

MELKSHAM WITHOUT PARISH COUNCIL

**LOCAL GOVERNMENT**  
**TRANSPARENCY CODE 2015**  
**COMPLIANCE REPORT**

31ST MARCH 2019



# MELKSHAM WITHOUT PARISH COUNCIL

## **LOCAL GOVERNMENT TRANSPARENCY CODE 2015 COMPLIANCE REPORT**

**As at 31ST MARCH 2019**

### CONTENTS

INTRODUCTION

Part 2.1 Item 28 – EXPENDITURE EXCEEDING £500

Part 2.1 Item 30 – GOVERNMENT PROCUREMENT CARD  
TRANSACTIONS

Part 2.1 Item 31 – PROCUREMENT INFORMATION

Part 2.2 Item 35 – LOCAL AUTHORITY LAND

Part 2.2 Item 38 – SOCIAL HOUSING ASSET VALUE

Part 2.2 Item 42 – GRANTS TO VOLUNTARY, COMMUNITY  
AND SOCIAL ENTERPRISE ORGANISATIONS

Part 2.2 Item 44 – ORGANISATIONAL CHART

Part 2.2 Item 45 – TRADE UNION FACILITY TIME

Part 2.2 Item 46 – PARKING ACCOUNT

Part 2.2 Item 47 – PARKING SPACES

Part 2.2 Item 48 – SENIOR SALARIES

Part 2.2 Item 50 – CONSTITUTION

Part 2.2 Item 51 – PAY MULTIPLE

Part 2.2 Item 53 – FRAUD

Part 2.3 Item 54 – WASTE CONTRACTS

# INTRODUCTION

The following document outlines Melksham Without Parish Council's information to be published, as per the requirement of the Local Government Transparency Code 2015.

The Code, issued to meet the Government's desire to increase democratic accountability, includes items such as Expenditure over £ 500, Land and Asset Values, and Grants to Voluntary, Community and Social Enterprise Organisations. The Code can be viewed on the following website:

[www.gov.uk/government/publications/local-government-transparency-code-2015](http://www.gov.uk/government/publications/local-government-transparency-code-2015)

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

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

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

- Freedom of Information Act 2000 (as amended by the Protection of Freedoms Act 2012)
- Environmental Information Regulations 2004
- Re-use of Public Sector Information Regulations 2005
- Infrastructure for Spatial Information in the European Community (INSPIRE) Regulations 2009, and
- Sections 25 and 26 of the Local Audit and Accountability Act 2014 which provides rights for persons to inspect a local authority's accounting records and supporting documentation, and to make copies of them.

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

The parish council has reached the £200,000 threshold for the year ending 31<sup>st</sup> March 2019.

Part 2.1 Item 28 - **EXPENDITURE EXCEEDING £500**

Melksham Without Parish Council publish ALL expenditure within the Council Full Council Meeting Minutes, which are publicly available on the Melksham Without Parish Council website [www.melkshamwithout.co.uk](http://www.melkshamwithout.co.uk)

Part 2.1 Item 30 - **GOVERNMENT PROCUREMENT CARD**

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

Part 2.1 Item 31 & 32 - **PROCUREMENT INFORMATION**

During the financial year ending 31<sup>st</sup> March 2019 Melksham Without Parish Council did not publish any invitations to tender with a value over £5,000.

During the financial year ending 31<sup>st</sup> March 2019 Melksham Without Parish Council issued the following Purchase Orders with a value over £5,000.

1. PO 1819001 (issued 25/05/2018) to Ministry of Play Limited, Unit 1, Great Tadbeer Farm, Ashbrittle, Somerset TA21 0JA. To resurface the existing Hornchurch Road play area with 20mm EPDM wearing course in black. To overskim play area 286sqm, to extend the existing play area to just beyond fence line, removing all grassed areas from within the play area. To supply and install spring rider (Quack – duck) to a value of £24,993.06 excluding VAT.
2. PO 1819011 (issued 04/09/2019) E. D. & W Bodman Ltd, Little Bowerhill Farm, Bowerhill Lane, Melksham, Wiltshire, SN12 6RA. To undertake method Statement/Risk Assessment, site induction, attendance, service check, setting out, welfare (groundhog welfare unit), security fencing approx. 250-260m of 1.8m high heras anti-climb fence. To lay a 1.5m wide path with concrete edging (*details as per quotation*) at a value of £22,493.00 excluding VAT.

