

MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT
TRANSPARENCY CODE 2015
COMPLIANCE REPORT

31ST MARCH 2018



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As at 31ST MARCH 2018

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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

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 year ending 31st March 2018 is the third year that the Code has been applicable as the parish council has reached the £200,000 threshold.

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

Melksham Without Parish Council publish ALL expenditure within the Council Meeting Minutes, which are publicly available on the Melksham Without Parish Council website www.melkshamwithout.co.uk. A summary of all expenditure exceeding £500 in the year ending 31st December 2018 is listed here (excluding salary payments to staff normally employed by the local authority as per the guidance provided).

Invoice Date (Date incurred)	Payee / Beneficiary	Summary of Purpose /Details	Dep't	Chq No.	Amount
16/03/17	Total QSR Ltd	Inv. 582 Rent Apr. 17 to Jun 2017	G	5466	£1608.75
21/03/17	Vita Play Ltd	Inv. 1392 Kestrel Court Area = £340	G	5468	£960.00
		Inv. 1392 Beanacre Area = £310	G		
		Inv. 1392 Shaw Play Area = £150	G		
03/04/17	J.H. Jones & Sons	Inv. 12545 B/Hill Grass Cutting – Mar. 17	SF	5469	£575.69
		Inv. 12544 Allots & B/Acre Grass Cutting – Mar. 17	AL & G		
31/03/17	TransWilts CIC	Inv. 38 – matched funding contribution 1/3 share	G	5473	£3,333.00
10/04/17	Wiltshire Pension Fund	April Superannuation	G	5475	£1,456.21
10/04/17	HMRC	April Tax & NI Payable	G	5477	£1399.69
18/04/17	Total QSR Ltd	Inv. 0728 Cross charge building insurance 17-18	G	5518	£1,024.00
02/05/17	Melksham Town Council	Inv. MISC 11/17/18 deployment of Speed Indicator device = £200.00	G	5520	£5,973.36
		Inv. MISC 08/17/18 – Toilet provision – public service toilet joint funding = £5,616.76	G		
		Inv. MISC 12/17/18 – Neighbourhood Plan MCAP Inv 17/P/003 = £156.60	G		
26/04/17	Rialtas Business Solutions Ltd	Inv. 25399 – Year End Closedown	G	5522	£633.42
03/05/17	J.H. Jones & Sons	Inv. 12555 – Berryfield Play Area (PO151655) = £93.60	G	5523	£1,931.76
		Inv. 12556 – Briansfield Allots (PO151655) = £234.00	G		
		Inv. 12557 – Kestrel Play Area (PO151655) = £117.00	G		
		Inv. 12558 – Kestrel Play Area (PO151638) = £240.67	G		
		Inv. 12559 – Berryfield Play Area (PO151637) = £325.00	G		
		Inv. 12577 – Grass Cutting & bin emptying (PO151653) = £921.49	SF & G		

