



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
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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

16 March 2021

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of the Melksham Town Council. The meeting will be held on **Monday 22 March 2021** commencing at **7.00 pm**.

Under new powers introduced in the Coronavirus 2020 Act (the Local Authorities Police and Crime Panels (Coronavirus) Flexibility of Local Authorities and Crime Panels Meetings (England and Wales) Regulations 2020 the meeting will be held virtually by Zoom.

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 using the virtual meeting access instructions on the agenda.

Yours sincerely

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

**Full Council
Melksham Town Council**

**Monday 22 March 2021
At 7.00 pm via Zoom**

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

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

AGENDA

Virtual Meeting Access

Join Zoom Meeting Instructions

Join Zoom Meeting

<https://us02web.zoom.us/j/89574925824?pwd=WFE0cURtem1UcHJwVVRPNkxuUmZwQT09>

Meeting ID: 895 7492 5824

Passcode: 970568

1. Apologies

To receive apologies for absence

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 8)

To confirm as a correct record the minutes of the previous Full Town Council meeting held on 1 March 2021.

4. Town Mayor's Announcements

5. Police Report

The Wiltshire Police Area Board Report (To Follow)

6. Reports from Unitary Councillors (Pages 9 - 10)

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

7. Accounts (Pages 11 - 46)

To note the attached accounts reports.

7.1 Payments

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

7.2 Monthly Financial Statement (Pages 47 - 48)

To note the Monthly Financial Statement.

7.3 Detailed Income & Expenditure Report Jan-Feb 2021 (Pages 49 - 56)

To note the report.

7.4 2021/2022 Budget Review

Council to note that the Town Clerk and RFO will carry out a budget review in the first quarter of the new financial year, to establish whether some of the projects put on a temporary hold can indeed be started.

8. Transfer of the Town Council's Bank Accounts (Pages 57 - 58)

To receive a report from the Assistant to the Town Clerk and approve the recommendations contained therein.

9. Committee Minutes

9.1 Finance and Administration Committee (Pages 59 - 68)

To receive the draft minutes of the Finance and Admin Committee meeting held on 8 March 2021 and consider the following recommendation:

- To adopt the new Grant Funding Policy and Application process.
- To delegate authority to the Finance and Administration Committee to approve smaller grants at each meeting throughout the year with a cap of up to £2,500 per application.

9.2 Economic Development and Planning Committee (Pages 69 - 92)

To receive the minutes of the Economic Development and Planning Committee meetings held on

- 11 January 2021
- 26 January 2021
- 16 February 2021

And the draft Minutes of the Economic Development and Planning Committee meeting held on 9 March 2021.

9.3 Community Development Committee (Pages 93 - 96)

To receive the minutes of the Community Development Committee meeting held on 22 February 2021.

10. Sub Committee Minutes

10.1 King George V Sub-Committee (Pages 97 - 100)

To receive the minutes of the King George V Sub-Committee meeting held on 17 February 2021 and to consider the recommendation on the appointment of a contractor to operate the Cricketers Café.

10.2 HR Sub Committee (Pages 101 - 108)

To receive the minutes of the HR Sub-Committee meetings held on:

- 13 January 2021
- 29 January 2021
- 10 February 2021
- 23 February 2021

11. Working Groups

11.1 CCTV Working Group (Pages 109 - 114)

To receive the notes of the CCTV Working Group meeting held on 12 January 2021 and the draft notes of the CCTV Working Group meeting held on 23 February 2021.

11.2 CCTV Working Group Membership

Council is requested to approve the following membership of councillors and co-opted members of the public onto the CCTV Working Group:

Councillor Pat Aves, The Town Mayor, Melksham Town Council
 Councillor Adrienne Westbrook, Melksham Town Council
 Councillor Geoff Mitcham, Melksham Town Council
 Councillor Clive Jeffries, Melksham Town Council
 Councillor Vanessa Fiorelli, Melksham Town Council
 Teresa Strange, Clerk, Melksham Without Parish Council
 Councillor John Glover, Melksham Without Parish Council
 Councillor Stefano Patacchiola, Melksham Without Parish Council
 Councillor Jonathon Seed, Chair, Melksham Area Board
 Councillor Phil Alford, Melksham Area Board
 Councillor Pat Aves, Melksham Area Board
 Councillor Nick Holder, Melksham Area Board
 Councillor Jon Hubbard, Melksham Area Board
 Councillor Hayley Spencer, Melksham Area Board
 Peter Dunford, Community Engagement Manager, Melksham
 Chris Pickett, Melksham Older People's Champion
 Nick Westbrook, Chair, West Wilts Police Independent Advisory Group [IAG]
 Dee Atkinson, Secretary, Melksham Pub Watch
 Inspector Gill Hughes, Wiltshire Police
 PC Lee Pelling, Wiltshire Police
 Sgt. James Twyford, Wiltshire Police
 Tom Ridley – Tactical Crime Prevention Officer, Wiltshire Police
 Amanda Clarke Design Out Crime Officer, Wiltshire Police

11.3 CCTV Working Group Terms of Reference (Pages 115 - 116)

To receive and approve the CCTV Working Group Terms of Reference.

12. Neighbourhood Plan

To receive an update from Town Council representatives on the steering group.

13. Melksham Town Council Policies (Pages 117 - 144)

To consider and approve the new and revised policies:

- Acceptable use of email, tablets and internet for Councillors policy
- Audio recording, Filming and Photography Policy
- Communication Policy
- Data Protection Policy
- Data Security Breach Policy
- Mobile Phone Policy
- Pre-Application Policy for Major Development Projects

14. The Spiritualist Garden - Report of the Economic Development Manager

Progress on the acquisition of the Spiritualist Garden. (To Follow).

15. Future Audio Visual Requirements for Town Council Meetings

To receive the report from the Economic Development Manager and consider the recommendations therein. (To follow)

16. Parking Redemption Scheme - Report of the Economic Development Manager

Report on the roll out of the parking redemption scheme for the financial year 2020/2021. Members are requested to consider an extension of the parking redemption scheme for the Financial Year 2021/2022. (To Follow)

17. SIDS Issues - Report of the Locum Assistant (Pages 145 - 148)

To decide whether to wait for the recovered funds from SG Manufacturing, currently in the hands of the Town Council's solicitor, or to approve the use of earmarked reserves to purchase replacement devices.

18. Deferral of Movement Working Group Consultation (Pages 149 - 150)

To approve the deferral of the consultation, as recommended by Gerald Millward-Oliver, Townsfolk until after the May elections. (Note attached).

19. Community Infrastructure Levy (Pages 151 - 152)

To note that at their meeting on 25 January 2021, Melksham Without Parish Council:

'Resolved: To transfer the CIL monies received so far, and any received prior to 31 March 2021, (from the Hunters Wood/The Acorns development) to Melksham Town Council, with a condition that this funding be used to build a Community Centre East of Melksham. Any CIL funding left over following the build be used as the Town Council wishes.

It was noted that any transfer would take place after the Community Governance Review came into force, from 1st April 2021, and would be subject to legal agreement.

In addition, as indicated below, any further CIL funds from this development received from 1st April onwards would be received direct by the Town Council.

20. Dorset & Wiltshire Fire and Rescue Authority - Draft Community Safety Plan 2021-2024 Consultation

To note the consultation period on the draft Community Safety Plan for 2021 – 24 and decide how Melksham Town Council wishes to respond. Please see link below

[visit our website](#)

21. Confidential Session

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

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

22. East of Melksham Community Centre (Pages 153 - 154)

To receive a progress report from the Assistant Town Clerk.

23. New Lease 31 Market Place (Pages 155 - 180)

To agree and approve the new lease prepared by the Town Council's Solicitor. A professional rent review has taken place and the proposed new rent is included in the new Lease.

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 1st March 2021

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

IN ATTENDANCE Gill Hughes, Inspector Wiltshire Police

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

PUBLIC PARTICIPATION: Six members of the public and one member of the press were present.

50/21 Apologies

Apologies for absence were received from Councillor Illman, Councillor Sankey and Councillor Brown.

51/21 Declarations of Interest

There were no declarations of interest.

52/21 Police Inspector Gill Hughes

Councillor Aves welcomed Inspector Gill Hughes to the meeting. Inspector Hughes reported to the Council the steps the police currently have in place for Melksham when the Covid-19 lockdown ends. The Quantum Team will be joined by neighbourhood patrols to bolster response times to incidents, carry out patrols and issue tickets. The local police team are looking to foster good

relationships with the youth of Melksham by working with schools, youth clubs and groups. The Committee raised concerns about:

- motorised scooters are riding in groups, dressed in black, are verbally abusive to runners, have no lights on and are behaving dangerously with cars and are a danger to pedestrians.
- there seems to be groups of young people who are shoplifting and leaving large numbers of nitrous canisters in the park.
- The Town Clerk asked if the Inspector would consider a Restorative Justice programme being implemented in Melksham. Inspector Hughes confirmed she would support such a scheme.

Inspector Hughes asked Councillors to continue to report any potential breaches of Covid-19 regulations or incidents to the police. Inspector Hughes confirmed this would help implement patrol strategies to support specific areas, identify offenders and support a more creative approach, i.e., litter picking and advertising actions taken to help prevent “hot spots”

53/21 Minutes

The minutes of 13 January 2021 and 25 January 2021, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the chair Councillor Aves.

54/21 Financial Risk Assessment and Reserves Policy

Financial Risk Assessment

Councillor Pain requested an addition to the Financial Risk Assessment to include the wording “councillors, officers and staff who act in an irregular or unlawful manner putting the Council at financial risk”.

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

RESOLVED that the Financial Risk Assessment is approved and adopted subject to the addition suggested by Councillor Pain, if a further risk is considered appropriate by the Town Clerk.

Reserves Policy

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

UNANIMOUSLY RESOLVED that subject to the inclusion of “the earmarked reserves are set up for identified projects”. The Reserves Policy was approved and adopted.

55/21 Neighbourhood Plan

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

RESOLVED to approve 70% funding to be met by Melksham Town Council and 30% of the costs to be met by Melksham Without Parish Council, and that it be reviewed on an annual basis to confirm the pro rata per capita split.

56/21 Neighbourhood Plan Steering Group Terms of Reference

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

RESOLVED that the Neighbourhood Plan Terms of Reference be approved.

57/21 Melksham Town Council's Response to the Local Plan Review

The response to the Local Plan Review was noted.

The Town Clerk confirmed that Melksham Town Council officers and members had worked jointly with Melksham Without Parish Council and the Neighbourhood Plan Steering Group to respond to the Local Plan review. The response was before Council to approve, the Town Clerk added that responses are required by 8 March 2021.

Councillor Westbrook and Councillor Hubbard commended the report to Council.

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

UNANIMOUSLY RESOLVED to approve the town council's response to the Local Plan Review.

58/21 Conclusion of Audit - Year Ended 31 March 2020

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

RESOLVED to approve and accept the External Auditor Report and Certificate for the 2019/2020 financial year.

59/21 Internal Audit Report - Circulated with Agenda

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

RESOLVED that Council approve the Internal Audit report and note the actions completed following the recommendations contained in the report.

60/21 Dorset and Wiltshire Fire & Rescue Authority Technical Rescue Review

Members noted the Dorset and Wiltshire Fire & Rescue Authority Technical Rescue Review. Councillor Hubbard stated this was a poor decision and was detrimental to the Melksham area community.

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

RESOLVED that the Town Clerk be requested to send a letter to Dorset and Wiltshire Fire and Rescue Authority indicating that the Council sincerely regrets this decision and highlighting the increased risk to Melksham residents as a result.

61/21 Motion - Proposed one off donation of £100 to the Food Bank

Councillors discussed the Motion to make a donation to the Melksham Food Bank for the purchase of Easter Eggs. Councillor Fiorelli was thanked for bringing this matter to the attention of the public. Councillor Fiorelli reported that two businesses had donated Easter eggs to the foodbank. Councillor Fiorelli agreed to withdraw her motion for the one off donation of £100 to the Food Bank for Easter eggs.

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

UNANIMOUSLY RESOLVED that the Town Clerk be requested to send a letter of thanks to Claire and Kylie for running a campaign to collect Easter eggs for the Foodbank.

62/21 Allotment Agreement from 1 March 2022

Councillor Watts requested an amendment to the wording of the Allotment Agreement.

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

UNANIMOUSLY RESOLVED that the Allotment Agreement be approved with the change of the word “pesticides” to read “chemicals for the control of weeds or pests, including the use of pesticides”. The new agreement to commence on 1 March 2022

63/21 Working From Home Allowance

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

RESOLVED to recommend that Town Council staff are advised to make a claim for tax relief themselves for the Working From Home allowance through HM Revenue and Customs.

64/21 Carry Forward of Staff Unused Annual leave to 2021/2022

The report of the Assistant to the Town Clerk was noted.

The Town Clerk confirmed the Employee Handbook included annual leave guidance for staff, but the entitlement under the Working Time (Coronavirus) (Amendment) Regulations 2020 allowed for all leave not taken to be carried forward to be used over two years.

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

RESOLVED that Council note changes to policy due to the pandemic and approved the carry forward of unused annual leave which may apply to town council staff.

65/21 Age Friendly Melksham - Community Response

Councillor Hubbard updated members on the work currently being undertaken by Age Friendly Melksham confirming why replacement admin support was required.

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

RESOLVED that Council approves a further 13 hours of time be allocated to support Melksham Community Response by the Facilities Manager until 26 March 2021 and the support provided be reviewed as soon as possible in the new financial year.

66/21 Spiritualist' Garden Acquisition Update

The report of the Economic Development Manager was noted. The Economic Development Manager confirmed he had been in contact with the Trustee's solicitor and the project was moving forward.

67/21 CCTV Working Group

The report of the Economic Development Manager was noted.

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

UNANIMOUSLY RESOLVED to approve the recommendations and request for up to £250 to support the provision of a CCTV scoping exercise report, using funding from the general reserve fund in the 2020/2021 budget, a corresponding amount to be included in the general reserve fund in the 2021/2022 budget.

68/21 Canal Working Group

The Economic Development Manager updated Council on the Canal Working Group and confirmed he had asked Wiltshire Council's Planning Officer for updates. The Town Clerk suggested that council be reminded of the original planning application at a suitable time, after the May elections.

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

UNANIMOUSLY RESOLVED that an invitation is extended from the Council to the Wilts and Berks Canal Trust asking for a presentation on the project to Council after May 2021.

69/21 CATG

Members reviewed the schemes included in the report and noted that if all schemes were supported it would mean most of the CATG budget for 2021/2022 would be utilised. The contribution required from the council being £6,750 out of a budget of £7,500.

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

RESOLVED to recommend to CATG council's support for the three projects being;

- Dropped Kerbs on Old Broughton Road
- Improvement to footway link between Maple Close and Sandridge Road
- Bollards outside Chicken Hut

with a total contribution from the town council of £6,750.

70/21 2021 - 2022 Meetings Calendar

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

UNANIMOUSLY RESOLVED that the calendar of meetings for 2021/2022 be approved.

71/21 Wiltshire Area Localism and Planning Alliance (WALPA)

Council considered the recommendations in the Wiltshire Area Local Planning Alliance (WALPA). The Economic Development Manager reported on the aims and objectives of WALPA.

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

UNANIMOUSLY RESOLVED that the Economic Development Manager writes to WALPA confirming the Council's support of their work but requests that the Council review all written correspondence containing the Council's name prior to circulation.

72/21 Shurnhold Fields Working Group

The Town Clerk reported that the request had financial implications which members not been afforded the correct notice to consider.

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

RESOLVED to defer this item to be considered at the Full Council Meeting on 22 March 2021.

73/21 Terms of Reference for the Shurnhold Fields Working Group

Councillor Hubbard recommended removing the delegated spend item from the Terms of Reference as the Council would have no control over the spend of funds allocated.

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

UNANIMOUSLY RESOLVED to request an amendment to the Terms of Reference on the bullet point item starting “The delegated spend”, changing the semi-colon after the word “Fund” to a full stop and remove all the following wording in the bullet point.

74/21 Date of next meeting

22 March 2021 at 7.00 pm via Zoom

Meeting Closed at: 9.55 pm

Signed:

Dated:

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Unitary Councillor Report

Wiltshire Council have now set their budget for 2021/22 with an increase in the general precept of 1.99% and an additional 3% council tax levy specifically for Adult Social Care.

Whilst always regretting an increase in council tax, I was pleased to see a £6.6m allocation for investment in Children's Social Care and a further £1.5m for the council's special educational needs service.

Amongst the many items identified in the budget was a £4m fund, made up of £1m per year for the next four years, to support market towns to "bounce back". Details on how this fund will be distributed have not yet been release and the new council will need to keep a watching eye on this.

Full details on the council's budget for the next year can be online at <https://www.wiltshire.gov.uk/article/3710/2021-22-budget-is-approved> or in the various council papers.

I'm delighted to see that work is now underway on the Campus and I'm sure we will all breathe a sigh of relief when that finally opens in the Autumn of next year.

The last few weeks have seen a number of "last" meetings of various committees. Two weeks ago saw the last meeting of the Children's Select Committee that I have had the honour of chairing for the last 8 years. This has been a really special job that I have really enjoyed and we have some notable achievements as a committee including my call-in of the closure of Wiltshire's outdoor education centres which resulted in the centres remaining open and being taken over by new providers.

Last week also saw the final Community Area Transport Group meeting before the elections, which I have had the pleasure of chairing for the past 2 years, which I was pleased to see it recommend the progression of the three projects put forward by the Town Council.

I continue to deal with casework from local residents including a number of planning issues. Work continues with and for residents impacted by flooding issues following the development of the Hunters Wood housing estate.

Development and over development continue to be a major issue and I am continuing to pressure the authority to make sure that all local communities take their fair share of the new homes, and action is taken to address the 5-year land supply issue. At the last Cabinet meeting I questioned the Council Leader on this and was disappointed that he was claiming the council has a defendable 5-year land supply when clearly the evidence from recent planning applications is otherwise.

Cllr Jon Hubbard
Melksham South

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12/03/2021

Melksham Town Council Current Year

Page 1

15:32

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance and Administration</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	25,402	228,692	269,000	40,308		40,308	85.0%
4021 Stationery & Sundry Office Exp	382	1,801	2,000	199		199	90.0%
4023 Advertising	11	2,892	1,500	(1,392)		(1,392)	192.8%
4024 Equipment/furniture	88	3,305	3,000	(305)		(305)	110.2%
4026 Photocopying	185	1,227	2,500	1,273		1,273	49.1%
4027 Telephones and Mobiles	511	4,629	2,300	(2,329)		(2,329)	201.3%
4028 Postage	117	325	1,000	675		675	32.5%
4029 Subscriptions	0	3,803	2,600	(1,203)		(1,203)	146.3%
4040 I.T Monitoring, Backup, Suppor	1,830	14,197	15,000	803		803	94.6%
4042 Website and Licences	4,283	4,558	1,500	(3,058)		(3,058)	303.9%
4058 Insurance	0	8,594	8,000	(594)		(594)	107.4%
4061 Travel	0	9	1,500	1,491		1,491	0.6%
4075 Training	(100)	1,633	5,000	3,367		3,367	32.7%
Central Costs :- Indirect Expenditure	32,708	275,665	314,900	39,235	0	39,235	87.5%
Net Expenditure	(32,708)	(275,665)	(314,900)	(39,235)			
<u>110 Corporate Costs</u>							
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	63	352	500	148		148	70.5%
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	3,900	13,049	10,000	(3,049)		(3,049)	130.5%
4076 Health & Safety	354	354	2,500	2,146		2,146	14.2%
Corporate Costs :- Indirect Expenditure	4,318	26,445	20,500	(5,945)	0	(5,945)	129.0%
Net Income over Expenditure	(4,318)	857,677	864,622	6,945			
<u>115 Civic and Democratic</u>							
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	35	1,044	2,500	1,457		1,457	41.7%
4311 Remembrance Day	0	485	2,500	2,015		2,015	19.4%
Civic and Democratic :- Indirect Expenditure	35	2,763	13,400	10,637	0	10,637	20.6%
Net Expenditure	(35)	(2,763)	(13,400)	(10,637)			

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
151 Grants							
4301 Grants	0	18,150	15,000	(3,150)		(3,150)	121.0%
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	2,500	3,500	1,000		1,000	71.4%
Grants :- Indirect Expenditure	<u>0</u>	<u>55,450</u>	<u>53,000</u>	<u>(2,450)</u>	<u>0</u>	<u>(2,450)</u>	<u>104.6%</u>
Net Expenditure	<u>0</u>	<u>(55,450)</u>	<u>(53,000)</u>	<u>2,450</u>			
Finance and Administration :- Income	0	884,122	885,122	1,000			99.9%
Expenditure	37,061	360,323	401,800	41,477	0	41,477	89.7%
Movement to/(from) Gen Reserve	<u>(37,061)</u>	<u>523,799</u>					

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

Asset Management**201 Town Hall**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1020 Miscellaneous Income	500	8,420	0	(8,420)			0.0%
1034 Income Town Hall Bookings	0	1,289	13,000	11,711			9.9%
Town Hall :- Income	500	9,709	13,000	3,291			74.7%
4100 Gas	570	3,741	4,000	259		259	93.5%
4101 Electricity	277	2,133	9,000	6,867		6,867	23.7%
4102 Rates	0	8,653	10,500	1,847		1,847	82.4%
4103 Water Rates	0	649	1,600	951		951	40.6%
4104 Window Cleaning	350	1,420	1,400	(20)		(20)	101.4%
4108 Equipment and servicing	966	7,652	6,000	(1,652)		(1,652)	127.5%
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	2,163	24,035	33,900	9,865	0	9,865	70.9%
Net Income over Expenditure	(1,663)	(14,326)	(20,900)	(6,574)			