Part 2.2 Item 35 - **LOCAL AUTHORITY LAND**

The Parish Council have included Local Authority Land details in the Annual Statement of Accounts as at 31<sup>st</sup> March 2019. Please refer to Section 1 – Assets, 2 – Leases & 3 - Tenancies for information.

Part 2.2 Item 37 – **UNIQUE PROPERTY REFERENCE NUMBER**

Your Ref	UPRN	Address	Leasehold/ Freehold	Comments
Berryfield Allotment	010014605796	Land North West Of 606c, Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Leased Under Farm Business Tenancy	
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from Wiltshire Council	
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Shaw Play area & MUGA (Multi Use Games Area)	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee	Due to the Health & Safety of the play area this is maintained, inspected and insured by the Parish Council
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	

Berryfield Park (Village Hall)	010008202014	Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	Registered Title: WT276080 Car Park is on Selwood Housing owned land
Berryfield Park Play Area		Berryfield Hall, Berryfield Park, Melksham, Wiltshire, SN12 6EE	Devolved service lease from Wiltshire Council	There is no UPRN allocated to this piece of land
Hornchurch Road MUGA (Multi Use Games Area)	200001305236	Land Adjacent To Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land owned by Wiltshire Council	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Hornchurch Road Play Area	200001305236	On Land Adjacent to Hornchurch Road, Bowerhill, Melksham, Wiltshire, SN12 6QR	Land transferred to Melksham Without Parish Council in April 2018	Registered Title: WT203411 "Part of land on west side of Bowerhill lane, Bowerhill, Melksham". The Play Area is inside the Boundary of this UPRN.
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese via St Barnabas Church	
Shurnhold Fields		Ex George Ward School Playing fields, Land to the North of Dunch Lane, Melksham, Wiltshire, SN12 8DQ	Land transferred to Melksham Without Parish Council in March 2019	Registered Title: WT444026  Joint project with Melksham Town Council, land in Melksham Without Parish Council name as lead council on project

Part 2.2 Item 38 - **SOCIAL HOUSING ASSET VALUE**

Melksham Without Parish Council has no Social Housing stock.

Part 2.2 Item 42 - **GRANTS TO VOLUNTARY, COMMUNITY AND SOCIAL ENTERPRISE ORGANISATIONS**

The grant payments for 2018/19 were presented at the Annual Parish meeting on 16<sup>th</sup> April 2018 and were authorised by the Full Council meeting held on 26<sup>th</sup> March 2018 and therefore the payments were raised in the 2017/18 financial

year. The grant payments for 2019/20 were presented at the Annual Parish meeting on 1<sup>st</sup> April 2019 and were authorised by the Full Council meeting held on 11<sup>th</sup> March 2019 and therefore the payments were raised in the 2018/19 financial year. For transparency, both sets of grant payments are listed here.

TYPE	ORGANISATION	2018/19 Awarded	2019/20 Awarded
<b>SECTION 133 GRANTS (HALLS)</b>			
Other halls	Bowerhill Village Hall Trust	£1,850	£2,800
Owned by MWPC	Shaw Hill Playing Field and Village Hall	£3,000	£4,000
Other halls	Berryfield Village Hall	£500	£500
Other halls	Whitley Reading Rooms	£2,400	£700
Other halls	The Rachel Fowler Centre	£250	£250
<b>SECTION 133 GRANTS (HALLS) total</b>		<b>£8,000</b>	<b>£8,250</b>
<b>SECTION 137 GRANTS</b>			
Action Groups	Bowerhill Residents Action Group (BRAG)	£400	£400
Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500	£500
Action Groups	Community Action Whitley Shaw (CAWS)	£500	£450
Action Groups	Community Emergency Group (CAWS)		£175
Action Groups	Melksham Area Community Safety Group CCTV	£250	
Action Groups	Melksham Area Neighbourhood Watch Group	£100	£150
Action Groups	Melksham Area Community Area Partnership		£150
Action Groups	Melksham Area Community Safety Group	£300	
<b>Action Groups Total</b>		<b>£2,050</b>	<b>£1,825</b>
Youth	Bowerhill Scouts	£250	

