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## MELKSHAM WITHOUT PARISH COUNCIL

Clerk: Mrs Teresa Strange

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

Email: [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)  
Web: [www.melkshamwithout-pc.gov.uk](http://www.melkshamwithout-pc.gov.uk)

Tuesday 3<sup>rd</sup> January 2023

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

Dear Finance Committee members

You are invited to attend the **Finance Committee meeting** which will be held on **Monday 9th January 2023 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

Yours sincerely,

A handwritten signature in cursive script that reads 'T. Strange'.

Teresa Strange, Clerk

Serving rural communities around Melksham

## AGENDA

1. **Welcome, Housekeeping and Apologies**
2. 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.
3. **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.
4. **Internal Audit visit:**  
To receive feedback from internal audit visit (1 of 2 for 2022/23) on Weds 22<sup>nd</sup> December and consider report if received in time
5. **Berryfield Village Hall:**
  - a) To note Final Account for build from Rigg Construction and outstanding payments in 2022/23 and 2023/24
  - b) To note Total Spend on Project vs Budget
  - c) To approve payment of start up fund to new charitable trust and agree amount
6. To note for background information: **Minutes of Finance Committee** 10<sup>th</sup> January 2022 (annotated where appropriate with agreed budget at following Full Council meeting)  
<https://www.melkshamwithout-pc.gov.uk/assets/minutes/2022/10.1.2022%20Finance%20Minutes%20scanned%20and%20signed.pdf>
7. **Community Infrastructure Levy (CIL)**
  - a) To note response to CIL queries raised with Wiltshire Council
  - 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
  - c) To note parish council's agreed uses of CIL and to consider more project specific spend for current and next financial year
8. **Reserves**
  - a) To review **Financial Reserves Policy**
  - b) To consider contribution to Reserves and spending from Reserves for current and next financial year
9. **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)
- b) To consider spend of Solar Farm funding for current and next financial year.

10. **Budget**

- a) To review and consider **Budget for 2022/2023** against anticipated position at year end; and **Estimate for 2023/2024**
- b) To recommend **virements against Budget for 2022/2023**
- c) To recommend **Budget for 2023/2024**

11. **Precept**

- a) To note “**Town & Parish Councils Council Tax Factsheet Nov 2022**”
- b) To note confirmed Taxbase number for 2023/24
- c) To recommend **Parish Council Precept for 2023/2024**

12. **Investments**

- a) To review **Investment Policy**
- b) To consider making investments as a result of the review, and current bank account/committed funds
- c) To consider making any Fixed Term Deposits

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

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

15. **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 31<sup>st</sup> March 2022

16. **Banking arrangements**

- a) To consider making a transfer from Lloyds to Unity Trust bank accounts
- b) To note update on costs of Rialtas accounting software, and change of bank account payment details for new parent company

17. To consider future action on debtors

## **AGENDA ITEM 4**

### **Informal feedback from Internal Audit Visit on Wednesday 22<sup>nd</sup> December 2022 pending receipt of Report:**

The internal auditor, Kevin Rose of IAC, spent 2/3 of the day at the Parish Council and reviewed a host of documentation (list in pack), with the final numbers at year end to be looked at the 2<sup>nd</sup> visit after Year End on 31<sup>st</sup> March 2023.

All was fine, and Kevin commented it was excellent (he looked at Berryfield Village Hall project expenditure authorisations as expected!)

He raised a couple of points which are noted here as his report not likely to be due in time for the agenda pack due to the Christmas break; more a memory jogger for us to update you verbally on at the meeting. The Internal Auditor's report is something that has to be seen and reviewed by the Full Council (by statute) so can go to the Full Council meeting in January.

1. VAT – might be worth asking for dispensation again as the one we have is quite old, and the parish council is above the de minimis limit due to football bookings. <https://www.gov.uk/guidance/local-authorities-and-similar-bodies-notice-749>  
NB: there is a special VAT exemption for sports bookings for 10 bookings in a row, but the Auditor warns that the status of the bookings might not fit if an organisation booking is an commercial entity?  
<https://www.gov.uk/guidance/sport-supplies-that-are-vat-exempt-notice-70145>  
It might be better to bite the bullet and register for VAT – for investigation!
1. Interest rates are higher than in the past, and so the Auditor is advising all parish councils that he is inspecting that it is worth looking at investments – we already had this on the agenda for review as had done a spot check on fixed term deposit rates.
2. He commented on the high level of Reserves, and we did look at the ones for transferring to the Town Council for the East of Melksham Community Centre, and the funds in place for the build of the new Village Hall at Berryfield. We only do transfers from Reserves at year end, so he is reserving comment until looking at the position at year end but we did have a conversation about the parish council having sinking funds, saving each year for replacement of things such as play equipment and defibs as it means that residents are paying now for something they are not using and in 10 years time the current residents will not be contributing to an asset. Something for discussion when you review the Reserves Policy

**Melksham Without Parish Council  
Financial Year 2022-23**



**Interim Internal Audit Observations**

Audit date: 21 December 2022

**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	COMMENTS
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	As at the date of the Interim Audit the Council had not formally Minuted a review of Risk	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.	On the agenda for the Finance Committee to review 9th January 2023, I note that your comment says that the Full Council needs to review, the Finance Committee will review and the Full Council approve on 23rd January. We last looked at the Risk Review in Jan 2022, and agreed to look at again when we had relocated to new premises to update reflecting the change of office and meeting premises.

**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	COMMENTS
1	If making small value VATable supplies, and not VAT registered, does the VAT value not exceed £1,000 (i.e. gross income of £6,000) in accordance with VAT Notice 749?	No	The Council has in place a VAT registration dispensation from HMRC, this dispensation was issued in 2015 when the Council's income from its sports lettings was lower than at present. The dispensation refers to a VAT limit of £1,000 (which would be £6,000 of gross income). The Council's income now exceeds this level and this dispensation is not longer valid.	The Council to note that it has exceeded the £1,000 VAT output limit for registration as set out in VAT Notice 749. Council to consider whether it should now be VAT registered.	Thank you for pointing this out, had not picked up on this. On the agenda for the Finance Committee on 9th January. As one of our main bookers for the sports field is a commercial entity, the 10 booking rule will probably not apply, so have for the council to consider when they meet on Monday.

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

14-Dec-22

## Internal Audit Engagement Letter

### **Roles and responsibilities**

IAC Audit & Consultancy Limited will conduct the internal audit work for your Council in relation to the 2023 Annual Return and such subsequent Annual Returns as required by the Council.

The work undertaken will specifically relate to the Annual Internal Audit Report, and aiding the Council to fulfil its obligations under Section 1 of the Annual Return. In conducting this work we will comply with the requirements of

- 'The Practitioners' Guide (England)'
- The Accounts and Audit (England) Regulations 2015 (as amended)
- Such other guidance and best practice that may be prevailing from time to time.

Additional internal audit work in relation to the Council's obligations under the regulations may also be undertaken by separate agreement.

### **Audit planning**

We will plan our audit with due care to ensure that the appropriate level of resources are made available to conduct our work, and that the council is able to meet its statutory reporting obligations.

### **Reporting**

We will prepare a summary report on areas of non-compliance where such non-compliances are limited in nature and result in an unqualified internal audit report.

Where it may be necessary to qualify an internal audit report we shall prepare a detailed report on those areas of noncompliance which have led to a qualification.

Where necessary we will attend council meetings, or other meetings with officers or councillors to discuss our audit report and findings. We reserve the right to raise an additional fee in relation to attendance at such meetings, but will agree to this fee, if any, in advance of such a meeting.

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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### **Independence and competence**

We will ensure that staff conducting and supervising audits are appropriately trained and qualified for the level of work undertaken.

We will ensure that we maintain independence from the day to day activities of the council. We will not provide additional consultancy or advisory services to the council which may compromise our audit independence.

### **Access to information, members and officers**

In undertaking our work, we will be provided such information as we may reasonably require to complete our audit, subject to reasonable notice. Where we have requested but been unable to obtain such information we will notify the council in writing of the information that we have not received.

The records made available to us will be sufficiently well ordered and maintained as to permit a timely and effective audit.

In order to complete our work we will be provided with access to such records, officers or members as may be appropriate and necessary.

### **Remuneration**

The fee for our work will be in accordance with the fee quote previously provided. The fee includes all travel and out of pocket expenses. If additional audit time is required then this would be discussed and invoiced as per our proposal letter.

PLEASE RETAIN A COPY OF THIS LETTER FOR YOUR RECORDS

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

## **Teresa Strange**

---

**From:** Kevin Rose <kevin.rose@audit-iac.com>  
**Sent:** 14 December 2022 11:45  
**To:** Teresa Strange  
**Subject:** Interim Audit Records Required  
**Attachments:** Melksham\_Without\_Parish\_Council\_6.pdf

Melksham Without Parish Council

Dear Teresa

I hope you are keeping well.

Please find attached our Internal Audit Engagement Letter for the year 2022-23.

As you are aware I am due to visit you on xx-xxx-xx. It would be helpful if prior to my visit you could have the following records available; I will also need access to the Councils accounting system and records during my visit.

**Note: I am happy to work with electronic versions of documents if they are available, so there is no need to print documents if they can be provided electronically.**

### **Minutes**

We will need access to Minutes. We are happy to work with Minutes published on the Councils website but will need to see original signed minutes where indicated below.

- Minute confirming the adoption of General Power of Competence (if applicable).
- Full Council signed Minutes confirming review of the 2021-22 Internal Audit Report.
- Full Council signed Minutes approving the Annual Governance Statement and Accounting Statements 2021-22
- Full Council signed Minutes approving the dates set for the Exercise of Public Rights
- Full Council signed Minutes confirming review of the 2021-22 External Audit Report
- Full Council signed Minutes approving the Budget & Precept for the current financial year.
- Minutes showing Council review and approval of Financial Regulations and Standing Orders during the current financial year.
- Full Council signed Minutes confirming review of Risk 2022-23
- Full Council signed Minutes confirming review of Internal Controls
- Council Minute confirming review and renewal of insurance.
- Minute confirming review of fees and charges
- Minutes approving Grants awarded
- Minute confirming review and approval of Standing Orders / Direct Debits
- Minutes approving the award of any tenders.