202 Environmental Services

1027 Agency Services Re-imbursed	421	4,692	1,600	(3,092)			293.2%
Environmental Services :- Income	421	4,692	1,600	(3,092)			293.2%
4000 Salaries ENI & Pension	19,503	181,992	251,852	69,860		69,860	72.3%
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	527	4,966	7,000	2,034		2,034	70.9%
4156 Lease of van	996	11,193	10,000	(1,193)		(1,193)	111.9%
4163 Maintenance and Repairs	3,286	6,713	10,000	3,287		3,287	67.1%
4167 Street Furniture	0	1,448	3,000	1,552		1,552	48.3%
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	113	1,035	1,250	215		215	82.8%
Environmental Services :- Indirect Expenditure	24,425	209,146	289,152	80,006	0	80,006	72.3%
Net Income over Expenditure	(24,003)	(204,455)	(287,552)	(83,097)			

203 Allotments

1045 Income Allotments	2,400	3,200	5,000	1,800			64.0%
Allotments :- Income	2,400	3,200	5,000	1,800			64.0%
4200 Water Rates - Allotments	376	1,274	750	(524)		(524)	169.9%

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4201 Maintenance - Allotments	0	108	500	392		392	21.7%
Allotments :- Indirect Expenditure	376	1,382	1,250	(132)	0	(132)	110.6%
Net Income over Expenditure	2,024	1,818	3,750	1,932			
204 Pavilion							
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	25	965	800	(165)		(165)	120.6%
4254 Water - Pavilion	0	166	450	284		284	36.9%
4255 Fire Security - Pavilion	0	451	200	(251)		(251)	225.5%
Pavilion :- Indirect Expenditure	25	1,582	1,650	68	0	68	95.9%
Net Income over Expenditure	(25)	(1,582)	(900)	682			
205 Public Toilets							
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	1,007	14,127	29,400	15,273		15,273	48.0%
4185 Electricity supply: Toilets	82	578	600	22		22	96.3%
Public Toilets :- Indirect Expenditure	1,089	14,705	30,000	15,295	0	15,295	49.0%
Net Income over Expenditure	(1,089)	(8,155)	(23,000)	(14,845)			
210 Corporate Properties							
1040 Income 31 Market Place	0	3,950	5,780	1,830			68.3%
1042 Income Roundhouse	139	639	1,000	361			63.9%
1047 Income Unit at Bowerhill	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	139	7,089	17,880	10,791			39.6%
4175 Costs Art House Cafe	0	538	1,000	462		462	53.8%
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	2,116	3,000	884	0	884	70.5%
Net Income over Expenditure	139	4,973	14,880	9,907			

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
215 Depot							
4103 Water Rates	9	269	200	(69)		(69)	134.7%
4159 Electric - Unit	28	309	1,000	691		691	30.9%
4160 Leasing-Unit at Bowerhill	779	8,571	10,850	2,279		2,279	79.0%
4161 Rates-Unit at Bowerhill	0	2,295	2,500	205		205	91.8%
4184 Fire security: Unit	0	373	300	(73)		(73)	124.3%
Depot :- Indirect Expenditure	815	11,817	14,850	3,033	0	3,033	79.6%
Net Expenditure	(815)	(11,817)	(14,850)	(3,033)			
220 Play Areas and Open Spaces							
4157 Grasscutting	0	4,251	10,000	5,749		5,749	42.5%
4158 Replacement Play Equipmemnt	5,340	5,630	5,000	(630)		(630)	112.6%
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	5,340	10,808	28,050	17,242	0	17,242	38.5%
Net Expenditure	(5,340)	(10,808)	(28,050)	(17,242)			
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	852	6,792	10,000	3,208		3,208	67.9%
4313 Sports Roadshow	0	0	3,000	3,000		3,000	0.0%
King George V Park :- Indirect Expenditure	852	31,292	13,000	(18,292)	0	(18,292)	240.7%
Net Income over Expenditure	(852)	(6,292)	(13,000)	(6,708)			
403 Economic Dev. and Planning							
1023 Projects: SID Deploymen t	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 Newsletter	0	0	4,000	4,000		4,000	0.0%
4312 Shurnhold Fields	0	307	500	193		193	61.3%
4354 Parking Scheme	5	529	250	(279)		(279)	211.4%
4356 Highways projects CATG	0	7,385	7,500	115		115	98.5%

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4925 Town Development	0	2,000	0	(2,000)		(2,000)	0.0%
Economic Dev. and Planning :- Indirect Expenditure	<u>5</u>	<u>10,729</u>	<u>12,950</u>	<u>2,221</u>	<u>0</u>	<u>2,221</u>	<u>82.8%</u>
Net Income over Expenditure	<u>(5)</u>	<u>(10,729)</u>	<u>(12,600)</u>	<u>(1,871)</u>			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	12,843	40,000	27,157			32.1%
Solar Farm Projects :- Income	<u>0</u>	<u>12,843</u>	<u>40,000</u>	<u>27,157</u>			<u>32.1%</u>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	<u>0</u>	<u>40,000</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>12,843</u>	<u>0</u>	<u>(12,843)</u>			
Asset Management :- Income	<u>3,460</u>	<u>69,081</u>	<u>85,580</u>	<u>16,499</u>			<u>80.7%</u>
Expenditure	<u>35,090</u>	<u>317,611</u>	<u>467,802</u>	<u>150,191</u>	<u>0</u>	<u>150,191</u>	<u>67.9%</u>
Movement to/(from) Gen Reserve	<u>(31,630)</u>	<u>(248,530)</u>					

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
1050 Grants Received	0	13,971	0	(13,971)			0.0%
1210 Community Hub Income	0	1,018	0	(1,018)			0.0%
Projects :- Income	0	14,989	0	(14,989)			
4071 Town Floral Displays	0	8,733	10,000	1,267		1,267	87.3%
4074 Neighbourhood Plan	(1,000)	4,694	10,000	5,306		5,306	46.9%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Town Team project	0	0	5,000	5,000		5,000	0.0%
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	(1,000)	16,874	27,200	10,326	0	10,326	62.0%
Net Income over Expenditure	1,000	(1,885)	(27,200)	(25,315)			
Community Development :- Income	0	14,989	0	(14,989)			0.0%
Expenditure	(1,000)	16,874	27,200	10,326	0	10,326	62.0%
Movement to/(from) Gen Reserve	1,000	(1,885)					

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Assembly Hall</u>							
<u>501 Assembly Hall Central Costs</u>							
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	8,085	109,054	125,300	16,246		16,246	87.0%
4900 Uniforms	0	0	900	900		900	0.0%
4902 Salaries Casual staff	0	0	6,000	6,000		6,000	0.0%
4905 Cleaning Materials	92	670	1,600	930		930	41.9%
4907 Stationery/Printing/Postage	8	70	350	280		280	20.0%
4909 Licences	0	2,607	1,000	(1,607)		(1,607)	260.7%
4911 Electricity	1,539	13,651	6,000	(7,651)		(7,651)	227.5%
4912 Gas	0	128	8,000	7,872		7,872	1.6%
4913 Water	0	2,136	3,300	1,164		1,164	64.7%
4914 Rates	0	8,608	9,000	392		392	95.6%
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	436	6,582	7,000	418		418	94.0%
4918 Maintenance-General	0	8,789	1,000	(7,789)		(7,789)	878.9%
4922 Publicity and Marketing	0	126	8,500	8,374		8,374	1.5%
4923 Cash register/bar phone	111	1,032	1,400	368		368	73.7%
4924 Telephone: security alarms	0	0	350	350		350	0.0%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	54	755	1,600	845		845	47.2%
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	10,325	160,521	190,900	30,379	0	30,379	84.1%
Net Income over Expenditure	(10,325)	(157,121)	(150,900)	6,221			
<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			

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
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	1,247	1,000	(247)		(247)	124.7%
4903 Assembly Hall Bar expenditure	0	348	20,000	19,652		19,652	1.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	1,595	21,000	19,405	0	19,405	7.6%
Net Income over Expenditure	0	(1,508)	29,000	30,508			
Assembly Hall :- Income	0	4,687	176,000	171,313			2.7%
Expenditure	10,325	165,856	294,900	129,044	0	129,044	56.2%
Movement to/(from) Gen Reserve	(10,325)	(161,169)					

Detailed Income & Expenditure by Budget Heading 28/02/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 Wilts Council: CIL money rece	0	16,290	0	(16,290)			0.0%
Earmarked Reserves :- Income	0	16,290	0	(16,290)			
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	850	83,409	439,662	356,253	43,000	313,253	28.8%
9245 Solar Money	0	15,847	57,470	41,624	28,500	13,124	77.2%
9246 Precept Contribution 20/21	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	42,665	42,665	28,500	14,165	66.8%
Earmarked Reserves :- Indirect Expenditure	850	123,186	717,712	594,526	100,000	494,526	31.1%
Net Income over Expenditure	(850)	(106,896)	(717,712)	(610,816)			
Earmarked Reserves :- Income	0	16,290	0	(16,290)			0.0%
Expenditure	850	123,186	717,712	594,526	100,000	494,526	31.1%
Movement to/(from) Gen Reserve	(850)	(106,896)					
Grand Totals:- Income	3,460	989,170	1,146,702	157,532			86.3%
Expenditure	82,326	983,850	1,909,414	925,564	100,000	825,564	56.8%
Net Income over Expenditure	(78,866)	5,320	(762,712)	(768,032)			
Movement to/(from) Gen Reserve	(78,866)	5,320					

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Date: 11/03/2021

Melksham Town Council Current Year

Page: 1

Time: 12:48

Cashbook 3

User: MEL

Assembly Hall Bar A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

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

Balance Brought Fwd : 447,594.12

447,594.12

Banked: **0.00**

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals 447,594.12

0.00

0.00

447,594.12

Continued on Page 2

Date: 11/03/2021

Melksham Town Council Current Year

Page: 2

Time: 12:48

Cashbook 3

User: MEL

Assembly Hall Bar A/c

For Month No: 10

Payments for Month 10

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>
19/01/2021	Market Place Merchants	DDR	25.16		4.19	4929 501	20.97	Card machine rent
Total Payments for Month			25.16	0.00	4.19		20.97	
Balance Carried Fwd			447,568.96					
Cashbook Totals			447,594.12	0.00	4.19		447,589.93	

Date: 11/03/2021

Melksham Town Council Current Year

Page: 2

Time: 12:48

Cashbook 3

User: MEL

Assembly Hall Bar A/c

For Month No: 10

Payments for Month 10

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>
19/01/2021	Market Place Merchants	DDR	25.16		4.19	4929 501	20.97	Card machine rent
Total Payments for Month			25.16	0.00	4.19		20.97	
Balance Carried Fwd			447,568.96					
Cashbook Totals			447,594.12	0.00	4.19		447,589.93	

Date: 11/03/2021

Melksham Town Council Current Year

Page: 361

Time: 12:49

Cashbook 3

User: MEL

Assembly Hall Bar A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

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

Balance Brought Fwd : 447,568.96

447,568.96

Banked:

0.00

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

447,568.96

0.00

0.00

447,568.96

Continued on Page 362

Date: 11/03/2021

Melksham Town Council Current Year

Page: 362

Time: 12:49

Cashbook 3

User: MEL

Assembly Hall Bar A/c

For Month No: 11

Payments for Month 11

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>
17/02/2021	Market Place Merchants	DDR	25.16		4.19	4923 501	20.97	Card machine rent
Total Payments for Month			25.16	0.00	4.19		20.97	
Balance Carried Fwd			447,543.80					
Cashbook Totals			447,568.96	0.00	4.19		447,564.77	

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Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ V.A.T.	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	194,823.53				194,823.53	

Banked:	0.00		
		0.00	0.00

Total Receipts for Month	0.00	0.00	0.00	0.00
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Cashbook Totals	194,823.53	0.00	0.00	194,823.53
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Date: 11/03/2021

Melksham Town Council Current Year

Page: 2

Time: 12:45

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/01/2021	TV Licensing	DDR	157.50			4909 501	157.50	TV license
05/01/2021	BTE Services	DDR	151.23		25.20	4917 501	126.03	Sanitary cleaning
15/01/2021	Wiltshire Council	DDR	861.00			4914 501	861.00	AH - Rates
19/01/2021	WorldPay	DDR	65.33		10.89	4929 501	54.44	Card fees
25/01/2021	Wiltshire Publications	3548	99.00		16.50	4922 501	82.50	AH - advertising
27/01/2021	3 Mobile	DDR	7.79		1.30	4917 501	6.49	Pavilion mobile phone
29/01/2021	Hills Waste	DDR	350.73		58.46	4917 501	292.27	Waste collection
Total Payments for Month			1,692.58	0.00	112.35		1,580.23	
Balance Carried Fwd			193,130.95					
Cashbook Totals			194,823.53	0.00	112.35		194,711.18	

Date: 11/03/2021

Melksham Town Council Current Year

Page: 446

Time: 12:46

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

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

Balance Brought Fwd : **193,130.95**

193,130.95

Banked: **0.00**

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

193,130.95

0.00

0.00

193,130.95

Continued on Page 447

Date: 11/03/2021

Melksham Town Council Current Year

Page: 447

Time: 12:46

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/02/2021	BTE Services	DDR	32.76		5.46	4917	501	27.30	Sanitary cleaning
19/02/2021	WorldPay	DDR	65.33		10.89	4929	501	54.44	Card fees
26/02/2021	Hills Waste	DDR	490.13		81.69	4917	501	408.44	Waste collection
Total Payments for Month			588.22	0.00	98.04			490.18	
Balance Carried Fwd			192,542.73						
Cashbook Totals			193,130.95	0.00	98.04			193,032.91	

Date: 11/03/2021

Melksham Town Council Current Year

Page: 1

Time: 12:52

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 10

Receipts for Month 10**Nominal Ledger Analysis**

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		474,551.90					474,551.90	
BACS Banked: 04/01/2021		166.67						
BACS Apollo Events		166.67			1042	210	166.67	Roundhouse rent
BACS Banked: 06/01/2021		1,000.00						
BACS Royal Sun Alliance		1,000.00			4058	101	1,000.00	Claim - Queensway Park
BACS Banked: 07/01/2021		20.00						
BACS V. Parry		20.00			1045	203	20.00	Allotment rent
BACS Banked: 12/01/2021		15,654.03						
BACS Wiltshire Council		15,654.03			9248	901	15,654.03	GL Payment
BACS Banked: 14/01/2021		487.21						
BACS DJ Cooper		487.21			1027	202	487.21	Caretaking - Factory Shop
BACS Banked: 18/01/2021		13,970.75						
BACS Wiltshire Council		13,970.75			4301	151	13,970.75	Leader Grant
BACS Banked: 21/01/2021		18,249.62						
BACS Inland Revenue		18,249.62			105		18,249.62	VAT rebate
BACS Banked: 26/01/2021		487.21						
BACS DJ Cooper		487.21			1027	202	487.21	Caretaking - Factory Shop
BACS Banked: 27/01/2021		578.00						
BACS Wiltshire Publications		578.00			1040	210	578.00	Rent - 31 Market Place
Total Receipts for Month		50,613.49	0.00	0.00			50,613.49	
Cashbook Totals		525,165.39	0.00	0.00			525,165.39	

Continued on Page 2

Date: 11/03/2021		Melksham Town Council Current Year					Page:2	
Time: 12:52		Cashbook 4					User: MEL	
		Cooperative Bank A/C					For Month No: 10	
Payments for Month 10				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>
04/01/2021	Water2Business	DDR	19.00			4103 215	19.00	Water rates - Bow erhill Unit
04/01/2021	Water2Business	DDR	0.00					Water rates - Addison allot/mt
04/01/2021	Water2Business	DDR	24.31			4200 203	24.31	Water rates - Addison allot/mt
04/01/2021	Water2Business	DDR	89.32			4254 204	89.32	Water rates - Pavilion
04/01/2021	Water2Business	DDR	160.71			4200 203	160.71	Water rates - Southbrook Rd
04/01/2021	Redhorn Holdings	DDR	934.99		155.83	4160 215	779.16	Rent - Bowerhill Unit
04/01/2021	First Lease	DDR	108.00		18.00	4923 501	90.00	AH - cash till
05/01/2021	Microsoft	DDR	87.40		14.57	4040 101	72.83	Hosting
05/01/2021	British Gas	DDR	6.52		0.31	4252 204	6.21	Electricity - Pavilion
05/01/2021	British Gas	DDR	7.09		0.34	4159 215	6.75	Electricity - Bow erhill Unit
05/01/2021	Co-op	DDR	30.00			4017 110	30.00	Fee sweep
06/01/2021	BuyITDirect	DEBIT CARD	234.90		39.15	4024 101	195.75	Laptop
07/01/2021	Grenke Leasing	DDR	106.80		17.80	4058 101	89.00	Photocopier - annual protectio
07/01/2021	Grenke Leasing	DDR	177.98		29.66	4024 101	148.32	Photocopier - 1/4ly rental
11/01/2021	Enterprise	DDR	960.70		160.12	4156 202	800.58	Van leasing
11/01/2021	Amazon	DEBIT CARD	27.48		4.58	4021 101	22.90	Diary/year planner
11/01/2021	Co-op Bank	DDR	3.50			4017 110	3.50	BACS fees
11/01/2021	Co-op Bank	DDR	9.00			4017 110	9.00	BACS fees
12/01/2021	British Gas	DDR	86.19		4.10	4185 205	82.09	Electricity - public toilets
14/01/2021	Mainstream	DDR	1,893.11		315.52	4027 101	1,560.00	Grounds Team handsets
						4027 101	17.59	Monthly landline rental
14/01/2021	In land Revenue	DDR	9,398.05			520	9,398.05	PAYE/NI
15/01/2021	Wiltshire Council	DDR	187.00			4180 205	187.00	Rates - public toilets
15/01/2021	Wiltshire Council	DDR	230.00			4161 215	230.00	Rates - Bow erhill unit
15/01/2021	Amazon	DEBIT CARD	94.58		15.76	4027 101	78.82	Phone cases
15/01/2021	Wiltshire Council	DDR	13.00			4102 201	13.00	Rates - Garage
15/01/2021	Wiltshire Council	DDR	936.00			4102 201	936.00	Rates - TH
18/01/2021	Office Evoltion	DDR	27.42		4.57	4026 101	22.85	Photocopying
18/01/2021	Fuel Genie	DDR	271.65		45.28	4153 202	226.37	Fuel
18/01/2021	BRAG	BACS	100.00			4301 151	100.00	Grant
18/01/2021	Oakw ood	DDR	135.00		22.50	4196 202	112.50	Container storage
20/01/2021	Wiltshire Council	DDR	35,456.50			520	35,456.50	Salaries
20/01/2021	X2 Connect	DEBIT CARD	193.03		32.17	4071 302	160.86	Telephone Box paint
21/01/2021	British Gas	DDR	446.04		74.34	4101 201	371.70	TH - electricity
22/01/2021	Wiltshire Council	DDR	8,161.20			520	8,161.20	Pensions
22/01/2021	British Gas	DDR	129.91		21.65	4101 201	108.26	Electricity - Market Place
25/01/2021	Zoom	DDR	14.39		2.40	4040 101	11.99	Hosting
25/01/2021	Wiltshire Publications	405819	1,800.00		300.00	4023 101	1,500.00	Advertising - TH
25/01/2021	British Gas	DDR	11.25		1.88	4912 501	9.37	AH - Gas
25/01/2021	British Gas	DDR	636.62		106.10	4100 201	530.52	TH - Gas
25/01/2021	EE	DDR	144.00		24.00	4027 101	120.00	Mobile SIM - Amenities
26/01/2021	British Gas	DDR	1,623.60		270.60	4911 501	1,353.00	AH - Electricity
27/01/2021	Houseman Environmental Ltd	405820	570.00	570.00		501		Water hygiene checks
27/01/2021	Melksham Without Parish Council	405821	306.73	306.73		501		S/Hold Flds - Architect/fence

Continued on Page 3

Date: 11/03/2021

Melksham Town Council Current Year

Page: 3

Time: 12:52

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 10

Payments for Month 10				Nominal Ledger Analysis			
Date	Payee Name	Reference_£	Total Amt	£ Creditors	£ VAT_	A/c_Centre	£ Amount Transaction Detail
27/01/2021	Microshade Business Consultant	405822	885.30	885.30		501	Accounting support
27/01/2021	Stonehill OfficeRight Ltd	405823	49.39	49.39		501	Notepads
27/01/2021	Rialtas Business Solutions Ltd	405824	426.00	426.00		501	VAT software
27/01/2021	Trade UK	405825	359.23	359.23		501	Demarcation tape
27/01/2021	Stannah Lift Services Ltd	405826	454.73	454.73		501	Lift service
27/01/2021	Travis Perkins Trading Company	405827	244.36	244.36		501	Marking paint
27/01/2021	Vysion Ltd	405828	282.00	282.00		501	Online back-up
27/01/2021	Wiltshire Council	405829	1,038.10	1,038.10		501	Payroll - Sep-Dec 2020
27/01/2021	Wyatt Transport	405830	420.00	420.00		501	Xmas tree delivery
27/01/2021	Association of Town Centre Man	405831	354.00	354.00		501	Small Town Membership
27/01/2021	Boels Rental Ltd	405832	112.02	112.02		501	Rental - scaffolding
27/01/2021	LGRC Associates Ltd	405833	5,518.62	5,518.62		501	Locum Asst wages - Dec 2020
27/01/2021	NPower (Yorkshire) Ltd	405834	187.12	187.12		501	KGV - standing charge (Nov)
27/01/2021	Rotary Club of Melksham	405835	370.42	370.42		501	Art Hse - internet Mar-Oct 20
29/01/2021	Enterprise	DDR	632.40		105.40	4156 202	Van leasing
29/01/2021	Amazon	DEBIT CARD	165.61		27.60	4024 101	Docking stations
Total Payments for Month			77,352.27	11,578.02	1,814.23		63,960.02
Balance Carried Fwd			447,813.12				
Cashbook Totals			525,165.39	11,578.02	1,814.23		511,773.14

