

**MINUTES of the Full Council of Melksham Without Parish Council held on  
Monday 27 July 2020**

**(DUE TO THE ON-GOING COVID 19 PUBLIC HEALTH CRISIS THIS MEETING  
WAS HELD VIRTUALLY VIA ZOOM – MEMBERS OF THE PUBLIC WERE ABLE  
TO ATTEND AFTER CONTACTING THE CLERK FOR AN INVITATION AND  
PASSWORD AND THE MEETING WAS LIVE STREAMED FOR MEMBERS OF  
THE PUBLIC TO WATCH)**

**Present:** Councillors Richard Wood (Chair), John Glover (Vice Chair), Alan Baines, Paul Carter, Terry Chivers, Greg Coombes (from 7.35pm), David Pafford, Mary Pile, Robert Shea-Simonds, Paul Taylor, Stuart Wood

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

**In attendance:** No Members of public present.

**20/20 Welcome, Announcements & Housekeeping**

**a) To note temporary road closure of Shaw Hill (28 July to 3 Aug) to  
complete Traffic Light replacement**

Members noted the above temporary road closure.

**b) To note recent announcement on the Melksham Campus delay**

A statement from Councillor Ian Blair-Pilling, Cabinet Member for Leisure had been circulated to Members prior to the meeting stating “the Campus project was one of the Council’s capital projects that was recently deferred to 2021/22, allowing the Council to align its resources to supporting Wiltshire’s communities recover from the ongoing pandemic.”

Members noted the revised timeline for the delivery of Melksham Community Campus.

**c) Register of Interests**

The Clerk informed the meeting that it was usual practice to print off Members’ Register of Interests to look at, at the Annual Council meeting, however, as this was not taking place this year, sought a steer from Members how they wished to proceed.

Councillor Taylor joined the meeting at 7.03pm.

It was agreed the Finance & Amenities Officer would send a link to each councillor’s Register of Interest to check and to inform the office of any

changes.

**21/20 To receive Apologies and consider approval of reasons given**

Apologies for absence were received from Councillor Nick Holder due to illness

**Resolved:** To note and accept the reasons for absence.

**22/20 Invited Guests:**

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

As Councillor Alford was unavailable for the meeting and Councillor Holder unwell, this item fell.

**23/20 a) To receive Declarations of Interests**

Councillor R Wood as a committee member of Berryfield Village Hall Committee declared an interest in item 11h relating to the new Berryfield Village Hall.

Councillor Carter as a member of the Friends of Shurnhold Fields Group, declared an interest in Item 11b (Asset Management) regarding the erection of a flagpole at Shurnhold Fields.

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

None received.

**24/20 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 16d and 16g) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

**Resolved:** It was agreed to hold items 16d and 16g in closed session given these items related to staffing matters.

## **25/20 Public Participation**

No Members of public were present.

## **26/20 Melksham Community Response & Covid-19 Recovery**

### **a) To receive any comments following viewing of video (arising from Min. 009/20a)**

The Chair, Councillor R Wood stated he had watched the video which gave a good picture of community effort and was very informative. Other members concurred.

### **b) To consider any actions as a result of the Melksham Covid-19 Recovery workshop held by the Area Board on Weds 22 July**

Councillor Shea-Simmonds stated he had attended the above meeting and found the proposals put forward very reasonable and sensible.

The Clerk explained she had also attended the meeting, along with various other stakeholders, the minutes of which would follow shortly, along with minutes of how Area Boards collectively were dealing with Covid 19 recovery.

Various items had been discussed including the logistics of vaccinating over 50s against the flu this year, as proposed by the Government recently, recovery of the High Street and the success of virtual doctor appointments.

Members were informed the next Area Board meeting would be held on 8 September.

### **c) To consider correspondence from Melksham Seniors**

The Clerk explained correspondence had been received from Brian Warwick, Melksham Seniors an hour before the Full Council meeting on 6 July and therefore was unable to be considered at the meeting.

The Clerk stated the Town Council were due to discuss the viring over of their share of the funding for an Age Friendly Consultant to the Age Friendly CIC later in the week, as part of their contribution towards the costs of a new Age Friendly Co-ordinator.

The Clerk stated a copy of a similar letter from Mr Warwick to Melksham Town Council, along with the response from the Council's Leader had been circulated with the agenda papers. Also, within the agenda papers was a copy of a letter recently published in Melksham News from Members of the Age Friendly CIC in response to a letter from Mr Warwick

in a previous edition of Melksham News criticising the setting up of the CIC.

**Unanimously Resolved:** 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 which have now been identified. To also stated the views of older or vulnerable people are therefore clearly not being ignored within the community as stated in Mr Warwick's letter.

**27/20 To approve the Minutes of the Full Council meetings held on 9 March 2020 and 6 July 2020**

Due to current restrictions, the Clerk agreed to deliver the minutes of all the meetings to the Chair, for him to sign following their approval at the meeting.

**Full Council - 6 July 2020**

Councillor Baines felt the resolution of Min 006/20h needed amending as follows:

'To purchase laptops and docking stations for the 3 officers and a laptop (if Councillor Coombes **does** wish to continue using his laptop) for Councillor Glover and purchase a webcam for Councillor Coombes, if necessary.'

An amendment was also suggested to the resolution of 009/20e as follows:

'...It was agreed to **instruct** Wiltshire Council ....'

**Resolved:** To approve and for the Chair to sign the minutes of the Full Council meetings held on 9 March 2020 and 6 July 2020 (with the above amendments).

**a) To approve the Confidential Notes to accompany Min 468/19C of the Full Council meeting on 9 March 2020**

**Resolved:** To approve and for the Chair to sign the Confidential Notes to accompany Min 468/19C of the Full Council minutes held on 9 March 2020 relating to the Neighbourhood Plan and Local Plan review.

## 28/20 Planning

- a) **To approve the Minutes of the Planning Committee meetings held on 16 March 2020 and Planning Meetings held remotely on 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020, 22 June 2020 and 20 July**

### **Planning Minutes - 6 April 2020**

It was suggested to include the following amendments:

496/19 - Planning Applications:

Planning Application: 20/01941 comment to read:

‘Whilst having no objection to this application, the Council would like to see a condition placed on any planning approval, that this building cannot be used **as a separate** dwelling in the future.’

Page 10 - Min 498d: To Note any Contact with Developers

To amend the minute to read: ‘The Clerk explained Gleesons had been in touch regarding a proposed development and she would be in touch with **them**....’

### **Planning Minutes – 20 July 2020**

It was suggested by Councillor Baines to include the following amendments:

#### **17g(i): To note correspondence from The Post Office re closure of Whitley Post Office at Toast Office**

To refer to the Post Office as **Shaw** Post Office, **Top Lane, Whitley** not Whitley Post Office as referred to in the heading and within the context of the minute. It was stated the Post Office refer to this Post Office as Shaw not Whitley Post Office.

**Resolved:** To approve and for the Chair to sign the minutes of the Planning meetings held on 6 April 2020 (with suggested amendments), 27 April 2020, 18 May 2020, 8 June 2020, 22 June 2020 and 20 July 2020 (with suggested amendments).

- b) To formally approve Planning Committee recommendations contained within the minutes of 16 March, 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020, 22 June 2020 and 20 July.**

**Resolved:** To approve the Planning Committee recommendations contained within the minutes of 16 March, 6 April 2020, 27 April 2020, 18 May 2020, 8 June 2020, 22 June 2020 and 20 July.

- c) To consider offer of community benefit for Wick Solar Farm proposals**

The Clerk explained that the Planning Committee members were already aware of proposals for a solar farm at Wick Farm, Beanacre and as part of an approved scheme, yet to be submitted, the applicants JBM were committed to ensuring local communities became active stakeholders in their schemes and in line with planning guidance, welcomed the opportunity to engage with parish councils to discuss the funding of a rooftop solar installation on a community building, such as a school, church or village hall.

JBM stated they would be making this offer exclusively to Melksham Without Parish Council and Lacock Parish Council as the project resided in both parishes. If this was not possible they were happy to discuss suitable alternatives.

Councillor Coombes joined the meeting at 7.35pm.

Members sought advice from the Clerk on what other solar farm providers had offered as community gain, with the Clerk clarifying Sandridge Solar Farm had committed to pay over 25 years on a pro rata basis between several councils, 26.9% of £1000 per MWp.

Several Members felt a financial contribution would be more beneficial to help finance other projects within the parish.

Councillor Pile raised a concern that discussing potential community gain could appear to residents as if the Council were supporting the scheme.

The Chair, Councillor Wood stated this was not the case, but if the plans were approved by Wiltshire Council the Parish Council and indeed the community would have missed out on any community gain from this application if their offer were not considered.

**Resolved:** To write to JBM acknowledging the offer and to seek further discussions regarding community benefit, in light of offers received in the past from other solar installations locally, such as a financial contribution, with a copy to Lacock Parish Council.

It was agreed, if this option were not preferable to JBM to look at having solar panels installed on a community building(s) within the Parish.

