



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

Town Clerk and RFO Linda Roberts BA(Hons) PGCAP, FHEA,
FLSCC

To:

Councillor T Price (Town Mayor)
Councillor S Rabey (Deputy Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor C Stokes
Councillor A Westbrook
Councillor J Westbrook

20 May 2024

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Tuesday 28th May 2024** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations.

Yours sincerely

Mrs L A Roberts BA(Hons), PGCAP, FHEA, FSLCC
Town Clerk and RFO

**Melksham Town Council
Full Council
Tuesday 28 May 2024
At 7.00 pm at the Town Hall**

Public Participation – To receive questions from members of the public.

In the exercise of Council functions. Members are reminded that the Council has a general duty to consider Crime & Disorder, Health & Safety, Human Rights and the need to conserve biodiversity. The Council also has a duty to tackle discrimination, provide equality of opportunity for all and foster good relations in the course of developing policies and delivery services under the public sector Equality Duty and Equality 2010.

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83669876198?pwd=WlAvY1ZsYVNyUIM3VktgajFzOHhtdz09>

Meeting ID: 836 6987 6198

Passcode: 481965

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room

AGENDA

1. Apologises

To receive apologies for absence.

2. Declarations of Interest

To receive any Declarations of Interest in respect of items on this agenda as required by the Code of Conduct adopted by the Council.

Members are reminded that, in accordance with the Council's Code of Conduct, they are required to declare any disclosable pecuniary interest or other registrable interests which have not already been declared in the Council's Register of Interests. Members may however, also decide, in the interests of clarity and transparency, to declare at this point in the meeting, any such disclosable pecuniary interests which they have already

Email: towncouncil@melksham-tc.gov.uk **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

declared on the Register, as well as any other registrable or other interests.

3. Questions from Councillors

To receive questions from Councillors.

4. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the Annual meeting held on 20th May 2024.

5. Town Mayor's Announcements

6. Reports from Unitary Councillors

Unitary Councillors to report on any matters affecting Melksham which have been discussed at Wiltshire Council Meetings.

7. Resolution from Community Development Committee (Pages 9 - 12)

On 7th May 2024 Community Development Committee unanimously resolved to allocate £8000 taken from general reserves to deliver a live screening of BBC Last Night of the Proms in King George V Park on the evening of September 14th with officers having delegated authority to spend up to £8000 for all provisions of the event, with feedback to the events working group monthly. Any additional funding requirements will be subject to review and discussion by the Community Development committee.

It was noted that the budget exceeded the Community Development budget and would need to be ratified by Full Council. The original motion is attached for reference.

For decision.

8. Motion on Green Flag Status (Pages 13 - 16)

For decision.

9. Motion on Project Assurance Sub-Committee (Pages 17 - 20)

For decision.

10. Motion to Adopt Core Strategy (Pages 21 - 30)

For decision.

11. Motion for Youth Advisory Board (Pages 31 - 102)

For decision

12. Working Groups

At the Annual Meeting on 20th May 2024 the following Working Groups were referred to

this meeting for discussion on their future existence and format.

Assembly Hall Working Group

It was RESOLVED to disband this Working Group and refer to the next meeting.

Events Working Group

It was RESOLVED to appoint Councillors Aves, Oatley, Price, Rabey and J Westbrook to this Working Group and to bring it to the next meeting for further discussion.

Parks Working Group

It was RESOLVED to disband the Working Group and refer to the next meeting.

For decision.

13. Financial Statements

To receive statements that were put before Finance, Administration & Performance Committee on Monday 13th May 2024.

13.1 Lloyds (Pages 103 - 110)

To receive Lloyds statements for February 2024 and March 2024.

13.2 Unity (Pages 111 - 124)

To receive Unity statements for February 2024 and March 2024.

13.3 Petty Cash (Pages 125 - 128)

To receive Petty Cash statements for February 2024 and March 2024.

14. Committee Minutes

14.1 Community Development Committee

To receive the minutes of the Community Development Committee meeting held on Monday 4th March 2024.

[Link to minutes](#)

14.2 Economic Development and Planning Committee

To receive the minutes of the Economic Development and Planning Committee meeting held on Tuesday 23rd April 2024.

[Link to minutes](#)

14.3 Finance Administration and Performance Committee

To receive the minutes of the Finance and Administration and Performance Committee meeting held on Monday 11th March 2024.

[Link to minutes](#)

15. Working Group Minutes

To receive the notes of the Events Working Group meeting held on Thursday 4th April 2024.

[Link to notes](#)

16. Confidential Session

Members are requested to discuss the following items in Confidential session pursuant to Section 1 (2) of the Public Bodies Admission to Meetings) Act 1960; the Council, by resolution, may exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings. In view of the sensitive nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

17. Cricketers Cafe Lease (Pages 129 - 148)

On 17th July 2023 full council resolved to offer the lease to Craig Froud for a period of 10 years and until the lease could be prepared and signed, the Clerk was to issue a letter of intent.

The lease is now available and it was felt best to present the document to full council for review and agreement before completion.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 20th May 2024

PRESENT:

Councillor S Crundell (Town Mayor)
Councillor T Price (Deputy Town Mayor)
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor A Griffin
Councillor J Hubbard
Councillor J Oatley
Councillor S Rabey
Councillor C Stokes
Councillor A Westbrook
Councillor J Westbrook

IN ATTENDANCE:

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk

One member of the public and one member of the press were present. Three members of the public were present virtually.

773/23 Election of Town Mayor

The Town Mayor, Councillor S Crundell called for nominations for the office of Town Mayor.

It was proposed by Councillor Westbrook, seconded by Councillor Hubbard and

RESOLVED that Councillor Price be elected as Town Mayor for the ensuring year.

The newly elected Town Mayor assumed the chair.

774/23 Declaration of Acceptance of Office

The newly elected Town Mayor, Councillor Price signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

775/23 Outgoing Mayor's Address

The outgoing Mayor, Councillor S Crundell gave his outgoing mayors address in which he thanked everyone involved in Melksham Town Council for their support and their commitment to Melksham. He expressed his feeling on honour at having served Melksham as Mayor and wished the new Mayor the best of luck.

776/23 Newly Elected Mayor's Address

The newly elected Mayor, Councillor Price gave his address in which he expressed his humility and honour at being elected mayor. He thanked Councillor S Crundell for his service as mayor in a turbulent and disrupted year. He expressed his hopes for the coming year, moving forward in the best interests of Melksham.

777/23 Election of Deputy Mayor

The Town Mayor Councillor Price called for nominations for the office of Deputy Town Mayor.

It was proposed by The Town Mayor Councillor Price, seconded by Councillor Stokes and

RESOLVED that Councillor Rabey be elected as Deputy Town Mayor for the ensuring year.

778/23 Declaration of Acceptance of Office

The newly elected Deputy Town Mayor Councillor Price signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

779/23 Apologies

Apologies were received from Councillor Alford.

780/23 Declarations of Interest

There were no declarations of interest.

781/23 Minutes

The minutes of the Full Council meeting held on 29th April 2024, having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor Price.

782/23 Signing of Deeds and Legal Documents

It was proposed by the Town Mayor Councillor Price, seconded by the Deputy Town Mayor Councillor Rabey and

UNANIMOUSLY RESOLVED that the Town Mayor Councillor Price, the Deputy Town Mayor Councillor Rabey, Councillor Hubbard and Councillor Aves were appointed to sign legal documents on behalf of the Council.

783/23 Signatories

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Stokes and

UNANIMOUSLY RESOLVED to appoint the Town Mayor Councillor Price, Councillor S Crundell, Councillor Aves, Councillor Hubbard and Councillor A Westbrook as signatories to Unity.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Ellis and

UNANIMOUSLY RESOLVED to appoint Councillor Griffin and Councillor J Westbrook to carry out Bank Reconciliations.

784/23 Standing Orders

Councillor Griffin noted that reference to Staffing Committee should be changed to Personnel Committee.

Councillor Hubbard queried paragraph 13f.

It was proposed by Councillor Hubbard, seconded by the Town Mayor, Councillor Price and

RESOLVED to remove the reference to destroying videos.

It was proposed by Councillor Hubbard, seconded by The Town Mayor Councillor Price and

RESOLVED to adopt the Standing Orders with the amendment.

785/23 Financial Regulations

It was noted that there were substantial changes and that it did not reflect changes to procurement policy resolved by Melksham Town Council. Locum Clerk advised that a copy relevant to Melksham Town Council would be drawn up and referred to Finance, Administration and Performance for review.

With these provisos, the regulations were noted.

786/23 Investment Report

Councillor S Crundell commented on the low interest rates on accounts.

It was proposed by Councillor Hubbard, seconded by the Town Mayor Councillor Price and

UNANIMOUSLY RESOLVED that the Clerk be authorised, in consultation with Finance, Administration and Performance to maximize income in terms of interest rates.

The report was received.

787/23 Terms of Reference

It was noted that work was ongoing on Personnel Terms of Reference.

Subject to that:-

It was proposed by the Town Mayor Councillor Price, seconded by Councillor S Crundell and

RESOLVED to approve the Terms of Reference.

788/23 Committees

789/23 Asset Management & Amenities

It was **UNANIMOUSLY RESOLVED** to elect the following members to the Asset Management and Amenities Committee:

Councillors Aves, Cooke, Ellis, Forgacs, Hubbard, Oatley, Price, A Westbrook and J Westbrook

It was **UNANIMOUSLY RESOLVED** to appoint Councillor Aves as the Chair of the Committee and appoint Councillor Oatley as the Vice Chair.

790/23 Community Development

It was **UNANIMOUSLY RESOLVED** to elect the following members to the Community Development Committee:

Councillors Aves, Griffin, Oatley, Rabey, Stokes, A Westbrook and J Westbrook

It was **UNANIMOUSLY RESOLVED** to appoint Councillor J Westbrook as the Chair of the Committee and appoint the Deputy Town Mayor Councillor Rabey as the Vice Chair.

791/23 Economic Development & Planning

It was **UNANIMOUSLY RESOLVED** to elect the following members to the Economic Development and Planning Committee:

Councillors Alford, Aves, Cooke, Ellis, Griffin, Oatley, Rabey and Stokes.

It was **UNANIMOUSLY RESOLVED** to appoint the Deputy Town Mayor, Councillor Rabey as the Chair of the Committee and appoint Councillor Griffin as the Vice Chair.

792/23 Finance, Administration & Performance

It was **UNANIMOUSLY RESOLVED** to elect the following members to Finance, Administration & Performance Committee

Councillors, Aves, Forgacs, Griffin, Hubbard, Rabey, Stokes and J Westbrook

It was **UNANIMOUSLY RESOLVED** to appoint Councillor Griffin as the Chair of the Committee and appoint Councillor Stokes as the Vice Chair.

793/23 Personnel

It was **RESOLVED** to elect the following members to the Asset Management and Amenities Committee:

The Town Mayor Councillor Price, the Deputy Town Mayor Councillor Rabey, Councillors Alford, Hubbard and J Westbrook

It was **RESOLVED** to elect Councillor Aves and Councillor Stokes as reserves.

794/23 Working Groups

Councillor A Westbrook wished to propose to disband all Working Groups to be replaced by sub-committees. There was discussion on whether this was permitted. Councillor A Westbrook confirmed she was happy for the question to be considered at the next meeting. It was agreed that the meeting would consider each group and vote on whether to disband and discuss alternatives at the next meeting.

Assembly Hall Working Group

It was **RESOLVED** to disband this Working Group and refer to the next meeting.

Budget Working Group

It was **RESOLVED** to disband and reform later in the year when required.

Cemeteries Working Group

It was **RESOLVED** to rename to Cemeteries Task & Finish Group.

It was **RESOLVED** to appoint Councillor Alford, S Crundell and Stokes to this group and for the group to report to Asset Management & Amenities Committee.

CCTV and Community Safety Working Group

It was **RESOLVED** to appoint Councillors Aves, Hubbard, Oatley and Stokes to this group.

CIL Funding Projects Working Group

It was **RESOLVED** to appoint Councillors Alford, Ellis and Hubbard to this group.

Communications Working Group

It was **RESOLVED** to disband this Working Group.

Cooper Tires Working Group

It was **RESOLVED** to disband this Working Group.

Events Working Group

It was **RESOLVED** to appoint Councillors Aves, Oatley, Price, Rabey and J Westbrook to this Working Group and to bring it to the next meeting for further discussion.

Neighbourhood Plan Joint Steering Working Group

It was **RESOLVED** to appoint Councillors Aves and Ellis to this Working Group.

Parks Working Group

It was **RESOLVED** to disband the Working Group and refer to the next meeting.

Shurnhold Fields Working Group

The Locum Clerk had spoken to the Clerk of Melksham Without Parish Council and a report will be prepared to be taken to Asset Management & Amenities.

It was **RESOLVED** to take this to the next Asset Management and Amenities Committee to consider whether to disband.

Town Centre Masterplan Working Group

It was **RESOLVED** to disband this Working Group.

795/23 Outside Bodies

Council agreed to vote for membership of outside bodies en bloc.

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Oatley and

UNANIMOUSLY RESOLVED that representation on outside bodies would be as follows:

Outside Body	Representative
2385 (Melksham) Air Training Corps	S Crundell, Price
Area Board	Cooke
LHFIG	Aves
Carnival Committee	S Crundell
Melksham Adventure Centre	No rep
Melksham Alms houses Charities	Rabey, J Westbrook
Melksham Community Transport	Ellis
Melksham League of Friends	J Crundell
Neighbourhood Plan sub-group: <ul style="list-style-type: none">• Canal Link• Climate Issues• Design Guides• Housing• Heritage• Local Green Space• Proposed A350 Bypass• Town Centre	S Crundell Ellis Forgacs, S Crundell Aves, Mortimer Ellis Ellis Ellis, Hubbard Cooke, Ellis, Goodhind, Oatley and Rabey
Rachel Fowler Centre Management Committee	No rep
Riverside Club Management Committee	Hubbard
Shurnhold Fields (Friends of)	Aves
Melksham Transport User Group	Aves
Wiltshire Association of Local Councils	Price
Wiltshire, Swindon and Oxfordshire Canal Partnership	S Crundell, Ellis
West Wiltshire – Elblag – Twinning Association	Aves

Meeting Closed at: 8.30 pm

Signed:

Dated:

MELKSHAM TOWN COUNCIL

Proposed by: **Jennie Westbrook**

Seconded by: Tom Price

Dated:

Purpose of the motion

As members of the town council, it is our duty to organise community events within Melksham that are not only free of charge but inclusive, ensuring that every resident has the opportunity to participate.

King George V Park stands as an exceptional venue, yet its potential remains largely untapped. Transforming it into the ideal setting for an evening of music and entertainment. On the 14th of September, will present a live screening of the BBC Last Night of the Proms. While Jack's Cafe will remain open, providing refreshments, we also will encourage residents to bring their own picnics (should they wish to) for a truly delightful experience.

Background (Including previous resolution/s made and date/s if applicable)

The council has spoken about its commitment to providing additional no-cost events for the residents of the town. Currently, our involvement in major events is limited to the annual Christmas Lights Turn On. Recognising the imperative to fulfil our obligations to the residents of Melksham in enhancing the town's liveability and community engagement, it is evident that we are lacking in this objective.

Current Situation

This is a new event. We don't have anything like this at the moment, although other towns like ours do have screening such as this which are extremely popular and well attended.

What financial implications are there?

Quotes attached -

Security

2x SIA Licensed Security Operatives from 1600-1000

Sub Total

£ 576.00

VAT £ 115.20

TOTAL £ 691.20

1 x FREC3 Medic from 1600-0000

Sub Total £ 200.00

VAT £ 40.00

TOTAL £ 240.00

Temporary Events Notice (TEN) - £25

TV Licence £159

3x screen quotes to be decided on by community development committee

Maximum expenditure including a contingency for unexpected spend of £8000

How does the motion link to Town Council policies and core values?

Our core values say that we stand for *Strengthening the sense of community within Melksham, creating and promoting inclusivity and improving the quality of life for all Melksham residents.*

What risks are there? (Provide a risk assessment)

Minimal risks with a risk assessment to be carried out by MTC officers

What crime and disorder implications are there?

Covered by risk assessment– police will be informed that event is taking place and security staff will mitigate any immediate disturbances, but this will be bills as a family event.

What environmental and biodiversity considerations are there?

There may be an increase in litter, this will be mitigated by more rubbish bins provided, attendees encouraged to recycle and volunteers to sweep the area at the end to maintain cleanliness.

There may be an increase in traffic, however attendees will be encouraged to walk to KGV if they are able to and park in the local car parks which are free after 6pm.

What safeguarding concerns are there?

Minimal issues and any concerns will be covered in the safeguarding policy and a risk assessment

. Motion

To allocate £8000 taken from general reserves to deliver a live screening of BBC Last Night of the Proms in King George V Park on the evening of September 14th with officers having delegated authority to spend up to £8000 for all provisions of the event, with feedback to the events working group monthly. Any additional funding requirements will be subject to review and discussion by the Community Development committee.

. Does the motion impact/ support any previous decisions of council?

No ***Jon if you'd like me to put in about the events we spoke about I can put it in here*

. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

No prior discussion has been had

. Please summarise any specific recommendations you have in relation to next steps

- Check sound provision with Kan Connections as our preferred supplier to check that the sound provisions in the quote are adequate,
- Book the screen and obtain the licences within the next two to three weeks,
- Begin the promotion of the event using both the Melksham Independent News and Social Media channels to make sure the event is well attended.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting
for motion:

Date/s of relevant resolutions:
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL

MEETING OF FULL COUNCIL

Proposed by: **Adrienne Westbrook**

Seconded by:

Dated: **20/05/2024**

1. Purpose of the motion

To obtain Green Flag Status for King George V Playing field (Commonly called the Park)
The formation of a subcommittee to include councillors, officers, and all users of the park to help the amenities team, plan manage and maintain this area for people in Melksham and visitors to our area

2. Background (Including previous resolution/s made and date/s if applicable)

To my knowledge this has never been discussed before

The Green Flag Award® scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management of recreational outdoor spaces across the United Kingdom and around the world.

Purpose & aims.

- To ensure that everybody has access to quality green and other open spaces, irrespective of where they live.
- To ensure that these spaces are appropriately managed and meet the needs of the communities that they serve.
- To establish standards of good management.
- To promote and share good practice amongst the green space sector.
- To recognise and reward the hard work of managers, staff and volunteers.

The Concept of the Green Flag Award Successful sites show that they manage a quality space with a clear idea of what they are trying to achieve, why, and who they seek to serve. Award applicants are judged against 27 different criteria and must submit their active management plan, showing that they understand: + the users – who they are, who they could be, what they want, how they are informed and involved + the site – what is special about its history, biodiversity, landscape, social and physical setting, and what it is trying to achieve; and + the management – that what is there is safe, in line with legislation and policy, well maintained, and that there are plans for the future This flexible and useful management framework is the key to the Green Flag Award, making it relevant to any green space. It is deliberately conceived not to be a formulaic list of things to have or to do, but instead as a guide to the ways professionals and communities can approach the management of their sites. It also helps to quantify what they are doing now and, in the future, helping to prove value to customers, colleagues and funders. Having a fully considered and fully costed management plan is the first step in ensuring that our green spaces are adequately funded. Good practice is shared between the site managers submitting their management plans for each site and the trained judges (often one and the same) who judge the sites. Each site that enters,

whether or not it achieves the Green Flag Award Standard, receives a detailed advisory report written by two expert judges – helping to share, recognise and reward good practice across the sector. Aspiring judges can submit their CV to the Green Flag Award team through the website; If successful, you will be selected for a training course and then mentored closely for the first year

3. Current Situation

King George V park has undergone a lot of positive changes in the last five years. The splash pad, play area, café, lighting, CCTV, Wi-Fi have all been added. Many more users and user groups now access the park.