Date: 11/03/2021

Melksham Town Council Current Year

Page: 523

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		447,813.12					447,813.12	
BACS Banked: 03/02/2021		505.44						
BACS MWOPC		505.44		84.24	1027	202	421.20	Shurnhold Fields - caretaking
BACS Banked: 04/02/2021		20.00						
BACS L. Hughes		20.00			1045	203	20.00	Allotment rent
BACS Banked: 04/02/2021		40.00						
BACS M. Buckle		40.00			1045	203	40.00	Allotment rent
BACS Banked: 04/02/2021		166.67						
BACS Apollo Events		166.67		27.78	1042	210	138.89	Roundhouse rent
BACS Banked: 05/02/2021		20.00						
BACS H. Passmore		20.00			1045	203	20.00	Allotment rent
BACS Banked: 05/02/2021		20.00						
BACS A. Hickson		20.00			1045	203	20.00	Allotment rent
BACS Banked: 05/02/2021		40.00						
BACS M. Baker		40.00			1045	203	40.00	Allotment rent
BACS Banked: 05/02/2021		40.00						
BACS P. McMullen		40.00			1045	203	40.00	Allotment rent
BACS Banked: 05/02/2021		40.00						
BACS V. Edwards		40.00			1045	203	40.00	Allotment rent
BACS Banked: 08/02/2021		20.00						
BACS V. Djaileb		20.00			1045	203	20.00	Allotment rent
BACS Banked: 08/02/2021		20.00						
BACS N. Wright		20.00			1045	203	20.00	Allotment rent
BACS Banked: 08/02/2021		20.00						
BACS E. Moore		20.00			1045	203	20.00	Allotment rent
BACS Banked: 08/02/2021		20.00						
BACS D. Gregory		20.00			1045	203	20.00	Allotment rent
BACS Banked: 08/02/2021		20.00						
BACS G. Cox		20.00			1045	203	20.00	Allotment rent
BACS Banked: 08/02/2021		40.00						
BACS C. Houghton		40.00			1045	203	40.00	Allotment rent
BACS Banked: 08/02/2021		40.00						
BACS J. Alexander		40.00			1045	203	40.00	Allotment rent
BACS Banked: 08/02/2021		40.00						
BACS L. Hayden		40.00			1045	203	40.00	Allotment rent
BACS Banked: 08/02/2021		20.00						
BACS G. Cox		20.00			1045	203	20.00	Allotment rent

Continued on Page 524

Date: 11/03/2021

Melksham Town Council Current Year

Page: 524

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 08/02/2021	20.00						
	BACS L. Hayden	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 09/02/2021	19.50						
	BACS Amazon	19.50		3.25	4024	101	16.25	Refund - chargers
	BACS Banked: 10/02/2021	20.00						
	BACS C. Rigby	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 10/02/2021	40.00						
	BACS G. Maynard	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 10/02/2021	80.00						
	BACS P. Mustor	80.00			1045	203	80.00	Allotment rent
	BACS Banked: 15/02/2021	20.00						
	BACS S. Weatherburn	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 15/02/2021	20.00						
	BACS A. Smith	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 15/02/2021	20.00						
	BACS S. Palmer	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 15/02/2021	40.00						
	BACS P. Cotton	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 15/02/2021	40.00						
	BACS J. Hillhouse	40.00			1045	203	40.00	Allotment rent
	Cheque Banked: 15/02/2021	40.00						
	PO Credit Bean	40.00			1045	203	40.00	Allotment rent
	Cheque Banked: 15/02/2021	60.00						
	Cheque Burgess	60.00			1045	203	60.00	Allotment rent
	Cheque Banked: 15/02/2021	40.00						
	Cheque Carter	40.00			1045	203	40.00	Allotment rent
	Cheque Banked: 15/02/2021	20.00						
	Cheque Coggins	20.00			1045	203	20.00	Allotment rent
	Cheque Banked: 15/02/2021	40.00						
	Cheque Comley	40.00			1045	203	40.00	Allotment rent
	Cheque Banked: 15/02/2021	120.00						
	Cheque Gough	120.00			1045	203	120.00	Allotment rent
	Cheque Banked: 15/02/2021	40.00						
	Cheque Gradwell	40.00			1045	203	40.00	Allotment rent
	Cheque Banked: 15/02/2021	20.00						
	Cheque Haslem	20.00			1045	203	20.00	Allotment rent

Continued on Page 525

Date: 11/03/2021

Melksham Town Council Current Year

Page: 525

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Cheque Banked: 15/02/2021		80.00					
Cheque	Hervin	80.00			1045 203	80.00	Allotment rent
Cheque Banked: 15/02/2021		40.00					
Cheque	Hoy	40.00			1045 203	40.00	Allotment rent
Cheque Banked: 15/02/2021		40.00					
Cheque	Jones	40.00			1045 203	40.00	Allotment rent
Cheque Banked: 15/02/2021		20.00					
Cheque	Phelan	20.00			1045 203	20.00	Allotment rent
Cheque Banked: 15/02/2021		80.00					
Cheque	Wilding	80.00			1045 203	80.00	Allotment rent
Cheque Banked: 15/02/2021		20.00					
Cheque	Williams	20.00			1045 203	20.00	Allotment rent
BACS Banked: 16/02/2021		165.61					
Refund	Amazon	165.61		27.60	4024 101	138.01	Refund - docking stations
BACS Banked: 16/02/2021		20.00					
BACS	P. Brigden	20.00			1045 203	20.00	Allotment rent
BACS Banked: 16/02/2021		20.00					
BACS	M. Edser-Brookes	20.00			1045 203	20.00	Allotment rent
BACS Banked: 16/02/2021		40.00					
BACS	S. Legg	40.00			1045 203	40.00	Allotment rent
BACS Banked: 16/02/2021		40.00					
BACS	D. Hollow ay	40.00			1045 203	40.00	Allotment rent
BACS Banked: 17/02/2021		20.00					
BACS	D. Henderson	20.00			1045 203	20.00	Allotment rent
BACS Banked: 17/02/2021		40.00					
BACS	R. Petherick	40.00			1045 203	40.00	Allotment rent
BACS Banked: 17/02/2021		40.00					
BACS	A. Pearson	40.00			1045 203	40.00	Allotment rent
BACS Banked: 19/02/2021		20.00					
BACS	R. Mitchener	20.00			1045 203	20.00	Allotment rent
40.00 Banked: 19/02/2021		40.00					
40.00	D. Edw ards	40.00			1045 203	40.00	Allotment rent
BACS Banked: 19/02/2021		40.00					
BACS	M. Goodhew	40.00			1045 203	40.00	Allotment rent
BACS Banked: 19/02/2021		40.00					
BACS	R. Mancey	40.00			1045 203	40.00	Allotment rent

Continued on Page 526

Date: 11/03/2021

Melksham Town Council Current Year

Page: 526

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BACS Banked: 22/02/2021	20.00						
	BACS V. Parry	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 22/02/2021	20.00						
	BACS D. Wood	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 22/02/2021	40.00						
	BACS C. Tunney	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 23/02/2021	20.00						
	BACS C. Lovell	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 23/02/2021	20.00						
	BACS Payne	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 23/02/2021	40.00						
	BACS R. Raymond	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 23/02/2021	40.00						
	BACS D. Powell	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 24/02/2021	20.00						
	BACS J. Beaumont	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 24/02/2021	40.00						
	BACS N. Hodges	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 24/02/2021	40.00						
	BACS A. Newman	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 25/02/2021	40.00						
	BACS M. Lintern	40.00			1045	203	40.00	Allotment rent (2)
	BACS Banked: 25/02/2021	40.00						
	BACS M. Lintern	40.00			1045	203	40.00	Allotment rent (4)
	BACS Banked: 25/02/2021	80.00						
	BACS M. Lintern	80.00			1045	203	80.00	Allotment rent (1/3)
	20.00 Banked: 26/02/2021	20.00						
	20.00 K. Clover	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 26/02/2021	20.00						
	BACS M. Pickford	20.00			1045	203	20.00	Allotment rent
	BACS Banked: 26/02/2021	40.00						
	BACS R. Heard	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 26/02/2021	40.00						
	BACS L. Weare	40.00			1045	203	40.00	Allotment rent
	BACS Banked: 26/02/2021	40.00						
	BACS J. Beves	40.00			1045	203	40.00	Allotment rent

Continued on Page 527

Date: 11/03/2021

Melksham Town Council Current Year

Page: 527

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Receipts for Month 11**Nominal Ledger Analysis**Receipt Ref Name of Payer

£ Amt Received_ £ Debtors_ £ V/A/T_ A/c Centre_ £ Amount_ Transaction Detail

BACS Banked: 26/02/2021

500.00

BACS Wiltshire College

500.00

1020 201

500.00 Apprentice payment

BACS Banked: 26/02/2021

2,250.37

BACS HMRC

2,250.37

4000 101

2,250.37 Job Retention Scheme

Total Receipts for Month

6,007.59

0.00

142.87

5,864.72

Cashbook Totals453,820.710.00142.87453,677.84

Continued on Page 528

Date: 11/03/2021

Melksham Town Council Current Year

Page: 528

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/02/2021	HP Inc	DDR	9.99		1.66	4907 501	8.33	Photocopying ink
01/02/2021	Water2Business	DDR	46.47			4200 203	46.47	Water rates - Aw dry Ave allots
01/02/2021	Water2Business	DDR	67.30			4200 203	67.30	Water rates - Dorset allotment
01/02/2021	Water2Business	DDR	261.78			4200 203	261.78	Water rates - Methuen allots
01/02/2021	British Gas	DDR	26.38		1.26	4252 204	25.12	Electricity - Pavilion
01/02/2021	British Gas	DDR	28.92		1.38	4159 215	27.54	Electricity - Bow erhill Unit
01/02/2021	First Lease	DDR	108.00		18.00	4923 501	90.00	Cash till - AH
01/02/2021	Redhorn Holdings	DDR	934.99		155.83	4160 215	779.16	Rent - Bow erhill Unit
01/02/2021	Amazon	DEBIT CARD	79.94		13.32	4024 101	66.62	Monitor
01/02/2021	Petty Cash	Top-up	200.00			220	200.00	Petty cash top-up
01/02/2021	Water2Business	DDR	8.50			4103 215	8.50	Water rates - Bow erhill unit
03/02/2021	Amazon	DEBIT CARD	115.39		19.23	4026 101	83.31	Stationary/paper
						4021 101	12.85	Stationary/paper
03/02/2021	Facebook	DEBIT CARD	2.22		0.37	4023 101	1.85	Advertising
03/02/2021	Vertella	DEBIT CARD	77.93		12.99	4153 202	64.94	Van sanitizers
03/02/2021	Gompels	DEBIT CARD	95.23		15.87	4076 110	79.36	Anti bacterial items
04/02/2021	H. Davies	405838	257.00		42.83	4153 202	214.17	MOT/service - Berlingo
05/02/2021	Co-op Bank	DDR	50.00			4017 110	50.00	BACS fee
08/02/2021	Microsoft	DDR	1,579.20			4040 101	1,579.20	Online services
08/02/2021	Evie's Gift	405839	35.00			4085 115	35.00	Mayor's Charity 19/20
08/02/2021	Enterprise	DDR	562.90		93.82	4156 202	469.08	Van lease
09/02/2021	Amazon	DEBIT CARD	23.97		4.00	4021 101	19.97	Diaries
09/02/2021	Co-op Bank	DDR	4.48			4017 110	4.48	BACS fees
09/02/2021	Co-op Bank	DDR	9.00			4017 110	9.00	BACS fees
10/02/2021	Gompels	DEBIT CARD	68.11		11.35	4021 101	56.76	PPE
10/02/2021	Microsoft	DD	87.40		14.57	4040 101	72.83	Hosting
10/02/2021	British Gas	DDR	86.59		4.12	4185 205	82.47	Public toilets - electricity
11/02/2021	Amazon	DEBIT CARD	24.65		4.11	4163 202	20.54	Paint - understairs cupboard
12/02/2021	NPow er	405837	379.03		18.05	4199 221	360.98	KGV - electricity supply
12/02/2021	Co-op Bank	DDR	12,453.43			520	12,453.43	Inland Revenue
15/02/2021	Office Evolution	DDR	11.92		1.99	4026 101	9.93	Photocopying costs
15/02/2021	Mainstream	DDR	449.05		74.84	4027 101	374.21	Phones
15/02/2021	H. Davies	BACS	817.80		136.30	4163 202	681.50	Removal Avon House gates
15/02/2021	Facebook	DEBIT CARD	8.62		1.44	4023 101	7.18	Advertising
15/02/2021	Amazon	DEBIT CARD	3.99		0.66	4021 101	3.33	Stationary
16/02/2021	Fuel Genie	DDR	297.13		49.52	4153 202	247.61	Fuel
17/02/2021	Office Right	406836	139.89		23.32	4021 101	116.57	Stationary
17/02/2021	Krystal Hosting	DDR	47.99		8.00	4040 101	39.99	Hosting services
17/02/2021	KooDooWeb	BACS	4,939.50		823.25	4042 101	4,116.25	MTC website
18/02/2021	Oakw ood	DDR	135.00		22.50	4196 202	112.50	Container storage
19/02/2021	eBay	DEBIT CARD	175.00		29.17	4024 101	145.83	Docking stations
19/02/2021	British Gas	DDR	11.25		0.54	4100 201	10.71	TH - gas
19/02/2021	British Gas	DDR	29.09		1.38	4101 201	27.71	Market Place - electricity
19/02/2021	Wiltshire Council	DDR	31,159.07			520	31,159.07	Salaries
19/02/2021	British Gas	DDR	298.69		49.78	4101 201	248.91	TH - electricity
19/02/2021	British Gas	DDR	671.34		111.89	4100 201	559.45	TH - gas

Continued on Page 529

Date: 11/03/2021

Melksham Town Council Current Year

Page: 529

Time: 12:53

Cashbook 4

User: MEL

Cooperative Bank A/C

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
22/02/2021	Wiltshire Council	DDR	10,144.38			520	10,144.38	Pensions
22/02/2021	Facebook	DEBIT CARD	1.96		0.33	4023 101	1.63	Advertising
22/02/2021	eBay	DEBIT CARD	22.45		3.74	4024 101	18.71	Charger
22/02/2021	eBay	DEBIT CARD	109.99		18.33	4026 101	91.66	Printer ink
23/02/2021	Zoom	DDR	14.39		2.40	4042 101	11.99	Monthly subscription
23/02/2021	eBay	DEBIT CARD	13.45		2.24	4024 101	11.21	HDMI leads
23/02/2021	Nettl	DEBIT CARD	151.20		25.20	4021 101	126.00	Map
23/02/2021	Nettl	DEBIT CARD	27.00		4.50	4021 101	22.50	Map
24/02/2021	EE	DDR	164.50		27.42	4027 101	137.08	SIMs - Grounds Team
25/02/2021	Comax UK Ltd	3549	110.24	110.24		502		Cleaning items
25/02/2021	Idverde Limited	405840	1,207.98	1,207.98		501		Public toilets - cleaning
25/02/2021	Microshade Business Consultant	405841	1,065.30	1,065.30		501		Hosting - accounting pkge
25/02/2021	SLCC Enterprises Ltd	405842	474.00	474.00		501		Conference - P. Clover
25/02/2021	Ultra Warm Ltd	405843	84.00	84.00		501		TH - repairs to boiler
25/02/2021	Auditing Solutions Ltd	405844	1,080.00	1,080.00		501		Interim internal audit
25/02/2021	Bearings & Fixings Plus	405845	6.95	6.95		501		Bolt
25/02/2021	Huw Thomas Commercial	405846	480.00	480.00		501		Rent valuation - 31 Mkt Place
25/02/2021	Law Plumbing & Heating Ltd	405847	422.71	422.71		501		Pavilion - immersion heater
25/02/2021	LGRC Associates Ltd	406105	5,038.74	5,038.74		501		Locum Asst - Jan 2021
25/02/2021	Mant Leisure Ltd	405848	6,408.00	6,408.00		501		Swing installation - Queensway
25/02/2021	Marden Roofing	405849	1,452.00	1,452.00		501		TH - repairs to roof
25/02/2021	NPower (Yorkshire) Ltd	405850	515.98	515.98		501		KGV - electricity Jan 2021
25/02/2021	Roman Glass Ltd	406101	90.00	90.00		501		TH - glass repairs
25/02/2021	Rotary Club of Melksham	406102	42.00	42.00		501		Internet - Art House cafe
25/02/2021	Royal United Hospital	406103	125.00	125.00		501		Occ Health services
25/02/2021	Thornbury Surfacing (Chippenha	406104	1,869.49	1,869.49		501		KGV - pathway
25/02/2021	T. Robinson	BACS	144.00		24.00	4075 101	120.00	ILCA
25/02/2021	Leave Dates	DEBIT CARD	144.00		24.00	4042 101	120.00	Software
26/02/2021	Enterprise	DDR	632.40		105.40	4156 202	527.00	Van lease
26/02/2021	British Gas	DDR	1,846.98		307.83	4911 501	1,539.15	AH - elec
Total Payments for Month			90,768.22	20,472.39	2,312.73		67,983.10	
Balance Carried Fwd			363,052.49					
Cashbook Totals			453,820.71	20,472.39	2,312.73		431,035.59	

Date: 11/03/2021

Melksham Town Council Current Year

Page: 1

Time: 12:56

Cashbook 9

User: MEL

Petty Cash

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

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

Balance Brought Fwd : 115.98

115.98

Banked: **0.00**

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals

115.98

0.00

0.00

115.98

Continued on Page 2

Date: 11/03/2021

Melksham Town Council Current Year

Page:2

Time: 12:56

Cashbook 9

User: MEL

Petty Cash**For Month No: 10****Payments for Month 10****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>
11/12/2020	B. Burry	TRANS	1.09			4901 520	1.09	Milk
18/12/2020	J. Mills	TRANS	60.00			4021 101	60.00	Refs
31/12/2020	B. Burry	TRANS	1.15			4901 520	1.15	Milk
31/12/2020	Gompels	TRANS	5.10			4354 403	5.10	Parking redemption - Nov 2020
04/01/2021	P. Clover	TRANS	2.99			4021 101	2.99	Batteries
12/01/2021	H. Davies	TRANS	8.64			4153 202	8.64	Screen wash
12/01/2021	L. Roberts	TRANS	9.00			4061 101	9.00	Mileage
12/01/2021	J. Mills	TRANS	-60.00			4021 101	-60.00	Refs
12/01/2021	J. Mills	TRANS	3.00			4021 101	3.00	Refs
22/01/2021	M. Rolph	TRANS	22.99			4026 101	22.99	Printer cartridge
31/01/2021	Gompels	TRANS	6.90			4354 403	6.90	Parking redemption - Dec 2020
Total Payments for Month			60.86	0.00	0.00		60.86	
Balance Carried Fwd			55.12					
Cashbook Totals			115.98	0.00	0.00		115.98	

Date: 11/03/2021

Melksham Town Council Current Year

Page: 110

Time: 12:56

Cashbook 9

User: MEL

Petty Cash

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

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

Balance Brought Fwd : 55.12

55.12

Banked: 01/02/2021 **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

255.12

0.00

0.00

255.12

Continued on Page 111

Date: 11/03/2021

Melksham Town Council Current Year

Page: 111

Time: 12:56

Cashbook 9

User: MEL

Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/02/2021	M. Rolph	TRANS	31.68			4028 101	31.68	Stamps
01/02/2021	T. Robinson	TRANS	0.80			4021 101	0.80	Milk
01/02/2021	H. Davies	TRANS	2.00			4021 101	2.00	Bowl
04/02/2021	T. Robinson	TRANS	3.79			4028 101	3.79	Postage
05/02/2021	M. Rolph	TRANS	63.36			4028 101	63.36	Stamps
09/02/2021	T. Robinson	TRANS	1.80			4021 101	1.80	Cleaning prods/milk
10/02/2021	T. Robinson	TRANS	4.00			4021 101	4.00	Cloths
11/02/2021	H. Davies	TRANS	9.98			4163 202	9.98	Raw lplugs
11/02/2021	Gompels	TRANS	5.20			4354 403	5.20	Parking redemption
12/02/2021	H. Davies	TRANS	7.00			4021 101	7.00	Keys
15/02/2021	H. Davies	TRANS	10.20			4028 101	10.20	Stamps
16/02/2021	T. Robinson	TRANS	3.59			4021 101	3.59	Refs
16/02/2021	T. Robinson	TRANS	7.65			4028 101	7.65	Postage
17/02/2021	D. Elmes	TRANS	5.99			4163 202	5.99	Petrol can
18/02/2021	H. Davies	TNSFR	4.78			4021 101	4.78	Kitchen items
Total Payments for Month			161.82	0.00	0.00		161.82	
Balance Carried Fwd			93.30					
Cashbook Totals			255.12	0.00	0.00		255.12	

Melksham Town Council
Monthly Financial Statement 28 February 2021

Cash and Bank Balances:

Co-operative Current Account	363,902	
Assembly General Account	192,543	
Assembly Hall Bar Account	447,544	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	0	
Petty Cash	93	
Bar Float	1,100	
	<u>1,057,117</u>	

Debtors (monies owed to council)

H M Customs - Vat recoverable	9,287	
Bar Stock	4,441	
Debtors and Prepayments	11,728	
	<u>25,456</u>	
	<u>1,082,573</u>	

Less: Creditors (monies owed by council)

Suppliers of goods and services	6,233	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	19,882	
Events Control	1,987	36,667
	<u>36,667</u>	

Net Cash Available 1,045,906

Represented by:

General Fund

Current Year Surplus	5,318	
Earmarked Reserves Used in year	<u>123,186</u>	
	<u>128,504</u>	
Contribution to Earmarked Reserves	<u>29,133</u>	99,371
General Reserve balance at beginning of year		352,008

Earmarked Reserves

Balance at 1st April 2020	662,205	
Plus; Added in Year	<u>12,843</u>	
	<u>675,048</u>	
Less: Used to Fund Expenditure	<u>123,186</u>	551,862

