

**MINUTES of the Full Council of Melksham Without Parish Council held on  
Monday 25 July 2022 at Melksham Rugby Club, Oakfields,  
Eastern Way, SN12 7GU at 7.00pm**

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

**In attendance:** Wiltshire Councillor Nick Holder (Bowerhill)

**In attendance via Zoom:** 2 members of public for part of the meeting

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

**132/22 Welcome, Announcements & Housekeeping**

**a) New venue – August Planning Committee to be held at Melksham Rugby Club and then all meetings to be held at new parish council facilities at the Campus**

Councillor Glover welcomed everyone to the meeting and explained the parish offices would be closing Wednesday that week (27<sup>th</sup> July) at midday and would re-open again on Monday 1st August at the Campus. A Planning meeting was due to take place in August (date to be confirmed) and would be held at Melksham Rugby Club. From September all meetings would be held at the Council's new meeting space at the Melksham Campus.

Councillor Glover informed the meeting a thank you card had been received from the Community Action Whitley & Shaw group (CAWS) for the support given by the parish council for their Jubilee event; this was being circulated during the meeting.

**133/22 To receive apologies and consider approval of reasons given**

Councillor Chivers had informed the Chair he would not be attending the meeting, but no reasons for absence were given. Councillor Doel understood Councillor Chivers was attending the Whitley Rooms AGM.

Apologies were also received from Councillor Pile due to a hospital appointment and Councillor Hoyle due to work commitments.

**Apologies:** To approve and accept the reasons for apologies.

**134/22 Invited Guests:**

**a) Wiltshire Councillor Nick Holder (Bowerhill)**

Councillor Holder explained there had been a restructure of the Wiltshire Council Community Engagement Team which had been announced earlier in the day and a written update would be provided in due course.

Councillor Holder explained there would now be six Strategic Engagement & Partnership Managers in Wiltshire, with Richard Rogers being appointed as the new manager for Devizes, Pewsey and Melksham Area Boards who would be supported by David Holker an Area Board Delivery Officer, which was a new post.

With regard to the Pathfinder Place development, Councillor Holder provided an update and explained there had been some significant activity in recent weeks. The fifth and final pedestrian crossing over the A365 near the play area had had the necessary cabling put in place and it was hoped the crossing would be operational the following week.

Councillor Holder explained he had concerns regarding fencing from the development on the A365 adjacent to the new crossing and had queried whether this was adequate to stop people getting through and had spoken to Highways earlier that day who had responded to say the issue fell within the remit of Taylor Wimpey to resolve the issue. Councillor Holder had contacted Taylor Wimpey to remind them of their obligations to get the issue resolved. It was understood the crossings would be working the following week.

Cabling for the lights had also been installed and hopefully these would be turned on the following week.

Councillor Holder noted some residents had already moved into Phase 2 of the development on the other side of Pathfinder Way.

Councillor Holder explained concerns had been previously raised at the temporary construction road from Tedder Gardens onto Pathfinder Way being used by residents, this has now been blocked up, as it was never meant to be a permanent access to Pathfinder Way for residents, but just for construction traffic to use.

Councillor Wood asked if there was an update regarding the crossing over Western Way. Councillor Holder explained the crossing was part of the Pathfinder Place scheme and hopefully would be switched on the same time as the others.

Councillor Pafford sought assurances the footpath on Pathfinder Way,

which had been dug up several times, would be resurfaced.

Councillor Holder explained that it should be resurfaced theoretically and would keep the pressure on Taylor Wimpey to action this as it was included in their contract to do so, as well as their planning consent.

Councillor Pafford sought clarification if the public art on Pathfinder Way had been installed as agreed.

It was clarified by Councillor Holder and the Clerk that the public art on Pathfinder Way had been concreted in earlier that day and the public art in the public open space had also been installed.

Councillor Holder explained he understood there was still some issues with regard to the public open space surrounding the attenuation pond.

The Clerk clarified a wooden fence had been erected by the attenuation pond near the exit from the play area, in order to stop children running out into the pond, however, it should have been a metal one as agreed.

It was noted nothing had been done in the play area as agreed, however, this was in the hands of Wiltshire Council's s106 adoptions officer prior to sign off.

Councillor Glover expressed concern at the narrowness of the footpath diversion at the end of the new road near Snowberry Lane, particularly as it would be in-situ for 4 months and school children would be using it, particularly those attending Melksham Oak.

Councillor Holder explained he would investigate as this probably came under the remit of the Bloor Homes development, rather than Taylor Wimpey.

Councillor Holder provided an update on the work to the ditch on Hornchurch public open space to the rear of Kittyhawk Close and explained it had now been cleared by Wiltshire Council's contractor and new planting put in, including nine trees.

Councillor Holder explained he had spoken to Streetscene to ask their contractor to clear the ditch of any debris, such as grass cuttings etc. before the Winter. Extra 'cut ins' will also be provided in the ditch to give extra capacity.

Councillor Holder updated the Council on other matters in Bowerhill and explained the cutting regime at the bottom of Magister Close was due to be changed following a request from residents, which was supported by the parish council.

Councillor Holder explained he had visited the wildflower area behind Wellington Drive following complaints from residents but felt there was no issue which needed resolving.

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

Councillor Phil Alford had tendered his apologies as he was attending a Melksham Town Council Meeting that evening.

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

Councillor Jonathon Seed had contacted the office earlier in the day to see if there was anything pertaining to his Ward on the agenda.

The Clerk had clarified there was no items relating to his Ward on the agenda and therefore he had tendered his apologies.

**135/22 a) To receive Declarations of Interests**

Councillor Glover, at the end of the meeting having realised he had not done so, declared a non-pecuniary interest in agenda item 9(a)(iii) relating to block bookings and Future of Football, as his grandson worked for them.

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

None received.

**136/22 To consider holding items in Closed Session due to confidential Nature *Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business (Item 8b, 10b) 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(b) Confidential Notes accompanying the Planning Meeting held on 4 July 2022.
- 10(b) Reply from Bellway, Wiltshire Council and solicitors, due to legal Matters and possible start of a legal dispute.

**Resolved:** That items 8(b) and 10(b) be held in closed session for the reasons given.

## **137/22 Public Participation**

Two members of public from the new Pathfinder Place development on Bowerhill attended the meeting to express concern at the installation of a piece of artwork earlier in the day near one of their properties and at the lack of life saving rings adjacent to the attenuation pond.

It was explained the issues referred to were outside the remit of the Parish Council.

Councillor Glover explained he understood lifesaving rings were not necessarily fitted these days, as they were often removed or vandalised and if there was a requirement this would be by the developer and not Wiltshire Council or the Parish Council.

Councillor Holder asked to speak at this point and provided the Clerk with a contact at Taylor Wimpey to discuss this matter with, as well as suggesting she speak to Remus, the Management Company, if no response was forthcoming from Taylor Wimpey.

Councillor Holder stated he had suggested residents form a residents' group to help collate issues in order to approach Remus for a response.

With regard to the artwork recently installed, a resident explained they were not aware the artwork would be installed so close to their property and queried if it would be permanently located in its current location. The positioning of the artwork had not been brought to their attention by their solicitor or included in any transfer documents. The resident also queried the costs involved.

The Clerk explained as part of the overall plans for the development, there had always been plans for Taylor Wimpey to install a piece of public art in line with the Section 106 Agreement for the development, and it had been agreed that this would be to resemble a 'gateway' to Bowerhill. The location of the artwork, however, was on Wiltshire Council Highway land and not within the development site, with the relevant permissions being granted by the Highways Officers at least 18 months ago. With regard to the costs, the public art had been paid for by Taylor Wimpey and the parish council were not aware of their costs incurred as it was a planning

condition to provide it rather than a sum detailed in the s106 legal agreement.

**Resolved 1:** To raise the issue of the lack of life saving rings around the attenuation pond with Taylor Wimpey with a proposal for them to supply some.

**Resolved 2:** The Clerk to write to the resident adjacent to the public art of Pathfinder Way clarifying the background as to why a piece of artwork had been commissioned and who paid for and installed it.

**138/22 To approve the Minutes of the Full Council Meeting held on 20 June 2022 and Extra Ordinary Meeting held on 4 July**

Councillor Harris queried if the response from Councillor Patacchiola relating to Min 86/22c(ii) with regard to the battery storage was correct in relation to the length of guarantee stated and how often the batteries would need to be changed.

Councillor Patacchiola clarified each warranty was different and things were changing all the time, however, the wording within the minutes was correct at the time.

Councillor Glover provided an update following the meeting on 20th June, as follows:

- All the work at Hornchurch/Kittyhawk had been completed.
- Christie Miller has now been completely knocked down, with hoardings being erected around it to the road side.
- A response had been received from Michelle Donelan MP to say she was arranging to meet the new Housing Minister, Greg Clark MP to discuss the Townsend Farm appeal decision.

**Resolved:** To approve and for the Chair to sign the Full Council Minutes of 20 June 2022 and the Extra Ordinary Meeting minutes of 4 July.

**139/22 Planning**

**a) To approve the Minutes of the Planning Committee meetings held on 4 July and 18 July 2022**

With regard to the minutes of 4th July Min 108(c)(ii) regarding an update on a pre app meeting at the Town Hall on 27th July, the Clerk explained the Town Council had no policy on sharing/publicising discussions with developers and therefore this information had not

been included in the minutes, whereas the parish council have a policy to include pre app discussions in the minutes.

