

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 23 November 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), John Glover (Vice Chair), Alan Baines, Paul Carter; Greg Coombes, Nick Holder*, David Pafford, Stefano Patacchiola, Mary Pile and Robert Shea-Simonds

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

In attendance: Wiltshire Councillor Phil Alford (Melksham Without North)
Wiltshire Councillor Nick Holder (Melksham Without South)*
Wiltshire Councillor Jonathon Seed (Summerham & Seend)

2 Members of Public

183/20 Welcome, Announcements & Housekeeping

a) To note National Census taking place in March 2021

Members noted information on proposals for the National Census taking place in March 2021, which had been circulated prior to the meeting.

It was agreed this information should be widely shared with residents, as per the request of Wiltshire Council.

185/20 To receive Apologies and consider approval of reasons given

Apologies were received from Councillor Chivers for health reasons and Councillor Taylor who was working.

Resolved: To note and accept the reasons for absence.

186/20 Invited Guests: Wiltshire Councillor Nick Holder (Melksham Without South) & Wiltshire Councillor Phil Alford (Melksham Without North)

Councillor Holder explained an Extra Ordinary meeting of Full Council would be taking place the following day at Wiltshire Council regarding Area Board boundary changes.

At a recent meeting of the Area Board, approval had been given to

the final plans for Melksham House, with work on the site due to start early in the new year.

Councillor Alford informed the meeting he had a couple of issues to report, however, they did not relate to the parish itself and asked if the Chair wished the Council to be update to which the Chair agreed.

Councillor Alford explained a weight restriction was currently in place on Cleveland Bridge, Bath for HGVs with repair work due to start on the bridge next year.

It would appeared the Bath MP was petitioning to close the bridge permanently, with an article appearing in the Bath Echo raising concern with some residents of the parish at the impact such a proposal would have on the local road network and communities.

A quote from the Leader of BaNES to the petition had also appeared in the article and appeared to imply Wiltshire Council were working with BaNES on this, which was not the case.

Councillor Alford clarified Wiltshire Council were working with BaNES, Dorset and other councils collectively as part of the South West Gateway Transport Group looking at efficient routes to the South.

Councillor Alford explained a letter had been sent from the Leader of Wiltshire Council to BaNES, making it clear they did not support the closure of the bridge any longer than was necessary, in order to conduct essential works only, and supported any changes to the road network if they came forward, as part of a much wider package of full analysis and improvements and investment to make it sustainable whatever route is chosen.

Councillor Wood invited Councillor Alford to discuss the other item.

Councillor Alford informed the meeting that Furlong House in Rowde, which provided care for residents with special educational needs, managed by the HFT, was due to close, the home currently looked after 25 residents paid for by Wiltshire Council

The home had received some negative judgements over the years by the CQC (Care Quality Commission) on the level of care provided, as the model of delivery was about 30 years out of date and did not encourage full independence for its residents in line with The Care Act, therefore HFT had taken the decision to close it.

Councillor Alford explained that unfortunately HFT had taken the decision to close without undertaking the usual 3 month consultation. HFT had also been informing its residents that Wiltshire Council had been underfunding them and backed the decision to close, which was

misleading. Wiltshire Council did not back the closure without consultation, but recognised the model of delivery was out of date and not appropriate, as it did not encourage independence in line with The Care Act. The Council had not been underfunding its residents and were working to find alternative care.

187/20 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

No Dispensation Requests had been received for consideration.

188/20 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 11c) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Resolved: Due to the Council entering discussions on quotes it was agreed agenda item 11c be held in closed session.

It was also agreed, if necessary, to hold agenda item 8b in closed session as it referred to the Clerk's appraisal.

189/20 Public Participation

Two members of public were in attendance to listen to the debate regarding the A350 by-pass and raised concern at the impact some routes would have to the West of the A350.

190/20 Emergency Response Plan & Melksham Community Response (MCS)

a) To note current situation regarding Covid-19 in Wiltshire

The Clerk informed the meeting Wiltshire Council had updated its dedicated website page which covered everything relating to Covid in Wiltshire, such as number of cases, hospital beds occupied by Covid patients, as well as the number of cases in schools:

<https://www.wiltshire.gov.uk/public-health-coronavirus>

It was noted the cases of Covid in Wiltshire were currently on the rise, the Government were due to make an announcement on Thursday on which Tier area local authority areas would be in once the current lockdown was lifted on 2 December.

b) To note Appendix C of the MWPC Emergency Response Plan (Flu Pandemic) and that officers are currently acting in “Response mode” since the announcement of National Restrictions (Lockdown #2) via secondment to Melksham Community Support

The Clerk explained the Emergency Response Plan had been written in 2016, with the Flu Pandemic section based on the Wiltshire Council template. The officers were currently acting in ‘response mode’ since the announcement of the second lockdown by the Government at the end of October. This was via the secondment of the Clerk and Finance & Amenities Officer to Melksham Community Support whose actions were closely following that outlined in the parish council’s Emergency Response Plan for a flu pandemic.

It was noted that there had been an increase in calls to Melksham Community Support during the current lockdown from 20 calls a week to 80 last week, however, these figures did not capture those who had made their own arrangements with existing volunteers to collect shopping etc on their behalf.

c) To note decisions of Melksham Town Council (16 Nov) regarding funding of MCS and “way forward” for operational/policy decisions

The Clerk explained that unfortunately the minutes of the Town Council meeting held on 16 November had not yet been circulated and it was unclear if the Town Council had made a decision on the ‘way forward’ for operational/policy decisions.

It was understood Melksham Town Council had awarded a grant of £5,000 to Melksham Age Friendly, however, this was on the proviso no full-time member of the Town Council officer team provided support to MCS in the current pandemic. Currently two part-time officers of the Town Council were providing support in their own time.

