



Public Document Pack

Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES
Tel: (01225) 704187

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

To: Councillor J Hubbard (Chair)
Councillor C Goodhind (Deputy Chair)
Councillor G Cooke
Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey
Councillor P Alford
Councillor J Crundell
Councillor C Forgacs
Councillor C Houghton
Councillor L Lewis
Councillor T Price

21 June 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 Melksham Town Council. The meeting will be held at the Assembly Hall Melksham on **Monday 28th June 2021** commencing at **7.00 pm**. A period of public participation will take place in accordance with Standing Order 3(F) prior to the formal opening of the meeting. The Press and Public are welcome to attend this meeting.

Yours sincerely

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

**Full Council
Melksham Town Council**

**Monday 28 June 2021
At 7.00 pm at the Assembly Hall Melksham**

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.

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

AGENDA

1. Apologies

To receive apologies for absence.

2. Declarations of Interest

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

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

3. Minutes (Pages 1 - 12)

To confirm as a correct record the minutes of the Annual Meeting of the Council held on 17 May 2021.

4. Wiltshire Swindon and Oxfordshire Canal Presentation

To receive a presentation from Paul Lenaerts regarding the Wiltshire, Swindon and Oxfordshire Canal.

5. Town Mayor's Announcements

6. Police Report (Pages 13 - 14)

To note the Police Area Board Report June 2021 (see attached).

7. Reports from Unitary Councillors

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

8. Standing Orders

8.1 Addition to Standing Orders

To approve the addition of an amendment to Standing Orders to include "Questions from Councillors"

8.2 Amendments to Standing Orders (Pages 15 - 40)

To approve the amendments to Standing Orders proposed at the Annual Meeting of the Council held on 17 May 2021 (see attached).

9. Representatives on outside bodies

9.1 Wiltshire Swindon and Oxfordshire Canal Partnership Representative

To appoint a new representative to the Wiltshire Swindon and Oxfordshire Canal Partnership.

9.2 Priority for People Working Group

To appoint a new representative to the Priority for People Working Group.

10. Accounts (Pages 41 - 56)

To note the attached accounts reports.

10.1 List of Payments (Pages 57 - 80)

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

10.2 Monthly Financial Statement for April 2021 (Pages 81 - 82)

To note the financial statement.

10.3 Detailed Income & Expenditure Report as at June 2021 (Pages 83 - 90)

To note the Income and Expenditure report.

11. Internal Audit Report (Pages 91 - 106)

To receive and adopt the Internal Auditor's report and note that the recommendations contained therein have been acted upon.

12. External Audit 2020/2021- Approval of the Annual return and Annual Governance Statement (Pages 107 - 112)

Members are requested to approve the Annual Governance statement 2020/21 as detailed in Section 1 of the Annual Return (page 4) by a formal resolution.

Members are requested to approve, by formal resolution, the accounting Statements 2020/21 as detailed in Section 2 of the Annual Return (page 5).

The Annual Return must be signed by the Town Mayor, Councillor Hubbard, or in his absence, by the appointed Chair of the meeting. The document must also be signed by the Town Clerk/RFO.

13. Committee Minutes

13.1 Asset Management and Amenities Committee

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 21 June 2021. (To Follow)

At the Asset Management and Amenities Committee meeting held on 21 June 2021 it was

UNANIMOUSLY RESOLVED to form a new Working Group to research other models of Friends of Groups adopted by other communities.

To bring back the Working Group's findings and recommendations to the Committee detailing how the proposed Friends' Group can:

- help with setting the strategic vision for the town's parks
- assist with delivering services and facilities within the town's parks
- raise funds to help pay for future maintenance and/or park improvements
- encourage the participation of members of the public in the running of the town's parks.

The Working Group should also explore the option of establishing a network of Community Pride Teams that contribute towards the future of the King George V Park and the various other smaller parks and play areas around the town. It was agreed that the Working Group should aim to complete its research and report back by the Autumn.

13.2 Community Development Committee (Pages 113 - 116)

To receive the draft minutes of the Community Development Committee meeting held on 7 June 2021.

13.3 Economic Development and Planning Committee (Pages 117 - 126)

To receive the minutes of the Economic Development and Planning Committee meeting held on 25 May 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 14 June 2021.

14. Neighbourhood Plan

To note that the referendum regarding the Neighbourhood Plan will be held on 1 July 2021. The question to be posed by the referendum will be:

'Do you want Wiltshire Council to use the neighbourhood plan for Melksham to help it decide planning applications in the neighbourhood area?'

15. Bath Road Toilets (Pages 127 - 128)

To receive the report of the Head of Communications regarding progress on the Bath Road toilets.

16. Melksham Town Council Policies (Pages 129 - 156)

To approve and adopt the following Melksham Town Council policies (attached):

Complaints Policy
Documentation Retention Policy
Flag Flying Policy
Lone Worker Policy
Equality and Diversity Policy
Training and Development Policy
Vexatious Complaints Policy

17. Clackers' Brook Habitat Improvement Works (Pages 157 - 180)

To receive the report of the Economic Development Manager and consider the recommendations contained therein.

18. Calendar of Meetings 2021-2022 (Pages 181 - 182)

To approve the proposed Calendar of Meetings for 2021-2022 (see attached).

19. Items For Information (Pages 183 - 184)

To receive the meeting notes from groups who have representation from Melksham Town Council :

- Melksham Transport Rail Users Group.

20. Confidential Session

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

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

21. Business Review Working Group

To receive recommendations from the Business Review Working Group.

Melksham Town Council

Minutes of the Full Council meeting held on Monday 17th May 2021

PRESENT: Councillor P Aves (Town Mayor)
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor G Ellis
Councillor C Forgacs
Councillor C Goodhind (Newly elected Deputy Town Mayor)
Councillor C Houghton
Councillor J Hubbard (Newly elected Town Mayor)
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

IN

ATTENDANCE: Mike Sankey Unitary Councillor

OFFICERS:	Linda Roberts	Town Clerk
	David McKnight	Economic Development Manager
	Patsy Clover	Assistant to the Town Clerk
	Christine Hunter	Committee Clerk
	Tim Cross	Facilities Manager

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

114/21 Election of Town Mayor

The Town Mayor, Councillor Aves, asked for nominations for the office of Town Mayor

It was proposed by Councillor Price, seconded by Councillor Rabey and:

UNANIMOUSLY RESOLVED that Councillor Hubbard be elected Town Mayor for the ensuing year.

The newly elected Town Mayor assumed the chair.

115/21 Declaration of Acceptance of Office

The newly elected Town Mayor, Councillor Hubbard, read out and signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

116/21 Outgoing Mayor's Address

Councillor Aves congratulated Councillor Hubbard and confirmed this had been a year like no other. Many of the traditional events had not taken place, but she had been proud to be Mayor of Melksham and had taken every opportunity to represent the town.

Councillor Aves also thanked the former Deputy Mayor, Geoff Mitcham, the Councillors, community volunteers and staff for their support and hard work. Thanks were also given to Melksham Community Response volunteers who had provided continued support and help to the people of Melksham throughout the Covid-19 pandemic.

Councillor Aves said with the help and support of volunteers, the Amenities Team, the Town Clerk and the Bloom Team great improvements had been made to the King George V Park, the Shurnhold Fields Country Park and the Spiritualist Garden.

117/21 Newly Elected Mayor's Address

The Town Mayor, Councillor Hubbard, thanked the former Mayor, Councillor Aves, and the former Deputy Mayor, Geoff Mitcham, for their service and hard work over the past year, adding that it had been a challenging one.

Councillor Hubbard stated that 13 of the 15 councillors for Melksham were new councillors and requested that they all introduced themselves. Councillor Sankey, newly elected Wiltshire Councillor for Melksham East, also introduced himself to the Council.

118/21 Apologies

No apologies were received.

119/21 Declarations of Interest

Councillor Ellis declared a non-pecuniary interest in agenda item 26 as he holds a 1.85% share in the Transwilts Company. Councillor Ellis added that it was a Community Interest Company, therefore, he was not in receipt of income from the shares.

120/21 Election of Deputy Mayor

The Town Mayor, Councillor Hubbard, called for nominations for the office of Deputy Town Mayor.

It was proposed by Councillor Mortimer, seconded by Councillor Alford and:

UNANIMOUSLY RESOLVED that Councillor Goodhind be elected as Deputy Town Mayor for the ensuing year.

121/21 Declaration of Acceptance of Office

The newly elected Deputy Town Mayor, Councillor Goodhind, read out and signed the Declaration of Acceptance of Office which was witnessed and signed by the Town Clerk.

122/21 Standing Orders

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

UNANIMOUSLY RESOLVED to move Agenda Item 16 Standing Orders as the next item on the agenda.

The Town Mayor, Councillor Hubbard, confirmed that changes would be proposed to two sections of the Standing Orders, going on to say that committee membership should reflect the skills and interests of the members and not be based on political proportionality.

The Town Mayor, Councillor Hubbard, also stated that the Council is regulated by the Local Government Act and the positions of Leader and Deputy Leader are not recognised at this level of local government.

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

UNANIMOUSLY RESOLVED to suspend Standing Order 5 – ‘Proportionality’ and abolish the posts of Leader and Deputy Leader of the Council. The Standing Orders would be suspended until approved at the next meeting of the Council.

The Town Mayor, Councillor Hubbard, confirmed that there would be changes to the current committee structures and requested that they be voted en-bloc.

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

UNANIMOUSLY RESOLVED:

- To rename the Asset Management Committee to the Asset Management and Amenities Committee.
- To rename the Finance and Administration Committee to the Finance Administration and Performance Committee
- That a new Staffing Committee is formed which would meet twice a year, ensure that staff appraisals had been carried out and convene on an ad-hoc basis to deal with matters raised by the Town Clerk.

To remove the following Sub Committees:

- The HR Sub-Committee
- The King George V Sub-Committee.
- The Town Hall and Assembly Hall Sub-Committee.

123/21 Signing of Deed and Legal Documents

Councillor Hubbard confirmed that four members of the Council are required to sign legal documents.

It was proposed by Councillor J Crundell, seconded by Councillor Forgacs and:

UNANIMOUSLY RESOLVED that the Town Mayor, Councillor Hubbard, the Deputy Town Mayor, Councillor Goodhind, Councillor Forgacs and Councillor J Crundell would sign legal documents on behalf of the Council.

124/21 Cheque signatories for Town Council bank accounts

The Town Mayor, Councillor Hubbard, called for ten Councillors to act as signatories confirming that five Councillors would be required to audit payments and bank reconciliations each month.

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

UNANIMOUSLY RESOLVED that the cheque signatories would be:

Councillor Alford
Councillor Cooke
Councillor S Crundell
Councillor Ellis
The Deputy Town Mayor, Councillor Goodhind
The Town Mayor, Councillor Hubbard
Councillor Lewis
Councillor Mortimer
Councillor Oatley

Councillor Rabey

And that Councillors Aves, J Crundell, Forgacs, Houghton and Price would audit payments and bank reconciliations each month.

125/21 Power of General Competence

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

UNANIMOUSLY RESOLVED to note that the Council continues to meet the two required criteria for eligibility, at the time of the meeting, to exercise the Power of General Competence and to adopt and use the General Power of Competence.

126/21 Model Councillor Code of Conduct 2021

The Town Mayor, Councillor Hubbard, confirmed that the revised Code of Conduct incorporated recommendations from the Local Government Association.

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

UNANIMOUSLY RESOLVED to adopt the revised Code of Conduct 2021.

127/21 Financial Regulations 2021

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

UNANIMOUSLY RESOLVED to approve the revised Financial Regulations.

128/21 Electronic Summons and Agendas

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

UNANIMOUSLY RESOLVED to approve the receipt of the summons, agendas and minutes by electronic means using the Modern.Gov system.

129/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Extraordinary Council Meeting held on 26 April 2021, having previously been circulated, were approved as a correct record and were signed by the Town Mayor, Councillor Hubbard.

130/21 Committee Minutes

131/21 Economic Development & Planning Committee

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

UNANIMOUSLY RESOLVED to receive the minutes of the Economic Development & Planning Committee held on 27 April 2021 , and the draft minutes of the Economic Development & Planning Committee meeting held on 4 May 2021.

132/21 Sub-Committee Minutes

133/21 HR Sub-Committee Minutes

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

UNANIMOUSLY RESOLVED to receive the minutes of the HR Sub-Committee meeting held on 26 April 2021.

134/21 King George V Sub-Committee Minutes

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

UNANIMOUSLY RESOLVED to receive the minutes of the King George V Sub-Committee meeting held on 27 April 2021.

135/21 Friends of King George V Playing Field

It was proposed by Councillor Aves and seconded by Councillor Cooke to adopt the King George V Friends Terms of Reference.

One member voted for the proposal and fourteen against, meaning that the proposal failed.

It was proposed by Councillor Alford, seconded by the Deputy Town Mayor, Councillor Goodhind and

RESOLVED that the Terms of Reference for the King George V Friends Group be reviewed by the Asset Management and Amenities Committee before ratification by Full Council after no more than two meetings of the Asset Management and Amenities Committee.

136/21 CIL Funding Projects Joint Working Group

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

UNANIMOUSLY RESOLVED to appoint Councillors Ellis, Alford and Rabey as the Town Council's representatives on the CIL Funding Project Joint Working Group with Melksham Without Parish Council. It was further agreed that the Town Mayor, Councillor Hubbard, would act as a substitute when required.

137/21 Committee, Working Groups and Outside Bodies

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

RESOLVED to delegate to the Town Clerk the amendments to the committees' Terms of Reference and to update the calendar of meetings to reflect the Council's wish to meet on Mondays.

138/21 Committees

139/21 Asset Management and Amenities Committee (9 members)

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

UNANIMOUSLY RESOLVED to appoint the following members to the Asset Management and Amenities Committee:

Councillors: Cooke, J Crundell, S Crundell, Forgacs, the Deputy Town Mayor, Councillor Goodhind, Houghton, Lewis, Oatley and Price.

The Town Mayor, Councillor Hubbard, proposed the Deputy Town Mayor, Councillor Goodhind, as Chair, which was seconded by Councillor Mortimer.

Councillor Alford proposed Councillor Forgacs as Vice Chair, which was seconded by Councillor Cooke.

UNANIMOUSLY RESOLVED: To duly elect the Deputy Town Mayor, Councillor Goodhind, as Chair and Councillor Forgacs as Vice Chair of the Asset Management and Amenities Committee.

140/21 Community Development Committee (7 members)

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and:

UNANIMOUSLY RESOLVED to appoint the following members to the Community Development Committee:

Councillors: Aves, S Crundell, Houghton, Lewis, Mortimer, Oatley and Price.

The Town Mayor, Councillor Hubbard, proposed Councillor Oatley, as Chair, which was seconded by Councillor Houghton.

Councillor Alford proposed Councillor S Crundell as Vice Chair, which was seconded by the Town Mayor, Councillor Hubbard.

UNANIMOUSLY RESOLVED: To duly elect Councillor Oatley, as Chair and Councillor S Crundell as Vice Chair of the Community Development Committee.

141/21 Economic Development and Planning Committee (9 members)

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

UNANIMOUSLY RESOLVED to appoint the following members to the Economic Development and Planning Committee:

Councillors: Aves, Cooke, S Crundell, Ellis, the Deputy Town Mayor, Councillor Goodhind, the Town Mayor, Councillor Hubbard, Mortimer, Oatley and Rabey.

Councillor Oatley, proposed the Town Mayor, Councillor Hubbard, as Chair, which was seconded by Councillor Cooke.

Councillor Alford proposed Councillor Cooke as Vice Chair, which was seconded by the Town Mayor, Councillor Hubbard.

UNANIMOUSLY RESOLVED: To duly elect the Town Mayor, Councillor Hubbard, as Chair and Councillor Cooke as Vice Chair of the Economic Development and Planning Committee.

142/21 Finance Administration and Performance Committee (Amend Terms of Reference to have 7 members)

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

UNANIMOUSLY RESOLVED to appoint the following members to the Finance Administration and Performance Committee:

Councillors: J Crundell, Forgacs, the Deputy Town Mayor, Councillor Goodhind, Houghton, the Town Mayor, Councillor Hubbard, Mortimer, Rabey.

The Town Mayor, Councillor Hubbard, proposed Councillor Rabey as Chair, which was seconded by Councillor Price.

Councillor Alford proposed Councillor Forgacs as Vice Chair, which was seconded by the Town Mayor, Councillor Hubbard.

UNANIMOUSLY RESOLVED: To duly elect Councillor Rabey as Chair and Councillor J Crundell as Vice Chair of the Finance Administration and Performance Committee.

143/21 Staffing Committee (5 members)

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

UNANIMOUSLY RESOLVED to appoint the following members to the Staffing Committee:

Councillors: Alford, J Crundell, the Deputy Town Mayor, Councillor Goodhind, Houghton, the Town Mayor, Councillor Hubbard, Price.

Councillor Alford proposed the Town Mayor, Councillor Hubbard, as Chair, which was seconded by Councillor Oatley.

Councillor Alford proposed the Deputy Town Mayor, Councillor Goodhind as Vice Chair, which was seconded by Councillor Oatley.

UNANIMOUSLY RESOLVED: To duly elect the Town Mayor, Councillor Hubbard as Chair and the Deputy Town Mayor, Councillor Goodhind as Vice Chair of the Staffing Committee.

144/21 Working Groups

It was agreed to defer the discussion regarding the membership of the following Working Groups:

Health Working Group

Environment and Climate Working Group

Canal Working Group – The Town Clerk was asked to invite a representative from the Canal Working Group to present an update to a future Council meeting.

Business Review Working Group

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

UNANIMOUSLY RESOLVED to appoint the following members to the Business Review Working Group:

Councillors: Alford, Cooke, Forgacs, the Town Mayor, Councillor Hubbard, Oatley.

CCTV Working Group

The Town Mayor, Councillor Hubbard, suggested that the CCTV Working Group should merge with the Community Safety Working Group and an invitation should be extended to Melksham Without Parish Council to form a joint working group.

It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor J Crundell and:

UNANIMOUSLY RESOLVED that the CCTV working Group merge with the Community Safety Working Group and to appoint the following members to the CCTV Working Group:

Councillors: Aves, the Deputy Town Mayor, Councillor Goodhind, Lewis, Oatley.

Priority for People Working Group

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

UNANIMOUSLY RESOLVED to appoint the following members to the Priority for People Working Group:

Councillors: Cooke, Ellis, the Town Mayor, Councillor Hubbard, Lewis, Rabey.

Melksham House and Blue Pool Strategy Working Group

It was proposed by Councillor Forgacs, seconded by Councillor Houghton and:

UNANIMOUSLY RESOLVED to appoint the following members to the Melksham House and Blue Pool Strategy Working Group:

Councillors: Cooke, J Crundell, S Crundell, Ellis, Houghton.

145/21 Outside Bodies

Following discussion Council agreed:

- That a request should be made to the Rainbow Day Centre to attend a future council meeting so Council could gain a better understanding about the group and what they would require from a Town Council representative.
- That the Dementia Friendly Group be contacted to ask if they still require a Town Council representative.

Council agreed to vote for membership of outside bodies en bloc. It was proposed by Councillor Hubbard, seconded by Councillor Oatley and:

UNANIMOUSLY RESOLVED that membership of outside bodies would be as follows:

Outside Body	Councillor/s
2385 (Melksham) Air Training Corps	S Crundell, Forgacs
CATG	Goodhind
Melksham Adventure Centre	Mortimer
The Chamber	Hubbard, Rabey
Melksham Charities	Houghton, Rabey
Melksham Council of Community Service	Ellis
Melksham League of Friends	J Crundell
Melksham Trust	Dormant – not currently required
North Operational Flood Working Group	Price
Melksham Oak Governors	Hubbard
Rachel Fowler Centre Management Committee	Lewis
Riverside Club Management Committee	Hubbard
TransWilts/ MRUG	Aves, Price
Area Board – Wiltshire Council	Goodhind
Wiltshire Association of Local Councils	Hubbard
Wiltshire, Swindon and Oxfordshire Canal	Goodhind, Houghton

146/21 Wiltshire Standards Committee - Recruitment of Co-opted Members

Members noted the invitation from Wiltshire Standards Committee for interested members to become a non-voting member of the Standards Committee.

147/21 Bath Road Toilets

The report from the Head of Communications was noted.

It was proposed by Councillor Hubbard, seconded by Councillor Houghton and:

UNANIMOUSLY RESOLVED to approve the progression of the commissioning of the toilets and ask the Head of Communications to:

- Acquire a range of quotes for different bespoke options for recommissioning and/or supplementing the existing Bath Road Toilets.
- Acquire quotes for adapting the KGV Pavilion toilets so they could safely and appropriately be opened to the public – as a second option and to
- Return to Full Council with an outline of the toilet provision options, associated costs, and budgetary considerations for members to review.

148/21 Priority for People - Note from the Town Clerk

The Town Clerk confirmed the previous Council resolution to have a consultation document will be rolled out in liaison with Wiltshire Council. There will be an update by the Economic Development Manager and Gerald Millward-Oliver at the Town Meeting on 24 May 2021.

Meeting Closed at: 9.40 pm

Signed:

Dated:

Name of Parish/Town Council	Melksham
Date of Area Board Meeting	18 th June 2021

Headlines/Key successes

- Following on from the Arson in KGV on 30th May, the male Suspect was arrested within 12 hours and has been placed on Bail. Enquiries are close to complete; a Charging Decision is hoped to be sought this week.
- A multi-agency approach is being taken to ASB within the Town. A group has been identified as being responsible for the vast majority of instances and work is ongoing to divert them away from perpetrating ASB, in a more holistic way. They have been referred individually to the SWIFT Early Intervention initiative.
- The weekend of 12/13th June saw the first noteworthy instance of NTE-related Disorder. Two males were arrested following a report of Criminal Damage and ABH which occurred in Union Street. They are on Bail whilst enquiries are concluded.

Projects

- Night Time Economy and COVID-restriction related issues continue to be at the forefront of the focus for the Town. We are working with Wiltshire Council Licensing and Pubwatch to keep the town centre a safe place to visit.
- Anti-Social Behaviour in Public Parks. KGV, Primrose Nature Reserve, Hornchurch Park, Dorset Crescent and Methuen Play Area, amongst others.
- Speeding in Beanacre and on Shaw Hill.

Forthcoming events/Diary dates

-

Signed: PS James Twyford

Date: 18/06/21

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Melksham Town Council

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). Their publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like their ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like their ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers their expedient, but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has the right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;

- ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or

improperly. If their standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the

meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-
- r **The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**
-

See standing orders 5(h) and (i) for the different rules that apply in the election of the

Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary**
 - **interest or another interest as set out in the Council's code of conduct in a matter**
 - **being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(vii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- x Meetings shall not exceed a period of three hours or continue later than 10pm

4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vi. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - vii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - viii. shall determine if the public may participate at a meeting of a committee;
 - ix. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - x. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xi. may dissolve a committee or a sub-committee

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 7pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for it to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;

- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 13, 22 and 23*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

7. ATTENDANCE AT MEETINGS AND RIGHT TO RECEIVE DOCUMENTS

- a Councillors may attend meetings of committees or sub-committees to which they have not been appointed. This is a legitimate practice as councillors have the same rights to attend committee or sub-committee meetings as members of the public. However, where councillors attend meetings of committees or sub-committees to which they have not been appointed, they will not enjoy all the rights they enjoy as councillors. They will not have the right to participate in the meeting, unless the meeting includes a public participation session.
- b Councillors cannot claim an automatic right to see all council documentation and information. If a councillor is not a member of a particular committee, he has to demonstrate why sight of a document or receipt of the information in question is necessary to enable him to perform his duties as a councillor.

8. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least seven councillors to be given to the Proper Officer in accordance with standing order 10, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 10(a) has been disposed of, no similar

motion may be moved for a further six months.

9. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 10(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least seven clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for

rejection.

