



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 (Town Mayor)
Councillor C Goodhind (Deputy 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 Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

21 September 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 Town Hall on **Monday 27th September 2021** commencing **on the rising of the Economic Development and Planning Committee meeting which commences 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

Melksham Town Council
Full Council

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. Police - Youth Offending Team Presentation and Police Area Board report August 2021
(Pages 1 - 18)

To receive a presentation from Sgt James Twyford regarding the Youth Offending Team. (see attached).

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

4. Questions from Councillors

To receive questions from Councillors to be submitted to the Town Clerk in advance of the meeting.

5. Town Mayor's Announcements

6. Minutes (Pages 19 - 26)

To approve the minutes of the Extra-Ordinary Full Council Meeting held on 9 August 2021.

7. Reports from Unitary Councillors

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

8. Accounts

8.1 List of Payments (Pages 27 - 32)

To approve the list of payments made by Direct Debit, debit card, cheques, and BACS per the attached for the period from 01/07/2021 to 31/07/2021.

To approve the list of payments for the Assembly Hall Bank Account for the period from 01/07/2021 to 31/07/2021.

8.2 Petty Cash (Pages 33 - 34)

To approve the payments made by petty cash per the attached for the period from 01/07/2021 to 31/07/2021.

8.3 Monthly Financial Statements Year to Date to 31 August 2021 (Month 5) (Pages 35 - 36)

To note the monthly Financial Statement.

8.4 Detailed Income & Expenditure Reports Year to Date to 31 August 2021 (Month 5) (Pages 37 - 46)

To note the Income and Expenditure report.

8.5 Earmarked Reserves Year to Date to 31 August 2021 (Month 5) (Pages 47 - 48)

To note the Earmarked Reserves.

9. Standing Orders (Pages 49 - 74)

Members are requested to resolve to approve the amended Standing Orders which reflect the following amendments as agreed at the meeting on 28 June 2021 as follows.

- *“To include an Order stating that questions from councillors regarding the business of the Council, as reflected in Standing Orders, should be put to the Town Clerk in writing prior to a meeting of Full Council and would be addressed as a separate agenda item at each meeting of Full Council”, and*
- *“To approve the amendments and additions to Standing Orders subject to the*

removal of all references to the Leader and the stipulation that only Members of the Staffing Committee would be permitted to attend and participate in meetings of the Committee. The Standing Orders would then stand adjourned until a full clean set is presented and approved at the next meeting of Full Council”.

10. Conclusion of Audit Year Ended 31 March 2021

Members are requested to resolve to approve the final External Auditor Report and Certificate for the 2020/2021 financial year and approve for publication (to follow).

This item will not be discussed if the External Auditor’s Report has not been received by 27 September 2021.

11. Committee Minutes

11.1 Asset Management and Amenities Committee (Pages 75 - 82)

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 2 August 2021 and to approve the following recommendation:

- *To agree the Terms of Reference of the Parks Working Group (see attached).*

11.2 Community Development Committee (Pages 83 - 84)

To receive the draft minutes of the Community Development Committee meeting held on 13 September 2021 and consider the following recommendations:

- *To approve the amended Terms of Reference (see attached).*
- *A Virtual Community Hub Working Group has been created comprising five Councillors; four of whom have been appointed from the Community Development Committee. To appoint one additional member onto the Virtual Community Hub Working Group.*
- *The Environment and Climate Working Group has been re-established comprising five Councillors; two of whom have been appointed from the Community Development Committee. To appoint three additional members onto the Environment and Climate Working Group.*
- *A Community Arts Project Working Group has been created comprising five Councillors; one of whom have been appointed from the Community Development Committee. To appoint four additional members onto the Community Arts Project Working Group.*

11.3 Finance Administration and Performance Committee (Pages 85 - 138)

To receive the minutes of the Finance, Administration and Performance Committee Meeting held on 19 July 2021 and the draft minutes of the Finance, Administration and Performance Committee meeting held on 20 September 2021 (to follow).

Members are requested to consider the following recommendation from the meeting held on 19 July 2021, where it was agreed to submit a proposal to the Full Council meeting schedule for 27 September 2021 to approve the completion of one application form for Red Circled Grant Funding from each applicant to cover the current financial year and the three following financial years (2022-2023, 2023-2024, and 2024-2025).

Members are requested to approve the payment of Red Circled Grants per the applications as budgeted in this financial year and for the financial years 2022-2023, 2023-2024, and 2024-2025 (see attached grant applications and grant summary).

