

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 20 June 2022 at Melksham Rugby Club, Oakfields,
Eastern Way, SN12 7GU at 7.00pm**

Present: Councillors David Pafford (Vice Chair of Council), Alan Baines, Terry Chivers, John Doel, Mark Harris, Shona Holt, Stefano Patacchiola JP, Mary Pile, Andy Russell, Robert Shea-Simonds and Richard Wood

In attendance: Wiltshire Councillor Nick Holder (Bowerhill)

In attendance: Lorraine McRandle, Parish Officer and Marianne Rossi, Finance & Amenities Officer

77/22 Welcome, Announcements & Housekeeping

In the absence of the Chair Councillor Glover, Vice Chair Councillor Pafford took the Chair and welcomed everyone to the meeting and explained unfortunately the Clerk was unwell, but would hopefully be feeling better soon.

Resolved: To send the Clerk some flowers and wish her a speedy recovery.

78/22 To receive apologies and consider approval of reasons given

Apologies were received from Councillor Glover who was on holiday.

It was noted Councillor Hoyle was not in attendance and had not tendered his apologies.

Resolved: To accept and approve the reasons for absence.

79/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Pathfinder Way Development

Councillor Holder explained a recent site meeting had taken place with the following representatives from Taylor Wimpey: the Regional Director from Bristol; Head of Customer Services; Head of Highway Installation, Councillor Glover was also in attendance. The meeting had been held to resolve outstanding matters such as street lighting, installation of crossings and the play area within the development, with Councillor Holder explaining he felt the meeting had been forthright and productive.

Councillor Holder explained as of the previous Friday, enabling works to lay the cabling for the street lighting and pedestrian crossings had taken place, with a view these would be installed by Friday 6 July. With regard

to the crossings, this work was due to start week commencing 11 July and hopefully would be fully working by 18 July.

Pressure was being applied to bring forward the street lighting associated with the Hunters Wood/The Acorns developments further along Spa Road, adjacent to street lighting associated with the Pathfinder Way development.

It was hoped the public art would be installed week commencing 27 June.

With regard to the play area, a detailed plan had been sent to the Clerk, along with proposals for planting in various parts of the development.

Councillor Holder explained Remus Management Company had been appointed to maintain the site going forward with residents currently being informed. However, the site would not be handed over until the site was up to a standard to be handed over.

Councillor Holder explained he had suggested residents of the development may wish to form a residents' group, in order to liaise with the management company.

Councillor Holder noted the Clerk had been forwarded details of who to contact at Taylor Wimpey if any further issues arose.

Hornchurch Road/Kittyhawk Close

Councillor Holder explained the proposed hedge maintenance and ditch clearance work to the rear of Kittyhawk Close was currently taking place and was pleased to see the project coming along and the involvement of local residents in making sure the work was done properly.

The new hedge needs to be re-positioned, as currently it is too far away from the ditch, it was hoped this work would be done later in the week.

Councillor Holder explained following a site visit earlier in the day that he noticed the water in the ditch was flowing a lot easier now and had updated residents on the work taking place with an explanation of why it needed to be done and hoped the work would be completed by the end of the week.

Regarding the wooden fence on the footpath running to Magister Road, which had previously been installed, Councillor Holder explained this had been replaced with a more robust metal fence and the ditch in this area would also be cleared out.

Wildflower Areas

Councillor Holder explained he understood there was an item on the

agenda (13g) regarding a proposed wildflower area to the rear of Magister Road. Following a site visit with both the Clerk and members of Wiltshire Council's Streetscene Team, Wiltshire Council were happy to amend the mowing regime to a wildflower cut and change the previously agreed wildflower areas to amenity cut at the request of both Councillor Holder and the Parish Council. This was to accommodate the request of residents who wanted an area near the housing for the children to play football.

Councillor Holder explained if the Parish Council were to approve the request and submitted it to Wiltshire Council, the cutting regime would be changed within 3-4 weeks.

With regard to the wildflower area to the rear of Wellington Drive, Councillor Holder explained this was now being cut to the correct regime, with the football goal area being done every 4 weeks with the rest of the area left to wildflowers with footpath corridors.

Unfortunately, the wildflower signage in Falcon Way had been put in the wrong place, leading to confusion, however, the sign would be moved shortly to the wildflower area.

Councillor Holder stated the issues he had raised showed good examples of what could be achieved when everyone worked collaboratively.

Councillor Pafford invited members to ask questions of Councillor Holder.

Councillor Chivers expressed concern the hedge to the rear of Kittyhawk was being planted at the wrong time of year.

Councillor Holder explained, whilst he understood this to be the case, was of the understanding the hedge would be watered once a week during the summer months.

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

Councillor Alford had tendered his apologies as he was attending a Town Council meeting that evening, but had forwarded his report, updating Members on the following:

- Christie Miller Sport Centre has had the roof fully removed now and the remainder of the site is nearly completely down. The work was licensed by Rural England and in a recent site visit they were satisfied that the work had been done to the highest possible standard in terms of animal welfare.
- Campus – the project is coming along very well and we are expecting a big public update at the Area Board meeting on Wednesday.

- In Cabinet tomorrow there will be an announcement about the work Wiltshire Council are doing to help residents deal with the challenges of inflation and cost of living.
- Hills Waste are struggling to collect the bins and most of the parish is several days behind. This is a problem that Wiltshire Council are aware of, they are struggling to recruit drivers at the Calne Sands Farm Landfill Site but Hills are being challenged very rigorously by the Council.

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

Councillor Seed was not in attendance.

80/22 a) To receive Declarations of Interests

As the Council representative on Community Action Whitley & Shaw (CAWs) Committee, Councillor Pile declared an interest in agenda items 13a and 13b relating to the committee and Shaw & Whitley Community Emergency Group (CEG).

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

None.

81/22 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 10d, 11f, 12j) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Parish Officer suggested items 10d, 11f and 12j be held in closed session.

Resolved: Items 10d, 11f and 12j be held in closed session for the following reasons:

10d: Berryfield Village Hall Transfer of S106s funds: Contractual/Legal

11f: Lease for Campus: Contractual/Legal

12j: Wick Farm Solar Farm Community Benefit Proposal: Contractual/Legal

82/22 Public Participation

No Members of public were present.

83/22 To approve the Minutes of the Annual Council Meeting held on 16 May 2022 and the Confidential Notes to accompany the minutes.

A few minor typing errors were noted, which did not change the context of the minutes, therefore, it was:

Resolved: To approve and for Councillor Pafford to sign the minutes and the Confidential Notes to accompany the minutes of the Annual Council meeting held on 16th May 2022.

84/22 Planning

a) To approve the Minutes of the Planning Committee meetings held on 23 May and 13 June 2022.

With regard to the minutes of 23rd May 2022, it was noted on the last paragraph of page 6 relating to Min 29/22 and planning application PL/2021/05391 (Revised Plans), it should read as follows:

‘The site is between the busy A350 to the East and the railway line to the West’ not the other way around as referred to in the minutes.

Resolved: To approve and for Councillor Pafford to sign the Planning Committee minutes of 23 May and 13 June 2022 with the amendments as suggested.

b) To formally approve Planning Committee recommendations of 23 May and 13 June 2022

With regard to Min 33/22 of the Planning minutes of 23rd May regarding the New Premises Licence for the New Inn at Semington Road it was noted this application had been approved by Wiltshire Council’s Licensing Committee.

