

### 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

23 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 30th 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

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Town Clerk and RFO

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

### Melksham Town Council Full Council

### Monday 30 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 apologises 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 <a href="locum@melksham-tc.gov.uk">locum@melksham-tc.gov.uk</a> 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. Blue Pool and Assembly Hall (Pages 1 - 110)

To receive information to date, to agree the transfer of ownership of the Blue Pool on the terms set out by Wiltshire Council and agree next steps.

For decision.

### 5. Transfer of Reserves

To approve the transfer of funds from reserves to staffing budget (report to follow from RFO).

### 6. Canberra Community Park (Pages 111 - 112)

This item was deferred from the meeting on Monday 23<sup>rd</sup> September 2024.

To agree to pay the sum of £7988.00 (£6657.00 plus £1331.00 VAT) to 4Youth for the installation of pathways in The Canberra Community Park

For decision.

### 7. Financial Regulations (Pages 113 - 130)

This item was deferred from the meeting on Monday 23<sup>rd</sup> September 2024.

To adopt Financial Regulations 2024.

A finalised copy of the Financial regulations will be available before the meeting.

### **MELKSHAM TOWN COUNCIL**

MEETING OF THE FULL COUNCIL Date: 30 September 2024

### Report on Assembly Hall/Blue Pool Development

### 1. Purpose of the Report

The purpose of this report is to update Councillors on the Assembly Hall/Blue Pool project and to outline necessary steps for the next stages of the business plan, ensuring clarity of goals, funding, and project implementation.

### 2. Background

- A full timeline of council discussions and resolutions is provided separately. Key recent developments include:
  - o **6 November 2023:** The Assembly Hall Working Group delegated authority to the Town Clerk for submission of needs and suggestions.
  - 27 November 2023: Council opted for a different strategy regarding architect appointments, tasking Councillor Aves and the Committee Clerk with drafting a brief for architect feedback.
  - o **22 January 2024:** Architects' feedback was presented to the council, with a decision for the Head of Operations to present further suggestions in March.

### 3. Current Situation

- **Architect Involvement**: Two architects have conducted site visits and expressed interest. Clarity is needed on project requirements, delivery methods, and compensation.
- **Operational Staffing**: Two Deputy Assembly Hall Managers, though the Head of Operations remains partially involved.
- Officer Capacity to lead on project: Locum Town Clerk, Deputy Clerk, Head of Operations Services

### 4. Key Steps for Business Plan Development

### **Step 1: Define Clear Project Objectives**

- **Council Decision on Blue Pool**: Determine if the Blue Pool should be acquired based on terms offered by Wiltshire Council.
- **Vision & Mandate**: Define the precise objectives and outcomes that the council expects from the Assembly Hall/Blue Pool project (e.g., community engagement, potential revenue generation, modern event facilities).

### **Step 2: Financial Planning and Funding Options**

- **Public Procurement Compliance**: Ensure all procurement processes comply with public regulations, particularly when tendering for services.
- **Financial Projections**: Prepare a detailed analysis of project costs, including design, construction, and operational expenses.
- **Funding Strategies**: Consider pursuing a **Public Works Loan** or other forms of financial assistance, such as grants or partnerships, to cover expenses.
- **Revenue Opportunities**: Project potential revenue streams (event hosting, community programs) once the facility is operational.

### **Step 3: Risk and Environmental Assessments**

- **Risk Assessment**: Financial Planning, Town & County Planning
- **Environmental Impact**: Address the environmental considerations typical of large building projects, such as sustainability, energy efficiency, and minimization of carbon footprints.

### Step 4: Architectural and Design Planning

- **Architect Appointments**: Confirm project requirements with the architects. Ensure they understand the desired outcomes and timeline.
- **Consultancy Assistance**: Consider engaging professionals to assist in managing the architectural plan and to ensure alignment with council goals.

### **Step 5: Community and Strategic Alignment**

- **Community Involvement**: Ensure that the project aligns with Melksham Town Council's strategic aim of community inclusivity, engagement, and improving residents' quality of life.
- **Stakeholder Engagement**: Engage community members, local businesses, and key stakeholders throughout the planning process to gather input and support.

### **5. Financial Implications**

• The full extent of financial implications is yet to be determined. The project, however, promises long-term benefits by creating a modern facility that can generate income for the town council.

### 6. Risk Assessment, Safeguarding, Crime, and Disorder Implications

• Risks associated with large gatherings need to be accounted for, but there is no precedent for such issues at the existing Assembly Hall.

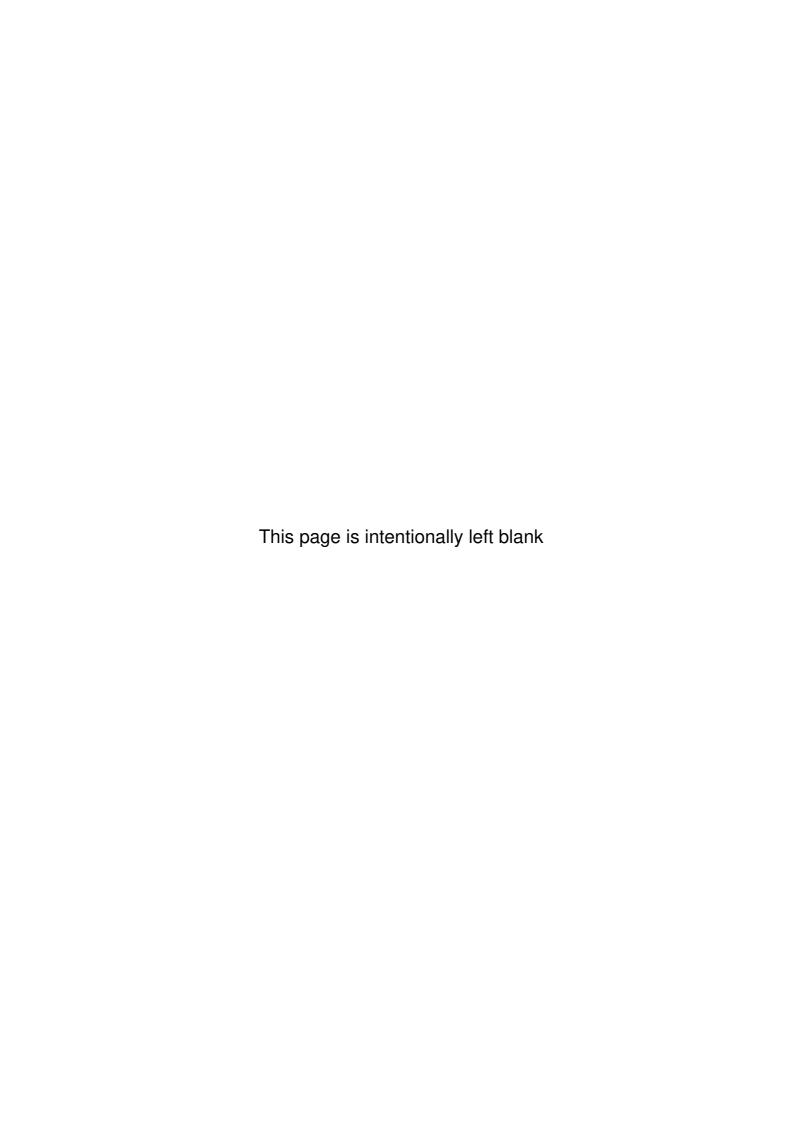
### 7. Environmental Considerations

• All standard environmental concerns for large-scale projects, including sustainability, should be considered during planning and construction phases.

### 8. Recommendations

In light of the project status and the responses from architects (detailed in the 22 January 2024 Committee Clerk report), it is recommended that:

- The council decides whether to take on the Blue Pool under Wiltshire Council's proposed terms.
- The project's goals be clearly defined before further architectural planning.
- The council determines whether to engage professional assistance from a qualified consultant to guide the process.
- The Council considers its financial planning of the project.



# ASSEMBLY HALL/BLUE POOL PROJECT

**Timeline** 

### Town Hall and Assembly Hall Sub Committee Tuesday 12 November 2019

Agenda item 17. Assembly Hall Refurbishment

To receive a report on the proposed next stages of the Assembly Hall redevelopment.

To make a recommendation to Full Council on 25 November 2019 to appoint the architects.

### Minute 17/19

The Town Clerk referred the Committee to the report prepared by the Assistant to the Town Clerk which included a timeline of events and recommendations regarding future action.

The Town Clerk suggested arranging an appointment with Philip Whitehead the Leader of Wiltshire Council to ensure that they were aware of the Town Council's plans for the redevelopment of the Assembly Hall and plans for the Campus site as a whole.

It was proposed by Councillor xxx and seconded by Councillor xxx to obtain three quotes for the preparation of a tender/ project brief for a feasibility study regarding the refurbishment of the Town Hall.

It was **UNAMINOUSLY RESOLVED** to obtain two additional quotes, and an updated quote from Glanville Projects, for the preparation of a tender/ project brief for a feasibility study.

Councillor Watts suggested that all agreements between the Town Council and Wiltshire Council regarding Blue Pool should be collated. In addition, Land Registry documents regarding ownership should be obtained.

### **Notes**

This is outside of the period of the current council's deliberations but I have include it because the report details a useful Outline Design Brief and Schedule of Requirements. I am unable to confirm if the resolution was followed through.

Appendix A – Report of the Assistant to the Town Clerk

### Asset Management and Amenities Committee Monday 5 June 2023

### Agenda item 10 Public Owned Assets in and around the Town Hall

To consider the motion of Councillor Ellis

### Minute 169/23

Councillor Ellis went over his proposal and advised that Wiltshire Council are willing to open a constructive dialog on the future ownership of the Blue Pool site with the Town Council.

The following matters were discussed:

- The appropriate forum to take this matter forward and the involvement of outside groups. Some felt that this was such a big issue that it should be dealt with by Full Council. Some felt more appropriate for a smaller group to do the initial work.
- The possibility of the site being used as an open-air lido.
- The possibility of involving The Town Hall and former Art Café in the project
- The costs and financing of the project
- Amendment would be required to the Assembly Hall Working Group Terms of Reference which will need approval of Full Council
- Arrange a site visit of the Blue Pool
- Request FoMAH to come up with proposals, and note this is not the council's only route
- The Assembly Hall Terms of reference do not cover the redevelopment of the Assembly Hall, this would mean a radical change to those terms of reference
- Full Council should determine who is best to work on the project

It was proposed by Councillor Ellis, seconded by Councillor Goodhind and **UNANIMOUSLY RESOLVED** that the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site.

That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe.

That the Friends of Melksham Assembly Hall are asked to come up with proposals.

That the matter be referred to Full Council to decide on the remit of the working group

### Notes

Appendix B – Motion of Councillor Ellis

### Full Council Monday 26 June 2023

### Agenda item14 Remit of Melksham Assembly Hall Working Group

On 5 June 2023 the Asset Management and Amenities Committee discussed a proposal from Councillor Ellis (see attached) and resolved as follows.

Recites resolution from Monday 5th June 2023, then adds-

Current terms of reference are attached.

A further proposal has now been received from Councillor Ellis as follows:

Request to Full Council to reconfigure the Assembly Hall Working Group, with members of the Friends of Melksham Assembly Hall, into a working group of the full council to investigate and progress the future of the Assembly Hall, the linked building currently the Blue Pool and the immediate surrounds bordering the Campus.

### Next steps:

- 1. Authorise the Assembly Hall Working Group, to comprise current members and representatives of the Friends of Melksham Assembly Hall and museum and hub interests, to investigate the possible further with a structural survey leading to an outline business case and costing. We would request a budget of around £5000 for this initial professional work. The group will also be informed by the needs assessment, Cluster 1 research by the neighbourhood plan team, and further user and community interaction.
- 2. To gain access for members of FoMAH and AHWG already involved to the Blue Pool to help the team evaluate the possible and to get a measure of the building and opportunities so that we can fill in the details
- 3. To progress liaison with Wiltshire Council concerning the transfer of the Blue Pool to the ownership of the Town Council should an agreement be reached between the parties and that to be fitting with the strategic plans of the Town Council.
- 4. To allow these groups concerned to meet within the Assembly Hall or other available Town council rooms to progress their work, with internal accounting to cover the costs thereof as with other working groups.

The outcomes from the above will be a feasibility report to full council. Should the group consider option(s) practical and recommendable, it will include a road map to decide and progress the project looking at the ultimate use / needs for Melksham and how we would get there and provide an affordable and sustainable set of facilities into the future, looking ahead at the next 15 years.

A meeting of AHWG/FoMAH is proposed for the evening of Tuesday 4th July (or 5th if better) with an agenda to include composition, terms of reference, appointment of officers, allocation of initial roles and business plan.

### Minute 544/23

Councillor Ellis set out the details of his proposal. There was general support for the proposal but some concern over the make-up and voting rights of the working group. It was suggested that the Working Group be open to all councillors and that members of the public be invited to

give input. There was discussion of the scope of the project, Wiltshire Council's position on the Blue Pool and the remit of the Working Group, with some feeling the options outlined were too narrow. Some amendments were suggested and accepted by Councillor Ellis as friendly amendments

It was proposed by Councillor Ellis, seconded by Councillor Goodhind, and UNANIMOUSLY RESOLVED

- That the Assembly Hall Working Group (AHWG) Terms of Reference be amended so the group sits under the Full Council and not Asset and Amenities Committee.
- That the AHWG would be open to all council members, with a quorum of 5 elected members.
- That, within a time limit of three months, the AHWG will consider at least 3 options including but not limited to Repurpose, Redevelop and Do Not Take Project On.
- That the AHWG will explore and provide "Ball Park Figures".
- That a budget of £10000 be allocated from The Major Projects Earmarked Reserves for professional fees.

### Full Council Monday 17 July 2023

### Agenda item 11 Blue Pool Update

To receive a presentation from the Friends of Melksham Assembly Hall

### Minute 559/23

Councillor Ellis gave a presentation on work he had undertaken with the Friends of Melksham Assembly Hall.

Following this Councillor Alford felt that this project was to be considered by the Full Council working group of the Assembly Hall and this has missed out any connection with the town council. It is great to see ideas for the project but as a town council we have not followed the proper process.

Questions were asked about getting the views of an architect, quantity surveyor or structural engineer and which order that should be in. Why was a quantity surveyor chosen?

There was a feeling that officers had not moved quickly enough to set up working group meeting.

It was proposed by Councillor Ellis, seconded Councillor Alford and **RESOLVED** that a meeting of the Full Council working group be set up immediately which would include the Friends of Melksham Assembly Hall.

Standing Orders were suspended at 9.31pm to enable members of Friends of Melksham Assembly Hall to comment.

Q. Can the town council obtain ownership of the Blue Pool? – A. Yes.

Q. MS felt that this is a proposal is very well put together. Councillors haven't got a good track record for getting things done and why can't we get on with it? A. the original motion put in place by the council was to have a working group meeting take place to discuss options, we can't delegate responsibility to others outside the council.

Overall the 'Friends of' felt that more urgency should be given to the project

### **Notes**

I cannot see that any further meeting of the working group took place

Appendix C – Submission of the Friends of Melksham Assembly Hall

### Full Council Thursday 17 August 2023

### Agenda item 4 Assembly Hall Roof

To receive the report of the consultant and consider next steps. If members are in agreement that the works are to go ahead to also agree to waive Standing Orders and Financial Regulations in light of the fact that only one contractor has submitted a quote. The report demonstrates what lengths have been taken in trying to obtain three quotations. (Report to follow)

Members to note: In view of the potential opportunity to acquire the Blue Pool; which could involve some restructure to the Assembly Hall; that an options appraisal is drawn up by a quantity surveyor which sets out how the town council can achieve best value for money before investing in patching and repairs but at the same time preserves the building for continued safe use.

### Minute 565/23

It was generally agreed that £90000 was a lot of money to spend when the Assembly Hall and Blue Pool may be redeveloped but that something needed to be done. Councillors put forward their views on what action to take. At one point standing orders were suspended to allow Councillor Hubbard to speak.

It was suggested to draw a line under the current quote and engage with local contractors. The difficulty experienced so far in getting contractors to quote was pointed out. A question was asked about the terms of the tender and whether a contractor could be asked to quote on bare minimum repairs for differing lengths of time. Members were reminded that the one quote was from a local contractor and discussions could be held with them on the terms suggested.

It was proposed by Councillor Rabey, seconded by Councillor Westbrook and **RESOLVED** to speak to the contractors who had quoted to obtain quotes for bare minimum patching requirements over differing lengths of time.

It was proposed by The Deputy Mayor and Chair of the meeting Councillor Price, seconded by Councillor Rabey, and **RESOLVED** to spend up to £10000 to get a Structural Engineer to analyse the future feasibility of the Assembly Hall and The Blue Pool and come back with their findings as soon as possible.

### Note

This item was mainly about Assembly Hall roof repairs but have included it for completeness sake.

### Full Council Monday 25 September 2023

### Agenda item 22

22.1 Updating report

To receive an updating report on progress.

22.2 Asset Transfer

For decision – Whether to accept the transfer of the Blue Pool on the terms suggested.

22.3 RIBA Competition

For decision – Whether to hold a RIBA Competition for design of the Assembly Hall/Blue Pool site

### Minute 592/23 Updating report

The updating report was received.

### 593/23 Asset Transfer

It was generally felt that a decision could not be made at this meeting.

It was proposed by the Town Mayor Councillor S Crundell, seconded by Councillor Hubbard and **RESOLVED** to leave all options on the table and make no decision pending receipt of the structural engineers report. Councillor Alford abstained.

### 594/23 RIBA Competition

The Town Mayor Councillor S Crundell proposed an Architecture Prize to obtain blueprints and options for use of the building.

There was discussion, after which the Town Mayor Councillor S Crundell withdrew his proposal.

Councillor Hubbard asked for the plans that were put before the old council to come before the current council. The Town Mayor, Councillor S Crundell asked the Locum Clerk to try to find the plans.

### Notes

I have no idea what happened to the earlier plans. The locum referred to above was the Locum Deputy Clerk at that time.

Appendix D – Updating report

Appendix E – RIBA Competitions Guidance

I have not included the Asset Transfer document as I assume this information remains confidential.

### Full Council Monday 30 October 2023

### Agenda item 16.1 Blue Pool

To consider Blue Pool Structural Report.

For decision.

### Minute 620/23

Councillor Ellis suggested an Assembly Hall Working Group meeting be called. There was discussion on a date. Officers advised they would struggle to find capacity to prepare due to Neighbourhood Plan Consultation and other commitments

Councillor Hubbard felt that the Council should first decide on what they want from the Assembly Hall/Blue Pool site and this would then feed into a decision at a later date on how to achieve.

Other councillors agreed that proceeding on this basis would allow a meeting to take place next week

It was **UNANIMOUSLY RESOLVED** to hold an Assembly Hall Working Group meeting next Monday to discuss what the Council want from the Assembly Hall of the future.

Notes

Appendix F – Structural Report

Appendix G -Report of Head of Ops

### Assembly Hall Working Group Monday 6th November 2023

### Agenda item 4 Future of the Assembly Hall and Blue Pool

At the full council meeting on Monday 30 October 2023 it was decided to hold this meeting to discuss and decide on what the Council wants from the Assembly Hall. Once this has been decided, it will facilitate further discussions at a later date about options for the Assembly Hall and Blue Pool.

### Minute 48/23

Introductions were made and the chair, Councillor Ellis gave an opening statement.

There was discussion on the parameters of the meeting and it was re-iterated that what was wanted needed to be decided before how to do it.

There was discussion on what members wanted. The following were mentioned

- Bigger bar space/More than one bar
- Bigger generally
- More toilets
- Improved dressing rooms
- Car parking
- Re-designed entrance/ Bigger atrium
- Better access for bands
- Tiered/Retractable seating
- Ability to partition into smaller, soundproof rooms
- Storage depot (instead of building in KGV)

Councillor Crundell said it was not just about what was wanted, but what the group wanted to retain, for example, the flooring.

Views were expressed that the Council should be "brave and bold" and that if the facilities were available it would attract bigger acts. The Cheese and Grain in Frome was mentioned as an example of having a clear, bold vision and following it through.

There was discussion on whether to hold an architects Competition, appoint an architect, appoint a quality surveyor or appoint a management company.

It was suggested by Councillor Cooke that the items listed in Councillor Ellis' introduction should be ranked in order of preference. Councillor Hubbard suggested that members chose their top 5 items and the committee clerk would collate the results.

Councillor Alford suggested that the matter could be delegated to Officers. Councillor Hubbard asked if the Town Clerk could proceed on the existing mandate from council.

The Town Clerk confirmed that sufficient sums remained from the budget allocated to allow her to proceed.

It was proposed by Councillor Hubbard and seconded by Councillor Westbrook, to delegate authority to the Town Clerk to take the matter forward and to submit the list of needs/suggestions as it stands.

A vote of those present at the meeting unanimously supported this.

A vote of councillors present unanimously agreed that they considered the current mandate of full council sufficient for the Town Clerk to proceed.

Councillor Aves had left the meeting at 8:30pm, before the vote.

### Full Council Monday 27 November 2023

### Agenda item 11 Blue Pool/Assembly Hall

To approve the appointment of consultants MEA to manage the approach to obtain an options appraisal from 3 architects.

### Minute 632/23

There was discussion on what was required.

It was proposed by Councillor Hubbard, seconded by Councillor Rabey and **UNANIMOUSLY RESOLVED** that Councillor Aves and the Committee Clerk draft a brief for architects, to then be circulated to members for comment. Any suggestions for architects to be forwarded to the Committee Clerk who is delegated to circulate the brief to architects

### **Notes**

Appendix H – Options appraisal

### Full Council Monday 22 January 2024

### Agenda item 13 Assembly Hall/Blue Pool

To receive a report on replies to the brief sent to architects in December.

For decision on next steps.

### Minute 684/23

The report on responses from architects was received.

There was discussion on the next step. Councillor Ellis suggested the Assembly Hall Working Group meet with Mark Saint. Councillor Hubbard suggested appointing an Assembly Hall manager and bring them into the process.

Head of Operations felt that if an Assembly Hall manager was in place, he would be less operationally involved and would have some capacity to manage the regeneration project, however that plays out.

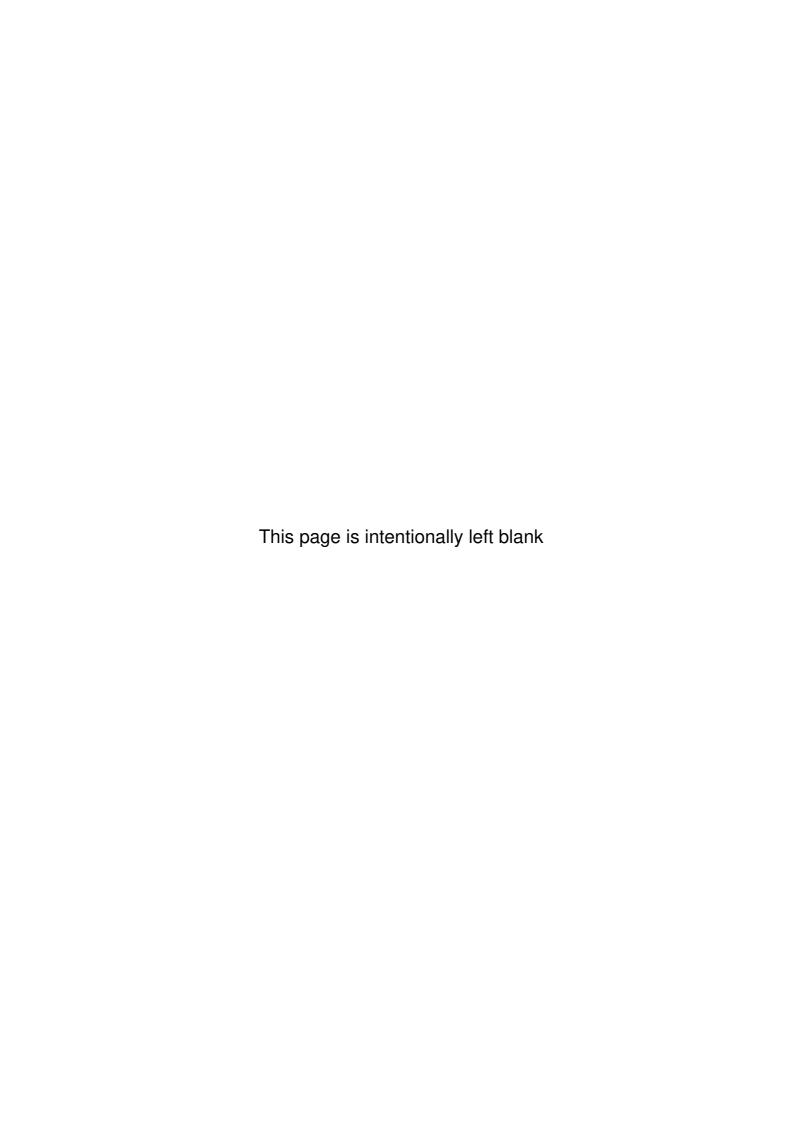
There was discussion of the options.

