

**MINUTES of the Full Council of Melksham Without Parish Council held on
Monday 24 January 2022 at 1 Swift Way, Bowerhill at 7.00pm**

**THE PUBLIC WERE WELCOME TO ATTEND THE FACE-TO-FACE MEETING,
BUT WERE ENCOURAGED TO PARTICIPATE VIA ZOOM, DUE TO LIMITED
SPACE AVAILABLE IN THE COUNCIL'S MEETING SPACE TO COMPLY WITH
THE COUNCIL'S RISK ASSESSMENT RELATING TO COVID.
THE MEETING WAS AVAILABLE VIA YOUTUBE**

Present: Councillors John Glover (Chair of Council), Alan Baines, Mark Harris, Shona Holt, David Pafford (Vice Chair of Council), Stefano Patacchiola JP, Robert Shea-Simonds

In attendance via Zoom: Councillor Richard Wood; Wiltshire Councillor Jonathan Seed, Melksham Without West & Rural (for part of the meeting)

In attendance: Teresa Strange, Clerk, Lorraine McRandle, Parish Officer and Wiltshire Councillor Nick Holder, Bowerhill (for part of the meeting)

382/21 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting and stated due to the ongoing Covid Omnicom situation, whilst the doors would be closed, a few windows would be open to allow for ventilation.

Those present were reminded the meeting was being recorded to aid the preparation of the minutes and would be uploaded to YouTube in due course.

Councillor Glover informed the meeting that Councillor Wood had joined the meeting via Zoom and whilst he was able to take part in the meeting, was unable to vote as per current legislation.

Members were reminded a meeting had been arranged with Michelle Donelan MP for 2.00pm on Friday. The Clerk reminded Members that at a previous meeting it had been agreed to raise the following issues in the following priority; legislation to allow Councils to hold remote meetings, planning issues, and highway issues such as the proposed A350 bypass and Future of Chippenham project.

383/21 To receive Apologies and consider approval of reasons given

Apologies for absence were received from Councillor Hoyle who was self-isolating and Councillors Chivers, Doel and Russell due to illness.

Members noted Councillor Pile had previously been given a leave of absence until the end of February.

384/21 Invited Guests

Standing Orders were suspended to allow both Councillors Holder and Seed to speak to this item.

a) Wiltshire Councillor Nick Holder (Bowerhill)

Wiltshire Council budget

Councillor Holder explained Wiltshire Council had set their budget for the next financial year and was being presented to Council on 15 February, along with a 3-year business plan. Budget proposals equated to a 1.99% increase on the council tax, with an additional 1% (maximum allowed) for the adult social care levy.

In what has been a difficult year, Councillor Holder felt Melksham continued to be served well in terms of continuing investment in leisure facilities in the town.

As Portfolio Holder for adult social care, Councillor Holder explained there was a proposal for a £20m uplift in the budget year on year, which was welcome news.

Given the financial circumstances all local authorities had experienced over the last few years Councillor Holder felt the proposed increase was reasonable in the circumstances.

Campus

Work at the campus was continuing apace and on track to open in the Summer/Early Autumn, with demolition works on parts of Melksham House having just started.

Lighting on Pathfinder Way/A365 Roundabout

Discussions have taken place with Wiltshire Council on the lack of lighting and progress in getting the crossings installed and noted the Clerk had also been in touch with Wiltshire Council on this matter.

Councillor Holder explained he was continuing to challenge on the wait for a combination of SSE, Bloor and Taylor Wimpey to put the necessary infrastructure in place, however understood the issue was due to be solved by March. He felt that this was not acceptable, given how dark the nights are at present, and expressed frustration Wiltshire Council had not answered his question as to why it was in the hands of the developer to get the infrastructure done and would ask that there is a better understanding between Wiltshire Council/developers and the Parish Council when infrastructure will be installed in the future.

With regard to the pathway on Pathfinder Way, Councillor Glover hoped the whole path would be resurfaced, where it had been dug up in places to allow for cable ducting for street lighting.

Cutting back of brambles and trees on Bowerhill

Several residents had been in touch at the level of cutting back of brambles on the Hornchurch Road Public Open Space area. This work

had been undertaken by Wiltshire Council and following discussions with the Area Manager for Streetscene, understood the second phase of works was due to take place shortly and had agreed to meet them on site to discuss where additional planting could take place.

Councillor Glover noted Wiltshire Council contractors had undertaken cutting back of brambles on the public open space behind Wellington Drive, which hopefully would allow for the shrubs to grow back in time, which had been suppressed by the amount of bramble growth over recent years.

Councillor Glover also pointed out the Parish Council had a planning policy against planting trees close to people's boundaries, as it caused issues later on with trees encroaching people's properties and suggested it would be helpful if Wiltshire Council were aware of this policy.

The Clerk asked if during the site visit at Hornchurch Road Public Open Space, if cutting back of the trees on the boundary of the footpath could be raised, if not part of Phase 2, as this had been raised several times with Wiltshire Council, including the Area Manager for Streetscene, following numerous complaints from residents at low branches encroaching the footpath.

Councillor Holder agreed to discuss the issues raised by Councillor Glover and the Clerk with Wiltshire Council.

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

Councillor Holder tendered Councillor Alford's apologies, as he was attending a Town Council meeting.

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

A report submitted by Councillor Seed had been circulated to Members within their agenda packs.

Councillor Seed explained apart from what was already in his report, there was no further updates and welcomed progress being made on Berryfield Village Hall.

Standing Orders were reinstated.

385/21 a) To receive Declarations of Interests

As Chair, Councillor Glover declared an interest in item 9(c) relating to the budget and the Chair's allowance.

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

Councillor Glover explained that whilst no dispensation requests had

been received by the Clerk, that those Members living in the Parish already had a dispensation lodged with Wiltshire Council, in order to set the budget and precept.

386/21 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 item of business (Item 12) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

As item 12 would be discussing contractual matters relating to the parish council's proposed tenancy for new office and meeting accommodation at the Campus, Councillor Glover asked if Members were happy that this item be held in closed session.

Resolved: Agenda item 12 be held in closed session for the reason given.

387/21 Public Participation

No members of public were present.

