



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

20 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 **Extraordinary Full Council** meeting of the Melksham Town Council. The meeting will be held at the Via Zoom on **Monday 25th 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

**Extraordinary Full Council
Melksham Town Council**

**Monday 25 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

1. Zoom Virtual Meeting Access

Join Zoom Meeting

<https://us02web.zoom.us/j/82905294107?pwd=K2Y3VW16SDR3QTZOM2lyc0NRUjJoUT09>

Meeting ID: 829 0529 4107

Passcode: 225299

2. Apologies

To receive Apologies for absence.

3. 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.

4. Minutes (Pages 1 - 6)

To approve the draft minutes of the Full Council meeting held on 18 January 2021, having previously been circulated to be approved as correct, and agree for them to be signed by the Town Mayor, Councillor Aves at a later date.

5. Budget Proposal (Pages 7 - 8)

To receive the budget proposal

6. 2021-2022 Budget (Pages 9 - 22)

Members are requested to approve the Town Council's budget for 2021/2022 and set the precept for 2021/2022 at £950,950. The following resolutions are required, see Town Clerks breakdown in agenda.

5.1 To use the combined total of Solar Farm monies and CIL funding (£57,000) to contribute towards the cost of the new play area in KGV and to delay the planned improvements to Primrose/Dorset and Riverside play areas.

5.2 Approve the use of the General Reserve up to £38,000 to support the budget

5.3 Approve the use of the Major projects reserve up to £42,000 to support the budget

To approve the budget for 2021/2022 and resolve to set the a precept of £950,950

7. Financial Risk Assessment and Reserves Policy (Pages 23 - 32)

Members are asked to approve and adopt the Financial Risk Assessment and Reserves Policy.

8. Payments

To **RESOLVE** to approve the attached payments

8.1 Accounts (Pages 33 - 68)

8.2 Detailed Income & Expenditure Report as at 31 December 2020 (Pages 69 - 76)

To note the report

8.3 Monthly Financial Statements (Pages 77 - 78)

9. Asset Management Committee Minutes (Pages 79 - 86)

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

10. Shurnhold Fields Working Party (Pages 87 - 88)

To agree the terms of reference for the Shurnhold Fields Working Group

10.1 Shurnhold Fields Working Party Notes (Pages 89 - 94)

To note the Shurnhold Fields Working Party Notes of 14 January 2021

10.2 Shurnhold Fields Working Party Terms of reference (Pages 95 - 96)

To agree the attached terms of reference for the Shurnhold Fields Working Party.

10.3 Shurnhold Fields Working Party Recommendations (Pages 97 - 98)

The Shurnhold Fields Working Group is meeting on 21 January 2021 to discuss the quotes supplied for works to the entrance, access road and car park area of Shurnhold Fields. The current shortfall is approximately £20,500 which would be funded 50:50 between both Councils. However, the works would need to go out to tender and contract finder in view of the amounts now involved. Members are requested to decide whether the Town Council wishes to proceed with this stage.

11. Confidential Session

In view of the sensitive nature of the business to be transacted the public and press are advised to leave the meeting.

12. Job Retention Scheme (Pages 99 - 120)

Members to note the information and advice received from HMRC, Ellis Whittham and the Town Council's solicitor.

12.1 Job Retention Scheme

Members are requested to consider whether they would like to use the Job Retention Scheme for elements of the town council's services.

13. Neighbourhood Plan Draft Minutes (Pages 121 - 160)

Update from Town Council representatives on the group and

To receive the draft minutes of Neighbourhood Plan Steering Group meetings:

- 25 August 2020
- 23 September 2020
- 21 October 2020
- 25 November 2020

14. Neighbourhood Plan Recommendations (Pages 161 - 164)

To note the recommendations and resolutions from the Neighbourhood Plan Steering Group Meetings held on 25 August 2020, 23 September 2020, 21 October 2020 and 25 November 2020 attached.

15. Date and Time of Next Meeting

22 March 2021 at 7.00 pm via Zoom.

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Public Document Pack Agenda Item 4

Melksham Town Council

Minutes of the Full Council meeting held on Monday 18th January 2021

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

ALSO IN ATTENDANCE

OFFICERS:	Linda Roberts	Town Clerk
	David McKnight	Economic Development Manager
	Patsy Clover	Assistant to the Town Clerk
	Christine Hunter	Committee Clerk
	Mel Rolph	
	Miriam Zaccarelli	Community Development Officer

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

7/21 Public Participation

A member of the public asked that before the precept is set, Council considers keeping any increase to a minimum. Many people in Melksham have concerns about their future, been furloughed, and suffered loss of income with no guarantee what will happen in April. Others have been affected by loss of jobs, or may not be eligible for help. Utility bills are increasing and many businesses are struggling financially. There will probably be increase to the Police and Wiltshire Council precept, which add up and can make a big difference to those on fixed or lower incomes. People have put plans on hold and the member of the public asked the Council to put plans on hold.

The member of the public asked the Mayor how much the Council could have saved if the two staff members had not been suspended and what costs were incurred for temporary staff. The amount of money would have been additional for the Council which could save the Council considerable expense . The member of the public asked for a response to her question before the next Council meeting on 25 January 2021.

Councillor Aves stated a reply would be forwarded by the Town Clerk to the question prior to the next meeting on 25 January 2021.

8/21 Apologies

Apologies for absence were received from Councillors Illman and Iles.

9/21 Declarations of Interest

There were no declarations of interest.

10/21 Minutes

Amendment to the Minutes of 16 November 2020.

Councillor Hubbard requested removal of the word “vehement” Agenda item 125/20.

The minutes of 26 October 2020, 16 November 2020 and 21 December 2020, having previously been circulated, were agreed as a true record, subject to the above amendment, it was also agreed that the minutes would be signed by The Town Mayor, Councillor Aves at later date.