Specific Reserves

Balance at 1st April 2019	26,375	
Plus: Received in Year	<u>16,290</u>	
	<u>42,665</u>	
Less: Used to Fund Expenditure	<u>0</u>	42,665

1,045,906

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11/03/2021

Melksham Town Council Current Year

Page 1

12:58

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101_Central Costs							
4000 Salaries ENI & Pension	23,151	226,442	269,000	42,558		42,558	84.2%
4021 Stationery & Sundry Office Exp	382	1,801	2,000	199		199	90.0%
4023 Advertising	11	2,892	1,500	(1,392)		(1,392)	192.8%
4024 Equipment/furniture	88	3,305	3,000	(305)		(305)	110.2%
4026 Photocopying	185	1,227	2,500	1,273		1,273	49.1%
4027 Telephones and Mobiles	511	4,629	2,300	(2,329)		(2,329)	201.3%
4028 Postage	117	325	1,000	675		675	32.5%
4029 Subscriptions	0	3,803	2,600	(1,203)		(1,203)	146.3%
4040 IT Monitoring, Backup, Suppor	1,830	14,197	15,000	803		803	94.6%
4042 Website and Licences	4,283	4,558	1,500	(3,058)		(3,058)	303.9%
4058 Insurance	0	8,594	8,000	(594)		(594)	107.4%
4061 Travel	0	9	1,500	1,491		1,491	0.6%
4075 Training	(100)	1,633	5,000	3,367		3,367	32.7%
Central Costs :- Indirect Expenditure	30,458	273,414	314,900	41,486	0	41,486	86.8%
Net Expenditure	(30,458)	(273,414)	(314,900)	(41,486)			
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	63	352	500	148		148	70.5%
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	3,900	13,049	10,000	(3,049)		(3,049)	130.5%
4076 Health & Safety	354	354	2,500	2,146		2,146	14.2%
Corporate Costs :- Indirect Expenditure	4,318	26,445	20,500	(5,945)	0	(5,945)	129.0%
Net Income over Expenditure	(4,318)	857,677	864,622	6,945			
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	35	1,044	2,500	1,457		1,457	41.7%
4311 Remembrance Day	0	485	2,500	2,015		2,015	19.4%
Civic and Democratic :- Indirect Expenditure	35	2,763	13,400	10,637	0	10,637	20.6%
Net Expenditure	(35)	(2,763)	(13,400)	(10,637)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

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	20,650	15,000	(5,650)		(5,650)	137.7%
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	55,450	53,000	(2,450)	0	(2,450)	104.6%
Net Expenditure	0	(55,450)	(53,000)	2,450			
201 Town Hall							
1020 Miscellaneous Income	500	8,420	0	(8,420)			0.0%
1034 Income Town Hall Bookings	0	1,289	13,000	11,711			9.9%
Town Hall :- Income	500	9,709	13,000	3,291			74.7%
4100 Gas	570	3,741	4,000	259		259	93.5%
4101 Electricity	277	2,133	9,000	6,867		6,867	23.7%
4102 Rates	0	8,653	10,500	1,847		1,847	82.4%
4103 Water Rates	0	649	1,600	951		951	40.6%
4104 Window Cleaning	350	1,420	1,400	(20)		(20)	101.4%
4108 Equipment and servicing	966	7,652	6,000	(1,652)		(1,652)	127.5%
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	2,163	24,035	33,900	9,865	0	9,865	70.9%
Net Income over Expenditure	(1,663)	(14,326)	(20,900)	(6,574)			
202 Environmental Services							
1027 Agency Services Re-imbursed	421	4,692	1,600	(3,092)			293.2%
Environmental Services :- Income	421	4,692	1,600	(3,092)			293.2%
4000 Salaries ENI & Pension	19,503	181,992	251,852	69,860		69,860	72.3%
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	527	4,966	7,000	2,034		2,034	70.9%
4156 Lease of van	996	11,193	10,000	(1,193)		(1,193)	111.9%
4163 Maintenance and Repairs	3,286	6,713	10,000	3,287		3,287	67.1%
4167 Street Furniture	0	1,448	3,000	1,552		1,552	48.3%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

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	113	1,035	1,250	215		215	82.8%
Environmental Services :- Indirect Expenditure	24,425	209,146	289,152	80,006	0	80,006	72.3%
Net Income over Expenditure	(24,003)	(204,455)	(287,552)	(83,097)			
<u>203 Allotments</u>							
1045 Income Allotments	2,400	3,200	5,000	1,800			64.0%
Allotments :- Income	2,400	3,200	5,000	1,800			64.0%
4200 Water Rates - Allotments	376	1,274	750	(524)		(524)	169.9%
4201 Maintenance - Allotments	0	108	500	392		392	21.7%
Allotments :- Indirect Expenditure	376	1,382	1,250	(132)	0	(132)	110.6%
Net Income over Expenditure	2,024	1,818	3,750	1,932			
<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	25	965	800	(165)		(165)	120.6%
4254 Water - Pavilion	0	166	450	284		284	36.9%
4255 Fire Security - Pavilion	0	451	200	(251)		(251)	225.5%
Pavilion :- Indirect Expenditure	25	1,582	1,650	68	0	68	95.9%
Net Income over Expenditure	(25)	(1,582)	(900)	682			
<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	1,007	14,127	29,400	15,273		15,273	48.0%
4185 Electricity supply: Toilets	82	578	600	22		22	96.3%
Public Toilets :- Indirect Expenditure	1,089	14,705	30,000	15,295	0	15,295	49.0%
Net Income over Expenditure	(1,089)	(8,155)	(23,000)	(14,845)			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	0	3,950	5,780	1,830			68.3%
1042 Income Roundhouse	139	639	1,000	361			63.9%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

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	139	7,089	17,880	10,791			39.6%
4175 Costs Art House Cafe	0	538	1,000	462		462	53.8%
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	2,116	3,000	884	0	884	70.5%
Net Income over Expenditure	139	4,973	14,880	9,907			
<u>215 Depot</u>							
4103 Water Rates	9	269	200	(69)		(69)	134.7%
4159 Electric - Unit	28	309	1,000	691		691	30.9%
4160 Leasing-Unit at Bow erhill	779	8,571	10,850	2,279		2,279	79.0%
4161 Rates-Unit at Bow erhill	0	2,295	2,500	205		205	91.8%
4184 Fire security: Unit	0	373	300	(73)		(73)	124.3%
Depot :- Indirect Expenditure	815	11,817	14,850	3,033	0	3,033	79.6%
Net Expenditure	(815)	(11,817)	(14,850)	(3,033)			
<u>220 Play Areas and Open Spaces</u>							
4157 Grasscutting	0	4,251	10,000	5,749		5,749	42.5%
4158 Replacement Play Equipmemnt	5,340	5,630	5,000	(630)		(630)	112.6%
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	5,340	10,808	28,050	17,242	0	17,242	38.5%
Net Expenditure	(5,340)	(10,808)	(28,050)	(17,242)			
<u>221 King George V Park</u>							
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	852	6,792	10,000	3,208		3,208	67.9%
4313 Sports Roadshow	0	0	3,000	3,000		3,000	0.0%
King George V Park :- Indirect Expenditure	852	31,292	13,000	(18,292)	0	(18,292)	240.7%
Net Income over Expenditure	(852)	(6,292)	(13,000)	(6,708)			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
302 Projects							
1050 Grants Received	0	13,971	0	(13,971)			0.0%
1210 Community Hub Income	0	1,018	0	(1,018)			0.0%
Projects :- Income	0	14,989	0	(14,989)			
4071 Town Floral Displays	0	8,733	10,000	1,267		1,267	87.3%
4074 Neighbourhood Plan	(1,000)	4,694	10,000	5,306		5,306	46.9%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Town Team project	0	0	5,000	5,000		5,000	0.0%
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	(1,000)	16,874	27,200	10,326	0	10,326	62.0%
Net Income over Expenditure	1,000	(1,885)	(27,200)	(25,315)			
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 Newsletter	0	0	4,000	4,000		4,000	0.0%
4312 Shurnhold Fields	0	307	500	193		193	61.3%
4354 Parking Scheme	5	529	250	(279)		(279)	211.4%
4356 Highways projects CATG	0	7,385	7,500	115		115	98.5%
4925 Town Development	0	2,000	0	(2,000)		(2,000)	0.0%
Economic Dev. and Planning :- Indirect Expenditure	5	10,729	12,950	2,221	0	2,221	82.8%
Net Income over Expenditure	(5)	(10,729)	(12,600)	(1,871)			
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%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
4000 Salaries ENI & Pension	10,335	111,305	125,300	13,995		13,995	88.8%
4900 Uniforms	0	0	900	900		900	0.0%
4902 Salaries Casual staff	0	0	6,000	6,000		6,000	0.0%
4905 Cleaning Materials	92	670	1,600	930		930	41.9%
4907 Stationery/Printing/Postage	8	70	350	280		280	20.0%
4909 Licences	0	2,607	1,000	(1,607)		(1,607)	260.7%
4911 Electricity	1,539	13,651	6,000	(7,651)		(7,651)	227.5%
4912 Gas	0	128	8,000	7,872		7,872	1.6%
4913 Water	0	2,136	3,300	1,164		1,164	64.7%
4914 Rates	0	8,608	9,000	392		392	95.6%
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	436	6,582	7,000	418		418	94.0%
4918 Maintenance-General	0	8,789	1,000	(7,789)		(7,789)	878.9%
4922 Publicity and Marketing	0	126	8,500	8,374		8,374	1.5%
4923 Cash register/bar phone	111	1,032	1,400	368		368	73.7%
4924 Telephone: security alarms	0	0	350	350		350	0.0%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	54	755	1,600	845		845	47.2%
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	12,576	162,771	190,900	28,129	0	28,129	85.3%
Net Income over Expenditure	(12,576)	(159,371)	(150,900)	8,471			
<u>510 Assembly Hall Events</u>							
1004 Film show s	0	396	2,000	1,604			19.8%
1173 Live Entertainment	0	804	84,000	83,196			1.0%
Assembly Hall Events :- Income	0	1,200	86,000	84,800			1.4%
4919 Films: expenses and contract	0	280	2,000	1,720		1,720	14.0%
4954 Production costs: Live show s	0	589	6,000	5,411		5,411	9.8%
4960 Live entertainment:	0	2,871	75,000	72,129		72,129	3.8%
Assembly Hall Events :- Indirect Expenditure	0	3,740	83,000	79,260	0	79,260	4.5%
Net Income over Expenditure	0	(2,540)	3,000	5,540			
<u>520 Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	0	87	50,000	49,913			0.2%
Assembly Hall Bar and Catering :- Income	0	87	50,000	49,913			0.2%
4901 Catering / other bar sales	0	1,247	1,000	(247)		(247)	124.7%

Continued over page

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4903 Assembly Hall Bar expenditure	0	348	20,000	19,652		19,652	1.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	1,595	21,000	19,405	0	19,405	7.6%
Net Income over Expenditure	0	(1,508)	29,000	30,508			
901 <u>Earmarked Reserves</u>							
1180 Wilts Council: CIL money rece	0	16,290	0	(16,290)			0.0%
Earmarked Reserves :- Income	0	16,290	0	(16,290)			
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	1,558	84,117	439,662	355,545	43,000	312,545	28.9%
9245 Solar Money	0	15,847	57,470	41,624	28,500	13,124	77.2%
9246 Precept Contribution 20/21	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	42,665	42,665	28,500	14,165	66.8%
Earmarked Reserves :- Indirect Expenditure	1,558	123,894	717,712	593,818	100,000	493,818	31.2%
Net Income over Expenditure	(1,558)	(107,604)	(717,712)	(610,108)			
Grand Totals:- Income	3,460	989,170	1,146,702	157,532			86.3%
Expenditure	83,035	984,558	1,909,414	924,856	100,000	824,856	56.8%
Net Income over Expenditure	(79,574)	4,612	(762,712)	(767,324)			
Movement to/(from) Gen Reserve	(79,574)	4,612					

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MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING - 22 MARCH 2021

Report: PROPOSED CHANGE OF BANK FOR MELKSHAM TOWN COUNCIL ACCOUNTS

1. Background

- 1.1 Melksham Town Council currently holds accounts with the Cooperative Bank, Lloyds Bank and the CCLA.
- 1.2 Two accounts are held with the Cooperative Bank; the first is a feeder account, the second is used for the receipt of the annual precept and day to day expenditure.
- 1.3 Two accounts are also held with Lloyds Bank. These are a Bar account and a Main account for the Assembly Hall. It has been resolved by Council to close the Bar account.
- 1.4 A Public Sector Deposit Fund investment is held with the CCLA.
- 1.5 The Cooperative bank does not offer internet banking to the Town Council.
- 1.6 This affects speed and ease of operation when making payments on behalf of the Town Council as cheques have to be used or payments made by BACS at a cost.

2. Details

- 2.1 Many town councils bank with Unity Trust Bank. Consequently, they offer specialist sector knowledge.
- 2.2 Unity Trust Bank offers:

- Online and telephone banking
 - Online or paper statements
 - Cheque book/ paying-in book upon request
 - Single, dual and triple authorisation of payments through online banking.
- 2.3 Charges are £6 per month and 15p per individual debit and credit transaction.
- 2.4 No credit interest is paid.
- 2.5 No debit card is available. However, a charge card is available – the Unity Corporate MultiPay Card for which the charges are an initial £50 set-up fee and £3 per month for each card held.
- 2.6 The Town Council recognises that surplus funds should be invested.
3. Recommendations
- 3.1 That this report is noted and that a decision be made:
- 3.2 To delegate to the Town Clerk to open a business current account with Unity Trust Bank.
- 3.3 To investigate the potential/ need for a feeder account with Unity Trust Bank.
- 3.4 To transfer the existing accounts held with the Cooperative bank to the new account with Unity Trust Bank.
- 3.5 To give consideration to transferring the remaining account held with Lloyds Bank to Unity Trust Bank.
- 3.6 To delegate to the Town Clerk to review and undertake the investment of surplus funds on a month by month basis, as appropriate.

4. Contact

Patsy Clover

Assistant to the Town Clerk

patsy.clover@melksham-tc.gov.uk

Melksham Town Council

Minutes of the Finance and Administration Committee meeting held on Monday 8th March 2021

PRESENT: Councillor V Fiorelli (Chair)
Councillor A Westbrook (Vice-Chair)
Councillor P Aves
Councillor J Hubbard
Councillor M Sankey
Councillor R Wiltshire

ALSO IN ATTENDANCE

OFFICERS:	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

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

25/20 Apologies

There were no apologies

26/20 Declarations of Interest

Councillor Hubbard and Councillor Westbrook declared an interest in relation to Agenda Item 4 as representatives of organisations who have applied for grants.

27/20 Minutes

The minutes of 9 November 2020, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair Councillor Fiorelli.

28/20 Grant Report of the Community Development Officer

The report of the Community Development Officer was noted.

It was confirmed that the report was based on feedback from the grant meeting held on 9 November 2020. Following Committee approval to adopt, the new Grant Funding Policy and Application Process would be forwarded to Full Council on 22 March 2021 for approval.

Councillor Hubbard raised his concerns that by not allowing staffing costs or rent, the policy may be too restrictive and also that the time constraints on spending grant funding in a six-month period would not be met by certain projects.

The Committee agreed to amend the policy and separate the grant funding between Red Circled grants and smaller grants; the Red Circled grants would require robust application criteria.

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

UNANIMOUSLY RESOLVED to recommend Grant Policy and Application Process for approval by Full Council on 22 March 2021 with the following amendments “whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis”.

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

RESOLVED to recommend that the Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £2,500. Groups will be able to apply for up to two grants per year for different projects. Each quarter’s agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

29/20 Closure of Lloyds Bar Bank Account

It was agreed that a review of all bank accounts held by the Town Council would take place, including the authorised signatories on each account and that a check list/guidance would be provided to ensure consistency for members.

The Committee agreed to the request to close the Lloyds Bank Bar Account.

30/20 Date and Time of Next Meeting

Meeting Closed at: 7.55 pm

Signed:

Dated:



MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY

March 2021

1. Introduction

Melksham Town Council allocates part of its annual budget to donate money back into the local area through grants. The purpose of the grants is to bring real improvements to the local community and the lives of the people living there.

2. Process

In order to make the process as clear and fair as possible, applications will be accepted throughout the year, rather than during a restricted period.

The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events,
- **Regular grants** are for projects less than £2500, which can be applied for quarterly
- **Red Circled grants** will be agreed at the beginning of each council's administration; this offers financial assurance to groups such as the Citizens Advice, Christmas Lights, Food & River Festival, Party in the Park, Young Melksham etc.

The Finance and Administration Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £2,500.

Groups will be able to apply for up to two grants per year for different projects.

Each quarter's agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

Regular grants will be decided by the Town Council's Finance and Admin. Committee, red circled grants will be decided by Full Council.

Applications for regular grants will be eligible to apply for a second grant in any 12-month period provided the projects separate.

All applications which meet the eligibility and content requirements will be reviewed by town council officers, reporting formally to the Finance and Admin Committee for a decision. The form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Finance and Admin. Committee.

3. Eligible organisations

Below are examples of types of organisations to which grants may be given:

- Charitable Organisations
- Youth/Senior Citizen Groups
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups

4. Eligibility criteria

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service. Grant money must be ringfenced for Melksham residents.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind)

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e., local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on money to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability.
- Any expenditure incurred or committed before confirmation of the grant.

- Loans or interest payments.
- National organisations or charities
- For ongoing running costs. Whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis
- Groups who received similar grant funding in recent years

6. Content of grant application

Applicants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document
- Evidence that the grant will benefit people in the Melksham area, according to the map showing the Melksham Town boundary
- Evidence that the project/service is needed.
- Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds.
- Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council)
- Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding)
- The Town Council reserves the right to request any additional information to aid determination of the grant.

7. Bid outcome and conditions

All applicants will be informed in writing of the outcome of their bid. If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources.

If applicants are unsuccessful, help can be requested from Melksham Town Council to assist in the application process for a subsequent round.

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- A Monitoring Form will be required after six months to show how the grant money was spent. The organisation must be able to provide receipts, invoices and other evidence. Should the evidence not be received the Town Council can request the return of the funds.
- In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187 Email: miriamzaccarelli@melksham-tc.gov.uk

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Red Circle Grants	
Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

2. APPLICANTS DETAILS (Give details of a representative for correspondence)

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

Have at least three members on its management committee?

Have a constitution, terms of reference or set of rules? *(please ask for help with this if needed)*

Are you a registered charity? Yes/No: If so, please give your charity number:

Is your organisation part of, or affiliated to, a larger organisation? If so, which:

Please circle the categories that best describe your organisation?

- Charitable Organisations
- Youth Group
- Senior Citizen Group
- Sports Clubs and Arts Groups
- Advice Organisations
- Organisations assisting the disabled
- Minority Groups
- Community buildings
- Community events
- Health/transport/safety groups
- Other (please explain)

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

What does your organisation do and how does it benefit the residents of Melksham?

5. THE PROJECT

Describe what the funding is being requested for

If it is for a specific project include start and anticipated finish dates. Use extra pages if needed.

How will this benefit the community or people of melksham?

What evidence do you have that this project/service is required in Melksham?

What evidence do you have of adverse effects on the community if your project does not go ahead?

6. BENEFICIARIES

How many people in total will benefit from this grant?

How many of the beneficiaries are residents of Melksham Town?

Please use the attached map as an indication of the Melksham Town boundary

Please explain how you calculated the number of Melksham beneficiaries.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

GRANT AID REQUESTED FROM MTC £

How will the remaining money be raised?

What are your current/planned subs/fees/charges?

How will you spend the grant money you are applying for?

Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.

Item	Amount
	£
	£
	£
	£
	£
	£
	£
	£
Total	£

How else are you funding your project?

Please include grants from other organisations, fund raising and existing reserves.

Please note that projects must be match funded if over £250 (voluntary time can be counted as benefit in kind)

Source	£	Confirmed?
	£	
	£	
	£	
	£	
	£	
Total		

8. ANNUAL ACCOUNTS Please provide the following information from your annual accounts:

ACCOUNT YEAR ENDING: / /

TOTAL GROSS INCOME £

TOTAL EXPENDITURE £

BALANCE AT YEAR END £

SAVINGS (RESERVES, CASH, INVESTMENTS) £

If your savings are more than your annual expenditure, what are they for?

9. ELEGIBILITY**YES/NO**

- | | |
|---|--|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | |
| 4. Is the funding for an individual, a political organisation or project, or a religious organisation or project? | |
| 5. Is the funding for Loans or interest payments? | |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | |
| 8. Has the project that you want the funding for already happened? | |
| 9. Has your group received similar grant funding from Melksham Town Council in recent years? | |

Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	
Is the grant requested more than £2500? If so, please explain the exceptional circumstances.	
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Yes (name of contact) / No/Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Yes (name of contact) / No/Not applicable</p>	
10. CHECKLIST	
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <ul style="list-style-type: none"> <input type="checkbox"/> A copy of your most recent accounts <input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application. 	
11. BANK DETAILS	
Name of Account:Account number:Sort Code: - -	
12. DECLARATIONS	
<p>In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.</p> <p>I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.</p>	
<p>Declaration:</p> <p>I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.</p> <p>I/we declare that we have read the MTC grants policy and that our application complies with the policy.</p> <p>I/we declare that we have included all of the requested information.</p> <p>I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.</p> <p>Signature of applicant(s)_____Date: _____</p>	

Please return your completed form with copies of the relevant documents to Melksham

Town Hall by XX or email to XX

For Office Use Only

Grant applications must be checked against the following criteria. Any questions where the answer is no must be reported to the Finance and Admin. Committee meeting where the application is being considered.

