



# Public Document Pack

## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES  
Tel: (01225) 704187

Town Clerk Tracy Predeth BA(Hons) MPA, 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

15 July 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 the Melksham Town Council. The meeting will be held at the Town Hall on **Monday 22nd July 2024** commencing at **7.00 pm**.

A period of public participation will take place during the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

Mrs T Predeth BA(Hons), MPA, FSLCC  
Town Clerk and RFO



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**Melksham Town Council  
Full Council**

**Monday 22 July 2024  
At 7.00 pm at the Town Hall**

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](#)

**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. Apologies**

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

**3. Public Participation**

Members of the public are invited to attend the meeting and address the council.

**Email:** [towncouncil@melksham-tc.gov.uk](mailto:towncouncil@melksham-tc.gov.uk) **Web:** [www.melksham-tc.gov.uk](http://www.melksham-tc.gov.uk)  
**Facebook:** [facebook.com/melksham.town](https://facebook.com/melksham.town)

Members of the public are requested to send their public question to [locum@melksham-tc.gov](mailto:locum@melksham-tc.gov) by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night.

**4. Questions from Councillors**

To receive questions from Councillors.

**5. Minutes (Pages 1 - 6)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 17<sup>th</sup> June 2024.

**6. Town Mayor's Announcements**

**7. Reports from Unitary Councillors**

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

**8. Play Area Strategy - Presentation from Eugene Minogue (Pages 7 - 14)**

Asset Management & Amenities Committee received a report from Head of Operations on Monday 10<sup>th</sup> June 2024 and resolved to invite Eugene Minogue to make a presentation to Full Council.

[Link to minutes of 10th June 2024. Item 8 refers.](#)

**9. Data Comms into the Town Hall**

To consider a recommendation that the council takes out an additional line through Virgin Media which will cost in the region of £65 per month. These speeds would be approx 500Mbps download and 125Mbps upload. This would give us considerable additional bandwidth into the building and support better connectivity for the Assembly Hall as well for streaming shows etc.

For decision.

**10. Policy Adoption**

**10.1 Safeguarding Policy (Pages 15 - 24)**

For adoption.

**10.2 Equality, Diversity & Inclusion Policy (Pages 25 - 32)**

For adoption.

**10.3 CCTV Policy** (Pages 33 - 60)

For adoption.

**11. To receive a special resolution to amend standing orders**

**12. Accounts**

To receive statements that were put before Finance, Administration & Performance Committee on Monday 8<sup>th</sup> July 2024.

**12.1 Lloyds** (Pages 61 - 64)

Lloyds statement for April 2024

**12.2 Unity** (Pages 65 - 70)

Unity statement for April

**12.3 Petty Cash** (Pages 71 - 72)

Petty Cash for April 2024

**13. Committee Minutes**

**13.1 Asset Management and Amenities Committee**

To receive the minutes of the Asset Management and Amenities Committee meeting held on 5<sup>th</sup> February 2024.

[Link to minutes](#)

**13.2 Economic Development and Planning Committee**

To receive the minutes of the Economic Development and Planning Committee meeting held on 4<sup>th</sup> June 2024.

[Link to minutes](#)

**13.3 Finance Administration and Performance Committee**

To receive the minutes of the Finance and Administration and performance Committee meeting held on 13<sup>th</sup> May 2024.

[Link to minutes](#)

**14. 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.

**15. Staffing**

To consider confidential staffing matters.

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 17th June 2024

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

**OFFICERS:** Andrew Meacham Committee Clerk

One member of the public was present and two members of the public were present virtually. The Locum Clerk Tracy Predeth and the Locum RFO Louise Steele were present virtually and took part in the meeting via Zoom. Councillor Ellis was present virtually as a member of the public.

#### **19/24 Apologises**

Apologies were received from Councillor Ellis, Councillor Hubbard and Councillor A Westbrook.

(Councillor Forgacs had sent apologies but her email was not seen by the clerk and her apologies were not recorded at the meeting)

#### **20/24 Declarations of Interest**

There were no declarations of interest.

#### **21/24 Public Participation**

Susan Mortimer.

Can I just say before I asked my questions that I am pleased to see the balance sheet is now being produced from the accounting software package. In my time as an Auditor, it would be cause for concern when financial reports were independently produced on excel spreadsheets rather than from the company software so good this is no longer happening.

Q1 - From The Income and Expenditure report it is not possible to see the cost of projects such as Pavilion Refurbishment, Remote CCTV, KGV Lighting Project, Demolition of the Shed, Eco toilets and Lighting in the East of Melksham. This is down to coding issues rather than the report itself.

I know of no reason why these costs should not be available to the public. For the sake of transparency do you agree that the expenditure on cost centre 901 Earmarked Reserves and 902 Sinking Funds be reanalysed/re-coded to an expense heading line for the specific cost of the project? The end column on the detailed income & expenditure report headed Transfer to/from is there to be used to show such movement of the reserves and to give explanations to why the expense is over budget. This is the way Rialtos recommends the software is used.

By not using the software as intended also explains why the Grand Total of Expenditure on the council's Detailed Income and Expenditure for year to 31st March 2024 reports show incorrectly total expenditure as being 60.3% actual against budget. (see page 9 of Income and Expenditure report and page 4 of 10 of year-end report which can be found on page 20 of the agenda pack)

Q2 - Looking at cost centre 501 code 4929 AIB charges is reported as £0.00. The charges I understand are shown as deductions on the AIB statements. By not opening out the charges how are the AIB statements reconciled? There are other statements that it would be beneficial to reconcile individually when producing the accounts on Rialtas. e.g. Assembly Hall Sales report from tickets.com that are given for individual performances.

In addition to her questions Sue was concerned that there was no supporting documentation for the AGAR (part 2). Felt there should be an income & expenditure balance sheet, a fixed assets register and a reconciliation of box 7 to box 8 as a minimum.

## **22/24 Questions from Councillors**

There were no questions.

## **23/24 Minutes**

Queries were raised over items 1/23, 10/23 & 12/23. Alterations were made by hand by the committee clerk, who said he would also amend the minutes published to the website.

The minutes of Tuesday 28<sup>th</sup> May 2024, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Price.

## **24/24 Town Mayor's Announcements**

The Town Mayor, Councillor Price announced the installation of a new CCTV system. The question of policy would be on the next agenda.



The Mayor invited Councillor J Westbrook to speak on the event this coming Friday. Councillor Westbrook encouraged members to come along and enjoy an evening of music, food and drink at Sam Evans' Glastonbury warm-up gig.

**25/24 Internal Audit**

This item was advanced up the agenda as it needed to be dealt with before the Annual Governance Statement and Accounting Statements.

It was noted that the report advised changing the way petty cash was dealt with.

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

**UNANIMOUSLY RESOLVED** to receive the Internal Auditors report and 2023-2024 and the recommendations therein.

**26/24 Annual Governance Statement 2023-2024**

Points were raised on various parts of the return. The Locum RFO responded to concerns and advised councillor could make amendments if they so wished.

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

**UNANIMOUSLY RESOLVED** to agree with Annual Governance Statement (AGAR Part 1) for the financial year 2023-2024, with the amendment that item 3 should be changed from **yes** to **no**.

**27/24 Accounting Statements 2023-2024**

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

**UNANIMOUSLY RESOLVED** to agree the Accounting Statements 2023-2024 (AGAR part 2)

**28/24 Dates for Public Inspection of Accounts**

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

**UNANIMOUSLY RESOLVED** to agree the dates for the public inspection of accounts as being 24<sup>th</sup> June 2024 to 2<sup>nd</sup> August 2024.

**29/24 Insurance Policy Renewal**

The Locum Clerk spoke to the item. There was discussion on the discount for extending and what Cyber Insurance would cover.

It was noted that the policy had been renewed. The questions of extending the policy and adding Cyber Insurance were deferred to the next meeting as there was insufficient information to make a decision.

### **30/24      Review of Public Participation**

Members discussed the proposal and suggested amendments. The Locum Clerk advised on the procedure for amending Standing Orders and referenced Standing Order 27b. She confirmed she could write a proposal which three councillors would need to endorse and it could then come to the next meeting

3.e– Members of the public may ask questions, make representations, answer questions and give evidence at a meeting which they are entitled to attend on any council business but preferably matters pertaining to that committee (subject to the conditions set out in Section 3)

1a - There shall at the start of all meetings of the Town Council be a period, normally of no more than 30 minutes but at the Chairs discretion, for members of the public and Council to ask questions and/or make representations. The order of questions and any extension of the 30 minute limit will be at the discretion of the Chair

1c – The Appropriate Officer will, prior to the formal opening of the meeting, ask all members of the public and councillors who wish to ask a question or make a representation to indicate and note their names for the record.

2a – Members of the public are encouraged to attend meetings of the Town Council in person or online and to raise questions of public concern at any meeting of the Full Council. At these meetings the public may ask questions or make a representation relating to any issues of council business.

2e -Where possible all questions should be submitted in writing not later than noon on the working day before the meeting to allow the appropriate officer/councillor to prepare a proper written response. Questions will be read out in the meeting by the appropriate officer before giving the answer.

2g – delete this section

3h – delete this section

(The above paragraphs have been constructed by the committee clerk from the discussions held at the meeting. The wording is subject to agreement by councillors at the next meeting.)

**31/24      Joint Melksham Neighbourhood Plan**

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

**UNANIMOUSLY RESOLVED** to formally approve draft Neighbourhood Plan (JMNP2), modification statement, evidence documents and community consultation statement for Regulation 14(B) consultation, as a Qualifying Body.

**32/24      Economic Development and Planning Committee**

It was proposed by Councillor Rabey, seconded by Councillor Oatley, and

**RESOLVED** to receive the minutes of the Economic Development and Planning Committee meeting held on 14<sup>th</sup> May 2024.

**33/24      Personnel Committee**

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

**RESOLVED** to receive the minutes of the Personnel Committee meeting held on 30<sup>th</sup> April 2024.

Meeting Closed at: 8.10 pm

**Signed:** .....

**Dated:**

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**MELKSHAM TOWN COUNCIL**  
**MEETING OF THE Asset & Amenities COMMITTEE**

**10<sup>th</sup> June 2024**

***Play area strategy***

**Report of the Head of Operations**

**1. Purpose of the report**

For councillors to re-consider the play area strategy presented last November / December.

**2. Current Situation**

There has been a desire to develop this strategy for some time but resourcing issues have prevented further progress.

**3. Background**

In November 2023, Several Councillors met with a suitably qualified consultant who would be able to develop a Town wide strategy, which has been needed for some time.

**4. Financial implications**

Following the initial meeting an investment of £14k was mooted to be required to develop a live strategy that the Council would own for the foreseeable future to create a phased investment plan. The final costs of equipment and installation are unknown at this time, pending the outcome of the strategy plan.

**5. Links to Town Council policies and core values**

The Council wants to maintain the quality of the play areas it manages and it has been recognised that a fair amount of the play areas need updating to more modern equipment.

**6. Risk assessment**

The Council needs to make progress in this area otherwise the risk is that the play areas will become unused.

**7. Crime and disorder implications**

N/A

**8. Biodiversity considerations**

The equipment will be responsibly sourced and locally procured wherever possible.

**9. Safeguarding**

**Well designed play areas reduce safeguarding issues.**

**10. Recommendations**

**The committee consider the proposal and if in agreement, suggest the budget from which the project would be funded.**



## 1. Proposal Introduction

Passport365's interconnected infrastructure enables all data and information in the system to be connected in real time. This enables complete visibility and analysis of all and any metrics relating to Melksham Town Council's Play Space Provision. This means that we can build reports for any purpose and from any data.

This proposal contains a summary of the detailed services Passport365 can provide to Melksham Town Council with an initial focus on building a Business Intelligence (BI) Report and supporting written report to deliver analysis into all information pertinent to Play Space Provision across the catchment.

We will provide the creation of forms to support in the collection and integration of standardised data.

The purpose of the detailed Business Intelligence reporting structure is too support and deliver informed decision making, strategic thinking and align all data in one dedicated environment in real-time. Passport365 will deliver an environment with Melksham Town Council for detailed insight, improved visibility and access to key data and metrics.

