

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 9 October 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market
Place, Melksham, SN12 6ES 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, Peter Richardson, Andy Russell, Robert Shea-Simonds and Richard Wood

Officers: Teresa Strange (Clerk) and Lorraine McRandle (Parish Officer)

In attendance: Nick Holder (Bowerhill) and 1 member of public.

219/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting and noted everyone present was aware of the fire evacuation procedures for the building and that the meeting was being recorded to aid the production of the minutes and would be available on YouTube and deleted once the minutes had been approved.

220/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was in hospital.

It was noted Councillor Hoyle was not present.

Resolved: To accept and approve the reasons for absence of Councillors Chivers.

221/23 To consider holding items in Committee 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 **8a, 8e(ii), 8(f) & 13(b)** of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted*

It was noted the draft reviewed Neighbourhood Plan was now in the published and therefore aspects of it were no longer confidential, therefore the sites allocated in the reviewed Neighbourhood Plan (JMNP2) could be discussed in the public domain.

Resolved: For items 8a, 8e(ii), 8(f) relating to contractual matters and 13(b) relating to staffing matters be held in closed session.

222/23 Declarations of Interest:

a) To receive declarations of interest

There were no declarations of interest.

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

None received.

223/23 Public Participation & Invited Guests

Standing Orders were suspended.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Wiltshire Councillor Nick Holder explained that the Wiltshire Council Cabinet were meeting the following day and their Full Council the following week to discuss Wiltshire Council's response to the climate emergency.

With regard to the draft Local Plan which was currently out for consultation, he explained any comments made verbally to the planners at the recent drop in event at Melksham Campus needed be sent formally in writing, in order to be taken account of, registered and responded to.

The meeting was informed that over the weekend five new school buses purchased by Wiltshire Council had been vandalised and were currently being repaired.

Pathfinder Place, Bowerhill

Wiltshire Councillor Nick Holder explained he had attended a meeting, along with the Clerk, Directors of Remus, who manage Pathfinder Place on behalf of Taylor Wimpey and the Chair of Pathfinder Place Residents Group to discuss the various issues on the development and a way forward.

With regard to the Appeal Hearing for the 210 houses on Land South of Western Way (PL/2022/08504) on 24 October, whilst there had been various discussions on social media asking people to attend the

meeting and to register beforehand, this was only if you wished to speak, anyone could attend the hearing to listen to the debate.

Standing Orders were reinstated.

- **Wiltshire Councillor Phil Alford, Melksham Without North & Shurnhold**

It was noted Councillor Alford was attending a meeting of Melksham Town Council.

- **Wiltshire Councillor Jonathon Seed, Melksham Without West & Rural**

The meeting was informed Councillor Seed was attending a meeting elsewhere.

224/23 To approve the Minutes of the Full Council meeting held on 11 September 2023 and confidential notes to accompany the Minutes

Members were informed that weed spraying in the parish had taken place the previous week.

The Clerk advised that if members wished to query content of the confidential notes this could now be in the public domain, as the sites were included in the draft Neighbourhood Plan which had since been published.

The Clerk explained Councillor Harris sought an amendment to the minute 189(a)/23 as follows:

‘This means that a non-electric vehicle could park in an EV bay without being **charged**’, be amended to read ‘without being **penalised within the 3 hour limit.**’

Resolved: To approve with the above amendments and for the Chair to sign the Full Council minutes of 11 September 2023 and Confidential Notes to accompany the minutes.

225/23 Planning:

a) To approve the Minutes of the Planning Committee meeting held on 2 October 2023

Since the issuing of the draft minutes, it had been noted a paragraph had been included in the Longleaze Lane (PL/2023/06725) planning application for a care home which related to the Verbena Court

application (PL/2023/06976) and therefore had subsequently been deleted from the minutes.

Recommendation: To approve and for the Chair to sign the Planning Committee minutes of 2 October 2023 with the above amendment.

b) To formally approve Planning Committee recommendations of 2 October.

Resolved: To approve the recommendations of the Planning Committee meeting held on 2 October 2023.

c) To approve the draft joint reviewed Melksham Neighbourhood Plan (NHP#2) for Regulation 14 consultation as Qualifying Body (Min 217/23(a)(ii) of the Planning Committee meeting 2 October)

The meeting was informed the draft reviewed Neighbourhood Plan (JMNP2) had been approved by the Steering Group on 27 September 2023 and was on the Town Council agenda the following day to approve as a Qualifying Body.

Members were informed there were some typo amendments to the draft plan (JMNP2) which were required, which the Council were asked to approve:

Page 48 – para 4.8.9

The last sentence of this paragraph to be deleted as it quotes incorrect housing allocations and numbers.

Page 48 Para 4.8.10

160 will be changed to 150, which will include an allocation of affordable housing to meet Wiltshire Council's adopted policy.

Page 49 4.8.13 and 62

Last Sentence to be changed to: A small allocation of land to accommodate approximately 8-10 dwellings and in line with those numbers, Policy 7.3 1. Land Use, be amended to read approximately 8-10 new dwellings (changed from 10).