388/21 To approve the Minutes of the Full Council Meeting held on 6 December 2021 and Confidential Notes to accompany the minutes

Councillor Glover informed the meeting, with regard to Min 345(h)/21, that the Police had identified the youths who had been climbing the Pavilion roof, from the parish council's CCTV. They had made contact with their parents and a victim impact report had been provided by the Clerk.

Resolved: To approve the Full Council minutes of 6 December 2021 and the Confidential Notes to accompany those minutes and for the Chair to sign.

389/21 Planning:

a) To approve the Minutes of the Planning Committee meeting held on 13 December 2021

Councillor Glover explained with regard to the recommendation to approve costs of Place Studio providing a detailed piece of work to defend the robustness of the Neighbourhood Plan at an Appeal for the development of 50 houses on land West of Semington Road (rear of Townsend Farm), this piece of work had already been undertaken, as it needed to be submitted by 5 January. The costs of this piece of work were £550 excluding VAT, to date. This would go to the Neighbourhood Plan steering group to see if they were prepared for this cost to be borne by the group, and as such shared with Melksham Town Council.

With regard to the recommendation to meet the developers of Station Yard, Bath Road, Melksham, Councillor Glover explained this meeting

had taken place just before Christmas, as the developers had indicated they wished to submit an application to Wiltshire Council imminently.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 13 December 2021.

b) To formally approve the Confidential notes to accompany the Planning Committee minutes 13 December 2021

Resolved: To approve the Confidential Notes accompanying the Planning Committee minutes of 13 December 2021.

c) To formally approve Planning Committee recommendations of 13 December 2021

Resolved: To approve the Planning Committee recommendations of 13 December 2021.

390/21 Finance

a) To note and approve the Minutes of the Finance Committee Working Party Meeting held on 10 January 2022

Councillor Glover explained the minutes reflected the corrected amounts following officers checking the spreadsheets after the Working Party meeting on 10 January 2022.

The Clerk explained the minutes circulated to members had been annotated (in green) to show changes (as per her notes circulated to accompany budget/precept proposals), which included various updates since the meeting, such as the costs associated with the tenancy at the Campus.

The Clerk noted there were a few minor typo errors corrected too. It was also noted the numbering of the recommendations contained in Min 373/21 regarding the budget needed to be amended as did the date of the Full Council meeting at the beginning of the minutes.

Resolved: To approve, with the amendments suggested, the minutes of the Finance Committee Working Party Meeting held on 10 January 2022 and for the Chair to sign.

b) To formally approve the recommendations contained within the Minutes of 10 January 2022 (except for the Budget and Precept)

The Clerk explained in order to be completely transparent and not ambiguous, Members were asked to approve all recommendations apart from the budget and the precept, which would be separate named items for approval.

The Clerk reiterated the figures had been changed (notations in green) on the minutes circulated to reflect changes following the meeting at the end of the previous week with the Campus Team regarding the office tenancy.

Resolved: To approve the recommendations contained within the Finance Committee Working Party minutes of 10 January 2022; except for the Budget (*Min 373/21a) Recommendation 1 Page 17, Recommendation 2 Page 20, Recommendation 3 Page 21*) and Precept (*Min 374/21c) Page 23*).

c) To formally approve the Budget for 2022/23

The Clerk explained the budget had been updated to reflect additional spend for the Campus of £3,500 for a camera, microphone, large screen and cabling. An additional, £1,000 had been added for incidentals, such as a new shredder, whiteboards and a new noticeboard for the campus. In addition, the lease cost had been updated to reflect the latest negotiated amount.

The Clerk explained that at the Finance Working Group meeting it had been agreed not to budget for gym equipment on Bowerhill Sports Field for 2022/23, however, there was an opportunity for National Lottery funding for the Jubilee year for encouraging people to be more physically active which could be suitable to fund this equipment. The budget showed a £10,000 income (maximum amount of grant) and corresponding £10,000 in Parish Amenities expenditure, this project did not have to go ahead next financial year if grant funding was not secured and as the income and expenditure cancelled each other out, it made no impact on the precept request.

Unanimously Resolved: To approve the Budget for 2022/23 as set out in the amended/annotated Finance Working Group Minutes of 10 January 2022 and spreadsheets circulated in the agenda pack.

d) To formally approve the Precept for 2022/23

Unanimously Resolved: To formally approve the recommendation detailed in amended/annotated Min 374c/21 and spreadsheet proposals circulated in agenda packs:

The Parish Council set the Precept for 2022/23 at £235,689.05 against a tax base of 2,782.41. An increase of £17,712 on last year's Precept. An average Band D household contributing £84.71 for the year, an additional £2.60 per annum on last year, which is a rise of 3.163%.

Councillor Glover as Chair of the Council and the Clerk signed the Precept Request for submission to Wiltshire Council.

Councillor Holder left the meeting at 7.43pm.

e) To consider Press Release on Precept and Budget Proposals

Councillor Pafford felt residents may look at the budget and have concerns at the high level of reserves being held and felt an explanation of the reasons might help alleviate these concerns, i.e., to help pay for the new village hall at Berryfield and for the eventual replacement of

council assets such as play areas, including two new play areas, which were due to be transferred from developers to the parish council.

Resolved: The Clerk issue a reassuring press release on the Council's precept request with an explanation of why reserves were high.

- f) **To note precept information to be provided for Council Tax leaflet**
Members noted information to be provided in the Wiltshire Council, Council Tax leaflet as follows:

Expenditure

Parish Amenities	£953,909
Administration	£151,511
Community Support	£42,250
TOTAL	£1,147,670
Less Income	£77,193
Less Reserves	£834,788
With a budget requirement (Precept)	£235,689

Councillor Shea-Simonds wished to express a vote of thanks to staff, which Members also supported, for all their hard work in preparing the budget and providing a comprehensive set of minutes of the Finance Working Group meeting held on 10 January 2022.

- g) **To note Receipts & Payments reports for December**

Resolved: To note the Receipts & Payments reports for December. Members noted a CIL (Community Infrastructure Levy) payment £1,524.39 paid in error to the parish council for the land to the East of Spa Road development, which had been reimbursed for on payment to Melksham Town Council.

- h) **Quarterly Reports for Qtr 3 (Oct, Nov, Dec)**

- i) **To note Budget vs Actual**

Resolved: To note the Budget vs Actual report as provided by the Finance & Amenities Officer. A review of the council's spend against the budget had been considered at the Finance Working Party on the 10th January, and any overspend to be funded by either specific Reserves, CIL or Solar Farm funding and so no virements between budget headings are required.