It was proposed by Councillor Hubbard, seconded by the Town Mayor, Councillor S Crundell and **UNANIMOUSLY RESOLVED** that the Head of Operations do report back to the Full Council meeting in March with suggestions for how to proceed.

### Notes

Due to the problems with staffing levels and capacity there has been no further action since this date.

Appendix I – Approaches to architects for Assembly Hall/Blue Pool project.



APPENDIX A

### ECONOMIC DEVELOPMENT AND PLANNING - 11<sup>TH</sup> NOVEMBER 2019

### MELKSHAM TOWN COUNCIL

Report of the Assistant to the Town Clerk - Patsy Clover

SUBJECT:

ASSEMBLY HALL REFURBISHMENT/ REDEVELOPMENT

### 1. Summary

1.1 This report sets out the current position regarding the proposed refurbishment/ redevelopment of the Assembly Hall. A timeline is attached. (Appendix 1)

### 2. Background

- 2.1 An Outline Design Brief was prepared by the Town Council in January 2017 and revised for RIBA 1 and 2. The three core aims for the Assembly Hall going forward at this stage were:
  - 2.1.1 To be a vital constituent of the social and recreational fabric of the town by promoting and hosting an eclectic mix of events and activities
  - 2.1.2 To be a valued asset and an accessible resource for the community, at the heart of the community it serves
  - 2.1.3 To run as cost effectively as possible and generate income streams that will reduce the financial burden on the local taxpayer.
- 2.2 To fulfil these aims, the following objectives were set:
  - 2.2.1 Hosting community activities and events with cross-demographic and cross-socioeconomic appeal
  - 2.2.2 Promoting an eclectic mix of live and screened live entertainment that will increase and diversify audiences
  - 2.2.3 Providing a sustainable, ongoing and established community cinema facility that will attract audiences throughout the demographic spectrum, thereby promoting social cohesion
  - 2.2.4 Attracting commercial patronage of a versatile and flexible facility for a wide range of events and functions
  - 2.2.5 Showcasing the Half as an attractive recreational venue with a customer focused hospitality team offering high quality but affordable entertainment and raising the profile of the Hall as a destination venue for those living outside the immediate area.
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2.2.6 The Town Council decided in January 2017 that it was unable to progress the concept of integrating the Assembly Hall into the prospective health and well-being centre as part of the Campus proposition and determined instead to redevelop the Assembly Hall in situ.

### 2.3 A schedule of requirements was created as follows:

- 2.3.1 Large Hall auditorium space (maybe split level or tiered retractable seating) to seat at least 450 in theatre; 250 in cabaret 600 standing possibly with ability to be partitioned into smaller spaces
- 2.3.2 Bar/foyer/lounge/atrium type area, suitable for informal and non-confidential meetings
- 2.3.3 Entrance/reception area and focal entrance point
- 2.3.4 Suite of rooms offering flexibility to provide between 1 and 4 discrete breakout spaces of varying size/capacity for meetings/training/conferences etc
- 2.3.5 Large (maybe retractable) stage at least 1.5m high and at least 15m x 8m capable of staging orchestras/bands/dance
- 2.3.6 Stage storage/backstage facility with level load in at stage height and roller shutter for truck access with capacity to accommodate bulky equipment e.g model car club
- 2.3.7 Dedicated access for delivery or production vehicles to stage storage facility and ample parking for two large vehicles and three vans/cars
- 2.3.8 Purpose built dance floor
- 2.3.9 Box Office
- 2.3.10 Integrated lighting and audio facilities including cinema projection and retractable screens that will provide flexibility to screen to large audiences as well as smaller groups in a partitioned room
- 2.3.11 Quality acoustics and sound proofing internally and externally
- 2.3.12 Ergonomically designed commercial standard catering kitchen facility including cold prep room; chiller room (walk-in fridge); and washing up room
- 2.3.13 Larger bar and cafe area including tables and chairs with common circulation potential
- 2.3.14 Facilities management office
- 2.3.15 R&R facility/communal area that staff may use for breaks
- 2.3.16 Cloakroom space (desirable if space allows)
- 2.3.17 Toilets (suggested provision: M= 4 cubicles; 8 urinals; L = 12 cubicles; D = 2 cubicles)
- 2.3.18 Strong room (central location to service bar and catering areas for cash handling and safe storage)
- 2.3.19 Bar cellar adjacent to bar area and external wall for ease of delivery
- 2.3.20 Furniture storage (chairs, tables etc)
- 2.3.21 Dressing rooms x 3 with en-suite toilets and showers
- 2.3.22 Production room close to dressing rooms and stage
- 2.3.23 Amp room (air conditioned)Page 20

- 2.3.24 Front of house control room or facility
- 2.3.25 Plant room
- 2.3.26 Cleaner's storage
- 2.3.27 Facility accessible to all users, environmentally friendly and energy efficient
- 2.4 It was anticipated that the Town Council would look to finance the redevelopment from its reserves and loan finance from the Public Works Loan Board.
- 2.5 It was agreed that the Town Council would undertake a feasibility study process seeking initial ideas and costed schemes from local architects. Maximum budgets would be sought to include all professional and technical fees and permissions and allowing a contingency of 20%.
- 2.6 Preliminary design briefs requesting expressions of interest and fee proposals for a strategic brief, a business appraisal and an indication of the level of financial investment needed were sent to selected architects on 10 April 2017.
- 2.7 At the Asset Management Committee Meeting held on 7 August 2017, it was RESOLVED to appoint CaSA architects at a fixed fee of £2,500 + VAT and expenses to undertake the initial stage (RIBA Stage 0) of work to formulate a way forward with regard to producing a strategic brief for project planning/ feasibility studies prior to going out to tender. Appendix 2.
- 2.8 In the light of CaSA's report, topographical, conditions and asbestos surveys were carried out. Appendices 3 5.
- 2.9 The possibility of redeveloping all or part of the Blue Pool site, once demolished, in order to facilitate parking for the Assembly Hall as part of the refurbishment/ redevelopment was proposed in the Asset Management Committee Meeting on 2 January 2018. However, no response was received to enquiries made to Wiltshire Council. This action point remains outstanding.

### 3. Position Summer 2018

- 3.1 Following the completion of the RIBA Stage 0 work by CaSA architects it was RESOLVED at the annual Council meeting of Melksham Town Council on 14 May 2018 to explore the appointment of a suitably qualified and experienced consultant to advise and guide the Town Council to bring this project to fruition.
- 3.2 Approaches were made to several firms of architects in June 2018 asking for expressions of interest in an Architectural Advisor Support role and an indication of fees for RIBA Stages 1 and 2.
- 3.3 Quotes have been provided by the following:

Glanville Projects (Appendix 7) - £40,000 for project management services inclusive of disbursements and £38,000 for quantity surveying services inclusive of disbursements.

CaSA Architects had provided a quote previously in February 2018 of £12,500 plus VAT plus expenses (Appendix 8).

Vitriuviusms expressed an intention to quote once the Town Council were in a position to proceed.

Councillor Tony Watts advised that Charcoalblue Theatrical Innovation would also be interested in bidding for the feasibility study.

### 4. Recommendation

- 4.1 To make a recommendation to Full Council to appoint CaSA Architects to take the project forward to completion of the feasibility study under RIBA Stage 1 and RIBA Stage 2 (partial) in view of their previous involvement. The budget for the architect's fees to come from the major projects reserve.
- 4.2 Once the feasibility study has been completed, it will be referred back to Council to progress the project to tender.

### Agenda Item 10

### **MELKSHAM TOWN COUNCIL**

### **MEETING OF THE Assets and Amenities COMMITTEE**

5/June / 2023

### Public Owned Assets in and around the Town Hall

Proposed by: Councillor Graham Ellis
Seconded by: Councillor Colin Goodhind

Dated: 29th May 2023

### 1. Purpose of the motion

I request that we take an urgent, visionary joined-up look to the future of publicly owned assets in and around the Town Hall and Assembly Hall with a view to setting a strategy for Melksham Town Council assets and the amenities they provide for the next ten years. I further request that we then follow that vision before potential opportunities are lost.

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

We are here as a Town Council to provide services (directly or indirectly) for the enrichment of our community now and into the future out of a communal funding pot predominantly funded by the Council Tax precept. Those services require infrastructure and staff to support them, of which we also provide or assist with the provision.

Planning for this provision is often long term, and our Visioning Day in the summer of 2021 should have helped set the strategy so that longer term plans are reflected in shorter term decisions.

### 3. Current Situation

We have a number of potential risks and opportunities at present, relating to the future of the infrastructure of Melksham House, The Blue Pool, The Assembly Hall, and the Town Hall. We also have a number of desires or requirements on the service provision by the Town Council, such as council offices, a council chamber and meeting rooms, a community venue, a museum, parking, and a maintenance depot for our parks and gardens team.

- \*\* On town Aspirations or requirements
- 1. Offices for Town Council Staff
- 2. Public reception desk for the Town Council
- 3. An events venue to meet current needs, and as appropriate, those identified by the needs analysis survey of last November and December
- 4. A Council chamber or equivalent for Town Council meetings

- A Museum for Melksham
- 6. A maintenance shed / depot for our amenities team
- 7. Parking for staff and visitors

There may be other requirements within our community that can also be usefully included, such as the Melksham Independent News, The Good News Church and Wiltshire Council's SEMH department / centre. This list is not exclusive - there may be other opportunities

- \*\* On existing buildings
- 1. The Town Hall
- 2. The Assembly Hall
- 3. The Cheese Store
- 4. The Blue Pool (\*)
- 5. Melksham House (\*)
- 6. The Old Fire Station
- 7. 31 Market Place
- \* Also in public ownership / not necessarily Town Council

Question from resident Howard Jones to full council on 22nd May

Howard asked us whether we would consider his proposal at the next appropriate committee meeting and the mayor promised him and all other public questioners a written response. In view of time being of the essence, I am putting his proposal to the Assets and Amenities Committee on 5th June 2023.

Note - this committee is not scheduled to meet again after 5th June for another 9 weeks after than date, and if anything is referred at that point to full council it would not reach them on current schedule until 25th September.

Howard's proposal was circulated in print to all present on 22nd May, and is attached, and is online at <a href="http://melksham.town/Blue">http://melksham.town/Blue</a>. As a councillor I believe it merits further immediate consideration with a view to its adoption as our vision for our town centre assets. In summary:

- \* Town Council take on the old Blue Pool building which becomes the new maintenance depot, (pool area), museum (Gym area) and Assembly Hall reception area. Also Town Council's "front desk" for public enquiries
- \* Assembly Hall Bar area improved and expanded

\* Water tanks removed from Cheese Store

\* Restore the caretaker's flat

- \* Town Hall to remain as is, as our iconic offices and council chamber
- \* Current tenants of the Art House Cafe and 31, Market Place to be unaffected
- \* Melksham House to be available to SEMH rather than the Town Coucil entering into any form of bidding war to purchase it.

### 4. What financial implications are there?

- 1. There are many questions to be answered (starting with Howard's FOI) and our officers tell us they are overloaded at present. On jobs as routine as fixing leaks in the Assembly Hall we hear "I think numerous roofers have looked at it, got sick of the messing about and heel dragging and some quite rightly now don't want to waste their precious time looking again when it hasn't come to anything" not sure how true that is, but working within the council structure can be frustrating
- 2. Funding streams for both museum and event venue / Assembly Hall are limited to a town / parish council far more so that to other organisations
- 3. There is a pool of people happy to volunteer / help (one or two with running the thing at the Friends of Melksham Assembly Hall if and when the age of Melksham Assembly Hall if and Well if and Well if a melksham Assembly Hall i

- 4. The Assembly Hall working group has been struggling. Meetings in members' diaries have not been called, accounting information has been limited, and recommendations with regard fees for this year were "anecdotal" which for a business turning over around £130,000 per annum concerns me. The group's rules of engagement have been bounced back several times, and perhaps it's time to reset.
- 5. If implemented, the council will no longer need to spend higher figures on the purchase, hire or building of new facilities such as a maintenance shed in the park, at Bowerhill or elsewhere or elsewhere on the Melksham House property.

Suggestion - taking a leaf out of organisation in towns such as Frome and Devizes, move to a structure such as a CIC (Community Interest Company) for the museum and Assembly Hall, relieving council officers of the pressures, and accessing new funding streams and volunteer helpers.

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

The proposal will provide excellent facilities to meet the core objectives of the council to meet the need assessment of last December, the provision of an efficient maintenance shed, a future set of assets and amenities that can be sustained making use of current infrastructure within the town and with the environmental including climate and biodiversity consideration.

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

- The risk of us doing nothing progressive degradation of the Assembly Hall and officers' time that's not available being called on
- The risk of losing an opportunity with the Blue Pool then having to spend a lot of money elsewhere
- Further risk assessment will be provided within the next phase prior to any further decisions at full councillor

### 7. What crime and disorder implications are there?

- Removal of the wall between the Blue Pool and Melksham Campus (dating from outdoor swimming pool days) would remove dark corners and opportunities for antisocial behaviour;
- Provision of a less cramped reception area and one which covers multiple disparate facilities allows for more efficient crowd control.

### 8. What environmental and biodiversity considerations are there?

Depending on works needed, the works would be environmentally considerate - for example any reroof could be open to solar panel roof which would also cut the energy running costs of all the buildings.

### 9. What safeguarding concerns are there?

no new issues?	
1011011100000	
10. Motion	
is resolved that the council staff with volunteer assistance from members of the Assen	n <b>bly</b> H
orking Group and friends of the Assembly Hall bring a researched proposal to full cour	ıçil pri
any irreversible actions or decisions on the pubic domain properties.	
11. Does the motion impact/ support any previous decisions of council?	
impacts the decision on 28th March to offer not less than £2.1 million for Melksham Ho	
hat we are aware that Wiltshire Council's SEMH decision of February to place their SEM	H as tl
avoured bidder has come to light.	
supports the outcome of the needs assessement consultation of last December in the	provisi
or our electorate.	
supports the decision to demolish rather than replace the maintenance shed	
12. Confirmation that the item under consideration has not been discussed by Counci the preceding six months. If it has, has there been a material change and what is t	
his item has not been discussed by the council within the last six months.	
13. Please summarise any specific recommendations you have in relation to next step	5
The next step is to fill in the overview outline for full council.	
The flext step is to fill in the overview oddine for full council.	
We should set up a team (AHWG, FoMAH) to progress this with time likely to be of the	
essence. It is anticipated that most of the activity will be by volunteers (councillors and	
community) at this stage rather than adding significantly to staff loading.	
We should approach Wiltohire Council to sale should their williams and a discuss the bound	
We should approach Wiltshire Council to ask about their willingness to discuss the transfe of the Blue Pool to the Town Council and for us to gain access for our overview team and	
OF THE DIDE MOULD THE LOWER COUNCIL AND THE BY TO BAID ACCESS FOR OUR OVERVIEW FEATH AND	
experts to survey the works involved.	
experts to survey the works involved.	

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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# The Acquisition of Melksham Blue Pool for the Purpose of Combining it with the Melksham Assembly Hall

Wiltshire Council, in their planning application for the building of Melksham Campus, plan to demolish the Blue Pool building, infill the pool, and sell the land for private ownership.

However, there remains an open question as to who actually owns the land where the Blue Pool resides. This needs to be resolved before a full decision as to the next step.

## ISTORY

Melksham and Urban District Council bought the land from Avon Indian Rubber Co in 1959 for use as a swimming pool, it then opened under the operation of MUDC.

In 1984, West Wiltshire District Council built the leisure centre in Trowbridge, but the Castle Place site was owned by Norwich Union Group and the property was then leased for Type years for the sports centre.

for a years for the sports centre.

In a 88, WWDC ran several advertisements in various new spapers announcing: "Indoor pools at Warminster, Weaviny, Bradford-on-Avon, and this summer the new blue pool opening in Melksham." Renovations had been made by WWDC to the Blue Pool; however, the grand opening had been delayed due to a number of failures.

From these reports, it is apparent that WWDC paid for the renovation and/or building of Wiltshire leisure centres. But it is not clear if the Melksham Blue Pool land was actually purchased or leased from MUDC, or, if, in the 1970s, there was simply an asset transfer.

# PROPOSAL TO ACQUIRE BLUE POOL

Would it be practical for Melksham Town Council to obtain the Blue Pool and combine it with the Assembly Hall for a vast improvement, at a sensible cost? This could be either by an asset transfer from Wiltshire Council, or claiming its rightful ownership. Wiltshire Council would not incur the added and costly expense of demolishing the building and removing the large water tanks that are currently within the Assembly

Hall. In view of this cost savings, they might be persuaded to accept an asset transfer agreement or peppercorn purchase price.

# COMBINE THE BLUE POOL AND ASSEMBLY HALL

The building of the Blue Pool could then be incorporated into the Assembly Hall to offer several benefits such as:

- · A new public entrance with reception desk and reception
- An easier entrance point into the main hall that does not conflict with the flow of people as it does in the existing Assembly Hall Bar area (this would be achieved by opening a hole in the wall to the right of the entrance)
- Repurposing the existing Blue Pool men's locker room to make male, female and accessible toilets, which would be larger than the existing ones in the Assembly Hall
- Removing the women's locker room and storage area to create a large space that, when combined with the gym, can house a museum that includes an exhibition space and lecture area
- Infilling the pool area could add parking spaces that would be dedicated to the Assembly Hall and relieve the parking at Melksham Campus and provide parking for Melksham Town Council purposes

# STAFFING

Staffing for this would solve an existing issue.

The area behind the reception desk in the Blue Pool is an office of ample size for staff. Hire a full-time person to work as Office Manager, Monday through Friday, 9-5. The responsibilities would include:

- Greeting the public in person and on the phone for the purpose of buying event tickets, booking an event, answering general questions, etc
- Managing the Assembly Hall accounts
- Arranging staff hours and volunteers for events and bar
- Co-ordinating working group meetings and taking minutes
- Overseeing advertising and marketing

As this method would isolate the Assembly Hall as its own entity, this would free up work responsibilities of managers

currently feeling overworked, with this person reporting to and working directly under the Town Clerk.

The Assembly Hall would benefit from having museum volunteers who could, in turn cover for this officer's lunch breaks, etc. Likewise, the reverse.

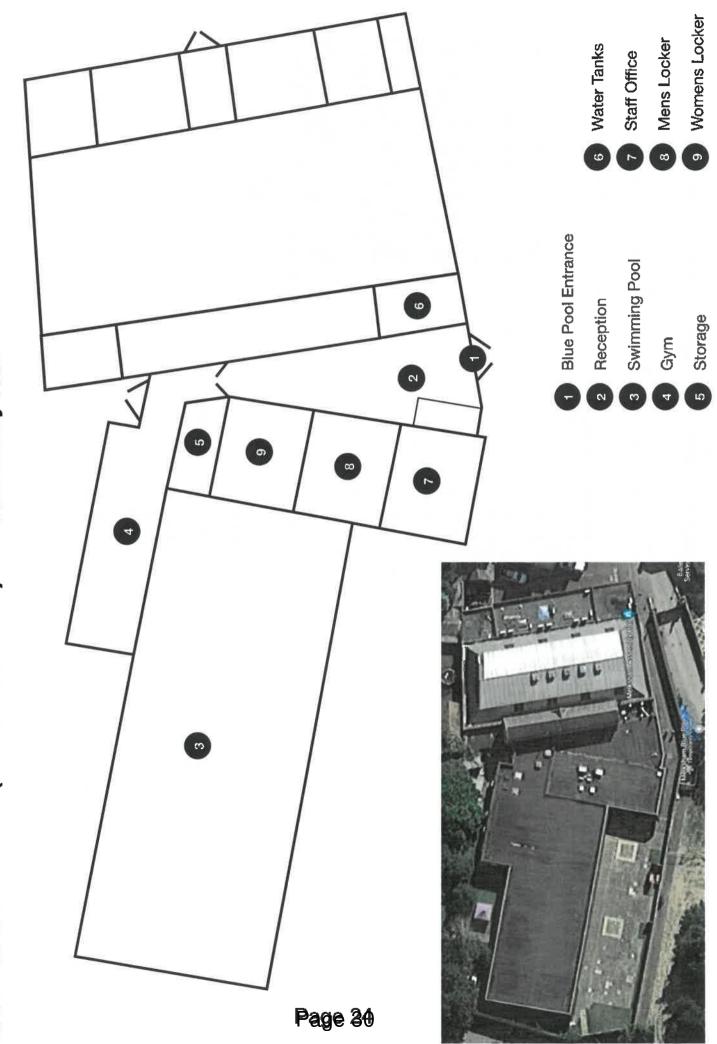


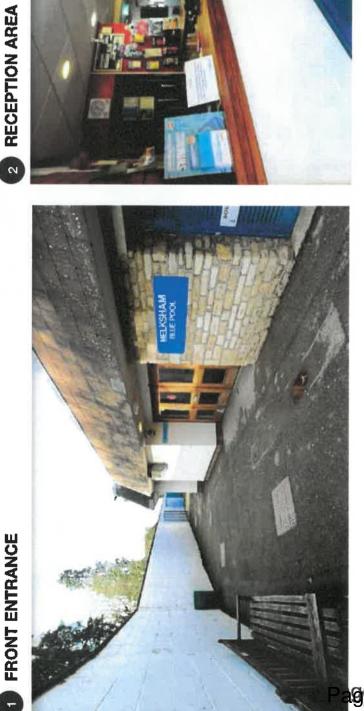
This document can be found at: http://Melksham.Town/BluePool

Proposed by: Howard Jones jones.howard289@gmail.com

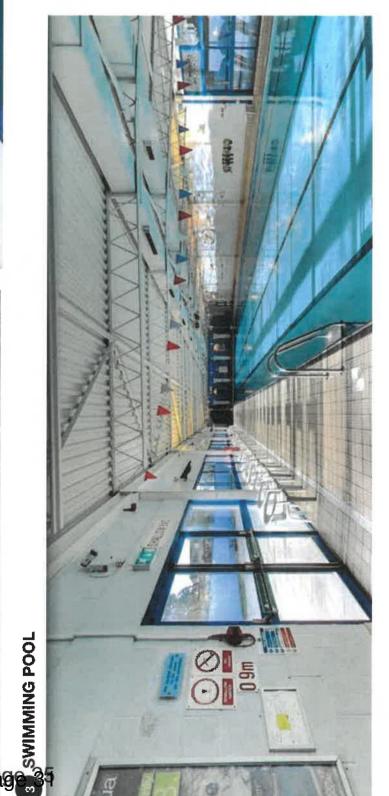
Researched by:

Lisa Ellis lisa@sn12.net





Blue Pool as it existed when still operating







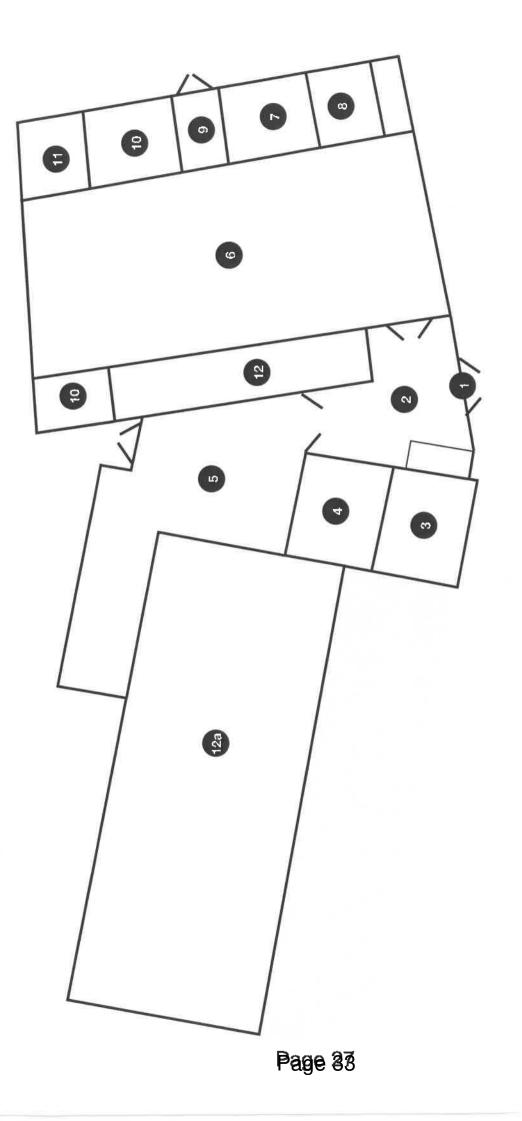
This view is facing the entrance door of the gym, down small hallway on the left. Behind the blue doors is storage.