With regard to Min 34/22d of the Planning Committee minutes of 23rd May with regard to planning application 21/09742: Extension to 404B The Spa, it was noted this application had been approved by the Planning Officer and therefore would not be going to a Wiltshire Council Planning Committee for consideration.

Resolved: To formally approve the recommendations contained within the Planning Committee minutes of 23rd May and 13th June 2022.

d) To consider submitting comments on the following planning application if additional information received [PL/2022/02675](#): Land Adjacent to 6 Guinea Cottage, Forest Road, Melksham. Erection of a dwelling. Outline Application (All Matters Reserved)

At a previous meeting, Members of the Planning Committee felt there was insufficient detail provided with the plans to make any informed

comments and therefore deferred commenting on this application, in order more information could be sought from the Planning Officer, particularly on the agricultural enterprise associated with the application prior to making their comments.

Councillor Baines felt it was still unclear where the dwelling was to be located within the site and raised a concern the erection of such a dwelling may prejudice a diversion of the potential A350 by-pass in Lower Woodrow, however, understood this may not be a material consideration in commenting on this application.

Councillor Doel, whilst not a Member of the Planning Committee explained he knew the applicant and took no part in discussing this application.

Members felt whilst the applicant had provided additional information, this was still not very helpful and therefore, it was:

Resolved: To inform Wiltshire Council that the Parish Council were unable to make any informed comments on this application, given insufficient information, particularly with regard to the agricultural enterprise associated with the application.

e) To note resident's letter to Government Ministers regarding latest Appeal decision and to consider writing in a similar manner

Following the disappointment of the Planning Inspector approving planning application: 20/07334/OUT for 50 affordable houses on land to the rear of Townsend Farm, Semington Road, despite the Parish Council and Wiltshire Council objecting to proposals, a resident of Townsend Farm had written to The Rt Hon Michael Gove, Secretary of State for Levelling Up, Housing and Communities with a copy to Michelle Donelan MP, expressing their disappointment at the decision and seeking an explanation of what the true purpose of neighbourhood plans were, given the community had voted in favour of it, with this application going directly against policies within the Melksham Neighbourhood Plan, as well as Wiltshire Council's Core Strategy.

A copy of the response from Michelle Donelan MP had been forwarded by the resident and was circulated as a late paper at the meeting, within her letter she stated she had contacted the Minister for Levelling Up seeking a meeting with herself, the resident and other interested local residents with the Minister of State for Housing/

Members again expressed frustration at the decision and the lack of recourse available to both the Parish Council and Wiltshire Council with a suggestion the comments made by Councillor Wood, as Chair of the Planning Committee and Neighbourhood Plan Steering Group at the

outcome of the hearing in the Melksham News, be forwarded to the MP too.

Councillor Pafford sought the opinion of Councillor Holder as a Wiltshire Councillor at the decision of the Planning Inspector in approving the application.

Councillor Holder explained Wiltshire Council were also disappointed at the decision, in line with the parish council and felt there was no harm in writing to the Planning Inspector expressing the Council's disappointment.

Councillor Baines suggested reference be made to the possibility of a challenge by the developer at a later stage that 100% affordable housing is not viable and wishing to revert to the site being majority of market housing as originally planned with the usual 30% affordable housing, which would be contrary to why the Planning Inspector was in favour of this development.

Resolved: To forward Councillor Wood's comments as published in Melksham News to Michelle Donelan MP stating that the Parish Council would like to be invited to any meeting arranged with residents. It was suggested Members of the Planning Committee should attend such a meeting.

f) To consider latest update from the Town Council's Priority for People project and to consider request for funding

A copy of the Town Council's Priority for People report had been submitted to the Parish Council with a request for funding in order to progress the project, suggesting a funding be split of 30/70 between both councils, with the Town Council paying the majority share.

Several Members expressed concern there was no breakdown of costs for the project included in the document and therefore, it was difficult to know how much funding from the Parish Council was being requested.

Councillor Baines expressed concern that the document did not contain enough information and if the project was for the whole of the Melksham area it should include other neighboring parishes, not just Melksham

Without, as a whole area transport strategy was required, particularly given surrounding parishes used Melksham as a centre.

Councillor Baines also felt there was a lack of information on real objectives and costs in order for the Council to be fully appraised of the project and funding required.

It was noted if other parish councils were involved, they may also be able to contribute to the costs involved.

Councillor Wood noted the action timeline included within the document and felt this was somewhat optimistic and whilst he welcomed improved and safe walking routes to schools he provided several examples such as George Ward Gardens to Shaw School and Berryfield to the proposed Pathfinder Way Primary School and Melksham Oak, which if undertaken would provide significant benefit to those accessing the schools, but would cost significant money and require the input of other partners, such as Wiltshire Council.

Councillor Patacchiola whilst noting the vision of the project felt in parts it was very anti vehicle and felt this would cause conflict issues for those who had mobility issues and rely heavily on a private vehicle to move around and therefore felt more clarity and consideration of their needs was required.

Resolved: To inform the Town Council whilst welcoming the direction of the Priority for People project, prior to considering whether they are able to contribute towards costs of the project, seek more information on costs involved and avenues of funding streams and other stakeholders involved with a suggestion the scheme be widened to include other neighbouring parishes who could be affected.

g) To note deadline for the Neighbourhood Plan Housing Needs Survey is 30 June and to encourage participation by the wider public

Members noted the deadline for the Neighbourhood Plan Housing Needs Survey of 30 June and the work which had been undertaken in encouraging people to take part in the survey.

The Parish Officer also reminded Members of various task group meetings taking place later in the week.

h) To agree council representative for forthcoming pre application meeting hosted by Melksham Town Council (Mon 27 June at 6pm)

In the possible absence of the Clerk, it was:

Resolved: Councillors Wood and Pafford to attend the pre app meeting on 27 June at 6.00pm at the Town Hall.

85/22 Asset Management

- a) To approve the Minutes of the Asset Management Committee meeting held on 6 June 2022.**

A few minor typing errors were noted, which did not change the context of the minutes.

Resolved: To approve with the suggested amendments, the minutes of the Asset Management Committee meeting held on 6 June 2022.

- b) To formally approve Asset Committee recommendations of 6 June 2022**

Resolved: To approve the minutes of the Asset Management Committee meeting held on 6 June 2022.

c) Shaw Village Hall:

- i) To receive verbal report on incident at Hall**

The Parish Officer informed members of a recent incident at Shaw Village Hall which had resulted in the cooker being condemned. It was understood a new electric cooker was on order and would be installed shortly.

- ii) To receive feedback following review of Strategic Plan (14 June)**

Councillor Patacchiola explained he had attended the meeting with the Trustees sharing their strategic plan, which was quite broad and included how to work towards carbon neutrality, other ways the hall could be used, as well as the fields, and improvements in community engagement.

Councillor Chivers explained he had also attended the meeting and felt it had been productive.

Councillor Patacchiola explained that at the meeting there were discussions on asking the parish council to consider renewing the lease earlier and seeking a longer lease than previously, in order to attract grants for such things as solar panels for instance.

