

MINUTES of the Full Council of Melksham Without Parish Council held on

Monday 21 September 2020

(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING WAS HELD VIRTUALLY VIA ZOOM AND ALSO LIVE STREAMED VIA YOUTUBE FOR MEMBERS OF THE PUBLIC TO WATCH)

Present: Councillors Richard Wood (Chair), Alan Baines, Paul Carter, Terry Chivers, Greg Coombes, Nick Holder, David Pafford, Mary Pile, Robert Shea-Simonds and Paul Taylor

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North)
Wiltshire & Jon Hubbard (Age Friendly Melksham CIC)
Two Members of Public

72/20 Welcome, Announcements & Housekeeping

Those present were reminded the meeting was being recorded to aid the minute writing, being live streamed on YouTube, and for everyone to stay on mute unless they were invited to speak or wished to speak.

Regarding item 7a relating to Councillor S Wood's resignation, Councillor Wood explained he had been delighted when Councillor S Wood was co-opted on to the Council, however, following the Full Council meeting on 27 July had received his resignation and wished him well for the future and hoped the Parish Council would be able to attract a new councillor of his particular calibre.

The Clerk explained the Parish Council had received notification earlier in the day that a co-option could be made.

Councillor Chivers expressed a concern he had not received his agenda papers until earlier that day and following advice he had sought, understood agendas needed to be with Members 5 days before a meeting and asked if this could be considered at a future meeting.

The Clerk explained that the agenda had been published on Tuesday, and that was what needed to be published with 3 clear days, and not the supporting

papers. Other Councillors within his ward explained they had received their papers on Friday or Saturday.

Several Members expressed a concern at the amount of papers sent and what plans were being made to go paperless.

The Clerk explained this had been looked at recently with a resolution to look at moving to electronic agenda packs after the May election however one of the actions coming out of the Clerk's recent appraisal was to look at reducing paper in the meantime. The Clerk's appraisal was an agenda item at the end of the meeting.

The Clerk informed Members as only one planning application had been received she proposed to postpone the Planning meeting of 28 September until 5 October, which was currently a free evening, in anticipation that more planning applications would be submitted for consideration, with Asset Management only on 12 October.

Councillor Baines explained he and Councillor Pafford had attended the Future of Football event at the weekend, which was hugely busy.

a) To note the council is currently in the period of public inspection of accounts 1 September 2020 – 12 October 2020

Members noted the Council's accounts for 2019/2020 were available for public inspection from 1 September 2020 to 12 October 2020.

b) To note receipt of Annual Parish Meeting report for 2019/20

Whilst the Annual Parish Meeting did not take place this year due to the current public health crisis, an Annual Parish Meeting report had been produced and circulated to Members for their information.

73/20 To receive Apologies and consider approval of reasons given.

Apologies for absence were received from Councillor Glover who was on holiday.

Resolved: To note and accept the reasons for absence.

74/20 Invited Guests:

a) Wiltshire Councillor Phil Alford (Melksham Without North) & Wiltshire Councillor Nick Holder (Melksham Without South)

Councillor Alford welcomed the outcome of the Community Governance Review **NOT TO MERGE** the Parish Council with the Town Council and

apologised for not speaking in support of the Parish Council at the meeting, but unfortunately he was working at the time, but did manage to vote in support of the recommendation not to merge both councils.

He also stated that Councillor Clewer, the Chair of the meeting had been very positive about the Parish Council and the good work undertaken on behalf of its residents and had stated that he saw no justification for this to be looked at again for a long time.

Councillor Alford was also aware of anti-social behaviour at the skateboard park at King George V Park, however, the Police had been notified of the issues and had been making regular patrols and were happy the situation seemed to be improving.

Councillor Holder reiterated the comments Councillor Alford made regarding the outcome of the Community Governance Review and informed Members the Area Board had met formally for the first time on 8 September, with the Community Area Transport (CATG) meeting for the first time since lockdown at the end of the month.

It was noted a Campus update was scheduled for the following week for Area Board members and both councils, which Councillor Holder urged as many councillors as possible to attend.

Councillor Holder informed the meeting he had received positive feedback from the local Police on actions they were taking regarding drug taking in and around the town.

75/20 a) To receive Declarations of Interests

There were no declarations of interest.

b) To consider for approval any Dispensation Requests received by the Clerk and not previously considered

The Clerk reminded Members there was a standing dispensation regarding Berryfield Village Hall and the proposed Community Centre, East of Melksham.

76/20 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 the consideration of the following items of business (Item 12c, 15c)iii) & 17c)) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk informed members Item 12c should be held in closed session as it referred to the start of negotiations relating to community benefit for the site allocation within the Neighbourhood Plan.

Items 15c)iii) and 17c related to staffing matters. The potential increase in the caretaker's workload and feedback on the Clerk's recent appraisal respectively.

Resolved: To hold the above items in closed session for the reasons given by the Clerk.

77/20 Public Participation

Representatives of Whitley Hub attended the meeting to provide an update on activities of the group in establishing a shop/Post Office in Whitley. The group were seeking £3,000 funding from the Parish Council to help towards the costs associated with the project.

The group expressed disappointment their application to register the Toast Office in Top Lane as an Asset of Community Value had been refused by Wiltshire Council. However, the group were still pressing ahead with plans for a shop in the village and had recently undertaken a survey of some 537 residents with 366 responding, 79% of these stating how important such a facility was for the village. With regards to the provision of a Post Office 98% responded to say this facility was important for the village, with 50% of people indicating a desire for some sort of café provision to be included.

It was noted the group currently had 54 members and were being supported by the Plunkett Foundation who were providing advice on how to establish a community facility in the village.

78/20 Berryfield Ward Vacancy

a) To note resignation of Cllr Stuart Wood

This item had been discussed earlier in the meeting.

