



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

16 September 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 23rd September 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

Melksham Town Council
Full Council

Monday 23 September 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 **Web:** www.melksham-tc.gov.uk
Facebook: facebook.com/melksham.town

Members of the public are requested to send their question to locum@melksham-tc.gov.uk 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 - 8)

To confirm as a correct record the minutes of the Full Town Council meeting held on 19th August 2024.

[Link to recording of meeting.](#)

6. Town Mayor's Announcements

7. Police Report (Pages 9 - 14)

To note the Melksham Neighbourhood Team Report.

8. Reports from Unitary Councillors

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

9. Signatories

9.1 Lloyds

To appoint signatories to the Lloyds Bank Account.

Current signatories are Councillor Hubbard, Councillor Rabey, Mel Rolph and Linda Roberts

9.2 Unity

Full Council meeting 20th May 2024 signatories resolved as follows –

1. A. Westbrook – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
2. P. Aves – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
3. J. Hubbard – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
4. S. Crundell – has full access to Unity Bank for authorisations.
5. T. Price – awaiting details for mandate.

Finance meeting 8th July 2024 further signatories resolved as follows –

6. T. Predeth – mandate submitted 150724. Currently awaiting online registration from Unity Bank.
7. K. Patel – mandate submitted 150724. Currently awaiting online registration from Unity Bank.

Unity Bank have recently added 'View People' to their online site. The following are listed as signatories –

1. G. Cooke – authorise/signatory. Online not activated.
2. G. Ellis – authorise/signatory. Online last used 260523.
3. J. Oatley – authorise/signatory. Online not activated.
4. S. Rabey – authorise/signatory. Online not activated.

To summarise –

1. Once the online letters have been received from Unity Bank, and activated, AW, PA, JH, T Predeth & KP will be able to clear payments. SC can do this currently.
2. Does the Committee/Cllrs wish to retain T Price, GC, GE, SR & JO as signatories? If so I will submit a further mandate.

For decision.

10. Financial Regulations (Pages 15 - 32)

To adopt Financial Regulations 2024.

The document attached was seen by Finance, Administration and Performance on Monday 9th September 2024 to review before approval by Full Council. It was received too late for any helpful discussion. Members of FAP will be considering the document in the period between meetings.

11. Motion from Councillor Stokes (Pages 33 - 36)

For decision.

12. Change of date of meeting

On 9th September 2024 Finance, Administration & Performance resolved

- To move the Finance meeting on 6th January 2025 to 13th January 2025
- To move the Finance meeting on 3rd March 2025 to 10th March 2025 to facilitate the 4th quarter grant awards.
- To hold additional Finance meetings end of November and December 2024 for budget discussions.
- To recommend to Full Council that the Full Council meeting on 27th January

2025 be moved to 20th January 2025 for budget approval

For decision on the recommendation to move the full council meeting of 27th January 2024 to 20th January 2024.

13. CCTV

Update on matters arising from CCTV and the CCTV and Community Working Group.

14. Canberra Community Park

Update from councillors.

15. Pilot to trial legal walls in Wiltshire - proposed use of A350 underpass (Pages 37 - 42)

To note and for discussion.

16. Town Hall Opening Hours

To consider a change to Town Hall opening hours proposed by the Town Mayor Councillor Price.

17. Project Management (Pages 43 - 48)

Latest position on projects identified as priority at the Strategy Task & Finish Group.

18. Committee Minutes

18.1 Asset Management and Amenities Committee

To receive the minutes of the Asset Management and Amenities Committee meeting held on 10th June 2024.

[Link to minutes](#)

18.2 Economic Development and Planning Committee

To receive the minutes of the Economic Development and Planning Committee meeting held on 6th August 2024.

[Link to minutes](#)

18.3 Finance Administration and Performance Committee

To receive the minutes of the Finance and Administration and performance Committee meeting held on 8th July 2024.

[Link to minutes](#)

19. Neighbourhood Plan

Update from Town Council representatives on the group.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 19th August 2024

PRESENT:

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

IN ATTENDANCE:

OFFICERS:	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk

57/24 Apologies

Apologies were received from Councillor Alford and Councillor Griffin

58/24 Declarations of Interest

There were no declarations of interest.

59/24 Public Participation

Mike Sankey – Unitary Councillor.

Melksham East Community Hall is required as part of planning consent for Hunters Wood and Acorns development. Community facilities for Craybourne Road and Skylark Road area of the development were incorporated in the Forest & Sandridge school.

At time of application the site fell within Melksham Without Parish Council boundaries. The proposed building was too small but there was an option for the Parish Council to take the money and commission their own building. Took this option as developers were not prepared to build anything other than the building as originally planned.

After the boundary review in 2021 the Parish Council transferred CIL funding to Melksham Town Council. This was a sum of £350000 and there is another sum which is

ringfenced from section 106 contributions. The Parish Council also provided plans for the new Berryfields Community Hall for Melksham Town Council to use to save money on architect's fees. It was felt that was the appropriately sized building.

Melksham Town Council took the view that the Spa Road/Snowberry Lane site was too small, and having received the report on 20th June 2022 from the Deputy Town Clerk a motion was passed instructing officers to pursue an alternative site at Verbena Court. That site now has an application approved for a 70 bed care home so is no longer available.

On 27th February 2023 there was an agenda item for council to approve costs and authorise architect to proceed with a planning application. This item was deferred to come back to a future meeting of the Town Council.

On 27th November 2023 members were advised that the Clerk had instructed architects to submit a planning application for a community centre at the Spa Road/Snowberry Lane site. Members of this council asked to receive a written update when the application had been submitted. I don't believe that has yet taken place.

I addressed the first meeting of this council on 17th May 2021 to ask that you prioritise the delivery of the community hall and now ask that you take this forward as a matter of urgency because there is a risk that the CIL funding might be claimed back from you because it hasn't been used for the intended purpose.

I will be listening to your deliberations with interest tonight and really hope that you can take this forward and get that community hall delivered as soon as possible.

Thank you.

Susan Mortimer – Resident of Melksham.

Council should be mindful that the JPAG states that Earmarked Reserves must be held for genuine and identifiable purposes and projects. In recent years Melksham Town Council has had a major projects reserve which are not identifiable projects and purposes. The interim audit report of 31st March 2024 states that a more detailed breakdown of the earmarked reserves for major projects needed to show the specific projects that funds have been allocated to. This would be beneficial and more transparent to demonstrate the council's plans in the future. I think this is something the council should bear in mind that it is not really the done thing to have a Major Projects Reserve. They need to be specific items.

It would be helpful to have dates of finance meetings tied in with the quarterly reports. There is a meeting on January 6th when the December reports will not be available. March 3rd will not have the March reports.

There were no questions from councillors.

61/24 Minutes

The minutes of 22nd July 2024, having previously been circulated, were approved as a correct record and signed by the Town Mayor Councillor Price.

62/24 Town Mayor's Announcements

The Town Mayor Councillor Price had no announcements but did want to congratulate Craig and Evies Kitchen on the event held on Friday night.

63/24 Reports from Unitary Councillors

Councillor Hubbard reported that Wiltshire Council had an underspend last year and about £4.5 million was going to Highways budget for road and pothole repairs.

Councillor Sankey reported that Wiltshire Council have agreed to increase the Fixed Penalty Notice for graffiti to the maximum of £500.

He also reported on the Melksham East Relief Road and roundabout, reading from the media release.

Wiltshire Council are working hard with the developer to complete the final works required to be in a position to open this key link to through traffic and alleviate the high volume of traffic currently using Snowberry Lane. We want to open the route as quickly as possible. However, there are outstanding actions that legally must be completed and signed off to ensure the safety of all users before we can progress.

Following the completion of the Spa Road roundabout works, it will be inspected by our officers along with the two signal controlled Toucan pedestrian crossings and street lighting. A road safety audit will also be completed at the same time before the road is adopted by the council.

Once the roundabout is formally adopted additional factors must also be completed and in operation before the Melksham Eastern Relief Road can be opened to through traffic, including the signal controlled Puffin Pedestrian Crossing link to Melksham Oak must be operational. A Speed Limit Order must be made for the relief road and it must be enforceable with signage in place and final servicing works need to be completed along the link road.

A Traffic Regulation Order for a proposed 40mph speed limit has been advertised and following a number of objections these are being considered by officers before a final decision is made on whether the 40mph limits will be approved.

The current location of the CJL compound on the completed carriageway is not delaying the work still to be completed and we are not sure where this misinformation came from. (Councillor Sankey advised that he had asked CJL and they had told him this).

CJL will demobilise their compound when the roundabout is finished to allow the western end of the Melksham East Relief Road to be surfaced and the Toucan works on this arm to be finished. When the works were first started the compound was located on the land to the North and Northeast of the new roundabout with a temporary construction access taken off Snowberry Lane. This access has since been closed and a smaller compound moved onto the completed carriageway, where it is now. (End of media briefing).