Concern was raised at how Melksham Community Support would be able to operate without the support from the Town Council to assist their own residents in the current pandemic.

Councillor Shea-Simonds sought clarification on the role of the Age Friendly Co-ordinator in recruiting volunteers.

The Clerk explained the Age Friendly Co-ordinator was only paid for

24 hours a week, line managing the core team of Melksham Community Support which now included two volunteers who were answering the phones and taking their share on the rota, but with shadowing support. Therefore, having council officer input was vital in an emergency to provide extra support in helping the local community at this difficult time, with officers from the Parish Council currently seconded to MCS to provide support.

Resolved: If the minutes of the Town Council meeting held on 16 November are not clear, to seek clarification from the Town Council on their position on funding for MCS and the 'way forward' for operational/policy decisions and to bring back to the Full Council meeting in December.

d) To approve payment of revised stakeholder share for MCS March-Oct (arising from Min 141/20)

The Clerk reminded Members, at the Full Council meeting held on 26 October, approval had been given to pay the Council's share of costs for MCS of £216.13 and to pay all outstanding invoices and seek reimbursement from the other stakeholders.

However, on revisiting the figures it would appear the costs had gone up, as there were additional costs from the Town Council for hand sanitisers of £285, therefore Members needed to agree the new figure of £311.40, as their share of the overall costs (difference of £95.27).

Councillor Glover raised a concern that the parish council were having to pay invoices, when the Town Council held the funding received and suggested the parish council only reimburse the costs incurred by the Clerk.

The Clerk reminded Members this would reverse the decision made at Full Council on 26 October.

Resolved: To pay the Council's share of costs of £311.40 of the outstanding invoices (difference of £95.27 to be paid).

e) To consider principle of utilising MCS as part of review of Emergency Response Plan

The Clerk explained the infrastructure set up to help in an emergency such as flooding or heavy snow (such as the previous "Beast from the East") could utilize the Melksham Community Support model and sought a steer from Members on whether they felt utilising MCS, along with the emergency plan would be useful.

The Clerk informed the meeting volunteer data would be stored on Lamplight (a secure system) with their permission being sought in

the first instance. Currently contact details for volunteers were stored on a hard copy and updated once a year if necessary. However, given the experience of MCS it had been extremely useful to co-ordinate volunteers via WhatsApp and felt this was more effective and the way forward in the future. In addition, the telephone number for MCS 01225 809265 could be used for any other type of emergency, as was already set up.

Councillor Glover expressed concern if MCS no longer existed if things would be able to come back in-house. The Clerk explained this would not be an issue, as the Emergency Plan template would still be able to be utilized to assist in an emergency and Lamplight was a standard database package which could be purchased if necessary.

Concern was raised the Town Council also needed to join in, to provide effective support to their community in an emergency.

The Clerk explained previously both the town and the parish had drawn-up an emergency plan in conjunction with one another, recognising both communities would rely on one another to assist in an emergency.

Resolved: In principal to support utilizing MCS as part of an Emergency Response Plan.

After receiving clarification to the item above from the Town Council, the Clerk to hold informal discussions with the Town Clerk, if necessary on utilizing MCS in an emergency to co-ordinate volunteers more effectively.

f) To note appeal for volunteers to assist Melksham GP practices with running temporary Covid-19 vaccination centre

Members noted this item.

g) To note new Contact Tracing running locally by Wiltshire Council

Members noted this item.

h) To note Wiltshire Flood & Winter Preparedness Event 24 & 25 Nov and participation of CAWS CEG (Community Action: Whitley & Shaw Community Emergency Group)

Members noted both the Clerk and Councillor Baines would be joining the Wiltshire Flood & Winter Preparedness virtual event on 24 and 25 November.

The Clerk informed Members a presentation by the Flood Wardens of Shaw/Whitley was due to be shown at one of the events; members had been circulated access to their short video via YouTube.

191/20 a) To approve the Minutes of the Full Council meeting held on 26 October 2020

The following amendments were suggested:

Under present: Councillor Stefano Patacchiola (co-opted at Min **128/20**, should read: Min **134/20**)

Min 136c)iv/20: Neighbourhood Plan – To consider a way forward once plan submitted:

First paragraph: The Clerk stated as the Neighbourhood Plan was already on an agenda item... should read: The Clerk **asked** as the Neighbourhood Plan was already **an** agenda item...

Min 139b/20: To formally approve Asset Committee recommendations contained within the minutes of 12 October 2020:

Second paragraph:

Following discussion, it was suggested the name of the play area should be Davey Play Area and to check with the family of Flt-Lt Davey first for permission, once investigations had been made into the history of Flt-Lt Davey and permission sought from his family.

Should read

Following discussion, it was suggested the name of the play area should be Davey Play Area. Once investigations had been made into the history of Flt-Lt Davey and permission sought from his family.

Resolved: With the above amendments, to approve the Full Council Minutes of 26 October 2020 to be duly signed by the Chair.

b) To approve the Confidential Notes to accompany the Minutes (142/20g & 143/20a)

Councillor Carter asked to speak to this item.

This item was held in closed session at the end of the meeting.

Resolved: To approve the Confidential Notes (142/20g & 143/20a) to accompany the Full Council minutes of 26 October 2020 and to be duly signed by the Chair.

192/20

Planning:

a) To approve the Minutes of the Planning Committee meeting held on 9 November 2020

Members noted the following amendments to the minutes:

Min 160/20 Invited Guests: Andy Birch, Hallam Land Management and Dan Yeates, Savills...

Page 3: Councillor Baines also noted mention was made of good **connectively**, should read **connectivity**.

Page 4, 2nd para: ...no means for a requirement to **reply** on the private car ... should read no means for a requirement to **rely** on the private car....