### **Budget and Precept**

- Budget working papers/listing for 2022-23 financial year as approved by Council.
- I will also need a report from the Councils accounting system which lists and totals the budget as recorded on the system.

### **Financial Regulations and Standing Orders**

- Financial Regulations (if not published on website)
- Standing Orders (if not published on website)

### **Risk**

- The Risk Register.
- RoSPA reports
- Any ad hoc risk assessments produced during the year

### **Insurance**

- Confirmation of renewal of insurance from insurance provider i.e. email from insurance provider.
- Insurance policy schedule and certificate.

### **VAT Returns**

VAT Returns / S126 claim(s) made in the current financial year

### **Income**

- Current Schedule of Fees & Charges
- Allotment Register
- Booking Register
- Burial records
- Current Debtors Listing
- Details of income received during September 2022 (Underlying documents supporting this income e.g. Invoices and receipts will be sampled during our audit visit).

### **Leases**

Access to ALL leases of which the Council is a party, either as Landlord or as Tenant

### **Grants**

- List of Grants awarded including relevant powers.
- Value of permitted S137 funding for 2022-23.

### **Bank Payments**

- All Bank Statements for the current financial year so far
- Schedule of Direct Debits & Standing Orders
- Listing of Direct Debits and/or Standing Orders and date of their approval by Council.
- Details of all payments made in September 2022. (Underlying documents supporting these payments e.g. Invoice and schedule of payments presented to Council will be sampled during our audit visit).

### **Bank Reconciliations**

- Signed Bank Reconciliations and supporting bank statements.

### **Credit/Debit Cards (if applicable)**

- Credit Card Statements.
- Supporting invoices for Debit/Credit Card transactions

### **Tenders/Quotes (if applicable)**

- Details of any tenders raised during the current financial year.

### **Petty Cash**

- Petty cash book (manual or computerised)
- Petty Cash receipts.
- Details of any reimbursements made during the year
- Petty Cash reconciliations.

That's it!

Kevin Rose ACMA  
Director

IAC Audit & Consultancy Ltd





## Teresa Strange

---

**From:** Kevin Rose <kevin.rose@audit-iac.com>  
**Sent:** 04 January 2023 12:16  
**To:** Teresa Strange  
**Subject:** Interim Internal Audit Report  
**Attachments:** 2022-23  
\_Melksham\_Without\_Parish\_Council\_Interim\_Internal\_Audit\_Cover\_Letter.pdf;  
2022-23  
\_Internal\_Audit\_Melksham\_Without\_Parish\_Council\_-\_SUMMARY\_INTERIM.pdf;  
2022-23  
\_Melksham\_Without\_Parish\_Council\_Interim\_Internal\_Audit\_Observations.xlsx;  
2022-23  
\_Melksham\_Without\_Parish\_Council\_Interim\_Internal\_Audit\_Observations.pdf

Melksham Without Parish Council

Teresa

I hope you are well.

Further to my interim audit please find attached my report for your review.

I have made a couple of Observations and Recommendations, which we discussed during the audit. I would be grateful if you could please review the report and advise if it is OK.

I have not raised Observations regarding the reserves or the interest earned on deposits as I understand that these will be subject to review when the significant cash outflows planned have been carried out. I will review these at the end of the year.

I have also attached a cover letter and summary, which set out the areas tested as part of the audit. I would be grateful if you could share the my Cover Letter, Observations and Summary with your Council.

If you are happy with the report, could you please populate your responses in the Comments column of the Excel format Observations Report and return it to me?

Many thanks.

Best regards

Kevin Rose ACMA  
Director

IAC Audit & Consultancy Ltd 

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

4th January 2023

Dear Teresa,

## **Report on Internal Audit carried out on 21 December 2022**

An audit was carried out by Kevin Rose on Wednesday 21 December 2022. This was the interim audit visit, part of the annual internal audit coverage of the Council.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 198 items. A total of 93 items were tested during this audit, including items that were examined and tested as part of the pre-audit process. 34 additional items were checked and confirmed as being Not Applicable to your Council. The balance of 71 items will be checked during the Year End audit.

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), and the publication of the Annual Governance and Accountability Return (Box N).*

Of the 93 items tested a Positive response was obtained in respect of 91 tests. There were 2 Negative responses identified and 2 Observations were made, details of which are set out in the attached Interim Internal Audit Observations.

The records reviewed were found to be in good order and none of the Observations raised at this stage would give rise to a Negative response in the year end Internal Audit Report.

One matter that I would like to draw particular attention to is the review of Risk. At the date of the Interim Audit this had not been carried out and I was advised that this would be undertaken prior to the end of the Financial Year. The Council should note that it is a requirement that such a review is undertaken during the year and a failure to do this would result in both a Negative response on the Internal Audit Report and also require a Negative response on the Annual Governance Statement.

IAC Audit & Consultancy Ltd.

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23 Westbury Road, Yarnbrook, Wiltshire, BA14 6AG

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

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A detailed breakdown of our audit testing and Responses is set out in our Internal Audit Summary and I would encourage Councillors to review this in order that they may have greater understanding of the scope of the audit and the areas tested.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'K. Rose'.

Kevin Rose ACMA  
Director

# Interim Internal Audit Summary Melksham Without Parish Council



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

Interim Audit Date: 21 December 2022

Internal Control Objective		Tested	Positive	Negative	Recommendations
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.	31	31	0	0
Box C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	4	3	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.	12	12	0	0
Box E	Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	20	19	1	1
Box F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	N/A	N/A	N/A
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.	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 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")	N/A	N/A	N/A	N/A
Box L	If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.	N/A	N/A	N/A	N/A
Box M	The authority, during the previous year (2021/22) 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 2021/22 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	N/A	N/A	N/A	N/A
<b>Totals</b>		<b>93</b>	<b>91</b>	<b>2</b>	<b>2</b>

**Melksham Without Parish Council**  
**Financial Year 2022-23**



**Interim Internal Audit Observations**

Audit date: 21 December 2022

**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
1	The Council, as a body, has undertaken a formal review of risk (this cannot be delegated to sub-committee) - Interim Audit	No	As at the date of the Interim Audit the Council had not formally Minuted a review of Risk	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

**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
1	If making small value VATable supplies, and not VAT registered, does the VAT value not exceed £1,000 (i.e. gross income of £6,000) in accordance with VAT Notice 749?	No	The Council has in place a VAT registration dispensation from HMRC, this dispensation was issued in 2015 when the Council's income from its sports lettings was lower than at present. The dispensation refers to a VAT limit of £1,000 (which would be £6,000 of gross income). The Council's income now exceeds this level and this dispensation is not longer valid.	The Council to note that it has exceeded the £1,000 VAT output limit for registration as set out in VAT Notice 749. Council to consider whether it should now be VAT registered.	Medium





HM Revenue  
& Customs

RECEIVED  
07 SEP 2015

10a

Melksham Without Parish Council  
First Floor Crown Chambers  
7 Market Place  
MELKSHAM  
Wiltshire  
SN12 6ES  
FAO: Lucy Key

Local Compliance  
Individuals & Public Bodies  
S0927  
NEWCASTLE  
NE98 1ZZ

Phone 03000522768

Email customercoordinator.pbg@  
hmrc.gsi.gov.uk

Web www.gov.uk

Date 3 September 2015  
Our ref LC/I&PBG/S0927/DL1168/AS

Dear Ms Key

I refer to your letter of 30 July regarding waiver of VAT registration. Firstly may I apologise for the delay in providing a full response to your letter.

As per Guidance VATGPB4920 HMRC practice is to only enforce VAT registration where it is anticipated that output tax will reach £1,000 a year. This is to avoid the administrative costs of maintaining registrations for authorities whose only taxable supplies are the occasional disposal of assets, such as the sale of a lawnmower or computer by a parish council for example. Despite this an authority remains entitled to register in accordance with section 42 if they wish.

Therefore, thank you for your waiver of registration. Please ensure that you continue to review your VAT position on a rolling year to ensure that you meet your legal obligations and requirements.

If you have any further queries please do not hesitate to contact HMRC.

Please note that our new address is Local Compliance, Individuals & Public Bodies, S0927, NEWCASTLE, NE98 1ZZ. If you write to us but do not use this address then we may not get your post.

Yours sincerely

**Mrs Amanda Symons**  
Higher Officer

To find out what you can expect from us and what we expect from you go to [www.gov.uk/hmrc/your-charter](http://www.gov.uk/hmrc/your-charter) and have a look at 'Your Charter'.

Information is available in large print, audio and Braille formats.  
Text Relay service prefix number – 18001



MELKSHAM WITHOUT PARISH COUNCIL  
Clerk: Mrs Teresa Strange

First Floor, Crown Chambers,  
7 Market Place, Melksham,  
Wiltshire. SN12 6ES  
Tel: 01225 705700

Email: [clerk@melkshamwithout.co.uk](mailto:clerk@melkshamwithout.co.uk)  
Web: [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

30<sup>th</sup> July 2015

Dear Sir / Madam,

**WAIVER OF VAT REGISTRATION**

Melksham Without Parish Council has reviewed its position regarding VAT registration and wishes to ask if the need to register for VAT can be waived as its expected income from business activities over the coming years is very small and irregular.

For 2015/16, it is expected to have a turnover of approximately £200,000 of which a maximum of £3,000 will be from business activities. This would result in an output tax of just £600 – well below the £1,000 indicated in Section 42.

