

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday, 11 September 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, Peter Richardson, Andy Russell, Robert Shea-Simonds and Richard Wood

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

In attendance: Wiltshire Councillors Phil Alford (Melksham Without North & Shurnhold) and Nick Holder (Bowerhill)

In attendance via Zoom: Wiltshire Councillor Jonathon Seed (Melksham Without West and Rural)

179/23 Welcome, Announcements & Housekeeping

Councillor Glover welcomed everyone to the meeting.

180/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who was in hospital and Councillor Patacchiola who was attending a school parents' evening.

It was noted Councillor Hoyle was not present.

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

181/23 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 7(c) of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Resolved: For agenda item 7(c) to be held in closed session as it related to ongoing site selection work for the Neighbourhood Plan and related contact with developers.

182/23 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.

183/23 Public Participation & Invited Guests

Standing orders were suspended.

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

Wiltshire Councillor Alford provided an update on Wiltshire Council matters, including proposals for a further £10m investment in highway improvements.

It was understood Highways would be drawing up a list of suggested intervention sites to circulate to individual Area Boards, who would then consult with the various towns/parishes to decide whether the suggested list is appropriate and at this point there may be an opportunity, for changes to be made.

It was also highlighted whilst some local authorities were struggling financially, Wiltshire Council was not.

Update from Wiltshire Councillor Alford later in the meeting:

The Campus car park has been misused by some individuals who park for extended periods, resulting in a shortage of parking spaces for those who require access to Campus facilities. To address this

issue, Wiltshire Council is currently considering implementing new parking charges, and a consultation is underway. A permit system was being considered for the Cricket and Bowls Clubs to use during matches, allowing them to avoid charges.

Councillor Glover asked what would happen with Parish Council meetings, as council meetings on Monday evenings were frequently over 3 hours.

Wiltshire Councillor Alford explained parking in Wiltshire Council car parks was free from 6.00pm onwards and therefore this should not be an issue for evening meetings.

The Clerk explained she had made Wiltshire Council officers aware at the length of meetings and had been collating evidence of the time visitors stayed at the offices, to submit to Wiltshire Council in due course.

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

Wiltshire Councillor Seed explained he had been involved in several planning related issues in the parish over the Summer, with some success on some and awaiting the outcome of others.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Wiltshire Councillor Holder explained residents of Pathfinder Place were still having ongoing issues with the management of the site. However, a meeting had been arranged for 21 September, with representatives from the Management Company, Remus, with the Chair of the Residents' Association also invited.

With regard to the proposed changes to the National Policy Planning Framework (NPPF), it was understood the changes were due to be implemented before November.

Standing Orders were reinstated.

184/23 To approve the Minutes of the Full Council meeting held on 24 July 2023 and confidential notes to accompany the minutes

Resolved: To approve and for the Chair to sign the minutes of the Full Council meeting held on 24 July 2023 and confidential notes to accompany the minutes.

185/23 Planning:

- a) To approve the Minutes of the Planning Committee meetings held on 14 August & 4 September and confidential notes to accompany the minutes of 14 August & 4 September**

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 14 August and 4 September 2023, and the confidential notes to accompany those meetings.

- b) To formally approve Planning Committee recommendations of 14 August and 4 September**

The Clerk informed the meeting there were no recommendations to approve for either meeting.

- c)C To receive update following Neighbourhood Plan Steering Group on Weds 6 September**

THIS ITEM WAS HELD IN CLOSED SESSION.

An update on the Neighbourhood Plan housing allocation was provided.

Councillor Robert Shea-Simonds proposed a vote of thanks to members of the Steering Group for keeping everyone up to date on progress of the plan.

- c) To approve the draft joint reviewed Melksham Neighbourhood Plan (NHP#2) for Regulation 14 consultation (further to approval Weds 6 September)**

Councillor Glover explained the draft Melksham Neighbourhood Plan (NHP#2) had yet to be published. However, sought a steer from Members if they wished to see a copy of the plan before the briefing on 18 September, and prior to the Council, as a Qualifying Body approving the draft plan at the next Full Council meeting on 9 October.

It was noted the draft plan had been unanimously approved by the Neighbourhood Plan Steering Group the previous week.

- d) To note joint Neighbourhood Plan/Local Plan Briefing Session for councillors on Monday 18 September at 7.00pm**

Councillor Glover explained that the upcoming meeting would provide a chance to learn about the key aspects of the plan, including the sites and how it aligns with the Local Plan. All members of the town and parish councils, Wiltshire Councillors, and Steering Group members were invited to attend. The meeting is intended to provide a

useful briefing for everyone involved before both councils, as qualifying bodies, approve the plan for the Regulation 14 consultation.

186/23 Asset Management

a) To approve the Minutes of the Asset Management Committee meeting held on 4 September 2023

Resolved: To approve and for the Chair to sign the Asset Management Committee minutes of 4 September 2023.

b) To formally approve Asset Management Committee recommendations of 4 September 2023

Councillor Richardson queried if the older goal posts were still required and if the council would incur an extra storage charge for the additional goal posts.

The Clerk explained it had previously been agreed to keep these for now, however, if there were any additional charges, this would be brought back to the Council to consider.

Resolved: To approve the recommendations contained within the minutes.

Councillor Harris wished for his objection to be recorded to the recommendation not to approve a request from a resident to recreate a wildflower area to the rear of Beverley Close (Min No 169(a)/23).