We mustn't be complacent though and must continue to strive for excellence. There are many more areas that could be developed for the further enjoyment of visitors to the park. All future development would need to link to a project management plan put together by the sub committee to achieve Green Flag Status.

4. What financial implications are there?

The only financial implication is one of staffing, we already have 6 amenities staff, who will monitor the improvements needed.

Application fees for instance are based on the size of a site and its location. They must be paid each year you wish to enter for the Award. While each site is different based upon improvements required, etc, an average £1.5K per year per site to maintain and re-apply for Green Flag status is a realistic assessment.

5. How does the motion link to Town Council policies and core values?

This fully fits with the core values of the council.

The Town Council aims to strengthen the sense of community within Melksham, create and promote inclusivity, improve the quality of life for all Melksham residents and help every individual to fulfil and exceed in their aspirations.

6. What risks are there? (Provide a risk assessment)

Normal operating risks assessments for our amenities team. If volunteers come on board, then a risk assessment based on the activity will be needed plus insurance for our volunteers.

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

The award will only be issued if we can prove that the Park is meeting biodiversity, landscape, social and physical setting targets. This is fully in line with the MTC core values

9. What safeguarding concerns are there?

None

10. Motion

11. Does the motion impact/ support any previous decisions of council?

King George V Playing field has been a priority for this council since 2017

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

It is a continuation of work in progress but with the aim of applying for Green Flag status in 2025

13. Please summarise any specific recommendations you have in relation to next steps

Set up Subcommittee.

To work through and produce a plan for the eight objectives to obtain Green Flag Status

- 1 A welcoming Place
- 2 Healthy Safe and Secure
- 3 Well Maintained and Clean
- 4 Bio Diversity, Landscape and heritage
- 5 Community Involvement
- 6 Marketing and communicating
- 7 Environmental Management
- 8 Management

I would recommend that councillors read.

<https://www.greenflagaward.org/media/svqcr0pa/green-flag-award-guidelines.pdf>

This is an exciting document to help us achieve Green Flag Status

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

Date/s of relevant resolutions: (record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

MELKSHAM TOWN COUNCIL MEETING OF FULL COUNCIL

Proposed by: **Cllr Andrew Griffin**

Seconded by: **Cllr Jennie Westbrook**

Dated: **11 May 2024**

1. Purpose of the motion

To form a new Project Assurance sub-committee and to transfer to that sub-committee responsibility for the 'Performance' matters currently dealt with by the Finance, Administration and Performance sub-committee.

It is intended that this new sub-committee will in conjunction with officers formulate plans for projects which are significant in terms of cost or timescale. Thereafter it will periodically assess progress and provide reports to council so that it may be assured of successful outcomes.

2. Background (Including previous resolution/s made and date/s if applicable)

There exists a general perception among residents that the council has on several occasions failed to get projects off the ground, or has taken excessive time to complete them. Recent examples include; KGV Park lighting, Dog Agility Equipment, Sensory Garden, CCTV, Assembly Hall and Blue Pool.

We believe that decisive action and a fundamental change in approach is now urgently required to deliver those projects selected and approved by council for the general benefit of residents and visitors to Melksham.

3. Current Situation

Several factors may have contributed to this historically, but we must look forward, not back, and create a structure that will deliver significantly better results from projects that are in progress currently, and those which are selected in future. It has become increasingly clear that communication between councillors and officers is a major factor in this. We need to allow for swift action to move projects forward with lines of communication from motion to next steps, through to completion. Some projects are falling off the roadmap, with the community having no idea as to the status of projects that they believe should have been completed.

4. What financial implications are there?

Positive – properly structured project management methods should deliver results on-time and on-budget, with potential cost savings available from improved effectiveness and efficiency. There will likely be a requirement for some training in project management methods, but costs should not be substantial and may be covered by existing training budgets.

5. How does the motion link to Town Council policies and core values?

A review of performance on past and current delivery against our core values suggests that we are not achieving some of them. The creation and operation of a Project Assurance sub-committee will enable the council to demonstrate improvements towards keeping the below values;

- Accountable - We are accountable to the residents for council decisions and finances
- Communication - We listen and communicate openly and regularly in simple language

- Effective - We make good use of our assets and resources
- Efficient - We provide value for money in our services and facilities. We are organised, resourceful and collaborate for efficiency.
- Realistic - We have a realistic approach to what can be achieved within our parameters of authority.
- Teamwork - We welcome the variety of skills, experience and opinions that staff and councillors are able to contribute to achieve optimal results

And most importantly

- Integrity - We are true to our word and deliver on promises to the community
- Transparent - We are honest and open with the community

6. What risks are there? (Provide a risk assessment)

None – successful adoption of this motion should significantly reduce risks and consequences arising from delays or failures of future project implementations.

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

None – but improved management of project delivery should ease compliance with any environmental or biodiversity obligations.

9. What safeguarding concerns are there?

None

10. Motion

To create a Project Assurance sub-committee to deal with all matters of project assurance and management, including but not limited to project timescales, project finance and project risks. The chair of this committee will provide project updates to the finance committee, and to Full Council where appropriate. Additionally, update reports for major projects will be published on the council's website to provide greater transparency and accountability to the residents of Melksham.

11. Does the motion impact/ support any previous decisions of council?

A motion to create a Project Scrutiny sub-committee was considered by council on 25 September 2024 was rejected and it was resolved that project plans be incorporated into Finance, Administration and Performance Committee. Agendas for meetings on 15 January and 13 May 2024 included reports on project progress, but meetings in November and March received none.

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

Confirmed.

13. Please summarise any specific recommendations you have in relation to next steps

Regarding this proposed newly created Project Assurance sub-committee;

- a) Establish a sub-committee as proposed to meet for the first time within one month and at appropriate intervals thereafter.
- b) Identify current and future projects and ensure that an agreed time/cost/benefit plan is created for each.
- c) Assist with setting up project boards to keep track of all projects
- d) Publish project plans to allow for transparency within the community, excluding commercially sensitive information, but complying with LGTC disclosure obligations.

Regarding the currently constituted Finance, Administration and Performance sub-committee;

- a) Transfer responsibility for monitoring progress and performance of non-financial projects to the proposed newly created Project Assurance sub-committee.
- b) Liaise where necessary with officer to ensure that expenditure on projects is properly recorded, allocated, and reported.
- c) Amend the title to Finance and Administration sub-committee
- d) If at all possible, increase the frequency of meetings of this sub-committee to monthly.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

Date/s of relevant resolutions: (record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL

Proposed by: **Councillor J Westbrook**

Seconded by: **Councillor Price**

Dated:

Purpose of the motion

To adopt the purpose, core values and service delivery (next steps) which were set out at the strategy day on May 19th 2024.

By approving these we will use them to guide the council in its decision making and help officers understand the priorities of this council.

Background (Including previous resolution/s made and date/s if applicable)

Whilst the council has tried to have a strategy such as this before it has never come to into fruition. After an excellent strategy planning day on Sunday 19th May 2024, we now have a plan, we can adopt.

Current Situation

There currently is no strategy plan to guide the council

What financial implications are there?

None

How does the motion link to Town Council policies and core values?

This plan builds on the current core values of the council

What risks are there? (Provide a risk assessment)

No risks

What crime and disorder implications are there?

None

What environmental and biodiversity considerations are there?

None

What safeguarding concerns are there?

None

. Motion

To fully adopt the purpose, core values and service delivery (next steps) of Melksham Town Council as set out at the strategy meeting on 19th May 2024. At each meeting the purpose of the council should be read, with both the purpose and relevant core value clearly stated on agenda. For full council a link to the full strategy can be provided.

. Does the motion impact/ support any previous decisions of council?

This motion will support the prioritisation of current projects, as well as guide future projects

. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

No

. Please summarise any specific recommendations you have in relation to next steps

- Hire a deputy clerk asap
- Hire an Events and Comms manager asap
- Set up regular Assembly Hall meetings
- To produce a calendar of events for the next 12 months. At least one event a month
- To formulate a plan to actively pursue a program of biodiversity improvements
- To adopt the already written sustainability plan
- To formulate a credible plan to achieve Green Flag status.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting
for motion:

Date/s of relevant resolutions:
(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

Community Governance

Implementing robust corporate governance is essential for the success of our town council's strategic plan, ensuring transparency, accountability, and integrity in all decision-making processes.

By establishing clear policies and procedures, we can enhance the efficiency and effectiveness of council operations, fostering trust and confidence among residents and stakeholders. Regular audits, ethical guidelines, and a commitment to open communication will help prevent conflicts of interest and ensure that all actions are in the best interest of the community.

People remain at the heart of the council's objectives and the town is proud to be recognised as an Age Friendly community, excited by the range of inclusivity exhibited within the town and committed to involving our young people in every aspect of civic life.

Emphasising strong leadership and governance standards will enable us to navigate challenges, manage resources judiciously, and achieve our strategic goals.

This approach will not only promote ethical conduct and public accountability but also drive sustainable development and community well-being.

Parks and Recreation

Incorporating parks and recreation into our town council's strategic plan is vital for enhancing the quality of life, promoting wellness, and fostering community spirit.

Developing and maintaining well-equipped parks, sports facilities, and green spaces will provide residents with opportunities for physical activity, relaxation, and social interaction.

Melksham is rightly proud of our recreational areas, including the impressive facilities available at King George V playing fields (The Park), where we are committed to achieving Green Flag status.

Offering a diverse range of recreational programmes and events for all ages will encourage active lifestyles and strengthen community bonds. Prioritising the conservation of natural habitats within these spaces will also support environmental sustainability and biodiversity.

We recognise the value of community play areas and the impact that they have on young children's development. We will maintain and improve a varied range of accessible and safe play opportunities for children and young people across the town.

By investing in parks and recreation together with strategic placement of street furniture to facilitate walking routes for all residents, we create inviting public spaces that enhance the town's appeal, boost the local economy through tourism and events, and contribute to the overall happiness and health of our residents.

Growth and Heritage

We are a council that actively encourages business opportunity and development, encouraging independent service-based businesses that enrich our town.

The town council believes it is essential to strike a balance between business growth and the preservation of our rich heritage. Fostering an environment that encourages entrepreneurship and attracts new businesses will generate jobs, improve our community, and enhance the overall quality of life for our residents.

At the same time, it is crucial to protect and celebrate our historical landmarks and cultural conditions that give our town its unique identity.

By integrating modern development with heritage conservation, we can create a vibrant community where progress and history coexist harmoniously, ensuring a prosperous and culturally enriched future for generations to come.

Environment

Integrating environmental sustainability into our town council's strategic plan is crucial for ensuring a resilient and thriving community. Prioritising initiatives such as biodiversity, reducing carbon emissions, enhancing energy efficiency, and promoting the use of renewable energy sources will help mitigate climate change impacts.

The town council is committed to operating in a sustainable manner, and where possible, achieving carbon neutrality in our operations. We will seize the opportunity and prioritise investment in green energy whenever looking at council or partnership development.

We will work with the community and local businesses to help everyone understand and promote the mutual responsibility to keep our town clean.

We will encourage and support our community in their biodiversity journey, especially through encouraging users of council allotments to adopt green horticultural practices.

We will be ambitious in seeking opportunities to develop our biodiversity in the town, through such schemes as tree canopies and wildlife shelters.

By embedding sustainability into our strategic vision, we can safeguard the environment, improve public health, and create a sustainable future for generations to come.

Events

Incorporating community events into our town council's strategic plan is essential for fostering social cohesion, cultural enrichment, and economic vitality. Regularly scheduled events such as festivals, markets, Christmas lights, cultural celebrations, civic events, and outdoor concerts can create vibrant public spaces that bring residents together, celebrating the diversity and heritage of our community.

We cherish and encourage the positive partnership we have with the multiple organisations who deliver outstanding public events across the town and look to develop these relationships further. As a consequence, together we provide platforms for local artists, vendors, and entrepreneurs, stimulating the local economy and showcasing the town's unique character.

Additionally, community events promote civic engagement and volunteerism, enhancing the sense of belonging and pride among residents. We will invest in and support a diverse array of community events, we can strengthen community bonds, attract visitors, and enhance the overall quality of life in our town.

Transport

We recognise that local transportation is a pivotal component of our town council's strategic plan, aimed at fostering connectivity, sustainability, and accessibility for all residents.

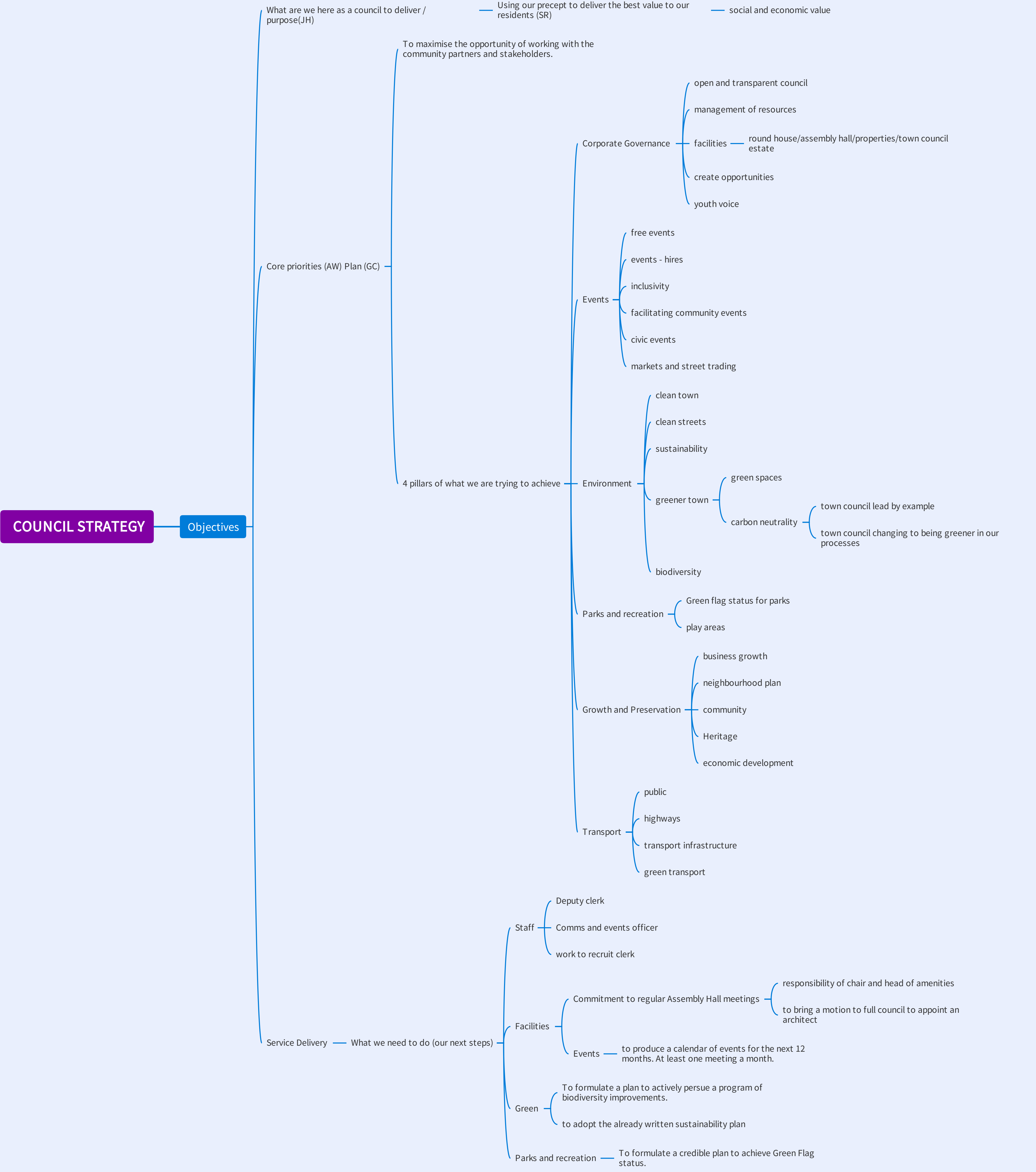
By championing investment in a public transport network, including reliable buses and our railway station and service, we can reduce traffic congestion, lower carbon emissions, and provide efficient commuting options.

We will continue to support the stakeholder investment in EV charging infrastructure across the town and surrounding area.

Expanding and maintaining well-designed bike lanes and pedestrian pathways will promote healthy lifestyles and ensure safer travel for non-motorised users.

Furthermore, integrating smart technology for real-time transit tracking and seamless payment systems will improve user experience and encourage wider public adoption.

This comprehensive approach to local transport will not only support economic growth by facilitating the movement of goods and people but also enhance the overall quality of life by creating a more connected and environmentally responsible community.



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MELKSHAM TOWN COUNCIL MEETING OF FULL COUNCIL

Proposed by: **Charlena Stokes**

Dated:

1. Purpose of the motion

To create a youth advisory scheme within the council, where young people can advise the councillors on local issues.

The representatives would sit on various sub-committees and working groups in an advisory role, but they would not be able to vote on issues.

2. Background (Including previous resolution/s made and date/s if applicable)

Currently, there are no background discussions regarding this with MTC.

Young people in the area are eager to contribute their ideas on improving Melksham Town's success, however, they feel that because of their age they are not listened to. It is the duty of the town council to ensure that all the residents, regardless of age, are represented and heard.

This scheme has been tried and tested in several other town councils, such as Ringwood Town Council. Stone Town Council are currently in the process of setting this up.

This would allow young people to be included in the democratic decision-making in Melksham. This would result in them becoming more invested in making Melksham a thriving place to live and will allow them to gain insight and experience in the inner workings of a local authority.

We can work with Melksham Oak to help facilitate this, fostering a new and hopeful relationship with our local secondary school. The scheme would also contribute towards the volunteering section of the Duke of Edinburgh Awards.

3. Current Situation

Residents between the ages of 0-19 years old make up 22% of the population in Melksham. The council is currently made up of 15 councillors, with the youngest being in their late twenties. While we have several councillors who are in contact with the younger generation, there is currently no representation for the youth of Melksham.

4. What financial implications are there?

None

5. How does the motion link to Town Council policies and core values?

This motion would fit in with many of our core values, such as being age friendly, representative and inclusive. As this has never been done before in Melksham it would be an innovative way to include the younger generation in having their say on what happens in their town.

6. What risks are there? (Provide a risk assessment)

None

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

None

9. What safeguarding concerns are there?

This will run in accordance with the new safeguarding policy. Meetings are filmed, and where this is not possible, appropriate steps will be taken to ensure the safety of the representatives.

10. Motion

To set up a youth advisory board, aged between 14-18 years old. This would consist of two representatives for each committee and working group that we, as a council, decide would benefit from their advice (for example, Events, Community Development, and Parks).

The representatives could advise the council on local issues and motions, but they would not have a deciding vote. The term would run for one year, Sept to Sept, so that we can ensure that this runs outside of the town council election window.

The scheme would be open to all young residents of Melksham, whether they attend the local secondary school or not. However, this would also give us a great opportunity to liaise with Melksham Oak to make this a success.

11. Does the motion impact/ support any previous decisions of council?

No

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

Not discussed previously

13. Please summarise any specific recommendations you have in relation to next steps

A working group should be set up to decide on which committees and working groups the youth advisors would be representatives in. Expectations and a policy regarding the terms of their time on the council would need to be agreed and drawn up. This could be aided by policies from other councils who run this scheme.

We would also need to reach out to Melksham Oak regarding the scheme and the role they will play in this.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

Date/s of relevant resolutions: (record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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Town Clerk
Les Trigg

15 Station Road
Stone
ST15 8JP

Tel: 01785 619740
Email: clerk@stonetowncouncil.gov.uk

12 October 2021

Dear Councillor,

A meeting of the **MANAGEMENT SUB COMMITTEE** will be held in the **Council Chamber at 15 Station Road, Stone**, on **TUESDAY 19 OCTOBER 2021 at 7:10pm**, or upon the rising of the Environment Sub-Committee, if later.