The Council were also asked to approve the list of evidence documents:

- DRAFT Melksham Design Guide and Code (2023 AECOM)
- DRAFT Local Green Space Report (2023)
- Green Gap & Wedge Study (2023 AECOM/Iceni Projects)
- DRAFT Locally Valued Heritage Assets Report (2023)

- DRAFT Town Centre Masterplan Report (2023 AECOM)
- Housing Needs Assessment (2022 AECOM)
- DRAFT Community Facilities Evidence Base Report (2020/Minor update 2023)
- DRAFT Green Infrastructure Evidence Base Report (2020/Minor Update 2023)
- Site Options and Assessment Report (2023 AECOM)
- Heritage Assessment (Policy 7.3 Allocation of Lane at Whitley Farm) (John Davey, 2020)

Unanimously Resolved: To approve the amendments above and to approve the reviewed draft Joint Melksham Neighbourhood Plan (JMNP2), as one of the Qualifying Bodies, including the evidence documents for submission as part of the 7-week statutory consultation for Regulation 14.

d) To receive update on Regulation 14 Consultation programme and workload and to consider moving Planning Committee from 16 to 23 October

The meeting was informed tht the draft Neighbourhood Plan (JMNP2) was going out to formal consultation at Regulation 14 stage, on Monday 16 October 2023, with various Neighbourhood Plan consultation drop in events taking place:

- Thursday, 26 October, 4-7pm at Melksham Campus
- Friday, 10 November 4-7pm at Shaw Village Hall
- Saturday, 11 November, 10-2pm Melksham Campus

The consultation would be online and hard copies of of all the documentation available at the following locations:

- Parish Council Offices at Melksham Campus
- Town Hall
- Library, Melksham Campus
- Spindles Café, Top Lane, Whitley

The 12 October edition of Melksham News will include a 4-page spread on the consultation and how it fitted with the Wiltshire Council Local Plan, which was also currently being consulted on.

The Clerk explained the consultation would require a lot of officer time/support and increase the current workload in recording, analysing and responding to the various responses received and therefore asked if the scheduled Planning Committee meeting of 16 October could be moved to 23 October, in order to alleviate staff having to issue an agenda and therefore be able to concentrate on preparing for the consultation and the early stages of the draft response to the Local Plan consultation.

It was explained the Town Council had been asked to be more engaged and active, with a meeting taking place the following week to discuss sharing tasks. Councillor Glover explained as Chair he had authorised the Clerk to write to the Mayor of Melksham Town Council, seeking support in assisting with the workload, given the Neighbourhood Plan is a joint project.

The Clerk explained all the consultees would be contacted the following Monday, informing them the statutory consultation was underway. Once the draft plan had been approved by both the Qualifying Bodies, it would be published on the Neighbourhood Plan website, along with the evidence documents .

Resolved: To approve moving the Planning Committee meeting scheduled for 16 October to 23 October.

e) Local Plan Review. To approve the Neighbourhood Plan Consultants assisting the council in preparing their response to the consultation (Min 217(b) of the Planning Committee Minutes of 2 October)

Councillor Glover explained at the Steering Group meeting it was felt there needed to be some guidance in preparing a response to the Local Plan and to this end the Neighbourhood Plan consultants (Place) had been asked to provide a quote, in order to undertake this work, with a quotation of £1,350 being received.

Clarification was sought if the costs would be shared between the Neighbourhood Plan Steering Group and the Town Council as well.

The Clerk explained the response was for the Parish Council, however, the figure quoted included a strategic response, which would be the same for the Neighbourhood Plan and Town Council responses.

In addition, there was an hourly rate quoted, for Place to review the parish council's own comments, in addition to the strategic and neighbourhood plan elements.

The breakdown of the quotation was as follows:

Task	Hours (Estimate)	Fee @£75 per hour
Strategic Housing Requirements Methodology and HMA Distribution Method for Wiltshire, Chippenham HMA and Melksham	7	£525.00
Neighbourhood Plan Requirements Methodology	4	£300

and HMA Distribution Method for Melksham (Settlement Growth), Shaw and Whitley, Small Villages (eg Berryfield).		
Impact of Reg19 Local Plan on JMNP2 Site Allocations and Designations	7	£525
Melksham Without Parish Response	TBC	@£75 per hour
Total	18 + Item 4	£1350.00 +Item 4

Resolved: To approve the quotation of £1,350 from Place to come from General Contingency Reserve to provide a response to the Local Plan Consultation, challenging the strategic housing requirements methodology and HMA distribution method as well as the impact on JMNP2 site allocations and designations. To also review the Parish Council's response to the consultation prior to submitting a response at £75 per hour.

226/23 Asset Management

a) To approve the land transfer of Davey Play Area.

The Clerk explained she was still awaiting the answer from the Council's solicitor on the access to the play area for maintenance vehicles.

b) 3G provision in the Melksham area. To inform reps attending meeting on 10 October

Councillor Glover declared an interest in this item, as his son played for Melksham Rugby Club.

The Clerk explained she had been invited to a meeting regarding 3G pitch provision and sought views from Members on such provision.

Councillor Glover informed the meeting Melksham Rugby Club had indicated they would be willing to take on a 3G pitch and make it available to the community to use.

It was noted Wiltshire Council had established there was a need for a 3G pitch, but where this would be located was unclear. It was understood one of the football bodies was prepared to put up a percentage of the funding and were seeking additional funding to cover the costs involved.

Whilst Members welcomed the possibility of a 3G pitch in the Melksham area, they expressed concern that any facility needed to be accessible to all and not just professional groups and not located in a

school ground for instance, as often they were not available for use by the community, as staff were not available to open up.

c) Shurnhold Fields

The Clerk provided an update on the meeting, explaining the minutes of the meeting would be put to an Asset Management Committee meeting proposed for 6 November.

It was noted at the meeting the Friends of Shurnhold Fields had indicated they would be interested in taking on Shurnhold Fields themselves, which would enable them to apply for grants, which both the Parish Council and the Town Council, having joint responsibility for the project were not able to do.

d) To approve payment of retention invoice for Berryfield Village Hall if completion certificate received

The Clerk explained the retention invoice had not yet been received, with £11,719.03 outstanding to pay.

Councillor Holt explained a Berryfield Village Hall Trust meeting was due to take place shortly and suggested if they were happy that the minor repairs had been undertaken, if Council officers could have delegated powers to pay the retention invoice, rather than wait for the next Full Council meeting to approve it.