Councillor Holder left the meeting at this point.

c) To approve the land transfer of Davey Play Area

During the Asset Management meeting, the Clerk mentioned that they had agreed to request clarification on whether the land transfer also covered vehicular access. Even though they had received some information from the Council's solicitor earlier in the day, they still felt that additional clarification was necessary.

Resolved: For the Clerk to continue to seek further clarification on this matter with the Council's solicitors.

d) To approve payment of retention invoice for Berryfield Village Hall if Completion Certification received

The Clerk informed that they had not yet received the retention invoice. The contractors were scheduled to address the small defects identified in a recent meeting later in the week, and it was hoped that the invoice would be ready for approval at the October Full Council meeting on 9 October.

e) To consider seeking legal advice for freehold land transfers for Wiltshire Council play areas at Kestrel Court and Berryfield

The Clerk sought a steer from Members if they wished the Council's solicitors to review the land transfer/leases from Wiltshire Council, which would incur a cost.

Resolved: For the Clerk to seek legal advice from the Council's solicitors, relating to the freehold land transfer of the above play areas being signed. The cost of this to be paid from the Legal Fees Reserve.

f) To confirm preferred choice for photocopier purchase and approve quotation

The Clerk explained that three quotations were received after the Asset Management Committee meeting on September 4th. The committee recommended purchasing a photocopier instead of leasing one.

Quotation A (Existing supplier):

Machine: Canon image RUNNER ADVANCE C3530i Refurbished

Cost per page: Black & White copy £0.0045

Colour copy: £0.045

Purchase
(2 Year guarantee) £1,952.00 + VAT

Quotation B:

Machine: Develop Ineo+360i

Cost per page: Black & White copy 0.35p

Colour copy: 3.5p

Purchase Price
(1 year guarantee) £4893.00 + VAT

Quotation C:

Machine: TASKalfa 3554ci SRA3 colour multifunction

Cost per page: Black & White copy £0.206p

Colour copy: £2.06p

Purchase
(2 year guarantee) £2,218.45 + VAT

The Clerk advised that the officers' recommendation was for Quotation A, as the company were the incumbent suppliers who provided good service, who had met the specification and needs of the parish council and were also the most cost effective. There would also be a cost of £135 for removal and sustainable disposal of the current machine and delivery, set up and training on the new machine.

Resolved: To approve quotation A from the current photocopier supplier (Angilico) at £1,952.00 + VAT and £135 additional cost for delivery and removal costs, with funding to come from the £1,200 Photocopier Reserve and appropriate virement or Reserve as recommended by the Clerk at year end.

187/23 Finance

a) To note Income/Expenditure reports for July & August

Resolved: To note.

b) To appoint cheque signatories/online authority for September payments

Resolved: For Councillors Shea-Simonds and Baines to be cheque signatories and online authority for September payments.

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

Resolved: To transfer into the Lloyds 1 month fixed term deposit £138,000 from the Lloyds current account and £47,000 from Unity Savings to the Unity Current account

d) To note if anyone has exercised their right to inspect the Council's accounts (period 26 June to 4 August)

The Clerk informed the meeting no one had exercised their right to inspect the Council's accounts for 2022-2023.

e) To note External Auditor's report and publication of Notice of Audit Conclusion for the financial year ending 31 March 2023

It was noted the Council had received a clean bill of health for their accounts, with no queries raised, with relevant notices currently displayed on the Council's noticeboards for the next 2 weeks.

Members thanked the relevant staff for their hard work.

f) Grant Payments:

i) To note TransWilts not accepting grant as project not being delivered

The meeting was informed the grant cheque of £1,000 had now been cancelled.

ii) To consider cancelling grant cheque for Wiltshire Youth Canoe Club due to non-presentation and lack of response

The meeting was informed despite officers chasing Wiltshire Youth Canoe Club via a variety of ways, as to why their grant cheque had not been banked, no response had been received.

Councillor Harris, thanked the Council for the grant cheque for Bowerhill Village Hall for new flooring, which had recently been installed.

Resolved: To cancel the grant cheque to Wiltshire Youth Canoe Club of £500.

g) To note transfer of PlusNet Broadband accounts (Office and Pavilion) to XLN, has taken place under delegated powers

It was noted the Council had transferred their broadband accounts to XLN, as PlusNet had stopped providing business broadband accounts.

Resolved: To note the broadband accounts at the office and Pavilion have been transferred to XLN at a cost of £27 each per month, under delegated powers.

Councillor Alford asked if he could speak at this point with standing orders suspended, discussion included under Public Participation/Invited Guests item above (Min 183/23).

188/23 Highways

a) To consider holding Highways & Streetscene meeting on Monday 2 October to accommodate a longer Planning meeting on Monday 25 September

The Clerk explained both a Highways Committee meeting and Planning Committee meeting were due to take place on Monday, 25 September. At the time of drawing up the agenda, it was hoped to move the Highways meeting to the 2 October, in order to give more time at the Planning Committee meeting on 25 September, to consider a response to the Local Plan. However, as the relevant consultation documents would not be available until 27 September asked if the Highways Committee Meeting could take place as planned on 25 September and move the Planning Committee meeting to 2 October, in order to review the Local Plan documents prior to the meeting.

Resolved: To hold a Highways & Streetscene Committee meeting on Monday, 25 September at 7.00pm and postpone the Planning Committee meeting until Monday, 2 October at 7.00pm.

b) To note update from the Community Policing Team on Trailers/Trucks parking on Bowerhill Industrial Estate.