It was agreed to include the 27th July discussions with developers in Confidential Notes, in order that a record was kept of discussions.

The Clerk explained since the minutes of 18th July had been circulated a few minor changes had been made to the minutes as follows:

**Min 117(a)(iii): To reflect on responses to planning applications for review in the Neighbourhood Plan**

This needed to include a resolution as follows:

For the Clerk to review comments made on recent applications and to forward these to Wiltshire Council as additional comments.

**Min 117(a)(v)/22: To approve further task group representatives**

Under the resolution the following had been added

‘the revised Terms of Reference being an agenda item for both Council’s at the end of July.’

**Min 118(a)(ii)/22: Bowood View:**

To add ‘**cost recovery**’ at the end of the second paragraph to read as follows:

‘The Clerk explained she was pursuing Bellway, Wiltshire Council and the Council’s solicitors on the various delays on site and ‘**cost recovery.**’

**Resolved:** To approve the Planning Committee minutes of 4th July (including the changes made by the Clerk) and 18th July 2022.

**b) To approve the confidential notes to accompany the Planning Meeting of 4 July 2022**

**Resolved:** To approve the confidential notes to accompany the Planning Committee meeting on 4th July and include the discussions with developers at a pre app meeting held on 27th July at the Town Hall.

**c) To formally approve Planning Committee recommendations of 4 July and 18 July 2022**

The Clerk informed the meeting with regard to the minutes of 18th July, due to the time sensitivity of the resolution relating to Min

117(d)/22: Development Design, she had forwarded the Urban Design Report relating to planning application PL/2022/02749 for 144 dwellings on Semington Road to the Planning Officer quoting new legislation. The Planning Officer had subsequently explained on receipt of the Council's concerns and others, that he was asking the developers to redesign the scheme and submit revised plans for further consultation.

Councillor Pafford stated he understood the developers were supposed to start on site on 10th September and therefore, this would have implications with regard to CIL receipts which the Council should bear in mind.

(NB: Point 1 of the Decision Notice dated 10 September 2021 states: The development hereby permitted shall be begun before the expiration of one year from the date of approval of the last of the reserved matters to be approved.

Point 3 states: An application for the approval of all of the reserved matters shall be made to the Local Planning Authority before the expiration of one year from the date of this permission)

With regard to the recommendation in Min 118(b)/22 Councillor Glover expressed frustration with regard to the Pathfinder Place development that the lights and crossings should have been installed prior to the first occupation of the site.

The Clerk explained she had had an opportunity to introduce herself recently to Councillor Nick Botterill, Cabinet Member for Planning and raised the frustration the Council had with regard to developers not



adhering to works detailed in their respective Section 106 Agreements and would be writing to him soon to follow this up.

**Resolved:** To formally approve the Planning Committee recommendations of 4th July and 18th July 2022.

**d) To consider latest update from the Town Council's Priority for People project in response to queries raised, and to consider request for funding**

Members had been circulated an update on the Town Council's Priority for People project which included responses from their consultants, Townswork.

It was noted costs associated with the project were as follows:

Townswork fee: £1,200 (ex VAT) per calendar month (June 2022-March 2023).

Melksham Town Council were proposing a budget split between the two councils as follows:

- £2,250 (30% of £7,500) for Priority for People
- £1,350 (30% of £4,500) for the Town Centre Masterplan.

The Clerk had noted the total cost to the parish council of £3,600 could potentially come from the General Contingency reserve.

Councillor Glover stated as the Town Centre Masterplan was to be included in the Melksham Neighbourhood Plan, it was for the parish council to consider a share of the costs and sought a steer from Members and noted there had been no answer to the question if other parish councils in the Melksham Community Area had been approached to help fund Priority for People.

Councillor Glover expressed concern it was still not clear what Townswork had been asked to supply, what the deliverables were against a timeline and what the original Town Council contract included.

Councillor Wood expressed concern that the parish council had not agreed to help contribute towards the costs and queried if the consultant costs had been discussed thoroughly with the Town Council.

The Clerk reminded the meeting that the Council had not previously discussed contributing towards the costs.

With regard to Priority for People, Councillor Pafford stated if the Town Council were doing something which helped with the production

of the Neighbourhood Plan that this needed to be considered, but felt there was not enough information to clarify if it would help with the production of the Neighbourhood Plan as the document was very nebulous. However, with the Town Centre Masterplan the town centre was in the Neighbourhood Plan area and part of the community area and therefore should be supported.

It was noted the timeline for the Town Centre Masterplan was July to November 2022, which would be too late for inclusion in the Neighbourhood Plan and explained Place had stated if the Town Centre Masterplan was not ready by the time the Neighbourhood Plan went out to Regulation 14 it would not be included.

The Clerk stated with regard to the timeline for the Town Centre Masterplan for the Neighbourhood Plan, the brief had already been drawn-up and AECOM were being shown around the town centre.

Councillor Pafford sought clarification if the Town Centre Masterplan work was complete.

The Clerk clarified AECOM had been tasked to undertake this piece of work as an evidence document and to come up with their plan and Place, the Neighbourhood Plan consultants would turn it into planning policy.

Members felt it was very difficult to see where all the bits fitted in as it was very muddled.

The Clerk explained as grant funding from the Government via Locality for Town Centre Master Planning work was available for Neighbourhood Plan groups, the opportunity had been taken to apply for it, to assist with the work the Town Council were undertaking on town centre master planning and luckily the steering group had been successful in their application

Councillor Baines felt as AECOM were now undertaking the work of drawing up a Town Centre Masterplan, there was no need for someone else to do the same work in parallel.

The Clerk explained AECOM were being tasked to undertake this work and tie in with the design guides and there was a holistic piece of work to be undertaken.

Councillor Glover again expressed concern it was still not clear what was being asked for from the Town Council with regard to the Town Centre Masterplan work from Townswork, as only preliminary works were listed and not the full scope of what was expected to be delivered as part of the Town Centre Masterplan. There did not

appear to be a project timeline or deliverables against the monthly cost of £1,200.

Members very much felt there needed to be concrete proposals on how the work being undertaken by Townswork on the Town Centre Master Plan fitted in with the Neighbourhood Plan. There needed to be a proper contract in order to understand what was being requested as part of project, such as the original terms of reference. Therefore, it was:

**Resolved:** To ask Melksham Town Council to provide more information on what the Town Centre Masterplan and Priority for People work they had commissioned involved, including the Terms of Reference for the contract.

**e) To approve amendments to the Neighbourhood Plan Terms of Reference further to the Steering Group meeting held on 29 June 2022**

Members discussed the amendments to the Terms of Reference of the Neighbourhood Plan Steering Group as follows:

**7: Steering Group Membership**

7:4: If a Steering Group Member is a member of more than one organisation, they should declare their wider interest.

At the Steering Group meeting on 29th June it had been agreed to remove the following sentence:

‘Members must not be ‘dual hatted’, for example, they cannot be a town, parish or Wiltshire councillor if representing a community group.’

**10. Steering Group Meetings**

10.1: The Steering Group will meet as required and remove reference to monthly meetings.

10.2: Meetings will convene at 6.30pm and finish no later than 8.30pm.

Councillor Glover gave an update on what had happened at the recent Neighbourhood Plan Steering Group meeting with regard to the lack of Steering Group Members in attendance and the difficulties this had caused in voting in a new Chair and Vice Chair and wondered if there was merit in seeking 3 representatives from both the Town Council and the Parish Council in order to increase numbers attending meetings.

With regard to the dual hatted reference, the Clerk reminded Members the Town Council had originally asked for this to be put into the Terms of Reference.

Councillor Pafford also raised concern at the lack of Steering Group members attending the meeting, which had been marginally quorate and the difficulties this had caused in voting in a new Chair and Vice Chair and understood the reasoning in suggesting more representatives from both councils on the Steering Group, as long as they had equal votes each.

Councillor Patacchiola sought clarification on the set up of the Steering Group as from the Term of Reference it appeared there were 11 voting members but point 7.4 seemed to be suggesting in those 11 someone could fill 2 of those roles.

The Clerk clarified it meant if someone wished to join the group, from an organization but they were also a councillor this meant they could not join the Steering Group and as an example, the Steering Group were seeking a representative from the Melksham Transport User Group and Councillor Graham Ellis had come forward. However, under the current Terms of Reference, as he was a town councillor, he could not be their representative as he was dual hatted and therefore John Hamley had been nominated instead as the group's representative.

The Clerk felt, however, if a Councillor was also a Wiltshire Councillor this did not mean they could not represent either the town council or the parish council, as the terms of reference referred to representatives of a community group and not another council.

Unfortunately, at the last Steering Group meeting, one Melksham Town Councillor felt the dual hatted rule did apply to those councillors of which they were one. The Clerk felt this was not how she had interpreted this clause but it had been put on the Steering Group agenda at the beginning of the meeting, in order to resolve, prior to the group nominating a Chair and Vice Chair.

Councillor Patacchiola suggested if the wording of the clause could be amended to say each member of the Steering Group was only able to have one vote for the group they were representing.

The Clerk explained there could be an issue with a councillor also being an organisation representative, having a different view than the council they were representing.

Several Members had no issue with a town or parish council representative also being a Wiltshire Councillor, but felt it was important an organisation on the Steering Group had an independence voice.

Councillor Glover expressed concern that in the past Melksham Town Council had been very political and had to vote a certain way, in line with the political view, and if the Wiltshire Council representative on the Steering Group was of the same party, they would also vote the same way.