The Agenda is set out below, and I trust you will be able to attend.

Attendees are asked to wear face masks other than when taking part in the meeting.

Les Trigg
Town Clerk

Councillors: J. Davies (Chairman), I. Fordham (Vice Chairman), K. Argyle, Mrs A. Burgess,
Mrs L. Davies, M. Green and T. Kelt

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest and Requests for Dispensations Received**
3. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.

4. Community Involvement with Young People

To consider the options for better representing young people and promoting youth engagement in the Town Council's activities.

A copy of Councillor Mrs Dawson's Youth Council Research Summary is attached. A copy of the Protocol for the Appointment of Student Advisors in Association with Ringwood School, and NALC publication 'Whatever, yeah?' Is attached to the electronic version of the agenda.

Will any Councillors who wish to speak at this meeting, but are not members of the Sub-Committee, please inform the Chairman before the start of the meeting.

Members of the public are welcome to attend the Management Sub-Committee Meeting as observers and/or to make representations to the committee in accordance with the Council's scheme of public participation. Details of this scheme are displayed in the Council's notice boards and website.

Youth Council

List of documents

1. Summary of research
2. Student Advisor role description
3. Suggestion for application form
4. NALC 'Yeah, whatever' publication
5. Ringwood TC Protocol

Cllr K Dawson

Getting young people more involved and interested in the Council and what it does is a question/issue that has been floated around for a while. I have taken it upon myself to do some research and came across a NALC case study which details the process that Ringwood Town Council went through before arriving at the decision to appoint Student Advisors.

Ringwood looked at 3 possible options:

Youth Council

To act as an advisory committee to the Council. The YC wouldn't be able to have a say in the final recommendations or take part in direct presentations/debates with the Council or associated committees. There was concern that this would be a token gesture so the Council could be seen to be doing something to involve local young people, but nothing would really be achieved, and young people would quickly lose interest.

- not able to cast votes
- opportunity to put ideas forward for consideration
- unable to take an active part in the Council/Committee meetings
- further formal consultation would be required on each objective before decisions are made thereby lengthening the process unnecessarily.

Persons with a special interest

These would be individuals co-opted as members of the various committees.

- would be able to engage in proper debate and present to committee/Council
- wouldn't be able to vote
- wouldn't be able to include anyone under the age of 18
- students would want equal rights to Councillors and not getting that may demotivate the young people.

Student Advisors

This would consist of 2 students per committee from local secondary schools.

- advisory role only
- would be able to present to the committee and take part in active debate to form recommendations to take forward to GP/Council
- unable to vote
- no age bar (can be under 18)

I strongly believe that we should consider appointing 2 student advisors to the following committees:

- Town and Tourism
- Environment
- Heritage Centre Working Group
- Possibly GP

I would recommend opening the roles up to young people aged 12 and over and making sure to include those young people who are home educated too.

I would expect the process to be similar to the protocol outlined by Ringwood Town Council (attached), modified to suit our own Council.

I urge the Council seeks to adopt the Student Advisor option as championed by Ringwood Town Council. Next steps should be:

- Agree the scheme within the Council – what committees, how many SAs, when should it start?
- Organise a working party of 2-3 Councillors to meet with the head teachers of Christ Church Academy, Walton Priory and Alleyne's. Hold a youth meeting (Frank Jordan Centre?) to include all young people who live in the town but don't attend those schools (JCB Academy, home educated young people).
- Press campaign/social medial posts when applications go live. Set a deadline.

Each Student Advisor should get a certificate of appointment for their time in the role – this could be given out at the annual meeting.

Student Advisor Role Description

Student Advisors will be required to:

- Abide by the Council's Code of Conduct
- Consult with young people about current issues
- Bring these views to Stone Town Council to help shape local policy and plans
- Attend monthly meetings of the various committees
- Comment on and influence issues in Stone that affect young people

Benefits of the role:

- SAs will have a greater understanding of how local councils work
- Meet new people and try new things
- Better understand local government
- Looks great on your CV/university application
- Develop new skills and a sense of business

Cost

- There will be no immediate cost to the SAs
- Meetings take place locally in Town Council offices or a Council-owned building
- Reasonable travel expenses will be reimbursed (bus/taxi fare)

Student Advisor Application

Name

Date of Birth

Address

Postcode

Contact No

Email

Do you attend any youth groups or clubs? YES/NO

If yes, please list them:

Are you:

☐ **In school?**

☐ **Receiving an education other than at school?**

If you're in school, please tell us which one:

Which committee are you interested in?

☐ **Town & Tourism**

☐ **Stone Heritage Centre Working Group**

☐ **Environment**

☐ **General Purposes**

Why do you want to be a Student Advisor? What skills/qualities could you bring to the role?

**Meetings will usually take place on Evenings. Are you available?
Will you need support with transport?**

RINGWOOD TOWN COUNCIL

PROTOCOL FOR APPOINTMENT OF STUDENT ADVISORS IN ASSOCIATION WITH RINGWOOD SCHOOL

1. The Town Council believes it should embrace all sections of the community in its decision-making processes. To achieve this it has already implemented extensive consultation arrangements that involve the public on specific schemes and through questionnaires. In addition it has public participation arrangements that enable the public to speak on general issues prior to each meeting and during meetings on Agenda items. However these arrangements tend to provide an opportunity for the public to attend meetings or be involved on single issues and not on the overall decision-making processes of the Council. It is rare for young people to take advantage of the opportunities provided under these arrangements.
2. Councillors have also noted that for a variety of reasons, membership of the Council tends to comprise of the older generation. It appears that family and career requirements make it difficult for younger generations to give the level of commitment necessary to properly fulfil the role of a Town Councillor. This often means that the views of those young children and teenagers living at home are not put directly to the Council.
3. Notwithstanding the extensive networking by existing Councillors within the town and the community and the existing public involvement arrangements, Town Councillors recognise that as their own children have grown up, it becomes more and more difficult for them to be aware of the needs, requirements and aspirations of the younger generation. This can lead to claims of the Council being “out of touch” and not providing the services required.
4. The Town Council therefore looked at a number of options which would bring young people’s views into debates on a continuing basis prior to decisions being taken.
5. The easiest solution would have been to appoint a Youth Council serviced by the Town Council or indeed separately but comprising solely of young people. At best, this could only have been an advisory committee and would make recommendations to the Council. Its members would not, therefore, have been able to make direct presentations to Councillors or as a matter of course be present when final decisions are taken. The need to carry out further formal consultation before decisions are made would mean lengthening the decision-making process and the extra meetings would have required additional resource input from the Council and divert funding from service provision.
6. As an alternative the Council looked at co-opting young people as persons with a special interest to each of the Council’s committees. However, this was rejected on two counts. Firstly, if any of the students are under 18 they would be disqualified from being a Member since under the provisions of Sections 101 and 102 and also Section 79 of the Local Government Act 1972, persons under the age of 18 are not eligible for

membership of the Town Council. Secondly, persons co-opted to membership of a committee, as opposed to those co-opted to Council as a full member of the Council as a result of a casual vacancy, are not entitled to vote at decision-making committees of the Council. Therefore, any students over the age of 18 and co-opted to a decision-making committee would not be able to vote on any issue coming before that meeting. The Council believes that it would be difficult to persuade young people that having been co-opted to a committee they would not have equal rights with Councillors. Co-option with no right to vote would undermine the general principles of trying to involve young people in the Council's affairs. The Council believes it would certainly de-motivate the young people and therefore was not a route that it wished to follow.

7. Having rejected advisory Committees made up of young people and co-option to existing Committees the Council looked at other options. Its culture provides for officers to advise Councillors and Committee before decisions are taken. Decisions are not taken without regard to Officers advice. Councillors rely heavily on Officers, at all levels and others to give advice appropriate to their knowledge and experience.
8. For the past two years the Town Council has been working with students of Ringwood (Secondary) School on an ad hoc basis on accreditation for Fairtrade status and the Market Town Healthcheck for preparation of a Town Plan. The students role in these exercises was to give a young persons perspective on the issues. Councillors had been impressed with the level of knowledge, commitment and enthusiasm shown by the students on that work. It therefore became a sensible and natural progression for the Council to consider formalising the existing arrangement throughout the Council's decision making structures.
9. After careful thought about the issues, the Council decided that as there is no age bar or other restrictions affecting its ability to appoint advisors, this role would be more appropriate. It is specifically designed to enable young people to represent the views of the younger generation and provide their professional and knowledgeable input in exactly the same manner as Council officers. Importantly this arrangement will enable students to be present at the meetings at which decisions are taken, the timeframe for decision-making is not extended and there is little or no additional resource requirement placed upon the Town Council.
10. Some Councillors needed re-assurance that the roles were advisory, not decision making. Equally for existing staff it was important to define the role as one of putting a young person's viewpoint rather than the pure professional view provided by existing officers.
11. In order to implement its proposals the Council has decided to appoint two Student Advisors to each of its four main programme committees. The basis of the appointments are as follows:-
 - i) The appointment of the eight Student Advisors would be handled on behalf of the Town Council by Ringwood (Secondary) School (Ringwood School). Students apply for the posts and the school interviews, selects and nominates Students for formal appointment by the Town Council. Generally it is expected that the Town Council will simply ratify such appointments.

- ii) In the first instance, the appointments were for the period of 1 October 2007 to 31 July 2008 i.e. the end of the academic school year. In May 2008 and following a review of the benefits obtained during the pilot period the Council agreed to the annual appointment of Student Advisors to Committees as a permanent feature of its decision making processes.
- iii) On the review in May 2008 and for the purpose of clarity the Council confirmed that there should be no age limit for the appointment of Student Advisors subject to the School recognising that those nominated should be capable of undertaking the student advisors full role.
- iv) In order to ensure a proper balance of views of residents a new requirement was introduced in May 2008 about residential qualifications of advisors. This states that at the time of appointment, at least six student advisors are resident within the town boundary and the remaining two be appointed from any students attending the school irrespective of their place of residence and also that non-resident students should only advise a Committee along with a resident.
- v) Whilst the students are appointed by Ringwood School, they will be expected to represent the views of all young people in Ringwood, including those who have not reached an age to attend Ringwood School and also those who have left the school. The students will also be required to represent the views of former students who are currently resident outside the town.
- vi) The students' role will be as advisors to the committee in the same way as any other specialist and professional is appointed to advise Members. They are encouraged to give their views in the same way as Town Council officers or any other person appointed to assist Members coming to reasoned conclusions and decisions.
- vii) As advisors the students will not always have to leave when confidential matters are discussed. However, there will be some occasions when students will be requested to leave particularly, when certain staffing and perhaps other confidential items are discussed. This is no different from the practice adopted for the Council's staff.
- viii) Student Advisors will receive copies of agenda, minutes and reports in exactly the same way as Councillors and other officers.
- ix) The students will be expected to discuss issues with other young people but they must also comply with the same confidentiality rules as applied to officers and Councillors. When the new National Code of Conduct for Officers is brought into force, this will also apply to Student Advisors.
- x) Student Advisors will be provided with a copy of the Council's Members' Handbook for their personal use.
- xi) Whilst Student Advisors will not be remunerated, the Town Council will be meeting travel costs to enable them to attend meetings.

- xii) Details of Student Advisors will be published on the Council's website. However, the Students home addresses and telephone numbers will not be disclosed without the consent of the students and their parents.
12. For ease of reference and a more detailed explanation of the process leading up to the selection of Student Advisors, the following documents are appended to this Protocol:-

Appendix 1 – Extract from Minutes of the Town Council's Policy & Finance Committee held on 17 May 2006.

Appendix 2 – Copy of the Town Clerk's report to Policy & Finance Committee held on 30 May 2007.

Appendix 3 – Extract from the Minutes of Policy & Finance Committee held on 30 May 2007.

Appendix 4 – Copy of email dated 25 July 2007 to Assistant Head Teacher, Ringwood School, setting out formal invitation to School to appoint Student Advisors.

Appendix 5 – Copy of Press Release number 14/07 issued by the Town Council on 31 July 2007.

Appendix 6 – Extract from Ringwood School's website together with a letter sent to all Year 12 and Year 13 students inviting those students to apply for posts as Student Advisors.

Appendix 7 – Extract from the autumn half-term 2007 Ringwood School News celebrating the appointment of Students.

September 2007 (updated Jan 2010)

Ref: P&F 21.05.13 F/4268

Terry Simpson
Town Clerk
Ringwood Town Council
Greenways
71 Christchurch Road
Ringwood BH24 1DH
01425 473883

APPENDIX 1**Extract from Policy & Finance Committee on 17 May 2006****F/3935****STUDENT / ELDERLY ADVISORS**

The Town Clerk suggested to members that, as a further way of engaging with the community, the Council could take the initiative and invite interested persons to advise committees on agenda items. Advisors would not be co-opted as members of a committee but would be able to contribute to the discussion, with final decisions still being made by members. The Town Clerk felt that such a scheme could generate goodwill in the town and would be a learning experience for both members and advisors. However, before any investigations were carried out on such an arrangement, he sought members' views on an initiative of this type. There was some concern as to how such a scheme would be operated and it was agreed that the Town Clerk should bring a report to a future meeting outlining the suggested scheme in more detail.

RECOMMENDED: That the Town Clerk prepare a report outlining in detail a scheme to appoint advisors to all or some of the Council's committees.

Appendix 2

POLICY & FINANCE COMMITTEE – 30 MAY 2007

STUDENT/YOUNG PEOPLE ADVISORS

1. INTRODUCTION

- 1.1 Members of the old Council will recall that in May 2006, the Town Clerk reported on a possible initiative to further involve the community in the Council's business. A copy of minute number F/3935 of the Policy & Finance Committee held on 17 May 2006, is attached as an Appendix to this report.
- 1.2 Unfortunately, owing to other pressures, it has not been possible to bring further details to the Town Council until this meeting. Paragraph 2 below outlines a possible way forward for Members' consideration.

2. PUBLIC INVOLVEMENT

- 2.1 Over the past few years, the Town Council has moved steadily to a position where there is more formal involvement of members of the public in the Council's decision-making process. Councillors have always had informal contact with residents but increasingly the Government and indeed the public are looking for a much more formal arrangement, which enables the public to be consulted and involved in the decision-making before local authorities make those decisions.
- 2.2 In general terms, the majority of Councillors throughout the country and indeed in Ringwood are in the 50+ age group. There are, however, a number of Councillors younger than this but these are in the minority. This is not surprising as the younger adults usually have very heavy family and professional commitments, which mean that they do not have the time to carry out Council duties.
- 2.3 One group which is totally under represented is the under 20 age group. However, over the past two years particularly, the Town Council has worked more closely with young people. It has young people on both the Fairtrade Working Party and the Youth and Community Focus Group for the Town Plan. As those young people have become more confident, they have made significant contributions in both of these areas and the Council has benefited from their involvement.
- 2.4 The conventional route for involvement of young people is by the establishment of Youth Councils. The difficulty with this type of Council is that they are made up solely of young people who have purely an advisory role. Those Youth Councils tend to be advised by Council officers and they themselves simply make recommendations through to the conventional decision-making body on which the young people are not represented. Inevitably this reduces the benefits of the young people's involvement as they are not present when the final decisions are made. In addition, it calls for the creation of another body which will need to be serviced, provided with reports and given appropriate administrative support. This has significant resource implications.
- 2.5 A crucial element of involvement of any group of persons is the ability to be involved when decisions are taken. The persons concerned do not necessarily need to feel that they have made the decision but that they have

been involved in the decision-making process and their views have been considered. A more direct approach would be to put young people into a position of giving their advice and perspective on issues considered by Councillors at the decision-making Committees. In order to achieve this it would be possible to treat the young people as specialist advisors and invite them to attend Committee meetings as young people advisors. They would receive the same agendas and papers as Councillors (except confidential items). The only additional cost to the Council will be the cost of printing and any payment that the Town Council might wish to make towards their expenses in attending meetings.

- 2.6 The benefit of this arrangement is that the young people have direct access to and are involved in a decision-making process. Councillors receive their advice direct and they hear the reasons for decisions taken. Importantly, however, they will not be asked to vote on any proposal and their involvement will be as advisors and not decision-makers, which latter function will continue to properly rest with Councillors.
- 2.7 The proposal for the involvement of young people in the Council's Committee structure has been discussed briefly with the Headteacher of Ringwood School. She is excited about the proposal and would be happy to facilitate this further link-up between the Council and the School. There are issues which would need to be determined, particularly with regard to the arrangements for the appointment of any advisors and the number of those advisors. For example, it might be better for two young people to be appointed to each Committee since this will be less daunting to the individuals themselves if they attend together rather than on their own. There is also the question of appointment of those young people. Traditionally, the Council would appoint its own advisors. In the case of young people, a decision would need to be taken as to whether they are nominated by the School and appointed by the Council or whether they are directly appointed by the School.
- 2.8 Clearly there are advantages to the Town Council in the involvement of more members of the community in the decision-making process. In so far as the involvement of young people is concerned, the continuing improvement in working arrangements between the Council and Ringwood School gives the opportunity to take advantage of the knowledge and views of young people. However, it will be important for any arrangements to have the total support of the School as well as the Council.

3. CONCLUSION AND RECOMMENDATION

- 3.1 In view of the comments at paragraph 2 above, it is suggested that it would be appropriate for further discussions to be undertaken with the School prior to any final decisions being taken and it is **RECOMMENDED** that a small Working Party of say two Councillors, together with the Town Clerk, be appointed to meet with the Headteacher of Ringwood School to discuss the possible appointment of young people advisors to each of the Council's Committees.

For further information, please contact:

Terry Simpson
Town Clerk
Tel: 01425 473883

Extract from Policy & Finance Committee Minutes on 30 May 2007

F/4114

STUDENT ADVISORS

Members considered the Town Clerk's report (Annex 'C'), which recommended that young people be invited to attend Committee meetings as specialist advisors, to enable them to become more involved in the decision-making process and allow Members to hear their views.

RECOMMENDED: That Cllr Heron and Cllr Ford be appointed to meet with the Town Clerk and the Headteacher of Ringwood School to discuss the possible appointment of young people advisors to each of the Council's Committees.

Subject: FW: Student Advisors

From: Town Council
Sent: 25 July 2007 12:46
To: 'Margaret Olive'
Cc: 'office@ringwood.hants.sch.uk'; Christine Ford; Jeremy Heron
Subject: Student Advisors

Dear Margaret,

We were very pleased to meet with you on Thursday and for the very positive response to the Town Council's initiative to try to involve students of the School in Council business.

As you know, Councillors Mrs Ford and Jeremy Heron were asked to meet with you to discuss the arrangements, which were generally set out in the report previously copied to you. They will now report back to Council in September when I expect that the arrangements we discussed will be agreed so that students can be appointed to attend meetings from 1 October.