- ii) **To note Bank Reconciliation**

Resolved: To note the Bank Reconciliation.

iii) To note VAT reclaim submitted

Resolved: To note a VAT reclaim had been submitted to HMRC of £5,515.72 or which £5,512.72 had been received, which officers had queried.

i) To seek cheque signatories/online authority for January payments

Resolved: Councillors Shea-Simonds and Councillor Glover to be cheque/online authorities for January.

j) To consider draft legal agreement for transferring CIL (Community Infrastructure Levy) to Melksham Town Council for East of Melksham Community Centre

As the draft legal agreement had not been received as yet by the Town Council, the Clerk suggested this item be deferred.

391/21 To resolve that council meets the eligibility for General Power of Competence

Councillor Glover explained the Clerk had obtained her CiLCA qualification some years ago, however, this predated the General Power of Competence element and therefore had undertaken this module in early January and qualified.

Members were asked to confirm the Council met the eligibility criteria below, which meant the council had more scope to act on behalf of its residents.

Eligibility criteria:

- Two thirds or more of the councillors have been elected, rather than co-opted or appointed (10 out of 13 elected in May 2021)

and

- The Clerk to the Council holds:
The Certificate in Local Council Administration (CiLCA) (qualified January 2012)
- The Clerk to the Parish Council has completed the relevant training (i.e., training in the exercise of the General Power of Competence provided in accordance with the national training strategy for parish councils adopted by the National Association of Local Councils, as revised from time to time), unless such training was required for the purpose of obtaining one of the qualifications listed above (qualified module 8 January 2022)

Resolved: To confirm the Council meets the eligibility for General Power of Competence.

392/21 New Berryfield Village Hall project

a) To note contract has now been signed by the parish council and Rigg Construction and work started on site

Members noted the contract had now been signed by both Rigg Construction and the parish council by Councillor Glover, as Chair of the Council, and the Clerk.

b) To note new programme of works: Start date 04/01/22 Completion date 12/08/22 & planning permission expiration date for existing temporary village hall

Members noted the new programme of works, with construction work on the hall having started on 4 January.

Whilst a completion date of 12 August 2022 had been given for the new village hall, the Clerk noted the temporary Berryfield Village Hall had to be removed on or before 29 August 2022 or within 3 months of the first occupation of the new community hall. However, things could lapse for whatever reason and suggested advising Wiltshire Council an extension to this permission of a month was required in order to remove the old village hall once the new one had been erected.

Resolved: To advise Wiltshire Council the Parish Council seek an extension to the planning permission for the temporary village hall of at least a month.

393/21C New office and meeting accommodation at Melksham Campus - To consider lease options

This item was held in closed session.

The Parish Council had entered into negotiations on their proposed lease for office and meeting accommodation at the Melksham Campus, with Wiltshire Council offering two options of a 5-year lease with an indexed linked annual rise or a 10-year lease with a fixed £1,000 annual rise.

Both of these rates included:

- Services – electricity, water, heating
- Use of the shared WCs including consumables and cleaning of those WCs
- Business Rates
- Refuse collection (except any abnormal types or volumes of waste)
- Agreed fit out – glazed sliding hatch to office, fire shutter, fixed benching to hatch, 2no. panic alarm, kitchenette zip boiler, fixed storage along one wall of meeting room, access control digilocks, window blinds
- PPM maintenance of electrics, zip boiler and fire shutter hatch
- Buildings insurance
- 3 free all day car parking spaces (MiPermits to be issued based on car number plates – other spaces available for visitors on same basis as

other campus users) – **subject to final confirmation from the car parking team who are in control of the overall car parking strategy**

- Cleaning (unless the parish council preferred the campus cleaners did not enter MWPC space)

What was not included:

- Furniture
- IT and telephone calls (except will be able to connect to the public Wifi which is available within the building)
- Internal repairs including repairs to zip boiler, fixed cabinets, hatch and blind etc
- PAT testing
- Contents insurance

Neither of the above rental offers took into account the impact of inflation on the market rent (which included Business Rates, utilities etc). It was stated when the lease is subsequently renewed in either 5 or 10 years' time, Wiltshire Council could offer no guarantees as to what any subsequent rental offer will be.

Members reviewed a variety of potential cost scenarios based on those options, and compared with other offers of potential office and meeting accommodation locally.

For comparison, the Clerk explained to those Members who were new, when at Crown Chambers in the Market Place, the annual costs were just under £10,000 per annum.

Councillor Glover explained Members of the Office Relocation Working Group had met separately and with representatives from the Campus Team on Friday (21st Jan) to discuss the proposed rental offer and **proposed** the Council accept **Option 2 i.e., a 10-year lease** starting at **£10,373** (which was the starting point on a 50% reduction) rising to **£19,373pa** in **year 10**.

Councillor Glover explained in any instance, the Council would need to look ahead at office/meeting accommodation beyond the 10-year period, even if after investigations this meant the Council were to remain at the Campus.

Unanimously Resolved: To approve Lease Option 2 at a 10-year fixed rate with an annual rent increase of £1,000 per annum.

Year 1	£10,373
Year 2	£11,373
Year 3	£12,373
Year 5	£13,373
Year 10	£19,373

The Clerk explained earlier that day she had received correspondence from Wiltshire Council who were undertaking pre consultation on parking restrictions at the Campus and asked Members if they wished to add any comments prior to it going out to full consultation, the deadline for comments was 31 January 2022.

In order to ensure reasonable availability of parking spaces for users of the campus and after considering options, Wiltshire Council proposed the following restrictions:

- Three hours free parking in a marked bay.
- Restriction time – 6am-6pm Monday to Sunday (except Bank Holidays).

Some Additional information:

- Proposed to have solar powered ticket machines.
- 6 electric vehicle bays will be provided.
- Car parks will be regularly patrolled by Parking Enforcement Officers.
- CCTV will be in operation.
- Campus staff will be able to arrange for extended stays for visitors attending events that extend beyond 3 hours.
- Campus staff issued virtual permits which will enable them to park at the campus site beyond 3 hours.
- On-site clubs and tenants of the Campus will be issued with permits to enable them to park at the campus site beyond the 3 hours (number of permits to be negotiated with the individual organisations).

