



# Private 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 A Griffin  
Councillor J Hubbard  
Councillor J Oatley  
Councillor C Stokes  
Councillor A Westbrook  
Councillor J Westbrook

24 March 2025

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 31st March 2025** commencing at **7.00 pm**.

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

Yours sincerely

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



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**Melksham Town Council  
Full Council**

**Monday 31 March 2025  
At 7.00 pm at the Town Hall**

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

**Virtual Meeting Access:**

Please follow the joining instructions below for the virtual Zoom meeting

[Join Zoom Meeting](#)

**Meeting ID: 836 6987 6198 Passcode: 481965**

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

**AGENDA**

**1. Apologies**

To receive apologies for absence.

**2. Declarations of Interest**

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

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

**3. Public Participation**

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

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

Members of the public are requested to send their question to [locum@melksham-tc.gov.uk](mailto:locum@melksham-tc.gov.uk) by noon on the working day before the meeting. This will make it more likely that we will be able to answer your question on the night. You should still attend the meeting, in person or online, to ask your question.

**4. Questions from Councillors**

To receive questions from Councillors.

**5. Minutes (Pages 1 - 12)**

To confirm as a correct record the minutes of the Full Town Council meetings held on Monday 20<sup>th</sup> January 2025, Monday 27<sup>th</sup> January 2025 and Monday 3<sup>rd</sup> February 2025.

**6. Town Mayor's Announcements**

**7. Police Report**

To receive the Melksham Neighbourhood Team Report, if any.

**8. Reports from Unitary Councillors**

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

**9. Bank Mandate**

To resolve to update the bank mandate to remove Kalpesh Patel

To resolve to update the bank mandate to add Hayley Bell and **NEW RFO**.

**10. East Melksham Community Centre**

To receive any update.

**11. Items from Committees**

**11.1 Recommendation of Community Development Committee**

On Monday 3<sup>rd</sup> February 2025 Committee made the following resolution:

It was proposed by Councillor A Westbrook, seconded by Councillor Rabey and **UNANIMOUSLY RESOLVED** to recommend to Full Council that the £10000 in tree planting be moved to earmarked reserves for next year.

For decision.

### **11.2 Recommendation of Asset Management & Amenities**

On Monday 24<sup>th</sup> February 2025 committee made the following resolution.

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

**UNANIMOUSLY RESOLVED** to recommend to Full Council that the Assembly Hall General Manager/Facilities in discussion with the Clerk, be permitted to make decisions on hall hire or ticket split based on historical information. New acts will be booked as a hall hire until the bookings have proved successful.

For decision.

### **11.3 Resolution of Asset Management & Amenities - Shurnhold Fields (Pages 13 - 44)**

On Monday 24<sup>th</sup> February 2025 the committee considered the Shurnhold Fields Improvements.

It was minuted:

Members were not happy to proceed without a gate and some questioned the need for a carpark at all.

It was resolved to take the matter to Full Council and invite Melksham Without Parish Council to send a representative

### **11.4 Neighbourhood Plan Funding (Pages 45 - 50)**

On 10<sup>th</sup> March 2025 Finance, Administration and Performance considered a request for additional funding for the Joint Melksham Neighbourhood Plan. The committee referred this to Full Council as it was not in their power to grant the funds requested.

## **12. Motions from Councillors**

### **12.1 Motion on Rugby Club (Pages 51 - 54)**

For decision.

### **12.2 Motion on Financial Reporting (Pages 55 - 58)**

For decision.

## **13. Financial Risk Assessment/Risk Register**

To consider and approve Financial Risk Assessment/Risk Register (paperwork to follow).

## **14. Financial Regulations**

To adopt an amendment to the Financial Regulations as follows:-

**FR 5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by:**

1. **The Clerk**, under delegated authority, for any items **below £10,000** (excluding VAT).
2. **The Clerk, in consultation with the Chair of the Council of Chair of the appropriate committee**, for any items between **£10,000 and £15,000** (excluding VAT).
3. **A duly delegated committee of the council** for all items of expenditure **between £15,000 and £20,000** (excluding VAT), within their delegated budgets.
4. **The full council** for all items over **£20,000** (excluding VAT).
5. **For grants**, a duly authorised committee may approve expenditure within **any limits set by the council** and in accordance with an agreed policy statement.

**15. Payroll Provider**

Council to consider and decide upon giving the Clerk/RFO in conjunction with the Chair of Finance delegated power to investigate and if necessary implement a new payroll system.

**16. EXECUTION AND SEALING OF LEGAL DEEDS - Acquisition of The Blue Pool**

To approve the signing of the TR1 for the acquisition of the Blue Pool in accordance with the Council's standing orders.

*A legal deed shall be executed on behalf of the Council by the Chair, Vice-Chair, or any member of the Finance and Administration Committee*

**17. Accounts**

**17.1 Unity** (Pages 59 - 64)

To receive and note the statement for December 2024, accepted by resolution of Finance Administration and Performance on 17<sup>th</sup> February 2025.

**17.2 Lloyds** (Pages 65 - 68)

To receive and note the statement for December 2024, accepted by resolution of Finance Administration and Performance on 17<sup>th</sup> February 2025.

**17.3 Petty Cash** (Pages 69 - 70)

To receive and note the statement for December 2024, accepted by resolution of Finance Administration and Performance on 17<sup>th</sup> February 2025.

**17.4 Income and Expenditure** (Pages 71 - 80)

To receive and note the report for December 2024, accepted by resolution of Finance Administration and Performance on 17<sup>th</sup> February 2025.

**17.5 Variance Report** (Pages 81 - 82)

To receive and note the report for December 2024, accepted by resolution of Finance Administration and Performance on 17th February 2025.

**18. Committee Minutes**

**18.1 Finance Administration and Performance Committee** (Pages 83 - 88)

To approve the minutes of the Finance, Administration and Performance meeting held on Monday 17<sup>th</sup> February 2025.

**18.2 Asset Management and Amenities Committee**

To receive the minutes of the Asset Management and Amenities Committee meeting held on 16<sup>th</sup> December 2024.

[Link to minutes](#)

**18.3 Community Development Committee**

To receive the minutes of the Community Development Committee meeting held on 3<sup>rd</sup> December 2024.

[Link to minutes](#)

**18.4 Economic Development and Planning Committee**

To receive the minutes of the Economic Development and Planning Committee meeting held on 9<sup>th</sup> January 2025, 28<sup>th</sup> January 2025 and 18<sup>th</sup> February 2025.

[Link to minutes 9th January 2025](#)

[Link to minutes 28th January 2025](#)

[Link to minutes 18th February 2025](#)

**18.5 Finance Administration and Performance Committee**

To receive the minutes of the Finance and Administration and Performance Committee meetings held on 4<sup>th</sup> November 2024 and 13<sup>th</sup> January 2025.

[Link to minutes 4th November 2024](#)

[Link to minutes 13th January 2025](#)

**18.6 Staffing Committee**

To receive the minutes of the Staffing Committee meeting held on 19<sup>th</sup> September 2024

[Link to minutes](#)

**19. Neighbourhood Plan**

Update from Town Council representatives on the group.

**20. Confidential Session**

Members are requested to make the following resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960.

In view of the sensitive nature of the business to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw.

**21. Bowerhill Depot Lease (Pages 89 - 90)**

For decision

**22. Recruitment**

To receive an update on the Recruitment of an RFO and Town Clerk.

To appoint an interview panel to join Cllr Tom Price, Chair of Personnel to interview Town Clerk applicants. Cllr J Hubbard and Cllr J Westcott have expressed an interest.

## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 20th January 2025

#### **PRESENT:**

Councillor T Price (Town Mayor)  
Councillor S Rabey (Deputy Town Mayor)  
Councillor P Aves  
Councillor A Griffin  
Councillor J Hubbard  
Councillor C Stokes  
Councillor A Westbrook  
Councillor J Westbrook

#### **IN ATTENDANCE:**

<b>OFFICERS:</b>	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Hayley Bell	Deputy Clerk

One member of the public was present and two members of the public were present virtually.

#### **152/24 Apologies**

Apologies were received from Councillor Alford and Councillor Ellis.

#### **153/24 Declarations of Interest**

Councillor A Westbrook advised that she had a professional relationship with the providers to be discussed in confidential session and would leave the chamber during those discussions.

#### **154/24 Public Participation**

##### **Local Resident.**

1: Related the timeline of a settee dumped in the brook at the bottom of KGV playing fields. Informed WC of the excellent CCTV in the area and they said they were going to look at it. Gave them a contact name at the Council.

Was the CCTV ever looked at regarding the fly tipping? And if not why not?

The Town Mayor Councillor Price advised that footage could only be viewed on a request from the police.

2: What does payment from cash book month 7 page 2 of the report (page 85 of Agenda pack) 01/10/24 Warner Goodman LLP £514.07 relate to?

A response had already been received from the Clerk who had confirmed it was a payment for professional fees.

3: Had requested, but had not yet received, a breakdown of code 1173 Live Show Hall Hire.

The RFO is currently on leave and it would be provided as soon as possible on his return. The budget had taken a lot of officer time.

#### **MWPC Councillor.**

Interested in East Melksham Community Hall and CCTV. The Town Mayor advised that one part of the CCTV item would be in public.

There was a discussion on whether the item should be in confidential session. The Clerk gave her advice and reminded members that it was for them to vote on whether or not to go into confidential session.

#### **155/24 Questions from Councillors**

There were no councillors questions.

#### **156/24 Minutes**

Standing Orders were suspended.

A member of the public referenced minute 126/24 of 2<sup>nd</sup> December 2024 and asked for it to be recorded that DCK had not revealed any information to her. Committee Clerk advised that the meeting of 2<sup>nd</sup> December 2024 had not been shown for certain that information had not been revealed but was happy to minute that she had assured members that no confidential information had been revealed to her.

Members were advised that DCK had not yet been contacted for comment.

Standing Orders were reinstated.

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

**UNANIMOUSLY RESOLVED** to approve the minutes of 25<sup>th</sup> November 2024, 2<sup>nd</sup> December 2024 and 6<sup>th</sup> January 2025 as a true record, subject to it being recorded that the member of the public assured members that no confidential information had been revealed to her and that the promised investigation would come back to council in due course.

The minutes were signed by the Town Mayor Councillor Price.

**157/24 Town Mayor's Announcements**

There were no announcements but the Town Mayor introduced the politics student who was on work experience at the Town Hall.

**158/24 Police Report**

Members received an update report from Sgt Rutter about recent and upcoming community initiatives and events. A comparison of crime figures 2023 to 2024 was also given.

Councillor Hubbard asked if, for reference, totals figures could be given as well as changes.

Councillor J Westbrook asked about Walk & Talk and whether this could happen in Melksham. Sgt Rutter confirmed she would pass this request on.

**159/24 Reports from Unitary Councillors**

Councillor Hubbard.

Heart of Wessex initiative. It was not yet certain that this would proceed but if it did, there would be no need for any local government re-organisation.

Wiltshire Council budget. Details due this week and understood to be standard rises in line with government limits.

LGA. He is now vice-chair of Children & Young People Board and a Peer Mentor for other members.

**160/24 Employer Discretions Policy**

It was confirmed that the policy had been actioned during the life of this council for redundancy over 55. There were probably a couple of other occasions not suitable to discuss in an open forum because it would identify those involved.

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

**UNANIMOUSLY RESOLVED** to adopt the Employers Discretion Policy.

**161/24 East Melksham Community Centre**

The Clerk confirmed there was no update at this time. Members discussed the time taken, the situation with CIL money and whether an alternative site for a single, larger hall should be considered.

It was suggested that updates did not need to come to Economic Development & Planning if already coming to Full Council.

The Locum Clerk agreed to provide a report and timeline for the next meeting.

#### **162/24     Operation Christmas Child 2025**

Councillor J Westbrook gave an overview. Members discussed the matter.

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

**UNANIMOUSLY RESOLVED** to approve the use of Melksham Town Hall as a drop off point for Operation Christmas Child 2025.

#### **163/24     Grant Policy**

Members asked for the following amendments.

- Remove reference to cheque. Payments to be made by Bank Transfer.
- Application may be deferred if applicants don't attend
- Attendance can be via zoom.
- Make it very clear what areas are in the Town and what areas are in the parish.
- Include a map showing areas covered by Melksham Town Council and Melksham Without Parish Council.
- Stipulate that Core Grant must demonstrate how the work meets the Strategic Aims of Melksham Town Council.
- Stipulate, for all grants, that any publicity must reference Melksham Town Council and show Melksham Town Council Crest.
- If grant is for a capital project, there must be a prominent plaque referencing Melksham Town Council and displaying the Melksham Town Council crest.
- Short Service Level Agreements to highlight what MTC expects recipients to do.
- Approved accounts be added as an alternative to providing receipts, invoices and other evidence.

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

**UNANIMOUSLY RESOLVED** to approve the Grant Policy, subject to the amendments requested.

#### **164/24     Accounts**

#### **165/24     Unity Bank**

The statements were received.

**166/24 Lloyds Bank**

The statements were received.

**167/24 Petty Cash**

The statements were received.

**168/24 Committee Minutes**

**169/24 Asset Management and Amenities Committee**

The minutes were received.

**170/24 Community Development Committee**

The minutes were received.

**171/24 Economic Development and Planning Committee**

The minutes were received.

**172/24 Neighbourhood Plan**

The item was noted.

**173/24 Deployable CCTV**

Members wanted a more detailed report on deployable CCTV. It was decided to defer this item to the CCTV Working Group meeting, which was confirmed for Monday 10<sup>th</sup> February at 7pm.

**174/24 Confidential Session**

It was proposed by the Town Mayor Councillor Price, seconded by Councillor Stokes and  
**RESOLVED** that in view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960 the public and press are excluded and are instructed to withdraw.

**175/24 CCTV**

Confidential minutes exist for this item.

**176/24 Services Provided by Consultants**

Confidential minutes exist for this item.

Meeting Closed at: 9.25 pm

**Signed:** .....

**Dated:**

## **Melksham Town Council**

### **Minutes of the Full Council meeting held on Monday 27th January 2025**

#### **PRESENT:**

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

#### **IN ATTENDANCE:**

<b>OFFICERS:</b>	Hugh Davies	Head of Operations
	Andrew Meacham	Committee Clerk
	Tracy Predeth	Locum Clerk
	Hayley Bell	Deputy Clerk
	Brian Bennett	Assembly Hall Manager, CCTV Manager

#### **177/24 Apologies**

There were no apologies.

#### **178/24 Declarations of Interest**

There were no declarations of interest.

#### **179/24 Public Participation**

##### **Local Resident**

Finance Administration and Performance meeting on 13<sup>th</sup> January 2025, Internal audit 24/25. This item was not fully addressed at the meeting. What committee and on what date will the internal audit report be addressed? Was under the impression that these had to go to full council.

The Clerk confirmed that any finance matters would be taken back to the finance meeting.

There have been problems with Year End Closures 22/23 & 23/24. This led to first quarters information not being published on time. Rialtas Omega would offer year end procedures for cash book, purchase ledger and sales ledger. It offers a review for the year and year end closure. Are MTC considering using Rialtas for such procedures for year end 24/25?

The Town Mayor Councillor Price advised that the RFO would be doing the year end and it would be for him to decide.

Councillor Aves joined the meeting at this point.

### **Local Resident**

Came to a meeting about a year ago and suggested that the way forward for the Assembly Hall was as had been done with the Cricketers Café. Appoint a professional who wants to run the venue and offer incentivised rents and co-investment. Great progress has been made at park and café is thriving and is an asset to the town. Assembly Hall should be run in private hands, not by councillors and officers.

### **Local Press**

How can the Council assure residents that the council's vision for the Assembly Hall and Blue Pool will be carried out in a timely manner. The Sensory Garden is still unfinished 6 or more years on.

The Town Mayor Councillor Price replied that there is no time scale as yet and it would be impossible to define a timely manner. The Council needed to engage residents and ensure they did what was right for residents. Work on the Sensory Garden had started and he felt confident that the Council will make the Assembly Hall and Blue Pool a priority but could not speak for the new council after 1<sup>st</sup> May.

## **180/24 Melksham Neighbourhood Plan 2**

The Clerk and Councillor Ellis spoke to this item. Members were unhappy with delegating powers to approve a document when they had no idea of the contents. There was a feeling that the decision should be made by council.

It was agreed to hold a special meeting of full council at 6:30pm on Monday 3<sup>rd</sup> February 2025.

## **181/24 Assembly Hall Procedures**

Head of Operations and the Assembly Hall Manager spoke to this item. An explanation was given of the Assembly Hall revenue streams. A brief comparison of income from hall hire and ticket split was given.

Members discussed the current operating procedures laid down by Council and the restrictions these put on management of the Assembly Hall. The point was made that the Assembly Hall was a community asset, not a purely commercial asset. Concerns were raised that a move to ticket split may make the Assembly Hall less attractive to promoters.

It was agreed that a detailed written report would be brought to Asset Management and Amenities.

Items that councillors asked the report to cover:-

Pricing structure - annual increase in rates

Income

Examples of income with different options. Retrospective review of 2-3 months events comparing current income with ticket split income.

Measures that can be put in place to avoid a repeat of the situation that led to the hire only decision

What do other venues do

Will we remain competitive and attractive to promoters

Approach some management/promoters for their reaction to any change.

#### **182/24 Future of Assembly Hall and Blue Pool**

Officers advised that there was an open day for architects to view the Town Hall, Assembly Hall and Blue Pool on Wednesday 29<sup>th</sup> January. Councillors were welcome to come along in the afternoon if they wanted to view the Blue Pool.

There was a discussion on Architects Briefs. It was noted that these are usually very long and detailed. It was felt that a short brief could be submitted which would give some ideas and a sense of any experience in similar projects.

Various questions were asked and suggestions on deadlines, involving the future Youth Advisory Board and appointing a project manager were made. There was discussion on the costs and the way forward.

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

#### **UNANIMOUSLY RESOLVED**

- to confirm the council was happy to move forward with the Assembly Hall and Blue Pool project.
- After discussions with architects the matter to come back to council to agree a proposal for a brief.
- To approach Melksham Without Parish Council for discussions on whether they wish to be a part of the project and the parameters for the partnership.
- To go out to Contract Finder once the brief is agreed.
- Terms for Public Consultation to be decided on at the next meeting.

**183/24 Confidential Session**

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

**UNANIMOUSLY RESOLVED** that in view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960 the public and press are excluded and are instructed to withdraw.

**184/24 Blue Pool Transfer**

Held in confidential session.

**185/24 Staffing Matters**

Held in confidential session.

Meeting Closed at: 8.45 pm

**Signed:** .....

**Dated:**

**Melksham Town Council**

**Minutes of the Full Council meeting held  
on Monday 3rd February 2025**

**PRESENT:**

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

**IN ATTENDANCE:**

**OFFICERS:**

**186/24 Apologies**

Apologies were received from the Town Mayor Councillor Price and from Councillor Alford.

**187/24 Declarations of Interest**

There were no declarations of interest.