Members formally noted Councillor Stuart Wood's resignation.

b) To note a call for an election by 10 electors has not been made and so the vacancy can be filled by co-option

The Clerk informed the meeting 10 electors had not come forward calling for an election, therefore, the Council were able to co-opt a new Councillor.

c) To note advertisement for candidates for co-option

The Clerk informed the meeting the position was currently being advertised in the local press, via the Council website and noticeboards, as well as social media, with a closing date for applications of 11 October, with any responses being submitted to the Full Council meeting on 19 October for co-option.

d) To consider how members will vote for co-option candidates as meeting remotely at 19 October Full Council meeting

The Clerk explained pre Covid, Members voted to co-opt a Member via a secret ballot, however, in the current circumstances this would not be possible, advice had also been received from the National Association of Local Councils (NALC) on secret ballots, therefore she sought a steer from Members how they wished to proceed as it would require a change to the Standing Orders.

Resolved: To adopt the 'show of hands up' method of co-opting a new Councillor.

Standing Orders are modified to remove Standing Orders 27d and e to reflect this change.

79/20 Community Governance Review

a) To note outcome of Wiltshire Council's Community Governance Review extraordinary meeting of 9 September and receive feedback from councillors attending

Whilst the minutes of this meeting were not available as yet, it was noted Wiltshire Council had voted to approve the recommendation that Melksham Town Council and Melksham Without Parish Council **DID NOT MERGE**, with not one vote against this recommendation.

Both Councillors Wood and Baines attended and spoke at the virtual meeting and welcomed the complementary comments made by the Chair, Councillor Clewer regarding the governance the Council provided to its residents.

b) To consider comments to be submitted to current Area Board consultation

The Clerk explained a consultation was currently taking place on proposals to change the Area Board boundaries and asked if the Council wished to

submit a response. Proposals saw Atworth moving to Bradford on Avon Area Board and Seend to Devizes.

Councillor Baines hoped there would be a means by which Atworth would be able to comment on things in Melksham, given their close relationship with the town.

Resolved: To support the proposed change in areas and names.

80/20 Melksham Community Response & Covid-19 Recovery

Standing Orders were suspended to enable Jon Hubbard to speak to this item.

Mr Hubbard informed the meeting that the Community Response Team were still continuing to help those residents in need despite lifting of restrictions, but would be ready to increase their level of support if necessary in response to Government advice and was grateful for the support of the Parish Council and hoped it would continue.

Standing Orders were reinstated.

a) To note decisions of other stakeholders regarding funding of Age Friendly Co-ordinator and “way forward” for operational/policy decisions

The Clerk provided an update on the recent Area Board meeting and explained whilst the Area Board and the Parish Council had agreed to support the funding of an Age Friendly Co-ordinator, Melksham Town Council had deferred a decision on funding to make further investigations. Melksham Seniors were to contribute their initial funding in a different way, towards a three-year plan.

Councillor Holder expressed disappointment that despite an update at the recent Area Board meeting on the community response to Covid, the Town Council had still not made a decision on whether to fund an Age Friendly Co-ordinator to help the most vulnerable in the community.

Councillor Holder complemented the fantastic work of the Melksham Community Response Team, particularly Mr Hubbard, who was instrumental in setting it up and noted he had been nominated for an award, which was well deserved and welcomed the continued support of its vulnerable residents at their time of need and hoped the Town Council would also offer their support.

Councillor Wood sought clarification of the consequences if the Town Council did not agree to contribute towards this post.

Councillor Hubbard explained he and the Age Friendly Co-ordinator were working on the basis that in the short term Melksham Town Council may not offer their support, however, was confident the work would continue and noted some officers of Melksham Town Council working on Community Response had offered to help in their own time if necessary and whilst welcoming this offer, felt it was not acceptable and that officers should be able to offer their assistance during work time in order to support vulnerable residents, but had been blown away by the commitment shown by officers. However, the group would continue to provide support, but noted it would be harder without the support of the Town Council.

Councillor Wood asked if there were financial implications.

Councillor Hubbard confirmed Melksham Town Council had not made a decision on funding as yet, but hoped long term the Town Council would contribute towards the costs and could not see how it would be financially viable to deliver something themselves, especially as the CIC was able to apply for grant funding. However, he hoped Community Response would be able to survive without their financial support.

Councillor Shea-Simonds supported the work undertaken by the group during this difficult time and stated he had not seen anything recently that would have changed his mind, that Melksham Without Parish Council had made the right decision to contribute towards supporting the work of the Community Response Team and an Age-Friendly Co-ordinator and sought clarification on the role of Age Friendly Co-ordinator in supporting volunteers.

Councillor Hubbard confirmed training of volunteers was very much part of the role of the Age Friendly Co-ordinator, in order to help support the vulnerable in the community and help tackle social isolation.

b) To note report on Melksham Seniors/Age Friendly Melksham CIC from Melksham Area Board 8 September (arising from Min. 26/20c)) and correspondence received

Members noted the report of the Melksham Area Board Community Engagement Manager, which provided good chronological evidence in how the Age Friendly Melksham CIC had been set up and its engagement with the Melksham Seniors throughout that journey, and answered previous questions raised.

c) To note Freedom of Information request from town resident

The Clerk explained on receiving a Freedom of Information request regarding Melksham Community Response she had provided a prompt reply. It was

noted most of the questions raised within the request, were already within the public domain.

d) To agree officer support for Melksham Community Response to end of 2020

The Clerk explained the Council had agreed to officers supporting the Melksham Community Response until the end of September, but given it appeared things were rapidly changing, asked if the Parish Council were happy that officers continued to provide low level support until the end of 2020, with the Clerk providing one afternoon a week and the other officers making phonecalls once a week to users, until the Age Friendly volunteers were in place and look again in January.

The Clerk stated if things changed dramatically as previously, the Emergency Plan would be implemented and officers seconded to provide support in a wider capacity to help the vulnerable in the community.

Unanimously Resolved: To continue with current level of support until the end of 2020, realising things could change, requiring a higher level of support if needed and review in the New Year.

e) To note Community Engagement Report July 2020 from Wiltshire Community areas

It was noted within the report Melksham had been held up as an exemplar, amongst others, in their response to Covid 19 and supporting the community during this difficult time, which was commended.

81/20 Covid-19 Lockdown restrictions and resulting legislation for council meetings

a) To note clarification of how to advertise remote meeting details on agendas, and subsequent change to Virtual Meeting policy (arising from Min. 006/20d) & e) following revised legislation

The Clerk explained whilst Members had agreed residents would ask the Clerk for an invitation to join a meeting via Zoom, legislation had recently changed that meant from 1 August 2020 invites to meetings had to be published on agendas, which officers had done, however, there needed to be a change in the Council's Virtual Meeting policy to reflect this.