Resolved: Subject to Berryfield Village Hall Committee approving the outstanding minor defect works had been completed to their satisfaction, for officers to pay the outstanding invoice of £11,719.03 to Rigg Construction, to come from Reserves.

e) Bowerhill Sports Pavilion/Pitches

i) Goal Posts, Bowerhill Sports Pitch.

Members noted additional braces had been purchased under delegated powers at a cost of £183.33, following authorisation by Councillor Baines as the Chair of Asset Management Committee which Councillor Glover supported, this had been following a recommendation from the Council's contractors that braces on both the top and bottom of the moveable goals would make them more robust.

ii) Water Heaters.

It was explained that one of the water condensing units at the Pavilion had failed and split, the two water heaters had also failed. Therefore, one water heater and both condenser units had been replaced at a cost of £2,333.60 under delegated powers, with

authority being given in principle to the Clerk by Councillor Baines, as Chair of the Asset Management Committee, Councillor Glover (Chair of Council) and Councillor Pafford (Vice Chair of Council) to spend up to £2,000 (before the quote was received)..

The meeting was informed the second water heater also needed its circuit board replaced and the water circulation pump also needed replacing at a total cost of £1,920 + VAT.

It was explained this item had not been put into closed session, as only a specific contractor can undertake the work and therefore no competitive quotes had been sought.

The meeting was informed there was an issue with the main circuit board on the main switch unit which also needed investigating.

The meeting was informed that later in the week contractors were due to measure up for the water tank base replacement and once any leaks repaired, the electrics for the new water fountain would be undertaken.

Resolved: To note the £2,330.60 + VAT costs associated with replacing one water heater and both condenser units under delegated powers and to approve the £1,920 + VAT costs to replace the second water heater and circulation pump, to come from Bowerhill Sports Field Capital Replacement Reserve, which currently stood at £47,464.

f) Kestrel Court Play Area & Berryfield Play Area. To receive update on freehold transfer

The Clerk advised this matter was ongoing and was currently being advertised in the Wiltshire Times as part of the legal process in Wiltshire Council transferring the freehold of the play areas to the Parish Council, with the Parish Council required to cover the costs of advertising of £494.50.

With regard to the Berryfield Play Area, Councillor Glover asked if the line of the proposed canal route could be identified on the transfer map provided.

Councillor Baines noted the map provided still included the old Berryfield Village Hall and therefore needed to be removed as it had been demolished.

Resolved: To approve the £494.50 costs of Wiltshire Council advertising the legal transfer, with costs coming from the Legal Fees Reserve and to advise the Council's solicitors of amendments required to the map to accompany the freehold transfer.

227/23 Finance:

a) To note Income/Expenditure reports for September.

The meeting was informed that, in terms of income, a lot of allotment rent payments had been made, as rents were due on 1 October, the second precept payment had also been received.

In terms of expenditure to note, a repayment of the Public Works Loan for Berryfield Village Hall of £49,500 plus interest had been paid (paid twice per year).

Councillor Glover queried if the Council were receiving more interest for funds deposited than having to pay interest on the loan.

The Clerk confirmed when the loan had been taken out, interest had been low and fixed for 5 years, however interest earned was now going up.

Resolved: To note the Income/Expenditure reports for September.

b) To appoint cheque signatories/online authority for October payments.

Resolved: For Councillors Holt and Glover to be cheque signatories/online authority for October payments and for Councillor Pafford to authorise Councillor Glover's Chair's allowance payment, along with Councillor Holt.

c) To approve transfer of funds between bank accounts and fixed term deposits.

Resolved: To approve the transfer of £261,000 from the Lloyds current account into a fixed term deposit for one month.

d) Quarterly Reports for Quarter 2 July, August, September

i) To note Budget v Actual

Resolved: To note the Budget v Actual Report.

ii) To note Bank Reconciliation

Resolved: To note the Bank Reconciliation Report.

iii) To note update on VAT reclaim

The meeting was informed a VAT reclaim had not been made yet as the Finance Officer was chasing a VAT number for one supplier.

- iv) **To note 'over £500 spend' report to meet Transparency Code good practice.**

Resolved: To note the 'over £500 spend' report, which would be available on the Parish Council's website.

228/23 Highways

- a) **To approve the minutes of the Highways & Streetscene meeting held on 25 September**

Since circulating the draft minutes, in order to make them clearer, the reason a request for safety barriers on Kitthyhawk Close, Bowerhill (Min 200(b)/23) had been refused had been added to the minutes as follows:

'Having discussed the request at some length it was suggested not to progress this request, as a barrier would be ineffective in deterring cyclists, given barriers would have to be so far apart in order to accommodate wheelchairs and buggies, they would also restrict access for bin emptying and maintenance of the play area.'

Councillor Baines noted the recommendation relating to Road Safety Working Group update (Min 203(a)/23) was not clear and therefore an amended was made as follows:

'For the Road Safety Working Group to go through the list of actions and bring recommendations to a future meeting for consideration.'

Resolved: With the above amendments, to approve and for the Chair to sign the Highways & Streetscene minutes of 25 September 2023.

- b) **To approve the recommendations of the Highway & Streetscene Committee of 25 September**

Recommendations: To approve the recommendations of the Highway & Streetscene Committee meeting held on 25 September.