**188/24 Joint Melksham Neighbourhood Plan**

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

**UNANIMOUSLY RESOLVED** to approve the Steering Group comments to the examiner.

**189/24 Confidential Session**

It was resolved that in view of the confidential and sensitive nature of the business about to be transacted, in accordance with the Public Bodies (Admission to meetings) Act 1960 the public and press are excluded and are instructed to withdraw.

**190/24 Staffing Matters**

Councillors discussed and agreed confidential staffing matters.

Meeting Closed at: 7.10 pm

**Signed:** .....

**Dated:**

# Agenda Item 11.3

## **MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING HELD AT MWPC MEETING VENUE – 1 SWIFT WAY, BOWERHILL WEDNESDAY, 8 SEPTEMBER 2021 AT 7.00PM**

**Present:** Councillor D Pafford (MWPC)  
Councillor S Patacchiola (MWPC) (via Zoom)  
Councillor P Alford (MTC)  
Councillor C Houghton (MTC)  
Councillor S Rabey – (MTC)

Teresa Strange – Clerk MWPC  
Lorraine McRandle – MWPC  
Patsy Clover – MTC

### **1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS**

To note, this meeting will be recorded to aid note taking of the meeting.

### **2. TO NOTE TERMS OF REFERENCE**

Noted.

### **3. ELECTION OF CHAIR**

Councillor Pafford took the chair.

### **4. APOLOGIES**

Apologies were received from Councillor Glover.

### **5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **6. NOTES**

**To approve as an accurate record the Notes of the last meeting held on Wednesday 28 April 2021.**

**Resolved:** The minutes of the meeting held on 28 April be approved and signed in due course as a true record.

## **7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT**

### **a. To note update on permissions.**

- i) Planning permission**
- ii) Highway permission**
- iii) Land drainage consent**
- iv) Environment Agency permission**
- v) Rights of Way permission**

Teresa explained that planning permission wasn't needed as considered permitted development with the parish and town council classed as a "local authority" for these purposes. Highway permission, land drainage consent and rights of way permission have all been granted. However, the Environment Agency have objected to the bunds; Teresa has asked them to liaise with Wiltshire Council in view of the fact that land drainage consent has been granted and the bunds had been requested by the Principal Drainage Engineer. The current specification tendered for included for bunds, and it was agreed that if this needed to be changed to meet EA approval, then a negotiation could be held with the approved contractor to change the specification.

### **b. To note allocated budget for project (from both councils & Area Board grant)**

It was confirmed that the allocated budget for the project is £22,000 excl VAT. (£8,500 by Melksham Town Council, £8,500 by Melksham Without Parish Council and a £5,000 Area Board grant of £5,000 currently held in by Melksham Without PC. There was also the possibility of a little extra available from a s106 agreement for improving the Dunch Lane highway (from the George Ward Gardens development) that will be administered via the Community Area Transport Group (CATG) which can be used towards the costs of the visibility splay and dropped kerb as on the highway.

### **c. To note Tender specification and drawings for project**

It was explained that the process for awarding a tender is stricter than simply obtaining a quote. Teresa advised members, for transparency, that Tony Jones of JH Jones & Sons Limited had helped with the preparation of the tender specification.

Teresa confirmed that the additional items had been priced separately as they had not been included in the original budget and were for members to decide on the scope of works now that they had a price indication.

### **d. To receive Tender submissions (& Companies House check) including optional work priced separately & To recommend approved contractor and scope of works to respective Full Council meetings (MWPC 13<sup>th</sup> Sept, MTC 27<sup>th</sup> Sept) for October commencement on site**

**RESOLVED: To recommend to Melksham Without Parish Council and Melksham Town Council to approve the tender from I&B Ayliffe Ltd for the following works for the Shurnhold Fields car park and improved highway entrance project:**

**Entrance and Access off Highway**

- To remove and dispose of existing entrance gate and hedge
- To excavate for new entrance (0.3 deep)
- To supply and install drop kerb edging to new entrance
- To supply and lay geotextile membrane
- To supply and lay 0.175 of sub base
- To supply and lay 0.125 of tarmac (top coat) to entrance
- To supply and fit galvanised metal 5 bar entrance gate with height restriction barrier\* (\*capable of unlocking to enable access by maintenance vehicles)
- To supply and install galvanised metal pedestrian gate, minimum of 4' wide
- To plant new hedging with mix of native species

**Car Park area**

- To level ground with falls to ditch
- To supply and lay IR30 press in grids
- To roll grids to allow grass infill
- To supply and spread sand as required
- To supply and sow grass seed
- To supply and install galvanised metal pedestrian gate, minimum of 4' wide
- To supply and install galvanised metal 5 bar maintenance gate, minimum of 12' wide
- To use excavated (and brought in material if not sufficient) to construct bunds to "secure" parking area. To supply and sow grass seed on bunds and to be of a shape/construction for easy maintenance/mowing
- To blend join of new bund with existing wildflower meadow bund
- To install concrete base for shed size 12 x 8'(metal shed to be supplied by client). To excavate shed base to 300mm with 150mm infill and compact.

**For £21,500 excluding VAT**

**And for the additional works to be undertaken at the same time, by I&B Ayliffe Ltd at the additional cost of:**

- To clear drainage ditch on southern boundary **@ £650 (excluding VAT) based on two days, with no removal of any soil/rubbish**
- To supply and install water pipe from mains connection in road (as per drawing supplied) to outside of shed **@ £144 excluding VAT**
- To supply and install tap with lockable shroud cover **@ £170 excluding VAT**

**Total project cost = £ 22,464 excluding VAT**

**Less Area Board Grant of £5,000 = £17,464**

**Contribution of each council at 50% contribution = £8,732 each (£8,500 each committed to date)**

## **8. UPDATES FOR NOTING**

### **8.1 Update from Melksham Town Council on**

#### **a) Bin Emptying Schedule**

Patsy explained she had spoken to the Town Council Amenities Manager, and that the current emptying schedule of three times per week was working well. This would be reviewed over the winter.

#### **b) Amenities Team maintenance activities (Himalayan Balsam)**

The only maintenance activity carried out since March was the clearing of the Himalayan Balsam. However, a lot more has appeared. It has been decided not to clear this at present because it has currently gone to seed and clearing will exacerbate the distribution of the seeds.

#### **c) Issues arising from weekly visual inspections**

There were no issues to report.

## **10. FRIENDS OF SHURNHOLD FIELDS**

### **a) To receive the notes from the meeting of the “Friends” held on 20 May 2021, 24 June 2021 and July 2021.**

The notes were received. It was noted that the ultimate desire of both Councils is that the ‘Friends’ will ultimately assume responsibility for the running of Shurnhold Fields.

Teresa explained that, at present, the ‘Friends’ are piggy-backing the Parish’s Public Liability Insurance which is cumbersome and would be preferable to have their own.

## **12. FINANCE AND GOVERNANCE**

### **a) To note the statement of accounts for the Open Space Maintenance Fund**

Teresa provided an explanation regarding the use of the Open Space Maintenance Fund which had been provided by Persimmon as part of the s106 agreement for the George Ward Gardens development and held in ring fenced Reserve by Melksham Without Parish Council on behalf of both councils.

The fund is drawn down for the maintenance elements of the project such as petrol for the Friends grass cutting, tree maintenance, bin emptying, H&S inspections and annual cut of the whole field. In addition, it will be used for related capital items such as the

shed for the Friends and noticeboard etc. She confirmed that once the Fund had been used, future expenditure would become the responsibility of both Councils. The possibility of using joint CIL money was suggested. Teresa also advised members that it had been suggested to the FOSF that they should look at grant funding. The open space maintenance fund stood at £84,770.87 as at 1/9/21.

**b) To note planning application to be submitted for Public Open Space (POS) (as lapsed by Persimmon) which requires a LEMP (Local Ecology Management Plan)**

Teresa explained that a condition of being a POS was that Persimmon put in a LEMP. Persimmon hadn't completed this and so the planning application had lapsed and the current planning status for the fields had returned to that of "playing fields". A meeting had been arranged between Teresa and Patsy to complete the LEMP and review the draft management plan prepared by Councillor Glover. Once this had been undertaken the planning application could be completed and all documents brought to both Councils for approval.

It was confirmed that the LEMP would double up as a work programme for FOSF.

**13. To agree date and time of next meeting.**

It was agreed that the next meeting would be scheduled for a date in November to approve the documents completed under item 12 and to decide when the official opening of the Fields would take place, once work completed.

Meeting finished at 8.00pm

Signed .....

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**MINUTES OF SHURNHOLD FIELDS WORKING GROUP MEETING**  
**On Thursday 28<sup>th</sup> September 2023 at 7.00pm**  
**held at Melksham Without Parish Council Offices (First Floor), Melksham**  
**Community Campus, Market Place, SN12 6ES**

**Present:** Councillor J Glover (MWPC)  
Councillor D Pafford (MWPC)  
Councillor P Aves (MTC)  
Councillor S Mortimer (MTC)  
Councillor P Alford (MTC)  
Andy Newman (Friends of Shurnhold Fields)  
Teresa Strange – Clerk MWPC  
David Elms – Amenities Manager MTC

**1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS**

Teresa welcome everyone to the meeting, and explained the evacuation procedure in the event of a fire. It was noted that this meeting will be recorded to aid note taking of the meeting.

**2. TO NOTE TERMS OF REFERENCE**

Teresa reminded everyone of the terms of reference for the working party.

**3. ELECTION OF CHAIR (MTC)**

It was noted that the last meeting was chaired by a member of MWPC, which means that a member of MTC would need to be elected as chair for this evening's meeting, in line with the Terms of Reference.

Councillor Alford took the chair.

**4. APOLOGIES**

It was noted that, as MTC had appointed four reps to this working party and only three members had a vote, Councillor Rabey stood down prior to this meeting.

Teresa advised that Councillor Patacchiola was hoping to attend the meeting; however, he was delayed on his way home from work.

**5. DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **6. NOTES**

**To approve as an accurate record the Notes and confidential notes of the last meeting held on Thursday 8th September 2021**

**Resolved:** The minutes of the meeting held on 8th September 2021 be approved.

## **7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT**

- a) To note progress with applications made for land drainage, Environment Agency and highways consent and consider any feedback received to date.**

Tersea explained that at the last meeting, the working party reviewed the drawings and tenders received for the car park and entrance improvement project. The drawing and tender were approved; however, to date, the works have been unable to commence due to the Environment Agency not granting permission for the works to go ahead. It was explained that permission wasn't granted because the car park site was within 8 meters of a watercourse, in an area where there was known flooding. This was despite the works being to the specification set out by Danny Everett, the Principal Drainage Engineer at Wiltshire Council, who was going to use the spoil to create bunds to prevent flooding in the area. As a result of this, Danny Everett applied to the Environment Agency for £150k to put in flood prevention works at Shurnhold Fields using the land owned by both councils, to put in flood prevention measures to dwellings on Dunch Lane. Teresa had just received confirmation from Danny that he had been successful in obtaining the funding to undertake the proposed flood prevention works; as such, this means that this has now become a Wiltshire Council project. As part of the wider scheme, Danny has the authority to give permission for the car park and entrance project to go ahead.

Councillor Alford advised that Wiltshire Council would need to agree to the scheme for it to go ahead. Teresa advised that she had spoken to Danny with regard to this, and he felt confident that it would be approved as it was to his specification and met the criteria for Land Drainage consent. In addition, Danny had met reps from Wessex Water on site to look at using their spoil from the current mains drainage works in Beanacre to build the bunds to the rear of the Dunch Lane houses, which would be a cost-saving for Wiltshire Council. It was noted that the flood prevention works would need to be completed before the car park improvement works could be started.

Teresa explained that with regard to timeframes for the works, the Wessex Waters main drainage works were due to be completed before Christmas, so the hope was that the spoil from these works could be collected before then, in order for the flood mitigation works to start. She was, however, unable to confirm an exact date as to when the work would be completed at this stage.

Teresa explained that as part of this process, the residents of Dunch Lane needed to be written to; this was to inform them of the work that was due to take place. She suggested that it would be more appropriate if the letter came from the town council, as this was in their parish. It was explained that Danny was also happy to attend a public meeting hosted by the councils.

Teresa reported that Wiltshire Council highways had now confirmed that they were happy with the visibility splays following receipt of latest drawings, so that was now in order.

Everyone welcomed the news of the successful grant for flood prevention work and looks forward to hearing about a start date in due course.

**b) To consider way forward with tenders – to re-tender or negotiate with approved contractor and seek new quotes for capital items (shed) nearer project completion**

It was noted that the tender that was originally approved for this project is now two years old, and therefore expired. Teresa queried whether the working party wished to go out to tender for this project again once there was a firmer date as to when the car park project could start. The alternative to this would be to negotiate any price increase with the successful tender, bearing in mind that all of the tenders were quite close together in terms of cost last time, and the successful tenderer was chosen based on how local to the area they were. After a discussion, it was agreed that officers should not go out to tender again for the project due to the time involved for both officers and the contractors to put together another tender response. It was suggested that officers should contact I&B Ayliffe Ltd, the successful contractor to ascertain whether they were still interested in doing the work first, as there was no point in asking for a cost at this juncture until a firmer date was known as to when work was able to start.

Teresa reminded members that the councils were awarded £5,000 from the Area Board for this project, with the remaining amounts being split 50/50 between the two councils. This was budgeted by both councils at the time; however, two years had now passed since this project had been agreed. Teresa confirmed that the parish council had £10,000 plus the £5,000 from the Area Board in an earmarked reserve, but suggested that this may need to be checked by MTC to ensure that they still have budgeted for this expenditure.

**Resolved:** To not go back out to tender for the car park improvement project and contact I&B Ayliffe Ltd to see whether they are still interested in the works. Negotiations on a price increase to take place with the contractor once a firm date is known for the works to start if I&B Ayliffe Ltd confirms that they are still interested in the project.

## **8. ONGOING MAINTENANCE**

### **a) To note tree work contracted to Acer by MWPC and work undertaken.**

Teresa explained that the parish tree inspections were undertaken every 27 months, so they were in different seasons. This inspection had recently been undertaken, and the trees at Shurnhold Fields were included in the schedule. Teresa reported that a number of trees had been rated as either high or medium risk; therefore, the necessary tree works have already been undertaken at a cost of £700 + VAT, with the spend coming from the Shurnhold Fields maintenance 106 contribution held by Melksham Without.

### **b) To note grass cutting being undertaken by J H Jones since volunteers' mower out of action with associated costs and to consider way forward**

It was noted that the current mower that the Friends used for grass cutting at Shurnhold Fields was broken beyond repair. As the mower was out of action, JH Jones had been contracted to undertake the cutting of the pathways in the interim until a decision could be made on a way forward. It had been confirmed that the town council amenities had no capacity to undertake the work.

Andy confirmed that the Friends would be happy to continue the grass cutting if a new mower was purchased. He explained that the original mower was a standard sit-on one and felt that any new mower purchased needed to be of a bigger size due to the amount of land that needed to be covered. Andy explained that on top of the pathway grass cutting, there was more grass cutting that was required at the field, for example, around the WW1 trees, so any new mower needed to have the ability to do this work as well. It was clarified that if the councils were to purchase a new mower for the Friends to use, JH Jones would not be required to grass cut on a regular basis and would only need to undertake the annual cut of the whole field that had previously been agreed. Andy explained that the shed, which was part of the car park project, would be required to safely store the mower. It was noted that the shed was unable to be purchased until the car park improvement works had been finished.

Councillor Alford queried with Andy whether he had an idea of the cost of a new mower. Andy confirmed that he hadn't done any investigations into mowers yet; however, as explained above, he felt that a bigger one was required, even if it was a second-hand one. Councillor Aves felt that there needed to be caution around purchasing a second-hand mower, as this may mean that it's not working at its full performance. It was also queried about what would happen with the equipment in the instance of the Friends of Shurnhold Fields folding. It was confirmed that the equipment would be returned to both councils to use and maintain the field. Teresa queried with Andy whether the Friends had a constitution detailing that the equipment would

be returned to both councils if the group folded. Andy agreed that he would check this.

It was highlighted that the dimensions of the shed would also need to be looked at once the model of the mower was established to ensure that it would fit. It was noted that this could mean that the shed may cost more than originally anticipated, depending on the size required.

It was queried whether the s106-maintenance contribution could be used for the mower. Teresa explained that she had previously asked for clarity from the s106 officer at Wiltshire Council on what the fund could be used for. They explained that the developer, Persimmon, had provided the funding for the maintenance of the land, so this principle needed to be applied when using the funds to purchase items. This is why every time an item is purchased for Shurnhold Fields, it is clearly stated in the minutes where the money is coming from; for example, the shed will be coming from the maintenance fund because it is to store the maintenance tools. The car park project; however, is not for maintenance, so the fund is unable to be used for the project.

Councillor Glover advised that there were grant funding sources that the Friends could apply to for funding towards a new mower, such as the Town and Parish Council and Area Board. Teresa advised that BRAG (Bowerhill Residents Action Group) had recently received a grant from the Wessex Water bio-diversity fund, so she would have a look to see what others were around that could be applied to. It was felt that it would be a good idea for the Friends to apply for some funding towards the cost of a new mower. Teresa also explained that the Friends were currently grass cutting under the parish council's public liability insurance, so they may wish to have their own insurance, funds for that could also be applied for in a grant application.

It was felt that the Friends needed to investigate further what model mower would be suitable for their requirements so that they had an idea of the costs in the first instance. This would then aid any grant funding applied for to go towards the purchase of a new mower. It was noted that some grant funding streams expect an element of match funding, which could come from the s106 maintenance funding.

**Resolved:** The Friends of Shurnhold Fields to investigate a suitable mower to meet their requirements so that a cost could be determined to aid any grant funding towards the mower applied for. If match funding is required, the s106 maintenance fund could be used.

### **c) Update from Melksham Town Council on**

#### **i) Bin Emptying Schedule**

David explained that the bins were emptied three times a week, on Monday, Wednesday, and Friday at Shurnhold Fields. He explained

that there had previously been discussions around reducing the number of times the bins were emptied each week to reduce the cost. He felt that if this were the agreed way forward, it would make the loads heavier for his team to carry, which would increase the risk of injury.

It was felt that to make the bin emptying collections more manageable for the MTC amenities team, the weekly bin emptying schedule should be kept to three times per week.

**Resolved:** To keep the bin emptying collections at three times per week as per the current schedule.

**ii) Amenities Team maintenance activities**

David reported that apart from replacing a few bolts on the bridge, there wasn't any other maintenance repairs to note.

**iii) Issues arising from weekly visual inspections**

David highlighted that as part of the weekly bin emptying, his team undertakes a visual inspection of the field to ensure that there aren't any safety issues that need to be addressed. He advised that the fence on the top right-hand side of the field has a lot of weeds that would need to be removed as they will eventually weaken the fence. It was not causing an issue at the moment, but it will in the future if this isn't actioned. It was noted that weed killer would solve this issue; however, MTC has a policy of not using glyphosate. Teresa advised that the parish council does undertake weed spraying and use glyphosate, but the side of the field that this issue was on was the town council's side of the boundary.