Question	Yes/ No	Investigate further
1. Does the organisation have its own bank account, with two unrelated signatories?		
2. Does the organisation have at least three members on its management committee?		
3. Is there a constitution, terms of reference or set of rules?		
4. Is the project of benefit to Melksham?		
5. Is there evidence of numbers of Melksham Town residents who benefit?		
6. Is there match funding/ other sources of funding?		
7. Are all 9 eligibility questions answered with no?		
8. If the grant request is for running costs have the exceptional circumstances been explained and are there plans for where future running costs will be found from?		
9. If the grant request is more than £2500 have the exceptional circumstances been explained?		
10. If the funding is for security measures are the police supportive?		
11. If the funding is for work with vulnerable adults or children, is Wiltshire Council supportive?		
12. Are the necessary documents included?		
13. Has the applicant demonstrated how one-off grant funding will lead to greater self-sufficiency and lessen the need for future applications?		
14. Is this the only application in this financial year from this group or organisation?		

Assessing officer:Date of assessment:

Decision (delete as applicable):

reject / return for further information / proceed to committee

Approved as agenda item for the Finance and Admin. meeting on:

Outcome at that meeting:

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 11th January 2021

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

**ALSO IN
ATTENDANCE** Councillor C Jeffries

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

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

1/21 Apologies

An apology for absence was received from Councillor Illman.

2/21 Declarations of Interest

There were no declarations of interest.

3/21 Minutes

The minutes of 17 November 2020 and 8 December 2020, having previously been circulated, were approved as a correct record and agreed to be signed by the Chair, Councillor Westbrook at a later date.

4/21 Markets Development on Melksham Market Place

The Economic Development Manager confirmed:

- the proposal for specialist markets and had been taken to Full Council on 21 December 2020, with a request for £4,000 to be included in the

budget to purchase gazebos, which requires ratification. This was supported by Council who required more information.

- Council members requested a report showing full breakdown of income and expenditure prior to agreeing funding. The Economic Development Manager would produce the report to go to the Full Council meeting on 18 January 2021.
- the Economic Development and Planning Committee would become the committee with responsibility this project. Councillors were asked to think about the types of markets to be held and how this would work.
- Fees charged to traders at the new markets would pay for the gazebos and cover the Town Council's costs in developing the market.

The Town Clerk recommended that the need for a sinking fund needs to be factored into the financial report as over time the cost of the gazebos would be met but they may need replacing. . Councillor Westbrook stated the intention was to make the purchase of the gazebos budget neutral, and currently the initial cost of £4,000 is not in the budget.

Councillor Hubbard raised his concerns that the Committee would not have time to scrutinise the report before submission. Councillor Hubbard asked for it to be circulated to members at the earliest opportunity.

5/21 Planning Applications

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

- | | |
|--------------------------------------|--|
| <u>20/09561/VAR:</u> | 2 Spa Road Melksham SN12 7NS
Variation of Conditions one and two of 19/08240/PNCOU to allow amended internal layout and to amend onsite parking arrangements.
Agreement: Unanimous |
| <u>20/10414/FUL</u> | 39 Daisy Close Melksham SN12 6FZ
Single storey side extension
Agreement: Unanimous |
| <u>20/10625/FUL</u> | 40 Lapwing Road Melksham SN12 7FJ
Single Storey conservatory extension to rear elevation
Agreement: Unanimous |
| <u>20/10777/FUL</u> | 8 Kennet Close Melksham SN12 8BJ
Porch and shower room extension.
Agreement: Unanimous |

The Council **objected** to the following planning applications:

- | | |
|-------------------------------------|---|
| <u>20/10572/FUL</u> | 39 Craybourne Road Melksham SN12 7DJ |
|-------------------------------------|---|

Proposed 4 Bedroom new dwelling
Objection due to over development of the site.
Agreement: Unanimous

UNANIMOUSLY RESOLVED: Councillors Illman and Aves will contact the Planning Officer individually to request the application is called-in.

20/03358/OUT

2 Coronation Road Melksham SN12 7PE

Outline Planning Permission for a new 3 Bed House
(Previously taken to full Council on 21 December 2020 N.B. Originally 3 bed; plans now revised to 2 bedrooms)

Councillor Hubbard confirmed he would be raising a call-in against the application.

RESOLVED: Objection due to overdevelopment of site.

6/21 Planning Decisions

Members noted the following planning decisions:

20/05761/FUL:

54 Blackmore Road Melksham SN12 7HU

Change of use of land into domestic garden, relocation of boundary fence closest to Gloucester Square access path and erect a new 2m high close boarded timber fence.

Decision: Refusal

20/08860/LBC:

1 St Michaels Court Canon Square Melksham SN12 6LX

Renovations to listed building

Decision: Approve with Conditions

Decision: Approve with Conditions

2020/00020/IND

134 Savernake Avenue Melksham SN12 7HQ

Tree Preservation Order

Decision: Confirmed

7/21 Pre-Application Planning Consultation - Naming of Merrett Court

Pre-Application Planning Consultation - New Road name off Snarlton Lane Pre-Application Planning Consultation Planning Ref No 127/02477/OUT.

The Economic Development Manager confirmed the new road name of Merrett Court for this development had received permission from the family and the paperwork passed to the developer who will forward the request to Wiltshire Council.

8/21 Sparkle Team and Parish Steward

Members were requested to forward details of jobs requiring the Sparkle Team or Parish Steward, to the Amenities Manager who will co-ordinate. The Town Clerk confirmed the Amenities team have been working around the underpass area, and cleaning up “grot spots”.

Councillor Aves confirmed that works to clear leaves had already been carried out by the Amenities team.

9/21 Agenda Item 11 Wiltshire Local Plan Review Consultation

The Economic Development Manager highlighted the consultation on the Local Plan Review which commenced on 13 January 2021 finishing on 9th March 2021. There is an online event with Melksham’s event being 28th January 2021. A link to book the online event is in the paperwork attached to the Agenda.

The Town Clerk confirmed this was a public event but there may be a further invitation to officers and members and advised that the review of the Neighbourhood Plan would have to accord with the Local Plan.

10/21 Agenda Item 12 Confidential Session

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

RESOLVED: that in accordance with the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the information that may be disclosed, that members of the press and public be excluded from the meeting.

11/21 Agenda Item 12.1 Neighbourhood Plan Steering Group Minutes

Councillor Westbrook confirmed there were four sets of minutes of the Neighbourhood Plan Steering Group which Melksham Without Parish Council had requested are kept confidential. The Town Clerk confirmed the meetings were public and have to be in accordance with Neighbourhood Planning policy and proposed that before submission to Full Council they were redacted appropriately.

Councillor Hubbard agreed suggesting that the minutes should be redacted appropriately for submission to Full Council and that in future steering group meetings have a part II on the agenda to cover confidential items, not the whole meeting.

A request was made to the Town Clerk to contact the Parish Clerk of Melksham Without Parish Council to make this suggestion. Councillor Watts confirmed the

meeting of 21st October 2020 was a closed meeting but the others were open meetings.

12/21 Date and Time of Next Meeting

26 January 2021

Meeting Closed at: 7.45 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 26th January 2021

PRESENT: Councillor T Watts (Vice-Chair)
Councillor P Aves
Councillor S Brown
Councillor J Hubbard
Councillor G Mitcham

ALSO IN ATTENDANCE Councillor C Jeffries

OFFICERS: David McKnight Economic Development Manager
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

13/21 Apologies

Apologies for absence were received from Councillors Illman, Westbrook and Sankey

14/21 Declarations of Interest

There were no declarations of interest.

15/21 Minutes

The minutes of 11 January 2021 having previously been circulated, were approved as a correct record and agreed to be signed by Councillor Westbrook at a later date.

16/21 Planning Applications

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

[20/10988/FUL](#)

14 The Close Melksham SN14 6AG

Two storey side extension, single storey rear and front porch.

Agreement: Unanimous

[20/10674/FUL](#)

12 Bank Street Melksham Wilts SN12 6LG

Change of use from Shop (Use Class E) to a hot food takeaway (Sui Generis Use) with internal and external alterations.

It was proposed by Councillor Watts, approved by Councillor Brown and

UNANIMOUSLY APPROVED with the following advice to the Planning Officer. Council are mindful of parking constraints and request conditions are added specifying delivery vehicles cannot park at the front of the store and should use appropriate car parking available.

[20/10872/VAR](#)

Unit 1, 122 Forest Road Melksham SN12 7AE

Variation of condition 4 on 18/06174/FUL to extend opening hours to Mon - Fri 0830 - 2100, Sat 0800-1800, Sun 1000-1600

Agreement: Unanimous

[20/10958/FUL](#)

14 Lowbourne Melksham SN12 7DZ

Proposed Change of Use From Shop to Residential Use

Agreement: Unanimous

[20/10475/FUL](#)

Dovecote Cottage, Longleaze Lane, Melksham, SN12 6QJ

Single Storey Rear Extension

Agreement: Unanimous

[21/00159/LBC](#)

Dovecote Cottage, Longleaze Lane, Melksham, SN12 6QJ

Listed Building Consent

Single Storey Rear Extension

Agreement: Unanimous

[20/11112/FUL](#)

2 Warwick Crescent, Melksham, SN12 6AA

Single story link building & conversion of garage into habitable accommodation.

Agreement: Unanimous

[20/11076/FUL](#)

79 Spa Road, Melksham, SN12 7PB

Creation of a vehicular access and driveway

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

UNANIMOUSLY APPROVED with the following advice to the Planning Officer. Council express concerns that the access path to the other houses in that row may be removed or impeded.

[20/11038/FUL](#)

23 Semington Road, Melksham, SN12 6DF

Creation of a vehicular access and hardstanding to front of property

Agreement: Unanimous

The Council **objected** to the following planning applications:

[20/10648/FUL](#)

2 Barnwell Road Melksham SN12 7DG

Erection of 2 x 2 bed dwellings

And to note notification from Wiltshire Council confirming change of site address to

Land Adjacent to 2 Barnwell Road Melksham SN12 7DG

UNANIMOUSLY RESOLVED to object due to over development of the site.

17/21 Planning Decisions

Members noted the following planning decisions:

[20/09410/FUL](#)

48 Longford Road Melksham SN12 6AU

Proposed single storey side extension.

Decision: Approved with Conditions

MTC consultee comment: No Objection

[20/09739/FUL](#)

10 St Michaels Road, Melksham SN12 6HN

Proposed porch & single storey rear extension.

Decision: Approved with Conditions

MTC consultee comment: No Objection

[20/10089/FUL](#)

Melksham Service Station, Semington Road, Melksham SN12 6DE

Extension of shop building.

Decision: Approved with Conditions

MTC consultee comment: No Objection

18/21 Variation of Premises Licence

Councillors reviewed the variation of premises licence for 20-20A Bank Street, Melksham SN12 6LJ, requesting an increase in licenced hours to sell alcohol and provide recorded music for the same times as live music.

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

UNANIMOUSLY RESOLVED no objection to the variation of premises licence.

19/21 Operating Permit Application Planned Incinerator - Westbury.

The Economic Development Manager confirmed Council had previously objected to the planning development on the basis that increased traffic around Melksham would adversely impact on the town. This application is for an operating licence for the site, and the report confirms there is potential for Melksham to be polluted. The Environment Agency is asking for comments, but will be carrying out their own analysis, taking into account concerns and comments received.

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

RESOLVED that Council forward a response to the Environment Agency, enclosing our previous objections, expressing objection and deep concerns that this incinerator has the potential to pollute Melksham.

20/21 Date and time of Next meeting

16 February 2021 at 7.00 pm via Zoom.

Meeting Closed at: 7.35 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 16th February 2021

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

**ALSO IN
ATTENDANCE** Councillor C Jeffries

OFFICERS: Christine Hunter Committee Clerk
David McKnight Economic Development Manager

PUBLIC PARTICIPATION: Six members of the public and one member of the press were present.

Mr Grant Martin reported on the problems caused by speeding traffic on Forest Road despite the 20mph speed limit and speed bumps. The larger lorries accessing the local store and buses are causing houses to vibrate, cracks in plaster and he was concerned about further damage to his property. Councillor Hubbard agreed to arrange a meeting between himself, Mr Martin and Wiltshire Council Highways Officer to review the situation. The item would be added to the next Economic Development and Planning meeting agenda on 9 March 2021.

Local residents attended the meeting to report on issues being faced by them from the current building works at the Land East of Spa Road and their concerns about the impact on their properties. They believed these problems would increase when phase 2 of the works commences. The residents requested support from the Council.

21/21 Apologies

Apologies for absence were received from Councillor Illman.

22/21 Declarations of Interest

Councillor Watts declared an interest in relation to Agenda item 4 in respect of planning application 21/11601/REM because he had previously owned the property. Councillor Watts remained in the meeting and took part in the debate on this item.

23/21 Minutes

The minutes of 26 January 2021 having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the chair Councillor Westbrook

24/21 Planning Applications

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

- | | |
|-------------------------------------|---|
| <u>21/00549/FUL</u> | Berkeley House Longleaze Lane Melksham SN12 6QJ
3 bay oak framed detached garage and home office.
Agreement: Unanimous |
| <u>21/00592/FUL</u> | 14-16 Bank Street Melksham SN12 6LG
Internal subdivision of existing retail unit and erection of new shopfront
Agreement: Unanimous |
| <u>21/01157/TCA</u> | Orchard Hall Canon Square Melksham SN12 6LX
Work to Trees in a Cons Area
T1 - Crown reduce Apple tree by approximately 2.5m (35%)
Crown clean to remove deadwood and crossing branches.
Agreement: Unanimous |
| <u>21/01162/TCA</u> | Orchard Hall Canon Square Melksham SN12 6LX
Work to Trees in a Cons Area
T1 - Crown reduce Yew tree by approximately 2.5m.
Agreement: Unanimous |

The Council **objected** to the following planning application:

- | | |
|-------------------------------------|--|
| <u>20/11601/REM</u> | Land East of Spa Road Melksham SN12

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

UNANIMOUSLY RESOLVED to object to the application indicating the council cannot support further progress of the building works until the specific issues on the current works site are resolved, and

The Assistant to the Town Clerk urgently sends an email to Wiltshire Council planning department requesting a formal stop of works on site, indicating the reasons why and confirming a written response will be forwarded from the Town Clerk. The Town Clerk to circulate the written |
|-------------------------------------|--|

response to all Councillors requesting a 'stop' of works, highlighting the following issues require investigation by Wiltshire Council:

- The houses being erected are at least one metre higher than the original plans indicated.
- There is considerable new flooding on site which will impact on local properties and may have an adverse impact on the Grade 2 listed wall.
- The watercourse and drainage system currently indicated does not show any run-off, any barrier to prevent blockage by leaves and debris and is not adequately sized to cope.
- Recent recorded deaths of great crested newts on site (reportedly but not yet confirmed as great crested newts) - the ecological survey carried out did not include the nearby pond in Berkeley House.

[21/00306/FUL](#)

27 Thyme Road Melksham Wiltshire SN12 7FX

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

UNANIMOUSLY RESOLVED to object to the application as this was amenities land and to request that Councillor N Holder to call-in this application.

[21/00405/FUL](#)

1 Webbs Close, Melksham Wiltshire SN12 7PA
Proposed detached house adjacent to 1 Webbs Close.

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

UNANIMOUSLY RESOLVED to object to the application as overdevelopment of the site, lack of amenities land and highways issues, and to request that Councillor H Illman to call-in this application.

25/21 Planning Decisions

Members noted the following planning decisions:

20/10626/TPO Land adj. 20 King Street Melksham SN12 6HE
Proposal: T1) Silver Birch - Crown lift to 5M, pruning primary branches back to the main stem. Low hanging

branches are hitting high sided vehicles from drive of number 20 King Street.

Decision: Approve with Conditions

MTC Consultee Response: No Objection

20/11243/CLP

14-18 Bank Street Melksham SN12 6LG

Certificate of lawfulness for change of use of first floor ancillary office/staff/storage space (associated with ground floor retail) to form a 1 bedroom (2 person) flat

Decision: Approve

20/07733/FUL

6 Webbs Close Union Street Melksham Wiltshire SN12 7PA
Proposed extension to existing garage forming new garden room

Decision: Approve with Conditions

MTC Consultee Response: No Objection

20/09353/VAR

Melksham House 27 Market Place Melksham SN12 6ES

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

Decision: Approve with Conditions

MTC Consultee Response: No Objection with special condition request for restricted and enforced delivery times for heavy lorries and appropriate waiting areas on primary routes.

20/09689/CLP

35A Church Lane Melksham SN12 7EF

Certificate of lawfulness for proposed single storey rear extension.

Decision: Approve

26/21 Temporary Footpath Closure Order (Ref TTRO 7055)

The Committee noted the Temporary Footpath Closure Order (Ref TTRO 7055).

27/21 Melksham Town Council's Response to Local Plan Review

Councillor Westbrook confirmed the proposed response to the Local Plan Review would be submitted to Full Council on 1st March 2021 in order to agree a joint response with Melksham Without Parish Council. A Local Plan review meeting with the Neighbourhood Plan Steering Group would be facilitated by Place Studio on Thursday 18 February 2021 to formulate the proposed response to the Local Plan Review, to include recommendations for addressing distribution of growth and infrastructure across the Melksham Area.

It was noted that there had been developer interest in land on Beanacre Road and that a pre-application meeting with Charterhouse is scheduled for Wednesday 17 February 2021.

28/21 Neighbourhood Plan Update

Councillor Westbrook confirmed this plan is now at Regulation 16 and an inspector has been appointed to examine the plan. The Neighbourhood Plan Steering Group had received the inspector's initial comments. The questions raised by the Inspector will be responded to with guidance from Place Studios. The response will be approved by the Neighbourhood Plan Steering Group before submission to the Inspector.

29/21 Date and time of Next Meeting

The date and time of next meeting is on 9th March 2021 at 7.00 pm via Zoom

Meeting Closed at: 8.15 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 9th March 2021

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

IN ATTENDANCE Councillor P Alford, Wiltshire Council

OFFICERS: David McKnight Economic Development Manager
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: Six members of the public and one member of the press were present.

The residents of Beanacre raised their concerns regarding the proposed development between Beanacre and Melksham Town.

30/21 Apologies

Apologies for absence were received from Councillor Illman.

31/21 Declarations of Interest

There were no declarations of interest.

32/21 Minutes

The minutes of having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair, Councillor Westbrook.

33/21 Planning Applications

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

21/00969/FUL 27 Hornbeam Crescent Melksham SN12 6JF

Demolition of lean-to-porch. Erection of new garage.

21/01358/ADV 12 Bank Street Melksham SN12 6LG
1no. part internally illuminated fascia sign & 1no. internally illuminated projecting sign.

21/01076/FUL 18 Saxifrage Bank Melksham SN12 6FU
Erection of a single-storey extension to replace existing conservatory & internal garage conversion to create home office.

21/01118/FUL 48 Littlejohn Avenue Melksham SN12 7AW
Construction of new double garage with rear studio area.

34/21 Planning Decisions

Members noted the following planning decisions:

20/08888/FUL 34C Lowbourne Melksham SN12 7DZ
Retrospective permission to remove existing prefabricated concrete garage and replace with wooden barn using existing concrete footprint.

Decision: Approve with Conditions

MTC Consultee Response: No Objection

20/09561/FUL 2 Spa Road Melksham SN12 7NS
Variation of Conditions one and two of 19/08240/PNCOU to allow amended internal layout and to amend onsite parking arrangements.

Decision: Approve with Conditions

MTC Consultee Response: No Objection

20/10674/FUL 12 Bank Street Melksham Wilts SN12 6LG
Change of use from Shop (Use Class E) to a hot food takeaway (Sui Generis Use) with internal and external alterations.

Decision: Approve with Conditions

MTC Consultee Response: No Objection

20/10872/VAR Unit 1, 122 Forest Road Melksham SN12 7AE
Variation of condition 4 on 18/06174/FUL to extend opening hours to Mon - Fri 0830 - 2100, Sat 0800-1800, Sun 1000-1600

Decision: Approve with Conditions

MTC Consultee Response: No Objection

20/11112/FUL 2 Warwick Crescent, Melksham, SN12 6AA

	<p>Single story link building & conversion of garage into habitable accommodation.</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/04400/FUL	<p>16 Conway Crescent, Melksham, SN12 6BD</p> <p>Retrospective application for the erection of an annexe to be used as ancillary accommodation.</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: Object</p>
20/10572/FUL	<p>Land Adjoining 39 Craybourne Road Melksham SN12 7DJ</p> <p>Proposed erection of a 4 bed new dwelling and associated works.</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: Object – overdevelopment of site.</p>
20/10625/FUL	<p>40 Lapwing Road Melksham SN12 7FJ</p> <p>Porch and shower room extension</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/10777/FUL	<p>8 Kennett Close Melksham SN12 8BJ</p> <p>Porch and shower room extension</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/10958/FUL	<p>14 Lowbourne Melksham SN12 7DZ</p> <p>Proposed Change of Use From Shop to Residential Use</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
20/03358/OUT	<p>2 Coronation Road Melksham SN12 7PE</p> <p>New 2 bed house</p> <p>Decision: Refuse</p> <p>MTC Consultee Response: Object - over development of site.</p>
20/10414/FUL	<p>39 Daisy Close Melksham SN12 6FZ</p> <p>Single Storey Side Extension</p> <p>Decision: Approve with Conditions</p> <p>MTC Consultee Response: No Objection</p>
21/01157/TCA	<p>Orchard Hall Cannon Square Melksham SN12 6LX</p>

T1 - Crown reduce Apple tree by approximately 2.5m
(35%) Crown clean to remove deadwood and crossing
branches

Decision: No Objection

MTC Consultee Response: No Objection

21/01162/TCA

Orchard Hall Cannon Square Melksham SN12 6LX

T1 - Crown reduce Yew tree by approximately 2.5m

Decision: No Objection

MTC Consultee Response: No Objection

35/21 Neighbourhood Plan

The Economic Development Manager confirmed the Regulation 16 Public Consultation of the joint draft Neighbourhood Plan is closed. The draft plan is with an independent examiner and the Neighbourhood Plan Steering Group will respond to the examiner's questions. A co-ordinated a joint response to the Wiltshire Council Local Plan Review Consultation, approved by both Melksham Town Council and Melksham Without Parish Council, has been has been submitted.