Resolved: With the above amendments, to approve the Planning Committee Minutes of 9 November 2020 to be duly signed by the Chair.

b) To formally approve Planning Committee recommendations contained within the minutes of 9 November 2020

There were no recommendations to approve.

c) To consider requesting Community Benefit for application 20/08400/OUT (240 dwellings on land South of Western Way) arising from Min 169/20b

The Clerk stated at a previous Planning meeting that the subject of community benefit for this site had been raised but sought clarification on what Members felt were suitable community benefits for the site:

Members considered the following would be appropriate community benefits to request:

- A significant contribution towards building the adjacent Pathfinder Place Primary School, over and above usual contributions towards education funding, to ensure the school is built)
- Teen Shelter for the site.
- Contribution towards improvements of QEII playing fields, Bowerhill (The Clerk explained the Sports & Recreation Officer

was already looking at this as part of his response to the application).

- New Pre School at Bowerhill School
- Contribution towards enhancements of the MUGA at Hornchurch Road, Bowerhill

d) To note calculation on Wiltshire Council's share of Community Infrastructure Levy (CIL) relating to development within the parish (arising from Min 169b/20) and consider any requests for strategic infrastructure

The Clerk explained CIL generated in the Parish since its introduction in 2015 was estimated to be in the region of £5.5m (with 85% going to Wiltshire Council and 15% to the Parish until the Neighbourhood Plan is adopted when it will be 25%)

Resolved: To write to Wiltshire Council requesting that the primary school at Pathfinder Place be built as soon as possible, and instead of waiting for further potential developer funding that they top up the funding required from the CIL contributions generated by development in the parish without delay, as well as looking for a new site for a secondary school and to improve pre-school provision at Bowerhill School.

e) To consider meeting individual residents at pre-application stage

The Clerk explained that she had been approached by a few residents in the Parish wishing to discuss their proposals for small developments (usually one dwelling) and sought a steer from Members if they wished to meet with them at pre app stage.

Given only a very small amount of community benefit would be generated from such developments and following discussion, it was:

Resolved: Not to engage with developers of very small developments for pre-app meetings.

193/20

Highways & Streetscene

a) To approve the Minutes of the Highway & Streetscene Committee meeting held on 2 November 2020

Councillor Baines noted various amendments to the minutes as follows:

Min 148/20: Public Participation (Page 2)

...The speed of some of the traffic at times was in **excessive**

of 50mph should read: ...in **excess** of

Last para:

...particularly as it remained on all **evening** and felt Wiltshire Council ... should read ...particularly as it remained on all **night** and felt Wiltshire Council....

Min 149b/20: To note Minutes of last (Community Area Transport) CATG meeting 24 September

Issue 9-19-9 – Falcon Way, Bowerhill Request for bus shelter

The **approximately** cost for groundworks would be in the region of £1,200 for a 2 bay shelter paid for by CATG ... should read:

The **approximate** cost for groundworks would be in the region of £1,200 for a 2 bay shelter paid for **50% by CATG and 50% by MWPC.**

Issue 9-20-3 – A350 Western Way: ...Pedestrian safety at signal controlled crossing on dual **carriage**... to read:
..Pedestrian safety at signal controlled crossing on dual **carriageway**...

Min 150a/20 A350 Further requests to investigate reducing speeding on A350, Beanacre

Page 6 – 3rd para: Members supported the frustrations of **location** residents... to read: Members supported the frustrations of residents

Page 6 – 7th para: ...at getting some action on and to contact the current PCC **as also**... to read: .. at getting some action on, and to contact the current PCC **also**...

Min 150b/20: Bath Road A356 heading to read: Bath Road A365

Also under this heading:

Page 8 – para 7: SLOW painted on road surface. Councillor Baines stated if **surface dressing** was should read:
....Councillor Baines stated if **dressing** was

Para 9: Road Surface. Councillors Baines stated unfortunately, Wiltshire Council were not undertaking much road resurfacing at present, unless road surfaces had

deteriorated badly, surfaces would only be given a surface dressing. Should read:

Councillor Baines, stated unfortunately, Wiltshire Council were not undertaking much road resurfacing at present, unless road surfaces had deteriorated badly, would only be given a surface dressing.

Para 10: ...clear vegetation/soils **from to** make... should read: ...clear vegetation soils **to** make...

Page 9 – para 2: ...with various things tried with **vary** success, such as use of mechanical diggers, however, this had resulted with damaging the footway in places, where vegetation has taken route within the footway ...

Should read:

...with various things tried with **varying** success, such as use of mechanical diggers, however, this had resulted **in** damaging the footway in places, where vegetation has taken **root** within the footway ...

Para 4: The Clerk explained previously she had asked **for** the diggers which were in the area undertaking flood alleviation work, **if they** could be used to clear ... should read:

The Clerk explained previously she had asked **if** the diggers, which were in the area undertaking flood alleviation work, **could be used to clear** ...

also in same paragraph:

...to undertake that sort of work, at that location would require... should read: ...to undertake that sort of work, at that location **it** would require

Para 6: Changing a speed limit is a long and **evolved** legal progress ... should read: Changing a speed limit is a long and **involved** process ...

Min 150d/20: To consider request for support from residents of Redstocks

Page 12: Recommendation: To ask Wiltshire Council to reconsider the use of bright white, less intense LED lighting should read:

To ask Wiltshire Council to reconsider the use of bright white, **to** less intense LED lighting

Min 150e/20: To consider a request for the installation of a Children Crossing sign at the new crossing on Shaw Hill

2nd Para: ...the new lights and crossing were installed in order not to **detract** drivers given the **number** of safety/road signage should read: ...the new lights and crossing were installed in order not to **distract** drivers given the **amount** of safety/road signage

Min 151a/20: Community Area Transport Group (CATG) – To provide a response to CATG regarding schemes to be taken forward

...not taken forward with a view to implementing these as local **primary** schemes ... should read: not taken forward with a view to implementing these as local **priority** schemes

Min 153a/20: Speed Indicator Device (SID) – To consider quotations from contractors to erect the SID on a regular basis

5th para: Councillor Baines explained that unfortunately the SID inherited **by** Wiltshire Council ... should read: Councillor Baines explained that unfortunately the SID device inherited **from** Wiltshire Council...

