

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 19th November, 2018 at St. Barnabas Church Hall, Beanacre at 7.10 p.m.

Present: Cllrs. Richard Wood (Chair) (*from 7.35pm*), John Glover (Vice Chair), Alan Baines, Paul Carter, David Pafford, Mary Pile, Robert Shea-Simonds, Nick Holder and Kaylum House.

Officers: Jo Eccleston (Parish Officer) and Marianne Rossi (Assistant Parish Officer).

Invited Guest: Wiltshire Cllr. Phil Alford.

- 294/18 **Housekeeping & Announcements:** It was noted that there had been a road traffic accident on the A350 coming out of Melksham resulting in traffic being at a standstill; some members were caught up in this and had not arrived in time for the start of the meeting. Cllr. Glover took the chair in Cllr. Wood's absence, welcomed all to the meeting and explained the evacuation procedures in the event of a fire. He gave the following announcements:
- **Outdoor Education Students from Melksham Oak:** The Parish Officer reported that the students had carried out an excellent job at the Bowerhill Sports Field laying gravel along the footpath from the footbridge to the car park in the eastern corner. This had now reduced the trip hazard for anyone trying to access the car park from this footpath. The members viewed photos of the work they had carried out and the Parish Officer advised that she had already sent an email thanking them.
 - **Consultation on the Closure of St. Damians Surgery:** Dr. Rob Matthews of Spa Medical Centre had offered to talk to councillors of both the Town and Parish Council about the impact of the potential closure of St. Damians Surgery in Melksham. It was noted that St. Damians Surgery in Bradford-on-Avon was not affected by this proposal. The officers of both councils were liaising to arrange a mutually convenient date for a meeting to take place.
 - **Christmas Activities:** Cllr. Glover asked that members sign the Parish Council Christmas cards which are sent to volunteers and partner organisations to say thank you for their help and time during the year. He also advised that mince pies and mulled wine would be served at the end of the December Full Council meeting.
- 295/18 **Apologies:** Cllr. Paul Taylor was working; Cllr. Greg Coombes was unwell with the flu; the Clerk was on sick leave following her planned knee surgery. These reasons for absence were accepted. Although not a member of the Parish Council, Wiltshire Cllr. Roy While had also sent his apologies.
- Cllr. Terry Chivers had sent post meeting apologies as he had been away on holiday.
- 296/18 **Not Present:** Cllr. Daniel Barber.
- 297/18 **Declarations of Interest:** Cllr. House declared an interest in agenda item 12b as one of the quotes was from someone whom he was personally acquainted with. The Parish Officer declared an interest on behalf of the Clerk in her absence in agenda item 8d as she is a Trustee of Young Melksham.
- 298/18 **Dispensation Requests:** None.

299/18 **Items to be Held in Committee: Resolved:** *Agenda items 9c and 12d to be held in Committee under the Public Bodies (Admission to Meetings) Act 1960* “That the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted”. *This is in line with Standing Order 3d:* “That in the view of the special/confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw”. Reasons: b) terms of tenders and proposals and counter proposals in negotiations for contracts (9c) and a) engagement, terms of service, conduct and dismissal of employees (12d).

As the Chairman had not yet arrived at the meeting it was agreed to defer agenda item 5, update by Cllr. Holder on Melksham Oak Community School in his capacity as a Governor, until his arrival.

The Council agreed to suspend Standing Orders for a period of public participation.

300/18 **Public Participation:**

Wiltshire Cllr. Phil Alford gave an update following the conclusion of the Special Schools Consultation. He advised that there were currently 3 SEND (Special Educational Needs & Disabilities) schools in Wiltshire; Larkrise in Trowbridge, St. Nicholas in Chippenham and Rowdeford in Rowde. There was now a proposal by Children’s Services for a £20m investment to build a single campus on the Rowdeford site and close the other two schools, which were not suitable for expansion. This campus would be state of the art accommodation for between 250 and 300 pupils, with hydrotherapy pools and sensory rooms and would consolidate resources. He stated that he had concerns over the length of journey times for some pupils who were transported by minibus and the commute time for some parents, and stated that he would be chasing this up. It was queried whether income from other councils could be generated if places were available for students from outside of the county. He stated that Wiltshire Council needed to find an extra 77 places for pupils and that any new facility would be for pupils from Wiltshire.

He advised that Wiltshire Council had just announced an £8m investment in Highways, to improve roads and address potholes. Also over the next 12 months they will be suspending Sunday charges in their car parks. A member queried this as it had been his understanding that car parking charges subsidised the rural bus services, and asked if a reduction in income would affect the current provision. Wiltshire Cllr. Alford did not think that this reduction would affect the bus service provision, but stated that he would seek clarification on this.

