



Public Document Pack

Melksham Town Council

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

To: Councillor P Aves (Town Mayor)
Councillor G Mitcham (Deputy Town Mayor)
Councillor S Brown
Councillor V Fiorelli
Councillor J Hubbard
Councillor K Iles
Councillor H Illman
Councillor C Jeffries
Councillor M Pain
Councillor M Sankey
Councillor T Watts
Councillor T Welch
Councillor A Westbrook
Councillor R Wiltshire

11 January 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of the Melksham Town Council. The meeting will be held at the Via Zoom on **Monday 18th January 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

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

**Full Council
Melksham Town Council**

**Monday 18 January 2021
At 7.00 pm at the Via Zoom**

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

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

AGENDA

Virtual Meeting Access

Join Zoom Meeting instructions:

<https://us02web.zoom.us/j/82248893919?pwd=Qk5xeEFnZHlpSFNaYlNldlhmaUg3UT09>

Meeting ID: **822 4889 3919**

Passcode: **432949**

1. Apologies

Apologies for absence have been received by Councillor Illman.

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. Police Inspector Gill Hughes - Welcome and Introduction

4. Minutes (Pages 1 - 16)

To approve the draft minutes of the Full Council meetings held on 26 October 2020, 16 November 2020 and 21 December 2020, having previously been circulated to be approved as a correct record and agree that they are to be signed by the Town Mayor, Councillor Aves at a later date.

26 October 2020
16 November 2020
21 December 2020

5. 2021 2022 Budget

Due to the sensitive nature of some of the budget options, they will be heard in confidential session. However, the final budget and precept setting will be considered in public session at the Extraordinary Full Council meeting arranged for Monday 25th January 2021.

6. Town Mayor's Announcements

7. Wiltshire & Dorset Fire Service (Pages 17 - 18)

To note an email received on 9 January 2021 confirming that Wiltshire and Dorset Fire Service are removing the Technical Rescue Units from Trowbridge and Chippenham Fire Stations.

8. Reports from Unitary Councillors

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

9. Accounts (Pages 19 - 54)

9.1 Payments

To **RESOLVE** to approve the attached payments.

9.2 Monthly Financial Statement (Pages 55 - 56)

To note the statement.

9.3 Detailed Income & Expenditure Report as at 31 December 2020 (Pages 57 - 64)

To note the report.

10. New Premises Licence Application

To comment on the following Application, consultation ends on 25 January 2021.

New Premises Licence Application:

[WK202027120-Bar 2 Hire](#) 4 Laburnum Drive Melksham SN12 6HX

11. Committee Minutes

11.1 Economic Development and Planning Committee (Pages 65 - 80)

To receive the minutes of the Economic Development and Planning Committee meetings held on 17 November and 8 December 2020.

11.2 Markets Costing Report

To consider the revised report provided by the Economic Development Manager showing detailed costings for the purchase of gazebos for additional markets. Members are requested to approve the recommendations.

11.3 Community Development Committee (Pages 81 - 84)

To receive the draft minutes of the Community Development Committee meeting held on 23 November 2020.

11.5 Asset Management Committee

To receive the draft minutes of the Asset Management Committee meeting held on 14 December 2020.

12. Sub Committee Minutes

12.1 HR Sub-Committee

To receive the minutes of the Sub-Committee meetings held on 18 November 2020 and 16 December 2020.

12.2 King George V Sub-Committee (Pages 85 - 90)

To receive the minutes of the King George V Sub-Committee meetings held on 14 October and 16 December 2020.

13. Working Group Notes

To receive the notes of the following meetings:

13.1 CCTV Working Group (Pages 91 - 94)

To receive the notes of the CCTV Working Group meeting held on 7 December 2020.

Council is requested to approve the following membership of councillors and co-

opted members of the public onto the CCTV Working Group:

Councillor A Westbrook, Chair
Councillor P Aves
Councillor V Fiorelli
Councillor C Jeffries
Councillor G Mitcham
Councillor J Glover, MWPC
Councillor S Patacchiola, MWPC
Mr C Pickett, Older People's Champion
Mr N Westbrook
Ms D Atkinson, Pub Watch
Inspector G Hughes, Wiltshire Police
Sgt. J Twyford, Wiltshire Police
P.C. L Pelling, Wiltshire Police
Ms A Clark, Wiltshire Police Designated Crime Officer
Mr T Ridley, Wiltshire Police Tactical Crime Prevention Officer

14. Confidential Session

In view of the sensitive nature of the business to be transacted members are requested to resolve to exclude the public and press from the meeting.

15. Confidential Item

15.1 Confidential Item (Pages 95 - 108)

To note the advice from the town council's employment law advisers and solicitor regarding the furlough scheme (Job Retention Scheme).

15.2 Confidential Item (Pages 109 - 156)

Members are requested to consider the three budget options and resolve which budget should be considered for approval at the Extraordinary Full Council meeting arranged for Monday 25th January 2021.

Option 1 – report attached

Option 2 – report attached

Option 3 – report attached

16. Date and time of Next Meeting

25 January 2021 at 7.00 pm.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 16th November 2020

PRESENT: Councillor P Aves (Town Mayor)
Councillor G Mitcham (Deputy Town Mayor)
Councillor S Brown
Councillor V Fiorelli
Councillor J Hubbard
Councillor K Iles
Councillor H Illman
Councillor C Jeffries
Councillor M Pain
Councillor M Sankey
Councillor T Welch
Councillor A Westbrook
Councillor R Wiltshire

ALSO IN ATTENDANCE

OFFICERS:	Linda Roberts	Town Clerk
	David McKnight	Economic Development Manager
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: 15 members of the public and 1 member of the press were present.

121/20 Declarations of Interest

Councillor Hubbard, declared a non-prejudicial interests in Agenda item 10.2 Grant Award to Melksham Age Friendly. Councillor Iles declared a non-prejudicial interest in agenda item 10.2, Grant Award to Melksham in Bloom. Councillor Welch declared a non-prejudicial interest in Agenda item 10.2 Grant Award to Melksham Seniors and Melksham in Bloom. Councillor Westbrook declared a non-prejudicial interest in Agenda item 10.2, Grant award to Food & River Festival. Councillor Mitcham declared a non-prejudicial interest in Agenda item 10.2, Grant Award to Rachel Fowler Centre.

122/20 Apologies

An apology for absence was received from Councillor Watts

123/20 Change of Order on the Agenda

The Leader Councillor Fiorelli requested that agenda item 13.1 and 13.2 be moved up the agenda to be considered after apologies. It was proposed by the Town Mayor Councillor Aves, seconded by the Leader, Councillor Fiorelli and

RESOLVED to hear agenda Item 4 after apologies.

124/20 Notice of Motion 1

Councillor Fiorelli thanked the Council for allowing this item to be considered first.

Notice of Motion

“This Council declares ‘No Confidence’ in the ability of Councillors Jon Hubbard, Richard Wiltshire, Mike Sankey and Clive Jeffries

Proposed by: Cllr Vanessa Fiorelli

Seconded by: Cllr Adrienne Westbrook

Received: 1 October 2020

Purpose of Motion

It is proposed that this Council passes a motion of No Confidence in Councillor Jon Hubbard, Councillor Richard Wiltshire, Councillor Mike Sankey and Councillor Clive Jeffries.

Councillor Fiorelli stated she wished to withdraw her Motion in order to move the situation forward, work more cohesively together and build good working relationships. Councillor Fiorelli repeated the offer from the Town Clerk to organise a separate meeting to discuss how to move forward as a council and build relationships.

As seconder Councillor Westbrook confirmed her support of withdrawing the motion and supported that a meeting of all councillors should be arranged for a separate discussion.

Councillor Pain confirmed he did not support withdrawing this motion and stated it should stand and the Council should vote on it.

Councillor Hubbard suggested this Motion should not be discussed if it was withdrawn.

125/20 Notice of Motion 2

Notice of Motion

"This Council declares 'No Confidence' in the ability of the Leader, Deputy Leader, Mayor and Deputy Mayor of the Council

Proposed by: Cllr Richard Wiltshire

Seconded by: Cllr Martin Pain, Cllr Mike Sankey, Cllr Sue Brown, & Cllr Clive Jeffries

Received: 30 October 2020

Purpose of Motion

It is proposed that this Council passes a motion of No Confidence in Councillor Vanessa Fiorelli, Councillor Adrienne Westbrook, Councillor Pat Aves and Councillor Geoff Mitcham who have disregarded the council's Standing Orders in staffing matters, causing much staff stress and causing spending to date of around £20,000 on Human Resource's Consultants and locum council officers.

Reason :- We are concerned that staff have been subjected to unnecessary stress and delay in resolving manageable issues all at great expense to the rate payers. We believe that some staff will find it very difficult to continue serving this town while the four councillors continue in controlling positions of office. Experienced staff have been disrupted from their work on projects for the town's benefit."

Councillor Pain re-iterated the reasoning behind the Motion, stating the Council had been brought into disrepute and members of staff had been caused stress and upset. During Councillor Pain's vehement presentation on Motion 2 a request to have him removed from the meeting was received. Following Councillor Pain's presentation Councillors voted on his removal from the meeting. Proposed by Councillor Illman, seconded by Councillor Fiorelli. The Town Mayor asked for a recorded vote. The motion to exclude Councillor Pain was successful by 7 votes to 6.

Recorded vote to remove Councillor Pain from the meeting as follows:

Name	For	Against
Councillor Aves	X	
Councillor Mitcham	X	
Councillor Brown		X
Councillor Fiorelli	X	
Councillor Hubbard		X
Councillor Iles	X	
Councillor Illman	X	
Councillor Jeffries		X
Councillor Pain		X

Councillor Sankey		X
Councillor Welch	X	
Councillor Westbrook	X	
Councillor Wiltshire		X
Total Votes	7	6

RESOLVED: that Councillor Pain be removed from the Meeting.

Following Councillor Pain's removal from the meeting Councillors discussed the merits of Motion 2 . Motion 2 was voted on and was unsuccessful. The results of the votes were 7 votes against and 5 votes for.

126/20 Minutes

The minutes of 26th October 2020 Full Council Meeting having previously been circulated, were approved as a correct record and agreed to be signed by the Town Mayor Councillor Aves at a later date.

127/20 Town Mayor's Announcements

The Town Mayor, Councillor Ave, confirmed she had written to the Royal Mail thanking them for their help delivering information leaflets to every household at the beginning of the Covid-19 lockdown.

128/20 Reports from Unitary Councillors

Councillor Aves confirmed a meeting is scheduled soon to talk about boundaries. Councillor Hubbard confirmed Wiltshire Council had gone back into Response after coming out of Recovery. There will be two major scrutiny groups operating for the duration of the response period; the Covid -19 Task Group and the Financial Planning Task Group. These groups will be looking at what the Council's response is, how it is dealing with issues and giving oversight on those requesting all other Councillors to feed into the process.

The Wiltshire Wellbeing Hub that ran during the last lockdown is now back to running 7 days a week. The team running the Hub had now increased staffing levels but there would be no food parcels for people who are self-isolating or shielding.

129/20 Police Report

The Tow Clerk confirmed the Police Report had not been received. As soon it was received the report would be circulate to all Councillors.

130/20 Accounts

.1 Payments

Councillor Westbrook raised concerns about items being miscoded to the Community Response. Also the report on Locum support showing £7,200 for 10 hours' work was incorrect. Councillor Westbrook and the Town Clerk would discuss separately

Councillor Hubbard questioned paying monthly rates for the Assembly Hall and asked whether we had claimed funding from the Government schemes. The Town Clerk confirmed that a rebate on the rates had been claimed and received and that a further application would be made. The Town Clerk further advised there is possible support available for venues that had to close due to Covid-19, and she is looking into that for the Assembly Halls. Councillor Hubbard stated it might be worth applying for discretionary funding from Wiltshire Council.

Councillor Wiltshire queried a payment of £10,800 on 27 April to Microshade. The Town Clerk confirmed that this is for all the computer systems, security, Omega the accounts package, and for the Mod.Gov committee system. This security protects all Councillor's tablets. Councillor Wiltshire asked if we had looked at cheaper quotes for these services. Councillor Westbrook stated that when this was set up three different quotes were looked at about two years ago. Councillor Hubbard explained that there are so many things bundled into this cost centre including Mod.Gov fees. This one supplier re-hosts applications from third parties on their system, so there are about six or seven different suppliers for these services all hosted through Microshade. The Town Clerk agreed to interrogate the nominal codes and let Councillor Wiltshire have a breakdown of individual amounts.

Councillor Wiltshire queried payments for HR and Locum Services. Councillor Westbrook challenged Councillor Wiltshire's suggested £40,000 total paid for HR and Locum services, stating it seems high. The Town Clerk explained what we pay for the standard services Ellis Whittam supply, and if we ask for anything over that covered in the contract there would be additional charges.

Councillor Wiltshire asked if there was an insurance claim due under employer's liability. The Town Clerk confirmed there that no insurance claim had been made. Councillor Wiltshire confirmed he was referring to employer's liability insurance where expenditure could be claimed.

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

RESOLVED to approve the list of payments.

.2 Monthly Financial Statement - September 2020

The monthly financial statement was noted.

.3 Detailed Income & Expenditure Report as at 30 September 2020

The detailed Income and Expenditure report was noted.

131/20 Committee Minutes

The Town Clerk confirmed if members have read all minutes, are happy with them and have no queries, except for recommendations from the Finance and Admin Committee and HR Sub Committee, they can propose to take them “en-bloc”, as the Council are only receiving the minutes.

Proposed Councillor Aves and seconded Councillor Welch, all agreed with one abstention.

.1 Finance and Administration Committee

There were two recommendation from the Finance and Administration Committee meeting on 9 November 2020 as follows for approval.

1. Approve the recommendation that the General grants are awarded and resolve the shortfall is taken from the General Reserve of £6,930.

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

UNANIMOUSLY RESOLVED to approve the General Grants awards as recommended by the Finance and Admin Committee and that the shortfall of £6,930 is met from the General Reserve.

2. Approve the recommendation that the red-circled grants are awarded and resolve the shortfall is taken from the General Reserve of £800.

It was proposed Councillor Fiorelli, seconded Councillor Mitcham and

UNANIMOUSLY RESOLVED to approve the red-

circled Grants as recommended by the Finance and Admin Committee and that the shortfall of £800.00 is met from the General Reserve.

3. Donation to the Royal British Legion

Following a request from Councillor Wiltshire the Finance and Admin Committee recommended that a one off donation to the Royal British Legion of £500 is made. The Town Clerk confirmed this would come from the Remembrance Day budget. The Council recorded their thanks to Councillor Wiltshire making the suggestion.

It was proposed by Councillor Wiltshire, seconded by The Town Mayor, Councillor Aves and

UNANIMOUSLY RESOLVED to make a donation of £500.00 to the Royal British Legion paid from the Remembrance Day cost centre 115/4311.

.2 Community Development Committee

132/20 Sub Committee Minutes

.1 Economic Development and Planning Committee

The Minutes of the Economic Development & Planning Committee listed below were received.

- 6 July 2020
- 27 July 2020
- 24 August 2020
- 14 September 2020
- 6 October 2020
- 12 October 2020
- 27 October 2020 (Draft)

.2 Asset Management Committee

The Minutes of the Asset Management Committee listed below were received.

- 22 October 2020

.3 King George V Sub-Committee

The Minutes of the King George V Sub- Committee listed below were received.

- 27 January 2020
- 16 September 2020
- 14 October 2020 (Draft)

.4 HR Sub-Committee

The Minutes of the HR Sub Committee meetings held on 27 January 2020, 16 September 2020, and 14 October 2020 were received, and the recommendation of 21 October 2020 to agree offering a support counselling services to staff, added to the contract with Ellis Wittam was agreed.

Proposed Councillor Westbrook, seconded Councillor Illman and

UNANIMOUSLY RESOLVED to add a welfare and counselling package to the contract with Ellis Whittam at an annual cost of £1,650 to be met this year from the General Reserve.