Youth	Shaw & Whitley Beavers & Cubs (part of Bowerhill scout group)		£300
Youth	1st Broughton Gifford & Holt Scout Grp	£200	£300
Youth	Young Melksham	£1,000	£2,500
Youth	5th Melksham Guides	£250	
Youth	2385 (Melksham) Squadron ATC	£250	£250
Youth	In2Sport Coaching and In2Play Therapy		£0
Youth	Shaw & Whitley Toddler Group		£200
Youth	Wiltshire West District Scout Council	£300	
<b>Youth Total</b>		<b>£2,250</b>	<b>£3,550</b>
Support Groups	Happy Circle Day Centre	£150	£150
Support Groups	Group Five	£300	£300
Support Groups	Melksham PHAB Club	£200	£250
Support Groups	Relate Mid Wiltshire	£150	£350
Support Groups	Melksham Community Bus	£200	
Support Groups	Melksham Read Easy	£100	
Support Groups	Wiltshire Mind	£150	£350
Support Groups	Wiltshire Sight	£100	£150
Support Groups	Wiltshire Air Ambulance	£250	£250
Support Group	Wiltshire search and Rescue	£100	
Support Group	Back on Track- Stroke Rehab Service	£100	
Support Group	HELP Counselling Services		£120
<b>Support Groups Total</b>		<b>£1,800</b>	<b>£1,920</b>
Community	Melksham & District 55+ Forum	£500	£150
Community	Melksham Christmas Lights	£250	
Community	Melksham Music Festival		£250
Community	Melksham Carnival	£150	
Community	Melksham Food & River Festival	£150	£250
Community	Creating a plaque to celebrate 800 years of Melksham's Royal Charter		£0

Community	Melksham in Bloom	£250	
Community	West Wiltshire Multi Faith Forum		£125
Community	Melksham Sixty Plus Club		£250
Community	Arts Together		£250
Community	Melksham Community Meals		£100
<b>Community Total</b>		<b>£1,300</b>	<b>£1,375</b>
Community Info	Shaw & Whitley Connect	£250	£250
<b>Community Info Total</b>		<b>£250</b>	<b>£250</b>
Transport	Melksham Railway Development Group	£300	£300
Transport	TransWilts CIC		£5,000
<b>Transport Total</b>		<b>£300</b>	<b>£5,300</b>
Clubs	Beanacre & Melksham Cricket Club	£250	
Clubs	AFC Melksham (Disabled)	£100	£250
Clubs	Melksham Gardeners' Society	£150	£200
Clubs	Enigma		£100
Clubs	Melksham Amateur Swimming Club	£250	£300
Clubs	Shaw & Whitley Friendship Club	£200	£300
Clubs	Shaw & Whitley Garden Club	£100	£126
Clubs	Melksham Town Short mat bowls club		£200
Clubs	Melksham Messy Church		£100
Clubs	Whitley Cricket Club		£354
<b>Clubs Total</b>		<b>£1,050</b>	<b>£1,930</b>
<b>Section 137 GRANTS Total</b>		<b>£9,000</b>	<b>£16,150</b>
<b>SECTION 144 GRANTS (TOURISM)</b>			
Tourism	Melksham Tourist Information Centre	£600	£500
<b>Tourism Total</b>		<b>£600</b>	<b>£500</b>
<b>Grand Total</b>		<b>£17,600</b>	<b>£24,900</b>

Part 2.2 Item 44 - **ORGANISATIONAL CHART**

An organisational chart for Melksham Without Parish Council is not required to be published, as there are no staff whose salary exceeds £50,000.

Part 2.2 Item 45 - **TRADE UNION FACILITY TIME**

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

Part 2.2 Item 46 - **PARKING ACCOUNT**

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

Part 2.2 Item 47 - **PARKING SPACES**

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

Estimated number of parking spaces:

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

Part 2.2 Item 48 - **SENIOR SALARIES**

There are no employees whose remuneration was over £50,000.

Part 2.2 Item 50 - **CONSTITUTION**

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

Part 2.2 Item 51 - **PAY MULTIPLE**

Section 38 of the Localism Act 2011 required local authorities to publish a statement on the relationship between remuneration of chief officers and the remuneration of other staff. This is recommended to be demonstrated as a pay multiple to illustrate the authority's approach to pay dispersion.

3:1 is the ratio of the Clerk remuneration to the median of the rest of the staff, however, it should be noted that all staff are part-time with the Clerk working full time hours.

Part 2.2 Item 53 - **FRAUD**

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

Part 2.3 Item 54 - **WASTE CONTRACTS**

Melksham Without Parish Council has 2 ongoing waste contracts:

- a) Grist Environmental (previously known as Wiltshire Waste) hold the contract for waste collection at Bowerhill Jubilee Pavilion and Sports Field.
- b) J.H.Jones Ltd hold the contract for waste collection at Beanacre Play Area, Kestrel Court Play Area, Berryfield Play Area and Hornchurch Road Play Area.