11/21 2021 2022 Budget

Councillor Aves advised that due to the sensitive nature of some of the budget options they would be heard in Agenda Item 15 in confidential session. The Town Mayor confirmed that agreement of the budget and precept setting would be heard in public session at the council meeting on 25th January 2021.

12/21 Town Mayor's Announcements

A minute's silence was held in memory of Mr Brian Warwick, an active member of the Melksham community.

The Town Clerk confirmed that MTC have been awarded the Small Apprentice Employer of the Year Award.

An update regarding the roll-out of the Covid 19 vaccination programme was provided by the Town Clerk and Councillor Hubbard.

13/21 Wiltshire & Dorset Fire Service

Councillor Hubbard explained that the removal of the Technical rescue Units from Trowbridge and Chippenham would mean an increase in response times to flooding and other issues from approximately twelve minutes to one and a half hours, as in future units would be deployed from the existing teams in Swindon and Salisbury. This would have a significant impact on major incidents. A petition and this will be advertised on the Council's Facebook page to raise awareness.

Councillor Sankey suggested Council's response should include the fact that over the last 12 months there have been deaths in the River Avon and the Kennet and Avon Canal. Councillor Fiorelli asked for clarification and justification for the decision being made.

Proposed by Councillor Hubbard and seconded by Councillor Aves and

RESOLVED: to request that the Town Clerk write to Wiltshire Council asking for clarification and justification for the decision being made, highlighting recent deaths and raising the Council's concerns.

14/21 Reports from Unitary Councillors

Members received an update from Councillor Hubbard confirming that Wiltshire Council have returned to full lock-down and are implementing the services required in view of this. Wiltshire Council are starting their scrutiny programme this week.

15/21 Accounts

It was Proposed Councillor Sankey, seconded by Councillor Brown and

RESOLVED: to defer the Accounts Item to the next Council meeting on 25 January 2021.

.1 Payments

.2 Monthly Financial Statement

.3 Detailed Income & Expenditure Report as at 31 December 2020

16/21 New Premises Licence Application

New Premises Licence Application:

Concerns were raised that the application related to a residential property and whether the storage of large quantities of alcohol for delivery to customers was appropriate such a setting.

It was proposed by Councillor Aves, seconded Councillor Fiorelli and

RESOLVED: to request that the Town Clerk responds to the application on behalf of the Town Council raising concerns that this application relates to an address in a residential area but leaving the final decision to Wiltshire Council.

17/21 Committee Minutes

.1 Economic Development and Planning Committee

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

RESOLVED to note the minutes of the Economic Development and Planning Committee meetings held on 17 November 2020 and 8 December 2020.

18/21 Markets Costing Report

Members were asked to consider the revised Markets Costing Report for the purchase of gazebos for an additional range of markets, and to approve the recommendations contained therein, noting that the resulting costs were already incorporated in the budget proposals for 2021/2022.

The proposal was greeted with enthusiasm as a boost to Melksham, as a market town. The number and types of markets to take place were discussed together with costings and anticipated occupancy rates. The creation of a Sinking Fund to support the purchase of replacement gazebos in the future was mentioned.

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

RESOLVED: to approve the request for £4,000 to purchase five unbranded market gazebos. Market stall fees will be charged at £15 per stall in year one, £20 per stall in year two and £25 per stall from year three.

.1 Community Development Committee

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

RESOLVED to note the draft minutes of the Community

Development Committee meeting held on 23 November 2020.

19/21 Chairs Committee

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

RESOLVED to note the draft minutes of the Chairs Committee meetings held on 17 November 2020 and 8 December 2020

.1 Asset Management Committee

It was agreed to defer the draft minutes of the Asset Management Committee meeting held on 14 December 2020 until the Full Council Agenda on 25 January 2021.

20/21 Sub Committee Minutes

.1 HR Sub-Committee

Members noted the draft minutes of the HR Sub-Committee meetings held on 18 November 2020 and 16 December 2020

.2 King George V Sub-Committee

Members noted the draft minutes of the King George V Sub-Committee meetings held on 14 October 2020 and 16 December 2020

21/21 Working Groups

22/21 CCTV Working Group

Amendment

Councillor Hubbard requested the wording of 'non-council officer' be replaced by 'elected member'.

Members received the draft notes of the CCTV Working Group meeting held on 7 December 2020, subject to the above amendment.

Peter Dunsford – Community Area Manager and an Area Board member be appointed to the Working Group. The terms of reference will reflect that the area board will reflect that the Area board will decide on their representation in the Working Group.

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

RESOLVED: to approve the membership of the CCTV Working Group subject to the inclusion of the Community Area manager and a unitary councillor from the Area Board.

23/21 Confidential Session

It was proposed by Councillor Aves, seconded by Councillor Fiorelli and:

UNANIMOUSLY RESOLVED: that in view of the confidential nature of the information to be discussed, concerning the budget for 2021/2022 and the implications thereof, that the press and public be instructed to withdraw.

24/21 Confidential Item

The advice received by Council was noted.

25/21 Confidential Item

.1 Confidential Item

Councillors reviewed the four budget calculation proposals.

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

RESOLVED: to approve Option 4 in principle and recommend the presentation of Option 4 for adoption in public session, where questions can be received, at the Full Council meeting to be held on 25 January 2021, subject to any information or advice being received by the Town Clerk, who will amend the budget accordingly and distribute to Council.