Teresa highlighted that Himalayan balsam has previously been cleared at the brook to stop it from going further down the water course. She explained that there was legislation in place that stated that it should be removed and shouldn't be allowed to grow wild due to its invasive nature. She advised that it may be too late to clear it now as it would have gone to seed, which would spread it more. Councillor Glover had found some information around this issue and advised that under the Wildlife and Countryside Act 1981, it is an offense to plant or cause Himalayan Balsam to grow in the wild. Himalayan Balsam can be pulled; however, this should be done between the months of April-June before it sets seed. There are also issues around disposing of it if it is unable to be piled up on site. If it has to be taken away from the site, it will have to be collected as controlled waste and must be disposed of at a landfill site that is authorised to accept it.

It was felt that, as it was now too late to remove it this year, it needed to be left and revisited at the next working party to determine how best to remove it.

**ACTION:** To include the removal of the Himalayan Balsam at Shurnhold Fields on the next working party agenda to determine the best way forward on how to remove it.

**d) To consider ROSPA inspection report (if received)**

Not received.

**9. FRIENDS OF SHURNHOLD FIELDS**

**To note any minutes from “Friends” meetings held since the last working party and consider any new requests**

Andy advised that the Friends haven’t had any meetings but had one scheduled for this coming Monday, so he would report back on the items discussed at this meeting.

**10. RESIDENT REQUESTS**

**To consider request for gate access to field and right to horse ride through field for access**

Teresa explained that she had received two requests from residents to have access to the field to horse ride through. One of the requests received was asking for access through Shurnhold Fields to Dunch Lane. They have requested for a small gateway to be made to allow them access into the field, as their horse was stabled on land adjacent to Shurnhold Fields. The other request received appeared to be of a similar nature. Members expressed concerns with regards to the safety of members of the public using the field, especially once the car park was complete. This was because there may be instances where cars are coming one way and a horse unexpectedly comes the other way, which could be a safety issue for both the rider and horse as well as the car driver. Once one request like this has been approved, it sets a precedent for all other requests like this to be approved as well, which increases safety concerns. Teresa highlighted that once the entrance has been completed, there will be a height barrier coming into the car park. With regard to the request relating to a private entrance into the field, this was unable to be approved due to the fact that gates are not allowed to be installed to access other people's land.

After a detailed discussion, the working party did not feel that these requests could be approved based on what was discussed above.

**Resolved:** The above requests could not be approved based on the following reasons:

- If these requests were approved, it would set a precedent for other horse riders to request to use the field. This would mean that this type of access would not be controlled and may cause a safety issue for members of the public.
- Dogs use the field, so it would not be appropriate to allow horses to walk through the field while they are there.
- Gates are not allowed to be installed to access other people's land; therefore, this request cannot be approved.
- Once the car park and entrance work have been completed, there will only be a pedestrian entrance onto the field. Once vehicles are in the car park, there won't be any vehicle access onto the field, apart from vehicles accessing to undertake maintenance. This means that there will be no way for horses to get onto the field.

## 11. **FINANCE AND GOVERNANCE**

### a) **To receive update on progress on the management plan of Shurnhold Fields**

Teresa explained that this was yet to be done. She explained that this was required for two reasons, one as a maintenance schedule and the other to submit planning permission to change the status of the land from playing field to public open space. It was advised that Persimmon, the developer, didn't put in a LEMP (Landscape and Ecological Management Plan), so the planning permission wasn't discharged properly, and now needed to be reapplied for to change its status. It currently means that the field is technically a playing field rather than a public open space. Councillor Glover queried whether there was any reason why the field could not stay as a playing field, as there may be some advantages associated with this designation. It was felt that the pros and cons of each designation needed to be determined first before a final decision could be made.

Councillor Glover had drafted one out, but the action to put it together with input from the Friends hasn't been done yet as it had been an action taken away by Patsy, who had now left MTC. Teresa agreed to send the management plan to Andy ready for their meeting on Monday evening so that they could discuss it then.

As Patsy may have made a start on the plan before she left, Teresa to contact MTC to see whether there was an updated version.

**ACTION:** Officers to investigate the pros and cons of keeping the field a playing field and bring it back to a future meeting for a final decision to be made on its designation.

MTC to work on the Management Plan further to the draft provided by MWPC.

**b) To note current amount in Earmarked Reserve for maintenance (from s106 fund)**

Teresa advised that as at 31st March the reserve stood at £80,008.26. In the current year, £690 had been spent on tree work, and there was expenditure for MTC caretaking duties and JH Jones grass cutting. The MWPC Finance Officer was currently away, so Teresa was unable to get an updated spend to date until she returned. Councillor Alford queried whether any interest made on this money was attributed back into the reserve. Teresa advised that this had previously been looked at, but at the time interest rates were very low, so no interest was being made. This was something that could be looked at again now that interest rates had increased. It was noted that the parish council had done an analysis of their reserves with regard to what was classed as contingency and what was medium term. This was so that funds that were not anticipated to be required for the immediate future could be put in longer term deposits. Teresa explained that it wasn't as simple as saying that the funds held in the reserve received a certain amount of interest because some of the money would be classed as contingency meaning that it wouldn't have been put into a long-term fixed deposit. It was felt that moving forward this should be looked into for any future interest received so that it can feed back into the reserve. It was noted that as both councils held money for each other for different projects an agreement between both councils would need to be made so that its reciprocated.

**ACTION:** Officers to go back to both councils and ask them to consider whether interest made on funds held in accounts for joint projects should be fed back into the respective reserves. If this is agreed an agreement will need to be put together to detail how this will be done.

**12. To agree date and time of next meeting.**

It was agreed that the next meeting would be scheduled once a firm date was confirmed from Danny for the flood prevention works to commence. The working party could then reconvene to look at the revised cost for the car park project.

Meeting finished at 8.25pm

Signed .....

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**SHURNHOLD FIELDS MEETING 21 FEBRUARY 2024**  
**MELKSHAM WITHOUT PARISH COUNCIL OFFICES, MELKSHAM COMMUNITY CAMPUS**

Present: Councillor John Glover, MWPC (Chair)  
Councillor David Pafford, MPWC  
Councillor Martin Franks, MWPC  
Lorraine McRandle, Parish Officer, MWPC  
Alexandra Crawford, Purcell Solutions  
Donna Hambly, Friends of Shurnhold Fields (FOSF)  
Rita, Friends of Shurnhold Fields (FOSF)

Alexandra explained following Wiltshire Council being successful in receiving a grant from the Environment Agency for a flood alleviation scheme, had been approached by Danny Everett, Principal Drainage Engineer to help with drawing up a scheme for Shurnhold Fields to protect properties in Dunch Lane and wanted to listen to needs and aspirations of the group, in order to take things away and adapt plans if necessary.

As the funding had come from the Environment Agency, there were various conditions attached to the grant funding particularly as work was taking place in a flood plain.

Proposal is to build a bund as close as possible (approx. 0.5m high in line with modelling and allowing for climate change) to the rear boundaries of the properties in Dunch Lane, bearing in mind any proposals do not cause a detrimental impact elsewhere. Various modelling drawings were shown of current flooding projections and future flooding in the area, if nothing was done and the number of properties impacted.

Whilst Alexandra suggested people could walk on the bunds, it was felt this would impact residents' privacy and therefore it was agreed the bund needed to be narrow at its highest point to discourage people walking on it.

It was noted several properties had gates out on to Shurnhold Fields for access. However, it was suggested protecting properties from flooding was more important and this message needed to get across to residents. It was suggested, people with gates could have inward opening ones if they wished to still have access.

The displacement of water in creating a bund was discussed, noting the rules were if flood volume is removed from flood plain, have to give back flood volume elsewhere very close by and also need to consider how it will affect people elsewhere.

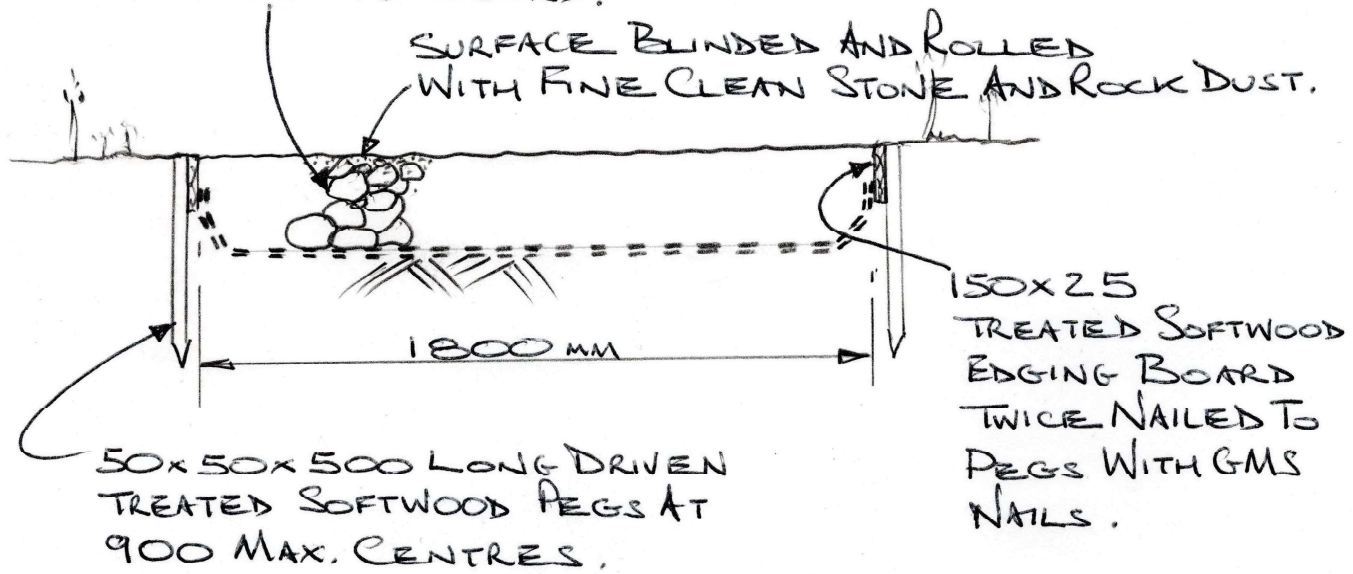
Alexandra explained the only way to give back flood volume was to dig shallow 'scrapes' and create new 'bowls' in the landscape to capture water, which could be used to create biodiversity areas. The 'scrapes' would create materials which would go into the bunds and could only be located in areas under the town, parish and Wiltshire Council's control. Therefore, the only location for these would be in Shurnhold Fields and various locations were highlighted, including the current wildflower meadow close to the entrance and included a large part of the proposed car park, which was a concern. Alexandra explained this was not insurmountable and further calculations were required.

It was noted proposals including that of the car park, as it included bunds would need Land Drainage Consent, which could take up to 3 months, as well as planning permission. Alexandra explained it was hoped to start work in August/September and would take 3 weeks to complete. During construction, members of the public would have to be excluded from the area being worked on for health and safety reasons.

## **Outcome**

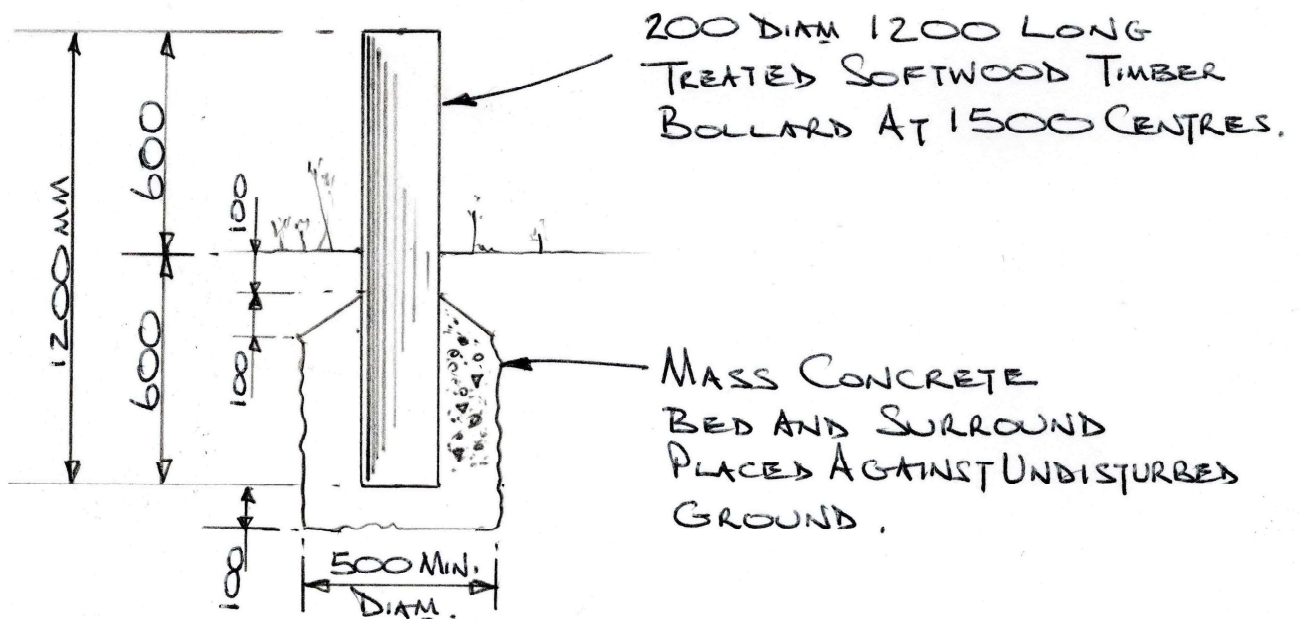
1. It was agreed the message needed to get across to residents of Dunch Lane the importance of the bund and show them using maps what could happen to their properties if it were not built. It was suggested the Town Council write to resident now to give them advanced notice of the proposed works and to let them know once the bunds have been put in and the EA modelling done, this will improve things with regard to insurance cover etc, which may be currently impacted on current EA modelling, which is looked at by insurers and home buyers.
2. Alexandra agreed to forward her drawings to Teresa in order to forward on to bta architects who she had worked with previously, in order they could overlay the car park plans with her plans to see how significantly proposals would impact the proposed car park layout.
3. It was agreed any future planting to the area to the rear of Dunch Lane could be delayed by FOSF, until the bund and 'scraped areas' had been installed, in order to see what land was available for planting, rather than plant now and have to be removed.
4. In principle the parish council were happy with proposals for the bund, including moving the flower meadow elsewhere, as were those from Friends of Shurnhold Fields (FOSF). Concern was expressed there was no representative from the Town Council in order to get their view on proposals which affected residents in the town.

250 DEPTH OF 100 DOWN CLEAN  
CRUSHED STONE PLACED ON  
WOVEN GEOTEXTILE MAT, BROUGHT  
UP TO LAP EDGING BOARD.



FOOTPATH DETAIL  
SCALE 1:20

• ALL TIMBER TREATED FOR MIN. 25 YEAR DESIGN LIFE.



BOLLARD DETAIL  
SCALE 1:20

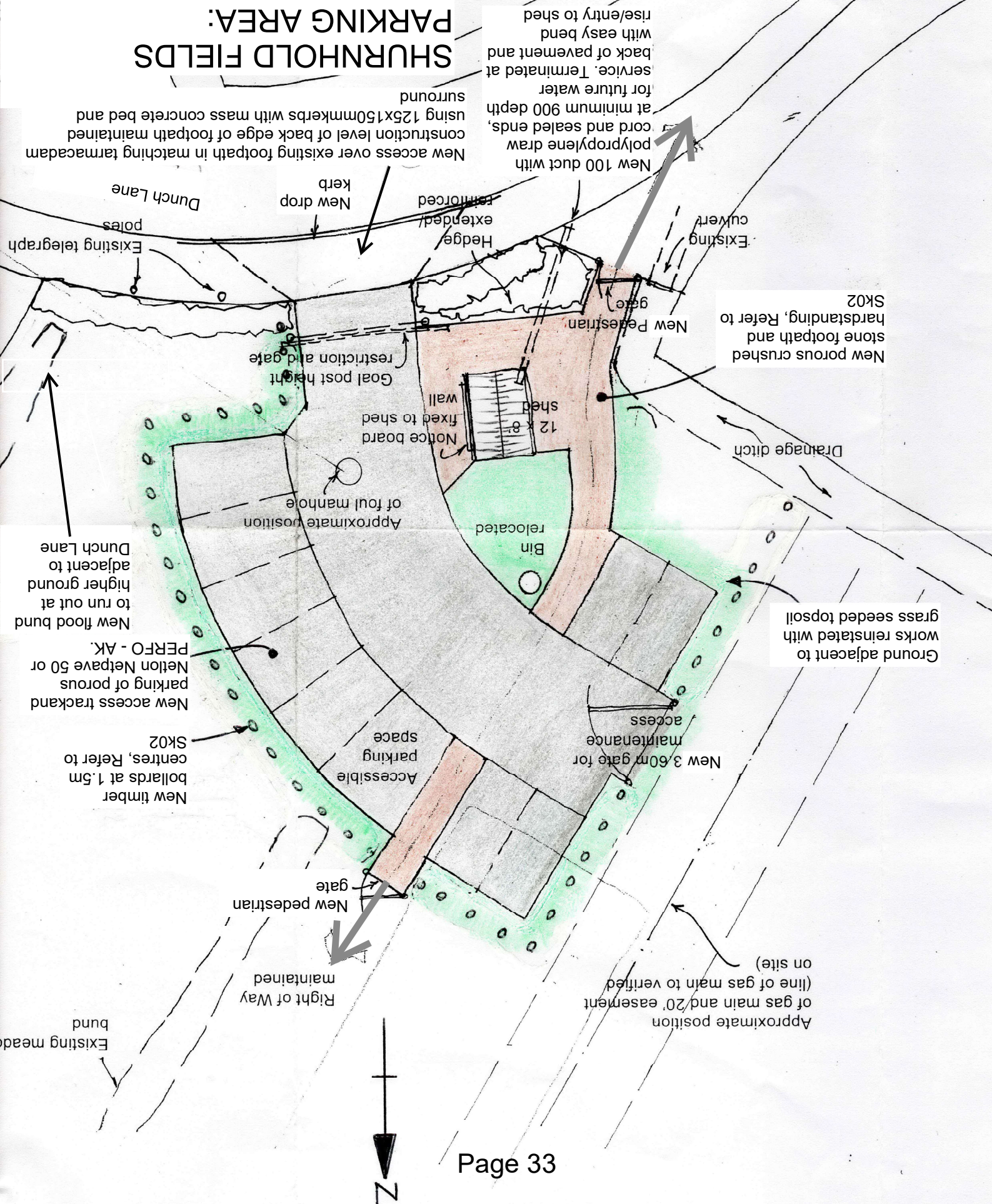
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# SHURNHOLD FIELDS

## PARKING AREA: SKETCH PLAN AS PROPOSED

SK01 July 2024

Extracted from bta architects sketch 220042/SK01A



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Notes:

CONTOURS GENERATED FROM ENVIRONMENT AGENCY LIDAR  
COMPOSITE DIGITAL SURFACE MODEL (DSM) - 1M, DEC 2023.