In terms of operational details, we would expect to move the appointments forward on the following basis:-

- 1) Two students would be appointed as student advisors to each of our four main committees which are Policy & Finance; Recreation, Leisure & Open Spaces; Planning, Town & Environment; and Town Plan Co-ordinating Committee. In addition, the student advisors would be encouraged to attend Council meetings as members of the public, although physically they would not normally take any part in proceedings at those meetings. Attached is a copy of the programme of meetings for the current municipal year through to May 2008, together with a further copy of the Terms of Reference of each committee. The programme of meetings beyond May 2008 will be fixed in the spring of that year.
- 2) The School will be responsible for interviewing and selecting the eight students who will take part in this initiative. Members of the Town Council will subsequently meet with the selected students to give a general overview of the work we are doing and our expectations of the involvement of the students in the Council's affairs. The Town Council will expect students to be appointed for the whole of the period from October through to July 2008 and clearly that will mean that the students will need to have a commitment to be involved. I would emphasise that the Town Council understands that the students may not be able to make every meeting, indeed there are occasions when Councillors have to apologise for non-attendance. However, we would expect students to attend most of the meetings of the committee to which they have been appointed.
- 3) Whilst the students will be appointed by the School they will be expected to represent the views of all the young people of Ringwood, including those who have not reached an age to attend the School and also those who left the School. They will also need to represent the views of students who attend the School but are resident outside the town.
- 4) The students will not be formal co-opted members of the committee and will not have voting rights. However, they will act in the capacity of advisors to the committee in the same way as any other specialist is appointed to advise Members. They will, therefore, be encouraged to give their views on proposals in the same way as Town Council officers or other professional staff appointed to assist Members coming to reasoned conclusions and decisions.
- 5) As advisors to a committee, the students will not always have to leave when confidential matters are discussed. However, there will be some occasions when we will need to ask the students to leave. I hope that they will understand the position especially as some staff also have to leave meetings when confidential items are discussed.
- 6) Student advisors will receive copies of agendas, minutes and reports in exactly the same way as Councillors and for this purpose, we will of course need to have an address to which we can send the papers.
- 7) Whilst the Council expects the students to discuss issues with other young people, any information received of a confidential nature must not be disclosed. As advisors, they will

generally be expected to abide by the same rules of conduct as Council staff. A new national Code is being prepared and for the moment we would normally apply to staff the same Code of Conduct as applies to Councillors and copies of that will be made available as part of the Handbook.

- 8) Whilst the Town Council would not ordinarily remunerate student advisors we would want to make sure that the students could get to the meetings and home from meetings safely. If this necessitates the use of a taxi then the cost would be met by the Town Council. We will discuss this with each student as necessary.
-) We will provide all student advisors with a copy of our Members' Handbook, which is an A4 loose leaf folder containing various rules, protocols and documents relating to the administration of the Town Council.
- 10) In recognition of the work that the students will be undertaking, the Town Council will present each one with a Certificate of Appointment as an advisor and which we hope will be of use to them in future years and indeed as recognition of the work that they have put into the community within the town.

I hope I have covered all of the main points of our discussion and indeed of the arrangements that we will need to put in place. I believe that the Town Council is probably one of the first, if not the first, Town Council to involve students in its affairs in such a detailed manner and in particular at committee meetings which make decisions. The Town Council believes that this is good for the community and it will help Councillors to understand the needs and aspirations of young people and will lead to better decision-making. I am currently working on a short press release to issue in the next week about the arrangement and intend to follow that up at the end of September with another one with a photograph of the students meeting the Council and formally launching the initiative. I will let you have a copy of the draft of the first press release as it will need to emphasise our partnership working and will, therefore, need to have some quotes from both the Town Council and the School to reflect our respective thoughts on the arrangement.

Yours sincerely,

Terry Simpson



Ringwood Town Council

TOWN CLERK GONE MAD?

“He’s mad, very mad – or perhaps visionary” said Cllr Jeremy Heron, Chairman of Ringwood Town Council’s Policy Committee. “First he persuaded us to let the public speak at all of our meetings – heresy to some – and now he has got us to agree to appoint two young students as Youth Advisors to every one of our Committees to tell us what the young people really want! But whether mad or visionary I think we have made a good decision. The students will effectively be young officers and like other officers, they advise us and we will consider that advice before decisions are made.”

“Visionary” mused Cllr Mrs Ford, the other Town Councillor appointed to oversee implementation of the scheme. “Most Councillors are now of an age where our children have grown up and left home. We don’t therefore have the same everyday contact with young people as we do with the older generation. We recognise that and are simply doing something about it. Our former Mayor Cllr Danny Cracknell has long urged us to listen to young people and hopefully this is a step in that direction. The students will represent all young people resident in the area and not just those who attend Ringwood School.”

Margaret Olive, Assistant Head of Ringwood School has welcomed the initiative. “Over the past couple of years the Town Council has been asking students to attend various meetings such as their Fairtrade Working Party, the Festival Committee and also their Town Plan Focus Groups. Clearly Councillors feel that young people have something to contribute and the School is delighted that it will be appointing, not just nominating, two young people to each of the Town Council’s programme Committees. The eight students will be appointed from September through to next July and will receive all of the same papers as Councillors and will speak at Committees in exactly the same way as the Town Council’s own Officers. The scheme fits in with the new broad based teaching curriculum adopted at the School and we are very proud to be involved in this partnership initiative. We think we are probably one of the first, if not the first School, that has been given such a major role in Town Council business, which surely shows that the Town Council believe that young people have a valuable contribution to make to the wellbeing of the town”.

Further information please contact:

Mr Terry Simpson
Town Clerk
Ringwood Town Council
“Greenways”
71 Christchurch Road
Ringwood BH24 1DH
Tel: 01425 473883

Email : town.council@ringwood.gov.uk

14/07

To view the rss news feed you need an rss reader or a CSS 2 compliant web browser e.g. **Firefox 2** or **Internet Explorer 7**

Third prize for "Global Dawning"



Over six months of planning and hard work paid off as the school's "Global Dawning" float was awarded 3rd prize in the topical, humorous and feature category at the Ringwood Carnival. Through her endless amount of enthusiasm, CTA in Expressive Arts, Mrs Lax, organised the group of students and staff involved with putting the float together. She said: "It was a fantastic day and all the students really enjoyed themselves. The atmosphere was tremendous and

Beyond The Classroom • Student Voice

Information	Global Interactions	Active Minds	World With Words	Creativity	Numerical Networking	Horizons	Beyond The Classroom
PTA	Languages	HSC	English	Technology	Business	Enterprise/WRE	Student Voice
Sixth Form	RE	PE	Geography	Art	ICT	Careers/JRC	Creative Writing
Parent Information		Science	Media	Drama	Mathematics	VLE	EcoSchools
Student Support/LRC			Psychology	Music		Citizenship	
School Information						of E	
School Policies							

Ringwood Town Council • Your Future In Europe • Global Young Leaders • Debates • Court Competitions • NFYC/HCYC



Student Voice

There is an opportunity for 8 students to represent all the young people in Ringwood as Student Advisors on the four main Town Council Committees. Two students would be appointed as student advisors to each of our four main committees which are:

- Policy & Finance;
- Recreation, Leisure & Open Spaces; Planning;
- Town & Environment;
- Town Plan Co-ordinating Committee.

In addition, the student advisors would be encouraged to attend Full Council meetings as members of the public.

"Ringwood Town Council is probably one of the first, if not the first, Town Council to involve students in its affairs in such a detailed manner and in particular at committee meetings which make decisions. The Town Council believes that this is good for the community and it will help Councillors to understand the needs and aspirations of young people and will lead to better decision-making. We will, therefore, want to try to put Ringwood more on the map again."
(Terry Simpson, Clerk to the Council)

The School will be responsible for interviewing and selecting the eight students who will take part in this initiative. Members of the Town Council will subsequently meet with the selected students to give a general overview of the work we are doing and our expectations of the involvement of the students in the Council's affairs. The Town Council will expect students to be appointed for the whole of the period from October through to July 2008 and clearly that will mean that the students will need to have a commitment to be involved. I would emphasise that the Town Council understands that the students may not be able to make every meeting; indeed there are occasions when Councillors have to apologise for non-attendance. However, we would expect students to attend most of the meetings of the committee to which they have been appointed.





Ringwood in the News

All the latest news from
Ringwood School
~Specialist Language College~



Autumn half term 2007

In this edition...

Pirates, community projects,
cricket, sailing and more!



Students join council to share their views

Students will get to have their say on the future of Ringwood as part of a pioneering initiative by the Town Council to allow young people to sit as advisors on its committees.

Two Sixth Form students will be joining each of four committees: Harriet King and Amy Lowry Carter will be sitting on the Planning Town and Environment Committee, Rachel Giles and James Fullick will be sitting on the Policy and Finance Committee, Corrina Groves and Ryan Montgomery will be sitting on the Town Plan Coordinating Committee, and Charlotte Fleming and Beth Scrivens will be sitting on the Recreation, Leisure and Open Spaces Committee.

Town Clerk, Terry Simpson, said: "This is all new ground. But it is vital to have the youth of Ringwood have their say on matters and policies which could ultimately shape the future.

"I believe that the Town Council is probably one of the first, if not the first, Town Council to involve students in its affairs in such a detailed manner and in particular at committee meetings which make decisions. The Town Council believes that this is good for the community and it will help Councillors to understand the needs and aspirations of young people and lead to better decision-making."

As advisors to the council, the students will be expected to attend committee



meetings and represent the views of all young people in Ringwood, including those who have not reached school age and those who have left. Ryan Montgomery said: "I believe it is a fantastic opportunity to put both my views as well as those of my peers to the Town Council. I feel that often the views of young people are overlooked and wish to prove that young people can, in fact, make a positive contribution to the development of the community as well as a positive contribution to society as a whole."



Whatever, yeah?

Local councils and youth provision

Supported by the Commission for Rural Communities

Commision for Rural Communities

The Commission for Rural Communities acts as the advocate for England's rural communities, as an expert adviser to the government, and as a watchdog to ensure that government actions, policies and programmes recognise and respond effectively to rural needs, with a particular focus on disadvantage. It has three key functions:

- Rural advocate: the voice for rural people, business and communities;
- Expert advisor: giving evidence-based, objective advice to government and others;
- Independent watchdog: monitoring, reporting on and seeking to mainstream rural into the delivery of policies nationally, regionally and locally.

National Association of Local Councils

The National Association of Local Councils (NALC) is the national representative body for 10,000 local councils throughout England and Wales. In all, there are over 100,000 community, parish and town councillors throughout England and Wales. These councillors, who serve electorates ranging from small rural communities to major cities, are all independently elected. The councils have powers to raise their own funds through council tax. Local councils provide employment for over 25,000 staff while their annual expenditure exceeds £500m. Together, they can be identified as one of the nation's single most influential grouping of grassroots opinion formers. Over 15 million people live in communities served by local councils nationally – this represents up to 30% of the population. Over 200 new local councils have been created since 1997.

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Introduction

Throughout England, parish, town, community and neighbourhood councils (local councils) work towards improving community well-being and providing better services at a local level. They are the tier of local government closest to the people. The term 'local councils' refers to parish, town, community, neighbourhood and village councils and not principal authorities – the district, borough, unitary or county council tier of local government.

Local councils represent the local community, deliver services to meet local needs and strive to improve the quality of life in the local area. They provide, maintain or contribute to a great many different services. These services include, leisure facilities, allotments, car parks, local illuminations, litter bins, community centres, community safety schemes, parks and open spaces, community transport schemes, crime reduction measures, street lighting, street cleaning, cycle paths, tourism activities, festivals and celebrations, traffic calming measures and local youth projects.

Local councils have the advantage of being close to the community; their councillors will be part of that community and thus representing the needs of their neighbours. Therefore, local councils will be much more likely to understand the needs of the local community and be able to respond to them. Engaging young people is a key consideration for many local councils and they are at the forefront in ensuring that the needs of young people are more fully represented.

The purpose of this booklet is to highlight and celebrate just some of the excellent activities aimed at young people being undertaken by local councils across the country. Local councils are ensuring that young people are entertained, kept active, made to feel that their needs are catered for and made to feel that they are listened to. The examples in this booklet are illustrative of the wider work that local councils undertake to better represent younger people but the booklet only scratches the surface. Local councils across the country provide or support a wide range of activities including playgrounds, youth councils, youth clubs, youth cafes, transport schemes, skate parks, sports facilities, advice and information centres, arts and crafts, youth outreach and voluntary activities.

The case studies included within this booklet show just some of the innovative approaches that local councils take in order to better represent young people in their communities.



Number of electors:

11,148

Population:

13,700

Precept:

£350,080

Project: Community Involvement – Student Advisors

Ringwood town is situated in the south west corner of Hampshire in New Forest district. Part of the town is within the New Forest National Park and is bisected by the A31 that links the M27/M3 with Bournemouth and the south.

The idea of Student Advisors was initiated by the town clerk to enable councillors to have a better understanding of the needs, hopes and aspirations of the younger generations. The underlying reason for the proposal was that, as most of the councillors children had left home they were no longer in regular contact with young people. Councillors were therefore seeking a structured arrangement that would give them direct access to young people to enable them to obtain their views on a regular basis. They were acutely aware that they were making decisions that would often have more effect on these young people in the future than on themselves.

The proposal was simple in concept; built on the premise that sensible people gather all the relevant facts before making decisions. The council has always sought advice on relevant issues and as the decisions being taken will affect the future of the town's young people, councillors believed that they should seek the views of young people in the town. They felt that their views and advice should be treated in exactly the same way as the expert views sought on other issues.

The council had already built good relations with the local secondary school, working in partnership on a number of projects. It approached the school and offered it the opportunity to appoint two Student Advisors to each of the council's committees. The council determined the overall arrangements, which were agreed with the school and incorporated in a Protocol that sets out roles and responsibilities of all those involved in the initiative. There is no age bar for Student Advisors with the emphasis being on appointing the most suitable applicants irrespective of age. The arrangements enable Student Advisors to be present at council meetings and contribute at that time to debates before decisions are made.

Ringwood Town Council

The council now has two Student Advisors for each of its four main programme committees whose role is to provide views and advice. In order to assist members in coming to reasoned conclusions and decisions, the students are encouraged to give their views in the same way that officers or any other specialists would.

While the students are appointed by Ringwood School, they are expected to represent the views of all young people in Ringwood, including those who have not reached an age to attend Ringwood School, and also those who have left school. The students are also required to represent the views of former students who currently reside outside the area.

There are a number of reasons the council feels that the initiative is working, from the start it was honest about what would be expected from all parties and made sure that the initiative was achievable. It was made clear early on that the Student Advisors would not be able to vote at council meetings but that an advisory role would bring about greater benefits to the council's decision making. The council started with smaller partnership-working with the school to build trust and understanding and, perhaps most importantly, recognised that without the support and enthusiasm of councillors, the clerk and head teacher the initiative would fail.

The council see the initiative as helping to bridge the gap between young people and their elected representatives, and are keen to emphasise that young people have a very important stake in the future of the town. Councillors accepted the students from the beginning and the students have risen to the responsibilities entrusted to them. The council feels that the initiative has revealed views they did not have access to before and has added an extra dimension to the decision-making process. Importantly, the council feels that it is making a contribution in getting young people interested and engaged in democratic decision making.

Website: www.ringwood.gov.uk

Number of electors:

8,061

Population:

11,700

Precept:

£336,000

Project: Outreach Youth Worker

Iver is a rural parish on the outskirts of London. At the southern tip of Buckinghamshire it comprises three very distinctive areas: Richings Park, Iver Village and Iver Heath. The parish is relatively affluent but includes a number of pockets of deprivation, particularly in regard to access to services and levels of education.

There are certain factors that limit the number of activities that young people in the parish can engage in. There is no local secondary school so children have to travel several miles by school bus to attend school elsewhere. This makes it difficult for them to participate in after-school activities. There is a railway station in the south of the parish, however, it is situated five miles away from the population in the north of the parish. Bus services out of the parish are limited and services do not run later than 7pm. The public transport situation means that many young people cannot realistically leave the village during the evening and at weekends.

In recent years, the parish has seen increased incidents of anti-social behaviour and criminal damage by young people. Although the county council run a youth club in the centre of the parish it is still a long way away from many young people in the area. The youth club itself was suffering from anti-social behaviour, which meant bans being imposed on some young people. This in turn resulted in some of these young people finding themselves on the streets during the evening with little to do. Coupled with the limited access young people have to activities in nearby towns, the council was prompted to consider how it could better provide for the needs of young people in the parish while cutting down the instances of anti-social behaviour.

The local church employs its own youth worker but this is done through a charity called the Iver Educational Trust that allows the youth worker to access funding the church would not be eligible for. The council felt that a similar approach, whereby a youth worker was employed on the council's behalf, would be beneficial. This also meant that the area would now

Iver Parish Council

have two youth workers working through the educational trust that could share ideas and volunteer help and funding information. The youth worker would also have access to funding that the parish council would not. The charity agreed to a proposal that the council provide a grant to the charity to cover the salary of the youth worker but that the charity and youth worker secure funding for their activities.

Initially, the youth worker took to the streets in an effort to build a relationship with young people in the area. This was done through a drop-in facility one night a week where free doughnuts and hot chocolate, provided by local businesses, were supplied. It gave young people the opportunity to articulate their needs, voice concerns and engage in dialogue, which helped them to feel more part of the community. As the role has developed, the youth worker has built links with the county council outreach workers, the county council youth club, the District Council Community Safety Team and with the police. There are now three drop-in facilities (covering each part of the parish) and activities are provided during school holidays, including arts and crafts and sporting activities.

The youth worker has also had success in a number of other areas. Graffiti has grown to be a problem in the parish and together with council-driven initiatives to tackle the problem the youth worker works with young people on arts projects.

Another positive to come out of the initiative was that some young people came forward expressing concern that they were all being treated as if they were anti-social and asked if they could organise a clean-up day. This was facilitated by the youth worker and parish council and saw young people cleaning graffiti, painting walls and litter picking.

The council assert that it is vital to get the right person for the job. The individual needs to be able to communicate and build trust with young people. However, it also requires work behind the scenes. The youth worker needs to be able to work with a variety of partners, pitch for funding and motivate others.

Website: www.iverparishcouncil.gov.uk





Number of electors:

1,397

Population:

1,700

Precept:

£12,000

Project: Mobile Cinema

The parish of Awre in Gloucestershire is set in a rural area between the River Severn and the Forest of Dean proper. Neighbouring the Forest of Dean, designated as England's first National Park in 1938, the area sees a great number of tourists each year. The parish lies around four miles from the town of Lydney, five miles from the town of Cinderford and 18 miles from the city of Gloucester.

The parish has a fairly stable population with a significant number of senior citizens and a significant number of young people. There is little provision for young people who would have to travel to Gloucester for any significant nightlife for which the transport links are poor. The lack of provisions for young people lead to issues with anti-social behaviour in the parish.

The parish council was only too aware of the lack of facilities for young people and was concerned when the local youth club, run mainly by volunteers, closed.

In 2004, the council conducted a Parish Plan survey and as part of this included a specific questionnaire aimed at young people in the community. The responses from young people in the parish were very clear: there was nothing to do, and nowhere to go (the nearest towns are quite a distance away and public transport is limited). The responses overwhelmingly called for more activities.

The council was lucky enough to be able to call on a newly elected 21 year old councillor who took on the brief to liaise with the young people in the community and with the other councillors to find out exactly what they wanted and how they could improve things for the young people in the parish. A mobile cinema equipped with modern powerful systems, capable of showing the latest films was identified as the priority.

The youth club had subsequently reopened for younger children in the parish and it was felt that once set up in the

club the cinema would attract the older young people back to the club.

A funding source was identified through the Acorn Trust, administered by the district council and equipment hired from Monmouthshire County Council. The provision of a cinema proved to be very popular, attracting an average of around 40 people to each monthly showing.

However, it has not all been plain sailing and the parish council has been required to be proactive to ensure the continued provision of a cinema service.

Monmouthshire County Council decided not to continue hiring its equipment. This resulted in the parish council having to discontinue the cinema service and take time to consider how they could get around this problem. Enquiries were made and a suitable commercial equipment supplier was identified, which enabled the council to restart the screenings. Hiring equipment through a commercial supplier inevitably meant that costs were higher and eventually the initial grant was used up.

The council secured alternative funding to help support the service into the future and is now making plans to purchase its own equipment. There are a number of benefits to this approach, not least the fact that this will enable the council to ensure that the scheme becomes self supporting. The council also envisage further funding to support the service coming from the hire of the equipment, which would become a parish resource.