11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

12. MANAGEMENT OF INFORMATION

See also standing order 22.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

13. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a

paragraph in the following terms or to the same effect:

“The Chair of their meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 13(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

- ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 15(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 12, report this to the Council.
- b Where the notification in standing order 15(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of their fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 15(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

16. PROPER OFFICER

- a The Proper Officer shall be the clerk.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**
 - See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
 - ii. subject to standing order 10, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming their withdrawal of it;

- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 24*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council the Chair or in their absence Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of committee;
- xvi. manage access to information about the Council via the publication scheme; and

17. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;

- ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000.00** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 19(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least two councillors after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated**

value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

20. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the **Staffing** Committee is subject to standing order 13.
- b Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the **Staffing** Committee or in their absence, the vice-chair of the **Staffing** Committee in respect of an informal or formal grievance matter, and their matter shall be reported back and progressed by resolution of **Staffing** Committee if appropriate and subject to standing order 13.
- c Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chair or vice-chair of the **Staffing** Committee, or the Leader of the Council, it shall be communicated to another member of **Staffing** Committee, which shall be reported back and progressed by resolution of the **Staffing** Committee, if appropriate and subject to standing order 13.
- d Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- e In accordance with standing order 12(a), persons with line management responsibilities shall have access to staff records referred to in standing order 20(d).

21. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 22.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 12.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its Councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 16(b)(xii) and (xvii).

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

- b **[Subject to standing order 24(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

25. COMMUNICATING WITH UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward Councillor(s) representing the area of the Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no Councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three Councillors to be given to the Proper Officer in accordance with standing order 11.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Reviewed by Full Council and adopted 23 April 2019. Amended November 2019. Revised June 2021. Reviewed by Full Council and adopted 28 June 2021.

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Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance and Administration							
101 Central Costs							
4000 Salaries ENI & Pension	23,384	23,384	269,000	245,616		245,616	8.7%
4021 Stationery & Sundry Office Exp	149	149	1,500	1,351		1,351	9.9%
4023 Advertising	653	653	1,500	848		848	43.5%
4024 Equipment/furniture	0	0	2,000	2,000		2,000	0.0%
4026 Photocopying	34	34	1,500	1,466		1,466	2.3%
4027 Telephones and Mobiles	157	157	3,000	2,843		2,843	5.2%
4028 Postage	54	54	300	246		246	17.8%
4029 Subscriptions	1,710	1,710	3,000	1,290		1,290	57.0%
4040 Information Technology	8,474	8,474	15,000	6,526		6,526	56.5%
4042 Website and Licences	220	220	1,500	1,280		1,280	14.7%
4058 Insurance	(13)	(13)	8,000	8,013		8,013	(0.2%)
4061 Travel	0	0	500	500		500	0.0%
4075 Training	2,190	2,190	4,000	1,810		1,810	54.8%
Central Costs :- Indirect Expenditure	37,010	37,010	310,800	273,790	0	273,790	11.9%
Net Expenditure	(37,010)	(37,010)	(310,800)	(273,790)			
110 Corporate Costs							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	459,375	459,375	918,750	459,375			50.0%
Corporate Costs :- Income	459,375	459,375	919,750	460,375			49.9%
4017 Bank account fees	63	63	500	437		437	12.6%
4043 HR consultancy	0	0	6,000	6,000		6,000	0.0%
4050 Legal and Professional Fees	0	0	3,000	3,000		3,000	0.0%
4057 Audit/Year End Costs/Prof.Fees	600	600	12,000	11,400		11,400	5.0%
4076 Health & Safety	25	25	2,000	1,975		1,975	1.3%
Corporate Costs :- Indirect Expenditure	688	688	23,500	22,812	0	22,812	2.9%
Net Income over Expenditure	458,687	458,687	896,250	437,563			
115 Civic and Democratic							
4030 Town Crier's expenses	0	0	400	400		400	0.0%
4034 Councillors training	0	0	2,000	2,000		2,000	0.0%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's expenses	0	0	1,000	1,000		1,000	0.0%
4085 Civic Ceremony	0	0	2,500	2,500		2,500	0.0%
4311 Remembrance Day	(17)	(17)	2,000	2,017		2,017	(0.8%)
Civic and Democratic :- Indirect Expenditure	(17)	(17)	9,900	9,917	0	9,917	(0.2%)
Net Expenditure	17	17	(9,900)	(9,917)			

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>151 Grants</u>							
4301 Grants	0	0	25,000	25,000		25,000	0.0%
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-Young Melksham	0	0	10,000	10,000		10,000	0.0%
4305 Grant Christmas Lights	0	0	10,000	10,000		10,000	0.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	0	3,000	3,000		3,000	0.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	0	4,000	4,000		4,000	0.0%
Grants :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>62,500</u>	<u>62,500</u>	<u>0</u>	<u>62,500</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(62,500)</u>	<u>(62,500)</u>			
Finance and Administration :- Income	459,375	459,375	919,750	460,375			49.9%
Expenditure	37,681	37,681	406,700	369,019	0	369,019	9.3%
Movement to/(from) Gen Reserve	<u>421,694</u>	<u>421,694</u>					

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

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
1034 Income Town Hall Bookings	0	0	6,500	6,500			0.0%
Town Hall :- Income	0	0	6,500	6,500			0.0%
4100 Gas	629	629	3,500	2,871		2,871	18.0%
4101 Electricity	226	226	2,500	2,274		2,274	9.0%
4102 Rates	932	932	10,000	9,068		9,068	9.3%
4103 Water Rates	9	9	1,500	1,492		1,492	0.6%
4104 Window Cleaning	185	185	1,400	1,215		1,215	13.2%
4108 Equipment and servicing	1,620	1,620	8,000	6,380		6,380	20.3%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
4110 Telephone: security alarms	0	0	150	150		150	0.0%
Town Hall :- Indirect Expenditure	3,601	3,601	28,050	24,449	0	24,449	12.8%
Net Income over Expenditure	(3,601)	(3,601)	(21,550)	(17,949)			

202 Environmental Services

1027 Agency Services Re-imbursed	800	800	3,000	2,200			26.7%
Environmental Services :- Income	800	800	3,000	2,200			26.7%
4000 Salaries ENI & Pension	25,539	25,539	255,000	229,461		229,461	10.0%
4027 Telephones and Mobiles	0	0	1,600	1,600		1,600	0.0%
4150 Clothing	13	13	2,000	1,987		1,987	0.7%
4151 Tools	0	0	1,000	1,000		1,000	0.0%
4153 Vehicle Running Costs	1,156	1,156	7,000	5,844		5,844	16.5%
4156 Lease of van	1,276	1,276	12,000	10,724		10,724	10.6%
4163 Maintenance and Repairs	112	112	10,000	9,888		9,888	1.1%
4167 Street Furniture	0	0	2,000	2,000		2,000	0.0%
4186 Maintenance of defibrillators	0	0	1,050	1,050		1,050	0.0%
4196 Container storage	113	113	1,600	1,488		1,488	7.0%
Environmental Services :- Indirect Expenditure	28,209	28,209	293,250	265,041	0	265,041	9.6%
Net Income over Expenditure	(27,409)	(27,409)	(290,250)	(262,841)			

203 Allotments

1045 Income Allotments	160	160	4,700	4,540			3.4%
Allotments :- Income	160	160	4,700	4,540			3.4%
4200 Water Rates - Allotments	0	0	1,700	1,700		1,700	0.0%
4201 Maintenance - Allotments	0	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%
Net Income over Expenditure	160	160	2,700	2,540			

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
204 Pavilion							
1046 Income - Pavilion	0	0	3,000	3,000			0.0%
Pavilion :- Income	0	0	3,000	3,000			0.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	25	25	1,100	1,076		1,076	2.2%
4254 Water - Pavilion	0	0	200	200		200	0.0%
4255 Fire Security - Pavilion	0	0	500	500		500	0.0%
4256 Maintenance - Pavilion	0	0	1,000	1,000		1,000	0.0%
Pavilion :- Indirect Expenditure	25	25	3,000	2,976	0	2,976	0.8%
Net Income over Expenditure	(25)	(25)	0	25			
205 Public Toilets							
1060 Funding for Public Toilets	0	0	6,600	6,600			0.0%
Public Toilets :- Income	0	0	6,600	6,600			0.0%
4180 Running Costs Public Toilets	692	692	17,000	16,308		16,308	4.1%
4185 Electricity supply: Toilets	207	207	1,150	943		943	18.0%
Public Toilets :- Indirect Expenditure	898	898	18,150	17,252	0	17,252	4.9%
Net Income over Expenditure	(898)	(898)	(11,550)	(10,652)			
210 Corporate Properties							
1040 Income 31 Market Place	578	578	6,900	6,322			8.4%
1042 Income Roundhouse	167	167	1,600	1,433			10.4%
Corporate Properties :- Income	745	745	8,500	7,755			8.8%
4175 Costs Art House Cafe	35	35	500	465		465	7.0%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	35	35	1,000	965	0	965	3.5%
Net Income over Expenditure	710	710	7,500	6,790			
215 Depot							
4103 Water Rates	0	0	200	200		200	0.0%
4159 Electric - Unit	140	140	750	610		610	18.7%
4160 Leasing-Unit at Bowerhill	779	779	10,850	10,071		10,071	7.2%
4161 Rates-Unit at Bowerhill	225	225	2,400	2,175		2,175	9.4%
4184 Fire security: Unit	0	0	400	400		400	0.0%
Depot :- Indirect Expenditure	1,145	1,145	14,600	13,455	0	13,455	7.8%
Net Expenditure	(1,145)	(1,145)	(14,600)	(13,455)			

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
220 Play Areas and Open Spaces							
4157 Grasscutting	1,300	1,300	10,000	8,700		8,700	13.0%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	0	0	5,000	5,000		5,000	0.0%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4193 Rospa checks: Play areas	0	0	1,050	1,050		1,050	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	1,300	1,300	23,050	21,750	0	21,750	5.6%
Net Expenditure	(1,300)	(1,300)	(23,050)	(21,750)			
221 King George V Park							
4199 Splash & Play Running Costs	839	839	10,000	9,161		9,161	8.4%
King George V Park :- Indirect Expenditure	839	839	10,000	9,161	0	9,161	8.4%
Net Expenditure	(839)	(839)	(10,000)	(9,161)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	0	1,000	1,000			0.0%
Economic Dev. and Planning :- Income	0	0	1,000	1,000			0.0%
4080 Melksham in Bloom Competition	0	0	500	500		500	0.0%
4308 CCTV	0	0	2,500	2,500		2,500	0.0%
4309 Newsletter	0	0	4,000	4,000		4,000	0.0%
4327 Community Development Support	0	0	750	750		750	0.0%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	0	1,500	1,500		1,500	0.0%
4356 Highways projects CATG	0	0	6,000	6,000		6,000	0.0%
4922 Publicity and Marketing	0	0	1,000	1,000		1,000	0.0%
4925 Town Development	1,960	1,960	6,500	4,540		4,540	30.2%
Economic Dev. and Planning :- Indirect Expenditure	1,960	1,960	23,750	21,790	0	21,790	8.3%
Net Income over Expenditure	(1,960)	(1,960)	(22,750)	(20,790)			
405 Solar Farm Projects							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	0	0	40,000	40,000			0.0%
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	0	0	0			
Asset Management :- Income	1,705	1,705	73,300	71,595			2.3%
Expenditure	38,012	38,012	456,850	418,838	0	418,838	8.3%
Movement to/(from) Gen Reserve	(36,308)	(36,308)					

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

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>							
4071 Town Floral Displays	(312)	(312)	10,000	10,312		10,312	(3.1%)
4074 Neighbourhood Plan	0	0	5,000	5,000		5,000	0.0%
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%
4304 Christmas Tree	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	<u>(312)</u>	<u>(312)</u>	<u>22,200</u>	<u>22,512</u>	<u>0</u>	<u>22,512</u>	<u>(1.4%)</u>
Net Expenditure	<u>312</u>	<u>312</u>	<u>(22,200)</u>	<u>(22,512)</u>			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional Fees	1,329	1,329	0	(1,329)		(1,329)	0.0%
East Melksham Community Hall :- Indirect Expenditure	<u>1,329</u>	<u>1,329</u>	<u>0</u>	<u>(1,329)</u>	<u>0</u>	<u>(1,329)</u>	
Net Expenditure	<u>(1,329)</u>	<u>(1,329)</u>	<u>0</u>	<u>1,329</u>			
Community Development :- Income	0	0	0	0			0.0%
Expenditure	1,017	1,017	22,200	21,183	0	21,183	4.6%
Movement to/(from) Gen Reserve	<u>(1,017)</u>	<u>(1,017)</u>					

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	0	0	20,000	20,000			0.0%
1050 Grants Received	2,631	2,631	0	(2,631)			0.0%
Assembly Hall Central Costs :- Income	2,631	2,631	20,000	17,369			13.2%
4000 Salaries ENI & Pension	10,755	10,755	103,000	92,245		92,245	10.4%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	166	166	1,500	1,334		1,334	11.0%
4909 Licences	0	0	3,500	3,500		3,500	0.0%
4911 Electricity	0	0	12,000	12,000		12,000	0.0%
4912 Gas	11	11	500	489		489	2.1%
4913 Water	0	0	2,000	2,000		2,000	0.0%
4914 Rates	859	859	9,000	8,141		8,141	9.5%
4916 Maintenance-Equipment	0	0	3,000	3,000		3,000	0.0%
4917 Service Contracts	169	169	7,000	6,831		6,831	2.4%
4918 Maintenance-General	0	0	500	500		500	0.0%
4922 Publicity and Marketing	0	0	2,000	2,000		2,000	0.0%
4923 Cash register/bar phone	90	90	1,400	1,310		1,310	6.4%
4927 Stocktaking	165	165	600	435		435	27.5%
4929 AIB and Worldpay	56	56	1,000	944		944	5.6%
Assembly Hall Central Costs :- Indirect Expenditure	12,270	12,270	147,500	135,230	0	135,230	8.3%
Net Income over Expenditure	(9,639)	(9,639)	(127,500)	(117,861)			
510 Assembly Hall Events							
1004 Film shows	0	0	500	500			0.0%
Assembly Hall Events :- Income	0	0	500	500			0.0%
4919 Films: expenses and contract	0	0	500	500		500	0.0%
Assembly Hall Events :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Income over Expenditure	0	0	0	0			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	0	0	20,000	20,000			0.0%
Assembly Hall Bar and Catering :- Income	0	0	20,000	20,000			0.0%
4903 Assembly Hall Bar expenditure	0	0	10,000	10,000		10,000	0.0%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	0	0	10,000	10,000			

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	2,631	2,631	40,500	37,869			6.5%
Expenditure	12,270	12,270	158,000	145,730	0	145,730	7.8%
Movement to/(from) Gen Reserve	(9,639)	(9,639)					

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

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 CIL Received	1,846	1,846	0	(1,846)			0.0%
Earmarked Reserves :- Income	1,846	1,846	0	(1,846)			
9202 Unplanned Maintenance	0	0	65,780	65,780		65,780	0.0%
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	10,830	10,830		10,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	6,837	6,837		6,837	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	11,632	11,632		11,632	0.0%
9244 Major Projects Reserve	1,896	1,896	299,900	298,004		298,004	0.6%
9245 Solar Money	0	0	13,123	13,123		13,123	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	14,365	14,365		14,365	0.0%
Earmarked Reserves :- Indirect Expenditure	1,896	1,896	499,872	497,976	0	497,976	0.4%
Net Income over Expenditure	(50)	(50)	(499,872)	(499,822)			
Earmarked Reserves :- Income	1,846	1,846	0	(1,846)			0.0%
Expenditure	1,896	1,896	499,872	497,976	0	497,976	0.4%
Movement to/(from) Gen Reserve	(50)	(50)					
Grand Totals:- Income	465,557	465,557	1,033,550	567,993			45.0%
Expenditure	90,876	90,876	1,543,622	1,452,746	0	1,452,746	5.9%
Net Income over Expenditure	374,681	374,681	(510,072)	(884,753)			
Movement to/(from) Gen Reserve	374,681	374,681					

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PAYMENTS OVER £500 JAN – MARCH 2021

11/06/2021

Melksham Town Council 2020-2021

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**Cashbook transactions totalling £500.00 or more
for the period 01/01/2021 to 31/03/2021**

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
4	Cooperative Bank A/C	10	27/01/2021	405820	Houseman Environmental Ltd	570.00
4	Cooperative Bank A/C	10	27/01/2021	405822	Microshade Business Consultant	885.30
4	Cooperative Bank A/C	10	27/01/2021	405829	Wiltshire Council	1,038.10
4	Cooperative Bank A/C	10	27/01/2021	405833	LGRC Associates Ltd	5,518.62
4	Cooperative Bank A/C	10	04/01/2021	DDR	Redhorn Holdings	934.99
4	Cooperative Bank A/C	10	11/01/2021	DDR	Enterprise	960.70
4	Cooperative Bank A/C	10	14/01/2021	DDR	Mainstream	1,893.11
2	Bank Assembly Hall A/c	10	15/01/2021	DDR	Wiltshire Council	861.00
4	Cooperative Bank A/C	10	14/01/2021	DDR	In land Revenue	9,398.05
4	Cooperative Bank A/C	10	15/01/2021	DDR	Wiltshire Council	936.00
4	Cooperative Bank A/C	10	20/01/2021	DDR	Wiltshire Council	35,456.50
4	Cooperative Bank A/C	10	22/01/2021	DDR	Wiltshire Council	8,161.20
4	Cooperative Bank A/C	10	25/01/2021	405819	Wiltshire Publications	1,800.00
4	Cooperative Bank A/C	10	25/01/2021	DDR	British Gas	636.62
4	Cooperative Bank A/C	10	26/01/2021	DDR	British Gas	1,623.60
4	Cooperative Bank A/C	10	29/01/2021	DDR	Enterprise	632.40
4	Cooperative Bank A/C	11	01/02/2021	DDR	Redhorn Holdings	934.99
4	Cooperative Bank A/C	11	08/02/2021	DDR	Microsoft	1,579.20
4	Cooperative Bank A/C	11	08/02/2021	DDR	Enterprise	562.90
4	Cooperative Bank A/C	11	25/02/2021	405840	IDverde Limited	1,207.98
4	Cooperative Bank A/C	11	25/02/2021	405841	Microshade Business Consultant	1,065.30
4	Cooperative Bank A/C	11	25/02/2021	405844	Auditing Solutions Ltd	1,080.00
4	Cooperative Bank A/C	11	25/02/2021	406105	LGRC Associates Ltd	5,038.74
4	Cooperative Bank A/C	11	25/02/2021	405848	Mant Leisure Ltd	6,408.00
4	Cooperative Bank A/C	11	25/02/2021	405849	Marden Roofing	1,452.00
4	Cooperative Bank A/C	11	25/02/2021	405850	NPower (Yorkshire) Ltd	515.98
4	Cooperative Bank A/C	11	25/02/2021	406104	Thornbury Surfacing (Chippenha	1,869.49
4	Cooperative Bank A/C	11	15/02/2021	BACS	H. Davies	817.80
4	Cooperative Bank A/C	11	12/02/2021	DDR	Co-op Bank	12,453.43
4	Cooperative Bank A/C	11	17/02/2021	BACS	KooDooWeb	4,939.50
4	Cooperative Bank A/C	11	19/02/2021	DDR	Wiltshire Council	31,159.07
4	Cooperative Bank A/C	11	22/02/2021	DDR	Wiltshire Council	10,144.38
4	Cooperative Bank A/C	11	19/02/2021	DDR	British Gas	671.34
4	Cooperative Bank A/C	11	26/02/2021	DDR	Enterprise	632.40
4	Cooperative Bank A/C	11	26/02/2021	DDR	British Gas	1,846.98
4	Cooperative Bank A/C	12	25/03/2021	406108	British Trees and Shrubs	600.00
4	Cooperative Bank A/C	12	25/03/2021	406109	Embroidery UK Ltd	550.20
4	Cooperative Bank A/C	12	25/03/2021	406110	John Miller (Corsham) Ltd	983.55
4	Cooperative Bank A/C	12	25/03/2021	406111	Melksham Without Parish Council	1,580.56
4	Cooperative Bank A/C	12	25/03/2021	406112	Microshade Business Consultant	917.70
4	Cooperative Bank A/C	12	25/03/2021	406113	Playsafety Ltd	1,092.00
4	Cooperative Bank A/C	12	25/03/2021	406116	SLCC Enterprises Ltd	1,226.00
4	Cooperative Bank A/C	12	25/03/2021	406117	T H White Installation Ltd	586.89
4	Cooperative Bank A/C	12	25/03/2021	406120	Wansbroughs	694.00
4	Cooperative Bank A/C	12	25/03/2021	406121	Wiltshire Council	778.57
4	Cooperative Bank A/C	12	25/03/2021	406127	LGRC Associates Ltd	4,798.80
4	Cooperative Bank A/C	12	25/03/2021	406128	Midori Services	2,233.30
4	Cooperative Bank A/C	12	25/03/2021	406130	Piggotts Flags & Branding Ltd	1,156.20

11/06/2021

Melksham Town Council 2020-2021

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**Cashbook transactions totalling £500.00 or more
for the period 01/01/2021 to 31/03/2021****Payments**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
4	Cooperative Bank A/C	12	25/03/2021	406131	PKF Accountants & Business Adv	2,400.00
4	Cooperative Bank A/C	12	25/03/2021	406135	Wildflower Turf Ltd	2,388.00
4	Cooperative Bank A/C	12	25/03/2021	406136	Wicksteed Leisure Ltd	120,000.00
4	Cooperative Bank A/C	12	01/03/2021	DDR	British Gas	1,043.96
4	Cooperative Bank A/C	12	02/03/2021	DDR	Redhorn Holdings	934.99
4	Cooperative Bank A/C	12	11/03/2021	DDR	Enterprise	562.90
4	Cooperative Bank A/C	12	12/03/2021	DDR	Inland Revenue	10,845.61
4	Cooperative Bank A/C	12	19/03/2021	DDR	Wiltshire Council	31,346.85
4	Cooperative Bank A/C	12	22/03/2021	DDR	Wiltshire Council	9,036.17
4	Cooperative Bank A/C	12	23/03/2021	DDR	British Gas	826.88
4	Cooperative Bank A/C	12	30/03/2021	BACS	Barthers Farm	1,486.50
4	Cooperative Bank A/C	12	31/03/2021	DDR	Enterprise	571.20

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
4	Cooperative Bank A/C	10	06/01/2021	1,000.00
4	Cooperative Bank A/C	10	12/01/2021	15,654.03
4	Cooperative Bank A/C	10	18/01/2021	13,970.75
4	Cooperative Bank A/C	10	21/01/2021	18,249.62
4	Cooperative Bank A/C	10	27/01/2021	578.00
4	Cooperative Bank A/C	11	26/02/2021	500.00
4	Cooperative Bank A/C	11	26/02/2021	2,250.37
4	Cooperative Bank A/C	11	03/02/2021	505.44
4	Cooperative Bank A/C	12	03/03/2021	578.00
2	Bank Assembly Hall A/c	12	02/03/2021	11,000.00
2	Bank Assembly Hall A/c	12	16/03/2021	3,143.00
4	Cooperative Bank A/C	12	29/03/2021	578.00

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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

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Date: 11/03/2021

Melksham Town Council Current Year

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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

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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

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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	

Date: 11/03/2021

Melksham Town Council Current Year

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Cashbook 4

User: MEL

Cooperative Bank A/C

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 :		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	

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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 - Bow erhill 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	Ectricity - 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	

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Date: 11/03/2021

Melksham Town Council Current Year

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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 Amt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
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	527.00	Van leasing
29/01/2021	Amazon	DEBIT CARD	165.61		27.60	4024	101	138.01	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	

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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

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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

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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

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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

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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

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

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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

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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	

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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

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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

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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

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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

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Date: 11/03/2021

Melksham Town Council Current Year

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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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Date: 11/03/2021

Melksham Town Council Current Year

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

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 : 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

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

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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

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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

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Date: 11/03/2021

Melksham Town Council Current Year

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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	

Melksham Town Council
Monthly Financial Statement 30 April 2021

Cash and Bank Balances:

Co-operative Current Account	558,513	
Assembly General Account	204,821	
Assembly Hall Bar Account	447,516	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	0	
Petty Cash	32	
Bar Float	1,100	
	<u>1,263,917</u>	

Debtors (monies owed to council)

H M Customs - Vat recoverable	6,693	
Bar Stock	4,441	
Debtors and Prepayments	11,728	
	<u>22,862</u>	
	<u>1,286,779</u>	

Less: Creditors (monies owed by council)

Suppliers of goods and services	8,632	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	20,261	
Events Control	<u>1,851</u>	39,309

Net Cash Available

1,247,470

Represented by:

General Fund

Current Year Surplus	374,679	
Earmarked Reserves Used in year	<u>1,896</u>	
	<u>376,575</u>	
Contribution to Earmarked Reserves	<u>1,846</u>	374,729
General Reserve balance at beginning of year		374,764