26/21 Date and time of Next Meeting

25 January 2021 at 7.00 pm

Meeting Closed at: 9.20 pm

Signed:

Dated:

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Agenda Item 7

Financial Risk Assessment Master
Financial Risk Assessment January 2021

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
<u>Accounting System:</u> Rialtas Omega Accounting/Bookings Software.	Run data check routine daily - any discrepancy indicates data corruption.	Report to software provider for correction. Covered by software maintenance agreement.	L
<u>Income</u>			
Precept. Set annually via Town Council Budget.	Represents 90% of the Councils income. Collected on behalf of the Council by Wiltshire Council via the Council Tax and paid in two equal instalments in April and September.	See Appendix 2 for Reserves Policy. Report to the Town Clerk and Chairm of the Council if not received by 30 th April and 30 th September each year, contact Wiltshire Council for current situation. Maintain General Fund at 3 months operating costs as a minimum. (See budget process).	Normally Low Risk. However shortage of funds in Principal Authorities due to current Pandemic could increase to Medium Risk.
Commercial Property Lettings	Non- payment of rent by tenants. Premises kept in poor repair by the tenant.	All commercial property rentals secured by formal repairing leases with regular rent reviews. Arrange regular landlord inspection to ensure in good internal repair. Rental invoices raised on monthly/quarterly cycle as defined in lease. If not paid within 30 days standard debt collection routines as defined in accounting procedures come into force.	L/M
Facility Lettings	Non-payment of fees by hirers. Damage to premises by hirers.	Casual Hirers-No credit given - payment in advance. Booking secured by deposit. Regular Hirers with approved credit, if not paid within 30 days standard debt collection routines as defined in accounting procedures come into force. No further hiring allowed until debt cleared in full. For large parties etc. damage deposit taken and not refunded until facility inspected after the event.	L/M
Allotments- Managed on the Rialtas Allotments Computer Package.	Allotment agreement not signed. Non Payment of fees by holder. Non cultivation of allotment.	Allotment Invoices raised April annually, if not paid within 30 days standard debt collection routines as defined in accounting procedures come into force. Allotments inspected regularly and tenant warned if not cultivated to acceptable standard.	L

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Income (Cont'd)			
Events/Market Income	Non payment of stall rental at events	All rentals payable in advance of event	L
	Protection of Cash taken at Bars	Minimum of two bar operatives. Supervisor must record the amount of the float and sign. All cash MUST be recorded through till at the point of sale. At the end of the event tills are cashed up and physical cash checked against till roll any overs or unders must be noted at the event. Supervisor must note and sign discrepancy report. Float must be returned separately to safe and signed back in.	H
Deposit of funds with financial institutions.	Financial Institution bankrupt. Misappropriation of funds.	Deposits controlled by Finance and Admin Officer and RFO. All deposits reported to and authorised by the Finance and Admin Committee. All Financial Institutions should be checked with either Moody's or Fitch and have the top credit rating available. No Investment is to be for more than 12 months. Investment in Stocks, Shares or similar is not allowed	L

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Expenditure			
Budget setting/Monitoring	<p>Failure to project expenditure accurately.</p> <p>Setting Business Income at an unattainable level.</p> <p>Failure to include projects in the budget.</p> <p>Failure to include capital expenditure.</p> <p>Inclusion of non-budgeted expenditure during the year.</p> <p>Failure to identify and report overspends in a timely manner.</p> <p>Failure to identify shortfall in income and report in a timely manner.</p>	<p>Budgets prepared by RFO RFO in conjunction with senior managers. Initial approval by Finance and Admin Committee authorised by relevant committee and passed by full council.</p> <p>Maintain an Earmarked Reserve to support the Precept.</p> <p>Maintain General Fund at between 40 and 50% of Precept.</p> <p>Produce monthly Budget Monitoring Reports distributed to Finance Working Group. All budget discrepancies investigated by RFO and reported to Finance and Admin Committee.</p> <p>Each spending committee presented with Budget Monitoring Report on a 3 monthly basis with discrepancy report. All budget overspends approved by the relevant committee by resolution.</p> <p>Ascertain reason for shortfall in income and whether it can be recovered in the financial year. If not take appropriate steps to support the General Fund by cutting expenditure or allocating shortfall from Earmarked Reserves</p>	L/M

Expenditure	<p>Expenditure in breach of Financial Regulations.</p> <p>Expenditure exceeds officer authority.</p> <p>Payment to incorrect supplier</p> <p>Payment to non-genuine supplier-hacked supplier account.</p> <p>Expenditure not correctly authorised.</p> <p>Expenditure not allocated to correct Budget.</p> <p>Not genuine council expenditure.</p>	<p>All managers have copy of Financial Regulations and understand contents.</p> <p>All Expenditure must be the subject of a purchase order.</p> <p>All purchase orders must be authorised by relevant manager.</p> <p>All purchase orders must be allocated to the relevant budget heading</p> <p>All approved suppliers to be recorded in the accounts system Purchase Ledger section.</p>	L
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Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Expenditure – Continued.	Change of supplier banking information from fraudulent emails-supplier account hacked. Inclusion of ghost suppliers as bonafide suppliers. Change of supplier details on cheque after signature.	<div>All approved suppliers to be paid within 30 days on periodic payment runs.</div> <div>All supplier payments to be approved by at least 2 Councillors.</div> <div>All supplier payments to be in line with the payment procedure protocol.</div> <div>All payments by Direct Debit to follow the above procedures.</div> <div>All payment listings to be presented to periodic meetings of Full Council for consideration.</div> <div>Any changes to supplier banking information must be confirmed by a telephone call to the number stated on the supplier invoice.</div> <div>All supplier accounts more than 60 days old to be reported to Finance and Admin Committee.</div>	L
Use of Council Debit or Credit Card	Misuse of Cards. Use by non-authorized staff.	<div>Cards to be kept in safe by Finance and Admin Officer</div> <div>Only senior managers permitted to use cards.</div> <div>Debit/Credit cards to be signed for by the user.</div> <div>After use card must be returned to the Finance and Admin Officer with details of expenditure and backup documentation.</div> <div>Card expenditure to be included in authorisation documentation approved by councillors signing off the payment run.</div>	L
Non-budgeted Expenditure	Impact on General Fund balances.	<div>Approved by relevant committee by resolution.</div> <div>Source of funding:</div> <div> <ul style="list-style-type: none"> a) From General Fund Balance. b) From Earmarked Reserve. c) By transfer from alternative Budget Code with predicted underspend. </div>	L/M

