

MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT
TRANSPARENCY CODE 2015
COMPLIANCE REPORT

31ST MARCH 2020



MELKSHAM WITHOUT PARISH COUNCIL

LOCAL GOVERNMENT TRANSPARENCY CODE 2015 COMPLIANCE REPORT

As at 31ST MARCH 2020

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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 parish council has reached the £200,000 threshold for the year ending 31st March 2020.

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

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 2020 Melksham Without Parish Council published two invitations to Tender with a value over £5,000. The tender exercises were conducted by Arthur Williams Consulting Ltd, on behalf of the parish council, in his role as appointed Project Manager for the new Village Hall at Berryfield project. The appointment of the Project Manager is documented in Minute 324/19 of Finance Committee 16th December 2019.

1. To appoint Principle Designer/Lead Consultant for Berryfield Village Hall Project

- Service up to and including submission of planning application
- Service up to and including submission of Building Regulations application
- Service up to and including preparation of tender documents
- Supervision of Building Contract up to and including 12 months Defects liability period
- Provisional sum for mechanical/ electrical/ structural / civil engineering services, CDM Adviser & topographical survey of £25,000

2. To appoint Cost Co-ordination Consultant for the Berryfield Village Hall Project

3. The Parish Council resolved on 29th July 2019 (Min. 127/19 c) The Parish Council do not go out to tender for the grass cutting contract as they are happy with the service provided by the incumbent contractor, J H Jones, and the easy accessibility of this contractor to provide numerous other services with a rapid response.
4. The Parish Council noted on 16th December 2019 (Min. 324/19) that Finance Regulation 11.1a ii) relating to specialist services “..... *this regulation need not apply to contracts which relate to.... ii) for specialist services such as provided by solicitors, accountants, surveyors and planning consultants*”

During the financial year ending 31st March 2020 Melksham Without Parish Council issued the following orders with a value over £5,000.

1. Appointed Arthur Williams Consulting Ltd as Project Manager at a cost of £7,875 + VAT for the Berryfield Village Hall build project, which included a sum of £1,800 + VAT for project management services up to submission of the application for planning permission. (See Min. 324/19 Finance Committee 16th December 2019).

2. Appointed Martin Pickard as Cost Co-ordination Consultant for the Berryfield Village Hall build project at a cost of £4,900.00. (See Min. 449/19 Finance Committee 2nd March 2020)
3. Appointed BTA Architects Ltd as t Principle Designer/ Lead Consultant for the Berryfield Village Hall project at a cost of £38,000 excluding VAT. (See Min.417/19 Asset Management Committee 17th February 2020)
4. To appoint J H Jones for 3 year grass cutting contract from 1st April 2020 at an overall cost of £48,139.75 (See Min. 448/19 Finance Committee 2nd March 2020).

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 2020. 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	Registered Title: WT182400
Brainsfield Allotment	200001306521	Land At Berryfield Lane, Melksham, Wiltshire, SN12 6EH	Leased Under Farm Business Tenancy	Registered Title: WT86100
Parish Council owned farm land		Land To Rear Of 611 Berryfield Lane, Melksham, Wiltshire, SN12 6EL	Freehold, and leased to other party under Farm Business Tenancy	
Kestrel Court	200001306398	Land At Kestrel Court, Bowerhill, Melksham, Wiltshire, SN12 6SY	Devolved service lease from Wiltshire Council	Wt15924
Shaw Village Hall	200001307391	Village Hall, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to Management Committee to run on Council's behalf	
Shaw Play area & MUGA (Multi Use	010008202315	Recreation Ground, The Beeches, Shaw, Melksham, Wiltshire, SN12 8EP	Freehold and leased to	Due to the Health & Safety of the play area this is maintained,

Games Area)			Management Committee	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
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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 2019/20 were presented at the Annual Parish meeting on 1st April 2019 and were authorised by the Full Council meeting held on 11th March 2019 and therefore the payments were raised in the 2018/19 financial year.