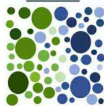
Proposed bund alignment

APPROX. EARTHWORKS BOUNDARY

EXISTING CONTOUR - 0.2M INTERVAL (MOD)



Rev	Date	Initial issue	By	NG	AC
A	13.02.24				



PURCELL SOLUTIONS

28 Roundstone Street, Tronbridge BA14 8DL, UK, T. 07516461894

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Client

Wiltshire Council

Project

Dunch Lane, Shurnold  
FRM Scheme

Title

Site Topography

Drawn	Checked	Scale at A3	Date
NG	AC	1:1250	13.02.24

Drawing status

INFORMATION

Drawing No.	Revision
S-PS-XX-XX-DR-W-0001	A

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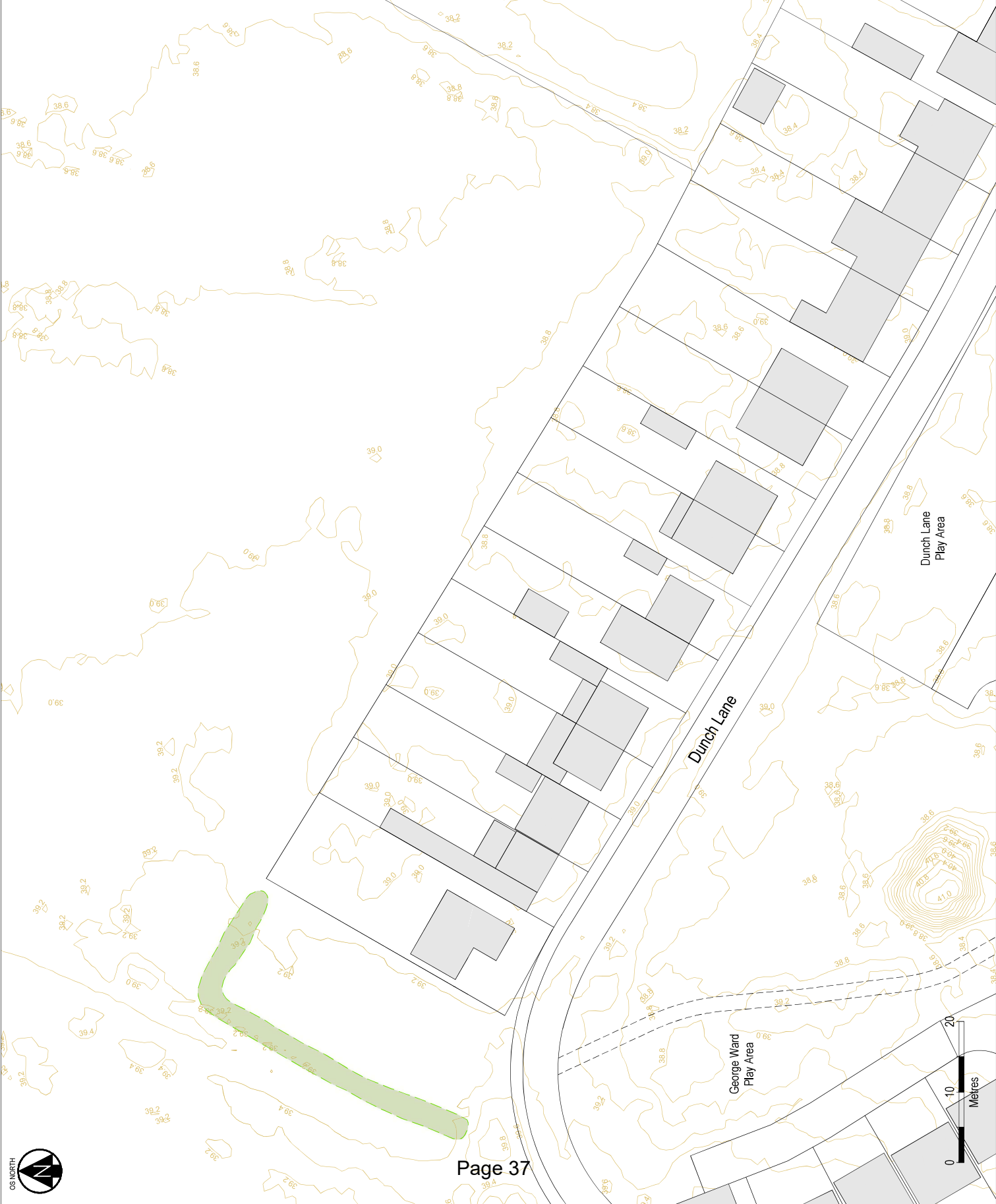
DO NOT SCALE THIS DRAWING

Notes:

Existing contours generated from Environment Agency Lidar composite digital surface model (DSM) - 1m, Dec 2023.

38.2 Existing contour - 0.2m interval (mOD)

Approx. existing bund



Rev	Date	Initial issue	By	NG	AC
A	24.07.24				



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Client



Project

Dunch Lane, Shurnhold  
FRM Scheme

Title

Existing Site Layout

Drawn NG	Checked AC	Scale at A3 1:500	Date 24.07.24
Drawing status			
INFORMATION			
Drawing No.	S-PS-XX-XX-DR-W-0002		
Revision	A		

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DO NOT SCALE THIS DRAWING

Notes:

Existing contours generated from Environment Agency Lidar composite digital surface model (DSM) - 1m, Dec 2023.

- Approx. existing bund
- Proposed bund
- Proposed car parking area
- Proposed footpaths
- Potential scrape areas if additional material required

Rev	Date	Initial issue	By	AC	Ctd
A	24.07.24				



28 Roundstone Street, Trowbridge BA14 8DL, UK, T: 07516461894

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Client



Project

Dunch Lane, Shurnhold  
FRM Scheme

Title

Proposed Bund Layout

Drawn	Checked	Scale at A3	Date
NG	AC	1:500	24.07.24

Drawing status	INFORMATION
----------------	-------------

Drawing No.	Revision
S-PS-XX-XX-DR-W-0003	A



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Notes:

Existing site levels from Environment Agency Lidar composite digital surface model (DSM) - 1m, dec 2023.

Peak water level (with scheme) modelled to be between 38.7 mAOD and 39.3 mAOD.

Typical depth of flooding at the defence is 200 mm (varies 130mm to 370mm).

Required defence level based on 100yrce + 150 freeboard is 0.5m.

Current threshold of flooding: lower than 1 in 25 years.

Rev	Date	Initial issue	By	AC	Ctd
A	29.08.24				



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Client



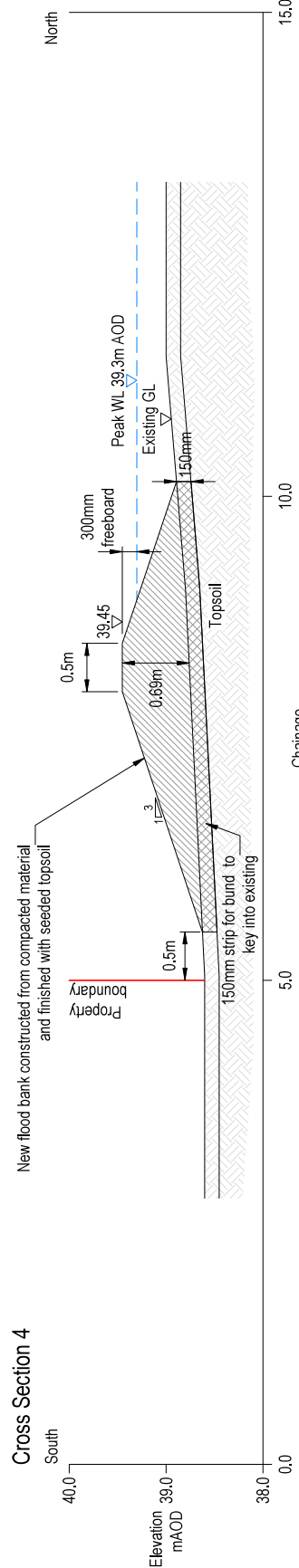
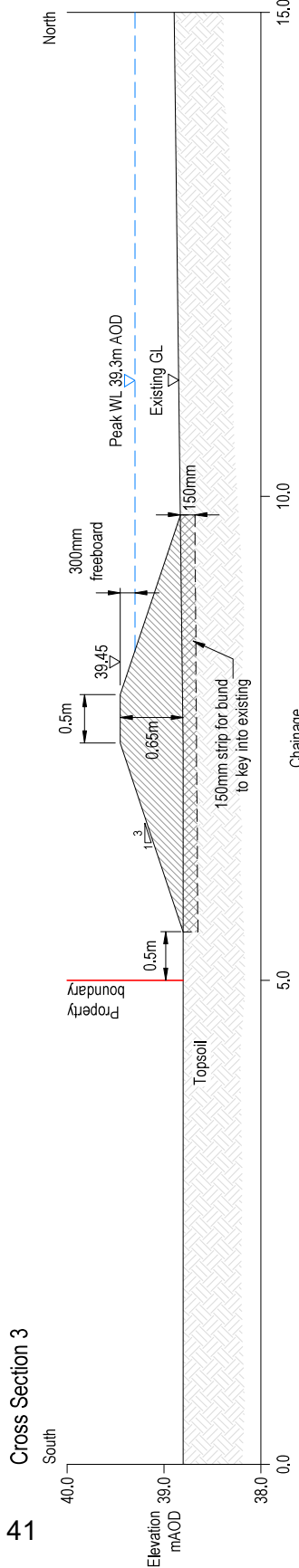
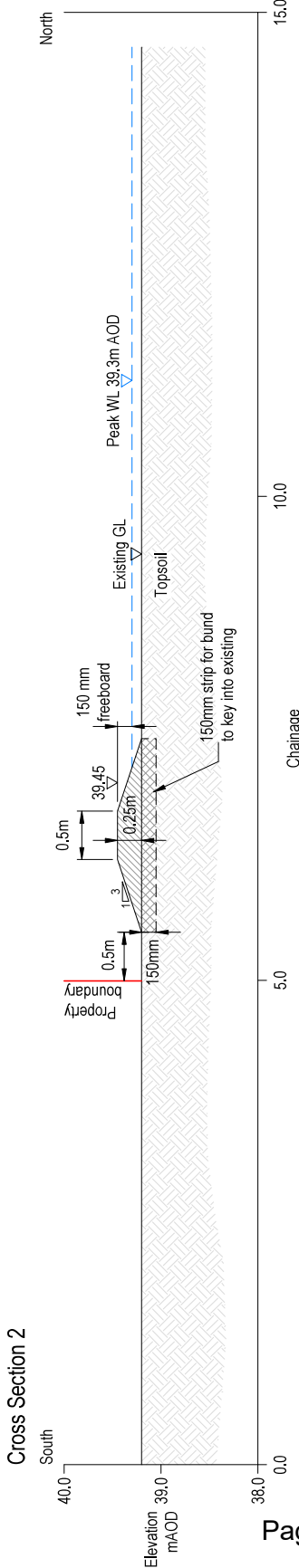
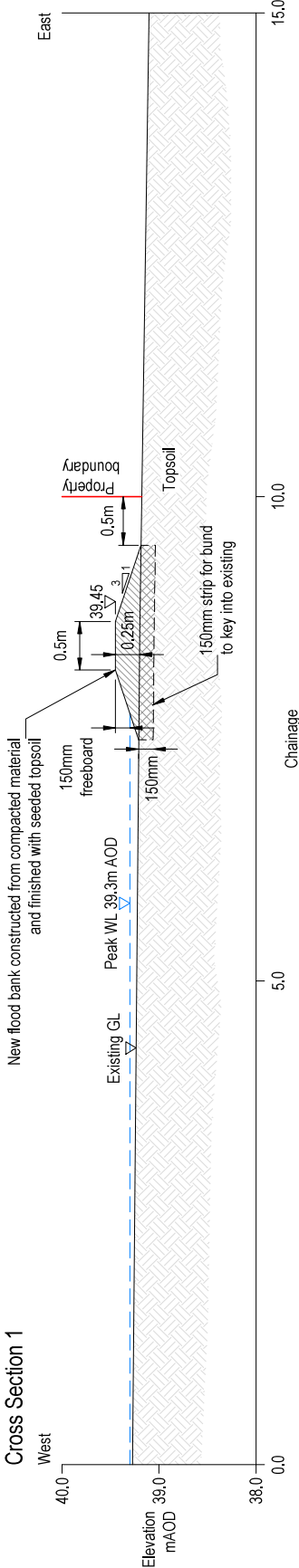
Project

Dunch Lane, Shurnhold  
FRM Scheme

Title

Proposed Bund Cross Sections

Drawn	Checked	Scale at A3	Date
NG	AC	1:50	29.08.24
Drawing status			
INFORMATION			
Drawing No.		Revision	
S-PS-XX-XX-DR-W-0004		A	



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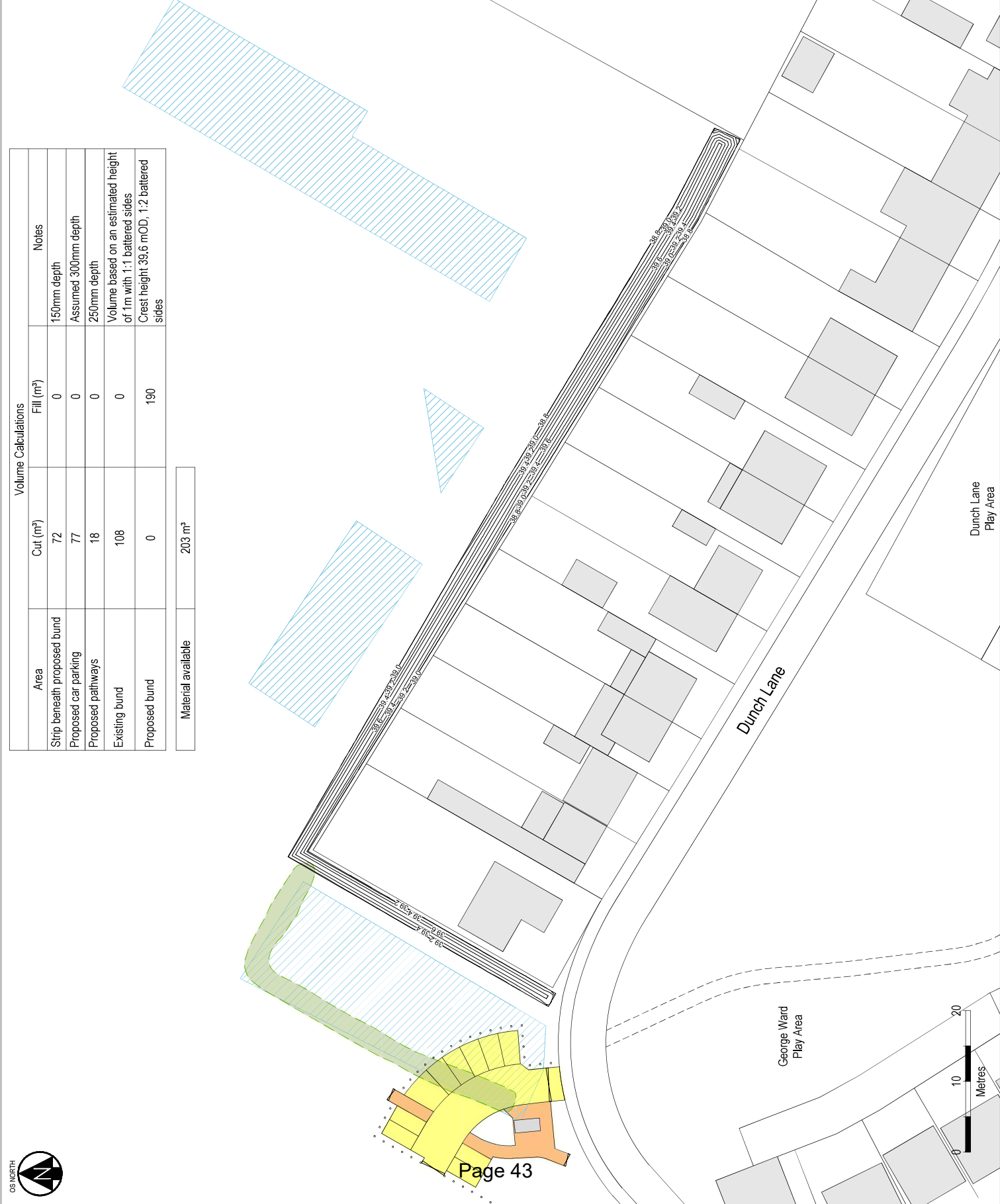
Notes:

Existing contours generated from Environment Agency Lidar composite digital surface model (DSM) - 1m, Dec 2023.

