

MINUTES of the Full Council of Melksham Without Parish Council held on Monday 24 October 2022 at Melksham Without Parish Council Offices, Melksham Community Campus (First Floor), Market Place, Melksham, SN12 6ES at 7.00pm

Present: David Pafford (Acting Chair of Council), Alan Baines, John Doel, Mark Harris, Shona Holt, Stefano Patacchiola JP and Richard Wood

In attendance: Wiltshire Councillors Jonathon Seed (Melksham Without West & Rural) and Nick Holder (Bowerhill)

In attendance via Zoom: 1 Member of public who left prior to public participation.

In attendance: Teresa Strange, Clerk and Lorraine McRandle, Parish Officer

218/22 Welcome, Announcements & Housekeeping

Councillor Pafford welcomed everyone to the meeting and made the following announcements:

- Weed spraying, paid for by the parish council, had recently been undertaken. It was suggested Members keep an eye on how successful this may have been in the various parts of the parish.
- Wiltshire Council officers had responded in offering some limited 'Sparkle Days' resource to the parish on discovering the parish did not receive these. The Clerk advised if there were any larger scale jobs in the parish to inform the office. It was noted this additional resource was very ad hoc and could be last minute, as only available due to a cancellation elsewhere.
- It was also noted following the heavy rains in recent days, there was no flooding reported in the parish, apart from a bit of surface water in Westlands Lane, Beanacre.
- The Staffing Meeting has been rescheduled for Monday 7 November after a Planning Committee meeting.

219/22 To receive apologies and consider approval of reasons given

The meeting was reminded Councillor Glover had a leave of absence until 1 December.

The following Members tendered their apologies:

Councillor Chivers – for health reasons
Councillor Shea-Simonds – for health reasons
Councillor Pile – social engagement

Councillor Hoyle - work commitment
Councillor Russell - for health reasons

Resolved: To accept and approve the reasons for apology.

220/22 Invited Guests:

a) Wiltshire Councillor Nick Holder (Bowerhill)

Councillor Holder provided the following updates:

Pathfinder Way/Place

The lights on Pathfinder Way and the surrounding roads were now fully operational, with the remote monitoring still to be installed.

With regard to the query raised at a previous Planning meeting at the lack of an audible sound on the double crossing over the A365 to The Spa, this had been queried with Highways. They had explained a device is attached to the bottom of the crossing control switch, which vibrates when touched, indicating to those who are partially sighted that it is safe to cross.

Councillor Holder explained there was still an issue with the lack of some street lighting on the A365 towards Melksham Oak School.

Crime

Unfortunately, over the weekend there had been two bike thefts in Bowerhill and some incidences of small vandalism. Sergeant James Twyford had been made aware of the issues and had agreed to some extra patrols in Bowerhill.

A Crowd Funding page had been set-up over the weekend and enough funds raised to replace a child's bike which had been stolen which showed tremendous community spirit to be proud of.

Relocation of Goalposts to the rear of Wellington Drive

Councillor Holder queried if the parish council had considered the relocation of the goal posts to the rear of Wellington Drive.

The Clerk explained the Asset Management Committee had considered this at their 10th October meeting and had made a recommendation not to replace these with new ones for various reasons.

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

Councillor Alford was unavailable as he was in the process of moving house that day.

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

Members noted Councillor Seed's latest report had been circulated in their agenda packs.

Councillor Seed sought a steer from the parish council if it still wished the 'call in' to remain on planning application PL/2022/02749 for 144 dwellings on Semington Road.

The Clerk explained the parish council would still like the 'call in' to stand and explained the reasoning behind the request.

The Clerk explained the parish council had a list of things they wished to see amended on the layout plan and had reiterated these on meeting the developers again and on commenting on the Reserved Matters application. The Clerk stated she would forward a bullet point list to Councillor Seed of the main concerns.

The Clerk highlighted that David Wilson Homes, the developers of the 144 homes on Semington Road, had offered a Unilateral Agreement of £20,000 to the parish council, in order to get the bridge between the site and Bowood View installed. However, there was no guarantee Wiltshire Council will include this in the Section 106 Agreement.

The Clerk and members expressed frustration at the lack of input the parish council had with regards to what is included in a Section 106 Agreement, particularly if something has been agreed with developers to find it has not been included in the Section 106 Agreement and therefore enables developers to renege on it.

Councillor Seed understood the council's frustration with the planning process and Section 106s Agreements and stated he would discuss this with a Cabinet Member, particularly the need for a report to be produced on Section 106s Agreements.

Councillor Pafford explained at the meeting with Wiltshire Councillor Botterill, Cabinet Member for Finance, Development Management and Strategic Planning it had been reiterated for the need for Wiltshire Council to have more ongoing dialogue with town and parish councils and planners to avoid a 'call in'. Unless the system was changed, there was no option, but for town and parish councils to seek a 'call in', in order to get their points across for one final time on a large planning application.

Councillor Seed thanked the parish council for their views, explaining he would continue with the 'call in' on this application.

Councillor Wood explained the meeting with Councillor Botterill had

been useful and productive and felt the parish council had been listened to and highlighted to the Senior Planning Officer at Wiltshire Council how large the parish was and how involved the parish council are in the planning process.

Councillor Seed congratulated the parish council on its effective administration and expressed disappointment it appeared to have previously not been listened to by officers at Wiltshire Council.

Councillor Seed sought an update on the views of the parish council with regard to the recent planning application for the extension to the New Inn Pub on Semington Road which the Clerk provided.

Councillor Seed reminded the meeting of funding available through the Local Highways & Footway Improvement Group (LHFIG), if the parish council had any future projects in mind.

221/22 a) To receive Declarations of Interests

The Clerk declared an interest in recommendation 200(k)/22: Repairs to the Gate at the entrance to Beanacre Play Area of the Asset Management minutes of 10 October 2022. A quote provided by her husband's company, of which she was a Director, needed approval, and therefore left the room during this item.

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

The Clerk reported none had been received.

222/22 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 as required (Agenda item 9c(iv), 10a) as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

The Clerk advised the following agenda items be held in closed Session:

- 8(c) To consider the way forward for the Town Centre Master Plan and future redevelopment of a town centre site within the Neighbourhood Plan Area. **REASON:** Due to the sensitivity of the site to be discussed.

9(c)(iv) Bowerhill Sports Field & Pavilion: To consider booking update and consider next steps. **REASON:** As part of contractual arrangements.

10(a) New Berryfield Village Hall: To consider update from solicitors on legal claim. **REASON:** As part of legal claim.

Resolved: For items 8(c), 9(c)(iv) and 10(a) to be held in closed session for the reasons given.

Councillors Holder and Seed left the meeting at 7.25pm.

223/22 Public Participation

There were no members of public in attendance.

224/22 To approve the Minutes of the Full Council Meeting held on 3 October (postponed from 12 September)

The Clerk explained the Friends of Shurnhold Fields were pleased to have received their letter of thanks from the parish council, which was due to be read out at their AGM the following evening.

Resolved: To approve and for the Acting Chair to sign the Full Council minutes of 3 October 2022.

225/22 Planning

a) To approve the Minutes of the Planning Committee meetings held on 26 September and 17 October 2022.

With regard to the 26th September 2022 Planning Minutes, the Clerk explained that Min No: 167/22 - revised plans for 144 dwellings on Semington Road, the resolution should have been a recommendation.

With regard to the Planning minutes of 17 October 2022, The Clerk explained Min 216(b)(ii): Update on the Neighbourhood Plan, had a 'C' against it to denote it was confidential. In the Council's Standing Orders it stated if there is a Confidential Note, a 'C' be put against the minute number to denote separate notes. However, having

subsequently checked with other stakeholders, it was agreed the information included in this item could be put in the public domain.

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 26 September 2022 and 17 October 2022.

b) To formally approve Planning Committee recommendations of 26 September and 17 October 2022.

Planning Minutes 17 October 2022

Min - 216(b)(iii): To consider revised Terms of Reference dependent on consideration by Melksham Town Council

The Clerk explained there had been some confusion as to whether the Town Council at their Economic Development meeting on 10th October 2022 had approved the parish council's suggested amendment to the Neighbourhood Plan Terms of Reference: 'that organisation representatives on the Steering Group could not be dual hatted'. However, this had been agreed at a Town Council meeting following the Economic Development meeting later that evening.

Min 217(c): Contact with Developers

With regard to meeting developers, the Clerk explained unfortunately the representative from Living Space Housing had been off sick and had offered to meet Members on Thursday 10th November at lunchtime.

Resolved 1: To formally approve the recommendations of the Planning Committee meetings held on 26th September and 17th October 2022.

Resolved 2: To confirm the meeting with Living Space Housing on 10th November at 1.30pm.

c) To consider the way forward for the Town Centre Master Plan and future redevelopment of a town centre site within the Neighbourhood Plan Area.