Councillor Pafford felt as a way forward any dual hatted representative needed to state who they were representing at meetings in order to make it clear.

Councillor Patacchiola suggested 7.4 could be amended to read:

'If a Steering Group Member is a member of more than one organisation, they should declare their wider interest' and to remove the following sentence:

Members must not be 'dual hatted', for example, they cannot be a town, parish or Wiltshire councillor if representing a community group.

The Clerk explained when looking for representatives for the Steering Group it was stated they had to be on a group rather than an individual in order to represent that group's view.

**Resolved:** Whilst approving amendments to the Terms of Reference with regard to the timings of meetings and how often the Steering Group should meet, to propose an amendment to point 7.4 and for officers to formulate the wording to mean Councillors can be dual hatted in representing either of the Councils, as well as being a Wiltshire Councillor, but only have one vote, but not to have dual hatted community representatives on the Steering Group.

**f) To consider the update on the Wilts & Berks Canal Melksham Link project planning application**

Members noted in the June Officers Report for the Melksham, Calne & Chippenham Link proposals for the new weir had been removed from the current planning application for the Melksham Link of the canal restoration project.

**140/22 Asset Management**

**a) Bowerhill Sports Field & Pavilion**

**i) To approve a quotation to provide a Full Legionella Risk Assessment at a cost of £395 + VAT (due to change of use to unmanned building)**

**Resolved:** To approve the quotation of £395 + VAT to provide a Full Legionella Risk Assessment now the Pavilion is unmanned.

**ii) To approve a quotation of £180.00 + VAT for a fire risk assessment (due to change of use to unmanned building)**

**Resolved:** To approve a quotation of £180 + VAT for a fire risk assessment now the Pavilion is unmanned.

**iii) To consider block bookings moving forward once the offices have moved to the Campus (Future of Football)**

Councillor Glover stated both the Clerk and the Amenities & Finance Officer had met with a representative of Future of Football earlier in the day to discuss various issues relating to the use of the public open space football pitches and pavilion.

Future of Football had made a request to remove the goal posts the parish council had installed, in order they could install their own and remove after matches/training, in order to stop others using the pitches in order to preserve the integrity of the goal area. Future of Football were also seeking a contribution towards the cost of the goals from the parish council.

The Clerk felt it important the message needed to be reiterated that Bowerhill Sports Field was a public open space and therefore for the use of everyone, including other groups such as the ATC, cricket, personal trainers as well as use as football pitches for various clubs.

The Clerk had explained to Future of Football the request regarding the goals was one which had to go to Council for a decision as would be an 'in principle' decision to prevent use of the goals all year round and not just to rest pitches for a few weeks in the Summer.

The Clerk expressed concern at who would be responsible for putting up the goals for other teams, as there are three other teams using the facility for their matches.

Some Members also expressed a concern at having removable goal posts and the onus being on someone else, other than the Council, to make sure they were put up for matches.

Concern was also expressed that outside of matches, goals would not be available for members of the public to use.

The Clerk explained Future of Football had asked for one additional 11 aside pitches to be available with the Council previously providing two options to facilitate this suggestion and they had come back with an alternative.

There had also been discussion earlier in the day on the need to complete the necessary booking forms in order that checks can be made to see if pitches have been booked already by another team. This would also be the same for hiring the kitchen facilities, now the parish council offices had relocated, in order to check they had not already been booked out to someone else.

Concern was expressed some teams were using the field without making the Council aware and therefore not paying for their use, therefore, the Council were not in a position to monitor over use of the pitches.

The Clerk clarified teams paid for the use of the pitches and the pavilion facilities in order to cover the costs of lining marking the pitches and cleaning of the changing rooms.

The Clerk explained a question was being asked of Fields in Trust on whether Bowerhill Sports Field could have its designation changed to playing field only rather than public open space.

The Clerk informed the meeting she had been made aware dog owners rather than putting dog mess into the various bins around the sports field were putting it into the bags of top soil footballers used to fill in holes in the pitches.

**Resolved:** In the interest of all the users of the sports field, not to accept the offer by Future of Football for them to install their own posts.

With regard to the request for the 1 x 11 aside pitches the Clerk to reiterate the Council's previous options suggested and to ask that a decision be made as soon as possible.

**iv) To consider and approve hire charges for the kitchen and games room**

The Clerk explained Future of Football were keen to hire the kitchen and games room on Saturday and Sunday mornings and for hiring out for football parties. The ATC had also expressed an interest to hire the facilities for approximately 6 evenings during the Summer, if the costs were reasonable.

Members discussed a suitable charge for hiring out the facility against covering cleaning costs.

**Resolved:** To charge an hourly rate of £5 per hour with a minimum charge of £10 per session.

**v) To review and approve quotes for electricity supply at the**

## Pavilion

Members were reminded the current electricity contract was coming to an end and therefore various quotations had been received from Utility Aid:

EDF	36 month contract	£3,320.24 pa
SSE	36 month contract	£3,433.71 pa
EDF	24 month contract	£3,458.38 pa
SSE	24 month contract	£3,757.32 pa

It was noted the current contract was £1,695.60 pa.

The Clerk explained that prior to the war in Ukraine the Council had always fixed the energy contracts for 3 years, however the energy market was volatile given the war and it was difficult to predict what would happen in the next few months/years. Also, the offices were due to move to new premises shortly and therefore the Pavilion would be empty for most of the time.

Councillor Harris suggested the Council consider variable tariffs as these seemed to be cheaper compared to fixed tariffs.

Councillor Glover explained that unfortunately tariffs available to domestic customers was different to commercial customers and noted the Council had discussed installing solar panels on the Pavilion with a suggestion the Council investigate this sooner rather than later.

Members felt it was very difficult to predict what would happen with the energy market given how volatile it was at present and therefore:

**Resolved:** To enter into a 24-month contract with EDF Energy at a cost of £3,458.38 pa.

### vi) **To consider a request from the ATC to have a storage container (8 x 12ft) in the Pavilion car park**

The Clerk explained a request had been received from the ATC to install a storage container (8 x 12ft) in the Pavilion car park in order to store various pieces of equipment they required when using the sports field for training activities.

The Clerk explained during the Summer months the ATC were using the sports field and bringing their various kit every time and also wished to store other kit which was not used that often and had noted there was already a storage container in the Pavilion car park which Future of Football used.



The Clerk explained in order not to lose car parking spaces a suitable location to locate the container would be adjacent to the Future of Football container.

Councillor Wood queried whether a charge needed to be made to store the container in the pavilion car park.

The Clerk clarified at present the Council were not charging Future of Football to store their container.

**Resolved:** To approve the request on the same terms as Future of Football, subject to Fields in Trust agreeing to the request.

To place an item on a future agenda, in 12 months' time, to review these requests and consider potential rental charges.

**vii) To consider a request for part of the playing fields to be used as a cricket pitch**

During the recent hot weather, the outline of a former cricket wicket had appeared on the sports field and therefore a tentative enquiry had been received from a member of Melksham Cricket Club if the club, could possibly hire the pitch in the future for their Third team.

Concern was expressed the cricket season overlapped the football season and the pitch would need some maintenance to get to a playable standard for cricket.

Concern was expressed at having the pitch roped off, given it was on public open space, as well as impacting on the space available for football matches.

**Resolved:** To hold discussion with the cricket club on their requirements, in order to explore options further.

**b) To consider quote for clearing brambles from allotment pathways at £250 excluding VAT**

Councillor Glover informed the meeting he had undertaken a site visit of both the allotments and whilst Berryfield allotment pathways were relatively clear, at Briensfield there were small pockets of brambles which needed clearing, but not that much.

**Resolved:** To ask the Allotment Warden to cut back the brambles from the footpath at Briensfield Allotment using a strimmer.

**c) To consider request for picnic benches at Kestrel Court play area**

A request had been received for additional picnic benches at Kestrel Court play area.

The Clerk explained there was only one bench in the play area, with the cost of providing an additional picnic bench being £516.15 each plus installation costs. Funding was available either through Community Infrastructure Levy (CIL) funds or the general contingency budget.

Councillor Pafford stated as only one request had been received, he expressed caution given the experience of the Council of benches elsewhere in the parish attracting teenagers, given the location near sheltered housing and older peoples' bungalows and wondered whether it would be prudent to canvas residents in the vicinity of the play area in the first instance.

The resident had also expressed concern at the condition of the Horse Chestnut tree at the entrance to Beanacre Park and whether it was diseased.

Councillor Baines stated this was probably the disease which has been affecting this type of tree for several years, but did not affect the integrity of the trees.

The Clerk explained this had not been picked up on the recent tree survey and the Parish Caretaker was going to investigate and at the same time ascertain if the tree was on council land or belonged to St Barnabas Church.

**Resolved:** To write to residents surrounding the play area to canvas their opinion in the first instance of an additional bench being installed in the play area and revisit the request once the survey had been completed.

**141/22 New Berryfield Village Hall project**

**a) To note Progress Meeting 6 held on 29th June 2022 (minutes and report) and that the 6<sup>th</sup> staged payment has been made**

It was noted another meeting was due later that week at the village hall.

**Resolved:** To note the Progress Meeting notes of the meeting held on 29th June, as well as the minutes and report and noted the 6<sup>th</sup> staged payment of £150,295.48 had been made.

(£125,246.23 excluding VAT).