- iii) To note Valuation Report**

Members noted the estimated reinstatement costs for the hall of £570,000. The estimate reinstatement costs including additions for outbuildings and car park were £630,000. Shaw Village Hall was currently insured by the management committee for £623,529.

The Finance & Amenities Officer confirmed a copy of the report had

been sent to Shaw Village Hall Management Committee for their information.

i) Bowerhill Sports Field & Pavilion

i) To consider Valuation Report and review if insurance cover to be reduced.

Following a valuation, the Bowerhill Sports Pavilion estimated reinstatement costs were valued at £738,000. Reinstatement costs including additions for outbuildings and car park were valued at £930,000, with a declared value for insurance purposes being £1,006,204.

The Finance & Amenities Officer explained the Pavilion was insured for just over £1m and given the valuation of £930,000 had sought advice from the Council's insurers given the valuation figure was lower than the building is currently insured for whether the Council should lower the amount the building was insured for.

Gallagher, the Council's insurance broker had responded to say they could seek to see if they could get a revised insurance quotation, recommending the Council go for the higher building valuation figure of £930,000.

Resolved: To accept the response received from Gallaghers regarding reviewing the insurance quotation in light of the valuation received and to review the revised insurance quotation once received.

ii) To consider number of different alarm users codes to issue for Pavilion once unmanned building

The Finance & Amenities Officer explained prior to officers using the Pavilion as a temporary office, hirers had been given different alarm codes in order each user could be identified. However, once officers move into the Campus, the Pavilion will be unmanned again and therefore sought a steer from Members how many different alarm codes to issue, with a suggestion there could be one for staff, one for contractors and one for hirers. However, there would be a cost associated with doing this of £35+ VAT from the Council's alarm contractors.

It was noted both hirers and contractors would also require keys to gain access and how this would be managed by staff.

The Finance & Amenities Officer explained hirers would receive a key, which they would have to return.

Councillor Patacchiola felt it was unusual for alarm companies to charge to set-up a user code and would usually inform people how to

do this when they hand over the master code and therefore queried if someone could be shown how to do this, so in the future the Council would not charge.

Given the Pavilion would be unmanned and the security issues associated with this, it was:

Resolved: There should be different codes for staff, hirers and contractors and to ascertain, for the future, if staff could be trained on how to change the codes themselves.

iii) To approve principle of reviewing Fire Risk Assessment and Water Treatment Risk Assessment following change of use to unmanned building

The Finance & Amenities Officer explained the Fire Risk Assessment and Water Treatment Risk Assessment were due to be reviewed but had been deferred until the building was unmanned as that would be a change of use.

Resolved: Members agreed in principle in reviewing the Fire Risk Assessment and Water Treatment Risk Assessment once the council offices had moved to the Campus.

86/22 New Berryfield Village Hall project:

a) To note Progress Meeting 5 held on 25 May (minutes and report) and that the 5th staged payment has been made.

Members noted both the information contained within the Progress meeting notes and minutes of the meeting held on 25 May and the delay in the build due to high winds in March and building in a contingency of 7 days delay, due to the lack of information from both Bellway Homes and Wessex Water with regard to the foul and stormwater connections.

Members also noted the 5th staged payment of £141,021.41 had been made (£117,517.84 excluding VAT).

| | | |
|----------------------|--------------------|------------------------|
| Certificate 5 | £418,893.36 | |
| Less 3% retention | <u>£ 12,566.81</u> | |
| | £406,326.55 | |
| Less previously paid | <u>£288,808.71</u> | Certificate 1,2,3, & 4 |
| | £117,517.84 | |
| VAT at 20% | <u>£ 23,503.57</u> | |
| TOTAL | £141,021.41 | |

Councillor Chivers enquired when the hall would be open.

Councillor Pafford explained a date had not been confirmed yet as the build was behind for various reasons, out of the control of the contractor.

b) To note Notes of Residents working party meeting held on 7 June 2022.

Members noted the notes of the residents working party meeting held on 7 June 2022 which included a wish list of essential and desirable items for the hall.

c) To consider any decisions/additional cost implications required

i) To consider removal of requirement for fence to village hall

Correspondence had been received from bta architects stating a picket fence and gates had been included to the south boundary (to the open space) with return to the west side up to the road as a means of defining the boundary. However, the latter would largely be delineated by car park/surround paving and therefore queried whether the picket fence was still required.

Resolved: To agree to the removal of the fence as suggested by the architect.

ii) To consider quote for battery storage for solar panels

Following a query on the cost of possible battery storage for solar panels for the village hall, a quote of £6,200.00 + VAT had been received from Fuseland.

Councillor Patacchiola felt this was a reasonable cost and if installed would save around £1000 per annum on energy costs, if on a dual rate and charged up at night or off solar panels and would pay for itself within 7-8 years.

The Parish Officer explained funding for the battery could come from community benefit from Beanacre Solar Farm, CIL funding from the 144 dwellings on Semington Road or the Berryfield Village Hall budget.

Councillor Harris sought guidance on how often the batteries would need to be changed.

Councillor Patacchiola explained this depended on the warranty, which varied from manufacturer to manufacturer, but tended to be guaranteed for 10-15 years. However, realistically, the cells would need to be changed every 8 years under warranty and last another 8 years and therefore would get 16 years with one warranty replacement, therefore, by the time the battery would need replacing, it would have paid for itself.

Resolved: To approve the quote of £6,200.00 + VAT for a battery storage unit and for the Finance Committee to agree where the funding should come from.

d) To review, approve, sign and seal the Deed for the side agreement for the transfer of s106 funds from Wiltshire Council for the Berryfield Village Hall project

In reviewing the deed, it was noted on page 1 point (C) whilst the sum quoted in writing was correct i.e. (One hundred and thirty-six thousand, four hundred and fifty pounds) the figure needed correcting to **£136,450** as, currently it stated **£136,45**.

Councillor Pafford noted the agreed terms with the Parish Council receiving £425,997.78 and enquired if this had been received.

The Finance & Amenities Officer explained the deed was required in order for the funding to be transferred by Wiltshire Council to the Parish Council.

Resolved: With the above amendment, the Clerk sign and seal the document in the presence of the Chair, Councillor Glover or another Member, if Councillor Glover was not available.

e) To consider terms of lease for new management trust

Correspondence had been received from the Council's solicitors enquiring if the Council had any proposals with regard to the length of term of the lease, with an assumption the lease would be at nominal value and that the tenant would be responsible for all repair and expenditure.

Councillor Patacchiola explained discussions had recently taken place regarding the length of lease on Shaw Village Hall and therefore, it would make sense leases were of the same length, however, discussions were still ongoing.

Resolved: Officers to seek further information on this matter and bring back to a future meeting for clarification.

f) To approve quotation for Fire Risk Assessment and to approve principle of Water Treatment Risk Assessment

A quotation of £250.00 + VAT had been received to undertake a fire safety audit of the village hall and produce a fire risk assessment.

The Finance & Amenities Officer explained the Clerk was seeking approval in principle that a water treatment assessment be undertaken.