## **29/20 Finance:**

- a) **To formally approve the Minutes of the Finance Committee held on Monday, 18 May 2020 and 29 June 2020.**

**Resolved:** To approve and for the Chair to sign the minutes of the Finance Committee meetings held on 18 May 2020 and 29 June 2020.

- b) **To approve the recommendations contained within the minutes of 18 May 2020 and 29 June 2020**

The Clerk explained recommendation Min.554/19a) of the minutes of 29 June 2020 to close play areas had been superseded at the Full Council meeting on 6 July, at which it was agreed to open the play areas following receipt of new Government advice.

**Resolved:** To approve the recommendations contained within the minutes of 18 May and 29 June 2020 (excluding Min 554/19a) regarding the re-opening of council play areas as this was superseded by a resolution made at Full Council on 6 July (Min 10/20a)).

- c) **To consider response from NALC re query raised on Finance Regulations regarding budget setting in the future**

The Clerk explained at a previous Finance meeting, Councillor Glover queried a point with the Finance Regulations that councils should consider annual budget proposals in relation to the council's 3 year forecast. At the meeting, the Clerk clarified that the legal requirement was for councils to review the previous year, current and following year's budgets and had sought guidance from the Wiltshire Association of Local Councils (WALC) on this issue, however, the wording in the documentation relating to this issue was unclear and ambiguous and it had been agreed the Clerk seek guidance from the National Association of Local Councils (NALC) on this matter.

Clarification from NALC was as follows:

'That where the council has a 3 year (plus) forward plan, this regulation refers to the next financial year (ie the budget being set) and the following two financial years thereafter. Where the council does not have a 3 year (plus) forward plan from which to lift the 3 years, the regulation is not relevant. If the council works on a comparison budget (as in last year, this year, next year) they could clarify this in the regulations.

The advice stated that regulations were a template to be amended to suit

the needs of the council adopting them and not all based in law (although, of course, some parts of the regulations were) so did not necessarily imply a requirement to work from a 3 year (plus) forward plan but of course, the council could choose to work in this way.'

The Clerk informed the meeting that the Parish Council had not applied for the Quality Council Award in the past, as one of the criteria was to have a 5 year business plan and it had previously been agreed to wait until the Neighbourhood Plan had been completed, given the time needed to support this project. However, as elections were due to take place in 2021 wondered if it would be worth the new council looking at a 5 year business plan as they would have a 4 year term to work towards.

**Resolved:** To adhere to the system currently used when budget setting, ie last year, this year and following year.

To place an item on the next Finance agenda to look at a 5 year business plan in order to shape ideas for the new council in May to consider.

**d) To note Internal Auditor's reports for year ending 31 March 2020**

The Clerk explained that the Full Council needed to note the Internal Auditor's Report prepared by IAC Audit & Consultancy Ltd for year ending 31 March 2020, and explained that it had been reviewed by the Finance Committee on 29 June 2020 (Min 554/19b). The members noted that the council had met all the internal control objectives and there were no areas of concern.

**Resolved:** To note the final internal audit report prepared by IAC Audit & Consultancy Ltd for year ending 31 March 2020.

**e) To consider, approve and sign Section 1 of External Audit Annual Return for year ending 31 March 2020 (Governance Statement)**

Councillor Glover, in his role as Chair of the Finance Committee, read out all the questions in Section 1 separately and the members answered 'Yes' to questions 1, 2, 3, 4, 5, 6, 7 and 8 of the Section 1 Governance Statement of the Annual Return and noted that question 9 did not apply.

The Finance Committee had reviewed all the supplementary information with regard to requirements under each question and could confirm the Parish Council had met all these.

Councillor S Wood asked whether a footnote was required stating the Clerk had delegated powers up to 6<sup>th</sup> July 2020, given the current public health crisis.

The Clerk reminded Members these figures only went up to 31 March 2020 and the Country only went into lockdown two weeks prior to this and



during this time, she had not used her delegated powers for financial matters. The answer to the questions under Section 1 had been considered and examined at the Finance Committee meeting on 29 June 2020.

Regarding Point 8 the Clerk reminded Members this item had been discussed at the Finance Council meeting held on 29 June 2020 and it was agreed Covid had an impact for the financial year 2021 but not for 2020 and therefore did not have an impact on this item.

Point 9 relating to Trust Funds, including charitable was not applicable.

**Resolved:** Section 1 (Governance Statement) of the External Audit Annual Return for year ending 31 March 2020 was approved and signed by the Clerk and to be signed by the Chair. **To approve and sign Section 2 of External Audit Annual Return for year ending 31 March 2020 (Accounts Statement)**

The Clerk as Responsible Finance Officer (RFO) confirmed that the year end figures were accurate and a correct account; and had already signed this section to reflect that.

The Clerk reminded members due to a change in guidance, staff expenses such as mileage and travel allowance should not be included in staff costs and therefore staff mileage costs of £831 for last year had been moved out of staff costs and into to All Other Payments for last year and re-stated.

The only other thing the Internal Auditor had raised was that bank reconciliations had not been signed, but this was due to the Country being in lockdown; but had been done electronically in the meantime.

The Clerk informed members various papers were within their agenda pack showing movement of reserves throughout the year which was looked at by the Finance Committee. Also included, was the Minutes of the Finance Committee when they met in January 2020 to set the budget, with annotations to show how the year end figures for CIL, Reserves and Solar Farm funding differed to the actual figures at year end.

**Resolved:** Section 2 (Accounts Statement) of the External Audit Annual Return for Year ending 31 March 2020 was approved and already signed by the Clerk as RFO and to be signed by the Chair.

**f) To approve and sign Year End Accounts & Statement for year ending 31 March 2020**

**Resolved:** To approve and be signed by the Clerk as RFO and by the Chair the Year End Accounts & Statement for year ending 31 March 2020.

**g) To note Income/Expenditure reports for March, April, May and June**

**Resolved:** To note the Income/Expenditure reports for March, April, May and June 2020 and to include a signed copy by the Chair with these minutes.

The Clerk explained that unfortunately the Quarterly reports had been missed off the agenda and therefore would be deferred until September.

**h) To agree two Finance Councillors to authorise monthly payments for July and August**

**Resolved:** For Councillors Glover and Carter to authorize monthly payments for July.

For Councillors Baines and Wood to authorize monthly payments for August

**i) To formally note that Bank Transfers not being undertaken at present**

The Clerk reminded Members that a decision had been made under her delegated powers not to undertake Bank Transfers at present, given the very low interest rate, which would have resulted in interest of £4 on a balance of £650,000, however, she reassured Members, interest rates would be constantly reviewed and necessary transfers made if the interest rates were to increase.

**Resolved:** To formally note the Clerk's delegated decision not to transfer funds given the low interest rate.

**j) To note Melksham Food & River Festival have decided to cancel this year's event in September due to the ongoing public health crisis and seek guidance on their recent grant award.**

Due to Covid 19 a decision had been made by the Melksham Food & River Festival to cancel this year's event in September and they sought guidance on whether they were able to keep their grant to roll over to the following year.

**Resolved:** To inform the Food & River Festival Committee their recent grant could be rolled over to the following year.

**k) To note NALC briefing on Analysis of Council Tax levels of Local Precepting Authorities 2020/21**

The Clerk reminded Members that the Council looked at this every year.

It was noted the Council's Band D average was £80.33, with the average Band D for a similar sized council being £72.70, with 500 other councils precepted in the same band as the parish out of 10,000.

### **30/20 Asset Management**

**a) To formally approve the minutes and confidential notes of the Asset Management Committee meeting held on 15 June 2020.**

**Resolved:** To formally approve and for the Chair to sign the minutes and confidential notes of the Asset Management Committee meeting held on 15 June 2020.

**b) To formally approve the Asset Management Committee recommendations contained within the minutes of 15 June 2020**

The Clerk stated that two recommendations (ie re-opening of toilets for users and changing rooms) contained within the minutes may be superseded later in the meeting following receipt of the latest Government advice regarding grassroots football re-opening in September. However, the recommendations made at the meeting on 15 June 2020 were correct, given the Government advice at that time.

**Resolved:** To formally approve the recommendations contained within the Asset Management minutes of 15 June 2020.

**c) To formally note approval from Insurance Broker regarding risk assessment and reopening of play areas; and updated Government guidance for play areas dated 17 July.**

The Clerk informed the meeting that following a decision to re-open council play areas a risk assessment had been completed and forwarded to the council's insurers. Everything within the risk assessment had been done including the installation of signage and widely advertised on social media to inform the public.

Councillor Glover queried if the council adhered to social distancing requirements in opening the play areas and if appropriate mitigation had been put in place.

The Clerk stated that the Council had to do what was reasonable and it was felt at the previous Full Council meeting that it was reasonable to be consistent with what other councils were doing in the area under the same constraints and that social distancing was covered in the risk assessment.

Regarding the risk assessment it had been agreed to erect permanent metal signage to replace the temporary laminate signs and to this end a quote had been received of £510 + VAT from Kennet Signs for signs on every gate, teen shelter and MUGA (40 x £12.75). The signage also included ones stating 'Do not enter if you have symptoms of Covid'.