133/20 Melksham Communiity Response

Melksham Community Response:

1. Councillor Aves confirmed 190+ cards of thanks had been signed and sent to everyone involved with the Covid-19 Community response.
2. That a letter of thanks has been sent from the Mayor to the Royal Mail thanking them for their support in delivering Covid-19 leaflets to all households in the Community Area.
3. Melksham Covid-19 response legacy arrangements –
 - a) GDPR – The Economic and Develop Manager confirmed advice from the Information Commissioner who confirmed their advice is being reviewed. Their response advised it would be considered good practice when the data is transferred to ensure users and volunteers are happy with the legacy continuing and for them to give approval to hold their data.
 - b) Councillor Hubbard confirmed most of this process had already taken place. A separate ring fenced area had been set up on Lamplight within 24 hours to deal with this information; sitting

within existing data policies. Councillor Hubbard explained that volunteers filled in an online form linking to the privacy policy. About 70% of people asking for support had since been contacted to obtain their permission to keep their data on the system. In excess of 400 people were contacted, the one person who refused for their data to be held.

- c) Councillor Welch advised that the Role of Melksham Seniors in legacy arrangements had not been agreed, and the Seniors had not been approached by Age Friendly CIC, despite requests. Councillor Hubbard reported that contact had been made with the Age Friendly co-ordinator, CIC, directors and Melksham Seniors and stressed the CIC want to work with all agencies to ensure success. He confirmed they will not be delivering the sorts of activities that Melksham Seniors and all other groups within the town are delivering. The CIC's aim is to find socially isolated people and signpost them to these support services. The Age Friendly Steering Group will ensure that it invites representatives from all organisations to work out how to deliver the services collectively. Councillor Welch confirmed that Age Friendly look forward to working together with the CIC. Due to ill health Councillor Westbrook asked that the Vice Chair be contacted not Mr Warwick.
- d) Whether the legacy might be better managed in-house by the Council. It was suggested there was nothing to be gained by discussing this further. Councillor Westbrook confirmed in May she contacted the Town Clerk and Melksham Without Parish Clerk and proposed employing an extra staff member to provide support via the Town Council. This is now inappropriate as the aim was to keep the support programme running. Councillor Westbrook withdrew her suggestion.

134/20 Building a Resilient Community

10.1 Building a Resilient Community

The flow chart was noted. Councillor Hubbard confirmed the diagram had previously been presented in the agenda for 29 July Council meeting explaining that it demonstrated how to deal with community emergencies other than just Covid-19. Now there is a resource of volunteers for Community Response (about 120) and this will be an ongoing operation as there is capacity to utilise this resource.

Nominated representatives can be utilised from a number of organisations and Councillor Aves asked for volunteer representatives on behalf of the Town Council. Councillor Fiorelli raised her concerns there

was very little involvement by Councillors on the production of the flow-chart. She confirmed support of the scheme but asked for engagement in future processes.

Councillor Aves suggested some conversation with the Steering Group regarding representation by the Town Council. Councillors Fiorelli and Westbrook volunteered to be nominated representatives.

135/20 Melksham Age Friendly Project

10.2 Melksham Age Friendly Project

Members were requested to agree the funding of £2,292.35 be re-deployed to resource a new Age Friendly Co-ordinator who will be directly employed by Melksham Age Friendly CIC.

Councillor Hubbard confirmed the original purpose for the funding was to create a 3-year action plan. Following Covid-19 more people were identifying themselves as requiring support. The Area Board would decide where the funding held should be allocated.

Councillor Westbrook confirmed the money was paid to Wiltshire Town Council in March 2020. The grant awarded of £5,000 awarded was on the condition that no paid full-time officer of Melksham Town Council would be working with the CIC. It was suggested the £2,292.35 should be ring fenced for the production of the 3-year action plan. Councillor Hubbard stated that he supported ring fencing the funding.

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

UNANIMOUSLY RESOLVED that the funding from the Town Council of £2,292.35 be ring-fenced to enable the production of a 3-year action plan.

136/20 Data

Covered previously.

.1 Melksham Community Response - Financial Breakdown

To Follow. The Town Clerk she is waiting for more figures but the repc forwarded today showed the Town Council's contribution. Councillor Westbrook confirmed she was fully supportive; however the town council should factor in the number of hours that Town Council staff worked working on the Community response. Stating that we should be open

tax-payers of Melksham who should know how much of the staffing budget had gone on the Community Response. Overall, approximately 2,800 hours have been worked by town council officers (estimated £70,000 - £75,000). The town council should be celebrating/recognising the contribution that Melksham Town and Melksham Parish Councils had invested into the Covid-19 Community Response by publishing the figures.

Councillor Hubbard confirmed the project would not have been possible without the support from Melksham Town Council Officers and Melksham Without Officers. Of the hours put in by officers up until the end of July it was estimated that roughly half of them were hours that staff did voluntarily. Councillor Hubbard was incredibly grateful to the officers working in their own time. In saying thanks to the team, their investment was recognised especially during the difficult circumstances. No TOIL or overtime was claimed by Officers, with two part time officers still giving up their own time to support Community Response. He confirmed that no Melksham Town Officers are now working on the project, however, Melksham Without Parish Council have approved additional time from their Officer Team to support the Community Support Scheme now we are back in Response.

137/20 King George V Park Maintenance Building

Councillor Welch asked that Solar panels are considered for the building. The Town Clerk confirmed this would be the case, warning it might add to the cost.

Councillor Welch queried why the town council were having to pay for the demolition of a Wiltshire Council Structure. The Town Clerk confirmed Wiltshire Council had agreed to pay 50% of the fee but was erring on the side of caution in light of the present financial situation.

A discussion about using shipping containers resulted in this option being discounted.

Councillor Hubbard suggested the Council look to funding the building from the Public Works Loan Board instead of using all reserves. Members supported this and it was confirmed that the loan repayments could be met from the savings made by not renting the unit at Bowerhill nor the storage unit. The Town Clerk confirmed she had rounded up the costs to £200,000 to include a contingency. Once a detailed proposal had been received we may not need to request the full amount. Councillor Fiorelli re-iterated the build would be a long-term solution. Councillor Sankey asked that re-cycled materials are used as much as possible in the construction. Councillor Hubbard added there should be significant secondary savings in travel time, staff savings etc.

It was proposed Councillor Westbrook, seconded by Councillor Fiorelli and

RESOLVED that the Town Council approve the construction of a purpose-built maintenance depot to replace the disused building at King George V Park.

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

UNANIMOUSLY RESOLVED to approve an application is made to the Public Works Loan Board to borrow a sum of no more than £200,000 over a term of 15 years with repayments made in equal interest payments.

138/20 Community Campus Access

139/20 Letter from Wiltshire Council re Melksham Community Campus construction access

The letter from Wiltshire Council re Melksham Community Campus access was noted.

Councillor Fiorelli raised her concern for the residents around the area in terms of the construction traffic they would have to endure during the Campus construction works. Councillor Sankey confirmed all the construction traffic would use King Street or Spa Road. Councillor Wiltshire reported that Wiltshire Council had already produced a survey which did not highlight issues with heavy vehicles. Councillor Hubbard confirmed the Area Board's response from robust meetings relating to road usage. Some additional information was produced movements anticipated by these vehicles is relatively low. Use of certain streets could not be enforced but laden and unladen vehicles would use specific streets wherever possible and hours of deliver had been restricted taking into account school times.

Councillor Sankey requested a wheel wash in the market place and signage for lorries indicating the route to use.

Councillor Fiorelli raised resident's concerns that their houses would be damaged and Councillor Hubbard confirmed if they felt they had a claim they would need to contact their insurers who would contact the highways authority.

140/20 Melksham Community Campus Construction Access Briefing Note

The Melksham Community Campus Access Briefing Note was noted. Councillors made further reference to the concerns raised in Minute 19/20.

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

RESOLVED the Town Clerk to write to Wiltshire Council stating our disappointment in the proposed traffic route, understood the constraints but raising our concerns about use of vehicles throughout the town.

141/20 Community Governance Review

The outcome of the Governance Review was noted.

142/20 Methuen Park Lease

The Town Clerk updated the current situation on the lease which currently is at one month's notice. The solicitor recommended a break clause whereby if we have to leave the site the Town Council has six months to make the site good.

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

RESOLVED that the Town Clerk instructs the Town Council's solicitor to include a break clause in the lease of 6 months and that the area is registered as a Community Asset.

143/20 Spiritual Garden

The Economic and Development Manager reminded members of the report presented at the Extraordinary Meeting of the Full Council on 14 September 2020. Councillor then approved a draft brief regarding the acquisition of the Spiritual Garden. The Solicitor's advice in full is now presented in the report to members.

There are two key risks members need to consider.

1. There is no declaration of liability of the party wall between the Cemetery and No. 16 so the issue for liability is not fully resolved. The solicitors consider it is a party wall but would be difficult to enforce.
2. The access to the garden over the track that joins No. 10 King Street. The land is not registered and is therefore difficult to establish the owner. There is no mention of right of way and this will need to be established in case objections to usage are raised.

There is no other access to the garden so the Town Council will need to prove uninterrupted continuous use from several people for at least 20 years. The current use is pedestrian and vehicular.

The recommendation is:

- a) to note the recommendations and advices from the Solicitor
- b) order a simple site survey to determine whether this is a party wall.
- c) If councillors are minded to accept the risk it should be noted and reviewed.

d) Foster good relations with the owners of No. 16.

The trustees need to forward to the Solicitor evidence from several people of clear and uninterrupted use the track.

The Council need to:

- instruct our solicitor to register the access track with Land Registry
- when the adjoining land is registered ensure it is noted on that title.
- Take out a single insurance policy to cover our position in case of action in the future.
- Ensure the access includes vehicular and pedestrian.

Councillor Welch confirmed the wall was very strong and condition should not be a problem. The issue would be with access relating to No. 12 (the track is their only access), and 2 new houses that have got planning permission. It is a requirement that those who use the track regularly declare their usage. The Economic and Development Manager agreed to consult with those involved.

Councillor Hubbard said taking ownership of the access track would mean taking liability and would have financial implications. Councillor Iles suggested waiting to see what the developer was going to do to ensure access to the 2 new build houses.

Councillor Fiorelli confirmed there is photographic evidence of reasonable continuous access. Councillor Hubbard proposed if the evidence of access is produced the Town Council would not have to take ownership of the road, stating he was concerned about risks to the council.

Proposed Councillor Hubbard, seconded Councillor Fiorelli and

RESOLVED to instruct the Economic Development Manager to continue working with the Trustees to gather the evidence to demonstrate 20 years unhindered access to the garden in line with Solicitor's recommendation, to enable the Town Council to register a right of access to the garden.

A report back to Council was requested.

144/20 General Update on Council Projects

The Town Clerk reported:

- King George V Park – after working with Wiltshire Council regarding the transfer of the play area. All the documents are finally agreed with Wiltshire Council's solicitor and should be completed this month. Play areas are going to be part of the devolution and asset transfer process. The town Clerk will keep pursuing this issue.

- East of Melksham Community Hall – not progressing. Brookbanks won't speak to the Town Clerk, the consortium that own the land on the preferred location of the community hall by the Water Meadow Public House is owned by a consortium which includes Persimmon Homes. The Town Clerk has been in contact with Hallam Land who advise that Persimmon are not part of that development and would be reluctant to negotiate. The Town Clerk had tried to make contact with Brookbanks, the agents for the consortium but not had any response. Jeff and the Town Clerk will continue working on this.
- CCTV – organising the first meeting – the Economic and Development Manager will tomorrow invite members of the public, who have shown an interest, to a meeting. Will also be sent to all Councillors.
- Resolved to combine CIL and Solar monies for play areas – solar farm monies have been received recently but were considerable less than anticipated of a circa £40,000 with £12,834 received. This is being queried.
- Bath Road and Church Street toilets have been visited today with a view to re-opening. Refurbishment costs do not seem to be as high as initially anticipated for both sets. The Town Clerk will get back in touch with Healthmatic and organise a survey to get them back into working order. If the quote for the works is low enough we might be able to get both sets back into use. Exact costs will be brought back to members.
- Maintenance Shed – work is progressing.
- Cricketers Café permission to use as a café has been granted. Expressions of interest date is 1 December 2020 – two have been received and we are awaiting a third.
- Art House Café – The Community Development Officer will take forward with support from the Town Clerk. Miriam has notes of the meeting have been circulated and an email sent asking for suggestions to take the idea of a Community Hub forward with the aim to put a plan forward for the next Community Development meeting.
- A pre-contract meeting will be held next week with Wicksteed- starting in January. The tender has been awarded for the play area in King George V with construction taking about 12 weeks.
- Amenities Manager interviews are on Friday some very good applications have been received. The Town Clerk to forward interview paperwork to panel members.

- Heavy involvement in the draft budget - Finance and Admin meeting suggested going for a worse-case scenario projection.
- Capital Projects Consultation – clarification required on what projects we are going to consult on. In terms of CCTV or other projects, suggestions from the public are needed about the precept and what they want the Councillors to deliver. The Town Clerk confirmed our tax base has gone up slightly and asked for suggestions to be forwarded via email.

Meeting Closed at: 10.10 pm

Signed:

Dated:

Agenda Item 7

Date: Sat, 9 Jan 2021, 12:53

Subject: Dorset and Wiltshire Fire Service downgrading local fire stations URGENT

To:

Dear Councillors,

I am increasingly concerned about Dorset and Wiltshire Fire Service removing the Technical Rescue Units from Trowbridge and Chippenham Fire Stations. Moving them to Dorset and Swindon is unacceptable when we face flooding every year and face other rescues that need the Technical Rescue Unit to be used. Removing the Technical Rescue Units to Dorset and Swindon will NOT remove the flooding rescues and other rescues in our local communities that happen every year.

Moving the units so far away will mean an hour wait (from Trowbridge in which I am a resident) instead of 8 minutes. The purpose of the fire service is to protect life, protect property as well as other tasks, however, by moving the units so far away, Dorset and Wiltshire Fire Service will be putting lives and property in more danger, with more risks.

Our local area is prone to flooding, with climate change this will only get worse. We are a very rural area, we have caves, we have scenarios which require the Technical Rescue Units to respond in a timely manner. Trowbridge, is one of the busiest stations within Wiltshire. Getting rid of these units will be devastating to our local communities in which these units serve.

Why move the units so far away? Why move the Technical Rescue Units at all? When the rescues won't just stop happening, which leaves our communities without the vital service needed. Dorset and Wiltshire Fire Service will be held responsible for lives lost, injuries made worse and damage caused, all due to delays.

As a resident of Trowbridge, I am deeply concerned about the impact of this in our communities, that this move by Dorset and Wiltshire Fire Service will make. There is currently a petition by another resident on this issue: https://www.change.org/p/dorset-wiltshire-fire-authority-stop-the-removal-of-vital-rescue-equipment-from-wiltshire-92ff7833-55e3-41ce-b9ae-f417b1ba0192/w?source_location=petition_nav

Our local communities need these units and action is needed to help stop this happening. Will you be able to help ask the questions needed? Will you be able to help save these units and lives? Will you help our communities get the service needed? Please fight for your residents and save the Technical Rescue Units being removed from Trowbridge and Chippenham Fire Stations.