Councillor Sankey advised that he had been making enquiries about the opening of the roundabout and the road. Ultimately went to CJL who stated that the road would not open until Christmas as Wiltshire Council had given permission to use the road as a compound until they finish and move off site.

Councillor Sankey has been working with Nick Holder on outstanding issues, and is grateful for the work Councillor Hubbard has put in on this. He would be having a meeting with Sam Howe Director of Highways, Nick Holder and officers regarding delays and to try to get the project completed and open as soon as possible.

64/24 CCLA Signature Mandate

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Hubbard and **UNANIMOUSLY RESOLVED** to appoint the Clerk Tracy Predeth, Councillor Pat Aves and Councillor Adrienne Westbrook as CCLA signatories.

65/24 Streaming of meetings.

The Town Mayor Councillor Price spoke to the item.

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

UNANIMOUSLY RESOLVED to stream live on Facebook and upload to YouTube. Officers to look at the practicalities of streaming live to both Facebook and YouTube.

66/24 Proposal for amendment to Calendar of Meetings

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

UNANIMOUSLY RESOLVED to adopt the calendar with the following provisos

- Confirming the Annual Town Meeting as 17th March 2024

- Confirming the Annual Meeting as 12th May 2024, to be the first meeting after the election
- Giving delegated authority to the Finance, Administration & Performance Committee to change the dates of its meetings.

67/24 Amendment to Fixed Assets

The amendment was noted.

68/24 Appointment of a Consultant

Councillor Hubbard spoke to the item. There was discussion on fees and length of engagement. The Clerk advised that Wiltshire Council had confirmed the fees could be paid out of the grant money.

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

UNANIMOUSLY RESOLVED to delegate authority to the Clerk to appoint a consultant to work on the Wiltshire Towns Programme Activity Generation Grant Programme submission.

69/24 Mayors Reception

The Town Mayor Councillor Price outlined his proposal for an outdoor community event in place of the sit down Mayors Reception. Members were broadly in favour of such an event but concerns were raised about holding it early in the year and the cost. Members also felt that there was also a place for the formal Mayors Reception which enhanced civic contacts with other Wiltshire towns. It was suggested that the Mayors Reception could be made less formal by having a buffet rather than a sit down meal.

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

UNANIMOUSLY RESOLVED to

- plan a summer civic event for 2025 with authority delegated to Community Development Committee and the Events and Community Development Officer to spend up to £10000. Such sum to be allocated when budget is set for 2025/2026.
- proceed with the formal Mayor's Reception with the existing allocated budget of £2000.

70/24 East Melksham Community Centre

The Clerk confirmed that there was no update at this time. Members queried the position on the planning application.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow a member of the public to speak.

Sue Mortimer asked about the situation with CIL money and the danger of it being claimed back.

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

UNANIMOUSLY RESOLVED to re-instate Standing Orders.

It was proposed by Councillor S Crundell, seconded by Councillor Hubbard and

UNANIMOUSLY RESOLVED that

- The Clerk will move the matter on by responding to questions from the architect, with reference to Full Council if required
- Authority is delegated to the Clerk to employ professional support as she sees fit.
- East Melksham Community Centre will be a standing item on Full Council agenda.

71/24 Sensory Garden

Councillor A Westbrook spoke to the item and the need to get the area cleared before the next nesting season.

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

UNANIMOUSLY RESOLVED to delegate authority to the Clerk to consult with Richard Baulch-Collett, chose a quote and move the project forward. £25000 is allocated to complete groundwork and then landscape in-house.

72/24 Eco Loos

Councillor Ellis queried the provision of hot water. The Committee Clerk confirmed that the resolution of Asset Management & Amenities did include this but it had been left of the Full Council agenda in error.

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

UNANIMOUSLY RESOLVED to approve the resolution and the allocation of £15000 funding from 9244 Major Projects Ear-Marked Reserve.

73/24 Delegated Powers

Councillor Hubbard spoke to the item and delegated powers were discussed.

It was proposed by Councillor Hubbard, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the Council re-iterates the relevant items in our Standing Orders and Financial Regulations that give power to the Town Clerk and their staff to undertake the operational management of day to day business at the council within the spending limits of the annual budget. Council is reminded that the Clerk is entitled to spend up to £20000 within Financial Regulations without reference to Council where there is either an emergency or it is felt appropriate. Council encourages the Clerk and her team to use their delegated powers to expedite the delivery of services from the Council and request that, wherever possible, items are brought to inform Council of what has happened rather than ask permission for what could happen.

Councillor Hubbard raised the idea of creating a Contract Sub Committee with membership open to all councillors so that meetings can be called at short notice. A motion could be introduced at a later date if this was felt to be a good idea.

74/24 Community Development Committee

The minutes of the Community Development Committee meeting held on 7th May 2024 were received.

75/24 Economic Development and Planning Committee

The minutes of the Economic Development and Planning Committee meetings held on 25th June 2024 and 16th July 2024 were received.

Meeting Closed at: 8.32 pm

Signed:

Dated:

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WILTSHIRE POLICE

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Melksham Neighbourhood Team

Town Council Meeting
September 2024



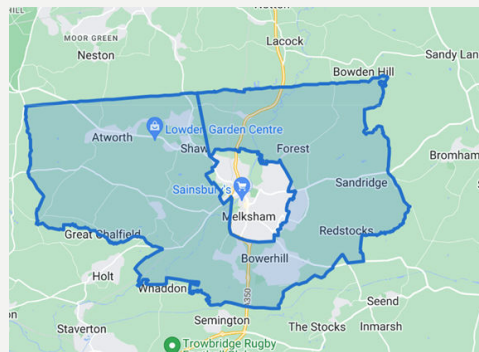
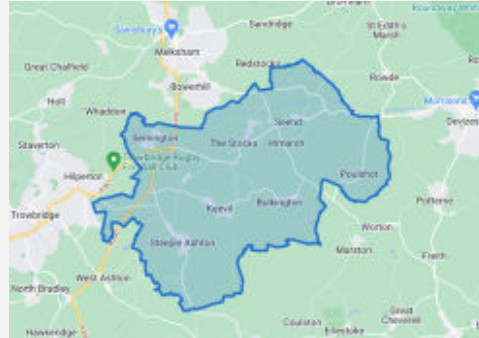
Agenda Item 7

Meet Your Neighbourhood Policing Team

Each Team member looks after the Town areas as well as a number of Villages and rural areas.