Resolved: To approve the quotation of £250.00 + VAT to undertake a fire safety audit of the village hall and produce a report and to approve in principle a water treatment risk assessment be undertaken.

g) To approve quotation for insuring new hall for interim period between handover and new management trust in place

The Finance & Amenities Officer explained unfortunately this quotation had not been received and would be placed before the next Full Council meeting for approval.

h) To note outcome of Asbestos Survey at old existing village hall prior to demolition

An asbestos report on the current village hall at Berryfield had been undertaken by Hawkins Insulation Limited.

Resolved: Members noted no asbestos had been identified in the existing village hall prior to its demolition.

87/22 Melksham Campus/office relocation

a) To approve the Office Relocation Working Group minutes of 13 June 2022

Resolved: To approve the Office Relocation Working Group minutes of 13 June 2022.

b) To approve the recommendations of the Office Relocation Working Group meeting held on 13 June 2022.

Prior to consideration of Recommendation 10: installation of WiFi, BT line, IT kit, router and CCTV camera for the lobby, Councillor Patacchiola stated whilst he was happy to explain the recommendation made, would leave the meeting, whilst Members considered the advice from the National Association of Local Councils (NALC) with regard to item 11e on the agenda and prior to approving or otherwise recommendation 10 in the minutes.

Councillor Patacchiola explained various items of equipment were required in order to connect the internet, phones and wireless system in the meeting room and AV kit together. Given his knowledge of this field, as it was part of his day job, he had been part of discussion regarding IT requirements with both the Council's IT support and the Office Relocation Working Group and explained he had offered equipment at a reduced cost, as well as free of charge and therefore advice had been sought from NALC on his offer.

Councillor Patacchiola explained some of the equipment was new and under warranty but returned stock and was offering this to the Council at 50% RRP and had a value of £300. The other equipment he was offering free of charge came to a value of £600.

Councillor Patacchiola had stated he was also able to supply AV equipment but felt it would not be appropriate for him to quote for this equipment.

Councillor Patacchiola left the meeting at this point in order for Members to consider the advice from NALC prior to considering recommendation 10 in the minutes.

NALC had responded, stating with regard to the offer to provide some IT and CCTV equipment free of charge and some at a significant discount Section 139 of the Local Government Act 1972 permitted a Parish Council to accept donations of money or property. Therefore, the free equipment could be accepted under this section.

In respect of the offer of equipment at a discount, NALC's advice was this depended on the value of the equipment. The Parish Council would have a purchasing policy and that should be complied with. If the equipment involved was worth more than £25,000 then there should be a proper procurement exercise. Following these procedures would show that the transaction was done openly and in the best interests of the Parish Council.

The Council's Financial Regulations and recently adopted Procurement Policy state with regard to purchasing equipment the Council would strive to obtain 3 estimates for equipment/goods between the value of £100-£3,000.

As the offer represented good value, Members agreed to approve recommendation 10 within the minutes.

Members invited Councillor Patacchiola back into the meeting once his offer had been debated and resolved.

Councillor Pafford noted there had been some confusion regarding access to the offices.

Councillor Patacchiola explained originally swipe cards were to be provided, however, the Council had been led to believe this needed to change and therefore a suggestion had been made to provide Digi locks, which would provide a level of security. However, following a site visit, it transpired that wiring for a swipe card mechanism had partially been installed, but it was too late to get this connected properly. It was noted an alarm system had been installed within the Council's demise, which was not on the plans and assurances given from an engineer on site at the time that it could be separately alarmed. Therefore, it would be evident who had entered the Council's space as everyone would be given individual fobs to de-activate the alarm after having been activated by officers on leaving.

Resolved: To approve the recommendations of the Office Relocation Working Group meeting held on 13 June 2022, including the offer of equipment from Councillor Patacchiola, following the advice received by the National Association of Local Councils.

Councillor Chivers asked for his vote against purchasing a dishwasher up to a value of £500 to be recorded in the minutes.

c) To consider delegated powers for procurement of items required for relocation project, in line with budget costs listed

Resolved: To give delegated powers to officers to allow procurement of items required for the relocation project, in line with budget costs listed.

d) To consider any new requests/decisions required from the Campus team meeting 16 June

Whilst it was noted there were no new requests/decisions which required consideration, following the meeting on 16th June, Councillor Patacchiola explained the new telephone system would be ordered now it had been approved, as well as the equipment for the Comms Cabinet.

At the meeting the Campus Team had asked for a communications piece from the parish council on moving into the Campus, which had been provided, with the Parish Officer informing Members of what was to be included as part of an announcement on the Campus opening at an Area Board meeting later that week. The Clerk had also queried whether the Campus would be open on the death of a senior figure of the Royal family, to which a response had been received from an officer at Wiltshire Council stating that the Campus would stay open, unless a bank holiday was declared.

e) To consider offer of free and discounted IT equipment for installation at the new office venue

Councillor Patacchiola had stated he was happy to offer free and

discounted IT equipment for installation in the new offices at The Campus.

Advice had been sought from the Wiltshire Association of Local Councils (WALC), as well as the National Association of Local Council (NALC), with advice being considered earlier in the meeting prior to approving recommendation 10 of the Office Relocation Working Group minutes as minuted under Min 87(b)

f) To review, approve and sign the Lease for the Melksham Campus (if received)

A copy of the lease which had been viewed by the Council's solicitor with suggested amendments and some questions, had been circulated to Members prior to the meeting.

On reviewing the lease, it was noted Melksham Without Parish Council was not spelt correctly in two places in the lease.

With regard to the questions raised by the solicitor:

Point 3: Ancillary Rights

3.1(f) the right (at the tenant's expense) to undertake the tenant's work with the prior written consent of the Landlord.

3.1(g) the right (at the Tenant's expense) to install any necessary ICT equipment with the prior written consent of the Landlord.

Councillor Patacchiola explained whilst he understood why these had been queried by the solicitor, things such as installing noticeboards and IT equipment were being done at the Council's expense, so yes the Council were aware. However, with regard to written notice, was not clear if this request had been made and suggested officers write to Wiltshire Council seeking permission to install equipment, such as the screens.

3.1(i) the right, during the normal operating hours and out of hours, of access to the Communications Room on 48 hours prior notice given by email...

The solicitor felt 24 hours would be more reasonable.

Councillor Patacchiola explained Wiltshire Council's policy was to have 48 hours notice, however it had been agreed, if emergency access was required, there would be access to a key to the Comms Room on request.

15: Costs

15.1 'The Tenant shall pay the reasonable costs and expenses of the

Landlord including any solicitors' or other professional costs and expenses (incurred both during and after the end of the term) in connection with or in contemplation of any of the following.....'

The Solicitor had queried whether the Council had agreed to pay the Landlord's costs as set out in point 15.

Councillor Pafford stated he was unclear if this had been agreed or otherwise.

Members felt professional costs encompassed solicitors' costs and therefore queried whether there needed to be a distinction between the two.

Within the Heads of Terms Agreement Point 31: Costs: it states: Each party to bear their own legal costs.

With regard to 15.1(d): the preparation and service of a schedule of dilapidations in connection with this lease prepared within 3 months of the end of the term, the solicitor had asked if this had been agreed.

Members were happy with this point as it related to 15.1.

19. Repairs

19.3: The Tenant shall carry out portable appliance testing of all its electrical items.

