

**MINUTES of the Full Council of Melksham Without Parish Council held on  
Monday 18 October 2021 at 1 Swift Way, Bowerhill at 7.00pm**

**DUE TO THE LIFTING OF COVID RESTRICTIONS, THIS MEETING WAS HELD FACE TO FACE. HOWEVER, DUE TO THE LIMITED NUMBER OF PEOPLE ABLE TO BE ACCOMMODATED IN THE MEETING SPACE FOLLOWING A RISK ASSESSMENT, MEMBERS OF PUBLIC WERE ENCOURAGED TO ATTEND THE MEETING VIA ZOOM. THE MEETING WAS ALSO STREAMED VIA YOUTUBE**

**Present:** Councillors John Glover, Alan Baines, Terry Chivers, John Doel, Mark Harris, Shona Holt, Rob Hoyle, Stefano Patacchiola JP and Richard Wood

**In attendance via Zoom:** Councillors Andy Russell, Robert Shea-Simonds and Wiltshire Council Nick Holder (Bowerhill) (part of the meeting)

**In attendance:** Teresa Strange, Lorraine McRandle, Parish Officer

**273/21 Welcome, Announcements & Housekeeping**

Following the fatal stabbing of Sir David Amess MP at a constituency surgery on Friday, the Chair invited those present to join him in a minute's silence as a mark of respect for a fellow public servant.

**a) To note invitation to Remembrance Service**

An invitation had been received from the Town Council to attend the Remembrance Service at St Michael's & All Angels Church on Sunday, 14 November at 11.00am.

The Clerk asked for those who wished to attend to let her know, in order that seating could be reserved in the church.

Councillors Glover, Hoyle, Baines, Shea-Simonds and Russell indicated they wished to attend the service.

**274/21 To receive Apologies and consider approval of reasons given**

Councillor Glover explained that Councillors Russell and Shea-Simonds were feeling unwell and as a precaution had joined the meeting via Zoom and had been reminded prior to the meeting of the current legislation. Whilst they could participate in the meeting via Zoom, they could not vote as were not considered 'present' at the meeting.

Apologies had been received from Councillor Pile for health reasons and Councillor Pafford who was feeling unwell.

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

**Invited Guests:****a) Wiltshire Councillor Nick Holder (Bowerhill)**

Councillor Nick Holder explained that various issues had been brought to his attention around the Bowerhill area and suggested if Councillors for the Bowerhill area wished to have further discussions on the various issues raised, he would be happy to do so.

Councillor Holder explained that a Full Council meeting of Wiltshire Council would be taking place in a spatially distanced form for the last time at the Civic Centre in Trowbridge the following day; with a return to County Hall thereafter.

**Grass cutting/wildflower areas**

Councillor Holder explained he had been contacted by several residents regarding the lack of grass cutting around public open space areas in and around Bowerhill.

Two areas in Bowerhill had been set aside as trial wildflower areas. However, having met with the officer responsible for this project, it became apparent the cutting regime put in place with the contractor had not been followed as intended. Unfortunately, the wild flowers had not self-populated as effectively as intended and both areas should have received their full cut by now.

Councillor Holder explained Wiltshire Council were intending to continue with the trial and had made them aware the scheme had not been carried out satisfactorily this year and hoped it would be the following year, as well being properly explained to both residents and the parish council, and supervised more effectively.

**Falcon Way**

Complaints have been received from residents regarding the overgrown state of the hedging on Falcon Way backing onto Martlet Close. Councillor Holder explained he was looking for support from the Parish Council at the possibility of this area being scrubbed out and laid predominantly to grass instead, to make it a more attractive entrance to Bowerhill and would be contacting the Clerk in due course.

**Carnation Lane**

Councillor Holder explained several residents of Carnation Lane had been in touch after receiving letters from the owner of Turnpike Garage at the top of the lane, prohibiting access/egress for a few days, whilst the forecourt of the garage was being

resurfaced. Understandably residents were upset at this proposal and the legalities of such action by an individual and therefore he was seeking advice from Highways Officers on this matter.

With regard to grass cutting, Councillor Glover explained parts of the public open space to the rear of Wellington Drive were cut and others not and noted that even when the area was previously farmland, he could not remember wildflowers growing in the area and so were unlikely to seed themselves there without some intervention.

Regarding grass cutting practices to encourage wild flower growth, Councillor Wood noted the “Milk Churn” roundabout on the A350 had a lovely display of ox eye daisies last year that were then cut whilst in flower and therefore no seeds had been produced for future years.

With regard to Falcon Way, Councillor Wood expressed concern that whilst a well maintained grassed area would make a nice entrance to Bowerhill, it did not encourage wildlife.

Councillor Glover stated the area in Falcon Way adjacent to the A365 had been previously been maintained for at least 20 years, but of late had been left to go wild.

Councillor Holder, whilst noting the comments made, felt the area was not maintained effectively and there was a need to get a balance between a well managed green space which encouraged wildlife, and a welcoming entrance to Bowerhill.

Councillor Baines felt with regards to the maintenance of Falcon Way, this needed to extend to the roundabout on the A365 to include the hedging on the East, which needed to be cut back, as it was obscuring drivers’ view exiting Falcon Way.

Councillor Holder stated he was happy to have a meeting with members on a way forward with regard to Falcon Way and would contact the Clerk in due course to arrange this.

**b) Wiltshire Councillor Phil Alford (Melksham Without North & Shurnhold)**

Councillor Alford had tendered his apologies due to a family bereavement.

**c) Wiltshire Councillor Jonathon Seed (Melksham Without West & Rural)**

Councillor Holder had provided Councillor Seed’s apologies as he was away.

**276/21 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**

None received.

**277/21 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 9c, 10b, 14, 18) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.*

It was explained Items 9c, 10b, 14 related to contractual matters and 18 related to procedures in the event of the death of a senior figure and therefore it was suggested these be held in closed session.

**Resolved:** To hold items 9c, 10b, 14 and 18 in closed session.

**278/21 Public Participation**

No members of public were present either in person or via Zoom.

**279/21 To approve the Minutes of the Full Council Meetings held on 13 September 2021 and confidential notes to accompany these Minutes**

Councillor Baines suggested the following amendments:

Min 211(a)(iii): **To note rates refund now received by Melksham Town Council and refund to Melksham Without**

The word **rateable** in the first paragraph to read **payable**.

Min 211(g): **To approve quote for water refill station at Bowerhill Sports Field.**

To remove the colour from the description of the refill station in the resolution.

**Resolved 1:** To approve and for the Chair to sign the Full Council minutes of 13 September 2021 with the suggested amendments:

**Resolved 2:** To approve and for the Chair to sign the Confidential Notes to accompany the Full Council minutes of 13 September 2021.

280/21 Planning

- a) **To approve the Minutes of the Planning Committee meetings held on 20 September and 11 October 2021**

**Resolved:** To approve and for the Chair to sign the Planning Committee meeting minutes of 20 September 2021 and 11 October 2021.

- b) **To formally approve Planning Committee Recommendations of 20 September and 11 October 2021**

**Resolved:** To approve the recommendations contained within the Planning Committee minutes of 20 September and 11 October.