PC Ben COOMBS



PCSO
WALTERS-
Melksham
South



PCSO
GRIFFIN-
Melksham
Town



PCSO
DYBOWSKA-
Melksham
South

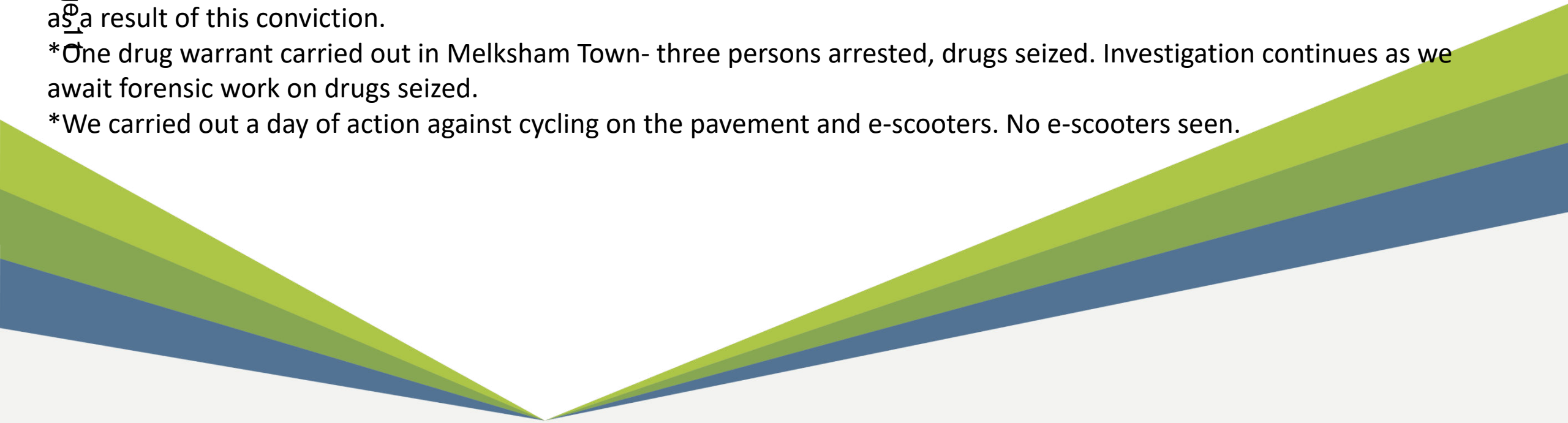


Inspector Andy Lemon



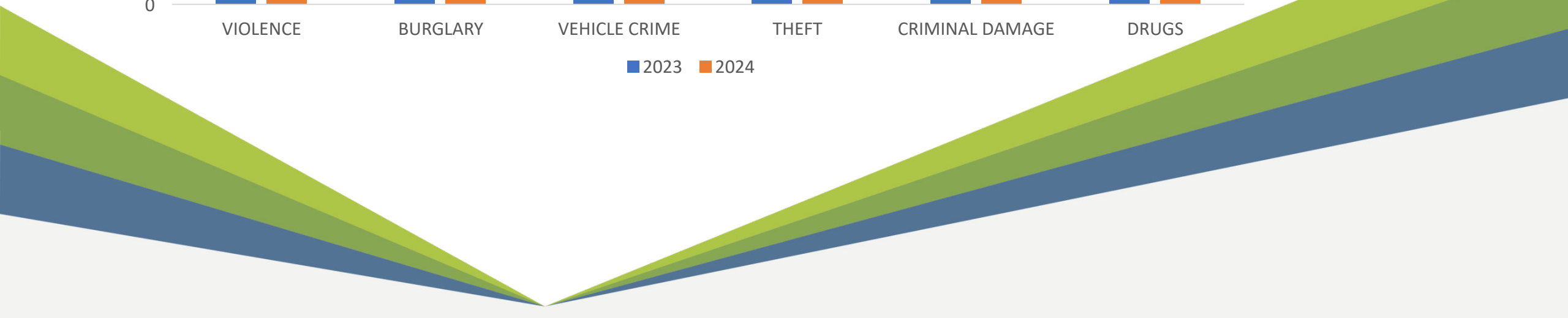
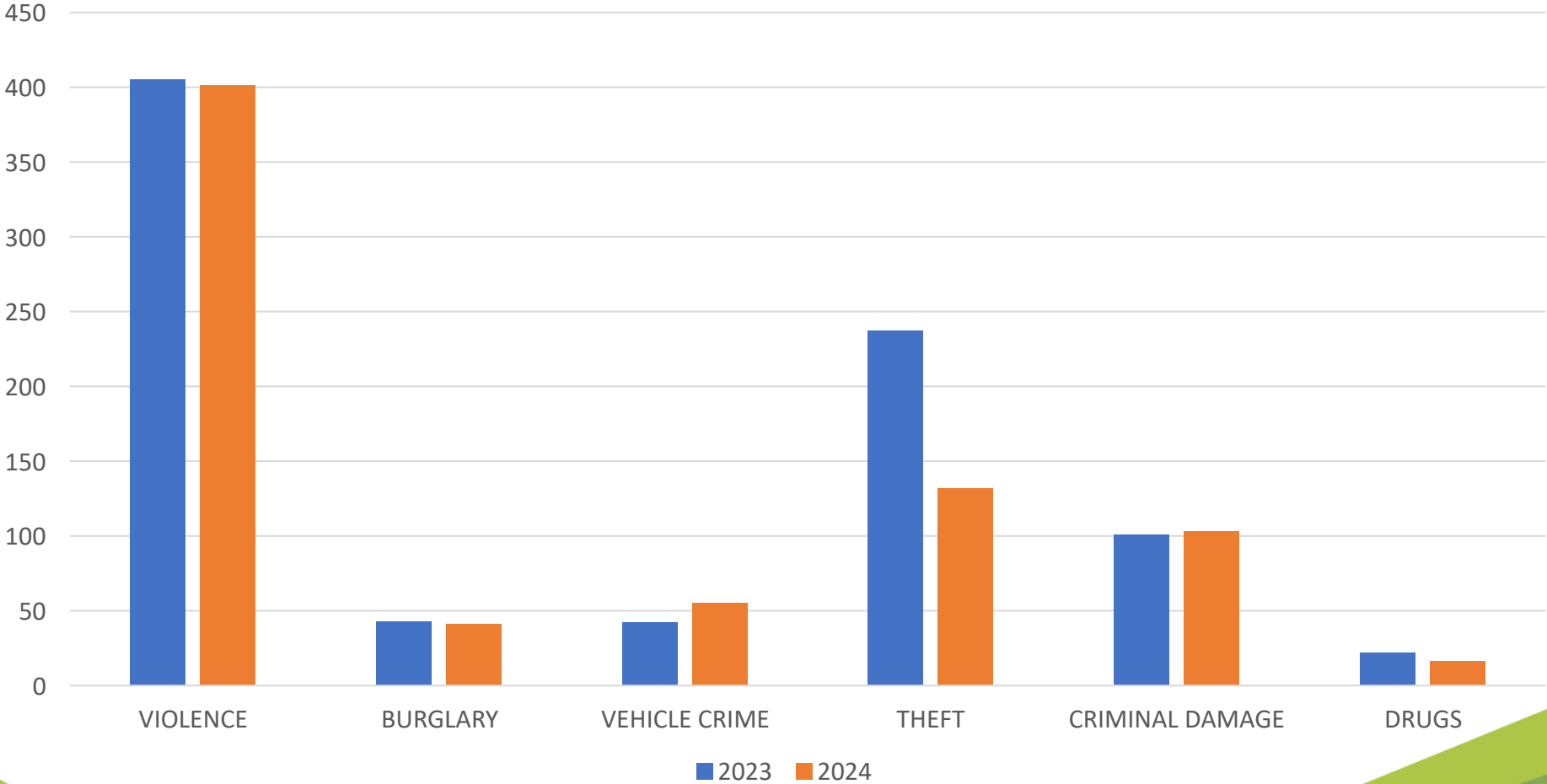
Sergeant Gemma Rutter

Updates:

- *PC HOLDSWORTH has left the team to work on another department within the force, we wish him luck in his new role. There are no current plans to have another PC joining the team but you will be updated if this position changes.
 - *Our new licencing office, Mr TOTTLE, who used to be a police Sergeant in our local area, has started his new role and is working closely with our team to ensure safer nights for Melksham residents.
 - *We have carried out a week of rural village engagement which was met with some good community interaction. We will look to build on this within the coming months whilst building on town engagement. We will now hold a drop in surgery every third Saturday of the month in King George V playing fields.
 - *Three males were arrested and continue to be investigated for the series of keyless vehicle thefts in Melksham and surrounding towns. There has been a drop in offending since this development.
 - *Two youths pleaded guilty in court for the burglary at the cadet hut. There will be an extension of their previous conditions as a result of this conviction.
 - *One drug warrant carried out in Melksham Town- three persons arrested, drugs seized. Investigation continues as we await forensic work on drugs seized.
 - *We carried out a day of action against cycling on the pavement and e-scooters. No e-scooters seen.
- 

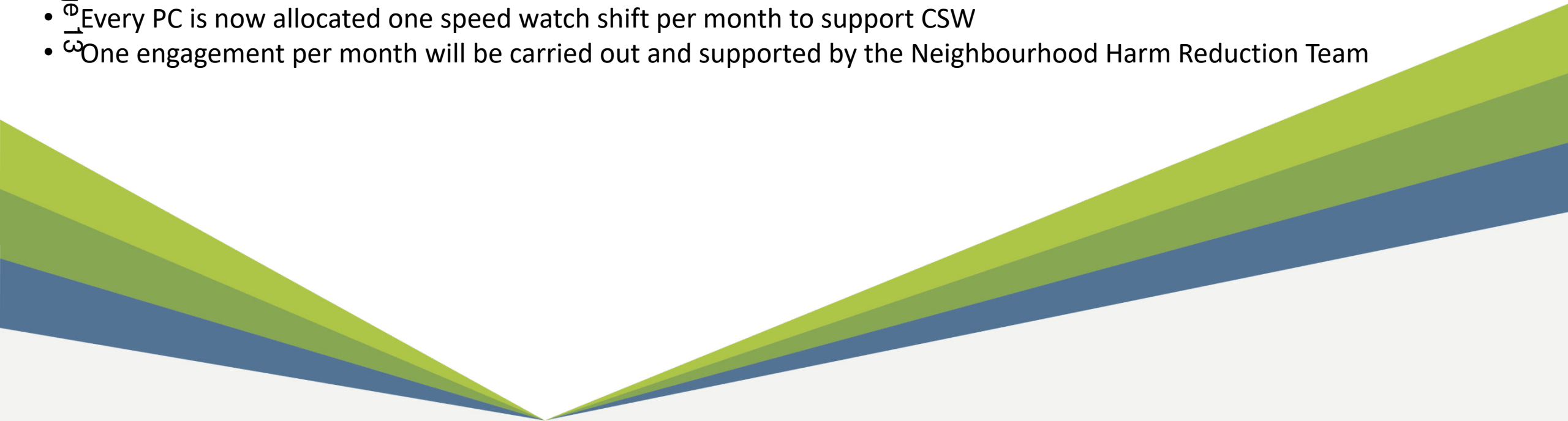
Melksham Stats- Crime Percentages April-June 2024 in comparison to 2023