With a dedicated focus the production of a Dynamic Real-time Business Intelligence Platform, the inclusion of Forms module (data collection) consultancy support and a dynamic real-time platform will deliver streamlined reporting and data providing a comprehensive analysis through our customised Platform to drive efficiencies and ensure Melksham Town Council are at the forefront of Data and Software.

These reports would be continually developed over the length of the agreement, to ensure continuous updates and that data remains Dynamic and in Real-Time.



## 2. Business Intelligence Report Build

We will build out a dynamic BI and standardised report for Melksham Town Council incorporating open-source data (e.g.: Active Lives, Office for National Statistics, population, demographics. . .), and all agreed open data sources to provide a powerful insight and data led dashboard.

We aim to produce a report that provide more insight and options to dive into the data to give a best-in-class system, that would be developed over time. Beyond the initial project more data can be added and integrated.

Passport365 BI Platform provides unparalleled analytics from the identified data sources from top-down view of everything, through to the specific granularity of agreed metrics with a direct connection back into the core system to ensure all data is in Real-time.

## 3. Melksham Town Council Data Environment

All metrics gathered can be amalgamated and analysed within our BI reporting system. Providing insight and visibility of all metrics / data / information at a moment in time and over time. Correlated with targeted metrics the impacts of this integration of data can be visualised against statistical benchmarked data providing dive into data and insights (Investment, Population Trends, Rationalisation)



This deep dive into the data and insights will provide Melksham Town Council with a unique approach to:

- 1) Strategic Thinking – Improve Visibility
- 2) Accessing Data & Information
- 3) Reporting Procedures and Informed Decision-making Capabilities.
- 4) Understanding of Health / Well-Being and Physical Activity data through new and improved data analysis and how these impacts upon the Play Space Provision.

## 4. Data Capture and Report Generation

Our forms module enables the capture of data via the web or mobile app and then the creation of fully customisable dynamic reports, perfect for all and any document generation for Play Space Provision.



## 5. Summary

### Integration of Data:

- Examine the current levels of provision across the catchment
- Review and update the quantity and quality assessment – Place Space Provision & Gap Analysis
- Organising & integration of key data metrics (i.e., Population, Trends, Active Places, Investment, Maintenance) into accessible visual content
- Providing bespoke targeted Data Analysis, Performance Indicators and Benchmarking Reports,
- Enhance Investment Opportunities - Data Led Decisions.

### Data led independent advice and guidance - Passport365 Consultancy Support.

- Deliver a strategic and proactive approach through Real-time data analysis and assessment.
- Scenario testing with cost, time, RAG Rating (Retain, Invest, Dispose, Prioritise).
- Lifecycle Analysis & Data Interpretation
- Independent Assessment & Recommendations for Play Space Provision

## 6. Fee Proposal

Passport365 will build a custom branded and bespoke Business Intelligence Reporting Platform for Melksham Town Council. An interactive dynamic environment to capture, integrate and analyse data, pulling in various data sources to provide a unique and informed view of all data and metrics across the Melksham catchment area:

- a) Data Capture & Insight,
- b) Dynamic Real-Time Business Intelligence Reporting Modules
- c) High Level Visualisation through to Granular Data Insight,
- d) Data Integration - Population, Demographics and Activity Profiles
- e) Report Writing.

This bespoke fee proposal is based on a delivery timescale of 6 months (through to June 2024) with a fixed fee of **£14,995,00 + VAT**.

Passport365 & Melksham Town Council will undertake ongoing continuous reviews.

Passport365 can mobilise immediately following Instruction for Works, with the view that the contract would begin in January 2024.

We will work with Melksham Town Council to determine Invoice schedule.

Passport365

Melksham Town Council



Authorising Signature

Authorising Signature

Gary Johnson Director

Print Name and Title

Print Name and Title

21/12/2023

Date

Date

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# Child Protection & Vulnerable Adults

## Safeguarding Policy



## **1. Introduction**

The purpose of the policy is to make clear to all councillors, staff, volunteers, and contractors what is required in relation to the protection of children, young people, and vulnerable adults (VA's) and to ensure that there are procedures in place which provide for their safety and protect the staff and volunteers working for the Council. As the Town Council engages with services organised and provided by, or on behalf of the council for children, young people and VA's, it is important that we adopt a policy and set of procedures to protect both individuals and the Council.

Melksham Town Council believes everyone has the right to live free from abuse or neglect regardless of age, ability or disability, sex, race, religion, ethnic origin, sexual orientation, marital or gender status. Melksham Town Council recognises that health, well-being, ability, disability and need for care and support can affect a person's resilience. We recognise that some people experience barriers, for example, to communicate in raising concerns or seeking help. We recognise that these factors can vary at different points in people's lives.

## **2. Purpose of the policy**

- . To raise awareness to all councillors, staff and volunteers of the importance of safeguarding children, young people and VA's, and of their responsibilities for identifying and reporting actual or suspected abuse.
- . To ensure children and parents are aware that the Council takes the safeguarding agenda seriously and will follow the appropriate procedures for identifying and reporting abuse and for dealing with allegations against staff.
- . To promote effective liaison with other agencies in order to work together for the protection of all children.
- . To take account of and inform policy in related areas such as bullying and e-safety.

2.1 A child or young person is anyone under the age of 18 years; and

2.2 A vulnerable adult is anyone 18 years or older who by reason of mental or other disability, age, infirmity or illness is unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

2.3 The council seeks to implement this Safeguarding Policy by:

- a. Ensuring that all staff that have direct and unsupervised contact with children, young people and VA's are carefully selected, including a check with the Disclosure & Barring Service, at least two written references and are trained and accredited where necessary.
- b. Ensuring that any Town Council contractors who have regular, direct, and unsupervised contact with children have effective policies and procedures in place.
- c. Giving all parties involved e.g. parents and the public, information about what they can expect from the Council in relation to protecting and safeguarding children, young people, and VA's.
- d. Ensuring that there is a clear complaint procedure in place that can be used if there are any concerns.
- e. Sharing information about concerns with appropriate agencies.

## **3. Responsibilities**

3.1. It is not the role of Melksham Town Council to investigate allegations of abuse. However, the responsibility for Safeguarding falls on everybody who is employed at the Town Council. All adults who work at the Town Council are expected to support the Safeguarding Policy with overall responsibility falling on the Town Council's Safeguarding Officer, including where there is



suspicion of abuse/neglect of a child, young person, or VA or if a child, young person, or VA discloses abuse or allegations or abuse. The Town Council will follow the child protection procedures set out by the Wiltshire Safeguarding Vulnerable People Partnership (Appendix 1 and 2).

3.2. The **Safeguarding Officer** is a senior member of staff designated to take lead responsibility for:

- a. Managing all child protection issues
- b. Keeping secure records and reports
- c. Overseeing the Safeguarding Policy its evaluation, review, and revision, ensuring availability to staff and the public
- d. Induction and training of staff and volunteers on safeguarding issues
- e. Liaising with the local authority
- f. Working in partnership with agencies on referrals, support, and information sharing
- g. Ensuring a Safeguarding culture within the Town Council

3.3 **The Safeguarding Officer is: {insert name}** In the absence of the Safeguarding Officer the Town Clerk and/or Deputy Town Clerk will have full delegated authority.

#### 4. **Individual Responsibility**

4.1 Every staff member, volunteer or Councillor who supports activities involving children, young people or VA's has a duty of care to themselves and to others and should familiarise themselves with the procedures relating to the safeguarding of children and VA's. This policy applies to all Councillors and staff regardless of whether they have direct contact with children and VA's. For the purposes of this policy, staff includes part time and full-time employees, casual staff, volunteers, work experience placements and trainees. This policy should also be read in conjunction with other Council policies.

4.2 This policy seeks to ensure that all Councillors and Staff have a clear understanding of their responsibilities when working with children, young people, and VA's. The aims of these procedures are to ensure that both Councillors and staff:

- a. Recognise the signs of abuse and what appropriate course of action should be taken in such circumstances
- b. Understand the potential risk to themselves and ensure that good practice is always adhered to
- c. Recognise signs of improper behaviour from others and report it to the Responsible Officer at the earliest opportunity

4.3 It is possible to reduce situations where abuse may occur and below are specific examples of the care which should be taken when working with children, young people and VA's.

#### 4.4 **Individuals must:**

- a. Be identifiable including wearing a Melksham Town Council name badge
- b. Treat all children and people with dignity and respect
- c. provide an example of good conduct that others can follow
- d. Challenge unacceptable behaviour e.g. bullying and report allegations/suspicions of abuse
- e. Ensure that when possible, there is more than one adult present during activities with children and young people, or at least be within sight or hearing of others

- f. Respect their right to personal privacy and encourage children, young people and VA's to feel comfortable enough to point out attitudes or behaviours they do not like
- g. Remember that someone else might misinterpret certain actions, no matter how well intentioned
- h. Be aware that any physical contact with a child, young person or VA may be misinterpreted
- i. Recognise that special caution is required when discussing sensitive issues with children, young people or VA's
- j. Always operate within the Council's policies and procedures

#### **4.5 Individuals must not:**

- a. Have inappropriate or unwarranted physical or verbal contact with children, young people or VA's
- b. Be drawn into inappropriate attention seeking behaviour or make suggestive or derogatory remarks or gestures in front of children or vulnerable adults
- c. Jump to conclusions about others without checking facts
- d. Exaggerate or trivialise any abuse issues
- e. Show favouritism to any individual
- f. Rely on your good name or that the Council to protect you
- g. Believe 'it could never happen to me'
- h. Take a chance when common sense, policy or practice suggests another more prudent approach

### **5. Recognising Abuse**

5.1 This is not always easy, and it is not the responsibility of members or staff to decide whether or not abuse has taken place, or if a child, young person or VA is a significant risk. However, the Council does have a responsibility to act and report promptly if they have any concerns or suspicions. It is the responsibility of the member of staff to report any concerns to the Safeguarding Officer or local authority. Staff and Councillors should acquaint themselves with the types of abuse and how to recognise signs of abuse.

5.2 Indications that a child or person may be subject to abuse include:

- a. Unexplained or suspicious injuries such as bruises, cuts and burns particularly if situated on parts of the body not normally prone to such injuries
- b. Injuries for which an explanation seems inconsistent
- c. Fear of parents or carers being approached about such injuries
- d. Flinching or cowering when touched or approached
- e. Sudden or unexplained changes in behaviour
- f. Fear of being left with a specific person
- g. Changes in appearance – sudden loss of hair, dirtiness, weight loss etc
- h. In children, a failure to grow and thrive and showing difficulties in making friends or socialising
- i. In adults, a loss of assets and possessions

5.3 This is by no means exhaustive, and it is important to remember that many children and people will exhibit some of these indicators at some time, and the presence of one or more should not be taken as proof that abuse is occurring. It is crucial that Councillors and staff realise that this is only a process of observation and that at no point should Councillors or staff actively seek out



abuse or an abuser. The Council's responsibility is to ensure that any concern about the welfare of someone is reported and to never assume that others will do it.

## **6. Main forms of Abuse**

- 6.1 **Physical.** This may involve actions such as hitting, shaking and burning as well as the use of inappropriate restraint. Physical abuse, as well as being a deliberate act, can be caused by omission or failure to act to protect. In case of children, it includes the giving of alcohol, inappropriate drugs, or poison to them.
- 6.2 **Emotional.** This may include a persistent lack of love and affection. A child or VA may be constantly verbally abused, threatened, ignored, or taunted. Other forms of emotional abuse include excessive overprotection and unrealistic pressure to succeed. In addition, it may include intimidation, humiliation, verbal abuse, harassment, or discriminatory harassment to adults.
- 6.3 **Sexual.** This may include forcing or enticing a child or VA to take part in sexual activities whether or not the child or VA is aware of or consents to what is happening. It may also involve non-contact activities such as showing pornographic material, sexual innuendo or encouraging someone to behave in a sexually inappropriate way.
- 6.4 **Neglect.** This may include the persistent failure to meet a child's or vulnerable adult's basic physical and/or psychological needs. These needs include adequate food and warm clothing and medical care, social care, and educational services. Neglect may include simply being left alone or excluded.