View down the hallway looking toward front entrance doors



# PROPOSED: Revised Assembly Hall plus Museum



Emergency Exit/Staff Entrance

Storage

Assembly Hall (existing)

9

Museum

Lounge (existing)

Bar (existing)

Dressing Rooms (existing)

Kitchen/storage (existing)

Dedicated car parking for Assembly Hall

Storage

(Z)

New Main Entrance Reception

Staff Office

M/F/Universal Loos

### Agenda Item 11

### APPENDIX (



Some of our important choices have a time line. If we delay a decision, the opportunity is gone forever. Sometimes our doubts keep us from making a choice that involves change.

Thus an opportunity may be missed.

James F. Faust

he opportunity for Melksham Town Council to acquire the Blue Pool premises opens a townwide discussion over the merits of either following through or walking away. If it's decided that keeping the site for the town is preferred, should it be demolished and the land used for something related to the Assembly Hall, or something completely different? Or, perhaps the building is sound enough to make minor adjustments and incorporate it into the Assembly Hall and add other community resources.

These are questions that will be examined over the next few months, with a report back to full Town Council by 25 September, 2023.

### **HISTORY**

It's important to lay a foundation to this decision by learning the history of the Blue Pool. While for ages, bathing in the river was the only offering, discussions about building a proper facility was an item agenda for quite a while. There were concerns about accidental drownings and females feeling unsafe in an unsupervised environment; a proper place to learn how to swim was reasoned by others. Still others wanted a bathing pool for the sake of those who had no other means to wash properly, yet didn't know how to swim well enough to be able to manage the currents of the Avon.

### **RIVER SWIMMING**

When Avon took on Melksham House in 1920, they soon established a lido in the river in the grounds beyond. It was supervised and co-ed. Melksham Urban District

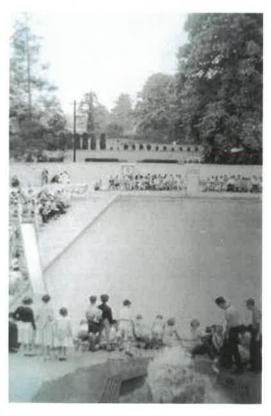


Swimming in the river - July 1916

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Program for the official opening of the Blue Pool on 13 June, 1959



Residents attend the official opening of the Blue Pool in 1959

Council approached the Avon Sports and Social Club asking if the town residents could use these facilities. They were turned down. Then earnest talk began about the town establishing their own "Melksham Lido" in the town side of the Avon bridge, which wasn't maintained, and ended up being condemned in 1936.

### **FINANCIAL PROBLEMS**

Because such a venture was going to cost money that would have to be raised through an increase in rates. it was decided, following the closure of the lido, to put the vote to the rate payers. A postcard ballot asking if they would accept a rate increase to build a swimming pool for the town was sent out. A total of 154 ballots were returned. 67 were in favour, 87 against and the remaining few were spoilt.

The desire was there, the money behind it wasn't.

### TOO MANY DECISIONS

The discussions for a properly built pool went on for decades with no resolution, with the exception of ideas put forward that were never followed through. Should it be a shallow pool or one that youths could dive into? Should it be constructed as a war memorial? Where should it be sited? Should it be heated by the burn waste from Avon India Rubber?

### THINKING OUTSIDE THE BOX

A few Town Councillors who were involved in various other social organisations took up the cause, and through donations made by the Boy Scouts and the Melksham Carnival, they raised enough funds to then be fundmatched. It took around five years to raise the cash.

### A POOL IS BORN

On 24 February, 1959, Avon India Rubber Company Limited conveyed a portion of their property to the Urban District Council for £10.

Four months later, a gala was held to celebrate the opening of the Blue Pool on that piece of land. Within the first eight weeks more than 25,000 people paid admission, totalling £1,570.

### THE MONEY PIT

Swimming pools are notorious money pits. Wiltshire County Council had taken over operations of the Blue Pool and other area swimming pools by contracting to

Pagge136

West Sports Centres. In 1978, the charges didn't match the spending, and the county had lost £35,000 for staff and £18,000 for utilities. Spiralling costs were threatening to kill off centres county-wide.

### THE TIDE HAS CHANGED

Less than 10 years later, tides, or perhaps opinions, apparently turned.



Blue Pool in 1979; the fountain is replaced by a shallow pool for toddlers, and the slide has been removed; ladders added at the corners (photo by Tony Seager)

The occasion is something I have not been able to pin down yet, but for X Reason, Wiltshire Council decided to keep swimming and closed the Blue Pool for two years for it to undergo a massive facelift costing a half million pounds.

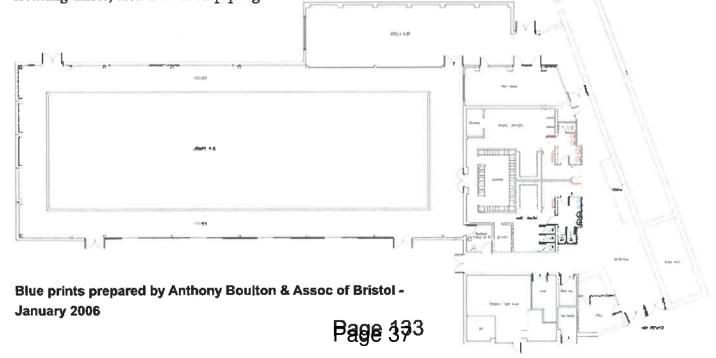
### AS WE KNOW IT NOW

The re-opening day on 15 August, 1988 started with a dash and ended with a crash. The Blue Pool was closed again for several weeks after 50 people suffered cuts to their feet.

Having fixed the problems, not much has been done to the Blue Pool since 1988 except adding the roof and modifying the men's and women's changing rooms too slightly to even notice.

### CLOSED FOR GOOD

That is, until it closed for good last year. The pool has been drained and much of the insides of the building have been removed, apart from the larger components, such as water and chlorine tanks, heating units, and affiliated piping.



# Timeline of Swimming Facilities in Melksham

transfer parties swimming club inver club and to accertage field at National School school for the purpose of forming at swimming club and to accertage field and to accertage the feeling in reference to the erection of a design groom on the river bank.  The river bank.  The river bank.  The river bank.  The river bank that the feeling in reference to the erection of a design groom on the river bank.  The river bank that the feeling in reference to the erection of a design groom as whelsham in which the river bank.  The river bank that is a pity that a town of the size of Melalam is fortunate in possessing a capital site for such a purpose (of holding competity swimming and river now based or a proper bank) the river bank which as growing a part of a proper bank that a town of the size of which that are very growing rapidly, and that as town of the size of which that are very growing rapidly and has to save a part of the size of which save are publish.  The response to the death of an 8-year-old bow who droomed it is a pity that a town of the size of which save are publish.  The response to the death of an 8-year-old bow who droomed it is a pity that a town of the size of which save are publish.  The response to the death of an 8-year-old bow who droomed it is a pity that a town of the size of which save are publish.  The response to the death of the rest of the size of the switch of the rest of the switch of the river frontage; two lewns of sustaining to attend meeting.  The response to the death of the river frontage; two lewns of sustaining the switch of the rest of the switch of the river frontage; two lewns of sustaining summaries and problem that the switch of the river frontage; two lewns of sustaining to attend meeting and sold meeting and covered in the switch switch standard standard standard trapes the fear of the switch of the river frontage; two lewns of sustaining the order of the river frontage who where the part of the	date	date type	regarding	location	summary	comment
transfer pearshes Melksham Withour and Melksham Withour Melksham Will and Will an	28/5/1895	date of meeting	swimming club	river	public meeting held at National Schoolroom for the purpose of forming at swimming club and to ascertain the feeling in reference to the erection of a dressing room on the river bank.	use part of the upper river as the bathing place, and to invite tenders for the erection of sheds, etc. Subscriptions starting at a donation 5 guineas.
competitive switning club   river   Meliksham list frame the river being wide and the vater sufficiently deep   competitive switning competitive could be bathing for the size of Meliksham (being speed of proper public bath, where children could bathe in safety, and be read of competitive could be bathing competitive could be competitive could be competitive and which is growing rapidly, and has so many fluidstrain plant the could be competitive could be competitive could be competitive and control of the size of Meliksham (better to the Califor by JW C Ferrebee, Secretary and Treasurer Meliksham between the read of meliksham between control of the control of	30/9/1894	transfer	parīshes	Melksham Within, Melksham Without	By Local Government Board Order No. 31,684, dated 30th September, 1894, the ancient parish of Melksham was divided into two parishes, known as Melksham Without	the former being the area of the Urban District, the latter, Rural District
In response to the death of an 8-year-old boy who drowned: It is a pity that a town of the size of Melkham, and which is growing rapidly, and has so many industries, cannot be said a proper public bath, where children could bathe in safety, and be taught to swim  In Now with a swimming Cubb, there should be bathing facilities, especially for persons learning to swimming Cubb, there should be bathing facilities, especially for persons learning to swimming Cubb, there should be bathing facilities, one many industries, cannot be to the Editor by JW C Ferrebee, Secretary and Treasurer Melksham. Swimming Cubb, Suggests a public war memorial to honour those who died or were wounded during WWM for Melksham should take the form of Public Baths. To be covered in the winter and used for meetings, lectures, dancing, gymnasium, etc.  I JW C Ferrebe request anyone interested in swimming to attend meeting the rear of may sain bath or use a medicine ball. New chute of last year improved, dimensions of bathsham House may be made the whole length of the river forninge; two lawns of substantial size laid where bathers may suit bath or use a medicine ball. New chute of last year improved, dimensions of bathsham House conditions and covered or a medicine ball. New chute of last year improved, dimensions of bathsham House and open in the river at Grand opening. Mixed swilmming cubb.  Melksham House conditions and covered and covered somewhere in the letter to the Editor responding to "Deep End"; concerned about reports of drownings; stressing area abathing place is needed in the area; mentions George Ward Seems to be the only one pushing for it concerned about reports of drownings; stressing area abathing place is needed in the area; mentions George Ward Seems to be the only one pushing for it concerned about reports of one baths and concerned about reports of one baths and concerned about reports of one baths and concerned about seems to be placed in the area; meeting at New Hall, George Ward, Urban District Council argues that Me	5/8/1899	newspaper publish date	swimming club	river	Melksham is fortunate in possessing a capital site for such a purpose (of holding competitive swimming events), the river being wide and the water sufficiently deep to allow scope for good diving.	With practice, there is no reason why the Meksham Swimming Club should not turn out a number of competitors who will be able to hold their own against other from any part of the country
learning to swim somewhere in town letter to the Editor by J W C Ferrebee, Secretary and Treasurer Melksham somewhere in town letter to the Editor by J W C Ferrebee, Secretary and Treasurer Melksham Swimming Gubt. Sugests a aublic meetings, lectures, dancing, gymnasium, etc.  bool in the river at 1 W C Ferrebe request anyone interested in swimming to attend meeting the rear of Melksham House in Awon at end of Spencer's Aquatic Section improved bathing station in Scotland Road: concrete paths laid round various dressing roams, modern quay edge has been made the paths laid round various dressing roams, modern quay edge has been made the paths laid round various dressing roams, modern quay edge has been made the paths laid round various dressing roams, modern quay edge has been made the paths laid round various dressing roams, modern quay edge has been made the paths laid round various dressing roams, modern quay edge has been made the paths laid round various dressing roams, modern quay edge has been made the somewhere in the drawater reduced and covered somewhere in the letter to the Editor by "Deep End": concerned about reports of drownings; stressing a bathing place is needed in the area; mentions George Ward seems to be the only one pushing for it later to the Editor responding to "Deep End": by Reginald W Trowbridge, Hon Scotland road bathing and boating station at Scotland Road meeting at New Hall, George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's ha ariver on the town side of Awon Bridge; realised finary be in opposition to Rateapayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time as somewhere in	27/06/190	3 date of incident	safety	river	In response to the death of an 8-year-old boy who drowned: It is a pity that a town of the size of Melksham, and which is growing rapidly, and has so many industries, cannot boast of a proper public bath, where children could bathe in safety, and be taught to swim	Perhaps the authorities will now devote a little time and consideration to the important question of providing a public bath.
somewhere in town Letter to the Editor by J W C Ferrebee, Secretary and Treasurer Melksham Swimming Club: Suggests a public war memorial to honour those who died or were wounded during WWI for Melksham should take the form of Public Baths. To be covered in the winter and used for meetings, Jectures, dancing, gymnasium, etc.  J W C Ferrebe request anyone interested in swimming to attend meeting the rear of Spencer's Aquatic Section improved bathing station in Scotland Road: concrete paths laid round various dressing roams, modern quay edge has been made the whole length of the river frontage; two lawns of substantial size laid where bathers may sun bathe or use a medicine ball. New chute of last year improved, dimensions of backwater reduced and covered the rave of organic opening. Mixed swilmming introduced, now open 7 days a week; properly organic opening. Mixed swilmming introduced, now open 7 days a week; properly organic parting place is needed in the area; mentions George Ward seems to be the only one pushing fore is needed in the area; mentions George Ward seems to be the only one pushing for the Editor responding to "Deep End": concerned about reports of drownings; stressing a bathing and boating station at Scotland Road meeting at New Hall, George Ward, Urban District Council, arguest that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago somewhere in	10/08/190	7 newspaper publish date		river	Now with a swimming club, there should be bathing facilities, especially for persons learning to swim	
the rear of  Melksham House Scotland road Apartic Section improved bathing station in Scotland Road: concrete Scotland road Apartic Section improved bathing station in Scotland Road: concrete Scotland road Apartic Spencer's Aquatic Section improved bathing station in Scotland Road: concrete Scotland road Apartic Spencer's Aquatic Section improved bathing station in Scotland Road: concrete Scotland road Apartic Spencer's Aquatic Section Spencers' worken the Part of Bathing and boating place is needed in the area; mentions George Ward seems to be the only one pushing for it  In Avon at end of Scotland road Apartic Section Spencer's Sports Club: For 10 years now, maintained a bathing and boating station at Scotland Road  meeting at New Hall, George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago  proposed  Results of postcard ballot: 67 in favour; 87 agalnst. Total received 154; a few spoilt somewhere in	04/01/191	date	War Memoria!	somewhere in town	Letter to the Editor by J W C Ferrebee, Secretary and Treasurer Melksham Swimming Club: Suggests a public war memorial to honour those who died or were wounded during WWI for Melksham should take the form of Public Baths. To be covered in the winter and used for meetings, lectures, dancing, gymnasium, etc.	At the time, the only provision for swimming was "Melksham Lido" in Avon with primitive dressing sheds and some diving appliances placed at the bank of the river adjoining Scotland Road. No accommodation for women or younger learner swimmers: too deep and too dangerous.
in Avon at end of Spencer's Aquatic Section improved bathing station in Scotland Road: concrete Scotland road paths laid round various dressing rooms, modern quay edge has been made the whole length of the river frontage; two lawns of substantial size laid where bathers may sun bathe or use a medicine ball. New chute of last year improved, dimensions of backwater reduced and covered  Melksham House somewhere in the Letter to the Editor by "Deep End": concerned about reports of drownings; stressing a bathing place is needed in the area; mentions George Ward seems to be the only one pushing for it.  In Avon at end of Letter to the Editor responding to "Deep End" by Reginald W Trowbridge, Hon Scotland road Secretary Aquatic Section Spencers Sports Club: For 10 years now, maintained a bathing and boating station at Scotland Road Eathing and boating station at Scotland Road and road opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain Itido had been condemned by medical officer some time ago proposed somewhere in Results of postcard ballot: 67 in favour; 87 against. Total received 154; a few spoilt Melksham	14/04/192	1 meeting date			J W C Ferrebe request anyone interested in swimming to attend meeting	attention members of Melksham Swimming Club
the rear of Melksham House somewhere in the bathing place is needed in the area; mentions George Ward seems to be the only one pushing place is needed in the area; mentions George Ward seems to be the only one pushing place is needed in the area; mentions George Ward seems to be the only one pushing for it.  In Avon at end of Letter to the Editor responding to "Deep End" by Reginald W Trowbridge, Hon Scotland road Scotland road Scotland Road meeting at New Hall, George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago somewhere in Melksham  Melksham	29/06/192	date date		in Avon at end of Scotland road	Spencer's Aquatic Section improved bathing station in Scotland Road: concrete paths laid round various dressing rooms, modern quay edge has been made the whole length of the river frontage; two lawns of substantial size laid where bathers may sun bathe or use a medicine ball. New chute of last year improved, dimensions of backwater reduced and covered	On 3 July, 1935, visitors to gala will be able to see Miss Cecilia Couzens, champion diver of England, who will give an exhibition
somewhere in the Letter to the Editor by "Deep End": concerned about reports of drownings; stressing area a bathing place is needed in the area; mentions George Ward seems to be the only one pushing for it in Avon at end of Letter to the Editor responding to "Deep End" by Reginald W Trowbridge, Hon Scotland road Secretary Aquatic Section Spencers Sports Club: For 10 years now, maintained a bathing and boating station at Scotland Road meeting at New Hall, George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago somewhere in Melksham	22/07/193	2 opening day	Avon Sports and Social Club Lido	pool In the river at the rear of Meksham House	Grand opening. Mixed swimming introduced, now open 7 days a week; properly organised swimming club	swimming costumes must be worn, changing room huts
In Avon at end of Letter to the Editor responding to "Deep End" by Reginald W Trowbridge, Hon Scotland road Scotland road Secretary Aquatic Section Spencers Sports Club: For 10 years now, maintained a bathing and boating station at Scotland Road meeting at New Hall, George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago somewhere in Melksham	12/08/193	5 date of letter		somewhere in the area	Letter to the Editor by "Deep End": concerned about reports of drownings; stressing a bathing place is needed in the area; mentions George Ward seems to be the only one pushing for it	
Market Place  Market Place  Market Place  Market Place  More that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago somewhere in  Melksham	20/08/193	5 date of letter	Spencers Lido	In Avon at end of Scotland road	r responding to "Deep End" by Reginald W Trowbridge, Hon Section Spencers Sports Club: For 10 years now, maintained ig station at Scotland Road	30-40 children each year taught to swim; membership fee nominal, around 150 members (Personally, I don't think Trowbridge understood the point of Deep End's letter.)
proposed Results of postcard ballot: 67 in favour; 87 against. Total received 154; a few spoilt somewhere in Melksham	15/09/193	5 public debate	swimming pool	meeting at New Hall, Market Place	George Ward, Urban District Council, argues that Melksham needs its own pool and not one that's in a river on the town side of Avon Bridge; realised it may be in opposition to Ratepayers, but with Increasing population, there may not be a need to raise rate to obtain the funds; prefers pool to be placed at King George V Playing field; river Melksham Lido had been condemned by medical officer some time ago	In the past, Major Fuller offered to sell 17.5 acres of land near Melksham House, but offer turned down because they could not find £200 to build a roadway. Suggestion that Mr Fuller be reapproached about offer. Postal ballot to be sent out to get rate payers reaction to pool idea
	14/11/193	6 newspaper publish date	swimming pool	proposed somewhere in Melksham	Results of postcard ballot: 67 in favour; 87 against. Total received 154; a few spoilt	returns noted as being disappointing and voting cannot be taken as an official opinion of the Association as a whole

Compiled by Lisa Ellis, The Well House Collection through documents and newspaper articles

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# Timeline of Swimming Facilities in Melksham

No provision has been made in the current budget for a public recreation ground or the prospect of a swimming pool will not be forgotten, but when swimming pool, about which much has been said and written in recent months.			proposed swimming pool that was never built	marked improvement shown in recent river analysis the end	the "Please contribute generously" - bring the seaside to Melksham	also to hear a report of the Fund Raising Committee	fund-raising	from a diagram in another article he wrote, it appears he was using the pond by Melksham House as the swimming pool location.	head and once they have a definite site, it would give an added incentive to raise money for it	iny (where since site is fixed, now time to start fund raising efforts - A J Mortimer	mmer all talk and not action I no one s and turn	new pool the only group showing interest in raising money is Carnival Committee	tion of	ling	not grand opening but near to opening date	Council authorises Sanitary Inspector to treat the water and purchase testing equipment; council to approach various district schools for their co-operation in preventing misuse of the pool	
No provision has been made in the current budget for a public recreation groun swimming pool, about which much has been said and written in recent months.	photos of Rover Scauts enjoying Spencer Swimming Pool at swimming rally	Spencer's pool closed to public since end of WWI!	Melksham Urban District Council surveyor's sketch [412036]	Strong possibility that River Avon bathing station of Messrs Spencer may be reopened this year, stated in meeting at Sports Club. It's been closed since the end of the war {8/5/1945}.	Melksham Urban district Council carnival float tableau reminds spectators the carnival was in aid of the town's Swimming Pool Fund	F B Day, Chairman of Urban District Council, calls public meeting to discuss fundraising for swimming pool	Whist Drive held in Assembly Hall in aid of the Swimming Pool.	Letter to the Editor by J H Marti: Development plan must be accepted; it will be possible to have the long-wanted swimming pool, and in a central position.	Two sites found for swimming pool, children's paddling pool plans going ahead and should be complete by next summer	Site for swimming pool fixed at King George Field at north-eastern boundary (where skate park is now)	Letter to the Editor, A G Dodimead: River polluted and councillors warn summer bathers not to swim there. Writer asks if councillors won't find source, and no one gets far with a pool scheme, why not take Dr Rumbold's Lowbourne House and turn that into a park?	Letter to the Editor from Francis Day: questions sincerity of fundraising for new pool the only group showing interest in raising money is Carnival by Mr Greenman, Secretary of the Swimming Pool Fund Raising Committee	Tender accepted of Messrs A Mortimer & Sons of £728 10s 6d for construction of children's paddling pool	Contracts for erection of park shelter and paddling pool said to be proceeding satisfactorily	Photo of children splashing in new paddling pool	Paddling pool polluted after only three days of use	Trades Council requests Melksham Urban Council examine possibilities of providing a bathing pool for the town, using direct labour methods; spec suggested by Edmund Aldridge estimated to cot £801 16s
somewhere in Melksham	in Avon at end of Scotland road	in Avon at end of Scotland road	King George's Field, near Avon Factory	in Avon at end of Scotland road	somewhere in Melksham	somewhere in Melksham	somewhere in Melksham	somewhere central in Melksham	somewhere in King Georges Playing Field	King George Field, by north-eastern boundary	Lawbourne House	somewhere in town	King George Field	King George Field	King George Field	King George Field	somewhere in town
swimming pool	Spencers Lido	Spencers Lido	proposed open- air swimming pool	Spencers Lido	swimming pool	swimming pool	swimming pool	swimming pool	swimming pool	swimming pool			paddling pool	paddling pool	paddling pool	paddling pool	bathing pool
date				12/03/1952 meeting date	06/09/1952 newspaper publish adate	29/03/1954 meeting date			27/06/1955 meeting date	30/07/1955 newspaper publish idate	06/08/1955 newspaper publish   Melksham Lido date	15/10/1955 newspaper publish swimming pool date	28/04/1956 newspaper publish date	02/06/1956 newspaper publish date	07/07/1956 newspaper publish date	14/07/1956 newspaper publish date	14/11/1956 meeting date
12/04/1937	02/07/1938 gala date	08/05/1945 correct year	01/01/1949 correct year	12/03/1952	06/09/1952	29/03/1954	22/09/1954 event date	10/02/1955	27/06/1955	30/07/1955	06/08/1955	15/10/1955	28/04/1956	02/06/1956	07/07/1956	14/07/1956	14/11/1956