The CAMHS (Children and Adolescent Mental Health Services) Task Group were looking to alter the way that services were run in order to improve the transitions for young people, and were putting together some proposals to be considered by Cabinet.

He advised that he had called in the Planning Application for retrospective change of use for the Toast Office in Whitley, should the Planning Officer recommend refusal. He had done this under Core Policy 49 – “where a mixed use proposal will be encouraged and supported to retain a substantial proportion of the community facility and service”. Some members expressed disappointment at this as they felt it should have been called in for

consideration by committee regardless of whether the officer recommended approval or refusal. It was noted that this planning application was an agenda item for the next Planning Committee meeting to be held on Monday 26th November.

Wiltshire Cllr. Alford reported that at the last Area Board meeting members were split over the grant application from the West Wilts Ramblers for the replacement of stiles with kissing gates in the parish and in the parish of Seend. He advised that Seend Parish Council had already agreed to contributing to this scheme and that the feeling at that meeting was that the Area Board would be more inclined to support the scheme if Melksham Without also agreed to a financial contribution. Cllr. Alford had stated at that meeting that as the Rights of Way in question would be used by all residents of Melksham, that the West Wilts Ramblers should also ask the Town Council if they would also consider contributing some funding to this scheme.

7.35pm - The Council reconvened. Cllr. Wood joined the meeting and Wiltshire Cllr. Alford left the meeting. Cllr. Glover handed the Chair to Cllr. Wood, and the Council went back to agenda item 5.

301/18 **Invited Guest:**

Cllr. Holder in his capacity as a Governor for Melksham Oak School, gave an update on the current situation at the school. Letters had been sent to all parents informing that the Headteacher, Mr. Clark, would be retiring at the end of this academic term, December 2018, and that his successor would be Mr. Aidan Blowers who will be the Interim School Principal. Mr. Blowers' role would commence as of the 5th November in order that a smooth transition could take place. Members noted a flow chart of the management structure of the Whitehorse Trust and Cllr. Holder explained how Melksham Oak and the leadership team within the school fitted in with this structure. He considered that the role of governors would change as elements of what they are currently responsible for would now be addressed by the Trust, however, the role of "critical friend" would still be required.

302/18 **Full Council Meeting 22nd October, 2018:**

- a) **Minutes, Full Council Meeting 22nd October, 2018: Resolved:** *The Minutes of the Full Council Meeting held 22nd October, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- b) **Confidential Notes to accompany the Minutes of Full Council Meeting 22nd October, 2018: Resolved:** *The Confidential Notes to accompany the Minutes of the Full Council Meeting held 22nd October, 2018 were formally approved by the Council and signed by the Chairman as a correct record.*
- c) **Matters Arising from Min.281/18 – Sandridge Solar Farm:** Members had asked how much electricity the Sandridge Solar Farm produced in a year and queried what voltage ran through the connecting lines. The Foresight Group had replied to say that the site produced 45885MWhs in 2017 and has produced 33712MWhs this year up to the end of July; in layman's terms this is enough electricity to power 11,000 households per year. Additionally, the site is on a HV Line (high voltage) between Melksham and Grafton.
- (i) **Matters Arising from Min.284/18c)i) – S106 Play Area Contributions:** It had previously been noted that there was no consistency of approach from Planning Officers when S106 Agreements was drawn up with regard to the provision of play areas by developers. The Clerk had drawn attention to this when she met Mike Wilmot, the Head of Wiltshire Council's Planning Department to discuss this issue.

The Wiltshire Core Strategy does not contain a policy on the provision of play areas and therefore there is no planning law for the Planning Officers to use; provision is reliant upon negotiations. Mike Wilmot advised that play area provision could be included as a policy in the Melksham Neighbourhood Plan, and that he would be looking to include this as part of the new Local Plan. It was suggested that any Neighbourhood Plan Policy could be based on the Parish Council's Planning Principle No.6, and could read as follows:

“Developers ask the relevant parish or town council if they wish to take on ownership and management of equipped play areas from developers, such as LEAPs (Local Equipped Areas of Play) and NEAPs (Neighbourhood Equipped Areas of Play)”.