Members noted targeted action had taken place on several occasions recently, with no trailers or trucks found to be parked on the side of the road.

c) To consider Autumn Weed Spray as none undertaken by Wiltshire Council this year

The Clerk explained the Council had previously agreed to only undertake one weed spray, as opposed to two, as in previous years for the whole of the parish, which had taken place in June. However, a few complaints had been received at the level of weeds in the parish, given the optimum growing conditions over the Summer and as Wiltshire Council had confirmed they would not be undertaking weed spraying this year, sought the views of Council.

The Clerk explained it had been confirmed the cost of a second weed spray would be £1,719 + VAT, the same as for June, with £965 left in the weed spraying budget from solar farm funding. With further funding available within the solar farm monies, to cover the shortfall in the weed spraying budget, if approval was given for a second weed spray.

Resolved: To instruct the Council's contractor to undertake an Autumn weed spray (excluding the allotment car parks) at a cost of £1,719 + VAT.

189/23 Melksham Community Campus

a) To consider a response to proposals by Wiltshire Council to restrict free parking at the Campus to a maximum of 3 hours

i) Response re effect on parish residents using the facilities

Members highlighted the notices were not very clear, with reference to charges between 10.00am-4.00pm, but not which day(s), with an assumption this referred to Sunday. The notices also mentioned the new charges related to all hours, with a maximum stay of 3 hours free. However, it was understood Wiltshire Council car parks were free after 6.00pm, as stated by Wiltshire Councillor Alford earlier in the meeting and therefore, this needed to be clarified.

Upon reviewing the planning applications for the Campus and Melksham House, Councillor Harris observed that the documentation indicated that EV charging bays would not be enforceable. This means that a non-electric vehicle could park in an EV bay without being penalised within the 3 hour limit.

Resolved: To seek clarification on the charges which were not very clear, and enforcement of non EV vehicles in EV bays.

ii) Response re effect on parish council as tenant of Campus

Councillor Glover explained the Council currently had 3 free parking spaces, as part of the lease agreement for the Council offices.

The Clerk clarified the Council did not currently have 3 free parking spaces, however, there was a clause in the lease which stated if Wiltshire Council were to introduce charging at a later date, which they have now, they would provide 3 free parking spaces; these were in reality not actual spaces but the notification of the vehicle registration numbers.

b) To receive response from Wiltshire Council on query whether the Melksham House refurbishment costs came from the Campus budget

The Council reviewed the response from Wiltshire Council regarding the refurbishment costs for Melksham House. While the documents referred to the increased budget for refurbishments, it was not clear whether the Campus budget had been used. Councillor Glover pointed out that the documents did not mention the change of use of Melksham House from a community facility to an educational one. Additionally, the Council was not aware of any public consultation on the new use of the building, unlike the previous consultation on community use.

Resolved: To seek clarification from Wiltshire Council on where the refurbishment budget had come from and when the change of use for the building had been approved.

190/23 Community Resilience

a) To receive feedback on Community Resilience Event held in Tidworth on 31 August

Councillor Glover, the Clerk and Finance & Amenities Officer had attended the event, along with representatives from Shaw & Whitley Community Emergency Group (CEG).

Both the Clerk and Councillor Glover provided an update on the event explaining reference was made to the Emergency Plan for Melksham Without Parish Council and the Community Resilience Plan for Shaw & Whitley, with both being highlighted as exemplars.

b) To receive update on split of Melksham Community Support (now through Age UK) and Melksham Emergency Support (parish and town council) and to approve the use of the SSEN community grant for the fridge magnet and leaflet distribution as planned

Councillor Glover explained several meetings had taken place with Melksham Community Support now established via Age UK. Those who were regular users had now met with the Age UK Project Worker, with the demand through the existing scheme therefore reducing significantly.

The Clerk explained currently there was one phone number used for those seeking support and those wishing to volunteer. Following discussions, it had been agreed the original number would be kept by Age UK, for those seeking support, with a different number to be used during an emergency, such as flooding, snow etc. The emergency number would be included on a fridge magnet to be distributed via Melksham News, as well as being widely publicised via a leaflet in the same publication. The funding for both the magnet and leaflet coming from the c£8,000 grant funding received from the SSEN community grant.

Resolved: To proceed with the use of the c£8,000 SSEN community grant funding to purchase fridge magnets and produce leaflets advertising the new emergency contact number.

c) To note quarterly report and receive feedback on Melksham Community Support (Age UK Project) quarterly review meeting held on Thursday 27 July

Members noted the first quarterly report, which covered April, May and June with the Age UK Community Support Worker starting in June which was reflected in the report. It was noted a review may need to take place later in the year to look at securing funding for the scheme to continue after the first year. The Clerk asked if there were any other points Members wished to see included in the report moving forward, to let her know.

Councillor Shea-Simonds asked why the demand for the service had reduced and highlighted the need for targeted advertising to reach those in need.

The Clerk highlighted there had been higher demand during Covid/Lockdown, as initially anyone over 70 had to isolate at home, however, this was no longer the case. Those who currently accessed the service were having a home visit with the Support Worker to ascertain what living a better life in older age looked like, the next

priority were those that had used the service in the past year The interviews would gather information as to why prescription and shopping support was still required, and work towards finding a solution such as financial assistance via an Income & Benefits appraisal, or a Befriending service, or a companion to gain confidence on trips out of the house.