The Wiltshire Area Localism and Planning Alliance (WALPA) are lobbying to increase the life span of Neighbourhood Plans.

36/21 Speeding on Forest Road

The Committee asked the Committee Clerk to arrange a metro count with Wiltshire Council.

The Committee requested the Committee Clerk to write to Fairsaver Buses to obtain a copy of their Forest Road telematic data in order to share with residents as evidence that the buses are not actually speeding.

37/21 CATG Issues

The Economic Development Manager confirmed that metro counts had been put on hold by Wiltshire Council due to Covid-19 restrictions. It is estimated that the Metro Count of Union Street will take place in May 2021.

Councillor Sankey reported on the historic issues with traffic in Union Street and Snarlton Lane and suggested making these access only roads. Councillor Hubbard confirmed CATG had previously rejected this proposal for Union Street as it was unenforceable.

It was

UNANIMOUSLY RESOLVED to forward the proposal to CATG to make Snarlton Lane an access only road and, and to request the Town Clerk to have informal discussion with Mark Stansby to ascertain whether to re-submit the proposal to CATG for Union Street.

38/21 Land North of Dunch Lane/Beanacre Road Development Proposal

Agenda Item 9.1 and 9.2 are recorded in minute 38/21.2.

.1 Notes and Presentation of the Pre-application meeting 17 February 2021

The Committee received the notes and presentation of the pre-application meeting on 17 February 2021.

Councillors Aves and Councillor Alford confirmed they would be objecting to the development. The Committee received the concerns raised regarding the development by residents of Beanacre.

.2 Public Consultation Response

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

UNANIMOUSLY RESOLVED that Melksham Town Council responds to the developer listing the objections and suggested amendment to the development below.

- The impact the high number of additional houses would have on the heritage of the village of Beanacre
- Poor access to the A350
- The development extends the settlement boundary of Melksham
- Lack of health and sustainable education facilities in the area
- Concerns of the impact on ecology including the impact of flooding, drainage and on the diverse wildlife
- Suitability of the buffer zone between the village and Melksham town
- The potential for light pollution and noise pollution from the railway.
- The assessment of the site already undertaken in the Neighbourhood Plan
- The Council suggested reducing the site size to be only in the Melksham Town side of the proposed site.

Public Consultee Response – Community Benefits

The Committee reviewed and agreed with the recommendations from Melksham Without Parish Council. The Committee discussed strengthening, establishing and improving connectivity links to King George V Park and Melksham Town.

Councillor Hubbard recommenced that individual emails of objection to the development from residents would be preferable than a petition. It was

UNANIMOUSLY RESOLVED that the suggested Community Benefit improvements for Melksham Town area to be included as part of the consultation response submission are to:

- Add a pedestrian crossing over the A350 near the pedestrian right of way paths.
- Add a pedestrian exit from the new development to Dunch Lane.
- Upgrading the footpath to Shurnhold Fields and the Halfpenny Bridge and continue through to Melksham Town via the Riverside Walk.
- Upgrade Riverside Walk footpath.
- Include a roundabout or traffic lights at the entrance of the to improve access and exit for vehicles development site.
- Ensure all improved pedestrian routes requested must be wide enough to accommodate both cyclists and pedestrians.

39/21 Land East of Spa Road Update

The Economic Development Manager confirmed the letter had been sent to Wiltshire Council Planning department following a resolution from this Committee at the last meeting. The Wiltshire Council Senior Planning Officer had confirmed:

- Wiltshire Council drainage team had surveyed had carried out a site inspection and more watercourses are being inspected.
- Wiltshire Council cannot request a stop on works until the causes of the flooding have been identified.
- The developer is complying with the previously approved plans. As part of the planning application developers do not have legal access to land outside of their control so the nearby pond would not have been included as part of any application.
- Wiltshire Police Wildlife Officer is dealing with the great crested newt wildlife issue and a response has not currently been received.
- Natalie Rivens would respond formally to the complaint as soon as full information is received from internal and external bodies.

The Economic Development Officer agreed with the approval of the Town Clerk, to forward the email from Wiltshire Council to the residents of Farmhouse Court.

40/21 Date and time of Next Meeting

30 March 2021 at 7.00 pm via Zoom

Meeting Closed at: 8.50 pm

Signed:

Dated:

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Public Document Pack Agenda Item 9.3

Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 22nd February 2021

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

**ALSO IN
ATTENDANCE** Councillor J Hubbard
Councillor R Wiltshire

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

PUBLIC PARTICIPATION: Two members of the public and one member of the press were present.

50/21 Apologies

Apologies for absence were received from Councillor Illman

51/21 Declarations of Interest

There were no declarations of interest.

52/21 Minutes

The minutes of 23 November 2020, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the chair Councillor Aves.

53/21 Place of Remembrance

The Committee considered the request from Alison Sowton.

UNANIMOUSLY RESOLVED to support the request for the crosses to be placed in the war memorial garden, and to ask the Church to provide

laminated notices and use social media to explain the reason for the request.

54/21 Community Hub

The Community Development Officer updated the Committee on the work already undertaken and confirmed more information was required.

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

RESOLVED to ask the Community Development Officer to continue with research to move the project forward. The item to be added to the next Community Development Committee Meeting agenda on 20 May 2021.

55/21 Bench Plaques

The Economic Development Officer reported on the three quotes for plaques for the Market Charter Commemorative benches.

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

UNANIMOUSLY RESOLVED that the Community Development Officer would arrange the purchase of eight bench plaques at a maximum cost of £266.64 + VAT.

56/21 Melksham Loves Arts

Councillor Westbrook thanked the Community Development Officer for the excellent report and suggested the 'art in shop windows' displays are analysed to try and make improvements.

It was agreed that Councillor Westbrook and the Community Development Officer would organise a meeting of the Melksham Public Art Sub Group, inviting Councillor Illman, to review the project suggestions submitted and decide which to bring back to this Committee for approval to forward to Full Council.

57/21 Virtual Community Network

The Economic Development Manager confirmed the Community Development Officer had led on the survey work focusing on providing support via a virtual network for local community groups. Results from the survey showed the preference for quarterly, virtual meetings. A business consultant had agreed to present the first meeting free of charge. If the meetings are successful, the idea will be recommended to local businesses.

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

UNANIMOUSLY RESOLVED to ask the Community Development Officer to organise and attend Community Groups Network meetings, hosting the first meeting online in mid-March 2021 at a time that suits the diary commitments of the presenter.

58/21 Dunch Lane

Councillors discussed the historic and current traffic issues around Dunch Lane and previous results of a survey. The Town Clerk agreed to speak to Andy Cadwallader to obtain his views and report back to the next Committee Meeting on 20 May 2021.

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

UNANIMOUSLY RESOLVED to defer the item until after the May Elections.

59/21 Community Garden on Semington Road

The Committee considered the request from the Melksham Business Growth Group to create a Community Garden for Semington Road , working with the South West in Bloom Group. The Town Council would need to take on the licence from Wiltshire Council at a minimal cost. However a financial provision would be required to cover the cost of re-instating the land to its original use after the licence period or if/when the site is vacated.

Councillor Westbrooks suggested that the Community Development Officer is requested to negotiate between the Business Growth Group and the South West in Bloom Group to formulate an action plan.

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

UNANIMOUSLY RESOLVED that the Committee is totally committed to working with South West in Bloom and the Business Growth Group to facilitate this project.

60/21 King George V Park Dog Campaign

The Community Development Officer confirmed initial posters from the campaign were being displayed and the Business Admin Apprentice was currently producing further posters.

Councillor Welch suggested the current fenced area in the King George V Park could be set aside for dogs off the lead. It was agreed that this item would be added to the agenda for the next King George V Sub Committee meeting on 17 March 2021.

61/21 Development of Young Melksham

The Committee thanked Councillor Hubbard for his report on the development and re-branding of Young Melksham. Councillor Hubbard confirmed to the Committee that this report was with the agreement of all the Trustees and not solely from himself.

Councillor Westbrook stated this agenda item was a misunderstanding as the request was for written confirmation from the Trustees that the grant funding allocated from Melksham Town Council would be spent solely on Melksham residents.

The Trustees of 4Youth confirmed that there were separate accounting facilities and all funding received had been ring fenced as appropriate.

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

UNANIMOUSLY RESOLVED that the Town Council provide a written response to the report to the Trustees and Chair of 4Youth requesting written confirmation that all Council Grant funding allocated had been ring fenced for use in Melksham.

62/21 Date and Time of Next Meeting

20 May 2021 at 7.00 pm via Zoom.

Meeting Closed at: 7.50 pm

Signed:

Dated:

Melksham Town Council

Minutes of the King George V Sub-Committee meeting held on Wednesday 17th February 2021

PRESENT: Councillor A Westbrook (Chair)
Councillor S Brown
Councillor C Jeffries
Councillor G Mitcham
Councillor T Watts
Councillor T Welch

**ALSO IN
ATTENDANCE** Councillor P Aves
Councillor V Fiorelli

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk
	Richard Baulch-Collett	MTC Horticulturist

PUBLIC PARTICIPATION: No members of the public were present, one member of the press.

37/20 Apologies

An apology for absence was received from Councillor Iles who was substituted by Councillor Welch

38/20 Declarations of Interest

There were no declarations of interest.

39/20 Minutes

The minutes of 16 December 2020, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair, Councillor Westbrook.

40/20 Splash Pad Operation Update

The Amenities Manager confirmed that following a meeting with the installation company, the plant room had been checked and the Splash Pad is scheduled to

be commissioned in early April 2021 if Covid-19 regulations allow. The Town Clerk confirmed the cost of re-commissioning the Splash Pad was included in the budget.

It was confirmed the green mesh between the Splash Pad and the school was a gift to the school but they would cover maintenance costs.

41/20 KGV - New Play Area Progress

The Town Clerk reported work was progressing well with the new play equipment and it was scheduled to be delivered on time.

The Amenities Manager confirmed the contractor would make the old play area as level as possible. The old play equipment will be reviewed and utilised in other parks. The picnic benches would be checked and if in good condition would be used elsewhere.

The Amenities Manager confirmed the new equipment would be RoSPA checked prior to opening; at the same time a RoSPA of the fencing and the Splash Pad would take place.

42/20 Installation of New Play Equipment

The Committee reviewed Councillor Iles' request to remove the sides of the climbing frame to prevent antisocial behaviour. It was suggested that the CCTV cameras at the pavilion should be moved so that they take in the new play area to facilitate monitoring. As the play area was a very open area with heavy footfall the Committee felt this would act as a deterrent.

43/20 Cricketers' Cafe Tenders

The Amenities Manager confirmed that tenders for the operation of the Cricketers' Café had been sent out with a return date of 12 March 2021. Tenders would be evaluated, any lease agreement would be prepared in conjunction with the town council's solicitor. It was agreed that the KGV Sub Committee would award the tender to the successful applicant. The Town Clerk and Amenities would evaluate tenders and make recommendations to the committee.

44/20 Benches/Picnic Tables Installation

The Amenities Manager confirmed that there are more picnic benches than on the initial plan. Councillor Fiorelli requested that some of the benches are adapted to be able to hold a parasol.

45/20 Electrical Requirements and Works in the KGV Park

The Amenities Manager confirmed that he had inspected the sub-station and is waiting for quotes for perimeter lighting cable works and power supply to the ground boxes. The contractor will re-submit his quotes for the works which can commence once pricing has been agreed.

Councillor Welch agreed to investigate the two lamp standards near the Adventure Centre to see if they could be re-commissioned and bring findings to the next Committee meeting. The Town Clerk confirmed all expenditure relating to the KGV Park was included in the major projects area of the budget. An update on the major projects budget would be circulated to all Councillors.

46/20 Sensory Garden Area

Following discussion, it was agreed that the Amenities Manager and Richard Baulch-Collett would review the mosaic, and see what is achievable in terms of relocation and re-design. A proposal will be produced for a planting/mosaic feature.

It was agreed that the Amenities Manager and Richard Baulch-Collett would review the waterlogged area of the park and propose a drainage solution.

The Committee agreed to Councillor Welch's request to enter the King George V Park into the South West in Bloom 2021 Competition.

The Committee agreed that the Amenities Manager and Richard Baulch-Collett would investigate the possibilities for creating a green waste area.

The Committee considered the three proposals received for artwork in the sensory garden and

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

UNANIMOUSLY RESOLVED that the Community Development Officer be asked to initiate commissioning the Jack Raisey musical bells artwork at a cost of £3,000, with the proviso that there is a locking mechanism and it is sited where it is not a nuisance to residents.

47/20 Purchase of Bushes/Shrubs for the Sensory Garden Area

The Town Clerk confirmed the budget for the garden was approximately £20,000.

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

UNANIMOUSLY RESOLVED to purchase:

- 24 large shrubs up to a maximum cost of £2,500
- 10 blue hearts at a cost of £50.00

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

UNANIMOUSLY RESOLVED to purchase one white blossom tree to be sited near the main entrance up to a maximum cost of £250.00.

The Amenities Manager confirmed the gates removed from Melksham House would be refurbished and installed in King George V Park at a future date.

48/20 Wildflower Turf in the Sensory Garden Area.

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

UNANIMOUSLY RESOLVED to purchase wildflower turf up to a maximum cost of £2,000.

49/20 Date and Time of Next meeting

17 March 2021 at 7.00 pm.

Meeting Closed at: 8.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Wednesday 13th January 2021

PRESENT: Councillor P Aves (Chair)
Councillor V Fiorelli
Councillor A Westbrook

**ALSO IN
ATTENDANCE** Councillor J Hubbard
Councillor M Sankey
Councillor R Wiltshire

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	Hugh Davies	Facilities Manager

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

1/19 Apologies

Apologies were received from Councillors Watts and Mitcham. Councillor Mitcham was substituted by Councillor Welch.

2/19 Declarations of Interest

There were no declarations of interest.

3/19 Minutes

The redacted minutes of the meeting held on 16 December 2020 would be added to the Agenda at the next HR Sub Committee meeting on 10 February 2021.

4/19 Confidential Session

In view of the confidential nature of the information to be discussed, concerning staffing matters, the budget, and business to be transacted, the public and press were instructed to withdraw.

5/19 Confidential Session Item 1

Confidential Session Item 1 documentation was reviewed and discussed by the Committee.

6/19 Ways of Working in Tier 5 Lockdown

The Town Clerk confirmed that new ways of working have been implemented following the new Tier 5 lockdown. The updated risk assessment and new guidelines have been issued to staff. Town Council staff are now working from home and require permission to work at the Town Hall. The Amenities and Assembly Halls teams are working flexibly following Covid guidelines.

The Town Clerk agreed to contact Ellis Whittam to ascertain if they have an HR Portal available for Town Council staff to use.

7/19 Date and Time of Next Meeting

10 February 2021 at 7.00 pm via Zoom

Meeting Closed at: 7.40 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Friday 29th January 2021

PRESENT: Councillor P Aves (Chair)
Councillor V Fiorelli
Councillor T Watts
Councillor A Westbrook

**ALSO IN
ATTENDANCE** Councillor C Jeffries
Councillor R Wiltshire

OFFICERS: Jeff Mills Locum Assistant

PUBLIC PARTICIPATION: One members of the public and one member of the press were present.

8/19 Apologies

Apologies for absence were received from the Town Clerk and the Committee Clerk.

9/19 Declarations of Interest

There were no declarations of interest.

10/19 Confidential Session

In view of the confidential nature of the information to be discussed, concerning staffing matters, the public and press and Councillors Jefferies and Wiltshire were instructed to withdraw.

UNANIMOUSLY RESOLVED: to go into confidential session.

11/19 Update on H.R. Matters

The Locum Administrator updated the Sub-Committee on H.R. matters. Resolutions and recommendations were made as follows:

- a) Regarding planned annual leave and during periods of sickness.

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

UNANIMOUSLY RESOLVED: that officers are instructed to review the handbook so it is clear that the Town Clerk's 'point-of-contact' during absence is the Town Mayor, acting on behalf of Melksham Town Council.

- b) For staff returning to work after an extended period of more than two months and where deemed appropriate by the H.R. Sub-Committee,

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

UNANIMOUSLY RESOLVED: that the committee instruct officers to draft a 'return to work support programme' internally (every week) and report to two councillors of the H.R. Sub Committee's recommendation (every month). The programme should last three months.

- c) Regarding video recording of meetings.

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

UNANIMOUSLY RESOLVED: to recommend to Full Council that officers draw up a video file policy which underscores the importance of deleting video recordings of meetings, after they have been used by officers for transcribing and/or within GDPR timescales (whichever is sooner).

12/19 Town Clerk's Annual Appraisal

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

UNANIMOUSLY RESOLVED: to set a date for the Town Clerk's annual appraisal once returned in post. This should take place within two weeks of the return-to-work date and will be facilitated by Councillors Fiorelli and Westbrook.

13/19 Date and Time of Next meeting

10 February 2021 at 7.00 pm via Zoom.

Meeting Closed at: 8.03 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Wednesday 10th February 2021

PRESENT: Councillor P Aves (Chair)
Councillor G Mitcham (Vice-Chair)
Councillor V Fiorelli
Councillor T Watts
Councillor A Westbrook

ALSO IN ATTENDANCE Councillor R Wiltshire

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: No members of the public were present.

14/19 Apologies

No apologies for absence were received at the meeting.

15/19 Declarations of Interest

There were no declarations of interest.

16/19 Minutes

The minutes of 16 December 2021, 13 January 2021 and 29 January 2021 having previously been circulated, were approved as a correct record and agreed to be signed at a later date by the Town Mayor, Councillor Aves.

17/19 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the public and press are instructed to withdraw from the meeting.

Councillor Wiltshire left the meeting.

18/19 Amenities Manager Update

A verbal update was received from the Amenities Manager, advising members of the need for more flexible working by the Amenities Team, incorporating working on an any five days out of seven basis, to support the changing needs of the Town Council.

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

RESOLVED to support the course of action proposed by the Amenities Manager.

19/19 Staff Update

The Town Clerk confirmed that the job retention scheme had been invoked as from 8 February 2021, in accordance with the town council's decision.

20/19 Job Retention Scheme

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

RESOLVED that one member of staff be flexibly furloughed for the hours where specific duties are not required due to Covid-19.

21/19 Date and Time of Next Meeting

The Committee Clerk to re-organise the next HR Sub Committee Meeting previously scheduled for 24 February 2021.

Meeting Closed at: 8.00 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the HR Sub-Committee meeting held on Tuesday 23rd February 2021

PRESENT: Councillor P Aves (Chair)
Councillor G Mitcham (Vice-Chair)
Councillor V Fiorelli
Councillor T Watts
Councillor A Westbrook

ALSO IN ATTENDANCE Councillor R Wiltshire

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Amenities Manager
	Christine Hunter	Committee Clerk

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

22/21 Apologies

No apologies for absence were received at the meeting.

23/21 Declarations of Interest

There were no declarations of interest.

24/21 Minutes

The minutes of 10 February 2021, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the chair Councillor Aves.

25/21 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the public and press are instructed to withdraw from the meeting.

Councillor Wiltshire left the meeting.

26/21 Amenities Manager Update

A verbal update was received from the Amenities Manager, advising members that all Amenities Team staff had received a one-to-one meeting and were aware of the requirement for working on an any five days out of seven basis, to support the business requirements of the Town Council. Following advice from the Council's H.R. advisers three new rotas would be produced for the Amenities Team to consider it is anticipated that the new shift pattern would commence on 29 March 2021.

Councillor Aves joined the meeting at 6.30 pm

27/21 Business Review Working Group

Councillor Westbrook advised that the creation of a Business Review Working Group had been recommended at the Full Council meeting held on 25 January 2021. The Group would consist of senior officers and five members, members of the HR Sub Committee would not form part of the Business Review Working Group; the working group would be making recommendations to the HR Sub Committee.

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

UNANIMOUSLY RESOLVED that the Town Clerk invite Councillors and senior officers to form a Business Review Working Group to review the business and capacity of the current officer team.

28/21 Staff Update

The Town Clerk confirmed that there are regular staff meetings where the mood is buoyant and staff are working hard. The Assembly Hall apprentice will be leaving the Council on 8 March 2021.

29/21 Date and Time of Next Meeting

23 March 2021 at 6.00 pm via Zoom.

Meeting Closed at: 6.45 pm

Signed:

Dated:

Melksham Town Council

Notes of the CCTV Working Group meeting held on Tuesday 12th January 2021

PRESENT:	Councillor A Westbrook (Chair) Councillor P Aves Councillor V Fiorelli Councillor G Mitcham John Glover, Melksham Without Parish Council Stefano Patacchiola Sgt James Twyford Chris Pickett Nick Westbrook	
OFFICERS:	David McKnight Hugh Davies Christine Hunter Miriam Zaccarelli	Economic Development Manager Amenities Manager Committee Clerk Community Development Officer

PUBLIC PARTICIPATION: No members of the public were present.

11/21 Apologies

Dee Atkinson, secretary Melksham Pubwatch

12/21 Welcome and Introductions

Welcome and Introductions were made by Councillor Westbrook.

13/21 Minutes

It was proposed by Councillor Westbrook and seconded by Chris Pickett that

The minutes of 7 December 2020 having previously been circulated, were approved as a correct record and agreed to be signed at a later date by Councillor Westbrook

14/21 CCTV Working Group Terms of Reference

The Economic Development Manager confirmed the Working Group was required to have a terms of reference. If the Group agreed, the terms of reference under discussion would be forwarded to the next available Council Meeting, with a recommendation for approval.

Nick Westbrook asked for an amendment to the terms of reference membership to acknowledge that Melksham Without Parish Council are part of the Working Group. Peter Dunsford, Melksham Community Engagement Manager, confirmed that if the Area Board was successfully approached for part funding, they would require a wider membership. The suggested additions would be one officer and one elected member. Councillor Westbrook stated that the Group's intention had always been to include Wiltshire Council's Area Board and Melksham Without Parish Council as part of the Group.

The Working Group agreed that the Economic Development should forward the amended terms of reference to the next MTC Full Council meeting.