# Compiled by Lisa Ellis, The Well House Collection through documents and newspaper articles

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# Timeline of Swimming Facilities in Melksham

	ne roof	rran), and the rict and		t. On a		slide, thallow	y,000 tple as E35,000 obably	r he h of no xool.	g;
Aithough not as high as previous year, Council pieased with respectable sum	contains restrictive covenants; possibly having to do with the roof mentioned in 1985	Messrs Avon India Rubber Co Ltd made the site available for a Messrs Avon India Rubber Co Ltd made the site available for a the Melksham Carnival Committee raised E5,011 in funds; and the purchase was made complete by the Melksham Urban District Council; pictures [475760] and [161527] shows diving board and life guard seat at far end, and slide at close end, with shallow fountain in front of pool; changing rooms on the left	seems to be random leisure photo	Urban Council charges £31 10s for use of pool or 36s a night. On public night the council probably takes six times less than on our club nights.	seems to be random leisure photo	photo shows diving board and life guard seat at far end; no slide, but in/out ladders at all four corners; fountain replaced by shallow pool; dressing rooms as before	Melksham: the Wiltshire County Council-run centre lost £35,000 last year. "The charges don't match the spendingit's as simple as that," said spokesman Tony Darby. The biggest outlays are £35,000 for steff and £18,000 for heathg, light and water. (This is probably Blue Pool and Christie Miller combined)	they were criticised for ignoring the wishes of townspeople, who want a more expensive project to include a practice pool for serious swimmers in the scheme. Councillor lan Drew told the Environmental committee the fun pool with an overall depth of no more than three feet, was useless without another deeper pool. He stated there could be a serious accident with teenagers diving into a shallow pool.	A plea by councillor lan Drew (Lab, Melksham) to deflect the matter for more discussion was turned down.
somewhere in town AJ Mortimer, Chairman of Melksham Urban Council announced at meeting that a further £175 had been received for the Swimming Pool Fund as a result of the 1956 carnival, bringing total to £2,199 13s.  Melksham Amateur Swimming Club Amateur Swimming Pool	conveyance of the land in this title made between the Avon India Rubber Company Limited and The Urban District Council of Melksham for £10	Blue Pool grand opening; Smith & Lacy, Ltd, of Corsham, were the contractors; the pumps, chlorinator and filter were provided by Gilliam & Co of Length - 33 1/3 metres Width - 35 feet Depth - 3 feet, 6 inches to 7 feet, 6 inches Within the first eight weeks, more than 25,000 people paid admission, which totalled £1,570.	photo of swimmer Jennifer Jones winning senior girls breast-stroke at Shurnhold School annual gala at Blue Pool	Melksham Amateur Swimming Club formed in 1959 are to carry on despite recent fears that they would have to wind up through lack of support. Meeting only attended by 17 people.	Photo of family enjoying Blue Pool outdoors in summer sun	Photo by Tony Seager [586052]	West sports centres confessed today that they are losing a fortune. The biggest drain on cash are the swimming pools. Experts estimate that it would cost nearly £2 a swim to make a profit. Spiralling heating costs are now threatening to kill off centres, which are often a town's community focal spot.	Town to splash out on new fun pool. West Wiltshire District councillors have set aside £245,000 to turn Melksham's swimming pool into a fun pool for youngsters. Subcommittee chairman Councillor Graham Payne said research showed shallow pools were most popular and pointed out that serious swimmers already stopped using the Blue Pool.	Plans to turn Melksham swimming pool into a fun pool for youngsters have been sunk. Originally the intension was to make the blue pool into a free form swimming pool on a riverside theme. But instead last night's meeting of West Wiltshire District Council's Environment Committee decided to refurbish the present pool.
somewhere in town	Market Place (current site of BP)	Market Place (current site of BP)	Market Place (current site of BP)		Market Place (current site of BP)	Market Place (current site of BP)	various	Market Place (current site of BP)	Market Place (current site of BP)
swimming pool	land	Blue Pool	Blue Pool	swimming club	Blue Pool	Blue Pool	leisure centres	swimming pool	Blue Pool
يه ا	date	13/06/1959 opening gala		22/02/1966 meeting date	nellsh	correct year	06/07/1979 newspaper publish leisure centres date	05/02/1985 newspaper publish swimming pool date	20/02/1985 meeting date
20/12/1956 meeting dat	24/02/1959	13/06/1959	24/07/1962 gala date	22/02/1966	27/06/1975	01/01/1979 correct year	06/07/1979	05/02/1985	20/02/1985

# Timeline of Swimming Facilities in Melksham

17/10/1985	17/10/1985 newspaper publish	new swimming	to be built near	West Wiltshire district council Councillor Harry Johnson (Conservative Melksham)	The idea building a pool and using the waste heat that
	date	lood	Avon fattory on council-owned King George V playing fields	last night asked a full meeting of the council investigate the feasibility of building a at King George V Playing Fields But council chairman Mrs Mary Pearce (Conservative Trowbridge) moved that the matter should be referred the next meeting of the council environment committee Meeting And councillors agreed suggestion by Meiksham Labour councillor Mary Salisbury that any feasibility study should given least three months.	
31/10/1985	31/10/1985 newspaper publish date	new swimming pool	to be built near Avon factory on council-owned King George V playing fields	Waste heat from Avon Rubber may be used to warm the water in a new swimming pool; could be run cheaply with the waste factory heat, claimed Councillor Harry Johnson. Councillor Maureen Weston said there was a big demand for a covered swimming pool and fun pool for all-year use.	Melksham's present Blue Pool is outdoor and a covenant on the building prevents any proposals to roof it
01/09/1986	01/09/1986 month and day correct	swimming pool	Market Place (current site of BP)	Swimming Pool closed for two years for a facelift costing more than half a million pounds.	
27/01/1988	per publish	Blue Pool	Market Place (current site of BP)	Leisure Centre advert for "Indoor pools at Warminster, Westbury, Bradford-on-Avon, and this summer the new blue pool opening in Melksham. Heated outdoor pool in Trowbridge, Leisure Centre at Castle Place Trowbridge, Sport Centre at Warminster"	indication that there is a roof over Blue Pool
20/04/1988	20/04/1988 date of rights granted	deeds	Market Place (current site of BP)	The land is subject to the right granted by a deed made between West Wiltshire District Council and Balley Employment Service Limited	possibly dealing with right of access?
15/08/1988	15/08/1988 opening day	refurbished swimming pool	Market Place (current site of BP)	Former Melksham Mayor Maurice O'Gorman opened the refurbished swimming pool after it had been closed for two years. Then quickly closed it again because 50 swimmers scratched their feet on the bottom of the pool; closed until further notice. Pool had closed in September 1986 for a facelift costing more than half a million pounds.	swimming baths have been plagued by setbacks since they closed for modernisation two years ago; had to shut again only hours after reopening; the problems that delayed the opening turned out to be worse than they thought
15/08/1988	15/08/1988 opening day	new swimming pool	Market Place (current site of BP)	Swimmers were celebrating the opening of a new pool today.	Pool, closed since 1986, dogged by delays, will not be completed until October. But West Wilshire District Council decided to open early for the rest of the school holidays.
18/08/1988	18/08/1988 planned date 01/04/2001 date of title	swimming pao! transfer	Market Place (current site of BP) Market Place	Work on renovating the council swimming pool has been dogged by delays, but closure to be suspended for 2-3 weeks so children can enjoy a dip during school holidays, to make most of good summer weather A transfer of the Town Hall, Market Place made between West Wiltshire District	fram wording, it doesn't sound like they have enclosed the pool yet
01/01/2006	01/01/2006 month and year correct	addition to locker room	(current site of BP) Market Place (current site of BP)	Council and Melksham Town Council contains vendors restrictive covenants.  Blue prints prepared by Anthony Boulton & Assoc of Bristol to add two basins to men's facility and four basins to women's facility; also a total of five entrances to these facilities.	instead, two basins and two urinals in men's installed; two basins and one toilet for the women's. Other than this, the Blue Pool remains almost exactly as the 2006 blue prints indicate
01/04/2009	01/04/2009 date of council change	transfer	all	The new unitary authority, Wiltshire Council, comes Into being, Wiltshire County Council, Kennet District Council, North Wilts District Council, Salisbury District Council and West Wilts District Council cease to exist	
14/05/2009 title	title	title	Market Place (current site of BP)	Proprietor: Wiltshire Council per Land Registry	

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### Official copy of register of title

### Title number WT275105

### Edition date 15.05.2009

- This official copy shows the entries on the register of title on 01 JUN 2023 at 12:29:46.
- This date must be quoted as the "search from date" in any official search application based on this copy.
- The date at the beginning of an entry is the date on which the entry was made in the register.
- Issued on 01 Jun 2023.
- Under s.67 of the Land Registration Act 2002, this copy is admissible in evidence to the same extent as the original.
- This title is dealt with by HM Land Registry, Weymouth Office.

### A: Property Register

This register describes the land and estate comprised in the title.

### WILTSHIRE

- 1 (02.10.2008) The Freehold land shown edged with red on the plan of the above title filed at the Registry and being Melksham Blue Pool, Market Place, Melksham (SN12 6ES).
- 2 (02.10.2008) The land has the benefit of the rights reserved by but is subject to the rights granted by the Transfer dated 1 April 2001 referred to in the Charges Register.

### B: Proprietorship Register

This register specifies the class of title and identifies the owner. It contains any entries that affect the right of disposal.

### Title absolute

1 (14.05.2009) PROPRIETOR: WILTSHIRE COUNCIL of Bythesea Road, Trowbridge, Wiltshire BA14 8JN and of DX116892, Trowbridge 3.

### C: Charges Register

This register contains any charges and other matters that affect the land.

- (02.10.2008) A Conveyance of the land in this title dated 24 February 1959 made between (1) The Avon India Rubber Company Limited and (2) The Urban District Council Of Melksham contains restrictive covenants.
  - NOTE: Copy filed.
- 2 (02.10.2008) The land is subject to the rights granted by a Deed dated 20 April 1988 made between (1) West Wiltshire District Council and (2) Bailey Employment Services Limited.
  - NOTE: Copy filed.
- 3 (02.10.2008) A Transfer of the Town Hall, Market Place dated 1 April

### Title number WT275105

### C: Charges Register continued

2001 made between (1) West Wiltshire District Council and (2) Melksham Town Council contains vendors restrictive covenants.

NOTE:-Copy filed under WT201248.

### End of register

### These are the notes referred to on the following official copy

The electronic official copy of the title plan follows this message.

Please note that this is the only official copy we will issue. We will not issue a paper official copy.

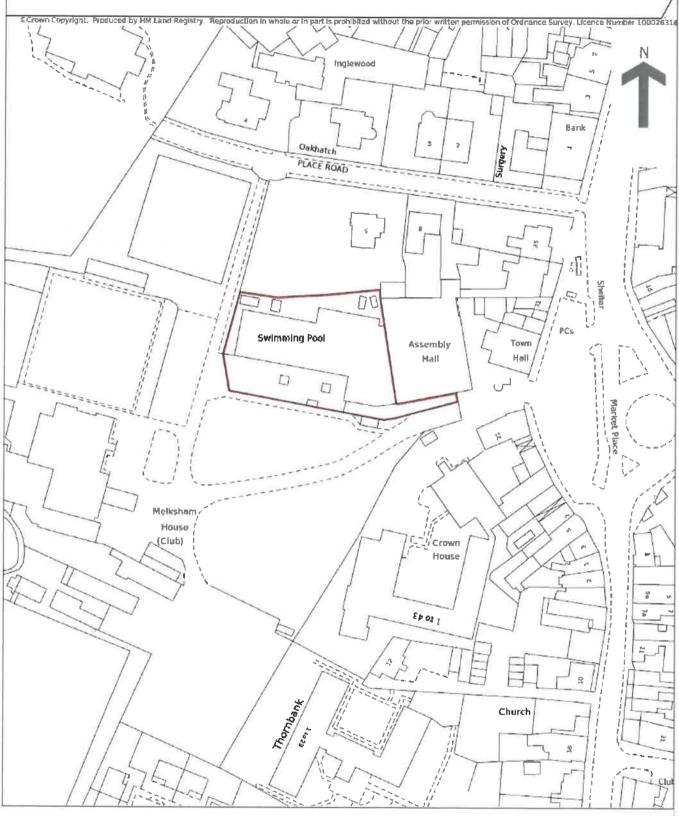
This official copy was delivered electronically and when printed will not be to scale. You can obtain a paper official copy by ordering one from HM Land Registry.

This official copy is issued on 01 June 2023 shows the state of this title plan on 01 June 2023 at 12:29:46. It is admissible in evidence to the same extent as the original (s.67 Land Registration Act 2002). This title plan shows the general position, not the exact line, of the boundaries. It may be subject to distortions in scale. Measurements scaled from this plan may not match measurements between the same points on the ground. This title is deaft with by the HM Land Registry, Weymouth Office.

### HM Land Registry Official copy of title plan

### Title number WT275105 Ordnance Survey map reference ST9063NW Scale 1:1250 enlarged from 1:2500 Administrative area Wiltshire





APPENDIX D

### Blue Pool - review of discussions and decisions

26th June 2023 - Full Council

On 5 June 2023 the Asset Management and Amenities Committee discussed a proposal from Councillor Ellis and resolved as follows.

### Minute 163/23.

That the town council register its interest in the Blue Pool site with Wiltshire Council, establish a timeline and find out whether any potential procurement would be pre or post demolition, enquire about access to the site from the Campus end of the site. Interest registered. Town Clerk met with Mike Dawson Head of Estates. Town Clerk requested a valuation and terms of procurement. (received today 7.9.2023) Procurement would be pre demolition, access form the Campus not possible.

That the Assembly Hall Working Group Terms of reference are amended at the next Full Council meeting which will enable input from volunteers in the community on potential proposals for the site which will include the Town Hall, 31 Market Place and the Art House Cafe. Actioned at a subsequent council meeting.

That the Friends of Melksham Assembly Hall are asked to come up with proposals. Presentation made on 17 July Council meeting.

That the matter be referred to Full Council to decide on the remit of the working group.

Current terms of reference are attached.

A further proposal has now been received from Councillor Ellis as follows:

Request to Full Council to reconfigure the Assembly Hall Working Group, with members of the Friends of Melksham Assembly Hall, into a working group of the full council to investigate and progress the future of the Assembly Hall, the linked building currently the Blue Pool and the immediate surrounds bordering the Campus.

### Next steps:

- 1. Authorise the Assembly Hall Working Group, to comprise current members and representatives of the Friends of Melksham Assembly Hall and museum and hub interests, to investigate the possible further with a structural survey leading to an outline business case and costing. We would request a budget of around £5000 for this initial professional work. The group will also be informed by the needs assessment, Cluster 1 research by the neighbourhood plan team, and further user and community interaction.
- 2. To gain access for members of FoMAH and AHWG already involved to the Blue Pool to help the team evaluate the possible and to get a measure of the building and opportunities so that we can fill in the details
- 3. To progress liaison with Wiltshire Council concerning the transfer of the Blue Pool to the ownership of the Town Council should an agreement be reached between the parties and that to be fitting with the strategic plans of the Town Council.
- 4. To allow these groups concerned to meet within the Assembly Hall or other available Town council rooms to progress their work, with internal accounting to cover the costs thereof as with other working groups.

The outcomes from the above will be a feasibility report to full council. Should the group consider option(s) practical and recommendable, it will include a road map to decide and progress the project looking at the ultimate use / needs for Melksham and how we would get there and provide an affordable and sustainable set of facilities into the future, looking ahead at the next 15 years.

A meeting of AHWG/FoMAH is proposed for the evening of Tuesday 4th July (or 5th if better) with ... view the full agenda text for item 544/23

### Additional documents:

- BluePoolAssemblyHall, 05/06/2023 Asset Management and Amenities Committee, item 544/23<sup>23</sup> PDF 307 KB
- Assembly Hall WG Amended Terms of Reference with Track Changes following FC 03.10.2022, item 544/23<sup>th</sup> PDF 147 KB

### Minutes:

Councillor Ellis set out the details of his proposal. There was general support for the proposal but some concern over the make-up and voting rights of the working group. It was suggested that the Working Group be open to all councillors and that members of the public be invited to give input. There was discussion of the scope of the project, Wiltshire Council's position on the Blue Pool and the remit of the Working Group, with some feeling the options outlined were too narrow. Some amendments were suggested and accepted by Councillor Ellis as friendly amendments

The 10pm cut off was reached during the discussions. It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Oatley, and

**UNANIMOUSLY RESOLVED** to suspend Standing Orders and extend the meeting by a further 15 minutes.

It was proposed by Councillor Ellis, seconded by Councillor Goodhind, and

### **UNANIMOUSLY RESOLVED**

- that the Assembly Hall Working Group (AHWG) Terms of Reference be amended so the group sits under the Full Council and not Asset and Amenities Committee.
- That the AHWG would be open to all council members, with a guorum of 5 elected members.
- That, within a time limit of three months, the AHWG will consider at least 3 options including but not limited to Repurpose, Redevelop and Do Not Take Project On.
- That the AHWG will explore and provide "Ball Park Figures".
- That a budget of £10000 be allocated from The Major Projects Earmarked Reserves for professional fees.

### 17th July - Full Council Meeting

To receive a presentation from the Friends of Melksham Assembly Hall.

### Minutes:

Councillor Ellis gave a presentation on work he had undertaken with the Friends of Melksham Assembly Hall.

Following this Councillor Alford felt that this project was to be considered by the Full Council working group of the Assembly Hall and this has missed out any connection with the town council. It is great to see ideas for the project but as a town council we have not followed the proper process.

Questions were asked about getting the views of an architect, quantity surveyor or structural engineer and which order that should be in. Why was a quantity surveyor chosen? There was a feeling that officers had not moved quickly enough to set up working group meeting.

It was proposed by Councillor Ellis, seconded Councillor Alford and

**RESOLVED** that a meeting of the Full Council working group be set up immediately which would include the Friends of Melksham Assembly Hall.

Councillor Aves left the meeting at 9.30pm

Standing Orders were suspended at 9.31pm to enable members of Friends of Melksham Assembly Hall to comment.

- Q. Can the town council obtain ownership of the Blue Pool? A. Yes.
- Q. MS felt that this is a proposal is very well put together. Councillors haven't got a good track record for getting things done and why can't we get on with it?

  A. the original motion put in place by the council was to have a working group meeting take place to discuss options, we can't delegate responsibility to others outside the council.

Overall, the 'Friends of felt that more urgency should be given to the project

**24**<sup>th</sup> **July Assembly Hall Working Group notes** (the Assembly Hall Working Group has a membership consisting of all councillors)

**NB:** Although the notes suggest resolutions and therefore decisions they can only be recommendations to full council. Below the resolution agreed at the meeting annotated with update in red.

### UNANIMOUSLY RESOLVED

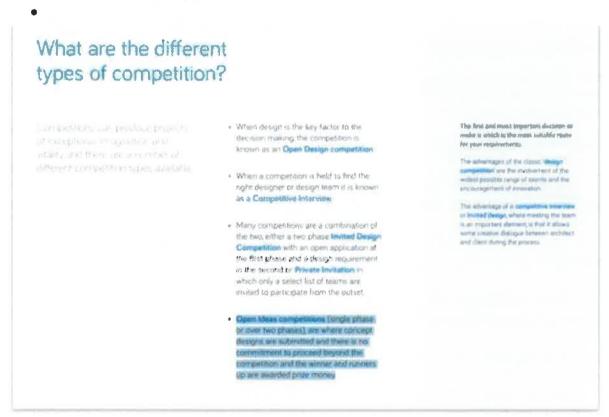
- that the Assembly Hall Working Group (AHWG) Terms of Reference be amended so the group sits under the Full Council and not Asset and Amenities Committee. Completed
- That the AHWG would be open to all council members, with a quorum of 5 elected members. Done.
- That, within a time limit of three months, the AHWG will consider at least 3 options including but not limited to Repurpose, Redevelop and Do Not Take Project On.
- That the AHWG will explore and provide "Ball Park Figures".
- That a budget of £10000 be allocated from The Major Projects Earmarked Reserves for professional fees.

### 27th July 2023

Town Clerk met with Mark Saint of MEA (A project management, quantity surveying firm)

- The suggested course of action and advice: To establish ownership of the Blue Pool Site, the Assembly Hall Site
- To find out whether the closure and demolition of the Blue Pool was in Wiltshire Council's campus (or other) budget

- Establish possible initial heads of terms with Wiltshire Council for transferring Blue
   Pool to MTC. Would it come with a capital contribution?
- Consider conducting a design competition with architects. Brief to include a summary of ownerships, opportunities and ideas. Competition winner(s) and runner(s) up should be remunerated if not guaranteed to be retained for project delivery (which is likely to be the case)
- Also, to include Melksham's history, its demographics, what MTC is responsible for and everything within MTC's ownership
- Consider making Use of RiBA to conduct the competition, compilation of the brief with assistance from MEA (Mark to submit a fee proposal if approved). See attached RIBA publication. Note RIBA charge for this approach. Details attached and brief below.
- An Open Ideas approach seems to be the route needed for this opportunity. If the
  town council were minded to follow this route, RIBA can be approached for an initial
  no commitment proposal which will inform their costs and also the recommended
  level of 'prize money'.



### 17th August 2023 - Extraordinary Council Meeting

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

RESOLVED to speak to the contractors who had quoted to obtain quotes for bare minimum patching requirements over differing lengths of time.

It was proposed by The Deputy Mayor and Chair of the meeting Councillor Price, seconded by Councillor Rabey, and

RESOLVED to spend up to £10000 to get a Structural Engineer to analyse the future feasibility of the Assembly Hall and The Blue Pool and come back with their findings as soon as possible. A structural engineer has been engaged by the Head of Operations in line with the extraordinary council meeting decision held on 17<sup>th</sup> August – meeting arranged for Tuesday 13<sup>th</sup> September.

The structural engineer has done an initial visit and is arranging to do a more detailed inspection date to be confirmed.