Councillor S Wood queried whether this expense was necessary and justifiable and wished for a breakdown of costs of providing successional laminated signs against the provision of metal signage, especially as Covid could be over shortly.

The Clerk explained that laminated signs were not weather resistant and were easier to remove both by individuals and inclement weather and would take up a lot of staff time to reproduce and erect every time a sign needed replacing, particularly as it was unclear how long Covid would be around.

The Clerk reminded members that the risk assessment stated laminated signs would be erected for speed and be replaced by metal signage and sought clarification at which financial levels Members wished a comparison every time, as the Financial Regulations stated council needed to look for best value.

**Resolved:** To note approval had been received from the Council's Insurance brokers (Came & Company) regarding the risk assessment undertaken prior to the re-opening of play areas.

It was agreed due to the urgency of providing permanent signage that the quote of £510 + VAT be approved.

**d) To consider new Government and FA guidance regarding the restarting of grassroots football and approve Risk Assessment for reopening of facilities**

The Clerk explained that new Government and FA guidance (including risk assessment guide) had been issued regarding the restarting of grassroots football and therefore officers were already dealing with several enquiries from various football clubs wishing to booking matches and friendlies for August.

Late papers had been issued, which had been received late evening on 23 July stating Trowbridge and Chippenham Leagues were not starting any league until 3 October and no friendlies until 15 August. They had also stated they required a copy of the facility risk assessment for club home matches.

The Clerk explained four teams listed Bowerhill Sports Field as their home ground and at the Chair's briefing earlier in the day, it was felt a way forward would be to undertake a risk assessment this week to be

signed off by her and Councillor Glover as Chair of both the Asset Management Committee and Finance Committee and forwarded to the clubs. It was understood that each club was required to have a Covid Officer (non playing) to make sure measures were observed and complied with.

The Clerk as part of the risk assessment explained various things had already taken place ie signage and the installation of hand sanitizer in toilets and stated that users should provide their own hand sanitizer whilst on the pitch and that each match be provided one toilet.

**Resolved:** That a risk assessment be drawn-up and signed off by both the Clerk and Councillor Glover as Chair of Asset Management Committee and Finance Committee.

As part of risk assessment that all master keys be returned and users issued with room specific keys.

**e) To approve proposed Future of Football signage for Pavilion**

Future of Football had requested permission to erect permanent advertising signage (at their expense) on the pavilion and one for the car park saying welcome to MWPC pavilion and home of Future of Football.

**Resolved:** To approve this request.

**f) To approve “rebound wall” to be provided by Future of Football to deter footballs being kicked at the Pavilion**

The Clerk explained that at present people were using the pavilion wall to kick a ball resulting in damage to lights and sensors.

The Clerk explained that she had coincidentally talked to Future of Football about this and they had stated they would be happy to install a rebound wall (for free), the location of which to be agreed so as not to impact on current activities on the pitches.

**Resolved:** To approve Future of Football erecting a rebound wall on Bowerhill Sports Field.

**g) Further to Melksham Campus delay, to note that planning permission for Pavilion use as parish office expires July 2021 and to consider next steps**

The Clerk explained that following the recent announcement by Wiltshire Council to delay the building of the campus until next year, investigations had been made as to the length of time there was left on the current permission for Melksham Without to use the Pavilion. It would appear this was due to expire in July 2021, therefore, the Clerk sought a steer

from Members on next steps.

The Clerk drew Member's attention to the various statements within the planning permission and Members felt it was unclear whether an extension in the planning permission was required, therefore, it was:

**Resolved:** To hold informal discussions to clarify whether an extension was required.

**h) To receive notes from Berryfield Village Hall working party held on Thursday 2 July and consider any actions as a result of that meeting and from further correspondence regarding the current planning application**

Notes of the Berryfield Village Hall meeting held on 2 July had been circulated to Members prior to the meeting.

The Clerk reminded Members that the working party did not have delegated powers and therefore Members needed to note the following:

- Discussions regarding the art project on the site were progressing well with an agreement the art work be installed on the village hall.
- Following feedback from Highways, the layout of the car park had been redesigned to provide additional parking (18 spaces) with 'in/out' layout to allow for drop offs, which was causing an internal conflict between Highways and the Urban Design Officer who wished for more landscaping.
- Heating will be provided via under floor heating and boosted via electric being provided by the solar panels on the roof.
- An extension had been sought via the Clerk under delegated powers to enable a decision in a month's time.
- A Noise Assessment on the site of the hall, will take place in due course, once traffic is back to normal to give a realistic reading.
- To ask Bellway to provide a piece of land adjacent to the village hall.

The Clerk asked if Members were happy in principle with what had been raised already.

**Resolved:** To note work currently undertaken by the working groups

To seek discussions with Bellway on acquiring the piece of land adjacent to the village hall, big enough for the Council to manage and undertake responsibility for the maintenance.

**i) To consider the following requests for bins**

**i) Public Right of Way adjacent to Melksham Football/Rugby Ground (arising from Min. 008/20a)**

Following a request from Melksham Rugby Club for a bin adjacent to the rugby/football fields, clarification had been sought from Wiltshire Council if they would install a bin at this site as it was understood to be on private land.

The Clerk informed the meeting correspondence had been received from Wiltshire Council confirming that the area of land in question was on private land and therefore they would not install or empty a bin at this location.

It was suggested the new distributor road would run around this site and would be the responsibility of Wiltshire Council and therefore a bin could be located here in due course.

Councillor John Glover declared an interest in this item as Vice President of the Club.

**Resolved:** To put this request in abeyance until the new distributor road has been built and adopted by Wiltshire Council.

**ii) Shaw Hill**

A member of the public had written requesting another bin be installed on Shaw Hill for dog walkers in particular to use.

It was noted there was already a bin in the bus shelter on Shaw Hill, opposite Beltane Place, but this may not be very visible, therefore, it was:

**Resolved:** It was agreed to ask Wiltshire Council if this bin could be moved from inside the bus shelter to the outside.

**iii) MUGA at Hornchurch Road Public Open Space**

A request had been received via Facebook for an additional bin near the MUGA a whilst there were three bins at the children's play area at Hornchurch, there wasn't one at the MUGA and asked if one of these bins could be moved to this location, given the occurrences of litter.

It was noted that one bin was missing from Park Road/Hornchurch Road end, therefore, it was:

**Resolved:** To ascertain from Wiltshire Council when the

missing bin would be reinstated and revisit this request if occurrences of litter reoccur.

**j) Shurnhold Fields. To note Minutes of Shurnhold Field Working Party on 18 June and 23 July and consider any actions/requests from those meetings**

The Clerk updated Members on recent activity of the Shurnhold Fields Working Group:

- A request had been received for a flagpole on the site, however, recommendation had been made at the Asset meeting on 15 June not to approve this and these minutes had been approved earlier in the meeting.
- Both the Town and Parish Clerks need to arrange a meeting to draw up Terms of Reference to aid progression of the project.
- The group are seeking a quote for extending the hard standing between the entrance and car park, which would obviously have cost implications for both parishes.
- A request for fencing around a nursery, at a cost of £108 to temporary store saplings prior to planting had been received from the 'Friends of Shurnhold Fields' group.
- As several of the recently planted trees had died, it had been agreed to apply to the Woodland Trust for additional trees.
- The Clerk had delegated powers from the group to instruct architects to draw-up plans for proposals for the site to submit to Wiltshire Council. Several of these proposals were subject to an Area Board grant and it had been agreed to resubmit the grant application to the September Area Board for consideration.
- A suggestion had been made at a recent meeting for interpretation boards which will be discussed at the next meeting.
- A Management plan was currently being worked on between Councillors Carter and Glover.

**Resolved:** To approve in principle the extension to the hard standing and to seek quotes.

To pay 50% of the £108 costs for fencing around the proposed temporary nursery.

**31/20 Highways**

**a) To note the outcome of the informal meeting held on Monday, 1**



## **June 2020 regarding CATG recommendations to put forward to Wiltshire Council for consideration for Government Funding**

Notes of the informal meeting held on 1 June were circulated to Members prior to the meeting.

**Resolved:** To note.

### **b) To note meeting notes from Highways Briefing Meeting held on 4 June 2020 and consider progression of suggestions put forward by members of the public and the parish council**

The Clerk informed the meeting that ideas put forward by the Parish had not been progressed by Wiltshire Council, as they did not meet the Government criteria and felt it would be a shame not to see if these could be investigated and sought a steer from Members how they wished to progress suggestions put forward at this meeting by members of the public and the parish council.

**Resolved:** To forward the list of suggestions to Melksham Town Council as potential joint projects and for discussions on funding options to take place at a later stage.

### **c) Rights of Way Modification Order 2020**

#### **i) 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 whether the Parish Council wish to make a representation (deadline for comments has been extended to 27 August 2020)**

Councillor Baines questioned the requirement for the new path Melksham Without 151 to be created between points B-A on Woodrow Road as this duplicated Melksham Path No 6 which emerged onto Woodrow Road from Melksham Without Footpath 66 within 150m of point A.

**Resolved:** To make a representation stating on the basis that points (B-A) of new Footpath 151 duplicates an existing path within 150m of this location, the parish council question its requirement.