Risk Identification	Risk	Risk Monitoring and Mitigation	Measurement L/M/H
Payroll	Inclusion of ghost employees on payroll. Falsification of time sheet records. Incorrect calculation of employee pay. Payment of incorrect salary rates. Use of incorrect PAYE/NI data. Unauthorised changes in employee details. Incorrect or fraudulent expenses claims. Breach of confidentiality of employee details (GDPR).	Have Internal Audit conduct a periodic check of payroll function to verify correctness of payments and employees being paid still work for the Council	L/M
		Create a tracking log and record changes to employee details when made.	
		All time sheets to be authorised by senior managers and counter signed by the Town Clerk	
		All automatic, cost of living scale point changes in pay scale to be authorised by senior managers e and counter signed by the Town Clerk.	
		All changes to salaries to be approved by HR Sub Committee and signed by the Chair.	
		All employee records to be kept under lock and key when not in use.	
Insurance	Danger of under Insurance. Danger of over insurance. All Council Assets not included in insurance Schedule. Insurance premiums too high.	Ensure Insurance Values Included in Asset Register. Periodical review Plant and Equipment to ensure replacement values are realistically reflected in the Insurance Value. Every five years revalue buildings at insurance value and check against insurance policy. Ensure Consequential Loss Insurance adequately covers all Council Liquid Assets. Insurance re-quoted every 3 years.	L

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Melksham Town Council

Reserves Policy January 2021

Introduction

Local Authorities are empowered to hold reserves through section 32 and 43 of the Local Government Finance Act 1992.

Reserves are an essential part of good financial management, they assist the Council to manage unpredictable financial pressures and plan for future spending commitments.

Legislation states the Council must set a balanced budget, in setting the balanced budget the Council should consider the following:

- What level of expenditure is required to deliver the desired level of services;
- What income the Council can generate through fees and charges to support the expenditure;
- The amount of reserves available to support the Council's expenditure;
- The level of reserves required to fund the Council's capital projects contained within the five-year financial plan;
- The level of Precept the Council is prepared to charge local residents.

Reserves-Definition

This Council's reserves fall into three main categories:

1. The General Reserve;
2. Earmarked Reserves to fund future revenue costs;
3. Major Projects Reserve

1 The General Reserve:

The level of this reserve is designed to reflect the general cash flow and day to day risks surrounding the delivery of the Council's services. There is no specific guidance on the minimum level of the general reserve, the Council should determine what is a prudent level of reserve based on its own circumstances, risks and uncertainties.

2 Earmarked Reserves:

These are sums set aside for service departments to meet future expenditure not contained within the annual revenue budget. They are created by carrying approved unspent budgets or over recovery on income into earmarked reserves, also if expenditure on certain items is delayed then these may be earmarked for completion in the following year.

3 Major Projects Reserve:

This is created from sums raised via the Precept and other receipts with restrictions on use (CIL, Solar Farm Receipts and other receipts of a capital nature), this reserve is designed to finance capital projects and other projects for the benefit of the community.

Reserves Policy

General Reserve

As stated above there is no hard and fast rule governing the level of general reserve, using a ratio of Precept to income generated from activities, in this Council 60% Precept 40% other income, the cash flow risk is considered to be medium, based on this income mix the level of General Reserve should be between four and six months operating costs (excluding capital projects). If the General Reserve drops below four months operating costs it should be topped up by either contribution from the Precept or by virement of sufficient funds from the Earmarked or Major Projects Reserves to restore the General Reserve to an acceptable level. If the General Reserve exceeds six months operating costs, surplus funds should be carried into the Major Projects Fund or a new Earmarked Reserve created to support future years Precept.

Earmarked Reserves

Earmarked Reserves are created by carrying surpluses into the following financial year, these may be either underspends on expenditure or over recovery on income budgets. They may also be created to smooth irregular revenue expenditure by making an annual allowance in the budget (for example an Election Reserve). The practice of rolling over budgets due to over budgeting is not allowed, accounting for such surpluses will take place each year end, when the overall financial position of the Council can be established and the treatment of the surplus/deficit is decided by the full Council.

Earmarked Reserves are controlled by the committee responsible for the delivery of the relevant services and are set up and spent by resolution of that committee. The committee in conjunction with the head of service should define:

- The reason for/purpose of the reserve;
- How and when the reserve can be used;
- Procedures for the reserve's management and control;
- Timescale for review of the reserve to ensure its continuing relevance and adequacy.

Major Projects Reserve

The Major Projects Reserves is funded partially by an amount determined each year (subject to any constraints or no requirement) to be included in the annual budget calculation and claimed via the Precept, it may also be funded via special receipts whose use is restricted to projects specifically for the benefit of the community.

The Major Projects Reserve is controlled by the Council in conjunction with the Town Clerk and is set up and spent by resolution of the Council. Capital Projects are defined in the strategic plan (nb strategic plan to be completed). Projects should be reviewed annually and progress reported to the Council, if for any reason the project is abandoned then the funds can be re-allocated to a new project or returned to the General Reserve to support the Precept.

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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	1,987	32,164
	<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>	
	262,124	
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>	
	675,048	
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>	
	27,011	
Less: Used to Fund Expenditure	<u>0</u>	27,011

1,172,376

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Date: 15/01/2021

Melksham Town Council Current Year

Page: 1

Time: 18:17

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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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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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

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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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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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Payments for Month 8				Nominal Ledger Analysis			
Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount Transaction Detail
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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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 - w ater 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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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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User: MEL

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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Cashbook 2

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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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User: MEL

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

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 : 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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Bank Assembly Hall 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	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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User: MEL

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

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>
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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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	

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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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Melksham Town Council Current Year

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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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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

User: MEL

Petty Cash

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
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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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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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	

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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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15/01/2021

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)			

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
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%

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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
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 shows	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 shows	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			

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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
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
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	1,987	32,164
	<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>	
	262,124	
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>	
	675,048	
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>	
	27,011	
Less: Used to Fund Expenditure	<u>0</u>	27,011

1,172,376

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Public Document Pack Agenda Item 9

Melksham Town Council

Minutes of the Asset Management Committee meeting held on Monday 14th December 2020

PRESENT: Councillor T Watts (Chair)
Councillor S Brown
Councillor V Fiorelli
Councillor C Jeffries
Councillor G Mitcham
Councillor M Sankey

ALSO IN ATTENDANCE

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

PUBLIC PARTICIPATION: No members of the public and 1 member of the press was present.