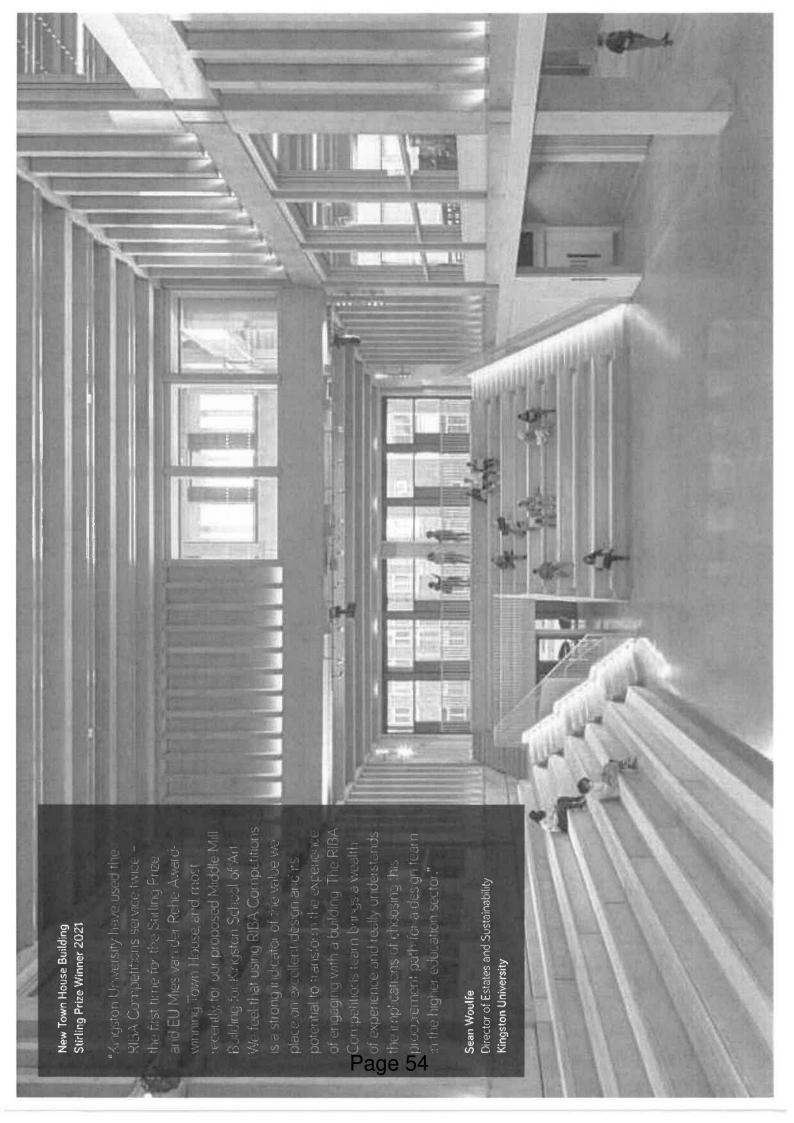
Roofing contractors have been approached to give an opinion on a phased approach to patching the Assembly Hall roof. One contractor has visited the site two further contractors are to be found.

Awaiting quotations from 2 roofing contractors.

APPENDIX E

Architecture.com RIBAK

RIBA Competitions Guidance for Clients



## Foreword

Architectural design competitions have a long and illustrious history. The Houses of Parliament in London, the Palais Garnier Opera House in Paris and even the RIBA's own London Head Quarters in Portland Place, all originated as design competitions.

The RIBA has supported the principle of architectural competitions since 1871 and our dedicated team of Competition specialists have over 80 years combined experience of the competitions process. We are the UK's most widely recognised provider of competition services with the expertise and experience to support clients throughout the process from setting up the competition through to selection of a winner.

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This document aims to provide some initial guidance to anyone who is considering holding a design competition. It is illustrated throughout with examples of buildings, structures and public realm projects all of which have originated through the RIBA competitions process.

Often these projects, once realised, go on to become national or international Award winners which demonstrates the ability of a competition in facilitating design excellence.

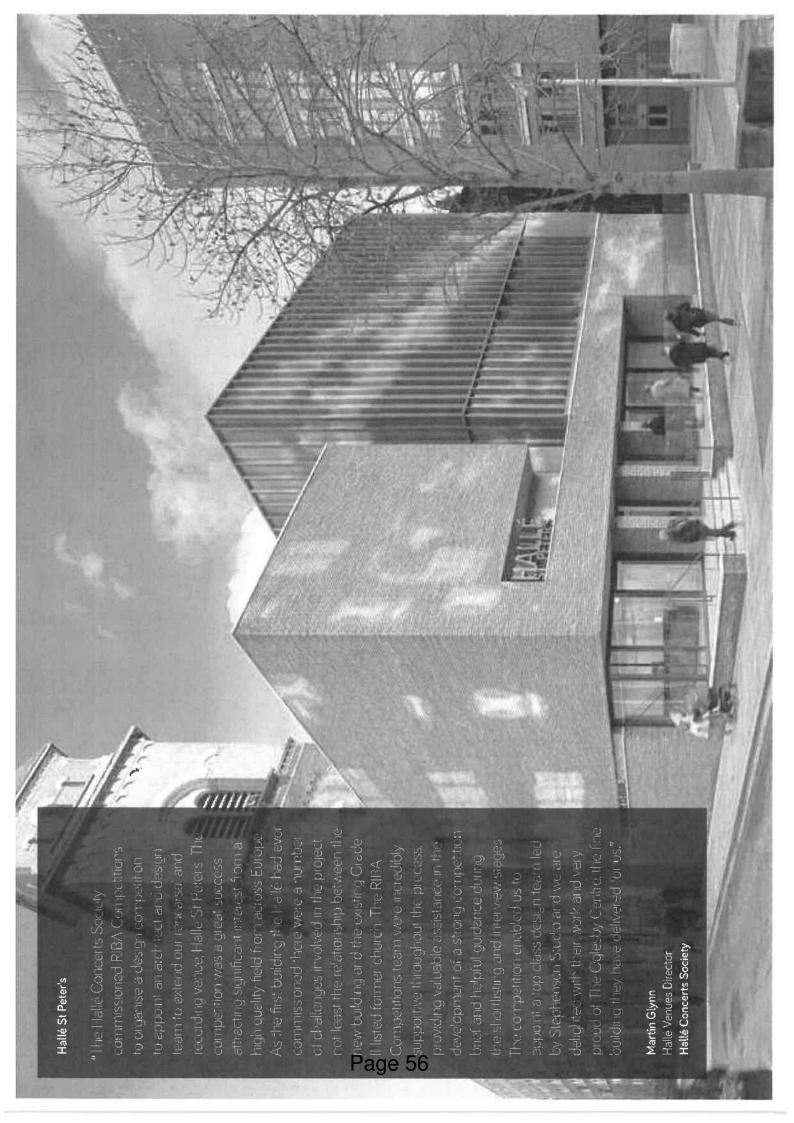
Recent projects that have become RIBA Stirling Prize winners include Goldsmith Street Housing Development, Norwich in 2019 and Kingston University Town House, London in 2021. The Town House also won the prestigious EU Prize for Contemporary Architecture - Mies van der Rohe Award in 2022.

### Karen Beamish Everutive Directo

Executive Director

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# Introduction

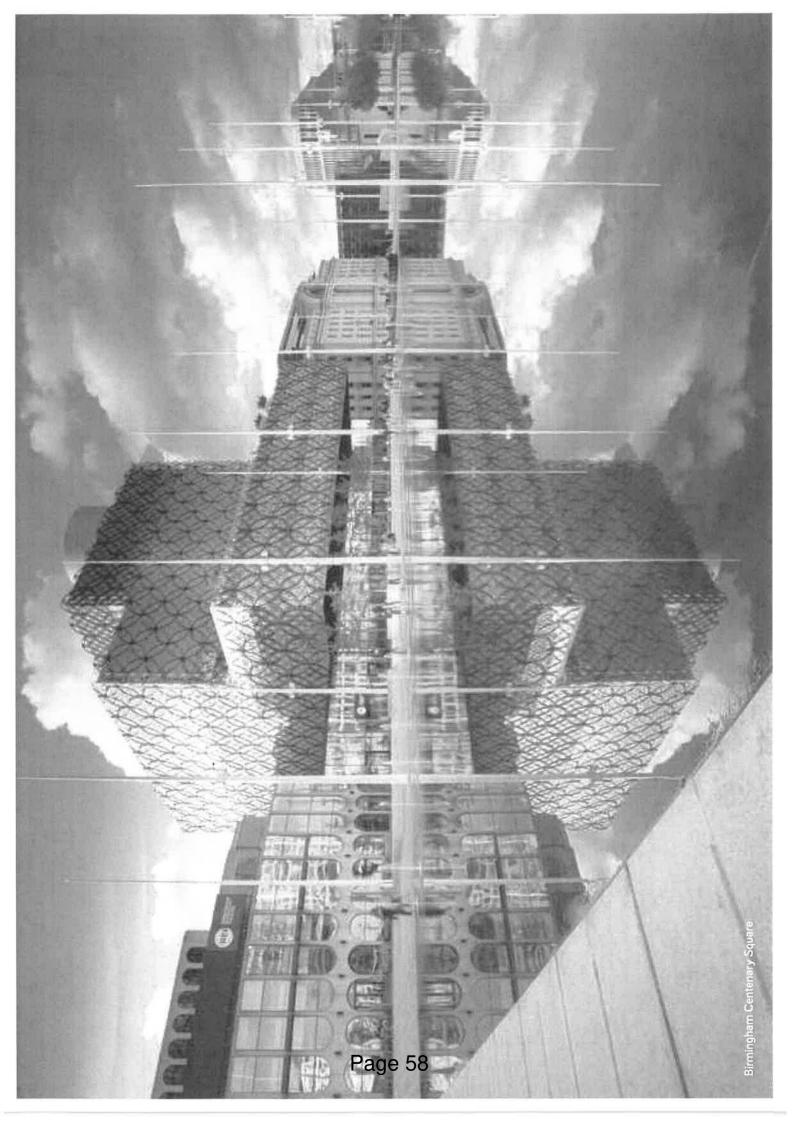
It is well known that good design is invaluable and can bring both immediate and lasting benefits helping improve and enrich people's lives. A positive client-architect relationship, where client aims and aspirations are well communicated, clearly understood and mutually aligned with their architect, is critical in maximising the potential of any project and the use of an architectural design competition can be an excellent starting point.

This guidance document is for anyone who is looking to select an architect, design team or a design solution through a competitive selection process. It sets out the different options available to help clients decide which type of competition is most like,y to best meet their objectives.

We provide a range of support to clients looking to appoint an architect and if you are considering a competition, our dedicated team offers a competition management service and can bring a wealth of knowledge, advice and expertise to each competition. We will guide you through the process to ensure that each competition is tailored to meet your aims and objectives.

Competitions can be suitable for a whole range of projects in the public and private sectors such as;

- urban planning and masterplanning
- new buildings and engineering structures
- redevelopment and refurbishment works
- landscape and public realm schemes



# Why hold a design competition?

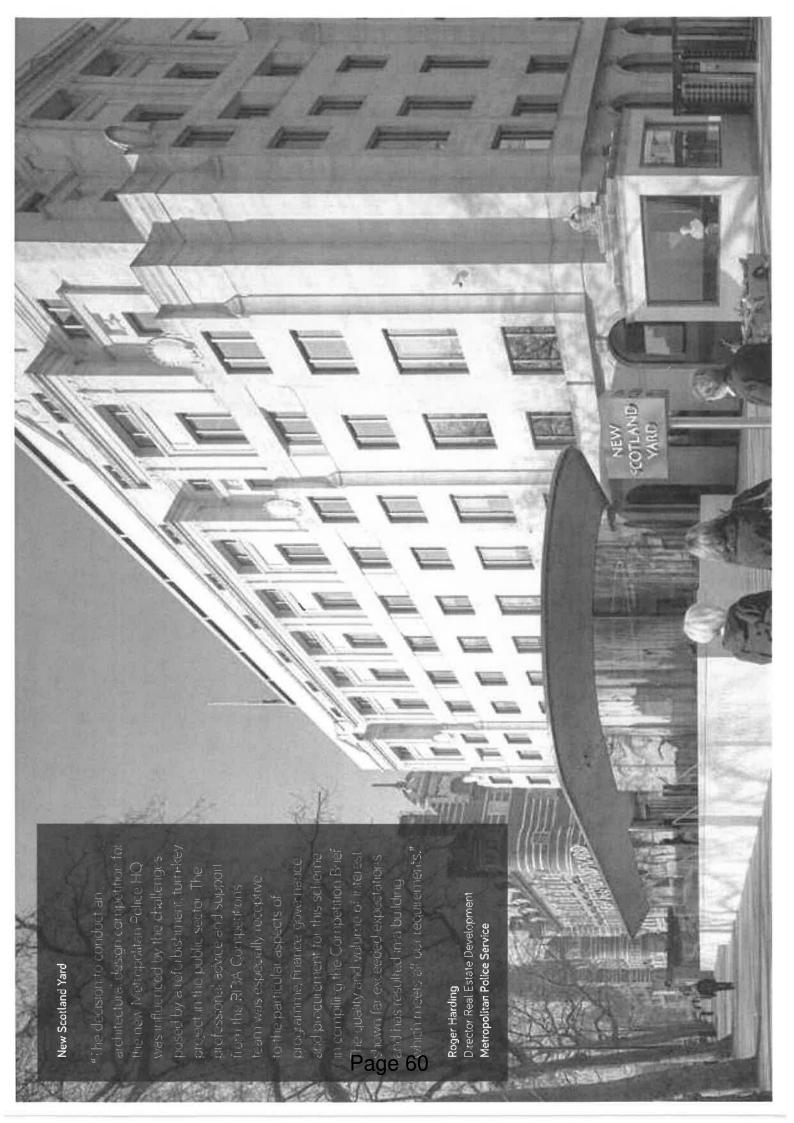
The appointment of a design professional is the single most important task when undertaking a project in the built environment. Finding a suitable designer, even for a small private project, is a priority from an early stage.

A design competition is a highly successful procurement model that delivers exciting buildings, structure or public realm projects, drives up design quality, stimulates creativity and innovation and generates a wide range of ideas improving the choice for clients.

A competition based on evaluating the relative merits of several designers can give a client the best opportunity to make an informed selection.

"When redeveloping Centenary Square fone of Birmingham's most aconic public squares), we needed a design that wou'd stand out on the international stage. We were delighted when the RIBA dosign competition attracted 185 entries from 32 different countries. Working with RIBA Competitions, we had access to designers throughout the world. The professional support and advice given, as we set up the website and managed the competition, wa invaluable. The completed Square stands as a testament to all involved. Birmingham has a Square that they are proud of."

Jim Wilson Project Delivery Manager Birminoham City Council



# The advantages of a competition

Competitions have a reputation for generating the best range of design options to choose from and at a fraction of the total construction cost of a scheme.

## Drive innovation, stimulate creativity and generate a range of new ideas

Design professionals competing against one another is one of the principal advantages of a competition over other procurement routes.

## Deliver more choice

Competitions offer the unique opportunity of simultaneously exploring a range of approaches in response to the same brief, allowing a client to compare entrants' creativity, understanding of the project requirements and problem-solving abilities.

### Deliver value

A well-run competition is an efficient, auditable and transparent selection process. The benefits of a successful competition can far outweigh the initial investment and deliver real value for money.

# Find the right team for the job

When consultants from different disciplines work together on a submission it has the added benefit of forging strong design team collaborations.

## Attract fresh talent

Competitions bring design talent to the attention of the client. This could include up and coming designers as well as more established practices not known for working in a particular sector.

# Achieve high quality design

An investment upfront to achieve high quality design can be more cost effective when considering the life cycle costs of a project. A competition demonstrates a commitment to high quality design whether publicly or privately funded. They can also drive neighbourhood, city or regional improvements in both civic environments and public spaces.

# Engage with the community and key stakeholders

A physical or digital exhibition of competition entries can be an excellent way of involving the local community or key stakeholders and gathering feedback.

### Raise awareness

Competitions can generate significant publicity, raising the profile of the client and the project. They provide a useful promotional platform to help fire the public imagination, often attracting significant media interest.

# What are the different types of competition?

Competitions can produce projects of exceptional imagination and vitality and there are a number of different competition types available:

- When design is the key factor to the decision making, the competition is known as an Open Design competition.
- When a competition is held to find the right designer or design team it is known as a Competitive Interview.
- Many competitions are a combination of the two, either a two phase Invited Design Competition with an open application at the first phase and a design requirement in the second or Private Invitation in which only a select list of teams are invited to participate from the outset.
- Open Ideas competitions (single phase or over two phases), are where concept designs are submitted and there is no commitment to proceed beyond the competition and the winner and runners up are awarded prize money.

The first and most important decision to make is which is the most suitable route for your requirements.

The advantages of the classic 'design competition' are the involvement of the widest possible range of talents and the encouragement of innovation.

The advantage of a **competitive interview** or **invited design**, where meeting the team is an important element, is that it allows some creative dialogue between architect and client during the process.

### $\equiv$

# Open Design and Open Ideas Competitions

Open Design and Open Ideas Competitions allow a client to receive a wide variety of design solutions in response to a project brief, with the potential to generate fresh, exciting and innovative designs.

They involve an anonymous initial design phase,

from which a winner can be selected (single phase).

Alternatively, there could be a second phase where
anonymity is lifted and shortlisted teams are invited to
develop their design approaches and/or present them
at interview.

The Open Design format should ideally lead to the winning team being commissioned for a project, with the Client selecting a concept design and the team to deliver it. Clients may require designers with more limited experience to team-up with another practice to ensure delivery of the project.

The Open Ideas process does not carry any commitment beyond the competition stage. This might be the preferred route if the client wishes to encourage blue sky thinking and they are not planning to appoint the winning designer.

These processes can attract extensive trade, regional, national and international publicity and can generate a significant number of entries – for example, previous RIBA Competitions have attracted anything between 30 and 250 entries.

## Competitive Interviews

Competitive Interviews are predominantly used to select a designer or team at the very early stages of a project. They can be the preferred choice where the client needs help in defining the project and the details need developing in conjunction with the right design team.

Competitive Interviews generally have an open expression of interest phase with designers submitting examples of previous work and relevant experience in response to a briefing document and/or a Selection Questionnaire.

Shortlisted designers are then invited to outline their initial thoughts, understanding of the project requirements and possible approach at interview, before a winner is selected.

This process enables the client and the designer to evolve the design solution together. It is particularly useful in projects of a complex and sensitive nature and can also ensure that the working relationship is right. It can have a shorter time frame than other competition processes and can be more cost effective as detailed design proposals aren't required.

# Invited Design Competitions

Invited Design Competitions generally involve an open expression of interest and application phase, where entrants are required to demonstrate track record and experience of delivering relevant or similar projects in response to a briefing document and/or a Selection Questionnaire.

similar projects in response to a briefing document and/or a Selection Questionnaire.

9 From the initial applications a shortlist of typically up to five practices are selected and invited to prepare design proposals in response to a project brief. This ensures those who are invited to take part in the design phase have the experience, expertise and track record to deliver the project, this can provide reassurance in terms of an entrant's experience in delivery particularly where the project requires specialist knowledge. This type of competition commonly concludes with an interview with the evaluation panel before the selection of the winner.

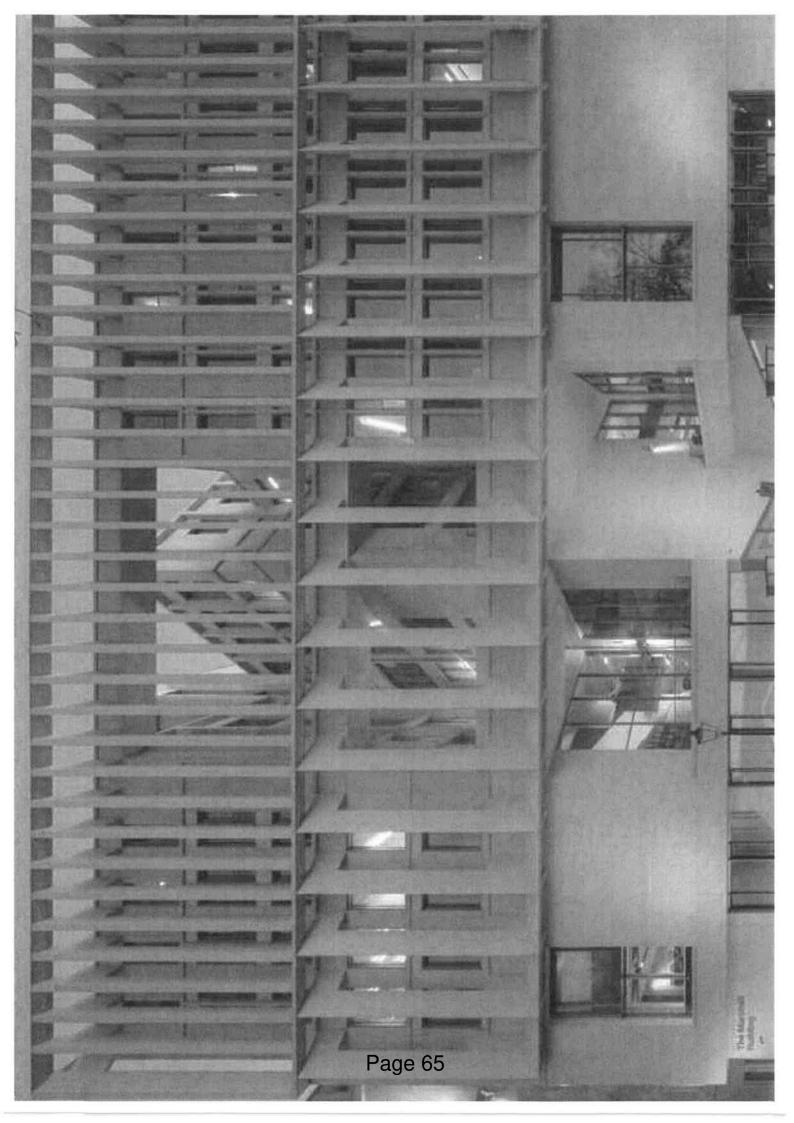
# Private Invitation Design Competitions

Alternatively for the private sector, some clients may consider a Private Invitation Competition where a set number of designers, between 10 - 25 are approached directly to participate in the competition. The process then follows that of the Invited Design Competition until a winner is selected.

## The Marshall Building London School of Economics and Political Science (LSE)

"The LSE is an advocate of the RIBA design competition process. The LSE is a world renowned university, and the RIBA competition has a similar worldwide reach. Our competition process is crucial in allowing us to secure seminal praces of architecture that support the student experience and campus development. The competition process allows us to undertake a selection process that is open and balanced and generates shortlists of creative and fascinating practices generating truly wonderful ideas and biret responses. The resulting building deliveries have rarely differed substantially from the competition outputs in the sax-to eight weeks timescale of the design phase."

Kenneth Kinsella Director of Capital Development London School of Economics and Political Science



# Public Procurement routes

If you are required to comply with UK Public Procurement Regulations, you should ensure that your preferred competition route dovetails with one of the regulated procurement procedures as outlined within The Public Contracts Regulations 2015 (PCR\*5), (or if applicable, The Utilities Contracts Regulations 2016) and the equivalent regulations in Scotland. If you are unsure as to whether you need to comply with the Regulations you should seek further legal advice.

The following is a brief outline of the current public procurement options.

The most appropriate procedure can be selected to dovetail with the competition formats outlined earlier.

## 1. Restricted Procedure

A two-stage procedure to award a contract to a designer to develop a design for the project.

Designers are initially required to complete a standard Selection Questionnaire (SQ) which requires designers to provide details of their economic and financial standing, technical and professional ability and relevant experience.

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Shortlisted entrants are then required to respond to an invitation to Tender (ITT) issued by the client, setting out their approach to developing a design. This process can dovetail with the Invited Design process and final clarifications interviews are permissible, but the client cannot enter into negotiation (such as by way of holding design approach workshops) with any of the designers.

## Competitive Procedure with Negotiation and Competitive Dialogue

The Competitive Procedures should be used for relatively complex projects. Better reserved for contracts where the client knows the desired outcome but is unsure as to the best technical and financial approach to meet their needs or where design and innovative solutions are required.

Similar to the Restricted Procedure, designers are initially required to complete a Selection Questionnaire (SQ). The shortlisted designers submit their initial tenders and then enter into a structured dialogue (Competitive Dialogue) or structured negotiation (Competitive Procedure with Negotiation). The client can introduce design approach workshops as part of the negotiation process and potentially reduce the number of solutions at each stage by applying the published award criteria. This process requires upfront planning and would dovetail with the Invited Design competition process.

## 3. Design Contest

In an open Design Contest, designers submit their design solutions in response to the client's brief. The designs are assessed anonymously by an evaluation panel and in accordance with the published criteria. Prizes or payments can be awarded to the winner(s) of the Design Contest. The winner(s) will not necessarily be awarded a contract for the project.