#### **d) To approve signage for roundabout sponsorship and to note response from Highway Engineer to proposals**

The Clerk informed the meeting Simon White Landscaping had agreed to sponsor the A350/A365 roundabout (formerly sponsored by Carson Tyres) and was seeking permission to erect

signage on the roundabout and had forwarded suggested wording.

It was suggested that not many members of the public would understand what MWPC stood for, therefore, it was:

**Resolved:** To approve the signage as proposed, but to request that MWPC be written in full, suggesting that the wide band at the top and smaller band at the bottom to accommodate this request.

**e) To consider correspondence from Wiltshire Council re Protected Verge status for The Spa and agree way forward**

Councillor Taylor explained he had noticed Bath Asparagus near the new crossing to Pathfinder Way and had informed the Office to make the relevant authorities aware.

The Clerk explained she had forwarded this information to both Wiltshire Council and also Taylor Wimpey, the developers who were aware of its presence.

Natural England were also informed, but were unable at this time to make a site visit.

The Clerk stated within the agenda papers Wiltshire Council had stated they had taken ecological advice and considered the proposal to give the wilderness area at the Old Spa protected verge status and was not looking to do this at this time. They also stated the drainage ditches within the wilderness area required maintenance work, along with the construction of new drainage features. Such work would be carried out sensitively but is liable to impinge on the habitat required for Bath Asparagus.

Once the work is complete the Council would be happy to revisit the application to designate the area as protected verge or for the parish to take on maintenance of the area under Section 96 of the Highways Act 1980.'

**Resolved:** To inform Wiltshire Council the Parish would like to revisit this matter once the above works have been complete.

**32/20 Community Governance Review:**

**a) To consider sending a representative(s) to the Full Council meeting of Wiltshire Council on 8 September 2020**

The Clerk asked who wished to attend the meeting on 8 September in order to register with Wiltshire Council.

**Resolved:** It was agreed that Councillors Wood, Baines, Robert Shea-Simmonds, the Clerk and Parish Officer would attend the meeting and to ask if representatives from the various community groups ie BASRAG, Beanacre Community Group, CAWs and BRAG if they wished to attend.

### **33/20 Emergency Planning**

**a) To note Emergency Plan review and update required to reflect Covid actions taken and in preparation for future events**

The Clerk explained she had put this item on the agenda in order to inform Members that the Emergency Plan would need to be reviewed and updated reflecting Covid actions taken and in preparation for future events.

The Clerk had suggested that Wiltshire Council look as a whole at this via the Area Boards and felt if this did not happen that Melksham Community Response, at least, should meet with adjacent parishes to review emergency planning prior to there being a potential second wave or other emergency.

Members supported this proposal and felt it was very important to review emergency planning in the light of the ongoing pandemic.

**b) To note flood wardens deployed 17 June 2020 and action taken and to note meeting held on Thursday, 16 July at Shaw School to look at what remedial works were required in the school car park with regard to flooding**

The Clerk informed the meeting flood wardens had been deployed on 17 June and what actions had been taken. A meeting had been arranged on 16 July at Shaw School to discuss remedial works in the school car park, as well as discuss the potential for the school to have an additional car park, as part of the Ashford Homes application on the opposite side of the road. Unfortunately the Principal Drainage Engineer was unable to attend, therefore the Clerk hoped this meeting could be re-arranged in the future once the schools were back in September.

The Clerk agreed to chase this up and try and get another meeting re-arranged.

**c) To note staff training booked:**

- i) Communities Prepared Workshop – Community Crisis Recovery (online) Weds 8 July**
- ii) Public Health Training - COVID-19: Psychological First Aid (online)**
- iii) Fire Marshall training – in person, 9 September**

**Resolved:** To note the various training undertaken/to be undertaken by officers.

**34/20 Community projects/partnership organisations:**

**a) To consider correspondence about reopening of the Market Place public toilets**

Following a request from the Clerk on when the Market Place toilets would be open, correspondence had been received from Melksham Town Council stating that whilst a Risk Assessment had been carried out and various actions undertaken, unfortunately, there was a delay in opening the toilets.

**Resolved:** To request a meeting be convened with Melksham Town Council, with a view to looking at ways to re-open the public toilets in the Market Place.

**b) To note Young Melksham outreach programme on Bowerhill Sports Field**

The Clerk explained that Young Melksham were undertaking an outreach programme on Bowerhill Sports Field.

**Resolved:** To note that Young Melksham are currently using the Bowerhill Sports Field for outreach.

**c) Clackers Brook. To note Wiltshire Wildlife Trust have funding to undertake an assessment of Clackers brook from King George V Park to Bromham with a view to looking at works to reduce pollution and increase biodiversity.**

It was noted that most of the Clackers Brook area was in Melksham Town.

**Resolved:** To note.

**d) To note Rewilding Melksham Community Project**

The Clerk informed the meeting she was aware of various residents undertaking this project within the parish and had placed a 'Blue Heart' where they did not want verges cut.

The Clerk asked for members to note that she had asked Wiltshire Council not to cut verges where hearts had been placed, but unfortunately Wiltshire Council could not stop cutting parts of verges where people had placed 'Blue Hearts', therefore residents were creating rewilding areas in their own gardens.

**e) To consider consultation on new Model Code of Conduct by LGA (Local Government Association)**

The Clerk informed the meeting the Local Government Association (LGA) had drafted a Model Code of Conduct, which was currently being consulted on, to address one of the recommendations of the Committee on Standards in Public Life (CSPL)'s report of January 2019. It was stated the Model Code was designed to be adopted by both principal authorities and local councils. With the SLCC's view that the current draft was too focused on principal authorities and failed to address the needs of local councils sufficiently. In places the current Model Code implied powers for local councils that did not exist in law and could lead a local council into taking actions that were ultra vires.'

**Recommendation:** Members make their own representations if they wished.

**f) To note NALC circular PR6-20 – County APPG and CNN Inquiry into the decline of rural bus services**

Members noted the above circular from the National Association of Local Councils (NALC).

**35/20 Staffing**

**a) To approve the Staffing Committee Minutes of 16 March 2020**

**Resolved:** To approve and for the Chair to sign the Staffing Minutes of 16 March 2020.

**b) To approve the recommendations contained within the Staffing minutes of 16 March 2020**

**Resolved:** To approve the recommendations contained within the Staffing minutes of 16 March 2020.

**c) To acknowledge officer participation in Melksham Community Response and agree future commitment (if arising from item 7b)**

Members acknowledge not just the hours undertaken by officers, but also the volunteers as part of Melksham Community Response.

**Resolved:** A letter to be sent from the council recognizing all the efforts of the volunteers, staff and input of Councillor Hubbard in instigating the scheme.

**The meeting went into 'Closed Session' at this point given the confidential nature of the business to be transacted.**

**d) To approve risk assessment with regard to officers returning to the office following some easing of 'lockdown' restrictions**

The Clerk reminded Members the risk assessment, using the "Government Working Safely during Covid 19 in Offices and Contact Centres" document had been circulated electronically, which included various recommendations, such as only 2 officers at a time working in the office, in order to maintain appropriate distance to protect themselves with the other working from home. There was a recommendation to install Perspex screens between desks at a cost of £144 each within the assessment.

A recommendation was also to keep the offices closed to the public.

Councillor S Wood queried whether officer safety warranted the high cost of £288 in total and whether there were other options available, such as re-arranging the office.

The Clerk explained due to the small size of the office and the space available, this was not an option.

**Resolved:** To approve the Risk Assessment with the various recommendations.

As it was 10.00pm it was asked in line with Standing Orders if members were happy for the meeting to continue.

It was agreed to allow an extra 10 minutes to conclude the meeting.

**e) To consider quotation for Perspex screens between facing desks**

As raised above, a quotation had been received for Perspex screens between facing desks of £144 each.

**Resolved:** To purchase 2 Perspex screens at a cost of £288.

**f) To agree public notification statement that the parish council have properly assessed their risk and taken appropriate measures to mitigate this (for staff and users of parish council facilities)**

Members agreed the public notification statement as signed by the Clerk, stating the Parish Council had properly assessed their risk and taken appropriate measures to mitigate risk be published both on the website and on the office external noticeboard.

**g) To receive a report following the Parish Officer's 6 months probation**

The Clerk informed Members the Parish Officer had successfully completed their 6 months probation.

**Resolved:** To inform the Parish Officer they had successfully completed their 6 months' probation and to thank them for the work undertaking so far in difficult circumstances.