Mike Wilmot additionally suggested that the Neighbourhood Plan might also want to include adding amenity land into a policy. **Resolved:** *The Parish Council request that the Melksham Neighbourhood Plan include policies on the ownership and maintenance of play areas and amenity land.*

303/18 **Finance:**

a) Council Income & Expenditure: The Council noted the attached report for income and expenditure for the month of October, which were signed by the Chairman as a correct record, as follows:

• Cashbook 1	-	Receipts	£1,148.47	Payments	£35,990.48
(Lloyds Bank - Current)					
• Cashbook 2	-	Receipts	£ 0.00	Payments	£ 7,097.57
(Unity Bank - on-line banking)					
• Cashbook 3	-	Receipts	£ 0.00	Payments	£ 0.00
(Lloyds Bank - fixed term deposit)					

b) Cheque Signatories & Online Banking Authority for November Payments:

Resolved: *Cllr. Holder and Cllr. Glover to sign cheques and authorise on-line banking payments for November 2018.*

c) Report following non-Finance Committee Members check on Bank

Reconciliations: In line with the council's Financial Regulation 2.2, Cllr. Shea-Simonds reported that he and Cllr. Pafford had checked the statements against the bank reconciliations as non-Finance Committee members, were very impressed with the detail and signed them off as an accurate record.

d) Young Melksham Funding Request: The members considered a request from Young Melksham for future grant funding. The request acknowledged that the Parish Council only gave out grant funding once a year in April, but was being made now so that the Parish Council could consider whether they wished to support it prior to making its precept request. Young Melksham were asking for £2,500 per year for the next three years, and for this support to be pledged in order that they could access further streams of funding. Members noted that this was the same principle as the request from TransWilts for a pledge for funding for improvements to the Railway Station. The sum requested represented 1.3% of the Parish Council's precept for 2018/19 and would be 3% of the total anticipated income for Young Melksham for 2019. The members noted the figures provided on the number of young people from the parish who attended the Canberra Centre and who were supported by the services provided by Young Melksham. The Parish Officer advised that grant funding for Young Melksham in previous years had been taken from a reserve for setting up Bowerhill Youth Club and that there was £1,500.00 left in that reserve. Cllr. Glover as Chairman of the Finance Committee advised that if the Council supported this request that a

separate reserve was set up when they considered they budget rather than this money being allocated from the Grant Aid reserve. **Resolved:** *The Parish Council support this request from Young Melksham and send a letter of comfort to Young Melksham, pledging funding of £2,500.00 for the next three years, commencing in the financial year 2019/20.*

304/18 **Asset Management:**

a) Berryfield Village Hall: It was noted that a dozen responses had been received from the public consultation, facilitated by BASRAG (Berryfield and Semington Road Action Group) and the Parish Council, on the proposed design for the village hall. It was noted that the responses were predominately positive with a few suggestions from residents with regard to the design. The developer was considering the viability of building the village hall, rather than providing the funds to the Parish Council to build, and it was felt that it was important not to overcomplicate the process so that the developer committed to doing this.

The consultation had identified that the plans did not show a serving hatch from the kitchen into the main hall, and this was felt to be a definite requirement. Additionally, it was felt that the opportunity should be taken to design the hall with a ceiling height that could accommodate indoor sports such as badminton; it was felt this was especially important following the recent closure of the Christie Miller Sports Centre as it was extremely difficult to be able to hire a court for recreational badminton locally. A request should also be made to the developer to increase the length of the proposed main hall by 2m in order to provide enough run off space for such activities.

Resolved: *The Parish Council contact the developer to say that they are keen for them to build the hall whilst they are on site during the construction phase and would welcome a meeting with them and their architect. Additionally, a request is made that the internal design is slightly altered in order to accommodate a serving hatch from the kitchen to the main hall, and that the length of the main hall is increased from 16m to 18m and the ceiling height is at least 6.1m to be able to accommodate recreational badminton.*

b) Unauthorised Encampments: It was noted that the travellers who had set up camp on the grass verge between the Bowerhill Sports Field and Knorr-Bremse had now moved on. Knorr-Bremse had taken the opportunity to install posts on the land that had been occupied by an unauthorised encampment to prevent a reoccurrence. The Clerk had requested that Wiltshire Council cleared the two storm drains which the travellers had been using to dispose of their waste. As per Min.263/18d (Asset Management Committee, 24th September, 2018), advice had been sought from the Wiltshire Council Enforcement Officer with regard to the vulnerability of other open space within the parish. The Officer had advised that wooden posts and locked gates did not necessarily prevent unauthorised encampments as travellers used chainsaws, angle grinders and other such equipment to gain access to land, however, there were then powers to remove them if trespass laws had been breached and unlawful entry was made. He did state that very large stone boulders were effective, and felt that travellers favoured industrial estates and spaces they could access without being seen, rather than public open space which was overlooked by lots of houses where residents would immediately report such activity.