Thank you for reading

Yours sincerely

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Melksham Town Council
Monthly Financial Statement 31 December 2020

Cash and Bank Balances:

Co-operative Current Account	474,552	
Assembly General Account	194,824	
Assembly Hall Bar Account	447,594	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	0	
Petty Cash	116	
Bar Float	1,100	
	<u>1,170,121</u>	

Debtors (monies owed to council)

H M Customs - Vat recoverable	18,250	
Bar Stock	4,441	
Debtors and Prepayments	11,728	
	<u>34,419</u>	
	<u>1,204,540</u>	

Less: Creditors (monies owed by council)

Suppliers of goods and services	4,347	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	17,265	
Events Control	<u>1,987</u>	<u>32,164</u>

Net Cash Available

1,172,376

Represented by:

General Fund

Current Year Surplus	131,788	
Earmarked Reserves Used in year	<u>130,336</u>	
	<u>262,124</u>	
Contribution to Earmarked Reserves	<u>13,479</u>	248,645
General Reserve balance at beginning of year		352,008

Earmarked Reserves

Balance at 1st April 2020	662,205	
Plus; Added in Year	<u>12,843</u>	
	<u>675,048</u>	
Less: Used to Fund Expenditure	<u>130,336</u>	544,712

Specific Reserves

Balance at 1st April 2019	26,375	
Plus: Received in Year	<u>636</u>	
	<u>27,011</u>	
Less: Used to Fund Expenditure	<u>0</u>	27,011

1,172,376

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Melksham Town Council Current Year

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Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		291,674.72					291,674.72	
BACS Banked: 01/10/2020		1,000.00						
BACS Wiltshire Council		1,000.00		166.67	4102	201	833.33	Rates rebate
BACS Banked: 05/10/2020		40.00						
BACS J. Beves		40.00			1045	203	40.00	Allotment rent
BACS Banked: 05/10/2020		189.64						
BACS S. Hillman		189.64			1020	201	189.64	Makers Market
BACS Banked: 27/10/2020		40.00						
BACS N. Hodges		40.00			1045	203	40.00	Allotment rent
BACS Banked: 27/10/2020		578.00						
BACS Wiltshire Publications		578.00			1040	210	578.00	Wiltshire Publications
BACS Banked: 27/10/2020		625.00						
BACS Wiltshire Publications		625.00			1048	210	625.00	Rent - Art House - arrears
BACS Banked: 28/10/2020		505.44						
BACS MWOPC		505.44			1027	202	505.44	Shurnhold Fields - labour
BACS Banked: 29/10/2020		6,500.00						
BACS Gompels		6,500.00			4199	221	6,500.00	Skatepark sponsorship
BACS Banked: 30/10/2020		20.00						
BACS D. Henderson		20.00			1045	203	20.00	Allotment rent
BACS Banked: 30/10/2020		27,193.15						
BACS HMRC		27,193.15			102		27,193.15	VAT refund
Total Receipts for Month		36,691.23	0.00	166.67			36,524.56	
Cashbook Totals		<u>328,365.95</u>	<u>0.00</u>	<u>166.67</u>			<u>328,199.28</u>	

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Date: 15/01/2021

Melksham Town Council Current Year

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Cooperative Bank A/C

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2020	HP Inc	DD	7.99		1.33	4907	501	6.66	Photocopying ink
01/10/2020	Water2Business	DD	19.00			4103	215	19.00	Water rates - Bow erhill
01/10/2020	First Lease	DDR	108.00		18.00	4923	501	90.00	AH cash till
02/10/2020	Redhorn Holdings	DDR	934.99		155.83	4160	215	779.16	Rent - Bow erhill unit
05/10/2020	Genke Leasing	DDR	177.98		29.66	4020	101	148.32	Photocopier
05/10/2020	Co-op Bank	DDR	30.00			4017	110	30.00	BACS sweep fee
06/10/2020	Amazon	DEBIT CARD	43.98		7.33	4024	101	36.65	Laptop charger
06/10/2020	Microsoft	DDR	87.40		14.57	4040	101	72.83	Online services
07/10/2020	Amazon	DEBIT CARD	27.99		4.66	4021	101	23.33	USB sticks
08/10/2020	Amazon	DEBIT CARD	17.21		2.87	4021	101	14.34	Pens
09/10/2020	British Gas	DDR	78.93		3.76	4185	205	75.17	Electricity - public toilets
09/10/2020	Co-op Bank	DDR	3.78			4017	110	3.78	BACS fees
09/10/2020	Co-op Bank	DDR	9.00			4017	110	9.00	BACS fees
12/10/2020	Enterprise	DDR	960.70		160.12	4156	202	800.58	Van lease
12/10/2020	Needlefresh	BACS	1,020.00		170.00	4304	302	850.00	Xmas tree
14/10/2020	Mainstream	DDR	37.95		6.32	4027	101	31.63	Telephones
14/10/2020	Inland Revenue	DDR	9,299.88			520		9,299.88	PAYE/NI
15/10/2020	Wiltshire Council	DDR	187.00			4180	205	187.00	Rates - public toilets
15/10/2020	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bow erhill unit
15/10/2020	Wiltshire Council	DDR	13.00			4102	201	13.00	Rates - garage
15/10/2020	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
16/10/2020	Office Evolution	DDR	27.48		4.58	4026	101	22.90	Photocopying
16/10/2020	T. Cross	BACS	117.08		19.51	4918	501	97.57	AH - Painting/decorating items
16/10/2020	Fuel Genie	DDR	475.02		79.17	4153	202	395.85	Fuel
19/10/2020	Oakwood	DDR	135.00		22.50	4196	202	112.50	Container storage
20/10/2020	Wiltshire Council	DDR	28,664.77			520		28,664.77	Wages
21/10/2020	British Gas	DDR	27.84		1.32	4101	201	26.52	Electricity - Market Traders
21/10/2020	British Gas	DDR	33.95		1.62	4100	201	32.33	Gas - TH
21/10/2020	British Gas	DDR	86.68		4.13	4100	201	82.55	Gas - TH
21/10/2020	Wiltshire Council	DDR	2,545.00			520		2,545.00	Salaries
22/10/2020	Wiltshire Council	DDR	8,334.43			520		8,334.43	Pensions
22/10/2020	G. Mitcham	406319	15.00			4085	115	15.00	Refund - Mayor's reception
23/10/2020	British Gas	DDR	23.03		1.10	4252	204	21.93	Electricity - Pavilion
26/10/2020	HP inc	DDR	7.99		1.33	4907	501	6.66	Photocopying ink
27/10/2020	Screw fix	DEBIT CARD	31.99		5.33	4167	202	26.66	Traffic signs
28/10/2020	Kan Connections	406455	858.00	858.00		501			Electrical work - Pavilion
28/10/2020	Linda De Santiz	406456	1,200.00	1,200.00		501			Honoraria - photographic work
28/10/2020	John Miller (Corsham) Ltd	406457	400.00	400.00		501			Chainsaw & equipment
28/10/2020	Melksham Without Parish Council	406458	555.56	555.56		501			NP - contribution
28/10/2020	Melksham Tyre Supplies	406459	293.04	293.04		501			Tyres - Citroen Berlingo
28/10/2020	Microshade Business Consultant	406460	867.60	867.60		501			Hosting services
28/10/2020	Rialtas Business Solutions Ltd	406461	459.60	459.60		501			Omega cashbook/PL support
28/10/2020	Trade UK	406462	192.58	192.58		501			Footwear & clothing
28/10/2020	Stannah Lift Services Ltd	406463	454.73	454.73		501			Lift - servicing

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Melksham Town Council Current Year

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Cooperative Bank A/C

For Month No: 7

Payments for Month 7		Nominal Ledger Analysis					
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
28/10/2020	Travis Perkins Trading Company	406464	146.75	146.75		501	Workwear/cylinder
28/10/2020	Vysion Ltd	406465	282.00	282.00		501	Online back-up service (1/4ly)
28/10/2020	AquaAid (Kennet & North Wilts)	406466	81.65	81.65		501	Water dispenser service/refill
28/10/2020	Boels Rental Ltd	406467	311.65	311.65		501	Hire - personnel lift
28/10/2020	LGRC Associates Ltd	406468	9,456.00	9,456.00		501	Locum/Asst - wages 1-25 Sep
28/10/2020	Melksham Groundcare Machinery	406469	125.50	125.50		501	Mower repairs
28/10/2020	Midori Services	406470	3,722.17	3,722.17		501	SplashPad - maintenance
28/10/2020	J. Parker Dutch Bulbs (Wholesa	406471	1,010.40	1,010.40		501	Spring bulbs
28/10/2020	Wellers Law Group	406472	675.00	675.00		501	Legal advice
28/10/2020	WPS Insurance Brokers & Risk S	406474	30.36	30.36		501	SID - insurance increase
29/10/2020	Vodafone	DDR	74.01		12.34	4027 101	61.67 Groundsmen mobiles
30/10/2020	Zoom	DDR	14.39		2.40	4040 101	11.99 Hosting
30/10/2020	Amazon	DEBIT CARD	15.48		2.58	4021 101	12.90 Wireless door bell
31/10/2020	First Choice Skips	405884	-255.00		-42.50	4109 201	-212.50 W/B Cheques
Total Payments for Month			75,727.51	21,122.59	689.86		53,915.06
Balance Carried Fwd			252,638.44				
Cashbook Totals			328,365.95	21,122.59	689.86		306,553.50

Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		252,638.44					252,638.44	
	Banked: 02/11/2020	442,061.00						
Pre-cept	Bank Assembly Hall A/c	442,061.00			251		442,061.00	Tnsfr - Pre-cept
	BACS Banked: 04/11/2020	166.67						
BACS	Apollo Events	166.67			1042	210	166.67	Roundhouse rent
	BACS Banked: 09/11/2020	3,000.00						
BACS	LGRC Associates	3,000.00		500.00	4000	101	2,500.00	Refund - management services
	BACS Banked: 09/11/2020	12,843.49						
BACS	Sandridge Solar Farm	12,843.49			9245	901	12,843.49	Solar farm income
	BACS Banked: 25/11/2020	487.21						
BACS	DJ Cooper	487.21		81.20	1027	202	406.01	Factory Shop - caretaking
	BACS Banked: 27/11/2020	578.00						
BACS	Wiltshire Publications	578.00		96.33	1040	210	481.67	Rent - 31 Market Place
Total Receipts for Month		459,136.37	0.00	677.53			458,458.84	
Cashbook Totals		<u>711,774.81</u>	<u>0.00</u>	<u>677.53</u>			<u>711,097.28</u>	

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Melksham Town Council Current Year

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Cooperative Bank A/C

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	Creditors_£	VAT_£	A/c	Centre	£ Amount	Transaction Detail
02/11/2020	Indeed	DEBIT CARD	8.70		1.45	4023	101	7.25	Job advertisement
02/11/2020	Water2Business	DDR	19.00			4103	215	19.00	Water rates - Bow erhill unit
02/11/2020	Redhorn Holdings	DDR	934.99		155.83	4160	215	779.16	Rent - Bow erhill unit
02/11/2020	First Lease	DDR	108.00		18.00	4923	501	90.00	AH - cash till
02/11/2020	Ellis Whittam	406400	92.70		15.45	4043	110	77.25	3 yr contract (amendment)
05/11/2020	Microsoft	DDR	87.40		14.57	4040	101	72.83	Hosting
05/11/2020	1st Choice Skips	406452	255.00		42.50	4918	501	212.50	Skip hire
09/11/2020	Amazon	DEBIT CARD	1.98		0.33	4311	115	1.65	Remembrance day - Last Post
09/11/2020	ViralBusters	DEBIT CARD	375.00		62.50	4153	202	312.50	Sanitising eqpmt - vans
09/11/2020	Co-op Bank	DDR	4.06			4017	110	4.06	BACS fee
09/11/2020	Co-op Bank	DDR	12.00			4017	110	12.00	BACS fees
10/11/2020	Offst	DEBIT CARD	62.24		10.37	4021	101	51.87	Sanitizing fluid
12/11/2020	Enterprise	DDR	960.70		160.12	4156	202	800.58	Vans - lease
12/11/2020	T. Cross	BACS	43.88			4915	501	43.88	AH - Thermometers etc
13/11/2020	Inland Revenue	DDR	10,147.23			520		10,147.23	Inland Revenue
16/11/2020	Mainstream	DDR	459.01		76.50	4027	101	382.51	Phones
16/11/2020	Wiltshire Council	DDR	187.00			4180	205	187.00	Rates - public toilets
16/11/2020	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Bow erhill unit
16/11/2020	Wiltshire Council	DDR	13.00			4102	201	13.00	Rates - garage
16/11/2020	Wiltshire Council	DDR	936.00			4102	201	936.00	TH - rates
16/11/2020	P. Dauncey	406451	200.00			4030	115	200.00	Tow n Cryer's expenses
16/11/2020	P. Dauncey	405454	35.00			4030	115	35.00	Tow n Cryer's subscription
16/11/2020	British Gas	DDR	3,035.53			4911	501	3,035.53	AH - electricity
17/11/2020	Office Evolution	DDR	93.16		15.53	4026	101	77.63	Photocopying
17/11/2020	Fuel Genie	DDR	418.12		69.69	4153	202	348.43	Fuel
18/11/2020	Oakw ood	DDR	135.00		22.50	4196	202	112.50	Container storage
18/11/2020	1st Call Skips	BACS	252.00		42.00	4918	501	210.00	AH - Skip hire
19/11/2020	British Gas	DDR	1,420.51			4911	501	1,420.51	AH - electricity
20/11/2020	British Gas	DDR	31.06		1.48	4101	201	29.58	Market Place - electricity
20/11/2020	British Gas	DDR	326.18		54.36	4100	201	271.82	TH - gas
20/11/2020	Wiltshire Council	DDR	9,647.51			520		9,647.51	Pensions
20/11/2020	Wiltshire Council	DDR	25,560.78			520		25,560.78	Salaries
20/11/2020	British Gas	DDR	11.25		0.54	4912	501	10.71	AH - gas
23/11/2020	Zoom	DDR	14.39		2.40	4040	101	11.99	Video conferencing
24/11/2020	Wiltshire Mind	BACS	500.00			4301	151	500.00	Grant
24/11/2020	TransWilts CIC	BACS	2,500.00			4301	151	2,500.00	Grant
24/11/2020	Wiltshire Sight	BACS	400.00			4301	151	400.00	Grant
24/11/2020	Melksham RFC	BACS	450.00			4301	151	450.00	Grant
24/11/2020	Read Easy	BACS	500.00			4301	151	500.00	Grant
24/11/2020	Food & River Festival	BACS	1,000.00			4310	151	1,000.00	Grant
24/11/2020	Melksham Music Festival	BACS	2,000.00			4306	151	2,000.00	Grant
24/11/2020	Melksham Seniors	BACS	2,800.00			4301	151	2,800.00	Grant
24/11/2020	Melksham Christmas Lights	BACS	3,000.00			4305	151	3,000.00	Grant
24/11/2020	CAB	BACS	5,800.00			4302	151	5,800.00	Grant
24/11/2020	TIC	BACS	6,000.00			4330	151	6,000.00	Grant
24/11/2020	Melksham Cricket Club	BACS	200.00			4301	151	200.00	Grant
24/11/2020	Melksham Netball Club	BACS	200.00			4301	151	200.00	Grant
24/11/2020	Help Counselling Service	BACS	250.00			4301	151	250.00	Grant

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		Cooperative Bank A/C				For Month No: 8	
Payments for Month 8		Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference_£</u>	<u>Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c_Centre</u>	<u>£ Amount Transaction Detail</u>
24/11/2020	1st Melksham Brownies	BACS	300.00			4301 151	300.00 Grant
25/11/2020	British Gas	DDR	19.40		0.92	4159 215	18.48 Bow erhill unit - electricity
25/11/2020	British Gas	DDR	23.69		1.13	4252 204	22.56 Pavilion - Electricity
25/11/2020	Melksham Rail Dev Group	BACS	300.00			4301 151	300.00 Grant
25/11/2020	Melksham 2nd Rainbow s	BACS	350.00			4301 151	350.00 Grant
25/11/2020	Messy Church	BACS	400.00			4301 151	400.00 Grant
25/11/2020	Alzheimers Support	BACS	450.00			4301 151	450.00 Grant
25/11/2020	Youth Action	BACS	500.00			4301 151	500.00 Grant
25/11/2020	Bloom in Melksham	BACS	3,000.00			4301 151	3,000.00 Grant
25/11/2020	Age Friendly (Melksham)	BACS	5,000.00			4301 151	5,000.00 Grant
26/11/2020	Avon IT systems	406476	360.00	360.00		501	SAR w ork/call outs
26/11/2020	IDverde Limited	406477	3,021.18	3,021.18		501	Public toilets - cleaning
26/11/2020	John Miller (Corsham) Ltd	406478	345.73	345.73		501	Mow ers - engine oil
26/11/2020	Melksham Without Parish Council	406479	138.88	138.88		501	NHP
26/11/2020	Microshade Business Consultant	406480	867.60	867.60		501	Hosting services
26/11/2020	RBL Poppy Appeal	406481	500.00	500.00		501	Donation
26/11/2020	RBL Poppy Appeal	406482	51.00	51.00		501	3 x Poppy wreaths
26/11/2020	Trade UK	406483	144.98	144.98		501	Decorating items
26/11/2020	T H White Installation Ltd	406484	84.66	84.66		501	Fire alarm - routine service
26/11/2020	Travis Perkins Trading Company	406485	7.07	7.07		501	Extension lead
26/11/2020	Wiltshire Publications Ltd	406486	629.40	629.40		501	Advertising - Amenities Manage
26/11/2020	Wiltshire Council	406488	7,384.70	7,384.70		501	Tow n nameplates
26/11/2020	Bathe & North East Somerset Co	406489	936.00	936.00		501	Winter bedding
26/11/2020	Bearings & Fixings Plus	406490	33.30	33.30		501	Traffic gloves
26/11/2020	Broxap Ltd	406491	694.80	694.80		501	Waste bins
26/11/2020	Canvas Spaces Ltd	406492	29,400.00	29,400.00		501	Skatepark extension
26/11/2020	Colin Harrison Design Ltd	406493	264.00	264.00		501	Parking scheme - stickers
26/11/2020	LGRC Associates Ltd	406495	2,399.40	2,399.40		501	Wages - Locum Asst 19-30th Oct
26/11/2020	Mike Brooks Photography	406496	80.00	80.00		501	Mayor's photograph
26/11/2020	Paul Hulbert	406497	350.00	350.00		501	Window cleaning
26/11/2020	Prepared Media Ltd	406498	354.00	354.00		501	Advertising - vacancy
26/11/2020	G. Milw ard-Oliver	406499	1,440.00	1,440.00		501	Tow n centre development
26/11/2020	AFC Melksham	BACS	250.00			4301 151	250.00 Grant
26/11/2020	Meksham PHAB	BACS	450.00			4301 151	450.00 Grant
26/11/2020	Splitz Support Service	BACS	1,000.00			4301 151	1,000.00 Grant
27/11/2020	Wessex MS Therapy Ctre	BACS	400.00			4301 151	400.00 Grant
30/11/2020	NPow er	405859	-378.00		-63.00	9244 901	-315.00 Cancel U/P cheque NPower
30/11/2020	Peter Dauncey	406339	-200.00			4030 115	-200.00 Cancel U/P cheque
Total Payments for Month			143,070.17	49,486.70	705.17		92,878.30
Balance Carried Fwd			568,704.64				
Cashbook Totals			711,774.81	49,486.70	705.17		661,582.94