### **6.5 Other forms of abuse include:**

Bullying and Cyberbullying, Child Exploitation, Child Trafficking, Criminal Exploration and gangs, Domestic Abuse, Female Genital Mutilation, Grooming, Online Abuse and Peer on Peer abuse.

### **6.6 Specific Safeguarding Issues**

The Council recognises other safeguarding issues: child sexual exploitation, female genital mutilation, bullying (including cyber-bullying), domestic violence, drugs, fabricated or induced illnesses, faith abuse, forced marriage, gangs and youth violence, gender-based violence/violence against women and girls, mental health, radicalisation, sexting, teenage relationship abuse, trafficking.

## **7. Responding to and Reporting Allegations**

### **7.1 Responding to Allegations and Suspicions of Abuse**

It is vitally important the details of an allegation or incident of abuse or mistreatment are carefully recorded, regardless of whether or not the concerns are later shared with the local authority. An accurate record should be made of:

- The date and time of the incident and/or disclosure
- The parties who were involved
- What was said and done by whom
- The full name of the person reporting and to whom reported

And where appropriate:

- Any action taken by the Council
- Reasons why there was no referral to a statutory agency

## **7.2 Responding to a child or vulnerable adult making an allegation of abuse**

If a person discloses abuse by someone else:

- Stay calm, take the allegation seriously
- Allow the person to speak without interruption, accepting what is said, but DO NOT investigate
- Reassure them that they have done the right thing in speaking out
- Only ask questions for clarification, DO NOT ask leading questions
- Advise that you will try to offer support, but that you MUST pass the information on, do not promise to keep secrets
- Record keeping advice should be followed, and at an early opportunity, it must be explained to the child/young person/VA that the information will need to be shared.
- These allegations should be recorded and reported to the Safeguarding Officer or if unavailable, another appropriate line manager, at the earliest opportunity and reported immediately to The Town Clerk. If the allegations are made in respect of The Town Clerk, then report must be made to the Mayor

## **7.3 As soon as possible after the incident or disclosure has occurred the Safeguarding Officer should:**

- Write down notes, dates, times, facts, observations, and verbatim speech
- Ensure the correct details are available, the child/young person's/VA's name and address, and the name and address of their parent or guardian
- Immediately contact the Social Services Department at Wiltshire Council. Ask for a duty officer and indicate that you wish to discuss a matter of child / vulnerable person protection. Ask for the name of the person with whom you are speaking. Do not filter out or withhold any information. Ask if there is anyone else who should be informed.
- Inform the Local Authority's Monitoring Officer (Head of Legal Services, Wiltshire Council).
- Prepare a confidential file. Record all notes, conversations and advice from Social Services. Every effort should be made to ensure that confidentiality is maintained for all concerned.
- Store information in a secure place with limited access to designated people, in line with data protection legislation.
- Follow the advice from Social Services; take no other action unless advised to do so by Social Services.

## **7.4 Responding to concerns about a child's welfare where there has been no specific disclosure or allegation:**

All councillors, staff, volunteers and organisations contracted to provide services on behalf of the Council are encouraged to share concerns with the Safeguarding officer. The safeguarding officer will, if appropriate, make a referral to Social Services.

## **8. Contact Details for the Safeguarding Officer, Multi-Agency Safeguarding Hub (MASH), the Monitoring Officer, the Police and NSPCC**

**If there is immediate danger, phone the police or emergency services on 999.**

Otherwise contact:

**Safeguarding Officer**  
**Name and telephone number**

**Multi-Agency Safeguarding Hub (MASH)**

**0300 456 0108** – Standard working hours;  
Monday – Thursday from 8.45am to 5pm  
Friday from 8.45am to 4pm

**0300 456 0100** – Out of hours service  
Monday to Thursday 5pm to midnight, Friday 4pm to midnight  
Weekends and Bank Holidays from 9am - midnight  
Phones are diverted to the Social Work Standby Service from midnight to 9am (7 days a week)

For less urgent enquires, email [mash@wiltshire.gov.uk](mailto:mash@wiltshire.gov.uk)

**Wiltshire Council – Monitoring Officer**  
0300 456 0100 9am – 5pm Monday to Friday  
Email [governance@wiltshire.gov.uk](mailto:governance@wiltshire.gov.uk)

**Wiltshire Police**  
Non-Emergency telephone: 101

**NSPCC Child Protection Helpline:**  
Telephone: 0800 800 5000  
Email: [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

## 9. Confidentiality

9.1 It is important to ensure confidentiality about any suspicions, or allegations being made by a child, young person or VA. Whilst it is recommended that notes are made as soon as possible these should be treated in confidence until required by investigation authorities. The legal principle that the welfare of the child or VA is paramount means that the consideration of confidentiality, which might apply to other situations within the Council, should not be allowed to override the right of the person to be protected from harm. However, where possible every effort should be made to ensure that confidentiality is maintained for and by all concerned when an allegation is made and whilst being investigated. The Council will seek to balance protecting children and VAs from harm whilst protecting its staff from the risk of unfounded allegations. The Town Clerk will be responsible for dealing with all allegations and suspicions of abuse concerning a member of staff, in conjunction with any relevant authorities and agencies. The Town Clerk will not decide if the allegations have been substantiated – this is the task of Wiltshire Council's DSL, which has the legal responsibility through a multi-agency approach, taking into account the balance of probabilities based upon the evidence available.

## 10. Prevention

### 10.1 Recruitment To include

### 10.2 Training

The council will make the Child Protection and Vulnerable Persons Safeguarding policy available to all Councillors, staff and volunteers. Line managers will encourage good practice and identify any training needs required through the Council's One to Ones and Appraisal System. Councillors will be offered where appropriate, training on safeguarding children and vulnerable adults. All Councillors and staff will be expected to read this policy and sign the Declaration at the end of the document.

## Add training for safeguarding

### 10.3 Reporting

The Council is committed to maintaining an open culture where Councillors, staff, volunteers, children, vulnerable persons, parents, guardians, and carers feel able to express concerns both about child protection and issues of poor practice.

## 11. Procedures in Relation to Specific Services

### 11.1 Work Experience

Melksham Town Council may offer work experience placements either through various local schemes. The Council will ensure that staff working with children, young people or VA's are aware of the Child Protection and Vulnerable Adults Safeguarding Policy. Line managers are responsible for the health, safety and welfare of work experience students who under law are regarded as staff.

### 11.2 Venue Hire

Groups, clubs, and private individuals who regularly use the facilities operated by Melksham Town Council should have appropriate child protection and vulnerable adult policies in place, commensurate with the level of contact they have. Furthermore, their employees or volunteers who have significant and regular unsupervised contact with children and vulnerable adults should have satisfactory DBS checks in conjunction with the Council's Safeguarding Policy for Hirers. The Council will state on its Booking Forms and on posters in its halls for hire that it is the Council's expectation that groups will follow good practice procedures and policy in relation to Child and Vulnerable Adult Safeguarding.

### 11.3 Use of Contractors

Melksham Town Council will take reasonable care that contractors doing work on behalf of the Council are monitored appropriately. Any contractor or sub-contractor engaged by the Council in areas where workers are likely to come into regular contact with children, young people, or vulnerable adults, should have its own equivalent Child Protection and vulnerable adult policies, or failing this, must comply with the terms of this policy. This requirement will be written into the contract. If this is not met, the contractor will be deemed to be in breach of their contract.

### 11.4 First Aid

The administration of first aid to children, young people and vulnerable adults can present risks. Under ordinary circumstances, a child or young person can be administered with first aid only if their parent or guardian expressly permits this course of action.

When administering first aid, wherever possible, staff should ensure that another adult is present, or is aware of the action being taken. Parents/carers should always be informed when first aid is administered.

Child welfare is of paramount importance. In certain circumstances Councillors, staff, volunteers and contracted service providers may undertake first aid as a last resort, notifying parents / carers as soon as possible, to minimise a child's or vulnerable adult's distress.

### 11.5 Special Events – Photography

It is an unfortunate fact that some people have used children and young people's events as opportunities to take inappropriate photographs or footage of children, every attempt should be made to ensure that this does not happen. Councillors, staff, volunteers, and contracted service providers should be vigilant at all times. Anyone using cameras or film recorders for or on behalf of

the Council should obtain consent from the parents of children being photographed or filmed before the activity commences.

When commissioning professional photographers or inviting the press to cover Council services, events and activities the Council's expectations must be made clear in relation to child protection by checking the credentials of any photographer's, ensuring identification is worn and by not allowing unsupervised access to children or one to one photographic sessions.

## **12. Misuse of Procedure**

Malicious complaints about a member or an employee(s) and/or serious and/or persistent abuse of these safeguarding policies and procedures will not be tolerated and will be dealt with through Melksham Town Council's disciplinary process.

## **13. Policy Monitoring and Review**

All incidents, allegations of abuse and complaints will be recorded and monitored. This policy will be reviewed by Full Council every four years and will also be revised in the light of changing needs, changes in legislation and guidance, or in the light of experience.

## **14. Useful Links**

### **Wiltshire Council**

[Wiltshire Safeguarding Vulnerable People Partnership \(SVPP\) - Home page \(wiltshiresvpp.org.uk\)](http://wiltshiresvpp.org.uk)  
[Child protection - Wiltshire Council](#)

### **UK Government**

[Working together to safeguard children - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

### **NSPCC**

[NSPCC | The UK children's charity | NSPCC](#)

## **15. Declaration**

Melksham Town Council is fully committed to safeguarding the well being of children, young people and vulnerable adults and promoting their welfare. Representing Melksham Town Council as an Elected Member working or working as an employee, volunteer or contracted service provider of Melksham Town Council it is important that you have taken the time to thoroughly read the Safeguarding Policy and Procedures document.

By being made aware of the policy it is our intention to ensure that all are proactive in providing a safe and secure environment for the children and vulnerable adults in our community.

## **16. Declaration:**

I have received, read and understood the Melksham Town Council Child Protection and Vulnerable Adults Safeguarding Policy and Procedures document.

By signing I agree to adhere to the principles of the policy. Failure to do so may result in disciplinary proceedings resulting in possible dismissal and /or legal action.

Signed: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Date: \_\_\_\_\_

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## MELKSHAM TOWN COUNCIL

### Equality, Diversity & Inclusion Policy

**JUNE 2024**

#### **1. INTRODUCTION**

The Equality Act 2010 came into force in October 2010 and replaces and brings together the previous legislation such as the Sex Discrimination Act 1975, Race Relations Act 1976, the Disability Discrimination Act 1995 and the Equal Pay Act 1970.

The legislation covers a prescribed set of protected characteristics including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers prohibited conduct including discrimination, adjustments for disabled persons, victimisation and harassment; services and public functions; premises; employment; contracts; and, advancement of equality. The latter provision specifies a public sector equality duty, which applies to town and parish councils.

#### **2. PUBLIC SECTOR EQUALITY DUTY**

Melksham Town Council has a duty to:

- eliminate unlawful discrimination, harassment and victimisation;
- advance equality of opportunity between different groups; and
- foster good relations between different groups.

#### **3. THE POLICY**

Melksham Town Council will commit to achieving equality of opportunity, valuing diversity in all aspects of its work; providing an inclusive and supportive environment for all by:

- ensuring that people are treated solely based on their abilities and potential, regardless of age, disability, gender reassignment, marriage and civil partnership, sex, pregnancy and maternity, race, religion, sexual orientation, socio-economic background, or any other inappropriate distinction;

- promoting diversity and equality and value the contributions made by individuals and groups of people from diverse cultural, ethnic, socio-economic and distinctive backgrounds;
- challenging inequality and less favourable treatment wherever practicable; and
- promoting greater participation of under-represented groups by encouraging positive action to address inequality, promote an environment free of harassment and bullying on any grounds in relation to all staff, councillors, contractors and visitors attending the Council's offices or meetings.