In line with standing order 3d agenda item 9c was considered in committee at the end of the meeting.

- c) **Heating Installation Issues at Pavilion:** It was noted that some of the radiators in the Pavilion were not working. This had been identified when the contractor visited to carry out a service of the boilers and was unable to do so as he believed that some of the radiators had been installed upside down. This had been chased up with the original company who installed the heating system, and arrangements were being made for a site visit for them to investigate this.

305/18 **Melksham Campus:**

- a) **Design Update for New Office Accommodation at the Campus:** The latest design for the Parish Council's accommodation within the campus were noted and that they reflected everything that the Parish Council had requested. Some members queried how committed the Parish Council were to any agreement to move into the Campus as they reported that residents liked the fact that the Council office was now in the parish and suggested that meetings could be held at various venues, and could move around the parish, similar to the Area Board model. Other members did not concur, feeling that the Council office was convenient to residents in the south of the parish, but not necessarily to those in the north of the parish, and that regularly moving meeting venues would be confusing to parishioners. As the Parish surrounds the town some members felt that this was the most logical place for the office and meeting space as it was then an equal distance for all parishioners. Additionally, it was noted that when the officers were trying to find alternative meeting venues in preparation for the move out of Crown Chambers and into the Bowerhill Pavilion they investigated over 30 venues and only two had regular availability on a Monday evening. The Council had recently considered moving their meeting date from a Monday to another day of the week, but as per Min.406/17a (Full Council, 22nd January 2018) members voted against this proposal. Cllr. Holder wished it to be recorded that he was disappointed that a permanent office and meeting space could not be found within the parish, and queried potential opportunities that could arise with the construction of the new village hall in Berryfield. It was felt that moving some meetings to different venues around the parish could be considered again once the Council had moved into its new accommodation.
- b) **Information from Wiltshire Council on Christie Miller Options Paper:** The members noted the papers and information Wiltshire Council had used to inform its decision over the closure of Christie Miller, which had been obtained under a Freedom of Information request.

306/18 **Community Projects/Partnership Organisations:**

- a) **Beanacre First Time Sewerage Survey:** The results of the survey were noted. The 135 properties in Beanacre had all been written to and invited to take part in the survey, and 61 responses had been received; 48 said yes, they were interested in first time mains sewerage and 13 said no. The Parish Council had previously agreed that if a household hadn't responded to the survey that this would be considered as a "no", however, it was acknowledged that the council were just acting as a facilitator for Wessex Water to gauge the level of interest in first time sewerage. The Parish Officer advised that she had sent all of the survey raw data on to the Wessex Water engineers for them to carry out feasibility studies, which could take between 3-6 months.
- b) **Shurnhold Fields – report on Tree Planting Event:** Cllr. Carter, as the Parish Council representative on the Friends of Shurnhold Fields Group, gave a short report on the tree planting event on 10th November in commemoration of those who fell in

WW1. He reported that despite the very wet and cold weather that between 20 and 30 people turned out during the morning and 5 corses were planted, one for each year of the war. J H Jones had kindly cut the grass and removed the cuttings in preparation for the tree planting for free. He explained that at the next Friends meeting that a programme will be drawn up for the maintenance of the area over the next twelve months such as grass cutting. The members thanked Cllr. Carter and the members of Friends of Shurnhold Fields for all their work on this project.