- c) **The Green Blue infrastructure consultation – to respond with comments (deferred from Planning 11.10.21 (Min 271c):**

Members welcomed and supported proposals made in both the Climate Strategy and Green/Blue Infrastructure documents by Wiltshire Council and wished to support the comprehensive response made by Melksham Town Council to the consultation and to add the following:

**Climate Strategy**

***Renewable Energy:***

Consideration needs to be given to other forms of alternative renewable energy, such as hydrogen and not just electric.

***Transport:***

Would endorse comments made by Melksham Town Council regarding rail transport as the Strategy is weak overall on advocating the use of rail.

**Green/Blue Infrastructure Strategy**

***Wildflower Management:***

*“Wiltshire Council’s Highways and Streetscene team are also supporting wildflower growth in road verges by amending management regimes throughout the county”.*

The parish council would question the management regimes in place, and would like to see more proactive management of the public open spaces and roadside verges being undertaken.

## **Urban Trees**

The Parish Council recognise the need for more trees but would not support trees being planted in footways/pavements, given the tendency for roots to cause uneven surfaces. There are several tree lined footways in the parish, particularly Bowerhill, where the pavements are virtually unusable, given their uneven nature.

## **Mental Health & Wellbeing Benefits of Access to Nature**

The Parish Council recognise the importance accessibility to green spaces is to health and wellbeing and proactively encourage developers of large housing developments to include circular walks in their schemes, in order to enhance the lives of residents.

## **The Working with Natural Processes Approach to reducing Flood Risk**

The Parish Council recognises the importance of natural flood management and can evidence good practice in the parish undertaken by Bristol Avon Rivers Trust (BART) on a scheme on the South Brook catchment area, which includes tributaries through Whitley, Shaw, Shurnhold and Beanacre, to slow the flow of surface water during peak rainfall events.

<https://bristolavonriverstrust.org/nature-based-solutions-in-south-brook-2>

The Joint Melksham Neighbourhood Plan has included a policy on Flood Risk and Natural Flood Management (Policy 3).

[https://8e84f94a-3875-44b6-81c4-427b900c1ee9.filesusr.com/ugd/fcc864\\_d62a247950cc423abaa28eedd803eba4.pdf](https://8e84f94a-3875-44b6-81c4-427b900c1ee9.filesusr.com/ugd/fcc864_d62a247950cc423abaa28eedd803eba4.pdf)

## **The economic benefits of the Tourist**

The Clerk explained at the Town Council Priority for People workshop held on 8 October there had been a presentation by Steve Wilson of the Highways Major Project team about the proposed Melksham A350 bypass and that in terms of additional works to be included in the Business Case a costed proposal for improving the cycle and pedestrian connectivity of Melksham to Lacock was not being included. Therefore, she had made the meeting aware of proposals by the Wilts & Berks Canal Trust to install a pedestrian/cycle way to Lacock from Melksham, effectively putting in the tow path before the canal is restored, on this route and felt this should be included in the bypass business case. The Clerk felt this was a good example of recognising the benefit of encouraging tourists to the area as referred to in the document.

**Resolved:** To respond to the consultation by welcoming and supporting proposals made in both the Climate Change and Blue/Green Infrastructure Strategy and to support the comprehensive response made by Melksham Town Council, as well as including the additional comments made by Members and the Clerk.

## 281/21 Asset Management

### a) To approve the Minutes of the Asset Management meeting held on 20 September 2021

It was noted the word **sought** needed to be amended to read **seek** in the following recommendations: Min 233(c) and 234(a).

The Clerk stated she had noticed an amendment prior to printing out the minutes for signature as follows: Min 235(c), second paragraph should read **amendments** and not **amended**.

**Resolved:** To approve and for the Chair to sign the Asset Management meeting minutes of 20 September 2021.

The Clerk explained there were also some Confidential Notes to accompany these minutes which had been circulated prior to the meeting.

**Resolved:** To approve and for the Chair to sign the Confidential Notes to accompany the Asset Management meeting minutes of 20 September 2021.

### b) To formally approve the Asset Management Committee recommendations of 20 September 2021

**Resolved:** To approve the recommendations contained within the Asset Management Committee minutes of 20 September 2021.

### c) To receive verbal update from Clerk on latest structural works at Shaw Village Hall

This item was held in closed session.

The Clerk explained the supporting scaffolding had still not been erected. Unfortunately, the local scaffolding company had arrived on site, but had been turned away by the pre school, as the scaffolding was going to be erected across their fire escape. It was understood alternative fire escape arrangements have now been made with a gate being installed in the fence at the car park end, and it was hoped the scaffolding would be erected shortly.

The Clerk explained she had provided advice to the Management Committee on suitable building companies and structural engineers who may be able to help as the Council had just gone through a tender exercise for the construction of Berryfield Village Hall and therefore were in a unique position as had received professional support to assess the submissions and undertake checks on contractors.

It was also noted the hall's insurers had still not responded to the Management Committee's enquiries or to their previous query last year regarding business disruption due to Covid.

The Hall Management Committee's AGM was due to take place on 1 November and both the Chair and Secretary had indicated they wished to stand down and were concerned that people would not come forward to fill these positions in the current circumstances and therefore felt they may not be able to stand down.

For new Members, the Clerk confirmed the hall was owned by the Council, whereas other village halls in the parish were not, however, the Trustees were responsible for the insurance of the building.

Councillor Harris sought clarification if the wall in question was unsafe and whether the hall should still be in use.

The Clerk confirmed the wall had been subjected to an inspection by a structural engineer who recommended that remedial work was undertaken, and supporting scaffolding to be put in place until that was done. It was noted that this was the wall at the end of the hall (opposite end to car park) and was only used for changing rooms/storage and not general hall use. The changing room end had been roped off to prevent access, both internally and externally.

**d) To consider quotation for cutting back hedges at Bowerhill Sports Field (to prevent pitch damage by rabbits)**

The Clerk explained there were issues again with rabbits making holes and if not resolved could result in pitches being unplayable, therefore a quotation had been received of £525 + VAT from the Council's grass cutting contractor to cut back the hedges surrounding the field, which would help deter the rabbits, as they would be more exposed.

**Resolved:** To instruct J H Jones to cut back the hedges on Bowerhill Sports Field in order to prevent further damage by rabbits at a cost of £525 + VAT.

**e) To note Future of Football have been awarded highly commended club of the year by Wiltshire FA in their first year & Bowerhill Bomber 5k & 10k races to be run from Bowerhill Sports Field in 2022**

Members noted Future of Football had been awarded highly commended club of the year by Wiltshire FA.

With regard to Bowerhill Bomber races, it was noted no home football matches would be taking place on the days the races were taking place.

**f) To consider revised quotations for cleaning of equipment and safety surfacing in play areas (Autumn 21)**

Councillor Glover informed the meeting this item had been deferred from a previous meeting, as the original quotes had not been like for like, however, all quotes now included anti fungal cleaner to clean the safety surfacing at the following play areas: Hornchurch Road, Beanacre, Shaw, Kestrel Court and Berryfield.

**Quotation A**

£1,960 + VAT

**Quotation B**

£2,733.22 + VAT

**Quotation C**

£1,606.95 + VAT

**Resolved:** To instruct Idverde (Quotation C) to undertake cleaning of the safety surfacing in Hornchurch Road, Beanacre, Shaw, Kestrel Court and Berryfield play areas.