Held in Closed Session

The Clerk explained that this agenda item was to explore two items relating to the Town Centre Master Plan in the current review of the Melksham Neighbourhood Plan, to understand the parish council's thoughts on this workstream to inform officers, consultants and

parish council representatives on both the Neighbourhood Plan Steering Group and the Town Centre Master Plan task group.

The first item was related to downgrading the Town Centre Master Plan piece of work by AECOM to be a Technical Evidence Base document rather than a full Master Plan for the town centre, this is due to the concerns that the time and resources required for a full Master Plan will hold up the whole Neighbourhood Plan review process. The current NHP#1 has a Town Centre Policy and Priority Statement that states that the Town Council will prepare a Town Centre Master Plan, and perhaps an option for the review will be that NHP#2 will be updated to state that the Town Council is progressing a Town Centre Master Plan.

Secondly, to gauge the appetite of the parish council to the level of detail in progressing the Town Centre Master Plan with relation to the recent announcement that a major employer at the edge of the town centre was planning on closing their site. This had been brought to the attention of the Planning Committee when they met last week 17th October (Minute 216/22b)ii) refers) and since then a discussion paper with options had been prepared by Place Consultants which had been circulated to members in their agenda packs.

It was generally agreed that the parish council's main priority for the review of the Melksham Neighbourhood Plan (NHP) was to secure protection against speculative, not Plan led, development in the parish. Members were cautious to make further views on these matters until it was clear what the town council's thoughts were, and perhaps a joint meeting of the NHP reps of the two councils, as the two qualifying bodies, would be a good idea before the Steering Group met at the end of November.

The Clerk explained that in addition it had been agreed earlier this afternoon to hold a Town Centre Master Plan task group meeting next week to allow Place Consultants to air views with the group before continuing to brief the AECOM technical support consultants on the work to be undertaken. Place Consultants' view was that the brief to AECOM asks them to look at the optimum uses for the site in meeting the aims and objectives of the Town Centre Master Plan.

225/22 Asset Management

- a) To approve the Minutes of the Asset Management Committee meeting held on 10 October 2022.**

Resolved: To approve and for the Acting Chair to sign the Asset Management Committee minutes of 10 October 2022.

b) To formally approve the Asset Management Committee recommendations of 10 October 2022

With regard to recommendation 200(c)/22: To review the RoSPA report for Bowood View (Whitworth) Play Area in terms of triggers for being adoption ready.

The recommendation of the Asset Management Committee was as follows:

‘Following the receipt of the RoSPA annual inspection reports the council are unable to adopt the Whitworth play area until all remedial work identified is completed, this includes the tarmacking of the pathway as previously agreed.’

Following the Parish Council writing to Bellway after the Full Council meeting on 3 October informing them the council would adopt the play area, subject to the hoggin footpath being replaced with tarmac, as offered by Bellway, and subject to a satisfactory independent review by RoSPA, Bellway had subsequently written back on 20th October stating they were not prepared to organize the tarmacking of the hoggin footpath until the area was adopted by the parish council and even then it could take 10 weeks for this work to be undertaken due to supply issues.

The Clerk sought a steer on a way forward bearing in mind this correspondence, as well as the correspondence received earlier that day and included in late papers.

Several members expressed concern at the tone of the correspondence and what was implied by Bellway.

The Clerk reminded Members at the Asset Management meeting it had also been recommend the play area would not be taken on until Bellway had undertaken the remedial works as highlighted in the RoSPA report, such as the improvements to the safety surfacing around the teen shelter, with Bellway refusing to do this.

It was noted if the Parish Council were to take on the play area without the improvements to the footpath and safety surfacing, these costs would have to be borne by the parish council.

The Clerk explained she had been contacted by the Play Officer at Wiltshire Council who had stated there was between £10-12,000 for play area contributions from the appeal site on Semington Road (land rear of Townsend Farm) for 50 affordable houses and ahead of reserved matters, sought a steer where this funding should go.

The Clerk reminded Members the new development for 144 dwellings further along Semington Road would be a much further

walk and had asked the Play Officer if the monies would be more suitable to contribute towards improvements at Bowood View play area, particularly if the parish council were to adopt it, there would be no maintenance contribution coming forward from the developer for future maintenance and they had been happy with this suggestion.

The Clerk explained the funding would not be available until the development was complete. However, the Parish Council in the meantime, if they were minded to use this funding to make improvements at Bowood View Play area could use monies out of reserves for play areas and replace, when the s106 funding came in.

Discussion ensued on the pros and cons of taking on the play area in light of this change since the last meeting and the comments made by Bellway if the Parish Council were not to take on the play area.

It was noted both the Section 106 Officer and the contactor who had installed the equipment had raised no concern with regard to the lack of safety surfacing underneath the teen shelter.

The Clerk highlighted that council's cannot change a decision made for 6 months without a request from a certain number of members or a recommendation of a Committee. The resolution made at Full Council on 3rd October was: 'to adopt the play area, based on the outcome of the independent play area review by RoSPA but not sign any legal agreement until the footpath in the play area is tarmacked with a proper edging', therefore the council technically, cannot alter this decision unless content that there has been a change in circumstances with Bellway reneging on the offer of tarmacking the hoggin footpath.

TO NOTE: The Clerk, having previously declared an interest, left the meeting briefly, while members considered the recommendation relating to Min 200(k): To consider quotations received for the repairs to the gate at the entrance to Beanacre Play Area.

With regard to Min 207/22 regarding bins, whilst the Clerk had delegated powers to replace bins, the budget was over spent at present and therefore an increase was being sought in funding and from which budget heading this should come from i.e., reserves or whether there was a preference to wait until the next financial year to increase the budget.

With regard to the new waste contract Suez had confirmed the contract would be for 2 years.

Resolved 1: To formally approve the recommendations of the Asset Management Meeting held on 10 October 2022 apart from recommendation 200(c)/22 regarding the adoption of the Whitworth

Play Area at Bowood View, with a resolution the play area is adopted and open now and to seek to have a tarmac path completed as soon as possible.

Resolved 2: To obtain quotes for the safety surfacing work and tarmacking of the hoggin footpath at the Whitworth Play Area, for consideration at the next Full Council meeting and to continue conversations with Bellway on when the hoggin footpath will be tarmacked.

Resolved 3: Monies reserved from the development of 50 dwellings to the rear of Townsend Farm on Semington Road (20/07334/OUT) be used to make improvements to the Bowood View Play Area.

Resolved 4: To Give delegated powers to the Clerk to spend up to an additional £1000, until the end of this financial year, to replace Wiltshire Council bins when burnt out or vandalized and for officers to look at an appropriate budget heading to drawn down funding.

c) Bowerhill Sports Field & Pavilion

- i) To approve quotation to fertilize junior pitches now rather than reseed next Spring (due to wear on pitches) – recommendation of contractor.**

A quote of £467.20 + VAT had been received from J H Jones to fertilize the junior pitches given their current condition.

Resolved: To approve the quotation of £467.20 + VAT received from J H Jones to fertilize the junior pitches.

- ii) To approve quotation to relocate the middle pitch to aid goal area recovery and to prevent lost balls in the hedge line – recommendation of Asset Management Committee.**

The Clerk informed the meeting the quote for this work had not been received as yet.

- iii) To note update from grass cutting contractor re budget and terms of a rolling or fixed 3-year contract – recommendation of Asset Management Committee.**

The Clerk explained she had spoken to J H Jones regarding the Council's contract, bearing in mind the current financial climate and had asked them to give an indication of costs before the council considered budget proposals for 2023/24.

The Clerk explained that since these discussions correspondence had been received from J H Jones to inform that their prices would be increasing from 1st April 2023 by 10%.

It was noted that an inflation rate of 10.1% had been announced by the Government for September, and therefore this would need to be borne in mind in terms of the budget next year. The Council would need to review the grass cutting specification in the new year to update the specification with additional play areas for example.

iv)C To consider booking update and consider next steps.

Held in Closed Session

Resolved: Members of the Asset Management committee, the Clerk and the Finance & Amenities Officer hold a meeting with the hirer to discuss a way forward.

d) Shurnhold Fields. To approve a quotation for grass cutting should Friends of Shurnhold Fields have difficulties in recruiting volunteers, with a suggestion they disband, following their AGM on 25 October (Full Council 3 October 2022 – Min 189(c).

The Clerk explained a quote had been received from the parish council's contractor to undertake regular grass cutting at Shurnhold Fields, should the Friends of Shurnhold Fields decide to fold at their AGM the following evening and therefore stop undertaking regular grass cutting.

A quote of £160.00 + VAT had been received from J H Jones.

The Clerk explained the Town Council had been approached, as the fields were jointly owned by both councils, to see if they had any capacity to undertake additional grass cutting, but unfortunately, they currently had not capacity or large enough equipment to undertake this task.