Meeting finished at 10.05pm

Chair .....  
Approved at Full Council  
21 September 2020

Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:13

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 12

Receipts for Month 12 - *November 2020*

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,827.67					6,827.67	
Banked: 09/03/2020		634,000.00						
M200166530	Fixed Term Deposit	634,000.00			210		634,000.00	V1553-Fixed Term Deposit Retur
V1553-Inte Banked: 09/03/2020		175.09						
V1553-Inte	Lloyds Bank	175.09			1080	110	175.09	Fixed Term interest
V1596-BACS Banked: 20/03/2020		381.15						
V1596-BACS	Wiltshire Council	381.15			1420	110	381.15	Redstocks CIL-17/00011
V1594 Banked: 25/03/2020		50.00						
V1594	Wesbury Railway	50.00			1220	210	50.00	Inv.175-Pitch hire 15 March
V1595-BACS Banked: 26/03/2020		416.36						
V1595-BACS	Atworth Parish Council	416.36			4540	142	416.36	Share of SID cost
Total Receipts for Month		635,022.60	0.00	0.00			635,022.60	
Cashbook Totals		641,850.27	0.00	0.00			641,850.27	

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Date: 30/04/2020

Melksham without Parish Council 2019/20

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Time: 12:13

Cashbook 1

User: MF

Current Account &amp; Instant Acc

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/03/2020	Grist Environmental	V1583-BACS	85.50		14.26	4770	220	71.24	Inv.303601-B'hill waste away
3/03/2020	Unity Bank	6045	19,000.00			220		19,000.00	V1587 Top up cheque to Unity
3/03/2020	EE Limited	V1590-DD	13.34		2.22	4195	120	11.12	Inv.723- WIFI for meetings
8/03/2020	Eon	V1591-DD	300.49		50.08	4312	220	250.41	Inv.FEB-Pavilion Gas
0/03/2020	Eon	V1592-DD	135.22		6.44	4302	220	128.78	Inv.3A0-Pavilion Electricity
4/03/2020	Sirus Telecom	V1593-DD	233.92		38.99	4190	120	194.93	Inv.46465-Office phone charges
Total Payments for Month			19,768.47	0.00	111.99			19,656.48	
Balance Carried Fwd			622,081.80						
Cashbook Totals			641,850.27	0.00	111.99			641,738.28	

Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:14

## Cashbook 2

User: MR

## Unity Bank

For Month No: 12

## Receipts for Month 12

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		85,133.38					85,133.38	
Banked: 13/03/2020		19,000.00						
6045	Current Account & Instant Acc	19,000.00			200		19,000.00	V1587 Top up cheque to Unity
Total Receipts for Month		19,000.00	0.00	0.00			19,000.00	
Cashbook Totals		104,133.38	0.00	0.00			104,133.38	

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Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:14

Cashbook 2

User: MF

Unity Bank

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
3/02/2020	Arien Signs and Graphics	V1572-BACS	51.60		8.60	4490	142	43.00	Whitley Noticeboard lock repla
3/02/2020	JH Jones & Sons	V1569-BACS	2,136.00		356.00	4820	142	285.00	Noticeboard & bin installation
						347	0	-285.00	Noticeboard & bin installation
						6000	142	285.00	Noticeboard & bin installation
						4820	142	80.00	Additional bin installation
						347	0	-80.00	Additional bin installation
						6000	142	80.00	Additional bin installation
						4820	142	1,225.00	Scrape for Wildflower Meadow
						347	0	-1,225.00	Scrape for Wildflower Meadow
						6000	142	1,225.00	Scrape for Wildflower Meadow
						4820	142	190.00	Instillation of dog bag dispens
						347	0	-190.00	Instillation of dog bag dispens
						6000	142	190.00	Instillation of dog bag dispens
2/03/2020	What No Safety Services Ltd	V1563-BACS	144.00		24.00	4055	130	120.00	2 Fire Warden Trainin - 24.3.20
2/03/2020	Acer Tree Surgeons	V1564-BACS	180.00		30.00	4722	320	150.00	Goad Willow removal BYF Allotm
2/03/2020	Wright Electrical	V1565-BACS	121.90			4210	120	121.90	Inv.1788-PAT Testing-Office
2/03/2020	JH Jones & Sons	V1566-BACS	883.69		147.28	4402	320	56.66	Inv.13322-Allotment Grass cut
						4400	142	211.33	Inv.13322-Play Area grass cut
						4780	142	17.50	Inv.13322-Play Area bin empty
						4781	220	75.83	Inv.13322-JSF Bin emptyin
						4401	220	375.09	Inv.13322-JSF Maintenanc
2/03/2020	Avon IT Systems	V1567-BACS	540.00		90.00	4180	120	105.00	Inv.1712-Router
						4180	120	15.00	Inv.1712-Router set up
						4180	120	230.00	Inv.1712-Windows 10 x2
						4180	120	60.00	Inv.1712-Back up data x2
						4180	120	40.00	Inv.1712-Additional IT Support
2/03/2020	Trade UK	V1568-BACS	14.98		2.50	4490	142	12.48	Inv.747-Bin liners
2/03/2020	Condor Office Solutions Ltd	V1570-BACS	144.23		24.04	4130	120	120.19	Inv.186-Photocopying
2/03/2020	Wiltshire Publication	V1571-BACS	297.00		49.50	4240	120	247.50	Inv.608-Winter newsletter
2/03/2020	Teresa Strange	V1574-BACS			1.58	4000	130		March 2020 Salary
						4370	120	6.67	Wipes and hand wash
						4150	120	1.25	Leaving Card
2/03/2020	Lorraine McRandle	V1575-BACS				4020	130		March 2020 Salary
2/03/2020	Marianne Rossi	V1576-BACS				4010	130		March 2020 Salary
2/03/2020	Richard Wood	V1577-BACS	179.36			4070	120	179.36	Final Chairs allow insta-19-20

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Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:14

## Cashbook 2

User: MF

## Unity Bank

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
2/03/2020	Terry Cole	V1578-BACS				4050	142	47.50	Travel Allowance
						4460	142		March 2020 Salary
						4051	142		Mileage
2/03/2020	David Cole	V1579-BACS				4800	320	33.32	March 2020 Salary
2/03/2020	Wiltshire Pension Fund	V1580-BACS	1,737.33			4045	130	1,330.75	Period 12- March 2020
						4000	130	209.63	Period 12- March 2020
						4010	130	93.25	Period 12- March 2020
						4020	130	103.70	Period 12- March 2020
2/03/2020	HM Revenue & Customs	V1581-BACS	1,967.43			4041	130	616.79	Period 12- March 2020
						4000	130	394.60	Period 12- March 2020-T
						4000	130	300.73	Period 12- March 2020-NI
						4020	130	128.20	Period 12- March 2020-T
						4020	130	128.26	Period 12- March 2020-NI
						4010	130	94.40	Period 12- March 2020-T
						4010	130	106.65	Period 12- March 2020-NI
						4070	120	44.80	Period 12- March 2020-T
						4460	142	144.80	Period 12- March 2020-T
						4800	320	8.20	Period 12- March 2020-T
2/03/2020	Condor Office Solutions Ltd	V1582-BACS	183.84		30.64	4130	120	153.20	Inv.577021-Photocopying
2/03/2020	JH Jones & Sons	V1562-BACS	4,032.00		672.00	4590	142	142.00	BYF Bin installation
						4590	142	142.00	Hornchurch Rd installation
						4590	142	100.00	Hornchurch Rd Bench install
						4820	142	200.00	Shurnhold fields x2 seats inst
						4820	142	200.00	Shurnhold F x2 picnic benches
						4590	142	100.00	Kestral Court seat install
						4590	142	100.00	Bhill Village Hall seat instal
						4590	142	100.00	Seat by bus stop Whitley insta
						4590	142	100.00	Seat at A365 bus stop install
						4590	142	100.00	Seat at BYF Play Area install
						4590	142	100.00	Falcon Way seat install
						4590	142	100.00	Seat by phone box Whitley Inst
						4560	142	100.00	Sandbags drop off
						4490	142	881.00	Play area trip hazard fill
						4721	220	117.50	Additional 11 aside pitch mark
						4721	220	118.00	9 aside pitch initial mark
						4721	220	150.00	Extra 11aside remark
						4721	220	214.50	Extra 9aside remark
						4722	320	100.00	Allot shed moved to new posito
						4721	220	195.00	Car Park works
2/03/2020	Wiltshire Council	V1585-BACS	382.06			4510	142	382.06	Inv.695-Nameplate-Redstocks
2/03/2020	JH Jones & Sons	V1562-BACS	-4,032.00		-672.00	4590	142	-142.00	BYF Bin installation

Continued on Page 87



Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:14

## Cashbook 2

User: MF

## Unity Bank

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4721	220	150.00	Extra 11 aside pitch remark
						4721	220	214.50	Extra 9 aside remark
						4722	320	100.00	Allot shed moved to new position
						4721	220	195.00	Pavilion car park works
2/03/2020	Wiltshire Council	V1586-BACS	108.50			4560	142	108.50	Inv.600-7x Flood Warden DBS
3/03/2020	Aquasafe Environmental Ltd	V1573-BACS	138.00		23.00	4212	220	115.00	Inv.206-Feb 20 PPM Visit
6/03/2020	Unity Trust Bank	V1584-DD	378.52		22.80	4120	120	238.79	Stamps
						4130	120	2.87	Ballpoint pens
						4130	120	15.78	Wireless keyboard
						4130	120	6.92	A4 Pukka pads
						4130	120	34.87	Gusseted Envelopes
						4130	120	53.49	3x A4 Paper
						4140	120	3.00	Monthly fee
0/03/2020	Teresa Strange	V1588-DD	5.30		0.88	4190	120	4.42	Out of hours mobile reimburse
1/03/2020	Unity Trust Bank	V1589-DD	0.90			4140	120	0.90	Manual Handling fee
1/03/2020	Unity Trust Bank	V1597-BACS	30.45			4140	120	30.45	Service Charge
Total Payments for Month			19,395.15	0.00	1,462.82			17,932.33	
Balance Carried Fwd			84,738.23						
Cashbook Totals			104,133.38	0.00	1,462.82			102,670.56	