The Design Contest (PCR15) is the only regulated procurement procedure which works successfully with the open design competition format. However, anonymity has to be maintained throughout the process with no scope for interviews, which can sometimes make it not suitable for projects subject to procurement and/or a subsequent procurement phase has to be introduced. There is also a requirement for one-third of the Evaluation panel members to hold an equivalent qualification (e.g., architect) to that being evaluated by the Design Contest.

Following a Design Contest, the client may negotiate and award a service contract to a winner to deliver the project with the works contractor. If there is more than one winner, all winners must be invited to negotiate. The client must make its intention clear in the Contract Notice, if they wish to retain the right to award a negotiated contract to the Design Contest winner.

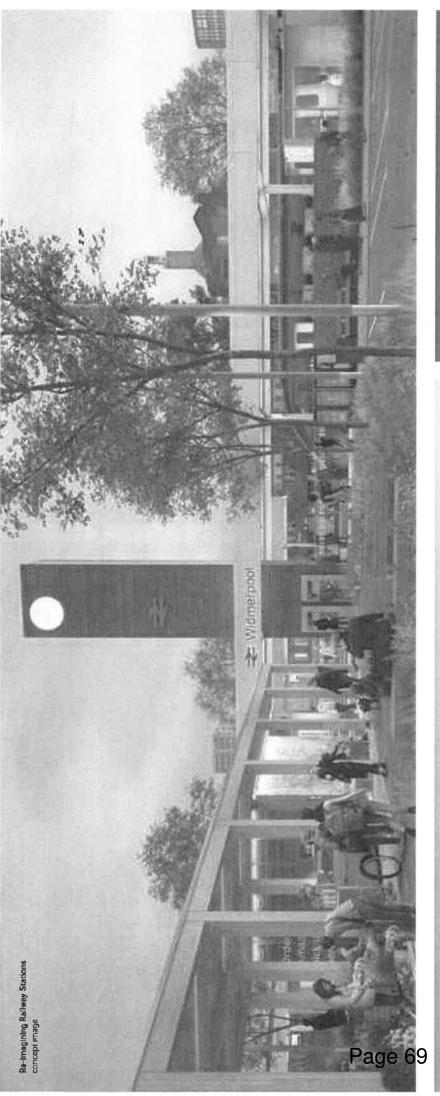
# Achieving the desired outcome

A client should not underestimate the resources required to manage and administer a well-executed competition. You will need to commit significant upfront time and money for a successful, value-adding competition outcome. However, the benefit of this is far outweighed by the potential cost of not selecting the right design approach or team from the outset. Indeed, many clients comment on how their project understanding and strategic thinking significantly improved as a result of holding a design competition, in which multiple teams interrogated their brief, requirements and aspirations to generate potential design solutions.

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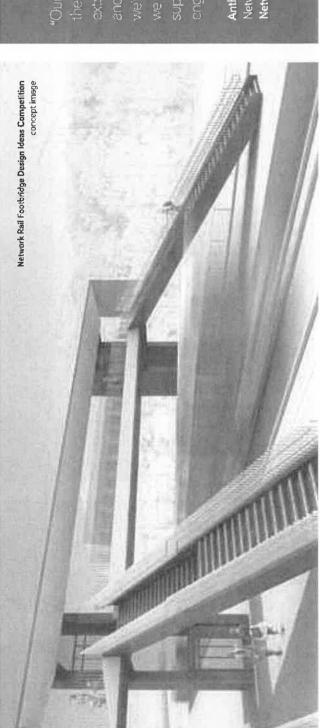
The fundamentals of a good competition are a brief with a clear vision, an evaluation panel comprising relevant expert design professionals, and a strong client commitment. This should be planned carefully, and consideration given to appointing specialist competition managers such as the RIBA.

Well-run competitions can provide better choices for clients and more opportunities to architects and designers producing an outcome that is often better than anticipated. On the other hand, poorly conceived or badly managed competitions may result in wasted effort for a client and competing teams, and an undeliverable project.



"Our experience as an infrastructure Client with the R'BA competitions we've held has been extremely positive. We've seen innovative creative and sustainable solutions to the design problems we've set and from each of the competitions we have discovered new design talent from the supply chain that we would have struggled to engage with via our normal procurement routes."

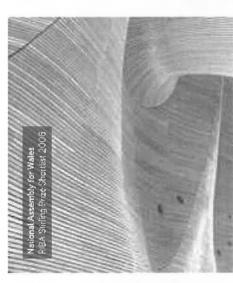
Anthony Dewar Network Technical Head Buildings & Architecture Network Rail

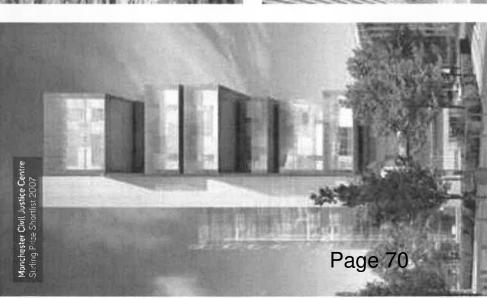


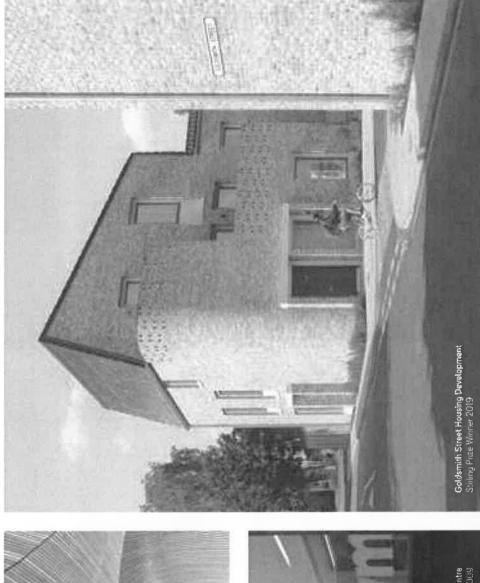
### The RIBA Stirling Prize is presented to RIBA have made the greatest contribution to Chartered Architects and International Fellows for buildings in the UK which the evolution of architecture over the Stirling Prize



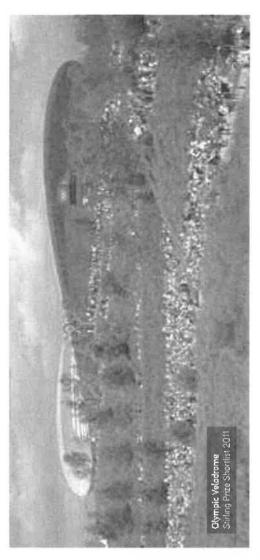


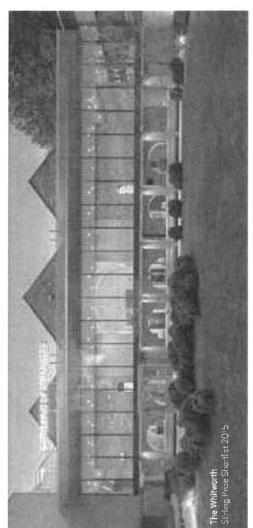


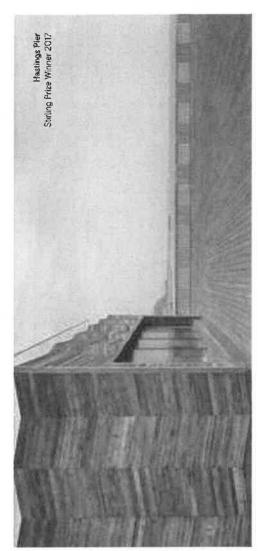


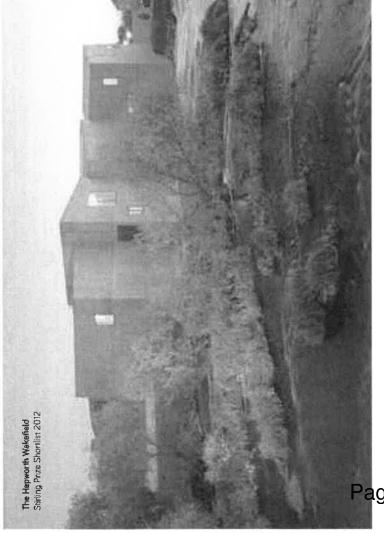


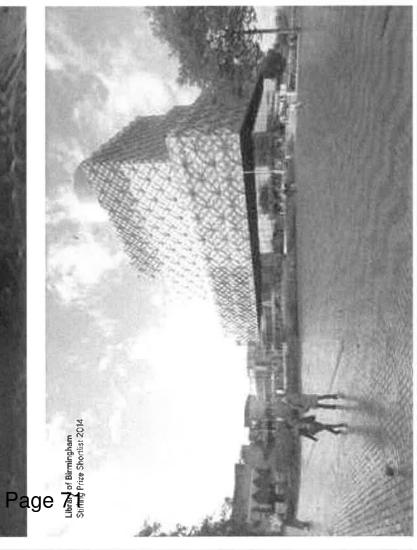












### RIBA Competitions Management Service

RIBA Competitions has extensive experience of delivering high profile competitions and offers a comprehensive management service to clients. The RIBA Competitions brand is recognised as an indication of fairness and an assurance of best practice procedures.

The team runs competitions to the very highest standards of governance, meeting UK Procurement Regulations, and following best practice guidelines.

Each project managed through the RIBA Competitions service is assigned an experienced Competitions Manager who acts as the key Client contact point, together with support from the wider competition delivery team.

The experienced team can provide advice on the most appropriate type of competition, help develop the brief and provide support throughout the process. They can help you consider carefully what is needed to enable you to choose the right team and/or design.

After reading this guide if a competition is of interest to you, the next step would be to speak with the team about your project and to find out more about the service provided by RIBA Competitions in the management of a competition. A tailored proposal can be produced which will provide further detail including a breakdown of the associated costs involved.

### **Best Practice Principles**

combined experience of over 80 years and within that time has developed best practice principles The RIBA's dedicated competitions team has a for an RIBA Competition which are:

- The appointment of an RIBA Competition **Architect Adviser** Page
  - Development of a good brief
- 24 Appropriate timeframe for the competition
- A rigorous, fair and transparent process
- Payment of honoraria to shortlisted teams to acknowledge work undertaken
- Copyright protection for the architect
- Feedback to entrants

### Develop a good brief

The success of a competition is largely influenced by the quality of the brief as it will have a critical bearing on the entrants' response. The brief should be well presented, setting out the requirements but enabling the entrant unambiguous and as informative as possible, clearly freedom of design interpretation.

RIBA Competitions team can guide the Client as to the key elements to include to Develop a good brief.

## RIBA 2030 Climate Challenge Targets

competitions should incorporate the RIBA 2030 Climate in order to have a realistic prospect of achieving net zero professional bodies and with the Committee on Climate Change. The targets are progressive yet realistic, and a delivered the significant reductions necessary by 2030 recommendations from the Green Construction Board water use reduction. These take into account the latest and have been validated through consultation with UK vital first step to ensure the construction industry has The RIBA strongly recommends that its architectural Challenge targets. The RIBA has developed targets for operational energy use, embodied carbon and carbon for the whole UK building stock by 2050. www.architecture.com/about/policy/climate-action/2030-climate-challenge

## RIBA Competition Architect Adviser

Competition Architect Adviser who is a senior chartered the involvement of an independent and impartial RIBA An integral part of an RIBA managed competition is member of the RIBA and highly regarded

Independent opinion when evaluating submitted material. The Adviser role is of key importance as they help prepare tailored briefing material and provide an

critiquing design work and have an extensive knowledge appreciation of the time and effort invested by entrants and who will help to achieve the best possible outcome for the competition. They will also be experienced in and former competition winner or judge who has an The Adviser is typically an experienced architect and appreciation of different architectural styles. Page 74

## Communication Channels and Reach

maximise exposure, reach and raise the profile of the The RIBA benefits from having a range of exclusive communication channels that can be utilised to competition project.

- followers, enabling us to target different audiences Competitions have an active and wide-reaching Instagram and LinkedIn with over half a million social media following across Twitter, Facebook, Social Media - The RIBA together with RIBA on behalf of our clients.
- be an RIBA Member to enter an RIBA Competition. RIBA Membership - An entrant does not have to However, the RIBA has 48,000 members with informed about the Competition through the 8,000 based overseas who can be directly weekly RIBA Member e-bulletin.
- for being a focal point for architecture and receives www.architecture.com is recognised internationally Architecture.com - The RIBAs dedicated website over a million hits a month.

## Graphic and Web Design Services

promote the competition to an international audience in addition to providing a central place for entrants to view existing branding or to create a new brand if preferred. visual identity that can be tailored to compliment your the documentation, It can also raise the profile of the client and the project in general and create a specific an identity for the project and is an excellent way to dedicated website if desired. A website helps create inhouse Graphic & Web designer who can create a The competitions team benefits from having an

Alternatively, a fully designed PDF brief can be created again utilising a tailored or unique visual identity.

### Honoraria or Prize Money

In RIBA competitions it is accepted best practice that clients should make a contribution towards the costs incurred by the shortlisted teams in preparing their design work and commissioning other consultants. The amount of honoraria or prize money should reflect the work required and the costs incurred and should be stated at the launch of the competition. Further guidance on how to set appropriate honoraria levels can be provided by the RIBA.

## Set aside a budget for the competition

A competition requires a significant commitment from the client of both time and money, Initially there will be a budget required for the competition itself, to cover any competition management, specialist/technical input and honoraria or prize money.

The competition budget required will vary depending on the scope such as the type of competition process, timeframe, publicity, design requirements and the appropriate level of honoraria. A cost estimate will be included in the tailored proposal provided on request.

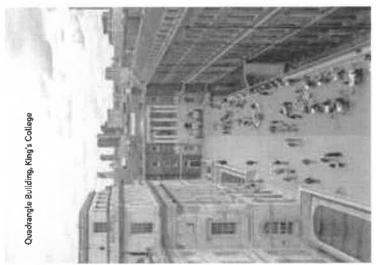
### Copyright

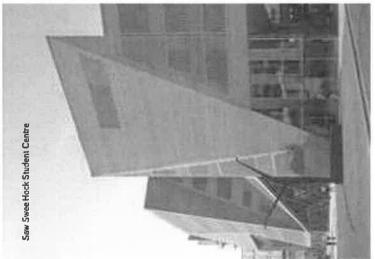
In all RIBA competitions there should be a commitment to protect copyright, which should be in accordance with the UK's Copyright, Designs and Patents Act 1988. Presentation material may however be used for promotional purposes associated with the competition.







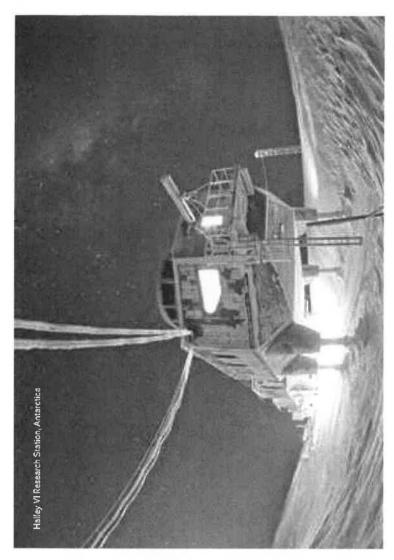


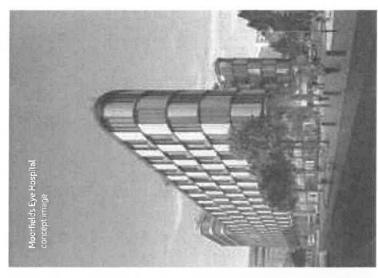




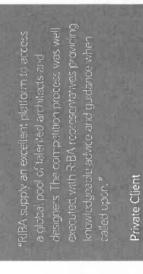






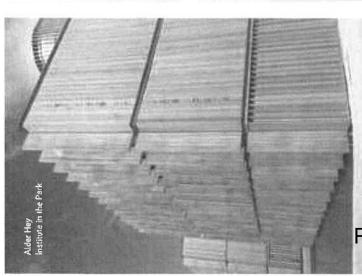


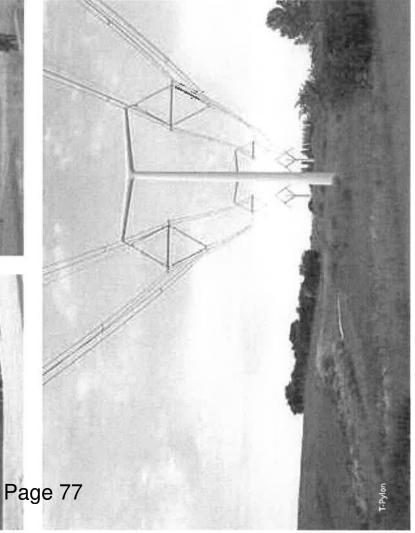












# How to find out more and Contact Us

RIBA Competitions has delivered some of the highest profile, most dynamic building projects in the UK through competition and has extensive experience of working with a wide variety of clients.

It is worthwhile considering a design competition

design from the outset.

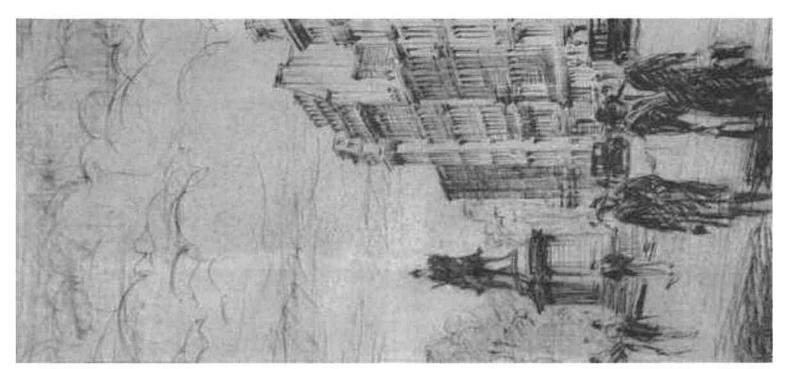
We are here to help you on this journey, please contact us to confidentially discuss your potential competition project with the team on:

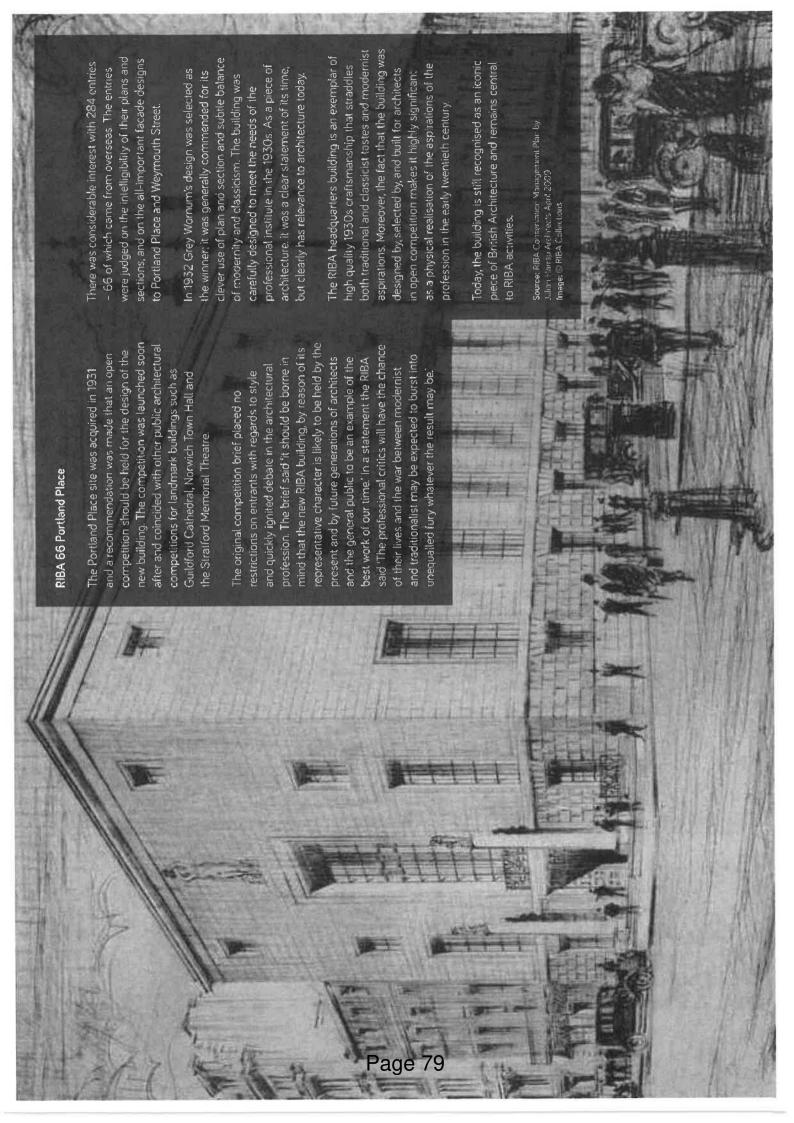
+44 (0)207 307 5355 riba.competitions@riba.org www.architecture.com/competitions

This guide provides general information only and is not intended to be an exhaustive statement of the law. Although we have taken care over the information, you should not rely on it as legal advice. We do not accept any liability to anyone who does rely on its content.

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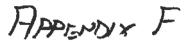




With thanks to the following architectural practices and projects that originated through the RIBA Competitions process

Halley VI British Antarctic Research Station by Hugh Broughton Architects @ British Ar tarcter Survey Maorfields Eye Hospital by AECOM Ltd with White Arkitekter AB + Pencyre and Prasad Saw Swee Hock Student Centre by O'Donnell & Tuomey (3) Dennis Gibbrit/VIPW Student Centre and New Square, UCLAN by Hawkins\Brown 🗈 John Hobbothe Alder Hey Institute in the Park by Hopkins Architects 🗅 🕄 🕄 A Connect 100% Quadrangle Building, King's College by Hall McKnight 🗅 Lobah Driblin Windermere Jetty Museum by Carmody Groanke © Christian Reliters BBC The Listening Project by JaK Studio @ Nick Kanedlan Wholmook Prescot Market Place by Mark Wray Architects & Knowsky Council Eternal Wall of Answered Prayer by Snug Architects Combinetif Taylor Wimpey Project 2020 by OpenStudio @ Toylor Wimprov Madinat Al Irfan - a New City for Oman by Allies and Morrison Leeds University Student Centre by O'Donnell & Tuomey Great Place: Lakes and Dales by McMullan Studio Clore Studio by Hayhurst & Co P Andrew Henriev www.architecture.com/competitions T-Pylon by Bystrup @ Bystrup 54 23 hack cover Birmingham Centenary Square by Graeme Massie Architects 🙉 Filzonrald Contractors Ltd. New Town House Building, Kingston University by Grafton Architects Բ Fri Brown New Scotland Yard by Allford Hall Monaghan Morris Architects 🔍 Tenviny Soci Bishop Edward King Chapel by Niall McLaughlin Architects 🏻 Mial. McLauchlin National Assembly for Wales by Rogers Stirk Harbour -- Partners © DaiPheta Kentish Town Health Centre by Allford Hall Monaghan Morris 🙉 Rold Parrish Manchester Civil Justice Centre by Denton Corker Marshall © Tin Grafith The Hepworth Wakefield by David Chipperfield Architects 🗈 hvon Board Library of Birmingham by Mecanoo O Corporate Communications The Marshall Building, LSE by Grafton Architects Divirk Kana Olympic Velodrome by Hopkins Architects @ Nothaniel Means Hallé St Peter's by Stephenson Studío 🥾 Daniel Happanson Network Rail Footbridge by Gottlieb Paludan Architects Goldsmith Street by Mikhail Riches @ Tun Crassor Hastings Pier by JRMM Architects 🕶 Alex de Rijke Re-imagining Railway Stations by 7N Architects The Whitworth by MUMA O Alon Williams front cover. 2 က လ ည က Φ Page 80

RIBA WAY





24<sup>th</sup> October 2023 Job No. 10223MTC

Structural Report on 'The Blue Pool',
Melksham
and
Comments on Feasibility of Proposed Changes

Author:

M.W.Mitchell

Director BSc CEng MICE



Structural Report on 'The Blue Pool', Melksham and Comments on Feasibility of Proposed Changes

### **Purpose of the Report**

Structural Solutions was commissioned to carry out an inspection of 'The Blue Pool' in Melksham to determine whether there are any structural 'issues' with the building. Also, consider the proposed development changes to amalgamate this with the Assembly Hall from a structural aspect.