In hindsight, the parish council would have given serious thought to purchasing its own equipment much sooner. However, at the outset of the project the parish council was understandably unsure of the longer term demand for the facility and felt that the source available seemed to be the best.

Website: www.awre-parish-council.org.uk

Sprotbrough & Cusworth Parish Council

Number of electors:

9,500

Population:

12,500

Precept:

£128,000

Project: Skate park

Sprotbrough & Cusworth is situated two miles from Doncaster near to the A1 and consists of two large residential areas: Cusworth/Scawsby and Sprotbrough.

The parish council undertook consultation via a community-led plan that identified a wish for a Skate/BMX Park. Provision for young people in the parish is excellent with four recreation sites, four young children's playgrounds, four basketball courts and senior and junior football pitches with pavilions. In addition the parish council runs a community centre and jointly runs another with a neighbouring parish, which caters for a wide range of groups and organisations. However, it was recognised that the area did not have a great deal of 'non-structured' activity available. Therefore, given the wish for a skate park, identified in the community-led plan, the parish council decided to act.

The first step the parish council took was to take advice from a play/sport consultant and the landscape architect section of the local principal authority, which helped to identify a project manager/coordinator – the Groundwork Trust. Groundwork then helped to identify a suitable location in the parish. A consultation exercise was carried out with local schools and local residents given the opportunity to have their say. Councillors and young people also visited existing skate parks to determine what might work in Sprotbrough & Cusworth. A consultation day was then held where young people could have their say on the proposed design. Groundwork assisted with issues such as planning and helped to secure around 50% of costs in grant funding.

As the project took shape, the parish council set up a small project team consisting of members of Groundwork, the parish council and the contractor who met weekly. There was also a twice weekly liaison with 'Friends of the Skate Park' group represented by young people and residents. The group is still active and meets with the parish council once a month.

There were a number of issues that needed to be addressed as the project progressed, not least the concerns of local

Sprotbrough & Cusworth Parish Council

residents with regard to the potential for anti-social behaviour and noise. The parish council liaised throughout with local police and community wardens and has ensured a visible presence with patrols both targeted and ongoing.

As a result of the partnership with the Groundwork Trust, an additional grant was secured to be paid over three years for sports development. The costs associated with the project needed careful planning as the parish council was not eligible for certain regeneration funds. Therefore, the parish council had to commit reserve funding. Operation costs were also assessed for future budget implications, as were the implications for increased staff time. An allowance for damage, vandalism and insurance was also considered.

The skate park has been a great success since opening in 2005; the project won 'Regional best village venture', an award given by the Yorkshire Rural Community Council and the parish council is already consulting with the User Group about the possibility of upgrading and extending the park. These considerations have been brought on by its huge popularity within the parish and across the region as a whole. However, the parish council has a responsibility to all of its young people and a current priority is to upgrade its playgrounds aimed at younger children.

The parish council has learnt that good partnerships, time spent brainstorming and project planning and community consultation really pays off. Equally valuable is keeping in touch with the roots or driving force within the community, in the case of Sprotbrough & Cusworth, the User Group, made up of local young people and parents.

It has also been vital that the parish council have adequate insurance cover for what is considered an extreme sport with high risk injury status, that regular risk assessments are undertaken and that instances of vandalism are budgeted for. But while vandalism does occur, the vast majority of young people value the facility and contribute to its maintenance.

Website: www.sc-pc.co.uk





Number of electors:

14,240

Population:

17,585

Precept:

£252,000

Project: Skatepark and Buddy System

Beverley is a traditional market town in the East Riding of Yorkshire some eight miles north west of the city of Hull. It has an overall population of about 30,000 covering the three parishes of Beverley Town Council and Molescroft and Woodmansey parish councils. While the town has been categorised nationally as the most affordably affluent town in the country, there are hidden pockets of significant deprivation in terms of educational attainment, employment and mobility. The area has a high proportion of young people who either live or are educated in the town and there has been much discussion on the lack of youth provision within the town.

The project to provide a skatepark facility evolved following representation from a group of avid local skateboarders who had nowhere to skate other than the town centre. The group had identified a number of facilities elsewhere, however, access to these facilities was limited by poor mobility and a lack of public transport. The young people agreed to help in the consultation, design and build, and fund-raising for the facility.

Consultation was undertaken with residents of the town and with its young people to establish the type of facility required and also, given that the town council did not own any land, the location within the town. Much of the funding was secured through Sport England in conjunction with the East Riding of Yorkshire Council's Sports Development Unit and young people were involved in the design and build of the facility and continue to be actively involved in suggesting ideas for improvements and importantly, self policing of the area.

Beverley Skatepark was completed in 2005. Designed to help solve the youth problems in the town it actually became a focus for different youth factions and became the central point for the groups to meet and cause unrest. The genuine skatepark users were aware that they were becoming the scapegoats for the unrest at a facility they had lobbied to be built. As a result they decided to take ownership of the project and the Beverley Skatepark Buddies was

formed. They monitor activity at the site, provide technical assistance to users of the facility and are the eyes and ears for those organisations charged with the welfare of young people. The group operates a timetable system whereby at least one buddy is on site during the core hours of usage, are in regular contact with each other and regular skatepark users and with the assistance of the local authority are able to access key personnel that would assist in the event of an unwanted disturbance, for example leisure centre staff, youth workers and Police Community Support Officers.

The buddies system has been instrumental in reducing disturbance and introducing some of the harder to reach youth groups to the facility. They have provided valuable information to the authorities and, having been trained in the use of basic first aid, have been able to assist young people who have been injured on the site. The buddies have been well received locally and, perhaps more importantly, have been well received by their peers as a positive step by young people to address the issues of young people.

The buddies system has been so successful that in 2007 it was recognised by the Home Office, which awarded the Skatepark Buddies a Respect Award. Not only did it recognise the positive work the group has carried out, it also awarded them £1,000 that has gone towards further training, an expansion of the scheme and information boards.

The project has been a great success. The town council stress that the choice of contractor is vital and that securing the funding can at times be fraught, with goalposts being moved and challenging conditions being set. It also stresses the importance of involving young people at the conception stage and keeping them involved throughout, thus giving them a greater sense of ownership.

Overall, the project was hard work but ultimately very rewarding. The skatepark is a well used facility now run with minimal intervention by the town council.

Website: www.beverley.gov.uk

Number of electors:

15,499

Population:

20,500

Precept:

£316,905

Project: Youth Support

Halewood is located within the Merseyside area. A largely urban area surrounded to the north and east by farmland, the last 20 years have seen the area grow from an overspill council estate area of the city of Liverpool into a much larger town. The town has also seen a great deal of new build homes, which has created a great deal of diversity both socially and economically.

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Halewood Town Council has led on a diverse range of activities aimed at young people in the town: a youth council to ensure they remain in touch with the views of young people in the area, play areas for younger children, sports facilities and cultural opportunities.

An inclusive approach led to the creation of a youth council for the town in October 2007 during 'local democracy week'. The purpose of the youth council is to provide young people in the town with a voice. Representatives for the youth council are drawn from all of the primary schools in the town as well as representatives from the Centre of Learning. Still in its infancy it has proven to be an invaluable way of tapping into the thinking of young people in the town for the town council but also for a number of groups linked to the local principal authority, Knowsley Metropolitan Borough Council.

The youngest members of the community are not forgotten. The town council provides open spaces and playparks and completely refurbished the toddler playground in 2004. In addition to this, the council has, for the last five years, funded a pantomime (Oh no it hasn't! Oh yes it has!).

The annual pantomime now takes place at four separate venues on the first weekend in December. A minimal

Halewood Town Council

admission charge per child covers drink, crisps and a selection box, all presented, of course, by Father Christmas. However, the local community do not take a back seat decorating all four venues as grottos.

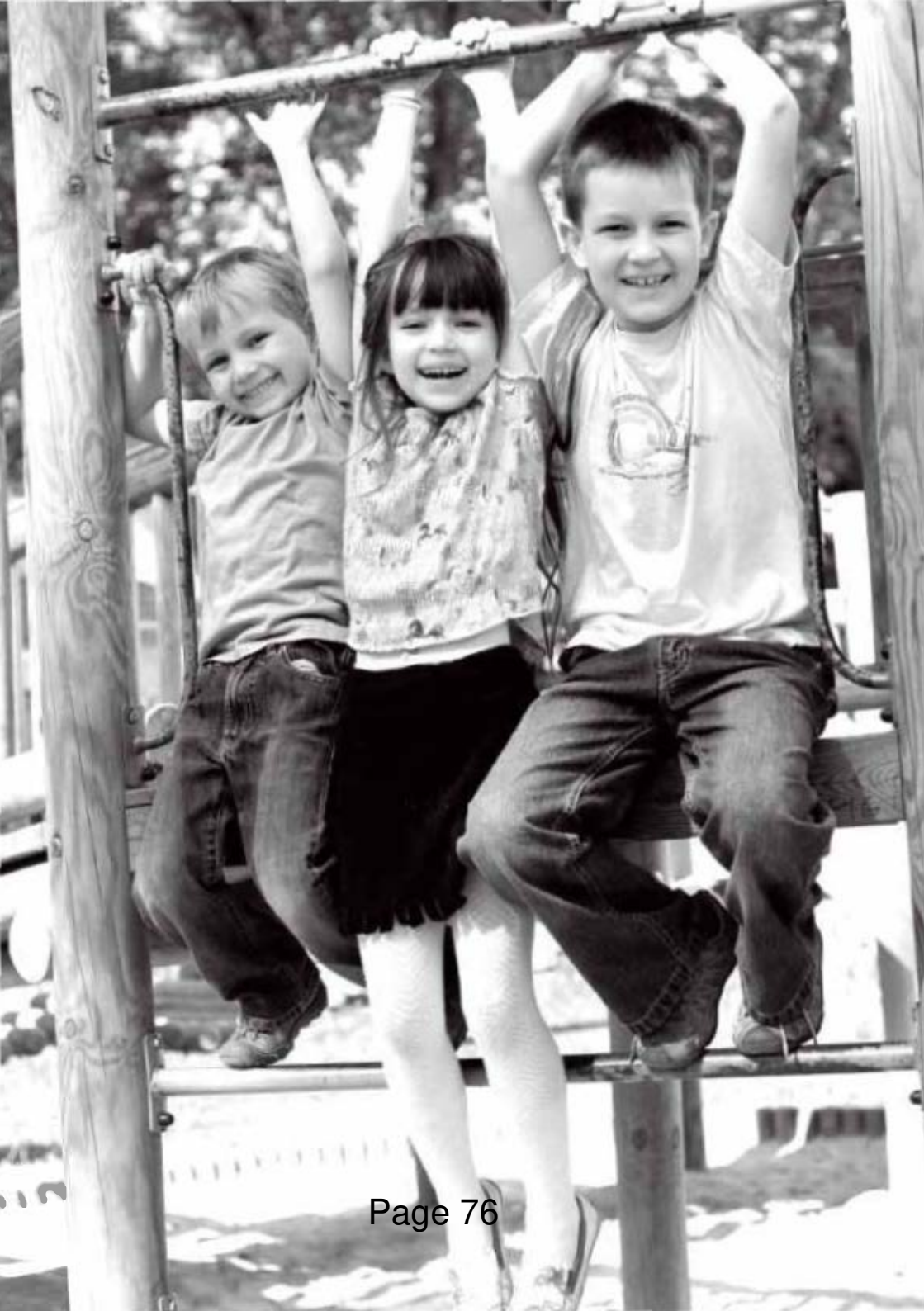
Successful partnership-working was the key to securing a 'home' for the Halewood Junior Football League. Over a decade ago the sports centre, which was run by the town council that hosted the league, was bulldozed and a state-of-the-art leisure complex was built by the principal authority. The new leisure centre did not leave enough land to allow for the number of games that were needed. The town council allowed the league to continue on land it owned but this land did not have toilet facilities and running water and required the children to change in portakabins.

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The example of Halewood Town Council shows the diverse service requirements of young people and how local councils can work to meet them.

Website: www.halewoodtowncouncil.gov.uk



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The National Youth Agency

www.nya.org.uk

Whizz-Kids

www.whizz-kidz.org.uk

Childline

www.childline.org.uk

The Children's Trust

www.thechildrenstrust.org.uk

Every Child Matters

www.everychildmatters.gov.uk

Directgov

www.direct.gov.uk/en/YoungPeople

The Electoral Commission

www.electoralcommission.org.uk

If you are inspired by the examples in this booklet or work hard to support young people in your local area, NALC would be delighted to hear from you.

**Commission for
Rural Communities**

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Cheltenham Glos. GL50 3RA

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London Office

55 Whitehall, London, SW1A 2EY

Telephone 0207 2703220

Email info@ruralcommunities.gov.uk

www.ruralcommunities.gov.uk

National Association of Local Councils

109 Great Russell Street, London
WC1B 3LD

Telephone 020 7637 1865

Email nalc@nalc.gov.uk

www.nalc.gov.uk



Whatever, yeah?

Local councils and youth provision

Supported by the Commission for Rural Communities

Commision for Rural Communities

The Commission for Rural Communities acts as the advocate for England's rural communities, as an expert adviser to the government, and as a watchdog to ensure that government actions, policies and programmes recognise and respond effectively to rural needs, with a particular focus on disadvantage. It has three key functions:

- Rural advocate: the voice for rural people, business and communities;
- Expert advisor: giving evidence-based, objective advice to government and others;
- Independent watchdog: monitoring, reporting on and seeking to mainstream rural into the delivery of policies nationally, regionally and locally.

National Association of Local Councils

The National Association of Local Councils (NALC) is the national representative body for 10,000 local councils throughout England and Wales. In all, there are over 100,000 community, parish and town councillors throughout England and Wales. These councillors, who serve electorates ranging from small rural communities to major cities, are all independently elected. The councils have powers to raise their own funds through council tax. Local councils provide employment for over 25,000 staff while their annual expenditure exceeds £500m. Together, they can be identified as one of the nation's single most influential grouping of grassroots opinion formers. Over 15 million people live in communities served by local councils nationally – this represents up to 30% of the population. Over 200 new local councils have been created since 1997.

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Introduction

Throughout England, parish, town, community and neighbourhood councils (local councils) work towards improving community well-being and providing better services at a local level. They are the tier of local government closest to the people. The term 'local councils' refers to parish, town, community, neighbourhood and village councils and not principal authorities – the district, borough, unitary or county council tier of local government.

Local councils represent the local community, deliver services to meet local needs and strive to improve the quality of life in the local area. They provide, maintain or contribute to a great many different services. These services include, leisure facilities, allotments, car parks, local illuminations, litter bins, community centres, community safety schemes, parks and open spaces, community transport schemes, crime reduction measures, street lighting, street cleaning, cycle paths, tourism activities, festivals and celebrations, traffic calming measures and local youth projects.

Local councils have the advantage of being close to the community; their councillors will be part of that community and thus representing the needs of their neighbours. Therefore, local councils will be much more likely to understand the needs of the local community and be able to respond to them. Engaging young people is a key consideration for many local councils and they are at the forefront in ensuring that the needs of young people are more fully represented.

The purpose of this booklet is to highlight and celebrate just some of the excellent activities aimed at young people being undertaken by local councils across the country. Local councils are ensuring that young people are entertained, kept active, made to feel that their needs are catered for and made to feel that they are listened to. The examples in this booklet are illustrative of the wider work that local councils undertake to better represent younger people but the booklet only scratches the surface. Local councils across the country provide or support a wide range of activities including playgrounds, youth councils, youth clubs, youth cafes, transport schemes, skate parks, sports facilities, advice and information centres, arts and crafts, youth outreach and voluntary activities.

The case studies included within this booklet show just some of the innovative approaches that local councils take in order to better represent young people in their communities.



Ringwood Town Council

Number of electors:

11,148

Population:

13,700

Precept:

£350,080

Project: Community Involvement – Student Advisors

Ringwood town is situated in the south west corner of Hampshire in New Forest district. Part of the town is within the New Forest National Park and is bisected by the A31 that links the M27/M3 with Bournemouth and the south.

The idea of Student Advisors was initiated by the town clerk to enable councillors to have a better understanding of the needs, hopes and aspirations of the younger generations. The underlying reason for the proposal was that, as most of the councillors children had left home they were no longer in regular contact with young people. Councillors were therefore seeking a structured arrangement that would give them direct access to young people to enable them to obtain their views on a regular basis. They were acutely aware that they were making decisions that would often have more effect on these young people in the future than on themselves.

The proposal was simple in concept; built on the premise that sensible people gather all the relevant facts before making decisions. The council has always sought advice on relevant issues and as the decisions being taken will affect the future of the town's young people, councillors believed that they should seek the views of young people in the town. They felt that their views and advice should be treated in exactly the same way as the expert views sought on other issues.

The council had already built good relations with the local secondary school, working in partnership on a number of projects. It approached the school and offered it the opportunity to appoint two Student Advisors to each of the council's committees. The council determined the overall arrangements, which were agreed with the school and incorporated in a Protocol that sets out roles and responsibilities of all those involved in the initiative. There is no age bar for Student Advisors with the emphasis being on appointing the most suitable applicants irrespective of age. The arrangements enable Student Advisors to be present at council meetings and contribute at that time to debates before decisions are made.

Ringwood Town Council

The council now has two Student Advisors for each of its four main programme committees whose role is to provide views and advice. In order to assist members in coming to reasoned conclusions and decisions, the students are encouraged to give their views in the same way that officers or any other specialists would.

While the students are appointed by Ringwood School, they are expected to represent the views of all young people in Ringwood, including those who have not reached an age to attend Ringwood School, and also those who have left school. The students are also required to represent the views of former students who currently reside outside the area.

There are a number of reasons the council feels that the initiative is working, from the start it was honest about what would be expected from all parties and made sure that the initiative was achievable. It was made clear early on that the Student Advisors would not be able to vote at council meetings but that an advisory role would bring about greater benefits to the council's decision making. The council started with smaller partnership-working with the school to build trust and understanding and, perhaps most importantly, recognised that without the support and enthusiasm of councillors, the clerk and head teacher the initiative would fail.

The council see the initiative as helping to bridge the gap between young people and their elected representatives, and are keen to emphasise that young people have a very important stake in the future of the town. Councillors accepted the students from the beginning and the students have risen to the responsibilities entrusted to them. The council feels that the initiative has revealed views they did not have access to before and has added an extra dimension to the decision-making process. Importantly, the council feels that it is making a contribution in getting young people interested and engaged in democratic decision making.

Website: www.ringwood.gov.uk

Number of electors:

8,061

Population:

11,700

Precept:

£336,000

Project: Outreach Youth Worker

Iver is a rural parish on the outskirts of London. At the southern tip of Buckinghamshire it comprises three very distinctive areas: Richings Park, Iver Village and Iver Heath. The parish is relatively affluent but includes a number of pockets of deprivation, particularly in regard to access to services and levels of education.

There are certain factors that limit the number of activities that young people in the parish can engage in. There is no local secondary school so children have to travel several miles by school bus to attend school elsewhere. This makes it difficult for them to participate in after-school activities. There is a railway station in the south of the parish, however, it is situated five miles away from the population in the north of the parish. Bus services out of the parish are limited and services do not run later than 7pm. The public transport situation means that many young people cannot realistically leave the village during the evening and at weekends.

In recent years, the parish has seen increased incidents of anti-social behaviour and criminal damage by young people. Although the county council run a youth club in the centre of the parish it is still a long way away from many young people in the area. The youth club itself was suffering from anti-social behaviour, which meant bans being imposed on some young people. This in turn resulted in some of these young people finding themselves on the streets during the evening with little to do. Coupled with the limited access young people have to activities in nearby towns, the council was prompted to consider how it could better provide for the needs of young people in the parish while cutting down the instances of anti-social behaviour.