Volume Calculations				
Area	Cut (m²)	Fill (m²)	Notes	
Strip beneath proposed bund	72	0	150mm depth	
Proposed car parking	77	0	Assumed 300mm depth	
Proposed pathways	18	0	250mm depth	
Existing bund	108	0	Volume based on an estimated height of 1m with 1:1 battered sides	
Proposed bund	0	190	Crest height 39.6 mOD, 1:2 battered sides	

Material available	203 m³
--------------------	--------

- Approx. existing bund
- Proposed car parking area
- Proposed footpaths
- Potential scrape areas if additional material required
- Proposed bund contour - mOD 200mm interval



A	24.07.24	Initial issue	NG	AC
Rev	Date	Description	By	Ctd



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Client

**Wiltshire Council**

Project

Dunch Lane, Shurnhold  
FRM Scheme

Title

Proposed Bund  
Cut & Fill

Drawn	Checked	Scale at A3	Date
NG	AC	1:500	24.07.24

Drawing status

INFORMATION

Drawing No.	Revision
S-PS-XX-XX-DR-W-0005	A

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Costs for Melksham Neighbourhood Plan 2024/25					
Date	Voucher Number	Description	Amount NET	30% Share MWPC	70% Share MTC
June payroll-TS		Stamps for Neighbourhood Plan consultation letters x132 first class	£178.20	£53.46	£124.74
Stamp control sheet		Stamps for Neighbourhood Plan consultation letters x 30 second class	£25.50	£7.65	£17.85
June payment run		Shaw Village Hall venue hire for NHP drop in event 20th July 2024	£60.00	£18.00	£42.00
July Payment run- July payroll TS	V3973	Neighbourhood Plan consultation printing at Nettl Inv.10987614	£428.40	£128.52	£299.88
July Payment run	V3980	Bowerhill Village Hall room hire for NHP drop in event	£42.50	£12.75	£29.75
September payment run		Campus room hire for NHP drop in event	£106.40	£31.92	£74.48
July Payment run- July payroll TS	V3973	Neighbourhood Plan consultation printing at Nettl Inv.11000997- A2 Foamex boards	£457.50	£137.25	£320.25
July Payment run	V3967	Neighbourhood Plan full page consultation advert in the Melksham News (issue 860)-Inv..0076137	£530.00	£159.00	£371.00
July Payment run		Melksham Neighbourhood Plan archive website domain annual cost	£90.00	£27.00	£63.00
July Payment run- July payroll LM	V3974	Land registry search for NHP	£6.00	£1.80	£4.20
August Payment run	V4004	Melksham Neighbourhood Plan domain fee- 2 years- Archive website for NHP 1 and current NHP 2 domain	£40.26	£12.08	£28.18
August Payment run	V4019	Inv.0076476- NHP consultation adverts in the MIN editions 861 & 862	£1,060.00	£318.00	£742.00
August Payment run LM Payroll	V4023	Land registry search for NHP	£6.00	£1.80	£4.20
August Payment run	V4006	Printing for NHP consultation event	£75.00	£22.50	£52.50
September payment run	V4056	Inv..009- Work on NPPF consultation response-	£570.00	£171.00	£399.00
September payment run	V4060	Inv.815-NHP Adverts	£1,060.00	£318.00	£742.00
		Working lunch	£6.66	£2.00	£4.66
October Payment run	V4141	Inv.010- Additional work to support and enable the Parish and Town Council to respond to the NPPF consultation-	£76.00	£22.80	£53.20
October Payment run	V4150	NHP email address renewal	£111.04	£33.31	£77.73
November payment run	Miriam Zaccarelli	Inv. 2405- Additional resource on the Neighbourhood Plan- August, September, October & November 2024- (73.25 hours) MTC to pay full amount for this as previously agreed	£1,465.00	£0.00	£1,465.00
November payment run	HM Land registry	Land registry search for NHP	£3.00	£0.90	£2.10
December payment run	AK Urbanism- V4263	Inv.052023-CT-01- Planning and master planning services support- Cooper Tires	£1,725.00	£517.50	£1,207.50
December payment run	AK Urbanism-V4263	Inv.052023-CT-02- Two stages of work on the development concept and site capacity assessment- Cooper Tires	£6,225.00	£1,867.50	£4,357.50
December payment run	Wiltshire Publications-	Full Page advert in Melksham News- 21st November issue	£530.00	£159.00	£371.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
				£0.00	£0.00
		Total	£14,877.46	£4,023.74	£10,853.72

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# place

**Place Studio Ltd**  
Bristol And Exeter House Lower  
Approach Road  
Temple Meads  
Bristol  
BS1 6QS  
katie@placestudio.com  
07837478699  
VAT: 141942912

**JMNP**

**Melksham Neighbourhood Plan**

**INVOICE 007**

**28 August 2024**

**Payment due by 27 September 2024**

QUANTITY	DETAILS	UNIT PRICE (£)	VAT	NET SUBTOTAL (£)
2 Days	Work on an Addendum to the Strategic Environmental Assessment (SEA) for the Neighbourhood Plan	570.00	20%	1,140.00
Net Total				1,140.00
VAT				228.00

**GBP Total £1,368.00**

**Payment Details**

**Bank/Sort Code:** 306232  
**Account Number:** 24631568  
**Payment Reference:** 007

**Other Information**

**Company Registration Number:**  
07288847

PAID BY MTC.

MTC TO INVOICE MWPC 30% = £342.00.

Approved by TS + DP under delegated powers  
as between meetings.

Page 47 TS 19/12/24.

# place

**Place Studio Ltd**  
Bristol And Exeter House Lower  
Approach Road  
Temple Meads  
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BS1 6QS  
katie@placestudio.com  
07837478699  
VAT: 141942912

## JMNP

Melksham Neighbourhood Plan

## INVOICE 011

24 September 2024

Payment due by 24 October 2024

QUANTITY	DETAILS	UNIT PRICE (£)	VAT	NET SUBTOTAL (£)
1.75 Days	Reviewing Feedback and Responses	570.00	20%	997.50
1 Day	Submission Draft JMNP2 Preparation updates	570.00	20%	570.00
2 Days	Supporting Documents	570.00	20%	1,140.00
0.5 Days	Steering Group Preparation and Meeting	570.00	20%	285.00
0.5 Days	Final Submission JMNP2 Desktop Publishing	570.00	20%	285.00
Net Total				3,277.50
VAT				655.50

**GBP Total £3,933.00**

### Payment Details

**Bank/Sort Code:** 306232  
**Account Number:** 24631568  
**Payment Reference:** 011

### Other Information

**Company Registration Number:**  
07288847

PAID TO PLACE BY MTC.

MTC TO INVOICE MWPC  
for 30% = £983.25

Approved at Steering  
Grp mtg 25/9/24.

# place

**Place Studio Ltd**  
Bristol And Exeter House Lower  
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Temple Meads  
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katie@placestudio.com  
07837478699  
VAT: 141942912

**JMNP**

**Melksham Neighbourhood Plan**

**INVOICE 015**

**08 November 2024**

**Payment due by 08 December 2024**

QUANTITY	DETAILS	UNIT PRICE (£)	VAT	NET SUBTOTAL (£)
2.5 Days	Submission Draft JMNP2 Preparation updates / Reviewing Feedback and Responses / Supporting Documents (Basic Conditions Statement) - in line with approved fee estimate	570.00	20%	1,425.00
1 Day	Work on the SEA	570.00	20%	570.00
1 Day	Submission Draft JMNP2 Preparation updates / Reviewing Feedback and Responses / Supporting Documents (Basic Conditions Statement). and updates to the website - additional to approved fee estimate	570.00	20%	570.00
Net Total				2,565.00
VAT				513.00

**GBP Total £3,078.00**

**Payment Details**

**Bank/Sort Code:** 306232  
**Account Number:** 24631568  
**Payment Reference:** 015

**Other Information**

**Company Registration Number:**  
07288847

PAID BY MTC

MTC TO INVOICE MWPC 30% of Net = £769.50

Approved by TS ~~for~~ under delegated powers on between meetings.

Page 49  
TS 19/11/24

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## MELKSHAM TOWN COUNCIL

### MEETING OF FULL COUNCIL

Proposed by: **Cllr Jon Hubbard**

Seconded by: **Cllr Tom Price / Cllr Charlie Stokes**

Dated:

#### 1. Purpose of the motion

To allocate **£12,000 from the Solar Farm Fund** to purchase two **mobile floodlight units** for use by Melksham Rugby Club Juniors, enabling more young people to participate in evening training and development programmes.

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

The Council has historically supported local youth initiatives and sports development in Melksham. This proposal aligns with previous commitments to enhancing recreational opportunities for young people.

There are no known prior resolutions specifically related to funding for Melksham Rugby Club's floodlighting needs.

#### 3. Current Situation

- Melksham Rugby Club Juniors provides structured training and matches for a significant number of young people in the town.
- Limited lighting restricts the club's ability to train effectively during winter months, reducing participation opportunities.
- Mobile floodlights would provide a flexible, long-term solution to this issue, ensuring that more young people can engage in rugby and benefit from the physical and social advantages it provides.

#### 4. What financial implications are there?

This motion requests a **one-off allocation of £12,000 from the Solar Farm Fund** to cover the full cost of purchasing two mobile floodlight units. No additional ongoing financial commitments are required from the Council.

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

- **Youth Engagement & Community Development:** Supports young people's participation in sport, promoting physical health, teamwork, and social inclusion.
- **Recreational Facilities & Well-being:** Aligns with the Council's aim to enhance access to sports and recreational opportunities.
- **Effective Use of Community Funds:** Uses a ring-fenced funding source to provide long-term benefits to local young people.

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

- **Risk: Equipment not used effectively** → **Mitigation:** Work with the Rugby Club to ensure floodlights are used appropriately and maintained.
- **Risk: Ongoing maintenance costs** → **Mitigation:** The Rugby Club is responsible for maintaining the equipment, reducing any financial risk to the Council.
- **Risk: Objections to use of Solar Farm Fund** → **Mitigation:** Clearly demonstrate how the purchase aligns with the fund's intended use for community benefit.

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

- Increased participation in structured sports helps reduce anti-social behaviour by providing positive outlets for young people.
- Improved lighting can enhance safety at training sessions, reducing risks of accidents or injuries

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

- Modern mobile floodlights are energy-efficient and designed to reduce light pollution.
- The flexibility of mobile units means they can be used only when needed, minimising unnecessary environmental impact.

**9. What safeguarding concerns are there?**

- Improved lighting enhances safeguarding by providing better visibility for coaches and staff supervising young players.
- The Rugby Club adheres to safeguarding policies, ensuring the appropriate use of equipment.

**10. Motion**

**That Melksham Town Council allocates £12,000 from the Solar Farm Fund to purchase two mobile floodlight units for Melksham Rugby Club Juniors to support increased participation in youth rugby training and development programmes.**

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

Supports previous commitments to investing in youth development and community sports but does not directly amend or contradict any previous resolutions.

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

No record of a previous discussion on this specific matter within the last six months.

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

1. Approve the allocation of funds and confirm the purchase of two mobile floodlight units.
2. Work with Melksham Rugby Club Juniors to ensure the effective deployment of the lights.
3. Review the impact after 12 months to assess the benefits to youth participation.

**Office Use:**

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

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

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:


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## MELKSHAM TOWN COUNCIL MEETING OF FULL COUNCIL

Proposed by: **Andrew Griffin**

Seconded by:

Dated: **3 March 2025**

### 1. Purpose of the motion

To substantially enhance the provision of financial and performance information provided by the Melksham Town Council to members of the public and other interested parties by publication via the council's website.

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

Historically, the council has restricted its publication of annual financial data to the minimum required by legislation with only details required within the Annual Governance and Accountability Return (AGAR) being disclosed.  
Disclosure of payments exceeding £500 in value exclude several of the details required by LGTC 2025

### 3. Current Situation

The Local Government Transparency Code 2015 has now been in force for 10 years, and was preceded by similarly legislated requirements. In addition to imposing mandatory disclosure requirements for large councils, it is also recommended as best practice to be followed by smaller councils such as Melksham.

Informal requests made to officers during the past year have not resulted in any significant changes, and I believe that a formal motion to change council policy to comply with LGTC 2015 in full is now required

To date, Melksham Town Council has limited its annual public financial reporting to the minimum details required within the Annual Governance and Accountability Return (AGAR). In the interests of better and more expansive disclosure of financial information to residents, many councils provide a fuller set of accounts reports, including some form of summarised Income & Expenditure Account, Balance Sheet, Notes to the accounts with accounting policies and details of certain items similar to those normally found in the accounts of commercial businesses, together with a narrative report from councillors on the financial performance of the council during the past year.

Local examples of councils having adopted this approach include Chippenham, Melksham Without, and Westbury; these are of larger, smaller, and similar financial "size" to Melksham.

### 4. What financial implications are there?

None

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

No conflict

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

None

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

None

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

None

**9. What safeguarding concerns are there?**

None

**10. Motion**

that Melksham Town Council will for the financial year 2024/25 ending 31 March 2025, and for subsequent periods:

- a) Comply in full with the public disclosure requirements contained in Local Government Transparency Code 2015.
- b) Publish enhanced financial reports including at least a summary Income & Expenditure Account and Balance Sheet with appropriate notes, together with a narrative report of the financial performance for the year, and including comparative numbers for the previous year.

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

No

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

Confirmed

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

**Office Use:**

Date of receipt by Proper Officer:

Date of proposed council meeting for motion

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

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:


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Date: 10/02/2025

Time: 11:57

Melksham Town Council Current Year

Cashbook 1

Unity Bank - Main Account

Page: 1

User: MEL

For Month No: 9

Receipts for Month 9

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		396,108.11					396,108.11	
Meadow	Banked: 02/12/2024	60.00						
	Sales Recpts Page 126	60.00	60.00		103			Sales Recpts Page 126
Bench	Banked: 02/12/2024	1,000.00						
	Sales Recpts Page 134	1,000.00	1,000.00		103			Sales Recpts Page 134
	Banked: 02/12/2024	100,000.00						
Xfer	Lloyds Bank Assembly Hall A/c	100,000.00			251		100,000.00	Xfer of funds
	Banked: 02/12/2024	100,000.00						
Xfer	Lloyds Bank Assembly Hall A/c	100,000.00			251		100,000.00	Xfer of funds
Handmade	Banked: 05/12/2024	60.00						
	Sales Recpts Page 127	60.00	60.00		103			Sales Recpts Page 127
BACS	Banked: 06/12/2024	49,404.55						
BACS	Snadridge Solar	49,404.55			1182	405	49,404.55	Solar farm receipt
					323		49,404.55	Solar farm receipt
					6001	405	-49,404.55	Solar farm receipt
	Banked: 10/12/2024	100,000.00						
Xfer	Lloyds Bank Assembly Hall A/c	100,000.00			251		100,000.00	Xfer of funds
Electric	Banked: 16/12/2024	1,202.99						
	Sales Recpts Page 135	1,202.99	1,202.99		103			Sales Recpts Page 135
BACS	Banked: 16/12/2024	90.90						
BACS	NPower	90.90			4101	221	90.90	Refund - electricity
Slim	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 104	-60.00	-60.00		103			Sales Recpts Page 104
Zippy	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 105	-60.00	-60.00		103			Sales Recpts Page 105
Ten Hides	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 106	-60.00	-60.00		103			Sales Recpts Page 106
Pixie	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 107	-60.00	-60.00		103			Sales Recpts Page 107
Enigma	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 108	-60.00	-60.00		103			Sales Recpts Page 108
Loaf Shack	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 109	-60.00	-60.00		103			Sales Recpts Page 109
Melody	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 110	-60.00	-60.00		103			Sales Recpts Page 110
German	Banked: 20/12/2024	-300.00						
	Sales Recpts Page 111	-300.00	-300.00		103			Sales Recpts Page 111
Cannell	Banked: 20/12/2024	-60.00						
	Sales Recpts Page 112	-60.00	-60.00		103			Sales Recpts Page 112

Continued on Page 2

Continued on Page 2

Date: 10/02/2025

## Melksham Town Council Current Year

Page: 2

Time: 11:57

## Cashbook 1

User: MEL

## Unity Bank - Main Account

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Cake Sweet Banked: 20/12/2024	-60.00					
	Sales Recpts Page 113	-60.00	-60.00		103		Sales Recpts Page 113
	Fudge Banked: 20/12/2024	-60.00					
	Sales Recpts Page 114	-60.00	-60.00		103		Sales Recpts Page 114
	Crafty Banked: 20/12/2024	-60.00					
	Sales Recpts Page 115	-60.00	-60.00		103		Sales Recpts Page 115
	Deuce Bar Banked: 20/12/2024	-300.00					
	Sales Recpts Page 116	-300.00	-300.00		103		Sales Recpts Page 116
	Law rence Banked: 20/12/2024	-50.00					
	Sales Recpts Page 117	-50.00	-50.00		103		Sales Recpts Page 117
	Oscars Banked: 20/12/2024	-60.00					
	Sales Recpts Page 118	-60.00	-60.00		103		Sales Recpts Page 118
	Still Sis Banked: 20/12/2024	60.00					
	Sales Recpts Page 119	60.00	60.00		103		Sales Recpts Page 119
	Louma Banked: 20/12/2024	60.00					
	Sales Recpts Page 120	60.00	60.00		103		Sales Recpts Page 120
	Fraser Banked: 20/12/2024	50.00					
	Sales Recpts Page 121	50.00	50.00		103		Sales Recpts Page 121
	Still Banked: 20/12/2024	-60.00					
	Sales Recpts Page 122	-60.00	-60.00		103		Sales Recpts Page 122
	Louma Banked: 20/12/2024	-60.00					
	Sales Recpts Page 123	-60.00	-60.00		103		Sales Recpts Page 123
	Fraser Banked: 20/12/2024	-50.00					
	Sales Recpts Page 124	-50.00	-50.00		103		Sales Recpts Page 124
	Caprinos Banked: 20/12/2024	300.00					
	Sales Recpts Page 125	300.00	300.00		103		Sales Recpts Page 125
	Caprinos Banked: 20/12/2024	-300.00					
	Sales Recpts Page 128	-300.00	-300.00		103		Sales Recpts Page 128
	Meadow Banked: 20/12/2024	-60.00					
	Sales Recpts Page 129	-60.00	-60.00		103		Sales Recpts Page 129
	Handmade Banked: 20/12/2024	-60.00					
	Sales Recpts Page 130	-60.00	-60.00		103		Sales Recpts Page 130
	Rent Banked: 27/12/2024	700.00					
	Sales Recpts Page 144	700.00	700.00		103		Sales Recpts Page 144

Continued on Page 3

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Date: 10/02/2025

**Melksham Town Council Current Year**

**Page: 3**

Time: 11:57

**Cashbook 1**

**User: MEL**

**Unity Bank - Main Account**

**For Month No: 9**

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<b>Total Receipts for Month</b>	351,028.44	1,532.99	0.00	349,495.45
---------------------------------	------------	----------	------	------------

<b>Cashbook Totals</b>	<u>747,136.55</u>	<u>1,532.99</u>	<u>0.00</u>	<u>745,603.56</u>
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Continued on Page 4