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Cooperative Bank 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 : 568,704.64****568,704.64**Banked: **01/12/2020** **636.23**

GiL Xfer Bank Assembly Hall A/c 636.23 251 636.23 GiL transfer

BACS Banked: **04/12/2020** **166.67**

BACS B. Burry 166.67 1042 210 166.67 Roundhouse rent - Dec

BACS Banked: **09/12/2020** **240.34**

BACS WPS Insurance Brokers 240.34 4058 101 240.34 Low claims rebate adjustment

BACS Banked: **15/12/2020** **73.98**

BACS Water2Business 73.98 4103 201 73.98 Refund - water rates

BACS Banked: **21/12/2020** **20.00**

BACS V. Parry 20.00 1045 203 20.00 Allotment rent

BACS Banked: **21/12/2020** **17.00**

BACS MWOPC 17.00 4311 115 17.00 Wreath

BACS Banked: **29/12/2020** **578.00**

BACS Wiltshire Publications 578.00 1040 210 578.00 Rent - 31 Market Place

Total Receipts for Month 1,732.22 0.00 0.00 1,732.22**Cashbook Totals** 570,436.86 0.00 0.00 570,436.86

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Cooperative Bank A/C

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
01/12/2020	Vodafone	DDR	74.01		12.34	4027	101	61.67	Mobiles - Grounds Team
01/12/2020	Water2Business	DDR	19.00			4103	215	19.00	Water rates - Unit
01/12/2020	Water2Business	DDR	63.23			4178	210	63.23	Water rates - Roundhouse
01/12/2020	Water2Business	DDR	335.73			4103	201	335.73	Water rates - TH
01/12/2020	Water2Business	DDR	1,805.42			4180	205	1,805.42	Water rates - Toilets
01/12/2020	Grounds Management Association	DDR	135.00			4029	101	135.00	Annual subscription
01/12/2020	First Lease	DDR	108.00		18.00	4923	501	90.00	Till - AH
01/12/2020	Neighbourhood Watch	BACS	350.00			4301	151	350.00	Grant
01/12/2020	Kingcombe Stonbury	BACS	9,701.42		1,616.90	9244	901	8,084.52	Retention payment - Splashpad
02/12/2020	HP Inc	DDR	7.99		1.33	4907	501	6.66	AH - photocopying ink
02/12/2020	Redhorn Holdings	DDR	934.99		155.83	4160	215	779.16	Rent - Unit
03/12/2020	Amz - Buy It Di	DEBIT CARD	1,449.87		241.64	4021	101	1,208.23	Office items
04/12/2020	Petty Cash	Top-up	200.00			220		200.00	Petty cash - top up
07/12/2020	Microsoft	DDR	87.40		14.57	4040	101	72.83	Hosting services
07/12/2020	Amazon	DEBIT CARD	22.40		3.73	4153	202	18.67	Vehicle defect books
07/12/2020	Amazon	DEBIT CARD	19.49		3.25	4021	101	16.24	Disinfectant spray
08/12/2020	Broxap	DEBIT CARD	159.60		26.60	4167	202	133.00	Litter bins
09/12/2020	Enterprise	DDR	960.70		160.12	4156	202	800.58	Lease - vehicle
09/12/2020	Co-op Bank	DDR	4.20			4017	110	4.20	BACS fees
09/12/2020	Co-op Bank	DDR	9.00			4017	110	9.00	BACS fees
10/12/2020	British Gas	DDR	166.90		7.95	4185	205	158.95	Electricity - public toilets
11/12/2020	Amazon	DEBIT CARD	17.89		2.98	4021	101	14.91	Stationary items
11/12/2020	Amazon	DEBIT CARD	155.14		25.86	4021	101	129.28	Stationary items
11/12/2020	Melksham W/O PC	406475	851.39			4074	302	851.39	Neighbourhood Plan
11/12/2020	Melksham W/O PC	406500	116.67			4074	302	116.67	Neighbourhood Plan
14/12/2020	Mainstream	DD	92.00		15.33	4027	101	76.67	Telephones
14/12/2020	T. Cross	BACS	109.20		18.20	1004	510	91.00	Film - The Shining
14/12/2020	Inland Revenue	DDR	8,812.24			520		8,812.24	PAYE/NI
15/12/2020	Wiltshire Council	DDR	187.00			4180	205	187.00	Rates - public toilets
15/12/2020	Wiltshire Council	DDR	230.00			4161	215	230.00	Rates - Unit
15/12/2020	Water2Business	DDR	73.98			4103	215	73.98	Water rates - Unit
15/12/2020	Wiltshire Council	DDR	13.00			4102	201	13.00	Rates - garage
15/12/2020	Wiltshire Council	DDR	936.00			4102	201	936.00	Rates - TH
15/12/2020	Water2Business	DDR	-73.98			4103	201	-73.98	Refund - water rates
16/12/2020	Office Evolution	DDR	42.01		7.00	4026	101	35.01	Photocopying
16/12/2020	Fuel Genie	DDR	334.66		55.78	4153	202	278.88	Fuel
18/12/2020	Devizes Trailer Centre	405801	48.00	48.00		501			Amber beacon lamp
18/12/2020	Diamond Car Care	405802	320.08	320.08		501			Transporter - starter motor
18/12/2020	Ellis Whittam Ltd	405803	2,826.00	2,826.00		501			HR consultancy - Nov 2020
18/12/2020	IDverde Limited	405804	604.23	604.23		501			Toilets - Dec cleaning
18/12/2020	John Miller (Corsham) Ltd	405805	441.19	441.19		501			Brushcutter
18/12/2020	Melksham Without Parish Council	405806	859.64	859.64		501			Community Support
18/12/2020	Melksham Tyre Supplies	405807	93.66	93.66		501			Transit - tyres
18/12/2020	Microshade Business Consultant	405808	867.60	867.60		501			Hosting services
18/12/2020	NSALG Ltd	405809	66.00	66.00		501			NSALG subs

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Cooperative Bank A/C

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
18/12/2020	NVB Landscape	405810	2,287.20	2,287.20		501		Maintenance Bldg - stage 2
18/12/2020	Trade UK	405811	236.56	236.56		501		LED bulb
18/12/2020	S J Aplin Playgrounds Ltd	405812	1,380.00	1,380.00		501		Primrose Drive - see saw
18/12/2020	Travis Perkins Trading Company	405813	170.06	170.06		501		Sander/cable
18/12/2020	Bearings & Fixings Plus	405814	60.00	60.00		501		Beacon LED
18/12/2020	Boels Rental Ltd	405815	57.59	57.59		501		Hire - scaffolding/delivery
18/12/2020	Colin Harrison Design Ltd	405816	151.80	151.80		501		Mayor's Xmas cards
18/12/2020	LGRC Associates Ltd	405817	5,038.74	5,038.74		501		J. Mills - Nov hours
18/12/2020	WPS Insurance Brokers & Risk S	405818	1,859.20	1,859.20		501		Fleet vehicle insurance
18/12/2020	Oakwood	DDR	135.00		22.50	4196 202	112.50	Container storage
18/12/2020	Wiltshire Council	DDR	27,198.12			520	27,198.12	Salaries
21/12/2020	Amazon	DEBIT CARD	80.97		13.50	4024 101	67.47	Mouse/keyboard
21/12/2020	Amazon	DEBIT CARD	119.97		20.00	4024 101	99.97	PC stand/mount
21/12/2020	Hampshire Flag	DEBIT CARD	136.07		22.68	4021 101	113.39	Union flag
21/12/2020	British Gas	DDR	30.40		1.45	4101 201	28.95	Electricity - Market Place
21/12/2020	British Gas	DDR	163.00		7.76	4101 201	155.24	Electricity - TH
21/12/2020	Young Melksham	BACS	10,000.00			4303 151	10,000.00	Grant
22/12/2020	CM3	DEBIT CARD	2.99		0.50	4021 101	2.49	Batteries
22/12/2020	British Gas	DDR	10.88		0.52	4912 501	10.36	Gas - AH
22/12/2020	British Gas	DDR	545.54		90.92	4100 201	454.62	Gas - TH
22/12/2020	Wiltshire Council	DDR	8,356.34			520	8,356.34	Pensions
23/12/2020	Zoom	DDR	14.39		2.40	4042 101	11.99	Monthly subscription
24/12/2020	EE	DDR	148.80		24.80	4027 101	124.00	SIM - grounds Team phones
29/12/2020	British Gas	DDR	24.93		1.19	4252 204	23.74	Electricity - Pavilion
29/12/2020	British Gas	DDR	27.38		1.30	4159 215	26.08	Electricity - Unit
29/12/2020	British Gas	DDR	1,570.27		261.71	4911 501	1,308.56	Electricity - AH
29/12/2020	Filmbank Distribution	BACS	336.00		56.00	4919 510	280.00	Film shows
30/12/2020	Laptops Direct	DEBIT CARD	735.21		122.54	4024 101	612.67	Laptop
31/12/2020	HP Inc	DDR	9.99		1.66	4907 501	8.33	Photocopying ink
31/12/2020	Vodafone	DDR	74.01		12.34	4027 101	61.67	Phones - Grounds Team
31/12/2020	Enterprise	DDR	285.60		47.60	4156 202	238.00	Lease - van
Total Payments for Month			95,884.96	17,367.55	3,098.78		75,418.63	
Balance Carried Fwd			474,551.90					
Cashbook Totals			570,436.86	17,367.55	3,098.78		549,970.53	

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Bank Assembly Hall A/c

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

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

Balance Brought Fwd : 650,674.60

650,674.60

BACS Banked: 08/10/2020

636.23

BACS Wiltshire Council

636.23

9248 901

636.23 CiL payment

BACS Banked: 28/10/2020

480.00

BACS Ticketsource

480.00

1173 510

480.00 Tickets

Total Receipts for Month

1,116.23

0.00

0.00

1,116.23

Cashbook Totals

651,790.83

0.00

0.00

651,790.83

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Bank Assembly Hall A/c

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT_	A/c	Centre	£ Amount	Transaction Detail
31/10/2010	1st Choice Skips	3511	-252.00		-42.00	4918	501	-210.00	W/B Cheque
01/10/2020	CHS Ltd	3514	536.40		89.40	4916	501	447.00	Servicing - AH ovens
02/10/2020	BTE Services	DDR	32.76		5.46	4917	501	27.30	Sanitary cleaning
06/10/2020	BTE Services	DDR	118.47		19.75	4917	501	98.72	Sanitary cleaning
14/10/2020	S. Parker	3521	48.00			4960	510	48.00	Refund - tickets
14/10/2020	S. Parker	3520	22.00			4960	510	22.00	Refund - tickets
15/10/2020	J. Crow der	3524	308.00			4960	510	308.00	Refund - tickets
15/10/2020	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
15/10/2020	K. McCarrick	3519	22.00			4960	510	22.00	Refund - tickets
16/10/2020	J. Carr	3522	40.00			4960	510	40.00	Refund - tickets
19/10/2020	T. Smith	3525	22.00			4960	510	22.00	Refund - tickets
20/10/2020	WorldPay	DDR	65.33		10.89	4929	501	54.44	Card fees
28/10/2020	Mr. B. Burry	3526	18.00	18.00			502		Facebook - Lockdow n advert
28/10/2020	Comax UK Ltd	3527	74.98	74.98			502		Face masks/sanitisers
28/10/2020	Houseman Environmental Ltd	3528	570.00	570.00			502		AH/Pavilion - w ater hygiene
28/10/2020	PPL PRS Ltd	3529	2,663.22	2,663.22			502		PPL licence
28/10/2020	Sound Associates Ltd	3530	738.60	738.60			502		Annual service - sound system
28/10/2020	T H White Installations Ltd	3531	156.00	156.00			502		Maintenance - AH alarm
28/10/2020	3 Mobile	DDR	7.79		1.30	4917	501	6.49	Pavilion mobile phone
30/10/2020	Hills Waste	DDR	218.89		36.48	4917	501	182.41	Waste collection
Total Payments for Month			6,271.44	4,220.80	121.28			1,929.36	
Balance Carried Fwd			645,519.39						
Cashbook Totals			651,790.83	4,220.80	121.28			647,448.75	

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Bank Assembly Hall A/c

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Receipts for Month 8

Nominal Ledger Analysis

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

Balance Brought Fwd : 645,519.39

645,519.39

BACS Banked: 03/11/2020

160.87

BACS North Bristol NHS Trust

160.87

26.81 1000 501

134.06 AH - room hire

BACS Banked: 04/11/2020

36.00

BACS Ticketsource

36.00

6.00 1173 510

30.00 Refund

Total Receipts for Month

196.87

0.00

32.81

164.06

Cashbook Totals

645,716.26

0.00

32.81

645,683.45

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Payments for Month 8

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
02/11/2020	Cooperative Bank A/C	Pre-cept	442,061.00			204		442,061.00	Tnsfr - Pre-cept
02/11/2020	Lloyds Bank	TNSFR	30.00			4017	110	30.00	Pre-cept transfer fee
03/11/2020	BTE Services	DDR	151.23		25.20	4917	501	126.03	Sanitary cleaning
03/11/2020	S. Horton	3523	44.00			1173	510	44.00	Refund - Land of Hope & Glory
06/11/2020	A. Elwell	3533	24.00			1173	510	24.00	Refund - Herman's Hermits
10/11/2020	F. Wheeler	3535	22.00			1173	510	22.00	Refund - Land of H&G
13/11/2020	G. Bull	3536	33.00			1173	510	33.00	Refund - Land of H&G
16/11/2020	M. Phillips	3534	132.00			1173	510	132.00	Refund - Land of H&G
16/11/2020	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates
19/11/2020	D. Fillis	3532	72.00			1173	510	72.00	Refund - Herman's Hermits
19/11/2020	Worldpay	DDR	65.33		10.89	4929	501	54.44	Card fees
26/11/2020	Dentons	3541	170.40	170.40		502			Advertising
26/11/2020	Psychic Medium Nikki Kitt	3542	189.20	189.20		502			Psychic medium show
26/11/2020	Sound Associates Ltd	3543	3,222.00	3,222.00		502			Sound equipment
26/11/2020	Total Floorcare (Bridgewater)	3544	228.00	228.00		502			AH - floor cleaning
27/11/2020	3 Mobile	DDR	7.79		1.30	4917	501	6.49	Mobile phone
30/11/2020	Hills Waste	DDR	203.38		33.90	4917	501	169.48	Waste collection
Total Payments for Month			447,516.33	3,809.60	71.29			443,635.44	
Balance Carried Fwd			198,199.93						
Cashbook Totals			645,716.26	3,809.60	71.29			641,835.37	

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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 : 198,199.93