Same para: ... Town Council's Amenities Team had **created** a fault... should read... Town Council's Amenities Team had **developed** a fault....

...therefore, the Parish Council had to purchase their own device and seek a suitably **qualitied** person to install it... should read: ...suitably **qualified** person to install it...

Min 154a/20: Bus Shelters – To note work undertaken to repair and add additional sides panels to Wiltshire Council bus shelters in Bowerhill

The following paragraph be added to this minute:

Residents had expressed their grateful thanks to the Parish Council for undertaking this work.

Min 154b/20: Bus Shelters – To note indicative pricing for a new bus shelter for Falcon Way

3rd para to read: It was noted the status of the land the shelter was to be located ... should read: It was noted the status of the

land **where** the shelter was to be located...

Resolved: With the above amendments, to approve the minutes of the Highway & Streetscene meeting of 2 November 2020 to be duly signed by the Chair.

b) To formally approve Highway & Streetscene Committee recommendations contained within the minutes of 2 November 2020

Resolved: The recommendations of the Highway & Streetscene Committee meeting of 2 November be approved.

c) A350 by-pass. To consider a response to Wiltshire Council's informal consultation into potential routes/proposals.

Having attended various presentations on proposals for the A350 by-pass, and supporting the need for one previously, it was asked if one was still required.

Members felt a by-pass was required as it was understood the population was due to increase, changing to electric vehicles would still create the same volume of cars on the road, as well as being a strategic route South for HGVs to deliver goods, also it would alleviate the impact on residents in Beanacre.

Members agreed this was an emotive subject as all potential routes ran through the parish and would therefore have an impact on some residents of the parish, whatever route is agreed.

It was noted the current consultation was due to end on 30 November, however, it was understood the deadline may be extended to give more time for people to respond in the current circumstances and given it was an emotive subject.

Discussion ensued on whether it was appropriate for the Parish Council to make a response at this stage in the consultation process or wait until the formal consultation stage.

It was noted Community Action, Whitley and Shaw (CAWs) had forwarded a copy of their response on the consultation.

It was felt important to have a response now in case Wiltshire Council did not extend the consultation beyond the 30 November deadline, therefore it was:

Resolved: To respond to the non-statutory consultation (if the consultation period is not extended) as follows:

This Council welcomes the investment in transport infrastructure

which reduces congestion through the Melksham Without Parish Council area. However, it considers proposals for a by-pass the Western side of town to be unadvisable and inappropriate. The appropriate option would be an Eastern proposal which did not have an environmental impact upon the community of Bowerhill.

It was agreed to revisit this item at the next Full Council meeting on 14 December if the consultation period is extended.

To thank CAWs for their well reasoned response to the consultation and to thank the Town Council for allowing Members to join the A350 presentation earlier in the evening.

194/20

Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 16 November 2020

Amendments to the minutes were suggested as follows:

Min 175b/20: Play Areas & Public Open Space: To note the accident reports (October 2020) and consider and future action should read: **and consider future action**

1st para: It was explained that the child had **ran** through the gate to enter the play area and then again to leave, which then swung back and hit them in the face. This resulted in them **loosing** half of their adult tooth.

Should read: It was explained that the child had **run** through the gate to enter the play area and then again to leave, which then swung back and hit them in the face. This resulted in them **losing** half of their adult tooth.

Min 175f/20: Play Areas & Public Open Space: To approve quotations for replacement of Wiltshire Council bin/s outside Kestrel Court play area:

1st para: ...in the RoSPA report, although any bins outside of the play area **wer** the responsibility ... should read ... **were** the responsibility

Min 176c/20: QEII Diamond Jubilee Sports Field & Pavilion: To note budget indications for reinstating Right of Way footpath and to consider further action

2nd para: ... would possibly need to be wheel **barrelled** across the ... should read: ...would possibly need to be wheel **barrowed** across the

Min 177a/20 Tree Work: To note tree work to be undertaken by 3rd parties:

Page 10 - 1st para: should read: ...currently lease Kestrel Court and **Berryfield** instead of **Beanacre** ...

Resolved: With the above amendments, to approve the minutes of the Asset Committee meeting of 16 November 2020 to be duly signed by the Chair.

b) To formally approve Asset Management Committee recommendations contained within the minutes of 16 November 2020

The Clerk informed the meeting since reporting one bench being removed at the Asset Management Committee meeting, another bench had unfortunately been removed from its fixings.

Members raised a concern at the suitability of the standard fixing of the benches currently installed, therefore it was:

Resolved: The recommendations of the Asset Committee meeting of 16 November 2020 be approved, but to defer Recommendation 2 of Min 175d/20 Play Areas & Public Open Spaces to enable further research on the suitability of the benches installed at this location.

c)C To consider quotations for tree work and appoint contractor/s

This item was held in closed session.

Resolved: Ecolibrium to undertake work at Shurnhold Fields at a cost of £500 + £100 VAT and J H Jones to undertake the work elsewhere as discussed at the Asset Meeting at a total cost of £2440 + VAT.

d) To note change of gate positions to play area at Pathfinder Place

The Clerk reported a change in the gate positions of the play area had been requested to facilitate better access for maintenance vehicles, which avoided grassed areas; this had been suggested by the contractors installing the fencing.

As a decision was required quickly the Clerk had consulted both the Chair and Chair of Asset Management who had approved this change.