#### **4. SCOPE**

The Equality Act 2010 s.4 introduced the term 'protected characteristics' to refer to groups that are protected under the Act, these are:

- **Age**

Individuals of any age or apparent age are protected from discrimination.

Melksham Town Council will ensure that people of all ages are treated with respect and dignity; ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and challenge discriminatory assumptions about younger and older people.

- **Disability**

This is a physical or mental impairment which has (or is likely to have) a substantial effect on a person's ability to carry out day-to-day activities for a period of a year or more. Certain medical conditions, such as cancer, Multiple Sclerosis and HIV are a disability from the outset, whatever their impact on day-to-day activities. Protection from discrimination covers a person who has had a disability in the past.

There is no unfavourable treatment if the 'discriminator' did not know or could not reasonably have known the person had a disability. More favourable treatment of disabled persons is not unlawful discrimination against non-disabled people.

Melksham Town Council has a duty to make 'reasonable adjustments' where a 'provision, criterion or practice' puts a disabled person at a substantial disadvantage compared to non-disabled persons. Then a duty arises on the Council to take such reasonable steps as are necessary to avoid the disadvantage at no charge to the employee.

Melksham Town Council will challenge discriminatory assumptions about disabled people; and seek to continue to improve access to information by ensuring availability of a hearing loop systems and alternative formatting of written documents.



- **Gender reassignment**

Gender reassignment is a protected characteristic that applies to a transsexual person who is proposing to undergo, is undergoing or has undergone a process (or part of a process) to change their sex.

Melksham Town Council will challenge discriminatory assumptions about women and men; take positive action to redress the negative effects of discrimination against women and men; offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

- **Marriage and Civil Partnership**

Protection is given to people who have or share the characteristics of being married or being a civil partner.

Melksham Town Council will ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership; challenge discriminatory assumptions about the marriage or civil partnership of our employees; and ensure that no individual is disadvantaged and that we take account of the needs of our employees' marriage or civil partnership.

- **Pregnancy and Maternity**

This protected characteristic covers the course of a pregnancy and any illness suffered as a result of the pregnancy or because a woman is exercising or is seeking to exercise the right to compulsory, ordinary or additional maternity leave.

Melksham Town Council will ensure that Women are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity; challenge discriminatory assumptions about the pregnancy or maternity of our employees; and ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

- **Race**

Race includes colour, nationality, ethnic or national origins.

Melksham Town Council will challenge racism wherever it occurs; respond swiftly and sensitively to racist incidents; and actively promote race equality in the Town Council.

- **Religion or Belief**

Religion means any religion including lack of religion.

Belief is defined as any religious or philosophical belief including a lack of belief.

Melksham Town Council will ensure that religion or beliefs and related observances of councillors and employees are respected and accommodated wherever possible; and respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

- **Sexual Orientation**

The Act protects a person's sexual orientation towards:

- people of the same sex as him or her (i.e. a gay man or a lesbian);
- people of the opposite sex from him or her;
- people of both sexes.

Melksham Town Council will ensure to consider the needs of all sexual orientations.

It is important to note that carers are also protected through association to any of the 'protected characteristics' described above.

In addition, Melksham Town Council recognises that there is a range of other groups/people that may face additional disadvantage and discrimination and will be considered when making decisions. These are:

- people who are rurally isolated
- people on low incomes/in poverty
- single parents
- people with a military background and their families
- ex-offenders (except where there is a known risk to children or vulnerable adults)
- gender identity
- gender expression

- **Inclusion**

Melksham Town Council will be an inclusive Council.

Inclusion means that all people, regardless of their abilities, disabilities, or health care needs, have the right to be respected and appreciated as valuable members of their communities.

Inclusion refers to the behaviours and social norms that ensure people feel welcome.

Through maintaining an inclusive company culture, Melksham Town Council will make their staff feel important and encourage them to work in a way that maximises their true potential.

It will avoid marginalising its staff and create the same opportunities for them, regardless of factors such as their age, race or mental and physical abilities. Workplace inclusion supports the idea of creating a workplace that's safer and more respectful to all employees.

## 5. OBJECTIVES

To improve delivery, information and access to services Melksham Town Council will:

- Ensure all councillors, employees, contractors and users of our services are informed about our Equality and Diversity Policy.
- Apply equal opportunities principles to work undertaken for the council by external contractors, other organisations in receipt of council funding and in work with our partners.
- Rectify any elements of our work which have the potential for discrimination and prejudice.

To promote equality and diversity with other partners Melksham Town Council will:

- Promote tolerance and respect between diverse groups and individuals.

- Acknowledge and celebrate, wherever possible, the variety of lifestyles and cultures within the town.
- Challenge all forms of discrimination within the Town Council and the wider community.
- Support the development of communities and assist them in challenging discrimination, harassment, bullying and violence.

## **6. RESPONSIBILITY AND LIABILITY**

All members of staff and councillors remain personally responsible for ensuring that they act within the law. The Chief Executive Officer is responsible for ensuring that staff perform their duties in a lawful manner and that staff and councillors are supported by appropriate equality and diversity training.

In certain circumstances, the Town Council could be vicariously liable for actions carried out by staff purportedly in the Town Council's name. Any member of staff or councillor may be personally liable if, whilst on Council business and despite guidance and training from the Council, they behave illegally in respect of the Equality Act 2010.

Breaches of the Council's Equalities and Diversity Policy will be regarded as serious misconduct and could lead to disciplinary proceedings.

Councillors and employees are entitled to complain about discrimination or harassment or victimisation through the Chief Executive Officer or refer to the Council's Grievance Procedure as detailed in the Employee's Handbook.

## **7. RECRUITMENT**

Melksham Town Council is an equal opportunities employer and will ensure that within the framework of the law that the council's recruitment process for staff and the co-option of councillors is free from unlawful or unfair discrimination.

Any recruitment advertisement will be non-discriminatory and will avoid any gender or culturally specific language and include a statement of commitment to equal opportunities, welcoming applications from all sections of the community.

Application forms should ask whether the applicant has been convicted of a criminal offence and if so, to give details. Under the Rehabilitation of Offenders Act 1974 a conviction can become spent. If so, the applicant is not obliged to disclose it. Job applications should not ask for the applicant's age.

During the interview process, candidates will be asked a standard set of agreed questions to avoid potentially discriminatory questions. Personal questions relating to the candidate's age, sex, sexual orientation, race, marital status, nationality, religion or belief, disability, membership or non-membership of a trade union will not be asked.

## **8. EMPLOYMENT**

All employees whether full-time, part-time, fixed contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be based on aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Council.

## **9. RETIREMENT**

It is unlawful to terminate employment by retirement unless the employer can justify it, or the employee agrees to it.

## **10. REVIEW**

Future reviews will be done either bi-annually or when there are changes to current legislation, whichever is the sooner.

## **11. REFERENCES**

- Equality Act 2010. Further information available: [here](#)
- National Association of Local Councils (NALC). Web site: [here](#)  
Legal Topic Note no.79 Equality Act  
Being a Good Employer

Adopted by Full Council on  
To be reviewed

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**Melksham Town Council  
CLOSED CIRCUIT TV SYSTEM**

**INTERNAL OPERATIONS PROCEDURE  
MANUAL**

**May 2024**

# **MELKSHAM TOWN COUNCIL CLOSED CIRCUIT TV SYSTEM INTERNAL OPERATIONS PROCEDURE MANUAL**

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## **1. INTRODUCTION**

- 1** Melksham Town Council has installed a CCTV surveillance system in the town centre. The system has been provided to create a safer environment for those who live in, work in, or visit the town both during the day and in the evening. The control room for CCTV is in the Town Hall, Market Place, Melksham, SN12 6ES where images and footage from the cameras is recorded.

- 1.1.2 These operating procedures are based on the Home Office – Surveillance Camera Code of Practice which has been agreed by all parties involved in managing the project and are prepared for the guidance and management of all staff involved in operating the system. The Code has been accepted by the police and representatives of the Crown Prosecution Service.

- 1.1.3 The overall control and operation of the CCTV system will be determined by the Town Council.

## **2. SCHEME OBJECTIVES**

- 2.1.1 The primary objective of the scheme is to provide a safer town centre environment for the public and this objective will be carried out by the installation of the system to:

- Reduce the fear of crime.
- Deter crime and vandalism, thus reducing its level overall.
- Assist in the detection of crime and facilitate the apprehension and prosecution of offenders for both crime and public order offences.

- 2.1.2 In seeking these objectives operators of the scheme will seek to improve conditions for residents and visitors to the town centre, in particular vulnerable groups including the elderly, children, and women. Any request to use the system for objectives other than those shown must be authorised by Melksham Town Council.

## **3. CONTROL ROOM**

### **3.1 Location**

- 3.1.1 The control room is situated on the ground floor of Melksham Town Hall. It houses the main control equipment for the system and will be protected by an access control system which is also being installed as part of the latest upgrade.

### **3.2 Access**

- 3.2.1 It is essential that the control room is maintained as a secure environment and access is therefore restricted to the following personnel:

- CCTV system trained staff
- The Town Clerk (Responsible Officer) in the course of their duty.
- Head of Operations, in the course of their duty

- 3.2.2 Subject to prior approval, the following may also be admitted:

- Partnership representatives, elected Members of the Council.
- Police officers in the course of their duty.
- Police employees and magistrates as part of their training needs.
- Maintenance and cleaning staff.
- Outside visitors.

- 3.2.3 A visitors' book will be maintained within the control room and may be required to be produced in any court proceedings. All visitors and staff must always sign in the visitors' book.

- 3.2.4 The Council, in the persons of the Town Clerk (Responsible Officer) or the Head of Operations, reserve the right to exclude any person from entering or visiting the control room at any time during its hours of operation.

### **3.3 Hours of Operation**

- 3.3.1 The control room will operate 24 hours each day, 365/366 days per year.
- 3.3.2 Operators will be trained before being allowed to work without supervision, but only when the Head of Operations is satisfied that they have reached the required standard.

### **3.4 Communication**

- 3.4.1 A list of useful telephone numbers is given in Annex A.

### **3.5 Control Room Monitoring**

- 3.5.1 It must be noted that this is not a supervised or staffed system at present. All operators who work in the control room will be SIA licensed and will be trained by Melksham Town Council in conjunction with a suitable training provider.
- 3.5.2 Only designated control room staff, personnel under training and those authorised by the supervising officer will operate the camera or control equipment.
- 3.5.3 Review equipment can be operated by an authorised person, in accordance with the Code of Practice.
- When an incident occurs, the police will contact the Council and check if there is a record of the incident. Details of camera sites and selection list are shown at Annex B.
- 3.5.4 All camera images will be simultaneously recorded throughout each 24-hour period onto the NVR.
- 3.5.5 The police cannot guarantee that action or prosecution will result from an incident passed by the operator to the police. The officer in charge of the police control room, having due regard to the workload at that time, will decide when and if police action will result. He/she will use the Incident Response Policy to determine his/her actions.

### **3.6 Police Request for Viewing**

- 3.6.1 The police may request that a particular area be viewed by the CCTV operator in the following circumstances:
- a) To assist in the event of a major incident or an emergency.
  - b) To assist in the detection of crime.
  - c) To assist in the arrest and gathering of evidence so that offenders may be prosecuted in relation to criminal or public order incidents.
  - d) To provide information in relation to traffic flows within the town centres.
  - e) To assist in the search for very young, old, mentally ill, or other vulnerable persons (when duties permit).
- 3.6.2 Any request from the police as above will be entered in the event log and the length of time engaged will also be recorded.

### **3.7 Major Incidents and/or Emergencies**

- 3.7.1 If a major incident or emergency occurs within the area of camera coverage it may be necessary to monitor the system. This decision will be undertaken by the supervising officer in conjunction with the police. Should the need arise, the supervising officer is to refer to Annex C – Priority Call-Out List.
- 3.7.2 In extreme circumstances it may be necessary for the police to attend the control room in order that the full benefit of camera coverage may be utilised. In these

situations, it may be necessary for the police to direct the operator(s) for the period of the incident operation, i.e. as in the case of a bomb threat, armed robbery, major fire, VIP visit or similar.