198,199.93

BACS Banked: **16/12/2020** **40.00**

BACS Ticketsource 40.00 6.67 1173 510 33.33 Tickets

BACS Banked: **23/12/2020** **50.00**

BACS Ticketsource 50.00 8.33 1173 510 41.67 Tickets

Total Receipts for Month 90.00 0.00 15.00 75.00

Cashbook Totals 198,289.93 0.00 15.00 198,274.93

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Bank Assembly Hall A/c

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
01/12/2020	Cooperative Bank A/C	QIL Xfer	636.23			204		636.23	QIL transfer
01/12/2020	BTE Services	DDR	32.76		5.46	4917	501	27.30	Sanitary services
01/12/2020	Water2Business	DDR	936.80			4913	501	936.80	Water rates - AH
02/12/2020	J. Wilson	3538	22.00			1173	510	22.00	Refund - Land of H&G
04/12/2020	BTE Services	DDR	84.93		14.16	4917	501	70.77	Sanitary services
04/12/2020	BTE Services	DDR	33.54		5.59	4917	501	27.95	Sanitary services
07/12/2020	A. Box	3537	24.00			1173	510	24.00	Refund - Herman's Hermits
15/12/2020	Wiltshire Council	DDR	861.00			4914	501	861.00	Rates - AH
18/12/2020	BTE Services	DDR	32.76		5.46	4917	501	27.30	Sanitary services
21/12/2020	Worldpay	DDR	65.33		10.89	4929	501	54.44	Cash till/credit card machine
21/12/2020	Rentokil	DDR	279.92		46.65	4917	501	233.27	Vermin control
29/12/2020	3 Mobile	DDR	7.79		1.30	4917	501	6.49	AH mobile
30/12/2020	A. Box	3545	48.00			1173	510	48.00	Refund - Herman's Hermits
31/12/2020	Hills Waste	DDR	168.17		28.03	4917	501	140.14	Waste collection
31/12/2020	The Shed	3540	120.00			4918	501	120.00	Maintenance work
31/12/2020	The Shed	3539	113.17			4918	501	113.17	Parts - maintenance
Total Payments for Month			3,466.40	0.00	117.54			3,348.86	
Balance Carried Fwd			194,823.53						
Cashbook Totals			198,289.93	0.00	117.54			198,172.39	

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Assembly Hall Bar A/c

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

Receipt Ref Name of Payer £ Amnt Received_ £ Debtors_ £ VAT_ A/c Centre_ £ Amount Transaction Detail

Balance Brought Fwd : 447,649.09

447,649.09

Banked: 31/10/2020 **266.54**

Transfer Credit/Debit Card Control Acco 266.54 213 266.54 AIB credit cards

Total Receipts for Month 266.54 0.00 0.00 266.54

Cashbook Totals 447,915.63 0.00 0.00 447,915.63

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Assembly Hall Bar A/c

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Payments for Month 7				Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/10/2020	Market Place Merchants	DDR	25.16		4.19	4929 501	20.97	Card machine rent
27/10/2020	Bookers	DDR	150.26		25.04	4901 520	125.22	Bar stock
Total Payments for Month			175.42	0.00	29.23		146.19	
Balance Carried Fwd			447,740.21					
Cashbook Totals			447,915.63	0.00	29.23		447,886.40	

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Assembly Hall Bar A/c

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

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

Balance Brought Fwd : 447,740.21

447,740.21

BACS Banked: 04/11/2020 **68.65**

BACS AIB 68.65 1001 520 68.65 Bar takings

Total Receipts for Month 68.65 0.00 0.00 68.65

Cashbook Totals 447,808.86 0.00 0.00 447,808.86

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Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 3

User: MEL

Assembly Hall Bar A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2020	Bookers	DDR	83.35		13.89	4901 520	69.46	Bar stock
10/11/2020	Bookers	DDR	76.27		12.71	4901 520	63.56	Bar stock
18/11/2020	Marketplace Merchants	DDR	25.16		4.19	4929 501	20.97	Card machine/till
Total Payments for Month			184.78	0.00	30.79		153.99	
Balance Carried Fwd			447,624.08					
Cashbook Totals			447,808.86	0.00	30.79		447,778.07	

Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 3

User: MEL

Assembly Hall Bar 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 : 447,624.08

447,624.08

BACS Banked: 16/12/2020

61.11

BACS AIB

61.11

10.19 1173 510

50.92 Ticket sales

BACS Banked: 23/12/2020

433.85

BACS AIB

433.85

72.31 1173 510

361.54 Ticket sales

Total Receipts for Month

494.96

0.00

82.50

412.46

Cashbook Totals

448,119.04

0.00

82.50

448,036.54

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Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 3

User: MEL

Assembly Hall Bar 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>
15/12/2020	Bookers	DDR	366.72		61.12	4901	520	305.60	Bar stock
17/12/2020	Marketplace Merchants	DDR	25.16		4.19	4923	501	20.97	Card machine
22/12/2020	Bookers	DDR	113.04		18.84	4901	520	94.20	Bar stock
22/12/2020	Booker	DDR	-113.04		-18.84	4901	520	-94.20	Bar stock
22/12/2020	Bookers	DDR	133.04		22.17	4901	520	110.87	Bar stock
Total Payments for Month			524.92	0.00	87.48			437.44	
Balance Carried Fwd			447,594.12						
Cashbook Totals			448,119.04	0.00	87.48			448,031.56	

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Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 7

Receipts for Month 7

Nominal Ledger Analysis

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

Balance Brought Fwd : 170.18

170.18

Banked: **0.00**

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals 170.18

0.00

0.00

170.18

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Cashbook 9

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Petty Cash

For Month No: 7

Payments for Month 7

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/10/2020	T. Robinson	TRANS	1.29		0.22	4021 101	1.07	Washing-up liquid
11/10/2020	B. Burry	TRANS	0.80		0.13	4901 520	0.67	Milk
19/10/2020	B. Burry	TRANS	0.60		0.10	4901 520	0.50	Milk
26/10/2020	R. Collett	TRANS	8.00		1.33	4153 202	6.67	Adblue
27/10/2020	J. Mills	TRANS	1.80		0.30	4021 101	1.50	Milk
31/10/2020	M. Rolph	TRANS	23.40			4028 101	23.40	Stamps
Total Payments for Month			35.89	0.00	2.08		33.81	
Balance Carried Fwd			134.29					
Cashbook Totals			170.18	0.00	2.08		168.10	

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Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 8

Receipts for Month 8

Nominal Ledger Analysis

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

Balance Brought Fwd : 134.29

134.29

Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

134.29

0.00

0.00

134.29

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Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2020	B. Burry	TNSFR	0.60			4901 520	0.60	Milk
30/11/2020	Gompels	TNSFR	2.35			4354 403	2.35	Parking Redemption - July
30/11/2020	Gompels	TNSFR	1.35			4354 403	1.35	Parking Redemption - Aug
30/11/2020	Gompels	TNSFR	3.00			4354 403	3.00	Parking Redemption - Sep
30/11/2020	Gompels	TNSFR	11.90			4354 403	11.90	Parking Redemption - Oct
Total Payments for Month			19.20	0.00	0.00		19.20	
Balance Carried Fwd			115.09					
Cashbook Totals			134.29	0.00	0.00		134.29	

Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

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

Balance Brought Fwd : 115.09

115.09

Banked: 04/12/2020 200.00

Top-up Cooperative Bank A/C 200.00 204 200.00 Petty cash - top up

Total Receipts for Month 200.00 0.00 0.00 200.00

Cashbook Totals 315.09 0.00 0.00 315.09

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Date: 15/01/2021

Melksham Town Council Current Year

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Cashbook 9

User: MEL

Petty Cash

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 Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2020	T. Cross	TRANS	9.00		1.50	4922 501	7.50	Posters
04/12/2020	Debbie	TNSFR	9.00		1.50	4021 101	7.50	T-Tow els
04/12/2020	J. Mills	TRANS	2.55		0.42	4021 101	2.13	Milk
06/12/2020	M. Rolph	TRANS	15.60		2.60	4028 101	13.00	Stamps
14/12/2020	T. Robinson	TRANS	3.98		0.66	4021 101	3.32	Tape
15/12/2020	T. Robinson	TRANS	91.00		15.17	4028 101	75.83	Stamps
18/12/2020	J. Mills	TRANS	60.00			4021 101	60.00	Refs
21/12/2020	J. Mills	TRANS	7.98		1.33	4021 101	6.65	Coffee
Total Payments for Month			199.11	0.00	23.18		175.93	
Balance Carried Fwd			115.98					
Cashbook Totals			315.09	0.00	23.18		291.91	

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Melksham Town Council
Monthly Financial Statement 31 December 2020

Cash and Bank Balances:

Co-operative Current Account	474,552	
Assembly General Account	194,824	
Assembly Hall Bar Account	447,594	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	0	
Petty Cash	116	
Bar Float	1,100	
	<u>1,170,121</u>	

Debtors (monies owed to council)

H M Customs - Vat recoverable	18,250	
Bar Stock	4,441	
Debtors and Prepayments	11,728	
	<u>34,419</u>	
	<u>1,204,540</u>	

Less: Creditors (monies owed by council)

Suppliers of goods and services	4,347	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	17,265	
Events Control	<u>1,987</u>	<u>32,164</u>

Net Cash Available

1,172,376

Represented by:

General Fund

Current Year Surplus	131,788	
Earmarked Reserves Used in year	<u>130,336</u>	
	<u>262,124</u>	
Contribution to Earmarked Reserves	<u>13,479</u>	248,645
General Reserve balance at beginning of year		352,008

Earmarked Reserves

Balance at 1st April 2020	662,205	
Plus; Added in Year	<u>12,843</u>	
	<u>675,048</u>	
Less: Used to Fund Expenditure	<u>130,336</u>	544,712

Specific Reserves

Balance at 1st April 2019	26,375	
Plus: Received in Year	<u>636</u>	
	<u>27,011</u>	
Less: Used to Fund Expenditure	<u>0</u>	27,011

1,172,376

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
101 Central Costs							
4000 Salaries ENI & Pension	0	169,413	269,000	99,587		99,587	63.0%
4021 Stationery & Sundry Office Exp	0	1,349	2,000	651		651	67.4%
4023 Advertising	0	1,382	1,500	118		118	92.1%
4024 Equipment/furniture	0	2,734	3,000	266		266	91.1%
4026 Photocopying	0	996	2,500	1,504		1,504	39.8%
4027 Telephones and Mobiles	0	2,342	2,300	(42)		(42)	101.8%
4028 Postage	0	208	1,000	792		792	20.8%
4029 Subscriptions	0	3,044	2,600	(444)		(444)	117.1%
4040 IT Monitoring, Backup, Support	0	11,693	15,000	3,307		3,307	78.0%
4042 Website and Licences	0	275	1,500	1,225		1,225	18.3%
4058 Insurance	0	8,505	8,000	(505)		(505)	106.3%
4061 Travel	0	0	1,500	1,500		1,500	0.0%
4075 Training	0	1,733	5,000	3,267		3,267	34.7%
Central Costs :- Indirect Expenditure	0	203,673	314,900	111,227	0	111,227	64.7%
Net Expenditure	0	(203,673)	(314,900)	(111,227)			
110 Corporate Costs							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	884,122	884,122	0			100.0%
Corporate Costs :- Income	0	884,122	885,122	1,000			99.9%
4017 Bank account fees	0	246	500	254		254	49.3%
4043 HR consultancy	0	12,293	5,000	(7,293)		(7,293)	245.8%
4050 Legal Fees	0	396	2,500	2,104		2,104	15.9%
4057 Audit/Year End Costs/Prof.Fees	0	7,361	10,000	2,639		2,639	73.6%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	0	20,297	20,500	203	0	203	99.0%
Net Income over Expenditure	0	863,825	864,622	797			
115 Civic and Democratic							
4030 Town Crier's expenses	0	235	400	165		165	58.8%
4034 Councillors training	0	0	2,000	2,000		2,000	0.0%
4062 Election Expenses	0	0	5,000	5,000		5,000	0.0%
4070 Mayor's expenses	0	1,000	1,000	0		0	100.0%
4085 Civic Ceremony	0	1,009	2,500	1,492		1,492	40.3%
4311 Remembrance Day	0	485	2,500	2,015		2,015	19.4%
Civic and Democratic :- Indirect Expenditure	0	2,728	13,400	10,672	0	10,672	20.4%
Net Expenditure	0	(2,728)	(13,400)	(10,672)			

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
151 _Grants							
4301 Grants	0	20,550	15,000	(5,550)		(5,550)	137.0%
4302 Grant CAB	0	5,800	5,000	(800)		(800)	116.0%
4303 Grant-Young Melksham	0	10,000	10,000	0		0	100.0%
4305 Grant Christmas Lights	0	10,000	7,000	(3,000)		(3,000)	142.9%
4306 Grant Party in the Park	0	2,000	3,000	1,000		1,000	66.7%
4310 Grant Food and River Festival	0	1,000	3,000	2,000		2,000	33.3%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	6,000	4,000	(2,000)		(2,000)	150.0%
4331 Grant Trans Wilts	0	0	3,500	3,500		3,500	0.0%
Grants :- Indirect Expenditure	0	55,350	53,000	(2,350)	0	(2,350)	104.4%
Net Expenditure	0	(55,350)	(53,000)	2,350			
201 _Town Hall							
1020 Miscellaneous Income	0	7,920	0	(7,920)			0.0%
1034 Income Town Hall Bookings	0	1,289	13,000	11,711			9.9%
Town Hall :- Income	0	9,209	13,000	3,791			70.8%
4100 Gas	0	2,640	4,000	1,360		1,360	66.0%
4101 Electricity	0	1,377	9,000	7,623		7,623	15.3%
4102 Rates	0	7,704	10,500	2,796		2,796	73.4%
4103 Water Rates	0	649	1,600	951		951	40.6%
4104 Window Cleaning	0	1,070	1,400	330		330	76.4%
4108 Equipment and servicing	0	6,678	6,000	(678)		(678)	111.3%
4109 Trade Waste	0	(213)	1,200	1,413		1,413	(17.7%)
4110 Telephone: security alarms	0	0	200	200		200	0.0%
Town Hall :- Indirect Expenditure	0	19,905	33,900	13,995	0	13,995	58.7%
Net Income over Expenditure	0	(10,696)	(20,900)	(10,204)			
202 _Environmental Services							
1027 Agency Services Re-imbursed	0	3,296	1,600	(1,696)			206.0%
Environmental Services :- Income	0	3,296	1,600	(1,696)			206.0%
4000 Salaries ENI & Pension	0	143,639	251,852	108,213		108,213	57.0%
4027 Telephones and Mobiles	0	0	550	550		550	0.0%
4150 Clothing	0	782	2,500	1,718		1,718	31.3%
4153 Vehicle Running Costs	0	4,204	7,000	2,796		2,796	60.1%
4156 Lease of van	0	8,869	10,000	1,131		1,131	88.7%
4163 Maintenance and Repairs	0	3,041	10,000	6,959		6,959	30.4%
4167 Street Furniture	0	1,448	3,000	1,552		1,552	48.3%

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4177 Churchyard maintenance	0	0	2,000	2,000		2,000	0.0%
4186 Maintenance of defibrillators	0	1,017	1,000	(17)		(17)	101.7%
4196 Container storage	0	810	1,250	440		440	64.8%
Environmental Services :- Indirect Expenditure	0	163,811	289,152	125,341	0	125,341	56.7%
Net Income over Expenditure	0	(160,515)	(287,552)	(127,037)			
<u>203 Allotments</u>							
1045 Income Allotments	0	780	5,000	4,220			15.6%
Allotments :- Income	0	780	5,000	4,220			15.6%
4200 Water Rates - Allotments	0	713	750	37		37	95.1%
4201 Maintenance - Allotments	0	108	500	392		392	21.7%
Allotments :- Indirect Expenditure	0	822	1,250	428	0	428	65.7%
Net Income over Expenditure	0	(42)	3,750	3,792			
<u>204 Pavilion</u>							
1046 Income - Pavilion	0	0	750	750			0.0%
Pavilion :- Income	0	0	750	750			0.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	0	934	800	(134)		(134)	116.7%
4254 Water - Pavilion	0	77	450	373		373	17.0%
4255 Fire Security - Pavilion	0	451	200	(251)		(251)	225.5%
Pavilion :- Indirect Expenditure	0	1,461	1,650	189	0	189	88.6%
Net Income over Expenditure	0	(1,461)	(900)	561			
<u>205 Public Toilets</u>							
1060 Funding for Public Toilets	0	6,549	7,000	451			93.6%
Public Toilets :- Income	0	6,549	7,000	451			93.6%
4180 Running Costs Public Toilets	0	12,933	29,400	16,467		16,467	44.0%
4185 Electricity supply: Toilets	0	413	600	187		187	68.9%
Public Toilets :- Indirect Expenditure	0	13,346	30,000	16,654	0	16,654	44.5%
Net Income over Expenditure	0	(6,797)	(23,000)	(16,203)			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	0	3,372	5,780	2,408			58.3%
1042 Income Roundhouse	0	333	1,000	667			33.3%