30/04/17	Condor Office Solutions Ltd	Inv. 490909 – P/Copier charges	G	5524	£598.67
15/05/17	Wiltshire Pension Funds	May Superannuation	G	5533	£1,323.06
15/05/17	HMRC	May Tax & NI	G	5534	£1212.68
22/05/17	Came & Company	Inv. 26711678 – Parish Insurance 17/18	AL & SF	5536	£4,826.34
19/06/17	J.H. Jones Ltd	Inv. 12607 – Grass cutting & bin emptying	SF & G	5538	£845.89
19/06/17	HMRC	June Tax & Ni	G	5550	£1,711.14
19/06/17	Complete Weed Control	Inv. NWX-10167 – weed spray	SF AL & G	5551	£1,594.80
19/06/17	Wiltshire Pension Fund	June Superannuation	G	5549	£1,600.79
19/06/17	Wiltshire Association of Local Councils	Inv. SUB17/18-163 – subs 17/18	G	5545	£1,095.46
17/07/17	Community Heart Beat Trust	Annual membership x 6 defibrillators	G	5564	£907.20
17/07/17	J.H. Jones Ltd	Grass cutting & bin emptying	SF & G	5565	£883.69
17/07/17	HMRC	July Tax & NI	G	5577	£1,304.69
17/07/17	HMRC	August Tax & NI	G	5578	£936.35
17/07/17	Wiltshire Pension Fund	Re-issue of Chq. No. 5533	G	5579	£3,805.02
17/07/17	Melksham Town Council	Re-issue of Chq. No. 5520	G	5561	£6,233.77
17/07/17	Total QSR Ltd	Rent and electricity	G	5563	£1,839.15
12/09/17	HMRC	Sept. Tax & Ni	G	5611	£1,479.99
12/09/17	Wiltshire Pension Fund	Sept. Superannuation	G	5610	£1,471.68
10/10/17	Rialtas Business Solutions Ltd	Inv. 25686 – training	G	5621	£502.56
10/10/17	PlaySafety	Inv. 31703 – ROSPA	G	5622	£516.60
10/10/17	J.H. Jones Ltd	Inv. 12690 – grass cutting	SF & G	5623	£883.69
10/10/17	Total QSR Ltd	Inv. 1136 – rent	G	5624	£1,608.75
10/10/17	Tollgate Security Ltd	Inv. 38991 – annual maintenance Intruder Alarm	SF	5625	£756.00
10/10/17	Wiltshire Pension Fund	Oct. Superannuation	G	5627	£1,447.04
10/10/17	HMRC	Oct. Tax & Ni	G	5628	£992.71
14/11/17	Wiltshire Pension Fund	Nov. Superannuation	G	5630	£1,744.83
14/11/17	HMRC	Nov. Tax & NI	G	5631	£1,333.23
14/11/17	J.H. Jones & Sons	Inv. 12712 - Grass Cutting	SF & G	5632	£883.69
14/11/17	Grant Thornton	Inv. 8749165 - Annual Audit Return (2017)	G	5633	£720.00
14/11/17	Condor Office Solutions	Inv. 506047 – p/copier (Oct.) = £362.22	G	5634	£920.75
		Inv. 498236 – p/copier (Jul) = £558.53	G		
14/11/17	Ministry of Play	Inv. 17035 – Annual inspection	G	5642	£2,315.88

14/12/17	J.H. Jones & Sons	Inv. 12730 – Grass Cutting	SF & G	5658	£883.69
14/12/17	Wiltshire Council	Inv. 90293355 – CATG F/Path repairs (Whitley) = £449.86 and dropped kerbs (Whitley) = £795.00	G	5659	£1,244.86
14/12/17	Arien Designs Ltd	Inv. 4342 – Noticeboards	G	5660	£1,376.40
14/12/17	Condor Office Solutions Ltd	Inv. M508933 – p/copier	G	5661	£2,700.00
14/12/17	Wiltshire Pensions	Dec. Superannuaion	G	5662	£1,123.98
14/12/17	HMRC	Dec. Tax & NI	G	5663	£1,283.18
24/01/18	J.H. Jones Ltd	Inv. 12742 – Grass Cutting	G	5685	£883.69
24/01/18	HMRC	Jan. Tax & NI	G	5687	£1,423.05
24/01/18	Wiltshire Pensions Fund	Jan. Superannuation	G	5686	£1,379.81
24/01/18	Total QSR Ltd	Inv. 1196 – rent	G	5683	£1,608.75
26/02/18	Wiltshire Pensions Fund	Feb. Superannuation	G	5689	£1,457.25
26/02/18	HMRC	Feb. Tax & NI	G	5690	£1,364.31
26/02/18	VitaPlay	Inv. 1381 – Kestrel Court Play Area	G	5691	£1,080.00
26/02/18	J.H. Jones Ltd	Inv. 1769 Grass Cutting	SF & G	5692	£883.69
27/03/18	Wiltshire Council	Business rates re-valuated	SF	5744	£3,516.14
27/03/18	Wiltshire Pension Funds	March – Superannuation	G	5745	£1,358.01
27/03/18	Wiltshire Association Of Local Councils	Inv. 18/19 163 – annual subs 18/19	G	5747	£1,262.78
27/03/18	HMRC	March Tax & NI	G	BAC S	£1,208.19

AL = Allotments) Local Authority Department
SF = Sports Field) which incurred
G = General) the expense

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 31st March 2018 Melksham Without Parish Council did not publish any invitations to tender with a value over £5,000.

During the financial year ending 31st March 2018 Melksham Without Parish Council did not issue any Purchase Orders with a value over £5,000.

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 31st March 2018. Please refer to Section 1 – Assets, 2 – Leases & 3 - Tenancies for information.

In addition, the Parish Council's Asset register is published on the website.