There would then be more wider, but still targeted, marketing of the service. If it was widely advertised, such as in the Melksham News, then the service could easily become over run with a long waiting list.

Members looked at the suggested leaflet draft, that was being produced with its initial delivery to sheltered accommodation etc,

It was felt it was too early to judge the effectiveness of the programme, with more time required to see the level of need once targeted advertising had taken place.

The Clerk updated Members on the project and reminded them that this was a joint project with the Town Council, however, it had been difficult to move aspects of the project along without the joint input and engagement of the Town Council.

Councillor Richardson noted the information contained within the leaflet regarding the targeted age group was for those of retirement age and queried if the service would be open to those who needed it but were below pension age.

It was noted, once the service had been up and running for a while, expanding the service to those who were vulnerable but not of pensionable age could be investigated.

191/23 Community Engagement

a) To consider report on the visitors to the parish council website

Members noted the number of visitors to the council website between December 2022 and August 2023 of 9,763. Noting there was an increase in visitors during June 2023 which was interesting, with the total number of visits being 5,308.

b) To note “Councillor Corner” spot in the Melksham News to continue and consider subjects for future articles and input into the next Quarterly Newsletter

It was noted that the Melksham News wished to continue their Councillor Corner section and therefore were seeking articles from Members again.

The Clerk explained she was struggling for editorial to include in the quarterly newsletter in Melksham News, given the once a month 'Councillor Corner' section and the paper looking to include regular articles on Council business and sought a steer from Members, particularly given the costs involved, if they wished the Council to continue provided council updates in a quarterly newsletter.

Discussion ensued, with a suggestion the quarterly newsletter could include updates on community resilience, planning matters, as well as highlight where answers to queries raised by the Council were being chased, such as the delay to footpath to rear of Melksham Oak School, refurbishment costs of Melksham House etc;. in order to keep residents up to date

Resolved: To continue producing a quarterly newsletter and Members to contribute to 'Councillor Corner' in Melksham News.

192/23 What have we done to meet the Climate Friendly agenda?

a) To note the number of residents in the Parish who took advantage of Melksham Town Council's Resident Tree Planting Scheme.

Councillor Glover explained the Parish Council had previously agreed if any residents of the Parish wished to take advantage of the Town Council resident tree planting scheme, the Parish Council would reimburse the Town Council the costs, with an invoice of £30.30 being received for payment, as 13 residents had taken advantage of the scheme.

Meeting closed at 9.18pm

Signed:.....
Chair, Full Council, 9 October 2023

Date: 01/08/2023

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Time: 12:21

Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Receipts for Month 4			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		6,530.10					6,530.10	
V3391-BACS	Banked: 03/07/2023	665.00						
V3391-BACS	FOF FC	665.00			1210	210	665.00	Inv.351- Summer tournament
V3393-BACS	Banked: 18/07/2023	50.00						
V3393-BACS	Bath Road Wanderers	50.00			550		50.00	Refundable deposit
V3424-BACS	Banked: 24/07/2023	625.58						
V3424-BACS	Berryfield Village Hall	625.58			1470	142	625.58	Insurance share 22/23&23/24
V3425-BACS	Banked: 24/07/2023	5.77						
V3425-BACS	J Glover (British Girguilding	5.77			1130	110	5.77	Inv.353- Photocopying
V3426	Banked: 31/07/2023	260.94						
V3426	Lloyds Bank	260.94			1080	110	260.94	Interest from Fixed Term depos
Banked: 31/07/2023		202,000.00						
20539107	Fixed Term Deposit	202,000.00			210		202,000.00	V3348- Fixed Term deposit retu
V3427	Banked: 31/07/2023	4,038.90						
V3427	Lloyds Bank	4,038.90			1080	110	4,038.90	Interest 6 month fixed deposit
Banked: 31/07/2023		300,000.00						
20485401	Fixed Term Deposit	300,000.00			210		300,000.00	V3122- 6 Month deposit return
V3428-BACS	Banked: 31/07/2023	340.00						
V3428-BACS	Future of Football	340.00			1210	210	340.00	Inv.352- July evening sessions
V3429-BACS	Banked: 31/07/2023	438.00						
V3429-BACS	Future of Football	438.00			1210	210	330.00	Inv.356-Summer camps 1,2&3 Aug
					1210	210	108.00	Inv.356-Even training W/C31 Ju
Total Receipts for Month		508,424.19	0.00	0.00			508,424.19	
Cashbook Totals		514,954.29	0.00	0.00			514,954.29	

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Date: 01/08/2023

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 4

Payments for Month 4

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>
18/07/2023	Plusnet	V3392-DD	36.60		6.10	4190	120	30.50	Inv.013- Campus WiFi
24/07/2023	Berryfield Village Hall	V3424-BACS	625.58			1470	142	625.58	Share insurance 22/23&23/24
24/07/2023	Berryfield Village Hall	V3424-BACS	-625.58			1470	142	-625.58	ERROR-Income not Expenditure
31/07/2023	Suez	V3396-DD	58.10		9.68	4770	220	48.42	Inv.260-Pavilion Waste away
Total Payments for Month			94.70	0.00	15.78			78.92	
Balance Carried Fwd			514,859.59						
Cashbook Totals			514,954.29	0.00	15.78			514,938.51	