- c) **Parliament Week Activities:** Cllrs Wood, Holder and Pafford and the Assistant Parish Officer attended the event at Bowerhill Primary School and Cllr Pafford attended the event at 2385 Squadron, Melksham Air Cadets. It was noted that the members received a great response from the children at Bowerhill Primary School, who were really engaged and asked lots of good questions. They informed members that at Kestrel Court play area there was only one goal end on the MUGA (Multi Use Games Area), which meant that they couldn't play a proper game of football. The children were advised to write to the Parish Council about this issue so that it could be considered. The Parish Officer informed that she had thanked the teacher from Bowerhill Primary school for taking part, and she had responded to say that they would like to take part again next year. Cllr. Pafford reported that unfortunately he only had 15 minutes at the ATC as the cadets had a very full programme on that evening. It was noted that Cllr Carter and the Parish Officer were due to attend the next event at Shaw Primary School on Wednesday 5th December at 10.00am.
- d) **Request for Part Funding of Kissing gates from the West Wilts Ramblers:** The West Wilts Ramblers had put forward an application to the Area Board for funding for 17 new kissing gates on ROWs (Rights of Way); 11 in the parish of Seend and 6 in Melksham Without. It was noted that the Area Board were not happy about supporting this application unless both parishes also supported this proposal and provided a financial contribution towards the scheme. Seend Parish Council had offered to contribute £600 toward the scheme, and the Parish Council were being asked to contribute £414. At the last Area Board meeting Wiltshire Cllr. Alford had argued that as the ROWs in question linked Melksham to the canal at Seend and that this was a popular recreational spot, that the Town Council should also be asked for a contribution. Members queried that on the map provided with the request there appeared to be a stile out of one field and then a stile into the next, and the proposal was to replace both of these stiles with kissing gates. It was considered that one kissing gate could be installed at this point. **Resolved:** *The Parish Council contribute £414.00 toward the cost of kissing gates to replace stiles in the parish on ROW MELW35 and MELW36, but to request that where there are currently 2 stiles next to each other requiring replacement that they are replaced with just the one kissing gate.*
- e) **Area Board Application for Additional Seating for the Age Friendly Project:** It was noted that the Parish Council had received the full grant requested from the Area Board (50% of the total cost) for the provision of new benches in the parish as identified from the Age Friendly project. The next steps were now to contact CAWS (Community Action Whitley Shaw) and BRAG (Bowerhill Residents Action Group) to get the precise locations for installation and to seek permission from Wiltshire Council Highways.
- f) **Bristol Avon Catchment Partnership Forum Report:** The Parish Officer had attended this event and reported that it was very interesting, and that two of the CAWS CEG Flood Wardens were in attendance as well as the Wiltshire Council Principal Drainage Engineer. Of note was the Bydemill Brook Natural Flood Management Project as this was around the Corsham area. Network Rail and a local

landowner are working in partnership with BART (Bristol Avon Rivers Trust) and FWAG SW (Farming and Wildlife Advisory Group South West) to undertake better farming practices and natural flood management on land directly above and to the north of Whitley. As the landowner also owns much of the land around Whitley, it is hoped that the natural flood management project will be able to be extended to include areas of the parish.

- g) **Wiltshire Council “Focusing on the Future” Consultation:** Cllr. Carter had attended this event and explained that it was about how Wiltshire Council were going to spend their money. There was a big push towards the Council using more digital technology for people to access services in a bid to reduce costs. Their research showed that 70% of the Council’s transactions were after 7.00pm. Following the recent government announcement on business rate relief on public toilets, it was queried whether if shops and businesses offered the use of their toilets to the public they would be able to get a reduction in their business rates; the answer to this was no.

307/18 **Staffing & Resources:**

- a) **E-Learning Training Options:** As per Min.264/18a)i) (Asset Management, 24th September 2018), quotes had been sought for Legionella training as this had been identified as a requirement from the Legionella Risk Assessment. Quotes had been sought for this; a City & Guilds course would cost £699 for the training plus £45 for each certificate issued. Another company offered Legionella Awareness training via e-learning and were offering a bundle of 5 e-learning courses for 5 learners with a one year licence for £229. Amongst the other courses on offer were Display Screen Equipment and Cyber & Information Security, which staff members felt would be beneficial. It was noted that members could also undertake training along with the staff as the training was on-line so could be carried out from the office the members reviewed the courses that were available from this company and felt that the bundle provided good value for money. **Resolved:** *The Parish Council opt for the bundle of 5 e-learning courses for 5 learners at a cost of £229.00 exc. VAT for a 1-year licence.*
- b) **Quotation for Business Cards for Councillors and Officers:** A request had been made by a member that councillors were issued with a Parish Council business card, and two quotes had been sought to inform the discussion. It was noted that only the Clerk, as the Parish Council’s legal officer, had a business card, but that this needed re-printing with the new office address. A discussion took place over whether it was more cost effective to re-print the Clerk’s business card and issue these to members, so that they could then write their personal contact details on the reverse. Other members felt that if the Clerk’s business card needed re-printing that the cost of additional printing with individual members details would be negligible. Three members indicated that they wished to have a business card. It was felt that if Parish Council business cards were issued that they should have the corporate logo and replicate the Clerk’s business card. It was queried whether the new GDPR (general Data protection Regulations) would have an impact on business cards. **Resolved:** *The Officers to research the provision of business cards further for this to be considered at the next Full Council meeting.*
- c) **Reporting on Employee Additional Hours Worked:** It was noted that now that the finance reports were produced via the Rialtas software and were noted retrospectively, any additional hours worked by employees were not being shown as a separate line item. The Council had previously resolved that any additional hours would be reported both from a financial budgeting perspective and a staff wellbeing

perspective. It was noted that any additional hours worked by staff members were approved by the Clerk, and in the case of the Clerk were approved by the Chair. It was suggested that this information was presented to the Council each month in the form of a spreadsheet with a column to show the accumulative impact over the year.