Please can you advise whether, on this basis, the Council's need to register for VAT can be waived? We will of course review these figures on a regular basis and register if needed in the future.

Yours faithfully,



Lucy Key  
Finance Assistant

Letter sent 4/8/2015 to:

HMRC - VAT Registration Service  
Imperial House  
77 Victoria Street  
Grimsby  
DN31 1DB

Serving rural communities around Melksham

**FINAL ACCOUNT**  
for  
**NEW VILLAGE HALL**  
at  
**TELFORD DRIVE, BERRYFIELD, MELKSHAM**

**STATEMENT OF ACCOUNT**

	Omissions	Additions
To amount of Contract Sum		740,469.07
By adjustment of Provisional Sums for Dayworks	10,700.00	0.00
adjustment of Provisional Sums	18,500.00	14,622.23
adjustment of Architects Instructions	12,927.30	68,302.88
	<hr/> £42,127.30	<hr/> £823,394.18
		<hr/> £42,127.30
		<hr/> <b>£781,266.88</b> <hr/>

**TOTAL COST OF WORKS**

For and on behalf of Rigg Construction (Southern) Ltd as full and final settlement of all claims against this Contract

  
.....

Lancaster Park  
Bowerhill  
MELKSHAM SN12 6TT

16th November 2022

Date.....





**Berryfield Village Hall**

**DAYWORKS**

Description		Amount	Cost	A.I.Nr
Labour	items A150	6,500.00	0.00	
Materials	item A150	2,400.00	0.00	
Plant	item A150	1,800.00	0.00	
<b>Carried to Statement</b>		<b>£10,700.00</b>	<b>£0.00</b>	







**Berryfield Village Hall**  
**ARCHITECTS INSTRUCTIONS**

<b>A.I. nr.</b>	<b>Description</b>	<b>Omissions</b>	<b>Additions</b>
1.1/1.2	Wessex Water quotation for new mains connection	incl. in Prov Sums	
1.3/1.4	BT Openreach quotation for new fibre services		1,693.00
1.5	Co-ordinate internal drainage with Mech services	0.00	0.00
1.6	SE revised drawings Rev C3	0.00	0.00
2.1	SSE quotation for new electric main	refer to A.I. nr. 3.2	
2.2	Additional movement joints as SE dwg		200.00
2.3	Entrance sign position/recess	0.00	0.00
2.4	Doors to be Oak veneer	0.00	0.00
3.1	OMIT Prov Sum for electric main and connection charge	incl. in Prov Sums	
3.2	SSE quotation for new electric main	incl. in Prov Sums	
3.3	Flush fitted operating switch to Servery shutter		265.00
4.1	Additional Electrical installations		
	electric operation to 4 nr. rooflights		390.00
	supplies to hand driers		1,775.00
	supply for defribillator and external PIR fitting		842.63
	supply data for digital signage/display monitor		417.30
	supply and data for projector and screen		845.30
	7 nr. CCTV data points		1,498.00
	supply for BT ONT unit in plant room		208.65
	upgrade outlets in two positions to USB type		32.10
	<b>Carried Forward</b>	<b>£0.00</b>	<b>£8,166.98</b>

Final Account.  
November 15th 2022.







0011

0011

**Berryfield Village Hall- Working document**

Company	Service provided	Anticipated Budgeted Cost	Amount actual paid so far- Excluding VAT
Arthur Williams	Project Manager	£7,875.00	£6,300.00
<b>BTA Architects</b>	<b>Architect</b>	<b>£14,780.00</b>	<b>£14,580.00</b>
Stephen Penfold Associates	Civil / Structural Engineering	£6,450.00	£3,300.00
WPL, Bristol	CDM Advisory Service	£1,400.00	£1,400.00
Planet Surveys	Topographic survey	£500.00	£500.00
Pope Consulting	Mechanical & Electrical Engineering	£9,530.00	£9,530.50
Wiltshire Council- Planning application fee	Planning application submission	£924.00	£924.00
Wiltshire Council- Planning application fee	Wiltshire Council Planning application fee charge	£20.83	£20.83
Wiltshire Council- Planning application fee	Application for Non Material Amendment for the Public Art and variations to the building plan/elevations for acoustic measures	£137.83	£137.83
Parkinson Partnership	VAT Advice	£654.00	£654.00
Martin Pickard	Cost Co-ordination Consultant	£4,900.00	£4,900.00
Wellers Hedley	Legal assistance	£2,500.00	
Wiltshire Council's Building Control	Building Regulation submission quote	£2,000.00	£2,000.00
Rigg construction	Building Construction (Including additional 40k for drainage) Note: Original contracted amount was <b>£719,796.18</b> due to delays in starting on site there was an additional cost of <b>£20,672.89</b> . Due to no provision being made for drainage at the site an additional <b>£40,000</b> was approved to resolve these issues	£781,266.88	£763,642.80

Note: Ended service early therefore all payment due for this contractor has been paid.

Includes the cost of battery storage for village hall

	Battery Storage unit- £5,995 Included in the above costs for Rigg		
Wiltshire Publications	Expression of interest for tender advert, in Melksham News, Frome and Westbury	£281.00	£281.00
24 Acoustics Ltd	Acoustic report	£2,435.00	£2,435.00
Wiltshire Publications	Public works loan advert	£495.00	£495.00
Nettl	Berryfield Village Hall leaflet printing to drop off at Bowood estate	£32.50	£32.50
Nettl	Berryfield Village Hall Plan printing	£79.00	£79.00
Kerry Lemon	Signage for project- up to £1,500	£547.88	
	Land Transfer Fees	£940.00	£940.00
	RAL Colour sample for Residents meeting-	£11.25	£11.25
	Post code for new hall	£146.74	£146.74
	Asbestos Survey for old village hall	£350.00	£350.00
Radcliffe Fire Protection	Berryfield Village Hall Fire risk assessment	£250.00	£250.00
Community Heartbeat	Inv.13785- New defib Berryfield Village Hall		£2,540.00
Arthur J Galligher	*Berryfield Village Hall Insurance*	£3,849.18	£3,849.18
Aquasafe Environmental	Inv.220824- Legionella Risk Assessment Berryfield Village Hall	£295.00	£295.00
	Toilet Rolls for new hall	£3.75	£3.75
Office Right	Tables and Chairs	£1,956.20	£4,189.20
TW Landscapes	Planting	£2,780.00	£2,780.00
	WiFi say around £30 per month	£100.00	
Rigg construction	Demolition of old village hall - <b>Note there is £5,000 held in a reserve for this</b>	£7,578.72	
Arian Design	New Berryfield Village Hall noticeboard for hall	£672.00	£672.00
JH Jones	Installation of Hall committee noticeboard	£70.00	£70.00
	Signage for Kitchen, Cleaners Cupboard etc	£100.00	
Public Works Loan Board	Interest Repayments	£17,015.65	£5,878.13
Amazon	First Aid box for village hall	£7.49	£7.49
Amazon	Storage boxes for move into new village hall	£31.04	£31.04

To come out of these costs as this is something the parish council is providing rather than the hall  
Part of this will be reimbursed once the hall is leased to the new committee

Note: £2,233 was awarded to new village hall for these, therefore, the parish council will invoice back to the new committee this amount

Radcliffe Fire Protection	Installation of new Fire extinguishers	£364.00	£364.00
DS Securities	Annual Alarm maintenance	£790.00	£790.00
Office Right	Moving furniture from old hall to new	£500.00	£500.00
Wiltshire Publications	Berryfield Village Hall AGM advert	£69.60	£69.60
Berryfield Village Hall	Money to put into bank account for new village hall for cashflow to get hall up and running	£4,500.00	
<b>Sub Total</b>		<b>£879,189.54</b>	<b>£834,949.84</b>

**Budget: £850,000**

**£ 5,000 in reserve for demolition**

**Total £855,000**

**\*Refund to come for insurance once new committee is in place.**

## Teresa Strange

---

**From:** Evans, Debbie <Debbie.Evans@wiltshire.gov.uk>  
**Sent:** 28 December 2022 14:19  
**To:** Teresa Strange  
**Subject:** FW: Query on future CIL payments

Good afternoon Teresa,

I hope you had an enjoyable Christmas break.

Please see my comments below in red text.

Kind Regards

Debbie Evans  
S106 & Community Infrastructure Levy Monitoring Officer  
Planning

## Wiltshire Council

Tel: 01225 716766  
Email: [debbie.evans@wiltshire.gov.uk](mailto:debbie.evans@wiltshire.gov.uk)  
Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)  
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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>  
**Sent:** 14 December 2022 15:45  
**To:** Evans, Debbie <[Debbie.Evans@wiltshire.gov.uk](mailto:Debbie.Evans@wiltshire.gov.uk)>  
**Cc:** Marianne Rossi <[admin@melkshamwithout.co.uk](mailto:admin@melkshamwithout.co.uk)>  
**Subject:** Query on future CIL payments

You don't often get email from [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk). [Learn why this is important](#)

Hi Debbie

Long time no speak! Hope all is well.....

I have a couple of queries on CIL for you as we look to set our budget for next year.

1. We have a development of 50 new dwellings with planning permission and they are to be 100% affordable houses, with another submitted awaiting decision for another 53 - and these are to be 100% affordable houses too. Can you please confirm that these will NOT be attracting any CIL contributions as not market value houses.

The developer will need to apply for social housing exemption and adhere to the CIL regulations to ensure there is no CIL Liability.

2. In the Local Plan Review there are some 2,500 houses for the Melksham area up to 2036 - for these strategic allocation are we right that there will be NO CIL contributions as these are strategic sites - just want to check on any future income in future years (don't want to rely on CIL coming forward if it isn't and therefore we might have to start saving now instead!

Strategically important sites in Melksham will attract a reduced CIL Liability of £30 per sqm rather than £55 per sqm. I am unaware of any strategically important sites in Melksham at present.