Date: 01/08/2023

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Cashbook 2

User: MR

Unity Bank

For Month No: 4

Receipts for Month 4

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 :		13,553.60					13,553.60	
V3430-BACS	Banked: 21/07/2023	605.86						
V3430-BACS	Ms Roberts	605.86			1490	142	605.86	Funds towards memorial bench
Banked: 28/07/2023		128,200.00						
V3422	Instant Access Unity 20476339	128,200.00			230		128,200.00	Transfer TO Top up current acc
Total Receipts for Month		128,805.86	0.00	0.00			128,805.86	
Cashbook Totals		142,359.46	0.00	0.00			142,359.46	

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Date: 01/08/2023

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Time: 12:21

Cashbook 2

User: MR

Unity Bank

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/07/2023	Plusnet	V3395-DD	26.40		4.40	4384	220	22.00	Inv.008- Pavilion wifi & line
17/07/2023	Lloyds Bank	V3394-DD	401.92		66.49	4490	142	78.54	Padlocks & swing chains
						4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4680	170	90.00	NHP website hosting
						4175	120	1.00	Website hosting
						4175	120	35.00	Website hosting SSL renewal
						4200	120	12.99	Online meeting subscription
						4140	120	3.00	Monthly Fee
28/07/2023	GB Sport & Leisure	V3397-BACS	233.40		38.90	4575	142	194.50	Inv.13062-Safety surfacing rep
28/07/2023	Roy Dobson	V3398-BACS	15.35			4820	142	15.35	Reminburse for mower petrol
						347	0	-15.35	Reminburse for mower petrol
						6000	142	15.35	Reminburse for mower petrol
28/07/2023	Community Heartbeat Trust	V3399-BACS	195.00		32.50	4049	142	162.50	Inv. 17326- B'hill V Hall batt
28/07/2023	Alan Baines	V3400-BACS	48.60			4540	142	48.60	Mileage- drop SID off & return
28/07/2023	Community Heartbeat Trust	V3401-BACS	972.00		162.00	4049	142	810.00	Inv. 17573- Annual support
28/07/2023	Solagen	V3402-BACS	216.00		36.00	4540	142	180.00	Inv.6275- Update SID#1 softwar
28/07/2023	Radcliffe Fire Protection Ltd	V3403-BACS	78.00		13.00	4212	220	65.00	Inv.8553-Pavilion call out
28/07/2023	The National Allotment Society	V3404-BACS	67.00		11.00	4650	170	56.00	Inv. Annual membership
28/07/2023	JH Jones & Sons	V3405-BACS	1,765.12		294.19	4402	320	66.16	Inv. 3534- Allotment grass cut
						4400	142	244.09	Inv. 3534- Play Area grass cut
						4780	142	57.75	Inv. 3534- Play Area bin
						4781	220	87.54	Inv. 3534- JSF Bin emptying
						4401	220	761.38	Inv. 3534- JSF Grass cutting
						4400	142	38.13	Inv. 3534- Kestrel Shrub Maint
						4409	142	179.67	Inv. 3534- Hornchurch grass cu
						4820	142	36.21	Inv. 3534- Shurnhold Fields cu
						347	0	-36.21	Inv. 3534- Shurnhold Fields cu
						6000	142	36.21	Inv. 3534- Shurnhold Fields cu
28/07/2023	Kennet Sign & Display	V3406-BACS	270.00		45.00	4575	142	225.00	Inv.16090-Whitworth P/A signs
28/07/2023	Jens Cleaning	V3407-BACS	156.00			4381	220	156.00	Inv.1074- Cleaning May & June
28/07/2023	Complete Weed Control	V3408-BACS	2,062.80		343.80	4500	142	1,719.00	Inv.737- Parish Weedspraying
28/07/2023	Id Verde	V3409-BACS	1,452.60		242.10	4575	142	1,210.50	Inv.654- Whitworth P/A

Continued on Page 184

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									edge re
28/07/2023	JH Jones & Sons	V3410-BACS	2,162.95		360.49	4575	142	1,802.46	Inv.3559-Kestrel P/A edge repa
28/07/2023	JH Jones & Sons	V3411-BACS	290.40		48.40	4490	142	242.00	Inv.3563-Carson R'about grass
28/07/2023	JH Jones & Sons	V3412-BACS	379.38		63.23	4400	142	246.00	Inv.3573-Whitworth P/A grass c
						4780	142	70.15	Inv.3573-Whitworth P/A bin emp
28/07/2023	RBS Rialtas	V3413-BACS	219.11		36.52	4185	120	182.59	Inv.691- Annual support & Main
28/07/2023	HM Revenue & Customs	V3414-BACS	2,371.23			4041	130	769.57	Period 4- July 2023
						4000	130	469.00	Period 4- July 2023-T
						4000	130	309.73	Period 4- July 2023-NI
						4020	130	179.60	Period 4- July 2023-T
						4020	130	122.23	Period 4- July 2023-NI
						4010	130	184.00	Period 4- July 2023-T
						4010	130	124.90	Period 4- July 2023-NI
						4460	142	164.80	Period 4- July 2023-T
						4800	320	12.60	Period 4- July 2023-T
						4070	120	34.80	Period 4- July 2023-T
28/07/2023	Wiltshire Pension Fund	V3415-BACS	2,010.47			4045	130	1,533.56	Period 4- July 2023
						4000	130	235.89	Period 4- July 2023
						4020	130	119.86	Period 4- July 2023
						4010	130	121.16	Period 4- July 2023
28/07/2023	Teresa Strange	V3416-BACS	████████		16.93	4000	130	████████	July 2023 Salary
						4680	170	49.05	Refreshments- Housing task gro
						4055	130	30.00	Allotment Manahement H&S
						4055	130	30.00	CCTV training
						4250	120	24.00	Land registry search water cou
28/07/2023	Lorraine McRandle	V3417-BACS	████████			4020	130	████████	July 2023 Salary
						4120	120	4.80	Postage planning agenda pack
						4250	120	30.00	Land search water course Whittl
						4120	120	4.45	Postage Full Council
						4120	120	92.50	Purchase of stamps
28/07/2023	Marianne Rossi	V3418-BACS	████████		12.00	4010	130	████████	July 2023 Salary
						4120	120	4.80	Asset Management agenda pack
						4055	130	60.00	People management course
28/07/2023	Terry Cole	V3419-BACS	████████			4460	142	████████	July 2023 Salary
						4050	142	47.50	Travel Allowance July 23
						4051	142	47.70	Mileage x 106 miles
28/07/2023	David Cole	V3420-BACS	████████			4800	320	████████	July 2023 Salary
28/07/2023	John Glover	V3421-BACS	52.20			4070	120	52.20	July 2023 Chairs Allowance
31/07/2023	Teresa Strange	V3423-BACS	5.30		0.88	4190	120	4.42	Reimburse for out of hours mob