Members noted there were no Bank Holiday restrictions in line with the closure of the centre and expressed concern at people parking at the Campus for the night time economy, especially if events on at the Assembly Hall, but didn't necessarily see that as a bad thing as this provided a facility for residents.

With regard to the provision of ticket machines, Members felt there was a better way to register for parking, such as MiPermit as in other Wiltshire Council car parks and/or registering vehicle registrations via a touch screen in the building, like at County Hall.

Members welcomed the provision of 6 electric parking bays.

With regards to Campus staff being able to arrange for extended stays for visitors attending events, extending beyond three hours, Members welcomed this and wished to confirm that this would be available to them as tenants also.

Regarding on-site clubs and tenants of the campus being issued with permits to enable them to park at the campus site beyond three hours. Members raised concerns at the number of permits each club would be given, as this could be abused by permit holders parking when not using the Campus, potentially meaning the car parks could be over-run with permit holders.

Resolved: To write back welcoming the proposals with the above comments.

394/21 To approve the draft joint (Melksham Town Council & Melksham Without Parish Council) Emergency Response Plan in principle

It was noted some of the contact information was out of date. The Clerk explained contacting volunteers and potential rest centres was still work in progress and details would be updated in due course.

Resolved: To approve the draft joint Emergency Response Plan in principle and for representatives of both councils to look at the plan in more detail, with a joint meeting to be held.

395/21 Community Safety

a) To note CCTV (Closed Circuit Television) Working Group minutes of meeting held on 23 November 2021

Members noted the minutes of the CCTV Working Group meeting held on 23 November 2021.

b) To receive feedback following presentation on deployable/mobile CCTV presentation 13 January

Councillor Glover explained himself, along with Councillor Patacchiola and the Clerk had attended a presentation on mobile CCTV equipment at the Town Hall and explained it's capabilities. The Town Council were in the early stages on considering whether to install this type of equipment in the town.

Councillor Patacchiola provided more technical detail on the equipment, such as the length of time it can be installed in any one period of two weeks if in motion sensitive mode and could also work in the dark.

The Clerk explained Sgt Twyford had been at the presentation he felt the targeted deployment of a mobile unit would be useful in areas which experienced anti-social behaviour.

The Clerk had also asked if such a unit could be used for instance on the A350 crossing from Berryfield for instance to catch those drivers not stopping for a red light. Sgt Twyford explained unfortunately due to low staff numbers, this would not be possible on a regular basis, but targeted work could be undertaken if there was an issue using the deployable CCTV unit.

Councillor Baines asked if the cameras had 360-degree capabilities.

Councillor Patacchiola explained there were various types of cameras, however, the recommended mobile camera was one which had a fixed single lens, which had approximately a 110-degree lens and if placed high enough covered a wider area to be targeted.

Councillor Seed left the meeting at 8.00pm.

c) To consider joining Melksham Town Council with cross council community safety initiatives

Councillor Glover noted the Parish Council had previously felt there was no need for CCTV cameras to be installed in the parish, given the low levels of anti-social behaviour experienced. However, if the Town Council were to install more cameras through the town and in areas with an anti-social problem, this could have a knock-on effect, with anti-social behaviour moving into areas of the parish.

Councillor Patacchiola explained he understood the hope was to enhance the CCTV system already available in the town, with monitoring and a more comprehensive coverage, as well as purchasing mobile units, which the parish council could possibly contribute towards when the scheme was further advanced.

The Clerk reminded Members that no monies had been set aside in the budget for CCTV, however, money was available in reserves. The Clerk noted the 10% extra from CIL (Community Infrastructure Levy), now the Joint Neighbourhood Plan was made, could possibly be used for this, if a shared initiative with the Town Council, but would need to check the CIL criteria.

It was agreed to keep a watching brief on proposals from the CCTV Working Group and other initiatives as mentioned by Town Councillor Colin Goodhind.

d) To consider commenting on “Making Wiltshire Safer” Police & Crime Commissioner draft consultation

The Clerk explained this item was initially on the agenda for the cancelled Highways Committee meeting, as the document referenced improved enforcement/road safety, as speeding in the parish had been raised several times as an issue.

The Clerk noted the report included improving the co-ordination of Community Speed Watch Teams and utilizing data from Autospeedwatch cameras and Speed Indicator Devices (SIDs) to enhance the targeting of speeding hot spots and persistent offenders, which the Police had been reticent to do previously.

The Clerk explained she had received an email earlier that day from the Police & Crime Commissioner asking every town and parish council in Wiltshire to list what speed indicator devices they had and if data could be downloaded. The Clerk explained that the Council’s SID did not have the capability to do this as at the time of specification and original purchase it was confirmed that the police would not use downloaded data. Members were asked if they wished to comment on this, as actual and perceived speeding was a particular issue in the Parish.

Councillors, whilst welcoming the aspirations of the document and proposals for additional officers in Wiltshire, felt it did not go far enough in offsetting the number of police officers lost in recent years and did not

necessarily equate to more officers being available to undertake traffic duties in order to deter drivers from speeding.

396/21 Covid Restrictions

a) To note update from professional bodies and to consider signing petition requesting the Government change legislation to allow for remote meetings

Information from the National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) had been circulated to Members regarding lobbying the Government to change legislation to allow for Members to attend meetings remotely and be able to vote. Therefore, the Clerk sought a steer from Members if they wished to sign the petition.

Members felt it would be useful for Members to be able to attend meetings remotely from time to time, as long as it was not the norm and each Council set their own policy on this.

It was noted Members being able to attend meetings remotely and vote was one of the subjects being discussed with Michelle Donelan MP on her visit later in the week.

Resolved: For the Council to sign the petition to request Government to amend legislation to enable councillors to attend meetings remotely and vote.

b) To review staff returning to work from the office and opening to the public, with the relaxation of covid restrictions

Following the suspension last week of the Government advice to work from home, Members were asked to review staff returning to work and re-opening the offices to the public.

Resolved: For the Clerk to encourage staff to return to the office and for the office to re-open to the public.

397/21 Asset Management

a) To approve a new contract for the pavilion (electricity and gas) or to give delegated powers to officers to arrange

It was noted the council's contract for gas was currently on a variable rate, with the electricity contract running until the end of July.