Members are requested to decide whether to fund the payment of two additional large grants, for TransWilts and Relate Wiltshire for the financial years 2021-2022 (see attached grant applications and grant summary).

The total remaining budget for grants for the Financial Year 2021-2022 is £14,100.

11.4 Staffing Committee (Pages 139 - 140)

To receive the draft minutes of the Staffing Committee meeting held on 20 September 2021 (see attached).

12. Working Group Notes

12.1 Parks Working Group (Pages 141 - 144)

To receive the notes of the Parks Working Group meeting held on 20 July 2021. Council is requested to approve the Parks Working Group Terms of Reference (see attached).

12.2 Shurnhold Fields Working Group (Pages 145 - 150)

To receive the notes of the Shurnhold Fields Working Group meeting held on 8 September 2021 and approve the recommendation under item number 7d) where it was:

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

13. Neighbourhood Plan

Members to note that the next meeting of the Neighbourhood Plan Steering Group will be held on 29 September 2021 at Melksham Town Hall at 6pm.

14. Broadband provision at the Pavilion

Members are asked to consider a request to install broadband in the Pavilion for the purpose of remote monitoring of CCTV data. A quote has been provided for £19.95 per month (excl. VAT) for a three year term plus a one-off charge of £6.95 for delivery of a

router.

15. Melksham Town Council Refreshed Branding (Pages 151 - 160)

Members to receive the briefing of the Head of Communications and to note the proposed ideas for a Melksham Town Council brand.

16. SIDS (Pages 161 - 172)

To receive the report of the Head of Communications and to approve the recommendation contained therein:

Provide devolved authority for officers to select an appropriate design and power function and purchase seven replacement SIDs at a cost of no more than £15,000. The devices will be deployed across Melksham based on the proposals outlined in the Notice of Motion to Full Council on 25 November 2019 by the Town Mayor, Councillor Hubbard, see Appendix 1.

17. Melksham Christmas Lights Switch-on Event (Pages 173 - 178)

To receive the notes of the Christmas Lights meeting held on 19 July 2021 and note of actions following the meeting.

18. Procurement Policy (Pages 179 - 186)

Members are requested to approve the adoption of the Procurement Policy.

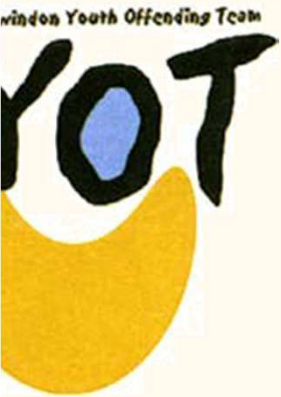
19. Confidential Session

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.

19.1 Insurance Claim (Pages 187 - 198)

Members are requested to note that an insurance claim has been received (see attached).



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Youth Offending Team (YOT)



Agenda Item 3

YOT are a Multi-Agency Team:

Police: Police Youth Justice Workers, Early Intervention Team, Missing Team, Exploitation Team,

Probation Service

Social Services

Victim Liaison Officers

Young peoples drug alcohol services

- Motiv8 - Wiltshire
- U-turn - Swindon

Education Welfare Officer

NEET (Not in Education, Employment or Training)

Speech and Language

CAMHS/Harmful Sexual Behaviour

CIT – Community Involvement Team , volunteers and mentors (part of initial community panels and long time mentors for YP)

The three main areas of YOT work are:

- **Prevention:** Some young people may be at risk of getting into trouble but have not yet committed an offence. The team supervises and supports these young people to prevent them entering the criminal justice system.

- **Offenders:** We work with young people who have committed offences, to change their behaviour and stop re-offending.

- **Work with victims of crime:** Through the process of restorative justice, we work with victims of crime to make sure they are given a voice within the criminal justice system.

Causes of Youth Crime are Complex and can have many factors



Youth Offence Disposals

Detention & Training Orders (DTO)