In line with Standing Order 3d, the next two agenda items were held in committee.

d) Update on Employee Sick Leave: The member of staff on planned sick leave was doing well and thanked the members for their get well wishes. The member of staff would return to work as planned on Monday 26th November, and a back to work interview would be undertaken by Cllr. Baines

308/17C **Bowerhill Sportsfield Proposal: *Resolved:*** *The Parish Council engage in further conversations with the parties involved to establish what income would come to them if this proposal was to proceed. Investigations to be made as to whether any restrictions would apply to any income, and seek more information.*

309/17 **Bath's Clean Air Charging Zone Consultation:** The members discussed the proposal by Bath and North East Somerset Council to introduce a "Charging Clean Air Zone for Bath". It was strongly felt that this proposal should not allow an increase of HGV journeys through the parish due to lorries being re-routed along the A350. The written response to the consultation from Trowbridge Town Council was considered and it was felt that this articulated the views of the Parish Council. ***Resolved:*** *The Parish Council respond to the consultation stating that they fully endorse the comments made by Trowbridge Town Council.*

Meeting closed at 10.20pm

Chairman, 10th December, 2018

Date: 13/11/2018

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Cashbook 1

User: MF

Current Account & Instant Acc

LLOYDS CHEQUE ACCOUNT

For Month No: 7

Receipts for Month 7 - October 2018

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		267,018.80					267,018.80	
V784-FPI	Banked: 01/10/2018	50.00						
V784-FPI	Audley FC	50.00			1210	210	50.00	Match fee Sun 30 Sept18-Inv040
V771-FPI	Banked: 01/10/2018	27.00						
V771-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield 20 rent
V772-FPI	Banked: 02/10/2018	54.00						
V772-FPI	Allotment Holder	54.00			1320	310	54.00	Briansfield plot 29/31 rent
V773-FPI	Banked: 02/10/2018	27.00						
V773-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield plot 30 rent
V774-FPI	Banked: 03/10/2018	54.00						
V774-FPI	Allotment Holder	54.00			1310	310	54.00	Berryfield 14A Allotment rent
V775-FPI	Banked: 04/10/2018	20.25						
V775-FPI	Allotment Holder	20.25			1310	310	20.25	Berryfield 1sm Allotment rent
V776-FPI	Banked: 04/10/2018	27.00						
V776-FPI	Allotment Holder	27.00			1310	310	27.00	Berryfield 12B Allotment rent
V777-FPI	Banked: 08/10/2018	50.00						
V777-FPI	Audley FC	50.00			1210	210	50.00	Match fee Sun 7th Oct18 Inv045
V778-FPI	Banked: 08/10/2018	54.00						
V778-FPI	Allotment Holder	54.00			1310	310	54.00	Berryfield 14A Allotment rent
V779-FPI	Banked: 09/10/2018	54.00						
V779-FPI	Allotment Holder	54.00			1310	310	54.00	Berryfield 14B Allotment rent
V780-FPI	Banked: 15/10/2018	27.00						
V780-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield 7 Allotment rent
V781-FPI	Banked: 17/10/2018	50.00						
V781-FPI	Redfish Events	50.00			1260	210	50.00	Bowerhill Bomber -Sun 3 feb19
V782-FPI	Banked: 17/10/2018	50.00						
V782-FPI	Redfish Events	50.00			1260	210	50.00	Bowerhill Bomber-Sun 21 July19
V783-S/O	Banked: 22/10/2018	10.00						
V783-S/O	Melksham Fitness	10.00			1210	210	10.00	Changing Room Hire- Sept18-048
V785	Banked: 24/10/2018	208.71						
V785	Various	208.71			1130	110	9.71	Berryfield Photocopy-Inv.044
					1320	310	27.00	Briansfield 9 Allotment rent
					1310	310	27.00	Berryfield 10B Allotment rent
					1320	310	27.00	Briansfield 15 Allotment rent
					1320	310	40.50	Briansfield 17A Allotment rent
					1320	310	40.50	Briansfield 2&32A Allotment re
					1310	310	27.00	Berryfield 7B Allotment Rent
					1210	210	10.00	Trow Tow Match fee 7 Oct18 049