Resolved: To defer a decision on this until after the Friends of Shurnhold Fields AGM the following day.

e) To note the Pavilion office space, former meeting space at Gompels, and portacabin at Berryfield village hall have all been cleared

The Clerk explained there was still a few items to clear, but hopefully this would be done shortly.

f) To agree date and format for Opening Event for Davey Play Area (Pathfinder)

The Clerk explained consideration needed to be given to when to hold an official opening of the Davey Play Area at Pathfinder Place,

and to this end had been in touch with the Air Training Corps inviting them along, but was awaiting to hear on their availability before deciding on a date for the opening, but would inform Members once a date had been set. Mrs Davey the widow of Mr Michael Davey, former Commanding Officer of the ATC would also be invited along.

g) To note avian flu measures in place.

Members noted the current avian flu measures in place.

226/22 New Berryfield Village Hall project:

a) To consider update from solicitors on legal claim

The Clerk explained an update from the solicitor on the legal claim had not been received as yet, but was currently chasing for an update.

b) To note revised budget vs anticipated spend report.

The Clerk explained she needed to look in more detail at the figures produced earlier in the day and would provide an update as soon as possible.

c) To note new tables and chairs have been delivered following a successful grant application to Melksham Area Board by the Village Hall Committee (match funded by the parish council).

Members noted the new table and chairs for the village hall had been delivered following a successful grant from the Melksham Area Board, which was match funded by the Parish Council.

d) To note soft landscaping planting due Tuesday 25 October.

Members noted soft landscaping around the village hall was due to be planted the following day.

e) To note community access defibrillator imminent installation and to consider hosting a Defibrillator Awareness Training session at the hall; to approve quotation.

The Clerk informed the meeting the defibrillator was due to be installed later in the week and while people did not need training in order to use a defibrillator, sessions to give confidence and awareness to residents had been run in the past when the other defibs were installed. Sessions were available at £150 per session for up to 50 people and sought a steer from Members how widely this

should be publicised, bearing in mind it would be good publicity for the village hall but members across the parish, and beyond may attend.

Resolved: To hold two training sessions at Berryfield Village Hall and to publicise to the wider community. To consider further training sessions if more people came forward than places were available.

f) To receive feedback from Village Hall representatives meeting on 19th October and to consider any actions from the meeting

The Clerk explained only three potential committee members had attended the meeting (excluding the parish council and BASRAG (Berryfield & Semington Road Action Group) reps and another meeting had been organised for 16th November, which was being publicised widely, including in the Melksham News, at which a committee can hopefully be formed and then a charitable trust set up and lease signed.

The meeting had been attended by various representatives of other village halls in order to discuss booking arrangements and management of halls and had proved a really good session.

It was hoped to get both Shaw Village Hall and Berryfield Village Hall leases on the same terms. Councillor Holt explained she was happy to go through the various documents provided if this helped and encourage people to join the committee.

Councillor Harris agreed to forward a copy of Bowerhill Village Hall Committee's constitution.

g) To consider a request from Councillor Chivers to rename the village hall in memory of Queen Elizabeth II

Councillor Pafford stated a request had been received from Councillor Chivers to consider renaming Berryfield Village Hall in memory of Queen Elizabeth II, however, as Councillor Chivers was not in attendance, suggested this item be deferred.

Councillor Baines noted an engraved plaque had already been installed in the brickwork with the name of the village hall and suggested referring the request to Melksham Town Council, with a view to naming the East of Melksham Community Centre after the Queen. It was understood permission would need to be sought from the Lord Lieutenant of Wiltshire in the first instance to name the hall after Queen Elizabeth II.

Resolved: For the Clerk to approach the Town Council to ascertain if they would consider naming the proposed new village hall East of Melksham after Queen Elizabeth II and to bring back to a future

council meeting, when hopefully Councillor Chivers would be in attendance.

h) To agree date and format for Opening Event

The Clerk sought a steer from Members on thoughts for the official opening of the hall, potentially after Christmas now, with a suggestion the opening event take place on Saturday 21st January 2023.

Resolved: For the Clerk to talk to those who had been involved in the project to ascertain availability.

227/22 Highways & Streetscene

a) To approve the Minutes of the Highways & Streetscene Committee meeting held on 26 September 2022

Resolved: To approve and for the Chair to sign the Highways & Streetscene minutes of 26 September 2022.

b) To formally approve the recommendations contained within the Highways & Streetscene minutes of 26 September 2022.

Councillor Pafford asked if consideration needed to be given to a substitute for Councillor Baines at the Local Highways and Footpath Improvement Group (LHFIG) meetings for Councillor Baines in order the parish council were represented at the meeting in his absence.

Min 178(c): To consider feedback from meeting with Community Action Whitley & Shaw (CAWS) regarding request for traffic calming measures and the installation of a permanent electronic speed sign.

The Clerk explained whilst the parish council had made a recommendation to accept the offer of purchasing an additional speed indicator device. It would appear that CAWS were currently consulting residents on what fund-raising money could be used for and purchasing a speed indicator device had been one of the suggestions; so, accepting the offer may have been premature at this stage.

Resolved 1: To formally approve the recommendations contained within the Highways & Streetscene minutes of 26 September 2022

Resolved 2: For Councillor Patacchiola to substitute for Councillor Baines at the Local Highway & Footpath Improvement Group (LHFIG).

- c) Shaw Traffic Lights. To note update on provision of ‘shutters’ on the traffic lights and consider forwarding a request to the Local Highways & Improvement Group (LHFIG) these are installed on the ‘green’ lights only (arising from Min 176/22f)**

The Clerk explained Shaw traffic lights used to have shuttering on them until they were replaced, in order to slow drivers down. A response had been received from Wiltshire Council’s Traffic Engineer stating, “as there was no record of collisions, it was not considered necessary to install them and therefore had been omitted during the refurbishment of the lights. There was no issue in having louvres on the green lights, which would be a cost implication and encouraged a request be submitted to the Local Highways & Footpath Improvement Group (LHFIG) for consideration.”

Resolved: To submit a request for louvres on the green lights only on Shaw Traffic lights to the Local Highways & Footpath Improvement Group (LHFIG) for consideration

- d) To note update from Wiltshire Council on School Travel Plans in the parish and consider next steps**

The Clerk explained the parish council when considering various requests relating to highway issues outside schools had suggested having sight of the various school travel plans and therefore had contacted the School Travel Plan Advisor at Wiltshire Council.

The School Travel Plan Advisor had responded to say normally it would be for the parish council to approach the respective schools. However, noted both Melksham Oak and Bowerhill School Travel plans were out of date, therefore did not reflect the current situation accurately. With Melksham Oak School last being updated in 2007, and Bowerhill Primary School in 2006. Shaw School Travel Plan was dated November 2017.

The Travel Advisor had advised the parish council to encourage the schools to update their plans.

The Clerk explained when applying for funding for improvements under the Substantive Highways scheme that more points were received to support a request, if relating to highway improvements outside schools, if the school in question had an up-to-date travel plan.

It was understood the schools did not have to share the information contained within their School Travel Plans with their respective town/parish council.

Resolved: To request up to date Travel Plans from the various

schools (copying in White Horse Academy) within the parish explaining that not having an up-to-date Travel Plan was hampering the parish council getting things through the Local Highway & Footpath Improvement Group (LHFIG) to improve highway safety outside schools, as well as additional funding and to copy in the White Horse Academy into the correspondence

e) To note the ‘Substantive Highways Scheme Fund’ Bid application process for Funding in 2023/24. Area Boards need to submit eligible bids by Friday 18th November 2022.

Suggestions were sought for schemes in order to apply for funding.

Councillor Wood explained he had previously suggested, when considering CIL (Community Infrastructure Levy) funding with the Town Council, the possibility of a new footpath from Berryfield to Pathfinder Way Primary School and wondered if this would be a more suitable route for funding. The Clerk explained there was an item further on the agenda regarding CIL sharing, with the Town Council, stating they were not prepared to use the shared CIL for the implementation of a new footpath from Berryfield to Pathfinder School, as it would not benefit their residents.

Councillor Baines felt until a more definitive start date was known, this suggestion was premature and as the ‘Substantive Highways Scheme Fund’ was available every year, to consider schemes which could be achieved now.

The following suggestions were made:

- Roundabout or second access for Melksham Oak School, as asked for when the school was built originally.
- Crossing against the new road for the footpath to the rear of Melksham Oak. It was noted this would benefit pupils from the town, as opposed to pupils from the parish.
- Bowerhill Primary School second entrance/exit, modifying traffic calming outside school. This would also improve access to the village hall. Councillor Harris, as Chair of Bowerhill Village Hall Committee stated the Village Hall Committee might be prepared to contribute towards the costs of improving the access to the school, as it would also improve access to the village hall.
- Moving the bus gate at Semington Road. It was noted this could possibly be paid for from the £200,000 Section 106 monies (from planning application for 144 dwellings on Semington Road) for the highway improvements to the crossing on the A350, which had already been completed.