36/20 Apologies

Apologies for absence were received from Councillors Hubbard, Iles and Aves. Councillor Westbrook substituted for Councillor Aves.

37/20 Declarations of Interest

There were no declarations of interest.

38/20 Minutes

The minutes of 22 October 2020 were approved as an accurate record subject to a correction at minute 78/20 which was headed as Allotments it should have read Sensory Garden. It was agreed that the minutes would be signed as a true record by Councillor Watts at a later date.

39/20 Appointment of Chair to the Climate/Environment Working Group

Councillor Watts confirmed he would not be standing in next year's Elections. Following discussion it was agreed to put this item on the Agenda of the Council Meeting on 21 December 2020.

40/20 Maintenance Shed at King George V Park

The Town Clerk reported on a meeting with the Architect, the Quantity Surveyor and the Project Manager (MEA) to discuss the Council decision to proceed. More detailed plans are being drawn up. The Architect advised it would not be possible to provide the hard stand compound on the other side of the area, due to the trees and ground conditions. The Architect will provide the Town Clerk with a full briefing explaining why it is not possible. The footprint of the proposed Maintenance building was slightly smaller than the existing disused building to allow tree roots.

MEA suggested importing a container into the building to house facilities, i.e. office, toilets etc. inside the shed. This would save having the building insulated, make the planning regulations process easier and save costs. Hugh Davies confirmed he has previous experience of managing this type of project.

Councillor Brown asked what the implication having the addition of a container was on the budget. The Town Clerk confirmed as the Council could borrow up to a maximum of £200,000, there was some contingency which would accommodate any additional expenses. The Architect and Quantity Surveyor are aware of the exact budget available. The Town Clerk has to submit the application to the Public Works Loan Board for a maximum of £200,000 as resolved by Council. The total amount does not have to be drawn down if not required.

The repayments would be met from savings on the rental of the Bowerhill Depot.

41/20 Assembly Hall Updates

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.1 Assembly Hall Gas Service Report October 2020

The Town Clerk confirmed following a buildings survey carried out earlier in the year the recommendation was that the gas supply is removed leaving only electricity in the building.

The recommendation was to replace the current under-used 2 x 6 burner gas oven with a single 6-plate oven and two hot cupboards. The cost would be £2,600 for the oven and £1,000 for the two hot cupboards that would be sufficient for events that need catering.

Councillor Welch asked for confirmation whether the heating was gas or electric and asked for this to be checked that it was not gas. Councillor Westbrook asked if this would come out of this year's budget and was it already allocated. The Town Clerk confirmed funding was available out of this year's budget which could be rolled over to next year's budget if required. Councillor Welch stated that any new equipment could be transferred to another location if required.

Councillor Sankey suggested waiting to purchase the equipment until we know when we will start using the Assembly Hall again and review this recommendation at that point.

The Town Clerk asked the Committee to agree to delegate to her and the Facilities Manager to decide when to make the expenditure, and roll over any money left in the maintenance budget this year to pay for it. Agreed unanimously.

RESOLVED: that the Town Clerk, working with the facilities manager decides when the equipment should be purchased and that any remaining funding from this year's maintenance budget is to be carried forward to the 2021-2022 maintenance budget.

.2 Building Condition Surveys

The Town Clerk confirmed the attached Buildings Condition Survey Report had been reviewed by the Facilities Manager who had highlighted the some of the priority areas, however, more work needs to be done. Councillor Watts suggested this goes to the Major Projects Group.

The Amenities Manager stated he had not gone through all the report but the total cost to carry out all the works would be £180,000; high risk requirements are £1,200, medium £109,000 low risk is £65,000. Decision on priorities is required.

Councillor Watts stated these are big projects to be considered in the future. The Town Clerk confirmed urgent works have already commenced on the Assembly Hall and Town Hall, as Council agreed. A programme of works will be rolled out by the Amenities Manager once decision has been made.

42/20 Assembly Hall Re-opening

The Town Clerk confirmed the Assembly Hall have been working very hard and have taken bookings for next year and a few for this year.

The Risk Assessment for opening has been carried out and taken to Council and the Assembly Hall team have been praised for how Covid safe they are when events have been carried out. The strict Covid procedure will remain in place and we are watching closely for updated guidance on opening the Assembly Hall for events.

43/20 Town Hall Remedial Works

The Town Clerk confirmed the electrical works have been completed and the refurbishment works are nearing completion.

44/20 Art House Cafe

The Town Clerk confirmed there was another meeting scheduled to discuss ideas of how use and open the Art House Café on 17 December 2020. The Town Clerk confirmed that the Facilities Manager would be attending the meeting.

Councillor Watts asked about lease negotiations. The Town Clerk confirmed both leases have been sent to the Solicitor indicating our preferences and she was awaiting a response. It is highly likely that a professional rent review would be required and dilapidation would need to be addressed.

45/20 Spiritualist Garden

The Economic Development Manager confirmed statements providing proof of continuous and unfettered access to the garden, over the last 20 years is being sought. The Town Council plans for the garden are to allow the town council, it's contractors, and members of the public to continue to use the garden in the same way, but under the Council's ownership.