TYPE	ORGANISATION	2019/20 Awarded
SECTION 133 GRANTS (HALLS)		
Other halls	Bowerhill Village Hall Trust	£2,800
Owned by MWPC	Shaw Hill Playing Field and Village Hall	£4,000
Other halls	Berryfield Village Hall	£500
Other halls	Whitley Reading Rooms	£700
Other halls	The Rachel Fowler Centre	£250
SECTION 133 GRANTS (HALLS) total		£8,250
SECTION 137 GRANTS		
Action Groups	Bowerhill Residents Action Group (BRAG)	£400
Action Groups	Berryfield & Semington Rd Action Group (BASRAG)	£500
Action Groups	Community Action Whitley Shaw (CAWS)	£450
Action Groups	Community Emergency Group (CAWS)	£175
Action Groups	Melksham Area Community Safety Group CCTV	

Action Groups	Melksham Area Neighbourhood Watch Group	£150
Action Groups	Melksham Area Community Area Partnership	£150
Action Groups	Melksham Area Community Safety Group	
Action Groups Total		£1,825
Youth	Bowerhill Scouts	
Youth	Shaw & Whitley Beavers & Cubs (part of Bowerhill scout group)	£300
Youth	1st Broughton Gifford & Holt Scout Grp	£300
Youth	Young Melksham	£2,500
Youth	5th Melksham Guides	
Youth	2385 (Melksham) Squadron ATC	£250
Youth	In2Sport Coaching and In2Play Therapy	£0
Youth	Shaw & Whitley Toddler Group	£200
Youth	Wiltshire West District Scout Council	
Youth Total		£3,550
Support Groups	Happy Circle Day Centre	£150
Support Groups	Group Five	£300
Support Groups	Melksham PHAB Club	£250
Support Groups	Relate Mid Wiltshire	£350
Support Groups	Melksham Community Bus	
Support Groups	Melksham Read Easy	
Support Groups	Wiltshire Mind	£350
Support Groups	Wiltshire Sight	£150
Support Groups	Wiltshire Air Ambulance	£250
Support Group	Wiltshire search and Rescue	
Support Group	Back on Track- Stroke Rehab Service	
Support Group	HELP Counselling Services	£120
Support Groups Total		£1,920

Community	Melksham & District 55+ Forum	£150
Community	Melksham Christmas Lights	
Community	Melksham Music Festival	£250
Community	Melksham Carnival	
Community	Melksham Food & River Festival	£250
Community	Creating a plaque to celebrate 800 years of Melksham's Royal Charter	£0
Community	Melksham in Bloom	
Community	West Wiltshire Multi Faith Forum	£125
Community	Melksham Sixty Plus Club	£250
Community	Arts Together	£250
Community	Melksham Community Meals	£100
Community Total		£1,375
Community Info	Shaw & Whitley Connect	£250
Community Info Total		£250
Transport	Melksham Railway Development Group	£300
Transport	TransWilts CIC	£5,000
Transport Total		£5,300
Clubs	Beanacre & Melksham Cricket Club	
Clubs	AFC Melksham (Disabled)	£250
Clubs	Melksham Gardeners' Society	£200
Clubs	Enigma	£100
Clubs	Melksham Amateur Swimming Club	£300
Clubs	Shaw & Whitley Friendship Club	£300
Clubs	Shaw & Whitley Garden Club	£126
Clubs	Melksham Town Short mat bowls club	£200
Clubs	Melksham Messy Church	£100
Clubs	Whitley Cricket Club	£354
Clubs Total		£1,930
Section 137 GRANTS Total		£16,150
SECTION 144 GRANTS (TOURISM)		

Tourism	Melksham Tourist Information Centre	£500
Tourism Total		£500
Grand Total		£24,900

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.

17:10 is the ratio of the Clerk remuneration to the median of the rest of the staff.

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.