Resolved: To put forward the following bid to the Substantive Highways Scheme Fund:

1. Additional entrance/exit at Bowerhill Primary School in order to improve access for both the school and the village hall and/or improvements to the traffic calming measures outside the school.
2. To inform Councillor Seed, as Chair of the Local Footpath & Highways Improvements Group (LHFIG) of the following other requests, which will come forward in due course but likely to be more applicable to the Substantive Fund than the LHFIG fund:
 - Provision of a roundabout outside Melksham Oak School and/or a second entrance to the school.
 - Installation of a footpath from Berryfield to Pathfinder Place Primary School, Bowerhill.

To ascertain if Wiltshire Council have found funding for the toucan crossing associated with the footpath to the rear of Melksham Oak. If not, to suggest to the Town Council this could be something which both Councils could make a joint application to the Substantive Highways fund for, as it would mainly benefit children from the town rather than the parish.

228/22 Melksham Campus/office relocation

a) To consider correspondence with Wiltshire Council over potential bookings

The Clerk explained that she was currently in discussion with Wiltshire Council's legal team over the type of use of the parish council meeting space that was permitted to be used by others. There was not AV equipment available in the large meeting room adjacent to the council's meeting space which most groups required and had fed this back to Wiltshire Council.

229/22 Finance:

a) Quarterly Reports for Quarter 2 (July, Aug, Sept)

i) To note Budget vs Actual figures

The Clerk explained officers were starting to look at the budget for 2023/24 bearing in mind the 10.1% inflation figure recently announced.

Resolved: To note.

ii) To note Bank reconciliation

Resolved: To note the Bank Reconciliation and for Councillors Russell and Patacchiola as non-Finance Committee members to inspect and countersign the Bank Reconciliation and council cheque book.

iii) To note VAT reclaim submitted

Resolved: To note a VAT reclaim of £74,212.88 had been made in Quarter 2.

b) To note Receipts & Payments reports for September

Resolved: To note Receipts & Payments reports for September.

c) To approve cheque signatories/online authority for October payments

Resolved: For Councillors Holt and Pafford to be cheque signatories/online authority for October.

d) To note conclusion of External Audit and public inspection period

The Clerk informed the meeting no one had come forward requesting to inspect the reports during the latest inspection period.

Members thanked those officers involved in producing the relevant reports.

Resolved: To note the satisfactory conclusion of the External Auditor and public inspection period.

e) To note sale of Rialtas (accounting software) to Harris Computer Corporation and Handover of Leadership.

Members noted Rialtas, who the Council use for their accounting software, had just been sold to Harris Computer Corporation.

The Clerk explained for due diligence purposes she had started looking at an alternative provider and had looked at the offering of Scribe who provide a similar solution bespoke to parish councils. However, today, they had announced that their costs had gone up by 20%. Officers would investigate further.

f) Community Infrastructure Levy (CIL). To note options put forward by Melksham Town Council for CIL sharing and consider next steps for Real Time Information project.

The Clerk explained whilst something had not been put in writing yet, she understood the Town Council proposed to just proceed with the installation of Real Time Information in bus shelters and not to proceed with creating a footpath from Berryfield to the proposed new primary school on Pathfinder Way.

The Clerk had ascertained costs of providing Real Time Information from Wiltshire Council who had provided costs of £6,020 (however, this price would hold for 3 to 4 years) per unit if power was available, with costs increasing if power needed to be installed.

The Clerk sought a steer from Members, given the high costs involved, on what strategy should be implemented into phasing the implementation of Real Time Information within bus shelters in the town and parish.

Councillor Patacchiola noted the 54-month maintenance costs were included in the cost but after this period it would be a compulsory extra charge and asked if there was a payment schedule and whether it was an upfront cost.

It was noted Wiltshire Council were happy for the parish council to use Community Infrastructure (CIL) funding to pay for Real Time Information for this. This had been checked as not all the costs involved were for capital purchases. However, it would take some time in order to get enough funding, if using the 10% extra received in CIL funding due to Melksham having a joint Neighbourhood Plan with the Town Council. The Clerk noted there was CIL funding to still come forward for the 144 dwellings on Semington Road and if approved the 112 dwellings at Upside on Bath Road which would contribute to the joint 10% fund.

Councillor Baines suggested the provision of real time information on bus shelters along the 271/272/273 bus route could be explored, which covered areas in the parish, as well as the town.

Resolved: The Clerk to continue discussions with the Town Council on priorities for Community Infrastructure Levy funding, scheduling and their commitment to a joint project and to investigate a payment schedule for maintenance costs after the 54-month maintenance period.

230/22 Policies/Procedures

a) To review the Council's Social Media Policy (deferred from Full Council 26 July 2022)

Councillor Holt suggested it would be useful to have something

included in the Social Media policy which encouraged people to contact the parish council for a response to a post, rather than the council have to post a response to something on social media if there was a disagreement playing out online.

Councillor Patacchiola suggested the rules detailed in Section 6 are very detailed and could in fact be covered by Section 4 which states that only the Clerk, or staff as directed by the Clerk, are to post material on a social media site in the Council's name and therefore a councillor can't represent the council's views, they can only do that as a private individual. The policy could then be made a lot simpler.

The Clerk stated this policy did not cover letters/emails to the press and queried whether it would be better to rename as a Media Policy to cover these areas too. It was noted that within the Council's Risk Assessment and list of representatives it stated that any press releases needed to be made via the Clerk, however, it was not included in a policy at present.

It was felt important that any media communications from the council needed to put the view across of the council as a whole, rather than an individual's point of view whether press, radio, TV, social media etc.

Resolved: For the Staffing Committee to draw up a Communications Policy which included both staff and members communicating with the press/media outlets and to redraft a separate Social Media Policy, bearing in mind the suggestions made by Councillor Patacchiola. To include a sentence 'to not bring the council into disrepute' as an overarching principle.

b) To consider request for Complaints Committee and Independent Person to be appointed

Councillor Chivers asked if the Council would consider having a Complaints Committee and an independent person appointed citing a recent example from Wiltshire Council.

Councillor Pafford suggested as Councillor Chivers was not in attendance to defer this item in order he could speak to the item at a future meeting.

Councillor Pafford stated the Clerk on receiving the request had made investigations and looked up the relevant legislation to find it was not a requirement of a parish council to have an independent person standing by to act as part of a complaints procedure. Councillor Pafford asked Members to bear this information in mind when the matter was brought before the Council at a later date when Councillor Chivers was in attendance to speak to the request.

Resolved: To defer this request until the next Full Council meeting on 14th November when hopefully Councillor Chivers was in attendance in order to speak to the request.

c) To consider way forward for training/best practice in use of electronic agenda packs

Councillor Pafford stated whilst he was happy to explore using the electronic agenda, would appreciate if he could receive a paper copy agenda pack for those meetings when he was Chair.

Councillor Baines stated he was also getting used to using the electronic agenda pack, but had requested a copy of the agenda and the minutes, and documents in relation to the Highways & Streetscene Committee meeting.

Councillor Chivers was also receiving a paper copy of the agenda pack.

The Clerk stated whilst Councillor Patacchiola could provide regular top tips on using an electronic agenda pack, she asked if Members felt any training would be useful.

Members felt it would be useful to have training on how to highlight information on the agenda, with Councillor Harris indicated he would appreciate training on Outlook as well.

231/22 Jubilee Tree Planting. To note update following contact with landowners and to approve costs (deferred from Full Council meeting 3 October).

The Clerk had circulated a report at the meeting highlighting possible sites which Members went through.

Resolved: To plant trees at the following locations at a cost of circa £225 each, to come from the contingency reserve budget:

- Bowerhill Sports Field
- Pathfinder Place
- New Berryfield Village Hall
- 'Triangle' in Berryfield Park

232/22 Community projects/partnership organisations:

a) To consider update on Cost of Living/Warm Spaces initiatives.

The Clerk provided an update on the various Cost of Living/Warm Spaces initiatives locally and expressed frustration at some groups not wishing to take up the offer of workshops for its members. The Clerk also informed the meeting the Library would be providing a warm space and activities. Wiltshire Council had a dedicated website for people to find relevant information.

b) Melksham Area Board. To note minutes of meeting held on 21 September 2022.

Members noted the minutes of the Melksham Area Board meeting held on 21st September 2022.

c) Wilts & Berks Canal Trust. To note minutes of meeting held on 18 October (if received) and August & September Branch Report.

Members noted the information contained within the August & September Branch Report.

d) Wiltshire, Swindon & Oxfordshire Canal Partnership. To receive verbal update and/or minutes of meeting 6 October (if received).