**g) To note emergency repairs were made at a cost of £200 to Bath Road Bus Shelter, Shaw**

The Clerk informed the meeting that emergency repairs needed to be undertaken on one of the bus shelters in Bath Road, Shaw and as J H Jones, the Council's contractor, were already in the process of repairing a bus shelter on the other side of the road had instructed them under her delegated powers to undertake the emergency repair at the same time, at a cost of £200. This was due to the safety concerns of the roof tiles slipping off.

**Resolved:** To note the Clerk had instructed J H Jones to undertake an emergency repair on one of the bus shelters on Bath Road Shaw at a cost of £200.

**h) Shurnhold Fields:**

**i) To note Melksham Town Council approved recommendation to appoint contractor for car park and improved highway access project and note update on permissions still to be gained.**

Councillor Glover informed the meeting that at a recent Town Council meeting the recommendations of the Shurnhold Fields Working Group to appoint a contractor to create a car park and improve highway access had been approved.

The Clerk had instructed David Sharp, Architect to provide the additional drawings required to obtain Highways approval.

**ii) To consider proposal by Principal Drainage Engineer for flood prevention works at Shurnhold Fields**

Councillor Glover informed the meeting an update had been received from the Principal Drainage Engineer at Wiltshire Council that the outcomes looked good for an application to the Environment Agency for funding. If funding is approved then residents would be contacted in due course.

The Clerk explained that there had been an update on the proposed A350 Melksham Bypass from the Major Projects Highway Engineer at the recent Priority for People workshop, with regard to extra schemes to be included in the business case, such as improvements around the railway and had asked if he was aware of proposals to replace a pipe near Shaw/Whitley to help alleviate flooding in the area, which could not be done until the pipe under the railway bridge had been installed and felt this made a good business case for inclusion in the scheme.

The Major Projects Highway Engineer explained he was not aware, but felt it did not make a good business case, which the Clerk refuted, as this would prevent internal flooding to properties in the area and had asked the Principal Drainage Engineer to make contact with the Major Projects Highway Engineer to see if the replacement pipe under the railway bridge could be part of the A350 bypass business case submission as it was a scheme already costed up by Atkins.

a) **To approve the Minutes of the Staffing Committee meeting held on 4 October 2021**

Councillor Glover noted he had offered his apologies for this meeting as he was on holiday, but unfortunately, they had not been recorded in the minutes.

The following amendments were also suggested:

**Min 253(a) Face Covering Policy:**

During debate of this policy, it had been suggested it should be called a Statement rather than a policy, given Government guidance on face coverings had changed. Therefore, the recommendation needed to be amended to read Face Covering **Statement**, rather than Face Covering **Policy**.

**Min 259: To note Staff Training log and requests for training**

Recommendation 2 to be amended to: The Clerk to **seek**, rather than **sought**.

**Resolved:** To approve, with the above amendments and for the Chair to sign the Staffing Committee minutes of 4 October 2021.

b) **To formally approve Staffing Committee recommendations of 4 October 2021**

Councillor Glover stated with regard to Min 254(c) and the recommendation that the office remain closed to the public that this should have a timebound review; and not be an indefinite decision but related to the current Covid status in Wiltshire.

The Clerk explained that since the meeting, she had a few queries on the various policies that had been produced from templates:

**Car Usage Policy**

The Clerk asked how often employees would be required to sign the confirmation in relation to their driving licence, insurance, MOT and road vehicle licence tax.

It was noted it was the responsibility of staff to keep this information up to date, therefore it was suggested the wording in

the document to be signed by staff needed to include the following sentence: 'kept in place at all times'

Councillor Harris enquired whether Councillors driving to a meeting meant they needed to include the 'business' element on their car insurance.

The Clerk felt this was not the case, as they were volunteers, but would investigate.

### **Face Coverings Statement**

The Clerk asked, given the number of Covid cases in Wiltshire and the surrounding area were constantly changing, with the figures for Wiltshire currently high, whether the following sentence needed to be included in the Statement; as discussed as part of the Risk Assessment of public meetings.

'The Council reserve the right, at their discretion, to ask members of the public to wear face coverings for the duration of a meeting'.

### **Home and Hybrid Working Policy**

The Clerk suggested requests to permanently work from home or hybrid working from the Clerk should be addressed to the Chair of Council and the Chair of the Staffing Committee in the first instance and applications reviewed by the Staffing Committee who would make their recommendation to the Full Council.

It was noted within the various policies where references had been made to 'man' the office, these should be changed to 'staff' the office.

Following recent staff appraisals, the various job descriptions which had been amended to reflect the duties currently being

undertaken by staff had been circulated to Members prior to the meeting for their information.

**Resolved 1:** To approve the recommendations contained within the Staffing Committee meeting minutes of 4 October 2021 and to amend the various staffing policies as suggested.

**Resolved 2:** A review of when the office should be re-opened to the public should take place in the new year at the first meeting of Full Council in January.

**Resolved 3:** A review of the policies discussed at the meeting be undertaken in three years time.

**283/21 Highways & Streetscene**

**a) To approve the minutes of the Highways & Streetscene meeting held on 11 October 2021**

Councillor Baines noted under Min 288(a) the right of way mentioned in the second paragraph should read **MELW7** and not **MELW6**.

**Resolved:** To approve, as amended and for the Chair to sign the Highway & Streetscene minutes of 11 October 2021.

**b) To formally approve the Highways & Streetscene recommendations of 11 October 2021**

**Resolved:** To formally approve the recommendations contained within the Highway & Streetscene minutes of 11 October 2021.

**284/21 New Berryfield Village Hall project**

**a) To note the Public Works Loan of £495,000 has been received.**

Members noted the Public Works Loan of £495,000 to contribute towards the cost of building the new village hall had been received and deposited in the bank.

**b) To note update on land transfer**

The Clerk explained the Land Transfer document had been received earlier in the day and would need to be signed by two Members, along with the drawing. To speed up the process it excluded the terraced patio area which the Parish Council had previously requested be transferred to them however it was hoped that this could be done at a later date.

The Clerk explained on reading through the document that the following clauses had been queried by officers and asked if any Members had noted any other issues within the document, to let her know prior to it being signed:

- 12.5.5: The Transferee (the Parish Council): Without prejudice to the generality of the foregoing not to construct, erect, place, plant or permit any structure, erection or works of excavation of any kind, whether permanent or temporary or any trees or large shrubs which are likely to cause damage to any service installations which serve the estate without the prior written consent of the appropriate relevant authority.

The Clerk informed the meeting a condition of the planning permission for the village hall was to plant trees and shrubs, which she had made the parish council's solicitors aware of. The response had been that only trees that would cause damage were prohibited.

Councillor Wood proposed Councillor Holt sign the document as a Berryfield member and Bowood View resident.

Councillor Patacchiola asked if there was a ID1 form to accompany the Land Transfer document, which was usually required if a legal document was signed without the presence of a conveyancing solicitor, in order to prove the signatories ID.

The Clerk explained she was not aware of the ID1 form, however, the Land Transfer document would need to be signed in front her, as a witness, as instructed by the Council's solicitor, but would check no other documentation was required prior to the documents being sent to on for Bellway to sign.