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1047 Income Unit at Bow erhill	0	0	3,600	3,600			0.0%
1048 Income Art House Cafe	0	2,500	7,500	5,000			33.3%
Corporate Properties :- Income	0	6,205	17,880	11,675			34.7%
4175 Costs Art House Cafe	0	182	1,000	818		818	18.2%
4178 Costs Roundhouse	0	1,447	1,000	(447)		(447)	144.7%
4191 Costs 31 Market Place	0	130	1,000	870		870	13.0%
Corporate Properties :- Indirect Expenditure	0	1,759	3,000	1,241	0	1,241	58.6%
Net Income over Expenditure	0	4,446	14,880	10,434			
215_Depot							
4103 Water Rates	0	242	200	(42)		(42)	120.9%
4159 Electric - Unit	0	275	1,000	725		725	27.5%
4160 Leasing-Unit at Bow erhill	0	7,012	10,850	3,838		3,838	64.6%
4161 Rates-Unit at Bow erhill	0	2,065	2,500	435		435	82.6%
4184 Fire security: Unit	0	373	300	(73)		(73)	124.3%
Depot :- Indirect Expenditure	0	9,967	14,850	4,883	0	4,883	67.1%
Net Expenditure	0	(9,967)	(14,850)	(4,883)			
220_Play Areas and Open Spaces							
4157 Grasscutting	0	4,251	10,000	5,749		5,749	42.5%
4158 Replacement Play Equipmemnt	0	1,290	5,000	3,710		3,710	25.8%
4165 Maintenance play areas	0	927	5,000	4,073		4,073	18.5%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4179 Tree Planting	0	0	5,000	5,000		5,000	0.0%
4193 Rospa checks: Play areas	0	0	1,050	1,050		1,050	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	0	6,468	28,050	21,582	0	21,582	23.1%
Net Expenditure	0	(6,468)	(28,050)	(21,582)			
221_King George V Park							
1050 Grants Received	0	25,000	0	(25,000)			0.0%
King George V Park :- Income	0	25,000	0	(25,000)			
4198 Skate Park Extension	0	24,500	0	(24,500)		(24,500)	0.0%
4199 Splash & Play Running Costs	0	5,762	10,000	4,238		4,238	57.6%
4313 Sports Roadshow	0	0	3,000	3,000		3,000	0.0%
King George V Park :- Indirect Expenditure	0	30,262	13,000	(17,262)	0	(17,262)	232.8%
Net Income over Expenditure	0	(5,262)	(13,000)	(7,738)			

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Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 Projects							
1210 Community Hub Income	0	1,018	0	(1,018)			0.0%
Projects :- Income	0	1,018	0	(1,018)			
4071 Town Floral Displays	0	8,572	10,000	1,428		1,428	85.7%
4074 Neighbourhood Plan	0	5,694	10,000	4,306		4,306	56.9%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Town Team project	0	2,000	5,000	3,000		3,000	40.0%
4270 Community Hub Expenditure	0	2,247	0	(2,247)		(2,247)	0.0%
4304 Christmas Tree	0	1,200	1,200	0		0	100.0%
Projects :- Indirect Expenditure	0	19,713	27,200	7,487	0	7,487	72.5%
Net Income over Expenditure	0	(18,695)	(27,200)	(8,505)			
403 Economic Dev. and Planning							
1023 Projects: SID Deployment	0	0	350	350			0.0%
Economic Dev. and Planning :- Income	0	0	350	350			0.0%
4080 Melksham in Bloom Competition	0	509	700	191		191	72.7%
4309 New sletter	0	0	4,000	4,000		4,000	0.0%
4312 Shurnhold Fields	0	0	500	500		500	0.0%
4354 Parking Scheme	0	511	250	(261)		(261)	204.5%
4356 Highways projects CATG	0	7,385	7,500	115		115	98.5%
Economic Dev. and Planning :- Indirect Expenditure	0	8,405	12,950	4,545	0	4,545	64.9%
Net Income over Expenditure	0	(8,405)	(12,600)	(4,195)			
405 Solar Farm Projects							
1182 Solar money received	0	12,843	40,000	27,157			32.1%
Solar Farm Projects :- Income	0	12,843	40,000	27,157			32.1%
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	12,843	0	(12,843)			
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	0	3,400	40,000	36,600			8.5%
Assembly Hall Central Costs :- Income	0	3,400	40,000	36,600			8.5%
4000 Salaries ENI & Pension	0	90,749	125,300	34,551		34,551	72.4%
4900 Uniforms	0	0	900	900		900	0.0%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4902 Salaries Casual staff	0	0	6,000	6,000		6,000	0.0%
4905 Cleaning Materials	0	578	1,600	1,022		1,022	36.1%
4907 Stationery/Printing/Postage	0	62	350	288		288	17.6%
4909 Licences	0	2,449	1,000	(1,449)		(1,449)	244.9%
4911 Electricity	0	10,758	6,000	(4,758)		(4,758)	179.3%
4912 Gas	0	118	8,000	7,882		7,882	1.5%
4913 Water	0	2,136	3,300	1,164		1,164	64.7%
4914 Rates	0	7,747	9,000	1,253		1,253	86.1%
4915 Equipment-Purchases	0	2,883	2,000	(883)		(883)	144.1%
4916 Maintenance-Equipment	0	3,432	3,500	68		68	98.1%
4917 Service Contracts	0	5,721	7,000	1,279		1,279	81.7%
4918 Maintenance-General	0	789	1,000	211		211	78.9%
4922 Publicity and Marketing	0	44	8,500	8,456		8,456	0.5%
4923 Cash register/bar phone	0	831	1,400	569		569	59.4%
4924 Telephone: security alarms	0	0	350	350		350	0.0%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	0	625	1,600	975		975	39.1%
4949 Provision/utilise stage lights	0	0	1,500	1,500		1,500	0.0%
4958 Hall hire: security	0	0	2,000	2,000		2,000	0.0%
Assembly Hall Central Costs :- Indirect Expenditure	0	128,922	190,900	61,978	0	61,978	67.5%
Net Income over Expenditure	0	(125,521)	(150,900)	(25,379)			
<u>510 Assembly Hall Events</u>							
1004 Film show s	0	396	2,000	1,604			19.8%
1173 Live Entertainment	0	804	84,000	83,196			1.0%
Assembly Hall Events :- Income	0	1,200	86,000	84,800			1.4%
4919 Films: expenses and contract	0	280	2,000	1,720		1,720	14.0%
4954 Production costs: Live show s	0	589	6,000	5,411		5,411	9.8%
4960 Live entertainment:	0	2,871	75,000	72,129		72,129	3.8%
Assembly Hall Events :- Indirect Expenditure	0	3,740	83,000	79,260	0	79,260	4.5%
Net Income over Expenditure	0	(2,540)	3,000	5,540			
<u>520 Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	0	87	50,000	49,913			0.2%
Assembly Hall Bar and Catering :- Income	0	87	50,000	49,913			0.2%
4901 Catering / other bar sales	0	1,244	1,000	(244)		(244)	124.4%
4903 Assembly Hall Bar expenditure	0	348	20,000	19,652		19,652	1.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	1,593	21,000	19,407	0	19,407	7.6%
Net Income over Expenditure	0	(1,506)	29,000	30,506			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/12/2020

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
901 <u>Earmarked Reserves</u>							
1180 Wilts Council: CIL money rece	0	636	0	(636)			0.0%
Earmarked Reserves :- Income	0	636	0	(636)			
9202 Unplanned Maintenance	0	1,184	66,964	65,780		65,780	1.8%
9203 Recreation Fund	0	17,272	19,402	2,130		2,130	89.0%
9218 Election expenses	0	0	5,830	5,830		5,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	5,475	10,812	5,337		5,337	50.6%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	4,632	4,632		4,632	0.0%
9244 Major Projects Reserve	0	90,559	439,662	349,103	100,000	249,103	43.3%
9245 Solar Money	0	15,847	57,470	41,624		41,624	27.6%
9246 Precept Contribution 20/21	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	27,392	27,392		27,392	0.0%
Earmarked Reserves :- Indirect Expenditure	0	130,336	702,439	572,103	100,000	472,103	32.8%
Net Income over Expenditure	0	(129,700)	(702,439)	(572,739)			
Grand Totals:- Income	0	954,346	1,146,702	192,356			83.2%
Expenditure	0	822,557	1,894,141	1,071,584	100,000	971,584	48.7%
Net Income over Expenditure	0	131,789	(747,439)	(879,228)			
Movement to/(from) Gen Reserve	0	131,789					

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 17th November 2020

PRESENT: Councillor A Westbrook (Chair)
Councillor P Aves
Councillor S Brown
Councillor J Hubbard
Councillor K Iles
Councillor H Illman
Councillor G Mitcham
Councillor M Sankey

**ALSO IN
ATTENDANCE** Councillor V Fiorelli

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	David McKnight	Economic Development Manager

PUBLIC PARTICIPATION: 0 members of the public were present.

1/20 Apologies

No apologies for absence were received at the meeting.

2/20 Declarations of Interest

There were no declarations of interest.

3/20 Minutes

The minutes of the Economic Development & Planning meeting held on 27 October 2020, having previously been circulated, were approved as a correct record by Councillor Westbrook – to be signed at a later date.

Proposed, Councillor Westbrook, seconded Councillor Brown. Carried
Unanimously

12/20 Metro Count in Union Street Melksham

Councillor Westbrook requested this item be moved up in the Agenda. Approved unanimously. Councillor Aves (Chair) suspended standing orders to accommodate public participation for this Agenda item.

To consider that a Metro Count be undertaken at Union Street, Melksham

Councillor Hubbard reported this was a long-term problem and various options had previously been viewed through Cat G. He had met with residents and seen the traffic issues in the street. To prove the problems and move forward we required accurate, up to date evidential data. The problems faced were:

- A high volume of traffic exceeding the 30 mph limit
- The road was used as a “rat run” and was straight and narrow
- Access was required for commercial ventures, however parking by their customers caused access problems.
- Some properties had only a narrow pavement in front of the house next to the road.

Two residents of Union Street highlighted the problems faced on a daily basis by the residents which included access, speed and volume of traffic.

Councillor Fiorelli reported the road was well known as being used for various illegal activities. Lowering the speed limit to 20 mph was suggested as a great first step.

Proposed Councillor Hubbard, seconded Councillor Mitcham, unanimously approved.

Resolved: to approve the request for a Metro Count to be undertaken in Union Street Melksham and data be brought back to the Committee.

Councillor Aves proposed rescinded the public participation and reinstated the meeting standing orders, unanimously approved.

4/20 Neighbourhood Plan

Minutes from the Neighbourhood Plan Steering Group to follow.

.1 Neighbourhood Plan Steering Group update

Noted:

Proposed by the Councillor Sankey, and seconded by Councillor Aves, carried unanimously.

Councillor Aves reported a Neighbourhood Plan meeting was

scheduled for next week and Councillor Aves agreed to attend the meeting as a Council representative.

5/20 Planning Applications

The Council had **no objection** to the following planning applications:

[20/08520 FUL](#)

7 Lowbourne Melksham SN12 7DZ

Demolition of existing restaurant, and erection of a new two storey building for flats.

A comment to be added: *that the development needs to be in line with the re-development of the Library site next door.*

Proposed Councillor Aves, seconded Councillor Illman, Carried unanimously

[20/088888/FUL](#)

34C Lowbourne Melksham N12 7DZ

Retrospective permission to remove existing prefab concrete garage & replace with wooden barn using existing concrete footprint.

Carried unanimously

[20/09005 FUL](#)

2 Pembroke Road Melksham SN12 7NA

Erection of two semi-detached, one-bedroom houses and parking

A comment to be added: *the Town Council supports the development 1-bedroom homes for starter home as a benefit to Melksham.*

1 objection all others in favour: Carried.

[20/09271 FUL](#)

10 Marigold Close Melksham SN12 6FT

Proposed front porch.

Proposed Councillor Aves, seconded Councillor Brown, Carried unanimously

[20/09410 FUL](#)

48 Longford Road Melksham SN12 6AU

Proposed single storey side extension.

Proposed Councillor Aves, seconded Councillor Hubbard. Carried unanimously

6/20 Planning Decisions

Members noted the following planning decisions:

[20/07828/FUL](#) Fieldsend Cottage 584 Semington Road Melksham SN12 6DY
Erection of detached garage/games room wing.

Decision: Approved with conditions.
[that the detached garage/games room is not converted into a separate dwelling at some point in the future]

[20/06738/LBC](#) St Michaels Court Canon Square Melksham SN12 6LX
To renovate the flats to include: Installation of mezzanines with the stairs in Flats 7, 9 & 10 To create open plan living spaces by removing walls in Flats 7 -10 and to build new partition walls. To provide ventilation in Flats 6 - 10 To insulate the roofs
To replace plumbing and electrical installations, so that they meet the latest regulations.

Decision: Approved
[Melksham Consultee response no objection]

[20/07673/TCA](#) T1- Sycamore tree – fell
Chaloner Masonic Lodge Church Street Melksham SN12 6LS

Decision: Approved
[No objection by Melksham Town Council]

Councillor Westbrook confirmed the tree was felled last week.

7/20 CATG Issues

To consider the Highways Improvement requests regarding Dunch Lane and Blackmore Road Melksham.

.1 Highways Improvement Request

To consider the Highways request relating to Dunch Lane Melksham.

Councillor Aves was unsure whether this is an adopted road and came under Wiltshire Council, but the white lines do need replacing.

Resolved: To support the request, speak to or email the

Highways department at Wiltshire Council and pass the request to them for confirmation whether this is an adopted road. This can then be taken to the next stage.

.2 Highways Improvement Request - Blackmore Road

To consider the Highways request relating to Blackmore Road Melksham.

Councillor Illman reported this was an ongoing issue and had been raised frequently. This is a pedestrian walkway but any obstruction put in would limit access to wheelchairs, push chairs etc. She was unable to see any way to support this due to the width restrictions.

Councillors Sankey and Fiorelli confirmed due to the width restrictions bollards etc. would not be suitable. A cyclist dismount sign was suggested.

Councillor Hubbard stated this was a physically constrained site with no room for barriers either end. The signs are advisory only, are not enforceable, and residents need to be aware. These signs had not been used previously as it was felt they would exacerbate the situation.

Proposed Councillor Westbrook, seconded Councillor Illman.

Resolved: To take no action. David McKnight to write a letter explaining the situation to the resident.

8/20 Employment of Lollipop Lady or Gentleman at Rivermead School

To consider looking at the possibility of employing a Lollipop Lady at Rivermead School. Councillor Aves suggested re-instating the lollipop person as this had lapsed.

Councillor Westbrook stated at the time this was part of school's delegated budget and most schools felt this was not effective.

Councillor Illman supported the proposal, stated we should be looking at this as a community and asked for clarification where responsibility lies for providing this.

Councillor Hubbard stated this is either the school or Wiltshire Council's responsibility, but we can be part of the solution. The school will have a travel plan identifying where there are risks. A copy can be obtained from either the school or County Hall and if a risk is identified and not addressed we should be dealing with them and then referring to Cat G.

Resolved: Councillor Aves to write to Rivermead School explain why this was raised, and ask for a copy of the travel plan. Once received the travel plan can be put back on the Agenda.

9/20 A350 Melksham Bypass Consultation

Councillor Westbrook confirmed everyone was aware of the plans.

Councillor Hubbard stated:

- there are approximately 14 options
- from the Area Board meeting it was stressed the solution may not be a single option, it may be a combination of plans
- traffic flow through the town is being explored
- there were concerns about the town being gridlocked and how this would affect the river crossing
- careful consideration of routes is required.

Councillor Hubbard proposed the Clerk invite the officer from Wiltshire Council who did the presentation at the Area Board to give a presentation to all Councillors.

The Town Clerk confirmed we need to be aggressively promoting this on all our social media sites as people need to know exactly what is being proposed and what the proposal means. Rumours are suggesting that if the public vote for the Neighbourhood Plan they are voting for the by-pass and this is not the case. Already incorrect stories are developing and people need correct information. The consultation ends on 30 November 2020.