Providing proof is difficult as the Spiritualist Church Trust are not now functional. A group under the auspices of Melksham Charities that are responsible for the garden now. The Economic Development Manager is looking for local people who have had continuous and unfettered access over the last 20 years plus, to provide written statements to that effect. This was following advice from the Solicitor - if MTC are going to take over the asset we need to ensure that the right of way for the Council, its contractors and members of the public is available to us. The only access to the site is not registered with Land Registry and it is not possible to find ownership of it. The existence of the access as a public right-of-way is not acknowledged on the deeds of the neighbouring properties.

Councillors Fiorelli and Welch reported there are many residents who will be able to confirm they have accessed the garden regularly. Councillor Welch stated this is a graveyard and relatives had gained access to the garden on a regular basis. Councillor Westbrook is aware of families who had collected the key from the Town Hall, and Lorraine McRandle at Melksham Without Parish Council may be

able to help with names, covering the time period when she worked with Melksham Town Council.

46/20 Adopted Telephone Boxes

The Town Clerk confirmed that the Admin Apprentice and Economic Development Officer were working on this. Kits to refurbish the telephone boxes are not free unless a defibrillator is housed in a box. There is a cost of £60 per box and Councillor Fiorelli stated this is a reasonable cost considering the amount of equipment in a kit. Councillor Fiorelli suggested purchasing one kit which should refurbish two boxes.

RESOLVED: the Town Clerk order one phone box refurbishment kit at a cost of £60.

47/20 Wessex Water Refill Unit

The Town Clerk confirmed Jeff Mills has been working on this with Wessex Water and will come back to the Committee when he has a definite response. The water unit will be sited by the side of the building by the Art House café rather than in front. There are issues with having a separate plumber installing the unit and disturbance of the pavers as we do not have ownership of the market place.

48/20 Town Centre Tree Planting

The Town Clerk confirmed that Wiltshire Council are not happy to plant trees in the highway. The Economic Development Manager confirmed this was not put to CATG. Jeff Mills is working on obtaining responses from land owners, and had identified the owner of land near the substation who indicated they would be amenable to being approached about planting trees. The Economic Development Manager suggested given the close proximity to the new development at Avonside, that a discussion should take place with the developer.

Councillor Watts reminded the Committee that the purpose of this was to access government funding to plant trees.

49/20 Residents' Tree Planting Scheme Winter 2020-2021

The Economic and Development Manager reported:

- the residents' tree planting scheme last year was very successful and well received by local people.
- he considered there would be significant interest to repeat the scheme this winter and the proposal has gained approval from Full Council.
- Last year residents from Melksham Without Parish Council (MWPC) asked to join the scheme which could not be supported. This year the scheme

will be jointly run and funded with MWPC to benefit residents of both the Parish and the Town.

- The agreed funding is £1,000 from each council, however it is envisaged that the costs will be less, around £500-£600 each.

50/20 Replacement of Cinematic Equipment for the Assembly Hall.

The Town Clerk confirmed this had been ordered and would be delivered in January 2021. Currently they are using DVDs and the new system allows for a much better surround sound system and for using the latest release films.

51/20 CCTV Working Group Update

The Economic Development Manager confirmed the CCTV Working Group had their first meeting and Councillor Westbrook took the Chair. The Group had established initial priorities in developing recommendations to bring to this Committee. Priorities being to establish the need or otherwise for CCTV in the town. The report that will be presented to this Committee with recommendations, will also include the evidence that wherever possible external funding will be applied for.

The Working Group are hoping the Police will generate the evidential need for CCTV and will be attending future meetings. On the assumption that the evidence base suggests CCTV is required, the second stage is to recommend to the Committee for approval, procuring the services of a specialist in CCTV. Following the CCTV Working Group's brief the specialist will supply a report confirming the specification to set up a CCTV system, which will then be costed. Funds will be researched, tenders produced and the specialist will advise on the results of the tender.

The Working Group suggested that funding for the initial work should be budgeted for in the 2021-2022 budget. Initial estimated cost of a specialist would be about £10,000. Councillor Westbrook had researched the market and the costs varied from a small independent specialist would be £3,000 - £5,000 and £10,000 for larger companies. Councillor Westbrook stated the cost of the full CCTV system could be £50,000 - £100,000, but funding would be facilitated from grants not the Town Council. Councillor Fiorelli stated there is funding available from the Home Office and we could approach the Area Board. Councillor Watts suggested CIL monies could be accessed. Councillor Westbrook stated she had received positive responses from MWTC for using CIL to fund CCTV.

Councillor Sankey suggested speaking to Wiltshire Council about CCTV as he understood the Campus would have a CCTV system and it was envisaged this would link in with the Town Council's CCTV scheme. We should include the Campus in any scheme that is put together for the town.

The Town Clerk confirmed the initial request of £10,000 has been put in the 2021 – 2022 budget. She had spoken to the Parish Clerk and they seemed supportive of using CIL money. The Amenities Manager confirmed he had previously experience of putting in a CCTV system on Coventry and agreed to join the Working Group.

Councillor Watts stated Councillor Westbrook did not want to remain as Chair of the CCTV Working Group. Councillor Westbrook stated she was happy to be Chair but felt it would be more appropriate to have a community person as Chair. The Town Clerk confirmed that a Council Member needed to be chair only for the initial meeting and advised that the Economic Development Manager confirms membership and Chair of the Working Group to Full Council for approval. Councillor Westbrook stated she would remain as chair until the group membership increased then to hand over the Chair to a community member.