- c) **Beanacre Gateway – Local Highway & Improvement Group (LHFIG) Issue 9-22-11. To consider recommendation from the Principal Highway Manager to delay installation until Traffic Management in place for wider works and agree a way forward**

Correspondence had been received from the Principal Highway Manager which stated the brief included the following to encourage lower entry speeds, with the total cost of the scheme being £13,300 allowing for 20% contingency:

- Installation of village gate

- New village nameplate
- Countdown road markings
- Long section of hatching

However, given uncertainty as to the method of temporary traffic management required to undertake the project, with the possibility of a full road closure being required, the Principal Highway Manager suggested installing the gates, signs and yellow horizontal bars only at this time, with the hatching and road studs being held back until such a time that the road is resurfaced, with a reduced estimate for this scheme being £6,600.

Discussion ensued on a way forward.

It was noted Wessex Water who were currently installing mains drainage in Westlands Lane had indicated they would be happy to fund a community project in Beanacre and possibly contribute to this project. The Clerk informed the meeting Wessex Water had indicated they were still committed to leaving a positive footprint in Beanacre but no figure or project had been confirmed.

Resolved: To go ahead with a revised scheme to include the installation of the village gate, signs and yellow horizontal bars only at this time, as suggested by the Principal Highway Manager at a cost of £6,600.

Whilst not on the agenda, Councillor Glover explained the request for a reduction in the speed limit from 30mph to 20mph outside Melksham Oak School, as previously proposed by Councillor Nick Holder and the Parish Council's trial Realtime Information (RTI) project in bus shelters had to be submitted to the Local Highway & Footway Improvement Group (LHFIG) for their consideration and therefore sought a steer from Members if they wished these requests to be submitted.

Councillor Richardson sought clarification on how many parents had supported the request for a reduction in the speed limit.

Standing Orders were suspended to allow Wiltshire Council Nick Holder to speak to this item.

Wiltshire Councillor Nick Holder expressed frustration at the change in procedure and informed the meeting whilst he could not provide information on how many parents had signed the petition, the intention to seek a reduction in the speed limit was supported by the previous Headteacher, their leadership team, the Board of Governors and White Horse Federation, with over 700 residents signing the petition for a reduction in the speed limit.

Councillor Glover sought clarification in the change of procedure,

particularly as the Parish Council had previously agreed to pay for the trial Realtime Information (RTI) project.

The Clerk explained she had received an email from Highways on 3 October, which unfortunately was too late to be included on the agenda which stated “with regard to Mitchell Drive and Market Place RTI in bus shelters, work here will need to be done as a separate exercise, not least because this is due to be funded by other means. Assuming that our colleagues in Passenger Transport are content for you to progress this, you will need to raise a new request with the LHFIG for prioritisation.”

The Clerk clarified that Passenger Transport were happy for the Parish Council to progress this project.

Standing Orders were reinstated.

Councillor Baines highlighted if the request for RTI in bus shelters had to be submitted to the Local Highway & Footpath Improvement Group (LHFIG) for their consideration, perhaps they would contribute their 50% funding towards the costs involved, as per the arrangement with other requests approved by LHFIG.

Resolved: To submit the following requests to LHFIG for their consideration:

- Reduction in speed limit outside Melksham Oak School from 30mph to 20mph
- Installation of RTI on bus shelters on Mitchell Drive, Bowerhill and the Market Place.

d) Berryfield Park. To note update regarding resurfacing of the adopted roads by Selwood Housing and consider response

The Clerk explained she had noted the road surface at Berryfield Park was delaminated and had informed Selwood who had responded stating “an inspection would take place, with any patch repairs undertaken, however, they had no intention of resurfacing the entire Berryfield estate roads, as this would be a large piece of work and quite costly and budgets for this financial year would not allow.”

Therefore, the Clerk sought a steer from Members if they wished to urge Selwood undertake this work, given the condition of the road surface.

Resolved: To write to Selwood Housing requesting they undertake resurfacing of their adopted roads, where it has become delaminated.

Councillor Holder left the meeting during this item.

229/23 Community Engagement

a) **Polling District and Polling Place Review 2023. To submit comments to the Wiltshire Council review between 1 October 2023 and 31 October 2023.**

It was noted under Polling District FZ1 the former Berryfield Village Hall was still included on the list and therefore needed to be deleted and replaced with the new village hall at Telford Drive.

Councillor Baines felt with regard to Polling District FX3, which included Woodrow and Forest Lane, that having to go to Melksham Football Club, on Eastern Way was not a natural fit for these residents, with people having previously gone to either St Andrews School Room, Church Lane or Forest Community Centre and wondered if there was scope for this particular Polling District to be incorporated into one of the Melksham Forest Polling Districts.

Resolved: To submit the following comments to the review:

- To remove old Berryfield Village Hall polling station at Berryfield Park, which was demolished in December 2022 and to add the new Berryfield Village Hall, completed in January 2023 on Telford Drive, Melksham, SN12 6GF, which can be booked via their website: <https://www.hallbookingonline.com/berryfield/>
- That Polling District FX3 to be incorporated into Forest Community Centre polling station as it is felt this was a more natural fit for residents in this area, having previously voted at either St Andrews School Room, Church Lane or Forest Community Centre.

b) **Melksham Hospital. To receive feedback following recent meeting with Michelle Donelan MP and stakeholders and consider supporting funding bid for potential Melksham Health Centre (Devizes Model)**

It was explained the Clerk along with Councillors Glover and Shea-Simonds had attended a recent meeting regarding Melksham Hospital. It was understood there would be a written report from stakeholders with proposals for a health centre, not a hospital project, however this had not been received as yet, another meeting was also being arranged.

It was understood a funding bid had been unsuccessful for a health centre similar to the Devizes model; the scheme had lots of competition with other schemes in the country, including those with the recently highlighted RAAC concrete issue. Therefore, those at the meeting were being asked to write a letter supporting another bid in

principle, until more details were available, to enable the Integrated Care Board to reapply for funding for Melksham.