Councillor Harris stated he had been to both this and the Wilts & Berks Canal Trust meeting and there was no update to report relating to the Melksham Link project.

e) CAWS meeting. To note minutes of meeting held on 7 September and recent Connect article with proposed projects that residents are being consulted on.

Members noted the minutes of the CAWS meeting held on 7th September and the article on proposed projects that residents were currently being consulted on.

f) To note outcome of survey by the Green Party in Berryfield.

Members noted the outcome of the survey undertaken by the Green Party.

Meeting closed at 10.05pm

Signed
Chair, Full Council, 14 November 2022

Date: 10/10/2022

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

| Receipts for Month 6 | | | Nominal Ledger Analysis | | | | | |
|-----------------------|--------------------------------|-----------------|-------------------------|-------|------|--------|------------|--------------------------------|
| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| Balance Brought Fwd : | | 415,431.19 | | | | | 415,431.19 | |
| V2909-BACS | Banked: 01/09/2022 | 4.47 | | | | | | |
| V2909-BACS | John Glover (British Girlguidi | 4.47 | | | 1130 | 110 | 4.47 | Inv.296-Girlguiding photocopyi |
| V2910-BACS | Banked: 13/09/2022 | 56,734.97 | | | | | | |
| V2910-BACS | HM Revenue & Customs | 56,734.97 | | | 105 | | 26,817.96 | VAT Return 01.07.22-31.07.22 |
| | | | | | 105 | | 29,917.01 | VAT Return 01.08.22-31.08.22 |
| V2912-BS3 | Banked: 21/09/2022 | 30.00 | | | | | | |
| V2912-BS3 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 3 rent |
| V2913-BACS | Banked: 22/09/2022 | 60.00 | | | | | | |
| V2913-BS29 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 29 rent |
| V2913-BS31 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield 31 rent |
| V2914-BACS | Banked: 22/09/2022 | 30.00 | | | | | | |
| V2914-BY4B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 4B rent |
| V2904-BGC | Banked: 23/09/2022 | 117,844.52 | | | | | | |
| V2904-BGC | Wiltshire Council | 117,844.52 | | | 1076 | 110 | 117,844.52 | 2nd half of parish precept |
| V2915-BACS | Banked: 23/09/2022 | 30.00 | | | | | | |
| V2915-BS17 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 17 rent |
| V2916-BACS | Banked: 23/09/2022 | 30.00 | | | | | | |
| V2916-BS1 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 1 rent |
| V2917-BACS | Banked: 23/09/2022 | 30.00 | | | | | | |
| V2917-BY8B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 8B rent |
| V2918-BACS | Banked: 23/09/2022 | 120.00 | | | | | | |
| V2918-BY1B | Allotment Holder | 60.00 | | | 1310 | 310 | 60.00 | Berryfield plot 1B rent |
| V2918-BY2B | Allotment Holder | 60.00 | | | 1310 | 310 | 60.00 | Berryfield plot 2B rent |
| V2919-BACS | Banked: 23/09/2022 | 30.00 | | | | | | |
| V2919-BY7B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 7b rent |
| V2920-BACS | Banked: 23/09/2022 | 60.00 | | | | | | |
| 2920-BY12A | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 12a rent |
| 2920-BY12B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 12b rent |
| V2921-BACS | Banked: 23/09/2022 | 60.00 | | | | | | |
| 2921-BY11A | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 11a rent |
| 2921-BY11B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield 11B rent |
| V2922-BACS | Banked: 26/09/2022 | 30.00 | | | | | | |
| 2922-BY17B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 17b rent |
| V2923-BACS | Banked: 26/09/2022 | 120.00 | | | | | | |
| V2923-STAV | Staverton Rangers (Sun) | 120.00 | | | 1210 | 210 | 60.00 | Inv.298- 17th September match |
| | | | | | 1210 | 210 | 60.00 | Inv.298- 24th September match |
| V2924-BACS | Banked: 26/09/2022 | 30.00 | | | | | | |

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| V2924-BS32 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 32 rent |
| V2925-BACS | Banked: 26/09/2022 | 60.00 | | | | | | |
| V2925-BS23 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 23 rent |
| V2925-BS24 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 24 rent |
| V2926-BACS | Banked: 26/09/2022 | 30.00 | | | | | | |
| V2926-BS30 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 30 rent |
| V2927-BACS | Banked: 27/09/2022 | 30.00 | | | | | | |
| 2927-BY18B | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 18B rent |
| V2928-BACS | Banked: 27/09/2022 | 30.00 | | | | | | |
| V2928-BY8A | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 8A rent |
| V2929-BACS | Banked: 28/09/2022 | 30.00 | | | | | | |
| 2929-BY18A | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield plot 18a rent |
| V2930-BACS | Banked: 28/09/2022 | 22.50 | | | | | | |
| 2930-BY1SM | Allotment Holder | 22.50 | | | 1310 | 310 | 22.50 | Berryfield plot 1SM rent |
| V2931-BACS | Banked: 30/09/2022 | 60.00 | | | | | | |
| V2931-BS10 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 10 rent |
| V2931-BS11 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield plot 11 rent |
| V2932-BACS | Banked: 30/09/2022 | 30.00 | | | | | | |
| V2932-BY9A | Allotment Holder | 30.00 | | | 1310 | 310 | 30.00 | Berryfield 9a rent |
| V2933-BACS | Banked: 30/09/2022 | 30.00 | | | | | | |
| V2933-BS16 | Allotment Holder | 30.00 | | | 1320 | 310 | 30.00 | Briansfield 16 rent |
| Total Receipts for Month | | 175,566.46 | 0.00 | 0.00 | | | 175,566.46 | |
| Cashbook Totals | | <u>590,997.65</u> | <u>0.00</u> | <u>0.00</u> | | | <u>590,997.65</u> | |

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Date: 10/10/2022

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 6

| Payments for Month 6 | | | Nominal Ledger Analysis | | | | | | |
|---------------------------------|---------------------|------------------|-------------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
| 01/09/2022 | HM Land Registry | V2873-6100 | 12.00 | | | 4680 | 170 | 12.00 | Land Registry search NHP sites |
| 01/09/2022 | Grist Environmental | V2905-DD | 119.96 | | 20.00 | 4770 | 220 | 99.96 | Inv.P78816-B'Hill Waste away |
| 09/09/2022 | SSE | V2908-DD | 726.32 | | 34.58 | 4312 | 220 | 691.74 | Inv.0002-Pav gas-19 May-22 Aug |
| 20/09/2022 | Plusnet | V2911-DD | 36.60 | | 6.10 | 4190 | 120 | 30.50 | Inv.003-Broadband for office |
| 21/09/2022 | Eon | V2906-DD | 137.59 | | 6.55 | 4302 | 220 | 131.04 | Inv.0014- Pavilion Electricity |
| 22/09/2022 | Sirus Telecom | V2907-DD | 148.19 | | 24.70 | 4190 | 120 | 123.49 | Inv.62902- Office phone charge |
| Total Payments for Month | | | 1,180.66 | 0.00 | 91.93 | | | 1,088.73 | |
| Balance Carried Fwd | | | 589,816.99 | | | | | | |
| Cashbook Totals | | | 590,997.65 | 0.00 | 91.93 | | | 590,905.72 | |