It was explained earlier in the day, due to the on-going situation on the Russia/Ukraine border, all utility companies had withdrawn their fixed rate offers.

Published rates were only available until 4.00pm on any given day, the Chair asked if delegated powers could be given to a few Members and the Clerk to arrange new contracts once new fixed rate tariffs were released.

Councillor Patacchiola asked if consideration had been given to alternative energy sources, such as solar and heat source.

The Clerk explained the pavilion had not been built by the Parish Council as was a planning condition but the parish council had requested solar panels on the roof and this had been investigated at the time, but when comparisons were made by the contractors, would have only broken even.

Councillor Glover explained alternative energy source could be a future agenda item.

Councillor Baines noted due to the position of the pavilion, solar panels might not necessarily be appropriate, however, Beanacre Solar Farm had previously discussed the possibility of installing solar panels on community buildings within the parish as part of their community benefit and perhaps this could be something to consider.

The Clerk confirmed the provision of solar panels on community buildings had been discussed previously with the developers, however, the Parish Council had subsequently felt in comparison to what Sandridge Solar Farm had offered in a financial contribution as a community benefit, there was no comparison and that further discussions were warranted. As the planning application for the Beanacre Solar Farm site had now been approved the Clerk explained she would go back to the applicant to ask that discussions on community benefit take place.

Resolved: Delegated powers be given to Councillors Glover and Pafford as Chair and Vice Chair and one other Councillor to arrange new gas and electricity contracts in conjunction with officers.

b) To approve spiking to all pitches at Bowerhill Sports Field

Due to the condition of the football pitches, it was recommended these be spiked to allow for better drainage.

A quote had been received from the Council's contractor to undertake this work of £280.00 + VAT.

Resolved: To instruct J H Jones & Sons Ltd to spike the pitches at a cost of £280.00 + VAT.

398/21 Community projects/partnership organisations

a) Beanacre first time sewerage. To note latest update from Wessex Water

Members noted Wessex Water were undertaking a survey of Beanacre residents on the provision of a First Time Sewerage scheme, the results of which would be known shortly as the deadline was 31st January. The survey was to give an indication of whether they would be connecting to the scheme as individual households.

b) Wilts & Berks Canal Trust Newsletter – Melksham update

Members noted the Melksham Link update in the Wilts & Berks Canal Trust newsletter, which acknowledged opposition to 900 more homes in Berryfield to contribute to the costs of the canal.

c) Land north-west of Woodrow Road. To note decision of Wiltshire Council to list as an Asset of Community Value following a request from Melksham Town Council

Members noted Wiltshire Council had listed land to the North-West of Woodrow Road, which was in the Melksham Without Parish, as an asset of Community Value, following a request from the Town Council.

d) Melksham Community Support update

Unfortunately, this information was not in the agenda pack and therefore would be included on the February Full Council agenda for Members' information.

e) To note minutes from CAWS meeting on 19 January (to follow)

The Clerk explained the minutes of the Community Action Whitley & Shaw (CAWS) group had not been received as yet, but would be circulated in due course.

Meeting finished at 9.00pm

Signed
Chairman, 21 February 2022

Date: 04/01/2022

Melksham without Parish Council Current Year

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Time: 15:37

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,021,423.36					1,021,423.36	
V2495-BACS Banked: 02/12/2021		120.00						
V2495-BACS Staverton Rangers (Saturday)		120.00			1210	210	60.00	Inv.256- Match 6th November 21
					1210	210	60.00	Inv.256- 20th November 21
V2501-CASH Banked: 03/12/2021		60.00						
500163 Allotment Holder		60.00			1310	310	60.00	Berryfield 14A rent
500163-CHQ Banked: 03/12/2021		180.00						
V2496 Allotment Holder		30.00			1310	310	30.00	Berryfield 17A allotment rent
V2497 Allotment Holder		30.00			1320	310	30.00	Briansfield 15 allotment rent
V2498 Allotment Holder		30.00			1310	310	30.00	Berryfield 5b Allotment rent
V2499 Allotment Holder		30.00			1320	310	30.00	Briansfield plot 6 rent
V2500 AFC Melksham		60.00			1210	210	60.00	December 21 match
V2502-BYF Banked: 03/12/2021		30.00						
V2502-BYF Allotment Holder		30.00			1310	310	30.00	Berryfield 15B rent
V2503-BACS Banked: 09/12/2021		60.00						
V2503-BACS Staverton Rangers (Sunday)		60.00			1210	210	60.00	Inv.262 Match 5th Dec
V2504-BACS Banked: 09/12/2021		700.00						
V2504-BACS Future of Football		700.00			1210	210	300.00	Inv.258 October 21 Matches
					1210	210	400.00	Inv.264- November 21 Matches
V2529-CIL Banked: 17/12/2021		2,318.93						
V2529-CIL Wiltshire Council		2,318.93			1420	350	794.54	18/05266-Oakley Farm CIL
					1420	350	1,524.39	21/01111- Land East Spa Rd CIL
500164 Banked: 24/12/2021		163.15						
V2533 Melksham Town Council		103.15			1440	142	103.15	Inv.255-Share of architect dra
V2534 AFC Melksham		60.00			1210	210	60.00	Inv.265-Pitch hire
Total Receipts for Month		3,632.08	0.00	0.00			3,632.08	
Cashbook Totals		1,025,055.44	0.00	0.00			1,025,055.44	

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Melksham without Parish Council Current Year

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Cashbook 1

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Current Account & Instant Acc

For Month No: 9

Payments for Month 9

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>
01/12/2021	Grist Environmental	V2494-DD	64.27		10.72	4770	220	53.55	Inv.P35921-B'Hill waste away
17/12/2021	Eon	V2530-DD	306.49		14.60	4312	220	291.89	Inv.0005- Pavilion Gas
20/12/2021	Sirus Telecom	V2531-DD	224.98		37.50	4190	120	187.48	Inv.57705- Office phone charge
21/12/2021	Eon	V2532-DD	195.25		9.30	4302	220	185.95	Inv.B6D90EBC- Pavilion electrc
Total Payments for Month			790.99	0.00	72.12			718.87	
Balance Carried Fwd			1,024,264.45						
Cashbook Totals			<u>1,025,055.44</u>	<u>0.00</u>	<u>72.12</u>			<u>1,024,983.32</u>	