Resolved: To await further information on proposals before writing a letter supporting a further funding bid by the Integrated Care Board for a health centre in the area.

c) Explore Wiltshire Heritage App. To approve the Council becoming a stakeholder in the scheme and appoint a representative for this project

Information was provided on the Explore Wiltshire Heritage App, which currently did not include information on Melksham. A representative was also sought to attend on 1 November.

Discussion ensued on a way forward.

Resolved: To write to Wiltshire Council supporting the project, with a suggestion they approach Paul Carter, Chair of the Historical Association and Councillor Graham Ellis, to assist with content relating to Melksham and for the Clerk to attend the meeting on 1 November.

d) Air Ambulance. To receive update on concerns raised at potential 'bird strikes'

The Clerk informed the meeting Wiltshire Air Ambulance had recently raised a concern at potential bird strikes, given the number of gulls in their flight path in Bowerhill, with a meeting due to take place the following day, with a Wiltshire Council's Public Protection officer.

It was understood a legal order could be used to remove the gulls which are a protected species, particularly in terms of air safety.

The Clerk explained the suggestion from Public Protection was the Parish Council write to every company on Bowerhill Industrial Estate to say they should be paying to put measures on their roofs to stop seagulls and therefore sought views of Members on a way forward, particularly given the safety concerns.

Councillor Patacchiola stated prior to obtaining a legal order it had to be proven there was a danger to air traffic, which it had and it needed to be shown that all other preventative measures had been considered or attempted before a licence could be issued.

It was noted that most roofs on Bowerhill Industrial estate were flat, which encouraged seagulls to nest. Councillor Patacchiola stated it could be argued this had been explored by the Council and therefore

not practical and therefore a licence should be issued.

It was felt safety was paramount and therefore action was required to try and resolve the situation and therefore should be taken seriously by Wiltshire Council in order to address the situation.

e) Census. To note more detailed population data is now available at parish level

The Clerk explained it was hoped to provide more detailed information on the parish to present at the meeting, but due to workload, officers were unable to provide this detailed information, but had provided information on how people in the parish and town travelled to work, including via buses, which it was felt would be useful in relation to the next item on the agenda.

230/23 Public Transport

a) To submit comments to Public Transport consultation by Wiltshire Council

It was noted 53.7% of people in the parish travelled to work via a car or van, with only 0.6% using the bus, however those in town used a car less to get to work.

The Clerk explained another bus survey was available and sought volunteers to help complete the survey, particularly as the deadline was prior to the next meeting.

Resolved: For the Clerk, along with Councillors Baines and Glover to complete the survey on behalf of the Parish Council.

b) Rail services in Melksham. To consider proposed requests for tweak to Services

It was noted tweaks were being proposed to the train timetable, in order to provide better connection times and reduced times for overall journeys.

Councillor Patacchiola raised concern, given the proposed reduction in journey time to Bristol, if this would lengthen the journey time to Paddington.

It was noted there seemed to be an error in the timings as the train leaving Bristol at 20:00hrs, was stated as arriving at Chippenham at 20:23-20:38hrs and arriving at Melksham as 20:38hrs also.

Resolved: To write to Graham Ellis, welcoming the proposed changes and to seek assurances there is no knock-on effect to

journeys to Paddington, whether this be from Westbury or Chippenham and to query the timings as stated above.

231/23 Staffing & Training

a) To note feedback from Councillor Shea-Simonds following recent training undertaken and to consider mandatory training for councillors in the future

Councillor Shea-Simonds provided feedback on a recent Councillor training course he attended in Devizes which had proved useful and confirmed to him the Council was run effectively and efficiently.

It was hoped some follow-up material would be provided, which both Councillors Doel and Richardson felt would be useful to have.

With regard to whether training should be mandatory for new Councillors, it was felt best to defer this until the next election in order to make a decision on whether this would be worthwhile or otherwise.

b) To consider any queries/approach arising from the Staff Contract Review Working Party (4 October) ahead of consultation with staff.

This item was held in closed session.

Arising from Min 96/23 Staffing Committee 26 June 2023:
Recommendation: A small working party is formed to look at refreshing the staff contracts, to consist of Councillor Pafford, Councillor Baines, and the Clerk. (Approved Full Council 24 July 2023).

The Staff Contract Review Working Party had reviewed the SLCC/NALC Model Contract 2011 (latest version available) and produced a version for use by the Parish Council. This was due to be discussed with all the staff when they met on Tuesday 17 October for appraisals and training. The proposed new contract was reviewed and decisions approved that differ from the Model, or are a choice from options provided.

1 & 2 The revised contract will contain several commencement dates for the start of Initial Role, Current Role and Continuous Service as appropriate.

7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

There was discussion if this should include the word “paid” employment, with the decision to exclude it as per the model, as some employment is unpaid.

9.1 Salary. Your salary is.....as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales. The Clerk confirmed that she would check with the SLCC that this was the correct reference (2004).

9.2 Salary. The parish council opted for the option: You have been appointed to a single salary point and the Council will review your salary following your annual appraisal.

9.3 Salary. The parish council add the words “**Following review**” to “one salary point “**may**” be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications.” As the parish council felt that staff should be competent in applying what they have learnt to the role.

9.4 Salary. Your salary will be paid to youon the 28th of each month.

10.3 Expenses. To remove the reference to a council Expenses Policy as there is no current policy.

12.1 Appraisal. You will receive an annual appraisal.

It was noted that the Clerk has an annual appraisal with the Chair of Council and the Chair of the Staffing Committee, to reflect good practice of more than one councillor in case there was ever a conflict between the Chair and the Clerk. It was suggested that this would be good practice for all staff too, for a member to accompany the Clerk, for the same reason, in case the staff member had an issue with the Clerk.