Unanimously Resolved: To amend the Virtual Meeting accordingly to reflect the change in legislation.

b) To note latest viewing figures on YouTube of parish council meetings and to consider live streaming of council meetings post Covid-19 lockdown restrictions

The viewing figures for those watching meetings on Youtube had been circulated to Members prior to the meeting.

It was noted the viewing figures ranged from 20 to 100 (Planning Meeting, 17 August), which was an unprecedented amount of public engagement in the current circumstances. Therefore, the Clerk asked if, once meetings were able to take place in person, whether Members wished to look at livestreaming these, which would require purchasing the necessary equipment to broadcast live.

Unanimously Resolved: In principle to agree meetings are livestreamed when they are able to be held in public and for officers to investigate the costs associated with purchasing the necessary technology required and bring to the next appropriate meeting for approval.

c) To note latest NALC advice about remote/in person council meetings following latest government “Rule of 6” legislation

The Clerk explained she had been asked by several Members when ‘in person’ meetings could be held again.

The latest advice from the National Association of Local Councils (NALC) was although Principal Regulations continue to permit local councils to hold meetings (now as an exemption to the six person gatherings limit) in Covid 19 secure premises, the NALC position remains that they recommend that councils continue to meet remotely.

Members noted the position of NALC.

d) To consider request from member to start council and committee meetings at 6pm

Councillor Shea-Simonds stated that recently several meetings had gone beyond 10.00pm and suggested meetings start at 6.00pm.

Members whilst appreciating the suggestion meetings started earlier, felt it would be difficult for those who worked to join a meeting earlier and also officers who had worked during the day needed to have a break before the meetings.

Councillor Carter suggested a compromise and meetings start at 6.30pm which was seconded by Councillor Shea-Simonds, however, following a vote

of 3 For and 5 Against, this motion fell and therefore meetings would continue to start at 7.00pm.

82/20 To approve the Minutes of the Full Council meeting held on 27 July 2020

Amendments to the minutes were sought as follows:

- **Min 26a/20: To receive any comments following viewing of video (arising from Min 009/20a):**

Other members concluded should read ...***concurred***.

- **Min 26c/20 To consider correspondence from Melksham Seniors** resolution to be amended as follows:

'To write a letter to Mr Warwick, similar to the one written by the Leader of the Town Council and pick out elements of the letter in the Melksham News referring to both the Parish Council and Melksham Seniors being aware of proposals, with both agreeing to vire over funds originally allocated towards the cost of a consultant, to support Melksham's Age Friendly CIC Co-ordinator to work with hard to reach individuals who have now been identified. To also state the views of older or vulnerable people are therefore clearly not being ignored within the community as stated in Mr Warwick's letter.'

- **30j/20: Shurnhold Fields.** To note minutes of Shurnhold Fields Working Party on 18 June and 23 July and consider any actions/requests from those meetings.

Amend resolution to read: To pay 50% '***of the***' instead of '***if the***'

- 31c(i)/20: Heading to be amended as follows: **To note an order to Modify the Definitive Map and Statement to add new footpaths Melksham Footpath No 107 & Melksham Without Path No 151. To consider**

Resolved: To approve the Full Council minutes of 27 July 2020 with the above Amendments.

83/20 Planning:

- a) **To approve the Minutes of the Planning Committee meetings held on 17 August 2020 and 7 September 2020**

Minutes of 17 August 2020:

The following amendments were suggested:

- **39/20: Invited Guests – Representatives from Ashford Homes Re proposals for 9 dwellings on First Lane, Whitley**

Second para to read ...landscaping and massing reserved **except** for access, Instead of **accept**.

- **42/20 Planning Applications: 20/05766/OUT: Land at First Lane, Whitley. Erection of 9 dwellings and associated works.**

Page 12 first para: ...it would be better to work with the developer to make the **application** as good as it could be for the village... Instead of **applicant**

Minutes of 7 September 2020

The following amendments were suggested:

- **53/20: Public Consultation**

4th paragraph to amend **neighbors** to **neighbours**.

61a(ii)/20: To note update on public art project for Pathfinder Way

First para: ...Section 96 agreements about installing the large art “gateway” panel. They were currently making the artist – **designed** legs... instead of **deigned**...

- b) To formally approve Planning Committee recommendations contained within the minutes of 17 August and 7 September 2020**

Resolved: To approve the recommendations contained within the Planning meeting minutes of 17 August and 7 September 2020.

- c) To consider community benefit suggestions as part of current development consultations, future planning applications and site allocation in Melksham Neighbourhood Plan**

The Clerk explained Members were having further discussion with Pegasus Planning regarding their proposals for 150 houses on land South of Woodrow Road specifically to discuss community benefit. It had been suggested that developing a new Forest Community centre was appropriate given its proximity to the site.

Councillors Baines stated he and Councillor Westbrook, Melksham Town Council had recently met with the Chair and Vice Chair of Forest Community Centre, to gauge their thoughts, which were as follows:

The community centre was well used not just by locals, but the wider community and provided changing rooms for users of the adjacent associated sports pitches, therefore the community centre needed to stay at its current location. Having another community centre in the same area, competing for the same bookings would not be conducive and welcomed support if this development were to go ahead in improving their facility, such as providing ways to divide the hall off to have smaller meeting spaces or in other ways. The hall was only temporary and had limited life, therefore a more permanent building would be welcomed.

Councillor Holder noted Forest Community Centre had recently applied for an Area Board grant to repair their roof, therefore, any support to improve these facilities should be welcomed, rather than another one being built nearby, causing competition for bookings and making both less viable.

Councillor Wood also applauded the Forest Community Centre team in what they had been able to achieve and welcomed any monies available from new development being used to improve this facility.

The part of this item relating to community benefit in the Neighbourhood Plan site allocation was discussed in **closed session** later in the meeting.

Resolved: To support any community gain from the development South of Woodrow Road going towards improving Forest Community Centre.

With regard to the development South of Western Way as proposed by Hallam Land Management and Savills, adjacent to Pathfinder Way for 250 dwellings.