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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 | 217,977 | 235,689 | 235,689 | (0) | | | 100.0% | |
| 1100 Grants and Donations RCVD | 2,338 | 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 | 55 | 7 | 50 | 43 | | | 14.8% | |
| 1140 Solar Farm Community Fund | 14,850 | 0 | 5,000 | 5,000 | | | 0.0% | |
| 1150 Covid-19 Grants | 934 | 0 | 0 | 0 | | | 0.0% | |
| General Account Income :- Income | 236,164 | 235,706 | 250,749 | 15,043 | | | 94.0% | 0 |
| Net Income | 236,164 | 235,706 | 250,749 | 15,043 | | | | |
| 120 Administration costs | | | | | | | | |
| 4070 Chairs Allowance | 816 | 326 | 835 | 509 | | 509 | 39.1% | |
| 4080 Members Training | 455 | 79 | 560 | 481 | | 481 | 14.1% | |
| 4090 Members Expenses | 0 | 0 | 25 | 25 | | 25 | 0.0% | |
| 4100 Audit Fees | 1,950 | 300 | 2,500 | 2,200 | | 2,200 | 12.0% | |
| 4120 Postage | 751 | 506 | 500 | (6) | | (6) | 101.2% | |
| 4130 Photocopying | 2,014 | 1,209 | 1,500 | 291 | | 291 | 80.6% | |
| 4140 Bank Charges | 153 | 82 | 175 | 93 | | 93 | 46.9% | |
| 4150 Admin and Stationery | 1,128 | 519 | 1,000 | 481 | | 481 | 51.9% | |
| 4155 Refreshments Comm Events | 20 | 23 | 150 | 127 | | 127 | 15.1% | |
| 4160 Minute Books Binding | 410 | 0 | 225 | 225 | | 225 | 0.0% | |
| 4175 Email & Cloud hosting | 948 | 501 | 1,000 | 499 | | 499 | 50.1% | |
| 4180 IT Support | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4185 Accountancy Support | 818 | 0 | 850 | 850 | | 850 | 0.0% | |
| 4190 Telephone/Broadband/Line Rent | 4,191 | 1,067 | 2,500 | 1,433 | | 1,433 | 42.7% | |
| 4200 Room Hire/Zoom | 535 | 715 | 380 | (335) | | (335) | 188.1% | |
| 4210 Safety/PAT Check | 195 | 0 | 150 | 150 | | 150 | 0.0% | |
| 4220 Chairman's Brd/Chain of Office | 62 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4230 Advertising | 499 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4240 Quarterly Newsletter | 495 | 495 | 2,100 | 1,605 | | 1,605 | 23.6% | |
| 4250 Land Search Fee | 51 | 3 | 50 | 47 | | 47 | 6.0% | |
| 4271 Office Utilities | 1,500 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4351 New Equip & Furniture | 3,296 | 5,075 | 5,700 | 625 | | 625 | 89.0% | |
| 4352 Office Relocation | 0 | 1,175 | 1,000 | (175) | | (175) | 117.5% | |
| 4370 Cleaning Materials | 5 | 3 | 50 | 47 | | 47 | 6.0% | |
| 4372 Covid-19 | 913 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4380 Cleaning - Contractor | 147 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4390 Professional Services | 0 | 1,250 | 300 | (950) | | (950) | 416.7% | |
| 4391 GDPR Compliance | 35 | 0 | 110 | 110 | | 110 | 0.0% | |
| 4720 Repairs & Maintenance - Office | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| Administration costs :- Indirect Expenditure | 21,388 | 13,328 | 23,460 | 10,132 | 0 | 10,132 | 56.8% | 0 |
| Net Expenditure | (21,388) | (13,328) | (23,460) | (10,132) | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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 |
|--|---|--|---|-----------------------|-----------------------|-----------------|--------------|----------------------|
| 130 Staffing | <small>Total Actual last year on all salaries £91,285</small> | <small>Actual year to date on all salaries £47,208</small> | <small>Budgeted Salaries £101,572</small> | | | | | |
| 4000 Clerk's Salary | | | | | | | 48.7% | |
| 4010 Finance & Amenities Officer Sa | | | | | | | 43.8% | |
| 4020 Parish Officer Salary | | | | | | | 45.0% | |
| 4041 NI - EmployER | 7,763 | 4,323 | 10,000 | 5,677 | | 5,677 | 43.2% | |
| 4045 Superannuation - EmployER | 16,057 | 7,923 | 18,207 | 10,284 | | 10,284 | 43.5% | |
| 4048 Office Staff Mileage & Parking | 34 | 134 | 100 | (34) | | (34) | 133.7% | |
| 4055 Staff Training | 950 | 755 | 350 | (405) | | (405) | 215.7% | |
| 4060 Staff DBS | 111 | 0 | 60 | 60 | | 60 | 0.0% | |
| Staffing :- Indirect Expenditure | 106,424 | 55,506 | 120,272 | 64,766 | 0 | 64,766 | 46.2% | 0 |
| Net Expenditure | (106,424) | (55,506) | (120,272) | (64,766) | | | | |
| 140 Council Office Costs | | | | | | | | |
| 4270 Office Rent - Campus | 0 | 4,327 | 7,779 | 3,452 | | 3,452 | 55.6% | |
| Council Office Costs :- Indirect Expenditure | 0 | 4,327 | 7,779 | 3,452 | 0 | 3,452 | 55.6% | 0 |
| Net Expenditure | 0 | (4,327) | (7,779) | (3,452) | | | | |
| 142 Parish Amenities | | | | | | | | |
| 1440 Shurnhold Fields Income | 952 | 0 | 0 | 0 | | | 0.0% | |
| 1450 Berryfield Village Hall PWL | 494,827 | 0 | 0 | 0 | | | 0.0% | |
| 1460 Insurance Claim | 1,750 | 0 | 0 | 0 | | | 0.0% | |
| Parish Amenities :- Income | 497,529 | 0 | 0 | 0 | | | | 0 |
| 1190 Defibrillator | 1,397 | 756 | 1,035 | 279 | | 279 | 73.0% | |
| 4050 Caretaker Travel Allowance | 570 | 285 | 570 | 285 | | 285 | 50.0% | |
| 4051 Caretaker Mileage & Parking | 554 | 250 | 500 | 250 | | 250 | 50.0% | |
| 4281 Insurance | 4,268 | 4,694 | 4,500 | (194) | | (194) | 104.3% | |
| 4385 Play Area Safety Surface Clean | 2,930 | 3,300 | 8,821 | 5,521 | | 5,521 | 37.4% | |
| 4400 Play Area - Grass Cutting | 3,079 | 1,283 | 3,969 | 2,686 | | 2,686 | 32.3% | |
| 4409 Hornchurch Road Public Open Sp | 1,960 | 817 | 1,960 | 1,143 | | 1,143 | 41.7% | |
| 4410 ROSPA Inspections | 1,641 | (840) | 775 | 1,615 | | 1,615 | (108.4%) | |
| 4420 St Barnabas Annual Rent | 10 | 0 | 10 | 10 | | 10 | 0.0% | |
| 4460 Caretaker Salary | | | | | | | 45.4% | |
| 4490 Repair & Maintenance - Parish | 1,610 | 1,183 | 300 | (883) | | (883) | 394.3% | |
| 4500 Weedspraying | 2,760 | 1,384 | 2,900 | 1,516 | | 1,516 | 47.7% | |
| 4510 CATG Contributions | 0 | 0 | 5,500 | 5,500 | | 5,500 | 0.0% | |
| 4540 Speed Indicator Device | 2,600 | 1,611 | 1,300 | (311) | | (311) | 123.9% | |
| 4560 Shaw & Whitley Flood Resource | 493 | 268 | 500 | 232 | | 232 | 53.6% | |
| 4575 Village Halls & Play Areas (Ne | 31,287 | 0 | 15,000 | 15,000 | | 15,000 | 0.0% | |