Date: 10/02/2025

## Melksham Town Council Current Year

Page: 4

Time: 11:57

## Cashbook 1

User: MEL

## Unity Bank - Main Account

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c Centre	£ Amount	Transaction Detail
02/12/2024	Zen International Ltd	021224	20.40	20.40		501		Wifi - Art House
02/12/2024	Water2business	021224/2	354.86	354.86		501		Water rates - TH
02/12/2024	Water2business	021224/3	29.50	29.50		501		Water rates - Bow erhill Unit
02/12/2024	Water2business	021224/4	152.05	152.05		501		Water rates - Mkt Pl toilets
02/12/2024	Water2business	021224/5	118.46	118.46		501		Water rates - Roundhouse
03/12/2024	Grounds Management Association	031224	176.40	176.40		501		Subs - Grounds Management
03/12/2024	Redhorn Holdings Ltd	031224/2	1,234.99	1,234.99		501		Rent - Bow erhill Unit
04/12/2024	BT Group plc	041224	82.40	82.40		501		Wifi - KGV
04/12/2024	British Gas	041224/2	39.88	39.88		501		Electricity - Mkt Traders
09/12/2024	Enterprise Flex-E-Rent	091224	562.90	562.90		501		Vehicle leasing
12/12/2024	Mr. CH Furness	149864642	2,224.31	2,224.31		501		Show - Classic Rock
12/12/2024	Dave Phillips Music	61579299	3,296.29	3,296.29		501		DS:UK - 021124
12/12/2024	Kan Connections	492819521	2,880.00	2,880.00		501		Wifi system - TH/AH
12/12/2024	T & S LUX ELECTRICAL	174538379	720.00	720.00		501		Electrical w ks - Evie's Kitch
12/12/2024	Embroidery UK Ltd	139676967	1,133.46	1,133.46		501		Polo shirts/fleeces
12/12/2024	IDverde Limited	780166224	1,341.94	1,341.94		501		Cleaning - Bath Rd toilets
12/12/2024	Light Fantastic	356994863	2,436.00	2,436.00		501		Lighting - Skate Park
12/12/2024	Aquam Water Services Ltd	579938970	45.00	45.00		501		Standpipe - Mkt Pl
12/12/2024	Christina Conner	957676625	11.94	11.94		501		Refs/w rapping paper
12/12/2024	Franchezka Cunanan	842628820	11.26	11.26		501		Cards/milk
12/12/2024	D&M Gompels Ltd	788522764	102.80	102.80		501		Pkg scheme - Oct 24
12/12/2024	Hannah Watkins	228610330	5.80	5.80		501		Refs
12/12/2024	Hugh Davis	605136899	281.64	281.64		501		Burner & cylinder
12/12/2024	Melksham Lions Club	222169.51	39.20	39.20		501		Insurance - Santa's Sleigh
12/12/2024	National Association of Local	778176747	60.00	60.00		501		Registration - LCAS
12/12/2024	Place Studio Ltd	196127551	3,078.00	3,078.00		501		NHP
12/12/2024	Sara Land	314895440	10.13	10.13		501		Refs
12/12/2024	R. B. Poolman Ltd	15293666	168.00	168.00		501		Cistern repair - 31 Mkt Pl
12/12/2024	Tracy Predeth	173637440	450.00	450.00		501		Accommodation
12/12/2024	Unique Signs & Graphics	794723557	1,203.42	1,203.42		501		Signage
12/12/2024	Water Plus	229763160	129.75	129.75		501		Water - Milton Road
12/12/2024	White Horse Safety Matters Ltd	907524858	350.00	350.00		501		Fire Marshal training
13/12/2024	WPF	DDR	15,368.24			516	15,368.24	Pensions
16/12/2024	Lloyds Bank	DD	636.14			4042	101	222.77 Jot Forms
						4304	302	153.00 The Works - books
						4304	302	-3.00 The Works - credit books
						4023	101	144.76 Indeed
						4023	101	115.61 Indeed
						4017	110	3.00 Card charges
16/12/2024	Wiltshire Council	DD	1,060.00			4102	201	1,060.00 Rates - TH
16/12/2024	Wiltshire Council	DD	642.00			4102	215	642.00 Rates - Bow erhill Unit
16/12/2024	Daisy Communications	161224	47.15	47.15		501		Wifi - Pavilion
16/12/2024	Castle Water Ltd	161224/2	23.75	23.75		501		Water - Mkt Pl
16/12/2024	Office Evolution Ltd	161224/3	224.90	224.90		501		Photocopying

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Date: 10/02/2025

## Melksham Town Council Current Year

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## Cashbook 1

User: MEL

## Unity Bank - Main Account

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c_Centre	£ Amount	Transaction Detail
16/12/2024	British Gas	161224/4	1,988.30	1,988.30		501		Electricity - Pavilion
17/12/2024	West Mercia Energy	171224	130.92	130.92		501		Electricity - Bath Rd toilets
17/12/2024	Fuel Genie	171224/2	273.39	273.39		501		Fuel
18/12/2024	British Gas	181224	599.55	599.55		501		Gas - TH
18/12/2024	British Gas	181224/2	14.99	14.99		501		Gas - AH
18/12/2024	British Gas	181224/3	97.88	97.88		501		Electricity - Mkt Pl toilets
20/12/2024	Hunt Management Solutions	58211150	156.00	156.00		501		Stock taking
20/12/2024	Wired Publishing	76828619	93.60	93.60		501		Advertising - AH
20/12/2024	Avon IT systems	421133728	1,456.80	1,456.80		501		Laptops/keyborads etc
20/12/2024	Dverde Limited	299408058	1,475.38	1,475.38		501		Cleaning - Mkt Pl toilets
20/12/2024	Melksham Tyre Supplies	37807823	243.24	243.24		501		Inner tyre
20/12/2024	Microshade Business Consultant	307947808	401.94	401.94		501		Hosting services
20/12/2024	NSALG Ltd	985773706	66.00	66.00		501		NSALG - subs 2025
20/12/2024	Prosec Consultancy Ltd	952627811	3,452.40	3,452.40		501		Security - 141224
20/12/2024	Redhorn Holdings Ltd	523353062	396.00	396.00		501		Building Ins - Depot
20/12/2024	T H White Installation Ltd	565859884	10.17	10.17		501		Upgrade monitoring system
20/12/2024	Travis Perkins Trading Company	528417585	21.37	21.37		501		Polycell/tape/roller
20/12/2024	Wiltshire Publications Ltd	219510722	295.68	295.68		501		Advertising - AH
20/12/2024	AquaAid Southcoast	311117804	35.06	35.06		501		Water cooler
20/12/2024	Boels Rental Ltd	361548343	117.00	117.00		501		Hire - barriers
20/12/2024	Christina Conner	630658517	57.38	57.38		501		Gift card - Santa
20/12/2024	CP Fire Consultants Ltd	449200010	1,428.00	1,428.00		501		Fire risk assessments
20/12/2024	Distant Thunder Fireworks	44920010	630.00	630.00		501		Fireworks - Xmas Lights
20/12/2024	Exponential-E Ltd	989001058	109.31	109.31		501		Back-up/monitoring services
20/12/2024	Franchisezka Cunanan	288687602	22.78	22.78		501		Stamps
20/12/2024	D&M Gompels Ltd	481547606	53.50	53.50		501		Pkg redemp - Nov 2024
20/12/2024	Hayley Bell	292074013	140.50	140.50		501		Dry cleaning - uniforms
20/12/2024	Mark Hussey Plant & Engineerin	645143404	288.00	288.00		501		Removal - Avon War memorial
20/12/2024	Industrial Door & Gate Solutio	718903339	2,034.00	2,034.00		501		Mthly check - toilet doors
20/12/2024	Jennie Westbrooke	596446153	33.24	33.24		501		Xmas lights - seasonal
20/12/2024	J. H. Jones & Sons	829689592	3,800.40	3,800.40		501		Grasscutting - Carsons
20/12/2024	Lazerlight Roadshow	680301084	300.00	300.00		501		Xmas Lights - music/compere
20/12/2024	Microsoft	513609824	280.99	280.99		501		Microsoft licences
20/12/2024	Saffron Rabey	845936644	41.60	41.60		501		Xmas lights - seasonal
20/12/2024	Sara Land	383934541	37.19	37.19		501		Refs/catering
20/12/2024	Shiners Commercial Ltd	212340027	452.00	452.00		501		Window cleaning
20/12/2024	Surrey Hills Solicitors	117351290	1,068.00	1,068.00		501		Review of leases
20/12/2024	Warner Goodman LLP	303849018	28,078.08	28,078.08		501		Professional charges
20/12/2024	Wiltshire Council	DD	38,029.96			520	38,029.96	Salaries
20/12/2024	HMRC	DDR	17,939.53			515	17,939.53	PAY/NI
20/12/2024	West Mercia Energy	201224	158.14	158.14		501		Electricity - KGV store
20/12/2024	British Gas	201224/2	378.81	378.81		501		Electricity - TH
20/12/2024	British Gas	201224/3	37.32	37.32		501		Electricity - Mkt Traders
20/12/2024	British Gas	201224/5	40.38	40.38		501		Electricity - Roundhouse

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Date: 10/02/2025

Melksham Town Council Current Year

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Cashbook 1

User: MEL

Unity Bank - Main Account

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/12/2024	Mainstream Digital	231224	404.84	404.84		501			Phones
24/12/2024	Unity Bank	DD	29.04			4017	110	29.04	BACS charges
30/12/2024	Zen International Ltd	301224	20.40	20.40		501			Wifi - Art House
30/12/2024	British Gas	301224/2	191.85	191.85		501			Electricity - Bowerhill Unit
30/12/2024	British Gas	301224/3	1,232.38	1,232.38		501			Electricity - AH
31/12/2024	Unity Bank	DDR	1.20			4017	110	1.20	Handling charge
31/12/2024	Unity Bank	DDR	26.10			4017	110	26.10	Service charge
<b>Total Payments for Month</b>			149,423.55	75,691.34	0.00			73,732.21	
<b>Balance Carried Fwd</b>			597,713.00						
<b>Cashbook Totals</b>			747,136.55	75,691.34	0.00			671,445.21	

Date: 10/02/2025		Melksham Town Council Current Year				Page: 1	
Time: 11:59		Cashbook 2				User: MEL	
		Lloyds Bank Assembly Hall A/c				For Month No: 9	
Receipts for Month 9		Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		662,724.52					662,724.52
VWMCC	Banked: 18/11/2024	95.00					
	Sales Recpts Page 139	95.00	95.00		101		Sales Recpts Page 139
RnR	Banked: 23/11/2024	216.00					
	Sales Recpts Page 140	216.00	216.00		101		Sales Recpts Page 140
Makers	Banked: 03/12/2024	175.50					
	Sales Recpts Page 136	175.50	175.50		101		Sales Recpts Page 136
Clubber	Banked: 03/12/2024	108.00					
	Sales Recpts Page 138	108.00	108.00		101		Sales Recpts Page 138
BACS	Banked: 04/12/2024	2,115.00					
	BACS Ticketsource	2,115.00			1173 510	2,355.75	Pantomime
					4017 110	-240.75	Charges
500788	Banked: 04/12/2024	74.00					
	Elf	6.00		1.00	1173 510	5.00	Elf
	Dreamers	44.00			566	44.00	Dreamers
	80s 90s	24.00		4.00	1173 510	20.00	80s 90s
Scoble	Banked: 04/12/2024	50.00					
	Sales Recpts Page 148	50.00	50.00		101		Sales Recpts Page 148
500787(B)	Banked: 06/12/2024	1,486.85					
	Rock Revival	451.80		75.30	1001 520	376.50	Rock Revival
	Remembrance	6.20		1.03	1001 520	5.17	Remembrance
	VWMCC	26.80		4.47	1001 520	22.33	VWMCC
	Bow Is Dinner	380.30		63.38	1001 520	316.92	Bow Is Dinner
	VWMCC	16.60		2.77	1001 520	13.83	VWMCC
	Makers Market	57.50		9.58	1001 520	47.92	Makers Market
	Rock n Roll	547.65		91.28	1001 520	456.37	Rock n Roll
500786	Banked: 06/12/2024	168.00					
	50 yrs of Fender	38.00			566	38.00	50 yrs of Fender
	Panto	70.00		11.67	1173 510	58.33	Panto
	Neil Sands	60.00			566	60.00	Neil Sands
Tiger	Banked: 09/12/2024	81.00					
	Sales Recpts Page 142	81.00	81.00		101		Sales Recpts Page 142
Diabetic	Banked: 12/12/2024	216.00					
	Sales Recpts Page 103	216.00	216.00		101		Sales Recpts Page 103
NADFAS	Banked: 13/12/2024	454.80					
	Sales Recpts Page 137	454.80	454.80		101		Sales Recpts Page 137
BACS	Banked: 17/12/2024	381.00					
	BACS Ticketsource	381.00			1173 510	461.64	Santas Grotto
					4017 110	-80.64	Charges
BACS	Banked: 17/12/2024	572.00					

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Date: 10/02/2025

## Melksham Town Council Current Year

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## Cashbook 2

User: MEL

## Lloyds Bank Assembly Hall A/c

For Month No: 9

## Receipts for Month 9

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
BACS	Ticketsource	572.00			566		618.02	Dreamers
					4017	110	-46.02	Dreamers
BACS	Banked: 17/12/2024	1,452.00						
BACS	Ticketsource	1,452.00			1173	510	1,593.57	80s 90s Show
					4017	110	-141.57	Charges
Seniors	Banked: 20/12/2024	162.00						
	Sales Recpts Page 143	162.00	162.00		101			Sales Recpts Page 143
500791(B)	Banked: 23/12/2024	1,204.75						
500791(B)	Quiz Night	111.90		18.65	1001	520	93.25	Quiz Night
500791(B)	Panto	104.60		17.43	1001	520	87.17	Panto
500791(B)	WWMCC	14.30		2.38	1001	520	11.92	WWMCC
500791(B)	WWMCC	16.15		2.69	1001	520	13.46	WWMCC
500791(B)	Dreamers	179.30		29.88	1001	520	149.42	Dreamers
500791(B)	80s 90s	507.30		84.55	1001	520	422.75	80s 90s
500791(B)	WWMCC	25.00		4.17	1001	520	20.83	WWMCC
500791(B)	Christmas Memories	200.10		33.35	1001	520	166.75	Christmas Memories
500791(B)	Quiz Night	46.10		7.68	1001	520	38.42	Quiz Night
500789/90	Banked: 23/12/2024	185.00						
	Sales Recpts Page 149	185.00	185.00		101			Sales Recpts Page 149
	Banked: 24/12/2024	827.00						
	Ticketsource	827.00			566		902.72	Christmas Memories
					4017	110	-75.72	Charges
BACS	Banked: 24/12/2024	147.00						
BACS	Ticketsource	147.00			1173	510	177.87	Elf Movie
					4017	110	-30.87	Charges
BACS	Banked: 24/12/2024	150.00						
BACS	Ticketsource	150.00			1173	510	165.75	Quiz Night
					4017	110	-15.75	Charges
GNC	Banked: 31/12/2024	500.00						
	Sales Recpts Page 141	500.00	500.00		103			Sales Recpts Page 141
Card	Banked: 31/12/2024	2,114.50						
Card	DoJo	2,114.50		352.42	1001	520	1,762.08	LOC0001
Card	Banked: 31/12/2024	1,333.40						
Card	DoJo	1,333.40		222.23	1001	520	1,111.17	LOC0002
Card	Banked: 31/12/2024	234.70						
Card	DoJo	234.70		39.12	1173	510	145.00	Show s
					1003	520	50.58	Sweet sales - Panto
Card	Banked: 31/12/2024	1,052.00						
Card	DoJo	1,052.00			566		1,052.00	Tickets
BACS	Banked: 31/12/2024	216.00						
BACS	Rock n Roll	216.00		36.00	1000	501	180.00	Room hire

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Date: 10/02/2025

**Melksham Town Council Current Year**

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**Cashbook 2**

**User: MEL**

**Lloyds Bank Assembly Hall A/c**

**For Month No: 9**

**Receipts for Month 9**

**Nominal Ledger Analysis**

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

500790 Banked: **31/12/2024**      **19.50**

500790 Room hire      19.50      3.25    1000    501      16.25    Room hire

**Total Receipts for Month**      15,791.00      2,243.30      1,118.28      12,429.42

**Cashbook Totals**      678,515.52      2,243.30      1,118.28      675,153.94

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Date: 10/02/2025

## Melksham Town Council Current Year

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## Cashbook 2

User: MEL

Lloyds Bank Assembly Hall A/c

For Month No: 9

## Payments for Month 9

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
02/12/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
02/12/2024	Water2business	021224	126.74	126.74		502			Water rates - AH
06/12/2024	Tolchards Ltd	061224	349.01	349.01		502			Bar stock
10/12/2024	Unity Bank - Main Account	Xfer	100,000.00			203		100,000.00	Xfer of funds
20/12/2024	DoJo	DDR	58.44		9.74	4017	110	48.70	Card machine charges
20/12/2024	DoJo	DDR	45.40		7.57	4017	110	37.83	Card machine charges
20/12/2024	DoJo	DDR	53.04		8.84	4017	110	44.20	Card machine charges
20/12/2024	Tolchards Ltd	201224	380.70	380.70		502			Bar stock
23/12/2024	Rentokil Initial	231224	619.39	619.39		502			Pest control
27/12/2024	Tolchards Ltd	271224	21.60	21.60		502			Bar stock
31/12/2024	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
31/12/2024	Hills Waste	311224	634.97	634.97		502			Waste collection - AH
<b>Total Payments for Month</b>			303,150.29	2,132.41	26.15			300,991.73	
<b>Balance Carried Fwd</b>			375,365.23						
<b>Cashbook Totals</b>			678,515.52	2,132.41	26.15			676,356.96	

Date: 10/02/2025		Melksham Town Council Current Year			Page: 1
Time: 12:00		Cashbook 9			User: MEL
		Petty Cash			For Month No: 9
Receipts for Month 9		Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre £ Amount Transaction Detail
Balance Brought Fwd :		20.39			20.39
Banked:		0.00			
		0.00			0.00
Total Receipts for Month		0.00	0.00	0.00	0.00
Cashbook Totals		20.39	0.00	0.00	20.39

Date: 10/02/2025

**Melksham Town Council Current Year**

Page: 2

Time: 12:00

**Cashbook 9**

User: MEL

**Petty Cash**

For Month No: 9

**Payments for Month 9**

**Nominal Ledger Analysis**

Date   Payee Name   Reference   £ Total Amnt   £ Creditors   £ VAT   A/c Centre   £ Amount   Transaction Detail

0.00

**Total Payments for Month**

0.00

0.00

0.00

0.00

**Balance Carried Fwd**

20.39

**Cashbook Totals**

20.39

0.00

0.00

20.39

10/02/2025

## Melksham Town Council Current Year

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### Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 9

### Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Central Costs</b>								
4000 Salaries ENI & Pension	237,047	290,581	225,000	(65,581)		(65,581)	129.1%	
4005 Temporary Staff	135	14,948	0	(14,948)		(14,948)	0.0%	
4016 Sundry Office Expenses	888	1,046	0	(1,046)		(1,046)	0.0%	
4021 Stationery	1,125	1,050	1,000	(50)		(50)	105.0%	
4023 Advertising	(38)	3,067	3,000	(67)	324	(392)	113.1%	
4024 Equipment/furniture	665	24	1,000	976		976	2.4%	
4026 Photocopier/copying	1,472	798	1,000	202		202	79.8%	
4027 Telephones and Mobiles	2,408	2,855	2,500	(355)		(355)	114.2%	
4028 Postage	344	37	500	463		463	7.3%	
4029 Subscriptions	2,474	2,517	3,000	483		483	83.9%	
4040 Information Technology/Hardware	339	6,233	5,000	(1,233)		(1,233)	124.7%	2,400
4042 Licences/Software	20,391	18,521	6,000	(12,521)		(12,521)	308.7%	
4050 Legal and Professional Fees	3,295	0	0	0		0	0.0%	
4058 Insurance	36,631	37,803	38,000	197		197	99.5%	
4061 Travel and Subsistence	949	4,393	300	(4,093)		(4,093)	1464.4%	
4075 Training	3,561	1,978	2,500	522	350	172	93.1%	
4810 Miscellaneous Adjustments	(17,029)	0	0	0		0	0.0%	
4922 Publicity & Marketing	0	0	0	0	246	(246)	0.0%	
<b>Central Costs :- Indirect Expenditure</b>	<b>294,656</b>	<b>385,851</b>	<b>288,800</b>	<b>(97,051)</b>	<b>921</b>	<b>(97,972)</b>	<b>133.9%</b>	<b>2,400</b>
<b>Net Expenditure</b>	<b>(294,656)</b>	<b>(385,851)</b>	<b>(288,800)</b>	<b>97,051</b>				
6000 plus Transfers from EMR	0	2,400	0	(2,400)				
<b>Movement to/(from) Gen Reserve</b>	<b>(294,656)</b>	<b>(383,451)</b>	<b>(288,800)</b>	<b>94,651</b>				
<b>110 Corporate Costs</b>								
1026 Income Interest	6,357	3,687	1,000	(2,687)			368.7%	
1176 Precept Received	999,784	1,047,270	1,047,270	0			100.0%	
<b>Corporate Costs :- Income</b>	<b>1,006,141</b>	<b>1,050,957</b>	<b>1,048,270</b>	<b>(2,687)</b>			<b>100.3%</b>	<b>0</b>
4017 Bank account fees	569	3,149	500	(2,649)		(2,649)	629.8%	
4043 HR consultancy	4,095	13,625	6,000	(7,625)		(7,625)	227.1%	
4050 Legal and Professional Fees	12,115	40,644	7,000	(33,644)		(33,644)	580.6%	
4057 Accountancy and Audit	9,858	2,529	5,000	2,471		2,471	50.6%	
4076 Health & Safety	2,691	1,340	3,500	2,160	2,090	70	98.0%	
<b>Corporate Costs :- Indirect Expenditure</b>	<b>29,329</b>	<b>61,287</b>	<b>22,000</b>	<b>(39,287)</b>	<b>2,090</b>	<b>(41,377)</b>	<b>288.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>976,812</b>	<b>989,670</b>	<b>1,026,270</b>	<b>36,600</b>				