The local church employs its own youth worker but this is done through a charity called the Iver Educational Trust that allows the youth worker to access funding the church would not be eligible for. The council felt that a similar approach, whereby a youth worker was employed on the council's behalf, would be beneficial. This also meant that the area would now

have two youth workers working through the educational trust that could share ideas and volunteer help and funding information. The youth worker would also have access to funding that the parish council would not. The charity agreed to a proposal that the council provide a grant to the charity to cover the salary of the youth worker but that the charity and youth worker secure funding for their activities.

Initially, the youth worker took to the streets in an effort to build a relationship with young people in the area. This was done through a drop-in facility one night a week where free doughnuts and hot chocolate, provided by local businesses, were supplied. It gave young people the opportunity to articulate their needs, voice concerns and engage in dialogue, which helped them to feel more part of the community. As the role has developed, the youth worker has built links with the county council outreach workers, the county council youth club, the District Council Community Safety Team and with the police. There are now three drop-in facilities (covering each part of the parish) and activities are provided during school holidays, including arts and crafts and sporting activities.

The youth worker has also had success in a number of other areas. Graffiti has grown to be a problem in the parish and together with council-driven initiatives to tackle the problem the youth worker works with young people on arts projects.

Another positive to come out of the initiative was that some young people came forward expressing concern that they were all being treated as if they were anti-social and asked if they could organise a clean-up day. This was facilitated by the youth worker and parish council and saw young people cleaning graffiti, painting walls and litter picking.

The council assert that it is vital to get the right person for the job. The individual needs to be able to communicate and build trust with young people. However, it also requires work behind the scenes. The youth worker needs to be able to work with a variety of partners, pitch for funding and motivate others.

Website: www.iverparishcouncil.gov.uk





Number of electors:

1,397

Population:

1,700

Precept:

£12,000

Project: Mobile Cinema

The parish of Awre in Gloucestershire is set in a rural area between the River Severn and the Forest of Dean proper. Neighbouring the Forest of Dean, designated as England's first National Park in 1938, the area sees a great number of tourists each year. The parish lies around four miles from the town of Lydney, five miles from the town of Cinderford and 18 miles from the city of Gloucester.

The parish has a fairly stable population with a significant number of senior citizens and a significant number of young people. There is little provision for young people who would have to travel to Gloucester for any significant nightlife for which the transport links are poor. The lack of provisions for young people lead to issues with anti-social behaviour in the parish.

The parish council was only too aware of the lack of facilities for young people and was concerned when the local youth club, run mainly by volunteers, closed.

In 2004, the council conducted a Parish Plan survey and as part of this included a specific questionnaire aimed at young people in the community. The responses from young people in the parish were very clear: there was nothing to do, and nowhere to go (the nearest towns are quite a distance away and public transport is limited). The responses overwhelmingly called for more activities.

The council was lucky enough to be able to call on a newly elected 21 year old councillor who took on the brief to liaise with the young people in the community and with the other councillors to find out exactly what they wanted and how they could improve things for the young people in the parish. A mobile cinema equipped with modern powerful systems, capable of showing the latest films was identified as the priority.

The youth club had subsequently reopened for younger children in the parish and it was felt that once set up in the

club the cinema would attract the older young people back to the club.

A funding source was identified through the Acorn Trust, administered by the district council and equipment hired from Monmouthshire County Council. The provision of a cinema proved to be very popular, attracting an average of around 40 people to each monthly showing.

However, it has not all been plain sailing and the parish council has been required to be proactive to ensure the continued provision of a cinema service.

Monmouthshire County Council decided not to continue hiring its equipment. This resulted in the parish council having to discontinue the cinema service and take time to consider how they could get around this problem. Enquiries were made and a suitable commercial equipment supplier was identified, which enabled the council to restart the screenings. Hiring equipment through a commercial supplier inevitably meant that costs were higher and eventually the initial grant was used up.

The council secured alternative funding to help support the service into the future and is now making plans to purchase its own equipment. There are a number of benefits to this approach, not least the fact that this will enable the council to ensure that the scheme becomes self supporting. The council also envisage further funding to support the service coming from the hire of the equipment, which would become a parish resource.

In hindsight, the parish council would have given serious thought to purchasing its own equipment much sooner. However, at the outset of the project the parish council was understandably unsure of the longer term demand for the facility and felt that the source available seemed to be the best.

Website: www.awre-parish-council.org.uk

Sprotbrough & Cusworth Parish Council

Number of electors:

9,500

Population:

12,500

Precept:

£128,000

Project: Skate park

Sprotbrough & Cusworth is situated two miles from Doncaster near to the A1 and consists of two large residential areas: Cusworth/Scawsby and Sprotbrough.

The parish council undertook consultation via a community-led plan that identified a wish for a Skate/BMX Park. Provision for young people in the parish is excellent with four recreation sites, four young children's playgrounds, four basketball courts and senior and junior football pitches with pavilions. In addition the parish council runs a community centre and jointly runs another with a neighbouring parish, which caters for a wide range of groups and organisations. However, it was recognised that the area did not have a great deal of 'non-structured' activity available. Therefore, given the wish for a skate park, identified in the community-led plan, the parish council decided to act.

The first step the parish council took was to take advice from a play/sport consultant and the landscape architect section of the local principal authority, which helped to identify a project manager/coordinator – the Groundwork Trust. Groundwork then helped to identify a suitable location in the parish. A consultation exercise was carried out with local schools and local residents given the opportunity to have their say. Councillors and young people also visited existing skate parks to determine what might work in Sprotbrough & Cusworth. A consultation day was then held where young people could have their say on the proposed design. Groundwork assisted with issues such as planning and helped to secure around 50% of costs in grant funding.

As the project took shape, the parish council set up a small project team consisting of members of Groundwork, the parish council and the contractor who met weekly. There was also a twice weekly liaison with 'Friends of the Skate Park' group represented by young people and residents. The group is still active and meets with the parish council once a month.

There were a number of issues that needed to be addressed as the project progressed, not least the concerns of local

Sprotbrough & Cusworth Parish Council

residents with regard to the potential for anti-social behaviour and noise. The parish council liaised throughout with local police and community wardens and has ensured a visible presence with patrols both targeted and ongoing.

As a result of the partnership with the Groundwork Trust, an additional grant was secured to be paid over three years for sports development. The costs associated with the project needed careful planning as the parish council was not eligible for certain regeneration funds. Therefore, the parish council had to commit reserve funding. Operation costs were also assessed for future budget implications, as were the implications for increased staff time. An allowance for damage, vandalism and insurance was also considered.

The skate park has been a great success since opening in 2005; the project won 'Regional best village venture', an award given by the Yorkshire Rural Community Council and the parish council is already consulting with the User Group about the possibility of upgrading and extending the park. These considerations have been brought on by its huge popularity within the parish and across the region as a whole. However, the parish council has a responsibility to all of its young people and a current priority is to upgrade its playgrounds aimed at younger children.

The parish council has learnt that good partnerships, time spent brainstorming and project planning and community consultation really pays off. Equally valuable is keeping in touch with the roots or driving force within the community, in the case of Sprotbrough & Cusworth, the User Group, made up of local young people and parents.

It has also been vital that the parish council have adequate insurance cover for what is considered an extreme sport with high risk injury status, that regular risk assessments are undertaken and that instances of vandalism are budgeted for. But while vandalism does occur, the vast majority of young people value the facility and contribute to its maintenance.

Website: www.sc-pc.co.uk





Beverley Town Council**Number of electors:**

14,240

Population:

17,585

Precept:

£252,000

Project: Skatepark and Buddy System

Beverley is a traditional market town in the East Riding of Yorkshire some eight miles north west of the city of Hull. It has an overall population of about 30,000 covering the three parishes of Beverley Town Council and Molescroft and Woodmansey parish councils. While the town has been categorised nationally as the most affordably affluent town in the country, there are hidden pockets of significant deprivation in terms of educational attainment, employment and mobility. The area has a high proportion of young people who either live or are educated in the town and there has been much discussion on the lack of youth provision within the town.

The project to provide a skatepark facility evolved following representation from a group of avid local skateboarders who had nowhere to skate other than the town centre. The group had identified a number of facilities elsewhere, however, access to these facilities was limited by poor mobility and a lack of public transport. The young people agreed to help in the consultation, design and build, and fund-raising for the facility.

Consultation was undertaken with residents of the town and with its young people to establish the type of facility required and also, given that the town council did not own any land, the location within the town. Much of the funding was secured through Sport England in conjunction with the East Riding of Yorkshire Council's Sports Development Unit and young people were involved in the design and build of the facility and continue to be actively involved in suggesting ideas for improvements and importantly, self policing of the area.

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Number of electors:

15,499

Population:

20,500

Precept:

£316,905

Project: Youth Support

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Halewood Town Council

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Whizz-Kids

www.whizz-kidz.org.uk

Childline

www.childline.org.uk

The Children's Trust

www.thechildrenstrust.org.uk

Every Child Matters

www.everychildmatters.gov.uk

Directgov

www.direct.gov.uk/en/YoungPeople

The Electoral Commission

www.electoralcommission.org.uk

If you are inspired by the examples in this booklet or work hard to support young people in your local area, NALC would be delighted to hear from you.

**Commission for
Rural Communities**

Cheltenham Office

John Dower House Crescent Place
Cheltenham Glos. GL50 3RA

Telephone 01242 521381

Facsimile 01242 584270

London Office

55 Whitehall, London, SW1A 2EY

Telephone 0207 2703220

Email info@ruralcommunities.gov.uk

www.ruralcommunities.gov.uk

National Association of Local Councils

109 Great Russell Street, London
WC1B 3LD

Telephone 020 7637 1865

Email nalc@nalc.gov.uk

www.nalc.gov.uk

Date: 29/04/2024		Melksham Town Council Current Year					Page: 1	
Time: 09:31		Cashbook 2					User: MEL	
		Bank Assembly Hall A/c					For Month No: 11	
Receipts for Month 11		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,144,123.78	1,144,123.78					
BACS	Banked: 02/02/2024	25.00						
BACS	Beaney - Desborough	25.00		4.17	1000	501	20.83	Stall - Glass Arts
BACS	Banked: 02/02/2024	25.00						
BACS	Beaney-Desborough	25.00		4.17	1000	501	20.83	Stall - Emporium
500740(B)	Banked: 02/02/2024	16.70						
500740(B)	WWMCC	16.70		2.78	1001	520	13.92	WWMCC
500740	Banked: 02/02/2024	396.50						
500740	Kast off Kinks	70.50			566		70.50	Kast off Kinks
500740	Quiz Team	15.00		2.50	1173	510	12.50	Quiz Team
500740	Room hire - AH	311.00		51.83	1000	501	259.17	Room hire - AH
500740(B)	Banked: 02/02/2024	12.60						
500740	WWMCC	12.60		2.10	1001	520	10.50	WWMCC
BACS	Banked: 05/02/2024	500.00						
BACS	Good New s Church	500.00			1048	210	500.00	Rent - Art House
BACS	Banked: 06/02/2024	25.00						
BACS	Haw es	25.00		4.17	1000	501	20.83	Stall - Prints
BACS	Banked: 06/02/2024	418.50						
BACS	Emily Alner	418.50		69.75	1000	501	348.75	Room hire - AH
BACS	Banked: 06/02/2024	25.00						
BACS	Rayner & Knight	25.00		4.17	1000	501	20.83	Stall - Bird & Bat
BACS	Banked: 06/02/2024	152.00						
BACS	Secret Crocheter	152.00		25.33	1000	501	126.67	Room hire - AH
500741(B)	Banked: 06/02/2024	910.30						
500741(B)	We 3 Kings	739.85		123.31	1001	520	616.54	We 3 Kings
500741(B)	4 Star Dance	170.45		28.41	1001	520	142.04	4 Star Dance
BACS	Banked: 07/02/2024	81.00						
BACS	Pickw ick Academy	81.00		13.50	1000	501	67.50	Room hire - AH
BACS	Banked: 07/02/2024	2,838.00						
BACS	Ticket source	2,838.00			566		2,838.00	We 3 Kings
BACS	Banked: 07/02/2024	621.00						
BACS	4 Star Dance	621.00		103.50	1000	501	517.50	Room hire - AH
BACS	Banked: 12/02/2024	258.48						
BACS	Southgate	258.48		43.08	1000	501	215.40	Room hire - AH
500742(B)	Banked: 19/02/2024	616.30						
500742(B)	WWMCC	5.20		0.87	1001	520	4.33	WWMCC
500742(B)	Kast off Kinks	597.70		99.62	1001	520	498.08	Kast off Kinks
500742(B)	WWMCC	13.40		2.23	1001	520	11.17	WWMCC

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Melksham Town Council Current Year

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User: MEL

Bank Assembly Hall A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500743	Banked: 19/02/2024	466.00						
500743	Kast off Kinks	47.00			566		47.00	Kast off Kinks
500743	Room hire - AH	419.00		69.83	1000	501	349.17	Room hire - AH
BACS	Banked: 19/02/2024	226.80						
BACS	Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
BACS	Banked: 21/02/2024	9,448.00						
BACS	Ticketsource	9,448.00			566		9,448.00	Majesty
BACS	Banked: 22/02/2024	25.00						
BACS	Hodges	25.00		4.17	1000	501	20.83	Stall - Homemade
BACS	Banked: 22/02/2024	25.00						
BACS	Guy	25.00		4.17	1000	501	20.83	Stall - Pixie Creations
BACS	Banked: 26/02/2024	70.00						
BACS	Bramw Chiv	70.00		11.67	1000	501	58.33	Room hire - AH
500745(B)	Banked: 26/02/2024	1,332.50						
500745(B)	Majesty	592.90		98.82	1001	520	494.08	Majesty
500745(B)	WWMCC	12.60		2.10	1001	520	10.50	WWMCC
500745(B)	Rock n Roll	712.70		118.78	1001	520	593.92	Rock n Roll
500745(B)	Record Fayre	14.30		2.38	1001	520	11.92	Record Fayre
500744	Banked: 27/02/2024	235.00						
500744	Stalls	130.00		21.67	1000	501	108.33	Stalls
500744	Quiz Team	10.00		1.67	1173	510	8.33	Quiz Team
500744	Room hire - AH	95.00		15.83	1000	501	79.17	Room hire - AH
SB06B	Banked: 27/02/2024	25.00						
SB06B	Evans	25.00			1045	203	25.00	Allotment rent
ME5A/6A	Banked: 27/02/2024	50.00						
ME5A/6A	Cox	50.00			1045	203	50.00	Allotment rent
SB23B	Banked: 27/02/2024	25.00						
SB23B	Moran	25.00			1045	203	25.00	Allotment rent
ME16A	Banked: 27/02/2024	25.00						
ME16A	Myers	25.00			1045	203	25.00	Allotment rent
ME24	Banked: 28/02/2024	50.00						
ME24	Beves	50.00			1045	203	50.00	Allotment rent
SB11A	Banked: 28/02/2024	25.00						
SB11A	Purps	25.00			1045	203	25.00	Allotment rent
ME21	Banked: 28/02/2024	50.00						
ME21	Earley	50.00			1045	203	50.00	Allotment rent
SB04B	Banked: 28/02/2024	25.00						
SB04B	Green	25.00			1045	203	25.00	Allotment rent

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Melksham Town Council Current Year

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Bank Assembly Hall A/c

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Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

ME35 Banked: 28/02/2024	25.00						
ME35 Potter/Low ey		25.00		1045	203	25.00	Allotment rent
SB02B/31B Banked: 28/02/2024	50.00						
SB02B/31B Legg		50.00		1045	203	50.00	Allotment rent
WC04 Banked: 28/02/2024	50.00						
WC04 Elter		50.00		1045	203	50.00	Allotment rent
SB12/13 Banked: 28/02/2024	100.00						
SB12/13 Bennett		100.00		1045	203	100.00	Allotment rent
Banked: 29/02/2024	6,186.91						
AIB Credit/Debit Card Control Acco		6,186.91		213		6,186.91	AIB - Card
SB30B Banked: 29/02/2024	25.00						
SB30B Noyes		25.00		1045	203	25.00	Allotment rent
DC03A Banked: 29/02/2024	25.00						
DC03A Pratt		25.00		1045	203	25.00	Allotment rent
SB30A/31A Banked: 29/02/2024	50.00						
SB30A/31A Cotton		50.00		1045	203	50.00	Allotment rent
SB27A Banked: 29/02/2024	25.00						
SB27A MacDonald		25.00		1045	203	25.00	Allotment rent
ME31 Banked: 29/02/2024	50.00						
ME31 Dow n		50.00		1045	203	50.00	Allotment rent

Total Receipts for Month 25,611.59 0.00 974.38 24,637.21

Cashbook Totals 1,169,735.37 0.00 974.38 1,168,760.99

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Bank Assembly Hall A/c

For Month No: 11

Payments for Month 11

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2024	Water2business	010224	142.50	142.50		501		Water rates - AH
02/02/2024	Tolchards Ltd	020224	989.01	989.01		501		Bar stock
09/02/2024	Tolchards Ltd	090224	1,532.54	1,532.54		501		Bar stock
13/02/2024	Unity Bank	3776	100,000.00			203	100,000.00	Transfer of funds
16/02/2024	Market Place Merchants	160224	25.16	25.16		501		Cash till
16/02/2024	Tolchards Ltd	160224/2	908.23	908.23		501		Bar stock
29/02/2024	Hills Waste	290224	670.49	670.49		501		Waste collection
Total Payments for Month			104,267.93	4,267.93	0.00		100,000.00	
Balance Carried Fwd			1,065,467.44					
Cashbook Totals			1,169,735.37	4,267.93	0.00		1,165,467.44	

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Bank Assembly Hall A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		1,065,467.44					1,065,467.44	
	BACS Banked: 01/03/2024	135.00						
	BACS Tiger Martial Arts	135.00		22.50	1000	501	112.50	Room hire - AH
	BACS Banked: 01/03/2024	81.00						
	BACS Tiger Martial Arts	81.00		13.50	1000	501	67.50	Room hire - AH
	BACS Banked: 04/03/2024	500.00						
	BACS Good New s Church	500.00			1048	210	500.00	Rent - Art House
	BACS Banked: 04/03/2024	25.00						
	BACS Crafty Crations	25.00		4.17	1000	501	20.83	Stall - Craft Fayre
	BACS Banked: 06/03/2024	60.00						
	BACS Ticketsource	60.00		10.00	1173	510	50.00	Quiz Night
	BACS Banked: 06/03/2024	25.00						
	BACS Johns	25.00		4.17	1000	501	20.83	Stall - Craft Fayre
	BACS Banked: 07/03/2024	135.00						
	BACS Johnson	135.00		22.50	1000	501	112.50	Room hire (dep) - AH
	BACS Banked: 07/03/2024	226.80						
	BACS Arts Society	226.80		37.80	1000	501	189.00	Room hire - AH
	BACS Banked: 08/03/2024	1,321.00						
	BACS Melksham TIC	90.00			566		90.00	Christmas Memories
	BACS Melksham TIC	1,078.00			566		1,078.00	Christmas Memories (con)
	BACS Melksham TIC	133.00			566		133.00	DS:UK
	BACS Melksham TIC	20.00			566		20.00	80s/90s Party
	500746/747 Banked: 11/03/2024	934.00						
	500746/747 Stalls	25.00		4.17	1000	501	20.83	Room hire - AH
	500746/747 Vox Beatles	66.00			566		66.00	Vox Beatles
	500746/747 Giants of Rock	80.00			566		80.00	Giants of Rock
	500746/747 Neil Sands	28.00			566		28.00	Neil Sands
	500746/747 Quiz Team	5.00		0.83	1173	510	4.17	Quiz Team
	500746/747 Time of our Lives	40.00			566		40.00	Time of our Lives
	500746/747 Room hire - AH	635.00		105.83	1000	501	529.17	Room hire - AH
	500746/747 Room hire (dep) - AH	50.00		8.33	1000	501	41.67	Room hire (dep) - AH
	500746/747 Unreceipted income	5.00		0.83	1000	501	4.17	Room hire - AH
	500748(B) Banked: 11/03/2024	405.00						
	500748(B) WWMCC	13.30		2.22	1001	520	11.08	WWMCC
	500748(B) Quiz Night	121.90		20.32	1001	520	101.58	Quiz Night
	500748(B) WWMCC	23.00		3.83	1001	520	19.17	WWMCC
	500748(B) Emily Alner	227.90		37.98	1001	520	189.92	Emily Alner
	500748(B) Unreipted income	18.90		3.15	1001	520	15.75	Unreipted income
	BACS Banked: 15/03/2024	196.00						
	BACS Thera Trust	196.00		32.67	1000	501	163.33	Room hire - AH
	BACS Banked: 15/03/2024	50.00						

