

**MINUTES of the Full Council Meeting of Melksham Without
Parish Council held on Monday 19 June 2023 at Melksham Without Parish
Council Offices, Melksham Community Campus (First Floor), Market Place,
Melksham, SN12 6ES at 7.00pm**

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

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

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

In attendance via Zoom: Councillor John Glover

63/23 Welcome, Announcements & Housekeeping

As Councillor Glover had tendered his apologies but was attending the meeting via Zoom, Councillor Pafford took the Chair and welcomed everyone to the meeting.

Councillor Pafford informed the meeting Gompels Healthcare had kindly offered a donation of sunscreen for residents of Melksham, with Members accepting the kind offer.

64/23 To receive Apologies and approval of reasons given

Apologies were received from Councillor Chivers who had been admitted to hospital over the weekend.

Councillor Glover had also tendered his apologies as he was on holiday, but had joined the meeting via Zoom, and was aware that whilst he could participate in the meeting, he was unable to vote.

It was noted Councillor Hoyle was not present.

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

65/23 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 of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted

Councillor Pafford informed the meeting that the only confidential item on the agenda was approval of the Confidential Notes of the Planning Committee meeting held on 5 June 2023 (Item 8(b)), and if Members wished to discuss these, the meeting would have to go into closed session.

66/23 Declarations of Interest:

There were no declarations of interest or dispensation requests.

67/23 Public Participation & Invited Guests

Standing Orders were suspended.

- **Wiltshire Councillor Nick Holder, Bowerhill**

Councillor Holder updated the meeting on the following:

Pathfinder Place/Pathfinder Way

A Pathfinder Place Residents Association meeting had been held recently at which the possibility of holding a community event for residents, as well as the wider area, over the August Bank Holiday weekend, had been discussed.

At the recent Area Board meeting the matter of speeding around Bowerhill had been raised with the Police, with a meeting being arranged, the Clerk will be sent the details. Members watched a film clip of a motorbike doing a wheelie whilst speeding along Pathfinder Way.

Local Plan

The draft Local Plan and draft Design Guide will be in the public domain on 3 July when the Wiltshire Cabinet agenda papers are published.

Councillor Alford arrived during this item at 7.04pm.

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

Councillor Alford updated the meeting on the draft Local Plan and various roadworks taking place along the A350 in Beanacre and Westlands Lane.

Land at Verbena Court

It was understood by several people that land at Verbena Court was earmarked for community use. The S106 Agreement had been changed

to require the new Forest & Sandridge School to be built as a multi-use facility, including community use.

The S106 Agreement had stated there was 3 uses for the land, with the community use being removed. The other 2 uses were for a health facility or a waste recycling facility neither of which were required by the relevant authority when recently asked.

Unfortunately, the Town Council were hoping this land would be available in order to build a community Centre.

Frustration was expressed by Members at the so-called provision of community facilities at the school, bearing in mind most of the time the hall facilities were not available, particularly during the day.

Councillor Alford explained he had discussed this matter with the Legal Team at Wiltshire Council, to make sure within the transfer legal agreements with the Diocese of Salisbury that the obligations to provide the school hall for community use were being maintained to be informed the hall was available for community use but only available during the evening.

Councillor Pafford asked the Clerk if this was another example of the Council finding out about changes to a S106 Agreement after it had occurred and before the Council were informed.

The Clerk confirmed this was definitely the case in 2014 and had seen correspondence from the Planning Manager which stated the Parish Council had not raised it as an issue at the time. However, the Council had only found out about the change to the S106 Agreement retrospectively. Councillor Chivers, who was a Unitary Member at the time, did raise it at a Wiltshire Council meeting and was currently going through previous minutes to clarify this was the case. Therefore, the statement stating the Parish Council had not raised it as a concern at the time was incorrect.

Councillor Alford agreed to make further investigations on this matter.

Councillor Holder explained that the Town Council would be considering the current variation to the S106 Agreement (Planning Application No PL/2023/03797) tomorrow evening. Wiltshire Councillor Sankey, as Ward Member for Melksham East was also trying to ascertain if the application could be 'called' into a Planning Committee for consideration and whilst hopeful was not confident about getting a deferred decision whilst this issue was addressed. He was looking into whether the decision to change the original S106 Agreement could possibly be re-opened by the Overview and Scrutiny Committee of Wiltshire Council to ascertain if the decision to approve the change was undertaken in line with policy and procedures.

Councillor Holder noted the land at Verbena Court sat within the town, therefore, it would be up to the Town Council to determine if they wanted to build a community centre on this land or elsewhere, which they had previously suggested they might want to.

Councillor Wood asked if there was an update on when the distributor road East of Melksham onto Spa Road would be completed.

Councillor Alford clarified at a previous Area Board meeting it was suggested this would be completed in November 2023. However, this was dependent on BT to complete outstanding works, but would seek further clarification on this.

Standing Orders were reinstated.

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

Councillor Seed had tendered his apologies, as he was attending another meeting, but had provided a report which Members noted.

68/23 Standing Orders: To adopt the Melksham Without Parish Council Standing Orders with the financial update to match current legislation

The Clerk explained that at the Annual Council meeting on 22 May 2023 it was raised that there may be a more up to date version of Standing Orders. This was correct, with a new annotated version being presented to members which updated the parish council standing orders with the new updates, namely:

- councils no longer had to advertise contracts on the Contract Finders Website and now came under 'light touch' arrangements under the Public Contract Regulations.
- Reference to he had been changed to he/she through the document also.

Councillor Wood understood 1(g) Rules of Debate had been removed from the standard NALC¹ model for use by the Parish Council in the past to reflect current practice.

'An amendment shall not be considered unless early verbal notice of it is given at the meeting and if requested by the chair of the meeting, or is expressed in writing to the chair'.

Resolved: To approve the Standing Orders as presented removing item 1(g) under Rules of Debate.