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## Melksham Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>115_Civic and Democratic</b>								
1016 Receipts - Mayors Reception	1,329	0	0	0			0.0%	
Civic and Democratic :- Income	<b>1,329</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4030 Town Crier's expenses	25	55	300	245		245	18.3%	
4034 Councillors' training	0	60	0	(60)		(60)	0.0%	
4062 Election Expenses	0	22,489	8,000	(14,489)		(14,489)	281.1%	
4070 Mayor's Allowance	1,000	0	1,000	1,000		1,000	0.0%	
4085 Civic and Ceremonial	5,609	2,514	3,000	486	352	134	95.5%	
4311 Remembrance Day	1,223	1,665	1,500	(165)		(165)	111.0%	
Civic and Democratic :- Indirect Expenditure	<b>7,857</b>	<b>26,783</b>	<b>13,800</b>	<b>(12,983)</b>	<b>352</b>	<b>(13,335)</b>	<b>196.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,528)</b>	<b>(26,783)</b>	<b>(13,800)</b>	<b>12,983</b>				
<b>151_Grants</b>								
4301 Grants	6,545	15,939	16,000	61		61	99.6%	
4302 Grant CAB	5,000	0	0	0		0	0.0%	
4303 Grant-4Youth	10,000	10,000	10,000	0		0	100.0%	
4305 Christmas Lights Installation	10,000	0	0	0		0	0.0%	
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%	
4310 Grant Food and River Festival	5,000	5,000	5,000	0		0	100.0%	
4317 Grant Carnival	1,000	2,500	0	(2,500)		(2,500)	0.0%	
4322 Age UK Project Worker	0	12,000	0	(12,000)		(12,000)	0.0%	
4324 The Friends of Canberra Park	0	7,988	0	(7,988)		(7,988)	0.0%	7,988
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%	
Grants :- Indirect Expenditure	<b>41,545</b>	<b>57,427</b>	<b>38,000</b>	<b>(19,427)</b>	<b>0</b>	<b>(19,427)</b>	<b>151.1%</b>	<b>7,988</b>
<b>Net Expenditure</b>	<b>(41,545)</b>	<b>(57,427)</b>	<b>(38,000)</b>	<b>19,427</b>				
6000 plus Transfers from EMR	0	7,988	0	(7,988)				
<b>Movement to/(from) Gen Reserve</b>	<b>(41,545)</b>	<b>(49,439)</b>	<b>(38,000)</b>	<b>11,439</b>				
<b>201_Town Hall</b>								
1034 Income Town Hall Bookings	2,167	1,754	2,000	246			87.7%	
Town Hall :- Income	<b>2,167</b>	<b>1,754</b>	<b>2,000</b>	<b>246</b>			<b>87.7%</b>	<b>0</b>
4000 Salaries ENI & Pension	6,382	0	0	0		0	0.0%	
4027 Telephones and Mobiles	168	0	0	0		0	0.0%	
4100 Gas	6,036	1,764	7,200	5,436		5,436	24.5%	
4101 Electricity	4,841	3,445	6,000	2,555		2,555	57.4%	
4102 Non Domestic Rates	10,604	9,544	11,000	1,456		1,456	86.8%	
4103 Water Rates	1,304	1,170	2,000	830		830	58.5%	

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4104 Window Cleaning	3,088	972	1,800	828	1,616	(788)	143.8%	
4106 Repairs and Maintenance	3,199	10,481	6,000	(4,481)	2,849	(7,330)	222.2%	
4108 Service Contracts	9,995	5,001	8,000	2,999	360	2,639	67.0%	
4261 Building Condition Reps Works	2,880	0	0	0		0	0.0%	
Town Hall :- Indirect Expenditure	<b>48,497</b>	<b>32,376</b>	<b>42,000</b>	<b>9,624</b>	<b>4,825</b>	<b>4,799</b>	<b>88.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(46,330)</b>	<b>(30,622)</b>	<b>(40,000)</b>	<b>(9,378)</b>				
<u>202 Asset and Amenities</u>								
1027 Income - Amenity Services	8,427	7,783	4,500	(3,283)			173.0%	
Asset and Amenities :- Income	<b>8,427</b>	<b>7,783</b>	<b>4,500</b>	<b>(3,283)</b>			<b>173.0%</b>	<b>0</b>
4000 Salaries ENI & Pension	232,386	216,131	275,000	58,869		58,869	78.6%	
4027 Telephones and Mobiles	790	0	1,500	1,500		1,500	0.0%	
4075 Training	2,438	0	3,000	3,000		3,000	0.0%	
4100 Gas	0	500	0	(500)		(500)	0.0%	
4150 Uniform/PPE	1,223	244	1,000	756		756	24.4%	
4151 Tools and Equipment	3,289	694	2,000	1,306		1,306	34.7%	
4153 Vehicle Running Costs	3,502	4,672	6,000	1,328		1,328	77.9%	
4156 Vehicle Leasing	14,621	4,920	11,000	6,080		6,080	44.7%	
4163 Repairs and Maintenance	3,611	1,108	6,000	4,892	50	4,842	19.3%	
4167 Street Furniture and Signage	5,178	4,689	6,000	1,311	136	1,175	80.4%	
4168 Bus Shelters Cleaning	249	644	0	(644)		(644)	0.0%	
4177 Churchyard maintenance	0	0	1,000	1,000		1,000	0.0%	
4186 Defibrillators	990	1,100	4,000	2,900		2,900	27.5%	
4196 Container storage	0	0	1,500	1,500		1,500	0.0%	
Asset and Amenities :- Indirect Expenditure	<b>268,277</b>	<b>234,701</b>	<b>318,000</b>	<b>83,299</b>	<b>186</b>	<b>83,114</b>	<b>73.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(259,851)</b>	<b>(226,918)</b>	<b>(313,500)</b>	<b>(86,582)</b>				
<u>203 Allotments</u>								
1045 Income	5,785	(9)	7,000	7,009			(0.1%)	
Allotments :- Income	<b>5,785</b>	<b>(9)</b>	<b>7,000</b>	<b>7,009</b>			<b>(0.1%)</b>	<b>0</b>
4200 Water Rates	1,723	924	1,800	876		876	51.3%	
4201 Maintenance	887	0	4,000	4,000		4,000	0.0%	
Allotments :- Indirect Expenditure	<b>2,610</b>	<b>924</b>	<b>5,800</b>	<b>4,876</b>	<b>0</b>	<b>4,876</b>	<b>15.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,175</b>	<b>(933)</b>	<b>1,200</b>	<b>2,133</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>204_Cafe</b>								
1046 Income - Pavilion	7,669	0	0	0			0.0%	
1090 Expenses Recovered	0	11,809	17,500	5,691			67.5%	
Cafe :- Income	<b>7,669</b>	<b>11,809</b>	<b>17,500</b>	<b>5,691</b>			<b>67.5%</b>	<b>0</b>
4050 Legal and Professional Fees	350	0	0	0		0	0.0%	
4250 WiFi - Pavilion	408	733	1,000	267		267	73.3%	
4252 Electricity	12,874	17,679	12,000	(5,679)		(5,679)	147.3%	
4254 Water	283	777	2,500	1,723		1,723	31.1%	
4255 Fire Safety Checks	355	859	400	(459)		(459)	214.8%	
4256 Maintenance	10,546	1,815	2,000	185		185	90.7%	
4258 Pavilion Development	0	0	0	0	600	(600)	0.0%	
Cafe :- Indirect Expenditure	<b>24,816</b>	<b>21,864</b>	<b>17,900</b>	<b>(3,964)</b>	<b>600</b>	<b>(4,564)</b>	<b>125.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(17,147)</b>	<b>(10,055)</b>	<b>(400)</b>	<b>9,655</b>				
<b>205_Public Toilets - Market Place</b>								
1060 Contribution - MWPC	11,000	0	5,000	5,000			0.0%	
Public Toilets - Market Place :- Income	<b>11,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4101 Electricity	2,236	629	2,200	1,571		1,571	28.6%	
4103 Water Rates	1,549	554	3,000	2,446		2,446	18.5%	
4106 Repairs and Maintenance	150	1,475	1,000	(475)	520	(995)	199.5%	
4180 Cleaning	5,229	5,206	7,000	1,794		1,794	74.4%	
Public Toilets - Market Place :- Indirect Expenditure	<b>9,164</b>	<b>7,864</b>	<b>13,200</b>	<b>5,336</b>	<b>520</b>	<b>4,816</b>	<b>63.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,836</b>	<b>(7,864)</b>	<b>(8,200)</b>	<b>(336)</b>				
<b>206_Public Toilets - Bath Road</b>								
4101 Electricity	1,323	993	1,700	707		707	58.4%	
4103 Water Rates	0	0	2,000	2,000		2,000	0.0%	
4106 Repairs and Maintenance	396	0	1,000	1,000		1,000	0.0%	
4180 Cleaning	6,764	6,088	7,000	912		912	87.0%	
4185 Electricity supply: Toilets	122	0	0	0		0	0.0%	
Public Toilets - Bath Road :- Indirect Expenditure	<b>8,605</b>	<b>7,081</b>	<b>11,700</b>	<b>4,619</b>	<b>0</b>	<b>4,619</b>	<b>60.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,605)</b>	<b>(7,081)</b>	<b>(11,700)</b>	<b>(4,619)</b>				
<b>210_Corporate Properties</b>								
1040 Income 31 Market Place	7,467	5,908	7,000	1,092			84.4%	
1048 Income Art House Cafe	6,479	5,083	6,700	1,617			75.9%	
Corporate Properties :- Income	<b>13,946</b>	<b>10,991</b>	<b>13,700</b>	<b>2,709</b>			<b>80.2%</b>	<b>0</b>
<b>Net Income</b>	<b>13,946</b>	<b>10,991</b>	<b>13,700</b>	<b>2,709</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

## Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>211_Art House Cafe</b>								
4108 Service Contracts	549	796	0	(796)		(796)	0.0%	
4175 WiFi	774	293	750	457		457	39.1%	
Art House Cafe :- Indirect Expenditure	<b>1,323</b>	<b>1,090</b>	<b>750</b>	<b>(340)</b>	<b>0</b>	<b>(340)</b>	<b>145.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,323)</b>	<b>(1,090)</b>	<b>(750)</b>	<b>340</b>				
<b>212_Round House</b>								
4101 Electricity	(1,181)	299	400	101		101	74.8%	
4103 Water Rates	161	214	200	(14)		(14)	106.8%	
4106 Repairs and Maintenance	966	263	250	(13)		(13)	105.3%	
Round House :- Indirect Expenditure	<b>(54)</b>	<b>776</b>	<b>850</b>	<b>74</b>	<b>0</b>	<b>74</b>	<b>91.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>54</b>	<b>(776)</b>	<b>(850)</b>	<b>(74)</b>				
<b>213_31 Market Place</b>								
4106 Repairs and Maintenance	875	858	1,000	142	30	112	88.8%	
4108 Service Contracts	85	0	1,000	1,000		1,000	0.0%	
31 Market Place :- Indirect Expenditure	<b>960</b>	<b>858</b>	<b>2,000</b>	<b>1,142</b>	<b>30</b>	<b>1,112</b>	<b>44.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(960)</b>	<b>(858)</b>	<b>(2,000)</b>	<b>(1,142)</b>				
<b>215_Depot</b>								
4058 Insurance	396	330	0	(330)		(330)	0.0%	
4101 Electricity	2,011	850	1,800	950		950	47.2%	
4102 Non Domestic Rates	8,556	4,994	5,000	6		6	99.9%	
4103 Water Rates	230	236	250	15		15	94.2%	
4106 Repairs and Maintenance	150	1,629	2,000	371		371	81.4%	
4159 Electric - Unit	168	0	0	0		0	0.0%	
4160 Leasing	13,379	9,262	15,600	6,338		6,338	59.4%	
4184 Fire security: Unit	94	96	300	204		204	32.0%	
Depot :- Indirect Expenditure	<b>24,984</b>	<b>17,397</b>	<b>24,950</b>	<b>7,553</b>	<b>0</b>	<b>7,553</b>	<b>69.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,984)</b>	<b>(17,397)</b>	<b>(24,950)</b>	<b>(7,553)</b>				
<b>220_Play Areas and Open Spaces</b>								
4157 Grasscutting and Ground Maint	33,179	34,757	25,000	(9,757)		(9,757)	139.0%	
4158 Replacement Play Equipment	800	46,822	0	(46,822)		(46,822)	0.0%	
4165 Maintenance play areas	8,243	612	10,000	9,388	375	9,013	9.9%	
4169 Maintenance of trees	1,155	0	4,000	4,000		4,000	0.0%	
4179 Tree Planting and Ecology	14,473	0	10,000	10,000		10,000	0.0%	

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## Melksham Town Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4193 Rospa checks: Play areas	1,351	0	1,600	1,600		1,600	0.0%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>59,200</b>	<b>82,192</b>	<b>50,600</b>	<b>(31,592)</b>	<b>375</b>	<b>(31,967)</b>	<b>163.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(59,200)</b>	<b>(82,192)</b>	<b>(50,600)</b>	<b>31,592</b>				
<u>221_King George V Park/Splashpad</u>								
4101 Electricity	1,573	601	7,000	6,399		6,399	8.6%	
4106 Repairs and Maintenance	1,460	3,561	1,000	(2,561)	14,033	(16,594)	1759.4%	
4108 Service Contracts	5,501	9,001	5,500	(3,501)		(3,501)	163.7%	
4199 Chemicals	3,119	453	2,000	1,547		1,547	22.7%	
4313 Holiday Activities	3,152	0	0	0		0	0.0%	
4913 Water	0	26,453	10,500	(15,953)		(15,953)	251.9%	
King George V Park/Splashpad :- Indirect Expenditure	<b>14,804</b>	<b>40,070</b>	<b>26,000</b>	<b>(14,070)</b>	<b>14,033</b>	<b>(28,103)</b>	<b>208.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14,804)</b>	<b>(40,070)</b>	<b>(26,000)</b>	<b>14,070</b>				
<u>302_Projects</u>								
1020 Miscellaneous Income	117	0	0	0			0.0%	
1050 Grants Received	3,060	0	0	0			0.0%	
1052 Christmas Market Stalls	3,921	(160)	2,000	2,160			(8.0%)	
1059 Sponsorship	0	0	5,000	5,000			0.0%	
1179 Neighbourhood Plan	5,689	1,361	0	(1,361)			0.0%	
Projects :- Income	<b>12,787</b>	<b>1,202</b>	<b>7,000</b>	<b>5,798</b>			<b>17.2%</b>	<b>0</b>
4073 Climate Fest	1,134	0	0	0		0	0.0%	
4074 Neighbourhood Plan	29,151	13,472	0	(13,472)		(13,472)	0.0%	
4078 Community Projects	1,452	6,283	4,000	(2,283)		(2,283)	157.1%	
4080 Melksham Garden Competition	41	305	250	(55)		(55)	122.1%	
4092 Park Yoga	0	1,400	0	(1,400)		(1,400)	0.0%	
4304 Christmas Lights	11,370	17,860	20,000	2,140		2,140	89.3%	
4321 Coronation	6,857	0	0	0		0	0.0%	
4322 Age UK Project Worker	11,021	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	<b>61,026</b>	<b>39,321</b>	<b>24,250</b>	<b>(15,071)</b>	<b>0</b>	<b>(15,071)</b>	<b>162.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(48,239)</b>	<b>(38,120)</b>	<b>(17,250)</b>	<b>20,870</b>				
<u>303_Events</u>								
4313 Holiday Activities	0	4,964	5,000	36		36	99.3%	
Events :- Indirect Expenditure	<b>0</b>	<b>4,964</b>	<b>5,000</b>	<b>36</b>	<b>0</b>	<b>36</b>	<b>99.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,964)</b>	<b>(5,000)</b>	<b>(36)</b>				

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 East Melksham Community Hall</u>								
4050 Legal and Professional Fees	0	0	2,500	2,500		2,500	0.0%	
East Melksham Community Hall :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,500)</b>	<b>(2,500)</b>				
<u>403 Economic Dev. and Planning</u>								
1030 Income-Melksham Makers Market	198	0	0	0			0.0%	
1089 Income-Hanging Baskets	1,691	1,358	1,300	(58)			104.5%	
Economic Dev. and Planning :- Income	<b>1,889</b>	<b>1,358</b>	<b>1,300</b>	<b>(58)</b>			<b>104.5%</b>	<b>0</b>
4071 Town Floral Displays	6,119	5,798	6,000	202		202	96.6%	
4308 CCTV	3,445	31,262	0	(31,262)		(31,262)	0.0%	31,262
4309 New sletter	0	3,710	2,000	(1,710)		(1,710)	185.5%	
4354 Parking Scheme	1,516	689	1,000	311		311	68.9%	
4356 LHFIFG	3,846	0	5,000	5,000		5,000	0.0%	
4925 Town Development	688	0	0	0		0	0.0%	
Economic Dev. and Planning :- Indirect Expenditure	<b>15,613</b>	<b>41,459</b>	<b>14,000</b>	<b>(27,459)</b>	<b>0</b>	<b>(27,459)</b>	<b>296.1%</b>	<b>31,262</b>
<b>Net Income over Expenditure</b>	<b>(13,724)</b>	<b>(40,101)</b>	<b>(12,700)</b>	<b>27,401</b>				
6000 plus Transfers from EMR	0	31,262	0	(31,262)				
<b>Movement to/(from) Gen Reserve</b>	<b>(13,724)</b>	<b>(8,839)</b>	<b>(12,700)</b>	<b>(3,861)</b>				
<u>405 Solar Farm Projects</u>								
1182 Solar money received	48,105	49,405	40,000	(9,405)			123.5%	49,405
Solar Farm Projects :- Income	<b>48,105</b>	<b>49,405</b>	<b>40,000</b>	<b>(9,405)</b>			<b>123.5%</b>	<b>49,405</b>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%	
Solar Farm Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>48,105</b>	<b>49,405</b>	<b>0</b>	<b>(49,405)</b>				
6001 less Transfers to EMR	0	49,405	0	(49,405)				
<b>Movement to/(from) Gen Reserve</b>	<b>48,105</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<u>501 Assembly Hall Central Costs</u>								
1000 Income-Assembly Hall Lettings	26,944	25,697	30,000	4,303			85.7%	
Assembly Hall Central Costs :- Income	<b>26,944</b>	<b>25,697</b>	<b>30,000</b>	<b>4,303</b>			<b>85.7%</b>	<b>0</b>
4000 Salaries ENI & Pension	70,530	70,984	85,000	14,016		14,016	83.5%	
4005 Temporary Staff	3,221	0	0	0		0	0.0%	