Youth Rehabilitation Order

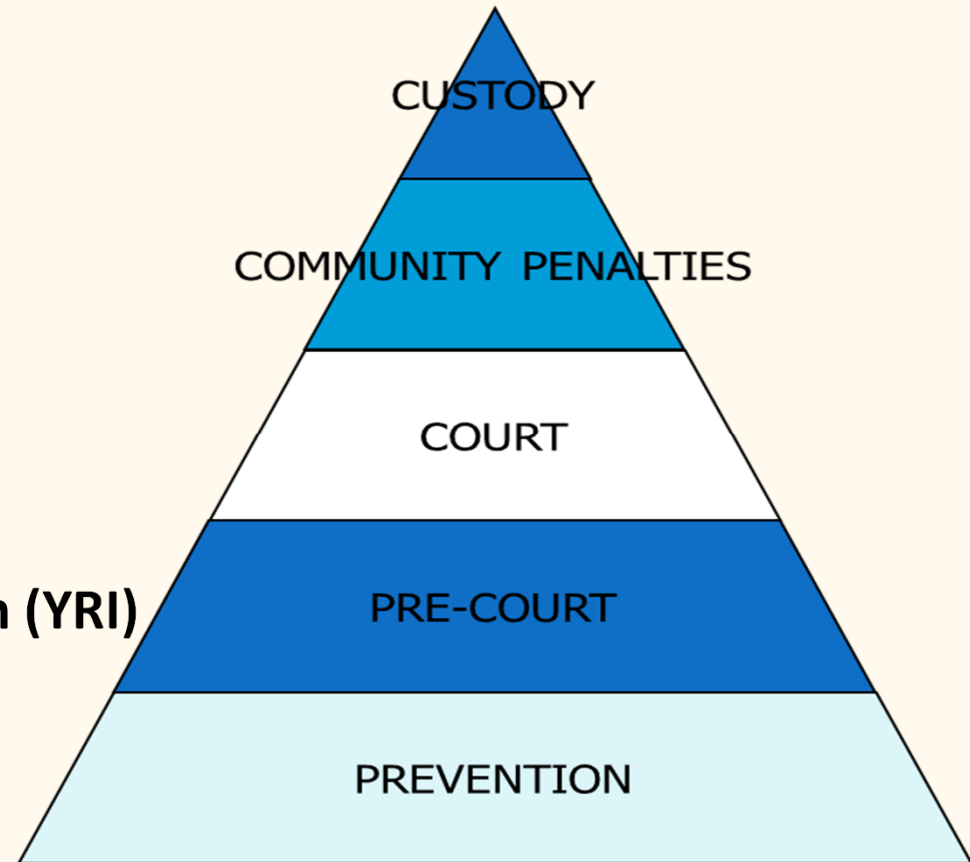
Referral Order

Youth Conditional Caution

Youth Caution > **Youth Restorative Intervention (YRI)**

Community Resolution

Prevention & ASB



appropriate level of response must be proportionate, appropriate and defensible, taking into account the views of the victim.

YOT Interventions – What they do:

to the Young Persons needs and is focused on 1 – 1 contact with an allocated YOT worker to address offending behaviour and fix the harm caused

Interventions can include:

- Weapons Awareness/dangers
- Exploitation (Sexual/Criminal)
- Behaviour and Consequences
- Personal Safety
- The Law
- Substance Misuse
- Victim Empathy
- Anger/Emotion management
- Reflective Thinking
- Health and Wellbeing
- Mental Health
- Education Support

- Peer Groups
- Peer Pressure
- Restorative Justice - *Restorative Justice is about giving people who have been affected by crime - victim, offenders and the wider community - the chance to think about the harm that has been done and work together to fix it.*
- Parental Support
- Police Support/interactions
- Medical Referrals (GP/Sexual Health/CAMHS/Speech and Language Therapist)
- YOT Team are “Trauma Informed” trained and all interventions are created/designed under trauma informed practice and address diversity & inclusion.*

Feedback from parents and Young People

be fair she helped me with
ds, stress, anger, handling my
otions better’
e was open, she was really good
d made me feel comfortable, I
n’t trust a lot of people, but I
sted her. She was genuine, not a
e person. She cared about what
s gone on’.
ways helpful, always listened to
,
lked to me about my behaviour
d listened’
tending to my feeling and how I
. Not judging anything I have
en through’.
lped me find solutions to
blems in my own specific way,
lt a good relationship with me,
lt a good relationship with mum,
good listener, is good at
plaining things, is good at
derstanding where I’m coming
m’.
good listener, polite and
pectful’.

“The support from both YOT workers was great from start to finish and we felt they were really there to support both J and us through this difficult time. “

“The programme was amazing. It has given C the tools to communicate better and helped build a better relationship between us. Every teenager should have it. They turned our family around.”

“Couldn’t fault C at all she was brilliant and worked really well with R, who has autism. C was great, R understood everything. C communicated really clearly both to R and his mum, both felt well informed about what was going on and what expectations were. C was calm and always patient with R.”