52/20 Date and Time of Next Meeting

Next Meeting will be:

25 January 2021 at 7.00 pm via Zoom.

Meeting Closed at: 8.00 pm

Signed:

Dated:

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Terms of Reference for the Shurnhold Fields Working Group

To agree that the following items will be included in the Terms of Reference to be prepared for the Shurnhold Fields Working Group:

- delegated powers are to be given to the two Clerks to act on the wishes of the Working Group.
- The membership is to remain at three councillors from each Council.
- The quorum for the Working Group will be three councillors, with representation from both Councils.
- The Chair will rotate and will NOT have a casting vote.
- Capital costs are to be split 50: 50.
- The delegated spend for the Friends of Shurnhold Fields would be a maximum of £500 per year for the Open Space Maintenance Fund; and for the Working Group a total of £5,000 per year for the Capital Expense.
- The Friends of Shurnhold Fields are to be strongly encouraged to apply for grant funding in their own right.
- Administration for the Working Group, including the preparation of agendas, drafting minutes and undertaking actions is to be shared by Officers of MTC and MWPC.

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Melksham Town Council and Melksham Without Parish Council

Notes of the Shurnhold Fields Working Party meeting held on Thursday 14th January 2021

PRESENT: Councillor P Aves (MTC)
Councillor S Brown (MTC)
Councillor P Carter (MWPC) and Friends of Shurnhold Fields
Councillor J Glover (MWPC)
Councillor G Mitcham (MTC)
Councillor R Wood (MWPC)

OFFICERS: Teresa Strange – Clerk MWPC
Patsy Clover – MTC
Lorraine McRandle - MWPC

1 **WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS**

The Parish Clerk (MWPC) confirmed the meeting was being recorded to aid note taking of the meeting.

2 **ELECTION OF CHAIR**

As it was the turn of MWPC to chair the meeting, Councillor Richard Wood agreed to be Chair.

3 **APOLOGIES**

Apologies were received from the Town Clerk (MTC), Linda Roberts.

4 **NOTES**

After some discussion regarding the notes of the meeting held on Thursday 19 November 2020 and the fact that they needed to reflect the decisions of the meeting rather than be a verbatim account, the following amendments suggested by Councillor Carter were agreed:

Paragraph 6.1- the reason for the decision to discontinue providing poo bags and remove the dispensers being that per Councillor Glover 'the group felt that

because poo bags were going missing or being destroyed it was considered that the cost to the councils was prohibitive' was to be added to the notes.

Paragraph 6.7- 200 trees had been awarded by the Woodland Trust, not 210.

Paragraph 7.2 - second para – although there had been a lack of volunteers, trees had been donated and encouragement offered.

Paragraph 7.3 – the purchase of five extra fruit trees for the orchard from the donation of £2,000 by Knorr Bremse had been omitted.

Paragraph 7.5 – Councillor Carter would ask the contractor, J H Jones, if he had a machine to remove the bramble roots and for a quote.

Paragraph 9a – Councillor Carter has already provide his maintenance plan; the words 'will provide' will be changed to 'has provided'.

Paragraph 9f – Maintenance was carried out by the Wiltshire Council footpath maintenance team on a scheduled visit, not by the Right of Way volunteer group.

5 **DECLARATIONS OF INTEREST**

There were no declarations of interest.

6 **UPDATES FOR NOTING**

6.1 a) **Update from Melksham Town Council on Bin emptying schedule**

The Assistant to the Town Clerk (MTC) advised that the bins were well used and recommended that the current schedule for emptying them should be kept in place until after the current lockdown has ended.

Councillor Carter concurred that the bins are very full and being emptied regularly. However, the Parish Clerk (MWPC) reported that a third bin had been installed, as requested.

6.1 b) **Update from Melksham Town Council on Amenities Team maintenance activities**

The Assistant to the Town Clerk (MTC) confirmed that:

- The poo bags and dispensers were due to have been removed on 14 January
- A chipper would be hired towards the end of February to train the MTC apprentice in its use and chip the pile of branches, when there was sufficient work for a full weeks' hire
- The football posts have been removed.

No additional maintenance activities had been carried out since the last meeting.

6.1 c) Update from Melksham Town Council on issues arising from weekly visual inspections

The Assistant to the Town Clerk (MTC) confirmed that no additional works had been identified from the weekly inspections.

6.2 Car Park and Entrance improvement project

The Parish Clerk (MWPC) confirmed that all works were allowed under permitted development. Land drainage consent has been applied for which should also satisfy the Environment Agency, from who permission must be sought as the development is within eight metres of a watercourse. It is not envisaged that a fee will be charged for the land drainage application, but would be £50 if charged, which would be split between MTC and MWPC.

6.3 To use S106 Highways Funding for Dunch Lane to improve visibility splay

It was noted that no action would be taken until the next CATG meeting, scheduled for March, as sectional drawings had been requested for the road and to assess the impact of water pooling on the road. This will have a cost implication.

6.4 Quote to extend hard surfacing from the car park entrance to the bund and to extend car park to accommodate shed

Concerns were raised about the delay that the requirement for drawings regarding the entrance way project would have on other aspects of the project such as the car park, splay and shed. However, the cost implications of doing the work in logical stages rather than all-in-one were mentioned.

The Parish Clerk (MWPC) drew members' attention to the fact that the revised quotes were vastly more than those obtained in 2019. In view of the amounts now involved, financial regulations would require going out to tender and through contract finder.

Possible reasons for the increased quotes were discussed: elapsed time, estimates in the original quotes, increased land area. It was agreed to carry out a comparison exercise between the two sets of quotes to identify the differences.

The Assistant to the Town Clerk (MTC) agreed to research possible grants which could be sought by the FOSF.

Once the additional exercises had been carried out, an extraordinary meeting would be arranged to discuss next steps regarding the scale of the project, sources of funding and how to proceed.

6.5 To note tree work contracted to Equilibrium by MWPC under delegated decision, and work undertaken

The successful tree pollarding and removal of a diseased maple tree was noted. The effect of this on light and shade on the watercourse was mentioned.

The Parish Clerk (MWPC) advised members that she intended to arrange a meeting between members of the BART, Bristol Avon Rivers Trust, who are carrying out work on the South Brook, the FOSF and the Shaw and Whitley flood wardens, who were carrying out voluntary work further upstream.