69/23 Resolved: To approve and for the Chair to sign the minutes of the Annual Council meeting held on 22 May 2023.

¹ National Association of Local Councils

70/23 Planning:

Resolved: To approve and for the Chair to sign the Planning Committee minutes of 5 June 2023.

Resolved: To approve and for the Chair to sign the Confidential Notes accompanying the Planning Committee meeting held on 5 June 2023.

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

Councillor Holder left the meeting at 7.25pm.

The Clerk explained the draft Neighbourhood Plan#2 would have to be approved by both the Town Council and the Parish Council as the qualifying bodies prior to Regulation 14 consultation. This could not be done until after the Melksham Neighbourhood Plan Steering Group approval on Wednesday 26 July, after the July Full Council meeting.

Resolved: To hold a special Full Council meeting in August on the same evening as the August Planning Committee meeting, in order to approve Neighbourhood Plan #2. Date to be confirmed.

71/23 Finance:

Resolved: To approve and for the Chair to sign the Finance Committee minutes of 12 June 2023.

The Clerk explained with regard to item 55(a)/23 of the Minutes, that she had recently been made aware that the Landfill Communities Fund was for anyone within a 2 mile radius of a recycling facility. Both Bowerhill and Berryfield were within this radius and therefore groups were being made aware they might be eligible for a grant.

a) **Resolved:** To approve the recommendations contained within the Finance Committee minutes of 12 June 2023.

As Trustees of Berryfield Village Hall Committee, both Councillors Wood and Holt did not vote on items relating to Berryfield Village Hall within the minutes.

Resolved: To note the final Internal Auditor's report prepared by IACT Audit & Consultancy for year ending 31 March 2023.

b) **To consider, approve and sign Section 1 of the External Audit Annual Return for year ending 31 March 2023 (Governance Statement)**

The Clerk explained whilst the Finance Committee on 12 June 2023 had recommended that the Council answer 'yes' to the questions posed, the Council as a Corporate body had to approve the External Audit Annual

Return Governance Statement – Section 1 and Accounts Statement - Section 2.

The Finance Committee on 12 June 2023 had reviewed all the supplementary information with regard to requirements under each question and could confirm the Parish Council had met all these. Councillor Pafford read out all the questions in Section 1 separately, with members answering 'Yes' to questions 1, 2, 3, 4, 5, 6, 7 and 8 of the Section 1 Governance Statement of the Annual Return, noting that question 9 did not apply.

Resolved: Section 1 (Governance Statement) of the External Audit Annual Return for year ending 31 March 2023 be approved and was signed by Councillor Pafford and the Clerk.

c) To approve and sign Section 2 of External Audit Annual Return for year ending March 2023 (Accounts Statement)

As the Responsible Finance Officer, the Clerk had signed Section 2 prior to being reviewed by Members. The Finance Committee on 12 June having looked at all the detail had recommended they be approved by the Full Council.

Resolved: To approve and Councillor Pafford to sign Section 2 of the External Audit Annual Return for the year ending 31 March 2023

d) To approve and sign Year End Accounts & Statement for year ending 31 March 2023

Resolved: To approve and Councillor Pafford and the Clerk to sign the Year End Accounts & Statement for year ending 31 March 2023.

Resolved: To adopt the Financial Regulations as reviewed and approved for recommendation by the Finance Committee on 12 June 2023.

e) To approve use of BACS/CHAPS (every two years) as per Financial Regulations (6.9)

The Clerk explained that in the Financial Regulations it stated the Full Council had to approve use of BACS/CHAPS every two years.

Resolved: To approve use of BACS/CHAPS.

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

f) To appoint cheque signatories/online authority for June payments

The Clerk reported that a generous donation of £3000 had been received from a Bowerhill resident for a defibrillator. This had previously been discussed some time ago with a resolution to purchase one for the new

Pathfinder Place development and provision for connection made by Taylor Wimpey on Pathfinder Way. The defibrillator company had asked for payment up front of £2,685 prior to delivery and the Clerk noted that this payment was therefore on the monthly list for approval

Resolved: For Councillors Shea-Simonds and Pafford to be payment signatories for June and for the payment of £2,685 for the defibrillator to be included in the June pay run.

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

The Clerk explained the council already had £300,000 held in a long-term Lloyds Fixed Term Deposit account, which was due to mature at the end of July. The Council normally deposits additional funds in the Fixed Term Deposit account on a monthly basis to mature on the same day as the next Full Council meeting.

Officers had reviewed the funds in the Lloyds current account, bearing in mind the anticipated expenditure due out of the account during the month and suggested that £202,000 could be transferred from the Lloyds current account into the fixed term deposit.

This could then be set to mature at the end of July, so that both deposits could mature at the same time. The Council could then consider, at the July Full Council meeting, suitable investment options for the funds.

Resolved: The Council move £202,000 from the Lloyds Current account to a Lloyds Fixed Term deposit to mature at the end of July.

72/23 Highways

a) To approve the Minutes of the Highways Committee meeting held on 12 June 2023

A few minor amendments were noted, which did not change the context of the minutes.

Councillor Richardson noted the Local Highway and Footway Improvement Group (LHFIG) had recommended the Council's request for a review of the speed limit between Dunch Lane and Shaw Traffic lights from 40mph to 30mph not move forward. It was stated that there was no material change in the circumstances around speed limits on this particular stretch of road to warrant a review. He felt that there had been material changes, in that there were more businesses along this stretch of road since it was last reviewed and more traffic generally on the road. There was also significant anecdotal evidence that there were more children walking to school along this route as well as motorbikes doing 'wheelies'.

Councillor Patacchiola stated this had been raised at the Highways meeting and was happy to discuss the matter outside the meeting with Councillor Richardson. He noted that in order for a material change to align with the guidance, it would effectively have to be classified as an urban road, with this stretch of road already at a low speed limit for a rural road and the sort of material change would be blind spots and a change of use, such as a school.