15/21 Developing the CCTV Project

The Economic Development Manager confirmed interest in CCTV is increasing and the project is moving quickly. More information is being received, Pubwatch and the police are working closely together and Pubwatch landlords are supportive of CCTV. Membership of the Group is increasing and welcomed from across the Melksham area.

An outline project plan had been produced showing progress so far. This would be further developed. In developing the CCTV project considerable work has already been undertaken which helped support the need for CCTV within the Melksham area.

16/21 CCTV Geographical Scope

Initial thoughts around the provision of CCTV are: is there a need, what is the evidence and what geographical area should it cover? The Group reviewed the report from Sgt. James Twyford and thanked him as it was very helpful in highlighting the geographical area of hot spots.

The report would feed into the evidence base and also provide evidence of type of system required by the Police. Stg Twyford is already working with Pubwatch on their CCTV provision.

17/21 CCTV Draft Project Action Plan

The Group reviewed the draft Stage 1 Project Action Plan documents which showed need, supporting evidence and identified key priority areas for CCTV currently. Evidence to support CCTV need has been provided by Wiltshire Police for preventing and solving crime and creating a safer community. Following the Melksham Without Parish Council meeting on 15 February 2021, a robust evidence of need for CCTV should be available.

18/21 Action Plan Stage 1 Progress Report

The first stage of this work is to prove evidence of need for CCTV and the reports provided by Sgt Twyford provided this in Melksham. The reports would be included in the submission to Area Board. The final completed and agreed Stage 1 Project Report, with the group's recommendations, would be referred to Melksham Without Parish Council and Melksham Town Council. The Project Gant chart will be developed to show the progress expected by the Group on a month-by-month basis.

The Group should sign off Stage 1 before starting on Stage 2.

19/21 Action Plan Stage 2 progress Report

Action Plan Stage 2 progress report was reviewed by the Group.

a Obtaining Expert Advice

The Group members have no specific knowledge of CCTV systems and would need the advice of a specialist to provide a review of the current system, the specification of new equipment required, geographical area covered and the feasibility of linking in with the current system.

The specification and location of the current CCTV system was unknown. The contractors who originally installed the system will be contacted. Possibly in future the group could engage one of the contractors to identify the current equipment specification and network infrastructure.

20/21 Application to Melksham Area Board for Seed Funding

The Economic Development Manger confirmed he would submit an application to Melksham Area Board for match seed funding this week. The bid would be to facilitate the development of a specification of the existing CCTV provision and a future system. The request would be for 50/50 funding from Area Board and the Town Council. There is £2,500 currently in the Council budget, therefore the maximum application to the Area Board could be £2,500 (Area Board maximum 50% funding contribution).

The Area Board's Community Engagement Manager indicated that a successful bid would involve him and an elected member of the Area Board joining the Working Group.

21/21 CCTV Emerging Issues

The Group needs to establish what CCTV equipment is in place, what wayleaves are in position and find documentation supporting this. The Group needs to identify what it wants to achieve, how and why the current provision falls short and how to best deliver against expectations. External expert assistance will be required.

Councillor Patacchiola gave a brief explanation to the Group of the types of new CCTV equipment and systems available and the areas they could cover. Data storage could be in a single or multiple physical locations, or a flexible cloud based system that could be accessed from multiple locations. Monitoring the CCTV system either full time or part time would need to be considered. Some types of CCTV equipment can be rapidly and easily re-deployed, providing more flexibility in operation. Cloud based systems could be more cost effective and the potential for towns sharing CCTV systems/monitoring hubs were discussed.

22/21 Agreeing The Next Stages

Upon receipt of input from Melksham Pubwatch, Melksham Without Parish Council (meeting to be held on 15 February 2021) and other members of the Steering Group, the report will be updated and brought to the next CCTV Working Group Meeting. At that meeting the Group will consider and agree to sign off Stage 1 which will be forwarded to the Town Council's Asset Management Committee and Melksham Without Parish Council.

Depending on receipt of the seed funding from the Area Board, scoping work needs to be done to specify the current CCTV capability and to consider how and if it would be suitable to link into a new system.

23/21 Date and Time of Next Meeting

23 February 2021 at 7.00 pm via Zoom

Meeting Closed at: 8.20 pm

Signed:

Dated:

Public Document Pack

Melksham Town Council

Notes of the CCTV Working Group meeting held on Tuesday 23rd February 2021

PRESENT: Councillor A Westbrook (Chair)
Councillor P Aves
Councillor G Mitcham
John Glover
Sgt James Twyford
Chris Pickett
Nick Westbrook

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

1/21 Apologies

An apology for absence was received from Councillor S Patacchiola.

Councillor West brook confirmed all members of the Area Board including the Community Engagement Manager were welcome, and had been invited to the meeting.

2/21 Declarations of Interest

There were no declarations of interest.

3/21 Notes

The notes of 12 January 2021, having previously been circulated, were approved as a correct record. It was agreed that these would be signed at a later date by the Chair, Councillor Westbrook.

4/21 Project Plan Report Version 2.0 February 2021

The Economic Development Manager confirmed the Project Plan will evolve as the project grows and will be used to support capital funding bids. Should the project pass Stage 1 much of Stage 2 work could be done in-house looking at current provision prior to the specification of a new system. It is hoped that Councillor Patacchiola will be able to support this work with expert advice as necessary.

Councillor Westbrook confirmed that to move the project forward a baseline assessment is essential. KAN Connections have provided a low quote for the assessment, should the Group agree this would be forwarded to Full Council on 1st March 2021 for approval.

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

UNANIMOUSLY RESOLVED to recommend to Full Council that KAN Connections is approached to provide a baseline assessment of current provision, at a cost of up to £250.00, of current CCTV provision in the town, including KGV Park, and Melksham Without Parish. The assessment must include what the current cameras equipment is, quality of image, camera capability, where images are fed back to and, working with Pubwatch, indicate other systems currently available that may be linked-in to.

5/21 CCTV Provision in Melksham and Melksham Without - PROJECT PLAN

Councillor Westbrook suggested this committee organises meetings with Peter Dunford and the Campus Delivery Group regarding the Campus CCTV system.

Following discussion, it was

UNANIMOUSLY RESOLVED that the Group request the Economic Development Manager and/or the Amenities Manager to contact the Campus Delivery Group, via Peter Dunford, to arrange meetings to discuss the possibility of linking in with the Campus CCTV system.

6/21 Update on Application to the Area Board for Seed Funding

The Economic Development Manager reported on the submission to the Area Board requesting funding of £2,500, and on a pre-meeting of the Area Board Chairs he attended with the Community Development Officer. The Area Board deferred the application to a future Area Board Funding meeting, as they did not feel the project was mature enough currently to make an investment. This would come under the auspices of the new Area Board following elections in May. The new Area Board would meet in June/July 2021 when the application could be reconsidered and had confirmed that the item would be on the next meeting agenda.

7/21 Next Meeting

The Group agreed to defer the next meeting until after receipt of the baseline assessment from KAN Connections.

Meeting Closed at: 7.45 pm

Signed:

Dated:



Melksham Town Council CCTV Working Group

Terms of Reference

1. Reporting to the Asset Management Committee. The Working Group will meet on an 'as required' basis.

2. **Membership**

The make-up of this Working Group shall consist of a minimum of 3 members of Melksham Town Council, one of whom shall be the chair. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Nominated representatives of Melksham Without Parish Council, the Melksham Area Board and the Community Engagement Manager for Melksham will automatically be invited to attend Working Group meetings.

3. **Delegated Business**

The Working Group has delegated authority to discuss and debate items as specified by a brief from the parent committee.

- 3.1 No working group shall have powers to make decisions on policy or budget commitment.
- 3.2 Recommendations shall be put before the relevant parent committee or full council for ratification.
- 3.3 Agendas shall be put together by the lead officer in conjunction with the Chair.
- 3.5 Notes of the Working Groups will be received at Town Council meetings. They will be prepared by the lead officer.

- 3.6 The Terms of Reference can be reviewed by the Working Group and recommended to the parent Committee for adoption by full council.



COUNCILLORS EMAIL, INTERNET AND TABLET ACCEPTABLE USE POLICY

Use of tablet devices and dedicated email accounts will enable councillors to access information on the move, take advantage of Wi-Fi and contribute to the reduction in paper and printing costs.

1. Introduction

Under the Data Protection Act 2018, it is important that Melksham Town Council ensures that its data is kept secure. Councillors are required to comply with this Policy.

Please note that additional instructions may be issued from time to time regarding the use of Council-owned computers or systems.

This policy sets out general rules for the acceptable use of digital systems:

- How we use the facilities made available to us reflects on the council.
- Reminds us of our responsibilities to handle personal and sensitive information properly and that customers'/constituents' e-mail addresses themselves may be personal information
- To consider before sending confidential or sensitive information via email
- Describes how and when personal use of e-mail and internet is permissible
- Requires us to remove personal e-mail from the Council's systems
- Prohibits the use of Council e-mail addresses on public websites for non-business purposes
- Sets out the circumstances in which the Council may monitor communications.

2. IT Devices

Includes workstations, laptops, smartphones, tablets and any other portable device.

Your computer password is an important piece of confidential information and you should treat it that way. Do not share it with others, and make sure that it is not written down anywhere where an unauthorised person can find it.

You must not delete any of the tablet software installed and must not install any software without permission from the Town Clerk.

You must take care of the tablet and ensure that it is safe and secure at all times. Any loss of the equipment must be reported immediately so that the device can be disabled.

3. Email

All email correspondence should be dealt with professionally and diligently. Emails are subject to the Data Protection Act 2018 and Freedom of Information requests.

All Councillors should use their adopted official email address for **ALL** Council email communications. No Councillors will use any other email address (including any personal email address) for **ANY** Council email communications.

Councillors consent to receive Notices of Meetings and other correspondence regarding Council business by electronic means.

When using your Council email account, you should be mindful of the fact that any email that you send will be identifiable as coming from the Council. You should therefore take care not to send anything via email that may reflect badly on the Council. In particular, you must not send content of a sexual or racist nature, junk mail, chain letters, cartoons or jokes from your Council email address.

Using a Council email address to send inappropriate material, including content of a sexual or racist nature, is strictly prohibited. Should you receive any offensive or inappropriate content via email you should delete it. Councillors should inform the Town Clerk of this as soon as possible so that they can ensure that it can be fully removed from the system.

You should also take care that emails will be seen only by the person intended. Particular care should be taken when sending confidential information that the email has been correctly addressed, marked 'private' and not copied into those not authorised to see the information. Sending confidential information via email without proper authorisation or without taking sufficient care to ensure that it is properly protected will be treated as misconduct.

In cases where you are sending an email to more than one personal account you should blind copy all recipients to avoid a data breach.

While a reasonable amount of personal use of email is perfectly acceptable, your email remains the property of the Council and you should not use your Council email to send or receive any information that you regard as private. The Council may, in the course of its operation, read emails that you have sent or received - although in the absence of evidence of wrongdoing the Council will try to avoid reading personal emails if possible.

Setting up and Closing an Email Account

The Town Clerk (or other designated person) will set up a new email account as required. For new Councillors, this will normally be within 48 hours of being elected as a Councillor and for any other position, it will normally be within seven days.

When Councillors cease to be part of the Town Council, their email account will be closed down and all emails (sent or received) will be archived.

4. Internet Use

Councillors with access to the internet on Council-owned devices should use that they access responsibly.

Councillors must not use the internet to view or download offensive or sexually explicit material or material which promotes gambling, discrimination of any kind or the threat of violence.

Councillors must not download any software, plug-ins or extensions on to Council-owned devices unless this is first cleared by the Town Clerk.

Councillors must not use Council-owned devices to download music, video or any other entertainment content.

Firewalls and anti-virus software may be used to protect the Council's systems. These must not be disabled or switched off without the express authorisation of the Town Clerk.

If inappropriate material is accessed accidentally, Councillors must report this immediately to the Town Clerk.

5. Social Media

Councillors behaviour on any social networking or other internet site must be consistent with the behaviour required of being a representative of the Council generally.

Councillors should take particular care not to behave in a way which reflects badly on the Council. Inappropriate or disparaging comments about the Council, colleagues or the town should be avoided.

Social media interactions can be copied and widely disseminated in a way that you may not be able to control, the Council will take a particularly serious view of any misconduct that occurs through the use of social media.

Councillors should not operate a social media account or profile that purports to be operated on or on behalf of the Council without express permission of the Council.

6. Personal/ Business Use

The Council's communications facilities are provided for the purposes of Council business. A certain amount of limited and responsible personal use by users is also permitted.

Although the Council's e-mail facilities are provided for the purposes of Council business, you may occasionally want to use them for your own personal purposes. This is permitted on the condition that all the procedures and rules set out in this policy are complied with. Be aware, however, that if you choose to make use of council facilities for personal correspondence, you can expect very little privacy because the council may need to monitor communications.

Under no circumstances may the Council's facilities be used in connection with the operation or management of any other business or for commercial activity. The facilities should also not be used by councillors for general party-political activity and, in particular, must not be used for campaigning or election activities. They may, however, be used for correspondence within the political group, general political research, casework as a councillor and similar activities. If you have any doubts, please ask.

You must also ensure that your personal e-mail use:

- does not take priority over your responsibilities as a councillor;

- is minimal;
- does not cause unwarranted expense or liability to be incurred by the Council;
- does not have a negative impact on the council in any way; and;
- is lawful and complies with this policy.

After being read, personal e-mails should be either deleted or forwarded to a personal e-mail account and then deleted. You should note though that e-mail is backed up on a regular basis and deleting it from the live system will not necessarily result in it being deleted for good. If you make personal use of our facilities for sending and receiving e-mail you will be treated as having agreed to abide by the conditions imposed for their use, and consented to the council monitoring your personal e-mail in accordance with this policy. If you do not agree or consent to this, then you must not use the system to send or receive personal e-mail.

7. What happens if the policy is breached?

If rules and procedures are not followed, then use of the Council's facilities may be curtailed or withdrawn. Serious breaches of this policy may amount to a breach of the Code of Conduct and the withdrawal of permission to use the Council's equipment for personal purposes.

Some aspects of this policy also deal with matters which amount to criminal offences under the Computer Misuse Act.

If there is anything in this policy that you do not understand, please ask for clarification.

Reviewed and Adopted by xxx on xxx



Audio Recording, Filming, Photographing and Reporting of The Proceedings of Council and Committee Meetings Policy

1. Introduction

The Openness of Local Government Bodies Regulations 2014 permits the audio and visual recordings and photography of the Council and Committee meetings by the general public and/or the media.

A notice will be provided for all meetings, advising the public that the meetings may be recorded and/or photographed and will ask everyone intending to record and/or photograph to inform the Chair of the meeting. Before each meeting starts, the Chair will ask if anyone intends to record and/or photograph so the public may be advised that the meeting is being recorded and/or photographed.

The regulations also allow anyone at a meeting to use Twitter, blogs, Facebook or similar media to report the meeting.

2. Limitations:

Although there is a statutory right to photograph and record meetings, the proceedings of that meeting must not be disrupted by the use of media tools and must not inhibit any public involvement.

3. Recordings

The Council will also record meetings when others are recording.

The Council has agreed to the recording of town council meetings to improve minute taking of meetings to provide greater clarity on how decisions are reached. The minutes of meetings are the only legal record of that meeting and will be the only method used in determining a challenge on the validity of any decision made.

The Council is required to ensure that minutes are an accurate record of the proceedings and the recording of the meetings could assist this aim.

4. Guidelines for members of the Public

Any member of the public, or of the media, wishing to photograph or record the meeting is asked to comply with the following:

- Any photography or audio/visual recording takes place from a fixed position in the meeting room agreed by the Chair so as to reduce disruption and avoid a health and safety risk to the proceedings.
- Use of flash photography or additional lighting is for a limited period only during the meeting at a point in the proceedings agreed in advance with the Chair.
- If, in the Chair's opinion, any photography, audio or visual recording is disrupting the meeting in any way, then the operator of the equipment will stop recording;
- If, during the meeting, a motion is passed to exclude the press and public, then all rights to record the meeting are removed and the operator of the equipment will be required to stop recording and/or photography and leave the room with the equipment;
- Equipment is not to be left in the meeting room unattended;
- Any request made by the Chair regarding respecting the public's right to privacy is complied with;
- Photographs, audio and visual recordings should not be edited in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing the views being recorded in a way that may ridicule or show lack of respect.

5. The Procedure Prior to the Meeting for those Wishing to Record or Photograph a Meeting

It would be appreciated if persons wishing to take photographs or to record a meeting, were, wherever possible, notified to the Clerk before the meeting concerned. Contact details are:

Telephone: 01225 704187

Address:

Melksham Town Council
Town Hall
Market Place
Melksham
SN12 6ES

It would be helpful if the notification included the following information:

- a. the meeting the request is for;
- b. the name, organisation (if applicable) and contact details of the person making the notification;
- c. what equipment it is intended will be used;
- d. what the photographs or audio/visual recording will be used for and/or where the information is to be published.

Any equipment required for recording purposes should be set up before the meeting starts to avoid disturbance. Any wires or trailing leads are to be protected by cable covers supplied by the applicant to eliminate any trip hazards or dangers.

Connection to mains electricity cannot be guaranteed, but in any event the equipment is to be in good, proper and safe working order and not prove a hazard or danger to the user or others.

6. Social Media

There are no restrictions placed on anyone at the meeting using Twitter, blogs, Facebook or similar 'social media' provided that the Chairman does not consider their actions are disrupting the proceedings of the meeting.

If the Chairman feels that the use of social media is disrupting the proceedings the person doing so may be required to stop. If use continues, the Chairman may ask the person to leave the meeting and if the person refuses to leave then the meeting may be adjourned to make appropriate arrangements for the meeting to continue without disruption.

Reviewed and Adopted by Full Council on xxx

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COMMUNICATION POLICY

1. Introduction

The purpose of this policy is to define roles and responsibilities within Melksham Town Council and give guidelines on external communications, contact with the media and effective use of social media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise and indicates how any risks or pitfalls can be minimised or mitigated.

2. Key Aims

The Council is accountable to the local community for its actions; this accountability can be managed, in part, through effective two-way communications. The media is crucially important in conveying information to the community and, as such, the Council must maintain positive, constructive media relations and work with the media to increase public awareness of the services and facilities provided by the Council, and to explain the reasons for particular policies and priorities.

It is important that the media has access to the Town Clerk/ Members and to background information to assist them in giving accurate accounts to the public. To balance this, the Council reserves the right to defend itself from any unfounded criticism and will ensure that the public is properly informed of all the relevant facts.

Melksham Town Council acknowledges social media as a useful communication tool. However, clear guidelines are needed for the use of social media to ensure they are used effectively as part of a wider communications mix and that its use does not expose the Council to security risks, reputational damage or breach of the Data Protection Act.

3. The Legal Framework

The law governing communications in local authorities can be found in the Local Government Acts 1986 and 1988. The Council must also have regard to the Government's Code of Recommended Practice on Local Authority Publicity.

The Town Council's Standing Orders and The Openness of Local Government Bodies Regulations 2014 should be adhered to.

Town Council Standing Orders – Admission of the public and press to meetings

The Public and Press shall be admitted to all meetings of the Council and its Committees, which may however temporarily exclude the public or the press or both, by means of the following resolution: -

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

If a member of the press or public interrupts the proceedings at any meeting, the Chair may, after warning, order that he/she be removed from the meeting room and/or that part of the room open to the public be cleared. The Chair may adjourn the meeting for such a period as is necessary to restore order.

The Town Council would like notification of any audio or video recordings or photographs planned to be taken of the meeting. Please refer to the "Audio recording, filming, photographing and reporting of Council and Committee Meetings Policy."

4. External Communications and Working with the Media

The Town Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media.

Confidential documents, exempt minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible, with appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

There are a number of personal privacy issues for the Town Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details are in the public domain), and disciplinary procedures and long-term sickness absences that are affecting service provision. In all these, and similar situations, advice must be taken from the Town Clerk before any response is made to the media.

When responding to approaches from the media, the Town Clerk, Town Mayor or the Chair of Committees are authorised to make contact with the media.

Statements made by the Town Clerk, Town Mayor, Chair of Committees should reflect the Council's opinion.

Other Councillors can talk to the media but must ensure that it is clear that the opinions given are their own and not necessarily those of the Council.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents; such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

5. Attendance of Media at Council Meetings

The Local Government Act 1972 requires that agendas, reports and minutes are sent to the media upon request.

The media are encouraged to attend Council meetings and seating and workspace will be made available.

6. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Town Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

The Town Clerk or any Member may draft a press release, however they must all be issued by the Town Clerk in order to ensure that the principles outlined in section three (Legal Framework) are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

7. Notices of Meetings

The Council noticeboards, website and its social media accounts will be used to convey information on matters of interest such as, advertising meeting notices, events, latest news and general public information Page 4 of 5 notices. They will be updated regularly by officers, under the direction of the Town Clerk.

8. Social Media

For the purposes of this policy, the term 'social media' covers sites and applications including but not restricted to Facebook, Twitter, MySpace, Flickr, YouTube, LinkedIn, blogs, discussion forums, wikis and any sites which may emerge after the creation of this policy where Melksham Town Council could be represented.

The following risks have been identified with social media use (this is not an exhaustive list):

- Virus or other malware infection from an infected site.
- Disclosure of confidential information.

- Damage to the Council's reputation.
- Social engineering attacks (also known as phishing).
- Bullying or witch-hunting.
- Civil or criminal action relating to breaches of legislation.
- Breach of safeguarding through the use of images or personal details leading to the exploitation of vulnerable individuals.

Social media sites will be monitored to mitigate these risks to ensure:

- A consistent and corporate approach is adopted and maintained in the use of social media.
- Council information remains secure and is not compromised through the use of social media.
- Users operate within existing policies, guidelines and existing legislation.
- The Council's reputation is not damaged or adversely affected.