**Resolved:** For Councillors Holt & Glover to sign the Land Transfer document in the presence of the Clerk.

**c) To note delay to start date on site and to consider way forward**

The Clerk explained Rigg Construction were due to start on site today, however, as the Land Transfer document had not been signed by the relevant parties and with no surety when it would, Rigg had delayed the start on site, which meant their staff could move on to other projects and they could delay the equipment and material deliveries at this stage.

The Clerk expressed concern it was unknown when Rigg would be able to get on site, particularly if they had moved on to a large project due to the delay. However, once the Land Transfer document had been signed by both parties, the contract could be

signed, with the hope work on the hall could start as soon as possible.

The Clerk noted costs could be incurred due to the delay and asked if Members were happy that these costs be sought from Bellway.

**Resolved:** For any costs incurred on this project due to delays be sought from Bellway.

**d) To note Minutes of pre contract meeting**

Members noted the confidential minutes of the pre contract meeting held on 9 September 2021.

285/21

**Wilts & Berks Canal “Melksham Link” project**

**a) To note consultation drop in session being organized by Wilts & Berks Canal Trust for Thurs 18 November at existing temporary Village Hall**

Members noted the date of the proposed consultation drop in session at Berryfield Village Hall between 10am and 7.00pm on 18 November.

It was noted Councillor Harris had attended a recent meeting of the Canal Partnership at which it had been agreed a ‘Melksham Link Partnership Group’ be set-up which would include Melksham Without Parish Council.

**b) To note that new village hall and public art scheme will have display table at consultation event (manned by parish council)**

The Clerk explained at the event on 18 November, there would be a display of the public art scheme to be erected on the side of the new village hall and suggested if any Members were available to assist on the day to let her know.

**c) To consider a response on route options to Wilts & Berks Canal following presentation at October full council meeting, or to defer until December meeting following consultation event**

Members felt it was too early to make a response to route options, until after public consultation had taken place with residents of Berryfield in order to gauge their views.

286/21

**Parish Council office and meeting room accommodation at Melksham Campus**

**a)C To approve the Notes from the Office Relocation Working Party held on 27 September**

This item was held in closed session.

**Resolved:** To approve the notes of the Office Relocation Working Party held on 27 September.

**b)C To consider draft Heads of Terms for Parish Council's tenancy at the Campus**

This item was held in closed session.

**Resolved 1:** To give delegated powers to the Clerk to send a letter to Wiltshire Council stating the Council would not commit to moving to the Campus whilst it considered alternatives.

**Resolved 2:** To hold an Office Relocation Working Group meeting to look at all options, even if some are not viable, on Tuesday, 2 November at 10.00am via Zoom.

**Resolved 3:** The Clerk to draft an application (for consideration at the Office Relocation Working Party) to the Council's Leadership Team (CLT) of why the Parish Council qualified as a strategic partner and provide examples, such as engaging in the asset transfer process, assisting local flood wardens, contributing towards the cost of keeping public toilets open in Melksham after they were closed by Wiltshire Council, as well as examples of where the Council had provided a service and value at no extra cost to its residents. The Working Group to have delegated powers to submit the application as soon as possible.

287/21

**Finance**

**a) Quarterly Reports for Qtr 2 (July, Aug, Sept)**

- i) To note Budget vs Actual figures**
- ii) To note Bank reconciliation**
- iii) To note VAT reclaim submitted**

Members noted the various reports and that a VAT reclaim had been submitted and the sum received today.

**b) To note Income/Expenditure reports for September**

Members noted the Income/Expenditure reports for September.

The Clerk pointed out £108,988.52 (second part of the precept) had been received, along with the £495,000 of the Public Works Loan.

**c) To seek cheque signatories/online authority for October payments**

The Clerk confirmed Councillors Pafford, Shea-Simonds, Doel and Holt had now all been set-up as Council bank signatories, along with Councillors Wood, Baines and Glover who were already bank signatories.

Councillors Shea-Simonds and Holt agreed to be bank signatories/online authority for October payments.

**d) To consider increasing Insurance cover for Employee Dishonesty**

Councillor Glover explained the Council currently had £1.5m Employee Dishonesty cover, however, the Clerk had contacted both himself as Chair and Councillor Pafford as Vice Chair on whether to increase the cover, as there would be more monies in the bank than cover (£1.7m), but both had felt it was not necessary, particularly as monies from the Public Work Loan would be spent shortly once the project started, however, sought a view from Members.

**Resolved:** To keep the employee dishonesty cover at £1.5m.

**e) To consider entering into Long Term Agreement with Rialtas for accountancy software support**

The Clerk Rialtas, who currently provided accountancy software support and assist with the year end close down were offering a loyalty discount for those councils prepared to commit to a three year term for the year end service, which would provide a 7% discount on the 2022 fee and enable a preferred year end date.

**Resolved:** To commit to a three year term with Rialtas for the year end service at a cost of £600.

**f) To note conclusion of External Audit and public inspection period**

Members noted the conclusion of the External Audit and public inspection period.

The Clerk informed the meeting that no one had exercised their right to inspect the various documents.

**g) To consider Chair's Allowance bearing in mind Information on Members' Allowance from Wiltshire Council**

Councillor Glover, as Chair, declared an interest in this item and in the absence of the Vice Chair, sought a Chair for this item.

Councillor Baines was nominated to chair the meeting during this item, with no further nominations received.

Councillor Baines noted the Parish Council had previously linked the Chair's allowance to the Wiltshire Council Members' allowance with Wiltshire Council Members agreeing at a recent meeting allowances would remain as they currently stood with annual increases in line with the staff pay award.

It was noted the staff pay award was still to be agreed and any award would be backdated to April 2021.

Councillor Wood stated this seemed a sensible approach and ensured the Council were both fair to the Chair of the Council and to its residents.

**Resolved:** The Chair's Allowance be increased in line with Wiltshire Council's Members' Allowance.

**288/21**

**Recent Government Changes**

**a) To note relevant changes following recent Government reshuffle**

It was noted following a recent Government reshuffle, local MP, Michelle Donelan had been appointed a Cabinet Minister of State Education, albeit in a non voting. Other noted changes were as follows:

The Secretary of State, Michael Gove MP, to have responsibility for UK governance and elections and will also take on the additional title of Minister for Intergovernmental Relations, working closely with the Territorial Offices and leading coordination with the devolved administrations on the Prime Minister's behalf.

Kemi Badenoch MP appointed as Minister of State for Regional Growth and Local Government at the newly formed Department for Levelling Up, Housing, and Communities (DLUHC) which replaces the Ministry of Housing, Communities, and Local Government (MHCLG).

**b) To consider inviting Michelle Donelan MP to meet with parish Council**

The Clerk asked as there were several new councillors and it had also been a while since Members had met with Michelle Donelan MP, whether Members wished to arrange a meeting with her to discuss various issues.

Members agreed it would be useful to arrange a meeting with Michelle Donelan to discuss the following topics:

- Permanent closure of Cleveland Bridge, Bath to HGVs.
- A350 By-Pass
- Future Chippenham and housing allocation.
- National Planning Policy Framework (NPPF).
- NPPF and Neighbourhood Plans and protecting communities up to 3 years with a lack of 5 year land supply.
- Lack of holistic approach to providing school funding through s106 agreements
- Changes to legislation to enable Members to attend meetings remotely.