7 FRIENDS OF SHURNHOLD FIELDS

7.1 To note update from Shurnhold Fields on working parties etc during Covid restrictions

Councillor Carter advised members that members of the FOSF had been working on the Field individually but not as part of organised parties. The Field has been divided into 200,000 sqm areas; members are being allocated an area and planting bulbs as part of their daily exercise. 2,000 bulbs are available for planting.

Planting of the trees paid for by Knorr Bremse is on hold and may be postponed until the autumn if Covid 19 restrictions mean that they cannot be planted in the spring.

Six bird and bat boxes have been purchased with the balance of the £400 Rotary grant which contractor, J H Jones, was installing free of charge as a community benefit.

The next meeting of the FOSF is scheduled for 20 January.

7.2 To note email from Chair regarding queries raised at last meeting

It was noted that the queries raised at the previous meeting had been answered by Councillor Carter.

7.3 To note any minutes from 'Friends' meetings held since the last working party and consider any new requests

It was confirmed that no meetings of the FOSF had been held since the last Working Party meeting.

8 INFORMATION BOARDS

8.1 To note Melksham Town Council agreed to fund to 50% share with Melksham Without Parish Council and now on order

Melksham Town Council's agreement to fund 50% of the cost of the notice board was noted. The Parish Clerk (MWPC) confirmed that the lead time for delivery of the information boards was 5/6 weeks.

8.2 To note art work requirements from Shelley (info board manufacturers)

It was agreed that Councillor Carter would liaise with Marilyn Trew, the artist, to ensure that it could be provided to the board manufacturers in the required format.

8.3 To consider art work produced by Marilyn Trew and sign off as final artwork for introductory board

Members were happy with the draft art work subject to the addition of the FOSF logo and attribution of the source of the Silurian boulder.

8.4 To consider payment to Marilyn Trew and request to undertake further art work on two information boards

Councillor Carter explained that the three notice boards – the front noticeboard, the WW1 wood board and the endangered species board – would cost £50 each. This cost would be shared equally between MTC and MWPC (£75 each).

8.5 To consider children's colouring competition

It was proposed by Councillor Wood, seconded by Councillor Carter and unanimously agreed that Councillor Aves would ask the Community Development Officer (MTC) to arrange a children's colouring competition; the prize being the honour of opening Shurnhold Fields officially.

9 FINANCE AND GOVERNANCE

9.1 To receive update on progress on the management plan of Shurnhold Fields

Thanks were given to Councillor Glover for the Management Plan prepared by him which now need input regarding annexes and actions/ decisions to be undertaken. It was agreed that the Parish Clerk (MWPC) and the Assistant to the Town Clerk (MTC) would meet to discuss this and correspondence with the planning officer regarding submission of a Landscape Management Plan which

should have been discharged by Persimmon as part of the planning application from change of use from playing fields to public open space.

9.2 To receive update on progress on the Terms of Reference

A brief discussion about the composition of the Terms of Reference took place following a meeting of both Clerks earlier in the day, with reference being made to the number of councillors from each parish, the desire for a rotating chair with no casting vote, the number of councillors needed for a meeting to be quorate and amounts of expenditure which could be authorised. Members were of the opinion that they wished to remain as a Working Group with delegated authority to the Clerks of the two councils to act on their behalf as financial decisions cannot be made by a Working Group. The alternative is for a committee made up of members of each Council, with formally summoned meetings held in the public domain. The proposal to go to both the town and parish councils for their approval was that delegated powers were given to the two Clerks to act on the wishes of the Working Group. The membership would remain at three councillors from each council, with capital costs split 50: 50. The quorum for the working group will be three councillors, with representation from both Councils. The Chair will rotate, and will NOT have a casting vote. The delegated spend for the Friends of Shurnhold Fields would be a maximum of £500 per year of the Open Space Maintenance Fund; and for the Working Group a total of £5,000 per year for the Capital Expense. The Friends of Shurnhold Fields are to be strongly encouraged to apply for grant funding in their own right. Administration for the Working Party, including the preparation of agendas, drafting minutes and undertaking actions is to be shared by Officers of MTC and MWPC.

10 The date and time of next meeting is:

Thursday 21 January 2021 at 5pm via Zoom to be chaired by Melksham Town Council.

Meeting Closed at: 8.30 pm

Signed:

Dated:

Terms of Reference for the Shurnhold Fields Working Group

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Shurnhold Fields Works

Nature of Works	Capital
Caretaking	
Caretaking	
Annual Grass Cut	
Plinth for additional bin	
Maintenance Shed	
Entrance works - per quote JH Jones & Sons 14.01.21	
Height restriction barrier	-£ 2,375.00
Bike rack	-£ 300.00
Car Park area - per quote JH Jones & Sons 14.01.21	-£ 18,645.00
Gates for entrance x 2	-£ 700.00
Information Boards x 3	-£ 3,525.00
Drawings for Information Boards	-£ 150.00
Concreting in Information Boards	-£ 100.00
Access Road - per quote JH Jones & Sons 14.01.21	-£ 20,660.40 *
Sub Total/ Balance	-£ 46,455.40
Funding:	
Area Board Grant awarded	£ 5,000.00
S106 Dunch Lane Highway Improvement Fund	£ 4,000.00 TBC CATG
MWPC max. approved contribution	£ 8,500.00
MTC max. approved contribution	£ 8,500.00
TOTAL to be funded	-£ 20,455.40

* A quote for a permeable gravel solution has been requested

** An accurate costing has been requested

Revenue
(Open Space
Maintenance
Fund)

£	86,216.97	Balance B/F Mth 10
-£	495.00	
-£	495.00	
-£	395.00	
-£	100.00	Est.
-£	5,000.00	Est. **
-£	20,883.50	Tender and contract finder required

Tender and contract finder required

Tender and contract finder required

£ 58,848.47

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