### **3.8 Control Room Administration**

- 3.8.1 An event log will be maintained by the operators and brief details of incidents, whether passed to the police or not, will be entered giving the incident time and date, the action taken and result if appropriate. Names of persons contacted or persons dealing with the incident will be noted whenever possible.
- 3.8.2 Each operator will complete the event log at the time of being informed of an incident. (The event log will be always kept up to date.)
- 3.8.3 Signing in will be the first action of any visitor on entering the control room. Operators must be satisfied as to the identification of all persons within the control room.
- 3.8.4 Removable devices will be reviewed when authorised by the supervising officer or if requested by the police control room supervising officer at Melksham, when duties permit. A police officer may also review footage when the above authority has been given.
- 3.8.5 The operator(s) will maintain files and undertake administration tasks as designated and in accordance with established procedures.
- 3.8.6 A full list of telephone contact numbers will be provided and retained in the control room.
- 3.8.7 Recording devices and televisions will not be permitted and only footage from the NVR will be viewed.
- 3.8.8 There will be no alcohol allowed in the control room. This area is also within a designated 'no smoking' building.
- 3.8.9 In order that the functions of the control room can be properly managed several logbooks are maintained for record purposes. A list of these appears at Annex D – Record Books Maintained in Control Room.

### **3.9 Operating Procedures**

- 3.9.1 Periodically, authorised Town Council staff will:
  - a) Manually check the movement of each camera (if applicable) to confirm that all cameras are functioning correctly.
  - b) Ensure that the NVR is functioning correctly, including the real time (event) recording mode switching facility.
  - c) Check the network time and camera recording time and date for syncing purposes.
  - d) Any faults that are highlighted should be recorded in the fault register.

## **4. PROCEDURES FOR REMOVEABLE DEVICES**

### **4.1 Control**

- 4.1.1 The correct procedure in relation to the use and storage of removeable devices is essential to their use as evidence within criminal court proceedings. Any loss of continuity or failure to acknowledge the correct procedure will mean that the evidence recorded will not be allowed to be introduced in evidence, no matter how important the case.
- 4.1.2 All images are recorded onto hard drives and copied onto removeable devices supplied by Police.
- 4.1.3 If duties permit, the operator will complete a prepared witness statement for collection by the police. These forms will conform to Criminal Justice Act 1967,

Section 9; Magistrates Court Act 1980, sub-section 5A(3)(a) and 5B; Magistrates Court Rules 1981, revision 70. The form for a witness statement is shown in Annex E.

- 4.1.4 On receipt of the copy by the police, in order that it may be produced in court as an exhibit, the correct entry will be made in the log to account. The police officer will be required to countersign that entry.
- 4.1.5 The recording on a removeable device will be destroyed when returned from the police following court proceedings.
- 4.1.6 In circumstances agreed by the Town Clerk, removeable devices or the hard drive may be viewed by the Town Council to gain information which will assist them to decide in relation to true Council business.

## **4.2 Still Frame Prints**

- 4.2.1 Still frame hard copy prints may be taken by the operator to assist with identification of the suspect person(s) or vehicle(s); each will have the time, date and camera identification superimposed. A record will be maintained in the Still Photograph Log.
- 4.2.2 The use of hard copy prints will be recorded in the Still Photograph Log by the operator and police officer collecting that evidence. The prints shall be numbered sequentially with the same number being annotated on the rear of the print.

## **4.3 Numbering of removable devices**

- 4.3.1 Any copies made shall be numbered sequentially as C1 to C99.

## **5. GDPR 2018**

### **5.1 GDPR Policy and Procedures**

- 5.1.1 Melksham Town Council will comply with the requirements and principles of the Data Protection Act 1998.
- 5.1.2 Responsibility for ensuring compliance with the Act will rest with the Responsible Officer (also to be known as the Data Controller and Data Processor).
- 5.1.3 The Responsible Officer will consider requests for information under the terms of the Act on an individual basis. All requests must be made in writing and any decision reached by the Responsible Officer will be conveyed to the individual making that request in writing and a permanent record of such requests and decisions will be maintained.
- 5.1.4 It is the intention of Melksham Town Council to protect the privacy of third parties whenever possible and, to this end, will not release removeable devices where a third party would be recognisable and be capable of identification.

### **5.2 Release of Data to Third Parties**

- 5.2.1 General policy:
  - a) Every request for the release of data must be channelled through the Data Controller.
  - b) Access to recorded images will be restricted to those staff who need to have access to achieve the purposes of using the equipment.
  - c) All access to the medium on which the images are recorded will be documented.
  - d) Disclosure of the recorded images to third parties will only be made in limited and prescribed circumstances.

### **5.3 Primary Requests to View Data**

- 5.3.1 Primary requests to view data are likely to be made by third parties for one or more of the following reasons:

- Providing evidence in criminal proceedings.
  - Providing evidence in civil proceedings or tribunals.
  - The prevention of crime.
  - The investigation and detection of crime.
  - Identification of witnesses.
- 5.3.2 All third parties will be obliged to show adequate grounds for the disclosure of such data and are likely to include, but are not limited to:
- Police.
  - Statutory authorities with power to prosecute.
  - Relevant legal representatives.
  - Plaintiffs in civil proceedings.
  - Defendants in criminal proceedings.

#### **5.4 Secondary Requests to View Data**

- 5.4.1 A secondary request for access to view data may be defined as any request being made which does not fall within the definition of a primary request. Before complying with such a request, the Data Controller will ensure that:
- a) The request does not contravene current legislation and that compliance with the request would not breach current relevant legislation.
  - b) All legislative requirements have been complied with.
  - c) Due regard has been taken of all known current or past Case Law which may be relevant.
  - d) The request would pass the test of 'Disclosure in the Public Interest'.
  - e) The Data Controller is supplied with sufficient information to establish the identity of the person making the request in writing.
  - f) Sufficient accurate information has been supplied to enable the Data Controller to locate the relevant information that has been requested in writing.
  - g) The information relates to personal data of the person making the request unless all other individuals identified from the same information have consented to the disclosure.
  - h) All other personal data which would enable identification of any other person must be concealed or erased. If a third party or company is used to carry out such editing, then the Data Controller must ensure that:
    - There is a contractual relationship between the Data Controller and the third party or company.
    - That appropriate guarantees regarding the security measures they take in relation to the images have been given.
    - That checks have been made to ensure that they are carried out.
    - That the written consent makes it explicit that the third party or company can only use the images in accordance with the instructions of the Data Controller.
    - That a written contract setting out such conditions and guarantees has been signed.
    - The appropriate fee has been paid.
- 5.4.2 All requests must be treated with absolute confidentiality.
- 5.4.3 If, in compliance with a secondary request to view data, a decision is taken to release material to a third party, the following safeguards will be put in place before surrendering the material:
- a) In respect of material to be released under the auspices of 'crime prevention', written agreement to the release of the material must be obtained from a police officer. The officer should have personal knowledge of the circumstances of the

- crime(s) to be prevented and an understanding of the Home Office – Surveillance Scheme Code of Practice.
- b) If the material is to be released under the auspices of ‘public wellbeing, health or safety’, written agreement to the release of material must be obtained from a senior officer with the local authority.
  - c) The officer should have personal knowledge of the potential benefit to be derived from releasing the material and an understanding of the Home Office – Surveillance Scheme Code of Practice.
- 5.4.4 Recorded material may be used for bona fide training purposes such as police or staff training. Under no circumstances will recorded material be released for commercial sale of material for training or entertainment purposes.
- 5.4.5 The Data Controller is entitled to refuse an individual request to view data or supply a copy of such data under these provisions if insufficient or inaccurate information is provided, although every effort must be made to comply with such a request and each one will be treated on its own merit.
- 5.4.6 The Data Controller must be satisfied that the data is:
- a) not currently and, as far as can be reasonably ascertained, not likely to become part of a ‘live’ criminal investigation or civil proceedings.
  - b) not the subject of a complaint or dispute which has not yet been actioned.
  - c) maintained from the original audit trail.
  - d) for individual disclosure only.
- 5.4.7 If the Data Controller decides that the request will not be complied with, the reasons for refusal must be set out in writing to the individual within 21 days of receiving the request to view.

## **5.5 Process of Disclosure**

- 5.5.1 Individuals will be provided with information which describes the types of images that are recorded and retained, the purposes for which those images are recorded and retained, and information about the disclosure policy in relation to those images. This will be provided at the time that the standard subject access request form is provided to an individual. All subject access requests will be dealt with by the Data Controller.
- a) The Data Controller will locate the images requested.
  - b) The Data Controller will determine whether disclosure to the individual would entail disclosing images of third parties.
  - c) The Data Controller will need to determine whether the images of third parties are held under a duty of confidence. For example, it may be that members of the public whose images have been recorded when they were in town centres or streets have less expectation that their images are held under a duty of confidence than individuals whose images have been recorded in more private spaces, such as the waiting room of a doctor’s surgery.
  - d) If third party images are not to be disclosed, the manager or designated member of staff will arrange for the third-party images to be disguised or blurred.
  - e) If the system does not have the facilities to carry out that type of editing, a third party or company may be hired to carry it out. All charges will be passed on to the individual requesting of the data.
- 5.5.2 If the Data Controller decides that a subject access request from an individual is not to be complied with, the following will be documented:
- The identity of the individual making the request.
  - The date of the request.

- The reason for refusing to supply the images requested.
- The name and signature of the Data Controller making the decision.

5.5.3 All staff should be aware of individuals' rights – see section 4.4.

## **5.6 Media Disclosure**

5.6.1 If a request from the media for access to recorded material has been agreed, then the following procedures must be adopted:

- a) The release of the material must be accompanied by a signed release document that clearly states what the data will be used for and sets out the limits for its use.
- b) The release form must set out the way the data is to be processed.
- c) The release form must require proof of editing, either for approval or final consent, prior to its intended use by the media.
- d) The release form shall be considered a contract and signed by all parties involved.

## **5.7 Digital Images**

5.7.1 All digital images will be destroyed within 31 days to ensure the information is correct and up to date unless required for evidential purposes.

5.7.2 All the rules for handling and storage of removeable devices shall apply to such items and the Data Protection Rules will also apply.

## **5.8 Article 5**

- 5.8.1 a) Personal data shall be processed, lawfully, fairly and in a transparent manner.
- b) Collected for specified, explicit and legitimate purposes.
- c) It will be adequate, relevant, and limited to what is necessary.
- d) It will be accurate and where necessary, kept up to date.

### **5.8.2 Data Protection Officer: Article 37**

The core activities of the controller or the processor consist of processing operations which, by virtue of their nature, require regular and systematic monitoring of data subjects by the appointed DPO.

### **5.8.3 Right of Access**

- a) Length of time data is stored. *28 days* for recorded data or longer if relating to an ongoing court case.
- b) Right to access (within one month, one copy free)
- c) Right to rectification.
- d) Right to erasure.
- e) Right to restriction.
- f) Right to portability
- g) Right to object

### **5.8.4 Breaches: Article 33**

In the case of a personal data breach, the controller shall without undue delay and where feasible, not later than 72 hours after becoming aware of it, notify the personal data breach to the supervisory authority (ICO), unless the personal data is unlikely to result in a risk to the rights and freedoms of said person.

### **5.8.5 Security: Article 32**

The controller and the processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk.