It was agreed that the staff’s appraisal should be undertaken by the Clerk and a member of the Staffing Committee, with the Clerk having their appraisal undertaken by the Chair of Staffing Committee and Vice Chair of Council, thus retaining the Chair of Council in case of an Appeal for any dispute. It was agreed that this would not be detailed in the new Contract, but agreed as the practice moving forward and confirmed in these Minutes.

14. Additional Hours 14.1 to apply to ALL staff, to meet current practice, and not just for those above SCP 28; so reimbursed or time off in lieu subject to the council approval.

15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days’ leave into the following leave year, subject to the approval of the council.

This was discussed as current practice is to only carry forward 2 days’ leave. It was agreed to move to 5 days’ leave as detailed in the contract.

16. Sickness Absence To remove the reference to a Sickness Absence Policy as per 16.2 as the council do not have one.

16.2 was expanded to give a period of time when medical evidence is required (as this would usually be detailed in a policy).

To now read:

16.2 The Council reserve the right to request you to provide a Statement of Fitness for Work (commonly known as a Fit note) from a healthcare professional, for any sickness absence over 7 days.

19. Injury or Assault. To note that the council should check their annual insurance cover to ensure it meets the cover detailed in the contract which refers to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service, commonly known as the “green book”.

21. Notice of Termination of Employment Discussions ensued on these points, for after completion of probationary period, with the agreement that 21.2 length of notice to give the council should be reciprocal with 21.3 the length of notice you are entitled to receive from the council with a gap to be filled in to reflect the staff’s currently agreed notice period to give the council. This is currently 1 month for all staff, but 3 months for the Clerk.

21.4 The time period for surrender of Council property following termination of employment to be changed to “your last working day”. With the additional statement included: “The council reserves the right to deduct from your final salary the cost of any unreturned council equipment.”

22.1 Dispute Resolution. Comments about named council member roles to be removed, so not conflicting with current policies and the new wording to be “You have been provided with a copy of the Council’s grievance and disciplinary procedures, which should be followed.”

Resolved: The parish council provide a new contract for consultation with all staff based on the NALC/SLCC 2011 Model Contract with the amendments agreed above.

Meeting finished at 9.46pm

Signed:.....
Chair, Full Council, 13 November 2023

Date: 03/10/2023

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 :		22,089.84					22,089.84	
V3507-BACS	Banked: 01/09/2023	66.00						
V3507-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.368-19th August 2023
V3508-BACS	Banked: 04/09/2023	30.00						
V3508-6BBY	Allotment Holder	30.00			1310	310	30.00	Rent 22/23- 6B Berryfield
V3509-BACS	Banked: 04/09/2023	70.00						
V3509-BACS	Allotment Holder	70.00			1320	310	35.00	Plot rent 23 Briansfield
					1320	310	35.00	Plot rent 24 Briansfield
V3510-BACS	Banked: 04/09/2023	66.00						
V3510-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.364- Pitch hire 3rd Sept
V3511-BACS	Banked: 04/09/2023	35.00						
V3511-BACS	Allotment Holder	35.00			1320	310	35.00	Briansfield plot 22 rent
V3512-BACS	Banked: 05/09/2023	66.00						
V3512-BACS	Westbury Rovers	66.00			1210	210	66.00	Inv.365-Pitch hire 3rd Sept 23
V3513-FOF	Banked: 05/09/2023	440.00						
V3513-FOF	Future of Football	440.00			1210	210	110.00	Part Inv.356- W/C 28 Aug 23
					1210	210	110.00	Part Inv.363- W/C 4th Sept 23
					1210	210	110.00	Part Inv.363- W/C 11th Sept 23
					1210	210	110.00	Part Inv.363- W/C 18th Sept 23
V3550	Banked: 06/09/2023	464.66						
V3550	SSE	464.66			4312	220	464.66	Refund for pavilion gas
V3514-Allo	Banked: 08/09/2023	35.00						
V3514-Allo	Allotment Holder	35.00			1320	310	35.00	Allotment rent for 13 Briansfi
V3515-Allo	Banked: 08/09/2023	35.00						
V3515-Allo	Allotment Holder	35.00			1310	310	35.00	Plot 4B Berryfield rent
V3516-BACS	Banked: 08/09/2023	50.00						
V3516-BACS	Hourglass FC	50.00			550		50.00	Refundable deposit
	Banked: 11/09/2023	120,000.00						
M20556288	Fixed Term Deposit	120,000.00			210		120,000.00	V3484- Fixed Term Deposit retu
V3506-INTE	Banked: 11/09/2023	181.97						
V3506-INTE	Lloyds Bank	181.97			1080	110	181.97	Interest from fixed term depos
V3517-BACS	Banked: 11/09/2023	66.00						
V3517-BACS	Staverton Rangers	66.00			1210	210	66.00	Inv.366- 9th Sept match
V3518-BACS	Banked: 11/09/2023	35.00						
V3518-BACS	Allotment Holder	35.00			1310	310	35.00	Berryfield plot 6A rent
V3519-BACS	Banked: 11/09/2023	27.00						
V3519-BACS	Allotment Holder	27.00			1310	310	27.00	Plot 1sm Berryfield allotment
V3520-BACS	Banked: 11/09/2023	35.00						

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Melksham without Parish Council Current Year