Councillor Baines reported that at the LHFIG meeting the group, were of the opinion that it was not a good use of the funds required to undertake a speed limit review ie £2900, as it was likely to be rejected and therefore the request was closed down.

Councillors Richardson and Patacchiola agreed to come back to the council when they had secured more evidence of a material change to trigger a speed review.

Resolved: To approve (with the suggested minor amendments) and for the Chair to sign the Highway & Streetscene minutes of 12 June 2023.

b) To formally approve the recommendations of the Highways Committee meeting held on 12 June 2023

It was noted under Min 41(b)/23, Councillor Mike Sankey was now the Chair of the LHFIG.

Councillor Baines abstained from voting on recommendation (43(c)(iii) regarding the SID device as he had offered to transport it himself.

Resolved: To approve the recommendations of the Highways & Streetscene Committee meeting held on 12 June 2023.

Councillor Alford asked if item 12(a) relating to Wiltshire Council's proposal to use Melksham House as a Social, Emotional, Mental Health (SEMH) School could be moved further up the agenda in order he could speak to this item, which Members agreed (minutes relating to this item below Min 74(a)/23). With Councillor Alford leaving the meeting once this item had been discussed.

Councillor Harris informed the meeting that with regard to trailers parking on Bowerhill Industrial Estate he understood 2 PSCOs² were working on this issue who would be in touch with him to discuss the matter, and therefore felt some progress was being made.

- i) Min 41(c)/23: To consider further correspondence from resident, in relation to their request for safety improvements to Hornchurch Road/Bath Road junction.**

² Police Community Support Officers

Correspondence had been received from the resident questioning the decision of the Highways & Streetscene Committee on 12 June 2023 to not progress their request for safety improvements to the Hornchurch Road/Bath Road junction to be forwarded to the LHFIG for consideration.

Councillor Baines noted that under the highway regulations that had been mentioned it was possible to introduce double white lines at a junction similar to this one, but this related to more rural roads within a national speed limit and as this junction is within a 30mph speed limit, the rules were different.

However, there was a possibility of a continuous white line protecting the ghost island, noting if the proposal for a reduction in the speed limit to 20mph, outside Melksham Oak School were to go ahead, remarking of the ghost islands and junction could be incorporated into this scheme. If the scheme were not to go ahead, a request for continuous white line markings protecting the ghost island, could be forwarded to the LHFIG, to ascertain if it was possible to revise the road markings, to make it more obvious to drivers, that no one should be crossing the ghost island and overtake vehicles entering the right turn lane.

It was unclear if there was a collision record for this junction, however, it was noted several residents had reported being overtaken when turning right.

Councillor Baines stated he had considered the possibility of removing the right turn lane into the school and making traffic turn around at Falcon Way roundabout. However, given the bad traffic conditions at this junction which would result in delays and additional congestion felt this was not a possibility at present. However, it might improve the conditions for vehicles exiting from the school and remove a possible conflict of movement, but this needed to be looked at, together with any possible introduction of a 20mph speed limit outside the school.

Resolved: To submit a request to the Local Highway & Footpath Improvement Group (LHFIG) for improvements to the junction, such as continuous white lines to improve conditions for those drivers turning right, highlighting there was a possibility these could be included as part of the 20mph speed limit scheme outside Melksham Oak School, if it were to go ahead.

- ii) **Min 40(a)(ii): To approve request for painting of “slow” on Shaw Hill and Corsham Road following Wiltshire Council Highway Officer response**

The Senior Highway Officer had responded to this request, confirming such signage could be used as a stand-alone feature, so long as there was a clear and obvious need for them.

Resolved: To submit a request for the painting of slow on both Shaw Hill and Corsham Road to the LHFIG for consideration.

iii) **Min 41(a)/23: To approve request for new signage on Westlands Lane to discourage HGVs using it except for access.**

The Senior Highway Engineer confirmed the signage at Westlands Lane was old, suggesting a review of the signage could be undertaken in order to make the weight limit more conspicuous.

Councillor Baines noted the advance warning signage on the A350 from the Chippenham direction was buried in a hedge and although the residents did their best to keep the hedge cut back, it was not particularly clear and therefore once drivers committed to turn into Westlands Lane, it is too late.

Resolved: To submit a request for improved weight limit access signage on Westlands Lane to the LHFIG for consideration.

iv) **Min 43(a)/23: To consider a way forward in developing a strategy/policy to improve road safety in the parish.**

At the Highways & Streetscene meeting on 12 June 2023 Members considered further work/wording by Councillor Richardson on the strategy/policy to improve road safety in the parish, with a recommendation to bring back to Full Council for further discussion.

At the meeting a suggestion had been made that a working party look at this, in order to progress a strategy/policy to provide a consistent approach to highway improvements/safety requests and provide guidance on what criteria needed to be met in order to progress requests for highway safety improvements.

Councillor Baines suggested it would be useful to have some idea of what Wiltshire Council as the Highway Authority, who had to adhere to DfT guidelines, might be asking for and how to go about making a case for improvements, prior to discussions with Highways or submitting requests to the LHFIG for consideration.

Councillor Pafford suggested, given the current workload of officers in getting the draft Neighbourhood Plan produced for Regulation 14 consultation, that any discussions on this matter wait until September.

Resolved: To hold a road safety working group meeting consisting of Councillors Richardson, Patacchiola, Russell, Holt, & Shea-Simonds in September and invite the Senior Highway Engineer to aid discussion.

c) To consider submitting a response to Wiltshire Bus Review – stakeholder Engagement Survey

Councillor Pafford felt the Bus Review was quite extensive and subjective, with the Clerk suggesting this be delegated to officers/Members to complete prior to the 30 June deadline.