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Bank Assembly Hall A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received__ £ Debtors____ £ VAT_ A/c _Centre_ £ Amount_ Transaction Detail

BACS Emery	50.00	8.33	1000	501	41.67	Stall - Craft Fayre
BACS Banked: 18/03/2024	2,623.00					
BACS Ticketsource	2,623.00		566		2,623.00	Giants of Rock
BACS Banked: 18/03/2024	30.00					
BACS Bramwell Chiv	30.00	5.00	1000	501	25.00	Room hire - AH
BACS Banked: 19/03/2024	52.00					
BACS Secret Crocheter	52.00		1034	201	52.00	Room hire - TH
BACS Banked: 28/03/2024	10.00					
BACS Cute as a Button	10.00	1.67	1000	501	8.33	Stall - Craft Fayre
BACS Banked: 28/03/2024	100.00					
BACS Bramwell Chiv	100.00	16.67	1000	501	83.33	Room hire - AH
Banked: 29/03/2024	5,780.55					
AIB Credit/Debit Card Control Acco	5,780.55		213		5,780.55	AIB

Total Receipts for Month 12,689.35 0.00 366.47 12,322.88

Cashbook Totals 1,078,156.79 0.00 366.47 1,077,790.32

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Bank Assembly Hall A/c

For Month No: 12

Payments for Month 12

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2024	Unity Bank	3778	100,000.00			203	100,000.00	Transfer of funds
01/03/2024	Water2business	01032024	196.91	196.91		502		Water rates - AH
01/03/2024	Tolchards Ltd	01032024/2	1,566.86	1,566.86		502		Bar stock
01/03/2024	Market Place Merchants	18032024	25.16	25.16		502		Cash till
25/03/2024	Rentokil Initial	25032024	563.09	563.09		501		Pest control - Mar to Jun 24
28/03/2024	Hills Waste	28032024	861.16	861.16		502		Waste collection
Total Payments for Month			103,213.18	3,213.18	0.00		100,000.00	
Balance Carried Fwd			974,943.61					
Cashbook Totals			1,078,156.79	3,213.18	0.00		1,074,943.61	

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Melksham Town Council Current Year

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Unity Bank

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For Month No: 11

Receipts for Month 11

Receipt Ref

Name of Payer

£ Amnt Received

£ Debtors

£ VAT

A/c Centre

£ Amount

Transaction Detail

Balance Brought Fwd :

43,492.46

43,492.46

BACS Banked: 02/02/2024

36.00

BACS Cox (WI)

36.00

1016

115

36.00

Mayors Reception

BACS Banked: 02/02/2024

18.00

BACS De Santiz

18.00

1016

115

18.00

Mayors Reception

BACS Banked: 06/02/2024

18.00

BACS Askew

18.00

1016

115

18.00

Mayors Reception

BACS Banked: 07/02/2024

103.37

BACS Good New s Church

103.37

1048

210

103.37

Electricity - Art House

ME13A/14 Banked: 08/02/2024

75.00

ME13A/14 Burgess

75.00

1045

203

75.00

Allotment rent

SB20B Banked: 08/02/2024

25.00

SB20B Haslam

25.00

1045

203

25.00

Allotment rent

SB02A Banked: 09/02/2024

25.00

SB02A Maslen

25.00

1045

203

25.00

Allotment rent

SB22 Banked: 09/02/2024

50.00

SB22 Buckle

50.00

1045

203

50.00

Allotment rent

ME18B Banked: 09/02/2024

25.00

ME18B Thomson

25.00

1045

203

25.00

Allotment rent

BACS Banked: 09/02/2024

30.00

BACS Westbury TC

30.00

1016

115

30.00

Mayors Reception

ME11A Banked: 09/02/2024

25.00

ME11A Jarman

25.00

1045

203

25.00

Allotment rent

SB05B Banked: 09/02/2024

25.00

SB05B Smith

25.00

1045

203

25.00

Allotment rent

SB26 Banked: 09/02/2024

50.00

SB26 McMullen

50.00

1045

203

50.00

Allotment rent

AA56A Banked: 09/02/2024

25.00

AA56A Passmore

25.00

1045

203

25.00

Allotment rent

AA57A Banked: 09/02/2024

25.00

AA57A Gurd

25.00

1045

203

25.00

Allotment rent

AR08 Banked: 12/02/2024

50.00

AR08 Baker

50.00

1045

203

50.00

Allotment rent

AA73B Banked: 12/02/2024

25.00

AA73B Wright

25.00

1045

203

25.00

Allotment rent

AR03A Banked: 12/02/2024

25.00

AR03A Tys

25.00

1045

203

25.00

Allotment rent

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Cashbook 1

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Unity Bank

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
ME01	Banked: 12/02/2024	50.00						
ME01	Spenceley	50.00			1045	203	50.00	Allotment rent
AR04A	Banked: 12/02/2024	30.00						
AR04A	Snook	30.00			1045	203	30.00	Allotment rent
AA52B	Banked: 12/02/2024	25.00						
AA52B	Cooke	25.00			1045	203	25.00	Allotment rent
ME38A	Banked: 12/02/2024	25.00						
ME38A	Rigby	25.00			1045	203	25.00	Allotment rent
ME07B	Banked: 12/02/2024	25.00						
ME07B	Hodges	25.00			1045	203	25.00	Allotment rent
WC02B	Banked: 12/02/2024	25.00						
WC02B	Jeffrey	25.00			1045	203	25.00	Allotment rent
SB07A	Banked: 12/02/2024	25.00						
SB07A	Higgins	25.00			1045	203	25.00	Allotment rent
WC02A	Banked: 13/02/2024	25.00						
WC02A	Randall	25.00			1045	203	25.00	Allotment rent
	Banked: 13/02/2024	100,000.00						
3776	Bank Assembly Hall A/c	100,000.00			251		100,000.00	Transfer of funds
AA68A	Banked: 14/02/2024	25.00						
AA68A	Palmer	25.00			1045	203	25.00	Allotment rent
SB20A	Banked: 14/02/2024	25.00						
SB20A	Cleverley	25.00			1045	203	25.00	Allotment rent
WC01	Banked: 14/02/2024	50.00						
WC01	Biggin	50.00			1045	203	50.00	Allotment rent
MA03	Banked: 15/02/2024	50.00						
MA03	Langton	50.00			1045	203	50.00	Allotment rent
SB25B	Banked: 15/02/2024	25.00						
SB25B	Mitchener	25.00			1045	203	25.00	Allotment rent
AA69	Banked: 16/02/2024	50.00						
AA69	Edwards	50.00			1045	203	50.00	Allotment rent
BACS	Banked: 16/02/2024	135.00						
BACS	Jacks Kitchen	135.00		22.50	1027	202	112.50	Container
SB27B	Banked: 19/02/2024	25.00						
SB27B	Phelps	25.00			1045	203	25.00	Allotment rent
ME33	Banked: 19/02/2024	25.00						
ME33	McTiernan	25.00			1045	203	25.00	Allotment rent

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Cashbook 1

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Unity Bank

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
SB06A	Banked: 19/02/2024	25.00						
SB06A	Cruse	25.00			1045	203	25.00	Allotment rent
SB35	Banked: 19/02/2024	50.00						
SB35	Hayden	50.00			1045	203	50.00	Allotment rent
SB38B	Banked: 19/02/2024	30.00						
SB38B	Brow nrigg	30.00			1045	203	30.00	Allotment rent
BACS	Banked: 19/02/2024	135.00						
BACS	Jacks Kitchen	135.00		22.50	1027	202	112.50	Container - rent
BACS	Banked: 19/02/2024	-135.00						
BACS	Jacks Kitchen	-135.00		-22.50	1027	202	-112.50	Container (double entry)
AR06	Banked: 20/02/2024	50.00						
AR06	Pakeman	50.00			1045	203	50.00	Allotment rent
SB21	Banked: 20/02/2024	50.00						
SB21	Sobala	50.00			1045	203	50.00	Allotment rent
ME16B/17B	Banked: 20/02/2024	50.00						
ME16B/17B	Hollow ay	50.00			1045	203	50.00	Allotment rent
SB28	Banked: 20/02/2024	50.00						
SB28	New man	50.00			1045	203	50.00	Allotment rent
ME34	Banked: 20/02/2024	25.00						
ME34	Jameson	25.00			1045	203	25.00	Allotment rent
SB10	Banked: 20/02/2024	50.00						
SB10	Nunn	50.00			1045	203	50.00	Allotment rent
BACS	Banked: 21/02/2024	18.00						
BACS	Griffin	18.00			1016	115	18.00	Mayors Reception
Cheques	Banked: 21/02/2024	325.00						
Cheques	Ponting	25.00			1045	203	25.00	SB11B
Cheques	Hervin	100.00			1045	203	100.00	ME23/25
Cheques	Williams	25.00			1045	203	25.00	ME07A
Cheques	Lockey	50.00			1045	203	50.00	SB24
Cheques	Hill	50.00			1045	203	50.00	DC01
Cheques	Phelan	25.00			1045	203	25.00	AA74B
Cheques	Gradwell	50.00			1045	203	50.00	AA75
BACS	Banked: 21/02/2024	36.00						
BACS	Westbrook	36.00			1016	115	36.00	Mayors Reception
AA55A	Banked: 21/02/2024	25.00						
AA55A	Morris	25.00			1045	203	25.00	Allotment rent
AA54B	Banked: 22/02/2024	25.00						
AA54B	Brigden	25.00			1045	203	25.00	Allotment rent

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Unity Bank

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
MA01	Banked: 22/02/2024	25.00					
MA01	Holder	25.00			1045 203	25.00	Allotment rent
MA04	Banked: 22/02/2024	50.00					
MA04	Thomas	50.00			1045 203	50.00	Allotment rent
BACS	Banked: 22/02/2024	30.00					
BACS	Liam Richards	30.00			1027 202	30.00	Electricity - Mkt Pl (Inv 43)
ME02	Banked: 23/02/2024	50.00					
ME02	Wait	50.00			1045 203	50.00	Allotment rent
SB15	Banked: 26/02/2024	50.00					
SB15	Heard	50.00			1045 203	50.00	Allotment rent
AR07/09	Banked: 26/02/2024	100.00					
AR07/09	Wakely	100.00			1045 203	100.00	Allotment rent
SB17	Banked: 26/02/2024	50.00					
SB17	Tunney	50.00			1045 203	50.00	Allotment rent
AA53B	Banked: 26/02/2024	25.00					
AA53B	Carter	25.00			1045 203	25.00	Allotment rent
MA02	Banked: 26/02/2024	25.00					
MA02	Harding	25.00			1045 203	25.00	Allotment rent
AR11	Banked: 26/02/2024	50.00					
AR11	Parr	50.00			1045 203	50.00	Allotment rent
AA69B	Banked: 26/02/2024	25.00					
AA69B	Majew ska	25.00			1045 203	25.00	Allotment rent
AA51	Banked: 26/02/2024	50.00					
AA51	Weare	50.00			1045 203	50.00	Allotment rent
BACS	Banked: 26/02/2024	700.00					
BACS	Wiltshire Publications	700.00		116.67	1040 210	583.33	Rent - 31 Mkt Pl
BACS	Banked: 26/02/2024	55.00					
BACS	Devizes TC	55.00			1016 115	55.00	Mayors Reception
AA70	Banked: 26/02/2024	50.00					
AA70	Wookey	50.00			1045 203	50.00	Allotment rent
AA54A	Banked: 26/02/2024	25.00					
AA54A	Smith	25.00			1045 203	25.00	Allotment rent
AA74A	Banked: 26/02/2024	25.00					
AA74A	Rossiter	25.00			1045 203	25.00	Allotment rent
AA57B	Banked: 27/02/2024	25.00					
AA57B	Battimelli	25.00			1045 203	25.00	Allotment rent

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Unity Bank

For Month No: 11

Receipts for Month 11**Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
SB05A	Banked: 27/02/2024	25.00						
SB05A	Forward-Powell	25.00			1045	203	25.00	Allotment rent
SB37/39	Banked: 27/02/2024	100.00						
SB37/39	Mustor (Gibson)	100.00			1045	203	100.00	Allotment rents
ME06B	Banked: 27/02/2024	25.00						
ME06B	Evans	25.00			1045	203	25.00	Allotment rent
ME05A/06A	Banked: 27/02/2024	50.00						
ME05A/06A	Cox	50.00			1045	203	50.00	Allotment rent
SB23B	Banked: 27/02/2024	25.00						
SB23B	Moran	25.00			1045	203	25.00	Allotment rent
ME16A	Banked: 27/02/2024	25.00						
ME16A	Myers	25.00			1045	203	25.00	Allotment rent
ME24	Banked: 27/02/2024	50.00						
ME24	Beves	50.00			1045	203	50.00	Allotment rent
ME11A	Banked: 27/02/2024	25.00						
ME11A	Purps	25.00			1045	203	25.00	Allotment rent
ME21	Banked: 27/02/2024	50.00						
ME21	Earley	50.00			1045	203	50.00	Allotment rent
SB04A	Banked: 27/02/2024	25.00						
SB04A	Green	25.00			1045	203	25.00	Allotment rent
Inv 43	Banked: 28/02/2024	1,897.50						
Inv 43	MWOPC	1,897.50			1179	302	1,897.50	Place Inv 6072 - 30% cont
Inv 45	Banked: 28/02/2024	907.50						
Inv 45	MWOPC	907.50			1179	302	907.50	Place Inv 6088 - 30% cont
Inv 32	Banked: 28/02/2024	2,268.75						
Inv 32	MWOPC	2,268.75			1179	302	2,268.75	Place Inv 6065 - 30% cont
Inv 33	Banked: 28/02/2024	10.50						
Inv 33	MWOPC	10.50			1179	302	10.50	NHP - consultation boxes
Inv 46	Banked: 28/02/2024	5,000.00						
Inv 46	MWOPC	5,000.00			1060	205	5,000.00	Mkt Pl toilets - 23/24
Inv 48	Banked: 28/02/2024	1,051.20						
Inv 48	MWOPC	1,051.20			1027	202	1,051.20	Shurnhold Fields - caretaking
ME35	Banked: 28/02/2024	25.00						
ME35	Potter (Lowey)	25.00			1045	203	25.00	Allotment rent
SB02B/31B	Banked: 28/02/2024	50.00						
SB02B/31B	Legg	50.00			1045	203	50.00	Allotment rent

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Unity Bank

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref. Name of Payer £ Amnt Received £ Debtors £ VAT A/c Centre £ Amount Transaction Detail

WC04	Banked: 28/02/2024	50.00					
WC04	Elter	50.00		1045	203	50.00	Allotment rent
SB12/13	Banked: 28/02/2024	100.00					
SB12/13	Bennett (Kane)	100.00		1045	203	100.00	Allotment rent
SB30B	Banked: 28/02/2024	25.00					
SB30B	Noyes	25.00		1045	203	25.00	Allotment rent
DC03A	Banked: 28/02/2024	25.00					
DC03A	Pratt	25.00		1045	203	25.00	Allotment rent
SB30A/31A	Banked: 28/02/2024	50.00					
SB30A/31A	Cotton	50.00		1045	203	50.00	Allotment rent
SB27A	Banked: 28/02/2024	25.00					
SB27A	MacDonald	25.00		1045	203	25.00	Allotment rent
ME31	Banked: 28/02/2024	50.00					
ME31	Down	50.00		1045	203	50.00	Allotment rent

Total Receipts for Month 115,449.82 0.00 139.17 115,310.65

Cashbook Totals 158,942.28 0.00 139.17 158,803.11

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Unity Bank

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/02/2024	Water2business	010224	283.24	283.24		501		Water rates - Pavilion
01/02/2024	Water2business	010224/2	23.50	23.50		501		Water rates - Depot
01/02/2024	Water2business	010224/3	177.03	177.03		501		Water rates - Mkt Pl toilets
01/02/2024	Water2business	010224/4	45.92	45.92		501		Water rates - Addison allots
01/02/2024	Water2business	010224/5	61.17	61.17		501		Water rates - Aw dry allotments
01/02/2024	Water2business	010224/6	156.68	156.68		501		Water rates - Southbrook allot
01/02/2024	Water2business	010224/7	86.63	86.63		501		Water rates - Dorset allotmts
01/02/2024	Water2business	010224/8	182.87	182.87		501		Water rates - Methuen allots
08/02/2024	Enterprise Flex - E-Rent	080224	562.90	562.90		501		Van lease
14/02/2024	HMRC	DDR	9,653.17			520	9,653.17	PAYE/NI
14/02/2024	Mainstream Digital	140224	377.29	377.29		501		Phones
14/02/2024	Mainstream Digital	140224/2	37.96	37.96		501		Phones
14/02/2024	Mainstream Digital	140224/3	164.03	164.03		501		Phones
14/02/2024	West Mercia Energy	140224/5	154.24	154.24		501		Electricity - KGV
14/02/2024	British Gas	140224/6	204.80	204.80		501		Electricity - Mkt Pl toilets
15/02/2024	Wiltshire Council	DDR	1,229.00			4102 215	1,229.00	Rates - Depot (OS)
15/02/2024	Daisy Communications	150224	40.80	40.80		501		Wifi - Pavilion
15/02/2024	Office Evolution Ltd	150224/2	26.00	26.00		501		Photocopying
16/02/2024	Lloyds Bank	DDR	230.90			4017 110	6.00	Bank charges
						4909 501	70.00	Premises licence
						4042 101	129.90	Zoom - annual subs
						4016 101	25.00	Flow ers - Cllr
16/02/2024	Lloyds Bank	DDR	737.63		122.94	4907 501	41.52	Stone Labels
						4016 101	29.17	Amazon - U/K
						4903 520	14.16	Amazon - plastic glasses
						4085 115	85.03	Amazon - flags/cloths
						4042 101	12.99	Zoom - Dec 2023
						4042 101	12.99	Zoom - Jan 2024
						4907 501	69.83	Ticketsource - tickets
						4903 520	158.43	Vinto - bar stock
						4915 501	85.11	Nisbetts - bottle bank/knife
						4050 110	105.46	Indeed - recruitment
16/02/2024	British Gas	160224	33.75	33.75		501		Electricity - Roundhouse
16/02/2024	Fuel Genie	160224/2	281.45	281.45		501		Fuel
19/02/2024	Oakw ood	DDR	135.00		22.50	4256 204	112.50	Container
20/02/2024	Wiltshire Council	DDR	28,867.68			520	28,867.68	Salaries
20/02/2024	British Gas	200224	1,107.90	1,107.90		501		Gas - TH
20/02/2024	British Gas	200224/2	15.44	15.44		501		Gas - AH
21/02/2024	British Gas	210224	564.20	564.20		501		Electricity - TH
21/02/2024	British Gas	210224/2	1,634.66	1,634.66		501		Electricity - AH
22/02/2024	Wiltshire Council	DDR	8,963.74			520	8,963.74	WPF
22/02/2024	British Gas	220224	59.77	59.77		501		Electricity - Mkt Traders
26/02/2024	British Gas	260224	404.85	404.85		501		Electricity - Depot
27/02/2024	Unity Bank	DD	28.20			4017 110	28.20	BACS charge