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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
V3520-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 18A Berryfield rent
V3521-BACS	Banked: 11/09/2023	35.00						
V3521-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 14B Berryfield rent
V3522-BACS	Banked: 12/09/2023	70.00						
V3522-BACS	Allotment Holder	70.00			1320	310	70.00	Briansfield 26 rent
V3523-BACS	Banked: 13/09/2023	66.00						
V3523-BACS	Hourglass FC	66.00			1210	210	66.00	Inv.370- 10th September match
V3524-BACS	Banked: 13/09/2023	35.00						
V3524-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 8A Berryfield rent
V3525-BACS	Banked: 18/09/2023	70.00						
V3525-BACS	Allotment Holder	70.00			1320	310	35.00	Plot 29 Briansfield rent
					1320	310	35.00	Plot 31 Briansfield rent
V3526-BACS	Banked: 18/09/2023	70.00						
V3526-BACS	Allotment Holder	70.00			1320	310	70.00	Allotment rent 18 Briansfield
V3527-BACS	Banked: 18/09/2023	35.00						
V3527-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 8B Berryfield rent
V3528-BACS	Banked: 20/09/2023	60.00						
V3528-BACS	Wiltshire Council	60.00			1475	142	60.00	Inv.371- Reimburse WRR Room hi
V3529-BACS	Banked: 22/09/2023	35.00						
V3529-BACS	Allotment Holder	35.00			1310	310	35.00	Berryfield 9B rent
V3530-BACS	Banked: 25/09/2023	35.00						
V3530-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 25 Briansfield rent
V3531-BACS	Banked: 25/09/2023	35.00						
V3531-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 15B Berryfield rent
V3532-BACS	Banked: 25/09/2023	35.00						
V3532-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 17B Berryfield rent
V3533-BACS	Banked: 25/09/2023	35.00						
V3533-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 16 Briansfield rent
V3534-BACS	Banked: 26/09/2023	122,635.51						
V3534-BACS	Wiltshire Council	122,635.51			1076	110	122,635.51	Parish precept 2of2
V3535-BACS	Banked: 26/09/2023	35.00						
V3535-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 13A Berryfield rent
V3536-BACS	Banked: 28/09/2023	35.00						
V3536-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 17 Briansfield rent
V3537-BACS	Banked: 28/09/2023	35.00						
V3537-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 16B Berryfield rent

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Cashbook 1

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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
V3538-BACS	Banked: 28/09/2023	70.00						
V3538-BACS	Allotment Holder	70.00			1320	310	70.00	Plot 7 Briansfield rent
V3539-BACS	Banked: 29/09/2023	35.00						
V3539-BACS	Allotment Holder	35.00			1310	310	35.00	Plot 4A Berryfield rent
V3540-BACS	Banked: 29/09/2023	35.00						
V3540-BACS	Allotment Holder	35.00			1320	310	35.00	Plot 19 Briansfield rent
V3541-BACS	Banked: 29/09/2023	70.00						
V3541-BACS	Allotment Holder	70.00			1320	310	35.00	Plot 14 allotment rent BSF
					1320	310	35.00	Plot 20 allotment rent BSF
V3542-BACS	Banked: 29/09/2023	18.00						
V3542-BACS	Allotment Holder	18.00			1320	310	18.00	Plot 32A Briansfield rent
Total Receipts for Month		245,287.14	0.00	0.00			245,287.14	
Cashbook Totals		267,376.98	0.00	0.00			267,376.98	

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Cashbook 1

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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>
03/04/2023	Wiltshire Youth Canoe Club	V3253-BACS	-500.00			4610	170	-500.00	Grant Award 22/23- CANCELLED
13/09/2023	Fixed Term Deposit	20567748	138,000.00			210		138,000.00	V3505-Transfer TO Fixed Term d
18/09/2023	Plusnet	V3551-DD	36.60		6.10	4190	120	30.50	Inv.015- Campus WiFi
29/09/2023	Suez	V3552-DD	90.26		15.04	4770	220	75.22	Inv.374- Pavilion waste away
Total Payments for Month			137,626.86	0.00	21.14			137,605.72	
Balance Carried Fwd			129,750.12						
Cashbook Totals			<u>267,376.98</u>	<u>0.00</u>	<u>21.14</u>			<u>267,355.84</u>	

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Cashbook 2

User: MR

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 :		95,245.34					95,245.34	
	Banked: 15/09/2023	47,000.00						
V3504-TRAN	Instant Access Unity 20476339	47,000.00			230		47,000.00	Bank Transfer- TO current acco
Total Receipts for Month		47,000.00	0.00	0.00			47,000.00	
Cashbook Totals		142,245.34	0.00	0.00			142,245.34	