Earmarked Reserves

Balance at 1st April 2021	485,508	
Plus; Added in Year	<u>0</u>	
	<u>485,508</u>	
Less: Used to Fund Expenditure	<u>1,896</u>	483,612

Specific Reserves

Balance at 1st April 2021	12,519	
Plus: Received in Year	<u>1,846</u>	
	<u>14,365</u>	
Less: Used to Fund Expenditure	<u>0</u>	14,365

1,247,470

0

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11/06/2021

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

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	0	43,153	269,000	225,847		225,847	16.0%
4021 Stationery & Sundry Office Exp	0	453	1,500	1,047		1,047	30.2%
4023 Advertising	0	938	1,500	563		563	62.5%
4024 Equipment/furniture	0	31	2,000	1,969		1,969	1.5%
4026 Photocopying	0	53	1,500	1,447		1,447	3.6%
4027 Telephones and Mobiles	0	466	3,000	2,534		2,534	15.5%
4028 Postage	0	72	300	228		228	24.1%
4029 Subscriptions	0	1,735	3,000	1,265		1,265	57.8%
4040 Information Technology	0	10,003	15,000	4,997		4,997	66.7%
4042 Website and Licences	0	446	1,500	1,054		1,054	29.7%
4058 Insurance	0	(13)	8,000	8,013		8,013	(0.2%)
4061 Travel	0	0	500	500		500	0.0%
4075 Training	0	2,229	4,000	1,771		1,771	55.7%
Central Costs :- Indirect Expenditure	0	59,564	310,800	251,236	0	251,236	19.2%
Net Expenditure	0	(59,564)	(310,800)	(251,236)			
110_Corporate Costs							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	459,375	918,750	459,375			50.0%
Corporate Costs :- Income	0	459,375	919,750	460,375			49.9%
4017 Bank account fees	0	105	500	395		395	21.1%
4043 HR consultancy	0	0	6,000	6,000		6,000	0.0%
4050 Legal and Professional Fees	0	20	3,000	2,980		2,980	0.7%
4057 Audit/Year End Costs/Prof.Fees	0	1,200	12,000	10,800		10,800	10.0%
4076 Health & Safety	0	25	2,000	1,975		1,975	1.3%
Corporate Costs :- Indirect Expenditure	0	1,350	23,500	22,150	0	22,150	5.7%
Net Income over Expenditure	0	458,025	896,250	438,225			
115_Civic and Democratic							
4030 Town Crier's expenses	0	0	400	400		400	0.0%
4034 Councillors training	0	0	2,000	2,000		2,000	0.0%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's expenses	0	62	1,000	938		938	6.2%
4085 Civic Ceremony	0	0	2,500	2,500		2,500	0.0%
4311 Remembrance Day	0	(17)	2,000	2,017		2,017	(0.8%)
Civic and Democratic :- Indirect Expenditure	0	45	9,900	9,855	0	9,855	0.5%
Net Expenditure	0	(45)	(9,900)	(9,855)			

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Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
151 Grants							
1050 Grants Received	0	4,312	0	(4,312)			0.0%
Grants :- Income	0	4,312	0	(4,312)			
4301 Grants	0	0	25,000	25,000		25,000	0.0%
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-Young Melksham	0	0	10,000	10,000		10,000	0.0%
4305 Grant Christmas Lights	0	0	10,000	10,000		10,000	0.0%
4306 Grant Party in the Park	0	0	3,000	3,000		3,000	0.0%
4310 Grant Food and River Festival	0	0	3,000	3,000		3,000	0.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	0	4,000	4,000		4,000	0.0%
Grants :- Indirect Expenditure	0	0	62,500	62,500	0	62,500	
Net Income over Expenditure	0	4,312	(62,500)	(66,812)			
201 Town Hall							
1034 Income Town Hall Bookings	0	0	6,500	6,500			0.0%
Town Hall :- Income	0	0	6,500	6,500			
4100 Gas	0	991	3,500	2,509		2,509	28.3%
4101 Electricity	0	400	2,500	2,100		2,100	16.0%
4102 Rates	0	1,868	10,000	8,132		8,132	18.7%
4103 Water Rates	0	17	1,500	1,483		1,483	1.1%
4104 Window Cleaning	0	185	1,400	1,215		1,215	13.2%
4108 Equipment and servicing	0	3,086	8,000	4,914		4,914	38.6%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
4110 Telephone: security alarms	0	0	150	150		150	0.0%
Town Hall :- Indirect Expenditure	0	6,547	28,050	21,503	0	21,503	23.3%
Net Income over Expenditure	0	(6,547)	(21,550)	(15,003)			
202 Environmental Services							
1027 Agency Services Re-imbursed	0	800	3,000	2,200			26.7%
Environmental Services :- Income	0	800	3,000	2,200			26.7%
4000 Salaries ENI & Pension	0	43,107	255,000	211,893		211,893	16.9%
4027 Telephones and Mobiles	0	285	1,600	1,315		1,315	17.8%
4150 Clothing	0	28	2,000	1,972		1,972	1.4%
4151 Tools	0	0	1,000	1,000		1,000	0.0%
4153 Vehicle Running Costs	0	1,440	7,000	5,560		5,560	20.6%
4156 Lease of van	0	3,312	12,000	8,688		8,688	27.6%

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Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4163 Maintenance and Repairs	0	393	10,000	9,607		9,607	3.9%
4167 Street Furniture	0	37	2,000	1,963		1,963	1.9%
4186 Maintenance of defibrillators	0	0	1,050	1,050		1,050	0.0%
4196 Container storage	0	225	1,600	1,375		1,375	14.1%
Environmental Services :- Indirect Expenditure	0	48,828	293,250	244,422	0	244,422	16.7%
Net Income over Expenditure	0	(48,028)	(290,250)	(242,222)			
<u>203 Allotments</u>							
1045 Income Allotments	0	240	4,700	4,460			5.1%
Allotments :- Income	0	240	4,700	4,460			5.1%
4200 Water Rates - Allotments	0	0	1,700	1,700		1,700	0.0%
4201 Maintenance - Allotments	0	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	0	0	2,000	2,000	0	2,000	0.0%
Net Income over Expenditure	0	240	2,700	2,460			
<u>204 Pavilion</u>							
1046 Income - Pavilion	0	0	3,000	3,000			0.0%
Pavilion :- Income	0	0	3,000	3,000			0.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	0	25	1,100	1,076		1,076	2.2%
4254 Water - Pavilion	0	0	200	200		200	0.0%
4255 Fire Security - Pavilion	0	0	500	500		500	0.0%
4256 Maintenance - Pavilion	0	0	1,000	1,000		1,000	0.0%
Pavilion :- Indirect Expenditure	0	25	3,000	2,976	0	2,976	0.8%
Net Income over Expenditure	0	(25)	0	25			
<u>205 Public Toilets</u>							
1060 Funding for Public Toilets	0	0	6,600	6,600			0.0%
Public Toilets :- Income	0	0	6,600	6,600			0.0%
4180 Running Costs Public Toilets	0	879	17,000	16,121		16,121	5.2%
4185 Electricity supply: Toilets	0	406	1,150	744		744	35.3%
Public Toilets :- Indirect Expenditure	0	1,285	18,150	16,865	0	16,865	7.1%
Net Income over Expenditure	0	(1,285)	(11,550)	(10,265)			

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Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
210_Corporate Properties							
1040 Income 31 Market Place	0	1,064	6,900	5,836			15.4%
1042 Income Roundhouse	0	333	1,600	1,267			20.8%
Corporate Properties :- Income	0	1,397	8,500	7,103			16.4%
4175 Costs Art House Cafe	0	52	500	448		448	10.4%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	0	52	1,000	948	0	948	5.2%
Net Income over Expenditure	0	1,345	7,500	6,155			
215_Depot							
4103 Water Rates	0	0	200	200		200	0.0%
4159 Electric - Unit	0	140	750	610		610	18.7%
4160 Leasing-Unit at Bow erhill	0	1,558	10,850	9,292		9,292	14.4%
4161 Rates-Unit at Bow erhill	0	455	2,400	1,945		1,945	19.0%
4184 Fire security: Unit	0	0	400	400		400	0.0%
Depot :- Indirect Expenditure	0	2,154	14,600	12,446	0	12,446	14.8%
Net Expenditure	0	(2,154)	(14,600)	(12,446)			
220_Play Areas and Open Spaces							
4157 Grasscutting	0	480	10,000	9,520		9,520	4.8%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	0	265	5,000	4,735		4,735	5.3%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4193 Rospa checks: Play areas	0	0	1,050	1,050		1,050	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	0	745	23,050	22,305	0	22,305	3.2%
Net Expenditure	0	(745)	(23,050)	(22,305)			
221_King George V Park							
4199 Splash & Play Running Costs	0	1,739	10,000	8,261		8,261	17.4%
King George V Park :- Indirect Expenditure	0	1,739	10,000	8,261	0	8,261	17.4%
Net Expenditure	0	(1,739)	(10,000)	(8,261)			
302_Projects							
1050 Grants Received	0	1,197	0	(1,197)			0.0%
Projects :- Income	0	1,197	0	(1,197)			

Continued over page

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4071 Town Floral Displays	0	31	10,000	9,969		9,969	0.3%
4074 Neighbourhood Plan	0	0	5,000	5,000		5,000	0.0%
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%
4304 Christmas Tree	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	0	31	22,200	22,169	0	22,169	0.1%
Net Income over Expenditure	0	1,166	(22,200)	(23,366)			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional Fees	0	1,329	0	(1,329)		(1,329)	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	1,329	0	(1,329)	0	(1,329)	
Net Expenditure	0	(1,329)	0	1,329			
<u>403 Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	0	219	1,000	781			21.9%
Economic Dev. and Planning :- Income	0	219	1,000	781			21.9%
4080 Melksham in Bloom Competition	0	0	500	500		500	0.0%
4308 CCTV	0	0	2,500	2,500		2,500	0.0%
4309 Newsletter	0	0	4,000	4,000		4,000	0.0%
4327 Community Development Support	0	0	750	750		750	0.0%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	14	1,500	1,486		1,486	0.9%
4356 Highways projects CATG	0	0	6,000	6,000		6,000	0.0%
4922 Publicity and Marketing	0	0	1,000	1,000		1,000	0.0%
4925 Town Development	0	5,111	6,500	1,389		1,389	78.6%
Economic Dev. and Planning :- Indirect Expenditure	0	5,125	23,750	18,625	0	18,625	21.6%
Net Income over Expenditure	0	(4,906)	(22,750)	(17,844)			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	0	0	40,000	40,000			0.0%
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	0	0	0			

Continued over page

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	0	0	20,000	20,000			0.0%
1050 Grants Received	0	4,031	0	(4,031)			0.0%
Assembly Hall Central Costs :- Income	0	4,031	20,000	15,969			20.2%
4000 Salaries ENI & Pension	0	16,433	103,000	86,567		86,567	16.0%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	166	1,500	1,334		1,334	11.0%
4909 Licences	0	0	3,500	3,500		3,500	0.0%
4911 Electricity	0	0	12,000	12,000		12,000	0.0%
4912 Gas	0	20	500	480		480	4.0%
4913 Water	0	0	2,000	2,000		2,000	0.0%
4914 Rates	0	1,720	9,000	7,280		7,280	19.1%
4916 Maintenance-Equipment	0	0	3,000	3,000		3,000	0.0%
4917 Service Contracts	0	439	7,000	6,561		6,561	6.3%
4918 Maintenance-General	0	25	500	475		475	5.1%
4922 Publicity and Marketing	0	0	2,000	2,000		2,000	0.0%
4923 Cash register/bar phone	0	180	1,400	1,220		1,220	12.9%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	0	147	1,000	853		853	14.7%
Assembly Hall Central Costs :- Indirect Expenditure	0	19,130	147,500	128,370	0	128,370	13.0%
Net Income over Expenditure	0	(15,098)	(127,500)	(112,402)			
510 Assembly Hall Events							
1004 Film show s	0	0	500	500			0.0%
Assembly Hall Events :- Income	0	0	500	500			0.0%
4919 Films: expenses and contract	0	0	500	500		500	0.0%
Assembly Hall Events :- Indirect Expenditure	0	0	500	500	0	500	0.0%
Net Income over Expenditure	0	0	0	0			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	0	0	20,000	20,000			0.0%
Assembly Hall Bar and Catering :- Income	0	0	20,000	20,000			0.0%
4903 Assembly Hall Bar expenditure	0	0	10,000	10,000		10,000	0.0%
Assembly Hall Bar and Catering :- Indirect Expenditure	0	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	0	0	10,000	10,000			

Continued over page

Detailed Income & Expenditure by Budget Heading 01/05/2021

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	1,846	0	(1,846)			0.0%
Earmarked Reserves :- Income	<u>0</u>	<u>1,846</u>	<u>0</u>	<u>(1,846)</u>			
9202 Unplanned Maintenance	0	0	65,780	65,780		65,780	0.0%
9203 Recreation Fund	0	0	2,130	2,130		2,130	0.0%
9204 Town Team Project	0	0	5,000	5,000		5,000	0.0%
9218 Election expenses	0	0	10,830	10,830		10,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	6,837	6,837		6,837	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	11,632	11,632		11,632	0.0%
9244 Major Projects Reserve	0	(604)	299,900	300,504		300,504	(0.2%)
9245 Solar Money	0	0	13,123	13,123		13,123	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	14,365	14,365		14,365	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>(604)</u>	<u>499,872</u>	<u>500,476</u>	<u>0</u>	<u>500,476</u>	<u>(0.1%)</u>
Net Income over Expenditure	<u>0</u>	<u>2,450</u>	<u>(499,872)</u>	<u>(502,322)</u>			
Grand Totals:- Income	<u>0</u>	<u>473,417</u>	<u>1,033,550</u>	<u>560,133</u>			<u>45.8%</u>
Expenditure	<u>0</u>	<u>147,344</u>	<u>1,543,622</u>	<u>1,396,278</u>	<u>0</u>	<u>1,396,278</u>	<u>9.5%</u>
Net Income over Expenditure	<u>0</u>	<u>326,073</u>	<u>(510,072)</u>	<u>(836,145)</u>			
Movement to/(from) Gen Reserve	<u>0</u>	<u>326,073</u>					

Rec. No.	Recommendation	Response
Review of Accounting Records and Bank Reconciliations		
R1	The Council should nominate a councillor to undertake the independent review and sign-off of bank reconciliations in accordance with the adopted Financial Regulations (Para 2.2 refers).	On agenda for Full Council meeting on 29 July 2020.
R2	Where cheques remain uncleared through the Council's bank account for a significant period appropriate follow up action should be taken to determine whether a replacement is required, or the payee no longer requires the cheque.	Finance Officer to undertake a review of unpresented cheques on a quarterly basis.
Review of Expenditure & VAT		
R3	Consideration should be given to the acquisition of a suitably designed rubber certification stamp to be affixed to every invoice replacing the current detachable certification slips in use.	A rubber certification stamp has been purchased and is now in use.
R4	Every invoice should be allocated a unique sequential reference number (cheque; SO; DD or DCr) which should be recorded in both the Omega accounting software and be recorded on every invoice to help identification.	Unique internal reference numbers are normally only used where there are a large number of supplier invoices and are assigned when the invoice is received, not when entered into the accounting systems; this enables the invoice to be registered and tracked through the organisation during the authorisation process. The quantity of invoices received at MTC does not justify this system. In any event the automatic numbering of invoice is only available through the Purchase Ledger module, direct debits and the like are entered directly through the Cash Book where automatic numbering is not available.
R5	Members should evidence their examination of invoices, duly initialling the authorisation boxes on the current slips or, if R3 above is implemented, on the rubber certification stamp.	To be implemented in conjunction with R3 above.
R6	The Council should consider the advisability of retaining a credit card with a seemingly unfixed individual spending limit, ideally setting a more realistic value than appears to be in place currently.	The Council holds a debit card and not a credit card. The payment referred to by the Internal Auditor was actually made by BACS.
Assessment and Management of Risk		
R7	The Council must ensure that an annual review of an overall risk register is undertaken with the resultant document formally approved and adopted at least once annually.	To be undertaken as soon as staffing levels permit.
Review of Petty Cash		

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19-June-2020

Auditing Solutions Ltd

R8	Every effort should be made to ensure that, where VAT is incurred on purchases, it is identified and coded appropriately to the VAT control account for recovery from HMRC.	The Finance Officer is to implement a procedure to identify and code VAT on purchases, including petty cash purchases, for recovery from HMRC.
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Melksham Town Council

Internal Audit Report: Final update 2020-21

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent annual Internal Audit (IA) examination of their accounting records and systems of internal control and for the conclusions to be reported in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the 2020-21 financial year, during our two reviews of the Council's records for the year, the first of which was undertaken remotely due to the ongoing Covid-19 situation and restrictions in early February 2021, with a final review conducted on site on 28th May 2021. We wish to thank the Town Clerk and her staff for assisting the process, providing all requested documentation in hard copy and electronic format to facilitate completion of our review for the year.

Internal Audit Approach

In undertaking our review, we have again had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'IA Certificate' in the Council's AGAR, which requires independent assurance over a series of internal control objectives.

Overall Conclusions

We are pleased to advise that, based on the work undertaken this year, officers continue to maintain adequate and effective internal control arrangements with a few issues identified requiring attention. Details of those issues are set out in the following detailed report with any resultant recommendations further summarised in the appended Action Plan: we ask that the report be presented to members and a formal response be provided in advance of our next review to those recommendations indicating the actions taken and / or in hand at that time. We have, where appropriate, included detail of the current status of those recommendations set out in our interim report for the year.

Based on the conclusions drawn from our review of the Council's accounting and other records for the financial year, we have duly signed-off the IA Certificate in the AGAR assigning positive assurances in each relevant area excepting in relation to compliance with the requirements of the Accounts and Audit Regulations 2015 in relation to timing of publication of the Notice of Public Rights as highlighted in the 2019-20 external audit report. This will require our giving negative responses to Boxes M & N on the year's IA Certificate, whilst the Council will need to give a negative assertion at Box 4 of the Governance Statement.

Consequently, we take this opportunity to remind officers and the Council of the need to ensure compliance with the website disclosure requirements and timing of actions in relation to the posting of the Notice of Public Rights and submission of the AGAR to the external auditors, as set out in the preface to the year's AGAR.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Officers maintain the Council's accounting records using the RBS Omega software with two separate bank accounts in place at Lloyds relating to the Assembly Hall and two at the Co-op for the main Council's transactions, with detail of the latter two recorded in a single cashbook with a "sweep" arrangement in place to retain a £5,000 balance in the Current Account. Further funds are held in a Lloyds Periodic short-term deposit with a further small sum held in the CCLA Deposit Fund. We note the Council's intention to review banking arrangements with the decision already agreed to close the Lloyds Bar Account.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently: -

- Verified the accuracy of the opening Omega Trial Balance by reference to the certified AGAR and last year's closing Omega Trial Balance detail;
- Ensured that the financial ledger remains "in balance" at the financial year-end;
- Verified detail in each of the Council's three main cashbook accounts for four months of the year (April, August & December 2020, plus March 2021) by reference to the underlying bank statements in the four bank accounts in everyday use;
- Checked and agreed detail on the same three cashbook accounts' bank reconciliations as at 30th April, 31st August and December 2020, plus 31st March 2021; and.
- Ensured the accurate disclosure of the combined cash and bank account balances in the year's AGAR at Section 2, Box 8.

Conclusions and recommendations

Whilst we are pleased to record that no significant issues arise in this area, we have seen no indication from the documents provided for our examination that bank reconciliations have been subjected to periodic scrutiny and formal sign-off by a nominated councillor, as required by the Council's Financial Regulations (Para 2.2) adopted in April 2019, which are in line with the NALC model document. We note that, following receipt of our 2019-20 report pointing out this requirement that the Council agreed to implement such a review: we also appreciate that, given the ongoing Covid situation, it has probably not been possible to implement this check to date. However, several of our clients have made appropriate arrangements to address this requirement providing the nominated councillor with electronic copies of the bank reconciliations and bank statements for their review and sign-off, requesting them to scan and return the documents to the office for retention and subsequent audit examination. To ensure that this requirement is not overlooked going forward, we reiterate the recommendation.

We also noted the existence of two cheques issued in July 2020 that remained uncleared through the Council's bank accounts as at 31st December. As indicated in last year's report, where cheques remain uncleared for 3 or more months, the payee should be contacted to establish whether they have received, misplaced or otherwise overlooked banking of the cheque and / or require a replacement. We are pleased to now note that these cheques have been cleared from the accounts with no other long-standing uncleared cheques apparent on the year-end bank reconciliation.

- R1. The Council should implement the agreed independent review and sign-off of bank reconciliations by a nominated councillor in accordance with the adopted Financial Regulations (Para 2.2 refers). Councillors Brown and Watts were tasked with doing this. Reminder email sent on 17 February with the Finance Officer/ Assistant to the Town Clerk to email bank reconciliations to them.*
- R2. Where cheques remain uncleared through the Council's bank account for a significant period appropriate follow up action should be taken to determine whether a replacement is required, or the payee no longer requires the cheque. These have been cleared appropriately.*

Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that as far as we are reasonably able to ascertain as we do not attend meetings Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council's SOs and Financial Regulations (FRs) are subjected to periodic review and re-adoption and have reviewed their content: we note that both have been reviewed in early 2021 with a consistent value of £25,000 recorded for formal tender action and appropriate reference to the 2015 Public Contracts Regulations.

We have extended our review of the minutes of the full Council and standing committees, excluding those relating to planning issues, for the financial year and to date in 2021-22 to ensure that, as far as we may reasonably be expected to ascertain, the Council has neither considered nor is considering taking any action that may result in ultra vires expenditure being incurred.

We note that the external auditors (PKF Littlejohn) finally signed off the 2019-20 AGAR on 22nd January 2021 referring to the Council's failure to comply with the 2015 Accounts and Audit Regulations (Reg. no. 15) in relation to the timing of publication of the Notice of Public Rights for the year, indicating the need for the Council to give a negative assurance in Box 4 of the Governance Statement in the 2020-21 AGAR. This will, unfortunately, also require us to give a negative assurance at Boxes M & N of the 2020-21 IA Certificate. Reference was also made to the failure to give a negative response at Box 5 of the 2019-20 Governance Statement in relation to risk assessments, which we had also drawn to the Council's attention in our report for that year.

Conclusions and recommendation

We are pleased to record that no significant issues arise in this area at the present time, although we suggest that, when next reviewed, either the SOs and /or FRs be amended to reflect the same tender limit: we shall continue to review the Council's approach to governance at future visits, also continuing our review of minutes.

- R3. The Standing Orders and Financial Regulations should record a consistent value for formal tender action. This has been actioned accordingly with both now recording a value of £25,000 for formal tender action.*

Review of Expenditure & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the approved procedures and budgets;

- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We are pleased to note that, following our previous recommendation, the use of separate certification slips has ceased with an appropriately designed rubber certification stamp acquired and now in use on purchase invoices. Whilst councillors generally attend the offices to sign cheques and initial the Omega generated schedules of payments, which also identify the cheque reference number, at the time of our interim review, we saw no indication that they were initialling the certification stamp on the individual invoices. We do not wish to imply that any improper action by the Finance Officer, but suggest that to further reduce risk, including the potential for duplicated payments arising, members should, when signing cheques, or authorising the release of payments online, also initial or sign-off the hard copy invoices.

To ensure compliance with the above criteria, we have now selected a further sample of payments in the financial year for examination. Our total test sample includes 65 individual payments plus NNDR monthly payments for 4 premises totalling £483,650 equating to 67% by value of non-pay related payments in the year. In examining the selected sample, we were initially unable to trace invoices supporting 11 of our selection, 8 of which related to grants paid out. We understand that the grants, whilst now paid online, were accompanied with a request for a response confirming receipt of the grant which have duly been received and are held on the Council offices.

In checking the above sample of invoices, we noted that the cost of “locum” staff provision totalling approximately £36,000 for the year was coded to nominal account code 4000 in the Omega accounts, which is automatically linked as a “Staff cost” at Section 1, Box 4 of the AGAR. As the locum costs are invoiced and not paid through the payroll, they should be coded to a separate / new nominal account code and be regarded as Agency staff linked to Box 6 of the AGAR. We note that, in undertaking the closedown, the contract accountant had transferred the total value of these transactions to nominal account code 4002: however, in reviewing the detail, we noted the understatement of the transferred amount by £3,999, which we have discussed with the accountant with a further appropriate amendment now made.