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Melksham NPT Progression:

- Drop in surgery planned to take place every third Saturday of the month. This will be held in Melksham Park.
- Bike marking event in planning stage
- Youth engagement with visitations at the youth clubs on a variety of evenings to cover age ranges
- The team will be routinely dropping in to the Chatty Café held at Melksham campus every Tuesday
- PCSO GRIFFIN is focusing on E-Scooter ASB
- PCSO DYBOWSKA is focusing on vehicular ASB, in particular vehicle modifications
- PC COOMBS is focusing on retail crime and business engagement. He is also working alongside the licencing team for Pubwatch engagement and NTE
- PCSO WALTERS is focusing on town outer and village engagement.
- SGT RUTTER is focusing on early intervention and youth engagement in corelation education and familial support
- Every PC is now allocated one speed watch shift per month to support CSW
- One engagement per month will be carried out and supported by the Neighbourhood Harm Reduction Team



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MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable, or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
 - a) In 1.5 – is the Clerk the RFO?
 - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
 - c) In section 4, does the council have committees and how many years are forecast?
 - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
 - e) In 5.9, are online prices acceptable evidence?
 - f) In 5.13, 5.15 and 5.17, does the council have committees?
 - g) In 5.16, will a councillor ever be instructed to place an order?
 - h) In 5.20, is there a minimum level for official orders?
 - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
 - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
 - k) Section 10 gives two alternatives, with or without petty cash.
 - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
 - m) 13.7 and 13.8 are removable if they don't apply to the council.

- n) Much of Section 16 can be deleted if not applicable.
- o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
 - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
 - b) In Section 4, the council needs to determine the timescale for its budget setting.
- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
 - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
 - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
 - c) In 5.9, at what level can smaller purchases be made without competition?
 - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
 - e) In 5.18, how much can the clerk commit to spending in an emergency?
 - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
 - g) In Section 9, what are the limits for card payments?
 - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying “update table” appears at the top of the list.
- 10) Once this model has been tailored to fit the council’s needs, the resulting Financial Regulations (with the insertion of the council’s name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council’s website.

[ENTER COUNCIL NAME] FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO.
 - acts under the policy direction of the council.
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices.
 - determines on behalf of the council its accounting records and control systems.
 - ensures the accounting control systems are observed.
 - ensures the accounting records are kept up to date.
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements.**
- **approving an annual governance statement.**
- **borrowing.**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts.
- authorise any grant or single commitment in excess of £5,000; and

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
 - **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records.**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements or similar document as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them with any related documents to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council.
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year.
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions.
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full council.

4.5. Each committee shall review its draft budget and submit any proposed amendments to the council finance committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the finance committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated up to **£29,999 including VAT**, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk or RFO shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £100 and £4,999 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £10,000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £20,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £20,000 excluding VAT
 - in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
 - the council for all items over £20,000;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute in the case of council or committee decisions or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may **authorise expenditure of up to £20,000** excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above **£250 excluding VAT** unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with various banks. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments including salaries, wages, expenses and any payment made in relation to the termination of employment may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council unless the council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments only in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £10,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online

approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and the RFO. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £5000 unless authorised by council or finance committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and RFO, Head of Operation and any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used under any circumstances.

10. Petty Cash

10.1. The council will maintain small of cash float of £250. All cash received must be banked intact. The RFO shall maintain a petty cash account of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council to meet expenditure already incurred by the authority will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum **by 15% or more**, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment [in that section].
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

MELKSHAM TOWN COUNCIL MEETING OF FULL COUNCIL

Proposed by: **Charlena Stokes**

Seconded by:

Dated: **12/09/2024**

1. Purpose of the motion

To match fund £1080 for a preliminary event for the creation of the Youth Advisory Board.

The event is to be an interactive concert to engage the youth of Melksham and Melksham Without, where they can learn about how the council works and can take part in a 'mini' vote for the town council. This will be an opportunity to not only encourage the youth to join the advisory board, but will give us a chance to ask their opinions on current topics and share this data with Melksham Without and the Melksham Area Board.

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

On 28th May 2024 MTC agreed to the proposal to set up a youth advisory board for Melksham Town Council. This will include 14-19 year olds and up to 25 year olds with SEND.

Devizes held a successful youth led concert which was organised and run by Devizes youth.

3. Current Situation

Melksham Area Board have awarded MTC £1080 to help set up the preliminary event for the youth advisory board. MTC need to match fund this in order for the area board grant to be given.

4. What financial implications are there?

£1080 would need to be funded for the event, but we will sell tickets to it for £2.50 (this would include the entrance fee and a free soft drink).

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

This motion would fit in with many of our core values, such as being age friendly, representative and inclusive.

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

There would be possible safeguarding risks.

There is a risk of antisocial behaviour during or after the event.

7. What crime and disorder implications are there?

Possibility of anti-social behaviour from youngsters attending the event. This will be mitigated as best as possible by arranging security at the assembly hall as well as ensuring there will be appropriately trained youth workers at the event. The police will also be notified of the event happening.

8. What environmental and biodiversity considerations are there?

None

9. What safeguarding concerns are there?

Ensuring that there are DBS checked adults at the event and that all supervising adults are aware of their roles on the evening.
There needs to be clear emergency and evacuation plans in place.
Ensure compliance with UK laws and regulations related to safeguarding and child protection, including the Children Act 1989 and 2004, and Working Together to Safeguard Children.

10. Motion

To match fund the £1080 grant awarded by the Melksham Area Board for a preliminary event for the setup of the youth advisory board and for MTC to consider allowing the use of the assembly hall for the event.

To delegate powers of authority to the clerk and officers to create the event.

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

Yes, this motion supports the setup of the Youth Advisory Board alongside Melksham Town Council

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

It has not been discussed before.

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

For the clerk to obtain quotes and hire services within the budget given (£2160).
Contact MWOP to ascertain if they would like to make this a joint venture.
Contact Bridie at Community Conversations to ask for her help in publicising the event and getting Forest youth involved.
Liaise with Marie at 4Youth and Melksham Oak for collaboration and to garner ideas from the younger population as to what they would want to see at the event and also if any children who have an interest in certain fields (i.e. lighting and sound) would want to be part of the event, shadowing the adults who specialise in the industry (permission needed from those professionals).

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

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

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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Pilot to trial legal walls in Wiltshire

1. Aims

- To explain the process and rationale for considering legal walls on Wiltshire Council land.
- To seek agreement for the underpass in Melksham situated along the A350 at Bath Road to be used as a pilot to trial the process.

2. Background

Graffiti is sometimes regarded as an art form by those doing it, but by members of the public it is often seen as a nuisance, frequently associated with anti-social behaviour and gang culture. Tagging is a form of graffiti which often carries the biggest stigma and is seen as anti-social by most communities. It occurs when an artist stamps a signature in a stylised way onto a piece of property – effectively claiming it as their own.

There are various pieces of legislation that a local authority can use to tackle graffiti including the Anti-Social Behaviour Act (ASBA 2003), the Criminal Damage Act 1971 and the Public Order Act 1986.

It is costly to get rid of with recent estimates putting the clean-up costs for graffiti in the UK at more than £1bn.

Street Art projects have been run in various locations across Wiltshire such as in Salisbury or Chippenham. These have been successful, in Salisbury they are normally one-off commissioned art pieces that are often quite expensive and do not have the benefits of a more permanent solution or of allowing a space for ongoing street art.

Legal Graffiti walls have been introduced over the last few years in many places across the UK as a way of cutting down on unwanted graffiti, promoting genuine street art and saving councils money. They are places where artists are free from prosecution if they keep to an agreed code of conduct (See appendix A for an example) and within the designated area.

Approximately 10 years ago, Chippenham Town Council ran an initial 6-month pilot scheme for a legal wall. It proved very successful being enjoyed by most of the community and helping to reduce ASB. Consequently, it has continued ever since.

3. Proposed process

Conversations have been held with other councils who are trialling or considering the creation of legal wall. Glasgow seems to be the most advanced currently and have agreed to share any useful information as well as the toolkit they are producing once their current trials are completed.

The proposed stages in the process for handling requests for a legal wall can be summarised as:

- ✓ A request can be made by any group including a parish council, arts group or community group. Evidence would need to be provided that demonstrates that there is currently an issue that this approach may help with.

- ✓ Input would be sought from relevant Wiltshire Council services and any other relevant partners such as Parish Councils and the police.
- ✓ A report would be prepared by the Strategic Engagement and Partnership Manager for the relevant area board's consideration in a similar way as Community Asset Transfers are currently processed.
- ✓ The report would need to include a clear communications plan, how monitoring would take place and how any risks can be mitigated including the possibility of the artists moving to another location (thereby being liable for prosecution).
- ✓ The area board will be asked to make a recommendation along with any comments. These would then be taken to the cabinet member who covers highways, for a final decision.