Whilst expressing concern this site was inappropriate for housing development Members were mindful this application could be approved, given the current lack of a 5 year land supply in Wiltshire and therefore consideration needed to be given to any community gain if this development were approved.

It was noted community benefits discussed in 2017 with the developers had not been put forward in this application, which was disappointing. Members were also disappointed they had not undertaken public engagement on this application and were originally not keen on meeting the parish council again.

Resolved: Members felt given proposals for a new primary school adjacent to the site that any community gain funding should be towards contributing towards the building of a new primary school.

The Clerk asked Members for suitable dates and times to meet both sets of developers and it was agreed to meet Pegasus Planning on Thursday, 24 September at 3.00pm and Hallam Land Management and Savills on Tuesday, 6 October at 10.00am

84/20 Highways & Streetscene

- a) To approve the Minutes of the Highway & Streetscene Committee meeting held on 14 September 2020**

Resolved: To approve and for the Chair to sign the minutes of the Highway & Streetscene Committee meeting held on 14 September 2020.

- b) To formally approve Highway & Streetscene Committee recommendations contained within the minutes of 14 September 2020**

Councillor Pile noted item 68h/20 relating to speeding on Dunch Lane had been referred to the Town Council for consideration and asked once this had been discussed by the Town Council and the results forwarded to the Clerk, if these could be forwarded to her in order to pass on to the resident who had raised it with her in the first instance.

Resolved: To approve the recommendations contained within the Highway & Streetscene committee meeting minutes of 14 September 2020.

It was agreed to move item 16b relating to Whitley Community Hub further up the agenda to allow members of Whitley Community Hub to speak to this item.

Minutes from this item are below.

85/20 Finance:

- a) To note Income/Expenditure reports for July and August**

Resolved: To note the Income/Expenditure reports for July and August.

- b) To agree two Finance Councillors to authorise monthly payments for September**

Resolved: Councillors Wood and Baines to authorise monthly payments for September.

- c) Quarterly Reports for Qtr 1 (April, May, June):**

i) To consider Budget vs Actual report

An analysis report had been undertaken by the Finance & Amenities Officers, with any anomalies highlighted and an explanation.

Resolved: To note.

ii) To note Bank Reconciliation

Resolved: Members noted the Bank reconciliation.

iii) To note VAT reclaim submitted and received

Resolved: To note a VAT claim and been submitted and £4,200.84 received.

d) To approve list of regular payments (as per Fin Reg 5.6)

Councillor Baines noted reference was made to Melksham Town Council's Speed Indicator Device, however, now the Parish Council had their own, this was not relevant.

The Clerk agreed to remove this from the list.

Resolved: To approve the list of regular payments as per Financial Regulation 5.6

e) To note banks unable to supply statements to Chairman direct (as per Fin Reg) and consider alternative action

The Clerk explained this was a requirement to protect the Council against fraud.

Therefore, following a conversation with the Chair it was agreed unopened statements would be forwarded to the Chair during Covid and once restrictions lifted he would open the unopened bank statements within the office.

Resolved: To note bank statements will be supplied directly to the Chair.

- f) **To note that Councillor Greg Coombes has returned the Council owned laptop in favour of a webcam, and that laptop to go to Councillor John Glover rather than purchase a new one (arising from Min. 006/20h)**

It was noted on 6 July 2020, Councillors were asked if they needed laptops in order to participate in virtual meetings during the current pandemic, whilst Councillor Coombes had requested a laptop, due to the size of the screen felt he would be better using his current computer with a webcam, therefore, as Councillor Glover had also asked for a laptop in order to undertake Council business, this computer would be transferred to him.

- g) **To note Covid-19 support payments received and to note related expenditure undertaken, and to consider use of Wiltshire Council funding received**

It was noted a claim had been made to the HMRC under the Coronavirus Statutory Sick Pay Rebate Scheme for a maximum of 2 weeks (out of the 14 weeks taken) for a member of staff who had been required to shield on the advice of the NHS and then self-isolate.

The Clerk explained football clubs had been able to apply for funding to prepare themselves to operate during covid. AFC Melksham had been successful in receiving £500 of which £359.66 had been passed to the parish council to fund the new hand sanitizer units, posters and supplies of hand gel for all the changing rooms and external toilet in the Pavilion.

The Clerk stated the Parish Council had been eligible to apply for a business grant from Wiltshire Council due to the rateable value of the pavilion and had been successful in receiving £10,000 and sought a steer from Members how they wished this grant to be spent.

The Clerk had provided various suggestions the monies could be spent on. Due to the time, it was:

Resolved: To defer suggestions for the £10,000 grant until the next Full Council meeting.

86/20 Asset Management

a) New Berryfield Village Hall project

i) To note correspondence from BTA architects regarding updated drawings and latest update on planning application

Members noted correspondence received from BTA architects regarding updated drawings relating to the car park and site arrangement.

ii) To note Building Regulations submission instructed

Members noted Building Regulations for the building had been submitted to Wiltshire Council earlier that afternoon.

iii) To consider response from Bellway on request for additional land

The Clerk informed the meeting this request was currently with the directors of Bellway for consideration.

iv) To note project costs incurred to date

The Clerk explained the Finance & Amenities Officer was keeping a close eye on the expenditure for this project and had provided a report as follows:

Projected costs (excluding kitchen and equipment): £697,633

Prices confirmed (ex VAT): £46,579

Spend to Date: £16,474.58

The Clerk explained bearing in mind projected income from CIL and 106 payments, there was a projected shortfall of £90,576.41, additional costs would also be required to fit out the hall and to remove the old village hall. Therefore, these costs needed to be borne in mind when budget setting for next year ie from precept, CIL payments or a loan.

Resolved: To note the projected shortfall.

v) To approve forthcoming tender process

The Clerk explained she had received clarification from the VAT consultants the Contract for this project should be in the name of the Parish Council and the S106 funding should also be received by the Parish Council.

As well as being advertised on the Public Contract Tracker, the Clerk sought clarification on where Members wished the tender for this project to be published.

The Clerk stated officers had recently undertook Quotes, Contract and Tender training, at which a question was asked “did it preclude people if they sent in a tender via email”, where Finance Regulations state you will receive sealed bids.