The Clerk sought a steer from Members the order in which topics should be discussed and whether to group topics into subject areas to ease the flow of the meeting.

**Resolved:** To invite Michelle Donelan MP to a meeting to discuss changes in legislation to enable Members to attend meetings remotely, planning issues and highway issues.

289/21

**Community projects/partnership organisations:**

**a) To receive update and consider any actions resulting from joint meeting with Melksham Town Council on Market Place Toilets (13<sup>th</sup> Oct)**

The Clerk explained along with Councillors Baines and Glover they had met with the Amenities Manager and Community Development Officer of Melksham Town Council and Town Councillor Jack Oatley to discuss the Market Place toilets. Various maintenance, cleaning and inappropriate use issues had been discussed with several recommendations made, to be forwarded to both councils for approval, such as improved lighting, installation of emergency lighting, improved signage, revised opening times, as well as the need for future improvements to the toilets and the potentially high costs involved.

It was also agreed the revised opening times and enhancements of the toilets needed to be communicated to people via social media and a press release etc.

Many of the respondents to the recent toilet survey had suggested CCTV be installed, however, CCTV was already installed but was not working and this was currently being investigated.

It was noted at the meeting that Melksham Without Parish Council currently had no intention of funding other public toilets in the town at present, however, if others were to be brought on stream, then they could be looked at separately.

With regard to the recent rates rebate of £2,620.50 it had been recommended this be retained as a joint pot of funding for the councils to use for the planned capital enhancements.

The ultimate aim would be to enter the 'Loo of the Year Award'.

**Resolved:** Members agreed with the recommendations made.

**b) To consider a request from Melksham Town Council for bi-monthly meetings with the Clerk, Chair and Vice Chair of both councils to discuss joint working and joint projects on an informal basis**

Councillor Glover explained he had received an invitation from Melksham Town Council for the Clerks, Chair and Vice Chair of both Councils to have bi-monthly meetings to discuss joint working and joint projects on an informal basis, but before accepting wanted the view of Members.

It was noted both Councils already worked on various joint projects such as the Market Place Toilets, Shurnhold Fields and the Neighbourhood Plan on a formal basis.

It was suggested if there were issues which arose in the future, which affected residents of both councils in the same way, joint meetings could be held.

It was noted that often one councillor would have a greater knowledge of a particular issue/topic and therefore it would be more appropriate if they attended such a meeting.

The Clerk explained that pre Covid, regular meetings had taken place with community area and local clerks and sometimes the Community Engagement Manager and these had been useful meetings for mutual support and to exchange information and these could be re-instated.

As there was already an informal channel for communications between local area clerks, it was:

**Resolved:** To decline the offer from Melksham Town Council.

**c) Community Action Whitley & Shaw (CAWS). To note minutes of meeting held on 14 September**

Members noted the minutes of the meeting held on 14 September.

The Clerk informed the meeting she was hoping to attend the CAWS meeting due to take place the following evening.

**d) To note update on BRAG (Bowerhill Residents Action Group)**

The Clerk explained Mark Blackham was currently acting Chair and Sue Tweedie the Secretary and understood the group were looking to change their name to Bowerhill Community Group.

Councillor Mark Harris clarified the group's AGM had been moved to 2 November at Bowerhill Village Hall.

The Clerk explained she had just received a response from the Acting Chair of BRAG stating they did not want to get involved in planting bulbs around the 'Bowerhill' Turbine and suggested the area be seeded with grass, as well as the turbine moved to a more appropriate location.

**e) Melksham Transport User Group. To note minutes of meeting held on 15 September**

Members noted the minutes of the Melksham Transport User Group meeting held on 15 September which had referenced that improvements were expected to the X34 bus service from Chippenham through to Melksham, as well as additional X69 bus services.

**f) Melksham Young Peoples Award 2021. To note nominations are sought with a closing date of 5 November 2021**

Members noted nominations were currently being sought for the Melksham Young People's Award 2021.

It was noted there was no age range listed in the correspondence.

The Clerk felt the ages had been included when advertising the awards, but would check and make sure they had been.

**290/21C a) To consider any actions following latest guidance on “Death of a senior national figure”**

This item was held in closed session.

**Resolved:** The Clerk to ascertain whether the various village halls within the parish would be willing to have condolence pages available in the event of the death of a senior national figure in order for residents to write messages of condolence. To not to have a proclamation in the parish for the new King, on the death of the Queen.

**b) To consider request from Councillor Chivers to erect a flag pole in the parish**

Councillor Chivers felt there was nowhere in the parish for a flag to be flown at half mast in the event of the death of a senior figure, such as the Queen and sought a steer from Members if they felt it was worth investigation, particularly as other parishes in the area had flag poles.

The Clerk stated there were various protocols which had to be adhered to with regard to flag flying and who would be responsible for making sure the right flag was flown at the right time.

Whilst liking the idea in principle, it was felt as there was no epi-centre for the Parish, it was difficult to suggest an appropriate location, however, it was:

**Resolved:** For Members to suggest ideas where a flagpole could be located and to place an item on a future Full Council agenda for discussion.

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## Detailed Income &amp; Expenditure by Budget Heading 30/09/2021

Month No: 7

Cost Centre Report- July, August &amp; September 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 General Account Income</b>								
1076 Precept	221,234	217,977	217,977	(0)			100.0%	
1100 Grants and Donations RCVD	0	0	10,000	10,000			0.0%	
1120 Shaw VH and Playing Field-Rent	10	10	10	0			100.0%	
1130 Photocopying and YE Account Sa	70	23	50	27			46.7%	
1140 Solar Farm Community Fund	38,008	0	5,842	5,842			0.0%	
1150 Covid-19 Grants	20,001	934	0	(934)			0.0%	
1430 Wessex Water Compensation	230	0	0	0			0.0%	
<b>General Account Income :- Income</b>	<b>279,553</b>	<b>218,944</b>	<b>233,879</b>	<b>14,935</b>			<b>93.6%</b>	<b>0</b>
<b>Net Income</b>	<b>279,553</b>	<b>218,944</b>	<b>233,879</b>	<b>14,935</b>				
<b>120 Administration costs</b>								
4070 Chairs Allowance	802	250	802	552		552	31.2%	
4080 Members Training	30	400	1,000	600		600	40.0%	
4090 Members Expenses	0	0	50	50		50	0.0%	
4100 Audit Fees	2,450	0	1,500	1,500		1,500	0.0%	
4120 Postage	605	194	700	506		506	27.8%	
4130 Photocopying	1,672	862	500	(362)		(362)	172.4%	
4140 Bank Charges	157	77	156	79		79	49.1%	
4150 Admin and Stationery	1,392	443	1,024	581		581	43.2%	
4155 Refreshments Comm Events	0	0	150	150		150	0.0%	
4160 Minute Books Binding	0	410	200	(210)		(210)	205.0%	
4175 Email & Cloud hosting	574	370	937	567		567	39.5%	
4180 IT Support	260	0	600	600		600	0.0%	
4185 Accountancy Support	845	0	850	850		850	0.0%	
4190 Telephone/Broadband/Line Rent	2,410	2,833	2,100	(733)		(733)	134.9%	
4195 Wifi Connection for meetings	126	0	0	0		0	0.0%	
4200 Room Hire	168	103	200	97		97	51.5%	
4210 Safety/PAT Check	0	0	122	122		122	0.0%	
4220 Chairman's Brd/Chain of Office	0	62	100	38		38	62.0%	
4230 Advertising	336	313	500	187		187	62.6%	
4240 Quarterly Newsletter	1,485	495	2,000	1,505		1,505	24.8%	
4250 Land Search Fee	34	15	50	35		35	30.0%	
4271 Office Utilities	0	0	1,500	1,500		1,500	0.0%	
4351 New Equip & Furniture	3,085	3,280	3,600	320		320	91.1%	
4370 Cleaning Materials	0	73	100	27		27	72.6%	
4372 Covid-19	2,126	913	500	(413)		(413)	182.6%	
4380 Cleaning - Contractor	840	0	800	800		800	0.0%	
4390 Professional Services	0	0	300	300		300	0.0%	