4. Monitoring considerations

Whilst the applying community group will take on the day-to-day responsibility for the way the wall is used, Wiltshire Council will carry out regular checks and have the power to at any time reverse their decision.

Ongoing maintenance and cleaning of the artwork will be the responsibility of the users. If at any time the artwork is no longer maintained and becomes an eyesore, then Wiltshire Council will simply remove the artwork in a manner it sees fit. In addition, the Council reserves the right to maintain the structure as it sees fit and without maintaining the artwork.

Anyone not adhering to the code of conduct or painting outside of the agreed area is subject to current legislation and are committing a criminal offence.

After a year, all processes will be reviewed in the light of any lessons learned through the trial as well as by other local authorities.

5. Legal considerations (Provided by Legal Services)

Following ongoing conversations with Wiltshire Council's legal services, they have provided the following summary of their position:

"Legal Services have been asked to provide a view and comment upon what is required legally before Wiltshire Council trial the introduction of a free wall in the County.

Free walls are locations in a locality where artists can express themselves, by putting their artwork on public display, on walls in specific locations, without the threat of conviction and without prior consent.

Free walls have really taken off as a concept in recent years, in both urban and rural areas across the UK and many councils are running or have run trials, notable areas including Glasgow, Belfast, Plymouth, Oxford and Cheltenham and in many boroughs across London.

A free wall is the complete opposite of Graffiti which DEFRA defines as "any informal or illegal marks, drawings or paintings that have been deliberately made by a person or persons on any physical element, comprising the outdoor environment with a view to communicating some message or symbol etc to others".

Street Art by contrast must be artwork that is respectful, unoffensive, in keeping with the area and should not contain anything which is insulting or could cause offence or fear to others including graphically explicit images or text or anything gang related or racially aggravating. Indeed, its purpose should be to improve or beautify an area, attracting compliments rather than complaints.

Councils will still be obliged to clean up any unwanted graffiti within 24 hours or days depending on whether it is offensive or non-offensive. They will still be able to take action to remove graffiti from Council owned property themselves or encourage private owners to take action. Any graffiti which appears on a building without the owner's consent is an interference with a property owner's right and a person commits a criminal offence under the Criminal Damage Act 1971. Criminal penalties still apply and those responsible for Graffiti will be liable for civil prosecution for trespass, whether or not the claimant suffers any damage, and civil prosecution notices can be issued with fines on individuals of up to £2,500.

Moreover, Highways in Wiltshire Council seem to see no immediate issues and support the new trial as a means of seeing whether it can reduce the huge sums of money and manpower the Council are currently spending on clearing away unsightly and offensive graffiti.

Many of these trials have just started or are ongoing, so we are unlikely to be aware of some of the key legal issues that arise out of their implementation for some time and the law often takes years to catch up on issues that will come from their outworking.

That said, whilst there does not appear to be any legal reason why Council should not start the trial now, it would be helpful to consult with other council colleagues in other departments internally for their view before proceeding.

6. Highways considerations (provided by Streetscene Area Manager)

Streetscene are responsible for the removal of graffiti where Wiltshire Council has a statutory duty to do so. This proposed trial site is very well known to the Streetscene service as a site which is regularly tagged with illegal graffiti, often of an offensive nature. Such sites can be very labour intensive and result in resources being diverted from other vital services. Streetscene supports the approach to try and find innovative solutions to minimise the impact of illegal graffiti in Wiltshire whilst hopefully creating art that the community can be proud of. Streetscene are supportive of using the Melksham underpass as the pilot project.

7. Links to Arts and Culture Strategy (Provided by Arts and Funding Manager)

Wiltshire Council's Cultural Strategy places culture and creativity at the heart of Wiltshire's economic and social future and ensure community engagement and ownership. It has been built around five key themes of Economy, Identity, Tourism, Health and Wellbeing and Community. It contains a number of core objectives including:

- Increase engagement in arts and cultural activities by diverse audiences, including those who face engagement barriers
- Enable places to shape their own cultural identity
- Support good physical and mental health and wellbeing and community resilience.

The Arts service supports the proposal of legal walls and it fits perfectly the aims and objects of the Cultural Strategy. The proposal demonstrates how creativity can be used to provide an innovative solution to a wider problem.

8. Financial considerations

There are no significant costs or ongoing financial implications for Wiltshire Council if the recommendations of this report are adopted. Instead, the proposal if successful will save money as there will not be a need for graffitied walls to be regularly cleaned. All materials including paint will be provided by the users including that required to remove unwanted tags. No closure of the area around where the artwork is taking place is required.

9. Risks

The key risks are:

- *Lack of understanding by the public regarding the use of legal walls.* To mitigate this, a clear communication plan, worked up with communications team will be produced before any agreement is issued. This will include that the code of conduct must be adhered to and that it is still illegal to graffiti in any other place.
- *A rise in graffiti in other locations.* To mitigate against this, not only will good communication be required, but also close monitoring of other locations elsewhere in the town so that if graffiti occurs, appropriate action can be taken.
- *The wall is not kept for art.* To mitigate against this, regular monitoring by Wiltshire Council will be undertaken and appropriate action taken. In the case of the pilot location Melksham Town Council may also consider extending the CCTV coverage to include the underpass. This will be encouraged. In addition, the local artists will monitor the wall and remove any unwanted tags or artwork by painting over it.

10. Next Step

The process has been agreed as a sensible way forward and any future requests will need to follow it once the pilot has been running for some time and we are convinced that there is an overall positive outcome.

If it is agreed for the underpass located in Melksham along the A350 on the Bath Road to be used as a trial, communications are primed to begin communicating what will happen. Some additional work will be required to agree the exact area to be designated, to ensure a QR sign to the code of contact is visible and to ensure that all stakeholders are fully aware of what will be taking place. This will include appropriate monitoring of the wall and surrounding areas.

11. Recommendations

It is recommended:

1. That the underpass in Melksham situated along the A350 at Bath Road to be put forward as an initial pilot to trial the process
2. That ongoing monitoring takes place within the trial period and appropriate action or changes are taken if required

Appendix A – Example Code of Conduct

Innovation - Be creative. Beautiful design does not go unnoticed. Engage in a conversation with the city through creative interactions

Respect boundaries - Only specific walls and areas are legal spaces. Do not paint on the surroundings.

Deliver quality - Invest some time in your piece of art. The better the quality the longer it will stay up. Positive use of legal sites will encourage others to follow your example.

Be friendly - Be friendly to writers, artists and visitors.

Keep it clean - Keep Melksham clean and tidy. Take away your rubbish and empty cans.

No Tagging - Tagging is a form of graffiti which often carries the biggest stigma and will often be seen as anti-social by most communities. Tagging can be considered offensive to other artists and the wider community.

Consideration - Although art is subjective the act of covering quality pieces can be considered disrespectful.

Respect - Respect artists when they are at work. Respect visitors when they are viewing your art.

No offence - Be considerate to others, don't be abusive or discriminate, and don't use offensive images or messages.

No politics – Do not use the wall to promote political messages.