Date: 04/01/2022

Melksham without Parish Council Current Year

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Unity Bank

For Month No: 9

Receipts for Month 9

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 :	676,751.03					676,751.03	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>676,751.03</u>	<u>0.00</u>	<u>0.00</u>			<u>676,751.03</u>	

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Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/12/2021	Teresa Strange	V2528-S/O	5.30		0.88	4190	120	4.42	494Out of hours Mob reimburse
16/12/2021	Unity Trust Bank	V2505-DD	684.92		94.74	4250	120	6.00	Land Registry Search
						4250	120	6.00	Land Registry Search
						4250	120	6.00	Land Registry Search
						4055	130	45.00	Virtual Training Seminar
						4120	120	49.23	Nov Full Council agenda pack
						4150	120	15.91	A4 Paper
						4150	120	15.91	A4 Paper
						4150	120	15.91	A4 Paper
						4150	120	15.91	A4 Paper
						4150	120	18.66	A3 Paper
						4150	120	184.55	A4 Paper x5
						4055	130	30.00	General Power of Competence mo
						4175	120	65.45	Office 365 subscription
						4200	120	11.99	Online meeting subscription
						4120	120	16.17	Dec Full Council agenda pack
						4150	120	43.54	Gusseted Envelopes
						4150	120	33.55	Pink paper and surface cleaner
						4150	120	7.40	Bulldog clips
						4140	120	3.00	Monthly Fee
23/12/2021	Melksham Town Council	V2506-BACS	17.50			4070	120	17.50	Inv. 16-21/22-Wreath for Remem
23/12/2021	Wright Electrical	V2507-BACS	165.65			4210	120	165.65	PAT Testing
23/12/2021	JH Jones & Sons	V2508-BACS	1,604.65		267.44	4402	320	60.15	Inv.2556-Allotment grass cut
						4400	142	221.90	Inv.2556- Play Area grass cut
						4780	142	52.50	Inv.2556- Play Area bin empty
						4781	220	79.58	Inv.2556-JSF Bin emptying
						4401	220	692.17	Inv.2556- JSF Grass cut
						4400	142	34.66	Inv.2556- Kestrel Shrub mainte
						4409	142	163.33	Inv.2556- Hornchurch Rd cut
						4820	142	32.92	Inv.2556- SHF Grass cut
						347	0	-32.92	Inv.2556- SHF Grass cut
						6000	142	32.92	Inv.2556- SHF Grass cut
23/12/2021	Jens Cleaning	V2509-BACS	453.50			4381	220	390.50	Inv.1061-Changing room clean
						4380	120	63.00	Inv.1061-Office clean-Nov
23/12/2021	Agilico	V2510-BACS	450.30		75.05	4130	120	375.25	In.0979305-Office photocopying
23/12/2021	Acer Tree Surgeons	V2511-BACS	1,296.00		216.00	4820	142	1,080.00	Inv. 2112004- SHF Tree works
						347	0	-1,080.00	Inv. 2112004- SHF Tree works
						6000	142	1,080.00	Inv. 2112004- SHF Tree works

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Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
23/12/2021	Pope Building Service Consulti	V2512-BACS	639.00		106.50	4582	142	532.50	Inv.4362-3-BYF Mechanical Serv
23/12/2021	Shelly Signs	V2513-BACS	906.00		151.00	4825	142	755.00	Inv. 25148- SHF Orchard board
23/12/2021	Aquasafe Environmental Ltd	V2514-BACS	276.00		46.00	4212	220	230.00	Inv.211201-PPM Visit-Nov&Dec
23/12/2021	Marilyn Trew	V2515-BACS	50.00			4695	180	50.00	Pathfinder Way board artwork
23/12/2021	Community Heartbeat Trust	V2516-BACS	552.00		92.00	1190	142	450.00	Inv.10847-Child defib pads
23/12/2021	Wiltshire Council	V2517-BACS	1,524.39			1190	142	10.00	Delivery
23/12/2021	Wiltshire Council	V2518-BACS	55.50			1420	350	1,524.39	CIL for Land East of Spa Road
23/12/2021	Wiltshire Air Conditioning Ser	V2519-BACS	540.00		90.00	4060	130	55.50	Inv.675-Clerk DBS Check
23/12/2021	HM Revenue & Customs	V2520-BACS	1,900.67			4721	220	450.00	Inv.1575-Pav ventilation servi
						4041	130	597.30	Period 9- December 2021
						4000	130	345.40	Period 9- December 2021-T
						4000	130	261.81	Period 9- December 2021-NI
						4020	130	125.00	Period 9- December 2021-T
						4020	130	117.58	Period 9- December 2021-NI
						4010	130	125.00	Period 9- December 2021-T
						4010	130	117.58	Period 9- December 2021-NI
						4460	142	148.80	Period 9- December 2021-T
						4800	320	12.20	Period 9- December 2021-T
						4070	120	50.00	Period 9- December 2021-T
23/12/2021	Wiltshire Pension Fund	V2521-BACS	1,695.57			4045	130	1,286.89	Period 9- December 2021
						4000	130	202.56	Period 9- December 2021
						4020	130	103.06	Period 9- December 2021
						4010	130	103.06	Period 9- December 2021
23/12/2021	John Glover	V2527-BACS	200.00			4070	120	200.00	Chairmans Allowance
24/12/2021	Teresa Strange	V2522-BACS	██████		15.80	4000	130	██████	December 2021 Salary
						4582	142	79.00	BYF V Hall drawing printing
						4120	120	126.30	1st and 2nd class stamps
						4155	120	20.42	Refreshments for meeting
						4070	120	26.70	Festive refreshments
24/12/2021	Lorraine McRandle	V2523-BACS	██████			4020	130	██████	December 2021 Salary
24/12/2021	Marianne Rossi	V2524-BACS	██████			4010	130	██████	December 2021 Salary
24/12/2021	Terry Cole	V2525-BACS	██████			4460	142	██████	December 2021 Salary
						4050	142	47.50	Travel Allowance
						4051	142	46.35	Mileage x103
24/12/2021	David Cole	V2526-BACS	██████			4800	320	██████	December 2021 Salary
31/12/2021	Teresa Strange	V2535-S/O	5.30		0.88	4190	120	4.42	Reimburse for Jan 22 mobile
31/12/2021	Unity Trust Bank	V2536-BACS	29.40			4140	120	29.40	Service Charge
Total Payments for Month			19,041.84	0.00	1,156.29			17,885.55	
Balance Carried Fwd			657,709.19						
Cashbook Totals			676,751.03	0.00	1,156.29			675,594.74	