### Introduction

The building is single storey with a flat roof constructed with masonry external walls supporting steel lattice roof trusses with profile metal roof above. We could not determine the build-up of the roof above the profile metal roof but believe that the roof finish is a waterproof membrane over insulation. Internally, walls of the administrative areas, foyer and the changing rooms are divided by concrete blockwork walls with a suspended ceiling below the roof. The roof above the swimming pool itself and adjacent fitness suite are of similar steel lattice trusses supporting a profile metal deck roof although there is no suspended ceiling in either area. The trusses over the swimming pool are supported each end by a structural steel eaves beam spanning between steel posts. The external south facing elevation is glazed and the north and west external elevations are concrete blockwork masonry with no windows except for a double door to the north west corner presumably used as a fire exit. The divide between the swimming pool and fitness suite is also glazed. The internal wall between the swimming pool and changing rooms is of concrete blockwork masonry and we believe is load bearing supporting the roof trusses over the Foyer. Finally, the Plant Room has a similar profile metal deck but is supported by structural steel beams rather than trusses.

The connection to the Assembly Hall to the east of the 'Blue Pool' is via a two storey ashlar stone building which has a slate pitched roof believed to date from the mid-19<sup>th</sup> Century. This area houses a Kitchen that serves the Assembly Hall, a storage room and an 'old' plant room, much of the plant believed to be obsolete.

Generally, the existing structure of the 'Blue Pool' does not show any significant signs of degradation. There are no signs of foundation movement, masonry wall cracking or roof structure deterioration that would give cause for concern. The condition of the roof waterproofing would need to be assessed but this is outside the scope of this report.

### Comments on Business Proposals to amalgamate the 'Blue Pool' with the Assembly Hall

 Create Reception for the amalgamated building within the old 'Blue Pool'. The existing administration area would remain under the scheme but the changing rooms would be removed and new toilet facilities created. We believe that the existing changing rooms,



- although constructed from concrete blockwork are non-loadbearing and thus could be removed without affecting the structure to create a larger Foyer with community area. Whether the changing room walls are non-loadingbearing would have to be confirmed by more intrusive investigation.
- 2) The existing plant room within the 'Blue Pool' could be stripped of existing plant and equipment and converted into Museum Storage without affecting the structure of the building.
- 3) The existing Fitness Suite could be changed into a Museum without affecting the structure of the building.
- 4) As the proposal to amalgamate the Assembly Hall with the 'Blue Pool' would require a link through the older two storey ashlar stone building between the two, new openings would be required through this structure. The plans that we have seen in a document produced by the 'Friends of Melksham Assembly Hall' indicate what is thought to be an existing passageway close to the existing 'Blue Pool' plant room. However, there is, we believe a wider infilled opening between the existing Foyer and link Kitchen that could be opened up without significant structural input. This would require re-location of the existing Kitchen so would need consideration.
- 5) Potential use of the existing swimming pool area has not been defined as part of the amlgamation but by infilling the pool itself with a suspended floor built off piers or 'sleeper' walls from the base of the pool would provide a significant area with minimal structural input.

### Conclusion

Structurally, the old 'Blue Pool' shows no sign of significant deterioration and should be able to be amalgamated into the Assembly Hall without major structural repairs or alterations being necessary. Further assessment of the existing roof waterproofing would be required to determine current condition and likely timescale for repair or replacement. Modifications to the existing building are obviously required to achieve the proposals outlined in the document produced by the 'Friends of Melksham Assembly Hall' but none of these would have a detrimental effect on the structure of the building or require major structural changes.

### References

- Regarding the Acquisition of the Blue Pool by Melksham Town Council as presented by members of the Friends of Melksham Assembly Hall.
- Building Survey of Melksham Assembly Hall, Market Place, Melksham -- Robson Building Surveying Ltd

### APPENDIX A - Site Photos



Roof structure above suspended ceiling in Foyer



Roof structure above the Swimming Pool



Eaves beam on steel columns supporting Lattice Roof trusses above the Swimming Pool



Roof structure above the Fitness Suite



Location in existing Foyer of infilled opening to the Assembly Hall



Existing Foyer with suspended ceiling

APPENDIX G

### MELKSHAM TOWN COUNCIL

### MEETING OF THE FULL COUMNCIL

### 30 October 2023

### Structural report on the Blue Pool building

### Report of the Head of Operations

### 1. Purpose of the report

To evaluate the possibilities of amalgamating the vacant Blue Pool building into the Assembly Hall.

### 2. Current Situation

The Blue Pool was closed at the end of July 2022 and MTC have the possibility of acquiring it and realising an increased footprint of facility that could be developed for a number of uses some of which are documented in the following link <a href="Friends of Melksham Assembly Hall">Friends of Melksham Assembly Hall</a> (fomah.org.uk)

### 3. Background

The discussions around the future of the Assembly Hall are well documented and the inclusion of the Blue Pool could enhance the income generating capacity of the facility (and potentially reduce cost of provision) if developed appropriately .

### 4. Financial implications

This will largely be dictated by the aspirations of the Councillors, should they wish to go ahead and careful consideration needs to be given to the NNDR and development costs during a period of non-occupation.

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

The development would bring a currently unused building back into valuable use for the community.

### 6. Risk assessment

There are risks associated with developing the building further down the line but for the purposes of this report, the structure is sound and the linking of the two buildings is possible.

### 7. Crime and disorder implications

N/A

### 8. Biodiversity considerations

N/A

### 9. Safeguarding

N/A

### 10. Recommendations

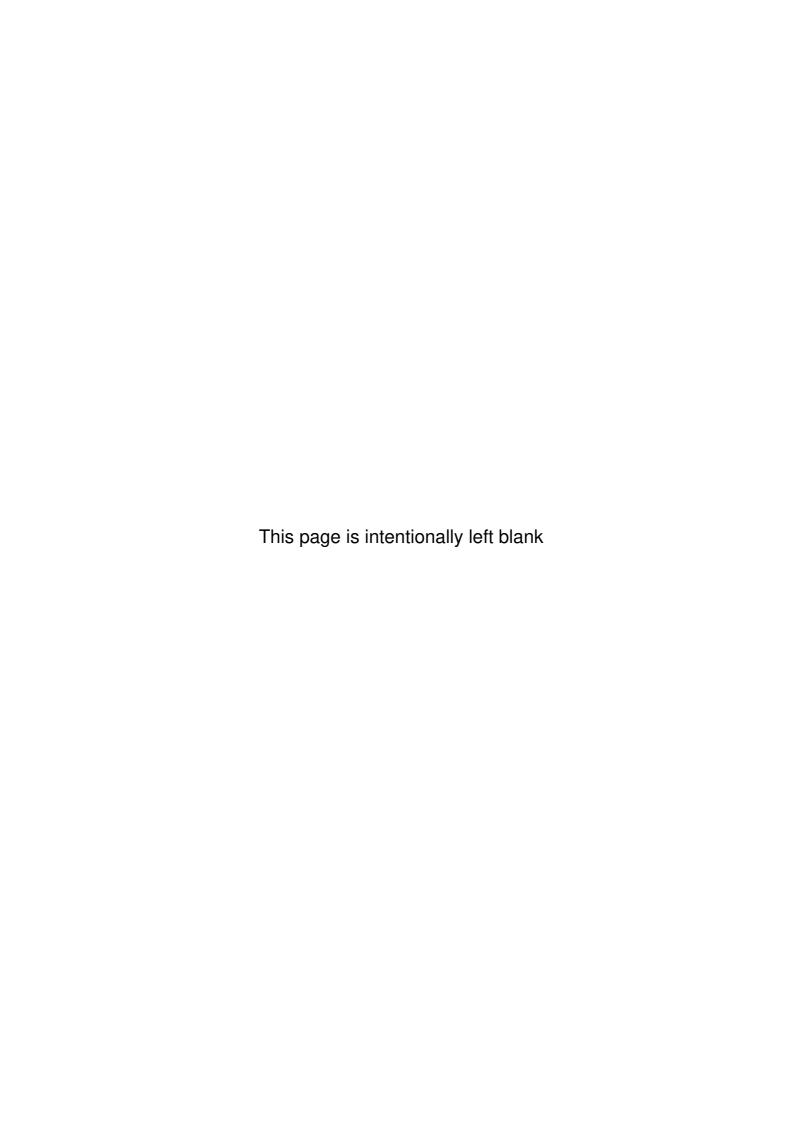
Now it is known that the linking of the buildings is structurally possible, the council need to decide what they would like to do with the buildings and the opportunities that exist.

### Agenda Item 11

PAPPENDIX H

### Blue Pool - Assembly Hall - Options appraisal by Architects

- 1. Following the Council's decision to appoint an architect the Town Clerk immediately sought advice from the Town Council's Project Management team at MEA to ensure good practice and to adhere with the town council's procurement policy.
- 2. They have advised the following:
- 3. To include all of the town council's estate, town hall and 31 Market Place.
- 4. They will approach three architects to quote for carrying out an options appraisal based on an outline brief which MEA will prepare based on the information provided. They will invite three suitable architects (namely, Bolingbroke, NVB and Pritchard) to submit fee proposals. To be issued w/c 27 November, following the Council meeting. Fee proposals are then returned to allow selection before Christmas. The work will then be carried out in January/February.
- 5. They have requested title plans or site layouts that cover the four properties as these will need to be in the briefing papers. (provided)
- 6. MEA will carry out the PM part of this work for the council up to the selection of the architect, for a lump sum fee of £1,000 plus VAT. MEA are the professional experts and are highly experienced in this work with a proven track record of working with councils on similar projects so understand the legislation we must work to.
- 7. Once the architect is on board, we can provide PM leadership/support to the process and also provide some QS input to advise on the likely cost for each of the options. I suggest that we carry this out using hourly rates alert with a cap of £1,500 plus VAT.



### Agenda Item 13



### **MELKSHAM TOWN COUNCIL**

### MEETING OF THE Full Council/Asembly Hall Working Group Monday 22 January 2024

### Approaches to Architects for Assembly Hall/ Blue Pool Project.

### Report of The Committee Clerk

### 1 Purpose of the report

To update councillors on the Assembly Hall/ Blue Pool project

### 2 Background

On 27 November 2023 full council made the following resolution – 'that Councillor Aves and the Committee Clerk draft a brief for architects, to then be circulated to members for comment. Any suggestions for architects to be forwarded to the Committee Clerk who is delegated to circulate the brief to architects.

Wording was supplied by Councillor Aves and circulated to all councillors. The wording was slightly amended by the Committee Clerk to remove, at the suggestion of the Locum Clerk, the word 'tender' and to make the wording flow.

The final wording, agreed with Councillor Aves was – 'Melksham Town Council is about to embark on an exciting new project – the development of a new community facility in the centre of the town.

We have at our disposal two separate community facilities, the Assembly Hall and the Blue Pool, which are set back-to-back on a large space behind the Town Hall. We would like to develop one vibrant, versatile space that will serve the needs of a growing community for the foreseeable future. The resulting project must also reflect a commitment to environmentally conscious building practices and low, sustainable running costs.

Whilst we have our own list of needs and end uses, we are open to other suggestions that you might think sit with our vision of a modern entertainment facility that will stand out as a model for other towns to admire, as a standard for the 21st century.

We therefore invite plans from interested parties.

Attached are scale maps of the site showing present buildings, which you are at liberty to utilise, demolish or adapt, together with meeting minutes which show our wish list of facilities. For viewings of the properties and site please phone or email for an appointment with the Town Clerk or Town Council representative.

We look forward to hearing from you and discussing how your ideas fit in with our vision.'

This wording and supporting documnents was forwarded to the following firms, as supplied by councillors:-

- Roberts Slimbrick
- DB3 Group
- SR

- DKA
- SRA
- NVB

It was also forwarded as a courtesy to Mark Saint of MEA.

Details were also posted to Melksham Town Council website and social media.

### 3 Current Situation

The following responses have been received.

### **DB3 Group**

Thanks for your email introducing what sounds like an exciting opportunity for Melksham. We had some early involvement via Wiltshire Council with the Melksham Campus project and delivered the relocation of Melksham football and rugby clubs to their new sites, so would be interested in principle.

However I have a few queries at this stage -

- Are you seeking proposals from a limited number of architects at the moment, or has this email been circulated to a large number of parties?
- Your email mentions that you are seeking plans do you mean just initial thoughts about uses or drawn design proposals?
- If the latter, is this a design competition? If so, I think we would need to see a more detailed brief, scoring criteria and the reward for the successful company.
- Is funding in place for the project?
- You don't mention a fee so should we assume work carried out at this stage would be speculative?

I would be happy to discuss further on the phone if this would be easier.

### **DKA**

Thank you for thinking of DKA. Exciting news!

You may / may not be aware that DKA has an intimate knowledge of the Melksham House / Melksham Assembly Hall / Bue Pool sites. We have been involved with the Melksham House site since 2011 when Wiltshire Council decided to purchase the site from Cooper Tyres.

In addition to our work related to the design of the Melksham Campus (DKA did the concept design through to planning / tender), we have over the years also looked at various options for the possible use of the Blue Pool site with Wiltshire Council.

In 2017 we were approached by Melksham Town Council for undertaking a feasibility for the Assembly Hall and Blue pool, but this wasn't pursued.

You mention that you are inviting plans 'from interested parties'. Do you see this as a competition with some initial concept ideas, rather than a fee proposal for an initial feasibility study? If so, do you have a timeframe for responses?

If possible, we would like to arrange a site visit - can you let us know the best time that suits you?

### **NVB**

Many thanks for the message and taking my call earlier.

As I mentioned, we would be delighted to be involved in this exciting opportunity, but I am a little unclear on what the Council are expecting in response to the message? The implication appears to be that the Council are expecting work to be undertaken for no charge. I'm afraid this is not possible.

If the Council wish us to provide a fee proposal for a feasibility / option study, we would be delighted to provide this.

A little more information would be helpful ...

- 1. What is the Council's timescale to undertake such a study?
- 2. How much engagement would the Council wish to undertake with the wider community?
- 3. What is the approximate project budget that the Council has in mind?
- 4. Will the completion of the study lead to an appointment (Architectural) to deliver the project?
- 5. What is the Council's preferred procurement route?
- 6. Is a suitable cost consultant already appointed?

In the meantime I would be delighted to meet with the Council to explain how we could assist, if that would be of interest.

### Mark Saint

I understand where the members are coming from and the approach may achieve a similar output to the RIBA competition option I suggested a few months ago.

However, the briefing below needs, in my view, to also consider commercial and associated matters too. Without doing so, the Council may get into a bit of a pickle with next steps post submissions.

Just my thoughts and I wish you luck with the process.

No reply was received from SR or SRA. The named person at Roberts Slimbrick had retired and suggested an alternative contact. No reply was received from that alternative.

### 4 Recommendations

It is clear that all three firms who replied are interested but seek clarification on fees/funding and what the council expects at this stage. These would seem to be the kinds of issues Mark Saint foresaw. Councillors need to decide on how they wish to take the matter forward.

### **Borrowing Approval Application – County Association Checklist**

To be completed by County Officers before the Borrowing Approval Application form, accompanying documents, endorsement and explanatory letter from applicant's council (if necessary) and this form, with covering email/letter from CALC are sent to the Parish Borrowing team at the Department for Levelling Up, Housing & Communities (DLUHC) via: Parish.Borrowing@levellingup.gov.uk

When County Officers are first approached by Parish and Town Councils for information on submitting a borrowing application the Councils should be referred to the following documents available on the NALC website:

- Parish and Town Borrowing Application Form 2022-23
- Parish and Town Borrowing Hints & Tips Guidance
- DLUHC Parish Borrowing Process Presentation
- Supporting example templates budget and survey questionnaire

The documents above will provide borrowing applicants with an understanding of the process, an overview of DLUHC's assessment criteria and expectations, and a list of supporting documentation to be provided with the borrowing application form.

The checklist below outlines the high-level checks and actions County Officers should make prior to submission, bearing in mind it is not the role of the CALC to "approve" the submission, but check for completeness. Further information on DLUHC's borrowing assessment criteria is provided in the Hints and Tips Guidance.

1	Council exists and narrative appears correct (Box 1-5)	Yes / No
2	Purpose of borrowing is clear (Box 6)	Yes / No
	(This is used in the formal Approval Letter)	
3	Funding schedule and amount to be borrowed is complete	Yes / No
	and clear (Box 7)	
6	Proposals to increase the precept for the purpose of	Yes / No
	borrowing repayments are complete and clear (Box 14)	
7	Is project required more than the result of £5 per elector	Yes / No
	calculation (Box 16)	
8	Supporting documentation enclosed or full explanation	Yes / No
	provided in cover letter (Box 19)	
9	Check completion (Box 20 - must be signed manually):	Yes / No
	Date of Full Council Resolution	
	Name and signed by the Chair of Council	
	Name and signed by the RFO	

**CALC** Actions required:

		<b>Done</b> Initials/Date
A.	Take and retain copy of all documents to be sent to DLUHC	
	<ul> <li>Application form &amp; this checklist</li> </ul>	
	Covering letter from Parish/ Town Council	
	Minutes detailing resolution to borrow	
	<ul> <li>Financial documents i.e. budget, cash flow statement,</li> </ul>	
	AGAR, reserves overview	
	Report to Council/ Business case	
	<ul> <li>Resident consultation on the purpose of borrowing,</li> </ul>	
	borrowing amount and precept increase (if applicable)	



### Department for Levelling Up, Housing & Communities

B.	Email/ letter to DLUHC including "I have completed and enclosed the standard NALC checklist and have no further comments to make".	
C.	Acknowledgement of Application Form/documents and advise council of CALC action taken.	

Reviewed and complete:	Date:
CALC Checklist / 2022-23	





### A checklist of key information to be provided with any Parish and Town Councils borrowing application

Councils wishing to borrow will have to get in touch with the County Association, whether a member or not, to submit the Application Form. Where a borrowing approval is required the purpose must be detailed on the application and in a report to Council. Approvals should only be sought for capital expenditure. Please complete the borrowing application form and provide the following supporting information:

- 1. Copy of full minute of the Full Council Meeting with the resolution to seek the Secretary of State's approval for the proposed borrowing drafted in accordance with the example criteria;
- 2. Copy of the Council's budget or cash flow forecast for the current year, and next year (if available), showing the provision made to meet the loan costs, as well as a copy of the latest Annual Governance & Accountability Return (AGAR);
- 3. Full report to the Council or business case. This should include a breakdown of the proposed works, estimated costs, financial planning to fund the loan repayments and the steps/options the Council/has in place to mitigate the risk for not being able to afford the loan repayments;
- 4. Please provide information on how the Council will afford the loan repayments, breakdown of funding resources, amounts to be used from reserves, and any increase of precept to fund the borrowing;
- 5. If the Council precept is to be increased to cover the loan repayment, please confirm the amount and percentage of the planned increase related to the loan only (if possible how much increase for house holders at Band D);
- 6. If applicable, please provide evidence of public support to increase the precept to cover the loan repayment (e.g. the result of any consultation).
- 7. You still need to provide details how local residents were consulted on the project and associated borrowing even if you are not increasing precept to fund the loan (e.g. newsletter/website/in the agenda of public meeting).

Full provision of this information with the application demonstrating that it meets the guidance criteria will expedite the approval process. For further information,

- Please read full guide to parish borrowing in Page 5 and the supporting documents;
- > For any queries, please contact your local association at first instance or;
- For clarification on any aspect of this guidance, please contact DLUHC by email: parish.borrowing@levellingup.gov.uk





### APPLICATION FOR BORROWING APPROVAL FOR TOWN/PARISH COUNCILS

- If you have any queries about completing this form please contact your local county association.
- When completing this form please use CAPITALS.
- Once completed and signed please send this form to your local county association.

1. Name of Council	
2. Name of Clerk	
Working Address (inc. Postcode)	
Email address	
Telephone	
3. Name of Chair	
4. Home Address (inc. Postcode)	
Telephone	
Email address	
5. District/Unitary Council area	
6. Purpose of Borrowing Please give a brief description of the purpose for which funds are required.	
Example of Capital projects: Purchase of land/building or, construction/building works or, provision of other assets or; provision of grants to another body for a Capital expenditure	
7. Total Contract/Project Value	£
Funding from Council's own resources	£
Funding from other sources	£
Amount to be borrowed	£
8.  Deadline for approval (if applicable)  If borrowing is required by a specific date – eg an auction date, or to meet match-funding requirements - give details here.	

9. Is funding from other sources confirmed?	Yes	No	N/A	
10. Proposed Borrowing Source				
11. Repayment option (if borrowing from PWLB)	Annuity https://www ode=D9A.1		N/A k/data/pdfdata	report?reportC
12. Intended Borrowing Term (please specify the number of years)				
13. Details of Existing Loans	1 <sup>st</sup> loan	2 <sup>nd</sup> loan	3 <sup>rd</sup> Ioan	4 <sup>th</sup> Ioan
Date Taken Out	£	£	£	£
Amount Outstanding	£	£	£	£
	L	<u>.</u>	£	L
Unexpired Term 14.				
Are you increasing Precept to fund this borrowing?	Yes	No		
What will be the amount and percentage of the planned increase per annum?	٤	%		
What will cost band D per annum?	£			
15. If applicable, have you assessed the extent of public support to increase precept for this loan?	Yes	No		
If yes, what were the results of the assessment to increase precept for this loan?				
16. Precept for previous year:	£ for Ban	d D:		
Precept for current year:	£ for Ban	d D:		
Precept for next year:	£ for Bai	nd D:		
17. Number of Electorate				
18. Value and purpose of all funds, capital/revenue reserves and balances currently held.				

19. Have you provided the following supporting evidence?	Please tick the appropriate	te boxes below
a) Full Council minutes with resolution to apply to DLUHC for borrowing	YES	NO
b) Report to the Council/ Business Case	YES	NO
c) Council Budget for current year and next year if available	YES	NO
d) Communications with local residents on the purpose of borrowing, borrowing amount and increase in precept (if applicable)	YES	NO

### 20. Approval of Full Council

The above application was agreed by resolution of the full council on........ (date), the Report to Council and Budget attached have been taken to and approved by the full Council, and the draft Minutes attached have been seen and authorised for submission by the Chairman.

The Council undertakes to notify the Department for Levelling Up, Housing and Communities (DLUHC), as soon as reasonably practicable, in the event:-

- of not exercising the approval, or,
- it finds that the original amount requested is greater than the actual borrowing need.

SIGNED(Chair of the Council)	DATE
(Chair of the Council)	
NAME	
SIGNED	DATE
(Responsible Financial Officer)	
NAME	

Please send signed, completed forms and all supporting information to your county association of local councils.

Failure to submit all required information will delay your borrowing approval.