Continued over page

Month No: 6

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 |
|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|--------------|----------------------|
| 4576 Drinking Water Fountains | 3,088 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4582 New Berryfield Village Hall Pr | 236,723 | 525,947 | 755,000 | 229,053 | | 229,053 | 69.7% | |
| 4583 PWL Capital Payment | 49,500 | 49,500 | 99,000 | 49,500 | | 49,500 | 50.0% | |
| 4584 PWL Interest Payment | 3,094 | 2,784 | 5,259 | 2,475 | | 2,475 | 52.9% | |
| 4590 Street Furniture | 3,069 | 2,471 | 2,500 | 29 | | 29 | 98.8% | |
| 4600 Bus Shelters Cleaning | 450 | 0 | 840 | 840 | | 840 | 0.0% | |
| 4780 Play Area - Bin Emptying | 630 | 263 | 840 | 578 | | 578 | 31.3% | |
| 4785 Replacing Wiltshire Council bi | 1,172 | 819 | 1,000 | 181 | | 181 | 81.9% | |
| 4820 Shurnhold Fields Project | 2,931 | (454) | 1,700 | 2,154 | | 2,154 | (26.7%) | 248 |
| 4825 Shurnhold Fields CAPITAL Expen | 1,904 | 0 | 0 | 0 | | 0 | 0.0% | |
| Parish Amenities :- Indirect Expenditure | 367,267 | 600,571 | 923,146 | 322,575 | 0 | 322,575 | 65.1% | 248 |
| Net Income over Expenditure | 130,262 | (600,571) | (923,146) | (322,575) | | | | |
| 6000 plus Transfer from EMR | 312,454 | 248 | | | | | | |
| 6001 less Transfer to EMR | 494,827 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (52,111) | (600,323) | | | | | | |
| 170 Community Support | | | | | | | | |
| 1480 Neighbourhood Plan Income | 2,736 | 0 | 500 | 500 | | | 0.0% | |
| Community Support :- Income | 2,736 | 0 | 500 | 500 | | | 0.0% | 0 |
| 4451 Young Melksham | 2,500 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4610 Section 137 Grant | 9,200 | 13,850 | 15,000 | 1,150 | | 1,150 | 92.3% | |
| 4620 Village Hall Grants | 9,250 | 14,700 | 15,000 | 300 | | 300 | 98.0% | |
| 4630 Other Grants (TIC - Section 14 | 600 | 600 | 800 | 200 | | 200 | 75.0% | |
| 4650 Subscriptions | 1,218 | 1,552 | 1,750 | 198 | | 198 | 88.7% | |
| 4670 Melks Public Toilets Contrib | 5,519 | (7,500) | 7,500 | 15,000 | | 15,000 | (100.0%) | |
| 4680 Neighbourhood Plan | 4,194 | 466 | 2,000 | 1,534 | | 1,534 | 23.3% | |
| 4685 Melksham Community Response | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| Community Support :- Indirect Expenditure | 32,480 | 23,668 | 42,250 | 18,582 | 0 | 18,582 | 56.0% | 0 |
| Net Income over Expenditure | (29,745) | (23,668) | (41,750) | (18,082) | | | | |
| 180 Joint Ventures | | | | | | | | |
| 4690 New Train Station Contrib | 3,000 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4695 Art Contribution Bowerhill | 50 | 0 | 0 | 0 | | 0 | 0.0% | |
| Joint Ventures :- Indirect Expenditure | 3,050 | 0 | 0 | 0 | 0 | 0 | | 0 |
| Net Expenditure | (3,050) | 0 | 0 | 0 | | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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 | 9,518 | 4,840 | 9,000 | 4,160 | | | 53.8% | |
| 1260 Hire of Lounge/Kitchen Area un | 75 | 0 | 150 | 150 | | | 0.0% | |
| Jubilee Sports Field Income :- Income | 9,593 | 4,840 | 9,150 | 4,310 | | | 52.9% | 0 |
| Net Income | 9,593 | 4,840 | 9,150 | 4,310 | | | | |
| 220 Jubilee Sports Field Expenditu | | | | | | | | |
| 4212 Safety/PAT Check - % JSF Use | 2,757 | 1,927 | 3,200 | 1,273 | | 1,273 | 60.2% | |
| 4282 Insurance - % JSF Use | 3,949 | 4,505 | 4,100 | (405) | | (405) | 109.9% | |
| 4302 Electricity - % JSF Use | 1,043 | 630 | 2,100 | 1,470 | | 1,470 | 30.0% | |
| 4312 Gas - % JSF Use | 1,630 | 1,130 | 1,100 | (30) | | (30) | 102.8% | |
| 4322 Water and Sewage - % JSF Use | 358 | 201 | 900 | 699 | | 699 | 22.3% | |
| 4381 Cleaning Contractor - % JSF Us | 1,701 | 748 | 3,000 | 2,252 | | 2,252 | 24.9% | |
| 4401 JSF Grass Cutting/Line Marking | 8,558 | 3,461 | 8,432 | 4,971 | | 4,971 | 41.0% | |
| 4405 JSF Hedge Maintenance | 2,189 | 525 | 550 | 25 | | 25 | 95.5% | |
| 4430 Rates - % JSF Use | 0 | 0 | 835 | 835 | | 835 | 0.0% | |
| 4700 Grass Cutting extra to Cntrct | 101 | (101) | 0 | 101 | | 101 | 0.0% | |
| 4721 Repairs & Maintenance - JSF | 14,411 | 3,567 | 1,500 | (2,067) | | (2,067) | 237.8% | |
| 4740 JSF Spiking | 280 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4750 Deep Clean | 40 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4770 Waste Collection - %JSF Use | 810 | 549 | 980 | 431 | | 431 | 56.1% | |
| 4781 JSF Bin Emptying | 955 | 398 | 955 | 557 | | 557 | 41.7% | |
| 4791 Boiler Servicing - % JSF Use | 0 | 400 | 600 | 200 | | 200 | 66.7% | |
| Jubilee Sports Field Expenditu :- Indirect Expenditure | 38,781 | 17,941 | 28,752 | 10,811 | 0 | 10,811 | 62.4% | 0 |
| Net Expenditure | (38,781) | (17,941) | (28,752) | (10,811) | | | | |
| 6000 plus Transfer from EMR | 2,189 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (36,592) | (17,941) | | | | | | |
| 310 Allotment Income | | | | | | | | |
| 1310 Berryfield Allotment Rents - C | 1,283 | 1,846 | 1,343 | (503) | | | 137.4% | |
| 1320 Briansfield Allotment Rent - C | 1,122 | 1,542 | 1,140 | (402) | | | 135.3% | |
| Allotment Income :- Income | 2,405 | 3,388 | 2,483 | (905) | | | 136.4% | 0 |
| Net Income | 2,405 | 3,388 | 2,483 | (905) | | | | |
| 320 Allotment Expenditure | | | | | | | | |
| 4323 Water - Allotments | 306 | 185 | 580 | 395 | | 395 | 31.9% | |

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2022

Month No: 6

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 |
|--|------------------|---------------------|--------------------|-----------------------|-----------------------|-----------------|--------------|----------------------|
| 4402 Allotment Grass Cutting | 722 | 301 | 722 | 421 | | 421 | 41.7% | |
| 4722 Repairs & Maintenance - Allotm | 14 | 45 | 50 | 5 | | 5 | 90.0% | |
| 4800 Allotment Warden Salary | 0 | 0 | 0 | 0 | | 0 | 88.4% | |
| Allotment Expenditure :- Indirect Expenditure | 1,770 | 1,114 | 2,012 | 898 | 0 | 898 | 55.4% | 0 |
| Net Expenditure | (1,770) | (1,114) | (2,012) | (898) | | | | |
| 350 CIL | | | | | | | | |
| 1420 Community Infrastructure Levy | 6,414 | 7,999 | 50,000 | 42,001 | | | 16.0% | |
| CIL :- Income | 6,414 | 7,999 | 50,000 | 42,001 | | | 16.0% | 0 |
| Net Income | 6,414 | 7,999 | 50,000 | 42,001 | | | | |
| 400 S106 | | | | | | | | |
| 1170 Wiltshire Council Contribution | 136,450 | 0 | 0 | 0 | | | 0.0% | |
| S106 :- Income | 136,450 | 0 | 0 | 0 | | | | 0 |
| Net Income | 136,450 | 0 | 0 | 0 | | | | |
| Grand Totals:- Income | 891,292 | 251,933 | 312,882 | 60,949 | | | 80.5% | |
| Expenditure | 571,159 | 716,455 | 1,147,671 | 431,216 | 0 | 431,216 | 62.4% | |
| Net Income over Expenditure | 320,133 | (464,522) | (834,789) | (370,267) | | | | |
| plus Transfer from EMR | 314,642 | 248 | | | | | | |
| less Transfer to EMR | 494,827 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | 139,948 | (464,274) | | | | | | |

Date: 10/10/2022

Melksham without Parish Council Current Year

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Unity Bank

For Month No: 6

Receipts for Month 6

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| Balance Brought Fwd : | | 431,896.90 | | | | | 431,896.90 | |
| 028- CHQ | Banked:26/09/2022 | 180.00 | | | | | | |
| V2937-028 | AFC Melksham | 60.00 | | | 1210 | 210 | 60.00 | Pitch hire 4th Sept |
| V2938-028 | AFC Melksham | 120.00 | | | 1210 | 210 | 120.00 | Pitch Hire October |
| Total Receipts for Month | | 180.00 | 0.00 | 0.00 | | | 180.00 | |
| Cashbook Totals | | <u>432,076.90</u> | <u>0.00</u> | <u>0.00</u> | | | <u>432,076.90</u> | |