Certificate 6	£548,013.18	
Less 3% retention	<u>£ 16,440.40</u>	
	£531,572.78	
Less previously paid	<u>£406,326.55</u>	Certificate 1,2,3,4 & 5
	£125,246.23	
VAT at 20%	<u>£ 25,049.25</u>	
<b>TOTAL</b>	<b>£150,295.48</b>	

**b) To note reply from Bellway, Wiltshire Council and Solicitors following correspondence regarding lack of drainage provision, late land transfer, play area issues and consider future action**

Members noted the various communications with regard to the lack of drainage provision, late land transfer and play area issues.

The Clerk felt the response from Bellway was particularly poor and highlighted that the Wiltshire Council s106 legal agreement was weak; the issues were still being pursued by the Council's solicitor.

**c) To note update on transfer of land for a patio adjacent to the hall**

Members noted the response from Bellway with a suggested way forward regarding the transfer of land for a patio adjacent to the hall.

It was noted that a small terrace area had already been provided as a circulation space around the hall.

The Clerk explained she had received a call from the new Land Director at Bellway who had suggested a way forward to avoid legal fees on both sides; to wait until the site is handed over to their management company and for the Management Trust of the hall to speak to the residents' representatives of the Management Company to see if they were happy to proceed without a land transfer. The Clerk noted that within the s106 legal agreement it states that the hall is for the use of the public in perpetuity; as is the piece of public open space the proposed patio will be on. Bellway had stated that it needed the Planning department to confirm that the percentage of Public Open Space was still maintained.

The Clerk explained she was still awaiting a response from the Head of Planning with regard to this matter and would have to wait a while longer for a response as he was currently on leave.

**d) To note the public art to start on site w/c 8<sup>th</sup> August**

Members noted the public art by artist Kerry Lemon would be installed the week beginning 8th August.

**e) To note Notes of Residents working party meeting held on 21 June 2022 and consider any decisions/additional cost implications required**

Members noted the notes of the Residents' Working Party meeting held on 21 June 2022.

Councillor Glover explained Members were being asked to consider purchasing additional tables, chairs and storage trolleys at a cost of £3,721.22 + VAT or whether Members wished the Management Committee to apply to the Area Board for a grant to purchase these items, which the Council could match fund.

Councillor Glover felt that the Management Committee of the hall should apply to the Area Board for funding, with the parish council match funding, as per other village halls in the community area who have been successful recently.

The Clerk informed the meeting that unfortunately the provisional opening of the village hall had slipped due to current works taking place on site and was only a couple of days after the Area Board meeting when a potential grant for furniture would be approved.

**Resolved:** To request the Management Committee of the village hall apply to the Area Board for a grant for the furniture as outlined, with the parish council providing match funding.

**f) To approve the insurance quotation of £916.69 + IPT, subject to pro rata amount for cover from handover from Rigg to transfer to Management Trust**

The Clerk explained the council needed to insure the village hall to cover the period from handover from Rigg until the parish council could lease to the Management Committee. A VRI (Very Rough Indication) of £916.69 + IPT had been received from the Council's insurers, but would be pro rata for the period required between handover of the village hall from Rigg until the handover to the Management Committee. The amount would be pro rata from the start of the insurance period (part way through the year) and would have a refund too, at the end of the insurance period. There were also some additional items to include in the insurance cover, such as the public art and solar battery too, so the price will be more.

**Resolved:** To approve the parish council providing insurance cover for the new village hall based on an indicative cost of £916.69 + IPT (pro rata).

**g) To approve quotation of £295 + VAT for a Full Legionella Risk Assessment**

A quotation of £295 + VAT had been received from Aquasafe Environmental to undertake a full legionella risk assessment of the new village hall.

Members were reminded that in the future the Management Committee would be responsible for ensuring a full legionella risk assessment and regular checks were undertaken on a regular basis.

**Resolved:** To approve the quotation of £295 + VAT to undertake a full legionella risk assessment at the new Berryfield Village Hall.

**h) To approve quotation for noticeboard**

A quotation of £435.00 for a council noticeboard for the side of the village hall had been received from Arien Designs with an optional header board to fit above at a cost of £82, plus delivery costs of £110 + VAT (Total £627 + VAT) for the side of the village hall.

The Clerk explained the village hall itself would have their own noticeboard which was included in the budget, this one was for the use of the parish council.

**Resolved:** To approve the quotation of £627 + VAT for the noticeboard (including header board and delivery costs) with funding to come from General Contingency reserve or Community Infrastructure funding (CIL) if not enough funding now available in the Berryfield Village Hall reserve.

**i) To approve purchase of defibrillator and cabinet**

Councillor Glover explained that in late papers there was a quotation for a defibrillator and cabinet for the external wall of the village hall at a cost of £2,655.00 + VAT.

The Clerk explained approval had already been given for a defibrillator at Pathfinder Way, which a resident had offered to donate money towards it, as long as they were happy with the revised quote this would be ordered as the electricity supply adjacent to the bus shelter had now been installed.

**Resolved:** To purchase a new defibrillator at a cost of £2,655.00 + VAT to come from CIL or General Contingency reserve, if there was no funding available in the Berryfield Village Hall reserve.

- j) To sign and seal the Deed for the side agreement for the transfer of s106 funds from Wiltshire Council for the Berryfield Village Hall project, if received**

Unfortunately, the Deed for the side agreement for the transfer of the s106 funds from Wiltshire Council for the hall had not been received.

- k) To approve quotation for demolition, removal and make good of site of existing portacabin village hall**

Councillor Glover explained a quote of £6,120.00 + VAT had been received from Rigg Construction to demolish the old Berryfield Village Hall and associated works. This was £1,120 more than originally estimated and therefore Members needed to approve the additional cost.

**Resolved:** To approve the revised quotation of £6,120.00 + VAT to demolish the old village hall and make good the site with funding to come from Community Infrastructure Levy (CIL) Reserve or Contingency Reserve to supplement the £5,000 in a specific reserve for this piece of work.

**142/22 Melksham Campus/office relocation**

- a) To receive verbal report on progress to date**

Councillor Glover explained the broadband and phone lines were installed and the Wi-Fi was working, with the office set to move on Thursday. The white goods would be delivered on Friday. The unpacking would then be done in slow time during August.

Councillor Patacchiola explained that on testing the broadband speed that this was faster than expected and therefore there is not the need for the 5G modem as previously thought, which will save costs.

- b) To note report on expenditure under delegated powers and consider any requests for additional spend**

Councillor Glover explained It was agreed at a previous meeting to compile a list of expenditure for the move, which had been updated and was in late papers for Members' information.

An extra £100 was needed to purchase 4 telephone handsets, as no refurbished ones could be sourced.

£168 + VAT was required for a new intercom, which was on Wiltshire Council's list for the council to purchase, but was unfortunately missed off the list last time it was submitted to Council.

It was noted that various cost savings had been made, as the

dishwasher was less than expected at £207.50 rather than £500, also the 5G modem was not required, at a cost of £200, as well as savings in contractor costs for installing some of the equipment.

Estimated cost of items to purchase	£6,761.00
Cost of items purchased to date	£6,150.64
Cost of items still to be purchased	<u>£1,050.00</u>
Total cost of items to be purchased	£7,200.64

**Resolved:** To approve the additional costs of £100 for the new phone system and £168 + VAT for the intercom system and note the updated spreadsheet of Budget vs Actual costs.

**c) To sign and seal lease if received from Wiltshire Council**

The Clerk explained unfortunately this had still not been provided by the Wiltshire Council solicitors.

**d) To note Wiltshire Council have appointed two artists to commission artworks for the Campus**

Members noted the information with regard to the two artists who had been commissioned to undertake public artwork for the Campus.

**e) To respond to invitation for parish councillors to visit Campus and consider if parish council facilities to be part of tour for others**

Several Members indicated they had responded separately to the invitation to the Campus visit on Saturday 30th July.

The Campus Team were also asking if the parish council facilities wished to be part of the tour.

Given the offices would have only moved in a couple of days before the tour, it was:

**Resolved:** For the parish offices to be shut for the tour.

**143/22 Finance**

**a) To note Receipts & Payments reports for June**

**Resolved:** To note the Receipts & Payments reports for June.

**b) To seek cheque signatories/online authority for August payments**

Councillor Glover sought the authority of the Council to reimburse the Clerk £3,126.78 for payments she had made using her own credit card to purchase items for the Campus, which having previously been approved by Council, were above the Council's own Card limit.

Following best practice, cost comparisons had been made for the goods sought, with the best price being found via John Lewis online as follows:

2 x 75" TV Screens (for meetings) and brackets:	£2,417.98
Dishwasher:	£249.00
Fridge	<u>£329.00</u>
TOTAL (Inc VAT)	£2,995.98

A payment of £130.80 had also been made by the Clerk using her credit card for Fasthosts in setting up the gov.uk account, as previously agreed by Council.

**Resolved 1:** For Councillors Wood & Shea-Simonds to be cheque signatories/online authority for August payments.

**Resolved 2:** For the Clerk to be immediately reimbursed £3,126.78 for recent card charges to her personal credit card for purchases for the office move to the Campus and for Councillors Glover and Wood to authorise the online payments.

**b) Quarterly Reports for Quarter 4 (April, May, June)**

**i) To note Budget vs Actual**

**Resolved:** To note the Budget vs Actual Report as collated by the Finance & Amenities Officer.

**ii) To note Bank Reconciliation**

Councillor Glover explained two non-Finance Committee Members were required to sign the bank reconciliations in line with the recommendation made by the internal auditor. The Clerk explained that they need to be signed quarterly. The internal auditor was aware that they were presented to the council as part of their full council agenda pack but still wanted to see them signed. The Clerk suggested that these were signed by non-Finance councillors as the intention behind the signature is part of fraud detection measures, to ensure that the accounting reports match the level of money in the bank accounts, and therefore having a non-Finance councillor sign off ensures that this is done by a councillor who is not able to make payments.