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

d) To note correspondence from Heron Homes regarding adoption of areas of land on Falcon Way and consider a way forward

The Clerk explained she had tried to arrange a meeting between herself, Heron Homes and Wiltshire Councillor Nick Holder seeking a way forward with regard to the adoption of land on Falcon Way. Heron Homes had responded stating they had been in touch with Wiltshire Council to seek clarification on the responsibility for the maintenance of those areas of land remaining in their title. Several meetings had taken place with Wiltshire Council to discuss the matter, in order to try and resolve the issue, but to no avail.

Heron Homes had stated they would be prepared to transfer the land to the Parish Council, in order to adopt and subsequently maintain.

The Clerk stated she had spoken to several departments/officers at Wiltshire Council to try and ascertain who Heron Homes had spoken to, but to no avail.

Members were reminded that following a claim by residents that the trees were affecting their properties, these had been cut down by Heron Homes, who it transpired were the landowners and not Wiltshire Council. It was also noted whilst several residents had complained about the trees being cut down, others welcomed this, given concerns at the damage the trees were having/potentially had on their properties. Residents on the other side of Falcon Way were also split, with some wishing the trees on their side of the road to be cut down, due to concerns the impact these were having on their property.

The Clerk stated discussion seemed to have stalled which had meant this prevented the Parish Council from installing the new bus shelter.

The meeting was informed Bowerhill Residents Action Group (BRAG) were still pursuing this issue, given how unsightly the area looked, in order to seek a suitable resolution.

Councillor Patacchiola queried if an Indemnity Policy against the outstanding insurance claims would allow Wiltshire Council to consider the risk involved in taking on the land.

Councillor Glover expressed caution in the Parish Council taking on any responsibility for the land, as this may create a precedent in taking on land the other side of Falcon Way and elsewhere in the parish, where there were similar issues where land had not been adopted by Wiltshire Council.

Members felt the issue rested with Wiltshire Council to resolve and cautioned Bowerhill Residents Action Group (BRAG) from pursuing Heron Homes through a media campaign, as it was an historical issue between the former West Wiltshire District Council and Wiltshire Council as well as Heron.

**e) To receive feedback from the Public Enquiry held on 13 June:
Application for Definitive Map Modification: Footpaths MELW 151 in
Melksham Without and MELK107 Melksham**

Both Councillors Baines and Doel having attended the Public Enquiry on 13 June provided an update, however, a decision from the Inspectorate was still pending.

73/23 Asset Management

**a) To note update on Whitworth Play Area with regard to vehicle access
to the play area over private land**

The Clerk informed the meeting during recent works undertaken by Parish Council contractors, to improve the footpath in the play area, a complaint had been received from an adjacent resident that a contractor vehicle had used their private drive to access the play area.

The Clerk explained it had been understood the Parish Council had a right of access over this land. However, upon investigation it appeared the land was in fact a private driveway, as the land had not been adopted by the Bowood View management company. Therefore, the Parish Council did not have a right of access, with the only vehicular access to the play area over the grassed area adjacent to the play area.

The Council's solicitor had been contacted in order to seek clarification on this, who had responded to say the Transfer granted the Council right of access over the estate roads owned by the developer. There was no express right over a defined route. Therefore, asked if the Parish Council wished for a highways and Land Registry search to be undertaken in order to establish ownership of the route used for vehicular access.

The Clerk explained she had already undertaken this work and established the land in question was a private access. It was noted vehicular access to the play area would only be required occasionally and not on a regular basis throughout the year.

Councillor Patacchiola suggested looking at the Rights of Easements on the land, which could ascertain if the Council had a right for vehicular access across the land.

Resolved: For the Clerk to contact the 3 properties adjacent to the play area, in order to seek their agreement for the Council to access the play area via their land and to ascertain if there are any Rights of Easement across the land.

b) To note correspondence from Bowood View Management Company regarding the installation of noticeboards and consider a way forward

The Clerk had contacted Bowood View Management Company to explain in the original planning application information/interpretation boards were supposed to be provided regarding the historic line of the Wilts & Berks Canal, which ran through the site, however, had been removed at the Reserved Matters stage. Therefore, the Wilts & Berks Canal Trust had produced their own signs into order to install on site, with the signage created not being able to fit in the noticeboards that had suddenly appeared with no notice, provided by Bellway and recently installed.

In response, correspondence had been received from Bowood View Management Company stating:

- The Wilts & Berks Canal Trust were welcome to utilize the existing signs, as they are already in situ and no groundwork will be required.
- We are happy to gift the existing signs to Melksham Without Parish Council, in order to re-use in future projects, as they are surplus to requirements. With the Council having to make arrangements for their removal and make good the ground.
- The existing signs stay in situ and they do not proceed with the Wilts & Berks Canal Trust signage.

Councillor Holt stated she understood the Management Company were happy for the Canal Trust to adapt the existing signs where they are, but there would potentially be costs to the Wilts & Berks Canal Trust in 'making good'.

The Clerk explained the Canal Trust had made large metal signs, however, the noticeboards provided by Bellway were too small for the signs which had been produced.

Following discussion, it was agreed that this was a dispute between Bellway and the Wilts & Berks Canal Trust.

Resolved: For the Canal Trust to speak to Bellway, in order to try and resolve the issue.

c) To consider draft and approve land transfer of Davey Play Area (if received)

The Clerk explained the draft Land Transfer document had not yet been received.

d) To note donation of £3,000 for a defib on Pathfinder Way has been received and defib on order

Members noted a donation of £3,000 had been received from a member of public for a defibrillator on Pathfinder Way.

Members agreed to the suggestion of the Clerk, that once the defibrillator has been installed, a defibrillator awareness session be arranged at Bowerhill, inviting the resident who had made the donation.