Members noted the action taken.

e) New Berryfield Village Hall project

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

The Clerk reported no reply had been received, as yet.

f) Shurnhold Fields

i) To note Minutes of Shurnhold Field Working Party on 19 November and consider any actions/requests from those meetings

The Clerk informed the meeting unfortunately the minutes of the meeting were not yet available.

g) Allotments: To consider request for structure larger than permitted size

The Clerk report the Allotment Warden had noted someone had started to install a 6 x 8 greenhouse without permission at Berryfield allotments and reminded Members allotment rules stated structures of 6 x 4 will be permitted and permission required and sought a steer from Members whether they wished to enforce these rules.

It was noted some allotments holders had erected 6 x 8 greenhouse on their plots, however, this was some time ago and before the Clerk's time.

Resolved: To allow the erection of a 6 x 8 greenhouse on this occasion.

195/20

Finance:

a) To note Income/Expenditure reports for October

Resolved: To note the Income/Expenditure reports for October.

b) To agree two Finance Councillors to authorise monthly payments for November

Resolved: Councillors Baines and Carter to authorise monthly payments for November.

c) To note expenditure to date in 2020/21 against s137 of the Local Government Act 1972 "Power of local authorities to incur expenditure for certain purposes not otherwise authorised"

The Clerk explained the Council had recently awarded a grant of £1000 to Melksham Foodbank and wished to clarify with Members this expenditure was against the legal power of Section 137 of the Local Government Act 1972.

For the financial year 2020/21 the following expenditure had been authorized under this power (excluding the £1000):

Section 137 expenditure to date from grants	£ 9,730.00
Age Friendly Co-ordinator	£ 1,071.00
Melksham Community Support	£ 311.40
TOTAL	£11,112.40

It was noted expenditure to date was well within the circa £40,000 expenditure limit under Section 137 for this financial year.

d) To note Tax Base number for 2021/22 (arising from Min. 138/20f) to be confirmed in December

The Clerk informed the meeting the Tax Base figure had been calculated at 2,654.78 (to be confirmed in December) for 2021/22 with the previous year's figure being 2,754.09, which represented a decrease of approximately 100.

It was unclear whether the 100 reduction, referred to the transfer of 100 houses from Sandridge Place to Melksham Town Council or represented those on benefits and was likely to be a mix of both.

The Clerk informed the meeting budget preparations would start as soon as possible using the 2,653.78 figure until confirmation had been received on the actual figures on 5th December.

e) To consider timing of 2021/22 grant scheme in light of Purdah (period of heightened sensitivity in pre-election period)

The Clerk explained due to local elections in May there would be a 6 week Purdah period prior to the elections, which impacted the handing out of the grant cheques at the Annual Parish Meeting usually held in April and sought a steer from Members how they wished to proceed with the grants process for the following year.

The Clerk also expressed a concern some clubs/village halls could be relying on these grants being awarded at a similar time of year especially in light of the current economic difficulties due to Covid restrictions.

It was felt appropriate the new council in May should be involved in grant decisions, therefore, it was:

Resolved: Grants for next year to be advertised shortly, in line with previous years, but to inform applicants grants would not be decided and distributed until after the elections in May.

196/20

Community Governance Review (CGR)

a) To note formal legal order now in place confirming CGR decisions of Wiltshire Council on 9 September 2020, to come into effect in 2021

Members noted the formal legal order was now in place confirming the CGR decisions of Wiltshire Council on 9 September 2020.

b) To consider decisions that were pending the CGR outcome

i) Use of CIL (Community Infrastructure Levy) from developments transferring to the town parish

The Clerk explained the total amount of CIL from the 450 houses East of Melksham would generate approximately £451,000. However, it was unclear how much of this would be passed to the Parish before the housing transfer to the Town at the end of the financial year following the outcome of the CGR.

Regarding the 100 houses at Sandridge Place also transferring to the Town, the Clerk explained £75,785 had been received in CIL and spent some time ago as had previously been reported.

The Clerk explained she had spoken to the CIL Officer's Manager at Wiltshire Council prior to the meeting in terms of the Parish Council's legal requirement to discharge these funds.

Wiltshire Council were happy if the Parish Council wanted to give all or part of the CIL from these developments to the Town Council and to discharge its legal agreement by reporting back to Wiltshire Council to say under the CGR the Parish Council were happy to hand money over to the Town Council.

The Council could still have a legal agreement if it wished with the Town Council on what the CIL could be spent on, but this would be with the agreement of both councils.

The Clerk felt it was important a decision on this was made as soon as possible, given both Councils were currently budget setting for 2021/22, the Council were under no obligation to hand over the funding, but ethically may feel it appropriate.

Members noted the Council had previously said some of the CIL funding from the 450 houses should be allocated towards the building of the community centre East of Melksham.

Resolved: It was agreed in principal to hand over the CIL from the 450 houses East of Melksham to the Town Council and to hold discussions on how, and what for, at a later date.

197/20

Parish Council office and meeting accommodation

- a) To note Data Room Sheets for future office accommodation at the Melksham Campus considered by Office Relocation Working Party (for submission by Tues 24 Nov) and to consider any issues/additional costs that may arise**

The Clerk reported the office sizes proposed in the revised Campus plans were the same as the current office and therefore was a suitable size.

The Clerk, however, sought a steer from Members on various questions raised following a recent meeting with a representative of the Campus team:

The windows in the office and meeting room were proposed to be non-opening, however, advice issued by the Government recently stated the need to open windows to provide ventilation against Covid 19.

It was also noted a panic button had been removed from the meeting room, however, it was felt important this be reinstated for lone working protocols.

Resolved: To press Wiltshire Council for windows to open in both the office and meeting room and for panic buttons to be installed in both the office and meeting room.

- b) To approve cancellation of EE contract for mobile wifi as currently not utilized**

The Clerk informed the meeting this was no longer required at present.