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
4057 Accountancy and Audit	0	0	0	0	130	(130)	0.0%	
4261 Building Condition Reps Works	17,731	0	0	0		0	0.0%	
4900 Uniforms	0	945	1,000	55	945	(889)	188.9%	
4903 Bar Stock Purchases	0	0	0	0	2,028	(2,028)	0.0%	
4905 Cleaning Materials	2,020	2,293	2,000	(293)	459	(752)	137.6%	
4907 Stationery/Printing/Postage	163	103	150	47		47	68.9%	
4909 Licences	(2,990)	4,946	3,500	(1,446)		(1,446)	141.3%	
4911 Electricity	16,459	9,366	17,000	7,634		7,634	55.1%	
4912 Gas	208	122	100	(22)		(22)	122.1%	
4913 Water	2,922	1,734	3,000	1,266		1,266	57.8%	
4914 Rates	8,608	7,747	9,500	1,753		1,753	81.5%	
4915 Equipment	305	490	5,000	4,510	3,636	874	82.5%	
4916 Maintenance-Equipment	5,314	1,293	7,000	5,707	177	5,530	21.0%	
4917 Service Contracts	10,373	5,515	8,400	2,885		2,885	65.7%	
4918 Maintenance	5,671	2,874	13,000	10,126	3,730	6,396	50.8%	
4922 Publicity & Marketing	8,043	5,511	6,000	489	1,121	(632)	110.5%	
4927 Stocktaking	520	390	600	210		210	65.0%	
4954 PA and Lighting Costs	0	0	0	0	510	(510)	0.0%	
4958 Event Security	1,133	0	0	0	176	(176)	0.0%	
4960 Live entertainment:	0	0	0	0	864	(864)	0.0%	
Assembly Hall Central Costs :- Indirect Expenditure	<b>150,229</b>	<b>114,315</b>	<b>161,250</b>	<b>46,935</b>	<b>13,775</b>	<b>33,160</b>	<b>79.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(123,285)</b>	<b>(88,618)</b>	<b>(131,250)</b>	<b>(42,632)</b>				
<b>510 Assembly Hall Events</b>								
1004 Film show s	358	0	300	300			0.0%	
1172 Tickets : private events	0	335	0	(335)			0.0%	
1173 Live Show s - Hall Hire	23,027	13,955	20,000	6,045			69.8%	
Assembly Hall Events :- Income	<b>23,385</b>	<b>14,290</b>	<b>20,300</b>	<b>6,010</b>			<b>70.4%</b>	<b>0</b>
4903 Bar Stock Purchases	0	0	0	0	318	(318)	0.0%	
4919 Films: expenses and contract	101	0	220	220		220	0.0%	
4954 PA and Lighting Costs	5,130	4,275	4,500	225	740	(515)	111.4%	
4958 Event Security	120	875	0	(875)	144	(1,019)	0.0%	
4960 Live entertainment:	1,689	3,078	0	(3,078)		(3,078)	0.0%	
Assembly Hall Events :- Indirect Expenditure	<b>7,040</b>	<b>8,227</b>	<b>4,720</b>	<b>(3,507)</b>	<b>1,201</b>	<b>(4,708)</b>	<b>199.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>16,345</b>	<b>6,063</b>	<b>15,580</b>	<b>9,517</b>				
<b>520 Assembly Hall Bar and Catering</b>								
1001 Income-Assembly Hall Bar	52,166	39,174	43,500	4,326			90.1%	
Assembly Hall Bar and Catering :- Income	<b>52,166</b>	<b>39,174</b>	<b>43,500</b>	<b>4,326</b>			<b>90.1%</b>	<b>0</b>

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## Detailed Income &amp; Expenditure by Budget Heading 31/01/2025

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent	Transfer to/from EMR
4901 Catering Stock Purchases	676	0	0	0		0	0.0%	
4903 Bar Stock Purchases	20,147	16,085	22,000	5,915	6,909	(994)	104.5%	
Assembly Hall Bar and Catering :- Indirect Expenditure	<b>20,822</b>	<b>16,085</b>	<b>22,000</b>	<b>5,915</b>	<b>6,909</b>	<b>(994)</b>	<b>104.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>31,344</b>	<b>23,088</b>	<b>21,500</b>	<b>(1,588)</b>				
<b>901 Earmarked Reserves</b>								
1180 CIL Received	1,140	640,520	0	(640,520)			0.0%	640,520
Earmarked Reserves :- Income	<b>1,140</b>	<b>640,520</b>	<b>0</b>	<b>(640,520)</b>				<b>640,520</b>
9202 Unplanned Maintenance	56,702	16,612	10,000	(6,612)		(6,612)	166.1%	16,612
9218 Election expenses	9,631	0	0	0		0	0.0%	
9235 Market Town Initiative	5,164	0	0	0		0	0.0%	
9243 Green Spaces	9,432	0	0	0		0	0.0%	
9244 Major Projects Reserve	175,947	4,089	50,000	45,911		45,911	8.2%	750
9245 Solar Money	41,959	255	0	(255)		(255)	0.0%	255
9248 CIL	0	7,076	0	(7,076)		(7,076)	0.0%	7,076
9249 Jubilee Celebrations	0	0	0	0		0	0.0%	3,339
Earmarked Reserves :- Indirect Expenditure	<b>298,833</b>	<b>28,032</b>	<b>60,000</b>	<b>31,968</b>	<b>0</b>	<b>31,968</b>	<b>46.7%</b>	<b>28,032</b>
<b>Net Income over Expenditure</b>	<b>(297,693)</b>	<b>612,488</b>	<b>(60,000)</b>	<b>(672,488)</b>				
6000 plus Transfers from EMR	0	28,032	0	(28,032)				
6001 less Transfers to EMR	0	640,520	0	(640,520)				
<b>Movement to/(from) Gen Reserve</b>	<b>(297,693)</b>	<b>0</b>	<b>(60,000)</b>	<b>(60,000)</b>				
<b>902 Sinking Funds</b>								
9233 Play Area Replacement Fund	0	0	25,000	25,000		25,000	0.0%	
9234 Splashpad - KGV	0	0	5,000	5,000		5,000	0.0%	
Sinking Funds :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(30,000)</b>	<b>(30,000)</b>				
Grand Totals:- Income	<b>1,222,880</b>	<b>1,854,930</b>	<b>1,240,070</b>	<b>(614,860)</b>			<b>149.6%</b>	
Expenditure	<b>1,390,136</b>	<b>1,230,943</b>	<b>1,240,070</b>	<b>9,127</b>	<b>45,817</b>	<b>(36,689)</b>	<b>103.0%</b>	
<b>Net Income over Expenditure</b>	<b>(167,256)</b>	<b>623,987</b>	<b>0</b>	<b>(623,987)</b>				
plus Transfers from EMR	<b>0</b>	<b>69,682</b>	<b>0</b>	<b>(69,682)</b>				
less Transfers to EMR	<b>0</b>	<b>689,925</b>	<b>0</b>	<b>(689,925)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(167,256)</b>	<b>3,745</b>	<b>0</b>	<b>(3,745)</b>				

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Melksham Town Council  
Variances explanation as at 31 Dec 2024

Code	Centre	Actual	Budget	Variance	Explanation
4000	101	290,581	225,000	(65,581)	Budget was set low last year and includes employee settlements cost
4005	101	14,948	-	(14,948)	Agency Staff as we did not have receptionist
4016	101	1,046	-	(1,046)	No Budget was set last year, Tea,Milk, Coffee, Water Cooler,Books
4023	101	3,067	3,000	(67)	Job Adverts for the council
4027	101	2,855	2,500	(355)	Mobile phone usages
4040	101	6,233	5,000	(1,233)	£2400 for TH/AH has been transferred from EMR, others are laptops and Cables
4042	101	18,521	6,000	(12,521)	Budget was set low last year . Modern.Gov licence is £8,710 pa alone and MS Licence and Web Hosting Services
4061	101	4,393	300	(4,093)	Rialtas Licences, Online Backup Licences
4017	110	3,149	300	(2,849)	Mostly for Locum Overnight Hotel and Mileages
4043	110	13,625	6,000	(7,625)	Budget was set low last year and credit card charges due to increase use of credit card by customer
4050	110	40,644	7,000	(33,644)	Budget was set low and more advice due to employee grievance and settlement agreement
4062	115	22,489	8,000	(14,489)	Payroll Cost, Barrister Fees for Tribunal, Premises Licence, Review of Leases, VAT Consultancy
4311	115	1,665	1,500	(165)	Not enough provision and late billing from WC
4322	151	12,000	-	(12,000)	Budget was set low
4324	151	7,988	-	(7,988)	Should have been £11,500 and no Budget was provided despite having 3 year agreement
4306	201	10,481	6,000	(4,481)	Paid from EMR
4368	202	644	-	(644)	Access Control cost £5,560 alone which was not provided in the Budget
4352	204	17,679	12,000	(5,679)	No Budget was provided in last year
4306	205	1,350	1,000	(350)	Under Budget last year
4108	211	796	-	(796)	Water Heater, Door checks
4058	215	330	-	(330)	Pest Control and Fire Alarm and Gas Safety Checks
4157	215	34,757	25,000	(9,757)	Landlord Building Insurance contribution
4158	220	46,822	1,000	(46,822)	Under Budget last year
4106	221	3,561	5,500	(2,561)	Paid from Wiltshire Council Grant
4108	221	9,001	10,500	(3,501)	Lighting in Skate Park £2,030 and Signs £1,003
4913	221	26,453	-	(15,953)	Cleaning Eco Loos £3,200, Splashpad Decommission 1,687,Pest Control Eco Loo £730,Waste Collection
4074	302	13,472	4,000	(13,472)	No Billing from Water Company - Now caughtup with it - £26,453, so under provision
4078	302	6,283	-	(2,283)	No Budget was provided in last year
4092	302	1,400	-	(1,400)	Trailer LED Screen £4,800 alone
4308	403	31,262	-	(31,262)	No Budget was provided in last year
4309	403	3,710	2,000	(1,710)	Paid from EMR
4909	501	4,946	3,500	(1,446)	Under Budget last year
4958	510	699	-	(699)	PPL and PRS Licences - again under provision last year
4960	510	3,078	-	(3,078)	Various event security
					Items purchased for Live Entertainment, Totally Mad Bingo £1,200, Pantomime £363.50, Star war items

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## Melksham Town Council

### Minutes of the Finance, Administration and Performance Committee meeting held on Monday 17th February 2025

**PRESENT:** Councillor A Griffin (Chair)

Councillor P Aves  
Councillor J Hubbard  
Councillor S Rabey  
Councillor J Westbrook

**IN ATTENDANCE:**

<b>OFFICERS:</b>	Hayley Bell	Deputy Clerk
	Kalpesh Patel	RFO
	Mel Rolph	Finance Officer

**PUBLIC PARTICIPATION:** No members of the public or press were present

**84/24 Apologies**

Apologies were received from Councillor Stokes.

**85/24 Declarations of Interest**

There were no declarations of interest.

**86/24 Public Participation**

There was no public participation.

**87/24 Minutes of the Finance, Administration and Performance Committee meeting held on 13th January 2025**

The minutes of 13<sup>th</sup> January 2025, having previously been circulated, were approved as a correct record and signed by the chair Councillor Griffin.

**88/24 Financial statements**

Councillor Hubbard acknowledged having the variance report was a step forward but felt it should be amalgamated with the Income & Expenditure report, not a separate item.

Concern was expressed about some aspects of the report, eg, 4960 Live Entertainment. Spend year to date of £3078 but only £1563 explained. Also nothing budgeted so why is there even a spend on it? Not aware of council ever authorising spend on Totally

Mad Bingo or a pantomime. Members were very concerned that these events were in contravention of the policy that the Town Council would not put on events that needed council expenditure.

The Chair asked for a more detailed assessment of the event costs. Locum RFO was able to confirm income was higher than cost. Members acknowledged this but no full breakdown and still against policy. Members need to know how the shows came to be put on. Deputy Clerk confirmed she would investigate.

(Note. Subsequent search by officers was unable to locate the resolution/policy referred to. Further details required)

Expenditure lines were discussed.

Sundry Office Expenses. £1046 on tea & coffee? RFO explained this figure covers anything purchased for office that is not separately budgeted for, eg water coolers, statutory guidance books etc. Comment was made that statutory guidance books should have its own budget line and why is a water cooler provided.

Licenses. There was discussion of ModernGov. Members believed that the Council had resolved to end the ModernGov contract when approving the budget last year.

There was discussion on why all expenses for an event not showing together. It was noted that the plan for the upcoming financial year should solve the problem going forward. However, there was concern that councillors are currently unable to discharge their legal duty in respect of finances because of lack of information.

The chair suggested the possibility of a retrospective analysis of a selection of account codes. Locum RFO suggested a reset from new financial year.

Locum RFO assured members that many things had been rectified by him and the finance officer and he could assure them that the underlying figures were correct. There was a feeling from some members on this basis to draw a line and move on, while acknowledging concerns and that further action was required.

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

**RESOLVED** to accept the report for period month 9.

#### **89/24      Unity Bank - CB1 - December Month 9 2024**

It was confirmed that electronic banking was active on Unity account.

Payment to Prosec Security was queried. Confirmed as security for events.

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

**UNANIMOUSLY RESOLVED** to accept the statement.

**90/24      Lloyds Bank Account - CB2 - Month 9 -December 2024**

Cllr Hubbard asked for confirmation if Lloyds Bank has been shut down. Members stated that a resolution had been made to close the account at the meeting to approve the budget.

(Note: Committee Clerk subsequently reviewed minutes for budget agreement 2024/25 and 2025/26 and no such resolution was recorded)

Finance Officer explained they are in the process of closing the account down. RFO explained dealing with the bank is not an easy process. There was some discussion and suggestions for a way forward. Cllr Hubbard was concerned how the number of transactions for an account that was being closed.

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

**UNANIMOUSLY RESOLVED** to accept the statement.

**91/24      Petty Cash Month 9 -December 2024**

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

**UNANIMOUSLY RESOLVED** to accept the statement.

**92/24      Variance Report December 2024**

It was proposed by Councillor Griffin, seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED** to accept the report.

**93/24      Lloyds Bank - CB2**

Item was noted and discussed under item 90/24.

**94/24      Financial Risk Assessment**

Members expressed disappointment that the Financial Risk Assessment did not show tracked changes.

**Use of Council debit or credit card.** - Members were very unhappy that the Financial Risk Assessment had not been amended to reflect their decision regarding payment cards. It was noted that there was currently no named debit card and there was a proposal for pre-paid cards.

Whether it is a debit card or a pre-paid card it must be kept in the possession of the named person, not in the safe.

RFO sought clarification on what members wanted. Card(s) to be kept in the possession of the named user at all times. Named user to be responsible for safety of the card.

Members repeated expressed concern that their requests and decisions were not being implemented.

The Chair was asked if he held discussions with officers before the meetings to discuss the agenda. The Chair confirmed that for this meeting, he had not.

**Budget setting/monitoring** – each of the three items should have its own risk assessment level.

Members were unhappy that the documents requested at the last meeting were not available.

Members requested the Clerk be present in person at the next meeting.

Members refused to accept the Financial Risk Assessment and asked that it be corrected.

#### **95/24 Council Credit Card**

Councillor Hubbard asked if there was a cost for the cards. Finance Officer confirmed there was a cost of £3.00 per card, per month. Does Unity Bank not issue a debit card with maximum spending limits?

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

**RESOLVED TO** approve the issue of pre-pay cards.

Councillor Hubbard commented that he felt £500 was too low a limit. Councillor Griffin suggested a £1000 limit. RFO suggested starting with the lower limit and increasing if necessary.

Councillor Hubbard felt the RFO was discounting councillors' opinions and telling them that they were "wrong on everything".

Councillor Hubbard left the meeting at 20:43.

Councillor Rabey felt the RFO was talking over councillors and being rude to them. RFO felt he was giving advice, as he was expected to do.

Councillor Rabey left the meeting at 20:45 and returned a couple of minutes later.

It was suggested by members that the meeting should be closed.

RFO announced his decision to resign and left the meeting at 20:46.

Councillor Griffin closed the meeting at 20:46.

Meeting Closed at: 8.46 pm

**Signed:** .....

**Dated:**

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**Email from landlord to Clerk Thursday 20<sup>th</sup> February 2025.**

Further to our telephone conversation last week, we would like to submit our proposals for the renewal of your lease for Unit 3, Venture House, Avro Way, Bowerhill.

1. Your existing five-year lease ends on 1st December 2024.
2. Your current rent is £12350.00 per annum, paid monthly.
3. We have commissioned a rent valuation report on Unit 3 and have been reliably informed that the current rent is circa £2400.00 below current market level.
4. We would therefore propose to increase the rent by £1650.00 from December 1st and fix it until 1st December 2026.
5. We would also prefer to mutually agree to an informal two-year extension of the existing lease until 1st December 2026.

**Email from Clerk to landlord Thursday 20<sup>th</sup> February 2025.**

Thank you for your email—it's great to finally establish email contact.

I will need to refer this matter to the Council for discussion at their next meeting on 31 March 2025.

In the meantime, could you confirm when the proposed rent increase would take effect? Your email mentions December 2024, but I'd appreciate clarification on this point.

Additionally, should the Council decide against a two-year lease extension, could you confirm whether a one-year lease option would be available?

I look forward to your response.

**Email from landlord to Clerk Thursday 20<sup>th</sup> February 2025.**

Thank goodness that we have made contact with each other.

We are obviously past the proposed rent increase date of 1st December 2024 and to be fair I would not expect any increase to be backdated. However I would expect any increase to take effect from 1st April 2025.

I would reluctantly agree to a one year lease I would much prefer the council to commit to a two year lease.

The proposed rent increase is based on a two year lease.

I look forward to hearing from you very soon after the meeting on 31st March

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