The Clerk explained professional bodies had not clarified changing Financial Regs to match this, but would seek guidance and bring back to a future meeting.

Resolved: For the tender to be advertised in the Melksham News and its sister papers in Frome and Westbury.

b) Shurnhold Fields

- i) To note Minutes of Shurnhold Field Working Group on 10 September and consider any actions/requests from those Meetings**

Members noted the minutes of the Shurnhold Fields Working Group meeting held on 10 September 2020. However, it was noted the Chair was listed as a member of Melksham Town Council.

- ii) To note planned/agreed expenditure for latest projects**

The Clerk explained the Parish Council were awaiting three items to be approved by the Town Council. Unfortunately, the meeting that evening had been postponed. One item related to the Section 106 funding for highway improvements and unfortunately, any response would be too late to go on the upcoming CATG agenda for consideration.

c) New play areas to be transferred from housing developments:

- i) To consider undertaking RoSPA Playsafety post installation handover inspection and approve quotation for Pathfinder Place and Bowood View**

The Clerk informed the meeting the cost of undertaking RoSPA checks would be £395 each.

Resolved: To approve RoSPA playsafety post installation handover inspections at a cost of £395 each for Pathfinder Place and Bowood View.

Councillor Pafford left the meeting briefly during this item.

ii) To note that new play areas to be added to council's insurance policy at the appropriate time with cost implication

The Clerk explained the insurance value for the above play areas was as follows (based on the information provided by Proludic the supplier to the developers) and would be added to the Council's insurance policy when handed over and signed off.

Pathfinder Place	£55,200
Bowood View	£54,500

Resolved: To give delegate authority to the Clerk to insure the above play areas at the appropriate time.

iii) To note discussion with parish caretaker regarding impact on workload

This item was deferred to later in the meeting as confidential, but due to time constraints was then deferred to another meeting.

d) Bowerhill Sports Field

i) To note Risk Assessment undertaken for use of Pavilion and football pitches and approved by insurance brokers

Members noted the Risk Assessment had been undertaken for the use of the Pavilion and football pitches and approved by the Council's insurance brokers.

The Clerk thanked Councillor Glover for assisting with the Risk Assessment.

ii) To receive update on start of season for grassroots football and other uses of Sports Field

The Clerk explained the sports pitches were in regular use by several groups, as most organised sport was not covered by the "Rule of 6".

However, whilst reviewing the CCTV footage from the weekend, felt whilst some clubs had stated they were adhering to their risk assessments, this would appear not to be the case as activities taking place outside the remit

of their risk assessments seemed to have taken place, with the Clerk raising health safety concerns and prompting her to recommend to the caretaker he undertook 'flush downs' on a Thursday, instead of Mondays.

Members fully supported the Clerk writing to all users to remind them again of the need to adhere to their risk assessments regarding public safety. The Clerk suggested she would talk to Wiltshire FA prior to contacting the various clubs.

iii) To consider what future action to take re rabbit holes on pitches

The Clerk explained whilst the pitches were regularly inspected and top soil available to fill in any rabbit holes before matches, officers had received several complaints at the number of rabbit holes on the pitches and had spoken to the Council's contractor on options available to try and resolve this issue.

Resolved: To obtain quotes on the various options available and bring back to the next appropriate meeting for discussion.

iv) To reconsider charges to football teams due to Covid-19 restrictions on changing room use

The Clerk explained due to Covid restrictions users were not allowed to use showers or changing facilities, therefore, only toilets would be provided for matches and therefore the hire price needed to be reduced accordingly, therefore, it was:

Resolved: To charge £46 per match instead of £60 (£35 for not using the facilities and £11 for additional cleaning).

v) Future of Football

1. To note installation of football goal storage area and new signage

Members noted Future of Football had installed a goal storage area and erected signage on the Pavilion building.

2. To consider request for storage unit for refreshments equipment

A request had been received for an 8ft storage container and a unit for refreshments equipment that would also require access to an electricity supply.

It was noted that permission may need to be sought from both Fields in Trust and Planning for these. The Clerk explained as a local authority

only a Pre-App may be required as may be considered permitted development.

The Clerk explained there were ongoing discussion on the storage of kit in the changing room.

3. To consider request and cost for “blanket” weekend bookings

A request had also been received to have blanket bookings over the weekend for youth pitches..

Resolved: To arrange a meeting with Future of Football to discuss their requirements and to place an item on a future Asset Management agenda for their recommendations to be put forward to a Full Council meeting for approval.

Resolved: To hold discussions with Future of Football on their various requests and to go on the Asset agenda for 12 October in order to make recommendations for approval at 19 October Full Council.

e) Shaw Playing Field and Village Hall

Members noted Shaw Village Hall was reopening in restricted ways, and the update on risk assessment for grassroots football at Shaw Playing Field.

f) To note Berryfield Rising Sewer Main Replacement compensation claim submitted to Wessex Water by parish council’s agent

Members noted a compensation claim had been sent to Wessex Water by the Parish Council’s agent.

87/20 Community projects/partnership organisations:

a) To note progress on proposals for an East of Melksham Community Centre and to consider any requests from Melksham Town Council regarding this project

The Clerk explained she was awaiting some information on this, but to date had not received it.

It was noted this application had not been ‘called in’ for consideration at committee. However, it was understood highways had objected.

Councillor Wood noted in was nearing 10.00pm and asked if Members were happy the meeting continued for another 10 minutes to allow the meeting to finish.

b) Whitley Community Hub

i) To note latest update from Community Hub Team

This item was discussed earlier in the meeting to allow members of the Community Hub to speak to this item, with the minutes below:

The Clerk explained the latest update from Whitley Community Hub had been circulated to Members in their agenda packs and noted they had recently adopted a constitution and were in the process of opening a bank account.

Councillor Pafford sought clarification on the figures presented in their report regarding the question “If a new village shop was opened in Whitley would you or any member of your household use it?”

Standing Orders were suspended to allow members of Whitley Community Hub to speak to this item, who stated the figures were as follows:

Daily: 9.75% 2-3 times a week: 38.72% Once a week: 24.79%
Once a Fortnight: 5.85% Occasionally: 19.78% Not at all: 1.11%

Councillor Pile asked if Hub Members present were able to ascertain the percentage of people who had responded to the survey from Shaw and Whitley. Particularly as elderly residents of Whitley may have assumed the shop would still be located in its currently location, however, if it moved to a new location, such as Shaw this would not be as easy for elderly residents of Whitley to access.