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Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
06/09/2023	EDF Energy	V3548-DD	342.51		16.31	4302	220	326.20	Pavilion electricity- May-Aug
13/09/2023	Plusnet	V3547-DD	26.40		4.40	4384	220	22.00	Inv.010-Pavilion WiFi
15/09/2023	Acer Tree Surgeons	V3485-BACS	1,920.00		320.00	4415	142	910.00	Inv.003-Parish Tree works
						4820	142	690.00	Inv.003-SHF Tree works
						347	0	-690.00	Inv.003-SHF Tree works
						6000	142	690.00	Inv.003-SHF Tree works
15/09/2023	Agilico	V3486-BACS	83.05		13.84	4130	120	69.21	Inv. 719- Office photocopying
15/09/2023	JH Jones & Sons	V3487-BACS	1,765.12		294.19	4402	320	66.16	Inv.3689-Allotment grass cutti
						4400	142	244.09	Inv.3689-Play area grass cutti
						4780	142	57.75	Inv.3689-Play area bin emptyin
						4781	220	87.54	Inv.3689-JSF bin emptying
						4401	220	761.38	Inv.3689-JSF Grass cutting
						4400	142	38.13	Inv.3689-Kestrel Shrub
						4409	142	179.67	Inv.3689-Hornchurch grass
						4820	142	36.21	Inv.3689-SHF Annual cut
						347	0	-36.21	Inv.3689-SHF Annual cut
						6000	142	36.21	Inv.3689-SHF Annual cut
15/09/2023	JH Jones & Sons	V3488-BACS	145.20		24.20	4490	142	121.00	Inv.3706-Carson R'about grass
15/09/2023	JH Jones & Sons	V3489-BACS	576.00		96.00	4820	142	480.00	Inv.3707- SHF pathway grass cu
						347	0	-480.00	Inv.3707- SHF pathway grass cu
						6000	142	480.00	Inv.3707- SHF pathway grass cu
15/09/2023	JH Jones & Sons	V3490-BACS	631.92		105.32	4400	142	246.00	Inv.3705-Whitworth grass cutti
						4780	142	280.60	Inv.3705-Whitworth bin emptyin
15/09/2023	TDP Ltd	V3491-BACS	530.00		88.33	4590	142	441.67	Inv.614-Memorial bench
15/09/2023	Wilts & Berks Canal Trust	V3492-BACS	25.00			4650	170	25.00	Annual Membership
15/09/2023	M Rogers (AFC Melksham)	V3493-BACS	50.00			550		50.00	Refundable deposit return
15/09/2023	PKF Littlejohn LLP	V3494-BACS	2,520.00		420.00	4100	120	2,100.00	Inv.295- External Audit 22/23
15/09/2023	Trade UK	V3495-BACS	13.08		2.17	4490	142	10.91	Inv.883- Caretaker items
15/09/2023	HM Revenue & Customs	V3496-BACS	2,195.65			4041	130	712.67	Period 6- September 2023
						4000	130	395.40	Period 6- September 2023-T
						4000	130	262.57	Period 6- September 2023-NI
						4020	130	186.20	Period 6- September 2023-T
						4020	130	126.28	Period 6- September 2023-NI
						4010	130	173.80	Period 6- September 2023-T
						4010	130	118.53	Period 6- September 2023-NI
						4460	142	164.80	Period 6- September 2023-T

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Payments for Month 6				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4800	320	20.60	Period 6- September 2023-T
						4070	120	34.80	Period 6- September 2023-T
15/09/2023	Wiltshire Pension Fund	V3497-BACS	1,902.56			4045	130	1,452.32	Period 6- September 2023
						4000	130	210.35	Period 6- September 2023
						4020	130	121.82	Period 6- September 2023
						4010	130	118.07	Period 6- September 2023
15/09/2023	Teresa Strange	V3498-BACS	██████			4000	130	██████	September 2023 Salary
15/09/2023	Lorraine McRandle	V3499-BACS	██████			4020	130	██████	September 2023 Salary
15/09/2023	Marianne Rossi	V3500-BACS	██████			4010	130	██████	September 2023 Salary
15/09/2023	Terry Cole	V3501-BACS	██████			4460	142	██████	September 2023 Salary
						4050	142	47.50	September Travel allowance
						4051	142	36.90	Mileage x82
15/09/2023	David Cole	V3502-BACS	██████			4800	320	██████	September 2023 Salary
						4048	130	11.70	Mileage x26
15/09/2023	John Glover	V3503-BACS	52.20			4070	120	52.20	September Chairs Allowance
18/09/2023	Lloyds Bank PLC	V3546-DD	502.05		80.04	4055	130	30.00	Allotment management training
						4055	130	60.00	Agenda & Minute training
						4055	130	15.00	How to use ChatGPT Training
						4055	130	60.00	Finance Summitt
						4055	130	30.00	Safeguarding training
						4055	130	30.00	Creating Strategic Vision tr
						4685	170	5.98	MCS Phoneline0 25.7.23-24.8.23
						4685	170	13.58	MCS Line and domain renewal
						4175	120	88.20	Office 365 subscription
						4190	120	36.90	Office phone subscription
						4175	120	5.50	Website domain MWPC
						4120	120	18.90	Planning & Asset agenda notice
						4685	170	5.98	MCS Phoneline 25.8.23-24.9.23
						4685	170	5.98	MCS Phoneline
						4200	120	12.99	Monthly subscription
						4140	120	3.00	Monthly fee
25/09/2023	Public Works Loan Board	V3545-BACS	51,665.63			4583	142	49,500.00	PWL CAPITAL repayment
						4584	142	2,165.63	PWL INTEREST repayment
28/09/2023	PMF Products (Live4Soccer)	V3544-BACS	220.00		36.67	4721	220	183.33	Additional items for goal post
30/09/2023	Unity Trust Bank	V3549	31.95			4140	120	31.95	Service Charge
Total Payments for Month			71,647.54	0.00	1,501.47			70,146.07	
Balance Carried Fwd			70,597.80						
Cashbook Totals			142,245.34	0.00	1,501.47			140,743.87	

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 :	507,000.00					507,000.00	
	Banked: 13/09/2023	138,000.00						
20567748	Current Account & Instant Acc	138,000.00			200		138,000.00	V3505-Transfer TO Fixed Term d
Total Receipts for Month		138,000.00	0.00	0.00			138,000.00	
Cashbook Totals		<u>645,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>645,000.00</u>	

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Cashbook 4

User: MR

Instant Access Unity 20476339

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 :		159,551.08					159,551.08	
V3543-BACS	Banked: 30/09/2023	1,273.54						
V3543-BACS	Unity Trust Bank	1,273.54			1080	110	1,273.54	Interest
Total Receipts for Month		1,273.54	0.00	0.00			1,273.54	
Cashbook Totals		160,824.62	0.00	0.00			160,824.62	

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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>
15/09/2023	Unity Bank	V3504-TRAN	47,000.00			220		47,000.00	Bank Transfer- TO current acco
Total Payments for Month			47,000.00	0.00	0.00			47,000.00	
Balance Carried Fwd			113,824.62						
Cashbook Totals			<u>160,824.62</u>	<u>0.00</u>	<u>0.00</u>			<u>160,824.62</u>	