3. For the following development at Reserved Matters now, are you able to tell us the CIL amount due? It needs to start on site within a year of permission so we are looking to use the funding next year. I think the answer is probably no, as they are still revising plans over the number of 3/4/5 bedroom houses, so guess you only do at permission granted stage but it was worth the ask!

CIL Liability will be calculated at approval of Reserved Matters

**PL/2022/02749 land east of Semington Road**

Thanks very much,  
Teresa

Teresa Strange  
Clerk  
Melksham Without Parish Council

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## Teresa Strange

---

**From:** cilands106 <cilands106@wiltshire.gov.uk>  
**Sent:** 15 December 2022 14:54  
**To:** Teresa Strange  
**Cc:** Marianne Rossi  
**Subject:** RE: CIL payment queries

Good Afternoon Teresa,

Thank you for your email,

I thought it would be easier to highlight each query with the answer in red on your original email.

Basically these are all cases that have had surcharges for non-compliance of the CIL regulations, these charges are part of the admin costs and are not included in the CIL liability % payable to the parish.

The amount payable in full has to be shown on the CON29 to include this surcharge, there is no separate column to allow to show this as a surcharge added on.

The other amendments have been made on the CON 29 to show the correct parishes, thank you for this information, its always nice to tidy up errors like that.

Many thanks

*Jane Herridge*  
Section 106 & Community Infrastructure Monitoring Officer  
Planning

**Wiltshire Council**

Tel: 0300 456 0114

Direct: 01249 706616

link to Community Infrastructure Levy

<https://www.wiltshire.gov.uk/dmcommunityinfrastructurelevy>

Email: [jane.herridge@wiltshire.gov.uk](mailto:jane.herridge@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

Use of digital technology in planning



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

---

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

**Sent:** 15 December 2022 12:08

**To:** cilands106 <cilands106@wiltshire.gov.uk>  
**Cc:** Marianne Rossi <admin@melkshamwithout.co.uk>  
**Subject:** CIL payment queries

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Good morning

I have a couple of queries on CIL payments that I wonder if you could advise on please?

15/09689/FUL	LA2016/004	Melksham Without	Frogditch Farm, 225 Lower Woodrow, Melksham	Erection of replacement dwelling	£6,485.00
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This previously had a CIL payment of NIL showing, and now on the CON 29 spreadsheet shows £6,485.

In August 22 we received a payment of £1,340.62.

15% of £6,485 is £972.75 and 25% as we have an adopted NHP since 8/7/22 would be £1,621.25.

Could you please explain the payment received please, and if we are to receive more.

We need to know if its paid at the 15 or 25% rate as we have a sharing arrangement with the joint council in the NHP for the additional 10%.

**This was a self-build that failed to meet the criteria so the CIL exemption was removed, there was a surcharge added to the CIL payment for non-compliance, this is not included in your Parish calculation, the CIL liability is £5362.50, of which you received 25%**

18/03329/REM	LA/2022/0057	Melksham without	Garden of 406 C The Spa Melksham		
--------------	--------------	------------------	----------------------------------	--	--

This shows a CIL payment of £7945.38 on the CON 29 spreadsheet.

In May 22 we received a payment of £1,655.28.

15% would be £1191.81

25% would be £1,986.35

As above is this paid at 15 or 25% and is there more to come?

**This again has a surcharge added but you received 25% of the CIL liability £6,621.15**

19/10934/FUL	LA/2022/0071	Melksham Without	406 C The Spa Melksham		
--------------	--------------	------------------	------------------------	--	--

This shows a CIL payment of £1,950.05.

In May 22 we received £406.26.

15% would be £292.51

25% would be £487.51

As above, is this paid at 15 or 25% and is there more to come?

**This again has a surcharge added but you received 25% of the CIL liability £1625.04**

As an observation, the CON 29 spreadsheet showing the parish that the development is in is **very** useful.

We have spotted a couple of errors for your information.

There is no parish of Whitley – this is in Melksham Without and there are a couple listed as Melksham or Melksham Without that are elsewhere in Wiltshire.



18/04614/FUL	LA2019/010	Melksham Without	Land North Of The Paddocks Whiteheads Lane Bradford Avon BA15 1JU
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Amended thank you

18/11152/FUL	LA2019/254	Melksham	Hernshaw, Werg, Mildenhall, SN8 2LY
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Amended

20/01276/ful	LA2020/056	Whitley	Westlands Farm Westlands Lane Whitley SN12 7QG
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Amended

19/08483/FUL	LA2020/047	Whitley	213 A Corsham Road Whitley SN12 8QF
--------------	------------	---------	-------------------------------------

Amended

Many thanks, Teresa

Teresa Strange  
Clerk

**PLEASE NOTE THE NEW ADDRESS:**

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

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## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 23 December 2022 14:30  
**To:** Alford, Phil (Phil.Alford@wiltshire.gov.uk); Nick.Holder@wiltshire.gov.uk; Jonathon.Seed (jonathon.seed@wiltshire.gov.uk)  
**Subject:** FW: Potential election costs for 2025

Dear Phil, Nick & Jonathan

Melksham Without PC are precept setting on their return to work in January, and I just wondered if you had heard anything about the potential to charge parish and town councils for elections in 2025? Just trying to get a feel for any potential costs as if they are quite hefty (we have potentially 6 polling stations etc) then we may wish to spread the cost across next year's precept too. Not sure what the cost implications would be as Wiltshire Council will be running them anyway for their own elections, but have had a pre warning that we will be charged moving forward (see below).

One for January.... But if you had any knowledge of what the thoughts are then that would be useful before 9<sup>th</sup> Jan. Wishing you all a good and restful Christmas break, thank you to all 3 of you for your support to Melksham Without this year.

With best wishes,

Teresa

Teresa Strange

Clerk

**PLEASE NOTE THE NEW ADDRESS:**

Melksham Without Parish Council

First Floor

Melksham Community Campus

Market Place

Melksham

Wiltshire

SN12 6ES

01225 705700

---

**From:** Elliott, Kieran <Kieran.Elliott@wiltshire.gov.uk>  
**Sent:** 21 December 2022 11:08  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** RE: Potential election costs for 2025

Hi Teresa,

I'll chase this up and try to get back to you as soon as I can.

Yours

**Kieran Elliott**  
**Democracy Manager (Democratic Services)**  
**Democracy, Governance and Customer Services**  
**Legal and Governance**

# Wiltshire Council



Tel: 01225 718504

Email: [kieran.elliott@wiltshire.gov.uk](mailto:kieran.elliott@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

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**From:** Teresa Strange <[clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)>

**Sent:** 20 December 2022 12:39

**To:** Elliott, Kieran <[Kieran.Elliott@wiltshire.gov.uk](mailto:Kieran.Elliott@wiltshire.gov.uk)>

**Subject:** Potential election costs for 2025

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Hi Kieran

Hope this email finds you well....

Can I pick your brain as always please!

Have I missed a communication about potential election costs in 2025 for parish and town councils? I know it won't be until 2025 but we need to be putting money into a Reserve over the next couple of years for this and not leaving for the Precept to take the hit in one go.

See below from notes from Clerks meeting with WC where it says it was about to come out imminently from Perry Holmes but I don't recall seeing it or find it.

We are obviously interested in the type of costs were are looking at finding.

With many thanks, hope you have a good christmas break!

All the best,

Teresa

Teresa Strange

Clerk

Melksham Without Parish Council

01225 705700

---

**From:** Schell, Rhys <[Rhys.Schell@wiltshire.gov.uk](mailto:Rhys.Schell@wiltshire.gov.uk)>

**Sent:** 11 November 2022 15:46

**Subject:** Town and Parish Council/ Wiltshire Council meeting 4th Nov 2022

Dear all,

Many thanks for your input at the meeting last week – notes below. I will send around the MS Teams invite to the next on 9<sup>th</sup> December soon. Hope you have a great weekend.

- **Welcome – David Redfern**
- **Positive Conduct, Positive Democracy campaign – Perry Holmes**

An ongoing Positive Conduct, Positive Democracy campaign has been taking place this year. A webinar took place in July which provided support and guidance around how Cllrs and Clerks can minimise issues around conduct – this can be accessed from this link [Positive Conduct equals Positive Democracy - Wiltshire Council](#). This includes a toolkit which has been created to assist parishes. A Positive Conduct Charter has been developed which many parish councils have signed up to already – thank you. Wiltshire Council’s Cabinet have all signed up to the Charter and others will be asked if they are also willing to sign up.

Wiltshire Council has also adopted a new Code of Conduct and guidance, adapted from the LGA model Code.

Wiltshire Council has been undertaking detailed budget discussions across all areas of the business. The costs of delivering elections has been held by Wiltshire Council and early discussions with Councillors have indicated that this is likely to change. We appreciate this is a challenging message but are keen to ensure that councils have plenty of notice to effectively plan and precept. Perry will imminently be writing out to all town and parish councils with further information and an indication of what the respective election costs are.

- **Wiltshire Council updates – David Redfern**

Budget challenge meetings have taken place this week. Extremely tricky financial times and WC looking very closely at all options to ensure we can deliver a balanced budget and have subsequent robust plans in place for future years.

Corporate Peer Challenge taking place next week (w/c 7<sup>th</sup> November).

### **Karen Linaker – Ukraine**

Ukraine Guests continue to be placed, matched and supported in Wiltshire. Currently in Wiltshire, 578 sponsors are matched with 1,369 individuals and there are presently 879 guests are being accommodated in 377 households across Wiltshire.

Current main focus of the H4U team is to support hosts and guests as the 6 month initial phase of hosting ends. Some hosts have agreed to continue hosting, but where Guests need to move on they are being supported by Wiltshire Council: [Wiltshire Council uses government funding to respond to Ukraine housing needs - Wiltshire Council](#).