A Member of The Hub stated the percentage of respondents was as follows:

Whitley 69%
Shaw 56%

Councillor Chivers thanked the group for undertaken a comprehensive survey and sought clarification on the area surveyed.

A Member of the Hub clarified the survey area extended to Westhill as far as the bridge and Shaw Hill as far as Lowden. However, the survey did not cover properties in Purlpit, Mount Pleasant or Atworth.

Councillor Holder asked if figures were available of anticipated spend for each customer and queried whether such a facility would be viable in Whitley.

A member of the community hub explained discussions were currently taking place with other such community groups to ascertain the average spend per customer and costs associated with running a community shop and would build the findings into their business plan.

Councillor Carter asked why the group felt their shop model would succeed when the previous shop in Whitley had failed.

A representative of the community group explained they were looking at a community shop model, that usually only required one paid member of staff supported by local volunteers. Investigations were ongoing on the most appropriate facility for the village, what people wanted and what products they would buy, with indications the preferred facility would be a shop with a Post Office.

It was clarified that usually there is a higher level of engagement from the community for community shops with 94% support, whereas a commercial venture in the same vicinity only 46%.

Representatives of the Whitley Community Hub noted other community shops had been a success and hoped this would be the same for Whitley, if the facility made a profit this money could be invested in other projects in the community.

Councillor Chivers stated the previous shop closed early in the day and therefore this had precluded several people using the shop.

Councillor Pile stated the shop did originally open later, however, had closed earlier due to lack of custom in late afternoon/evening.

Standing Orders were reinstated.

ii) To consider request for Asset of Community Value decision to be overturned

The Community Hub had written to the Parish Council seeking a reversal in the decision to not support the group's request for the Toast Office to be made an Asset of Community Value and had listed several reasons why.

The Clerk explained the decision of Wiltshire Council to refuse the Toast Office being registered as an Asset of Community Value could

not be overturned. With regard to the Council's decision not to support this request, this could not be overturned, due to the 6 month rule unless there was a material change and reminded Members, if they wished to overturn their previous decision a letter signed by 5 members needed to be submitted to her in order for it to be placed on a future Full Council agenda for discussion.

iii) To consider request for project funding

Standing Orders were suspended to allow members of Whitley Community Hub to speak to this item.

A Member of the Community Hub explained the group were looking for £3,000 seed funding from the Parish Council, in order to progress this project. The money was required to become full members of the Plunkett Foundation, the charity which supports community shop ventures and which gave various discounts and a cheaper route through to the Community Benefit Society, the group would also have to register with the Financial Controls Authority

A Member of the Community Hub explained, this was not just about the current Toast Office site, but about securing a premises and therefore needed to make sure the group invested the communities money as best as possible, which would require valuation advice via the Plunkett Foundation. Funds for further community engagement were also required once the business case was completed in order to market it, which would lead on to the community share offer.

A grant request had been received from the group for £3,000 seed funding, but unfortunately this had not been circulated with the agenda packs. Therefore, the Clerk shared the grant request with Members via the screen.

Councillor Holder sought clarification on whether the £3,000 requested was all the seed funding required.

A Community Hub representative confirmed this was all they were requesting from the Parish Council, but would also be approaching the Area Board for funding for a similar amount, as well as other grant providers.

Councillor Shea-Simonds noted within the Asset of Community Value application the officer in refusing this application had noted the criteria included for funding from the Plunkett Foundation would not be met.

A Member of the Community Hub clarified the group had met an advisor of the Plunkett Foundation who was currently providing support in progressing this project.

Councillor Coombes asked if Councillors were able to join the committee, in order to be kept up to date.

A Member of the Hub explained the group would be happy to keep the council up to date, either by attending meetings or Councillors attending meetings and confirmed minutes from their meetings were available on the group's website.

Clarification was sought from the Clerk on whether the Council were able to provide seed funding and whether the council could support this request, given the council did not support the application to register the Toast Office as an Asset of Community Value.

The Clerk explained the Council had provided seed funding to other organisations in the past and whilst grants had already been allocated this year, funding was available and felt not supporting the Asset of Community Value and supporting the group moving forward in obtaining a community shop facility for the community were two separate issues.

A proposal was put forward by Councillor Carter to support this application, which was seconded by Councillor Chivers.

Councillor Holder unfortunately had experienced technical difficulties prior to this proposal and wished to speak before going to the vote as he felt it was important that the Parish Council did not consider the grant that evening until the group's application to the Area Board had been considered at which point it would be happy for the Council to consider a grant application for match funding in line with the Area Board. He also asked if members of the community, including those who had responded to the survey were prepared to donate £10 each as a nominal fee for seed funding.

A member of the Community Hub stated they had asked whether people would be prepared to contribute towards seed funding and 120 of those responding to the survey had said yes would be happy to support a share scheme. However, there needed to be further discussion around creating a viable share offer before going out to the community.

Regarding the funding, it was clarified the group were only looking for £3,000 at the present time for seed funding, but would apply for a grant

to Area Board at a future point for other things. However, it was important to get some seed funding now, as things were moving quickly, as the Toast Office was due to go on the market shortly and this funding would enable them to make a bid and without this funding it would be difficult to progress further.

Councillor Baines whilst recognising the importance of setting up a community benefit society to move forward with this project, suggested £1,000 to cover initial costs, enabling applications to other funding bodies to show the enterprise had community support.

Councillor Carter asked the Hub members if £1,000 was enough.

A Member of the Hub explained time was of the essence, however, £1,500 would help and they could also approach the Area Board for further funding.

Councillor Baines stated he was happy with the suggestion of £1,500 as was Councillor Carter. Councillor Pile seconded the proposal for £1,500.

Standing Orders were reinstated.

