during the 2024/25 the parish council had three full time employees and two part time employees. One full time employee left the council half way through the financial year with the officers working additional hours to fill the gap in provision.

23. TRADE UNION FACILITY TIME

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

24. PARKING ACCOUNT

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

25. PARKING SPACES

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

Estimated number of parking spaces:

Bowerhill Sports Field & Pavilion: 12
Shaw Playing field and Village Hall: 20
Briansfield Allotments: 12
Berryfield Village Hall: 18

26. CONSTITUTION

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

27. FRAUD

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

28. WASTE CONTRACTS

Melksham Without Parish Council has 2 ongoing waste contracts:

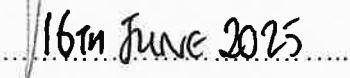
- a) Grist Environmental Limited hold the contract for waste collection at Bowerhill Jubilee Pavilion and Sports Field. – Registration Number: CBDU229470
- b) J.H.Jones & Sons Limited hold the contract for waste collection at Beanacre Play Area, Berryfield Play Area, Hornchurch Road Play Area, Shaw Play Area and Whitworth Play Area. Registration Number: CBDU415269


Signed


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Council Chair


.....
Responsible Financial Officer

Dated


.....


.....

Melksham Without Parish Council

First Floor, Melksham Community Campus, Market Place, Melksham, SN12 6ES

01225 705700 www.melkshamwithout-pc.gov.uk

Clerk & Responsible Financial Officer: Teresa Strange Email: clerk@melkshamwithout-pc.gov.uk