Support also continues from the 14 community led hubs. The Key Info Link is a very good way to stay up to date: [Key information links - Wiltshire Council](#)

- **Cost of living updates**
  - Wiltshire Council – Rhys Schell

[Community Directory](#) has now launched. This contains all registered warm spaces across the county and all community food providers, including food banks, fridges, lunch clubs. So far have approximately 80 warm spaces registered and 30 community food providers. Please ensure all your areas are registered.

We're offering training specifically around Warm and Safe Wiltshire to the warm spaces volunteers or officers to be able to advise and signpost residents accordingly. Warm spaces will also be provided with a host of other information and useful resources.

Developing a countywide network of community food providers. Held some initial meetings and have written out to all known contacts and invited them to join our growing network. Further information to follow in due course.

All Area Boards are now actively looking at their local communities to support local initiatives and projects relating to cost of living. The [Cost of living webpage](#) is live and has a range of useful information on it.

Household Support Fund is currently being distributed. Part of this funding is being used to support food banks – again, please ensure your local food banks are submitting applications for this.

Wellbeing Hub – enquiries and requests for the wellbeing hub remain low. Largely calls are being dealt with via customer services and other existing networks. We are monitoring this and will take further action should demand increase.

- Town and Parishes – all

Feedback that in Marlborough the community fridge has experienced a shift in how it's being used. Now needing to operate more like a food bank and there is a change in the need of the people using it. Further anecdotal information from Corsham was showing that older people are staying longer after activities/sessions have finished to stay warm rather than going home.

- **Town and Parish Clerk updates/ discussion – all**

A request for a discussion regarding Service Devolution and Asset Transfer policy at the next meeting.

- AOB

### **Wiltshire Town and Parish Communities – SID data Sharing Pilot**

Pilot is focussing on 4 types of Speed Indicator Device/Speed Cameras : Elan City Evolis; AutoSpeedWatch; Message Maker and Pandora Technologies which make up 86% of all devices installed across Wiltshire

- CSV files from all 4 types successfully trialled
- Macros will be needed to help sort data into a standard format.
- Solution will work provided data is submitted via PC's running Windows 10+ and MS Office 2016 or higher
- It will not be possible to accept data from Macbooks, Mac tablets. Apple spreadsheet software (Numbers) does not handle MS Excel Macros efficiently. CSV files created by them will be very large and will be rejected by Wiltshire Police's email server

### **Macro Digital Signature requirement**

- Wiltshire Police IT (WP IT) advise files submitted in CSV or Excel format which contain Macros will be rejected unless the Macros are digitally signed according to WP IT policy requirements.
- To-date, WP IT have yet to publish their instructions on how to secure Macros for use on devices outside and inside the Wiltshire Police domain.
- John Derryman (OPCC) has written to them on 26<sup>th</sup> October and asked them when they expect to publish their guidelines as they are needed as soon as possible. JD has emphasised that this initiative is being sponsored by the PCC and is part of Wiltshire's Police and Crime Plan for 2022 – 2025.

### **Qlik Sense SQL Database development**

- As of August WP IT started designing changes to the SQL database used to store CSW data, so that SID data can be added to it. Work tickets were being created in order to make the necessary changes.

- **Next meeting – 9<sup>th</sup> December 11am – Rhys to issue invites**

Kind regards,

**Rhys Schell**

**Service Manager - Engagement and Partnerships**

Leisure, Culture and Communities

County Hall | Bythesea Road | Trowbridge | BA14 8JN

E: [rhys.schell@wiltshire.gov.uk](mailto:rhys.schell@wiltshire.gov.uk)

T: 01225 716752 | Ext: 16752

**Wiltshire Council**



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# MELKSHAM WITHOUT PARISH COUNCIL

## Financial Reserves Policy

Review by Finance Committee 10<sup>th</sup> January 22

### 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.

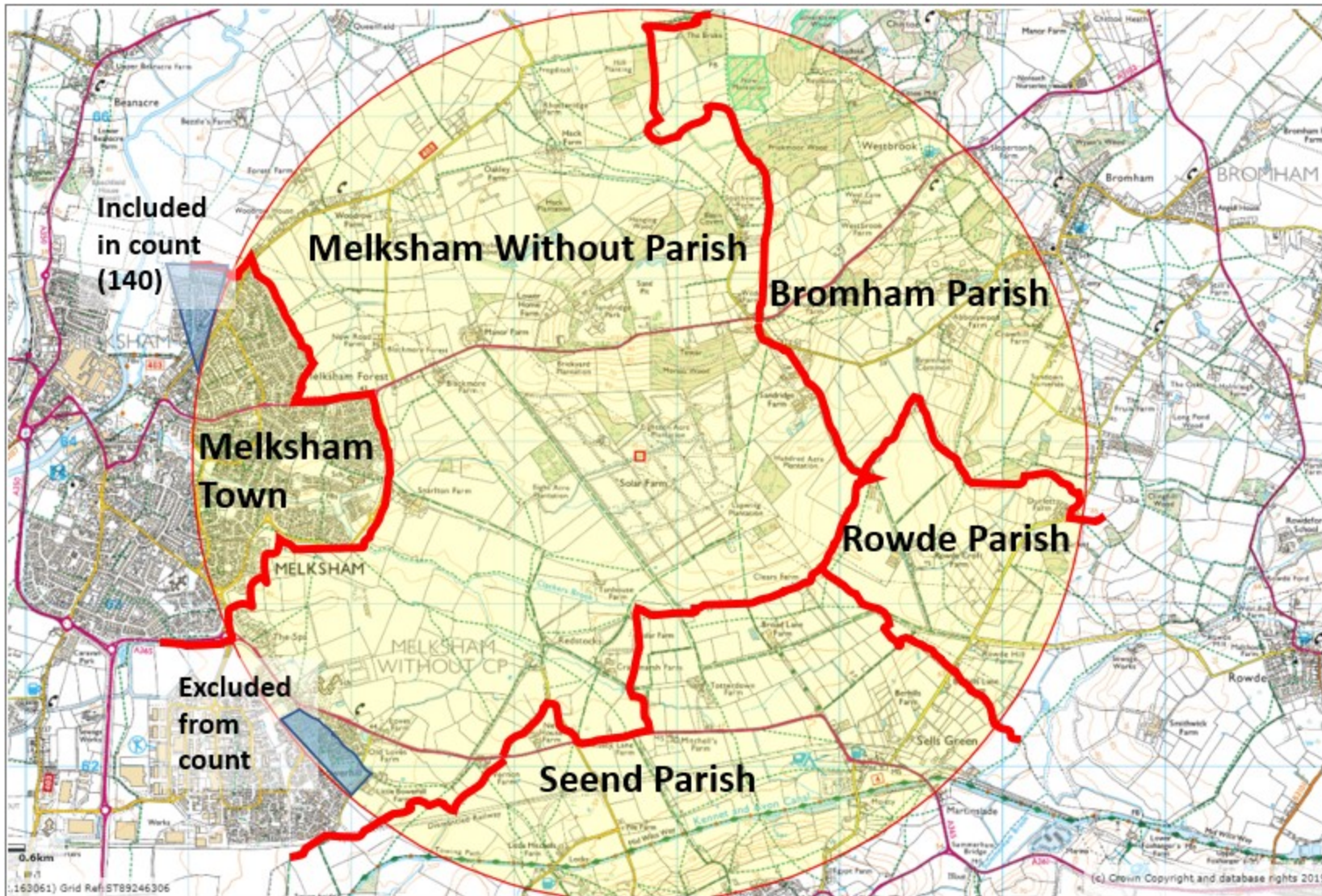
The Finance Committee is also required to report on the specific reserves of the Parish Council, outlining the purpose for which each is held, establishing an appropriate level of reserve and highlighting any proposed changes during the forthcoming year.

### **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.*





## Teresa Strange

---

**From:** Teresa Strange  
**Sent:** 03 January 2023 14:35  
**To:** ttaylor@foresightgroup.eu  
**Cc:** admin@melkshamwithout-pc.gov.uk  
**Subject:** Solar Farm Community Funding  
**Attachments:** Map re 2.75km radius.png

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

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**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  
E: [patsy.clover@melksham-tc.gov.uk](mailto:patsy.clover@melksham-tc.gov.uk)  
I: [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)

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# Solar Farm Community Fund

Version 23/12/22 for review by Finance Committee 9th January 2022

Balance brought forward from 31st March 2022	£29,068.47
Amount received in 2022/23	£16,119.14
<b>TOTAL FUND AVAILABLE</b>	<b>£45,187.61</b>

## Anticipated Spend in 2022/23

Weedspraying	£2,407.00
Erection of SID on fortnightly basis (x2 for part of year)	£1,279.00
Play Area/ MUGA Safety Surfacing Clean	£3,300.00
Play Area replacement safety surfacing, equipment and benches	£0.00
Roundabout grass cutting and maintenance (ex Carsons Tyres)	£2,640.00

<b>TOTAL SPEND IN 2022/23</b>	<b>£9,626.00</b>
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Anticipated balance as at 31st March 2022	<b>£35,561.61</b>
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Anticipated receipt in 2022/23	<b>£12,000.00</b>
<b>TOTAL FUND AVAILABLE</b>	<b>£47,561.61</b>

## Anticipated Spend in 2023/24

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
Tree Inspections and resulting tree work	£2,300.00
Roundabout grass cutting and maintenance (ex Carsons Tyres)	£2,904.00
Weedspraying	£2,684.00

Erection of SID on fortnightly basis (x3 devices)	£1,838.00
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Street Furniture	£1,000.00
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Bowerhill Sports Field playing field improvement (2 x adult pitch vertidrain)	£1,500.00
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<b>TOTAL SPEND IN 2023/24</b>	<b>£32,776.00</b>
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Anticipated balance as at 31st March 2024	<b>£14,785.61</b>
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Index linked but not all houses in Hunters Wood/The Acorns have been taken into account yet, its as they are added to the electoral register, but there will be a few Pathfinder ones to add, so MWPC share may still go down? So guesstimate COUNCILLORS TO CONFIRM AMOUNT THEY THINK IT SHOULD BE

Still working on land ownership issue, quote was for £7,500 but showing with increase for inflation, some ground works contribution through LHFIF plus £6,500 for RTI

budgets for CAWS donating funds for 3rd device which parish council will pick up running costs

Melksham Without Parish Council  
1<sup>st</sup> Floor  
Crown Chambers  
7 Market Place  
Melksham  
Wilts  
SN12 6ES

**21 October 2022**

To whom it may concern

**Community Benefit Agreement between (1) Sandridge Solar Power Limited and (2) Melksham Without Parish Council dated 9 August 2016 (the “Contract”)**

We have been notified by Melksham Parish Council that the Parish has added 177 additional postal addresses in 2021/22. The 2022 distribution of community benefits payments therefore have been amended to reflect the new number of postal addresses per parish.