Date: 30/04/2020

Melksham without Parish Council 2019/20

Page: 45

Time: 12:14

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		634,000.00					634,000.00	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		634,000.00	0.00	0.00			634,000.00	

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Date: 30/04/2020

## Melksham without Parish Council 2019/20

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Time: 12:14

## Cashbook 3

User: MR

## Fixed Term Deposit

For Month No: 12

## Payments for Month 12

## 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>
9/03/2020	Current Account & Instant Acc	M200166530	634,000.00			200		634,000.00	V1553-Fixed Term Deposit Retur
Total Payments for Month			634,000.00	0.00	0.00			634,000.00	
Balance Carried Fwd			0.00						
Cashbook Totals			634,000.00	0.00	0.00			634,000.00	



Date: 04/06/2020

## Melksham without Parish Council Current Year

Page: 1

Time: 10:26

Cashbook 1 - *L10488*

User: MF

Current Account &amp; Instant Acc

For Month No: 1

Receipts for Month 1 - *April 2020*

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		622,081.80					622,081.80	
1672-PREC	Banked: 24/04/2020	110,617.00						
1672-PREC	Wiltshire Council	110,617.00			1076	110	110,617.00	50% of Precept
'1673-STAV	Banked: 29/04/2020	50.00						
'1673-STAV	Staverton United	50.00			1210	210	50.00	Inv.172-Pitch hire 1st Feb
Total Receipts for Month		110,667.00	0.00	0.00			110,667.00	
Cashbook Totals		732,748.80	0.00	0.00			732,748.80	

Continued on Page 2

Date: 04/06/2020

## Melksham without Parish Council Current Year

Page: 2

Time: 10:26

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/04/2020	Bowerhill Village Hall	V1598-6000	3,000.00			4620	170	3,000.00	Section 133 grant
1/04/2020	Shaw Hill Playing Fields & Vil	V1599-6001	3,500.00			4620	170	3,500.00	Section 133 Grant
1/04/2020	Berryfield Village Hall	V1600-6002	500.00			4620	170	500.00	Section 133 Grant
1/04/2020	Whitley Reading Rooms	V1601-6003	1,000.00			4620	170	1,000.00	Section 133 Grant
1/04/2020	Rachel Fowler Centre	V1602-6004	250.00			4620	170	250.00	Section 133 Grant
1/04/2020	BRAG	V1603-6005	400.00			4610	170	400.00	Section 137 Grant
1/04/2020	BASRAG	V1604-6006	500.00			4610	170	500.00	Section 137 Grant
1/04/2020	CAWS	V1605-6007	500.00			4610	170	500.00	Section 137 Grant
1/04/2020	Community Emergency Group CAWS	V1606-6008	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Young Melksham	V1607-6009	2,500.00			4451	170	2,500.00	Section 137 Grant
1/04/2020	2385 ATC	V1608-6010	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Atworth Youth Club	V1609-6011	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Girl Guiding UK	V1610-6012	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	FOF FC	V1611-6013	350.00			4610	170	350.00	Section 137 Grant
1/04/2020	Happy Circle Day Centre	V1612-6014	150.00			4610	170	150.00	Section 137 Grant
1/04/2020	Group Five	V1613-6015	300.00			4610	170	300.00	Section 137 Grant
1/04/2020	Melksham PHAB	V1614-6016	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Relate Mid Wiltshire	V1615-6017	350.00			4610	170	350.00	Section 137 Grant
1/04/2020	Melksham Community Bus	V1616-6018	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Melksham Read Easy	V1617-6019	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Wiltshire Mind	V1618-6020	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Wiltshire Sight	V1619-6021	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Wiltshire Air Ambulance	V1620-6022	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	HELP Counselling	V1621-6023	0.00						VOID
1/04/2020	HELP Counselling	V1622-6024	180.00			4610	170	180.00	Section 137 Grant
1/04/2020	Life Education Centre	V1623-6025	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Splitz Support Service	V1624-6026	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Melksham Food & River Festival	V1625-6027	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Melksham Sixty Plus	V1626-6028	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	St Barnabas Field Committee	V1627-6029	500.00			4610	170	500.00	Section 137 Grant
1/04/2020	Melksham Remembers	V1628-6030	100.00			4610	170	100.00	Section 137 Grant
1/04/2020	Shaw & Whitley Connect	V1629-6031	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Melksham Rail User Group	V1630-6032	0.00						VOID
1/04/2020	TransWilts CIC	V1631-6033	3,500.00			4690	180	3,500.00	Section 137 Grant
1/04/2020	AFC Melksham	V1632-6034	250.00			4610	170	250.00	Section 137 Grant
1/04/2020	Melksham Gardeners Society	V1633-6035	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Melksham Amateur Swimming Club	V1634-6036	300.00			4610	170	300.00	Section 137 Grant
1/04/2020	Shaw & Whitley Frenship Club	V1635-6037	350.00			4610	170	350.00	Section 137 Grant
1/04/2020	Shaw & Whitley Garden Club	V1636-6038	150.00			4610	170	150.00	Section 137 Grant
1/04/2020	Melksham Town Short Mat bowls	V1637-6039	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Melksham Messy Church	V1639-6040	100.00			4610	170	100.00	Section 137 Grant
1/04/2020	Melksham Cricket Club	V1639-6041	100.00			4610	170	100.00	Section 137 Grant
1/04/2020	Melksham Rugby Club	V1640-6042	200.00			4610	170	200.00	Section 137 Grant
1/04/2020	Melksham Tourist Information C	V1641-6043	600.00			4630	170	600.00	Section 137 Grant
1/04/2020	Broughton Gifford Scouts	V1642-6044	350.00			4610	170	350.00	Section 137 Grant
1/04/2020	FOF FC	V1611-6013	-350.00			4610	170	-350.00	S137-CHQ LOST IN POST

Continued on Page 3



Date: 04/06/2020

## Melksham without Parish Council Current Year

Page: 3

Time: 10:26

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 1

## Payments for Month 1

## 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>
1/04/2020	Grist Environmental	V1667-DD	42.75		7.13	4770	220	35.62	Inv.306860-B'hill waste away
4/04/2020	EE Limited	V1668-DD	13.63		2.27	4195	120	11.36	Inv.040-Wifi for meetings
1/04/2020	Eon	V1669-BACS	153.12		7.29	4312	220	145.83	Inv.395-Pavilion Gas
3/04/2020	Sirus Telecom	V1671-DD	233.92		38.99	4190	120	194.93	Inv.46970-Office phone charges
7/04/2020	Eon	V1670-BACS	191.84		9.14	4302	220	182.70	Inv.5FE-Pavilion Electricity
<b>Total Payments for Month</b>			24,115.26	0.00	64.82			24,050.44	
<b>Balance Carried Fwd</b>			708,633.54						
<b>Cashbook Totals</b>			732,748.80	0.00	64.82			732,683.98	

Date: 04/06/2020

Melksham without Parish Council Current Year

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Time: 10:25

Cashbook 2 - *Unity*

User: MF

Unity Bank

For Month No: 1

Receipts for Month *1 - April 2020*

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 :		84,738.23					84,738.23	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		84,738.23	0.00	0.00			84,738.23	