Resolved: The Town Clerk to organise a presentation meeting, suggested for 23 or 24 November with Steve Wilson followed by the Community Development meeting fully publicised and open to members of the public.

10/20 Temporary Closure of Dunch Lane (Part)

Noted.

11/20 Pre Application Planning Consultation - New Road name off Snarlton Lane

The Council to consider the Pre-application Planning Consultation ref 127/02477/OUT off Snarlton Lane – a new housing development which needs a name for the development. Councillor Illman suggested Snarlton Court and Councillor Sankey suggested Millard Place after Don Millard.

Proposed: Councillor Illman, seconded Councillor Hubbard.

Resolved: The name to be put forward from the Committee is Snarlton Court.

Meeting Closed at: 8.37 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 8th December 2020

PRESENT: Councillor A Westbrook (Chair)
Councillor T Watts (Vice-Chair)
Councillor P Aves
Councillor S Brown
Councillor J Hubbard
Councillor H Illman
Councillor G Mitcham
Councillor M Sankey

OFFICERS: Linda Roberts Town Clerk
David McKnight Economic Development Manager
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: 2 members of the public and 1 member of the press were present.

1/20 Apologies

An apology for absence was received from Councillor Iles.

2/20 Declarations of Interest

There were no declarations of interest.

3/20 Minutes

It was agreed that the minutes of 17 November 2020 would be approved at the next meeting, scheduled for 5 January 2021.

9/20 Melksham Town 2020-2036

Movement Working Group

Councillor Westbrook confirmed this item had been moved up in the Agenda. Mr Gerald Millward-Oliver of Townscape gave his thanks for being invited to introduce the proposal.

Mr Millward-Oliver confirmed that following the adoption of the Town Centre Scoping report produced by the Council last year, that work had begun on the Movement Strategy. The report noted that a new Bypass could make a big difference to the volume and type of traffic going through the town, and in particular to the north of Farmers Roundabout. The Bypass could accelerate pedestrian and cycle friendly changes to the town centre and offer better routes to the railway station.

Mr Millward-Oliver made three points of the proposal:

1. Over the past year a number of conversations with were had with Wiltshire Council. Recently Mr Millward-Oliver met with David McKnight and Steve Wilson, the Council's major Highways Engineer leading the bypass project. Their thinking is aligned on the current consultation, highlights the same benefits, and they have agreed to work together on the two consultation exercises to gain the greatest benefit.
2. This proposal is in two parts, the first extends until April 2021 holding the consultation then preparing a report and commentary. This fits well with Wiltshire Highway's own deadline which is for Autumn delivery of the Bypass outline business case to Government. The first part is designed to end before the Local Government Elections and the second part follows the Elections ending with a final report and recommendations. Hopefully this timetable deals effectively with any concerns raised about Election timetable, Purdah etc.
3. This needs to be an exercise involving the community area as a whole. The proposal is that Melksham Town Council provides resource and leadership in partnership with the community area Parish Councils. Examples had been provided previously about who might be involved in workshops, with Town and Parish Councillors being in the minority with the majority being specialists such as Wiltshire Council's Head of Carbon Reduction, Economic Development and representatives of Community Groups such as climate change, business, transport, traffic, rail, disabilities, etc.

It makes sense that everyone is involved in the consultations and subsequent work. This will hopefully enable us to obtain funding from the Community Area Board. It has been agreed to go to the Area Board on 3rd February 2021.

Councillor Hubbard asked for clarification on timing regarding presenting outcomes of surveys and policies and publicity due to the purdah implications. Mr Millward-Oliver stated that following the consultation the results would be produced, and the website prepared during April. Publishing would be in May, after the Elections.

The Town Clerk confirmed that £6,000 would have to come from this year's budget from the General Reserve, and that the Council underwrites up to £6,500 into the 2021-2022 budget.

Councillor Hubbard asked about funding stating that the Area Board is only for capital projects. The Board may however see something like this as a capital project. Mr Millward-Oliver confirmed if the Council agree to underwrite the full budget, requests for a financial contribution from neighbouring parishes would be made.

Councillor Hubbard asked how it fits in with the next stage of the Neighbourhood Plan, and how do we make sure two groups are not doing the same job. The Town Clerk Confirmed the Neighbourhood Plan is going in for an immediate review this work should dovetail into that process. It will become a policy within the Neighbourhood Plan. Councillor Westbrook stated this was discussed at the last Neighbourhood Plan meeting and suggested that the report is tabled at the next meeting.

Councillor Hubbard reported on recent changes to the community area including Seend and Atworth; some previous parishes are no longer in the Melksham area. Thought may be required to the villages we look at in terms of impact on resources in our area. Mr Millward-Oliver confirmed this will be taken into account.

The Town Clerk obtained approval to forward the proposal to Katie at Place Studio and to contact Locality to look at funding streams.

The Town Clerk confirmed the Committee need to make recommendation to Full Council requesting the first part of the funding is met from the Council's general reserve, and to include the second part amount in the 2021-2022 budget.

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

UNANIMOUSLY RESOLVED: to recommend to full council that £6,000 is used from the general reserve for stage 1 of this project and

UNANIMOUSLY RESOLVED: that this committee recommends that the Council underwrites up to £6,500 for stage 2 to be included in the 2021-2022 budget.

4/20

Planning Applications

The Council considered the following planning applications:

[20/08860/LBC](#)

1 St Michaels Court Canon Square Melksham SN12 6LX
Renovation to listed building.

No Objection

Proposed Councillor Westbrook, seconded Councillor Watts carried unanimously.

20/09353/VAR

Melksham House 27 Market Place Melksham SN12 6ES

Variation of Conditions 3 and 25 and removal of Conditions 9, 20 and 23 or 19/03329/DP3 (Construction of Community Campus Building, including Demolition of Curtilage Listed Outbuildings of Melksham House)

Councillors discussed the previously agreed access for the Campus and felt there was weakness in the letter wording which did not reflect the previously agreed reassurances on lorry movements and delivery times. The response needs to reflect this, stating that if these are complied with there are no objections.

Proposed Councillor Westbrook, seconded Councillor Watts carried unanimously.

RESOLVED: to respond stating our disappointed that the reassurances on lorry movements and delivery times previously given to the Council and public are not reflected in the letter provided. As long as those reassurances are included in new conditions the Council has no objection.

20/09739/FUL

10 St Michaels Road Melksham SN12 6HN

Proposed porch & single storey rear extension

No Objection

Proposed Councillor Hubbard , seconded Councillor Watts carried unanimously.

20/07733/FUL

6 Webbs Close Union Street Melksham Wiltshire SN12 7PA

Proposed extension to existing garage forming new garden room.

No Objection

Proposed Councillor Westbrook, seconded Councillor Illman carried unanimously.

20/10089/FUL

Melksham Service Station Semington Road Melksham SN12 6DE

Extension to shop building

No Objection

Proposed Councillor Hubbard, seconded Councillor Westbrook carried unanimously.

Members noted the following planning decisions:

20/08071/FUL

Victoria Motors Bath Road Shurnhold Melksham SN12 8DG

Demolition of existing single storey brick offices and vehicle workshop, erecting single storey building with waiting area, WC, Kitchen, offices, workshop and store.

Decision – Approve with Conditions

20/07198/FUL

30 Meadowsweet Place Spa Road Melksham Wiltshire SN12 7GW Awning over second floor balcony.

Decision – Approve with Conditions

20/08145/FUL

23 Vincent Close Melksham Wiltshire SN12 7HZ

Erection of a rear conservatory

Decision – Approve with Conditions

20/07134/FUL

31 Meadowsweet Place Spa Road Melksham Wiltshire SN12 7GW

Installation of retractable awning over 2nd floor balcony.

Decision – Approve with Conditions

6/20 Tree Preservation order

Members noted the following Tree Preservation Order: 2020/00020/ND at 134 Savernake Avenue, Melksham SN12 7HQ.

7/20 Pre-Application Planning Consultation - New Road name off Snarlton Lane

Members suspended Standing Orders to allow Councillor Baines of Melksham Without Parish Council to speak on this agenda item.

Pre Application Planning Consultation – New Road name off Snarlton Lane.

Councillor Baines gave a brief history of the area confirming that this was a development of the old Merrett Transport yard. A transport business had operated there for over 25 years, by Ivan Merrett after his father had operated a coal business. He felt that it would be an appropriate tribute to name the road after the Merrett family.

Standing Orders were reinstated.

It was Unanimously Agreed that the proposed name for the street be Merrett Court.

RESOLVED: to forward the suggestion of Merrett Court to Wiltshire Council.

8/20 Neighbourhood Plan

The Committee considered a report/an update in relation to the Neighbourhood Plan.

Councillor Westbrook stated a meeting should be arranged with Melksham Without Parish Council to look at the Terms of Reference, maybe in 2021. The Town Clerk confirmed the apportionment of expenditure also needed to be discussed.

Councillor Watts asked if Melksham Without Town Council had accepted proposed wording changes to the Memorandum of Agreement. The Town Clerk confirmed this had been approved by Melksham Without Parish Council.

Councillor Watts stated the Memorandum of Agreement needed agreement by Melksham Town Council and it was more important than the Terms of Reference. The Town Clerk suggested both should be discussed at the meeting in January 2021 before the Terms of Reference were taken to Full Council on 18th January 2021, so they can be approved at the next Neighbourhood Plan Steering Group meeting.

Councillor Westbrook suggested adding CCTV to the MWPC January 2021 Agenda. Possibly CCTV could fit the criteria for utilising CIL monies to the benefit of both Melksham Without Parish Council and Melksham Town Council. The Town Clerk confirmed CCTV could also be a tool in the joint Emergency Plan.

Councillor Hubbard and Councillor Aves agreed to attend the meeting as Melksham Town Council representatives.

10/20 A350 Melksham By-pass

Councillor Westbrook confirmed there was an extension of time, and that the recent Zoom meeting to discuss the Bypass was well attended by over 60 people. Public feedback following the meeting was very positive.

The Town Clerk confirmed the Town Council needs to do a formal response to the Planning Consultation by 9 November 2020. The Town Clerk to produce a response on behalf of Melksham Town Council as soon as possible.

Additional Information: The Town Clerk the Economic Development Manager forwarded a response from Melksham Town Council which was within the consultation time window.

Councillor Hubbard urged members to visit the dedicated microsite on the Wiltshire Council's website containing all information relating to the Bypass which includes a wealth of information. Councillor Hubbard suggested the press

present include the link in their publication and agreed to send it to the Committee Clerk to forward to Committee Members.

See below link to Melksham Bypass Consultation information on Wiltshire Council's website.

<https://www.wiltshire.gov.uk/article/3146/A350-Melksham-bypass>

11/20 CATG Issues

.1 Highway Improvement Request Sandridge Road & Forest Road

The Town Clerk confirmed the issue had been forwarded by Councillor Fiorelli and was related to double roundabouts between Sandridge Road and Forest Road. The main issue was the traffic travelling along Sandridge Road via Lowbourne Road often do not see there is a double roundabout at the corner of Sandridge and Forest Road. There are many near misses between people turning right into Lowbourne Road. Councillor Fiorelli had suggested we ask CATG to look into these problems.

Councillor Illman suggested it was a matter of awareness ensuring signage is clear and clean. The Town Clerk confirmed our amenities staff could check the signage. The Town Clerk and Councillor Aves confirmed it was more related to poor driving.

Councillor Hubbard confirmed for this to be considered by to CATG the problem should be clearly identified along with a suggested solution.

Councillor Westbrook advised that there are traffic calming measure but the problem is people coming down own Sandridge Road and not stopping to look.

Councillor Hubbard suggested the Town Clerk contact Mark Stansby to obtain his views on what is or is not possible to be more informed before forwarding to CATG.

.2 Snarlton Lane - Parents dropping off and picking up children

Councillor Westbrook confirmed this related to an email sent to her by a resident relating to an area at the bottom of Snarlton Lane he perceived as dangerous. Parents are parking to collect and drop children at school and there is a crossing nearby.

Councillor Illman confirmed she was aware of the issues and parking

in Snarlton Lane is closer than designated school parking. There had been no contact from the school requesting parents not to park in Snarlton Lane. Councillor Illman agreed to put a post on the School social media.

Councillor Hubbard stated there would be new signage would be erected on Snarlton Lane.

Councillors Hubbard and Aves confirmed this is a residential area and many of the cars parked may be resident's. The sole cause of the parking may not be because of the school and should be realistic about the parking issues.

The Committee asked the Town Clerk to write to the school as a starting point to make them aware of the residents' concerns and see if they can help. Councillor Illman to put a notice on the Parent's Facebook group raising awareness.

12/20 Application for a Street Trading Licence at Melksham Market Place

Councillor Hubbard reported that the application for a licence for the Burger Van in the High Street had been refused by Wiltshire Council.

13/20 Date and Time of Next Meeting

The date and time of the next meeting is

5 January 2021 at 7.00 pm.

Meeting Closed at: 9.13 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 23rd November 2020

PRESENT: Councillor P Aves (Chair)
Councillor S Brown
Councillor K Iles (Vice-Chair)
Councillor H Illman
Councillor G Mitcham
Councillor T Welch
Councillor A Westbrook

**ALSO IN
ATTENDANCE** Councillor J Hubbard
Councillor C Jeffries

OFFICERS: David McKnight Economic Development Manager
Miriam Zaccarelli Community Development Officer

PUBLIC PARTICIPATION: 5 members of the press or public were present.

40/20 Apologies

No apologies for absence were received at the meeting.

41/20 Declarations of Interest

There were no declarations of interest.

42/20 Minutes

The minutes of 3 August 2020 were reviewed. Councillor Welch noted that she was listed as “in attendance” rather than attending as a member of the Committee.

RESOLVED: that the minutes of the last meeting held on 3 August 2020 (previously circulated) be approved with the above amendment as a correct record to be signed by the town Mayor, Councillor Aves at a later date.

43/20 Community Hub

An initial sub group meeting had taken place in which Councillors discussed ideas and suggestions for what a Community Hub in the Art House café could include.

The notes of the meeting (<https://bit.ly/3aDxyA4>) were circulated and Councillors had added the following additional observations:

- Preference to include a café offering drinks and snacks (not meals)
- Café could be run by Assembly Hall staff or voluntary groups invited to take a day each and share the profits with the Town Council.
- A café would encourage use of the Hub, with customers also making use of the Market Place
- It should be a one stop shop for the whole community
- The initial notes of the meeting should be circulated to Melksham Without Parish Council and other local parishes as the hub would be of benefit to all local people, not just those in the town.

44/20 Community Expo and Volunteer Fair

The Community Development Officer had submitted a report (<https://bit.ly/3aDxyA4>) outlining a possible volunteer groups network that could be set up to help groups and clubs in the Melksham area to network and support each other. During COVID-19 restrictions it could start as a regular virtual meeting and if beneficial, develop into regular meetings in a venue. Groups would need to be consulted on whether such a network would be useful and if so, how regularly a meeting would be required. Initial investigations would be brought back to a future meeting for consideration.

45/20 800th Charter Commemorative Benches

A report (<https://bit.ly/3aDxyA4>) outlining the progress of affixing plaques with historical facts on the eight new benches in King George V Playing Field had been circulated. The Economic Development Manager explained that the locations of the benches would be determined by the KGV Sub-committee as suggested on the attached map (<https://bit.ly/3aDxyA4>), and that the Community Development Committee were tasked with arrangements for the historical plaques.

One quote had been received for £768 for eight signs. Councillor Welch reported that the Cobblers Bench had supplied less costly signs for the Friends' Garden and could also be approached as long as they could include a QR code in the signs. Councillor Hubbard raised a concern about the high price and recommended that the supplier who provided signs for the Canberra Centre be approached. The Community Development Officer would continue to seek quotes and bring them back to a future meeting.

Councillor Aves raised concern about vandalism, and it was explained that if a cheaper version of the signs could be found, one option to mitigate vandalism would be to get several copies of the signs so they could be replaced easily if needed.

46/20 Dogs owners in King George V Park

The Community Development Officer reported that at the meeting of the Community Development Committee on 3 August it was resolved to run a poster competition to encourage users of the park to keep their dogs on leads. Over the summer the Business Administration Apprentice had been progressing a poster competition to encourage people to pick up after their dogs, which had just been completed. Children from Aloeric school had supplied artwork, ten winners were chosen and their designs had been made into outdoor signs that would be distributed around town. A press story announcing the winners would feature in the December edition of the Town Council newsletter, at which point the next competition requesting posters to encourage people to keep dogs on leads would be launched.