We also noted a minor error on the September 2020 payment to Water2Business, which is paid monthly by direct debit of £19.00, with VAT recorded as recoverable for that month’s payment: water rates are a non-vatable supply and no VAT has been identified on the other monthly payments.

We had hoped to review the procedures in place for seeking tenders / quotations for work on behalf of the Council at this review, but due to the “lockdown” restrictions and time constraints at this final review, we have not been able to examine this aspect at this time, but will do so as a prime objective for the 2021-22 interim review, which we again hope to be able to undertake on site later in 2021.

We note that VAT reclaims are prepared and submitted to HMRC for repayment at the end of each quarter and have checked and agreed detail of the final 2019-20 quarter reclaim, together with the first three reclaims for 2020-21 ensuring appropriate recovery of the amounts by reference to the control account: we have also ensured that the final quarterly reclaim is correctly recorded as a debtor in the Accounts and AGAR.

Conclusions and recommendations

Whilst pleased to note the acquisition of a rubber certification stamp and as set out in our 2019-20 report, we urge that members also evidence their review of the invoices when signing cheques, etc on the actual invoices as well as the accompanying Omega generated schedule of payments by initialling the certification stamp now being placed on each invoice and reiterate last year's recommendation accordingly.

The identified miscodings, as detailed above, have now been amended.

- R4. Members should evidence their examination of invoices, duly initialling the authorisation boxes on the rubber certification stamp now affixed to invoices. Councillors responsible for this were reminded in February, copying in the Finance Officer, asking them to comply.*
- R5. The identified miscodings / analysis of staff costs should be corrected prior to the financial year-end. These have been revised accordingly at the year-end in conjunction with the contract accountant.*

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health / safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We note that a Risk Management Register has been developed and was presented to and adopted at the March 2021 Council meeting: we have reviewed the resultant document and consider it appropriate for the Council's present requirements.

We have examined the Council's 2020-21 insurance policy with WPS and consider that appropriate cover is in place with Public and Employer's Liability in place at £15 million and £10 million respectively, together with Fidelity Guarantee cover at £1 million and Business Interruption – Loss of Revenue cover also in place at £337,414, which adequately covers the Assembly Hall and Town Hall hire income.

We also note that annual inspections of play areas are undertaken by a RoSPA accredited company, supplemented by regular "in-house" inspections with any remedial works required undertaken either by the Council's own maintenance staff or an appointed specialist contractor.

Conclusions

We are pleased to record that no issues arise in this area currently warranting formal comment or recommendation.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from Wiltshire Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We note that, following due and significant deliberation / debate, the Council agreed its budgetary and precept requirements for 2021-22 setting the latter at £918,750 at the 25th January 2021 full Council meeting.

We are pleased to note that members continue to be provided with routine budget reports throughout the year based on the accounting software with questions raised periodically and investigated accordingly. We have reviewed the year-end Omega budget report seeking and obtaining appropriate explanations for the few significant variances arising by reference to the detailed transaction reports in the Omega nominal account codes. Consequently, no further issues arise in this respect following action to amend the aforementioned coding of locum staff costs.

Finally, in this area, we have examined the level of retained reserves at the year-end noting that, overall, they have further decreased to £857,863 (£1,040,588 as at 31st March 2020) with the General Fund balance increasing marginally to £359,836 (£352,008 at the prior year-end). The latter balance equates to approximately 4½ months' revenue spending at present levels and is considered appropriate for the Council's current requirements, given the retention of additional earmarked funds of £498,027.

Conclusions

No issues arise in this area warranting formal comment or recommendation this year: we will continue to monitor the retained level of reserves at future visits commenting accordingly.

Review of Income

Our objective in this area is to ensure that the Council identifies and recovers all income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery.

Our work in this area has, of necessity due to the ongoing Covid-19 situation, been significantly restricted, as the Council's various premises have been closed for most of the year with a consequent reduction in the level of income received. Notwithstanding that, we have examined the recovery of income from the various allotment sites for 2020-21 by reference to the spreadsheet registers of tenants and fees payable being maintained by officers. The tenancy year runs from 1st March annually with tenants being invoiced in February and the majority paying their rents prior to 31st March annually. In total, rental income per the register of tenants records total income due of £4,600, of which (for 2020-21) over £4,000 was received prior to 31st March 2020, the balance being received and accounted for in the current financial year.

Due to the detail of income received being recorded in the Omega accounts in blocks rather than identifying which tenants' income is being brought to account and the absence of detail on the spreadsheet record of detail of the date of payment, we have only been able to establish in broad terms that all income due has in fact been recovered. We note that the Council has acquired the Rialtas Allotment package, but has not, as yet, due to the Covid situation, been able to implement it for the 2021-22 allotment rental year. Consequently, we suggest that to ensure that an appropriate audit trail is in existence, detail of the date of receipt and banking of tenancy fees be recorded on the allotment register.

The Council should / may wish to consider acquiring and using the Omega Sales Ledger to help manage debt collection, given the volume of allotment tenants and, under normal circumstances, income arising from hire of the Council's various facilities (room hire and property leases).

Finally, in this area, we have examined the nominal income transactions for the year recorded in the Omega accounts with no obvious mis-postings or areas of uncollected debt apparent: we do, however, understand that income in respect of certain leased premises was waived for part of the year due to the Covid situation.

Conclusions and recommendations

Whilst we are pleased to record that no significant issues of concern arise in this area currently, we suggest that, until such time as the Rialtas Allotment package is implemented, the existing allotment spreadsheet register be expanded to include detail of the dates when the Council receives tenants' rents together with the amounts received.

- R6. *The existing allotment register detail should be expanded to include detail of the date of receipt of tenants' fees and the amount received to provide a comprehensive and clear audit trail. The Finance Officer has been asked to amend the register to include this information and Town Hall staff requested to ensure recording of this information when fees are received.*
- R7. *Consideration should be given to acquiring the Rialtas Sales Ledger addition to the existing Omega accounts package to assist in the raising of invoices and management of debt. Purchase has been agreed as has the incorporation of a purchase order system to allow committed expenditure to be shown on budget reports.*

Petty Cash Account

We are required, as part of the AGAR internal audit certification process to assess the Council's approach to and control of the management of petty cash account transactions. The Council operates a small petty cash account with periodic round sum top-ups as and when required. Additionally, a bar "change float" is held at the Assembly Rooms.

We have at this final audit review, examined the transactions through the petty cash account for the last three months of the year ensuring that each was appropriately supported with either a trade invoice, till receipt or signed petty cash slip acknowledging receipt of the funds. We are pleased to record that no issues have been identified in this respect, also noting that VAT is being identified and recorded appropriately for recovery as part of the quarterly reclaims.

We have also checked the physical cash holding at the time of this final visit noting a shortfall of £18.29 of cash and, at the time of review, un-reimbursed vouchers against the anticipated holding of £300 recorded on the controlling spreadsheet record. A copy of the cash-up check record is attached showing the physical notes and coin held, together with un-reimbursed vouchers.

Conclusions and recommendation

The identified shortfall in cash held at the time of our final visit should be investigated and action taken to bring the cash and voucher holding back to the recorded "imprest" level of £300. We also consider that a periodic independent check of the cash holding should be undertaken "in-house" during the financial year.

- R8. *A system of periodic independent checks on the petty cash account should be introduced with documentation duly signed-off.*

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions and the implementation of the nationally agreed pay award payable from 1st April 2020 with staff also assimilated to the revised pay spinal points. The pay award was implemented with the October salary payment together with arrears due backdated to 1st April 2020. We note that preparation of the monthly payroll is outsourced to Wiltshire Council. To meet the above objective, we have:

- Examined payslips for all staff in September and October 2020 agreeing the gross salaries payable to the "Establishment record" provided for our use taking account of implementation of the pay award in the October salary payments;
- Checked the calculations of arrears paid to staff with the October salaries;
- Ensured that tax and NI deductions, together with pension contributions, have been calculated applying the appropriate tax code and NI Table, also ensuring that the relevant deductions / contributions have been paid over to HMRC and the Pension Fund Administrators accurately, and
- Ensured the accurate payment to staff of their net salaries for October 2020.

Conclusions and recommendation

We are pleased to report that no major issues have arisen from our work in this area. However, in examining the calculation of the arrears paid in October we noted that appropriate adjustment had been made for all staff basic pay. However, where certain staff work overtime (4 in all per the September and October payslips), the October payslips only reflect adjustment for overtime hours paid in their September salaries based on the revised hourly pay rates. Whilst it may be that no overtime hours were worked between April and August inclusive due to the Covid situation, we suggest that the position be checked and, if appropriate, the next month's salary payment be adjusted to include the uplifted hourly rate for any overtime worked and paid between April and August.

R9. Staff salaries paid between April and August should be checked to establish whether any staff worked overtime in those five months: if so, their next monthly pay should be adjusted to include the pay award arrears in respect of that overtime.

Fixed Asset Registers / Inventories

The Practitioner's Guide requires all councils to maintain an appropriate register of its asset stock: the Council has complied with the requirement with a very comprehensive register in place identifying the year's opening balance (i.e., as at 1st April 2020) plus the cost of new additions, less any deletions with a net increase of £218,635 giving the year-end value of £5,910,718.

We understand that officers intend to undertake a thorough review of the asset register as it stands currently over the next few months and will consequently examine the outcome of their review at our next visit. We also understood last year that a photographic register of the Council's stock of assets (street furniture and the like) was in existence, but also required update. We consider the maintenance of such a record an example of good working practice, as it affords evidence of the existence of assets should the need arise for an insurance claim or police investigation in the event of any wilful or accidental damage to Council property.

Conclusions and recommendations

No issues arise in this area this year warranting formal comment or recommendation: we shall undertake further work in relation to assets as part of our 2021-22 interim review programme including checking the outcome of officers' review of the existing register and to establish whether any further work on the photographic register has taken place.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through the "investment / deposit" of surplus funds in appropriate interest bearing accounts/deposits. Despite the level of retained funds at the prior year-end (> £1 million), the Council only received £512 that year and has, to date in 2020-21 received no interest on the amounts deposited. Whilst we acknowledge the impact of the Covid situation on interest rates generally, the Council should seek to ensure that interest earning opportunities are maximised in accordance with its adopted Investment Policy, which appears to have been last reviewed in May 2018.

In examining the Investment Policy content at last year's final review, we noted that it referred to legislation and associated guidance as "*optional for parish councils where investments are not expected to exceed £500,000 and no action is required below £10,000*" (Para 1.3 refers). Legislation changed in April 2018 and now requires all councils with funds in excess of £100,000 to adopt a formal Investment Policy / Strategy. We are pleased to now note that an updated Investment Policy has been prepared and presented to Council for adoption.

Whilst we appreciate that, in the present circumstances, the opportunities for gaining a reasonable rate of return on funds held in bank accounts are very limited, councils have a duty to endeavour to maximise their interest earning opportunities, whilst ensuring public funds are appropriately safeguarded. With over almost £500,000 held currently in the combined two Co-op accounts and almost £650,000 in the two Assembly Hall accounts, should either fail, the Council would, at best, only be able to recover a maximum of £85,000 through the Governments Compensation Scheme from each bank.

The Council has no loans repayable to external bodies at the present time.

Conclusions and recommendations

Whilst no significant control issues arise in this area, we remain concerned that the Council does not appear to be seeking to maximise its interest earning potential and, with the majority of funds effectively held in two banks, it also remains at a high degree of risk of loss should either bank "fail", however unlikely that may be.

R10. The extant Investment Policy should be amended to reflect current legislative requirements and be subjected to regular, ideally annual, review and formal re-adoption. An updated policy has been prepared and approved by the Council.

R11. Consideration should be given to the diversification of funds into further banking institutions to ensure the funds are fully and effectively protected against potential loss in the event that either bank should "fail". The Assistant to the Town Clerk is to investigate options and report to the Town Clerk.

R12. The Council should review available investment opportunities to ensure that interest earning potential is maximised whilst continuing to ensure that funds are adequately protected. As for R11 above.

Statement of Accounts & AGAR

We are required as part of the internal audit reporting process to provide assurance to the external auditor that the Council's financial records prepared during the year are maintained on the correct accounting basis and are pleased to confirm compliance with that requirement.

We are pleased to record that, other than the issue flagged by the external auditors in relation to the 2019-20 AGAR and posting of the Notice of Public Rights and the need to adjust the Omega accounts detail removing the full cost of locum staff during 2020-21 from Box 4 of the AGAR detail at Section 2, no other issues have been identified warranting further comment or recommendation.

Conclusions

Based on the generally satisfactory conclusions drawn from our review programme, we have signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area, except in relation to Boxes M & N, as referred to earlier in this report.

Rec. No.	Recommendation	Response
Review of Accounting Records and Bank Reconciliations		
R1	The Council should implement the agreed independent review and sign-off of bank reconciliations by a nominated councillor in accordance with the adopted Financial Regulations (Para 2.2 refers).	<i>Councillors Brown and Watts were tasked with doing this. Reminder email sent on 17 February with the Finance Officer/ Assistant to the Town Clerk to email bank reconciliations to them.</i>
R2	Where cheques remain uncleared through the Council's bank account for a significant period appropriate follow up action should be taken to determine whether a replacement is required, or the payee no longer requires the cheque.	<i>These have been cleared appropriately.</i>
Review of Corporate Governance		
R3	The Standing Orders and Financial Regulations should record a consistent value for formal tender action.	<i>This has been actioned accordingly with both now recording a value of £25,000 for formal tender action.</i>
Review of Expenditure & VAT		
R4	Members should evidence their examination of invoices, duly initialling the authorisation boxes on the rubber certification stamp now affixed to invoices.	<i>Councillors responsible for this were reminded in February, copying in the Finance Officer, asking them to comply.</i>
R5	The identified miscodings / analysis of staff costs should be corrected prior to the financial year-end.	<i>These have been revised accordingly at the year-end in conjunction with the contract accountant.</i>
Review of Income		
R6	The existing allotment register detail should be expanded to include detail of the date of receipt of tenants' fees and the amount received to provide a comprehensive and clear audit trail.	<i>The Finance Officer has been asked to amend the register to include this information and Town Hall staff requested to ensure recording of this information when fees are received.</i>
R7	Consideration should be given to acquiring the Rialtas Sales Ledger addition to the existing Omega accounts package to assist in the raising of invoices and management of debt.	<i>Purchase has been agreed as has the incorporation of a purchase order system to allow committed expenditure to be shown on budget reports.</i>

Rec. No.	Recommendation	Response
Petty Cash Account		
R8	A system of periodic independent checks on the petty cash account should be introduced with documentation duly signed-off.	
Review of Staff Salaries		
R9	Staff salaries paid between April and August should be checked to establish whether any staff worked overtime in those five months: if so, their next monthly pay should be adjusted to include the pay award arrears in respect of that overtime.	
Investments and Loans		
R10	The extant Investment Policy should be amended to reflect current legislative requirements and be subjected to regular, ideally annual, review and formal re-adoption.	<i>An updated policy has been prepared and approved by the Council.</i>
R11	Consideration should be given to the diversification of funds into further banking institutions to ensure the funds are fully and effectively protected against potential loss in the event that either bank should “fail”.	<i>The Assistant to the Town Clerk is to investigate options and report to the Town Clerk</i>
R12	The Council should review available investment opportunities to ensure that interest earning potential is maximised whilst continuing to ensure that funds are adequately protected.	<i>As for R11 above.</i>

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Annual Governance and Accountability Return 2020/21 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2021**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2021**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2021
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2020/21

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2021 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2021.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2021**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2020/21

MELKSHAM TOWN COUNCIL

<https://www.melksham-tc.gov.uk/>

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/11/2020 02/06/2021

Name of person who carried out the internal audit

S J Pollard for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date 02/06/2021

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Melksham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/06/2021

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2020/21 for

Melksham Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	1,147,311	1,040,588	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	844,910	884,122	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	377,356	122,538	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-465,177	-547,206	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-863,812	-642,179	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,040,588	857,863	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,011,595	871,291	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	5,692,083	5,910,718	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Date

I confirm that these Accounting Statements were approved by this authority on this date:

28/06/2021

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2020/21

In respect of

Melksham Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2020/21

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2020/21

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 7th June 2021

PRESENT: Councillor J Oatley (Chair)
Councillor S Crundell (Vice-Chair)
Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor T Price

IN ATTENDANCE: Councillor C Goodhind Deputy Town Mayor

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

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

14/21 Apologies

No Apologies.

15/21 Declarations of Interest

Councillor Mortimer declared an interest in the agenda item relating to the proposed Community Hub, formerly Art House Café. Councillor Mortimer remained in the meeting and took part in the debate on this item.

Councillor S Crundell declared an interest in the agenda item relating to the proposed Community Hub, formerly Art House Café. Councillor S Crundell remained in the meeting and took part in the debate on this item.

16/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Community Development Committee Meeting held on 22 February 2021, having previously been

circulated, were approved as a correct record and were signed by the Chair, Councillor Oatley.

17/21 Community Hub - Formerly Art House Cafe

The report of the Community Development Officer and the Town Clerk was noted.

The Committee discussed uses for the Community Hub- formerly Art House Café and

It was proposed by Councillor Oatley, seconded by Councillor Crundell and

UNANIMOUSLY RESOLVED to ask the Community Development Officer to research the creation of a “Virtual Hub” and bring a costed report with a range of options and solutions to the next Community Development Committee meeting for consideration. As the Art House Café building is a Council asset all future decisions about the use of the building should be undertaken by the Asset Management & Amenities Committee. Should the research indicate evidenced need for a physical Community Hub this should be brought back to the Asset Management and Amenities Committee for consideration.

18/21 Public Arts Project

The report of the Community Development Officer and the Economic Development Manager was noted.

It was proposed by Councillor Oatley, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to change the name of the Public Arts Project to Community Arts Project. The Community Development Officer was tasked with shortlisting six from the potential 35 projects for the committee to choose three to make progress on. Once a project was completed, the Community Arts Project group would choose the next project to progress to ensure a controlled approach with a maximum of three projects being worked on at any one time.

19/21 South West in Bloom Competition

The report of the Community Development Officer and the Economic Development Manager was noted.

Councillor Oatley stated that the Council remained committed to its ongoing entry into the South West in Bloom competition. He congratulated the South West in Bloom Group for their achievements to date.

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that:

- the Town Clerk to present a costed report identifying which aspects of the town's floral displays are delivered by the Town Council and which by the volunteer teams each year, and
- Councillors Aves and Mortimer and either the Town Clerk or the Community Development Officer become members of the South West in Bloom Group.

20/21 Melksham in Bloom

The report of the Community Development Officer and the Economic Development Manager was noted.

It was proposed by Councillor Oatley, seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to support the planned Melksham in Bloom 2021 activity and to encourage townspeople, organisations and businesses to participate.

21/21 Jubilee Trees

The report of the Community Development Officer was noted.

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED to identify areas that could accommodate trees in order to participate in the Jubilee Planting scheme 2022, and to explore a more ambitious project to include public areas and possibly use a tree specialist, to add to the biodiversity of the town.

22/21 Terms of Reference

The Committee agreed to defer consideration of the Terms of Reference to the next meeting.

23/21 Melksham Community Group Network

The report of the Community Development Officer and the Economic Development Manager was noted.

It was proposed by Councillor Oatley, seconded by Councillor Price and

UNANIMOUSLY RESOLVED to continue with meetings of the Community Groups Network on a two-monthly basis.

24/21 Digital Engagement Experience Programme for Business and Community Organisations

The report of the Economic Development Manager was noted.

It was proposed by Councillor Oatley, seconded by Councillor S Crundell and

UNANIMOUSLY RESOLVED that the Digital Engagement Experience Programme for Business and Community Organisations should come under the umbrella of the Economic Development & Planning Committee. The report should identify the following:

- A more detailed breakdown of the proposed project
- Significantly more information relating to officer time required
- Costings for the project, including officer time and any external resources required
- More information detailing the anticipated impact of the project and its stated outcomes
- As this project has been implemented elsewhere then case studies from these areas identifying the identified need and how the project helped met that need. Copies of some of the materials used may prove helpful for better understanding of what the project will do.

Meeting Closed at: 7.53 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 25th May 2021

PRESENT: Councillor J Hubbard (Chair)
Councillor G Cooke (Vice-Chair)
Councillor P Aves
Councillor S Crundell
Councillor G Ellis
Councillor C Goodhind
Councillor S Mortimer
Councillor J Oatley
Councillor S Rabey

OFFICERS:	David McKnight	Economic Development Manager
	Christine Hunter	Committee Clerk
	Taylor Robinson	Business Administration Apprentice

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

62/21 Apologies

No apologies.

63/21 Declarations of Interest

Councillor Ellis declared a pecuniary interest in agenda item 4 planning application PL/2021/03183 Station Approach. Councillor Ellis confirmed he would leave the room for this item and abstain from voting.

Councillor Oatley declared a non-pecuniary interest in Agenda Item 4 PL/2021/03245. Councillor Oatley would be voting on the agenda item.

64/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Economic Development and Planning Committee Meeting held on 4 May 2021, having previously been circulated, were approved as a correct record and were signed by the Town Mayor, Councillor Hubbard.

65/21 Planning Applications

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

[PL/2021/04757](#) Land East of Spa Road, Melksham, Wilts
Temporary installation of housing development marketing signs including flagpoles and totem signs.
Consultation deadline: 9 June 2021
Melksham Town Council requested a condition be added that all advertisement signs should be removed within 90 days of the last property being sold.
Agreement: Unanimous

[PL/2021/03309](#) 23 GOLDFINCH ROAD, MELKSHAM, SN12 7FL
Single storey Orangery extension to rear elevation.
Consultation deadline: 27 May 2021
Agreement: Unanimous

[PL/2021/03245](#) Melksham Forest Community Centre, The Shed, Bowmans Court, Melksham, SN12 7FF
Use of existing hardstanding for a temporary construction compound to support the installation of new sewers which will alleviate sewer flooding in the local area.
Consultation deadline: 27 May 2021
Agreement: Unanimous

[PL/2021/04513](#) Spencers Sport and Social Club Beararce Road Melksham SN12 8AG
Proposed Container For Storage & New Fencing for Bin store
Consultation deadline: 9 June 2021
Agreement: Unanimous

[PL/2021/03183](#) Station Approach, Melksham, SN12 8BN
Proposed advertising sign at the entrance to Station Approach and illuminated cafe sign at the gable end of the cafe building facing the station platform.
Consultation deadline: 2 June 2021
Councillor Ellis had declared a pecuniary interest, therefore left the room for this item and did not vote.
Agreement: Resolved

[PL/2021/04746](#) 50 PRIMROSE DRIVE, MELKSHAM, SN12 6GB
Two Storey Rear Extension
Consultation deadline: 10 June 2021

Agreement: Unanimous

[PL/2021/03860](#)

15 HAZELWOOD ROAD, MELKSHAM, SN12 6HP
Proposed garage conversion & replacement flat roof and rear conservatory.

Consultation deadline: 14 June 2021

Agreement: Unanimous

[PL/2021/04477](#)

16 BREAM CLOSE, MELKSHAM, SN12 7JX
Single storey utility extension

Consultation deadline: 7 June 2021

Agreement: Unanimous

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

[20/08520/FUL](#)

7 Lowbourn Melksham Wiltshire SN12 7DZ
Demolition of existing restaurant, and erection of a new two storey building for flats.

It was proposed by Councillor Hubbard, Seconded by Councillor S Crundell and

RESOLVED to object to the application on the following grounds:

- The proposed development is in a conservation area.
- The proposed development is not in keeping with the style of buildings within the area.
- The proposed development indicates there are nine parking spaces with no evidence that 7 of those 9 parking spaces will be available in the future, if and when the remaining area of the site is developed.

[PL/2021/04956](#)

5A CHURCH WALK, MELKSHAM, SN12 6LY
Yew tree – fell.

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

UNANIMOUSLY RESOLVED to object to the application on the following grounds:

- No clear reason for felling the tree.
- It is not clear if the tree is protected
- It could be a registered bat roost.