The Clerk also highlighted a cheque book inspection was raised during the latest Finance Risk Assessment, as this was rarely used now so anything untoward would not be picked up quickly. It was suggested that this was brought to the full council meetings, and two non-Finance councillors have a look through the cheque book and sign to say that they have done so.

**Resolved:** To note the Bank Reconciliations and for Councillors Patacchiola and Russell to sign the bank reconciliation.

NB: During the meeting Councillors Russell and Patacchiola reviewed the chequebook and noted nothing untoward.

**c) To note VAT reclaims submitted**

At a Full Council meeting on 25 April 2022, it had been resolved to submit a VAT claim every month, rather than quarterly, due to the large amount of VAT the Council were claiming back from the Berryfield Village Hall build.

Members noted since the resolution the following VAT claims had been submitted and reimbursed:

April 2022: £14,937.80  
May 2022: £37,910.82  
June 2022: £ 1,104.76

**Resolved:** To note VAT reclaims of £53,953.16 had been submitted to HMRC with the money being received and banked.

**d) Financial Regulations**

**i) To approve amending point 6.20 regarding trade card accounts as discussed at the Finance meeting on 23 May 2022 (Min 42a/22)**

Councillor Glover explained this item had been deferred from the meeting on 23 May 2022.

The Clerk explained under the current Financial Regulations only she could use a trade card, however, the Caretaker was in receipt of one from a hardware store which enable him to purchase equipment/goods to undertake duties in the parish on behalf of the council.

The suggested revised wording for point 6.20 in the Financial Regulations was as follows:

Any corporate credit card opened by the council will be specifically restricted to use by the Clerk and RFO and shall be subject to automatic payment in full at each month-end. Any trade card account opened by the parish council, named Trade UK (Screwfix) will be restricted for use by the following employees:

- Clerk and RFO limit as per financial regulation 6.18
- Caretaker with a limit of £50 per month

If required items by the caretaker exceed the monthly spend limit in place, this will require prior approval from the Clerk before purchase under her approved limit. If items exceed the Clerk's limit, it will need to go to Full Council for their approval. Payment for items purchased on the Trade UK card will be paid at the next possible payment run, following the receipt of appropriate invoices and statements.

**Resolved:** To approve the amended wording in point 6.20 of the Financial Regulations as circulated to Members in their agenda packs.

**ii) To approve amendments regarding non-Finance Committee Members signing off the quarterly Bank Reconciliation Report**

Councillor Glover explained the internal auditor had confirmed he was happy the quarterly reports were noted 4 times by Full Council through the financial year, but requested a Finance Councillor sign each time.

The Clerk felt it was more prudent councillors who were not on the Finance Committee Members checked the bank reconciliation and signed them, which the Internal Auditor was happy with.

**Resolved:** To approve amendments to the Financial Regulations to include two non-Finance Committee members to sign the Quarterly Reports presented to Full Council.

**f) To approve the Council entering into a payment card contract in order to take card payments and to approve cancellation of the current payment card system**

The Clerk explained a payment card system (izettle) had been purchased by the Council, however, in order to get the system up and running a credit check of the Clerk was required. Whilst this had been done to enable a mobile phone contract to be procured in the past, it was felt not appropriate for this system as a "work around" as the money was being received, rather than paid out. It was felt that the credit check should be taken out on the bank account of the council. Due to Covid, this was not progressed at the time.

Subsequently, Unity Bank are now promoting a new payment card system called Elavon, which just checked the Clerk's ID and that there was a resolution from the Council they had resolved to enter into a contract for the payment card system (Elavon).

**Resolved:** To approve cancellation of the current payment card contract and to enter into a new contract with Unity Bank for an Elavon payment card system.

**g) To receive verbal update on Community Infrastructure Levy (CIL) meeting held on 19<sup>th</sup> July and approve draft Heads of Terms for transfer of funds to Melksham Town Council for the East of Melksham Community Centre**

Councillor Glover explained the meeting had resulted in a draft agreement which hopefully both councils would approve at their respective meetings that evening.

Unfortunately, as Melksham Town Council had discussed the community centre in closed session, it was difficult to expand on their plans for it.

Councillor Glover explained Councillors needed to come with ideas at the next Full Council meeting in September for the shared 10% of Community Infrastructure Levy (CIL) with the Town Council to add to a priority list. The Town Council would also be coming up with their own ideas to add to the list.

The Clerk explained at the meeting with the Town Council that it was felt a priority list of ideas needed to be considered as soon as possible rather than wait until CIL had been received and then decide what projects to spend the funding on. This would avoid any potential conflicts as to which parish the funding had come from, if a priority list had already been agreed before aware of the funding area. It was also felt that there should be a timescale attached to the priority list.

For those previously not on the Council, the Clerk explained it had been agreed the extra 10% received in CIL funding for having a joint neighbourhood plan would be jointly pooled between both councils to fund various projects which would benefit residents in the neighbourhood plan area.

Councillor Wood suggested a new footpath from Berryfield to the proposed new school at Pathfinder Way via the A365 was a good project to consider, but would need significant funding.

Councillor Glover suggested Real Time Information for bus shelters was also a good project to add to the list.

**Resolved:** To agree the Heads of Terms for the transfer of the £315,029.94 CIL funding received from the East of Melksham

developments (Acorns & Hunters Wood) for the East of Melksham Community Centre build.

**h) To approve bank transfer from Lloyds to Unity bank**

Councillor Glover explained £400,000.00 needed to be moved across from the Lloyds account to the Unity Bank

**Resolved:** To transfer £400,000.00 from Lloyds Bank to Unity Bank and for two signatories at the end of the meeting to sign the cheque in order to transfer the funds as soon as possible.

**i) To note new direct debit in place (PlusNet) and approve payment method for Campus rent to Wiltshire Council**

Members noted a new direct debit was in place for PlusNet for the phone line and broadband for the new offices at the Campus at a monthly cost of £30.50 + VAT, a direct debit was also in place for Fasthost for gov.uk website hosting at approximately £1 per month. In addition, quarterly rent payments for the council offices at the Campus will need to be made to Wiltshire Council, as per the schedule in the lease. The Clerk explained that the council needed to approve that these regular payments are made, as outside of the annual list that was approved in May.

Councillor Glover asked that consideration be given on a future agenda to future office requirements in 10 years' time, given the Council had only entered into a 10-year lease with Wiltshire Council for space at the Campus.

**Resolved:** To approve new direct debits being set up for PlusNet (monthly) and Fasthost (monthly). To approve the payment of these regular payments PlusNet and Fasthost monthly and Wiltshire Council rent payments quarterly.

**j) To note offer of Community Benefit Funding still available from new owner of Battery Storage site off Westlands Lane**

Members noted the £5,000 community benefit originally offered by Stratera was still available after they had sold their battery projects to Gresham House Energy Storage Fund, who were happy to honour agreements made by Stratera.

It was noted consideration still needed to be given as to what this funding could be used for and checks made on any restrictions, however, suggestions were made it could be used to help fund a storage battery at the new village hall in Berryfield or the new 'gateway sign' at Beanacre.

## 144/22 Highways/Transport

### a) To approve the Highways & Streetscene minutes of 18 July 2022

Councillor Baines suggested a few amendments as follows:

- Whilst apologies (Min 121/22) and reasons for apologies had been received and approved at the meeting, these had not been recorded in the minutes.
- Under Public Participation, Min 123/22 it should read ...would need a change to the designation to a restricted by-way in order for **horse drawn vehicles** to be allowed to use it, rather than for **horses**.
- It was noted Min 125/22diii regarding dropped kerbs on Halifax Road over to Sunderland Close should read within the recommendation ...services such as Tesco and The Pilot on **Blenheim Park** and not **Falcon Way**.

Councillor Baines noted during the meeting the residents had complained at the condition of one of the bridleways from Bowerhill to the Kennet & Avon Canal, however, as it was a bridleway, they were not permitted to use a horse drawn vehicle on a bridleway.

**Resolved:** With the suggested amendments, to approve and for the Chair to sign the Highways & Streetscene minutes of 18 July 2022.

### b) To approve the recommendations of the Highways & Streetscene meeting held on 18 July 2022

**Resolved:** To approve the recommendations of the Highways & Streetscene meeting held on 18 July 2022.

### c) Re-instatement of X34 evenings and Sunday Service and Free Passes for Ukrainian Refugees. To note update from Kevin Daley Portfolio Holder for Passenger Transport & Streetscene

Following correspondence to Wiltshire Council regarding the reinstatement of the X34 evening and Sunday service, Councillor Daley, Portfolio Holder for Passenger Transport and Streetscene had stated that the reinstatement of the evening and Sunday service was high on Wiltshire Council's wish list, however, due to a bus driver shortage and lack of funds, this was not possible at present.

With regard to the free bus pass for Ukrainian refugees, Councillor Daley explained this was reliant on the goodwill of the bus companies, as it was not something Wiltshire Council could fund themselves. Faresaver who operate the majority of the services in this area were

currently looking at an effective funding model and were still in discussions with Wiltshire Council on a solution.