Members noted it had been agreed the Council would undertake PAT testing of portable appliances within its domain, however, Wiltshire Council would undertake PAT testing of Council equipment in the Comms Room.

38. Exclusion of Sections 24-28 of the LTA 1954

Under this item, the solicitor had asked if Members fully understood the implications of this.

Members felt an explanation of the implications of this was required from the Council's solicitors.

Resolved: To approve the lease with the suggested amendments by the Council's solicitor and to seek clarification where Members had made queries and to seek advice on the implications of Exclusions of Sections 24-28 of the LTA 1954 to the Council prior to the lease being signed and sealed.

Councillor Mary Pile tendered her apologies and left the meeting at 9.10pm.

88/22 Finance:

a) To approve the Minutes of the Finance Committee meeting held on 23 May 2022

The following amendments were suggested:

Min 26/22: to read: Councillor Baines proposed, seconded by Councillor **Pafford** that Councillor Glover be elected as Chair of the Finance Committee.

Min 47/22: to read: ‘... that due to receiving this allowance it has subsequently **taken** him into the’

Resolved: To approve, with the above amendments, the minutes of the Finance Committee meeting held on 23 May 2022.

b) To formally approve Finance Committee recommendations of 23 May 2022.

Resolved: To formally approve the Finance Committee recommendations of 23 May 2022.

c) To note Internal Auditor’s final report for year ending 31 March 2022

Resolved: To note the final Internal Auditor’s report prepared by IAC Audit & Consultancy Ltd for year ending 31 March 2022.

d) To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2022 (Governance Statement)

Councillor Pafford read out all the questions in Section 1 separately, with members answering ‘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.

Resolved: Section 1 (Governance Statement) of the External Audit Annual Return for year ending 31 March 2022 be approved and signed by Councillor Pafford and the Clerk on her return.

e) To approve and sign Section 2 of External Audit Annual Return for year ending March 2022 (Accounts Statement)

As the Responsible Finance Officer, the Clerk had signed Section 2 prior to being approved by Members. The Finance Committee on 23 May had looked at all the detail and recommended they be approved by the Full Council.

Resolved: To approve and for Councillor Pafford to sign Section 2 of the External Audit Annual Return for year ending March 2022, having already been signed by the Clerk.

f) To approve and sign Year End Accounts & Statement for year ending 31 March 2022

Resolved: To approve and for Councillor Pafford to sign the Year End Accounts & Statement for year ending 31 March 2022.

Resolved: To approve the Year End Accounts & Statement for Year ending 31 March 2022 and for the Clerk on their return as Responsible Finance Officer (RFO) and Councillor Pafford to sign.

g) To note Receipts & Payments reports for May

Resolved: To note the Receipts & Payments reports for May.

h) To note CIL (Community Infrastructure Levy) payments received

Members noted £2,061.54 had been received in CIL relating to planning applications 18/03329/REM and 19/10934/FUL: 406C The Spa.

i) To seek cheque signatories/online authority for June & July payments and to agree early payment run for July due to office relocation

Resolved: Councillors Holt and Shea-Simonds to be cheque signatories/on-line authority for June with Councillors Baines and Holt as cheque signatories/on-line authority for July.

j) To consider the Wick Solar Farm Community Benefit proposal

A proposed Deed of Gift had been forwarded to Members for consideration, with regard to community benefit relating to Beanacre (Wick Farm) Solar Farm.

JBM Solar Projects have agreed to gift the Parish Council a sum of £15,000 to be used for local projects/initiatives.

Resolved: To accept the proposals within the Deed of Gift put forward

by Wick Solar Farm with regard to Community Benefit of £15,000 to be used for local projects/initiatives for signature by Councillor John Glover as Chair of the Council on his return.

89/22 Community projects/partnership organisations:

- a) **To note minutes from CAWS meeting on 14 June, feedback from Jubilee Event and AGM set for 21 June <https://youtu.be/l7PLo7tlGj8> Jubilee Event Time-lapse video <https://youtu.be/gmhNK6TPm6U> Jubilee Event photos**

Members noted the minutes of the Community Action Whitley and Shaw Group (CAWS) meeting held on 14 June.

Those Members who attended the Jubilee celebrations on 21 June agreed it was a good event which was well supported.

- b) **To note Shaw and Whitley Community Emergency Group Core Team Minutes of Meeting 22 March 2022**

Members noted the Shaw & Whitley Community Emergency Group Core Team minutes of 22 March 2022.

- c) **To note Briefing Note for new Area Board arrangements, and next meeting to be held on Wednesday 22 June**

Members noted the Briefing Note for new Area Board arrangements.

Members also noted the next Area Board meeting was due to be held on Wednesday, 22 June at the Assembly Hall at which an update on the Neighbourhood Plan would be provided.

- d) **To receive feedback from Wessex Water drop in session on Tuesday 24 May and to consider request for feedback on proposed fence treatment of sewage pumping station at Beanacre**

The Parish Officer provided Members with an update on the event.

With regard to proposals for a 1.8m palisade fence around Wessex Water's proposed pumping station on the corner of Westlands Lane, it was:

Resolved: To request the fence be powder coated green.

- e) **To consider thoughts on International Day of Older People event**

Information had been received from the Melksham Age Friendly Co-ordinator regarding International Day of Older People on Saturday 1st October and Silver Sunday on 2nd October with an enquiry whether the parish council had any plans on celebrating older people in the community.

Whilst it was noted the parish council had no plans, Members felt if an event was to take place this should be more town focused rather than the parish.

f) To note Melksham Campus Newsletter – May 22

Members noted the Campus Newsletter update for May 22.

g) To consider request for Magister Road Wildflower Area grass cutting

Correspondence had been received from Craig Campbell, Area Manager, Streetscene, Wiltshire Council who was happy to switch the amenity cut at the top of the public open space area to the rear of Magister Road to a wildflower cut and change the previously agreed wildflower areas to an amenity cut at the request of both Councillor Holder and the Parish Council, following such a request from residents. As mentioned earlier in the meeting, Councillor Holder was in support at this request.

Resolved: To support the change in cut at the top of the public open space to the rear of Magister Road to a wildflower cut (as per the map provided) as well as the change in cut regime to the agreed wildflower areas to an amenity cut.

h) To consider requesting Wiltshire Council to reinstate the X34 bus evening service and to consider supporting request for support for Ukrainian guests for bus travel

Members welcomed efforts in trying to reinstate the X34 evening bus service, as well as supporting efforts in providing Ukrainian guests with access to bus travel.

Councillor Chivers explained he understood there was a problem in recruiting drivers at present and hopefully once recruitment had taken place the X34 evening service would be reinstated.

i) To note update from Wilts & Berks Canal meeting (9 June)

Members noted the minutes from the Wilts & Berks Canal meeting held on 9 June and the Chairman's report.

j) To note update from MTUG Melksham Transport User Group informal meeting (18 May)

Members noted the update from the Melksham Transport User Group following their meeting on 18 May.

90/22 Meeting the Climate Friendly Objective:

There were none to report this month.