The percentage of the community benefits payment has changed for Melksham Without Parish from 26.69% to 25.72%.

The new annual base value for Melksham Without Parish Council will be £12,757.77 (Index linked).



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Director  
Sandridge Solar Power Limited



## Council Tax Factsheet for Town and Parish Councils October 2021

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### 1. What is the tax base?

This is the average number of band D equivalent properties within your town/parish.

### 2. How the tax base is calculated

The tax base is produced from the council tax system. This produces a listing of all the properties in each town/parish, per the Valuation Office records we receive, which is then adjusted to take into account any discounts that are given, for example, single occupancy, second homes, homes that are empty or exempt etc.

The properties are then translated into band D equivalent's using the required ratios below:

Band A 6/9	Band B 7/9
Band C 8/9	Band D 9/9 (1)
Band E 11/9	Band F 13/9
Band G 15/9	Band H 18/9 (2)

Finally, we add on an estimated number of band D equivalents to be built in the year and apply a collection rate adjustment. This then gives us the total number of band D equivalent properties to use for the tax base.

### 3. What is the tax base used for?

The tax base is used to calculate the band D charge for each town/parish. This is done by dividing the total precept requirement by the tax base. This figure will be compared to the previous year's band D charge and published on the Council's website.

A common query is when the parish have set their precept at the same monetary value as the previous year but find that their charge per band D property has gone up. This will be due to the tax base having gone down i.e. the number of properties we can collect from has gone down.

#### **4. Why might the tax base go down?**

The tax base could go down due to more properties in that town/parish claiming for discounts, most commonly an increase in the number of properties claiming single occupancy discount. Other factors include homes being demolished, becoming empty, becoming second homes, boundary changes, a change to the collection rate adjustment or an increase in the number of people claiming benefits.

Where significant changes are not understood, Wiltshire Council can provide a summary of the movement in a town/parish tax base by comparing last year's report to this year's report.

#### **5. When will the tax base be issued for 2023/2024?**

This will be sent out by Monday 7 November 2022.

#### **6. Precept calculator tool**

A simple tool is available on the Wiltshire Council website. It's a quick and easy tool that you can use to:

- Find out the effect of changing the precept by a certain amount and/or
- Find out the effect of changing the precept by a certain percentage

Please be aware that the tool does not yet contain 2023/2024 data. This will be updated in early November 2022. A separate e-mail will be circulated when it becomes available and will include a reminder of your town/parish login details.

#### **7. Deadline for confirmation of your precept requirement**

The deadline for precept requirements is **18 January 2023**. This is to ensure that all the data is available for setting the council tax which is done by the middle of February. Council tax cannot be set without precept requirement confirmation from all town/parish councils, Police and Fire Authorities and Wiltshire Council. The law requires that a town/parish must confirm even when the precept is nil.

A delay in council tax setting has a massive impact on billing to the public and payment of precepts. It is imperative that towns/parish arrange their budget setting meetings appropriately so that they can meet the precept requirement deadline.

#### **8. Payment of precept**

Providing the precept requirement deadlines have been met precepts will be paid as follows:

Towns/Parishes with a precept under £10k will receive their full precept by the end of April.

Towns/Parishes with a precept greater than £10k will receive half of their precept by the end of April and the other half by the end of September.

## **9. How will the precept be paid?**

Payment will be made by BACS directly into the town/parish bank account. Any changes to bank account must be notified on headed paper to:

Wiltshire Council  
Business Services Accounts Payable  
PO Box 4385  
Bythesea Road  
Trowbridge, Wiltshire  
BA14 4DS

## **10. Updating contact details**

Any changes to contact name, address, telephone number or e-mail address should be notified to the following e-mail address

[committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

An internal process is in place to ensure the financial system is then also updated.

## **11. Who can sign the precept request?**

The precept should be approved at the town/parish council's appropriate budget setting committee and a record kept of the approval. The precept request form 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 for 2023/2024 we will also accept an e-mailed submission from the contact e-mail address we hold.

## **12. Towns with a precept greater than £140,000**

If a town/parish has a precept requirement greater than £140,000 you are required to provide a breakdown of expenditure and income to the public. Towns and parishes required to do this will be contacted individually with a request to collect this information to be published on the council's website.

If your precept requirement is likely to be greater than £140,000 for the first time, please contact us on the details below.



### **13. Contact details – accountancy**

Tina Winfield 01225 718584 or

Sally Self 01225 713065

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

**Teresa Strange**

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**From:** financial planning <financialplanning@wiltshire.gov.uk>  
**Sent:** 07 November 2022 12:05  
**To:** Teresa Strange  
**Subject:** Town & Parish Precepts 2023-2024 Tax Base



7 November 2022

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 2023/2024**

**I am pleased to be able to provide you with your draft 2023/2024 Tax Base.** Whilst we do not usually expect the draft figure to change prior to formal approval of the final council tax base figures, we will notify you if there are any changes following the formal decision on 13th December 2022.

**In order for Wiltshire Council to calculate the total Council Tax for 2023/2024, you are required to confirm your Precept Requirement for 2023/2024 by completing and returning the form below by 18 January 2023.** 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, either by replying to this email and completing the form below or if your form could be scanned and sent to this email address before the deadline of 18th January 2023. This would be really helpful as we cannot guarantee quick access to paper post.

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 2023/2024 as in 2022/2023, you will need to multiply your 2023/2024 tax base by your 2022/2023 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 you in the next few days.
- 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 2023/2024, 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 21 February 2023.
- 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 30 April 2023 and the remaining 50% will be paid on or before 30 September 2023. Town and Parish Councils with Precepts under £10,000 will receive the full amount on or before 30 April 2023.
- 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

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', written in a cursive style.

Sally Self  
Chief Accountant

**Town / Parish Precept Requirement 2023/2024**

**Melksham Without Parish Council**

**For information:**

The equivalent number of band D properties for

Melksham Without Parish Council

is 2895.42 (tax base)

Total precept required for <b>2023/2024</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 (2895.42) = 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**

AGENDA ITEM

4 SCENARIOS - FIELDS TO CHANGE FOR EACH ARE IN RED

**Version 20/12/22 - For review at Finance Committee 9th January 2023**

change to Band	Tax Base	<b>2895.42</b>	WAS	DIFFERENCE		
	£ / Band D	84.71	84.71	0.00	<b>0.000%</b>	
	Precept	245,271.03	£235,689	9,581.98	4.1%	

change to total	Tax Base	<b>2895.42</b>	WAS	DIFFERENCE		
	£ / Band D	88.57	84.71	3.86	4.559%	
	Precept	<b>256,454.00</b>	£235,689	20,764.95	8.8%	

change to Band	Tax Base	<b>2895.42</b>	WAS	DIFFERENCE		
	£ / Band D	<b>82.11</b>	84.71	-2.60	-3.1%	
	Precept	237,742.94	£235,689	2,053.89	0.9%	

change to Band	Tax Base	<b>2895.42</b>	WAS	DIFFERENCE		
	£ / Band D	84.71	84.71	<b>0.00</b>	0.0%	
	Precept	245,271.03	£235,689	9,581.98	4.1%	

**Version 20/12/22 - For review at Finance Committee 9th January 2023**

	BUDGET 2017/18	BUDGET 2018/19	BUDGET 2019/20	BUDGET 2020/21	BUDGET 2021/22	BUDGET 2022/23	BUDGET 2023/24
<b><u>Expenditure</u></b>							
Allotments	£2,000.00	£1,800.00	£1,980.00	£2,062.00	£1,871.75	£2,011.75	£2,230.00
Sports Field	£22,980.00	£25,720.00	£19,725.00	£24,086.00	£26,391.50	£28,751.50	£33,450.00
General	£191,899.75	£240,725.80	£180,628.00	£280,209.00	£572,103.24	£1,116,907.18	£431,745.03
Adjustment to Reserves	£25,150.00	-£19,489.14	£87,922.00	£217,738.00	-£352,117.14	-£834,788.38	-£103,553.53
<b>TOTAL</b>	<b>£242,029.75</b>	<b>£248,756.66</b>	<b>£290,255.00</b>	<b>£524,095.00</b>	<b>£248,249.35</b>	<b>£312,882.05</b>	<b>£363,871.50</b>
<b><u>Income</u></b>							
Allotments	£2,234.25	£2,207.25	£2,059.00	£2,059.00	£2,512.50	£2,483.00	£2,512.50
Sports Field	£2,887.50	£2,300.00	£2,220.00	£2,900.00	£5,720.00	£9,150.00	£9,135.00
General	£58,908.00	£54,157.67	£84,868.00	£297,902.00	£22,039.80	£65,560.00	£95,770.00
<b>TOTAL</b>	<b>£64,029.75</b>	<b>£58,664.92</b>	<b>£89,147.00</b>	<b>£302,861.00</b>	<b>£30,272.30</b>	<b>£77,193.00</b>	<b>£107,417.50</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>-£217,977.05</b>	<b>-£235,689.05</b>	<b>-£256,454.00</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>256,454.00</b>

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



**Version 23/12/22 - For review at Finance Committee 9th January 2023**

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
2023/24		2895.42					
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	-£3,256.95	-1.50%	£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	-£43,000.00	-19.46%	£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				



# **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.
- (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).

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.