66/21 Planning Decisions

Members noted the following planning decisions:

- | | |
|-------------------------------------|--|
| <u>21/02351/FUL</u> | 75 Semington Road, Melksham, SN12 6DW
Proposed two storey side & rear extension.
Decision: Approved with Conditions
MTC Consultee Response: No Objection |
| <u>21/01358/ADV</u> | 12 Bank Street, Melksham, SN12 6LG
1no. part internally illuminated fascia sign & 1no. internally illuminated projecting sign.
Decision: Approved with Conditions
MTC Consultee Response: No Objections |
| <u>21/02411/FUL</u> | 30 Southbrook Road, Melksham, SN12 8DT
Proposed single storey rear extension
Decision: Approved with Conditions
MTC Consultee Response: No Objections |

67/21 CATG Issues

Antisocial Behaviour – Field next to Primrose Drive Play Area, Heather Avenue

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

UNANIMOUSLY RESOLVED to ask the Economic Development Manager to:

- contact Wiltshire Council Highways Department to obtain recommendations on the best way forward before putting to CATG.
- Contact Sgt J Twyford for suggestions on how to combat the antisocial behaviour.
- To bring responses from Wiltshire Council Highways Department and Sgt Twyford to the next Economic Development and Planning Committee meeting on 14 June 2021.

The Town Mayor, Councillor Hubbard gave an update on the bollards on Bank Street and confirmed work would commence on the bus shelters this week. The Committee asked the Economic Development Manager to review the bus shelter at Blenheim House, if work is required to bring to the next Economic Development and Planning Committee meeting.

68/21 Neighbourhood Plan

The Economic Development Manager confirmed the Neighbourhood Plan referendum date is 1 July 2021.

69/21 Traffic Regulation Orders for Consultation

The following Traffic Regulation Orders for Consultation were noted:

1. THE COUNTY OF WILTSHIRE (PATHFINDER WAY, MELKSHAM WITHOUT) (30MPH SPEED LIMIT) ORDER 2021
2. THE COUNTY OF WILTSHIRE (VARIOUS ROADS, MELKSHAM AND MELKSHAM WITHOUT) (40MPH SPEED LIMIT) ORDER 2021
3. PEDESTRIAN CROSSING – A365 WESTERN WAY, MELKSHAM AND MELKSHAM WITHOUT
4. PEDESTRIAN CROSSINGS – A365 BATH ROAD AND PATHFINDER WAY, MELKSHAM WITHOUT

The Town Mayor, Councillor Hubbard confirmed they will be implemented as advertised.

70/21 Temporary Road Closure Notifications

The following Temporary Road Closure Notifications were noted:

Temporary Closure of: Westlands Lane (Part), Melksham Without (Ref: TTRO 7287) commencing 7th June 2021.

Temporary closure of: A365 (Part), Melksham (16/06/21 - 30/06/21)

Meeting Closed at: 8.10 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 14th June 2021

PRESENT: Councillor J Hubbard (Chair)
Councillor G Cooke (Vice-Chair)
Councillor P Aves
Councillor C Goodhind
Councillor S Mortimer
Councillor G Ellis
Councillor J Oatley
Councillor S Rabey

OFFICERS: David McKnight Economic Development Manager
Christine Hunter Committee Clerk

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

71/21 Declarations of Interest

There were no declarations of interest.

72/21 Apologies

No apologies.

73/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 25 May 2021 having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

74/21 Neighbourhood Plan

The Neighbourhood Plan referendum polling day on 1 July 2021 was noted.

The Town Mayor, Councillor Hubbard confirmed that Simon Crundell has been elected Vice Chair of the Neighbourhood Plan Steering Group. Councillors were asked to actively encourage the residents of Melksham to vote on the Neighbourhood Plan on 1 July 2021.

The Town Mayor, Councillor Hubbard confirmed that there is a drop-in Neighbourhood Plan session on Thursday 24 June 2.00 pm – 7.00pm at the Assembly Hall Melksham. This is an opportunity for residents to question Councillors regarding the Neighbourhood Plan. All Councillors are encouraged to attend.

75/21 Planning Applications

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

UNANIMOUSLY RESOLVED that the Council had **no objection** to the following planning application:

[PL/2021/04456](#) UNIT 2, 122 FOREST ROAD, MELKSHAM, SN12 7AE
Variation of condition 7 of W/10/02668/FUL (amendments to opening hours)
Consultation Deadline: 5 July 2021

Council noted the following planning application withdrawal.

[21/01629/OUT](#) Land South of Woodrow Road, Melksham
Outline application with all matters reserved for residential development (up to 150 dwellings), associated works and infrastructure, ancillary facilities, open space, landscaping with vehicular and pedestrian access from Woodrow Road
MTC Consultee Response: Object
Application was withdrawn

76/21 Planning Decisions

Members noted the following planning decisions:

[PL/2021/03304](#) 119 CRANESBILL ROAD, MELKSHAM, SN12 7GH
Loft conversion with Velux roof lights
Decision: Approved
MTC Consultee Response: Not required as this was a Certificate of Lawfulness only.

[PL/2021/03028](#) 7 CRAYBOURNE ROAD, MELKSHAM, SN12 7DH
Proposed single storey rear extension
Decision: Approved with conditions
MTC Consultee Response: No Objection

[21/02490/FUL](#) 37 Conway Crescent, Melksham, SN12 6BD
Proposed single storey rear extension
Decision: Approved with conditions
MTC Consultee Response: No Objection

[21/01324/FUL](#)

14-18 Bank Street, Melksham, SN12 6LG
External alterations to include replacement windows at first floor front elevation and insertion of two roof lights and new delivery door and replacement door on rear elevation.

Decision: Approved with conditions

MTC Consultee Response: No Objection

[21/00549/FUL](#)

Berkeley House, Longleaze Lane, Melksham, SN12 6QJ
3 bay oak framed detached garage and home office

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03201](#)

River Mead Primary, Lowbourn, Melksham, SN12 7ED
Renewal of planning permission to retain the single mobile building with toilets on site - used as a curriculum space for children in school.

Decision: Approved with conditions

MTC Consultee Response: No Objection

[PL/2021/03245](#)

Melksham Forest Community Centre, The Shed, Bowmans Court, Melksham, SN12 7FF
Use of existing hardstanding for a temporary construction compound to support the installation of new sewers which will alleviate sewer flooding in the local area

Decision: Approved with conditions

MTC Consultee Response: No Objection

77/21 Community Area Transport Group (CATG) Issues

.1 Murray Walk Lighting

The Economic Development Manager confirmed this issue was raised by Councillor Price after receiving a complaint from a resident. Murray Walk footpath and bridges are owned by Wiltshire Council and it is a public highway.

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

UNANIMOUSLY RESOLVED to ask the Economic Development Manager to contact the Wiltshire Council Street Lighting team for potential solutions/options to improve the lighting in Murray Walk. A proposal with options and costings to be brought to the next Economic Development & Planning Committee meeting for a decision whether to take to CATG.

78/21 Wildlife and Countryside Act 1981 s.53 Rights of Way Modification Order 2020

Councillor Oatley confirmed the proposed Right of Way Modifications were discussed at the Wiltshire Council Western Area Planning Committee meeting held on 9 June 2021. When published the decisions from the meeting will be circulated to Committee members by the Committee Clerk.

79/21 Traffic Surveys in Wiltshire

The Economic Development Manager confirmed that due to the backlog of traffic survey requests caused by Covid-19, realistically traffic surveys will continue in the Autumn 2021. Currently the Town Council has traffic survey requests outstanding for Union Street and Forrest Road.

Councillor Goodhind reported on previous issues which arose when Melksham Town Council requested traffic surveys. Councillor Goodhind suggested the Community Safety Group/Economic Development and Planning Group produce a procedure to decide the actual locality and frequency of the traffic surveys requested from Wiltshire Council. Councillor Hubbard asked the Economic Development Manager and Colin Goodhind bring a simple procedure to the next meeting, which can be used as a process to follow when requesting traffic surveys.

Meeting Closed at: 7.29 pm

Signed:

Dated:



MELKSHAM TOWN COUNCIL

Bath Road Toilets – Progress report

28 June 2021

1. The process of opening up the Bath Road toilets has been delayed for reasons outside of MTC's control;
2. After a site visit, Wiltshire Council's Head of Estates and Development has advised that the replacement of fuses at the Bath Road block may present a safety risk, as a result of the length of time the unit has been de-energised;
3. This has delayed our ability to properly assess the viability of adapting/opening the block;
4. WC has subcontracted Wheeler's to send an electrician to perform a 'dead-test' on the wiring of the block to ascertain if any section of it is unsafe, and to plan for any remedial work if so;
5. The report from this visit is expected to be returned to Wiltshire Council today, 22 June. According to emails from the Estates and Development team, the tests showed five safety concerns, two of which presented significant risks. We will know the details of what remedial work is required imminently;
6. According to Mike Dawson at WC, all remedial work costs and risk will fall to MTC;
7. Once the unit is deemed safe, the fuses can be replaced and we can get Danfo in to run some of their own tests on the workability of the unit and provide a set of options for adaptation/reopening. They are ready and waiting;

CONTACT:

Jeff Mills

jeff.mills@melksham-tc.gov.uk

07843 333650

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COMPLAINTS POLICY

1. Melksham Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. We view complaints as an opportunity to review and improve our systems and services.

If you are dissatisfied with the standard of service you have received from this Council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

2. This Complaints Procedure applies to complaints about Council administration and procedures and may include complaints about how council employees have dealt with your concerns.

3. This Complaints Procedure does not apply to:

3.1. complaints by one Council employee against another Council employee, or between a Council employee and the Council as the employer. These matters are dealt with under the Council's disciplinary and grievance procedures.

3.2. complaints against Councillors. Complaints against Councillors are covered by the Code of Conduct for Members (adopted by the Council on 12 April 2010, reviewed and amended 2 February 2019) and, if a complaint against a Councillor is received by the Council, it will be referred to the Standards Committee of Wiltshire Council. Further information on the process of dealing with complaints against Councillors may be obtained from the Monitoring Officer of Wiltshire Council.

4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

5. You may make your complaint about the Council's procedures or administration to the Director of Council Services. You may do this by writing or emailing the address set out below.
6. Wherever possible, the Town Clerk will acknowledge your complaint within two working days and try and resolve it as soon as possible.
7. If you do not wish to report your complaint to the Director of Council Services, you may make your complaint directly to the Town Mayor who will report your complaint to the Personnel Sub-Committee.
8. The Town Clerk or HR Sub-Committee will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Town Clerk or Town Mayor will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the HR Sub-Committee, the Town Council or to the Full Council and within eight weeks you will be notified in writing of the outcome of the review of your original complaint.

Reviewed and Adopted by xxx on xxx



DOCUMENTATION RETENTION POLICY

1. Introduction

This policy guides the management and timely disposal of correspondence files and other Town Council documents. The policy may also be used to guide members of the public as to which documents are readily available for requests under the Freedom of Information Act 2000.

2. Scope and purpose

The purpose of this policy is to provide a framework to govern management decisions on whether a particular document (or set of documents) should either be:

- Retained – and, if so, in what format and for what period; or
- Disposed of – and, if so, when and by what method.

For the purposes of this policy, the terms ‘document’ and ‘records’ include information in both hard-copy and electronic format.

3. The Retention/Disposal Protocol

Any decision whether to retain or dispose of a document should be taken in accordance with the following criteria:

- Has the document been appraised?
- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to evidence events in the case of a dispute?
- Is retention required to meet the operational needs of the Council?

Where the nominated reviewing manager is familiar with the contents of the document or where the contents are straightforward and easily apparent then such an exercise may only take a few minutes.

4. Roles and Responsibilities – Managing Officers

Responsibility for determining whether to retain or dispose of specific documents rests with the Town Clerk with whom control and responsibility for those areas of the business properly falls. The Town Clerk will appraise the documentation in accordance with the Retention/ Disposal Protocol detailed at Section 3 and the documentation listed in Section 5.

The rationale for this is that it would be reasonable to assume and expect that the Town Clerk should be broadly conversant with the types of documents received, generated and stored.

The Town Clerk must ensure that an annual review of all documentation detailed in Section 5 below occurs. This review may be delegated to a member of staff. However, the Town Clerk must ensure that the delegated member of staff has a full understanding of the process – and that the member of staff presents all documentation identified as applicable for destruction to the Town Clerk for confirmation before final disposal.

Documents that are not to be reviewed by Officers below the Town Clerk are as follows:

- Personnel files
- Records relating to disciplinary hearings, complaints of a personal nature against staff, Officers or any member of the public carrying out work paid or unpaid on behalf of the Council
- Salary details

5. Disposal

Disposal can be achieved by one of the following options:

- Confidential waste – ie making available for collection by a designated refuse collection service
- Physical destruction on site (paper records – shredding).
- Deletion – where computer files are concerned
- Migration of documents to external body.

The Town Clerk should take into account the following considerations when selecting any method of disposal:

- Under no circumstances should paper documents or computer memory sticks containing personal data or confidential information be simply binned or deposited in refuse tips. To do so could result in the unauthorised disclosure of information to third parties and render the Council liable to prosecution or other enforcement under the Data Protection Act. Such documents should be destroyed on site (eg. By shredding) or placed in specially marked 'Confidential Waste' bins or bags.

The Town Council utilises the services of a designated secure refuse collection service. The service provider supplies sacks into which the selected paperwork is to be placed and then secured. The bags have a specified weight limit which ensures the bags are not overloaded, thus reducing the risk of potential injury when lifting or carrying them. Partially filled waste bags or files are not to be left unattended at any time unless the room in which the work is being undertaken is lockable.

- Deletion – the Information Commissioner has advised that if steps are taken to make data virtually impossible to retrieve then this will be regarded as equivalent to deletion.
- Migration of documents to a third party (other than for destruction or recycling) is unlikely to be an option in most cases. However, this method of disposal is relevant where documents or records are of historic interest and/ or have intrinsic value. The third party here in many instances would be the Public Record Office (PRO). 'Migration' can also include the sale of documents to a third party, eg. Historic maps.

- Recycling – wherever practicable disposal should further recycle inline with the Council's commitment to sustainable development and promotion of an alternative waste disposal strategy.

Disposal should be documented by keeping a record of the document disposed of, the date and method of disposal, and the Officer who authorised disposal. The documenting of disposal will be particularly important to ensure compliance with the Freedom of Information Act.

DATA PROTECTION ACT 1998

The Town Clerk needs to be aware that under the Data Protection Act, personal data processed for any purpose must not be kept for longer than is necessary for that purpose. In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

The following documents will be retained for the periods stated and the reasons given:

Document	Minimum Period	Reason
Record of disposal records	Destroy after 12 years	Common practice
Minute books	Indefinite	Historical
Scale of fees and charges	Six years	Management
Annual audited accounts	Indefinite	Historical
Receipt books	Six years	VAT
All bank statements including savings and deposit accounts	Last completed audit year	Audit
Bank paying in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotations/ tenders	Indefinite	Statute of Limitations Act
Paid Invoices	Six years	VAT
Paid cheques	Six years	Statute of Limitations Act
Sundry debtor invoices	Six years	VAT
VAT records	Six years	VAT
Petty cash, postage books	Six years	VAT
Payroll records	12 years	Superannuation

Employers liability insurance	40 years	Management and Statute of limitations
Public Liability insurance	21 years	Management and Statute of limitations
Health and Safety inspection records	21 years	Management and Statute of limitations
Investment records	Indefinite, archive after five years	Audit, Management
Title deeds, leases, licenses, agreements, contracts	Indefinite, archive after five years	Audit, Management
Members' allowances register	Six years	Tax, Statute of Limitations
For Town Hall premises and facilities (applications to hire, lettings diaries, copy invoices, record of tickets issued)	Six years	VAT
Allotments register and plans	Indefinite	Audit, management
Insurance certificates/ employers' liability certificates	Indefinite, archive after five years	Management
Planning lists, plans and observations	Destroy after two years	Local choice
Statutory development plans and observations	Destroy five years after expiry or when draft superseded	Local choice
Consultations on statutory functions eg. Licensing and highways	Destroy after two years	Local choice
Member contact details	As long as the person remains a member of Council	Common practice
Representation – list of members representing the Council on outside bodies	Six years	Local choice
Corporate plans, strategies, policies, business plans, annual reports, asset register	Permanent archive after superseded	Common practice
Personnel administration	Destroy five years after person leaves employment	Local choice

Recruitment and interview documents	One year	Equal opportunities claims
Staff team briefs	Three years	Common practice
Equality opportunities	Destroy 15 years after last action	Common practice
Health and Safety	Destroy 15 years after last action or after six years if superseded. 40 years for asbestos and other occupational health records	Statutory and common practice
Statutory returns	Seven years	Common practice
Operating procedures	Two years after superseded	Local choice
Consultations of public and staff	Destroy after five years from closure	Common practice
Record of complaints against the Council	Destroy after six years	Common practice
Freedom of information	Destroy after five years	Common practice
Reviewing the quality, efficiency or performance of the Council	Destroy after five years	Common practice
Publicised work of the Council	One copy to permanent archive Destroy others after administrative use	Common practice
Media relations – records of interactions	Destroy after three years	Common practice
Marketing and promotions literature	Destroy after six years	Local choice
Civic and royal events – records of administration	Permanent archive after use concluded	Common practice
Organising documents	Destroy after seven years	Common practice
Making local bylaws, copies and procedures (if applicable)	Permanent archive after use ended	Common practice
Administration/ enforcement of bylaws	Destroy two years after conclusion of action	Common practice

Emergency planning and environmental issues	Destroy seven years after administration concluded	Common practice
Contamination of land	Indefinitely	Common practice
CRB/ DBS disclosures	Six months	Management

6. Storage of Retained Documents

Retained documents will be stored on the Town Council's premises and recorded/ archived to ensure easy retrieval. Where possible documents are to be stored in electronic format.

An annual review of the method of storage will be carried out to ensure that items continue to be accessible and safe and also to ensure that the system remains up to date with developing technology.

Historic documents too large or fragile to be scanned should be stored in the fireproof safe located in the Town Hall. Those documents and files will be reviewed periodically and, if considered appropriate, offered to the County Records Office for safekeeping. This is to ensure that very old documents are kept in optimum conditions to ensure longevity.

Reviewed and Adopted by xxx on xxx



FLAG FLYING POLICY

1. General

Flags are traditionally flown by the Melksham Town Council for a variety of reasons, typically to show allegiance or support or respect or to celebrate. The Town Council will always endeavor to be sensitive to the views of all sectors of its community and will never use flags for political purposes.

2. Union Flag

It is Melksham Town Council's policy to fly the Union flag permanently at full mast above the Town Hall except on those occasions detailed below when it may be flown at half-mast.

3. Half Mast

The Union flag will be flown at half-mast on the following occasions:

- On the death/funeral of the Sovereign, another member of the Royal Family, the Prime Minister or other dignitary as advised by the Department of Culture, Media and Sport ("DCMS") and/or special commands from the Sovereign.
- On the death/funeral of a serving officer in the Armed Forces from the Town.
- On the death/funeral of a serving Town Councilor, local Unitary Councilor or local Member of Parliament.
- As a mark of respect, mourning and solidarity following atrocities, natural disasters or other acts resulting in significant loss of life in countries with which the Town Council has a twinning affiliation (currently France (Avon) and Poland (Elblag)).

- At the discretion of the Town Mayor, to commemorate local civic and community dignitaries who have recently passed away.

4. National Flag of England

The National flag will be flown on the secondary flagpole on St George's Day (23rd April) and, at the discretion of the Town Council, to celebrate and support the national team in sporting events of significance.

5. Merchant Navy Flag

The Merchant Navy flag will be flown on 3rd September each year at the discretion of the Town Council, to honor the brave men and women who kept our 'island nation' afloat during both World Wars and celebrated our dependence on modern day merchant seafarers.

6. Other Flags

The Commonwealth flag will be flown on the secondary flagpole on Commonwealth Day each year - (second Monday in March).

The Pride flag will be flown throughout June to celebrate and support LGBTQ and their social movements.

7. Overseas Visitors

Whenever possible, the relevant national flag will be flown from the secondary flagpole when the Town Council formally receives visitors from overseas.

8. Exceptions

Ordinarily and in the interests of impartiality, the flag of another nation or cause will not be flown. However the Town Mayor in liaison with the Town Clerk may exercise discretion or seek a motion from Council to determine when the Town Council will fly its flag(s) at half-mast and/or fly the flag of another nation state or cause as a mark of

respect from the Council and the community in particular circumstances that are deemed to be appropriate.

9. Other Occasions

Ad hoc requests to fly flags that are not covered by this policy will only be considered in exceptional circumstances and will be determined by the Town Mayor in liaison with the Town Clerk.

Reviewed and Adopted by xxx on xxx

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LONE WORKER POLICY

1. Introduction

In recognition of its general duty under Section 2 of the Health & Safety at Work Act 1974 and the duty to provide safe systems and places of work, Melksham Town Council is conscious that its employees will, on occasion, be working alone on Town Council premises.

2. Aims

In order to meet its obligations to employees the Town Council recognises that lone working may constitute a higher risk activity and is committed to the following policy principles which apply to all staff members and persons undertaking lone work on behalf of the Council.

3. Actions

Melksham Town Council will:

- Minimise particularly where high risk work is also undertaken under lone working conditions e.g. electrical, working at height
- Never knowingly expose an employee to uncontrolled risks particularly associated with lone working
- Consider and act on all reasonable concerns raised by employees in relation to lone working situations e.g. in times of absence of a colleague, safety concerns
- Provide adequate resources and training for the employee to ensure their Health and Safety particularly under lone working conditions
- Ensure the Council minimises the risks and liabilities associated with employee lone working and that its duties as required by Health and Safety legislation are not compromised, e.g. provide lone workers with telephone access
- Provide uniform and adequate control of the additional Health and Safety risks arising from lone working across the organisation
- Provide timely information and instruction to supervisors to ensure that instances of lone working are minimised or that associated risks are properly assessed and controlled
- Ensure that all employees are adequately trained and competent to undertake their tasks

- Review and revise this policy as necessary at regular intervals

The Council also accepts its responsibility for assessing the risks to the health and safety of volunteers who work for the Council and other people who may be affected by our activities.

All employees and volunteers have a responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and to take care of themselves and others.

Reviewed and Adopted by xxx on xxx



EQUALITY AND DIVERSITY POLICY

Melksham Town Council is committed to encouraging equality and diversity among our workforce, our community, voluntary organisations and any organisations the Town Council engage with, to eliminate unlawful discrimination.

1. Introduction

The Town Council, in providing services and facilities to the community, is committed against unlawful discrimination of all users of those services and facilities.

The aim of this policy is to ensure that the Town Council is truly representative of all sections of society, and for each Councillor and Officer to feel respected and able to give their best.

2. Purpose of the Policy

The policy's purpose is to:

- provide equality, fairness and respect to every organisation we engage with and for all in our employment, whether temporary, part-time or full-time
- not unlawfully discriminate because of the Equality Act 2010 protected characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex (gender) and sexual orientation
- oppose and avoid all forms of unlawful discrimination. This includes in pay and benefits, terms and conditions of employment, dealing with grievances and discipline, dismissal, redundancy, leave for parents, requests for flexible working, and selection for employment, promotion, training or other developmental opportunities

3. Commitments

The organisation commits to:

- encourage equality and diversity throughout the Melksham Community and the workplace as they are good practice and they are standards which would be expected from a public authority
- create an environment free of bullying, harassment, victimisation and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of everyone are recognised and valued

This commitment includes training all Councillors and Officers about their rights and responsibilities under the equality policy. Responsibilities include how Councillors and Officers conduct themselves to help the Town Council provide equal opportunities in all Town Council activities and prevent bullying, harassment, victimisation and unlawful discrimination

4. Actions to be Taken

All Councillors and Officers should understand they can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their duties against fellow employees and all groups with whom the Town Council engage.

The Town Council takes seriously complaints of bullying, harassment, victimisation and unlawful discrimination made by Councillors, Officers, suppliers, visitors, the public and any others in the course of the Town Council's activities.

Such acts will be dealt with as misconduct under the organisation's grievance and/or disciplinary procedures, and any appropriate action will be taken regarding officers. Councillors would be expected to uphold the code of conduct and complaints against Councillors may result in a code of conduct complaint to the monitoring officer at Wiltshire Council. Particularly serious complaints regarding officers could amount to gross misconduct and lead to dismissal without notice.

Further, sexual harassment may amount to both an employment rights matter and a criminal matter, such as in sexual assault allegations. In addition, harassment under the Protection from Harassment Act 1997 – which is not limited to circumstances where harassment relates to a protected characteristic – is a criminal offence.

5. Monitoring

The Town Council will make opportunities for training, development and progress available to all Councillors and Officers, who will be helped and encouraged to develop their full potential, so their talents and resources can be fully utilised to maximise the efficiency of the Town Council.