July 2023 Salary

£6,580.18

Continued on Page 185

Total Payments for Month	22,485.14	0.00	1,827.83	20,657.31
Balance Carried Fwd	119,874.32			
Cashbook Totals	<u>142,359.46</u>	<u>0.00</u>	<u>1,827.83</u>	<u>140,531.63</u>

Receipts for Month 4**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 :	502,000.00					502,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>502,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>502,000.00</u>	

Continued on Page 102

Date: 01/08/2023

Melksham without Parish Council Current Year

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 4

Payments for Month 4

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>
31/07/2023	Current Account & Instant Acc	20539107	202,000.00			200		202,000.00	V3348- Fixed Term deposit retu
31/07/2023	Current Account & Instant Acc	20485401	300,000.00			200		300,000.00	V3122- 6 Month deposit return
Total Payments for Month			502,000.00	0.00	0.00			502,000.00	
Balance Carried Fwd			0.00						
Cashbook Totals			<u>502,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>502,000.00</u>	

Receipts for Month 4

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 :	287,751.08					287,751.08	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>287,751.08</u>	<u>0.00</u>	<u>0.00</u>			<u>287,751.08</u>	

Continued on Page 8

Date: 01/08/2023

Melksham without Parish Council Current Year

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 4

Payments for Month 4

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>
28/07/2023	Unity Bank	V3422	128,200.00			220		128,200.00	Transfer TO Top up current acc
Total Payments for Month			128,200.00	0.00	0.00			128,200.00	
Balance Carried Fwd			159,551.08						
Cashbook Totals			<u>287,751.08</u>	<u>0.00</u>	<u>0.00</u>			<u>287,751.08</u>	

Date: 04/09/2023

Melksham without Parish Council Current Year

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 5

Receipts for Month 5

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		514,859.59					514,859.59	
V3468-BACS	Banked: 07/08/2023	66.00						
V3468-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.358- 6th Aug Pitch hire
V3469-BACS	Banked: 08/08/2023	9,280.95						
V3469-BACS	HM Revenue & Customs	9,280.95			105		9,280.95	VAT Return-1.4.23-31.7.23
V3470-BACS	Banked: 08/08/2023	430.00						
V3470-BACS	Future of Football	430.00			1210	210	330.00	Holiday camps-8,9 & 10th Aug
					1210	210	100.00	Evening training W/C 7th Aug
V3471-BACS	Banked: 14/08/2023	66.00						
V3471-BACS	Bath Road Wanderers	66.00			1210	210	66.00	Inv.361- 13th Aug pitch hire
V3472-BACS	Banked: 14/08/2023	450.00						
V3472-BACS	Future of Football	450.00			1210	210	330.00	Holiday camps-15, 16 & 17th Au
					1210	210	110.00	Evening Training W/C 14th Aug
					1210	210	10.00	Amount owing W/C7th Aug
V3473-BACS	Banked: 23/08/2023	30.00						
RELE-BY16B	Allotment Holder	30.00			1320	310	30.00	Relet plot 16B rent Berryfield
V3474-DEPO	Banked: 23/08/2023	50.00						
V3474-DEPO	FC Devizes United	50.00			550		50.00	Inv.357- Refundable deposit
V3475-BACS	Banked: 23/08/2023	66.00						
V3475-BACS	FC Devizes United	66.00			1210	210	66.00	Inv.360- 12th August pitch hir
V3476-BACS	Banked: 24/08/2023	440.00						
V3476-BACS	Future of Football	440.00			1210	210	330.00	Training camps-22,23 & 24th Au
					1210	210	110.00	W/C 21ST Aug Evening training
V3477-BACS	Banked: 25/08/2023	2,400.00						
V3477-BACS	The Football Foundation	2,400.00			1490	142	2,400.00	Grant towards movable goal pos
V3478-BACS	Banked: 29/08/2023	70.00						
V3478-BACS	Allotment Holder	70.00			1310	310	35.00	11A Berryfield allotment rent
					1310	310	35.00	11B Berryfield allotment rent
V3479 BY7B	Banked: 30/08/2023	35.00						
V3479 BY7B	Allotment Holder	35.00			1310	310	35.00	Berryfield 7B allotment rent
V3481-BS32	Banked: 30/08/2023	35.00						
V3481-BS32	Allotment Holder	35.00			1320	310	35.00	Briansfield 32 allotment rent
V3481-BS1	Banked: 30/08/2023	35.00						
V3481-BS1	Allotment Holder	35.00			1320	310	35.00	Briansfield plot 1 rent
V3482-BACS	Banked: 31/08/2023	330.00						
V3482-BACS	Future of Football	330.00			1210	210	330.00	Holiday camps 29,30 & 31st Aug