## Annex A – Useful Telephone Numbers

### **Authority**

Police – Trowbridge

Gemma Rutter 01380 826614 or 101

### **System Maintenance**

**KAN Connections (Alex Goodhind) 07764 428595**

## Annex B – Melksham Camera Sites

Camera No	Camera Location	Camera type	Building / Column responsible party	Type of Link to NVR	Audio capable?	Installed?
1	KGV Pavilion Patio Area	8MP colour/mono	Melksham Town Council	Y single way		Y- Only to KGV NVR at the moment
2	KGV Pavilion Patio Area	8MP colourvu	Melksham Town Council	Y single way		Y- Only to KGV NVR at the moment
3	KGV Pavilion side	4MP colour/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
4	KGV rear (small car park)	4MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
5	KGV (Splash Pad)	8MP color/mono	Melksham Town Council	Y single way		Y- Only to KGV NVR at the moment
6	KGV Bike station	8MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
7	Skate Park	4MP PTZ	Melksham Town Council	N		Y- Only to KGV NVR at the moment
8	Bath Road Toilets front	8MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
9	Bath Road Toilets front	8MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
10	Bath Road Toilets Side	8MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
11	Bath Road Toilets Side	8MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
12	Bath Road Toilets Rear	8MP color/mono	Melksham Town Council	NN		Y- Only to KGV NVR at the moment
13	Bath Road Toilets Side	8MP color/mono	Melksham Town Council	N		Y- Only to KGV NVR at the moment
14	KGV Eco Loos	8MP Colorvu	Melksham Town Council	Y single way		Y- Only to KGV NVR at the moment

15	KGV Defibrillator	8MP Colorvu	Melksham Town Council	Y single way	Y- Only to KGV NVR at the moment
16	KGV Dog Park	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
17	KGV Path by Dog Part	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
18	KGV Lowbourne Gates	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
19	KGV Fitness equipment	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
20	KGV corner by elec cab	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
21	KGV Elec cab	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
22	KGV Path near Pavilion	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
23	KGV PTZ	4MP PTZ	Melksham Town Council	N	Y- Only to KGV NVR at the moment
24	KGV Play Area	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
25	KGV Ad centre corner	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
26	KGV Rive Path	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
27	KGV towards skate park	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
28	KGV towards zip line	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
29	Path towards waitrose	8MP Colorvu	Melksham Town Council	Y – 2 WAY	Y- Only to KGV NVR at the moment
30	Town Hall Bike station	8MP Colorvu	Melksham Town Council	Y single way	N
31	Market place	8MP colorvu	Atkins	Y single way	N
32	Market Place	8MP colorvu	Atkins	Y single way	N
33	Market Place	8MP colorvu	Atkins	Y single way	N
34	Market Place	2MP PTZ (existing Dallmeire)	Atkins	N	Y (EXISTING)

35	Town Hall bike station	8MP colorvu	Melksham Town Council	Y single way	N
36	Town hall front	8MP colorvu	Melksham Town Council	Y single way	N
37	Town hall porch	8MP color/mono	Melksham Town Council	N	N
38	Town hall public toilet area	4MP colour view	Melksham Town Council	Y 2-WAY	Y
39	Town hall public toilet area	8MP color vu	Melksham Town Council	N	Y
40	Lowbourne roundabout	8MP color vu	Atkins	Y single way	N
41	Lowbourne roundabout	8MP color vu	Atkins	Y single way	N
42	Lowbourne roundabout	8MP color vu	Atkins	Y single way	N
43	Lowbourne roundabout	2MP PTZ (existing Dallmeire)	Atkins	N	Y (EXISTING)
44	Bank street	8MP color vu	Atkins	Y single way	N
45	Bank street	8MP color vu	Atkins	Y single way	N
46	Sainsburys roundabout	8MP color vu	Atkins	Y single way	N
47	Sainsburys roundabout	8MP color vu	Atkins	Y single way	N
48	Sainsburys roundabout	8MP color vu	Atkins	Y single way	N
49	Church street near caprine pizza	8MP color vu	Atkins	Y single way	N
50	Church street near caprine pizza	8MP color vu	Atkins	Y single way	N
51	Church street car park entrance	8MP color vu	Atkins	Y single way	N
52	Church street car park entrance	4MP ANPR	Atkins		N
53	Church street car park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
54	Church street car park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
55	Town centre looking down precinct	8MP color vu	Atkins	Y single way	NN
56	Strattons walk on travel adjacent building	8MP color vu	Keith Clover – permission granted	Y single way	N

57	Strattons walk	8MP color vu	Atkins	Y single way	
58	Strattons walk	8MP color vu	Atkins	Y single way	N
59	Strattons walk	8MP color vu	Atkins	Y single way	N
60	King street near Chinese take away	8MP color vu	Atkins	Y single way	N
61	Looking down spa road	8MP color vu	Atkins	Y single way	N
62	Church walk – on L&A nails	8MP color vu	LA nails talking with tenants – landlord ok with it	Y single way	N
63	Church walk – on L&A nails	8MP color vu	LA nails talking with tenants – landlord ok with it	Y single way	N
64	King street car park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
65	King street car park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
66	King street car park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
67	King street car park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
68	Bath Road Car Park Entrance	8MP color vu	Wilts council Jenny Rowe	Y single way	N
69	Bath Road Car Park Entrance	8MP color vu	Wilts council Jenny Rowe	Y single way	N
70	Bath Road Car park by skate park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
71	Bath Road Car park by skate park	8MP color vu	Wilts council Jenny Rowe	Y single way	N
72	Town hall foyer	4MP color vu	Melksham	Y single way	Y
73	Town hall rear foyer	4MP color vu	Melksham Town Council	Y single way	Y



## Annex C – Priority Call Out List

Dave Elms 07508 709603

Brian Bennett 07843 615949

Hugh Davies 07508 709520

## Annex D – Record Books Maintained in Control Room

Signing in / out book

Incident log book

Record of footage copied onto removeable devices.

Camera & system maintenance log with faults log and schedule of PPM

Original Operating manuals for every component of the system.

File of witness statements, consent forms, Subject Access Requests and Collision Request forms



## Annex E

### **Melksham CCTV GENERAL DATA PROTECTION REGULATION 2018**

#### **Consent form**

I consent to Melksham CCTV holding my personal information

Name

Signature

Date

I do not consent to Melksham CCTV to hold my personal information.

Signature

Date

## Annex F – Witness Statement

**Statement of .....**

Age if under 18 ..... (if over 18 insert “over 18”)

---

This statement (consisting of two pages, each signed by me), is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or not to be true.

**Dated the ..... day of ..... 20.....**

**Signature**

---

I am a \*CCTV Supervisor/\*CCTV Operator at the Melksham Town Council, Closed Circuit Television Control Centre, Town Hall, Market Place, Melksham, SN12 6ES

The cameras, placed in different locations send signals to the CCTV Control Centre, where they are relayed onto a number of monitors.

The signals are recorded simultaneously onto hard discs in a Storage Area Network (SAN).

The images from any one of the cameras can be viewed on one of four event monitors or at the Preview Station which has instant rewind and play facility for all cameras.

Original still frame photographs can be obtained from any of the cameras at the Main Review Station. The Main Review Station has the ability to produce time segment recordings or a series of still frames as required. These can then be recorded onto a removeable device such as a flash drive, depending on size.

All recordings and photographs display camera number, date and time. Time accuracy is checked daily.

**(\* Delete if not applicable)**

**Signature**

**Signature witnessed by**

**Continuation of Statement of .....**

---

I am a trained operator of the CCTV Control Centre equipment.

On .....day the ..... of ..... 20....., I was on duty in the CCTV Control Centre and:

\* While monitoring the CCTV system I became aware of an incident at (location) .....  
..... scanned by camera number(s) .....

\* I produced original still frame(s) number(s) ..... and:

\* Handed to .....

\* Secured in photograph file, reference number .....

\* Labelled exhibit reference number(s) .....

\* I produced copy USB Flash Drive number ..... from original recordings from the NVR and:

\* Handed to .....

\* Labelled exhibit reference number .....

\* Secured recorded segment on local external drive in the CCTV Control Centre, saved as listed below and will be retained until no longer required.

I can state that at all times all equipment was functioning correctly or, if not, that any respect in which it was not operating correctly was not such as to affect the accuracy of the signal or of its recording.

**(\*Delete if not applicable)**

List of files saved:

1. ....
2. ....
3. ....
4. ....
5. ....



# Annex G – Subject Access Request Form

## APPLICATION FOR ACCESS TO PERSONAL DATA (INCLUDING CCTV FOOTAGE)

Are you making this application on your own behalf?		
<p>Yes <input type="checkbox"/></p> <p>Please complete Sections A &amp; C below</p>	<p>We have a responsibility to ensure that we keep your information safe. For that reason we ask you to provide us with some proof of identity. Please let us have a copy of your passport, driving licence, or other document showing your name and signature. Please also provide us with a recent bill (e.g. a utility bill) showing your name and address. This will help us to verify your identity. If you are requesting CCTV footage please also supply a recent full face photograph of yourself. We will not be able to respond to your request unless you provide this information. <u>Under the terms of the Data Protection Act 1998, the Council can only consider supplying you with CCTV footage if you are part of the footage otherwise it will be considered under the terms of the Freedom of Information Act 2000.</u></p>	
<p>No <input type="checkbox"/></p> <p>Please complete Sections B &amp; C below</p>	<p>We have a responsibility to ensure that we keep personal information safe. For that reason we ask you to provide us with some proof of identity of the data subject and evidence of their consent. Please let us have a copy of data subject's passport, driving licence, or other document showing their name and signature. Please also provide us with a recent bill (e.g. a utility bill) showing their name and address. This will help us to verify their identity. If you are requesting CCTV footage please also supply a recent full face photograph of the subject. We will not be able to respond to your request unless you provide this information. <u>Under the terms of the Data Protection Act 1998 the Council can only consider supplying you with CCTV footage if the subject is part of the footage otherwise it will be considered under the terms of the Freedom of Information Act 2000.</u></p>	
PART A – APPLICATION MADE BY THE DATA SUBJECT		
Name		
Address		
Daytime Tel No	Evening Tel No	
<p><b>Details of personal data which Melksham Town Council may hold about you.</b></p> <p>It would be helpful if you could provide as much information as possible. This is to help us find the information that you require. <i>(Please continue on a separate sheet if necessary.)</i></p>		
What is your relationship with Melksham Town Council (e.g. are you an employee, customer)?		

**Please give us as much detail as you can about the specific information you require which will help us to locate it.** Example: if you are a customer, you may want information relating to your account with us. Please provide us with your account number(s).

--

**If you are requesting CCTV footage please supply the following information:**

Date:				
Time of Incident	From:		To:	
Location of camera (if known)				
Type of incident (e.g. car accident)				

**Details of your appearance/clothing/vehicle:**

--

### **EMPLOYEES ONLY**

Your current job title (and any previous positions with Melksham Town Council)	
Employee No	
Your current location (and any previous locations where you have worked)	
How long have you been employed by Melksham Town Council?	

### **PART B – APPLICATION MADE ON BEHALF OF THE DATA SUBJECT**

Your Name		
Your Address		
Daytime Tel No	Evening Tel No	
<i>Please enclose a copy of your authority to make this application on behalf of the data subject</i>		

Please state the nature of your relationship with the data subject. Please expand in all cases.	
<input type="checkbox"/> Parent	
<input type="checkbox"/> Legal Representative	
<input type="checkbox"/> Other	
<b>Please provide the following details in relation to the data subject:</b>	
Name	
Address	
Daytime Tel No	Evening Tel No
Is the data subject under the age of 18?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Details of personal data which Melksham Town Council may hold about the data subject:</b> It would be helpful if you could provide as much information as possible. This is to help us find the information that you require. <i>(Please continue on a separate sheet if necessary)</i>	
<b>What is the data subject's relationship with Melksham Town Council (e.g. are they an employee, customer)?</b>	
<b>Please give us as much detail as you can about the specific information you require which will help us to locate it.</b> Example: if the data subject is a customer, you may want information relating to their account with us. Please provide us with the relevant account number(s).	