Any decisions concerning Officers will be based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).

Employment practices, policies and the code of conduct for Councillors as well as any procedures will be reviewed and updated when necessary to ensure fairness. The policy will be updated when necessary to take account of changes in the law.

The make-up of the Town Council will be monitored regarding information such as age, gender, ethnic background, sexual orientation, religion or belief, and disability to encourage equality and diversity, and to meet the aims and commitments set out in the equality policy.

Monitoring will also include assessing how the equality policy, and any supporting action plan, are working in practice, reviewing them annually, and considering and taking action to address any issues.

Reviewed and Adopted by Full Council on 28 June 2021

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TRAINING AND DEVELOPMENT POLICY

1. Introduction

Melksham Town Council is committed to the continued training and development of all councillors and employees in order to provide the town with the highest quality representatives and services, in line with the Council's Strategic Objectives.

The purpose of this policy is to encourage councillors and staff to undertake appropriate training, ensure all necessary training is undertaken, allocate training in a fair manner whilst observing our Equality duty and ensure that all training is properly evaluated.

Training and development has a financial allocation within the annual budget, to cover both employees and councillors, as well as providing in-house development and taking advantage of any relevant partnership training.

2. Identification of training needs

There are various circumstances in which the need for training needs may arise, such as:

- Legislative requirements e.g. first aid, fire safety, manual handling etc.
- Changes in legislation
- Meeting the Council's objectives
- Changes in systems
- New or revised qualifications become available
- Accidents
- Professional error
- Introduction of new equipment
- New working methods and practices
- Complaints to the Council
- A request from a member of staff or councillor
- Devolved services / delivery of new services

Employees

Under the Employee Rights Act 1996, section 63d, all employees have a right to request studying and training. Therefore, if any employee feels they have a training need they should in the first instance discuss the need with their line manager. Similarly, if it is felt or identified that an employee is in need of training, their line manager will discuss this with them.

Training needs should not be left to be identified during the annual appraisal process; they may arise at any point of the year and should be addressed through the regular one to one meetings or sooner if necessary.

The identified training need will be reviewed and assessed against the responsibilities of the role, the objectives of the Council and the development of the employee i .

Councillors

If councillors feel they have a training need they should approach and discuss it in the first instance with the Town Clerk. The Town Clerk will be able to assess the request and ascertain whether this is something all councillors may be interested in/benefit from undertaking.

The Council will undertake an annual training needs analysis with councillors soon after election to office. This will encourage new and existing councillors to look at any knowledge gaps or relevant skills training that, as a councillor they wish to address. Special consideration will be given to any training needs they feel they may have with regards to Committees and Working Groups they are members of. In particular, the Personnel Sub-Committee, Policy and Resources Committee, Town Developments and Planning Committee, Amenities Committee and the Finance Working Group.

On completing the training needs analysis, the results will be collated and reviewed by the Town Clerk. The Town Clerk will then take steps, to arrange any training required.

Below is a list of examples of internal training councillors may wish to seek, of which it is advised the first four are considered essential:

- Code of conduct
- Standing Orders
- Equality Duty
- Chairmanship
- Conduct at meetings
- Mayor / Deputy Mayor role and responsibilities
- Council's Strategic Objectives
- Specific Council projects
- Budget setting
- Finances and cost centres
- Social media.

3. Training methods

There are variety of ways in which training and development can be achieved:

- **Internally** - This includes induction training for all new employees. If further training can be given utilising the in-house expertise and knowledge, then this will be the first preferred route and will generally cover computer training, training on specific work procedures or Council specific practices and legislation.
- **Partnership** - The Council has links with other partners where training can be sourced, such as through the Wiltshire Association of Local Councils and the training department at Wiltshire Council.
- **Day Workshops/Seminars** - When Council employees receive information on workshops and seminars this is shared with colleagues and councillors, where relevant.
- **Conferences** - Details of conferences are shared with employees and councillors, again where relevant.
- **Professional Qualifications** - Training towards a professional qualification will often be sourced through the professional body and completed at a local University or College.
- **External Training Providers** - There are numerous training providers available. When sourcing training from an external provider, the Council will always seek to obtain the best value and where possible, from a nearby location.

Upon the identification of a training need, the employee or councillor and their line manager or Town Clerk will consider the most effective way in which the training can be sourced and whether or not others may benefit from the training.

4. **Financial implications**

Each year as part of the annual budget setting process, the Council will include a training budget for employees and councillors. When calculating this, any training needs identified as part of the annual appraisal process and councillors training needs analysis will be taken into consideration, along with any refreshment training i.e. renewal of First Aid, Manual Handling etc.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources. For approved courses, the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Recouping costs

It is standard practice of Melksham Town Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one-day course or workshop) a written agreement will be made that if the employee leaves the Council's employment within a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

This does not apply to employees in apprenticeship positions.

Travel expenses

Where employees or councillors attend training further away than their commute to and from their normal place of work or council offices, they may submit an expense claim to cover the additional travel costs to and from the training venue. Where practical and possible, if there is more than one attendee from the Council, shared travel arrangements should be made.

5. Time off work

The Council will grant paid time off work for one-off training courses, providing these are approved with the line manager. Where a training course or workshop falls on an employee's non-working day, time off in lieu (TOIL) may be accrued for hours in attendance at the training.

An employee undertaking a longer training course or qualification not directly beneficial to the council, will be required to use TOIL to cover these absences. Where an employee requires time off work for an exam or study leave prior to an exam, the Council will be flexible to ensure this time off can be granted using either TOIL or annual leave, providing adequate notice is given by the employee.

6. Evaluation

It is important that any training undertaken is assessed for effectiveness, with the exception of internal/on the job training. On completion of a training session/course/workshop, the employee or councillor should complete an in-house Training Report Form and return this to the Town Clerk.

These Report Forms will be collated and reviewed annually and used as part of a training report to the Personnel Sub Committee. The completion of these forms will help assess whether the training is suitable for another individual and if it was considered best value for money. The forms will also help ensure any key points taken from the training are learned and/or acted on.

7. Recordkeeping

Each employee and councillor should give copies of any attendance or qualification certificates to their line manager or the Town Clerk to be held within their personnel records. These records will be kept in accordance with the Council's Document Retention policy, after which they will be disposed of as confidential waste.

Reviewed and Adopted by xxx on xxx



VEXATIOUS COMPLAINTS POLICY

1. Introduction

This policy is about the management of abusive, persistent and/or vexatious complainants. It sets out how Melksham Town Council will deal with complainants that fall within the scope of this definition. Those identified will be treated consistently, honestly and proportionately while ensuring that other service users, officers and the Council as a whole suffer no detriment. This policy applies to all areas of the Council.

It is considered that all complainants have the right to have their concerns examined in line with the relevant complaints' procedure. In most cases, dealing with complaints will be a straightforward process; however, in a minority of cases, the complainant may act in a manner that is deemed unacceptable. They may act in a way that is considered abusive, unreasonably persistent or vexatious and by doing so it may hinder the Council's ability to investigate their complaint or the complaints of others. This behaviour may occur at any time before, during or after a complaint has been investigated.

The time spent on dealing with all complaints should be proportionate to the nature of the complaint and consistent with the outcome that is being sought being realistic and achievable.

2. How is unreasonable complaints' behaviour defined?

2.1 It should be noted that raising a complaint about a Council service does not in itself constitute unreasonably persistent behaviour and neither do complainants who escalate through all stages of the relevant complaints procedure or those who express criticism about the complaints process itself.

2.2 The Council has adopted the Local Government Ombudsman's definition and the identified characteristics for unreasonable or unreasonably persistent complainants *"For us, unreasonable and unreasonably persistent complainants are those complainants who, because of the nature or frequency of their contacts with an organisation, hinder the organisation's consideration of their, or other people's, complaints"*.

2.3 Examples of unreasonably persistent behaviour:

(this list is not exhaustive, nor does one single characteristic on its own imply that the person will be considered as being in this category)

- Refusing to specify the grounds of a complaint, despite offers of help.
- Refusing to cooperate with the complaints' investigation process.
- Refusing to accept that certain issues are not within the scope of the Council's jurisdiction or within the scope of a complaints' procedure.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Making unjustified complaints about staff who are trying to deal with the issues and seeking to have them replaced.
- Changing the basis of the complaint as the investigation proceeds.
- Denying or changing statements he or she made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising many detailed but unimportant questions, and insisting they are all answered.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various members of staff and/or organisations.
- Making excessive demands on the time and resources of staff with lengthy phone calls, emails to numerous council staff, or detailed letters every few days, and expecting immediate responses.
- Submitting repeat complaints with minor additions/variations, which the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence.

2.4 Examples of abusive and/or vexatious complainants

The Council will take steps to protect its staff from members of the public who are behaving in a way which is considered abusive and/or vexatious. This may include physical or verbal abuse and could include the following (however this list is not exhaustive):

- Speaking to the member of staff in a derogatory manner which causes offence.
- Swearing, either verbally or in writing despite being asked to refrain from using such language.
- Using threatening language towards Council staff which provokes fear.
- Repeatedly contacting a member of staff regarding the same matter which has already been addressed

3. Managing unreasonable complaint behaviour

3.1 This policy may be invoked if the Council considers that a complainant has behaved in a manner which is deemed unreasonable (see above). The Council may take any actions against a complainant that it considers to be reasonable and proportionate in the circumstances.

3.2 Types of actions the Council may take:

- Where the complainant tries to reopen an issue that has already been considered through one of the Council's complaints' procedures, they will be informed in writing that the procedure has been exhausted and that the matter is now closed
- Where a decision on the complaint has been made, the complainant should be informed that future correspondence will be read and placed on file, but not acknowledged, unless it contains important new information
- Limiting the complainant to one type of contact (e.g. telephone, letter, email, etc.)
- Placing limits on the number and duration of contacts with staff per week or month
- Requiring contact to take place with a named member of staff and informing the complainant that if they do not keep to these arrangements, any further correspondence that does not highlight any significantly new matters will not necessarily be acknowledged and responded to, but will be kept on file
- Assigning one officer to read the complainant's correspondence, in order to ensure appropriate action is taken
- Offering a restricted time slot for necessary calls to specified dates and times
- Requiring any face to face contacts to take place in the presence of a witness and in a suitable location

4. **Matters to take into account before taking action**

4.1 Before taking a decision to invoke this policy consideration should be given to whether any further action is necessary, such as:

- Consideration about whether it is appropriate to convene a meeting with the complainant and a senior officer in order to seek a mutually agreeable resolution
- If it is known or suspected that the complainant has any special needs then consider offering an independent advocate who may assist the complainant with their communication with the Council
- Where more than one department is being contacted by the complainant, agree a cross departmental approach; and designate a lead officer to co-ordinate the Council's response.

4.2 Staff must be satisfied before taking any action as defined by this policy that the complainant's individual circumstances have been taken into account including such issues as age, disability, gender, race and religion or belief.

5. **Imposing restrictions**

5.1 In the first instance the Town Clerk or delegated officer will communicate to the complainant either by phone or in writing to explain why this behaviour is causing concern and ask them to change this behaviour. The Town Clerk will explain what actions the Council may take if the behaviour does not change.

5.2 If the complainant continues with the unreasonable behaviour the Town Clerk will decide whether it is necessary to take appropriate action by invoking this policy.

5.3 When the decision has been taken to apply this policy to a complainant, the Town Clerk will contact the complainant in writing (and/or as appropriate) to explain:

- why this decision has been taken
- what action the Council will be taking
- the duration of that action
- the review process of this policy

and

- the right of the complainant to contact the Local Government Ombudsman about the fact that they have been treated as a persistent/vexatious complainant.

5.4 Any restriction that is imposed on the complainant's contact with the Council will be appropriate and proportionate and the complainant will be advised of the period of time the restriction will be in place for. In most cases restrictions will apply for between three and six months but in exceptional cases may be extended. In such cases the restrictions would be reviewed on a quarterly basis.

5.5 If the complainant continues to behave in a way which is deemed unacceptable then the Town Clerk, in consultation with the Monitoring Officer, may decide to refuse all contact with the complainant and cease any investigation into his or her complaint.

5.6 Where the behaviour is so extreme or it threatens the immediate safety and welfare of staff, the Council will consider other options, for example reporting the matter to the Police or taking legal action. In such cases, we may not give the complainant prior warning of that action.

6. New complaints from those who have been deemed to be abusive, vexatious and/or unreasonably persistent complainants

Any new complaints received from complainants who have come under this policy will be treated on their merits. The Council does not support a blanket ban on genuine complaints simply because restrictions may be imposed upon that complainant.

7. Review

7.1 The Town Clerk or delegated officer will review any restrictions which are imposed upon the complainant after six months and at the end of every subsequent six months within the period during which the policy is to apply.

7.2 Should the decision be taken to extend the period of restriction, the complainant will be advised in writing how the Council plans to go about this and that the decision to restrict contact will be put in place for a further specified period (e.g. six months). The outcome of any subsequent review will be communicated to the complainant, outlining if the restrictions will continue to apply and if so why.

7.3 If at the end of the restricted period it is considered that the complainant's behaviour is no longer deemed to be unreasonable, the Council will confirm this in writing advising that the restrictions have now been lifted.

8. Ceasing contact with a complainant

8.1 There may be occasions where the relationship between the Council and unreasonably persistent or vexatious complainants breaks down completely. This may even be the case while complaints are under investigation and there is little prospect of achieving a satisfactory outcome. In such circumstances, there may be little purpose in following all the stages of the complaints' procedure. Where this occurs, the Council will advise the complainant that they may approach the Local Government & Social Care Ombudsman who may be prepared to consider a complaint before the procedure has run its course.

9. Record Keeping

9.1 The Council will keep a record of all complainants who have been treated as being unreasonably persistent, abusive and/or vexatious in accordance with this policy. This will include details of why the policy was invoked, what restrictions were imposed and for what period of time.

9.2 Anonymised information will be reported in the complaints report.

Reviewed and Adopted by Full Council on xxx

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MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING

28 JUNE 2021

Report: CLACKERS BROOK HABITAT IMPROVEMENT WORKS, MELKSHAM

1 BACKGROUND

- 1.1 At the Community Development Committee meeting of 23 November 2020, the committee received and supported the draft detail of the proposed habitat improvement works at Clackers Brook, as submitted by the Wiltshire Wildlife Trust.
- 1.2 There was a great deal of enthusiasm for this project and the Economic Development Manager was asked to convey this enthusiasm to Wiltshire Wildlife Trust and to enquire of the Trust if the council could be of any assistance in the furtherance of these works.
- 1.3 Wiltshire Wildlife Trust was contacted in accordance with the request in 1.2 above. The response to Wiltshire Wildlife Trust can be seen in Appendix 1.

2 PROPOSAL

- 2.1 Wiltshire Wildlife Trust have now supplied much more detail regarding the design of the works at Clackers Brook.
- 2.2 It is proposed to reprofile the bank at various locations along Clackers Brook and to deposit some of the spoil on land belonging to Wiltshire Council and occupied by Melksham Town Council.
- 2.3 The formal agreement of Melksham Town Council is being sought for the elements of the work detailed in 2.2 above.
- 2.4 The detail of the works provided can be seen in Appendix 2.
- 2.5 Ecological surveys have been undertaken which have informed the scheme design. Prior to delivery, further surveys will be undertaken and work will be halted/alterd if deemed necessary and agreed with relevant bodies.
- 2.6 The key stakeholders involved in the works are Melksham Town Council, Wiltshire Council, Selwood Housing, Wiltshire Wildlife Trust, the Environment Agency and the funders of the works (providing funding to Wiltshire Wildlife Trust).
- 2.7 In the case of Melksham Town Council, the field proposed for the disposal of spoil, and, as a result, where tracking of plant will occur, is a children's play area – The Woody.
- 2.8 The work will be undertaken under the terms of a Bespoke Environmental Permit from the EA which will cover the proposed activities.
- 2.9 The estimated duration of the entire works on site is 3 weeks.

3 SCHEME DETAILS

3.1 General

- 3.1.1 The site works is being planned for Autumn 2021, with the window for the sites works possibly extending into the winter period, and activity is dependent on prevailing weather/ground conditions.
- 3.1.2 The sites where bank reprofiling will take place have been identified and can be found in Appendix 2, along with the profile to be achieved at each location.
- 3.1.3 Only one contractor team will undertake the works.
- 3.1.4 Wiltshire Wildlife Trust will provide banksmen for the works and the banksmen will be on site at all times to accompany plant, especially when moving around. This will be at walking pace and will be paused whenever a pedestrian/cyclist etc. is nearby. These trips will be limited to the minimum necessary.
- 3.1.5 The equipment to be used is likely to be a single, tracked, 360-degree excavator plus a dumper. The latter will be wheeled if the ground conditions allow, otherwise Wiltshire Wildlife Trust will need to reconsider if ground conditions are soft and consider a tracked dumper, track matts, or postponement. The size of the excavator will be determined by the plant available from the successful contractor.
- 3.1.6 The size of the dumper is not yet known – it is thought likely, by the author, to be in the range of 3 tonne to 10 tonne capacity. The lack of a detailed plant specification prevents a calculation of the likely number of vehicle movements to be made on land occupied by Melksham Town Council during the operation.
- 3.1.7 A compound will be required. Wiltshire Wildlife Trust has indicated that they may approach the Melksham Town Council to site this on the land owned by Wiltshire Council and which this council occupies, for at least part of the duration of the contract. The compound will be hedges fenced, as will all plant.
- 3.1.8 The operation will be planned, the sites for disposal of spoil and the locations for a compound, selected in order to minimise the need to cross the road with plant.
- 3.1.9 Only the bankside of Clackers Brook will be excavated; no excavation of the channel is planned to take place.

3.2 Excavation and deposit of spoil

- 3.2.1 The bank side land at Clackers Brook is in flood plain. As such, the Environment Agency requires excavated spoil to be spread outside flood plain-designated areas.
- 3.2.2 Areas to spread spoil are severely limited by the extent of the flood risk zones (see Appendix 3). It is proposed by Wiltshire Wildlife Trust that spoil will be spread within non-flood plain areas; the extent of the spreading areas will be determined by available space, management considerations and so they blend in with the surroundings. Maximum height will not exceed 0.75m above present soil level. Slopes will not exceed 1:4 to maximise stability. It is estimated that 270 cubic metres of spoil will be generated under the current designs (this is a conservative estimate).
- 3.2.3 The spoil to be excavated during the bank reprofiling operation has not yet been analysed and therefore the quality of the material is not known.
- 3.2.4 Wildlife Wildlife Trust has indicated that soil testing will be undertaken before any regrading takes place to ensure there is no contamination.

- 3.2.5 The volume of material proposed to be excavated has been calculated as follows – these are conservative estimates:

Cross section:

- B/C 28 cubic metres
- D 22.5 cubic metres
- L 72 cubic metres
- 36 cubic metres (cross section unspecified)
- J/K 112 cubic metres

- 3.2.6 The wooden steps, exposed wire and concrete at cross section L will be removed.

3.3 Site remediation

- 3.3.1 In terms of the spoil which is proposed to be deposited on the land occupied by Melksham Town Council, the spoil would be spread in a bund close to and parallel to the boundary with Queensway. See the diagram within Appendix 2.
- 3.3.2 The plant cover finish to the spoil bund is a matter for negotiation but initially, a wildflower plant cover is proposed with fruit trees planted along the top of the bund. See diagram in Appendix 2. The mowing of a wildflower/grass bund will prove more expensive compared to current practices, as hand mowing will be required, and cuttings will need to be removed. The same would apply to a grass finish except the cuttings would not need removing and would mulch down into the sward. Ultimately, the site may need reseeding to grass anyway, as wildflowers die, or are choked out by grass/weed competition.
- 3.3.3 The field itself will need remediation, post operation, in terms of the damage resulting from the vehicle movements associated with the works, and the damage resulting from any siting of a compound which is permitted.
- 3.3.4 It should also be noted that the conditions of the footpaths on site are not good and may be damaged during the operation by plant tracking to the brook and other vehicle movements.
- 3.3.5 The implications of 3.3.3 and 3.3.4 above have not yet been discussed.

3.4 Site safety

- 3.4.1 The issues of ensuring site safety would need to be discussed and specified in some detail, should this council be minded to participate in this scheme.
- 3.4.2 The proposal will involve operating plant, disposing spoil of known quality (at the time of the works), profiling it into a bund and undertaking land remediation works – all in close proximity to a children's play area and on a site where the public (of all ages) have unfettered access currently.
- 3.4.3 During the delivery of the contract, Wiltshire Wildlife Trust propose keeping disruption to a minimum by only closing the immediate vicinity to the operating plant, using banksmen at all times.

4 BENEFITS

- 4.1 This scheme is designed to improve wildlife habitats along Clackers Brook.
- 4.2 The reprofiling of the bank is to provide a wet margin habitat that is incredibly valuable to marginal plants, invertebrates and water voles without interfering with the summer low flow channel.
- 4.3 The capacity of the flood plain will also be increased.

5 CONCERNS

- 5.1 This scheme is currently lacking some key detail information:
 - 5.1.1 The quality of the spoil to be excavated.
 - 5.1.2 Agreed remediation proposals for the spoil and the field grass.
 - 5.1.3 Weed control proposals during and post remediation – disturbing the spoil is highly likely to encourage the weed seed bank in the spoil to break dormancy which could result in a flush of weeds. This council does not use herbicides on the land it owns/occupies, as a matter of policy.
 - 5.1.4 Provision to screen the excavated spoil, if necessary, to remove debris.
 - 5.1.5 Off-site disposal of any debris excavated during the works.
 - 5.1.6 Provision to separate the excavated spoil into sub soil and topsoil-type materials to ensure that a disposal bund is finished with an appropriate topsoil-type material.
 - 5.1.7 A copy of the written agreement of the Environment Agency for the works, and spoil disposal methodology.

6 RISKS

- 6.1 Contaminated material may be deposited on land Melksham Town Council occupies with associated remediation implications, including costs.
- 6.2 Operational safety implications may mean closure of the site whilst works and remediation are completed.
- 6.3 That Melksham Town Council will have to absorb any increased future management costs for the site, once it is handed back. For example, the deposit and cultivation of spoil may result in implications, including additional costs, for site management in the future, e.g. ongoing enhanced weed control, increased mowing costs.
- 6.4 This work proposed by Wiltshire Wildlife Trust is being grant aided. Should significant, unplanned, additional costs arise from these works, the ability of Wiltshire Wildlife Trust to meet such costs should be considered.
- 6.5 Nearby residents in Queensway may express annoyance that, under current proposals, they will permanently look out over a soil bund rather than the grassland currently.
- 6.6 6.2 and 6.5 above may result in damage to the image and reputation of Melksham Town Council, particularly in respect of the works at the disposal site which we occupy, but, by association, also with the other works in the wider scheme.

7 RECOMMENDATIONS

- 7.1 To consider this report and its implications.
- 7.2 To determine a preferred course of action so that officers can proceed appropriately.

8 CONTACT

David McKnight

Economic Development Manager

david.mcknight@melksham-tc.gov.uk

07759 284 266



MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING

28 JUNE 2021

**Appendix 1: CORRESPONDENCE WITH WILTSHIRE WILDLIFE TRUST AS A RESULT OF THE
COMMUNITY DEVELOPMENT COMMITTEE MEETING OF 23 NOVEMBER 2020**

Subject: Clackers Brook habitat improvement works, Melksham

Dear

Our Community Development Committee recently discussed the Wiltshire Wildlife Trust's initial concept ideas for the Clackers Brook habitat improvement works in Melksham.

The committee asked me to write to you to convey their enthusiasm and support for these proposed works and to invite you to let the Town Council know if we can be of any assistance in executing them.

With our very best wishes for Christmas and the New Year.