Meeting closed at 9.46pm

Signed.....
Chairman, Full Council, 25 July 2022

Date: 09/06/2022

Melksham without Parish Council Current Year

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Time 17:22

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Receipts for Month 2

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 : | | 1,116,339.34 | | | | | 1,116,339.34 | |
| V2743-BACS | Banked 03/05/2022 | 1.52 | | | | | | |
| V2743-BACS | John Glover | | 1.52 | | 1130 | 110 | 1.52 | Inv.284- Girlguiding print |
| V2743-ERRO | Banked 03/05/2022 | -1.52 | | | | | | |
| V2743-ERRO | John Glover | | -1.52 | | 1130 | 110 | -1.52 | Inv.284- Photocopying ERROR |
| V2743-BACS | Banked 03/05/2022 | 1.57 | | | | | | |
| V2743-BACS | John Glover | | 1.57 | | 1130 | 110 | 1.57 | Inv.284-Girlguiding print |
| V2730-BACS | Banked 12/05/2022 | 1,440.00 | | | | | | |
| V2730-BACS | Future of Football | | 1,440.00 | | 1210 | 210 | 1,440.00 | Inv.286-Easter camps & Trainin |
| V2731-BACS | Banked 12/05/2022 | 600.00 | | | | | | |
| V2731-BACS | Future of Football | | 600.00 | | 1210 | 210 | 400.00 | Inv.280 March 22 |
| | | | | | 1210 | 210 | 200.00 | Inv.281- April |
| V2732-BACS | Banked 13/05/2022 | 10.00 | | | | | | |
| V2732-BACS | Shaw Village Hall | | 10.00 | | 1120 | 110 | 10.00 | Inv.283- Annual rent |
| V2733-BACS | Banked 16/05/2022 | 30.00 | | | | | | |
| V2733-BACS | Allotment Holder | | 30.00 | | 1310 | 310 | 30.00 | Berryfield 17B Allotment rent |
| V2734-BACS | Banked 17/05/2022 | 2,061.54 | | | | | | |
| V2734-CIL | Wiltshire Council | | 2,061.54 | | 1420 | 350 | 1,655.28 | CIL-18/03329- 406C 1of1 |
| | | | | | 1420 | 350 | 406.26 | 19/10934-406C The Spa 1of1 |
| V2735-BACS | Banked 25/05/2022 | 49,996.61 | | | | | | |
| V2735-BACS | HM Revenue & Customs | | 49,996.61 | | 105 | | 35,059.03 | VAT Recla-Qtr 4-1.1.22-31.3.22 |
| | | | | | 105 | | 14,937.58 | VAT -Month 1-1.4.22-30.4.22 |
| V2736-BACS | Banked 27/05/2022 | 70.00 | | | | | | |
| V2736-BACS | Staverton Rangers (Sun) | | 70.00 | | 1210 | 210 | 60.00 | 27th March |
| | | | | | 1210 | 210 | 10.00 | part inv.282 |
| Total Receipts for Month | | 54,209.72 | 0.00 | 0.00 | | | 54,209.72 | |
| Cashbook Totals | | 1,170,549.06 | 0.00 | 0.00 | | | 1,170,549.06 | |

Continued on Page 2

| Payments for Month 2 | | | | Nominal Ledger | | | | | |
|---------------------------------|---------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
| 03/05/2022 | Grist Environmental | V2727-DD | 120.88 | | 20.16 | 4770 | 220 | 100.72 | Inv.548-B'hill Waste away |
| 23/05/2022 | Sirus Telecom | V2729-DD | 249.55 | | 41.59 | 4190 | 120 | 207.96 | Inv.60575- Office phone charge |
| 24/05/2022 | Eon | V2728-DD | 167.65 | | 7.98 | 4302 | 220 | 159.67 | Inv.0010-Pavilion electricity |
| 27/05/2022 | Unity Bank | CHQ-6092 | 400,000.00 | | | | 220 | 400,000.00 | To top up Unity Trust Bank |
| Total Payments for Month | | | 400,538.08 | 0.00 | 69.73 | | | 400,468.35 | |
| Balance Carried Fwd | | | 770,010.98 | | | | | | |
| Cashbook Totals | | | 1,170,549.06 | 0.00 | 69.73 | | | 1,170,479.33 | |

Date: 09/06/2022

Melksham without Parish Council Current Year

Page: 1

Time 17:22

Cashbook 2

User: MR

Unity Bank

For Month No: 2

Receipts for Month 2

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 : | | 270,267.61 | | | | | 270,267.61 | |
| | Banked 27/05/2022 | 400,000.00 | | | | | | |
| CHQ-6092 | Current Account & Instant Acc | 400,000.00 | | | 200 | | 400,000.00 | To top up Unity Trust Bank |
| V2737-BACS | Banked 27/05/2022 | 120.00 | | | | | | |
| V2737-BACS | AFC Melksham | 120.00 | | | 1210 | 210 | 60.00 | Inv.281- 10th April 22 |
| | | | | | 1210 | 210 | 60.00 | Inv.281- 17th April 22 |
| Total Receipts for Month | | 400,120.00 | 0.00 | 0.00 | | | 400,120.00 | |
| Cashbook Totals | | 670,387.61 | 0.00 | 0.00 | | | 670,387.61 | |