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 to run on Council's behalf	
Bowerhill Pavilion	010091542306	Pavilion Adjacent To Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold.	Registered Title: WT273424
QEII Diamond Jubilee Bowerhill Sports Field & MUGA (Multi Use Games Area)	010008202580	Bowerhill Sports Field, Westinghouse Way, Bowerhill, Melksham, Wiltshire, SN12 6TL	Freehold Registered as a Field in Trust (Diamond Jubilee Field)	
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	Owned by Wiltshire Council, no lease, just responsibility for maintenance of MUGA	Registered Title: WT295277 The MUGA is inside the Boundary of this UPRN
Beanacre Play Area	010008201552	St Barnabas Church Field, Beanacre, Melksham, Wiltshire, SN12 7PT	Leased from Salisbury Diocese	

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

Grant payments for 2017/18 were presented at the Annual Parish meeting on 18th May 2017 and were authorised by the Full Council meeting held on 10th April 2017. The grant payments for 2018/19 were presented at the Annual Parish meeting on 16th April 2018 and were authorised by the Full Council meeting held on 26th March 2018 and therefore the payments were made in the 2017/18 financial year too and will be reported in 2018/19 figures as now on an Income & Expenditure basis.

2017/18 GRANT AWARDS:

Bowerhill Village Hall Trust	Section 133 grant	£ 2,700.00
Shaw Hill Playing Field & Village Hall	Section 133 Grant	£ 3,550.00
Berryfield New Village Hall	Section 133 Grant	£ 500.00
Whitley Reading Rooms	Section 133 Grant	£ 500.00
Rachel Fowler Centre	Section 133 Grant	£ 200.00
BRAG: Bowerhill Resident Action Group	Section 137 Grant	£ 400.00
BASRAG: Berryfield and Semington Road Action Group	Section 137 Grant	£ 400.00
CAWS: Community Action: Whitley & Shaw	Section 137 Grant	£ 380.00
Melksham Community Area	Section 137 Grant for Melksham Area Community Safety Group	£ 250.00

Partnership		
1st Broughton Gifford and Holt Scout Group	Section 137 Grant	£ 200.00
Melksham Adventure Centre Assoc.	Section 137 Grant	£ 100.00
Young Melksham	Section 137 Grant	£ 1,000.00
2385 (Melksham) Squadron ATC	Section 137 Grant	£ 250.00
Happy Circle Day Centre	Section 137 Grant	£ 150.00
Group Five	Section 137 Grant	£ 300.00
Melksham P.H.A.B. Club	Section 137 Grant	£ 250.00
Melksham Council of Community Service (Community Bus Service)	Section 137 Grant	£ 200.00
Read Easy Melksham	Section 137 Grant	£ 100.00
Wiltshire Mind	Section 137 Grant	£ 200.00
Wiltshire Air Ambulance	Section 137 Grant	£ 250.00
Bradford-on-Avon Leg Club	Section 137 Grant	£ 100.00
Melksham Community Area Partnership	Section 137 Grant - Melksham Area Neighbourhood Watch Group (do not hold a bank account)	£ 100.00
Melksham & District Seniors 55+	Section 137 Grant	£ 150.00
Melksham Christmas Lights Group	Section 137 Grant	£ 250.00
Melksham Carnival	Section 137 Grant	£ 150.00

Melksham Food & River Festival	Section 137 Grant	£ 150.00
Parents and Friends of Shaw School	Section 137 Grant	£ 200.00
Bloom In Melksham	Section 137 Grant	£ 250.00
Bowerhill Villager	Section 137 Grant	£ 250.00
Shaw & Whitley Connect	Section 137 Grant	£ 250.00
Melksham Railway Development Group	Section 137 Grant	£ 200.00
Melksham Cricket Club	Section 137 Grant	£ 250.00
AFC Melksham Disabled Football Club	Section 137 Grant	£ 250.00
Melksham Choral Society	Section 137 Grant	£ 100.00
Melksham Gardeners' Society	Section 137 Grant	£ 150.00
Enigma	Section 137 Grant	£ 100.00
Shaw and Whitley Friendship Club	Section 137 Grant	£ 200.00
Shaw and Whitley Garden Club	Section 137 Grant	£ 100.00
Miss M. Beament	Section 137 Grant - Whitley Art Group	£ 50.00
Melksham Tourist Information Centre	Section 144 Grant (Tourism)	£ 500.00

**2017/18
GRANTS TOTAL: £ 15,630.00**

Part 2.2 Item 44 - **ORGANISATIONAL CHART**

An organisational chart for Melksham Without Parish Council is not required to be published as staff whose salary does not exceed £50,000 are excluded.

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 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 authorities approach to pay dispersion.

4:1 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 Bowerhill Sports Field.