Resolved: To award £1,500 to Whitley Community Hub for seed funding from the Community Project Match Funding Reserve to be paid once confirmation had been received the group had set-up a bank account.

c) To consider latest update from Wiltshire Council re Melksham Campus

Members were reminded an on-line briefing by Wiltshire Council was due to take place on Melksham Campus on Thursday, 24 September at 2.00pm.

d) To note latest update from Wiltshire Council on A350 Bypass and consider correspondence from resident

The Clerk explained Wiltshire Council were looking to go to public consultation in October/November. A report would be going to Wiltshire Council Cabinet on 13 October, seeking approval to undertake public consultation, with an expectation of adoption of a preferred route next year, subject to the outcome of public consultation.

The Clerk stated this information would go to the next meeting of the Neighbourhood Plan Group

- e) To note that Market Place Toilets are now open (arising from Min. 33/20a) and the bill to provide 100% mandatory relief from Business Rates for public lavatories has been passed by the Houses of Commons**

Members noted the Market Place toilets were now open.

Members also welcomed a Parliamentary Bill to provide 100% mandatory relief from Business Rates for public lavatories which had been passed by the House of Commons, however, it still had to go through the House of Lords.

- f) To note that Young Melksham outreach youth sessions now transferred to Hornchurch Road public open space on Monday evenings (arising from Min. 33/20b)**

Members noted Young Melksham outreach youth sessions had transferred to Hornchurch Road public open space on Monday evenings due to the number of other groups using Bowerhill Sports field.

- g) To consider correspondence from MRUG (Melksham Railway User Group) regarding changes to timetable proposals**

Members noted proposed changes to the train timetable.

- h) To note latest update from Wessex Water regarding outcome of Beanacre First Time Sewage options**

Members noted that unfortunately there was no real update on this.

- i) To consider response to BT proposed payphone removal consultation (Woodrow Road, SN12 7RD 01225 791248)**

Resolved: To ask if any interested parties were keen to adopt this telephone box and to bring findings back to the Asset Management on 12 October for consideration.

- j) To consider request for parish council representative to be Governor at Melksham Oak School**

Councillor Pafford wished to hold discussion with Councillor Holder, who had previously been a governor and asked if this item could be held in abeyance until a future meeting.

k) To consider latest update on Wilts & Berks Canal Melksham Link project

Unfortunately, the minutes from the group's meeting the previous week were not yet available.

l) To consider Community Area Joint Strategic Needs Assessment (CAJSNA) for Melksham community area

Members noted the information contained within the Assessment.

88/20 Staffing & Resources

a) Website Accessibility

The Clerk stated new regulations would be in force from 23 September requiring websites to be accessible, which required a report listing the various changes, unfortunately due to officer time being limited asked if the Council were happy for a holding statement to be published on the website stating, the Council had moved across to a Beta website which met the majority of the accessibility regulations, however, if there is anything that could be done to improve the experience, to let the Council know and in meantime officers will work on getting a statement done.

Resolved: To approve a holding statement be placed on the website, until such time as the full report was available.

b) To note the National Joint Council for Local Government Services (NJC) has agreed new pay scales for 2020-21 to be implemented from 1 April 2020, and have been reflected in September payroll

Members noted the NJC had agreed new pay scales for 2020-21 from 1 April 2020, which were to be reflected in the September payroll.

c) To note NJC have agreed additional minimum leave increase for 21 to 22 days for employees with less than five years' service, with effect from 1 April 2020

Members noted NUC had agreed additional minimum leave be increased from 21 to 22 days for employees with less than 5 years' service. This applied to the Finance Officer and Allotment Warden, the Clerk had long service and the Parish Officer continuous long service.

d) To receive feedback following Clerk's appraisal held 27 August

The Clerk left the meeting during this item.

Councillors Wood and Baines stated they had undertaken an appraisal of the Clerk on 27 August.

The list of various objectives was available for Members to consider.

It was noted on 6 July 2020 it had been agreed to form a working group to look at how agenda packs were sent out.

Discussion ensued on ways to reduce agenda packs with a suggestion smaller items would benefit from being sent electronically, with larger documents being in hard copy.

Given the time constraints, it was:

Resolved: To defer this item until the next Full Council meeting in October.

Meeting closed at 10.11pm

Signed.....

by the Chair, 26 October 2020

Date: 21/10/2020

Melksham without Parish Council Current Year

Page: 1

Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5

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 :		360,879.53					360,879.53	
V1802-BSF2 Banked: 07/08/2020		60.00						
V1802-BACS Allotment Holder		60.00			1320	310	60.00	Bransfield 2 rent- Relet
V1804-BACS Banked: 10/08/2020		4,200.84						
V1804-HMRCHM Revenue & Customs		4,200.84			105		4,200.84	VAT refund-APRIL, MAY, JUNE
V1803-BACS Banked: 10/08/2020		191.70						
V1803-BACS HM Revenue & Customs		191.70			1150	110	191.70	SSP Grant
V1805-BACS Banked: 12/08/2020		50.00						
V1805-FCPIFC Pilot		50.00			550		50.00	Refundable deposit
Total Receipts for Month		4,502.54	0.00	0.00			4,502.54	
Cashbook Totals		365,382.07	0.00	0.00			365,382.07	

Continued on Page 2

Date: 21/10/2020

Melksham without Parish Council Current Year

Page: 2

Time: 09:57

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Payments for Month 5

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>
03/08/2020	Grist Environmental	V1797	98.66		16.44	4770	220	82.22	Inv.321521- B'Hill waste away
13/08/2020	EE Limited	V1798-DD	13.63		2.27	4195	120	11.36	Inv.442-Wifi for meetings
17/08/2020	Eon	V1799-DD	43.39		2.07	4312	220	41.32	Inv.C21-Pavilion Gas
20/08/2020	Eon	V1800-DD	112.21		5.34	4302	220	106.87	Inv.7B3- Pavilion Electricity
26/08/2020	Sirus Telecom	V1801-DD	294.30		49.05	4190	120	245.25	Inv.49010-Office call charges
Total Payments for Month			562.19	0.00	75.17			487.02	
Balance Carried Fwd			364,819.88						
Cashbook Totals			365,382.07	0.00	75.17			365,306.90	

Date: 21/10/2020

Melksham without Parish Council Current Year

Page: 1

Time: 09:59

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Receipts for Month 5

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 :		334,496.10					334,496.10	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		334,496.10	0.00	0.00			334,496.10	