Continued on Page 2

Date: 09/06/2022

Melksham without Parish Council Current Year

Page: 2

Time 17:22

Cashbook 2

User: MR

Unity Bank

For Month No: 2

Payments for Month 2

Nominal Ledger

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 03/05/2022 | Agilico | V2675-BACS | 175.14 | | 29.19 | 4130 | 120 | 145.95 | Inv.859- Office photocopying |
| 03/05/2022 | JH Jones & Sons | V2676-BACS | 1,604.65 | | 267.44 | 4402 | 320 | 60.15 | 2733- Allotment Grass cut |
| | | | | | | 4400 | 142 | 221.90 | 2733- Play Area grass cut |
| | | | | | | 4780 | 142 | 52.50 | 2733- Play area bin empty |
| | | | | | | 4781 | 220 | 79.58 | 2733- JSF Bin emptying |
| | | | | | | 4401 | 220 | 692.17 | 2733- JSF Grass cutting |
| | | | | | | 4400 | 142 | 34.66 | 2733- Kestrel Court Shrub |
| | | | | | | 4409 | 142 | 163.33 | 2733- Hornchurch grass cut |
| | | | | | | 4820 | 142 | 32.92 | 2733-Shurnhold Fields grass cu |
| 03/05/2022 | JH Jones & Sons | V2677-BACS | 132.00 | | 22.00 | 4490 | 142 | 110.00 | Inv.2742- Mar r'about mainte |
| 03/05/2022 | JH Jones & Sons | V2678-BACS | 336.00 | | 56.00 | 4740 | 220 | 280.00 | Inv.2717- Pitch spiking |
| 03/05/2022 | Office Right Business Solution | V2679-BACS | 360.00 | | 60.00 | 4200 | 120 | 300.00 | Inv.94521-Meeting room move |
| 03/05/2022 | Wiltshire Publication | V2680-BACS | 83.52 | | 13.92 | 4230 | 120 | 69.60 | Inv.337-Annual parish newslett |
| 03/05/2022 | WALC | V2681-BACS | 1,337.00 | | 222.83 | 4650 | 170 | 685.00 | Inv.163-WALC |
| | | | | | | 4650 | 170 | 429.17 | Inv.163- NALC |
| 03/05/2022 | Community Heartbeat Trust | V2682-BACS | 91.20 | | 15.20 | 1190 | 142 | 76.00 | Inv.11888- Pads Bowerhill V Ha |
| 03/05/2022 | Phillip J Alford | V2683-BACS | 78.00 | | 13.00 | 4721 | 220 | 65.00 | Inv. 5025- Tap repair pavilion |
| 03/05/2022 | Vita Play Ltd | V2684-BACS | 3,960.00 | | 660.00 | 4385 | 142 | 400.00 | Inv.3378- Beanacre Play Area |
| | | | | | | 4385 | 142 | 700.00 | Inv.3378- Shaw Play Area |
| | | | | | | 4385 | 142 | 600.00 | Inv.3378- Berryfield Play Area |
| | | | | | | 4385 | 142 | 700.00 | Inv.3378- Kestrel Court Play |
| | | | | | | 4385 | 142 | 700.00 | Inv.3378-Hornchurch Road Play |
| | | | | | | 4385 | 142 | 200.00 | Inv.3378- Sports Field MUGA |
| 03/05/2022 | Jens Cleaning | V2685-BACS | 277.00 | | | 4381 | 220 | 277.00 | Inv.1063- Feb & March cleaning |
| 03/05/2022 | Royal Images | V2686-BACS | 88.80 | | 14.80 | 4150 | 120 | 74.00 | Inv.41219- 2x queen photos |
| 03/05/2022 | JH Jones & Sons | V2687-BACS | 824.34 | | 137.39 | 4721 | 220 | 686.95 | 2766- Elm removal & fence repl |
| 03/05/2022 | Wellers Hedley | V2688-BACS | 1,120.00 | | 180.00 | 4582 | 142 | 940.00 | Land transfer fees BYF V Hall |
| 03/05/2022 | Shaw Village Hall | V2689-BACS | 500.00 | | | 4620 | 170 | 500.00 | Grant payment- roof repairs |
| 03/05/2022 | Berryfield Village Hall | V2690-BACS | 18.00 | | | 4200 | 120 | 12.00 | Wednesday 13th April 22 |
| | | | | | | 4200 | 120 | 6.00 | Thursday 21st April |
| 03/05/2022 | HM Revenue & Customs | V2691-BACS | 2,040.78 | | | 4041 | 130 | 672.52 | Period 1- April 2022 |
| | | | | | | 4000 | 130 | 357.00 | Period 1- April 2022-T |
| | | | | | | 4000 | 130 | 292.55 | Period 1- April 2022-NI |
| | | | | | | 4020 | 130 | 130.80 | Period 1- April 2022-T |
| | | | | | | 4020 | 130 | 130.50 | Period 1- April 2022-NI |
| | | | | | | 4010 | 130 | 149.00 | Period 1- April 2022-T |
| | | | | | | 4010 | 130 | 143.21 | Period 1- April 2022-NI |
| | | | | | | 4460 | 142 | 151.20 | Period 1- April 2022-T |
| | | | | | | 4800 | 320 | 14.00 | Period 1- April 2022-T |

Continued on Page 3

Payments for Month 2

Nominal Ledger

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|------------------------|------------|--------------|--|-----------|------|----------|-------------------|--------------------------------|
| 03/05/2022 | Wiltshire Pension Fund | V2692-BACS | 1,673.16 | | | 4045 | 130 | 1,260.87 | Period 1- April 2022 |
| | | | | | | 4000 | 130 | 197.01 | Period 1- April 2022 |
| | | | | | | 4020 | 130 | 104.86 | Period 1- April 2022 |
| | | | | | | 4010 | 130 | 110.42 | Period 1- April 2022 |
| 03/05/2022 | Teresa Strange | V2693-BACS | ████████ | | | 4000 | 130 | ████████ | April 2022 Salary |
| | | | | | | 4155 | 120 | 9.90 | Refreshments for Annual Parish |
| 03/05/2022 | Lorraine McRandle | V2694-BACS | ████████ | Total Salaries for April 2022 £5,740.99 | | 4020 | 130 | ████████ | April 2022 Salary |
| 03/05/2022 | Marianne Rossi | V2695-BACS | ████████ | | 4010 | 130 | ████████ | April 2022 Salary | |
| 03/05/2022 | Terry Cole | V2696-BACS | ████████ | | 4460 | 142 | ████████ | April 2022 Salary | |
| | | | | | 4050 | 142 | | 47.50 | April 2022 travel allowance |
| | | | | | 4051 | 142 | | 32.40 | Mileage x 72 miles |
| 03/05/2022 | David Cole | V2697-BACS | ████████ | | | 4800 | 320 | ████████ | April 2022 Salary |
| 03/05/2022 | Melksham Town Council | V2698-BACS | 114.22 | | | 4680 | 170 | 114.22 | Inv. 4785- NHP Balance 30% |
| 03/05/2022 | Arian design | V2699-BACS | 1,708.80 | | 284.80 | 4590 | 142 | 517.00 | Inv.7557-Replacement Shaw V Ha |
| | | | | | | 4590 | 142 | 812.00 | Inv.7557-Replacement Pilot Pub |
| | | | | | | 4590 | 142 | 95.00 | Delivery |
| 03/05/2022 | Glasdon U.K Limited | V2700-BACS | 492.29 | | 82.05 | 4785 | 142 | 410.24 | Inv.019-Bin- Burnt Cottages |
| 03/05/2022 | BTA Architects | V2701-BACS | 480.00 | | 80.00 | 4582 | 142 | 400.00 | Inv.2144- Architect service Ap |
| 06/05/2022 | Rigg Construction | V2709-BACS | 69,718.19 | | 11,619.70 | 4582 | 142 | 58,098.49 | Inv.22- Certificate 4- BYF V H |
| 17/05/2022 | Unity Trust Bank | V2726-DD | 486.72 | | 47.75 | 4120 | 120 | 6.60 | Postage for planning meeting |
| | | | | | | 4150 | 120 | 64.84 | A4 Paper x4 |
| | | | | | | 4150 | 120 | 6.23 | A4 Pads |
| | | | | | | 4250 | 120 | 3.00 | BYF Village Hall land check |
| | | | | | | 4582 | 142 | 11.25 | BYF V Hall RAL Colour |
| | | | | | | 4175 | 120 | 68.40 | Office 365 subscription |
| | | | | | | 4120 | 120 | 29.70 | Full Council agenda pack |
| | | | | | | 4150 | 120 | 14.08 | 2x photo frames |
| | | | | | | 4150 | 120 | 13.32 | Pems |
| | | | | | | 4150 | 120 | 4.57 | Black ribbon |
| | | | | | | 4150 | 120 | 6.04 | Pens for loose leaf book |
| | | | | | | 4150 | 120 | 16.62 | Large tablecloth |
| | | | | | | 4150 | 120 | 12.33 | A3 Paper |
| | | | | | | 4200 | 120 | 11.99 | Meeting room subscription |
| | | | | | | 4582 | 142 | 146.74 | New address for BYF V Hall |
| | | | | | | 4150 | 120 | 20.26 | Blue and green paper |
| | | | | | | 4140 | 120 | 3.00 | Monthly fee |
| 20/05/2022 | Roy Dobson | V2710-BACS | 31.15 | | 5.19 | 4820 | 142 | 25.96 | Shurnhold Fields mower petrol |
| | | | | | | 347 | 0 | -25.96 | Shurnhold Fields mower petrol |
| | | | | | | 6000 | 142 | 25.96 | Shurnhold Fields mower petrol |