When asked what they might do differently after working with YOT young people responded:
‘Everything, I think before I speak, I know there are two sides to a story, I can see things both ways, I think around things more’.
‘Please say thank you from me because it really helped’.
‘I will be a lot more sensible. It has given me good guidelines. I don’t want to go back to the meetings, even though it helped me’.
‘Work towards a good future, my career’
‘I will think before I do things.’
‘Stay calm, walk away and recognise the signs of arguments or fights.’
‘Think before I act, stay out of trouble because I’ve developed strategies to avoid negative situations, like doing something active or positive or walking away to calm down before returning to resolve the problem or difficulty. Thank you’.

How Effective are YOT Interventions?

- The latest full year Data is for 2019-2020
- 77% of Young People did not reoffend after intervention.
- Out of Court Disposals were 85% effective
- Youth Rehabilitation Orders were 66% effective

Having a mentor at home, in school, or in the community who they can trust and will listen to them can make a real difference in a Young Person's life.

Feedback from 2019 – 2020:

Of the young people who responded 88% stated their order/ intervention had been well explained and they understood what was expected. 100% felt they saw their YOT worker enough and felt listened too. 100% also indicated they were involved in the planning of their intervention. 88% felt YOT intervention was helpful.



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Trowbridge CPT Area Board Update

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August 2021

WILTSHIRE POLICE

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@wiltshirepolice

Your CPT - Trowbridge

Inspector: Gill Hughes

Neighbourhood Sergeants:

Sgt James Twyford (Bradford on Avon, Melksham)

Sgt Charlie Chilton (Trowbridge)

Neighbourhood Officers:

PC Louis Bowden (Bradford on Avon)

PC Jennifer Miller (Melksham)

PC Helen Daveridge, PC Simon Partington (Trowbridge)

PCSOs:

Laura Wallace, Maria Badder (Bradford on Avon)

David Rowley, Luke Hosken, Mary Moore, Janet Gould (Melksham)

Liam Wilkins, Kerena Walters, Rhianna Annetts, Jack Thomas, Oliver Gilmour, Sophie Piper, Matthew Till, Robyn Dentry, Tom Storm (Trowbridge)

Performance – 12 months to July 2021

Force

- Wiltshire Police has had a decrease in the volume of recorded crime by 8.0% in the 12 months to July 2021 and continues to have one of the lowest crime rates in the country.
- Wiltshire Police has seen a 20% reduction in vehicle crime and a reduction of 36.4% in residential burglaries in the 12 months to July 2021.
- Our service delivery remains consistently good.
- In July 2021, we received:
 - 10,020 '999' calls, (answered within 11 seconds on average);
 - 11,714 '101' calls, (answered within 16 seconds on average);
 - 12,304 'CRIB' calls, (answered within 2 minute and 14 seconds on average).
- In July 2021, we also attended 1,908 emergency incidents within 10 minutes and 11 seconds on average.

Crime Type	Crime Volume	% of Crime
Totals	38046	100.0
Violence without injury	6428	16.9
Violence with injury	5834	15.4
Criminal damage	4823	12.7
Stalking and harassment	3363	9.4
Public order offences	3491	9.2
Other crime type	14000	36.5

Trowbridge CPT

Crime Type	Crime Volume	% of Crime
Totals	5371	100.0
Violence without injury	970	18.1
Violence with injury	899	16.7
Criminal damage	696	13.0
Public order offences	488	9.1
Stalking and Harassment	488	9.1

Stop and Search information for Trowbridge CPT

During the 12 months leading to June 2021, 284 stop and searches were conducted in the Salisbury area of which 74.6% related to a search for controlled drugs.

During 64.4% of these searches, no object was found. In 34.7% of cases, an object was found. Of these cases 69.7% resulted in a no further action disposal; 30.3% resulted in police action being taken; 9.9% resulted in an arrest.

Of the stop and search subjects who defined their ethnicity:

- White – 238 stop and searches.
- Mixed Ethnicity – 12 stop and searches
- Black or Black British – 12 stop and searches
- Asian or Asian British – 1 stop and search

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Local Priorities & Updates

Priority	Update
ASB, Graffiti and Theft – King George V Playing Field, Melksham	Reporting of issues remains low and the evidence suggests that Social Media perception is making the issue appear more pronounced. Two Suspects have been identified as being responsible for the recent Graffiti and Theft incidents; enquiries to bring the matter to Court are underway.
Primrose Drive and Nature Reserve, Melksham	ASB Surveys and a Resident's Meeting were utilised to get a more detailed picture of the issues. Specific detail remained sparse; no further reports of issues have been received. This is being monitored, but will not be a specific priority, moving forwards.