Continued on Page 2

Date: 04/06/2020

## Melksham without Parish Council Current Year

Page: 2

Time: 10:25

Cashbook 2

User: MR

Unity Bank

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
6/04/2020	Unity Trust Bank	V1665-DD	286.39		2.40	4650	170	269.00	SLCC Membership
						4200	120	11.99	Zoom meeting subscription
						4140	120	3.00	Monthly fee
4/04/2020	Condor Office Solutions Ltd	V1643-BACS	218.46		36.41	4130	120	182.05	Inv.582831-Office photocopying
4/04/2020	IAC Audit & Consultancy Ltd	V1644-BACS	90.00		15.00	4391	120	75.00	Inv.0910-Annual DPO fee 19-20
4/04/2020	JH Jones & Sons	V1645-BACS	42.00		7.00	4721	220	35.00	Inv.13338-Pitch inspection
4/04/2020	Trade UK	V1646-BACS	157.89		26.31	4490	142	131.58	padlocks & chains-close p/areas
4/04/2020	Melksham Railway Development g	V1647-BACS	400.00			4610	170	400.00	Section 137 grant
4/04/2020	Solahen	V1648-BACS	2,568.00		428.00	4540	142	2,140.00	Speed indicator device
4/04/2020	Wiltshire Council	V1649-BACS	1,071.00			4610	170	1,071.00	Inv.P03-Age friendly projec
4/04/2020	JH Jones & Sons	V1650-BACS	883.69		147.28	4402	320	56.66	Allotment grasscutting
						4400	142	211.33	Play Area grasscutting
						4780	142	17.50	Play Area bin emptying
						4781	220	75.83	JSF Bin emptying
						4401	220	375.09	JSF Pitch maintenance
4/04/2020	Complete Weed Control	V1651-BACS	1,646.40		274.40	4500	142	1,372.00	Inv.12801-1st Weed spray
4/04/2020	Aquasafe Environmental Ltd	V1652-BACS	138.00		23.00	4212	220	115.00	Inv.200302-March PPM vis
4/04/2020	Jens Cleaning	V1653-BACS	84.00			4381	220	84.00	Inv.1052-Feb Changing room cle
4/04/2020	Melksham Town Council	V1654-BACS	4,148.52		691.42	4680	170	3,457.10	Inv. contribution to N'hood
4/04/2020	Melksham Town Council	V1655-BACS	388.80		64.80	4820	142	324.00	Caretaking duties SHF- Ma 20
						347	0	-324.00	Caretaking duties SHF- Ma 20
						6000	142	324.00	Caretaking duties SHF- Ma 20
4/04/2020	Melksham Town Council	V1656-BACS	6,666.34			4670	170	6,666.34	31-19-20-Public toilet 18/19
4/04/2020	FOF FC	V1657-BACS	350.00			4610	170	350.00	Section 137 grant
4/04/2020	Wiltshire Pension Fund	V1658-BACS	1,730.57			4045	130	1,335.35	Period 1-April 2020
						4000	130	195.64	Period 1-April 2020
						4010	130	94.51	Period 1-April 2020
						4020	130	105.07	Period 1-April 2020
4/04/2020	HM Revenue & Customs	V1659-BACS	1,882.13			4041	130	609.54	Period 1-April 2020
						4000	130	354.20	Period 1-April 2020-T
						4000	130	266.14	Period 1-April 2020-NI
						4020	130	132.80	Period 1-April 2020-T
						4020	130	122.35	Period 1-April 2020-NI
						4010	130	98.40	Period 1-April 2020-T
						4010	130	100.50	Period 1-April 2020-NI
						4460	142	178.80	Period 1-April 2020-T
						4800	320	19.40	Period 1-April 2020-T
4/04/2020	Teresa Strange	V1660-BACS				4000	130		April 2020 Salary
						4685	170	71.96	Disposable gloves for response
4/04/2020	Lorraine McRandle	V1661-BACS				4020	130		April 2020 salary
4/04/2020	Marianne Rossi	V1662-BACS				4010	130		April 2020 salary
4/04/2020	Terry Cole	V1663-BACS				4460	142		April 2020 salary

total salaries  
35,727.44

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Date: 04/06/2020

## Melksham without Parish Council Current Year

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## Cashbook 2

User: MF

## Unity Bank

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
4/04/2020	David Cole	V1664-BACS	<del>5.30</del>				4050 142	47.50	Travel Allowance
							4051 142	50.40	Mileage 112 miles
							4800 320	<del>12.60</del>	April 2020 Salary
							4051 142	12.60	Mileage x28
9/04/2020	Teresa Strange	V1666-BACS	5.30		0.88	4190	120	4.42	Out of hours mobile
Total Payments for Month			28,667.39	0.00	1,716.90			26,950.49	
Balance Carried Fwd			56,070.84						
Cashbook Totals			84,738.23	0.00	1,716.90			83,021.33	

Date: 04/06/2020

Melksham without Parish Council Current Year

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Cashbook 3 - Fixed

User: MR

Fixed Term Deposit term.

For Month No: 1

Receipts for Month 1 - April 2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	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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Date: 04/06/2020

Melksham without Parish Council Current Year

Page: 2

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 1

Payments for Month 1

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	



Date: 04/06/2020

## Melksham without Parish Council Current Year

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Cashbook 1 - 110508

User: MR

Current Account &amp; Instant Acc

For Month No: 2

## Receipts for Month 2 - May 2020

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		708,633.54					708,633.54	
V1698-VAT	Banked: 06/05/2020	2,661.93						
V1698-VAT	HM Revenue & Customs	2,661.93			105		2,661.93	VAT refund-01.01.20-31.03.20
V1703-BG	Banked: 28/05/2020	4.15						
V1703-BG	J Glover (British Girlguiding)	4.15			1130	110	4.15	Inv.177-Leaflet photocopying
500146	Banked: 29/05/2020	721.94						
500146	BRAG	721.94			4590	142	721.94	Inv.173-picnic bench @ Hornch
Total Receipts for Month		3,388.02	0.00	0.00			3,388.02	
Cashbook Totals		712,021.56	0.00	0.00			712,021.56	

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## Melksham without Parish Council Current Year

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## Cashbook 1

User: MF

## Current Account &amp; Instant Acc

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/05/2020	Grist Environmental	V1697-DD	42.75		7.13	4770	220	35.62	Inv.309964- B'Hill waste away
3/05/2020	EE Limited	V1699-BACS	13.63		2.27	4195	120	11.36	Inv.409-WIFI For meetings
0/05/2020	Eon	V1700-DD	62.51		2.98	4312	220	59.53	Inv.DBA- Pavilion Gas
2/05/2020	Eon	V1701-DD	132.88		6.33	4302	220	126.55	Inv.71B-Pavilion Electricity
2/05/2020	Unity Bank	V1705-6046	350,000.00				220	350,000.00	Transfer funds
7/05/2020	Sirus Telecom	V1702-DD	233.92		38.99	4190	120	194.93	Inv.47478-Office phone charges
Total Payments for Month			350,485.69	0.00	57.70			350,427.99	
Balance Carried Fwd			361,535.87						
Cashbook Totals			712,021.56	0.00	57.70			711,963.86	

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Melksham without Parish Council Current Year

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Cashbook 2 - *unity*

User: MF

Unity Bank

For Month No: 2

Receipts for Month 2 - *may 2020*

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		56,070.84					56,070.84	
Banked: 22/05/2020		350,000.00						
V1705-6046	Current Account & Instant Acc	350,000.00			200		350,000.00	Transfer funds
Total Receipts for Month		350,000.00	0.00	0.00			350,000.00	
Cashbook Totals		406,070.84	0.00	0.00			406,070.84	

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Date: 04/06/2020

## Melksham without Parish Council Current Year

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## Cashbook 2

User: MF

## Unity Bank

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/05/2020	BTA Architects	V1674-BACS	924.00			4582	142	924.00	In1740-BYF V Hall Plannin app
4/05/2020	Royal Mail	V1675-BACS	971.60		161.93	4680	170	809.67	NHP Leaflet delivery-Royal Mail
5/05/2020	Teresa Strange	V1696-BACS	5.30			4190	120	5.30	For out of hours mobile phone
8/05/2020	Unity Trust Bank	V1695-BACS	17.39		2.40	4200	120	11.99	Zoom Payment
						4140	120	3.00	Monthly Fee
0/05/2020	IAC Audit & Consultancy Ltd	V1676-BACS	390.00		65.00	4100	120	325.00	Inv.0908-1st Internal Audit vi
0/05/2020	Aquasafe Environmental Ltd	V1677-BACS	138.00		23.00	4212	220	115.00	Inv.200404-April 20 PPM Visit
0/05/2020	BTA Architects	V1678-BACS	4,465.00		744.17	4582	142	3,720.83	1741-BYF fees up to Plan app
0/05/2020	Condor Office Solutions Ltd	V1679-BACS	49.29		8.21	4130	120	41.08	Inv.86018- Office Photocopying
0/05/2020	IAC Audit & Consultancy Ltd	V1680-BACS	390.00		65.00	4100	120	325.00	Inv.0951- 2nd Internal Audi
0/05/2020	JH Jones & Sons	V1681-BACS	883.69		147.28	4402	320	56.66	Allotment Grass cutting
						4400	142	211.33	Play Area grass cutting
						4780	142	17.50	Play Area bin emptying
						4781	220	75.83	JSF Bin emptying
						4401	220	375.09	JSF Maintenance
0/05/2020	RBS Business Solutions Ltd	V1682-BACS	672.00		112.00	4185	120	560.00	27879- Year end system closedo
0/05/2020	Arthur Williams Consulting Ltd	V1683-BACS	2,160.00		360.00	4582	142	1,800.00	431-BYF Consultancy- Plai app
0/05/2020	Melksham Town Council	V1684-BACS	6,549.12			4670	170	6,549.12	19/20 Public toilets
0/05/2020	Teresa Strange	V1685-BACS				4000	130		May 2020 Salary
0/05/2020	Marianne Rossi	V1686-BACS				4010	130		May 2020 Salary
0/05/2020	Lorraine McRandle	V1687-BACS				4020	130		May 2020 Salary
0/05/2020	Terry Cole	V1688-BACS				4460	142		May 2020 Salary
0/05/2020	David Cole	V1689-BACS				4800	320		May 2020 Salary
						4050	142	95.00	Travel Allowance- April & May
						4051	142	27.00	Mileage x60 miles
0/05/2020	HM Revenue & Customs	V1690-BACS	1,767.14			4041	130	561.06	Period 2- May 2020
						4000	130	330.60	Period 2- May 2020-T
						4000	130	250.86	Period 2- May 2020-NI
						4010	130	103.80	Period 2- May 2020-T
						4010	130	103.85	Period 2- May 2020-NI
						4020	130	115.80	Period 2- May 2020-T
						4020	130	111.57	Period 2- May 2020-NI
						4460	142	135.40	Period 2- May 2020-T
						4800	320	54.20	Period 2- May 2020-T
0/05/2020	Wiltshire Pension Fund	V1691-BACS	1,679.51			4045	130	1,296.16	Period 2- May 2020
						4000	130	187.36	Period 2- May 2020
						4010	130	96.13	Period 2- May 2020
						4020	130	99.86	Period 2- May 2020
0/05/2020	Royal Mail	V1692-BACS	31.50			4680	170	31.50	NHP Drop off@ Melksham Post Of
0/05/2020	Came & Company	V1693-BACS	319.20			4281	142	319.20	In.804-Cyber insurance