Receipts for Month 9

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>	

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Melksham without Parish Council Current Year

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Cashbook 3

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Fixed Term Deposit

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

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

Detailed Income & Expenditure by Budget Heading 01/12/2021

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
110 General Account Income								
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	45	50	5			90.1%	
1140 Solar Farm Community Fund	38,008	14,850	5,842	(9,008)			254.2%	
1150 Covid-19 Grants	20,001	934	0	(934)			0.0%	
1430 Wessex Water Compensation	230	0	0	0			0.0%	
General Account Income :- Income	279,553	233,816	233,879	63			100.0%	0
Net Income	279,553	233,816	233,879	63				
120 Administration costs								
4070 Chairs Allowance	802	572	802	230		230	71.3%	
4080 Members Training	30	455	1,000	545		545	45.5%	
4090 Members Expenses	0	0	50	50		50	0.0%	
4100 Audit Fees	2,450	325	1,500	1,175		1,175	21.7%	
4120 Postage	605	675	700	25		25	96.4%	
4130 Photocopying	1,672	1,552	500	(1,052)		(1,052)	310.4%	
4140 Bank Charges	157	115	156	41		41	73.8%	
4150 Admin and Stationery	1,392	925	1,024	99		99	90.3%	
4155 Refreshments Comm Events	0	20	150	130		130	13.6%	
4160 Minute Books Binding	0	410	200	(210)		(210)	205.0%	
4175 Email & Cloud hosting	574	675	937	262		262	72.0%	
4180 IT Support	260	0	600	600		600	0.0%	
4185 Accountancy Support	845	260	850	590		590	30.6%	
4190 Telephone/Broadband/Line Rent	2,410	3,413	2,100	(1,313)		(1,313)	162.5%	
4195 Wifi Connection for meetings	126	0	0	0		0	0.0%	
4200 Room Hire	168	139	200	61		61	69.5%	
4210 Safety/PAT Check	0	195	122	(73)		(73)	160.1%	
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	45	50	5		5	90.0%	
4271 Office Utilities	0	0	1,500	1,500		1,500	0.0%	
4351 New Equip & Furniture	3,085	3,296	3,600	304		304	91.6%	
4370 Cleaning Materials	0	5	100	95		95	4.6%	
4372 Covid-19	2,126	913	500	(413)		(413)	182.6%	
4380 Cleaning - Contractor	840	105	800	695		695	13.1%	
4390 Professional Services	0	0	300	300		300	0.0%	

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Month No: 9

Cost Centre Report

	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	35	110	75		75	31.8%	
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
Administration costs :- Indirect Expenditure	19,432	15,000	20,501	5,501	0	5,501	73.2%	0
Net Expenditure	(19,432)	(15,000)	(20,501)	(5,501)				
130 Staffing								
4000 Clerk's Salary	38,226	26,902	38,218	11,316		11,316	70.4%	
4010 Finance & Amenities Officer Sa	20,620	16,236	23,000	6,764		6,764	70.6%	
4020 Parish Officer Salary	22,645	16,692	25,000	8,308		8,308	66.8%	
4041 NI - EmployER	7,716	5,567	12,000	6,433		6,433	46.4%	
4045 Superannuation - EmployER	16,869	11,786	17,500	5,714		5,714	67.4%	
4048 Office Staff Mileage & Parking	0	34	100	66		66	34.3%	
4055 Staff Training	342	715	800	85		85	89.4%	
4060 Staff DBS	0	111	0	(111)		(111)	0.0%	
Staffing :- Indirect Expenditure	106,417	78,043	116,618	38,575	0	38,575	66.9%	0
Net Expenditure	(106,417)	(78,043)	(116,618)	(38,575)				
142 Parish Amenities								
1440 Shurnhold Fields Income	5,000	525	0	(525)			0.0%	
1450 Berryfield Village Hall PWL	0	494,827	0	(494,827)			0.0%	494,827
1460 Insurance Claim	0	1,750	0	(1,750)			0.0%	
Parish Amenities :- Income	5,000	497,101	0	(497,101)				494,827
1190 Defibrillator	756	1,216	756	(460)		(460)	160.8%	
4050 Caretaker Travel Allowance	665	428	570	143		143	75.0%	
4051 Caretaker Mileage & Parking	517	392	600	208		208	65.4%	
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	2,052	3,079	1,027		1,027	66.7%	
4409 Hornchurch Road Public Open Sp	1,960	1,307	1,960	653		653	66.7%	
4410 ROSPA Inspections	652	801	750	(51)		(51)	106.7%	
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	9,025	6,615	9,363	2,748		2,748	70.7%	
4480 Equip Hire & Petrol for Mower	0	0	50	50		50	0.0%	
4490 Repair & Maintenance - Parish	161	1,150	300	(850)		(850)	383.3%	
4500 Weedspraying	2,744	2,760	2,900	140		140	95.2%	
4510 CATG Contributions	245	0	5,500	5,500		5,500	0.0%	

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Detailed Income & Expenditure by Budget Heading 01/12/2021