Kind regards, David

David McKnight B.Sc. (Hons), FCMI
Economic Development Manager
07759 284 266



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MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING

28 JUNE 2021

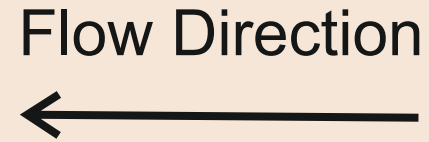
Appendix 2: LATEST SCHEME INFORMATION AVAILABLE (June 2021)



KEY

- River
- Road
- Footpath
- Tree cover
- Residential area
- Re-grade area
- Spoil bund with tree planting
- Bus Stop

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- KEY
- River
 - Road
 - Footpath
 - Tree cover
 - Residential area
 - Re-grade area
 - Spoil bund with tree planting
 - Gravel Beach

Regrade sections
of the bank. Planted
with marginal plants

Primrose Nature Area

E
E'

D
D'

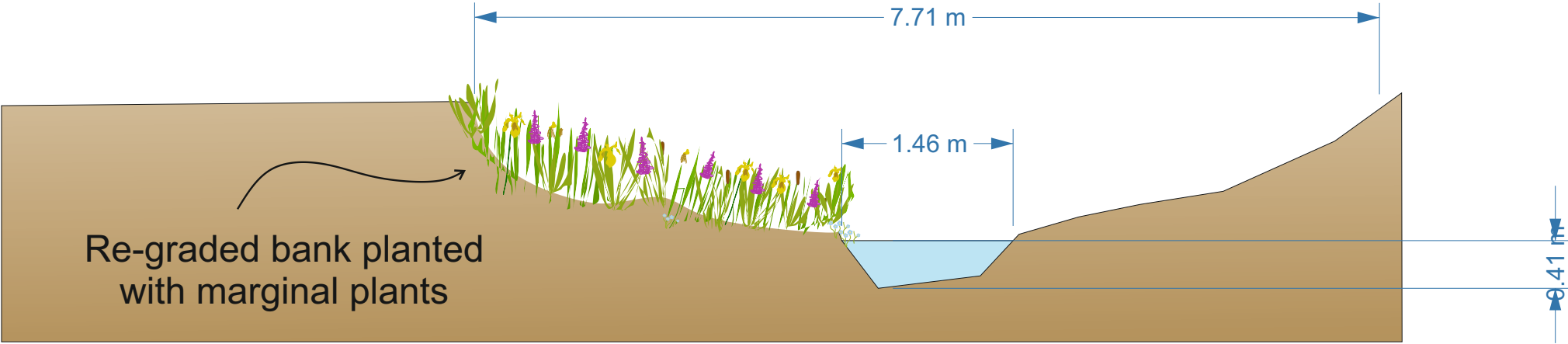
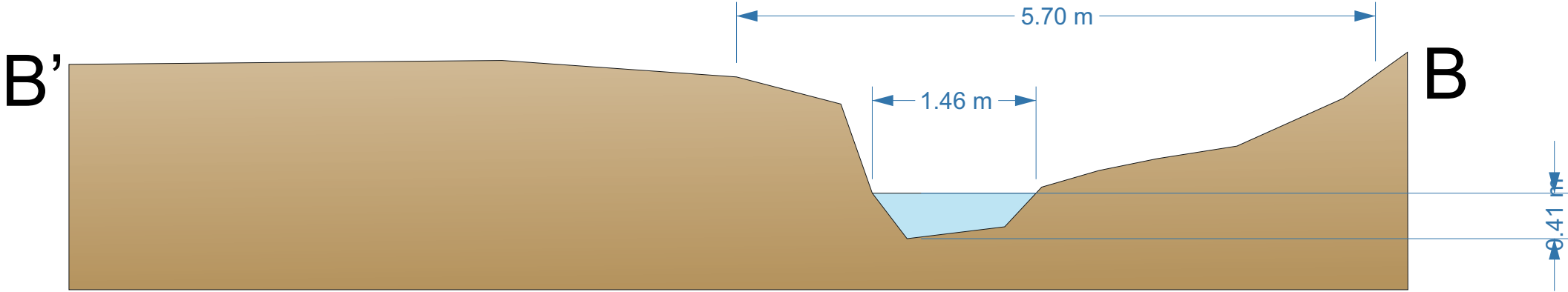
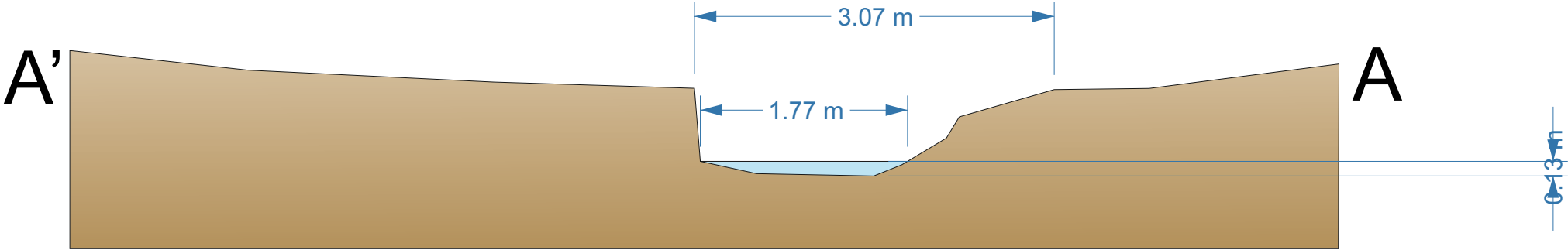
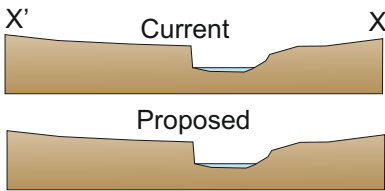
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KEY
Two representations of each cross section showing the current and proposed extent.



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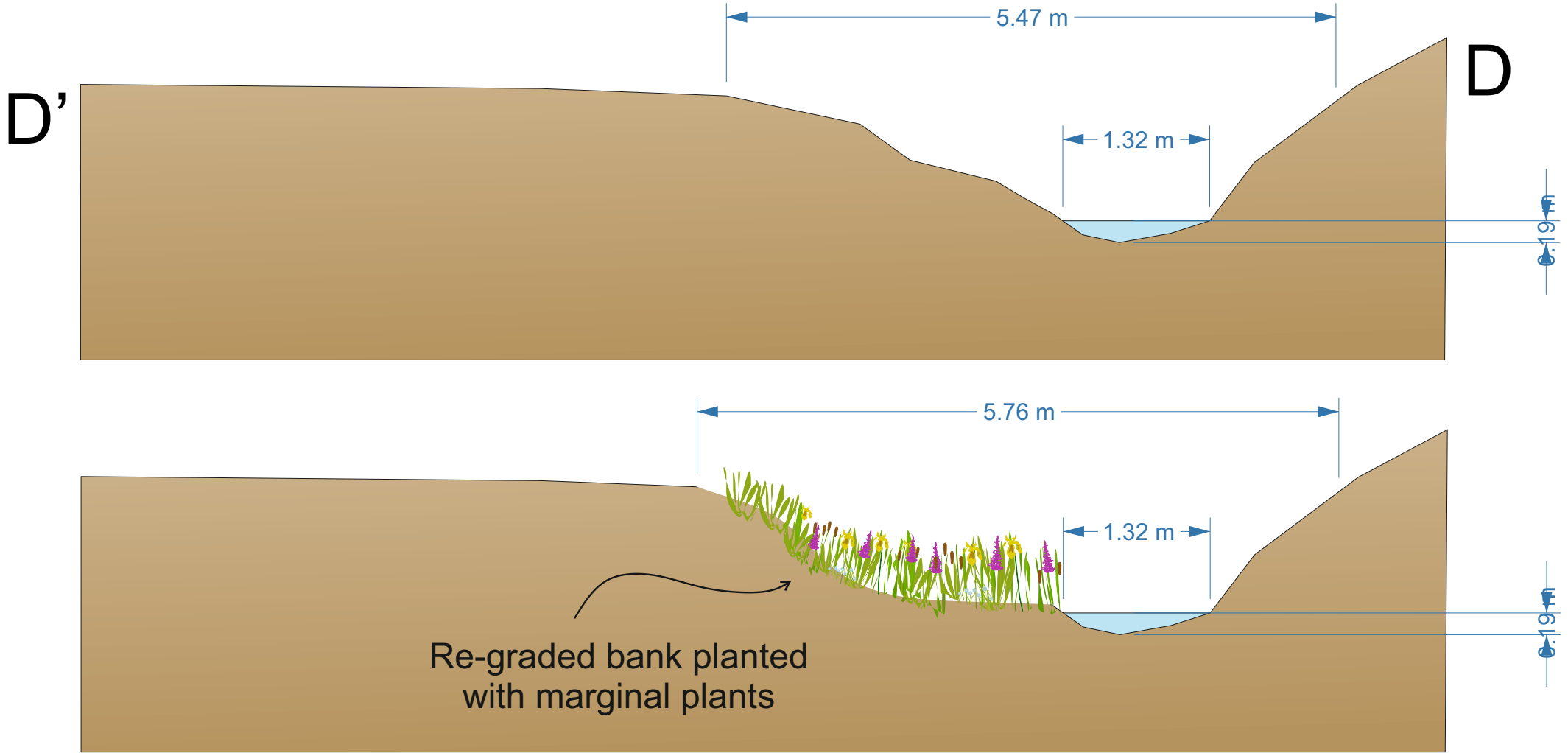
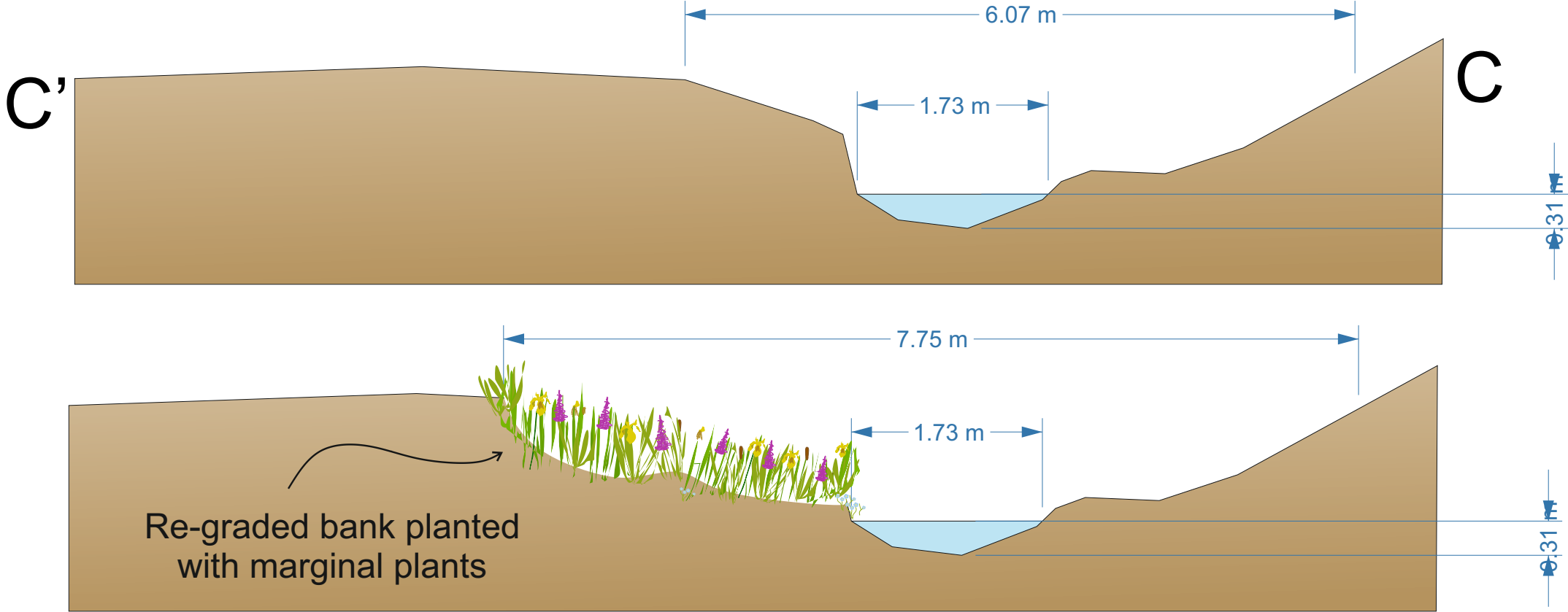
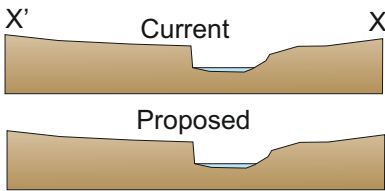
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KEY
Two representations of
each cross section
showing the current
and proposed extent.



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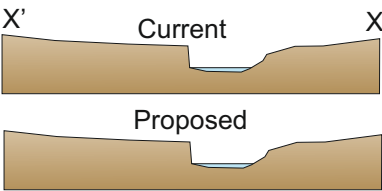
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LHB

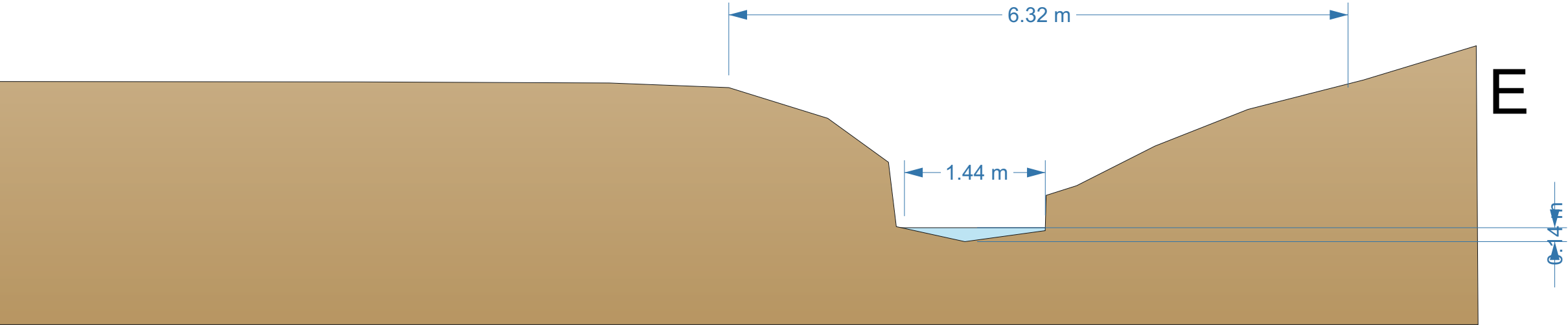
RHB



KEY
Two representations of each cross section showing the current and proposed extent.



Page 168



1:50

DATE: 15/04/2021
SCALE: 1:50
DRAWN BY: NW
VERSION: 01
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Project Name: **Clackers Brook, Melksham**
Drawing Title: Dorset Crescent Detail



Areas where spoil spreading
out of the floodplain is possible.

- KEY
- River
 - Road
 - Footpath
 - Tree cover
 - Residential area
 - Re-grade area
 - Spoil bund with tree planting
 - Bus Stop

Page 169

50m

I
I'
H
H'

G
G'
F
F'

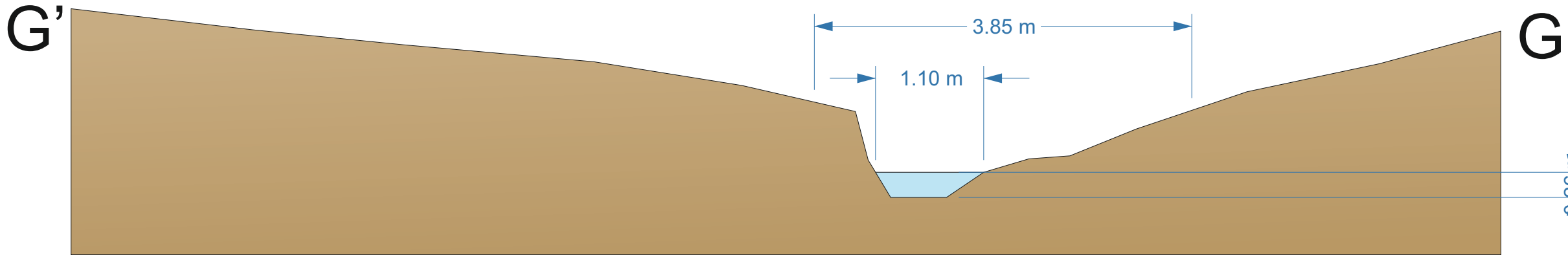
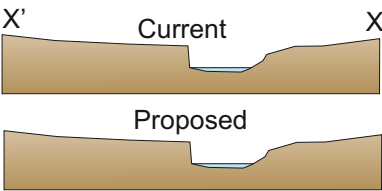
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SCALE: 1:750
DRAWN BY: NW
VERSION: 01
Contains OS data © Crown copyright and database rights 2020

LHB

RHB



KEY
Two representations of each cross section showing the current and proposed extent.



1:50

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SCALE: 1:50
DRAWN BY: NW
VERSION: 01
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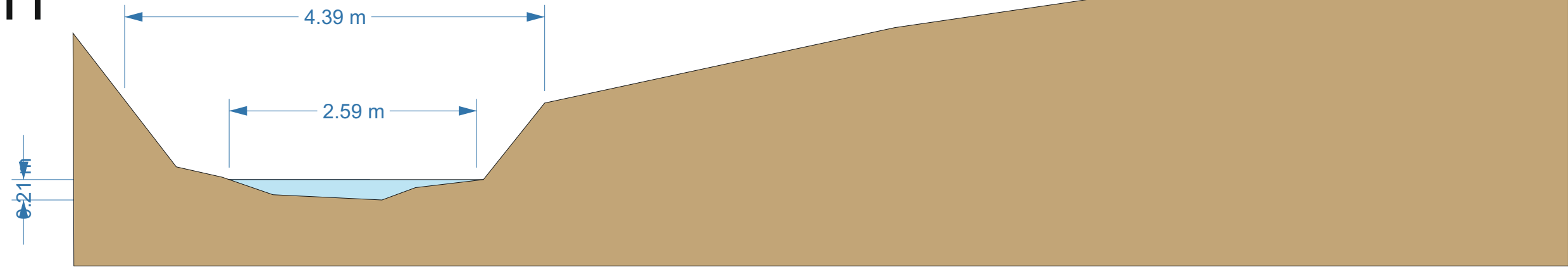
LHB

RHB

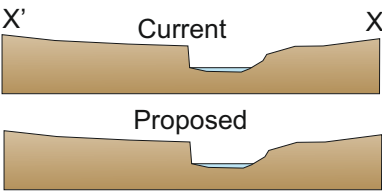


H'

H



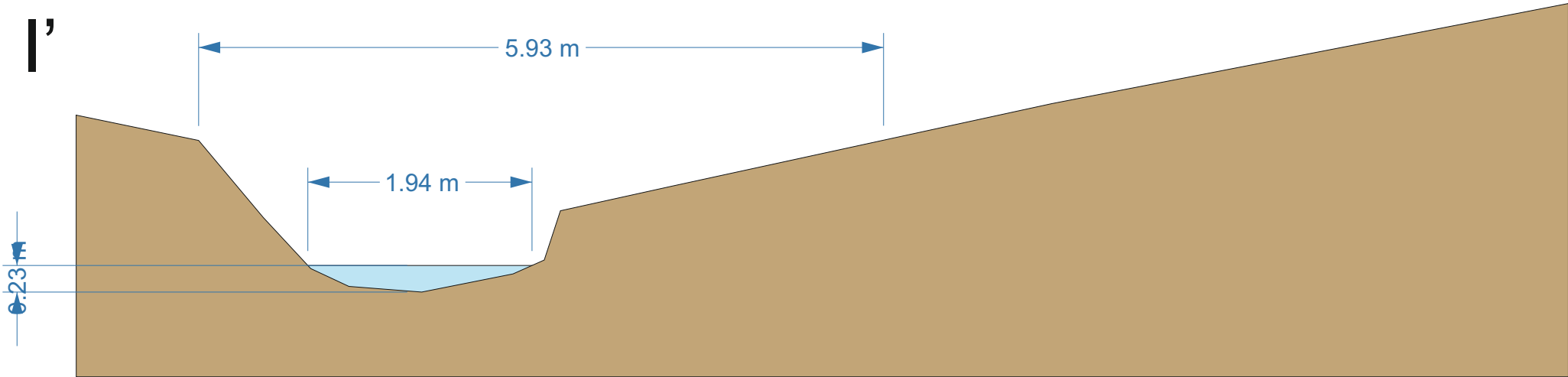
KEY
Two representations of each cross section showing the current and proposed extent.



Page 171

I'

I

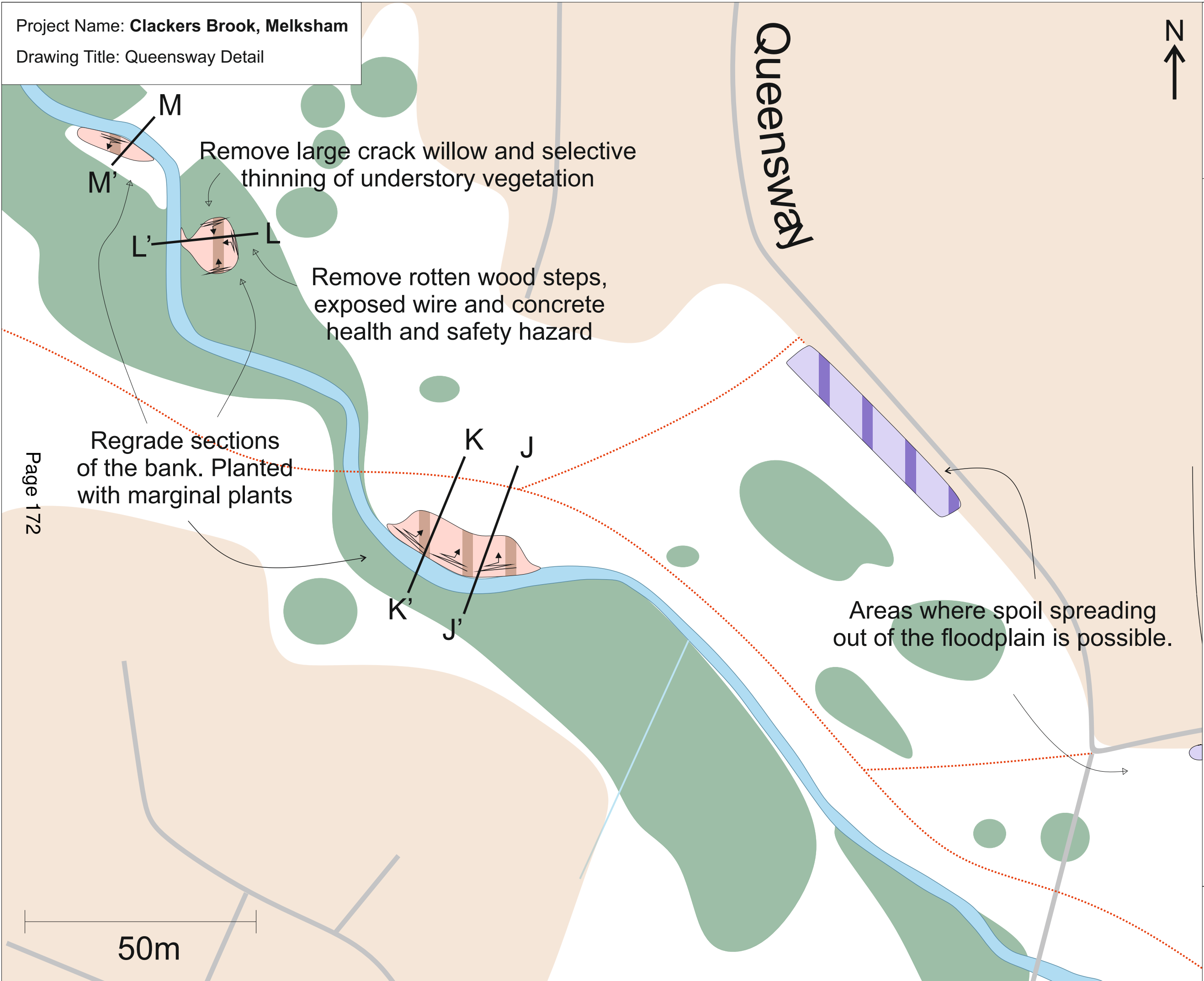


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DATE: 15/04/2021
SCALE: 1:50
DRAWN BY: NW
VERSION: 01
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- KEY
- River
 - Road
 - Footpath
 - Tree cover
 - Residential area
 - Re-grade area
 - Spoil bund with tree planting