Resolved: The EE contract for the mobile wifi be cancelled.

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**

There was no update to report.

- b) **To note latest update from Shaw & Whitley Community Hub Team**

Members noted the latest update from Shaw & Whitley Community Hub.

The Hub unfortunately were not able to apply for funding via the Area Board for start-up costs as were not for capital items and stated they would be happy to hold conversations regarding additional funding on top of the £1,500 already awarded by the Parish Council.

Members did not feel it appropriate to hold discussions on contributing further to the £1,500 already awarded to the group at this stage.

- c) **To consider invitation from Melksham Town Council to join their scheme offering free trees to residents (for parish residents) (arising from Min 142/20e) as further information received from Melksham Town Council**

Following receipt of further information, clarifying the costs of between £1-£1.95 for each tree, and a £1,000 maximum ceiling for the project, it was:

Resolved: To accept the offer of the Town Council to join the scheme, to enable Parish residents to apply for free trees to plant in their gardens.

- d) **To note that BRAG (Bowerhill Residents Action Group) officers have stood down and consider next steps**

The Clerk explained unfortunately, both the Chair, Secretary and Treasurer from BRAG had stepped down after several years in post and sought a steer from Members on what the Parish Council could do to encourage others to join the group.

The group were currently in receipt of grants from both the Town Council and Seend Parish Council of £100 and £50 respectively, the

Clerk had advised that the group to hold on to this for now until a way forward could be quickly found.

Resolved: The Clerk hold a virtual meeting having invited members of the parish with a view to kick start BRAG.

Meeting finished at 10.00pm

Signed:
14 December 2020

Date: 13/11/2020

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		491,792.73					491,792.73	
/1865-BS18	Banked: 01/10/2020	60.00						
/1865-BF18	Allotment Holder	60.00			1320	310	60.00	Briansfield Plot 18 rent
/1866-BSF4	Banked: 01/10/2020	30.00						
/1866-BSF4	Allotment Holder	30.00			1320	310	30.00	Briansfield 4 Allotment rent
/1867-BY7A	Banked: 02/10/2020	60.00						
/1867-BY7A	Allotment Holder	60.00			1310	310	60.00	Allotment rent 7A Berryfield
/1868-ALLO	Banked: 02/10/2020	30.00						
BYF 18B	Allotment Holder	30.00			1310	310	30.00	Berryfield 18B Allotment rent
/1880-ALLO	Banked: 02/10/2020	60.00						
BSF2	Allotment Holder	60.00			1320	310	60.00	Briansfield 2 allotment rent
/1880-ALLO	Banked: 02/10/2020	-60.00						
BSF 2	Allotment Holder	-60.00			1320	310	-60.00	Briansfield 2 rent-ERROR
/1869-ALLO	Banked: 05/10/2020	30.00						
BYF 10B	Allotment Holder	30.00			1310	310	30.00	Berryfield 10B Allotment rent
/1870-ALLO	Banked: 05/10/2020	30.00						
BSF 21	Allotment Holder	30.00			1320	310	30.00	Briansfield 21 Allotment rent
/1871-ALLO	Banked: 05/10/2020	30.00						
BYF6A	Allotment Holder	30.00			1310	310	30.00	Berryfield 6A Allotment rent
/1872-ALLO	Banked: 05/10/2020	30.00						
BSF 13	Allotment Holder	30.00			1320	310	30.00	Briansfield 13 allotment rent
V1873-FoF	Banked: 05/10/2020	240.00						
V1873-FoF	Future of Football	240.00			1210	210	240.00	Inv.183-Training camps in Aug
/1874-ALLO	Banked: 06/10/2020	30.00						
BYF6B	Allotment Holder	30.00			1310	310	30.00	Berryfield 6B Allotment rent
/1875-STAV	Banked: 07/10/2020	138.00						
V1875-188	Staverton United	138.00			1210	210	46.00	Pitch hire 12th September 2020
					1210	210	46.00	Pitch hire 19th September 2020
					1210	210	46.00	Pitch hire 26th September 2020
/1876-BACS	Banked: 07/10/2020	46.00						
/1876-STAV	Staverton United	46.00			1210	210	46.00	Inv.191-Pitch Hire 3rd October
/1878-ALLO	Banked: 08/10/2020	30.00						
BSF5	Allotment Holder	30.00			1320	310	30.00	Briansfield 5 Allotment rent
/1879-ALLO	Banked: 08/10/2020	60.00						
BYF 12A	Allotment Holder	60.00			1310	310	60.00	Berryfield 12A allotment rent
V1877-CIL	Banked: 08/10/2020	70,956.47						
V1877-CIL	Wiltshire Council	70,956.47			1420	350	39,442.09	17/12514-CIL Tranche 3of3
					1420	350	16,827.83	18/04477-CIL Tranche 3of3 Pha3