74/23 Community projects/partnership organisations:

a) To consider a response to Wiltshire Council's proposal to use Melksham House as a SEMH (Social Emotional Mental Health) school and not for community use

Following Wiltshire Council proposal to use Melksham House as a school for pupils with Social, Emotional and Mental Health (SEMH) to help address a need for more places in Wiltshire, concern had been raised by the Councillor Glover whether the £4 million+ spent on the Melksham House refurbishment, had come from the Melksham Community Campus budget which had been intended for the community of the Melksham area, therefore, this question had been put to Members in order to see if they wished to seek clarification on this.

This matter was discussed with the following issues being raised, which Councillor Alford addressed:

- Is there a condition in the planning permission for the Campus that stated Melksham House had to be used for community use?

A: This was not the case.

- It was understood £4m of Campus funding had been used to help fund improvements to Melksham House, which would no longer be for community use.

A: In order for the building to be used the condition of the Grade II

listed building needed to be secured for the future, which was part of a planning obligation with regard to protecting the heritage of the building. Therefore, this drove up investment costs, as did Wiltshire Council's policy that all their buildings have to be built to zero carbon standards.

- The letter from Wiltshire Council stated the £4m was part of the Melksham Campus budget and the whole project was to provide community facilities. Therefore, the fact the Melksham House building is listed meant it was still to be kept for community use and there had been plans, as part of the Campus project generally, which proposed certain uses within the listed building, as part of the Campus project. Therefore, if Melksham House was no longer part of the Campus and not available to the community, the £4m should come back into use for community facilities in Melksham, but not necessarily on the same site.

A: The rationale at Wiltshire Council was the £4m of the Campus project was part of the investment into the leisure estate within Melksham. However, the size of the footprint of this, was less important than the services being delivered. Therefore, it did not mean the £4m had to be spent on serving the community of Melksham, it was £4m within the overall development budget. The fact the money was spent, did not change the planning condition to ensure that the building had to be used for the community use.

- A question needed to be asked of Wiltshire Council where the £4m proposed for the Campus project had been spent, whilst appreciating there was a need for SEMH schools, this needed to be funded from a separate budget.
- Will Wiltshire Council transfer Melksham House to the school provider and why is a listed building being used, given the issues this poses, rather a purpose-built building?

A: Melksham House will not be transferred to the school provider, there is a large number of children requiring such support, with some children currently having to be placed out of County or into private provision at significant cost to Wiltshire Council. Therefore, having a purpose-built building within Wiltshire would reduce these costs, with the school being run by Wiltshire Council itself rather than a private provider, such as an academy.

With regard to using a listing building, there were issues around change of use and the standards required of the school. However, he had been re-assured no additional planning applications would be required to undertake the work, just a Change of Use application, therefore, Wiltshire Council were not expecting significant problems.

- What is the split in funding of bringing Melksham House in line with Wiltshire Council's policy regarding their buildings requiring to be net zero and preserving the heritage aspect of the building?

A: It is understood the Campus building was built to meet the service requirements of the leisure team/campus programme. The money put aside for Melksham House was added on to this, therefore, the overall budget for the Campus was determined by the service need, with an extra bit of funding added on later to meet the needs. Therefore, funding had been put together, which made it sound there was more money being spent in Melksham, which was not the case.

- Why is Melksham House being used, when there are other facilities being expanded or built elsewhere in Wiltshire, which could be used?

A: The other facilities in Wiltshire cater for a different type of need and provide a different level of support.

- Previously the Shadow Community Operations Board (SCOB), set up to oversee the project had considered the community uses of Melksham House from the beginning of the Campus programme. Although some things had been cut out of the programme, this element remained and various uses considered and worked on relating to community use. The transfer of land at the time by Cooper Tires to Wiltshire Council was about transferring something in community use for continued community use for Melksham, hence the transfer costs only being understood to be £250,000.

- Is there a possibility, in the evening and outside term time, if some of the rooms in Melksham House could be used for community use?

- A: Would investigate this further.

Resolved: To write to Wiltshire Council seeking clarification as to whether the £4 million+, that had been widely publicised by Wiltshire Council as the sum spent on the Melksham House refurbishment, has come from the Melksham Community Campus budget, that was earmarked to be for the community of the Melksham area; and to copy in the Town Council.

b) To receive update on Age UK project worker (commissioned by Melksham Without & Melksham Town councils, with Area Board funding) and note legal power

The Clerk explained Sarah Thomson had been appointed as the Age UK Project Worker, having taken up the post on 5 June.

The Clerk provided an update on how the new scheme would work in relation to current prescribers and volunteers of Melksham Community Support, noting the current call handlers would be under the auspices of Age UK, rather than Melksham Community Support once their safeguarding training etc had been undertaken. A targeted approach to promoting the scheme was underway to ensure that it was not overwhelmed in the initial stages.

The first quarterly feedback meeting was due in July and from this Members would receive a report of agreed outcomes which would also be given to the Health & Wellbeing Group of Melksham Area Board, with Members happy with this arrangement.

c) To note Whitley Community Hub have submitted plans for a community shop in the car park of The Pear Tree (PL/2023/04210) and to consider applying to Government's Community Ownership Fund (if appropriate)

The Clerk explained Shaw and Whitley Community Hub Ltd had asked for the Parish Council to submit a pre application on their behalf. However, as it was not a Parish Council project, this was not accepted by Wiltshire Council. Since then, Shaw and Whitley Community Hub Ltd had gone straight to planning application stage and already submitted an application to Wiltshire Council, with the application due to be considered at the Planning Committee meeting to be held on 26 June 2023. The Chair of Shaw and Whitley Community Hub Ltd had offered to attend the meeting, in order to speak to the planning application.