Users must ensure that they use social media sensibly and responsibly, in line with this guidance. Social media sites are in the public domain and officers must ensure the reliability and be confident of the nature of the information published. Once published, content is almost impossible to control and may be manipulated without consent, used in different contexts or further distributed.

From time to time, the Council may have to respond to negative issues and may become involved in drawn out conversations on social media. Members and Officers must alert the Town Clerk as soon as practicable, so that the situation can be managed effectively and efficiently to minimise negative publicity.

Council social media must not be used for party political purposes or specific party political campaigning. Officers must not seek to promote councillors' social media accounts during the pre-election period.

9. Urgent Situations

In the case of an urgent letter or press release being required in advance of a Council or Committee meeting, this may be issued by the Town Clerk, with the agreement of the Town Mayor, or relevant Committee Chair following circulation of a draft version to other Members for comment.

In the case of urgent actions being required in the absence of the Members and Officers with specific roles and responsibilities under this policy, the following delegations shall apply:

- a) the Deputy Town Mayor of the Council may act in the absence of the Town Mayor;
- b) the Vice Chair of a Committee may act in the absence of the Chair;
- c) the Town Clerk may act in the absence of the Town Mayor or Deputy Town Mayor of The Council.

Reviewed and Adopted by xxx on xxx



DATA PROTECTION POLICY

1. Introduction

Melksham Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.

The Data Protection Policy applies to all Melksham Town Council employees, Councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2. Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.

- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.
- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the Council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the Council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. He/she also has the ability to prosecute those who commit offences under the Act and to issue fines.

3. Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4. Roles and Responsibilities

4.1 Data Protection Officer

The Data Protection Officer is the Town Clerk and he/ she is responsible for the following tasks:

- Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation;
- Providing advice and monitoring for the carrying out of a data protection impact assessments;
- Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the

Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.

In relation to the policies mentioned above, the Data Protection Officer's tasks include:

- a) assigning responsibilities under those policies;
- b) raising awareness of those policies;
- c) training staff involved in processing operations, and
- d) conducting audits required under those policies.

The Town Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

All staff and Councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies;
- The rights of data subjects are respected at all times;
- Privacy notices will be made available to inform individuals how their data is being processed;
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose;
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information;
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities;
- Personal information is recorded accurately and is kept up to date;
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer;
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and Councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.4 Contractors and Employment Agencies

Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are

bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

4.5 Volunteers

All volunteers are bound by the same code of behaviour as Town Council members of staff and Councillors in relation to the Data Protection Act.

5. Records Management

Good records management practice plays a pivotal role in ensuring that the Town Council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6. Consent

The Town Council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town Council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town Council handling their data where the legal basis for processing is consent.

Should the Town Council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the Town Council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7. Accuracy and Data Quality

The Town Council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and Councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified and the appropriate procedures followed.

8. Data Protection Impact Assessments

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded into the Town Council's decision-making process.

9. Providers

The Town Council must have written contracts in place with all suppliers who process personal data on behalf of the Town Council as "data processors". The Town Council will ensure that processors are only appointed if they can provide 'sufficient guarantees' through the procurement process that the requirements of the Act will be met, and the rights of data subjects protected.

10. Complaints

Any expression of dissatisfaction from an applicant with reference to the Town Council's handling of personal information will be treated as a complaint and handled under the Town Council's complaint's processes. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the Council, a complaint can be made to the Information Commissioner's Office who will then investigate the complaint and take action where necessary.

11. Security and Confidentiality

All staff and Councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town Council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.

The Town Council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12. Rights of Data Subjects

Individuals wishing to request their information as a subject access request should contact the Town Council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, How to access your records.

Individuals should also make requests in writing to the Town Council if they wish to exercise their other rights under the legislation.

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

Processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

Accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Reviewed and Adopted by xxx on xxx



DATA SECURITY INCIDENT POLICY

1. Introduction

We have a responsibility to ensure that personal information is kept and used securely. If anything goes wrong and, for example, data is lost, stolen, misused, sent to the wrong address or inappropriately accessed or released, we equally have a responsibility to put things right.

All suspected information security incidents must be reported to the Data Protection Officer (DPO). This enables the DPO to conduct a full investigation, and to identify areas of weakness and improvements that need to be made. It also enables the DPO to take a decision as to whether the incident should be reported to the Information Commissioner's Office as a data breach. The latter must be done within 72 hours of discovery. Therefore, all suspected incidents must be reported to the DPO as soon as they are discovered.

When sensitive information has been put at risk, but has not actually been lost, stolen, misused or inappropriately accessed or released, it may not be an incident requiring reporting to the Information Commissioner's Office however it is not good practice. For example, a member of staff taking sensitive information home without authority but returning it safely the next day would have put data at risk. The DPO will still put measures in place to prevent a reoccurrence.

All staff and councillors must be made aware of this procedure.

2. Procedure

All identified incidents must be reported to the DPO as soon as they are detected. Even where there is some difference of opinion regarding breach, err on the side of caution and report it.

Upon detecting a breach, it is important to act quickly. In particular it is important to let the DPO know the following:

- The extent of the breach
- The amount of information involved
- The sensitivity of information involved

The DPO will investigate the incident and establish why it happened, whether or not it constitutes a breach and what remedial action is necessary.

The DPO will use their initial assessment to report the breach if it meets the necessary threshold for reporting to the Information Commissioner's Office within 72 hours of the discovery of the breach. If this is done after 72 hours, the DPO will provide an explanation for this.

The DPO will prepare an incident report containing the following:

- A timeline of dates and times concerning the incident
- The potential for loss or damage to individuals, the Town Council or any other body
- What measures need to be taken and how quickly to address:-
 - i. Restoring any lost information to our custody or control
 - ii. Whether to warn people about the loss, including who to warn and when. This may require a risk assessment.
 - iii. Factors taken into account for deciding to report the loss to the Information Commissioner's Office.
 - iv. Whether to report the loss to the Police.

The DPO will consider taking statements from those involved, especially where the quality of evidence may be lost through time or people may not be present for long.

The DPO will report any actions that need to be taken to prevent a re-occurrence of the breach and the Town Council will ensure that these are implemented.

The DPO will write to any data subject(s) affected, if necessary, dependent on the outcome of a risk assessment, and deal with any subsequent complaint. A standard letter template for this is in Appendix 1.

The DPO will also correspond as applicable with any member of the public reporting a breach.

The DPO will deal with any correspondence from the Information Commissioner's Office, providing any further information requested and implementing any recommendations.

APPENDIX 1

Letter to notify that personal data has been breached

I write to you to bring to your attention a breach of the Data Protection Act that unfortunately involves your personal data.

As you would imagine we have taken this matter very seriously and are investigating the matter / have concluded our investigation into it.

The facts in this matter are: *Give a brief description of what has happened eg. A letter intended for you was sent to another individual because of an administrative error. The other individual immediately notified me on receipt and returned the letter.*

I am unable for reasons of confidentiality to go into details of my investigation. However, I am able to tell you that you If you have any questions or concerns regarding this letter, please get in touch with me.

I would again like to apologise for the incident of which you were no doubt unaware.

Yours sincerely

Reviewed and Adopted by xxx on xxx

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MOBILE PHONE POLICY

1. Introduction

The purpose of this policy is to safeguard both the Council and users of mobile phones supplied by Melksham Town Council. It aims to ensure that these are used effectively, for their intended purposes and without infringing legal requirements or creating unnecessary business risk. This policy sets out general principles and specific rules. Its aims are to:

- Promote the effective use of mobile phone facilities;
- Ensure that all users understand how mobile phones supplied by the Council should and shouldn't be used;
- Protect both the Council and individuals from the possibility of legal action;
- Protect the Council's information technology systems against damage from mobile phones which have email and internet facilities.

The terms of the policy are not exhaustive and should be considered in conjunction with the phone use policy contained in the Employee Handbook.

2. Scope

This policy applies to all persons granted use of mobile phones supplied by the Council. This includes Council employees and elected members, whether located within or outside Council premises. It also includes Council staff connecting to Council resources using mobile phones which have email and internet access.

3. General Principles

Mobile phones are provided primarily for the following circumstances:

- The need for the employee to be contactable and to contact others;
- If the job requires out of hours contact;
- If, following a risk assessment, a risk to personal safety exists which may in part be addressed by access to a mobile phone.

In determining whether a mobile phone is required, the following factors will be considered:

- Whether the employee has other communications facilities which would suffice;
- Whether the employee could share a mobile with other employees;
- Whether another mechanism would satisfy the communications requirement;
- Revenue budget considerations.

Eligibility for a Council provided mobile phone is determined as an operational matter by managers.

If a mobile phone is provided by the Council, it must be used responsibly, lawfully, and in accordance with the terms of this policy.

Council mobile phones must not be used in any way which is inconsistent with carrying out the employee's job or which might conflict with the Council's interests.

There must be no personalisation of the hardware or software, screensavers or file structure.

Council mobile phones must not be used to access, use or distribute any material, or to participate in any activity which is, or might reasonably be regarded as, distasteful, offensive or indecent or harmful to other users. The following list gives examples of the sort of material or activities which will be regarded as unacceptable. It is not exhaustive:

- Bullying or harassment;
- Personal insults, attacks or abuse;
- Racist or sexist activity;
- Chain letters or games;
- Pornography;
- Mobile phones must not be used to:
 - Participate in internet chat rooms or groups etc
 - Place orders for goods or services (unless authorised to do so)
 - Carry out any business activity either personally or on behalf of someone else
 - Upload, download or otherwise transmit commercial software or other material, in violation of its copyright.

If any abuse or misuse of a Council mobile phone is identified, it must be reported to a line manager.

As employees of the Town Council may work remotely meaning that their phones are a primary source of communications, users must regularly check their device for incoming messages from voicemail, email, Microsoft Teams' messages and Whatsapp. This list is not exhaustive and may change from time to time with advances in technology.

4. Breaches of the policy

Employees who do not follow the terms of this [policy will be liable to disciplinary action and, depending on the nature of the breach, may also be liable to legal proceedings.

Non-employee users of the facilities who breach the policy may have their access to the facilities withdrawn and, depending on the nature of the breach, may be liable to legal proceedings.

5. Personal use

The Council provides mobile phones to help employees carry out their jobs. However, employees are allowed personal use of the mobile phone as long as they adhere to the terms of this policy.

While composing, sending or reading SMS messages or using the Council supplied mobile phone for personal voice calls occasionally during working hours is allowed, excessive use during normal working hours to personal or non-work-related numbers is not.

The general requirement is that personal use of the mobile phone must not interfere with the employee's ability to perform the duties of their job.

GENERAL GUIDELINES

These guidelines should be read in conjunction with the policy. They are designed both to explain the background to the policy and to outline appropriate use and good practice.

6. Preferred Supplier

The choice of supplier will be determined by the Town Clerk.

7. Coverage

No mobile phone can provide coverage all the time. Voicemail is available for incoming calls in situations where there is no coverage.

Lack of coverage will be considered by line managers when conducting a risk assessment for personal safety.

8. Passwords and Passcodes

The user must inform their line manager of the lock-screen passcode or password created by them. A list of passcodes/ passwords will be maintained by line managers and kept securely. Any changes to passcodes/ passwords must be notified to the user's line manager.

9. Voicemail

Users should ensure that their voicemail is set up as detailed in the handbook supplied with the mobile phone. Not only is this convenient it is essential to have this set up in advance in case a call should come in while the mobile phone user is driving.

10. Use while Driving

Mobile phones must not be used while driving. Voicemail should be relied upon to answer the call whilst driving. The user can then take the message when safe and legal to do so. The advice from The Royal Society for the Prevention of Accidents can be viewed at

<http://www.rosipa.com/rospaweb/docs/advice-services/road-safety/employers/work-mobile-phones.pdf> .

ROSPAs' advice also states that car handsfree kits should not be used while driving as they only slightly reduce the risk to the driver.

11. Software and Apps

Mobile phone users should not download software onto their phones unless authorised to do so by their line manager. Downloads may contain viruses which can render the phone useless and irreparable. There must be no downloading of any Apps, unapproved software, programmes or games. In addition, employees should not delete any programme that exists on the phone at the time of issue.

No music or video streaming software or video sharing programmes are to be used except for applications specifically designated by the Council.

12. Equipment Provided

The mobile phone must ALWAYS be used in the case supplied with it. The case and phone are Council equipment and should be treated with the utmost care.

13. Lost or Stolen Mobile Phones

If an employee's mobile phone is lost or stolen, this should be reported immediately to the employee's line manager.

14. Redundant or Surplus Mobile Phone

If a mobile phone is replaced or upgraded due to age, or where a mobile phone becomes surplus, it should be returned to the employee's line manager

Finally, it should be noted that the Council reserves the right to request immediate return of the device on demand.

15. Phone Details

Phone Model	
Serial/ IMEI Number	

Signature of User	Print Name	Date	Signature of Manager	Print Name	Date

Date Adopted xxx

Date to be Reviewed xxx



MELKSHAM TOWN COUNCIL

PRE-APPLICATION POLICY FOR MAJOR DEVELOPMENTS

1. Introduction

Melksham Town Council recognises that pre-application discussions play an important role in major planning applications and welcomes the desire of developers to consult both the Council and the public more widely. However, the Council is also aware of the importance of public perception in planning and the need to avoid any appearance of secretive negotiations or collusion with developers.

2. Pre-Determination

In all meetings with developers, Councillors are reminded of the critical importance of not pre-determining their position on any future application. It is noted, however, that expressing a pre-disposition, for example of either 'welcome in principle' or 'concerns', is permissible.

3. Individual Councillors' Discussions

If individual Councillors are approached by developers for informal discussions of possible future applications, all such requests should be notified to the Town Clerk and referred to a public meeting of the Full Council.

4. Pre-Application Public Consultations

The Council will, in general, encourage developers to carry out a local public consultation before submitting plans for major developments. Developers will be asked to provide:

- assurance that submission is either already scheduled or firmly planned;
- an accessible venue with suitable scheduling to allow a wide range of people to attend;
- sufficient publicity to reach all likely interested parties in a timely manner;
- a genuinely open mind and willingness to adapt plans in response to feedback.

Reviewed and Adopted by xxx on xxx

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MELKSHAM TOWN COUNCIL

Meeting of the Full Council

22 March 2021

Report: Speed Indicator Devices (SIDs): timeline and options

1.0 BACKGROUND AND SUMMARY

1.1 Melksham Town Council's 13 month relationship with SG Manufacturing has been blighted by repeated delays and unfulfilled delivery promises. These were compounded by poor communication, unreturned emails/telephone calls and ultimately, the late delivery of an incomplete order, beset by technical failure.

1.2 Only six of the seven devices were received (five months late) in early September 2020.

1.3 The SIDs were unable to retain power, even in good weather (from the solar unit) and with full batteries, beyond 36 hours.

1.4 After continued unfulfilled promises of new batteries and no returned communication since October 2021, officers wrote to the manufacturer requesting a refund for the faulty and incomplete order, allowing ten working days for a reply, which was not received.

1.5 The matter is in the hands of our solicitor, who is now preparing to issue a formal demand for the funds in question.

1.6 The continued absence of the SIDs is an issue which is raised regularly by residents in communications with councillors, officers and the press.

2.0 TIMELINE

2.1 November 2019

Motion to Council proposed by Councillor Jon Hubbard outlining the case that the Council provide a number of SIDs in Melksham in specific traffic hotspots. Councillors agreed to purchase seven SIDs to be deployed through the areas of Town considered most in need of speed-limiting measures.

2.2 November 2019 to January 2020

Traffic surveys were completed by Wiltshire Council and SG Manufacturing were selected as the manufacturer.

2.3 February 2020

Seven SIDs (6 x 30mph and 1 x 20mph) were ordered. The total cost was £14,994 (including VAT). Expected delivery was by March 2020..

2.4 May 2020

Officers received communication from SG Manufacturing on 29 May to confirm that the devices would be delivered 'within two weeks.' COVID-19 was cited as the reason for the delay.

2.5 July 2020

-Manufacturer confirmed to Councillor Jon Hubbard, by telephone on 13 July, that the devices would be delivered 'within one week.'

-Manufacturer confirmed to Assistant Clerk, Patsy Clover, by telephone on 22 July that the SIDs 'are being assembled as we speak' and would be delivered the following week.

2.6 September 2020

-SG Manufacturing delivered and installed 6x30mph SIDs on 2 September. They did not deliver the 20mph SID as agreed. It later emerged that the device needed to be manufactured separately. Delivery was promised, via email on 11 September 'within the next 7 – 10 days.' The delay was attributed to COVID-19.

-By the end of September, it was clear (after much troubleshooting) that the SIDs' batteries were completely ineffective. Emails to the manufacturer went unanswered until 21 October.

2.7 October 2020

-On 21 October, SG Manufacturing sent a PDF document explaining the science behind battery production and advised that the 'only way to supply reliable batteries is to make them ourselves.' In the email, delivery of these batteries was expected 'within the next 10 days.'

-This was our last inbound communication with SG Manufacturing.

2.8 December 2020

On 11 Dec, Locum Assistant Clerk, Jeff Mills, emailed SG Manufacturing detailing the problems with delays, unfulfilled promises, and faulty, incomplete equipment. The email requested a refund for all seven SIDs and a response within ten working days, which went unanswered.

2.9 January 2021 to current

Matter was referred to our solicitors, Wellers Hedley, whose initial outreach to SG Manufacturing, formally threatening legal action as gone unanswered.

According to an email of 16 March from Wellers Hedley, our solicitor will now proceed with a formal demand. The full process will take an indeterminate amount of time.

3.0 COSTS

3.1 The original seven SIDs were purchased for £2136 each (including VAT) or a total of £14,994.

3.2 Early research from three different SIDs providers across the UK (Solagen, Mallatite and Messagemaker Displays) suggests market rate for comparable products are similar or marginally higher than 12 months ago (due to import fees/shipping container fees on component parts). Published prices range from £2k to £3k per device, depending on make/model/specification. Bulk order discounts may apply.

4.0 RISKS

4.1 The overriding risk of waiting for the ongoing legal proceedings to conclude before acquiring new SIDs is that it's duration is indeterminable, thereby making it impossible for the Council provide a timeline for their installation to our stakeholders.

4.2 The overriding risk of acquiring new devices in the meantime is that SG Manufacturing could be/become insolvent - leaving MTC with seven faulty SIDs.

4.3 Currently, we have not tampered with or engaged in third parties to assess or repair the devices. If funds are unable to be recovered, this would be the obvious next step. Doing so now would risk interfering with the current legal dispute.

5.0 RECOMMENDATION

5.1 OPTION 1: Wait for legalities to conclude between MTC and SG Manufacturing before either redeploying repaired SIDs or using retrieved monies to replace the currently held, faulty SIDs

5.2 OPTION 2: Pass a resolution to agree funding for a further seven SIDs with a different manufacturer.

6.0 CONTACT: Jeff Mills, Locum Assistant // jeff.mills@melksham-tc.gov.uk // 07843 333650

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Suggested note re deferral:

PRIORITY FOR PEOPLE : MELKSHAM 2021

It has been decided to delay the Priority for People consultation by a couple of months, to ensure we extract the greatest benefit from the exercise. There are several reasons for this decision:

1. At the end of last year and into January this year, Wiltshire Council conducted its own consultation into the proposed bypass. Following a substantial response, Highways has been working through the detail of people's views. However, because of the extended timeframe for the original consultation and the volume of comments, publication of Highways' report has been delayed. If they are unable to publish by 12 March, publication will not be possible until after the elections on 6 May because of election 'purdah'. Their report will be helpful in providing context to some of the complementary areas the PfP consultation will cover, as well as ensuring no repetition or overlap.
2. Wiltshire Highways, through their consultants Atkins, have been conducting surveys and baseline studies that will be of help to the PfP exercise. These include the requisite walking, cycling and horse-riding (WCHAR) study. We will be meeting with Atkins in April to discuss their studies and see how these can complement the PfP work.
3. The Wiltshire Council, Town and Parish Council elections on 6 May will be intensely fought. It is apparent that there will be resistance to the idea of a bypass, and the issue of housing and the growth of the town will all be live issues. There is a risk that running the PfP consultation during 'purdah' will inflame views. It is incumbent on the Town Council not to take any actions that might become part of the political to-and-fro during this period.

By deferring the start of the Priority for People exercise until after the election, it will remove the risk of politicisation, it will be possible to ensure that the consultation and workshops will be fully informed with the results of Wiltshire Highways' earlier consultation, and will also benefit from additional work being pursued by Highways as part of their Outline Business Case (OBC) for the bypass project. (It has also always been part of the rationale for Priority for People that this exercise will, in turn, also be of illustrative value to preparation of the OBC.)

In the meantime, preparatory work will continue, including the source materials to inform the workshops, such that the consultation will be ready to take place as soon as possible following the elections.

4 March 2021.

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Community Infrastructure Levy (CIL)

To note that at their meeting on 25 January 2021, Melksham Without Parish Council:

‘Resolved: To transfer the CIL monies received so far, and any received prior to 31 March 2021, (from the Hunters Wood/The Acorns development) to Melksham Town Council, with a condition that this funding be used to build a Community Centre East of Melksham. Any CIL funding left over following the build be used as the Town Council wishes.

It was noted that any transfer would take place after the Community Governance Review came into force, from 1st April 2021, and would be subject to a legal agreement.

In addition, any further CIL funds from this development received 1st April 2021 onwards would be received direct by the Town Council.’

- To consider the formation of a joint Working Group comprising X members to advise members of Melksham Town Council and Melksham Without Parish Council regarding potential projects that the additional 10% CIL funding received jointly, as a result of the Neighbourhood Plan, could be spent on/for the benefit of residents of the Neighbourhood Plan area. Any decisions regarding expenditure on projects will be subject to ratification by both councils.

Melksham Without Parish Council considered the same proposal at their meeting on 25 January 2021 and ‘resolved to approve the resolution with an addendum that meetings to ratify any decisions take place within a month. It was agreed three members for each council make up this working group, with a rotating chair between both councils (with no casting vote) and a quorum of three (with a mix representing both councils)’.

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