Continued over page

Month No: 7

Cost Centre Report- July, August & September 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4391 GDPR Compliance	35	0	110	110		110	0.0%	
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
<b>Administration costs :- Indirect Expenditure</b>	<b>19,432</b>	<b>11,092</b>	<b>20,501</b>	<b>9,409</b>	<b>0</b>	<b>9,409</b>	<b>54.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,432)</b>	<b>(11,092)</b>	<b>(20,501)</b>	<b>(9,409)</b>				
<b>130 Staffing</b>								
4000 Clerk's Salary							47.0%	
4010 Finance & Amenities Officer Sa							46.7%	
4020 Parish Officer Salary							44.6%	
4041 NI - EmployER	7,716	3,724	12,000	8,276		8,276	31.0%	
4045 Superannuation - EmployER	16,869	7,852	17,500	9,648		9,648	44.9%	
4048 Office Staff Mileage & Parking	0	28	100	72		72	27.7%	
4055 Staff Training	342	200	800	600		600	25.0%	
4060 Staff DBS	0	56	0	(56)		(56)	0.0%	
<b>Staffing :- Indirect Expenditure</b>	<b>106,417</b>	<b>51,718</b>	<b>116,618</b>	<b>64,900</b>	<b>0</b>	<b>64,900</b>	<b>44.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(106,417)</b>	<b>(51,718)</b>	<b>(116,618)</b>	<b>(64,900)</b>				
<b>142 Parish Amenities</b>								
1440 Shurnhold Fields Income	5,000	0	0	0			0.0%	
1450 Berryfield Village Hall PWL	0	494,827	0	(494,827)			0.0%	494,827
<b>Parish Amenities :- Income</b>	<b>5,000</b>	<b>494,827</b>	<b>0</b>	<b>(494,827)</b>				<b>494,827</b>
1190 Defibrillator	756	756	756	0		0	100.0%	
4050 Caretaker Travel Allowance	665	285	570	285		285	50.0%	
4051 Caretaker Mileage & Parking	517	262	600	338		338	43.7%	
4281 Insurance	4,285	4,268	5,120	852		852	83.4%	
4350 New Equipment for Parish Caret	0	0	100	100		100	0.0%	
4385 Play Area Safety Surface Clean	2,233	2,930	8,750	5,820		5,820	33.5%	
4400 Play Area - Grass Cutting	3,079	1,283	3,079	1,796		1,796	41.7%	
4409 Hornchurch Road Public Open Sp	1,960	817	1,960	1,143		1,143	41.7%	
4410 ROSPA Inspections	652	(172)	750	922		922	(22.9%)	
4415 Tree Inspections and Work	3,440	0	0	0		0	0.0%	
4420 St Barnabas Annual Rent	10	0	10	10		10	0.0%	
4460 Caretaker Salary							48.3%	
4480 Equip Hire & Petrol for Mower	0	0	50	50		50	0.0%	
4490 Repair & Maintenance - Parish	161	156	300	144		144	52.1%	
4500 Weedspraying	2,744	1,372	2,900	1,528		1,528	47.3%	
4510 CATG Contributions	245	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	125	(85)	1,111	1,196		1,196	(7.7%)	

Continued over page

Month No: 7

Cost Centre Report- July, August &amp; September 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4560 Shaw & Whitley Flood Resource	251	0	650	650		650	0.0%	
4575 Village Halls & Play Areas (Ne	80	26,129	25,000	(1,129)		(1,129)	104.5%	
4582 New Berryfield Village Hall Pr	31,368	905	5,000	4,095		4,095	18.1%	
4585 East of Melksham Community Cen	0	0	315,030	315,030		315,030	0.0%	
4590 Street Furniture	4,028	1,315	4,011	2,696		2,696	32.8%	
4600 Bus Shelters Cleaning	300	150	600	450		450	25.0%	
4780 Play Area - Bin Emptying	630	263	630	368		368	41.7%	
4785 Replacing Wiltshire Council bi	0	1,172	500	(672)		(672)	234.4%	
4820 Shurnhold Fields Project	5,300	288	1,595	1,307		1,307	18.1%	288
4825 Shurnhold Fields CAPITAL Expen	332	1,099	0	(1,099)		(1,099)	0.0%	
<b>Parish Amenities :- Indirect Expenditure</b>	<b>72,185</b>	<b>47,719</b>	<b>393,935</b>	<b>346,216</b>	<b>0</b>	<b>346,216</b>	<b>12.1%</b>	<b>288</b>
<b>Net Income over Expenditure</b>	<b>(67,185)</b>	<b>447,108</b>	<b>(393,935)</b>	<b>(841,043)</b>				
6000 plus Transfer from EMR	4,813	288						
6001 less Transfer to EMR	0	494,827						
<b>Movement to/(from) Gen Reserve</b>	<b>(62,372)</b>	<b>(47,431)</b>						
<b>170 Community Support</b>								
4451 Young Melksham	2,500	2,500	2,500	0		0	100.0%	
4610 Section 137 Grant	11,880	9,200	12,500	3,300		3,300	73.6%	
4620 Village Hall Grants	8,250	9,250	10,000	750		750	92.5%	
4630 Other Grants (TIC - Section 14	600	600	800	200		200	75.0%	
4650 Subscriptions	1,715	1,218	1,650	432		432	73.8%	
4670 Melks Public Toilets Contrib	6,195	(7,146)	7,500	14,646		14,646	(95.3%)	
4680 Neighbourhood Plan	4,593	1,002	2,500	1,498		1,498	40.1%	
4685 Melksham Community Response	311	0	600	600		600	0.0%	
<b>Community Support :- Indirect Expenditure</b>	<b>36,044</b>	<b>16,623</b>	<b>38,050</b>	<b>21,427</b>	<b>0</b>	<b>21,427</b>	<b>43.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(36,044)</b>	<b>(16,623)</b>	<b>(38,050)</b>	<b>(21,427)</b>				
<b>180 Joint Ventures</b>								
4690 New Train Station Contrib	3,500	3,000	3,000	0		0	100.0%	
<b>Joint Ventures :- Indirect Expenditure</b>	<b>3,500</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,500)</b>	<b>(3,000)</b>	<b>(3,000)</b>	<b>0</b>				
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	1,692	4,908	5,500	592			89.2%	
1220 Football Ad Hoc Bookings	177	0	100	100			0.0%	
1260 Hire of Lounge/Kitchen Area un	0	0	120	120			0.0%	
<b>Jubilee Sports Field Income :- Income</b>	<b>1,869</b>	<b>4,908</b>	<b>5,720</b>	<b>812</b>			<b>85.8%</b>	<b>0</b>
<b>Net Income</b>	<b>1,869</b>	<b>4,908</b>	<b>5,720</b>	<b>812</b>				