47/20 Christmas Activities 2020

The Economic Development Manager had circulated a report detailing business and community activities in Melksham over the Christmas period.

48/20 Melksham Hearts Art Project

The Economic Development Manager informed the committee that a request for a budgetary provision of £5000 be made in the 2021/22 budget had been made but that this would not be confirmed until the Council approved the 2021/22 budget. He had submitted a report (<https://bit.ly/3aDxyA4>) detailing the need to create clear criteria on which potential public art projects are decided and commissioned.

A subgroup of Councillor Aves, Councillor Brown, Councillor Iles, Councillor Illman, Councillor Fiorelli and Councillor Westbrook would be set up to consider ideas. Initial suggestions were requested and included the following:

The Community Development Officer suggested a 'Window of Thanks' community art project in which a mosaic of expressions of gratitude from the community could be compiled to create one large image, possibly in an empty shop window.

Councillor Iles suggested a 'Living Wall' in which a series of hanging baskets could be attached to a wall to create a wall of plants. While costly, a small-scale version could be explored.

Councillor Brown had been in touch with several landlords and estate agents to secure shop windows in the town centre for an exhibition of art from local artists. Empty shops or those closed due to lockdown would be suitable. She had found artists from local art groups who were keen to exhibit, while the search for available premises continued. Councillor Brown was concerned that the closure

of the Art House Café would mean local artists could no longer exhibit work there, and Councillors Westbrook and Aves were keen to explain that the intention was to see the Art House café continue to hold exhibitions of local artwork.

Councillor Fiorelli suggested that a monthly outdoor art exhibition in the Market Place could be a way to celebrate local artists and make use of the Market Place for its intended purpose.

The 'Melksham Hearts Art' subgroup would meet to consider all these options as soon as possible.

49/20 Clackers Brook - Proposed Restoration Sites

The committee received and supported the draft detail of the proposed restoration sites at Clackers Brook, as submitted by the Wiltshire Wildlife Trust. There was a great deal of enthusiasm for this project and the Economic Development Manager was asked to convey this enthusiasm to Wiltshire Wildlife Trust and to enquire of the Trust if the council could be of any assistance in the furtherance of these works.

Meeting Closed at: 8.15 pm

Signed:

Dated:

Melksham Town Council

Minutes of the King George V Sub-Committee meeting held on Wednesday 14th October 2020

PRESENT: Councillor A Westbrook (Chair)
Councillor T Watts
Councillor S Brown
Councillor H Illman
Councillor K Iles
Councillor C Jeffries
Councillor G Mitcham

**ALSO IN
ATTENDANCE** Councillor T Welch
Councillor P Aves

OFFICERS: Linda Roberts, Town Clerk
David McKnight, Economic Development Manager
Miriam Zaccarelli, Community Development Officer

PUBLIC PARTICIPATION: No members of the public were present.

15/20 Apologies

An apology for absence was received from Councillor Iles that she would arrive 5 minutes late.

16/20 Declarations of Interest

There were no declarations of interest.

17/20 Minutes

The minutes of 16 September 2020 having previously been circulated, were approved as a correct record apart from the date which needed correcting from 5 August 2020 to 16 September 2020, and would be signed by Councillor Adrienne Westbrook at a later date.

Proposed Councillor Westbrook and seconded by Councillor Watts and

RESOLVED to approve the minutes of 16 September 2020 as a true record after amendment of date from 5 August 2020 to 16 September 2020.

18/20 Autumn Bulb Planting

The Town Clerk explained that ten thousand spring bulbs had been purchased for planting in the Sensory Garden and the welcome to Melksham signs. Community planting that had been planned would not be able to go ahead due to social distancing. The amenities team would manage the overall project. It was suggested that a good news story be run with a photo of the bulbs.

19/20 Sensory Garden

The amenities team would oversee the planting in the sensory garden. The planting scheme that Richard Collett created last year would start in the woodland area. Councillor Westbrook explained that bluebells, crocus and snowdrops were chosen to naturalise the area. The Community Engagement Officer would circulate the planting list, including shrubs. The new soil bund was not in the right place but a path would be mown down the middle of it with planting on either side of it.

Councillor Westbrook explained that there were eight benches and some picnic tables to install around the park. Having met on site with staff, Councillor Westbrook explained that the suggestion was to put three picnic tables near the exercise equipment, and three on the other side by the river. Councillor Welch noted an old picnic bench by the weir which could be replaced. There was a suggestion to wait until the new play equipment is installed before finalising the location of the benches. Councillor Illman raised concern about securing the benches and the Town Clerk explained that they would be concreted in place.

20/20 Fencing

The Town Clerk suggested that a metal fence would be an unnecessary barrier and expense, since there is no requirement to keep people in or out of the area. The cost of around £11k could be better spent on other enhancements to the sensory garden.

Councillor Brown clarified that fencing would be needed between the sensory garden and the road and the Town Clerk explained that the fencing in place along the road would stay. Councillor Watts commented that a planted border of evergreen shrubs would serve to delineate the area. It was agreed that fencing would not be needed to demarcate the sensory garden area.

21/20 Splash Pad Operation 2020

The Economic Development Manager gave a verbal update on the running of the Splashpad over the summer. Due to keeping details for NHS Test and Trace, it was recorded that 1383 members of public attended the splashpad between 22 August and 27 September. It was open six hours a day from 10am to 4pm. Operating the splashpad took three members of staff at any one time. 15

children at a time were in the Splashpad. He reported that the Splashpad had not yet been decommissioned. One day was lost due to vandalism, and two half days due to high winds.

It was clarified that voluntary councillor hours were offered but not required to staff the Splashpad.

The Town Clerk explained that the equipment will be taken down for winter, but the cost of decommissioning and then recommissioning will be considered versus the cost of keeping it going, in order to find the most cost effective way of maintaining the Splashpad over winter.

Councillor Brown asked if there was CCTV cameras in the area which the Town Clerk confirmed was in place. She explained that staff are working with the police to report the increase in nitrous oxide canisters that are appearing on the pavilion steps. Councillor Illman raised concern for wildlife with regard to the metal canisters, and Councillor Welch noted that 60 were collected at the Prince of Wales Garden during the recent Tidy Town Day.

Councillor Aves explained that there was something wrong with the paving at the Splashpad and it needs looking at.

22/20 Play Area

Following the tender exercise carried out in previous weeks, the recommendation was to appoint Wicksteed as the contractor for the new play area in the park. Three play providers were interviewed and tenders and interviews had been scored. While Komplan scored highly, their design did not fill the whole area. Members on the panel met again in the previous week with other members of KGV Sub Committee and agreed that Wicksteed was the preferred contractor. Maps were displayed and Councillor Westbrook explained the innovative design incorporating a slide on the embankment, Rope Swing, Forest Spinney, Spin A Bounce, relocated Activity Net from the bottom end of the park (reusing old equipment), Ground Trampoline, Viking Swing with basket seats, Swirl Wheelchair Roundabout, relocated Play Panels, See Saw, Multiplay, Viking Swing with cradle seats, relocated Boat and relocated Nessie. The cost also includes making good the old play area. In relocating the activity net, Wicksteed were happy that it was still in good condition and would refurbish it to any new required standards.

Councillor Iles asked about the path in the middle and the Town Clerk explained it will be bound stone pathway, standing out from the grass.

Councillor Illman remarked that it was a very inclusive and exciting facility for families in town.

It was clarified that the surface would be grass matting, and that the gap between the new play area and splashpad would allow enough space to keep grit or grass out of the splashpad.

The Town Clerk explained that the play area was within budget under £100,000, and it will take 13 weeks from when construction starts. It was agreed that the school would need to be informed about construction times.

It was proposed by Councillor Westbrook and seconded by Councillor Watts and

RESOLVED UNANIMOUSLY: to appoint Wicksteed as the successful contractor for the new play area in KGV Playing Field.

23/20 Cricketers' Cafe

The Town Clerk explained that one expression of interest had been received for taking on the running of the pavilion as a café, so further expressions of interest would need to be sought so that the Council could consider them and appoint a suitable applicant. The Town Clerk would invite expressions of interest through the Melksham News, Town Council website and social media.

Councillor Watts clarified that the building would be offered as it is, and anyone bidding will need to budget for work on the interior, as well as specifying the expectation that the reference to the Melksham Cricket Club be kept with pictures on the walls etc. It was explained that a press release last year requested photos but nothing came forward. The signage needs to be agreed to remain as 'The Cricketers Café', as promised 18 months ago. In terms of work required to the building, the Town Clerk explained that a survey costing £30k was done last year for the exterior. It was suggested that local contractors be invited to bid for any work required, which would have to be less than £25k for the bidding process.

The Economic Development Manager explained that planning permission for change of use had come through and opening hours determined as 10.30am to 6.30pm, seven days a week. It would need to be amended as an evening opening in summer could prevent some of the current anti-social behaviour.

The Town Clerk suggested that a meeting with the tender applicants would be useful so councillors can meet and ask questions before appointing a contractor.

Councillor Watts asked if there was any work that the Town Council would need to do before it could be opened as a café. The Town Clerk would look into a possible survey to determine if any work would be required.

Councillor Welch suggested that since the scoreboard is an integral part of the building, that when prospective applicants are shown the property they would be shown the scoreboard, to be included in the theme.

It was proposed by Councillor Westbrook and

RESOLVED: that the Town Clerk advertise the café for tenders.

24/20 Time-line

A timeline of works of sensory garden, planting and play area installation would be sent to Councillors.

25/20 Grass Cutting Arrangements for the 2021 Season

Councillor Westbrook suggested that the grass cutting tender needed to be specified so that the contractor would know not to cut the grass in the sensory garden. Councillor Watts commented that the park looked lovely over the summer and the contractor was doing a great job.

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

RESOLVED UNANIMOUSLY: that a formal specification be made for the park so that the Sensory Garden grass not be cut.

26/20 Request for street lighting

A request had come in from residents who had an altercation in the park at night and would like lighting installed for safety. Councillor Iles reiterated the need for lighting due to safety for anyone to be able to see where they are going in the park.

Councillor Westbrook clarified that the request was for the area from the Rivermead school car park down to the canoe club.

Councillor Illman said that even though many requests had not been received, in talking to people she has found that dog walkers avoid the park in the dark so if there was lighting it would help everyone to use the park more.

Councillor Watts stated that proper lighting is required throughout the whole park.

Councillor Westbrook reiterated that the KGV park belongs to Wiltshire Council and it would be their responsibility. The path along the river belongs to the Avon but it floods so nothing could go in there.

With electric ducting along the new path there were opportunities for electricity with a potential saving on costs of installation.

Councillor Illman noted that safety was worth the cost, not only for protection from other people but to stop trips and falls on Council managed land.

It was suggested that a site assessment and audit of the lighting in the park is required, including options for uplighting and sustainability.

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

RESOLVED: that an assessment of lighting in its full sense in the park and environs be carried out.

27/20 Date and Time of Next Meeting

It was agreed the date and time of the next meeting would be:

Wednesday 11 November 2020 at 7.00 pm

Meeting Closed at: 8.00 pm

Signed:

Dated:

Melksham Town Council

Minutes of the CCTV Working Group meeting held on Monday 7th December 2020 via Zoom

PRESENT: Councillor P Aves
Councillor A Westbrook
Councillor G Mitcham
Councillor V Fiorelli
Councillor C Jeffries

OFFICERS:	David McKnight	Economic Development Manager
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer

PUBLIC PARTICIPATION: No members of the public were present.

1 Welcome and Introductions

Councillor Westbrook welcomed everyone to the meeting and introductions were made.

2 Apologies

Apologies were received from Inspector Gill Hughes of Wiltshire Police and Dee Atkinson from the Pub Watch Group.

3 Election of Chair

Election of chair for the group was discussed. Nick Westbrook asked what relationship was for non-council officers in the Group. Councillor Westbrook confirmed that everybody was equal in the group. The Town Clerk had suggested as it was an inaugural meeting it might be best if initially the Chair was a council officer.

Nick Westbrook stated his understanding was that the Group would only make recommendations, it would be up to the appropriate committee to make the decision. Councillor Westbrook stated that she felt the post of Chair should be given to a non-council member but agreed to take on the post initially with a view to it being reviewed at a later date. Proposed Councillor Aves, seconded Councillor Fiorelli.

RESOLVED: Councillor Westbrook take the Chair of the Group with it being reviewed to be offered to a non-council officer at a later date.

4 Acknowledgement

David McKnight reported on CCTV advice received from and extensive work already carried out by Colin Goodhind. The group acknowledged Mr Goodhind's contribution and thanked him for all his efforts.

5 The need for CCTV in Melksham

David McKnight stressed the importance of proving a need for CCTV in Melksham as we need a strong evidence base before applying for external funding. We need data input from the Police providing evidence of crime "Hot spots", key times of the day that crimes took place, numbers of incidents they were called to and the number of incidents where they were unable to use current CCTV footage as evidence, due to the poor quality of the pictures.

Councillor Fiorelli stated the public need to feel safe in town, CCTV should be used as a deterrent and to assist the police.

Councillor Glover confirmed there is already CCTV in Melksham and there should be records showing previous CCTV requirements and how these were decided. David McKnight confirmed he had a quantity of documents that needed to be pulled together to bring to the next meeting showing previously identified requirements, historic costs and placing of cameras etc. David McKnight and Nick Westbrook agreed to go through the documentation and bring a report to the next meeting.

The Group discussed areas for siting CCTV cameras, types of CCTV systems available, how to monitor the cameras and how volunteers would be trained. No specifics were agreed as the Group felt it more appropriate to focus on these areas once the need for CCTV had been established. Nick Westwood stated we need to clarify whether our present CCTV equipment meets current standards or whether it needs upgrading.

The Group were aware that the current CCTV footage may not be up to standards required for the Police to use for prosecutions. It was noted that some of the current CCTV cameras do not work.

Chris Pickett stated that he had been asked by several elderly residents if there is CCTV in the town because they were being jostled by youngsters and found it frightening. Councillor Aves reported on an incident with a bicycle being ridden unlawfully which could have had worse consequences. Councillor Westbrook stated we have anecdotal evidence and now need to obtain factual evidence from the Police.

6 The Remit of this Working Group

The remit of the group is to produce an Action Plan and then take the proposal to the Asset Management Committee. Melksham Without Parish Council should be fully included with the process and be kept updated in order to allow them to report progress and developments to their relevant committee, or Full Council Meetings.

The Working Group recognised the need to provide evidence for need, obtain costs and look at feasibility of updating or replacing the current CCTV system. The main aims were to provide a safe environment for the people of Melksham, visitors to the town, and to reduce incidents of crime.

This would be a long-term project and probably would not come to fruition until 2022.

7 Addressing the Problem

It was agreed that there was no specific expertise in this field within the Group, therefore the services of an expert in CCTV would be employed to provide a report on how to achieve setting up a new CCTV system/upgrading the current system. Initial costs of the expert would need to be covered.

Councillor Westbrook stated a CCTV report had been produced approximately 2-3 years ago. Councillor Aves cautioned that previous data, information and evidence of funding required may be out of date now.

The Group recognised that IT had considerably improved since the current CCTV system was implemented, and a new system may needed using wireless technology.

The group agreed in order to address the problem an initial Action Plan should be produced by the Committee Clerk as soon as possible with requests to be taken to the meeting with Wiltshire Police on Thursday 10 December 2020 by David McKnight and Nick Westbrook. This could then be updated and taken to the Asset Management Group.

8 Current Resources

The Group recognised that external funding was required in order to set up a new CCTV system/upgrade the current one. It was noted that the number of cameras provided and area covered may need to be limited due to high costs.

The Group asked Miriam Zaccarelli to carry out research into what funding is accessible. Suggested areas to look at were: The Area Board, the Police, the Home Office and accessing the Public Works Loan.

Use of CIL funding was suggested but it was agreed that external funding would be the better option.

9 Agreeing the next stage

The Group agreed they had an initial framework which would include areas covered in the Action Plan.

Work needs to start as soon as possible in order to have responses from the Police and the Action Plan to be brought to the next meeting in January 2021. Councillor Westbrook suggested having consultancy support and background information/ studies as Agenda items for the next meeting.

Councillor Fiorelli stated this work links in with the proposed consultation with the public to find out what areas they want Melksham Town Council to be working on to improve Melksham.

10 Date and Time of Next Meeting

Tuesday 12th January 2021 at 7.00 pm.

Meeting Closed at: 8.15 am

Signed:

Dated:

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