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Unity Bank

For Month No: 11

Total Payments for Month	56,532.40	6,687.08	145.44	49,699.88
Balance Carried Fwd	102,409.88			
Cashbook Totals	158,942.28	6,687.08	145.44	152,109.76

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Unity Bank

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		102,409.88					102,409.88	
AA72	Banked: 01/03/2024	50.00						
AA72	Outlaw	50.00			1045	203	50.00	Allotment rent
Cheques Banked: 01/03/2024		150.00						
Cheques	Comley	50.00			1045	203	50.00	SB32 - allotment rent
Cheques	Erikson	50.00			1045	203	50.00	ME10 - allotment rent
Cheques	Gibson	50.00			1045	203	50.00	AR10 - Gibson
Banked: 01/03/2024		100,000.00						
3778	Bank Assembly Hall A/c	100,000.00			251		100,000.00	Transfer of funds
ME27	Banked: 01/03/2024	50.00						
ME27	Hall	50.00			1045	203	50.00	Allotment rent
ME32	Banked: 01/03/2024	50.00						
ME32	Lambert (Welford)	50.00			1045	203	50.00	Allotment rent
ME27	Banked: 01/03/2024	-50.00						
ME27	Hall	-50.00			1045	203	-50.00	Allotment rent
ME27	Banked: 01/03/2024	40.00						
ME27	Hall Allotment rent	40.00			1045	203	40.00	Hall Allotment rent
BACS	Banked: 04/03/2024	36.00						
BACS	Carpenter	36.00			1016	115	36.00	Mayors Reception
BACS	Banked: 04/03/2024	36.00						
BACS	Emery	36.00			1016	115	36.00	Mayors Reception
SB34	Banked: 04/03/2024	50.00						
SB34	Anderson	50.00			1045	203	50.00	Allotment rent
SB08A	Banked: 04/03/2024	25.00						
SB08A	Moore	25.00			1045	203	25.00	Allotment rent
AR01A	Banked: 08/03/2024	25.00						
AR01A	Stephens	25.00			1045	203	25.00	Allotment rent
BACS	Banked: 08/03/2024	18.00						
BACS	Wilkes	18.00			1016	115	18.00	Mayors Reception
BACS	Banked: 08/03/2024	18.00						
BACS	Row ley	18.00			1016	115	18.00	Mayors Reception
SB06B	Banked: 08/03/2024	25.00						
SB06B	Straw son	25.00			1045	203	25.00	Allotment rent
ME20	Banked: 11/03/2024	50.00						
ME20	Ellis	50.00			1045	203	50.00	Allotment rent
ME15A	Banked: 11/03/2024	25.00						
ME15A	Watling	25.00			1045	203	25.00	Allotment rent

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Unity Bank

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	BACS Banked: 11/03/2024	18.00					
	BACS Czerw ionka	18.00			1016 115	18.00	Mayors Reception
	AA73A Banked: 11/03/2024	25.00					
	AA73A Masters	25.00			1045 203	25.00	Allotment rent
	BACS Banked: 11/03/2024	18.00					
	BACS Drew	18.00			1016 115	18.00	Mayors Reception
	BACS Banked: 11/03/2024	55.00					
	BACS Seed	55.00			1016 115	55.00	Mayors Reception
	DC03B Banked: 12/03/2024	25.00					
	DC03B Weatherburn	25.00			1045 203	25.00	Allotment rent
	BACS Banked: 12/03/2024	25.00					
	BACS Oscar Pet Foods	25.00		4.17	1000 501	20.83	Stall - Craft Fayre
	BACS Banked: 13/03/2024	18.00					
	BACS Jacks Kitchen	18.00			1016 115	18.00	Mayors Reception
	SB36B Banked: 13/03/2024	25.00					
	SB36B Stenner	25.00			1045 203	25.00	Allotment rent
	BACS Banked: 13/03/2024	36.00					
	BACS Gerrish	36.00			1016 115	36.00	Mayors Reception
	BACS Banked: 14/03/2024	55.00					
	BACS BoA TC	55.00			1016 115	55.00	Mayors Reception
	BACS Banked: 14/03/2024	15.00					
	BACS Stepping Stones	15.00		2.50	1000 501	12.50	Stall - Craft Fayre
	BACS Banked: 15/03/2024	18.00					
	BACS Telfer	18.00			1016 115	18.00	Mayors Reception
	ME26 Banked: 18/03/2024	50.00					
	ME26 Edw ards	50.00			1045 203	50.00	Allotment rent
	BACS Banked: 18/03/2024	18.00					
	BACS Lew is	18.00			1016 115	18.00	Mayors Reception
	BACS Banked: 18/03/2024	90.08					
	BACS Good New s Church	90.08			1048 210	90.08	Gas - Art House
	ME19 Banked: 19/03/2024	50.00					
	ME19 Pow ell	50.00			1045 203	50.00	Allotment rent
	ME36 Banked: 21/03/2024	20.00					
	ME36 Timperley	20.00			1045 203	20.00	Allotment rent
	ME03B Banked: 25/03/2024	25.00					
	ME03B Johnson	25.00			1045 203	25.00	Allotment rent

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Unity Bank

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
ME09A	Banked: 25/03/2024	25.00					
ME09A	Lorimer	25.00			1045 203	25.00	Allotment rent
ME36	Banked: 25/03/2024	5.00					
ME36	Timperley	5.00			1045 203	5.00	Allotment rent
ME40	Banked: 25/03/2024	25.00					
ME40	Archer	25.00			1045 203	25.00	Allotment rent
ME08	Banked: 25/03/2024	50.00					
ME08	Littlejohn	50.00			1045 203	50.00	Allotment rent
BACS	Banked: 26/03/2024	700.00					
BACS	Wiltshire Publications	700.00		116.67	1040 210	583.33	Rent - 31 Mkt Pl
Chqs	Banked: 26/03/2024	425.00					
Chqs	Roberts	25.00			1045 203	25.00	Allotment rent - SB33A
Chqs	Adams	100.00			1045 203	100.00	Allotment rent - AR05/SB38A/4A
Chqs	Alexander	50.00			1045 203	50.00	Allotment rent - SB18
Chqs	Hitchins	50.00			1045 203	50.00	Allotment rent - SB9
Chqs	Gregory	50.00			1045 203	50.00	Allotment rent - SB19
Chqs	Cleverley	50.00			1045 203	50.00	Allotment rent - DC02
Chqs	Jacklin	100.00			1045 203	100.00	Allotment rent - ME28/29
Chq	Banked: 26/03/2024	969.78					
Chq	Scottish & Southern	969.78			1027 202	969.78	Refund - electricity
ME17A	Banked: 27/03/2024	25.00					
ME17A	Coe	25.00			1045 203	25.00	Allotment rent
Total Receipts for Month		103,408.86	0.00	123.34		103,285.52	
Cashbook Totals		205,818.74	0.00	123.34		205,695.40	

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		Unity Bank				For Month No: 12
Payments for Month 12		Nominal Ledger Analysis				
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_ A/c_Centre	£ Amount Transaction Detail
01/03/2024	Zen International Ltd	44416082	31.20	31.20	501	Wifi - Art House
01/03/2024	Water2business	01032024	23.50	23.50	501	Water rates - Bow erhill Depot
01/03/2024	British Gas	010324	1,898.76	1,898.76	501	Electricity - Pavilion
01/03/2024	Water2business	010324/3	167.78	167.78	501	Water rates - TH
08/03/2024	Enterprise Flex -E-Rent	080324	562.90	562.90	501	Vehicle leasing
14/03/2024	A M Productions	211208495	4,435.32	4,435.32	501	Show - We Three Kings
14/03/2024	Comax UK Ltd	183377544	314.42	314.42	501	Cleaning items
14/03/2024	Denman Electrical Wholesalers	266588496	16.42	16.42	501	Lamp
14/03/2024	United EPoS Solutions	453048127	60.00	60.00	501	Till - AH
14/03/2024	Kan Connections	51924191	2,052.00	2,052.00	501	Electric work - Art Hse/31 Mkt
14/03/2024	The Publishing House	975850723	174.00	174.00	501	Advertising - AH
14/03/2024	Wired Publishing	66599597	93.60	93.60	501	Advertising - AH
14/03/2024	IDverde Limited	144131738	2,314.92	2,314.92	501	Cleaning - Mkt Pl loos Oct 23
14/03/2024	Melksham Without Parish Council	931496868	1,750.55	1,750.55	501	NHP - Consultant
14/03/2024	Microshade Business Consultant	625578071	1,027.44	1,027.44	501	Hosting services
14/03/2024	Prosec Consultancy Ltd	667727069	243.00	243.00	501	Security - 190124
14/03/2024	Trade UK	639126261	19.99	19.99	501	Painting items
14/03/2024	SLCC Enterprises Ltd	442134140	3,188.80	3,188.80	501	Staffing review
14/03/2024	Travis Perkins Trading Company	688902463	50.14	50.14	501	Paint
14/03/2024	Wiltshire Publications Ltd	424586990	295.68	295.68	501	Advertising - AH
14/03/2024	Wiltshire Council	518186010	1,707.06	1,707.06	501	Payroll services - Q3
14/03/2024	AquAid Southcoast	356652374	32.36	32.36	501	Water bottle
14/03/2024	Castle Water Ltd	341957115	3.56	3.56	501	Water - Mkt Pl standpipe
14/03/2024	Exponential-E Ltd	236339304	218.62	218.62	501	Cloud - monitoring/back-up
14/03/2024	The MOT Centre & The Garage on	248419748	42.00	42.00	501	MOT - Berlingo
14/03/2024	D&M Gompels Ltd	773933750	351.20	351.20	501	Pkg Red - Nov
14/03/2024	Handy Compact Tractors & Machi	844358129	60.00	60.00	501	Welding - Hazlew ood gate
14/03/2024	Healthmatic Ltd	193694556	480.00	480.00	501	Cleaning - Eco Loo
14/03/2024	Industrial Door & Gate Solutio	734975875	180.00	180.00	501	Overhead door - Depot
14/03/2024	Instrom Ltd	265321144	2,880.00	2,880.00	501	CCTV review
14/03/2024	J. H. Jones & Sons	85992966	492.00	492.00	501	Grasscutting - Methuen
14/03/2024	Melksham Groundcare Machinery	355934651	379.84	379.84	501	Service - John Deere x590
14/03/2024	Mel Rolph	573687108	107.14	107.14	501	Stamps/envelopes
14/03/2024	Right Directions (Management)	634864807	234.00	234.00	501	Online training cses
14/03/2024	Sara Land	653699958	24.51	24.51	501	Various items
14/03/2024	Shiners Commercial Ltd	868577200	260.00	260.00	501	Window cleaning
14/03/2024	Splash Pads Enterprises Ltd	864511487	4,536.36	4,536.36	501	Resurface deposit - Splashpad
14/03/2024	HMRC	DD	9,232.96		520	9,232.96 PAYE/NI
14/03/2024	Mainstream Digital	140324	290.81	290.81	501	Phones
14/03/2024	RELEA Productions Ltd	14032024	9,338.64	9,338.64	501	Majesty
14/03/2024	SLCC Enterprises Ltd	14032024/2	637.76	637.76	501	Inv 695 - VAT (entry error)

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		Unity Bank					For Month No: 12
Payments for Month 12				Nominal Ledger Analysis			
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount Transaction Detail
14/03/2024	Sara Land	TNSFR	-24.51			4901 520	-3.00 AH catering
						4016 101	-1.20 Milk
						4901 520	-12.31 AH catering
						4085 115	-8.00 Mayors Reception - seeds
14/03/2024	Sara Land	TNSFR	16.51			4901 520	3.00 AH catering
						4016 101	1.20 Milk
						4901 520	12.31 AH catering
15/03/2024	Daisy Communications	150324	40.80	40.80		501	Wifi - Pavilion
15/03/2024	Office Evolution Ltd	69434	72.00	72.00		501	Photocopying
15/03/2024	British Gas	150324	200.02	200.02		501	Electricity - Mkt Pl toilets
15/03/2024	Wiltshire Council	DDR	1,229.00			4102 215	1,229.00 Rates - Depot (o/s)
18/03/2024	West Mercia Energy	180324	162.16	162.16		501	Electricity - Bath Rd toilets
18/03/2024	British Gas	180324/2	30.25	30.25		501	Electricity - Roundhouse
18/03/2024	Fuel Genie	10076257	317.73	317.73		501	Fuel
18/03/2024	Oakwood	180324/3	135.00	135.00		501	Container
18/03/2024	Lloyds Bank	DDR	121.43			4050 110	115.43 Indeed - recruitment
						4017 110	6.00 Card charges
18/03/2024	Lloyds Bank	DDR	2,352.75		392.12	4061 101	51.68 Travelodge - KF
						4163 202	317.00 Turvec - Bike pump
						4901 520	24.96 Amazon - Tumblers
						4016 101	83.32 Home Secure - Letterbox
						4106 201	38.33 Ikea - Cutlery
						4078 302	82.71 Kidshavis - Hi vis jkts
						4078 302	53.58 Screw fix - Builders gloves
						4903 520	209.02 Vimto - Bar stock
						4078 302	45.82 Amazon - Litter pickers
						4078 302	108.51 VSafety - Hi vis
						4078 302	139.40 Kidshavis - Hi Vis jkts
						4078 302	88.30 Amazon - Litter pickers
						4922 501	718.00 Printed Easy - Advertising AH
19/03/2024	British Gas	190324	13.99	13.99		501	Gas - AH
19/03/2024	British Gas	190324/2	788.46	788.46		501	Gas - TH
20/03/2024	Wiltshire Council	DD	28,466.91			520	28,466.91 Salaries
21/03/2024	British Gas	210324	438.45	438.45		501	Electricity - TH
21/03/2024	British Gas	210324/2	1,801.58	1,801.58		501	Electricity - AH
22/03/2024	WPF	DD	8,024.96			520	8,024.96 Pensions
22/03/2024	British Gas	220324	34.89	34.89		501	Electricity - Mkt Traders
22/03/2024	Padfield Porkies	220324	868.00	868.00		501	Roast - Mayors Reception
25/03/2024	British Gas	250324	225.98	225.98		501	Electricity - Bow erhill Depot
25/03/2024	Kan Connections	250324	20,000.00	20,000.00		501	CCTV - part payment
25/03/2024	HAGS-SMP Ltd	250324	299.28	299.28		501	Washers/bungs/nuts
27/03/2024	Unity Bank	DD	28.06			4017 110	28.06 BACS charges
27/03/2024	Enterprise Flex-E-Rent	270324	1,288.42	1,288.42		501	Vehicle leasing
28/03/2024	Unity Bank	DD	3.90			4017 110	3.90 BACS - handling charge
28/03/2024	Enterprise Flex-E-Rent	280324/2	1,826.84	1,826.84		501	Vehicle leasing
31/03/2024	Unity Bank	DD	72.75			4017 110	72.75 Handling charge

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Unity Bank

For Month No: 12

Total Payments for Month	119,044.85	69,520.13	392.12	49,132.60
Balance Carried Fwd	86,773.89			
Cashbook Totals	<u>205,818.74</u>	<u>69,520.13</u>	<u>392.12</u>	<u>135,906.49</u>

Date: 29/04/2024	Melksham Town Council Current Year	Page: 1
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	Petty Cash	For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
	Balance Brought Fwd :	156.79				156.79
	Cash Banked: 29/02/2024	375.00				
	Cash Gregory	25.00			1045 203	25.00 Allotment rent - SB36B
	Cash Mancey	50.00			1045 203	50.00 Allotment rent - SB3B/8B
	Cash Djaileb	25.00			1045 203	25.00 Allotment rent - ME38B
	Cash Staddon	50.00			1045 203	50.00 Allotment rent - SB01
	Cash Clarke	25.00			1045 203	25.00 lotment rent - ME42
	Cash White	50.00			1045 203	50.00 Allotment rent - ME22
	Cash Toop	50.00			1045 203	50.00 Allotment rent - SB29
	Cash Jones	50.00			1045 203	50.00 Allotment rent - WC03
	Cash Goodhew	50.00			1045 203	50.00 Allotment rent - ME4B/5B
Total Receipts for Month		375.00	0.00	0.00		375.00
Cashbook Totals		531.79	0.00	0.00		531.79

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Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
08/02/2024	A. Meacham	TRANS	1.35		0.22	4016 101	1.13	Milk
10/02/2024	H. Davies	TRANS	1.35		0.22	4016 101	1.13	Milk
11/02/2024	H. Davies	TRANS	40.80			4960 510	40.80	New spapers (Quiz)
14/02/2024	M. Rolph	TRANS	1.20			4163 202	1.20	Electricals
15/02/2024	H. Watkins	TRANS	1.35		0.22	4016 101	1.13	Milk
21/02/2024	M. Rolph	TRANS	6.00			4028 101	6.00	Stamps
22/02/2024	J. Burry	TRANS	1.35		0.22	4016 101	1.13	Milk
22/02/2024	H. Watkins	TRANS	1.19		0.20	4016 101	0.99	Cleaning items
24/02/2024	S. Land	TRANS	1.55		0.26	4016 101	1.29	Milk
26/02/2024	G. Delves	TRANS	3.85		0.64	4016 101	3.21	Refs
27/02/2024	S. Land	TRANS	28.43		4.74	4901 520	23.69	Catering - AH
28/02/2024	S. Land	TRANS	2.35		0.39	4901 520	1.96	Refs - AH
29/02/2024	G. Delves	TRANS	1.35		0.22	4016 101	1.13	Milk
29/02/2024	U/K	TRANS	3.59			4016 101	3.59	Unreceipted purchase
Total Payments for Month			95.71	0.00	7.33		88.38	
Balance Carried Fwd			436.08					
Cashbook Totals			531.79	0.00	7.33		524.46	

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Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received_ £ Debtors _____ £ VAT_ A/c Centre_ £ Amount_ Transaction Detail

Balance Brought Fwd : 436.08

436.08

Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

436.08

0.00

0.00

436.08

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Cashbook 9

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Petty Cash

For Month No: 12

Payments for Month 12

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>
04/03/2024	K. Harvey	TRANS	28.49		4.75	4153	202	23.74	Wiper blades
05/03/2024	H. Watkins	TRANS	0.75			4016	101	0.75	Cleaning items
06/03/2024	H. Davies	TRANS	7.00			4016	101	7.00	Batteries
11/03/2024	J. Burry	TRANS	1.35			4016	101	1.35	Milk
16/03/2024	S. Land	TRANS	1.29			4901	520	1.29	Lemons
18/03/2024	G. Delves	TRANS	1.35			4016	101	1.35	Milk
21/03/2024	S. Land	TRANS	32.40			4085	115	32.40	Refs
21/03/2024	G. Delves	TRANS	12.39			4078	302	12.39	Cleaning items
24/03/2024	J. Burry	TRANS	6.94			4016	101	6.94	Milk
27/03/2024	N. Hutton	TRANS	60.00			4960	510	60.00	Refund - show tickets (FF)
28/03/2024	M. Rolph	TRANS	6.00			4028	101	6.00	Stamps
31/03/2024	Unreceipted payment	TRANS	2.40			4016	101	2.40	Unreceipted payment
Total Payments for Month			160.36	0.00	4.75			155.61	
Balance Carried Fwd			275.72						
Cashbook Totals			436.08	0.00	4.75			431.33	

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