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 7

Cost Centre Report- July, August & September 2021

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	2,915	1,437	3,200	1,763		1,763	44.9%	
4282 Insurance - % JSF Use	3,527	3,949	3,150	(799)		(799)	125.4%	
4302 Electricity - % JSF Use	1,483	681	2,000	1,319		1,319	34.1%	
4312 Gas - % JSF Use	1,123	359	1,000	641		641	35.9%	
4322 Water and Sewage - % JSF Use	241	138	900	762		762	15.4%	
4381 Cleaning Contractor - % JSF Us	259	330	2,900	2,571		2,571	11.4%	
4401 JSF Grass Cutting/Line Marking	8,306	3,461	8,432	4,971		4,971	41.0%	
4405 JSF Hedge Maintenance	0	0	200	200		200	0.0%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4721 Repairs & Maintennce - JSF	3,822	7,284	1,000	(6,284)		(6,284)	728.4%	
4740 JSF Spiking	0	0	180	180		180	0.0%	
4750 Deep Clean	330	0	390	390		390	0.0%	
4770 Waste Collection - %JSF Use	648	192	650	458		458	29.6%	
4781 JSF Bin Emptying	955	398	955	557		557	41.7%	
4791 Boiler Servicing - % JSF Use	400	0	600	600		600	0.0%	
<b>Jubilee Sports Field Expenditu :- Indirect Expenditure</b>	<b>24,010</b>	<b>18,228</b>	<b>26,392</b>	<b>8,164</b>	<b>0</b>	<b>8,164</b>	<b>69.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,010)</b>	<b>(18,228)</b>	<b>(26,392)</b>	<b>(8,164)</b>				
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,164	1,254	1,343	89			93.4%	
1320 Briansfield Allotment Rent - C	1,059	1,254	1,170	(84)			107.2%	
<b>Allotment Income :- Income</b>	<b>2,223</b>	<b>2,508</b>	<b>2,513</b>	<b>5</b>			<b>99.8%</b>	<b>0</b>
<b>Net Income</b>	<b>2,223</b>	<b>2,508</b>	<b>2,513</b>	<b>5</b>				
<b>320 Allotment Expenditure</b>								
4323 Water - Allotments	553	195	450	255		255	43.2%	
4402 Allotment Grass Cutting	722	301	721	420		420	41.7%	
4722 Repairs & Maintenance - Allotm	0	14	50	36		36	28.1%	
4800 Allotment Warden Salary							55.9%	
<b>Allotment Expenditure :- Indirect Expenditure</b>	<b>2,714</b>	<b>873</b>	<b>1,871</b>	<b>998</b>	<b>0</b>	<b>998</b>	<b>46.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,714)</b>	<b>(873)</b>	<b>(1,871)</b>	<b>(998)</b>				
<b>350 CIL</b>								
1420 Community Infrastructure Levy	304,263	5,620	6,138	518			91.6%	
<b>CIL :- Income</b>	<b>304,263</b>	<b>5,620</b>	<b>6,138</b>	<b>518</b>			<b>91.6%</b>	<b>0</b>
<b>Net Income</b>	<b>304,263</b>	<b>5,620</b>	<b>6,138</b>	<b>518</b>				

Continued over page

**Melksham without Parish Council Current Year**  
**Detailed Income & Expenditure by Budget Heading 30/09/2021**  
**Cost Centre Report- July, August & September 2021**

Month No: 7

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>400 S106</b>								
1170 Wiltshire Council Contribution	0	136,450	0	(136,450)			0.0%	
S106 :- Income	<u>0</u>	<u>136,450</u>	<u>0</u>	<u>(136,450)</u>				<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>136,450</u>	<u>0</u>	<u>(136,450)</u>				
<b>Grand Totals:- Income</b>	<b>592,908</b>	<b>863,257</b>	<b>248,250</b>	<b>(615,007)</b>			<b>347.7%</b>	
<b>Expenditure</b>	<b>264,302</b>	<b>149,254</b>	<b>600,367</b>	<b>451,113</b>	<b>0</b>	<b>451,113</b>	<b>24.9%</b>	
<b>Net Income over Expenditure</b>	<u><b>328,606</b></u>	<u><b>714,004</b></u>	<u><b>(352,117)</b></u>	<u><b>(1,066,121)</b></u>				
plus Transfer from EMR	4,813	288						
less Transfer to EMR	0	494,827						
<b>Movement to/(from) Gen Reserve</b>	<u><b>333,419</b></u>	<u><b>219,465</b></u>						

Date: 01/10/2021

## Melksham without Parish Council Current Year

Page: 136

Time: 12:01

Cashbook 1

User: MR

Current Account &amp; Instant Acc

For Month No: 6

## Receipts for Month 6

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		882,329.70					882,329.70	
V2346-DEPO Banked: 01/09/2021		50.00						
V2346-DEPO Staverton Rangers (Sunday)		50.00			550		50.00	Inv.238- Football deposit
V2347-242 Banked: 02/09/2021		180.00						
V2347-242 Staverton Rangers (Saturday)		180.00			1210	210	180.00	Inv.242-August Matches
V2348-FOF Banked: 03/09/2021		1,072.00						
V2348-FOF Future of Football		1,072.00			1210	210	1,072.00	Inv.237&246-Training Jul & Aug
V2349-FOF Banked: 03/09/2021		352.00						
V2349-FOF Future of Football		352.00			1210	210	100.00	Inv.232- FoF Tournament June
					4401	220	252.00	Inv.232- FoF Tournament June
V2350-BRAG Banked: 06/09/2021		2,511.00						
V2350-BRAG Bowerhill Resident Action Grou		2,511.00			4590	142	2,511.00	Inv. 248- Share for Seating pr
V2370-STAV Banked: 08/09/2021		60.00						
V2370-STAV Staverton Rangers (Sun)		60.00			1210	210	60.00	Inv.244-5th Sept pitch hire
V2371-SHAW Banked: 08/09/2021		10.00						
V2371-SHAW Shaw Village Hall		10.00			1120	110	10.00	Inv.247-Annual rent
V2372-BS19 Banked: 09/09/2021		30.00						
V2372-BS19 Allotment Holder		30.00			1320	310	30.00	Allotment rent 19 BSF
V2373-BS12 Banked: 16/09/2021		30.00						
V2373-BS12 Allotment Holder		30.00			1320	310	30.00	Allotment rent BSF 12
V2378-32A Banked: 22/09/2021		15.00						
V2378-32A Allotment Holder		15.00			1320	310	15.00	Briansfield 32a allotment rent
V2379-STAV Banked: 28/09/2021		120.00						
V2379-STAV Staverton Rangers		120.00			1210	210	60.00	Inv.245-11th September
					1210	210	60.00	Inv.245-25th September
V2381-PREC Banked: 30/09/2021		108,988.52						
V2381-PREC Wiltshire Council		108,988.52			1076	110	108,988.52	2nd Part of precept
V2382-Allo Banked: 30/09/2021		60.00						
V2382-Allo Allotment Holder		60.00			1320	310	30.00	Briansfield Plot 10 rent
					1320	310	30.00	Briansfield Plot 11 rent
V2383-ALLO Banked: 30/09/2021		30.00						
V2383-ALLO Allotment Holder		30.00			1320	310	30.00	Briansfield 28 rent
<b>Total Receipts for Month</b>		113,508.52	0.00	0.00			113,508.52	
<b>Cashbook Totals</b>		995,838.22	0.00	0.00			995,838.22	