The Clerk explained she had recently become aware of a new opportunity for town and parish councils to seek funding for /community assets, which were at risk of being lost to the community, via the Government's Community Ownership Fund. There were various eligibility criteria that needed to be met, and sought a steer from Members, if they were happy in principle if she pursued this on behalf of Shaw Village Hall, with Members agreeing to this approach. The Clerk suggested she submit an Expression of Interest in the interim, which could be withdrawn at a later date. Information on the grant funding had also been shared to Shaw and Whitley Community Hub Ltd for the new shop premises.

d) To receive feedback from CAWS Summer Music Event Sat 17 June

Councillor Richardson, as Chair of Community Action Whitley & Shaw (CAWS) provided an update on the event stating it had been well attended with positive feedback being received.

e) To consider hosting event to bring together volunteers running community buildings in the parish (and town)

The Clerk explained both herself and the Finance & Amenities Officer had attended a summit regarding community buildings, which had been useful

and covered all aspects of community buildings, seeking a steer from Members whether this information was worth sharing to all community buildings/halls in the parish.

A request had also been received from Chris Picket who helped run Riverside Club in town asking if the Parish Council could host an event with volunteers running community buildings/halls, in order to share best practice.

Discussion took place on the best way to disseminate useful information with an agreement that the parish council officers could host an initial meeting of interested parties to make introductions and connections and perhaps set up a WhatsApp group for members, but then to step back and not be involved on a day-to-day basis.

Resolved: For officers to facilitate a way for local community building/halls to share information and best practice

75/23 Meeting the Climate Friendly Objective:

- a) **To note Wiltshire Council's Briefing Note 23-01: Use of Council owned land for environmental mitigation and to consider any local projects that might be suitable**

Members noted Wiltshire Council were offering up their own land in order to assist with environmental improvements/enhancement schemes.

Resolved: To note the information contained within the briefing note and to come back to at a later date, if potential schemes come forward.

- b) **To note correspondence from Wiltshire Council's new Woodland Officer regarding increased tree and woodland planting, as part of Wiltshire Council's commitment to be carbon neutral by 2030 and consider any local projects that may be suitable**

The Clerk explained that unfortunately not all the correspondence was included within the pack and would circulate this for information in due course. However, she understood Wiltshire Council were asking if anyone had any tree planting projects to let them know, as they could help support communities with such projects; including offering their own land.

- c) **To consider request for Tree Wardens from the Wildlife Officer, Wilts & Berks Canal Trust**

Correspondence had been received from the Wildlife Officer; Wilts & Berks Canal Trust concerned at damage being caused by contractors whilst strimming around young trees planted in various green spaces in the area seeking Tree Wardens in order to keep an eye on trees in the Parish.

The Clerk noted from the photographs provided it appeared the trees in question were planted on land owned and maintained by Selwood Housing and therefore would contact them to make them aware.

Resolved: To inform Selwood Housing of the damage caused to various young trees in Berryfield, asking if more care could be taken by their contractors when cutting around the trees with a request the damaged trees be replaced.

To ascertain if the Wildlife Officer of the Wilts & Berks Canal Trust would like to become a Tree Warden for the Parish.

- d) **To note new research from CPRE³ on the true potential for generating electricity from rooftop solar and considering signing petition calling on the Government to commit to new and ambitious target for generating clean and affordable electricity from rooftops.**

Members noted the information contained within the article.

It was highlighted that the Melksham Neighbourhood Plan Steering Group had a long-held ambition to insist on solar panels for new builds, unfortunately, as this was not national planning policy could not insist on this and therefore were seeking to encourage solar panels on rooftops.

Frustration was expressed that it was much easier to install solar panels on new builds, rather than retrofit at a later stage.

It was noted the Planning Committee also request solar panels be installed in new builds or in building conversations if there was a South facing element to it.

Resolved: To support the campaign calling for the Government to commit to a new and ambitious target for generating clean and affordable electricity from rooftops.

Meeting closed at 9.40pm

Signed
Chair, Full Council 24 July 2023

³ Campaign for the Protection of Rural England

Date: 07/06/2023

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		5,873.49					5,873.49	
V3331-BACS	Banked: 02/05/2023	480.00						
V3331-BACS	Future of Football	480.00			1210	210	480.00	Inv. 339- May evening sessions
V3338-BACS	Banked: 05/05/2023	2,098.13						
V3338-BACS	Melksham Town Council	2,098.13			1480	170	1,880.99	Inv.326 Share-NHP costs 22/23
					1480	170	217.14	Inv.343- Share of NHP cost
V3339-BACS	Banked: 05/05/2023	3.44						
V3339-BACS	J Glover (British Girlguiding)	3.44			1130	110	3.44	Inv.345- Photocopying
V3340-BACS	Banked: 11/05/2023	35.00						
V3340-BACS	C Richards (Melksham Town U17)	35.00			1210	210	35.00	Inv.346- Pitch hire 7th May
V3341-BACS	Banked: 12/05/2023	590.89						
V3341-BACS	HM Revenue & Customs	590.89			105		590.89	March 2023 VAT refund
V3342-BACS	Banked: 16/05/2023	30.00						
V3342-BACS	Allotment Holder	30.00			1310	310	30.00	Berryfield 14B rent
V3343-BACS	Banked: 22/05/2023	180.00						
V3343-BACS	PCC Wiltshire	180.00			1475	142	180.00	Reimburse for room hire CEG Ev
V3344-BACS	Banked: 22/05/2023	1,200.78						
V3344-BACS	Wiltshire Council	1,200.78			1420	350	1,200.78	CIL-2023/00625-1 Eden Grove
	Banked: 22/05/2023	192,000.00						
20517266	Fixed Term Deposit	192,000.00			210		192,000.00	V3290-Fixed Term deposit retur
V3345-BACS	Banked: 22/05/2023	94.68						
V3345-BACS	Lloyds Bank	94.68			1080	110	94.68	Interest on Fixed Term deposit
500173-CHQ	Banked: 24/05/2023	1,139.40						
V3332-CHQ	AFC Melksham	120.00			1210	210	60.00	Inv.340- 6th April pitch hre
					1210	210	60.00	Inv.340- 23rd April pitch hire
V3333	Arthur J Gallagher	1,011.40			1460	142	1,011.40	Insurance reimburse
V3334	HM Land Registry	4.00			4680	170	4.00	Reimburse for land search
V3335	HM Land Registry	4.00			4680	170	4.00	Reimburse for land search
500174-CHQ	Banked: 24/05/2023	94.00						
V3336	SSE	34.00			1470	142	34.00	Electricity reimburse BYF
V3337	AFC Melksham	60.00			1210	210	60.00	Inv.341- 7th May pitch hire
V3338=BACS	Banked: 26/05/2023	10.00						
V3338=BACS	Shaw Village Hall	10.00			1120	110	10.00	Inv.348- Annual rent
V3339-BACS	Banked: 30/05/2023	300.00						
V3339-BACS	Future of Football	300.00			1210	210	100.00	Inv.347- 30th May 23 camp
					1210	210	100.00	Inv.347- 31st May 23 camp
					1210	210	100.00	Inv.347- 1st June 23 camp
V3340-FOF	Banked: 30/05/2023	600.00						