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Local Priorities & Updates Continued

Priority	Update

Useful links

For more information on Wiltshire Police's performance please visit:

- PCC's Website - <https://www.wiltshire-pcc.gov.uk/>
- HMICFRS Website - <https://www.justiceinspectorates.gov.uk/hmicfrs/police-forces/wiltshire/>
- Police.uk - <https://www.police.uk/pu/your-area/wiltshire-police/>
- For information on what crimes and incidents have been reported in the Trowbridge Community Policing Team area, visit <https://www.wiltshire.police.uk/police-forces/wiltshire-police/areas/about-us/about-us/cpts/trowbridge-cpt/> to view a crime and incident map and find links to more detailed data

Get Involved

Keep up to date with the latest news and alerts in your area by signing up to our **Community Messaging service** –

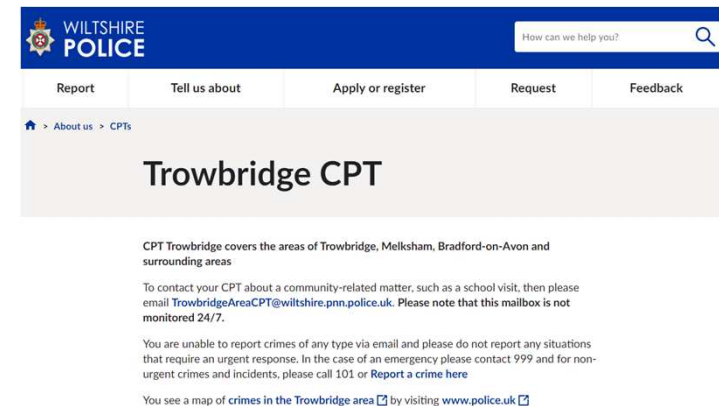
www.wiltsmessaging.co.uk



Follow your CPT on social media

- [Trowbridge Police Facebook](#)
- [Trowbridge Police Twitter](#)
- [Melksham Police Facebook](#)
- [Bradford on Avon Facebook](#)

Find out more information on your CPT area at: www.wiltshire.police.uk and here www.wiltshire-pcc.gov.uk



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Melksham Town Council

Minutes of the Extra-Ordinary Full Council meeting held on Monday 9th August 2021

PRESENT: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy 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 Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley
Councillor T Price
Councillor S Rabey

IN ATTENDANCE: Councillor M Sankey, Wiltshire Councillor

OFFICERS:	Patsy Clover	Assistant to the Town Clerk
	Jeff Mills	Head of Communications
	Christine Hunter	Committee Clerk

Public Participation: Thirty-Seven members of the public and two members of the press were present

174/21 Apologies

No apologies were received.

175/21 Declarations of Interest

There were no declarations of interest.

176/21 Minutes

Councillor Price requested that the recording of the meeting held on 19 July 2021 be checked for accuracy. Minute item 173/21, recorded the vote as being proposed by the Town Mayor, Councillor Hubbard, and seconded by the Deputy Town Mayor, Councillor Goodhind. However, Councillor Price believed that

Councillor Aves had proposed the motion and it had been seconded Councillor Price.

Following the possible amendment to Minute item 173/21, the minutes of 19 July 2021 were approved as a correct record and were signed by the Town Mayor, Councillor Hubbard.

177/21 Assembly Hall

At 7.10 pm the Town Mayor, Councillor Hubbard suspended the meeting due to Zoom issues.

At 7.16 pm the Town Mayor, Councillor Hubbard re-instated the meeting.

Adrienne Westbrook reported that a petition to save the Assembly Hall had been started by Chris Holden.

Robin Henderson stated that an informed decision could not be made regarding the figures in the report because of the way they were presented. He suggested that a series of tables be produced to provide a detailed analysis indicating which events made a profit.

Ben Fenlon from the Melksham Independent News commented:

1. how can this council make an open, honest and transparent decision about the future of the Assembly Hall when it has already chosen to make the role of Facilities Manager redundant?
2. the decision to make the Facilities Manager redundant, prior to the discussions tonight, gives members of the public the impression that councillors have already agreed the future of the Assembly Hall behind closed doors - and that the discussions tonight are an empty gesture.
3. would it have not made more sense to do things the other way around i.e. decide the future of the Assembly Hall and then discuss its staffing needs?
4. by removing the Assembly Hall's Manager, you're already limiting the options you have for the hall.
5. why has there been no consultation with the public? This Council talks about wanting to be responsible with how it spends taxpayers' money, but does not allow them a say in how the money is spent.