### A GUIDE TO PARISH AND TOWN COUNCIL BORROWING IN ENGLAND

### Introduction

- 1. In this guide, all references to statutory provisions are to provisions in the Local Government Act 2003 ('the 2003 Act'). References to parish councils include those designated as town councils, village councils, community councils, neighbourhood councils and city councils in England.
- 2. This guide replaces all previous guidance on borrowing by parish councils in England and reflects the legal framework in force as at 1 April 2015. The law that allows a parish council to borrow money is contained in paragraph 2 of Schedule 1. Before such a council can borrow a sum of money, it must first receive an approval to borrow from the "appropriate person": in England the Secretary of State by way of the Department for Levelling Up, Housing and Communities (DLUHC), and in Wales, the Welsh Ministers. Evidence of the borrowing approval may be required at audit.
- 3. This guide sets out the criteria that the Secretary of State generally applies in deciding whether to give borrowing approval, and how parish councils should go about applying for approval. It applies only to England. Community and town councils in Wales should contact the Local Government Finance Division of the Welsh Government (telephone: 029 20 823227 or 029 20 825223) for details of the approval system applicable to them.
- 4. There is no national limit on the total annual amount of borrowing approvals that will be granted. Councils should only apply for borrowing approval when they are fully ready to take up the borrowing, for example, when planning permission has been obtained. Applications by councils for borrowing approval should be sent to the local County Association affiliated to the National Association of Local Councils (NALC). This applies whether or not the council is a member of NALC.
- 5. If the Association considers that the application form is complete with no obvious omissions or errors, and that the application is made in good faith, the application will be forwarded to DLUHC. Where an Association has any concerns it will raise the matter with the council. The council may, if it wishes, take up any disputed issue with DLUHC. The review by the County Association is intended to assist councils in submitting well-founded applications to DLUHC. The County Association will provide a brief factual report to DLUHC with the application.

### **Local Accountability and Transparency**

6. The Government's localism agenda aims to place more power into people's hands. For democratic accountability to increase, local people need to be able to hold local authorities to account over how they spend public funds and the decisions that are made on their behalf. This principle applies to decisions made by all levels of local government, including parish councils. Transparency is the foundation of this

accountability and, if people are to play a bigger role in society, they need to have the tools and information to enable them to do so.

7. When considering whether to apply for borrowing approval, parish councils should be fully open and transparent with their residents and taxpayers in all their dealings. Details of the project and plans for borrowing and loan repayment must be available to residents from an early stage. This could include discussion of proposals in open meetings, and ensuring that information is available for the public before and after a decision is taken, for example on the council website or published in local newsletters. Evidence of this will be taken into account in considering whether to give approval for borrowing. When increasing precept to fund borrowing, evidence of public support for increasing the associated precept will be required to support the loan application.

### What is a Borrowing Approval?

- 8. It is a formal approval issued by the Secretary of State to borrow money.
- 9. The Secretary of State's decision on the borrowing application will be sent direct to the Clerk to the council. A copy of the decision letter will also be sent to the Chair of the council and the local County Association. Where approval to borrow is given, as well as containing the legal authority for the council to borrow money, the approval will state the maximum amount of money that can be borrowed, the purpose for which the money may be used, the period within which money must be borrowed, and the maximum period within which the borrowing must be repaid.
- 10. Where a council wishes to use borrowed money for a purpose other than that specified in the borrowing approval letter, written consent to the change of use must be obtained from DLUHC, prior to committing to the expenditure. This applies to unused funds.

### Who can apply for Borrowing Approval?

11. Any parish council in England.

### When is a Borrowing Approval not required?

- 12. Under paragraph 2(3)(a)(i) of Schedule 1, no approval is required for borrowing by temporary loan or overdraft from a bank or otherwise of sums which the council may temporarily require to meet expenses pending the receipt of revenues receivable by it in respect of the period of account in which the expenses are chargeable.
- 13. A council may also borrow by temporary loan or overdraft pending the raising of the loan permitted by a borrowing approval (paragraph 2(3)(a)(ii) of Schedule 1). A council must be in possession of the borrowing approval when the temporary loan is taken out, but no second approval is required. The temporary loan must be for the purpose of meeting expenses intended to be met by the approved borrowing. A council can also raise a further loan to repay the original loan without the need for another approval, so long as the new borrowing takes place within the fixed period

(paragraph 2(3)(b) of Schedule 1). For the meaning of "fixed period" see paragraph 33 of this guide.

14. In all other circumstances, borrowing approval is required.

### How is an application for borrowing approval made?

15. In the first instance, councils should complete the application form included in this guidance. Contact should also be made with the local County Association who will process the application form once it is completed. All questions in the form need to be answered and all supporting information must be supplied (see paragraph 16 below). The making of the application requires approval by resolution of the full council (paragraph 4 of Schedule 1). The form must be signed by the Chair of the council and the responsible financial officer (in most councils the Clerk is also the responsible financial officer, but the post is sometimes a separate appointment). The completed form must be sent in hard copy to the County Association (see paragraph 4 above).

### What information must be provided?

16. In addition the form must be accompanied by:-

- a copy of the council's budget for next year (or for the current year if next year's is not available) clearly illustrating the total income and expenditure and costs associated with the project in question,
- a copy of the written report or business case considered by the council in reaching its decision to apply for borrowing approval,
- the full minutes of the meeting at which the resolution to make the application was passed,
- evidence that residents have been consulted on the following:
  - i) the proposed project.
  - ii) the council's intention to borrow,
  - iii) proposals to increase the precept to meet borrowing costs, if applicable; and
  - iv) if applicable evidence of public support to increase precept because of the proposed borrowing.
- 17. Where the council intends to provide a grant to another body the references to "project" in this guide and in the application form apply to the assistance being provided by the council, not to the project towards which the assistance is given. For example, if a council wishes to borrow £50,000 to part finance a grant of £100,000 towards the construction by a local charity of a village hall costing £250,000, the application form should show £100,000 as the total cost of the project and £50,000 as the amount to be borrowed, and explain how the remaining £50,000 is to be financed by the council.

### Parish council precepts and council tax referendum principles

18. When planning budgets and considering whether to apply for borrowing approval, parish councils should bear in mind the provisions of Chapter 4ZA of Part 1 of the Local Government Finance Act 1992 relating to council tax referendums. Each

year, the Secretary of State will determine "excessiveness principles". If an authority breaches those principles, it must arrange a referendum to seek the approval of its local electors to the excessive increase in council tax it has set. For 2022-23, no principles were set for parish councils: so the new referendum provisions did not apply to them for that year.

- 19. However, Ministers have made it clear that when setting principles in future years, the Secretary of State will consider whether this, in light of the extent to which restraint in relation to council tax in 2022-23 has been exercised in order to provide protection for local taxpayers and to extend the principle of direct democracy.
- 20. If the Secretary of State decides to determine council tax referendum principles in relation to parish councils for the financial year 2023-24, (and in subsequent financial years), a parish council would need to consider whether its relevant basic amount of council tax¹ was excessive by reference to those principles. Councils with precept increases resulting in a relevant basic amount of council tax which exceeded the principles would be required to hold a referendum to seek local electors' approval to that increase. The result of the referendum would be binding and where an increase was not approved, the parish precept would be substituted with a precept that produced a relevant basic amount of council tax that was not excessive by reference to the principles. Parish councils would be responsible for meeting the costs of any referendum.
- 21. It should be noted that the Secretary of State will **not** exclude increases in parish council tax precepts attributable to a borrowing approval when considering whether to set council tax referendum principles for parish councils in 2023-24 and in future years.
- 22. The Secretary of State intends to determine excessiveness principles in parallel with the process for deciding the annual local government finance settlement for each year; so it is expected that principles will be proposed in November/December alongside the announcement of the provisional settlement.

### What are the criteria for borrowing approval?

- 23. The Secretary of State will generally apply the following criteria in deciding whether to give borrowing approval:
- a) the borrowing should be for a purpose that would be capital expenditure as defined in section 16 of the 2003 Act. Appendix A to this guide explains what is covered by the section 16 definition;
- b) the amount to be borrowed should generally not be less than £5 multiplied by the number of local government electors for the area of the council as counted at the latest register for the electoral roll. However, the Department will consider

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<sup>&</sup>lt;sup>1</sup> For the meaning of "relevant basic amount of council tax" see section 52ZX(5) of the Local Government Finance Act 1992

- applications for a lower borrowing amount where the total project cost is above the threshold and grants or other resources intended for the project expenditure will be refused or reduced if the borrowing does not go ahead;
- c) any unallocated balances (including, where appropriate, capital receipts), beyond those required for the prudent financial management of the council, should be used in the project for which borrowing is required;
- d) the council should have a realistic budget (this must be affordable, taking account of its effect on the council's precept) for the servicing and repayment of the debt. The Secretary of State will expect to see that the affordability of the loan charges and any other revenue costs arising from the project is demonstrated in the written report to the council recommending the borrowing application. A copy of the report should be submitted with the application form. The report should provide:
  - an estimate of the annual costs, and an indication of whether they will be covered by reductions in other expenditure, or by additional income from the precept or other sources,
  - in cases where an increase in the precept is proposed, an estimate of the amount of the increase in both monetary and percentage terms, and recognition that any proposed increase in precept may be subject to council tax referendum principles in future years,
  - evidence that any risks and uncertainties affecting the financing of the project have been taken into account in assessing its affordability,
  - details of any significant financial developments that might affect the ability
    of the council to finance the costs in future years, so far as can reasonably
    be foreseen.
- e) The council should have consulted local residents on the project and associated borrowing. The format of consultation with residents is a matter for the council to decide, however councils should note the following:
  - details of the project and plans for borrowing and loan repayment must be accessible to residents from an early stage.
  - decisions on borrowing must be taken in an open and transparent way, following discussion in open meetings,
  - inclusion of the matter on an agenda for a public meeting of the council will not, in itself, be considered sufficient evidence of consultation,
  - the council should ensure that information about the progress of the project continues to be available to residents following the approval to borrow,
  - in particular, any proposal to increase the precept to meet borrowing costs **must** be backed by evidence of public support.

# When should a council apply?

24. All councils are encouraged to let their County Associations know of their borrowing requirements as soon as possible. However, councils should not apply for borrowing approval until all negotiations have been completed, all other sources of funding have been secured and all other consents (e.g. planning permission) have been obtained. If an applicant council is successful, processing of the borrowing approval should generally take between 3 – 4 weeks from the date of its receipt by DLUHC. The borrowing approval will authorise the council to take out a loan within a period of twelve months starting with the date of issue of the borrowing approval.

#### How much can a council borrow?

- 25. The amount that an individual council will be authorised to borrow will normally be limited to a maximum of £500,000 in any single financial year for any single purpose.
- 26. Where borrowing approval is sought for an amount higher than £500,000, DLUHC may issue the borrowing approval phased over the life of the project. An approval-in-principle for the full amount will normally be issued at the outset of the project, with formal approval letters issued at stages agreed with the council. DLUHC may request project progress reports at any time during the phased approvals process.
- 27. A council wishing to borrow more than £500,000 is encouraged to contact DLUHC as early as possible to discuss the approvals process and should acknowledge that the processing times will be longer due to additional stages of review.

# Where can councils go for funds?

- 28. Councils may not, without the consent of HM Treasury, borrow otherwise than in sterling (section 2(3)). In practice, most councils are likely to obtain funds from the Public Works Loan Board or the clearing banks. When councils apply for funds, the Public Works Loan Board will insist that they have sight of the original borrowing approval. Loans may also be taken out from private or voluntary sector organisations, or from individuals. Irrespective of the proposed source of borrowing, councils must have borrowing approval in place before arranging a loan. Evidence of the borrowing approval may be required at audit. Councils are advised to seek appropriate advice.
- 29. Councils are reminded that the decision to borrow must be taken by the full council (paragraph 2(4) of Schedule 1). This is a separate decision from the decision to apply for borrowing approval. Lenders will generally offer a variety of loan structures such as fixed or variable repayment rates of interest, discount or premiums for early repayment in certain circumstances.

# **Timing of borrowing**

30. A council may borrow by temporary loan or overdraft pending the raising of the loan permitted by a borrowing approval (paragraph 2(3)(a)(ii) of Schedule 1). This means that progress on a project need not be delayed until the longer-term borrowing is arranged. See paragraph 13 above for the requirement for borrowing approval in these circumstances.

### Security for the lender

31. All borrowing by a council, together with interest on it, is charged indifferently on all the revenues of the council (section 13(3)). A council cannot mortgage or charge

any of its property as security for money borrowed or which it otherwise owes; any security given in breach of this provision is unenforceable (section 13(1) and (2)).

### Period of loan

- 32. Councils must determine the period within which the money borrowed will be repaid, and they are required to make charges to revenue account sufficient to repay the principal within that period and meet the interest charges on the borrowing (paragraphs 3 and 5 of Schedule 1). The period determined is known as the "fixed period", and the council's determination requires the consent of the Secretary of State. The borrowing approval letter will normally specify the maximum period for the repayment of the loan. The maximum period will begin on the date on which the money is borrowed, and will generally be either:
  - 50 years, for the acquisition of, or works on or to, land, buildings, roads or structures, or the making of grants for such purposes; or
  - 10 years or life span of an asset, in all other cases.
- 33. Councils are asked to consider carefully whether it would be appropriate to borrow for the permitted maximum or for a shorter period. Generally the borrowing period should be no greater than the period for which the expenditure is forecast to provide benefits to the council (or the body being assisted). Thus if a piece of equipment is only thought likely to last for five years, it would be more appropriate to borrow for five years than for the ten years that the borrowing approval might permit.

# When a borrowing approval is no longer required

- 34. If a council finds it no longer needs the borrowing approval issued to it, it must inform DLUHC.
- 35. If a council finds that it does not need to borrow the full amount as specified in the approval letter, DLUHC should be informed of the actual loan amount as soon as is reasonably practical.

# **Best Practice**

- Seek appropriate advice and guidance at early stage of the project.
- Programme prudent use of balances as well as borrowing.
- Budgets or revised budgets should be considered before applying for borrowing approval.
- The borrowing term should not exceed the life of the asset.
- Even if the council secures an interest free loan, it will still require borrowing approval.
- Consult local residents about the proposed project and the intention to borrow
- Make sure residents have access to as much information as possible about the project and loan, both before and after the decision to borrow.
- If increasing precept, ensure residents are consulted on the increase and obtain evidence to support loan application.

# APPENDIX A

### **DEFINITION OF CAPITAL EXPENDITURE**

- Section 16 of the 2003 Act defines "capital expenditure" as "expenditure of the authority which falls to be capitalised in accordance with proper practices". In turn section 21(2) defines "proper practices" as those accounting practices that local authorities are required to follow by virtue of any enactment, or of a code of practice or other document specified in regulations. Under this power the Secretary of State has specified (among other documents) the CIPFA/LASAAC Code of Practice on Local Authority Accounting in the United Kingdom ("the Code"). The Code does not apply to parish councils. However, the first of the criteria set out in paragraph 24 of this guide relies on the Code's provisions to provide a definition of capital expenditure for parishes consistent with the definition applicable elsewhere in the public sector. This is done purely to ensure that all applications are judged against uniform criteria, and does not imply that the Code is in any way applicable to a parish council's accounting statements.
- 2 The key relevant paragraphs of the 2012-13 Code for the purposes of the capital expenditure definition are as follows:
  - **4.1.2.11 Property, plant and equipment** are tangible assets (ie assets with physical substance) that are held for use in the production or supply of goods and services, for rental to others, or for administrative purposes, and expected to be used during more than one period.

### Recognition

- **4.1.2.16** The cost of an item of property, plant and equipment falling under this section of the Code shall be recognised (and hence capitalised) as an asset on a local authority Balance Sheet if, and only if:
  - it is probable that the future economic benefits or service potential associated with the item will flow to the authority, and
  - the cost of the item can be measured reliably.
- **4.1.2.17** Costs that meet the recognition principle in paragraph 4.1.2.16 include initial costs of acquisition and construction, and costs incurred subsequently to enhance, replace part of, or service the asset.

The Code goes on to exclude day-to-day servicing (ie repairs and maintenance) from the definition if they do not add to the future economic benefits or service potential of the asset.

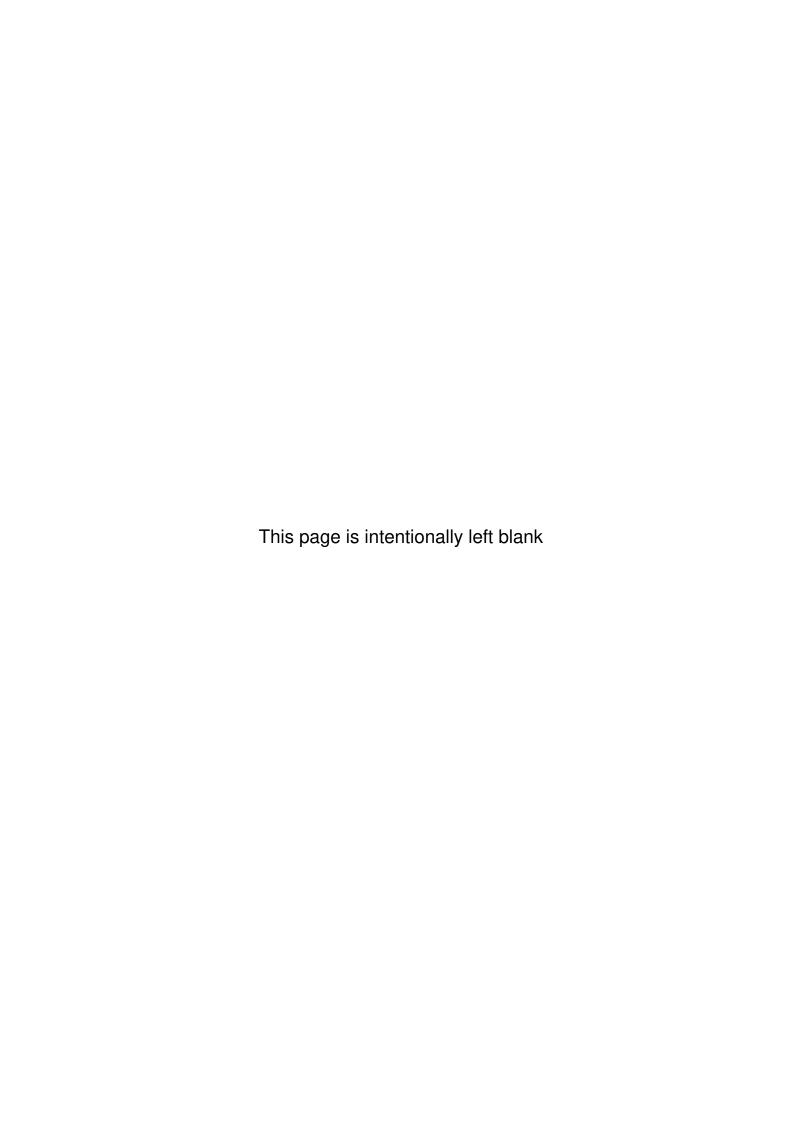
In addition, section 16 allows the Secretary of State to adjust the definition of capital expenditure by regulation, and, in the case of a particular authority, by direction. Regulation 25 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003 (SI 2003/3146), as amended, provides as follows:

# Expenditure to be capital expenditure

- 25. —(1) For the purposes of Chapter 1 of Part 1 the following expenditure of a local authority, incurred on or after 1st April 2004, shall be treated as being capital expenditure insofar as it is not capital expenditure by virtue of section 16(1)
  - (a) expenditure incurred on the acquisition or preparation of a computer program, including expenditure on the acquisition of a right to use the program, if the authority acquire or prepare the program for use for a period of at least one year for any purpose relevant to its functions;
  - (b) subject to paragraph (2), the giving of a loan, grant or other financial assistance to any person, whether for use by that person or by a third party, towards expenditure which would, if incurred by the authority, be capital expenditure;
  - (c) the repayment of any grant or other financial assistance given to the local authority for the purposes of expenditure which is capital expenditure;
  - (d) subject to paragraph (3) the acquisition of share capital in any body corporate;
  - (e) expenditure incurred on works to any land or building in which the local authority does not have an interest, which would be capital expenditure if the local authority had an interest in that land or building;
  - (ea) expenditure incurred on the acquisition, production or construction of assets for use by or disposal to, a person other than the local authority which would be capital expenditure if those assets were acquired produced, or constructed for use by the local authority; and
  - (f) the payment of any levy by a local authority under section 136 of the Leasehold Reform Housing and Urban Development Act 1993 (levy on disposals)
- (2) Where the expenditure referred to in paragraph (1)(b) is a loan given by a parish council or charter trustees to any person, it shall not be treated as being capital expenditure by virtue of this regulation.
  - (3) Where the expenditure referred to in paragraph (1)(d) is—
    - (a) an investment in a money market fund; or
    - (b) an investment in the shares of a company to which Part 4 of the Finance Act 2006 (Real Estate Investment Trusts) applies; or
    - (c) the acquisition of shares in an investment scheme approved by the Treasury under section 11 (1) of the Trustee Investments Act 1961 (local authority investment schemes).

it shall not be treated as being capital expenditure by virtue of this regulation.

Parish councils should note in particular the effect of paragraph (2) of the regulation.

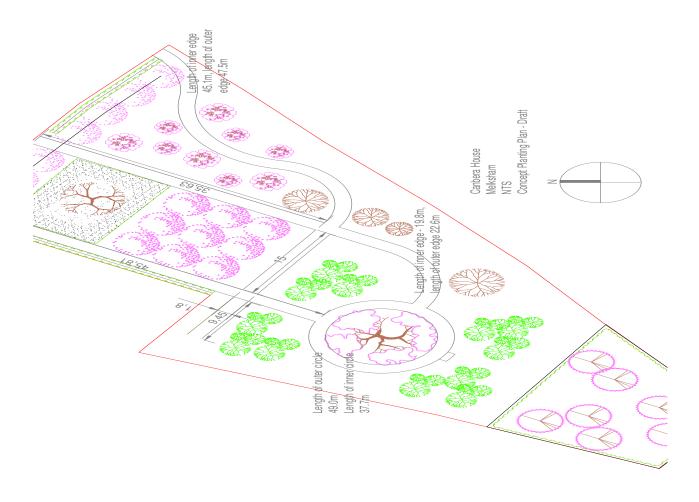


# The Canberra Community Park

The Canberra Community Park is the plot of land that sits behind the Canberra Centre in Melksham just off Spa Road. The land is held in trust for perpetuity by Wiltshire Council and is currently leased to 4Youth (South West) with the lease due to finish in 2143.

The vast bulk of the field is not needed for day to day use by 4Youth and the Charity's directors made the decision to make the land available for public use. Whilst they have always given permission for the land to be used for dog walking etc, it was felt better use of the land could be made.

After some considerable research with partner organisations it was found that there was funding available from a number of sources which would allow for a community park to be developed. A rough outline of the proposed park is shown below.



The park is intended to include a. community orchard, a sensory area, open seating, wildflower and a small copse with bug hotels at the rear.

The park will be run a separate group called Friends of Canberra Community Park reporting back to, but acting independently of 4Youth (South West). Funding has been secured for the trees, planting and much of the benches etc for the park. The planting funding includes contributions towards future maintenance of the park.

The group had secured the support of a major local business to undertake the works for digging out and installing the pathways and work had been scheduled to take place during August/September 2024. This would have enabled the planning to take place in November and the park to formally open in February 2025.

Unfortunately, due to circumstances beyond the control of the group the business has had to withdraw from the scheme for the foreseeable period and this has put the project at risk.

The Steering Group have researched finding an alternative sponsor but are unable to find anyone at such short notice. As the pathway must be laid before the planting can take place, the project is now in a precarious place as the planting funding was a contribution towards the larger project and may be reduced or withdrawn if the total project shrinks. The fact that the pathways were to be wheelchair/pram/buggy friendly was a considerable factor in the schemes funding bids.

Prices from contractors have varied from between £39k and £51k.

There has been one local business who have offered to undertake the works at a significant discount to support the community. Their total price for completing the works would be £6,657 plus VAT. Unfortunately VAT would have to be charged to the Charity for this work which would add an additional £1,331 to this cost.

My proposal to the Town Council is that we recognise the significant impact the provision of this facility to the community and the positive reputational there would be for the Town Council to be seen to facilitating it.

If the Town Council made the decision to commission this work directly then it would cost the council just the £6,657 as they would be able to reclaim the VAT. This would mean the Steering Group would still be in a position to purchase the seating and other additional equipment needed.

There would, of course, have to be clear signage demonstrating the Town Council's contribution and I have been assured that one of the items intended for the park is a public notice board that the Town Council would be able to use

# 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?
  - 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.
  - 1) 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 Legislation<sup>1</sup> 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;

<sup>&</sup>lt;sup>1</sup> 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 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 written be 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 form 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

- 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.