Continued on Page 188

Total Receipts for Month	13,783.95	0.00	0.00	13,783.95
Cashbook Totals	<u>528,643.54</u>	<u>0.00</u>	<u>0.00</u>	<u>528,643.54</u>

Continued on Page 189

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
03/04/2023	TransWilts CIC	V3247-6136	-1,000.00			4610	170	-1,000.00	CANCELLED Grant Award 23/24
01/08/2023	Water 2 Business	V3463-DD	63.87			4323	320	63.87	Briansfield allot TO22-27.6.23
01/08/2023	Water 2 Business	V3464-DD	118.35			4323	320	118.35	Berryfield allot water 20.6.23
01/08/2023	Water 2 Business	V3465-DD	209.34			4322	220	209.34	Pavilion water TO 26.6.23
01/08/2023	Fixed Term Deposit	M20556287	387,000.00			210		387,000.00	V3483-3 Month fixed deposit
01/08/2023	Fixed Term Deposit	M20556288	120,000.00			210		120,000.00	V3484-Monthly Fixe term deposi
18/08/2023	Plusnet	V3466-DD	36.60		6.10	4190	120	30.50	Inv.014-Campus WiFi & Line
31/08/2023	Suez	V3467-DD	125.54		20.92	4770	220	104.62	Pavilion bin emptying
Total Payments for Month			506,553.70	0.00	27.02			506,526.68	
Balance Carried Fwd			22,089.84						
Cashbook Totals			<u>528,643.54</u>	0.00	<u>27.02</u>			<u>528,616.52</u>	

Date: 04/09/2023

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 5

Receipts for Month 5

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 :		119,874.32					119,874.32	
V3462-INCO	Banked:04/08/2023	294.56						
V3462-INCO	AJB Funerals	294.56			1490	142	294.56	Donation-towards memorial benc
Total Receipts for Month		294.56	0.00	0.00			294.56	
Cashbook Totals		<u>120,168.88</u>	<u>0.00</u>	<u>0.00</u>			<u>120,168.88</u>	

Continued on Page 187

Payments for Month 5				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/08/2023	Live 4 Soccer	V3457-BACS	5,830.00		971.67	4721	220	4,858.33	71725-Movable goal posts x2 se
04/08/2023	Agilico	V3458-BACS	110.27		18.38	4130	120	91.89	646- Office Photocopying June
10/08/2023	EDF Energy	V3460-DD	243.00		11.57	4302	220	231.43	Pavilion Electricity
14/08/2023	Plusnet	V3461-DD	26.40		4.40	4384	220	22.00	Inv.009-Pavilion WiFi & Line
16/08/2023	Lloyds Bank	V3456-BACS	259.10		39.62	4175	120	81.00	Office 365 subscription
						4190	120	33.90	Office phone charges
						4175	120	5.50	Website Hosting
						4150	120	9.11	Pink Copier Paper
						4155	120	18.40	Biscuits for meetings
						4200	120	12.99	Online meeting subscription
						4150	120	11.79	A3 Paper
						4155	120	16.66	Biscuits for meetings
						4155	120	11.55	Biscuits for meetings
						4351	120	4.07	Mouse Mat
						4351	120	5.53	Headphones
						4685	170	5.98	MCS Phone
						4140	120	3.00	Bank Charges
25/08/2023	Agilico	V3431-BACS	79.03		13.17	4130	120	65.86	Inv.080- Office photocopying
25/08/2023	Wiltshire Age UK	V3432-BACS	2,875.00			4685	170	2,875.00	Inv. 6829-Q2 MCS Provision
25/08/2023	Aquasafe Environmental Ltd	V3433-BACS	300.00		50.00	4212	220	250.00	Inv.802- July & Aug PPM Visit
25/08/2023	Jens Cleaning	V3434-BACS	464.00			4381	220	464.00	Inv.1075- Pavilion cleaning
25/08/2023	JH Jones & Sons	V3435-BACS	290.40		48.40	4490	142	242.00	Inv. 3622-Carson R'about grass
25/08/2023	JH Jones & Sons	V3436-BACS	1,765.12		294.19	4402	320	66.16	Inv.3614- Allotment grass cut
						4400	142	244.09	Inv.3614- Play Area grass cut
						4780	142	57.75	Inv.3614- Play Area bin
						4781	220	87.54	Inv.3614- JSF Bin emptying
						4401	220	761.38	Inv.3614- JSF Grass cutting
						4400	142	38.13	Inv.3614- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3614- Homchurch grass
						4820	142	36.21	Inv.3614- SHF Annual cut
						347	0	-36.21	Inv.3614- SHF Annual cut
						6000	142	36.21	Inv.3614- SHF Annual cut
25/08/2023	JH Jones & Sons	V3437-BACS	252.00		42.00	4820	142	210.00	Inv.3636-SHF Information board
25/08/2023	JH Jones & Sons	V3438-BACS	463.56		77.26	4400	142	246.00	3639- Whitworth Play Area Gras
						4780	142	140.30	3639- Whitworth Play Area bin
25/08/2023	Melksham Town Council	V3439-BACS	36.54			4680	170	36.54	2-23/24-MWPC 30% NHP Contribut
25/08/2023	Melksham Town Council	V3440-BACS	30.30			4490	142	30.30	Inv.1-23/24-Resident tree sche