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Date: 10/10/2022

Melksham without Parish Council Current Year

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Unity Bank

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|---------------------------|------------|--------------|-------------|-----------|------|--------|-----------|--------------------------------|
| 06/09/2022 | Rigg Construction | V2874-BACS | 89,877.64 | | 14,979.61 | 4582 | 142 | 74,898.03 | Inv.103- Certificate 8-BYF V H |
| 06/09/2022 | BTA Architects | V2875-BACS | 480.00 | | 80.00 | 4582 | 142 | 400.00 | Inv.2195-BYF V Hall Architect |
| 06/09/2022 | Kanconnections | V2876-BACS | 2,550.00 | | 425.00 | 4721 | 220 | 2,125.00 | Part-inv.1499-Pavilion CCTV |
| 06/09/2022 | Community Heartbeat Trust | V2877-BACS | 3,048.00 | | 508.00 | 4582 | 142 | 2,540.00 | Inv.13785-New defib BYF V Hall |
| 06/09/2022 | Arthur J Gallagher | V2878-BACS | 3,849.18 | | | 4582 | 142 | 3,849.18 | Berryfield Village Hall insura |
| 16/09/2022 | Unity Trust Bank | V2902-DD | 330.17 | | 52.22 | 4190 | 120 | 11.30 | Office phone subscription |
| | | | | | | 4490 | 142 | 38.31 | Jubilee Clips & Padlock- SID |
| | | | | | | 4175 | 120 | 81.00 | Office 365 Subscription |
| | | | | | | 4055 | 130 | 30.00 | Managing Village Halls webinar |
| | | | | | | 4150 | 120 | 8.50 | Health & Safety Law poster |
| | | | | | | 4175 | 120 | 1.00 | Web hosting MWPC website |
| | | | | | | 4200 | 120 | 11.99 | Zoom online meeting subscrip |
| | | | | | | 4080 | 120 | 79.00 | Clir personal safety webinar |
| | | | | | | 4680 | 170 | 3.00 | Land Registry |
| | | | | | | 4120 | 120 | 10.85 | Postage for planning agenda |
| | | | | | | 4140 | 120 | 3.00 | Monthly Fee |
| 23/09/2022 | Public Works Loan | V2903-DD | 52,284.38 | | | 4583 | 142 | 49,500.00 | Public Works Loan repayment |
| | | | | | | 4584 | 142 | 2,784.38 | Public Works Loan Interest |
| 27/09/2022 | Agilico | V2879-BACS | 352.05 | | 58.68 | 4130 | 120 | 293.37 | Inv.10457620-Office photocopyi |
| 27/09/2022 | Glasdon U.K Limited | V2881-BACS | 490.32 | | 81.72 | 4785 | 142 | 408.60 | Inv.926- Replacement bin-Shaw |
| 27/09/2022 | JH Jones & Sons | V2882-BACS | 1,604.65 | | 267.44 | 4402 | 320 | 60.15 | Inv.3005-Allotment grass cutti |
| | | | | | | 4400 | 142 | 221.90 | Inv.3005-Play Area grass cut |
| | | | | | | 4780 | 142 | 52.50 | Inv.3005-Play area bin empty |
| | | | | | | 4781 | 220 | 79.58 | Inv.3005-JSF Bin empty |
| | | | | | | 4401 | 220 | 692.17 | Inv.3005-JSF Grass cut |
| | | | | | | 4400 | 142 | 34.66 | Inv.3005-Kestrel Shrub Mainten |
| | | | | | | 4409 | 142 | 163.33 | Inv.3005-Hornchurch Grass cut |
| | | | | | | 4820 | 142 | 32.92 | Inv.3005-August parish mainten |
| | | | | | | 347 | 0 | -32.92 | Inv.3005-August parish mainten |
| | | | | | | 6000 | 142 | 32.92 | Inv.3005-August parish mainten |
| 27/09/2022 | JH Jones & Sons | V2883-BACS | 132.00 | | 22.00 | 4490 | 142 | 110.00 | 2998- Carson R/about cut Aug |
| 27/09/2022 | Pope Consulting | V2884-BACS | 2,130.00 | | 355.00 | 4582 | 142 | 1,775.00 | Inv.4362-5- M&E BYF V Hall |

Continued on Page 149

| Payments for Month 6 | | | | Nominal Ledger Analysis | | | | | |
|----------------------|--------------------------------|------------|--------------|-------------------------|--------|------|--------|----------|--------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 27/09/2022 | Jens Cleaning | V2885-BACS | 183.00 | | | 4381 | 220 | 183.00 | Inv.1066- Changing room clean |
| 27/09/2022 | Jens Cleaning | V2886-BACS | 20.00 | | | 4352 | 120 | 20.00 | Inv.1067- Meeting chairs clean |
| 27/09/2022 | Wilts & Berks Canal | V2887-BACS | 25.00 | | | 4650 | 170 | 25.00 | Inv.171-Annual subscription |
| 27/09/2022 | Office Right Business Solution | V2888-BACS | 189.98 | | 31.66 | 4351 | 120 | 158.32 | Inv.96344-Whiteboards |
| 27/09/2022 | JH Jones & Sons | V2889-BACS | 681.00 | | 113.50 | 4721 | 220 | 567.50 | Inv.3029-Crack fill-Youth pitc |
| 27/09/2022 | Wiltshire Pension Fund | V2890-BACS | 1,777.33 | | | 4000 | 130 | 222.81 | Period 6- September 2022 |
| | | | | | | 4020 | 130 | 107.48 | Period 6- September 2022 |
| | | | | | | 4010 | 130 | 108.78 | Period 6- September 2022 |
| | | | | | | 4045 | 130 | 1,338.26 | Period 6- September 2022 |
| 27/09/2022 | HM Revenue & Customs | V2891-BACS | 2,190.07 | | | 4000 | 130 | 431.40 | Period 6- September 2022-T |
| | | | | | | 4000 | 130 | 315.33 | Period 6- September 2022-NI |
| | | | | | | 4020 | 130 | 139.40 | Period 6- September 2022-T |
| | | | | | | 4020 | 130 | 106.67 | Period 6- September 2022-NI |
| | | | | | | 4010 | 130 | 143.80 | Period 6- September 2022-T |
| | | | | | | 4010 | 130 | 109.66 | Period 6- September 2022-NI |
| | | | | | | 4460 | 142 | 151.20 | Period 6- September 2022-T |
| | | | | | | 4800 | 320 | 25.00 | Period 6- September 2022-T |
| | | | | | | 4070 | 120 | 32.80 | Period 6- September 2022-T |
| | | | | | | 4041 | 130 | 734.81 | Period 6- September 2022 |
| 27/09/2022 | Aquasafe Environmental Ltd | V2898-BACS | 138.00 | | 23.00 | 4212 | 220 | 115.00 | Inv.220715-July PPM Visit |
| 27/09/2022 | Aquasafe Environmental Ltd | V2899-BACS | 354.00 | | 59.00 | 4582 | 142 | 295.00 | BYF V Hall Legionella R/A |
| 27/09/2022 | PKF Littlejohn LLP | V2900-BACS | 1,920.00 | | 320.00 | 4100 | 120 | 1,600.00 | 732-External Auditor fee 21/22 |
| 27/09/2022 | Wiltshire Council | V2901-BACS | 2,593.25 | | | 4270 | 140 | 2,593.25 | Office rent-1.10.22-31.12.22 |
| 27/09/2022 | Office Right Business Solution | V2880-BACS | 24.13 | | 4.02 | 4150 | 120 | 20.11 | Inv.345- A4 Paper |
| 28/09/2022 | Teresa Strange | V2892-BACS | | | 0.92 | 4000 | 130 | | September 2022 Salary |
| | | | | | | 4582 | 142 | 3.75 | Toilet Rolls BYF V Hall |
| | | | | | | 4155 | 120 | 3.98 | Council meeting refreshments |
| | | | | | | 4120 | 120 | 70.72 | 2nd Class Stamps |
| | | | | | | 4155 | 120 | 8.70 | Refreshments & Flowers Pavilio |
| 28/09/2022 | Lorraine McRandle | V2893-BACS | | | | 4020 | 130 | | September 2022 Salary |
| 28/09/2022 | Marianne Rossi | V2894-BACS | | | 3.33 | 4010 | 130 | | September 2022 Salary |
| | | | | | | 4150 | 120 | 16.62 | Tablecloth-Book of condolence |
| 28/09/2022 | Terry Cole | V2895-BACS | | | | 4460 | 142 | | September 2022 Salary |
| | | | | | | 4050 | 142 | 47.50 | Travel Allowance |
| | | | | | | 4051 | 142 | 39.60 | Mileage x88 miles |
| 28/09/2022 | David Cole | V2896-BACS | | | | 4800 | 320 | | September 2022 Salary |
| | | | | | | 4051 | 142 | 9.00 | Mileage x20 miles |
| 28/09/2022 | John Glover | V2897-BACS | 48.80 | | | 4070 | 120 | 48.80 | September 2022-Chairs Allowanc |

Total Staff Salaries
September 2022

£6,128.53

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Melksham without Parish Council Current Year

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Unity Bank

For Month No: 6

| Payments for Month 6 | | | Nominal Ledger Analysis | | | | | | |
|---------------------------------|------------------|-----------|-------------------------|-------------|-----------|------|--------|------------|-------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
| 30/09/2022 | Teresa Strange | V2934-S/O | 5.30 | | 0.88 | 4190 | 120 | 4.42 | Reimburse-Out of hours mob |
| 30/09/2022 | Unity Trust Bank | V2935 | 1.20 | | | 4140 | 120 | 1.20 | Manual Handling charge |
| 30/09/2022 | Unity Trust Bank | V2936 | 31.95 | | | 4140 | 120 | 31.95 | Service charges |
| Total Payments for Month | | | 173,644.05 | 0.00 | 17,385.98 | | | 156,258.07 | |
| Balance Carried Fwd | | | 258,432.85 | | | | | | |
| Cashbook Totals | | | 432,076.90 | 0.00 | 17,385.98 | | | 414,690.92 | |

Receipts for Month 6

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| 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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Fixed Term Deposit

For Month No: 6

Payments for Month 6

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| | 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> | |