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		EVERY PROJECT EVER	Last Updated: 12/09/2024																	
NO.	PRIORITY	PROJECT/WORK AREA/EVENT	STATUS	UPDATE	SUGGESTED NEXT ACTION	DATE OF LAST ACTION	DATE UPDATED	COMMITTEE	STRATEGY AREA	STAFF RESOURCES	OFFICER HOURS	OTHER RESOURCES (not an exhaustive list)	ESTIMATED COST	BUDGET CODE- EXPENDITURE	BUDGET NOTES	LEAD OFFICER/S	LEAD CLLR/S	PARTNER/S	TIMESCALE	
2	HIGH	Allotment Audit and Management	Next Steps Required	Audit last brought to AM&A 04/12/2023. UNANIMOUSLY RESOLVED for the Head of Operations to investigate the legal position and costs implication of removing buildings from the plots at Addison Road that have been subject to a land grab. UNANIMOUSLY RESOLVED to cut a hole in the hedge at Southbrook Road Allotments to allow access to Plots 12-15.	HD to check with Dave and Mel to bring audit back to Council.	11/09/2024	12/09/2024	Asset Management & Amenities	Environment	Finance Officer; Amenities Team Manager; Amenities Team		Amenities Tools		203 4200/4201 "Allotments"	4200- Water Rates 4201- Maintenance Page 7	MR/HD	AW	Residents	On AM&A agenda 12/08/2024.	
3	HIGH	Allotments- Water Troughs	Next Steps Required	Audit last brought to AM&A 04/12/2023 where it was UNANIMOUSLY RESOLVED to delegate the question of location of troughs to the Head of Operations, to be brought back to the committee if additional funding is required. Brought back to AM&A 12/08/2024 for Cllrs to decide location of 2 troughs.	UNANIMOUSLY RESOLVED to request a further report from officers detailing for each allotment area • Is there a current piped water supply • Do we have access to that piped supply and are we utilising it • If not, what other provisions could be made to fill troughs • The cost implications of all the above (water rates etc) for consideration at next AM&A 14/10/2024.	12/08/2024	19/08/2024	Asset Management & Amenities	Environment	Finance Officer; Amenities Team Manager; Amenities Team		Amenities Tools		203 4200/4201 "Allotments"	4200- Water Rates 4201- Maintenance Page 7	HD/MR/DE	AW		To come back to AM&A 14/10/2024.	
6	HIGH	Assembly Hall Refurbishment	Next Steps Required	As of Head Ops report to AM&A 04/12/2023, roof repairs almost complete, in progress. See also Blue Pool Acquisition.	An Extraordinary Full Council meeting to be set to discuss next steps.	05/08/2024	08/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; AH Team; Amenities Team Manager; Amenities Team; Locum; Cllrs		Lots		501 "Assembly Hall Central Costs" Various	Page 22	HD	GE	Friends of Assembly Hall; Wiltshire Council	Extra FC to be arranged	
7	HIGH	ATBShop Skate Events (2024)	In Progress	Press Release released re scooter winner. Successful events. Invoice paid.	Decision on whether we book again for 2025 to Events Officer.	04/09/2024	06/09/2024	Community Development	Events	Events & CommDev Officer; Comms Officer; Head of Ops		Skate Park		302 4078 "Community Projects"	We pay £500 for 3 hours of the event on the 8th and the rest of that date, plus the whole of the 22nd and the food is free to us as provided by FUEL. Page 18	SA	JH	ATBShop; 4Youth	Events 8th and 22nd August 2024	
9	HIGH	Awdry Avenue Play Area	In Progress	Officers given permission to work with Community Conversations (who are the lead on this project) on options for the Play Area- subject to funding from WC.	Awaiting funding from WC to Forest Community Conversations. Head of Ops supplied quotes to Bridie, awaiting feedback and 1 more quote from suppliers/installers. Amenities Team Manager meeting with Greenspan 16/08/2024.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team; Cllrs; Locum		Play equipment TBC when works confirmed		220 "Play Areas and Open Spaces" Various	If WC funding approved, the 55K set aside for Awdry Ave will be put back in to other MTC play areas. Page 16	DE	AW/JO/TP	Bridie Hanraads, Melksham Forest Community Conversations	Amenities Team Manager meeting with Greenspan 16/08/2024.	
11	HIGH	Blue Pool Acquisition	Next Steps Required	At Full Council 22/01/2024, the report on responses from architects was received. See also Assembly Hall Refurbishment	An Extraordinary Full Council/Working Group meeting to be set to discuss next steps.	19/08/2024	22/08/2024	Asset Management & Amenities	Parks & Recreation	Locum; Cllrs; Head of Ops		Lots	£6million?	TBA	NO CODE YET	HD	GE/Palf	Wiltshire Council	Extra FC to be arranged	
12	HIGH	BMX Pump Track	Next Steps Required	Support the principle of installing a BMX Pump Track at a suitable location in the Town to be determined from guidance offered by JB Extreme Landscapes. Now part of Play Area Strategy.	Head of Ops to report back to Council with a fully costed proposal for the project to be placed for tender.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team; Cllrs		Equipment TBC when works confirmed		TBA	NO CODE YET	HD	JH			
13	HIGH	Bowmans Court Lighting	Next Steps Required	Clerk delegated authority to purchase low level solar lighting up to £8,000. Note: previous estimates may be out of date now.	JO to talk to residents in Bowman's Court and obtain permission from WC ensuring resident's privacy is not invaded, and bring back to council.	13/05/2024	06/08/2024	Asset Management & Amenities	Environment	Cllrs; Head of Ops; Amenities Team Manager; Amenities Team		Equipment TBC when works confirmed		405 4500 "Solar Money Projects"	To be taken from Solar Farm Funding. Page 21	HD	JO	Wiltshire Council		
17	HIGH	Church Street Toilets Transfer	Next Steps Required	Interest from Melksham Pet Food Bank to use for storage voiced at Full Council 29/04/2024. Wendy Isaacs from Pet Food Bank emailed 31/07/2024 for update- advised no further progress but in hand.	UNANIMOUSLY RESOLVED for officers to explore an asset transfer and produce a report for full council on the potential cost/benefits and risks. Head of Ops needs capacity to action.	01/08/2024	06/08/2024	Asset Management & Amenities	Environment	Head of Ops; Amenities Team Manager		Equipment TBC when works confirmed		TBA		HD	PAII/JH	Wiltshire Council		

26	HIGH	Flood Plan	Next Steps Required	Part of Melksham Community Emergency Plan (saved on Shared Drive) last updated 04/01/2024.	Needs completing and updating.	04/01/2024	06/08/2024	Full Council	Environment	Locum						TP	PA	MWPC	
27	HIGH	Floral Phone Boxes	Next Steps Required	CommDev 11/12/2023 UNANIMOUSLY RESOLVED to install floral displays in the telephone boxes adopted by Melksham Town Council at Spa Road and Littlejohn Avenue. Amenities Team have sanded down all boxes and fixed the door to the Phone Box near the Pig and Whistle in Forest and will soon be ready to paint and install planters. Boxes cannot be moved. Discussed at CommDev 29/07/2024.	To come back to CommDev (01/10/2024?) to discuss other potential uses of boxes besides floral.	29/07/2024	06/08/2024	Community Development	Environment	Amenities Team Manager; Amenities Team; Horticultural Lead; Events & CommDev Officer		Paint; Wood, plants etc?		403 4071 "Town Floral Displays"?	Resolution: "To be funded from 4080 South West in Bloom" However this budget is only £250 and has gone on the competition itself. So Floral Displays code to be used. Page 20.	DE	JW		To come back to next CommDev (01/10/2024?)
30	HIGH	Green Flag Status for KGV	Next Steps Required	AW brought proposal to Full Council 28/05/2024. UNANIMOUSLY RESOLVED To obtain Green Flag status for King George V Playing Field (commonly called the Park); The Melksham Town Council Strategy Task and Finish group to consider the formation of a sub committee to include councillors, officers and all users of the park to help the Amenities Team plan, manage and maintain this area for people in Melksham and visitors to our area; Task & Finish group to bring an action plan to full council on 29th July 2024. Membership to be open to all councillors and the locum clerk to set dates for a couple of meetings.	Task & Finish group met 25/07/2024 (DE, JH, RBC, AW). Now to bring action plan to Full Council.	25/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Cllrs; Amenities Team; Locum; Comms Officer; Events & CommDev Officer;		Equipment TBC when works confirmed		TBA		DE	AW/JH/PAV	Keep Britain Tidy	Task & Finish group to bring an action plan to Full Council. Should be in a position to apply in roughly 1 year.
33	HIGH	Joint Cemetery Strategy	Next Steps Required	Proposal brought to Full Council April 2024 by PAIf re: need to consider current capacity and future options. Suggested that Task & Finish Group to be set up with MWPC to consider strategy in more detail and advise next steps.	Cllrs to consider if this is better placed with WC.	29/04/2024	06/08/2024	Asset Management & Amenities	Environment	Cllrs; Head of Ops; Amenities Team Manager; Locum				TBA		TP	PAIf	MWPC/WC	
37	HIGH	KGV Eco Loos Conversion	Next Steps Required	Complaints from public re: no water for handwashing. AM&A 12/08/2024 UNANIMOUSLY RESOLVED for eco loos to be converted to plumbed in flush toilets with running water, preferably hot; Baby changing units to be installed in each toilet; The Clerk to ascertain whether planning permission is required; The Clerk to investigate the possibility of claiming back from Heathmatic; Signage to be put on the closed Eco Loos directing people to alternative facilities; The Clerk was delegated to spend up to £15,000 on the project, to be paid from 9244 Major Projects Ear-marked Reserve, subject to approval at full council.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to approve the resolution and the allocation of £15,000 funding from 9244 Major Projects Ear-Marked Reserve.	19/08/2024	28/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		TBC	£15,000	9244 Major Projects Earmarked Reserve	Page 25	HD	JH	Heathmatic/Rigg	
40	HIGH	KGV Masterplan	Next Steps Required	NVB Proposal completed in March 2019. Individual items in the Masterplan being considered separately.	See KGV Sensory Garden and Dog Bark.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		Lots- Equipment TBC when works confirmed		221 Various "KGV Park/ Splashpad"	Page 17	HD	AW	NVB?	
41	HIGH	KGV Sensory Garden	Next Steps Required	Expressions of Interest invited in Year One for an initial concept design including examples of what could be added, with the possibility of a contract in Year Two for such additional works. Discussed at AM&A 10/06/2024. UNANIMOUSLY RESOLVED to set up a Sensory Garden Task and Finish Group. It was agreed to put membership out to all councillors and to open meetings to the public. To consider Wild Landscapes 2019 proposal in more detail and advise next steps.	Full Council 19/08/2024 UNANIMOUSLY RESOLVED to delegate authority to the Clerk to consult with Richard Baulch-Collett, choose a quote and move the project forward. £25,000 is allocated to complete groundwork and then landscape in-house. Start work on levelling area before nesting season resumes. Board to be put up also to let public know what is happening.	19/08/2024	06/09/2024	Asset Management & Amenities	Parks & Recreation	Locum; Amenities Team Manager; Horticultural Lead		Lots- Equipment TBC when works confirmed	£25,000	221 Various "KGV Park/ Splashpad"	Year One budget of up to £25,000, as previously agreed by Council. Page 17	TP	JH	Wild Landscapes	Start work on levelling area before nesting season resumes