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Cashbook 1

User: MF

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
V786	Banked: 24/10/2018	316.00						
500127	Various	316.00			1310	310	27.00	Berryfield 5B Allotment rent
					1310	310	27.00	Berryfield 5A Allotment rent
					1320	310	27.00	Briansfield 3 Allotment rent
					1320	310	54.00	Briansfield 28 Allotment rent
					1310	310	27.00	Berryfield 18B Allotment rent
					1310	310	54.00	Berryfield 13 Allotment rent
					1210	210	100.00	The Foresters Arms mat fee-046
/787-BSF22	Banked: 29/10/2018	27.00						
V787-FPI	Allotment Holder	27.00			1320	310	27.00	Briansfield 22 Allot rent
V788-BGC	Banked: 30/10/2018	32.51						
V788-BGC	Eon	32.51		1.55	4302	220	30.96	Refund on electricity
V789-CHQ	Banked: 30/10/2018	10.00						
V789-CHQ	Shaw Village Hal	10.00			1120	110	10.00	Shaw V'hall annual rent 18/19
Total Receipts for Month		1,148.47	0.00	1.55			1,146.92	
Cashbook Totals		268,167.27	0.00	1.55			267,018.80	

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Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/10/2018	Grist Environmental	V767-DD	179.47		29.91	4391	120	75.00	Crown Chambers GDPR Waste col
						4770	220	74.56	Bowerhill Pavilion waste collec
8/10/2018	Eon	V765-DD	103.91		4.95	4302	220	98.96	Bowerhill Pavilion Electricit
8/10/2018	Eon	V766-DD	17.06		0.81	4312	220	16.25	Bowerhill Pavilion Gas
6/10/2018	EE & T-Mobile	V770-DD	13.00		2.17	4195	120	10.83	Meeting laptop Wifi
2/10/2018	Aquasafe Environmental Ltd	V738-5877	138.00		23.00	4212	220	115.00	October 18 Water PPM Vi
2/10/2018	Rialtas Business Solutions Ltd	V739-5878	502.56		83.76	4055	130	399.00	System training for all staff
						4055	130	19.80	Mileage
2/10/2018	JH Jones & Sons	V740-5879	883.69		147.28	4402	320	56.66	Allotment grass cutting
						4400	142	211.33	Play area grass cutting
						4780	142	17.50	Play Area bin emptying
						4781	220	75.83	Sports Field bin emptying
						4401	220	375.09	JSF Grass cut/ Line mark
2/10/2018	Toligate Security Ltd	V743-5882	756.00		126.00	4212	220	630.00	Ann Alar Maint-011018-300919
2/10/2018	Rialtas Business Solutions Ltd	V744-5883	300.00		50.00	4180	120	250.00	Annual software support
2/10/2018	Simon J White	V745-5884	195.00			4490	142	195.00	Inv.7761 Carson R/B Main Oct18
2/10/2018	Melksham Town Council	V746-5885	100.00			4540	142	100.00	Deployment of SID Oct 18
2/10/2018	What No Safety Services Ltd	V747-5886	72.00		12.00	4055	130	60.00	Inv.1714 Fire Warden Training
2/10/2018	Radcliffe Fire Protection Ltd	V148-5887	180.00		30.00	4212	220	150.00	Inv1388 Fire Saf audit for JSF
2/10/2018	PKF Littlejohn LLP	V749-5888	720.00		120.00	4100	120	600.00	Extern Audit year end 31-3 18
2/10/2018	St Barnabas Church	V750-5889	10.00			4420	142	10.00	Annual rent St Barnabas
2/10/2018	St Barnabas Church	V751-5890	160.00			4200	120	160.00	Meeting Room hire Sept 18
2/10/2018	St Barnabas Church	V752-5891	100.00			4200	120	100.00	Meeting room hire Oct 18
2/10/2018	Kennet Sign & Display	V753-5892	1,370.76		228.46	4490	142	603.75	A2 Signs for play area's x21
						4490	142	57.50	A2Signs for Shaw Play Field x2
						4490	142	57.50	A2Signs B'hill sport field x2
						4352	120	124.80	A3 Office signage x8
						4490	142	124.80	A3 Warning signage x8
						4721	220	31.20	A3 Sports Field signage x2
						4352	120	11.00	A4 Office signage x1
						4722	320	22.00	A4 Allotment signage x2
						4820	142	66.00	A4 Dog Foul signs ShurnH/Field
						4721	220	43.75	Pavilion Drink water signs x7
2/10/2018	Wiltshire Council	V754-5893	834.81			4430	220	834.81	Rates for Bowerhill Play Field
2/10/2018	Trade UK	V755-5894	341.24		56.86	4721	220	4.99	Glue
						4721	220	18.71	Heavy Duty storage hook 255mm
						4721	220	14.98	Slippery surface safety sign