## 145/22 Policies

### a) To review where councillor contact details are published

Following a letter from Councillor Chivers in the Melksham News stating the parish council did not publish Councillor contact details on noticeboards and had spent £9,000 on laptops, the Clerk, following liaison and agreement with the Chair and Vice Chair had responded to the letter clarifying the council did publish contact details on noticeboards, including addresses and phone numbers, the cost of the laptops amounted to £4,403 and Councillor Chivers had received one at his request.

Councillor Chivers had contacted the Chair and Vice Chair to say the staff member had acted incorrectly writing a response in the paper.

The meeting was reminded that the Council's Finance Committee had reviewed its Financial Risk Register on 31 January 2022 which included press contact and libellous articles and was subsequently approved by Full Council on 21 February 2022:

'All official press releases to come from the council office, with the Clerk as the official Press Officer. No responsibility is taken by the Council for statements or information given to the press by individual councillors, claiming to act on the Council's behalf.

Delegated powers to the Chair, Vice-Chair and Clerk to issue immediate press statement, if necessary to correct publicised information.'

Members noted the response provided by the Clerk.

The Clerk asked if Members wished to review where their contact details were provided and explained they were available on every noticeboard in the parish (including address, telephone number and email address) and for Beanacre, Shaw, Whitley & Blackmore councillors their contact details were published in the local Connect magazine. Councillors' email addresses and photograph were published in the Council quarterly newsletter in Melksham News.

Councillors email addresses are published on the council's website, but not their addresses and phone numbers as this was open to members being 'spammed' and therefore, the Council had made a decision some time ago not to publish these details on the Council website.

**Resolved 1:** Councillor Glover as Chair of the Parish Council to write

a response to Councillor Chivers recent correspondence accusing the council of acting incorrectly in responding to his letter in the local press.

**Resolved 2:** Not to include councillor's addresses and phone numbers on the Council website but to add the following sentence to the website:

"If you wish to get in contact with your local councillor to get in touch with the Clerk for their details."

**Resolved 3:** Not to include councillors' phone numbers and addresses in the quarterly newsletter printed in the Melksham News.

**b) To review Members Email Policy**

The Clerk explained all councillors had been provided with a new .gov.uk email addresses, however, one councillor refused to use it and had also refused to use their current melkshamwithout.co.uk address to access their emails via Office 365. This was in contravention of the policy.

The Chair was reminded it was 10.00pm and in line with Standing Orders sought approval from Members to continue the meeting, which Members agreed.

**c) To review Social Media Policy**

Members had been circulated a copy of the Council's Social Media Policy in their agenda packs for review.

The policy included guidelines for both officers, staff and councillors to adhere to in making appropriate decisions on the use of social media, including Facebook, Twitter and LinkedIn.

Due to the lateness of the meeting this item was deferred.

**146/22 Community projects/partnership organisations**

**a) To note BRAG (Bowerhill Residents Action Group) Minutes of 3 May 2022**

Members noted the BRAG minutes of 3 May 2022.

**b) To consider making a contribution to the International Day of Older People event on 1<sup>st</sup> October**

Correspondence had been received from Mary Cullen, Age Friendly Co-ordinator seeking a contribution towards an event on 1st October

in order to raise the profile of Age Friendly Melksham and Melksham Community Support.

Members noted the request for funding was outside the normal grant round with the Parish Council having only recently turned down a request for grant funding from another organisation, as it was outside the normal grant round.

It was noted Melksham Age Friendly had received a grant of £1,000 in May this year.

Councillor Doel as the parish council representative on Age Friendly stated he had not received any invitations to any meetings since becoming the council's representative.

The Clerk explained unfortunately the group had been without a co-ordinator for some time, with a new co-ordinator only having recently taken up their post.

**Resolved:** To not approve a grant at this present time, as the request was outside the normal grant round.

**c) To note CAWS CEG (Community Action Whitley & Shaw Community Emergency Group) minutes**

Members noted the minutes of the CAWS CEG meeting held on 7 June 2022.

**14/722 Meeting the Climate Friendly Objective:**

**a) To note Melksham Town Council resolution to support and promote a solar panel scheme and consider similar action**

Whilst Members had supported a scheme being promoted by Wiltshire Council, it was noted Melksham Town Council had resolved to support and promote a different solar panel scheme, therefore the Clerk asked if Members wished to support this scheme as well. As Wiltshire Council were already promoting a scheme, and this would promote one individual company over another, it was

**Resolved:** To take no further action on promoting the same scheme as the Town Council.

**b) To note Wiltshire Council have recently undertaken a waste and recycling analysis in the parish**

Members noted Wiltshire Council had recently undertaken a waste and recycling analysis in the parish.



**c) To consider whether the Council wish to take part in Melksham's ClimateFest on Saturday 17 September in Melksham Assembly Hall**

The Clerk asked if Members wished to take part in this event and explained officers may not be available to staff a stand. A possibility could be to consider if it was worthwhile inviting the various solar farm providers in the parish to take part.

**Resolved:** To not take part in Melksham ClimateFest or suggest to the various solar farm providers they might like to take part.

**d) To note the report from the Wilts & Berks Canal Trust re new Bee Corridor**

Members noted the report from the Wilts & Berks Canal Trust outlining a proposal on how their 'Bee Route' initiative should be progressed.

**148/22 Staffing: To note the Allotment Warden has successfully completed the RoSPA Operational Playground Inspection Course**

Members noted and congratulated the Allotment Warden on successfully completing the RoSPA Operational Playground Inspector Course.

Meeting closed at 10.05pm

Signed .....  
Chair, Full Council, 3 October 2022

Date: 01/07/2022

Melksham without Parish Council Current Year

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Time 12:45

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 3

Receipts for Month 3

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>
	<b>Balance Brought Fwd :</b>	<b>770,010.98</b>					<b>770,010.98</b>	
V2778-VAT	Banked 23/06/2022	37,910.82						
V2778-VAT	HM Revenue & Customs	37,910.82			105		37,910.82	VAT Reclaim-1.5.22-31.5.22
<b>Total Receipts for Month</b>		<b>37,910.82</b>	<b>0.00</b>	<b>0.00</b>			<b>37,910.82</b>	
<b>Cashbook Totals</b>		<b>807,921.80</b>	<b>0.00</b>	<b>0.00</b>			<b>807,921.80</b>	

Continued on Page 157

Date: 01/07/2022

## Melksham without Parish Council Current Year

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Time 12:45

## Cashbook 1

User: MR

## Current Account &amp; Instant Acc

For Month No: 3

Payments for Month 3				Nominal Ledger					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/06/2022	Grist Environmental	V2777-DD	115.95		19.33	4770	220	96.62	Inv.488-B'hill waste away
21/06/2022	Eon	V2775-DD	106.96		5.09	4302	220	101.87	Inv. 0011-Pavilion electricity
21/06/2022	Sirus Telecom	V2776-DD	242.32		40.39	4190	120	201.93	Inv.61152- Office phone calls
<b>Total Payments for Month</b>			465.23	0.00	64.81			400.42	
<b>Balance Carried Fwd</b>			807,456.57						
<b>Cashbook Totals</b>			<u>807,921.80</u>	0.00	64.81			<u>807,856.99</u>	

## Receipts for Month 3

## 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 :		412,992.23					412,992.23	
	Banked	0.00						
			0.00					0.00
<b>Total Receipts for Month</b>		0.00	0.00	0.00			0.00	
<b>Cashbook Totals</b>		<u>412,992.23</u>	<u>0.00</u>	<u>0.00</u>			<u>412,992.23</u>	

Continued on Page 139

Date: 01/07/2022

## Melksham without Parish Council Current Year

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Time 12:45

## Cashbook 2

User: MR

## Unity Bank

For Month No: 3

## Payments for Month 3

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/06/2022	Unity Trust Bank	V2774-DD	660.60		46.95	4650	170	270.00	SLCC Membership
						4381	220	70.12	Toilet Rolls for Pavilion
						4381	220	12.32	Hand wash
						4150	120	4.13	Pens
						4150	120	2.35	Envelopes
						4055	130	30.00	How to use design software tra
						4250	120	6.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	3.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	3.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4250	120	6.00	Land Registry search NHP
						4120	120	5.30	Postage Full Council agenda pa
						4120	120	3.75	Notices and posters
						4120	120	26.50	Postage Full Council agenda pa
						4150	120	2.05	Pens
						4150	120	2.91	Pins
						4150	120	12.16	Arm bands
						4150	120	18.32	Photo Frames
						4175	120	68.40	Office 365 subscription
						4120	120	11.85	Finance agenda packs
						4120	120	16.50	Asset agenda packs
						4200	120	11.99	Meeting subscription-online
						4140	120	3.00	Monthly fee
28/06/2022	Aquasafe Environmental Ltd	V2744-BACS	138.00		23.00	4212	220	115.00	Inv.220305- March PPM Visit
28/06/2022	Aquasafe Environmental Ltd	V2745-BACS	138.00		23.00	4212	220	115.00	Inv.220407- April PPM Visit
28/06/2022	Aquasafe Environmental Ltd	V2746-BACS	138.00		23.00	4212	220	115.00	Inv.220508-May PPM Visit
28/06/2022	Radcliffe Fire Protection Ltd	V2747-BACS	134.40		22.40	4212	220	112.00	Fire Alarm & fire equipment se
28/06/2022	IAC Audit & Consultancy Ltd	V2748-BACS	390.00		65.00	4100	120	325.00	1411- 21/22 Y/E internal Audit
28/06/2022	JC Combustion Services Ltd	V2749-BACS	480.00		80.00	4791	220	400.00	Inv.3481-Boiler & heater servi
28/06/2022	Hawkins Insulation Ltd	V2750-BACS	420.00		70.00	4582	142	350.00	Asbestos Survey BYF V Hall
28/06/2022	Jens Cleaning	V2751-BACS	324.00			4381	220	324.00	Inv.1064-Pavilion changing cle
28/06/2022	St Barnabas Church	V2752-BACS	40.00			4200	120	40.00	Room hire- Wessx drop in sessi
28/06/2022	Wiltshire Publication	V2753-BACS	594.00		99.00	4240	120	495.00	Inv.109-Quarterly Newsletter
28/06/2022	St Barnabas Church	V2754-BACS	70.00			4721	220	70.00	Weed suppressing mats
28/06/2022	Agilico	V2755-BACS	284.53		47.42	4130	120	237.11	Inv. 404-Office photocopying
28/06/2022	JH Jones & Sons	V2756-BACS	1,604.65		267.44	4402	320	60.15	Inv.2836- Allotment Grass cutt
						4400	142	221.90	Inv.2836-Play Area Gras