total salaries 65,525.38

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Date: 04/06/2020

## Melksham without Parish Council Current Year

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Time: 10:25

## Cashbook 2

User: MR

## Unity Bank

For Month No: 2

## Payments for Month 2

## 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>
0/05/2020	Came & Company	V1694-BACS	7,053.55			4281	142	7,053.55	Insurance- 2020/21
Total Payments for Month			34,113.67	0.00	1,688.99			32,424.68	
Balance Carried Fwd			371,957.17						
Cashbook Totals			406,070.84	0.00	1,688.99			404,381.85	

Date: 04/06/2020

Melksham without Parish Council Current Year

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Cashbook 3 - *Fixed term*  
Fixed Term Deposit *Deposit.*

User: MR

For Month No: 2

Receipts for Month 2 - *May 2020*

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	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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Date: 04/06/2020

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Payments for Month 2

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	

Date: 04/09/2020

Melksham without Parish Council Current Year

Page: 1

Time: 15:17

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3 - June 2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		361,535.87					361,535.87	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		361,535.87	0.00	0.00			361,535.87	

Continued on Page 2



Date: 04/09/2020

## Melksham without Parish Council Current Year

Page: 2

Time: 15:17

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
1/06/2020	Grist Environmental	V1728-DD	44.88		7.48	4770	220	37.40	Inv.312583-B'Hill waste away
5/06/2020	EE Limited	V1729-DD	13.63		2.27	4195	120	11.36	Inv.441-Wifi for meetings
9/06/2020	Eon	V1730-DD	51.54		2.45	4312	220	49.09	Inv.11E-Pavilion Gas
9/06/2020	Eon	V1731-DD	116.51		5.55	4302	220	110.96	Inv.E780 Pavilion Electricit
5/06/2020	Sirus Telecom	V1732-DD	233.92		38.99	4190	120	194.93	Inv.47983-Office phone charges
<b>Total Payments for Month</b>			460.48	0.00	56.74			403.74	
<b>Balance Carried Fwd</b>			361,075.39						
<b>Cashbook Totals</b>			361,535.87	0.00	56.74			361,479.13	

Date: 04/09/2020

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 3

Receipts for Month 3 - June 2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		371,957.17					371,957.17	
Banked:		0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		371,957.17	0.00	0.00			371,957.17	

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Date: 04/09/2020

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 3

Receipts for Month 3 - June 2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
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Balance Brought Fwd : 371,957.17

371,957.17

Banked: 0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

371,957.17

0.00

0.00

371,957.17

Continued on Page 2

Date: 04/09/2020

## Melksham without Parish Council Current Year

Page: 2

Time: 15:17

## Cashbook 2

User: MR

## Unity Bank

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
9/05/2020	JH Jones & Sons	V1713-BACS	186.00		31.00	4721	220	155.00	13357-To reduce hedge high BSF
2/06/2020	Teresa Strange	V1733-DD	5.30		0.88	4190	120	4.42	reimburse out of hours mobile
6/06/2020	Unity Trust Bank	V1734-DD	395.31		24.33	4372	120	21.99	Face masks for office
						4680	170	151.95	NHP leaflets for reg 14 pri
						4372	120	49.99	Wall mount hand sanitiser
						4372	120	45.82	Hand sanitiser gel for walloun
						4150	120	32.14	x2 A4 Paper
						4372	120	7.31	Hand sanitiser poster for offi
						4372	120	1.45	Hand sanitiser sign
						4372	120	13.73	Batteries for wall mount
						4150	120	9.12	A3 copier paper
						4685	170	22.49	Face masks-Community response
						4200	120	11.99	Zoom meeting subscription
						4140	120	3.00	Monthly fee
9/06/2020	WALC	V1706	1,309.03		218.17	4650	170	1,090.86	Inv.20/21-163-Annual Subscript
9/06/2020	Clerks & Councils Direct	V1707-BACS	12.00			4650	170	12.00	Subscription renewal 2020/21
9/06/2020	Wiltshire Council	V1708-BACS	86.50			4560	142	31.00	2x Flood Warden DBS Checks
						4060	130	55.50	Parish Officer DBS Check
9/06/2020	Condor Office Solutions Ltd	V1709-BACS	16.25		2.71	4130	120	13.54	Inv.094-Office Photocopying
9/06/2020	JH Jones & Sons	V1710-BACS	696.00		116.00	4721	220	580.00	Inv.13356-Brook clearace @BSF
9/06/2020	JH Jones & Sons	V1711-BACS	474.00		79.00	4415	142	395.00	13355- Trees BYF Play area cut
9/06/2020	JH Jones & Sons	V1712-BACS	84.00		14.00	4490	142	70.00	Inv.13381-bin empty BRAC picni
9/06/2020	Radcliffe Fire Protection Ltd	V1714-BACS	184.80		30.80	4212	220	154.00	Inv.3196-Six monthly service
9/06/2020	YouWebSolution	V1715-BACS	90.00		15.00	4680	170	75.00	Inv.4473-A5 Flyer for NHP
9/06/2020	Aquasafe Environmental Ltd	V1716-BACS	138.00		23.00	4212	220	115.00	Inv.200504- May 20 PPM Visit
9/06/2020	CPRE	V1717-BACS	36.00			4650	170	36.00	Annual Membership
9/06/2020	Martin Pickard	V1718-BACS	300.00			4582	142	300.00	Cosr Consultant service - Plann
9/06/2020	Tollgate Security Ltd	V1719-BACS	16.80		2.80	4212	220	14.00	Inv.44991- Alarm service
9/06/2020	Aquasafe Environmental Ltd	V1720-BACS	348.00		58.00	4212	220	290.00	Inv.200601-June 2020 PPM Visit
9/06/2020	Teresa Strange	V1721-BACS	857.09.35			4000	130	79.55	June 2020 Salary
						4680	170	26.60	10th NHP Parcel for leaflet
						4120	120	6.70	Unity bank CHQ sent special de
						4190	120	33.01	Extra ID Mobile charges
						4120	120	54.72	Purchase of 72x first class st

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## Melksham without Parish Council Current Year

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## Cashbook 2

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## Unity Bank

For Month No: 3

## Payments for Month 3

## Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
9/06/2020	Lorraine McRandle	V1722-BACS	517.86			4020	130	517.86	June 2020 Salary
9/06/2020	Marianne Rossi	V1724-BACS	580.24			4010	130	580.24	June 2020 Salary
9/06/2020	Terry Cole	V1723-BACS	541.88			4460	142	541.88	June 2020 Salary
9/06/2020	David Cole	V1725-BACS	555.46			4800	320	555.46	June 2020 Salary
						4050	142	47.50	Travel Allowance June 2020
						4051	142	39.60	Mileage x88 miles
9/06/2020	HM Revenue & Customs	V1726-BACS	1,884.90			4041	130	622.11	Period 3- June 2020
						4000	130	350.20	Period 3- June 2020-T
						4000	130	263.51	Period 3- June 2020-NI
						4020	130	122.80	Period 3- June 2020-T
						4020	130	116.01	Period 3- June 2020-NI
						4010	130	105.60	Period 3- June 2020-T
						4010	130	105.07	Period 3- June 2020-NI
						4460	142	135.40	Period 3- June 2020-NI
						4800	320	64.20	Period 3- June 2020-T
9/06/2020	Wiltshire Pension Fund	V1727-BACS	1,720.68			4045	130	1,327.74	Period 3 June 2020
						4000	130	194.21	Period 3 June 2020
						4010	130	96.72	Period 3 June 2020
						4020	130	102.01	Period 3 June 2020
0/06/2020	Unity Trust Bank	V1735-BACS	0.60			4140	120	0.60	Manual handling charge
0/06/2020	Unity Trust Bank	V1736-DD	29.10			4140	120	29.10	Service charge
Total Payments for Month			13,930.75	0.00	615.69			13,315.06	
Balance Carried Fwd			358,026.42						
Cashbook Totals			371,957.17	0.00	615.69			371,341.48	

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Cashbook 3

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Fixed Term Deposit

For Month No: 3

Receipts for Month 3 - June 2020

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	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: 3

Payments for Month 3

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	