42	HIGH	KGV Signage	In Progress	At AM&A 10/06/2024 a member of the public asked for more signage in KGV about keeping dogs on leads. Discussed at AM&A 12/08/2024 where Comms Officer was asked to create signage- however Head of Ops was already in process of sourcing signage including byelaws.	Head of Ops/Receptionist awaiting quotes on various sizes for approval. UNANIMOUSLY RESOLVED to delegate authority to the Clerk to spend up to £1,000 from budget code 4163 on additional signage.	13/08/2024	12/09/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Receptionist		Signage?	£1,000	202 4163 "Asset & Amenities - Repairs & Maintenance"	Page 6	HD	AW		
54	HIGH	Melksham East Community Centre	Next Steps Required	As per email 06/08/2024- architect requesting clarity "as to what land has actually been allocated for the Centre as this has potential implications for the design of the Centre and needs to be correct in terms of submission to the Council. Has a Land Transfer progressed/is there yet a Title Plan defining the site?"	Full Council 19/08/2024 UNANIMOUSLY RESOLVED that <ul style="list-style-type: none"> The Clerk will move the matter on by responding to questions from the architect, with reference to Full Council if required Authority is delegated to the Clerk to employ professional support as she sees fit. East Melksham Community Centre will be a standing item on Full Council agenda. 	19/08/2024	28/08/2024	Full Council	Growth & Heritage	Locum; Head of Ops; Committee Clerk; Cllrs		Tbc- when works planned		310 4050 "East Melksham Community Hall- Legal and Professional Fees"? TBA	Resolution: "Town Clerk to invoice Wiltshire Council for the S106 monies". NO FUNDS ALLOCATED YET - JUST FOR THE LEGAL 'START UP' Page 19.	TP	CS/JW	Wiltshire Council; Architect tbc	Standing item on Full Council- next FC 23/09/2024.
58	HIGH	Newsletter	Next Steps Required	In April 2024 Cllrs requested for Public Newsletter to be produced by MIN as opposed to in-house. Approved budget of £7,632 a year to produce 18 pages over that period. Comms Officer has produced a planner for content to send.	Comms Officer in contact with MIN re planned content and has a plan for content going forward. Need confirmation on budget code. Content last sent 04/09/2024 to go in 12/09/2024 issue.	12/09/2024	12/09/2024	Full Council	Corporate Governance	Comms Officer; Events & CommDev Officer; Clerk; Councillors; RFO		Publicity	£7,632	101 4023 "Advertising", 403 4309 "Newsletter"	"UNANIMOUSLY RESOLVED to accept the quote (£7632 per year), to be funded from General Reserves, to be back filled from advertising budget." Page 1, 20.	SA	TP	Melksham News	
61	HIGH	Play Area Signage	Next Steps Required	Including dogs on leads	Head of Ops/Amenities Team Manager sourcing effective signage	19/08/2024	22/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		Signage tbc		220 "Play Areas and Open Spaces" Various	Page 16	HD	JH		
62	HIGH	Play Area Strategy	Next Steps Required	Gary Johnson from Municipal Maverick presented to Full Council 22/07/2024. It was generally felt that it was a good system but not suitable for a town of Melksham's size.	The Clerk noted that some smaller councils similar to Melksham were using the system and suggested she obtain some feedback and the matter be referred back to Asset Management & Amenities.	22/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Locum; Amenities Team Manager; Amenities Teram		TBC		220 "Play Areas and Open Spaces" Various	Page 16	HD	JH	Municipal Maverick/Play England/ Passport 365	Bring back to future AM&A
63	HIGH	Project Assurance Sub-Committee and/or Project Action Plan	In Progress	THIS SPREADSHEET! :o) Staff, Committee and Meeting Structures all being reviewed to decide where Project Updates sit.	To be re-visited when Committee and Meeting Structure reviewed in light of new MTC Strategy. Next meeting 30/09/2024.	12/09/2024	12/09/2024	MTC Strategy Task & Finish Group	Corporate Governance	Committee Clerk; Comms Officer, Clerk; Deputy Clerk; All Staff		Better website; meeting venue; refreshments; website		N/A		SA/AM	AG/JW		Next meeting 30/09/2024
64	HIGH	Proms in the Park (2024)	In Progress	Full Council approved £8,000 budget. Head of Ops acquired licence. Bar (Freddie's Double Deuce), LED Screen (Lightmedia Displays LTD) and Security (Prosec) booked. PA (Steve Holder) and toilets/bins (via Lions) booked. PR and poster live 06/08/2024. Julia's House coming to fundraise.	Keep promoting and collate feedback after the event.	12/09/2024	12/09/2024	Community Development	Events	Comms Officer; Head of Operations; AH Team; Events & CommDev Officer; Councillors		Licence; Screen; Bar; Security; Catering; AH as back up in case of rain?	£8,000	302 4078 "Community Projects"	Resolved to take from 'General Reserves' at CommDev 7th May. RFO agreed Community Projects on 30/07/2024	SA/HD	JW	Freddie's Double Deuce Mobile Bar; Lightmedia Displays LTD	Saturday 14th September 2024
67	HIGH	Recruitment of Assembly Hall Staff	In Progress	Head of Ops recruiting new Duty Manager.	Recruitment of 30hr pw Duty Manager- in progress. Interviews being held 11th and 20th Sept.	31/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Head of Operations; AH Team; Locum; HR Officer		Advertising		501 4000 "Salaries ENI & Pension" OR 501/4005 if Temp	Page 22	HD	GE		Interviews being held 11th and 20th Sept.
68	HIGH	Recruitment of Deputy Town Clerk	In Progress	Draft JD formatted and uploaded to website and promoted on LinkedIn. Ads in MIN.	Appt made. Start date tbc.	10/09/2024	10/09/2024	Staffing	Corporate Governance	Comms Officer; Locum; Cllrs		Advertising; Printing; Recruitment Consultant		101 4000 "Salaries ENI & Pension" or 110 4043 "HR Consultancy" TBA	Page 1, 2	TP	TP?	Steve Milton, LGRC	Starting end of Sept?
69	HIGH	Recruitment of Events & Community Development Officer	In Progress	Draft JD formatted and uploaded to website and promoted on LinkedIn. Ads in MIN. Shared on socials again 30/07/2024. Deadline extended to 11/08/2024.	CC starting 30/09/2024.	05/09/2024	06/09/2024	Staffing	Corporate Governance	Comms Officer; Locum; Cllrs		Advertising; Printing; Recruitment Consultant		101 4000 "Salaries ENI & Pension" or 110 4043 "HR Consultancy" TBA	Page 1, 2	TP	JW?	Steve Milton, LGRC	CC starting 30/09/2024
70	HIGH	Recruitment of Part Time HR Officer	Awaiting Cllr Decision	Draft JD formatted by Comms Officer and sent to Locum.	Staffing Committee to approve on 16/09/2024.	10/09/2024	10/09/2024	Staffing	Corporate Governance	Comms Officer; Locum; Cllrs		Advertising; Printing; Recruitment Consultant		101 4000 "Salaries ENI & Pension" or 110 4043 "HR Consultancy" TBA	Page 1, 2	TP	TP?	Steve Milton, LGRC	Meeting 16/09/2024