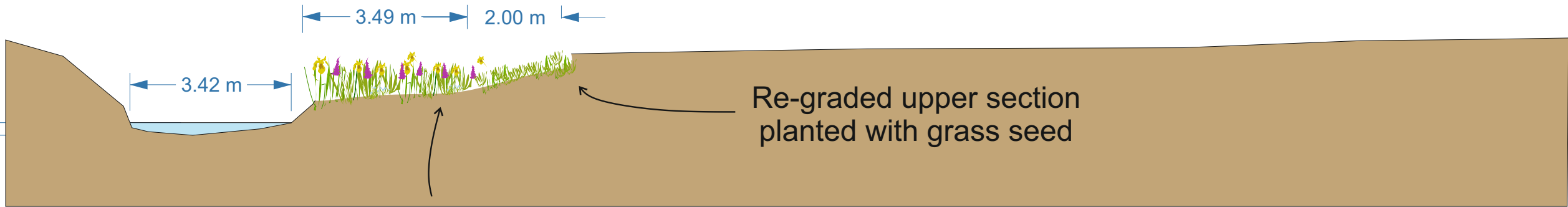
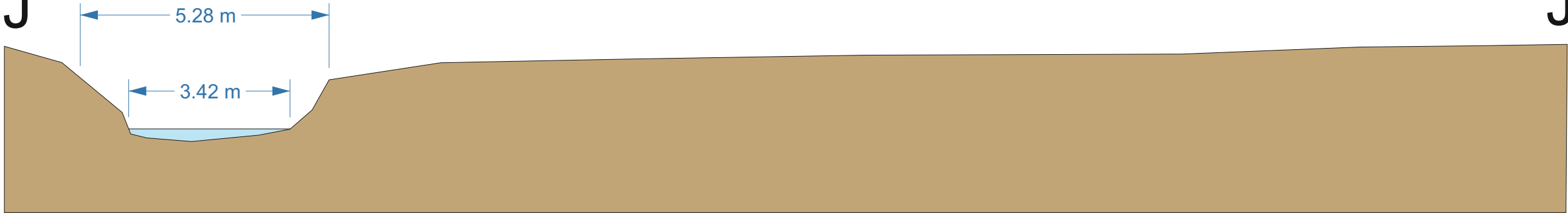
LHB

RHB



J'

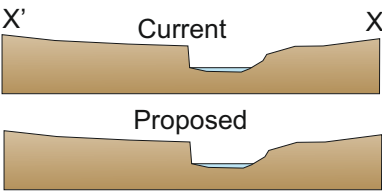
J



Re-graded lower section planted with marginal plants

KEY

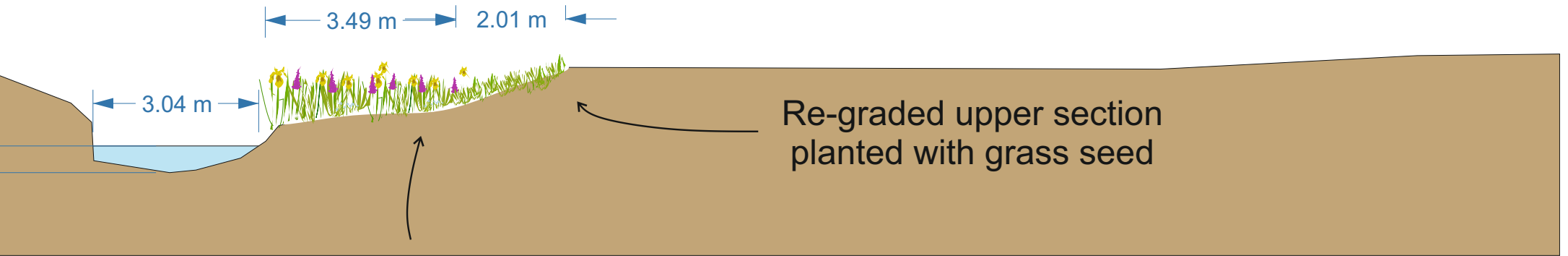
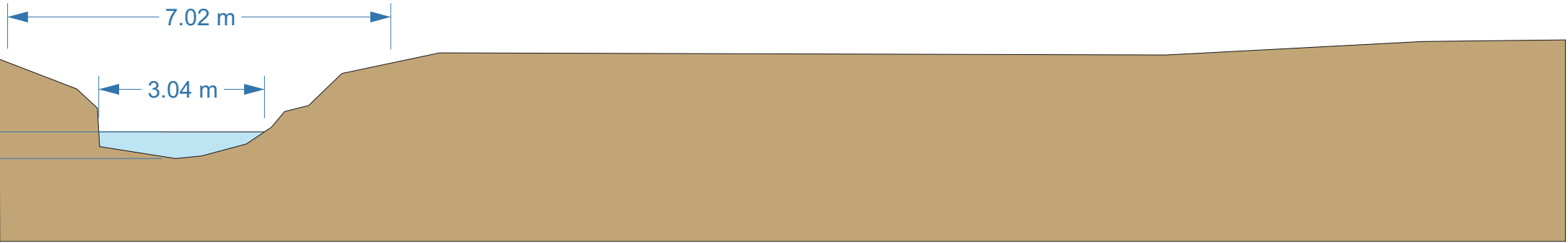
Two representations of each cross section showing the current and proposed extent.



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K'

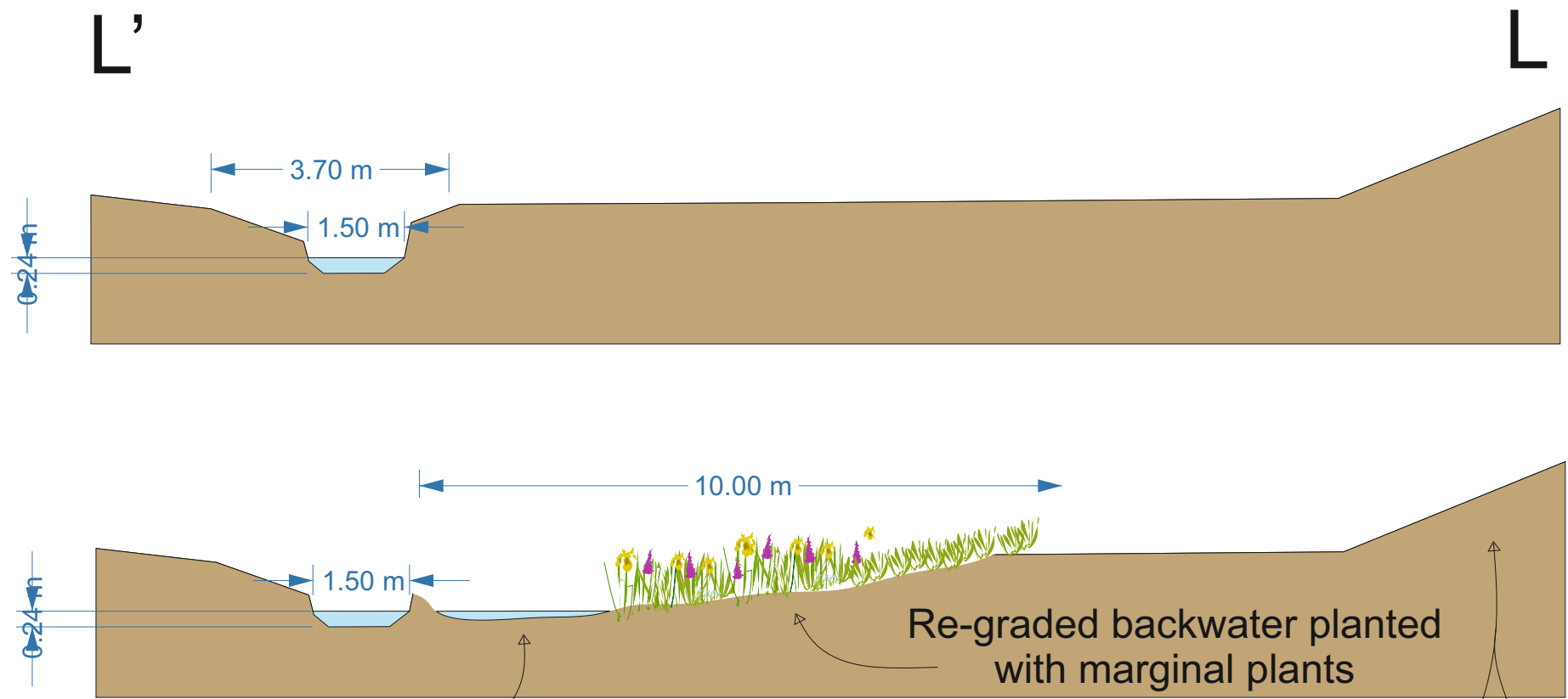
K



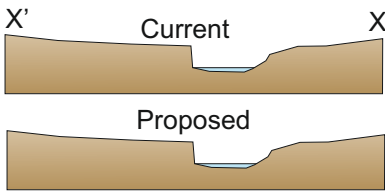
Re-graded lower section planted with marginal plants

1:100

DATE: 15/04/2021
SCALE: 1:100
DRAWN BY: NW
VERSION: 01
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KEY
Two representations of each cross section showing the current and proposed extent.



Regraded that it will easily flood in high flows but in peak low flows there will be no standing water

Remove rotten wood steps, exposed wire and concrete health and safety hazard.



1:100

DATE: 15/04/2021
SCALE: 1:100
DRAWN BY: NW
VERSION: 01
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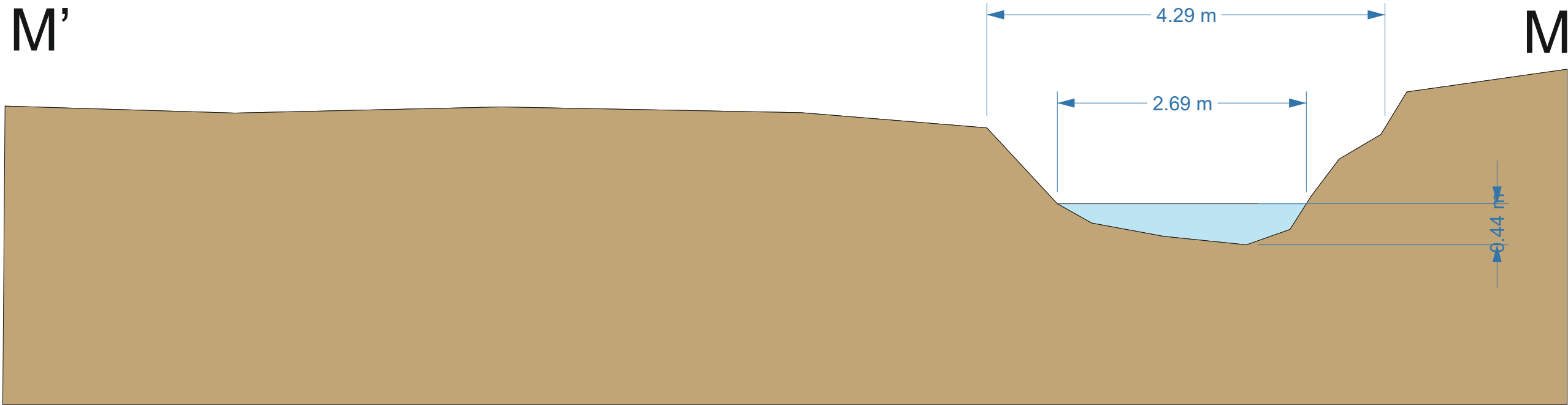
LHB

RHB

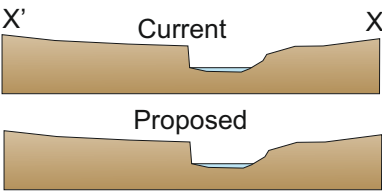


M'

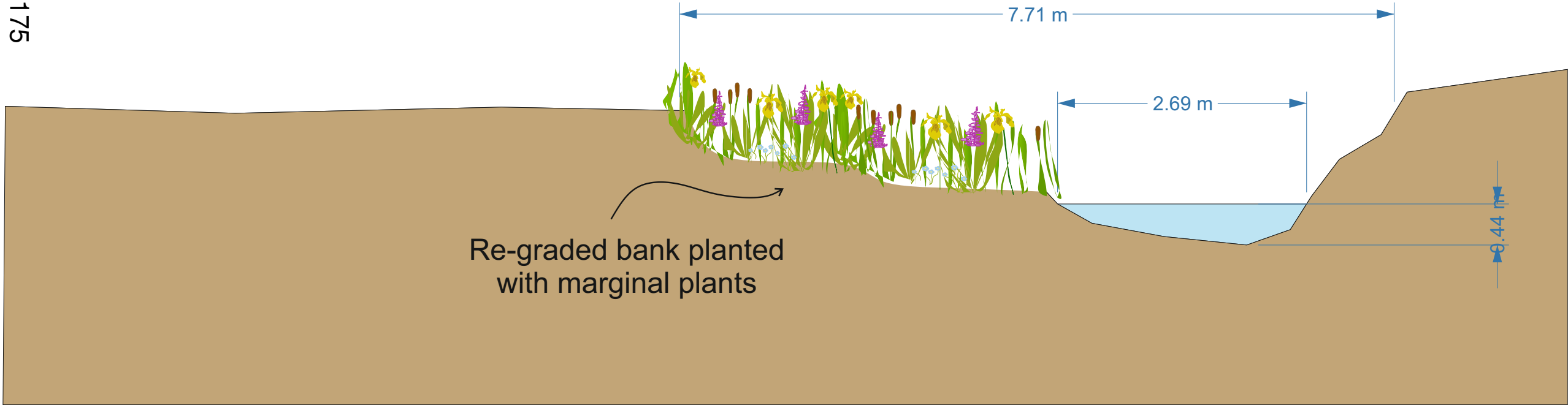
M



KEY
Two representations of each cross section showing the current and proposed extent.



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Re-graded bank planted with marginal plants

1:50

DATE: 15/04/2021
SCALE: 1:50
DRAWN BY: NW
VERSION: 01
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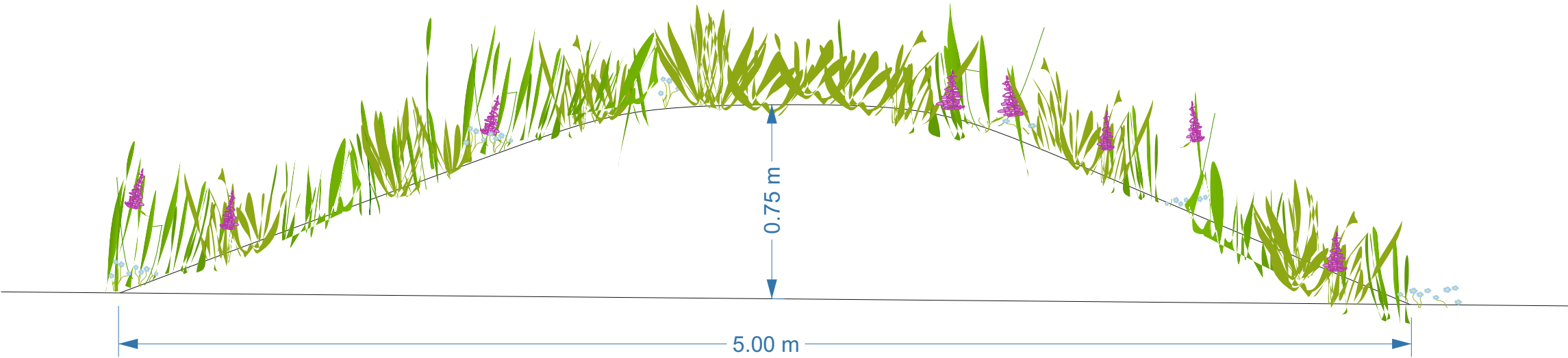
Spoil Spreading



1. Concept drawing of the spoil bund - planted with wildflower seed mix and/or well spaced fruiting trees and/or grass seed. These will add to the amenity value of the area without interrupting views. Dimensions will be determined by will be determined by available space, management considerations and so they blend in with the surroundings. Maximum height will not exceed 0.75m above present soil level. Slopes will not exceed 1:4 to maximise stability.

KEY

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MELKSHAM TOWN COUNCIL

FULL COUNCIL MEETING

28 JUNE 2021

Appendix 3: FLOOD PLAIN INFORMATION IN THE VICINITY OF THE WORKS

Flood map for planning

Your reference
<Unspecified>

Location (easting/northing)
391076/163846

Created
20 May 2021 9:19

Your selected location is in flood zone 3, an area with a high probability of flooding.

This means:

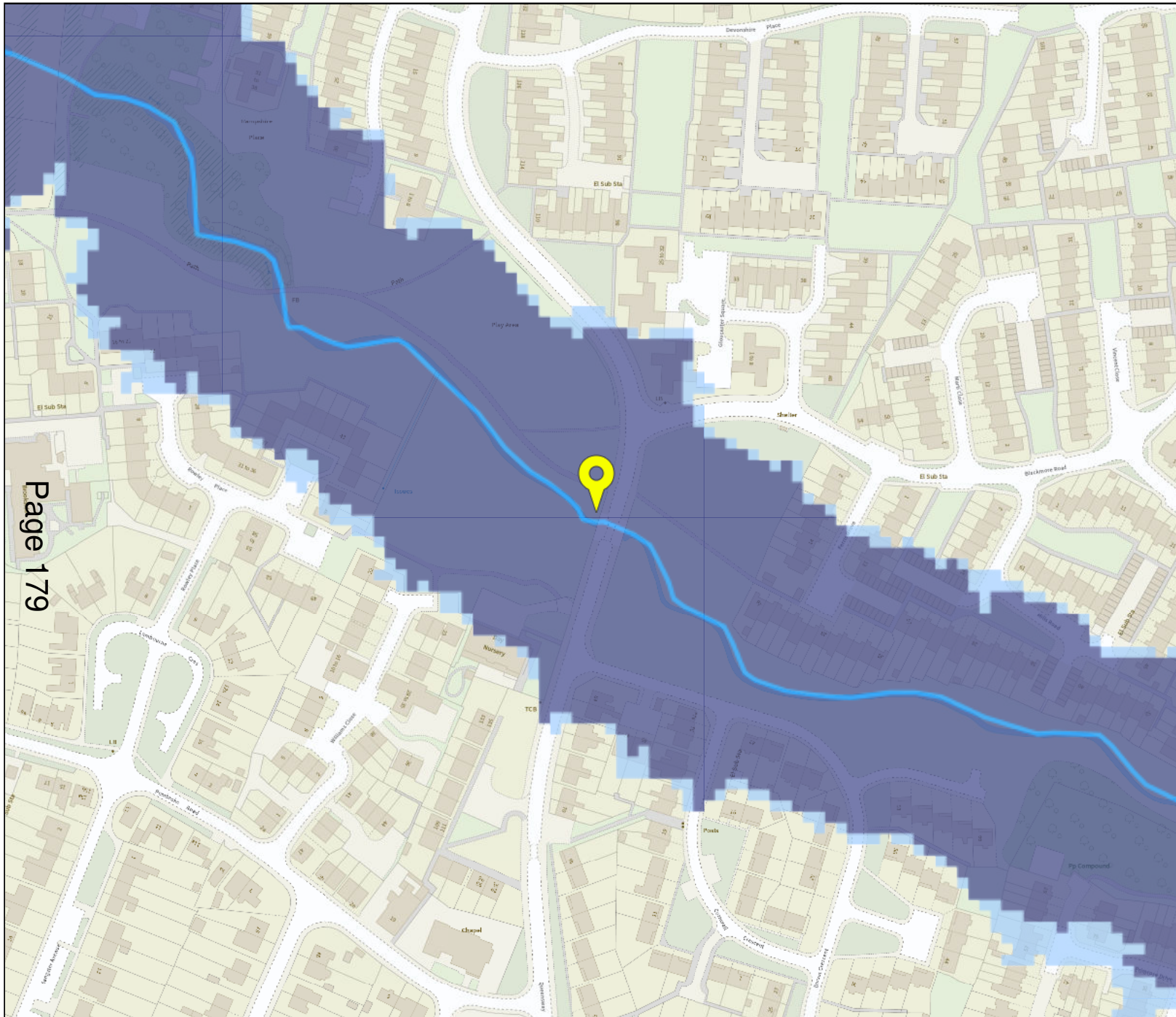
- you must complete a flood risk assessment for development in this area
- you should follow the Environment Agency's standing advice for carrying out a flood risk assessment (see www.gov.uk/guidance/flood-risk-assessment-standing-advice)

Notes

The flood map for planning shows river and sea flooding data only. It doesn't include other sources of flooding. It is for use in development planning and flood risk assessments.

This information relates to the selected location and is not specific to any property within it. The map is updated regularly and is correct at the time of printing.

The Open Government Licence sets out the terms and conditions for using government data.
<https://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>











Flood map for planning

Your reference
<Unspecified>

Location (easting/northing)
391076/163846

Scale
1:2500

Created
20 May 2021 9:19

-  Selected point
-  Flood zone 3
-  Flood zone 3: areas benefiting from flood defences
-  Flood zone 2
-  Flood zone 1
-  Flood defence
-  Main river
-  Flood storage area

0 20 40 60m

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MELKSHAM TOWN COUNCIL

CALENDAR OF MEETINGS 2021/2022

	2021								2022				
				30 Bank Holiday				27 and 28 Bank Holiday	3 Bank Holiday			18 Bank Holiday	
	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Annual Town Meeting	24										28		
Asset Management and Amenities		21		2		11		13		14		19*	
Community Development		7			13				10**		7		
Economic Dev & Planning	4, 25	14	5, 26	16	6, 27	18	8, 29		10,31	21	14	4, 25	16
Finance Admin & Performance			19		20		22		17		21		
Full Council	17 Annual Meeting	28			27**	25		6	24***		14**		9 Annual Meeting
Staffing Committee	12					18**						11	
Neighbourhood Plan	26		28	25	29	27	24		26	23	30	27	25

* Meeting falls on Tues/ Weds (following Monday Public Holiday) **
 Meeting will begin at 7.30 or on the Rising of Previous Economic Development & Planning Committee Meeting
 *** Budget to be approved

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Melksham

Transport user group

Dear Melksham [Rail/Transport] User Group,

Last week (27th May 2021), at our AGM, the Melksham Rail User Group became the Melksham Transport User Group - adding support for bus and other sustainable transport (and journeys that involve multiple connecting modes) to our rail interests, which remain unaltered. Links to minutes and notes (which include the background to the changes) as follows:

- * Slides for both meetings on 27.5.2021 at http://www.mtug.org.uk/mrug_20210527.pdf
- * AGM 27.5.2021 Minutes at http://www.mtug.org.uk/lib/MRUG_AGM_20210527.pdf
- * Subsequent meeting minutes 27.5.2021 at http://www.mtug.org.uk/lib/MTUG_20210527.pdf
- * Links to all meeting minutes from 2017 at <http://www.mtug.org.uk/meetings.html>

Immediate train departures are at the short URL <http://melksh.am/trains> , train timetable at <http://melksh.am/timetable> and taxi numbers at <http://melksh.am/taxis> .

Big welcome to Kevin Hayes as our admin secretary, and Roger Witt as our minute secretary. Also to Tom Price as a Melksham Town Council rep (in addition to Pat Aves) and Mark Harris as the rep for Melksham Without Parish Council. Our officers team met a couple of days ago and we have a follow up list ;-). Our website is now at mtug.org.uk and emails are chair@mtug.org.uk (Peter), vicechair@mtug.org.uk (Graham), secretary@mrug.org.uk (Kevin), treasurer@mtug.org.uk (Judith) and minutes@mtug.org.uk (Roger). All old email addresses, web site, etc (mrug) still work / forward. First "lick of paint" applied to web site, much more as we follow up. Excellent to have John, Lee and others still very much with us as part of the wider team too.

On "the trains", we have the recent announcement of the formation of "Great British Railways" and on the buses we have "Bus Back Better" - with Bus Service Improvement Plans to be written over the next few months. Both of these offer very real opportunities for coming years. At the same time, we look forward to a busy summer informing and supporting returning and new users from Melksham, though with many unknowns and very different metrics just at present.

Next MTUG meeting - 14th July 2021, certainly available by Zoom and plans are for it to be a physical meeting too if we possibly can. Please add the date to your diary. And watch web sites, social media, etc for news, timetable updates, trip out suggestions and much, much more.

Graham Ellis

- * Webmaster at Coffee Shop forum
- * Melksham Town Councillor for South Ward
- * Vice Chair Melksham Transport User Group

P.S. As we add direction to MTUG, as a one-off I am circulating the above around a wide range of MRUG / MTUG / Option 24/7 and personal contacts, and please feel free to share it further. Moving forward, we're updating a distinct member / mailing list to reflect our changes and we'll be checking with everyone to ensure it's all correct and appropriate; please excuse this email if I have strayed slightly off piste with one or two of the people circulated!