Continued on Page 140

## Payments for Month 3

## Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									cuttin
						4780	142	52.50	Inv.2836-Play Area bin emptyin
						4781	220	79.58	Inv.2836-JSF Bin emptying
						4401	220	692.17	Inv.2836-JSF Grass cut
						4400	142	34.66	Inv.2836-Kestrel Shrub
						4409	142	163.33	Inv.2836-Hornchurch Grass cutt
						4820	142	32.92	Inv.2836-SHF Grass
						347	0	-32.92	Inv.2836-SHF Grass
						6000	142	32.92	Inv.2836-SHF Grass
28/06/2022	Cardinus Risk Management	V2757-BACS	156.00		26.00	4282	220	130.00	Inv.W1D9- Valuation BSF
28/06/2022	JH Jones & Sons	V758-BACS	264.00		44.00	4490	142	220.00	Inv.2850-Carson R/about grass
28/06/2022	Roy Dobson	V2759-BACS	68.89		11.49	4820	142	57.40	SHF Mower Petrol reimburse
						347	0	-57.40	SHF Mower Petrol reimburse
						6000	142	57.40	SHF Mower Petrol reimburse
28/06/2022	Berryfield Village Hall	V2760-BACS	27.00			4200	120	27.00	Room hire for resident meeting
28/06/2022	Cleveland Sitesafe	V2761-BACS	54.00		9.00	4722	320	45.00	Inv.6725-Replacement keys
28/06/2022	ROSPA Play Safety	V2762-BACS	792.00		97.00	4055	130	695.00	63488- Allotment Warden ROSPA
28/06/2022	HM Revenue & Customs	V2763-BACS	2,254.94			4041	130	724.30	Period 3- June 2022
						4000	130	357.20	Period 3- June 2022-T
						4000	130	292.55	Period 3- June 2022-NI
						4020	130	166.00	Period 3- June 2022-T
						4020	130	155.16	Period 3- June 2022-NI
						4010	130	178.80	Period 3- June 2022-T
						4010	130	164.13	Period 3- June 2022-NI
						4460	142	151.20	Period 3- June 2022-T
						4800	320	33.20	Period 3- June 2022-T
						4070	120	32.40	Period 3- June 2022-T
28/06/2022	Wiltshire Pension Fund	V2764-BACS	1,757.45			4045	130	1,325.21	Period 3- June 2022
						4000	130	197.01	Period 3- June 2022
						4020	130	115.65	Period 3- June 2022
						4010	130	119.58	Period 3- June 2022
28/06/2022	Teresa Strange	V2765-BACS	██████		0.88	4000	130	██████	June 2022 Salary
						4190	120	4.42	Reimburse- April out hours Mob
						4120	120	30.40	1st Class Stamps
						4048	130	67.50	Mileage X150 Miles
28/06/2022	Lorraine McRandle	V2766-BACS	██████			4020	130	██████	June 2022 Salary
28/06/2022	Marianne Rossi	V2767-BACS	██████			4010	130	██████	June 2022 Salary
28/06/2022	Terry Cole	V2768-BACS	██████		3.49	4050	142	47.50	June 2022 Travel Allowance
						4460	142	██████	June 2022 Salary
						4051	142	45.45	Mileage X 101 Miles
						4721	220	17.44	Replacement panel- fence repai

Total Salaries

£6,031.48

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Payments for Month 3			Nominal Ledger					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/06/2022	David Cole	V2769-BACS				4800 320		June 2022 Salary
						4048 130	39.15	Mileage to training course
28/06/2022	John Glover	V2770-BACS	49.20			4070 120	49.20	Chairmans Allowance- June 22
28/06/2022	Melksham Rugby Club	V2771-BACS	370.00			4200 120	100.00	Meeting room hire-16 & 23 May
						4200 120	120.00	Room hire-25th May & 15th June
						4200 120	150.00	Room hire-6,13 & 20th June
28/06/2022	BTA Architects	V2772-BACS	480.00		80.00	4582 142	400.00	2170-Architect Service- 24.6.22
30/06/2022	Teresa Strange	V2773-S/O	5.30		0.88	4190 120	4.42	June Out of hours phone reimbu
30/06/2022	Unity Trust Bank	V2779-DD	1.50			4140 120	1.50	CHQ Handling charge
30/06/2022	Unity Trust Bank	V2780-DD	29.40			4140 120	29.40	Service Charge
<b>Total Payments for Month</b>			18,013.57	0.00	1,039.95		16,973.62	
<b>Balance Carried Fwd</b>			394,978.66					
<b>Cashbook Totals</b>			<u>412,992.23</u>	<u>0.00</u>	<u>1,039.95</u>		<u>411,952.28</u>	

Date: 01/07/2022  
Time 12:46

**Melksham without Parish Council Current Year**  
**Cashbook 3**  
**Fixed Term Deposit**

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**User: MR**  
**For Month No: 3**

**Receipts for Month 3**

**Nominal Ledger Analysis**

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

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Date: 01/07/2022

Melksham without Parish Council Current Year

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Time 12:46

Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 3

Payments for Month 3

Nominal Ledger

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

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>110 General Account Income</b>								
1076 Precept	217,977	117,845	235,689	117,844			50.0%	
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	2	50	48			3.1%	
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	<b>236,164</b>	<b>117,856</b>	<b>250,749</b>	<b>132,893</b>			<b>47.0%</b>	<b>0</b>
<b>Net Income</b>	<b>236,164</b>	<b>117,856</b>	<b>250,749</b>	<b>132,893</b>				
<b>120 Administration costs</b>								
4070 Chairs Allowance	816	82	835	753		753	9.8%	
4080 Members Training	455	0	560	560		560	0.0%	
4090 Members Expenses	0	0	25	25		25	0.0%	
4100 Audit Fees	1,950	(1,300)	2,500	3,800		3,800	(52.0%)	
4120 Postage	751	188	500	312		312	37.5%	
4130 Photocopying	2,014	349	1,500	1,151		1,151	23.3%	
4140 Bank Charges	153	40	175	135		135	22.8%	
4150 Admin and Stationery	1,128	274	1,000	726		726	27.4%	
4155 Refreshments Comm Events	20	10	150	140		140	6.6%	
4160 Minute Books Binding	410	0	225	225		225	0.0%	
4175 Email & Cloud hosting	948	137	1,000	863		863	13.7%	
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	423	2,500	2,077		2,077	16.9%	
4200 Room Hire/Zoom	535	679	380	(299)		(299)	178.7%	
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	45	50	5		5	90.0%	
4271 Office Utilities	1,500	0	0	0		0	0.0%	
4351 New Equip & Furniture	3,296	0	5,700	5,700		5,700	0.0%	
4352 Office Relocation	0	0	1,000	1,000		1,000	0.0%	
4370 Cleaning Materials	5	0	50	50		50	0.0%	
4372 Covid-19	913	0	500	500		500	0.0%	
4380 Cleaning - Contractor	147	0	350	350		350	0.0%	
4390 Professional Services	0	0	300	300		300	0.0%	
4391 GDPR Compliance	35	0	110	110		110	0.0%	

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Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4720 Repairs & Maintenance - Office	0	0	50	50		50	0.0%	
Administration costs :- Indirect Expenditure	21,388	1,421	23,460	22,039	0	22,039	6.1%	0
<b>Net Expenditure</b>	<b>(21,388)</b>	<b>(1,421)</b>	<b>(23,460)</b>	<b>(22,039)</b>				
<b>130 Staffing</b>								
4000 Clerk's Salary							23.8%	
4010 Finance & Amenities Officer Sa							22.3%	
4020 Parish Officer Salary							22.7%	
4041 NI - EmployER	7,763	2,148	10,000	7,852		7,852	21.5%	
4045 Superannuation - EmployER	16,057	3,945	18,207	14,262		14,262	21.7%	
4048 Office Staff Mileage & Parking	34	107	100	(7)		(7)	106.7%	
4055 Staff Training	950	725	350	(375)		(375)	207.1%	
4060 Staff DBS	111	0	60	60		60	0.0%	
Staffing :- Indirect Expenditure	106,424	28,029	120,272	92,243	0	92,243	23.3%	0
<b>Net Expenditure</b>	<b>(106,424)</b>	<b>(28,029)</b>	<b>(120,272)</b>	<b>(92,243)</b>				
<b>140 Council Office Costs</b>								
4270 Office Rent - Campus	0	0	7,779	7,779		7,779	0.0%	
Council Office Costs :- Indirect Expenditure	0	0	7,779	7,779	0	7,779	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(7,779)</b>	<b>(7,779)</b>				
<b>142 Parish Amenities</b>								
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	0	1,035	1,035		1,035	0.0%	
4050 Caretaker Travel Allowance	570	143	570	428		428	25.0%	
4051 Caretaker Mileage & Parking	554	118	500	382		382	23.7%	
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	513	3,969	3,456		3,456	12.9%	
4409 Hornchurch Road Public Open Sp	1,960	327	1,960	1,633		1,633	16.7%	
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							22.7%	
4490 Repair & Maintenance - Parish	1,610	440	300	(140)		(140)	146.7%	