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 23<sup>rd</sup> May 2022 (min. 42/22h) approved for adoption by Full Council 20<sup>th</sup> June 2022.***

## **AGENDA ITEM 12C**

**To consider making Fixed Term Deposits again.**

FIXED TERM DEPOSIT RATES <https://www.lloydsbank.com/business/savings/fixed-term-deposit.html>

Examples for £600k invested for the following time period.

Interest rates were changed the following day (15<sup>th</sup> December) by the Bank of England, but a good indication.

1 month	0.55%	£ 298.36
3 months	1%	£ 1479.45
6 months	2.5%	£ 7479.05
12 months	2.6%	£15,600.00



# MELKSHAM WITHOUT PARISH COUNCIL

## GRANT AID POLICY

1. Applications must be from organisations either based within the Parish, or based outside the Parish that can prove that they assist residents living within the parish.
2. A statement of the latest audited accounts must accompany the application. Grants may still be awarded if up to date accounts are not received but they will not be paid until satisfactory accounts are received.
3. No applications received after the closing date will be considered, no matter how worthy the cause. Closing date is 31<sup>st</sup> January.
4. Applications from individuals will not be accepted.
5. Applications from schools or PTAs will only be considered if the grant is to be used for non-educational purposes. Grants will not be given for any item that should be supplied by Local Education Authority.
6. Applications from national organisations may be accepted if there is a local branch that is used by residents of the parish and it can be proved that this benefits the residents of the parish.
7. Grants **may not** be awarded to organisations which themselves issue grant aid or distribute funds to help other groups.
8. Under current legislation the council are unable to fund church buildings.

**Updated 2<sup>nd</sup> March 2020**

**Reviewed by Full Council 6<sup>th</sup> December 2021- No change**

## Teresa Strange

---

**From:** graham@sn12.net  
**Sent:** 01 January 2023 18:53  
**To:** Teresa Strange; clerk@melksham-tc.gov.uk; Pat Aves; John Glover  
**Cc:** <john.hamley@btinternet.com>; Kevin Hayes; Judith Gradwell; Phil McMullen;  
<roger@rogerwitt.me.uk>; Lee Fletcher  
**Subject:** Melksham Transport User Group - hiatus.

To: Town Clerks and Council representatives to Melksham Transport User Group  
Copy: Officers of MTUG and key supporters

Train services at Melksham Station moved from unusable to very thin but usable some 8 years ago - a 4 times increase in trains that lead to a 25 fold increase in passenger numbers in the following 4 years. However, growth petered out at that point - the immediate cause was the train being full and uncomfortably standing, but there has been a recurring reliability problem, with late notice cancellations. Potential passengers rank reliability far more important than speed, frequency, comfort or price, and although trains are longer (have more capacity) now, they are unmarketable to newcomers will be put off by a failure of service on their first use.

Last Spring, in the face of a protected unreliable service the Melksham Transport User Group took a decision NOT to help GWR and TransWilts by marketing the summer train service; we set our "bar" at 90% of day trips working, and sadly our caution was proven correct with only around 50% of the trips we would have advertised actually working. Things have got even worse since then. A new timetable (actually lille changed) came in early in December, but in the 14 days between then and Christmas, a full service only ran on ONE day. For a line with a frequency service, not an issue - but after most cancellations there isn't another train for two hours.

In the background, a number of us are looking to persuade Great Western Railway, and their masters at the Department for Transport, to do better - but the officers (part of the cc list) in December decided to suspend public promotion of the train service - it's frankly embarrassing. A Hiatus through the winter and early spring, into the next financial year. As some of our funding has come from the Town and Without Councils (the rest from excursion profits) and that money is primarily intended to help us promote rail use, it was felt we should write to you to let you know of the change in circumstances. The amount involved for each council is a few hundred pounds - the cost of producing, printing and distributing a single trifold leaflet through the MIN across Melksham. Let me write how we see how that may be used in the absence of promotion in the current financial year. Please let me know if you have questions or disagree the strategy.

The next timetable change comes in May, and by that time we'll have a lot clearer view of expected reliability for the summer, and for the future. Train service issues are not limited to Melksham - they are shared across West Wilts though we are an extreme case, and working with the West Wilts Rail User Group who have a program in place and are also independent of rail industry sponsorship we believe we can get most effective improvement and promotion across the area. On bus service support, you will see significant promotion over the next 3 months with Option 24/7, with fares capped at £2 and senior cards valid all day through the winter. It is likely that MTUG will work closer under that banner too in the future, with local interest in raising bus use, keeping existing services running (which so far we have done far better in Wiltshire than has happened in other counties) and helping with the development of new services such as the electric bus demonstration run in September.

One underlying comment on top of this hiatus. The Railway Industry is in a mess and a fight between the unions and government having an impact on its long term viability. We need to be careful not to antagonise the operators or government in our request for a reliable service that they conclude that they can save money by cutting back ... to an even more limited service (we already know of one line which only has trains on a Saturday) or goes completely. I don't see it as a likely outcome; Melksham is no longer the bottom of the GWR barrel as it was in 2006, but if half a dozen lines across the South West are closed, we could be at risk.

Graham

Graham Ellis - graham@sn12.net

48 Spa Road, Melksham, SN12 7NY

01225 708225 or 07974 925928

- \* Melksham South Ward Town Councillor
- \* Webmaster, Coffee Shop Rail Passenger Forum
- \* Acting Chair, Melksham Transport User Group
- \* Option 24/7 rep for Melksham
- \* West Wilts Rail User Group (Committee)
- \* Ukraine2Uk Webmaster and Facebook Group Admin





## MELKSHAM TOWN COUNCIL

Town Hall, Melksham, Wiltshire SN12 6ES

Tel: 01225 704187

Email: [townhall@melkshamtown.co.uk](mailto:townhall@melkshamtown.co.uk)

### INVOICE / STATEMENT

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

No. 35 – 22/23

Date: 28<sup>th</sup> December 2022

Quantity	Description	Unit Cost	TOTAL
	Joint funding of public service toilet provision at Market Place, Melksham for the period 1 <sup>st</sup> Apr 2021 to 31 <sup>st</sup> Mar 2022 (Not including water rates)		
	<b>Total</b>		<b>£4,091.17</b>

Payment is required not later than 14 days from the date stated above.

Please quote invoice number when making payment.

Receipts will not be issued unless a stamped addressed envelope is provided.

VAT Registration No. 771519517

DATE	CLEANING	ELECTRICITY	RATES	MAINTENANCE	COMMENTS
13/04/2021		£206.64			
15/04/2021			£188.25		
22/04/2021	£503.33				Apr-21
12/05/2021		£199.53			
17/05/2021			£187.00		
31/05/2021	£503.33				May-21
11/06/2021		£192.96			
15/06/2021			£187.00		
16/06/2021				15.68	Flourescent tubes
30/06/2021	£503.33				Jun-21
09/07/2021		£172.65			
15/07/2021			£187.00		
26/07/2021	£114.23				Additional clean
31/07/2021	£503.33				Jul-21
10/08/2021		£68.61			
31/08/2021	£503.33				Aug-21
10/09/2021		£69.22			
30/09/2021	£503.33				Sep-21
08/10/2021		£80.54			
31/10/2021	£503.33				Oct-21
10/11/2021		£76.32			
16/11/2021				£349.36	Pressure wash
22/11/2021	£503.33				Nov-21
09/12/2021				£171.88	Plywood
10/12/2021				£4.10	Gripfill
10/12/2021		£67.53			
31/12/2021	£503.33				Dec-21
10/01/2022				£705.00	Lights/emergency lighting/inline duct etc
12/01/2022		£79.69			
31/01/2022	£503.33				Jan-22
10/02/2022		£79.10			
24/02/2021				1284.66	Replace door/transom closer/bottom pivot

28/02/2021	£503.33				Feb-22
11/03/2022		£75.93			
31/03/2021	£503.33				Mar-22
<b>TOTAL</b>	<b>£6,154.19</b>	<b>£1,368.72</b>	<b>£749.25</b>	<b>£2,530.68</b>	
				<b>TOTAL</b>	<b>£10,802.84</b>
				<b>Less rate rebate 09/08/2021</b>	<b>£2,620.50</b>
				<b>TOTAL</b>	<b>£8,182.34</b>
				<b>50/50 - TOTAL</b>	<b>£4,091.17</b>

## Teresa Strange

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**From:** Teresa Strange  
**Sent:** 12 December 2022 11:27  
**To:** admin@melkshamwithout-pc.gov.uk  
**Subject:** FW: Important update from Rialtas

New prices for the budget, and I will save the newsletter to the finance committee folder

---

**From:** Customer Accounts <customer.accounts@rialtas.co.uk>  
**Sent:** 12 December 2022 11:00  
**To:** Teresa Strange <clerk@melkshamwithout-pc.gov.uk>  
**Subject:** Important update from Rialtas

Can't read or see images? [View this email in a browser](#)



Dear Sir/Madam,

We are proud to be celebrating our 26th Year of providing solutions to Town, Parish and Community Councils, we're looking forward to continuing supply of our solutions and services to you as we embark on the next stage of our journey with our new parent company, Harris. We are emailing you with some important updates, including our price list (attached) for support and maintenance and professional services which are effective from 1st November 2022 and will remain fixed until 1st April 2024, please see the further updates below:

**Co-Terming Invoices to Council Finance Years:** We are starting the process of aligning all annual invoicing with Council financial years (April to March).