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Melksham without Parish Council Current Year

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Cashbook 1

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Current Account & Instant Acc

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4352	120	20.83	Folding sack truck
						4150	120	6.91	Batteries
						4352	120	4.16	Bungee cord
						4350	142	99.99	Titan Grass & Hedge Trimmer
						4350	142	16.66	Face Shield
						4350	142	83.33	Blower & Vac
						4490	142	9.99	Cable Ties
						4352	120	3.83	Mini Trunking
2/10/2018	Trade UK	V756-5895	6.99		1.16	4820	142	5.83	Cleangrip Disposable
2/10/2018	Post Office Ltd	V757-5896	214.75			4120	120	214.75	Purchase of stamps
2/10/2018	Wiltshire Pension Fund	V758-5897	1,533.72			4044	130	349.89	Period 7 October 18
						4045	130	1,183.83	Period 7 October 18
2/10/2018	Sirus Telecom	V769-DD	265.92		44.32	4190	120	221.60	Inv. 39160 Telep calls&charges
2/10/2018	E D & W Bodman LTD	V741-5880	0.00						VOID Cheque
2/10/2018	E D & W Bodman LTD	V741-5881	26,991.60		4,498.60	4575	142	4,000.00	Hornchurch Rd new footpath
						345	0	-4,000.00	Hornchurch Rd new footpath
						6000	142	4,000.00	Hornchurch Rd new footpath
						4575	142	18,493.00	Hornchurch Road footpath
						340	0	-18,493.00	Hornchurch Road footpath
						6000	142	18,493.00	Hornchurch Road footpath
Total Payments for Month			35,990.48	0.00	5,459.28			30,531.20	
Balance Carried Fwd			232,176.79						
Cashbook Totals			268,167.27	0.00	5,459.28			262,707.99	

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Melksham without Parish Council Current Year

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Cashbook 2

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Unity Bank

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	88,667.43					88,667.43	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>88,667.43</u>	<u>0.00</u>	<u>0.00</u>			<u>88,667.43</u>	

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Cashbook 2

User: MR

Unity Bank - ONLINE ACCOUNT

For Month No: 7

Payments for Month 7 - OCTOBER 2018

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
1/10/2018	Teresa Strange	STD ORD	5.18		0.86	4190 120	4.32	Out of hours mobile
6/10/2018	Lloyds Unity Debit Card	DD	271.40		29.92	4721 220	49.93	Goal nets
						4352 120	94.80	Software licence on laptop
						4150 120	4.90	Large sticky notes
						4721 220	5.00	Extra delivery for nets
						4150 120	77.00	A4 Paper
						4150 120	6.85	Sticky notes
						4140 120	3.00	Monthly charge
4/10/2018	Teresa Strange	* SALARY			0.45	4000 130		Salary October 2018
						4490 142	2.25	Cable Ties for erecting signs
4/10/2018	Joanne Eccleston	SALARY				4020 130		Salary October 2018
4/10/2018	Marianne Rossi	SALARY				4010 130		Salary October 2018
4/10/2018	Terry Cole	SALARY				4460 142		Salary October 2018
						4050 142	47.50	Travel Allowance
						4051 142	46.80	Mileage
4/10/2018	David Cole	SALARY				4800 320		Salary October 2018
						4800 320	0.20	July Salary Error
						4051 142	12.60	Mileage
4/10/2018	HM Revenue & Customs	V759-DD	1,640.60			4047 130	1,481.06	Period 7- October 2018
						4054 142	142.14	Period 7- October 2018
						4058 320	17.40	Period 7- October 2018
4/10/2018	Teresa Strange	* SALARY			-0.45	4000 130		Salary Octobr 2018-Input Error
						4490 142	-2.25	Cable Ties for erecting signs
4/10/2018	Teresa Strange	* SALARY			0.44	4000 130		Salary October 2018
						4490 142	2.25	Cable Ties for erecting signs
Total Payments for Month			7,097.57	0.00	31.22		7,066.35	
Balance Carried Fwd			81,569.86					
Cashbook Totals			88,667.43	0.00	31.22		88,636.21	

TOTAL SALARIES £5,180.39

* DATA INPUT ERROR RE VAT - ENTERED & COUNTERED OUT

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 7

Receipts for Month 7 - October 2018

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

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Cashbook 3

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Fixed Term Deposit

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	