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4540 Speed Indicator Device	125	1,915	1,111	(804)		(804)	172.3%	
4560 Shaw & Whitley Flood Resource	251	264	650	386		386	40.6%	
4575 Village Halls & Play Areas (Ne	80	27,201	25,000	(2,201)		(2,201)	108.8%	
4576 Drinking Water Fountains	0	3,088	0	(3,088)		(3,088)	0.0%	
4582 New Berryfield Village Hall Pr	31,368	2,217	5,000	2,783		2,783	44.3%	
4585 East of Melksham Community Cen	0	0	315,030	315,030		315,030	0.0%	
4590 Street Furniture	4,028	1,375	4,011	2,636		2,636	34.3%	
4600 Bus Shelters Cleaning	300	300	600	300		300	50.0%	
4780 Play Area - Bin Emptying	630	420	630	210		210	66.7%	
4785 Replacing Wiltshire Council bi	0	1,172	500	(672)		(672)	234.4%	
4820 Shurnhold Fields Project	5,300	2,097	1,595	(502)		(502)	131.5%	1,816
4825 Shurnhold Fields CAPITAL Expen	332	1,854	0	(1,854)		(1,854)	0.0%	
Parish Amenities :- Indirect Expenditure	72,185	65,822	393,935	328,113	0	328,113	16.7%	1,816
Net Income over Expenditure	(67,185)	431,280	(393,935)	(825,215)				
6000 plus Transfer from EMR	4,813	1,816						
6001 less Transfer to EMR	0	494,827						
Movement to/(from) Gen Reserve	(62,372)	(61,730)						
170 Community Support								
1480 Neighbourhood Plan Income	0	43	0	(43)			0.0%	
Community Support :- Income	0	43	0	(43)				0
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%	
Community Support :- Indirect Expenditure	36,044	16,623	38,050	21,427	0	21,427	43.7%	0
Net Income over Expenditure	(36,044)	(16,580)	(38,050)	(21,470)				
180 Joint Ventures								
4690 New Train Station Contrib	3,500	3,000	3,000	0		0	100.0%	
4695 Art Contribution Bowerhill	0	50	0	(50)		(50)	0.0%	
Joint Ventures :- Indirect Expenditure	3,500	3,050	3,000	(50)	0	(50)	101.7%	0
Net Expenditure	(3,500)	(3,050)	(3,000)	50				

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Detailed Income & Expenditure by Budget Heading 01/12/2021

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Jubilee Sports Field Income								
1210 Football Bookings	1,692	7,686	5,500	(2,186)			139.7%	
1220 Football Ad Hoc Bookings	177	0	100	100			0.0%	
1260 Hire of Lounge/Kitchen Area un	0	0	120	120			0.0%	
Jubilee Sports Field Income :- Income	1,869	7,686	5,720	(1,966)			134.4%	0
Net Income	1,869	7,686	5,720	(1,966)				
220 Jubilee Sports Field Expenditure								
4212 Safety/PAT Check - % JSF Use	2,915	2,527	3,200	673		673	79.0%	
4282 Insurance - % JSF Use	3,527	3,949	3,150	(799)		(799)	125.4%	
4302 Electricity - % JSF Use	1,483	1,168	2,000	832		832	58.4%	
4312 Gas - % JSF Use	1,123	756	1,000	244		244	75.6%	
4322 Water and Sewage - % JSF Use	241	138	900	762		762	15.4%	
4381 Cleaning Contractor - % JSF Us	259	1,189	2,900	1,711		1,711	41.0%	
4401 JSF Grass Cutting/Line Marking	8,306	5,537	8,432	2,895		2,895	65.7%	
4405 JSF Hedge Maintenance	0	0	200	200		200	0.0%	
4430 Rates - % JSF Use	0	0	835	835		835	0.0%	
4721 Repairs & Maintenance - JSF	3,822	12,568	1,000	(11,568)		(11,568)	1256.8%	
4740 JSF Spiking	0	0	180	180		180	0.0%	
4750 Deep Clean	330	40	390	350		350	10.3%	
4770 Waste Collection - %JSF Use	648	429	650	221		221	66.0%	
4781 JSF Bin Emptying	955	637	955	318		318	66.7%	
4791 Boiler Servicing - % JSF Use	400	0	600	600		600	0.0%	
Jubilee Sports Field Expenditure :- Indirect Expenditure	24,010	28,938	26,392	(2,546)	0	(2,546)	109.6%	0
Net Expenditure	(24,010)	(28,938)	(26,392)	2,546				
310 Allotment Income								
1310 Berryfield Allotment Rents - C	1,164	2,417	1,343	(1,074)			180.0%	
1320 Briansfield Allotment Rent - C	1,059	2,244	1,170	(1,074)			191.8%	
Allotment Income :- Income	2,223	4,661	2,513	(2,148)			185.5%	0
Net Income	2,223	4,661	2,513	(2,148)				
320 Allotment Expenditure								
4323 Water - Allotments	553	195	450	255		255	43.2%	
4402 Allotment Grass Cutting	722	481	721	240		240	66.7%	
4722 Repairs & Maintenance - Allotm	0	14	50	36		36	28.1%	
4800 Allotment Warden Salary	1,439	584	650	66		66	89.8%	
Allotment Expenditure :- Indirect Expenditure	2,714	1,273	1,871	598	0	598	68.1%	0
Net Expenditure	(2,714)	(1,273)	(1,871)	(598)				

Continued over page

Month No: 9

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>350 CIL</u>								
1420 Community Infrastructure Levy	304,263	6,414	6,138	(276)			104.5%	
CIL :- Income	<u>304,263</u>	<u>6,414</u>	<u>6,138</u>	<u>(276)</u>			<u>104.5%</u>	<u>0</u>
Net Income	<u>304,263</u>	<u>6,414</u>	<u>6,138</u>	<u>(276)</u>				
<u>400 S106</u>								
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>
Net Income	<u>0</u>	<u>136,450</u>	<u>0</u>	<u>(136,450)</u>				
Grand Totals:- Income	592,908	886,172	248,250	(637,922)			357.0%	
Expenditure	264,302	208,750	600,367	391,617	0	391,617	34.8%	
Net Income over Expenditure	<u>328,606</u>	<u>677,422</u>	<u>(352,117)</u>	<u>(1,029,539)</u>				
plus Transfer from EMR	4,813	1,816						
less Transfer to EMR	0	494,827						
Movement to/(from) Gen Reserve	<u>333,419</u>	<u>184,412</u>						

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 02027655	24/12/2021		1,024,264.45
			<u>1,024,264.45</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,024,264.45
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,024,264.45
		Balance per Cash Book is :-	1,024,264.45
		Difference is :-	0.00

Date: 04/01/2022

Melksham without Parish Council Current Year

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Time: 14:12

Bank Reconciliation Statement as at 31/12/2021
for Cashbook 2 - Unity Bank

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity	31/12/2021	88	657,709.19
			<hr/> 657,709.19
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			657,709.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			657,709.19
		Balance per Cash Book is :-	657,709.19
		Difference is :-	0.00

Date: 04/01/2022

Melksham without Parish Council Current Year

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Time: 14:13

Bank Reconciliation Statement as at 31/12/2021
for Cashbook 3 - Fixed Term Deposit

User: MR

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Term Deposit	09/03/2020		0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00