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For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
					1420	350	14,686.55	18/04477-CIL Tran 3of3 Phas1&4
1881-ALLO	Banked: 09/10/2020	60.00						
	BYF 5A Allotment Holder	60.00			1310	310	60.00	Berryfield 5A allotment rent
1880-ALLO	Banked: 09/10/2020	60.00						
	BSF 2 Allotment Holder	60.00			1320	310	60.00	Briansfield 2 allotment rent
1915-BACS	Banked: 12/10/2020	60.00						
	BSF 27 Allotment Holder	60.00			1320	310	60.00	Briansfield 27 Allotment rent
1916-BACS	Banked: 12/10/2020	60.00						
	BYF 8A Allotment Holder	60.00			1310	310	60.00	Berryfield 8A allotment rent
1917-BACS	Banked: 14/10/2020	10.00						
184-SHAW	Shaw Village Hall	10.00			1120	110	10.00	Annual rent-Shaw Village Hall
1918-BACS	Banked: 14/10/2020	30.00						
	22 BSF Allotment Holder	30.00			1320	310	30.00	Briansfield 22 Allotment rent
1919-BACS	Banked: 14/10/2020	30.00						
	18A BYF Allotment Holder	30.00			1310	310	30.00	Berryfield 18A allotment rent
1920-BACS	Banked: 19/10/2020	30.00						
	BYF 8B Allotment Holder	30.00			1310	310	30.00	Berryfield 8B Allotment rent
1921-BACS	Banked: 21/10/2020	30.00						
	17 BSF Allotment Holder	30.00			1320	310	30.00	Briansfield 17 allotment rent
1922-BACS	Banked: 21/10/2020	60.00						
	BYF 13 Allotment Holder	60.00			1310	310	60.00	Berryfield 13 Allotment rent
1923-BACS	Banked: 22/10/2020	30.00						
	BYF 9B Allotment Holder	30.00			1310	310	30.00	Berryfield 9B Allotment rent
1924-BACS	Banked: 22/10/2020	60.00						
	BSF 28 Allotment Holder	60.00			1320	310	60.00	Briansfield 28 Allotment rent
1925-BACS	Banked: 23/10/2020	30.00						
	BSF 9 Allotment Holder	30.00			1320	310	30.00	Briansfield 9 Allotment rent
1926-BACS	Banked: 26/10/2020	60.00						
	BYF 14A Allotment Holder	60.00			1310	310	60.00	Berryfield 14A Allotment rent
1927-HMRC	Banked: 26/10/2020	6,123.30						
	HM Revenue & Customs	6,123.30			105		6,123.30	VAT Refund-1.7.20-30.9.20
1928-BACS	Banked: 27/10/2020	30.00						
	BYF 11B Allotment Holder	30.00			1310	310	30.00	Berryfield 11B Allotment rent
1929-BACS	Banked: 27/10/2020	46.00						
	Dilton Marsh	46.00			1220	210	46.00	24th October match fee
00150-CHQ	Banked: 27/10/2020	150.00						

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Date: 13/11/2020

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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
V1935-3A	Allotment Holder	30.00			1310	310	30.00	Berryfield 3A Allotment rent
V1936-16A	Allotment Holder	30.00			1320	310	30.00	Briansfield 16A Allotment rent
V1937-CHQ	Allotment Holder	30.00			1320	310	30.00	Briansfield 6 Allotment rent
V1938-CHQ	Allotment Holder	30.00			1310	310	30.00	Berryfield 17A Allotment rent
V1939-CHQ	Allotment Holder	30.00			1320	310	30.00	Briansfield 19 Allotment rent
00151-CHQ	Banked: 27/10/2020	150.00						
V1940-15	Allotment Holder	30.00			1320	310	30.00	Briansfield 15 allotment rent
V1941-CHQ	Allotment Holder	120.00			1310	310	60.00	Berryfield 1B allotment rent
					1310	310	60.00	Berryfield 2B allotment rent
00152-CHQ	Banked: 27/10/2020	590.22						
V1942-CHQ	AFC Melksham	88.00			1210	210	88.00	October pitch hire
V1943-CHQ	Allotment Holder	30.00			1320	310	30.00	Briansfield 3 Allotment rent
V1944-CHQ	Melksham Town Council	472.22			4680	170	472.22	Inv.187-NHP Share
1930-BACS	Banked: 29/10/2020	60.00						
15A BYF	Allotment Holder	60.00			1310	310	60.00	Berryfield 15A Allotment rent
1931-BACS	Banked: 30/10/2020	30.00						
BSF 20	Allotment Holder	30.00			1320	310	30.00	Briansfield 20 Allotment rent
1932-BACS	Banked: 30/10/2020	30.00						
BSF 14	Allotment Holder	30.00			1320	310	30.00	Briansfield 14 allotment rent
Total Receipts for Month		79,619.99	0.00	0.00			79,619.99	
Cashbook Totals		571,412.72	0.00	0.00			571,412.72	

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Melksham without Parish Council Current Year

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Current Account & Instant Acc

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>
1/10/2020	Grist Environmental	V1914-DD	98.66		16.44	4770	220	82.22	Inv.325237-Pavilion waste away
3/10/2020	EE Limited	V1902-DD	13.63		2.27	4195	120	11.36	Inv. 682-Meeting wifi
9/10/2020	Eon	V1903-DD	43.95		2.09	4312	220	41.86	Inv.3A2-Pavilion Gas
2/10/2020	Eon	V1904-DD	113.96		5.43	4302	220	108.53	Inv.522-Pavilion Electricity
2/10/2020	Sirus Telecom	V1905-DD	266.42		44.40	4190	120	222.02	Inv.50033-Office call charg
Total Payments for Month			536.62	0.00	70.63			465.99	
Balance Carried Fwd			570,876.10						
Cashbook Totals			571,412.72	0.00	70.63			571,342.09	

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

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
Balance Brought Fwd :		289,950.27					289,950.27	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		289,950.27	0.00	0.00			289,950.27	

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Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