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Receipts for Month 2		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>
V3340-FOF	FOF FC	600.00			1210	210	300.00	Inv.334- March 2023 pitch hire
					1210	210	300.00	Inv.342- Pitch hire April 2023
Total Receipts for Month		198,856.32	0.00	0.00			198,856.32	
Cashbook Totals		<u>204,729.81</u>	<u>0.00</u>	<u>0.00</u>			<u>204,729.81</u>	

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Cashbook 1

User: MR

Current Account & Instant Acc

For Month No: 2

Payments for Month 2			Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
18/05/2023	Plusnet	V3347-DD	36.60		6.10	4190	120	30.50	Inv.011-Office wifi and line
23/05/2023	Fixed Term Deposit	19247420LF	196,000.00				210	196,000.00	V3346-Fixed Term Deposit
31/05/2023	Suez	V3341-DD	83.06		13.84	4770	220	69.22	Inv.020- Pavilion waste away
Total Payments for Month			196,119.66	0.00	19.94			196,099.72	
Balance Carried Fwd			8,610.15						
Cashbook Totals			<u>204,729.81</u>	0.00	19.94			<u>204,709.87</u>	

Date: 07/06/2023

Melksham without Parish Council Current Year

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Cashbook 2

User: MR

Unity Bank

For Month No: 2

Receipts for Month 2

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 :		33,304.30					33,304.30	
V3330-BACS	Banked: 15/05/2023	5,000.00						
V3330-BACS	Wiltshire Council	5,000.00			1485	170	5,000.00	Area Board grant Age friendly
Banked: 27/05/2023		60,000.00						
V3324-TRAN	Instant Access Unity 20476339	60,000.00			230		60,000.00	Transfer top up current accoun
Total Receipts for Month		65,000.00	0.00	0.00			65,000.00	
Cashbook Totals		<u>98,304.30</u>	<u>0.00</u>	<u>0.00</u>			<u>98,304.30</u>	

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Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/05/2023	Teresa Strange	V3325-S/0	5.30		0.88	4190	120	4.42	Reimburse for out of hours mo
12/05/2023	EDF Energy	V3328-DD	8.36		0.40	4302	220	7.96	Pavilion electricity
16/05/2023	Lloyds Bank PLC	V3326-DD	160.87		25.78	4175	120	81.00	Office 365
						4190	120	33.90	Office phone subscription
						4150	120	3.20	Notices & Posters
						4175	120	1.00	Website hosting
						4200	120	12.99	Online Zoom meeting subscrip
						4140	120	3.00	Monthly fee
16/05/2023	Plusnet	V3327-DD	26.40		4.40	4384	220	22.00	Inv.006- Pavilion wifi & line
30/05/2023	Melksham Town Council	V3291-BACS	1,404.00			4820	142	1,404.00	Caretaking duties SHF 22/23
30/05/2023	Melksham Town Council	V3292-BACS	351.00			4820	142	351.00	Caretaking SHF-1/1/22-31/3/22
30/05/2023	Melksham Town Council	V3294-BACS	6,000.00			4670	170	6,000.00	Market Place Toilets 22/23
30/05/2023	Andy Strange Property & Garden	V3295-BACS	90.00			4490	142	90.00	Inv.01737-Re-set Hornchurch bi
30/05/2023	Woodland & Countryside Manage	V3296-BACS	1,182.00		197.00	4415	142	985.00	Inv.301 Parish tree inspection
30/05/2023	Trade UK	V3297-BACS	37.36		6.22	4490	142	31.14	Inv.645- Items for parish repa
30/05/2023	Wiltshire Council	V3298-BACS	313.66			4680	170	313.66	Inv. 851-room hire for NHP Con
30/05/2023	Agilico	V3299-BACS	290.36		48.39	4130	120	241.97	Inv.25- Office printing
30/05/2023	JH Jones & Sons	V3300-BACS	290.40		48.40	4490	142	242.00	3410- Carson R'about cut April
30/05/2023	JH Jones & Sons	V3301-BACS	1,765.12		294.19	4402	320	66.16	Inv.3407- Allotment grass cut
						4400	142	244.09	Inv.3407-Play Area grass cut
						4780	142	57.75	Inv.3407- Play Area bin empty
						4781	220	87.54	Inv.3407- JSF Bin emptying
						4401	220	761.38	Inv.3407- JSF Field Maintenanc
						4400	142	38.13	Inv.3407- Kestrel Shrub Mainte
						4409	142	179.67	Inv.3407-Hornchurch grass cutt
						4820	142	36.21	Inv.3407- April Parish Mainten
						347	0	-36.21	Inv.3407- April Parish Mainten
						6000	142	36.21	Inv.3407- April Parish Mainten
30/05/2023	Rialtas Business Solutions Ltd	V3302-BACS	906.00		151.00	4185	120	755.00	Inv.803- Year end closedown
30/05/2023	Kanconnections	V3303-BACS	360.00		60.00	4721	220	300.00	Inv.1531-Remainder for CCTV
30/05/2023	Wiltshire Age UK	V3304-BACS	2,875.00			4685	170	2,875.00	Provision of MCS-1/4/23-30/6/2