<b>If you are requesting CCTV footage please supply the following information:</b>				
Date:				
Time of Incident	From:		To:	
Location of camera (if known)				
Type of incident (e.g. car accident)				
<b>Details of the data subject's appearance/clothing/vehicle:</b>				

**IF DATA SUBJECT IS AN EMPLOYEE**

The data subject's current job title (and any previous positions with Melksham Town Council)	
Employee No	
The data subject's current location (and any previous locations where they have worked)	
How long has the data subject been employed by Melksham Town Council?	
<b>PART C – FEE &amp; DECLARATION</b>	
Under the Data Protection Act 1998 we are entitled to charge an administration fee of £10 for processing your application. Please make your cheque payable to Melksham Town Council.	
Once you have completed the form and checked that the information you have provided is accurate, please sign and date it below.	
Return this entire form, together with the fee and proof of your identity (and signed copy of your authority, where appropriate) to the following address:	
Town Clerk Melksham Town Council Melksham Town Hall Market Place Melksham Wiltshire SN12 6ES	
Signed	Date
Melksham Town Council will process the information you have given on this form for the purposes of administration. We will keep your details secure and will not disclose them to other organisations or third parties without your permission unless we are legally required to do so.	



## Annex H

### CCTV Collision Request form

Information:-

Full Name

Address

Post code

E-mail address

Telephone (landline)

Mobile

Date of Accident

Location of accident

Vehicle registration

Make, model and colour of vehicle

Was vehicle parked or moving?

Details of accident

How would you like to be contacted, mobile, landline or e-mail

## Annex I

### Risk Assessment : Covid- 19 CCTV room

Risk	Who is at risk
Spread of Covid-19	Staff & Visitors

#### Control Measures:-

##### Hand washing.

Facilities with water and soap are in place in the ground floor toilets. 20 seconds wash time. Signs erected. Dry hands with disposable paper towels. Gel sanitizer is readily available.

##### Cleaning.

All surfaces to be cleaned during periodic cleaning

Keyboards, microphones and radios to be wiped down with disinfected cloth.

Door handles wiped on leaving the control room.

##### Visitors.

If possible conference calls instead of face to face meetings.

Social distancing to be followed when a visitor is in the control room. All areas touched by them to be cleaned after they leave.

##### Symptoms of Covid-19.

If anyone becomes unwell with a continuous cough or a high temperature in the work place they will be advised to follow the government guidance in place at the time.

Line manager to be kept in regular contact.

Date: 01/07/2024		Melksham Town Council Current Year				Page: 1	
Time: 14:14		Cashbook 2				User: MEL	
		Bank Assembly Hall A/c				For Month No: 1	
Receipts for Month 1		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		974,943.61				974,943.61	
BACS Banked: 02/04/2024		70.00					
BACS Bramwell		70.00		11.67	1000 501	58.33	Room hire - AH
BACS Banked: 02/04/2024		15.00					
BACS Hanks		15.00		2.50	1000 501	12.50	Crat Fayre
BACS Banked: 03/04/2024		500.00					
BACS Good News Church		500.00			1048 210	500.00	Rent - Art House
BACS Banked: 03/04/2024		25.00					
BACS Churchward		25.00		4.17	1000 501	20.83	Craft Fayre
BACS Banked: 03/04/2024		50.00					
BACS Ticket Source		50.00		8.33	1173 510	41.67	Quiz Night
BACS Banked: 04/04/2024		147.74					
BACS Melk & Dev (AH293)		147.74		24.62	1000 501	123.12	Room hire - AH
500749 Banked: 05/04/2024		167.00					
500749 Stalls		25.00		4.17	1173 510	20.83	Stalls
500749 New Jersey Boys		42.00		7.00	1173 510	35.00	New Jersey Boys
500749 Quiz Team		5.00		0.83	1173 510	4.17	Quiz Team
500749 Room hire - AH		95.00		15.83	1000 501	79.17	Room hire - AH
500750(B) Banked: 05/04/2024		1,543.35					
500750(B) WWMCC		18.80		3.13	1001 520	15.67	WWMCC
500750(B) Giants of Rock		748.25		124.71	1001 520	623.54	Giants of Rock
500750(B) WWMCC		5.90		0.98	1001 520	4.92	WWMCC
500750(B) Mayor's Reception		71.50		11.92	1001 520	59.58	Mayor's Reception
500750(B) Rock n Roll		507.15		84.52	1001 520	422.63	Rock n Roll
500750(B) WWMCC		44.50		7.42	1001 520	37.08	WWMCC
500750(B) Quiz Night		135.00		22.50	1001 520	112.50	Quiz Night
500750(B) Lib Dems		12.25		2.04	1001 520	10.21	Lib Dems
BACS Banked: 08/04/2024		226.80					
BACS Arts Society		226.80		37.80	1000 501	189.00	Room hire - AH
BACS Banked: 15/04/2024		108.00					
BACS Tiger Martial Arts		108.00		18.00	1000 501	90.00	Room hire - AH
BACS Banked: 17/04/2024		3,840.00					
BACS Ticket Source		3,840.00			566	3,840.00	Meatloud
BACS Banked: 17/04/2024		2,928.00					
BACS Ticket Source		2,928.00			566	2,928.00	Carpenters
500753 Banked: 17/04/2024		718.20					
500753 Craft Fayre		27.20		4.53	1001 520	22.67	Craft Fayre
500753 WWMCC		12.40		2.07	1001 520	10.33	WWMCC
500753 Carpenters		216.00		36.00	1001 520	180.00	Carpenters
500753 MeatLoud		462.60		77.10	1001 520	385.50	MeatLoud

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Date: 01/07/2024

## Melksham Town Council Current Year

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## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
500751/752	Banked: 17/04/2024	580.00						
500751/752	MeatLoud	72.00			566		72.00	MeatLoud
500751/752	Room hire - AH	508.00		84.67	1000	501	423.33	Room hire - AH
500755	Banked: 18/04/2024	112.00						
500755	New Jersey Boys	42.00			566		42.00	New Jersey Boys
500755	Time of our Lives	-40.00			566		-40.00	Till error
500755	Room hire - AH	110.00		18.33	1000	501	91.67	Room hire - AH
BACS	Banked: 19/04/2024	1,246.00						
BACS	TIC	1,246.00			566		770.00	We 3 Kings
					566		196.00	Majesty
					566		275.00	Majesty (concession)
					1173	510	5.00	Quiz Night
BACS	Banked: 24/04/2024	324.00						
BACS	Baker	324.00		54.00	1000	501	270.00	Room hire - AH
	Banked: 30/04/2024	4,467.29						
Xfer	Credit/Debit Card Control Acco	4,467.29			213		4,467.29	AIB payments

<b>Total Receipts for Month</b>	17,068.38	0.00	668.84	16,399.54
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<b>Cashbook Totals</b>	992,011.99	0.00	668.84	991,343.15
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Date: 01/07/2024

## Melksham Town Council Current Year

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## Cashbook 2

User: MEL

## Bank Assembly Hall A/c

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount	Transaction Detail
02/04/2024	Water2business	020424	187.96	187.96		502		Water rates - AH
02/04/2024	Tolchards Ltd	020424/2	1,450.14	1,450.14		502		Bar stock
04/04/2024	E. Alner	3780	121.50			1000 501	121.50	Refund - hall hire
08/04/2024	Unity Bank	Xfer	100,000.00			203	100,000.00	Xfer from AH a/c to TH a/c
15/04/2024	Wiltshire Council	DDR	858.75			4914 501	858.75	Rates
17/04/2024	Unity Bank	Xfer	100,000.00			203	100,000.00	Transfer from AH to TH account
17/04/2024	Market Place Merchants	170424	25.16	25.16		502		Till
26/04/2024	Tolchards Ltd	260424	2,213.76	2,213.76		502		Bar stock
30/04/2024	Hills Waste	30042024	721.66	721.66		502		Waste collection
<b>Total Payments for Month</b>			205,578.93	4,598.68	0.00		200,980.25	
<b>Balance Carried Fwd</b>			786,433.06					
<b>Cashbook Totals</b>			992,011.99	4,598.68	0.00		987,413.31	

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Date: 01/07/2024		Melksham Town Council Current Year				Page: 1	
Time: 14:12		Cashbook 1				User: MEL	
		Unity Bank				For Month No: 1	
Receipts for Month 1		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		86,773.89					86,773.89
ME37	Banked: 02/04/2024	25.00					
ME37	Stevens	25.00			1045 203	25.00	Allotment rent
ME39	Banked: 02/04/2024	25.00					
ME39	Whitbread	25.00			1045 203	25.00	Allotment rent
BACS	Banked: 02/04/2024	37.50					
BACS	Yates	37.50			1016 115	37.50	Mayor's Reception
Cash	Banked: 02/04/2024	812.00					
Cash	Quinney	50.00			1045 203	50.00	ME3A/4A - allotment
Cash	Hinton	50.00			1045 203	50.00	SB16 - allotment rent
Cash	Gough	50.00			1045 203	50.00	PR1/2 - allotment rent
Cash	Var	36.00			1016 115	36.00	Mayor's Reception - meals
Cash	Var	626.00			1016 115	626.00	Mayor's Reception - Charity
BACS	Banked: 02/04/2024	405.52					
BACS	Wiltshire Council	405.52		67.59	1000 501	337.93	Room hire - AH
ME12A	Banked: 03/04/2024	25.00					
ME12A	Haw orth	25.00			1045 203	25.00	Allotment rent
Cheques	Banked: 03/04/2024	90.00					
Cheques	Clayton	18.00			1016 115	18.00	Mayor's Reception
Cheques	Paterson	18.00			1016 115	18.00	Mayor's Reception
Cheques	Perry	36.00			1016 115	36.00	Mayor's Reception
Cheques	Welch	18.00			1016 115	18.00	Mayor's Reception
	Banked: 08/04/2024	100,000.00					
Xfer	Bank Assembly Hall A/c	100,000.00			251	100,000.00	Xfer from AH a/c to TH a/c
BACS	Banked: 12/04/2024	487.21					
BACS	DJ Cooper	487.21		81.20	1027 202	406.01	Caretaking - Factory Shop
	Banked: 17/04/2024	100,000.00					
Xfer	Bank Assembly Hall A/c	100,000.00			251	100,000.00	Transfer from AH to TH account
Cash	Banked: 17/04/2024	100.00					
Cash	Raw lings	25.00			1045 203	25.00	ME41
Cash	Weaver	25.00			1045 203	25.00	ME15B
Cash	Slater	50.00			1045 203	50.00	ME30
BACS	Banked: 19/04/2024	523,635.00					
BACS	Wiltshire Council	523,635.00			1176 110	523,635.00	Pre-cept
ME12B	Banked: 22/04/2024	25.00					
ME12B	Chu	25.00			1045 203	25.00	Allotment rent
AA56B	Banked: 22/04/2024	25.00					
AA56B	Davies	25.00			1045 203	25.00	Allotment rent
BACS	Banked: 26/04/2024	700.00					

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Date: 01/07/2024

## Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Wiltshire Publications	700.00		116.67	1040	210	583.33	Rent - 31 Mkt Pl
ME27	Banked: 26/04/2024	10.00						
ME27	Hall (Scott)	10.00			1045	203	10.00	Allotment rent
BACS	Banked: 29/04/2024	1,200.00						
BACS	Chalklands Vets	1,200.00			1027	202	1,200.00	Roundabout sponsorship
<b>Total Receipts for Month</b>		727,602.23	0.00	265.46			727,336.77	

<b>Cashbook Totals</b>	814,376.12	0.00	265.46	814,110.66
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## Melksham Town Council Current Year