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
2/10/2020	Teresa Strange	V1933-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile reimburse
6/10/2020	Unity Trust Bank	V1901-DD	402.33		62.94	4175	120	68.40	Office 365 emails
						4175	120	94.80	Office 365
						4200	120	11.99	Zoom meeting subscription
						4120	120	3.80	Notices and posters
						4680	170	17.90	NHP Documents to memb
						4721	220	139.50	Top Soil for Sports Field x2
						4140	120	3.00	Monthly fee
9/10/2020	Kennet Sign & Display	V1882-BACS	660.00		110.00	4372	120	550.00	Inv.SI-13449-Covid signs F
9/10/2020	Martin Pickard	V1883-BACS	300.00			4582	142	300.00	Inv.475-QS up to Build reg-BYF
9/10/2020	Complete Weed Control	V1884-BACS	1,646.40		274.40	4500	142	1,372.00	Inv.13371-2nd weed spray
9/10/2020	Condor Office Solutions Ltd	V1885-BACS	140.23		23.37	4130	120	116.86	Inv.883077-Office photocopying
9/10/2020	JH Jones & Sons	V1886-BACS	1,604.65		267.44	4401	220	1,337.21	13476-Parish Maintenance Sep
9/10/2020	Kanconnections	V1887-BACS	163.20		27.20	4721	220	136.00	Inv.1343-Emergency light repai
9/10/2020	Melksham Town Council	V1888-BACS	505.44		84.24	4820	142	421.20	In.12-Caretaking SHF 1.7.-30.9
						347	0	-421.20	In.12-Caretaking SHF 1.7.-30.9
						6000	142	421.20	In.12-Caretaking SHF 1.7.-30.9
9/10/2020	Mr Brown	V1889-BACS	60.00			1320	310	30.00	Allotment reimbursement 10BSF
						1320	310	30.00	Allotment reimbursement 11BSF
9/10/2020	Rialtas Business Solutions Ltd	V1890-BACS	312.00		52.00	4185	120	260.00	Inv.22344-Annual Support
9/10/2020	Tollgate Security Ltd	V1891-BACS	756.00		126.00	4212	220	630.00	Inv.45616-Annual Alarm Maint
9/10/2020	Wiltshire Publication	V1892-BACS	146.16		24.36	4230	120	121.80	Inv.59831-Cllr Vacancy Advert
9/10/2020	Playsafety Ltd	V1893	657.60		109.60	4410	142	411.00	Play Area ROSPA Inspections
						4410	142	68.50	JSF ROSPA Inspection
						4820	142	68.50	Shurnhold Field ROSPA Inspecti
						347	0	-68.50	Shurnhold Field ROSPA Inspecti
						6000	142	68.50	Shurnhold Field ROSPA Inspecti
9/10/2020	Office Right Business Solution	V1894-BACS	345.60		57.60	4372	120	288.00	Inv.85875-Perspex desk screens
9/10/2020	Aquasafe Environmental Ltd	V1895-BACS	138.00		23.00	4212	220	115.00	Inv.200906-Sept PPM Visit
9/10/2020	Woodland & Countryside Manage	V1896-BACS	1,314.00		219.00	4415	142	695.00	Inv.102001-Tree inspector
						4820	142	400.00	Inv.102001-Tree inspector
						347	0	-400.00	Inv.102001-Tree inspector
						6000	142	400.00	Inv.102001-Tree inspector
9/10/2020	Mr Sparkles Melksham Ltd	V1897-BACS	150.00			4600	142	150.00	Inv.1082020-Bus shelter clean
9/10/2020	GW Shelter Solutions	V1898-BACS	2,709.84		451.64	4590	142	936.00	Mitchell Drive 2x end panel

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Melksham without Parish Council Current Year

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Unity Bank

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
						4590	142	872.20	Halifax Road end panels
						4590	142	450.00	Installation
9/10/2020	Roy Dobson	V1899-BACS	225.61		37.60	4820	142	188.01	Reimburse for mower servi
						347	0	-188.01	Reimburse for mower servi
						6000	142	188.01	Reimburse for mower servi
9/10/2020	Roy Dobson	V1900-BACS	42.21		7.04	4820	142	35.17	Reimburse for mower petr
						347	0	-35.17	Reimburse for mower petr
						6000	142	35.17	Reimburse for mower petr
9/10/2020	HM Revenue & Customs	V1906-BACS	2,039.68			4041	130	654.21	Period 7 October 2020
						4000	130	295.56	Period 7 October 2020-NI
						4000	130	400.20	Period 7 October 2020-T
						4020	130	138.79	Period 7 October 2020-NI
						4020	130	158.60	Period 7 October 2020-T
						4010	130	111.52	Period 7 October 2020-NI
						4010	130	116.00	Period 7 October 2020-T
						4460	142	148.80	Period 7 October 2020-T
						4800	320	16.00	Period 7 October 2020-T
9/10/2020	Wiltshire Pension Fund	V1907-BACS	1,857.89			4045	130	1,433.45	Period 7 October 2020
						4000	130	211.58	Period 7 October 2020
						4020	130	113.02	Period 7 October 2020
						4010	130	99.84	Period 7 October 2020
9/10/2020	Teresa Strange	V1908-BACS			3.76	4000	130		October 2020 Salary
						4190	120	18.81	Out of hour mobile charges
9/10/2020	Lorraine McRandle	V1909-BACS				4020	130		October 2020 Salary
9/10/2020	Marianne Rossi	V1910-BACS				4010	130		October 2020 Salary
9/10/2020	Terry Cole	V1911-BACS				4460	142		October 2020 Salary
						4050	142	47.50	Travel Allowance
						4051	142	39.60	Mileage x88 miles
9/10/2020	David Cole	V1912-BACS				4800	320		October 2020 Salary
9/10/2020	Place Studio	V1913-BACS	1,245.00		207.50	4680	170	850.00	Neighbourhood Plan post reg14
						4680	170	187.50	Additional advice
0/10/2020	Teresa Strange	V1934-S/O	5.30		0.88	4190	120	4.42	Out of hours mobile-NOV-REIMBU
Total Payments for Month			23,433.72	0.00	2,170.45			21,263.27	
Balance Carried Fwd			266,516.55						
Cashbook Totals			289,950.27	0.00	2,170.45			287,779.82	

Total
Salaries
35891.61

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Melksham without Parish Council Current Year

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Fixed Term Deposit

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>
	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	

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Melksham without Parish Council Current Year

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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			0.00	0.00	0.00			0.00	