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Payments for Month 2

Nominal Ledger

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------------|------------|--------------|-------------|--------|------|--------|----------|--------------------------------|
| 20/05/2022 | Wiltshire Council | V2711-BACS | 48.00 | | | 4560 | 142 | 48.00 | Inv.177- Flood Warden DBS Chec |
| 20/05/2022 | HM Revenue & Customs | V2712-BACS | 2,282.64 | | | 4041 | 130 | 751.59 | Period 2- May 2022 |
| | | | | | | 4000 | 130 | 419.00 | Period 2- May 2022-T |
| | | | | | | 4000 | 130 | 336.37 | Period 2- May 2022-NI |
| | | | | | | 4020 | 130 | 182.60 | Period 2- May 2022-T |
| | | | | | | 4020 | 130 | 166.74 | Period 2- May 2022-NI |
| | | | | | | 4010 | 130 | 134.00 | Period 2- May 2022-T |
| | | | | | | 4010 | 130 | 132.74 | Period 2- May 2022-NI |
| | | | | | | 4460 | 142 | 151.20 | Period 2- May 2022-T |
| | | | | | | 4800 | 320 | 8.40 | Period 2- May 2022-T |
| 20/05/2022 | Wiltshire Pension Fund | V2713-BACS | 1,804.18 | | | 4045 | 130 | 1,359.11 | Period 2- May 2022 |
| | | | | | | 4000 | 130 | 218.51 | Period 2- May 2022 |
| | | | | | | 4020 | 130 | 120.72 | Period 2- May 2022 |
| | | | | | | 4010 | 130 | 105.84 | Period 2- May 2022 |
| 20/05/2022 | Agilico | V2719-BACS | 134.06 | | 22.34 | 4130 | 120 | 111.72 | Inv.986-Office photocopying |
| 20/05/2022 | JH Jones & Sons | V2720-BACS | 1,604.65 | | 267.44 | 4402 | 320 | 60.15 | Inv.2788-Allotment Grass cutti |
| | | | | | | 4400 | 142 | 221.90 | Inv.2788-Play Area grass cutti |
| | | | | | | 4780 | 142 | 52.50 | Inv.2788-Play Area bin empty |
| | | | | | | 4781 | 220 | 79.58 | Inv.2788-JSF Bin emptying |
| | | | | | | 4401 | 220 | 692.17 | Inv.2788-JSF Grass cutting |
| | | | | | | 4400 | 142 | 34.66 | Inv.2788-Kestrel Shrub Mainten |
| | | | | | | 4409 | 142 | 163.33 | Inv.2788-Hornchurch Grass cut |
| | | | | | | 4820 | 142 | 32.92 | Inv.2788-Shurnhold Fields gras |
| | | | | | | 347 | 0 | -32.92 | Inv.2788-Shurnhold Fields gras |
| | | | | | | 6000 | 142 | 32.92 | Inv.2788-Shurnhold Fields gras |
| 20/05/2022 | JH Jones & Sons | V2721-BACS | 264.00 | | 44.00 | 4490 | 142 | 220.00 | Inv.2789-R'about maintenance |
| 20/05/2022 | Melksham RFC | V2722-BACS | 200.00 | | | 4200 | 120 | 50.00 | Inv.0417-Room hire 11th April |
| | | | | | | 4200 | 120 | 50.00 | Inv.0417-Room hire 25 April |
| | | | | | | 4200 | 120 | 50.00 | Inv.0417-Room hire 9 May |
| | | | | | | 4200 | 120 | 50.00 | Inv.0417-Room hire 16 May |
| 20/05/2022 | Open Spaces Society | V2723-BACS | 45.00 | | | 4650 | 170 | 45.00 | Subscription 2022-23 |
| 20/05/2022 | Rialtas Business Solutions Ltd | V2724-BACS | 669.60 | | 111.60 | 4185 | 120 | 558.00 | Inv.660-21/22 Year end closedo |
| 20/05/2022 | Clerks & Councils Direct | V2725-BACS | 12.00 | | | 4650 | 170 | 12.00 | 2022/23 subscription |
| 27/05/2022 | Teresa Strange | V2714-BACS | ████████ | | | 4000 | 130 | ████████ | May 2022 Salary |
| | | | | | | 4120 | 120 | 57.00 | 1st Class stamps |
| 27/05/2022 | Lorraine McRandle | V2715-BACS | ████████ | | | 4020 | 130 | ████████ | May 2022 Salary |
| 27/05/2022 | Marianne Rossi | V2716-BACS | ████████ | | | 4010 | 130 | ████████ | May 2022 Salary |
| 27/05/2022 | Terry Cole | V2717-BACS | ████████ | | | 4460 | 142 | ████████ | May 2022 Salary |
| | | | | | | 4050 | 142 | 47.50 | May 2022 Travel allowance |

Total Salaries
May 2022

£6,048.09

Continued on Page 5

Payments for Month 2

Nominal Ledger

| <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> |
|---------------------------------|--------------------|------------------|---------------------|--------------------|------------------|------------|---------------|-------------------|----------------------------------|
| | | | | | | 4051 | 142 | 40.50 | Mileage x90 miles |
| 27/05/2022 | David Cole | V2718-BACS | | | | 4800 | 320 | | May 2022 Salary |
| 30/05/2022 | Arthur J Gallagher | V2738-BACS | 8,750.50 | | | 4281 | 142 | 4,375.25 | Inv.235-Parish insurance |
| | | | | | | 4282 | 220 | 4,375.25 | Inv.235-Sports Field insurance |
| 30/05/2022 | Arthur J Gallagher | V2739-BACS | 319.20 | | | 4281 | 142 | 319.20 | Inv.355- Cyber Security |
| 30/05/2022 | Rigg Construction | V2740-BACS | 141,021.41 | | 23,503.57 | 4582 | 142 | 117,517.84 | Inv.067-BYF V Hall-Certificate 5 |
| 30/05/2022 | BTA Architects | V2741-BACS | 480.00 | | 80.00 | 4582 | 142 | 400.00 | Inv.2158-BYF V Hall architect |
| 31/05/2022 | Teresa Strange | V2742-S/O | 5.30 | | 0.88 | 4190 | 120 | 4.42 | May 22 out of hours mob remimb |
| Total Payments for Month | | | 257,395.38 | 0.00 | 37,841.09 | | | 219,554.29 | |
| Balance Carried Fwd | | | 412,992.23 | | | | | | |
| Cashbook Totals | | | <u>670,387.61</u> | <u>0.00</u> | <u>37,841.09</u> | | | <u>632,546.52</u> | |

Date: 09/06/2022

Melksham without Parish Council Current Year

Page: 1

Time 17:22

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

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

Continued on Page 2

Date: 09/06/2022

Melksham without Parish Council Current Year

Page: 2

Time 17:22

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Payments for Month 2

Nominal Ledger

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