Total Salaries  
QTR 1 including  
Caretaker & Allotment  
Warden

£23,508.00

23.8%

22.3%

22.7%

21.5%

21.7%

106.7%

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Weedspraying	2,760	0	2,900	2,900		2,900	0.0%	
4510 CATG Contributions	0	0	5,500	5,500		5,500	0.0%	
4540 Speed Indicator Device	2,600	(685)	1,300	1,985		1,985	(52.7%)	
4560 Shaw & Whitley Flood Resource	493	48	500	452		452	9.6%	
4575 Village Halls & Play Areas (Ne	31,287	0	15,000	15,000		15,000	0.0%	
4576 Drinking Water Fountains	3,088	0	0	0		0	0.0%	
4582 New Berryfield Village Hall Pr	236,723	177,324	755,000	577,676		577,676	23.5%	
4583 PWL Capital Payment	49,500	0	99,000	99,000		99,000	0.0%	
4584 PWL Interest Payment	3,094	0	5,259	5,259		5,259	0.0%	
4590 Street Furniture	3,069	1,424	2,500	1,076		1,076	57.0%	
4600 Bus Shelters Cleaning	450	0	840	840		840	0.0%	
4780 Play Area - Bin Emptying	630	105	840	735		735	12.5%	
4785 Replacing Wiltshire Council bi	1,172	410	1,000	590		590	41.0%	
4820 Shumhold Fields Project	2,931	(553)	1,700	2,253		2,253	(32.5%)	149
4825 Shumhold Fields CAPITAL Expen	1,904	0	0	0		0	0.0%	
<b>Parish Amenities :- Indirect Expenditure</b>	<b>367,267</b>	<b>188,895</b>	<b>923,146</b>	<b>734,251</b>	<b>0</b>	<b>734,251</b>	<b>20.5%</b>	<b>149</b>
<b>Net Income over Expenditure</b>	<b>130,262</b>	<b>(188,895)</b>	<b>(923,146)</b>	<b>(734,251)</b>				
6000 plus Transfer from EMR	312,454	149						
6001 less Transfer to EMR	494,827	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(52,111)</b>	<b>(188,745)</b>						
<b>170 Community Support</b>								
1480 Neighbourhood Plan Income	2,736	(500)	500	1,000			(100.0%)	
<b>Community Support :- Income</b>	<b>2,736</b>	<b>(500)</b>	<b>500</b>	<b>1,000</b>			<b>(100.0%)</b>	<b>0</b>
4451 Young Melksham	2,500	0	0	0		0	0.0%	
4610 Section 137 Grant	9,200	14,450	15,000	550		550	96.3%	
4620 Village Hall Grants	9,250	14,700	15,000	300		300	98.0%	
4630 Other Grants (TIC - Section 14	600	0	800	800		800	0.0%	
4650 Subscriptions	1,218	1,491	1,750	259		259	85.2%	
4670 Melks Public Toilets Contrib	5,519	(7,500)	7,500	15,000		15,000	(100.0%)	
4680 Neighbourhood Plan	4,194	114	2,000	1,886		1,886	5.7%	
4685 Melksham Community Response	0	0	200	200		200	0.0%	
<b>Community Support :- Indirect Expenditure</b>	<b>32,480</b>	<b>23,255</b>	<b>42,250</b>	<b>18,995</b>	<b>0</b>	<b>18,995</b>	<b>55.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(29,745)</b>	<b>(23,755)</b>	<b>(41,750)</b>	<b>(17,995)</b>				
<b>180 Joint Ventures</b>								
4690 New Train Station Contrib	3,000	0	0	0		0	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/06/2022

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4695 Art Contribution Bowerhill	50	0	0	0		0	0.0%	
Joint Ventures :- Indirect Expenditure	<u>3,050</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>0</u>
<b>Net Expenditure</b>	<b><u>(3,050)</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>				
<b>210 Jubilee Sports Field Income</b>								
1210 Football Bookings	9,518	1,820	9,000	7,180			20.2%	
1260 Hire of Lounge/Kitchen Area un	75	0	150	150			0.0%	
Jubilee Sports Field Income :- Income	<u>9,593</u>	<u>1,820</u>	<u>9,150</u>	<u>7,330</u>			<u>19.9%</u>	<u>0</u>
<b>Net Income</b>	<b><u>9,593</u></b>	<b><u>1,820</u></b>	<b><u>9,150</u></b>	<b><u>7,330</u></b>				
<b>220 Jubilee Sports Field Expenditu</b>								
4212 Safety/PAT Check - % JSF Use	2,757	457	3,200	2,743		2,743	14.3%	
4282 Insurance - % JSF Use	3,949	4,505	4,100	(405)		(405)	109.9%	
4302 Electricity - % JSF Use	1,043	262	2,100	1,838		1,838	12.5%	
4312 Gas - % JSF Use	1,630	(240)	1,100	1,340		1,340	(21.8%)	
4322 Water and Sewage - % JSF Use	358	0	900	900		900	0.0%	
4381 Cleaning Contractor - % JSF Us	1,701	406	3,000	2,594		2,594	13.5%	
4401 JSF Grass Cutting/Line Marking	8,558	1,384	8,432	7,048		7,048	16.4%	
4405 JSF Hedge Maintenance	2,189	0	550	550		550	0.0%	
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 & Maintennce - JSF	14,411	839	1,500	661		661	56.0%	
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	197	980	783		783	20.1%	
4781 JSF Bin Emptying	955	159	955	796		796	16.7%	
4791 Boiler Servicing - % JSF Use	0	400	600	200		200	66.7%	
Jubilee Sports Field Expenditu :- Indirect Expenditure	<u>38,781</u>	<u>8,270</u>	<u>28,752</u>	<u>20,482</u>	<u>0</u>	<u>20,482</u>	<u>28.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(38,781)</u></b>	<b><u>(8,270)</u></b>	<b><u>(28,752)</u></b>	<b><u>(20,482)</u></b>				
6000 plus Transfer from EMR	2,189	0						
<b>Movement to/(from) Gen Reserve</b>	<b><u>(36,592)</u></b>	<b><u>(8,270)</u></b>						
<b>310 Allotment Income</b>								
1310 Berryfield Allotment Rents - C	1,283	1,343	1,343	(0)			100.0%	
1320 Briansfield Allotment Rent - C	1,122	1,122	1,140	18			98.4%	
Allotment Income :- Income	<u>2,405</u>	<u>2,465</u>	<u>2,483</u>	<u>18</u>			<u>99.3%</u>	<u>0</u>
<b>Net Income</b>	<b><u>2,405</u></b>	<b><u>2,465</u></b>	<b><u>2,483</u></b>	<b><u>18</u></b>				

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>320 Allotment Expenditure</b>								
4323 Water - Allotments	306	0	580	580		580	0.0%	
4402 Allotment Grass Cutting	722	120	722	602		602	16.7%	
4722 Repairs & Maintenance - Allotm	14	45	50	5		5	90.0%	
4800 Allotment Warden Salary							42.2%	
Allotment Expenditure :- Indirect Expenditure	<u>1,770</u>	<u>444</u>	<u>2,012</u>	<u>1,568</u>	<u>0</u>	<u>1,568</u>	<u>22.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(1,770)</u></b>	<b><u>(444)</u></b>	<b><u>(2,012)</u></b>	<b><u>(1,568)</u></b>				
<b>350 CIL</b>								
1420 Community Infrastructure Levy	6,414	2,062	50,000	47,938			4.1%	
CIL :- Income	<u>6,414</u>	<u>2,062</u>	<u>50,000</u>	<u>47,938</u>			<u>4.1%</u>	<u>0</u>
<b>Net Income</b>	<b><u>6,414</u></b>	<b><u>2,062</u></b>	<b><u>50,000</u></b>	<b><u>47,938</u></b>				
<b>400 S106</b>								
1170 Wiltshire Council Contribution	136,450	0	0	0			0.0%	
S106 :- Income	<u>136,450</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
<b>Net Income</b>	<b><u>136,450</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>				
Grand Totals:- Income	<u>891,292</u>	<u>123,703</u>	<u>312,882</u>	<u>189,179</u>			<u>39.5%</u>	
Expenditure	<u>571,159</u>	<u>250,313</u>	<u>1,147,671</u>	<u>897,358</u>	<u>0</u>	<u>897,358</u>	<u>21.8%</u>	
<b>Net Income over Expenditure</b>	<b><u>320,133</u></b>	<b><u>(126,610)</u></b>	<b><u>(834,789)</u></b>	<b><u>(708,179)</u></b>				
plus Transfer from EMR	314,642	149						
less Transfer to EMR	494,827	0						
<b>Movement to/(from) Gen Reserve</b>	<b><u>139,948</u></b>	<b><u>(126,461)</u></b>						