If you are due to be invoiced for your annual support and maintenance before 31st March 2023, we will notify you of the co-termed adjustment value on your invoice. On the same invoice there will be a charge for the 2023-24 fees which will ensure the security of fixed pricing until April 2024. The price card attached provides a view of the Annual Charges.

This means that any new modules which you choose to add in the year will be supplied at a co-termed charge at the point of purchase and invoiced up to 31st March each

year. All annual support and maintenance invoices will apply to the period April to March each year, for all customers.

We understand that this may cause a short-term impact, however our intention is to align better with our customers, and to increase our internal efficiencies, so that we can spend more time supporting you.

**Costs:** We appreciate that everyone is feeling the pinch of inflation, certainly it's no different here at Rialtas, like most organisations our core operating costs have increased beyond our expectations throughout 2022 and into 2023, with no end in sight.

The feedback from you, the customer, has been overwhelmingly that you value the customer service from the Rialtas team very highly. We will continue to provide the level of service you expect.

Please be aware that our price list has been aligned with our core costs to operate in the current climate, this change also enables us to provision for team growth and improvement of our service. We will also continue to invest in the development of new features, products, modules, and technology in our software which we know are critical to your organisation.

[Download price list](#)

[Download price list](#)

**Year End Accountancy Closedown Service:** We continue to operate our Year End Accountancy Closedown Service remotely. Year End booking forms for those who signed up to the loyalty scheme in 2021 will shortly be distributed in December, for the remainder of our customers the form will be distributed on the 1st February 2023.

**Change of Business Bank Account:** We've got our new bank account live and we wanted to provide you with advanced notice that we are changing our bank with immediate effect. Please ensure that any outstanding invoices are paid using the bank details below. All of our invoices going forwards will contain new bank details when issued.

Our new bank details are:

Bank: HSBC Sort Code:40-38-04

Account Number: 25252903

Business Name: Rialtas Business Solutions Ltd.

If you have any questions, please contact us on directly  
on [customer.accounts@rialtas.co.uk](mailto:customer.accounts@rialtas.co.uk).

This email was sent by [customer.accounts@rialtas.co.uk](mailto:customer.accounts@rialtas.co.uk) to [clerk@melkshamwithout-pc.gov.uk](mailto:clerk@melkshamwithout-pc.gov.uk)  
Not interested? [Unsubscribe](#) | [Manage Preference](#)

Marketing

Rialtas Business Solutions | Unit 5 Uffcott Enterprise Park, Uffcott, Swindon SN4 9NB

**GDPR**

Clair Walker: Marketing Manager | Email: [cwalker@harriscomputer.com](mailto:cwalker@harriscomputer.com) | Phone: 01752 689591 | Rialtas: +44  
(0)1249 751 000

This document contains pricing for Rialtas Software modules, Support and Maintenance and Professional Services for 2023 to 2024.

### Annual Support and Maintenance Charges Per Software Module:

Software Module	Support and Maintenance Fee Standalone PC (per annum)	Support and Maintenance Fee Networked up to 5 Users (per annum)	Support and Maintenance Fee Networked 6 - 10 Users (per annum)	Support and Maintenance Fee Networked 11-15 Users (per annum)
Alpha	£175	£250	N/A	N/A
Alpha - Making Tax Digital VAT Submission (Per Company)	£100	£100	N/A	N/A
Omega CashBook /ManAccs/ Annual Budgets	£325	£500	£700	£800
* Omega - Making Tax Digital VAT Submission (Per Company)	£100	£100	£100	£100
Phased Budgets	£175	£200	£225	£250
Sales Ledger	£175	£200	£225	£250
Purchase Ledger	£175	£200	£225	£250
Purchase Order Processing	£175	£200	£225	£250
Cemeteries Management	£250	£375	£475	£550
Memorial Management	£125	£150	£175	£200
** Cemeteries Sales Ledger	£100	£125	£150	£175
Facilities Bookings	£250	£400	£500	£600
Facilities Booking Google Calendar Integration	£125	N/A	N/A	N/A
Asset Inventory	£150	£225	£250	£275
Planning	£150	£250	£295	£335
Allotments	£175	£225	£275	£325
Allotments Inspection App Integration	£100	N/A	N/A	N/A

**Rialtas Cloud** – we will issue cloud pricing directly to existing customers, if you are interested in a quote please contact: [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk)

Rialtas Business Solutions Ltd, Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB

Company Number: 6361949 | VAT Registration Number: 920950827

E: [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk) | T: 01793 731296 | [www.rialtas.co.uk](http://www.rialtas.co.uk)

**COMMERCIAL IN CONFIDENCE – NOT FOR DISTRIBUTION**

\* From 1<sup>st</sup> April 2022 all VAT Registered Business including Councils are required to submit VAT via Making Tax Digital

\*\* If you have Omega with Sales Ledger then the Rialtas Suite Cemetery will link to that module instead of the standalone module specific for Cemeteries.

### Consultancy, Data Entry and Service Fees

We have found that our Finance Consultancy and our Data Entry Service for the accounts and administration packages are very popular. So please do not hesitate to contact us if you would like a quotation or would like any further information on our Databank service.

Service	Price
Adhoc Consultancy	Online £535 per day, £275 per half day
Monthly Consultancy or Data Entry	Online £495 per day
Regular Quarterly Consultancy	Online £535 per day
Databank – Omega	£310 per annum for 12 monthly offsite backups and health check of the accounts
Databank – Alpha	£225 per annum for 12 monthly offsite backups and health check of the accounts

### Year End Accountancy Closedown 2023

Our Year End closedowns are conducted remotely. This provides a saving for councils as there will not be mileage or accommodation costs incurred. Furthermore, the reduction in travel will significantly reduce the CO2 impact of this service.

If you are a new user and would like to know more about this service, please do not hesitate to contact us.

Consultancy	Price
ONLINE Year End Closedown and Annual Return Preparation (per set of accounts)	£755 per set of accounts for both Omega and Alpha (I&E)
ONLINE Year End Closedown and Annual Return Preparation for Alpha R & P (per set of accounts)	£495 per set of accounts for Alpha Receipts and Payments

Rialtas Business Solutions Ltd, Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB

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## Rialtas Training Academy

Training is a highly useful tool that can bring an employee into a position where they can do their job correctly, effectively, and conscientiously. At Rialtas we enjoy providing training to increase the knowledge and skills of our customers so that they can use the Rialtas Suite to its full potential. We wanted to remind all customers of the existing and new methods to access training.

### **A. Customer Support Portal (Included with Support and Maintenance)**

The Rialtas Customer Support Portal, includes the free Knowledge Base that all customers have access to. This provides searchable access to hundreds of topics via various delivery methods, such as:

- Training Videos
- Webinar Recordings
- Frequently Asked Questions
- How To's
- User Manuals and Documentation

### **B. Webinars (Free)**

Throughout the year we offer a range of free webinars on numerous topics such as Year End, Budgeting, VAT, product overviews, new feature updates and many more. All Webinar dates are published on our website: <https://www.rialtas.co.uk/training-events/>

### **C. Scheduled Training (Included with a 3 Year Support and Maintenance)**

These sessions can be attended by all Councils who are on or sign up for a three-year Support and Maintenance Contract. This allows your council to benefit from the commitment you make to us.

These online sessions cover a range of key topics and allows councils to keep new or existing staff trained without any further expenditure.

If you wish to attend any of the scheduled training events, please email [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk) and we will send you the necessary form to complete. To be eligible for the 2023 Scheduled Training the council needs to have signed up to a Support and Maintenance contract before the end of 2022.

Scheduled Training sessions cover the following topics and go into more detail than our Webinars. The sessions are also in smaller groups to allow for more interaction and questions related to your specific situation.

Rialtas Business Solutions Ltd, Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB

Company Number: 6361949 | VAT Registration Number: 920950827

E: [sales@rialtas.co.uk](mailto:sales@rialtas.co.uk) | T: 01793 731296 | [www.rialtas.co.uk](http://www.rialtas.co.uk)

**COMMERCIAL IN CONFIDENCE – NOT FOR DISTRIBUTION**

The topics that will be covered in 2023 include:

- Alpha - Budgets
- Alpha - Earmarked Reserves
- Alpha - Cashbook and Bank Reconciliation
- Omega - Budgets
- Omega - Earmarked Reserves
- Omega - Cashbook and Bank Reconciliation
- Omega - Sales Ledger including invoicing
- Omega - Purchase Ledger

All Scheduled Training dates are published on our website:

<https://www.rialtas.co.uk/training-events/>

#### D. Pay as you go Training

If you are looking for tailored or one-to-one training, we have pay as you go options available:

- Online Training (Half Day / 3.5 Hours): £250 per council (max 4 candidates)
- Online Group Training (Full Day): £230 per person.
- Online Group Training (Half Day): £120 per person

All Group Training dates are published on our website: <https://www.rialtas.co.uk/training-events/>

### Our Payment Terms and Invoices

For us to be able to offer these loyalty incentives we do need customers to ensure that our invoices are paid within 30 days. Therefore, I want to remind all customers, that all invoices are now issued only via email in PDF format. These emails come from [customer.accounts@rialtas.co.uk](mailto:customer.accounts@rialtas.co.uk), so please ensure you action these emails so that your account does not go overdue. We no longer issue any invoices via the post.

Where invoices need to be chased for payment, we will now charge an administration fee of £10 per invoice. Please ensure that you notify us of any change to your email address to [customer.accounts@rialtas.co.uk](mailto:customer.accounts@rialtas.co.uk).

### Christmas Support Cover – Advance Notice

The support line will close at 12 noon on Friday 23<sup>rd</sup> December and re-open at 9am on Tuesday 3<sup>rd</sup> January 2022.

Rialtas Business Solutions Ltd, Unit 5, Uffcott Enterprise Park, Uffcott, Swindon, Wilts. SN4 9NB

Company Number: 6361949 | VAT Registration Number: 920950827

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