71	HIGH	Remembrance (2024)	In Progress	Comms Officer made initial enquiries for quotes. PA (Steve Holder) BOOKED. 3000 Orders of Service ordered, received and folded. Security and catering (cupcakes) Booked. Draft road closure posters started. Suggested at MTC Strategy meeting 05/08/2024 to liaise with RBL for them to take on organisation of event- RBL declined. Comms Officer sent off road closures and official invites.	Comms Officer collating attendance. AH Team to confirm Hall set up and casuals. Need Events & CommDev Officer in post to take forward.	12/09/2024	12/09/2024	Community Development	Events	Comms Officer; Head of Operations; AH and AH Team; Events & CommDev Officer; Clerk and Deputy Clerk; Councillors; Casuals		Wreaths; Catering; Table Cloths; PA; Security		115 4311 "Remembrance Day"	Page 3	SA	TP?	RBL/St Michael's	Sunday 10th November 2024
75	HIGH	Rivermead School Parking	Next Steps Required	Teachers using parking spaces behind Pavilion during term time has knock on effect on Café and park users.	Locum to apply for change of status with Fields in Trust. See also KGV Maintenance Building.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Locum				204 "Pavilion and Car Park" Various	Page 8	TP	GE	River Mead; Fields in Trust	
78	HIGH	Safeguarding Policy	Next Steps Required	JO and AM worked on Policy. Brought to Full Council 22/07/2024. JO spoke to the policy. Some tweaks have been suggested by Councillor Griffin and some amendments would be required to take account of a Youth Council but it can be adopted as stands. Questions were asked about naming the safeguarding officer and training.	Further amendments to be brought back to next Full Council (19/08/2024).	22/07/2024	06/08/2024	Full Council	Corporate Governance	Committee Clerk; Locum; Cllrs		Printing; meeting venue; staff training		N/A		TP	JO		Further amendments to be brought back to Full Council (19th Aug?)
80	HIGH	Skate Park Signage	In Progress	As of Head Ops report to AM&A 04/12/2023, play area signage being chased. Sue Mortimer raised question of signage at Skate Park at Full Council 22/07/2024 following an injury.	Amenities Team Manager sourcing suitable safety signage.	26/07/2024	06/08/2024	Asset Management & Amenities	Parks & Recreation	Amenities Team Manager		Signs tbc		TBA		DE	AW		
85	HIGH	Splash Pad Resurfacing	In Progress	Delayed due to delivery of materials being held back at Customs in May 2024.	Resurfacing happening w/c 23/09/2024. PR ready. Do we need metal signage re: these works? Comms Officer made draft just in case.	12/09/2024	12/09/2024	Asset Management & Amenities	Parks & Recreation	Amenities Team Manager; Amenities Team; Casuals; Head of Ops; Comms Officer		Lots- Equipment TBC when works confirmed		221 4106 "KGV Park/ Splashpad- Repairs and Maintenance"	Page 17	DE	GE	Evie's Kitchen (Craig); Suppliers tbc	Resurfacing happening w/c 23/09/2024.
86	HIGH	Splash Pad Signage	In Progress	Examples created by Comms Officer in June for Head of Ops to send to signmaking people. Discussed at AM&A 12/08/2024 and Comms Officer printed and laminated posters again to keep at Pad for when needed.	Head of Ops/Amenities Team Manager sourcing effective signage inc. no photography. Comms Officer sent all in-house signage we currently have for info.	12/09/2024	12/09/2024	Asset Management & Amenities	Parks & Recreation	Head of Ops; Amenities Team Manager; Amenities Team		Signage tbc		221 4106 "KGV Park/ Splashpad- Repairs and Maintenance"	Page 17	HD/DE	GE	Evie's Kitchen (Craig); Suppliers tbc	
87	HIGH	Staffing Structure	Next Steps Required	Consultation and review undertaken in November and December 2023 in order to have the right number of staff in the right roles at the right times. Locum given delegated authority at Full Council 19/08/2024 to make staffing decisions as needed.	Revisit report by Reg Williams once new MTC Strategy in place? Locum currently working on proposed structure. New Deputy Clerk and ECDO starting Autumn 2024.	30/09/2024	04/09/2024	Staffing	Corporate Governance	Locum; Deputy Town Clerk; HR Officer; Cllrs		Consultant		110 4043 "HR Consultancy"	Page 2	TP	TP	Reg Williams from Local Consultancy	
88	HIGH	Street Trees	Next Steps Required	Approval granted to plant 20 additional street trees and SS Carpentry to make containers from recycled wood. See also Wiltshire Towns Programme Funding.	HD, RBC, AW, JH meeting 29/07/2024 Rebecca from WC to discuss using Wiltshire Towns Programme Funding for buying these trees and maybe more plants for the Town Centre	29/07/2024	06/08/2024	Asset Management & Amenities	Environment	Head of Ops; Horticultural Lead; Cllrs		Trees; Containers; Tools		TBA	Wiltshire Towns Programme Funding?	HD	AW/JH	SS Carpentry/WC	Planting to start Autumn/Winter 2024.
90	HIGH	Town Centre CCTV	Next Steps Required	BB and DE trained in CCTV system. CCTV Policy came to Full Council 22/07/2024 and several amendments and questions noted.	UNANIMOUSLY RESOLVED for the policy to be resubmitted to Council with tracked changes and Kann Connections have been invited to attend when the policy is next considered.	22/07/2024	08/08/2024	Economic Development & Planning	Environment	Head of Ops; AH Facilities Manager; Amenities Team Manager; Locum; Cllrs		CCTV Kit; Signage; Training		405 4500 "Solar Money Projects" AWAIT RESOLUTION. CURRENTLY HAVE 403/4308 WITH NO BUDGET	Resolution: "To be taken from Solar Farm Funding". Page 21	HD	JH/TP	Kan Connections	Amended Policy and Kan Connections invited to Full Council 19th Aug
94	HIGH	Town Hall Clock	In Progress	Clock mechanism unserviceable.	Sourcing suitable replacement.	11/09/2024	12/09/2024	Asset Management & Amenities	Growth & Heritage	Amenities Team Manager; Head of Ops; Amenities Team		Tbc- when works planned		TBA		HD	GE		
95	HIGH	Town Hall Flag Flying and Lights Policy Update	Next Steps Required	Policy to be updated, taking into consideration spreadsheet of all potential flag and light-up dates put together by Comms Officer. Policy needs to make clear who makes decision on what occasions we fly flags and light up Town Hall for.	Policy to be revisited and updated for consideration at Full Council. Current Flag Flying policy on website. Queries over 999 Day and which events we light up in Septmber raised by Comms Officer - needs guidance asap to avoid any offence to public.	12/09/2024	12/09/2024	Full Council	Corporate Governance	Locum; Cllrs; Head of Ops; Comms Officer		Flgs; lights				TP	JW	Paul Weymouth	Policy to be revisited and updated for consideration at Full Council (19/08/2024?)

98	HIGH	Website Structure	Next Steps Required	Report written by Comms Officer re: need for an editable and effective website, plus quotes for consideration. Comms Officer also started work on a proposed website structure which is based on the new MTC Strategy which will highlight all chosen priorities and all necessary content plus added value for residents and visitors.	Report with Clerk to check and take to Full Council.	17/07/2024	06/08/2024	Full Council	Corporate Governance	Comms Officer; IT Support; Clerk; Councillors		IT Consultant; Website Provider		403 4922 "Publicity & Marketing"? A NEW CODE MAY HAVE TO BE SET AND MONIES MOVED FROM RESERVES - AWAIT RESOLUTION.	Page 20	SA	JH?	TBC- new website provider	
99	HIGH	Website Upgrade	Next Steps Required	Report written by Comms Officer re: need for an editable and effective website, plus quotes for consideration.	Report with Clerk to check and take to Full Council.	17/07/2024	06/08/2024	Full Council	Corporate Governance	Comms Officer; IT Support; Clerk; Councillors		IT Consultant; Website Provider		403 4922 "Publicity & Marketing"? A NEW CODE MAY HAVE TO BE SET AND MONIES MOVED FROM RESERVES - AWAIT RESOLUTION.	Page 20	SA	JH?	KooDoo; Clive Merritt	
100	HIGH	Wiltshire Towns Programme Funding	Next Steps Required	MTC has been allocated funding in Years 3 and 4 through the Wiltshire Towns Programme Activity Generation Grant. Total £75,000. See also Street Trees. HD, RBC, AW, JH met to discuss using Wiltshire Towns Programme Funding for buying Street Trees and maybe more plants for the Town Centre.	Full Council 19/08/2024, UNANIMOUSLY RESOLVED to delegate authority to the Clerk to appoint a consultant to work on the Wiltshire Towns Programme Activity Generation Grant Programme submission.	19/08/2024	28/08/2024	Economic Development & Planning	Growth & Heritage	Head of Ops; Amenities Team; Cllrs		tbcc- WC		TBA	Allocated funding in Years 3 and 4 through Wiltshire Towns Programme Activity Generation Grant. Total £75,000.	TP	JH/PA/JO	Wiltshire Council	Deadline to submit info to claim funding 31st October 2024.
101	HIGH	Youth Advisory Board	Next Steps Required	Next Steps- CS and JH to consider Safeguarding in more depth and speak to Wiltshire Council.	Need Events & CommDev Officer in post to oversee and take forward.	28/05/2024	06/08/2024	Community Development	Growth & Heritage	Events & CommDev Officer		Publicity; printing; venue space; refreshments; training		302 4078 "Community Projects"? TBA	Page 18	Events & CommDev Officer?	CS/JH	4Youth; Wiltshire Council	

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