Continued on Page 188

Payments for Month 5

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/08/2023	Mr Sparkles Melksham Ltd	V3441-BACS	150.00			4600	142	150.00	Bus shelter cleaning
25/08/2023	Shelly Signs	V3442-BACS	858.00		143.00	4490	142	715.00	964-Information Panel Pathfind
25/08/2023	Trade UK (Screwfix)	V3443-BACS	14.86		2.48	4490	142	12.38	Maintenance items- Graffiti
25/08/2023	Trade UK (Screwfix)	V3444-BACS	21.38		3.56	4490	142	17.82	Maintenance items- Wasp nest
25/08/2023	Whitley Reading Rooms	V3445-BACS	60.00			4560	142	60.00	CEG training exercise room hir
25/08/2023	HM Revenue & Customs	V3446-BACS	2,201.08			4041	130	717.93	Period 5- August 2023
						4000	130	404.00	Period 5- August 2023-T
						4000	130	267.94	Period 5- August 2023-NI
						4020	130	190.60	Period 5- August 2023-T
						4020	130	129.23	Period 5- August 2023-NI
						4010	130	168.00	Period 5- August 2023-T
						4010	130	114.78	Period 5- August 2023-NI
						4460	142	164.80	Period 5- August 2023-T
						4800	320	9.00	Period 5- August 2023-T
						4070	120	34.80	Period 5- August 2023-T
25/08/2023	Wiltshire Pension Fund	V3447-BACS	1,459.83			4045	130	1,459.83	Period 5 August 2023
25/08/2023	Teresa Strange	V3448-BACS	██████			4000	130	██████	August 2023 Salary
25/08/2023	Lorraine McRandle	V3449-BACS	██████		0.46	4020	130	██████	August 2023 Salary
						4120	120	1.60	Postage for notcies and poster
						4680	170	3.00	Land Registry search for NHP
						4370	120	2.29	Bin bags for office
						4120	120	3.30	Planning agenda pack postage
						4680	170	6.00	Land Registry search NHP
						4250	120	3.00	Land Registry search
25/08/2023	Marianne Rossi	V3450-BACS	██████			4010	130	██████	August 2023 Salary
25/08/2023	Terry Cole	V3451-BACS	██████			4460	142	██████	August 2023 Salary
						4050	142	47.50	Travel Allowance
						4051	142	50.85	Mileage x113 miles
25/08/2023	David Cole	V3452-BACS	██████			4800	320	██████	August 2023 Salary
25/08/2023	John Glover	V3453-BACS	52.20			4070	120	52.20	August 2023 Chairs allowance
25/08/2023	Bizzy Lizzy Cleaning	V3454-BACS	120.00		20.00	4381	220	100.00	Changing room clean 18th AUG
25/08/2023	Wilts Assoc of Local Councils	V3455-BACS	54.00		9.00	4080	120	45.00	Inv.3614- Cllr Training
25/08/2023	Wiltshire Pension Fund	V3447-BACS	-1,459.83			4045	130	-1,459.83	ERROR Period 5- August 23
25/08/2023	Wiltshire Pension Fund	V3447-BACS	1,912.59			4045	130	1,459.83	Period 5 August 2023
						4000	130	213.26	Period 5 August 2023
						4020	130	123.24	Period 5 August 2023
						4010	130	116.26	Period 5 August 2023
31/08/2023	Teresa Strange	V3459-BACS	5.30		0.88	4190	120	4.42	Out of Hour Mob- Aug

Total August
2023 Salaries
£6,331.41

Continued on Page 189

Total Payments for Month	24,923.54	0.00	1,750.04	23,173.50
Balance Carried Fwd	95,245.34			
Cashbook Totals	<u>120,168.88</u>	<u>0.00</u>	<u>1,750.04</u>	<u>118,418.84</u>

Receipts for Month 5

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: 01/08/2023	387,000.00						
M20556287	Current Account & Instant Acc	387,000.00			200		387,000.00	V3483-3 Month fixed deposit
	Banked: 01/08/2023	120,000.00						
M20556288	Current Account & Instant Acc	120,000.00			200		120,000.00	V3484-Monthly Fixe term deposi
Total Receipts for Month		507,000.00	0.00	0.00			507,000.00	
Cashbook Totals		<u>507,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>507,000.00</u>	

Continued on Page 104

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		507,000.00						
	Cashbook Totals		507,000.00	0.00	0.00			507,000.00	

Receipts for Month 5

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	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>159,551.08</u>	<u>0.00</u>	<u>0.00</u>			<u>159,551.08</u>	

Date: 04/09/2023

Melksham without Parish Council Current Year

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 5

Payments for Month 5

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		159,551.08						
	Cashbook Totals		<u>159,551.08</u>	<u>0.00</u>	<u>0.00</u>			<u>159,551.08</u>	