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Payments for Month 2

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
30/05/2023	Rigg Construction	V3305-BACS	672.00		112.00	4582	142	560.00	056-Final works old BYF V Hall
30/05/2023	Open Spaces Society	V3306-BACS	45.00			4650	170	45.00	Membership 2023/24
30/05/2023	JC Combustion Services Ltd	V3307-BACS	504.00		84.00	4791	220	420.00	3719-Boiler & water heater ser
30/05/2023	Radcliffe Fire Protection Ltd	V3308-BACS	163.68		27.28	4212	220	136.40	Service of fire alarm & equipm
30/05/2023	Wilts Assoc of Local Councils	V3309-BACS	1,357.14		226.19	4650	170	685.00	Annual subscription WALC
30/05/2023	Clerks & Councils Direct	V3310-BACS	14.00			4650	170	445.95	Annual subscription NALC
30/05/2023	Rigg Construction	V3311-BACS	7,086.10		1,181.02	4582	142	14.00	Subscription 2022/23
30/05/2023	Jens Cleaning	V3312-BACS	198.00			4381	220	5,905.08	060-Certificate 10 BYF V Hall
30/05/2023	HM Revenue & Customs	V3313-BACS	2,158.07			4041	130	198.00	Inv.1073- cleaning April/May
						4000	130	707.76	Period 2- May 2023
						4000	130	394.60	Period 2- May 2023-T
						4000	130	261.97	Period 2- May 2023-NI
						4020	130	187.80	Period 2- May 2023-T
						4020	130	127.39	Period 2- May 2023-NI
						4010	130	166.40	Period 2- May 2023-T
						4010	130	113.75	Period 2- May 2023-NI
						4460	142	164.80	Period 2- May 2023-T
						4800	320	12.40	Period 2- May 2023-T
						4070	120	21.20	Period 2- May 2023-T
30/05/2023	Wiltshire Pension Fund	V3314-BACS	1,893.45			4045	130	1,445.31	Period 2 May 2023
						4000	130	210.02	Period 2 May 2023
						4020	130	122.35	Period 2 May 2023
						4010	130	115.77	Period 2 May 2023
30/05/2023	Teresa Strange	V3315-BACS	████████			4000	130	████████	May 2023 Salary
30/05/2023	Lorraine McRandle	V3316-BACS	████████			4020	130	████████	May 2023 Salary
30/05/2023	Marianne Rossi	V3317-BACS	████████			4155	120	6.00	Refreshments for meeting
30/05/2023						4010	130	████████	May 2023 Salary
30/05/2023	Terry Cole	V3318-BACS	████████			4120	120	2.95	Postage- Annual Council agenda
30/05/2023						4460	142	████████	May 2023 Salary
30/05/2023						4050	142	47.50	Travel Allowance
30/05/2023						4051	142	40.95	Mileage x91 miles
30/05/2023	David Cole	V3319-BACS	████████			4800	320	████████	Salary May 2023
30/05/2023	John Glover	V3320-BACS	32.66			4070	120	32.66	Outstanding Chairs allow 22/23
30/05/2023	Melksham Town Council	V3321-BACS	2,500.00			4685	170	2,500.00	50% share of Age UK grant MCS
30/05/2023	Zurich Insurance	V3322-BACS	4,194.64			4282	220	4,194.64	Parish Insurance
30/05/2023	AJGIBL (Gallagher)	V3323-BACS	367.36			4281	142	367.36	Cyber Insurance
31/05/2023	ID Mobile	V3329-S/O	5.30		0.88	4190	120	4.42	Reimburse May out of hours
31/05/2023	ID Mobile	V3329-DD	-5.30		-0.88	4190	120	-4.42	ERROR Out of hours mob
31/05/2023	Teresa Strange	V3329-BACS	5.30		0.88	4190	120	4.42	Reimburse for out of hours mob

Total Salaries
May 2023
£6,298.76

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Total Payments for Month	43,653.39	0.00	2,468.03	41,185.36
Balance Carried Fwd	54,650.91			
Cashbook Totals	<u>98,304.30</u>	<u>0.00</u>	<u>2,468.03</u>	<u>95,836.27</u>

Receipts for Month 2

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		492,000.00					492,000.00	
Banked: 23/05/2023		196,000.00						
19247420LF	Current Account & Instant Acc	196,000.00			200		196,000.00	V3346-Fixed Term Deposit
Total Receipts for Month		196,000.00	0.00	0.00			196,000.00	
Cashbook Totals		<u>688,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>688,000.00</u>	

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Cashbook 3

User: MR

Fixed Term Deposit

For Month No: 2

Payments for Month 2

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>
22/05/2023	Current Account & Instant Acc	20517266	192,000.00			200		192,000.00	V3290-Fixed Term deposit retur
Total Payments for Month			192,000.00	0.00	0.00			192,000.00	
Balance Carried Fwd			496,000.00						
Cashbook Totals			<u>688,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>688,000.00</u>	

Receipts for Month 2

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 :	346,000.00					346,000.00	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	

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Cashbook 4

User: MR

Instant Access Unity 20476339

For Month No: 2

Payments for Month 2

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>
27/05/2023	Unity Bank	V3324-TRAN	60,000.00			220		60,000.00	Transfer top up current accoun
Total Payments for Month			60,000.00	0.00	0.00			60,000.00	
Balance Carried Fwd			286,000.00						
Cashbook Totals			<u>346,000.00</u>	<u>0.00</u>	<u>0.00</u>			<u>346,000.00</u>	