Continued on Page 137

Payments for Month 6				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>
01/09/2021	Grist Environmental	V2345-DD	47.13		7.86	4770	220	39.27	Inv.P25047- B'hill waste away
21/09/2021	Eon	V2375-DD	27.23		1.30	4312	220	25.93	Inv.32E-Pavilion Gas
21/09/2021	Eon	V2376-DD	133.73		6.37	4302	220	127.36	Inv.EBC- Pavilion Electricity
21/09/2021	Sirus Telecom	V2377-BACS	224.75		37.46	4190	120	187.29	Inv.55975-Office phone charges
<b>Total Payments for Month</b>			432.84	0.00	52.99			379.85	
<b>Balance Carried Fwd</b>			995,405.38						
<b>Cashbook Totals</b>			995,838.22	0.00	52.99			995,785.23	

## Receipts for Month 6

## 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 :		244,516.60					244,516.60	
V2380-PWL Banked: 23/09/2021		494,826.75						
V2380-PWL Public Works Loan Board		494,826.75			1450	142	494,826.75	Public Works Loan- BYF V Hall
					321		494,826.75	Public Works Loan- BYF V Hall
					6001	142	-494,826.75	Public Works Loan- BYF V Hall
<b>Total Receipts for Month</b>		494,826.75	0.00	0.00			494,826.75	
<b>Cashbook Totals</b>		<u>739,343.35</u>	<u>0.00</u>	<u>0.00</u>			<u>739,343.35</u>	

Continued on Page 113

## Payments for Month 6

## 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>
10/09/2021	Teresa Strange	V2374-S/O	5.30		0.88	4190	120	4.42	Inv.436-reimburse for Sep out
16/09/2021	Unity Trust Bank	V2369-BACS	110.99		16.84	4120	120	3.66	Postage Consultation response
						4120	120	3.30	Postage-Public works loan
						4175	120	72.20	Office 365 subscription
						4175	120	11.99	Zoom meeting subscription
						4140	120	3.00	Bank charges
17/09/2021	Radcliffe Fire Protection Ltd	V2351-BACS	216.00		36.00	4212	220	180.00	Inv.4750- Fire risk assessment
17/09/2021	Agilico	V2352-BACS	297.05		49.51	4130	120	247.54	Inv.054- Office photocopying
17/09/2021	Wiltshire Publication	V2353-BACS	594.00		99.00	4240	120	495.00	Inv.63553-Summer newsletter
17/09/2021	JH Jones & Sons	V2354-BACS	1,604.65		267.44	4402	320	60.15	Inv.13736- Allotment grass cut
						4400	142	221.90	Inv.13736- Play Area grass cut
						4780	142	52.50	Inv.13736- Play Area bin empty
						4781	220	79.58	Inv.13736- JSF Bin emptying
						4401	220	692.17	Inv.13736- JSF Grass cutting
						4400	142	34.66	Inv.13736- Kestrel Court Shrub
						4409	142	163.33	Inv.13736- Hornchurch grass cu
						4820	142	32.92	Inv.13736- August Parish Maint
						347	0	-32.92	Inv.13736- August Parish Maint
						6000	142	32.92	Inv.13736- August Parish Maint
17/09/2021	JH Jones & Sons	V2355-BACS	302.40		50.40	4401	220	252.00	Inv.13752-7x 5asides
17/09/2021	JH Jones & Sons	V2356-BACS	282.00		47.00	4590	142	235.00	13764-WRR wooden bench repair
17/09/2021	JH Jones & Sons	V2357-BACS	1,980.00		330.00	4721	220	1,650.00	Inv.13765-Large stones & bollard
17/09/2021	BTA Architects	V2358-BACS	247.56		41.26	4825	142	206.30	Inv.2031-SHF Architect service
17/09/2021	Roy Dobson	V2359-BACS	49.17		8.20	4820	142	40.97	Reimburse for mower petrol
						347	0	-40.97	Reimburse for mower petrol
						6000	142	40.97	Reimburse for mower petrol
17/09/2021	HM Revenue & Customs	V2360-BACS	1,938.80			4041	130	609.88	Period 6 September 2021
						4000	130	363.00	Period 6 September 2021-T
						4000	130	272.96	Period 6 September 2021-NI
						4020	130	131.40	Period 6 September 2021-T
						4020	130	121.57	Period 6 September 2021-NI
						4010	130	118.60	Period 6 September 2021-T
						4010	130	113.39	Period 6 September 2021-NI
						4460	142	148.80	Period 6 September 2021-T
						4800	320	9.20	Period 6 September 2021-T
						4070	120	50.00	Period 6 September 2021-T
17/09/2021	Wiltshire Pension Fund	V2361-BACS	1,719.74			4045	130	1,304.86	Period 6 September 2021
						4000	130	208.87	Period 6 September 2021

Continued on Page 114

## Payments for Month 6

## 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>
						4020	130	104.98	Period 6 September 2021
						4010	130	101.03	Period 6 September 2021
17/09/2021	Teresa Strange	V2362-BACS	██████████		10.82	4000	130	██████████	September 2021 Salary
						4721	220	54.15	Outside key safe
17/09/2021	Lorraine McRandle	V2363-BACS	██████████			4020	130	██████████	September 2021 Salary
17/09/2021	Marianne Rossi	V2364-BACS	██████████			4010	130	██████████	September 2021 Salary
17/09/2021	Terry Cole	V2365-BACS	██████████			4050	142	47.50	Travel Allowance
						4051	142	45.45	Mileage x101 miles
						4460	142	██████████	September 2021 Salary
17/09/2021	David Cole	V2366-BACS	██████████			4800	320	██████████	September 2021 Salary
17/09/2021	John Glover	V2367-BACS	200.00			4070	120	200.00	Chairmans Allowance 1st Instal
17/09/2021	PKF Littlejohn LLP	V2368-BACS	1,560.00		260.00	4100	120	1,300.00	External Audit 2020/21
30/09/2021	Unity Trust Bank	V2384	0.30			4140	120	0.30	Manual handling charge for CHQ
30/09/2021	Unity Trust Bank	V2385	32.55			4140	120	32.55	Service charge
	<b>Total Payments for Month</b>		16,970.67	0.00	1,217.35			15,753.32	
	<b>Balance Carried Fwd</b>		722,372.68						
	<b>Cashbook Totals</b>		<u>739,343.35</u>	<u>0.00</u>	<u>1,217.35</u>			<u>738,126.00</u>	

Receipts for Month 6

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	
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	

Continued on Page 64

**Payments for Month 6****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						
<b>Total Payments for Month</b>			0.00	0.00	0.00			0.00	
<b>Balance Carried Fwd</b>			0.00						
<b>Cashbook Totals</b>			0.00	0.00	0.00			0.00	