Continued on Page 2

Date: 21/10/2020

Melksham without Parish Council Current Year

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Time: 09:59

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/08/2020	Planet Surveying	V1773-BACS	600.00		100.00	4582	142	500.00	2045-Topographic Survey BYF VI
06/08/2020	POPE building services	V1774-BACS	738.90		123.15	4582	142	615.75	Inv.4362-Assistance with M&E D
07/08/2020	Collin Harrison	V1771-BACS	480.00		80.00	4680	170	400.00	Inv.3656 NHP website accessibl
07/08/2020	Collin Harrison	V1772-BACS	420.00		70.00	4680	170	350.00	Inv.3657-Creating new NHP webp
07/08/2020	Teresa Strange	V1775-S/O	5.30			4190	120	5.30	Out of hours mobile re-emburse
17/08/2020	Unity Trust Bank	V1796-BACS	635.25		97.32	4150	120	30.83	HP Printer Ink
						4150	120	70.04	4x A4 Paper
						4372	120	37.47	3x disposable Gloves
						4372	120	94.92	x6 disinfectant hand wipes
						4372	120	48.95	COVID-19 Stickers for doors
						4372	120	46.56	Covid-19 handwashing signs
						4372	120	39.96	Hand soap for Pavilion x3
						4372	120	38.12	Hand sanitiser gel for office
						4150	120	10.58	A3 Laminating pouches
						4150	120	39.87	x6 A4 Pukka pads
						4150	120	57.34	Envelopes
						4200	120	11.99	Meeting online subscription
						4140	120	3.00	Monthly fee
						4372	120	8.30	Door opener key for staff
27/08/2020	Avon IT Systems	V1783-BACS	1,912.80		318.80	4351	120	1,440.00	Inv.1720-4x Laptops
						4351	120	9.00	Delivery
						4180	120	100.00	Laptop set up
						4351	120	10.00	Mouse
						4351	120	35.00	Webcam
27/08/2020	Condor Office Solutions Ltd	V1784-BACS	253.69		42.28	4130	120	211.41	Inv.337-Office photocopying
27/08/2020	Jens Cleaning	V1785-BACS	168.00			4380	120	84.00	Office cleaning
						4381	220	84.00	Inv.1053-Cleaning
27/08/2020	Trade UK	V1786-BACS	61.35		10.23	4490	142	51.12	Inv.507- Caretaker maintenance
27/08/2020	Roy Dobson- Friends of Shumho	V1787-BACS	22.19		3.70	4820	142	18.49	Mower petrol reimburse
						347	0	-18.49	Mower petrol reimburse
						6000	142	18.49	Mower petrol reimburse
27/08/2020	JH Jones & Sons	V1788-BACS	210.00		35.00	4721	220	175.00	Inv.13441- BSF Rallinga Paint
27/08/2020	JH Jones & Sons	V1789-BACS	1,003.50		167.25	4721	220	836.25	Inv.13440-Pav doors paint
27/08/2020	JH Jones & Sons	V1792-BACS	390.00		65.00	4721	220	325.00	Inv.13442-Pitch hole fill
27/08/2020	Whitley Reading Rooms	V1793-BACS	145.12			4560	142	145.12	Broadband & line rental-WRR
27/08/2020	Arthur Williams Consulting Ltd	V1794-BACS	1,200.00		200.00	4582	142	1,000.00	Inv.437 Consultancy services
27/08/2020	Place Studio	V1795-BACS	1,020.00		170.00	4680	170	850.00	Inv.5877-Post reg 14 support
27/08/2020	JH Jones & Sons	V1790-BACS	1,604.65		267.44	4401	220	1,337.21	Inv.13423-Grasscutting July
27/08/2020	JH Jones & Sons	V1791-BACS	2,162.88		360.48	4401	220	1,802.40	Inv.13422- Difference in contr
28/08/2020	Wiltshire Pension Fund	V1776-BACS	1,666.19			4041	130	1,286.11	Period 5- August 2020
						4000	130	183.08	Period 5- August 2020
						4020	130	102.49	Period 5- August 2020

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Date: 21/10/2020

Melksham without Parish Council Current Year

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Time: 09:59

Cashbook 2

User: MR

Unity Bank

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
26/08/2020	HM Revenue & Customs	V1777-BACS	1,708.60			4010	130	94.51	Period 5- August 2020
						4041	130	554.35	Period 5- August 2020
						4000	130	318.20	Period 5- August 2020-T
						4000	130	242.95	Period 5- August 2020-NI
						4020	130	124.40	Period 5- August 2020-T
						4020	130	117.00	Period 5- August 2020-NI
						4010	130	98.40	Period 5- August 2020-T
						4010	130	100.50	Period 5- August 2020-NI
						4460	142	145.00	Period 5- August 2020-T
						4800	320	7.80	Period 5- August 2020-T
26/08/2020	Teresa Strange	V1778-BACS			2.66	4000	130		August 2020 Salary
						4190	120	6.67	Extra phone charges July
						4190	120	6.67	Extra phone charges August
26/08/2020	Lorraine McRandle	V1779-BACS				4020	130		August 2020 Salary
26/08/2020	Marianne Rossi	V1780-BACS				4010	130		August 2020 Salary
26/08/2020	Terry Cole	V1781-BACS				4460	142		August 2020 Salary
						4050	142	47.50	Travel Allowance
						4051	142	47.70	Mileage- 106 miles
26/08/2020	David Cole	V1782-BACS				4800	320		August 2020 Salary
Total Payments for Month			21,914.75	0.00	2,113.31			19,801.44	
Balance Carried Fwd			312,581.35						
Cashbook Totals			334,496.10	0.00	2,113.31			332,382.79	

Total
salaries

£5,395.13

Date: 21/10/2020

Melksham without Parish Council Current Year

Page: 1

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Receipts for Month 5

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>
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Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

0.00

0.00

0.00

0.00

Continued on Page 2

Date: 21/10/2020

Melksham without Parish Council Current Year

Page: 2

Time: 09:59

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 5

Payments for Month 5

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>
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0.00

Total Payments for Month	0.00	0.00	0.00	0.00
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Balance Carried Fwd	0.00
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Cashbook Totals	0.00	0.00	0.00	0.00
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