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## Cashbook 1

User: MEL

## Unity Bank

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
02/04/2024	Zen International Ltd	020424	31.20	31.20		501		Wifi - Art House
02/04/2024	Water2business	020424/1	23.50	23.50		501		Water rates - Bow erhill Unit
02/04/2024	Water2business	020424/2	163.20	163.20		501		Water rates - Mkt Pl toilets
02/04/2024	Protocus Ltd	895888795	624.00	624.00		501		Website hosting
03/04/2024	British Gas	030424	1,609.10	1,609.10		501		Electricity - Pavilion
09/04/2024	United EPoS Solutions	329987501	60.00	60.00		501		Cash till - AH
09/04/2024	Hunt Management Solutions	262068778	156.00	156.00		501		Stocktake
09/04/2024	Paul Seemayer	913174247	300.00	300.00		501		Lighting - We 3 Kings
09/04/2024	Mr. Steve HOLDER	684473777	350.00	350.00		501		Sound system - Kast off Kinks
09/04/2024	The Cobblers Bench	979755229	4.50	4.50		501		Keys
09/04/2024	Embroidery UK Ltd	358430530	180.00	180.00		501		Gloves
09/04/2024	Light Fantastic	473567053	33,480.00	33,480.00		501		Festoon lighting - KGV
09/04/2024	Microshade Business Consultant	320532744	1,058.94	1,058.94		501		Accounting services
09/04/2024	Playsafety Ltd	474503297	1,318.80	1,318.80		501		ROSPA checks
09/04/2024	Prosec Consultancy Ltd	811360659	288.00	288.00		501		Security - 170224
09/04/2024	Redhorn Holdings Ltd	4528912	396.00	396.00		501		Insurance - Bow erhill depot
09/04/2024	Trade UK	937079247	115.20	115.20		501		Stencil/handle/door closer
09/04/2024	T H White Installation Ltd	334556831	819.78	819.78		501		Fire alarm service - Art Hse
09/04/2024	Trow bridge Town Council	285959165	306.68	306.68		501		Sports Roadshow
09/04/2024	Travis Perkins Trading Company	234094361	476.03	476.03		501		Green roll
09/04/2024	Vysion Ltd	493363885	111.71	111.71		501		Back-up - Jan 24
09/04/2024	Wiltshire Publications Ltd	512321878	297.60	297.60		501		Advertising
09/04/2024	Wiltshire Council	33928019	502.95	502.95		501		Snarlton Lane - surfacing
09/04/2024	Age UK Wiltshire	980925200	2,875.00	2,875.00		501		Provision CSS - Q4 SLA
09/04/2024	Castle Water Ltd	524815843	0.52	0.52		501		Water - Mkt Pl
09/04/2024	Exponential-E Ltd	880524922	327.90	327.90		501		Back-up - Apr to June
09/04/2024	D&M Gompels Ltd	927234569	112.30	112.30		501		Parking Redemp - Jan
09/04/2024	Hugh Davis	276402883	155.11	155.11		501		Channel mixer - AH
09/04/2024	J. H. Jones & Sons	301742864	117.60	117.60		501		Grasscutting - Carsons Roundab
09/04/2024	Microsoft	974982616	500.35	500.35		501		Online services
09/04/2024	Piggotts Flags & Branding Ltd	377742876	1,380.00	1,380.00		501		Flag pole - maintenance
09/04/2024	Place Studio Ltd	900773683	2,970.00	2,970.00		501		NHP
09/04/2024	Right Directions (Management)	384379045	1,194.00	1,194.00		501		Training - H&S
09/04/2024	Rigg Construction (Southern) L	7708232	21,277.20	21,277.20		501		Roof repairs - AH
09/04/2024	Paul Wootten Double Glazing Lt	260502929	2,800.00	2,800.00		501		Window s - Pavilion
09/04/2024	Wiltshire Sight	BACS	500.00			4301 151	500.00	Grant
09/04/2024	Wiltshire Music Centre	BACS	1,000.00			4301 151	1,000.00	Grant
09/04/2024	Trauma Breakthrough	BACS	1,000.00			4301 151	1,000.00	Grant
09/04/2024	Back on Track	BACS	1,000.00			4301 151	1,000.00	Grant
09/04/2024	Enterprise Flex-E-Rent	090424	562.90	562.90		501		Vehicle leasing
09/04/2024	IDverde Limited	160098623	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
09/04/2024	Your Wiltshire	941866173	36.00	36.00		501		Advertising - AH
09/04/2024	Soundbite UK	854216208	1,360.98	1,360.98		501		Giants of Rock
12/04/2024	HMRC	BACS	9,038.80			520	9,038.80	PAYE/NI
15/04/2024	Mainstream	DDR	242.05		40.34	4027 101	201.71	Telephones

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## Melksham Town Council Current Year

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## Cashbook 1

User: MEL

## Unity Bank

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	£ Creditors	£ VAT_	A/c_Centre	£ Amount	Transaction Detail
15/04/2024	Daisy Communications	150424	47.15	47.15		501		Wifi - Pavilion
15/04/2024	Office Evolution Ltd	150424/1	50.65	50.65		501		Photocopying
15/04/2024	Wiltshire Council	DDR	1,063.75			4102 201	1,063.75	Rates - TH
15/04/2024	Wiltshire Council	DDR	266.19			4102 215	266.19	Rates - Bow erhill Unit
15/04/2024	Wiltshire Council	DDR	188.25			4102 215	188.25	Rates - Bow erhill Unit
16/04/2024	West Mercia Energy	160424	144.03	144.03		501		Electricity - KGV store
16/04/2024	British Gas	160424/2	188.31	188.31		501		Electricity - Mkt Pl toilets
16/04/2024	Fuel Genie	160424/3	213.22	213.22		501		Fuel
16/04/2024	Lloyds Bank	DDR	1,349.38			4017 110	6.00	Charges
						4153 202	322.50	Veh tax - Berlingo
						4085 115	450.00	Flowers - Mayor's Reception
						4027 101	20.00	O2 - unreceipted
						4085 115	135.00	Gonjos - Mayor's Reception
						4085 115	323.85	Aldis - Mayor's Reception
						4027 101	20.00	O2 - unreceipted
						4027 101	20.00	O2 - unreceipted
						4016 101	7.22	eBay - unreceipted
						4016 101	2.53	eBay - unreceipted
						4016 101	10.99	eBay - unreceipted
						4027 101	20.00	O2 - unreceipted
						4016 101	2.99	eBay - unreceipted
						4016 101	8.30	eBay - unreceipted
16/04/2024	Lloyds Bank	DDR	948.99		158.16	4903 520	275.85	Bookers - bar stock
						4085 115	16.40	eBay - Mayor's Reception
						4040 101	111.78	Amazon - cables/monitor
						4075 101	120.00	SLCC - ILCA (GD)
						4085 115	50.00	Poundstretcher - Mayor's Recep
						4151 202	71.98	Nisbetts - water boiler
						4153 202	22.91	EuroParts - hydraulic
						4151 202	64.15	Tool Stn - vacuum/charger
						4023 101	57.76	Indeed - advertising
18/04/2024	Oakwood	180424	135.00	135.00		501		Container
19/04/2024	Houseman Environmental Ltd	140640319	570.00	570.00		501		Water hygiene tests - Pavilion
19/04/2024	Kan Connections	190424	9,192.00	9,192.00		501		CCTV - KGV & Pavilion
19/04/2024	Motion Picture Licensing Compa	313833924	316.57	316.57		501		MPLC - licence Apr 24-Apr 25
19/04/2024	Paul Seemayer	588366977	150.00	150.00		501		Lighting - Giants of Rock
19/04/2024	Mr. Steve HOLDER	15158807	350.00	350.00		501		Sound - Guns n Roses
19/04/2024	The Publishing House	143240031	348.00	348.00		501		Advertising - AH
19/04/2024	IDverde Limited	943636119	1,341.94	1,341.94		501		Cleaning - Mkt Pl toilets
19/04/2024	Melksham Without Parish Council	448622025	1,001.50	1,001.50		501		NHP
19/04/2024	Prosec Consultancy Ltd	167496066	216.00	216.00		501		Security - 160324
19/04/2024	Trade UK	391679150	133.94	133.94		501		Batteries
19/04/2024	SLCC Enterprises Ltd	817290632	391.00	391.00		501		Membership - MTC
19/04/2024	Stannah Lift Services Ltd	298902054	570.88	570.88		501		Lift - service

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## Melksham Town Council Current Year

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## Cashbook 1

User: MEL

## Unity Bank

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
19/04/2024	Wiltshire Publications Ltd	502553754	739.20	739.20		501		Advertising - AH
19/04/2024	AquaAid Southcoast	354054382	48.00	48.00		501		Water sanitisation
19/04/2024	Bricks Tarding Ltd	444550349	1,560.00	1,560.00		501		Events strategy - refund
19/04/2024	Donna Wilson	93375478	695.00	695.00		501		Mayors Recep - entertainment
19/04/2024	D&M Gompels Ltd	396106440	139.40	139.40		501		Parking redemp - Feb24
19/04/2024	J. P. Lennard Ltd	87695670	270.42	270.42		501		Chemicals - Splashpad
19/04/2024	Melksham Groundcare Machinery	388465615	613.09	613.09		501		Service - Bushcutter
19/04/2024	Shiners Commercial Ltd	828555948	452.00	452.00		501		Window cleaning
19/04/2024	Tudor Environmental	507142380	390.91	390.91		501		Garden tools
19/04/2024	Wiltshire Council	DDR	31,962.60			520	31,962.60	Salaries
19/04/2024	British Gas	190424	737.22	737.22		501		Gas - TH
19/04/2024	British Gas	190424/1	14.96	14.96		501		Gas - AH
19/04/2024	British Gas	190424/2	40.04	40.04		501		Electricity - Roundhouse
19/04/2024	British Gas	190424/4	450.27	450.27		501		Electricity - TH
22/04/2024	British Gas	220424	1,717.68	1,717.68		501		Electricity - AH
22/04/2024	Rose Hoskins	526234742	102.58	102.58		501		Mayors Recep - candles/runners
22/04/2024	British Gas	220424	6.55	6.55		501		Electricity - Roundhouse
23/04/2024	British Gas	230424	37.40	37.40		501		Electricity - Mkt Traders
25/04/2024	British Gas	250424	158.10	158.10		501		Electricity - Bow erhill Unit
29/04/2024	Microshade Business Consultant	205251769	10,452.00	10,452.00		501		Annual renew al - Modern.Gov
30/04/2024	WPF	DDR	9,200.49			520	9,200.49	Pensions
30/04/2024	Unity Bank	BACS	27.92			4017 110	27.92	BACS charge
30/04/2024	Enterprise Flex- E-Rent	300424	313.75	313.75		501		Vehicle leasing
30/04/2024	Zen International Ltd	300424/1	33.60	33.60		501		Wifi - Art House
<b>Total Payments for Month</b>			171,805.77	114,017.35	198.50		57,589.92	
<b>Balance Carried Fwd</b>			642,570.35					
<b>Cashbook Totals</b>			814,376.12	114,017.35	198.50		700,160.27	

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Date: 01/07/2024

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Cashbook 9

User: MEL

Petty Cash

For Month No: 1

Receipts for Month 1		Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Balance Brought Fwd :		275.72				275.72
Banked:		0.00				
			0.00			0.00
Total Receipts for Month		0.00	0.00	0.00		0.00
Cashbook Totals		275.72	0.00	0.00		275.72

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## Melksham Town Council Current Year

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## Cashbook 9

User: MEL

## Petty Cash

For Month No: 1

## Payments for Month 1

## 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>
22/03/2024	S. Land	TNSFR	49.00			4085 115	49.00	Ironing - Reception
03/04/2024	S. Land	TNSFR	1.08		0.18	4016 101	0.90	Greetings cards
04/04/2024	S. Land	TNSFR	4.58			4016 101	4.58	Milk
08/04/2024	H. Watkins	TNSFR	1.35			4016 101	1.35	Milk
11/04/2024	S. Land	TNSFR	2.70			4016 101	2.70	Milk
11/04/2024	H. Davies	TNSFR	1.39		0.23	4153 202	1.16	Bulb
15/04/2024	H. Watkins	TNSFR	1.35			4016 101	1.35	Milk
15/04/2024	B. Bennett	TNSFR	1.49			4901 520	1.49	Squash
21/04/2024	S. Land	TNSFR	24.63			4016 101	24.63	Milk/Refs
22/04/2024	D. Elms	TNSFR	21.98		3.66	4153 202	18.32	Bulb
23/04/2024	D. Elms	TNSFR	2.39		0.40	4151 202	1.99	Razors
23/04/2024	S. Land	TNSFR	1.35			4016 101	1.35	Milk
24/04/2024	S. Land	TNSFR	3.44			4901 520	3.44	Milk/Lemons
<b>Total Payments for Month</b>			116.73	0.00	4.47		112.26	
<b>Balance Carried Fwd</b>			158.99					
<b>Cashbook Totals</b>			275.72	0.00	4.47		271.25	