The Town Mayor, Councillor Hubbard, replied that:

- the decision regarding the Facilities Manager's role was made by the Business Review Working Group and approved by Council.
- the condition of the Assembly Hall presented challenges and it may be necessary for all of the options to go to the community for a decision. Last

year the community contributed £48 per household towards the Assembly Hall running costs as part of the precept.

- members of the public need the opportunity to have their say in the Assembly Hall's future.
- the closure of the Blue Pool may affect the future of the Assembly Hall.

Pauline Baker suggested that the marketing and range of events at the Assembly Hall needed to be improved. Currently, she believed that it was not fit for purpose. However, she felt that there may be ways to raise funds to help pay for improvements. She believed that there are few events in the town for older people.

Joe McCann asked if the Council thought they had “jumped the gun” in letting staff go before deciding on the future of the Assembly Hall or is the Council happy with the decision made?

The Town Mayor, Councillor Hubbard, felt that it was inappropriate to discuss individual staffing roles at a Council meeting, and that factors including the financial situation inherited, substantial losses because of Covid, and opportunities in the immediate future had been considered.

Paul Seemayer referred to a report he had prepared recommending the retention of the Assembly Hall. He agreed to his report being included in the agenda of the Full Council meeting in September.

William Richards of West Wiltshire Model Car Club spoke on behalf of the Club. The Club had used the hall for 16 years, raised money for local charities and had connections to the local community. If the Assembly Hall was mothballed or closed, their racing club would have to close.

Jason Reeves asked the Council to consider the real value of the Assembly Hall, not just the financial value; the Assembly Hall is the heart of the town.

Rosie Berry stated that the Arts Society had been using the Assembly Hall for 30 years and that it brought added value and business to the town.

Councillor Ellis stated that the Assembly Hall brought people to the town and boosted the economy. However, he recognised it had not been profitable for some time and people outside Melksham were benefiting from the support provided by the Town Council. Councillor Ellis believed that he had a list of volunteers who would be willing to help run the Assembly Hall.

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

to defer further discussion on the future of Melksham Assembly Hall to the Full Council meeting to be held on 27 September 2021; it is not and will not be the

intention of this Council to mothball/close the Assembly Hall. After the September Full Council meeting the decision not to close the Assembly Hall will remain.

Councillor Aves requested a recorded vote which was as follows:

Councillor	Absent	For	Against	Abstain
Alford		X		
Aves		X		
Cooke		X		
Crundell J		X		
Crundell S		X		
Ellis		X		
Forgacs		X		
Goodhind		X		
Houghton		X		
Hubbard		X		
Lewis		X		
Mortimer		X		
Oatley		X		
Price		X		
Rabey		X		
Totals	0	15	0	0

The Assistant to the Town Clerk confirmed that the vote was **UNANIMOUSLY** carried.

At 8.12 pm the Town Mayor, Councillor Hubbard, suspended the meeting due to Zoom issues.

At 8.17 pm the Town Mayor, Councillor Hubbard, re-convened the meeting.

178/21 Questions from Councillors

Councillor Alford asked the following:

‘During August, many members and residents are on leave having booked time away with their family. Traditionally, councils scale back their meetings to accommodate this. In the past three weeks two Extra-Ordinary Full Council meetings have been called with little notice. This does not allow time for members to reschedule or plan to be available. This in turn means that the voice of the residents they represent is not being adequately heard. The most recent meeting regarding the Assembly Hall is not time sensitive and could have waited until September so why was it felt that residents and councillors should have been inconvenienced and potentially excluded at such short notice?’

The Town Mayor, Councillor Hubbard, confirmed that the Council had made the decision not to scale back summer meetings several years ago. This evening’s Extra-Ordinary meeting was called because of the response deadline for the Melksham By-pass consultation.

The Town Mayor, Councillor Hubbard, explained that the Assembly Hall agenda item had been moved from the Asset Management and Amenities Committee meeting agenda on 2 August 2021, as that had been a very full agenda.

179/21 Melksham Bypass Consultation Response

The Town Mayor, Councillor Hubbard, suggested that the discussion be split into two sections:

- a) a general discussion of the perceived pros and cons of the by-pass including the level of support from Councillors and
- b) the Council’s proposed mitigations and community benefit should the proposed bypass route “10c” proceed.

Opportunities:

- traffic congestion in the town centre and to the north of the town by McDonalds would be reduced.
- HGV traffic to the North and South of Melksham would be diverted out of the town to the by-pass.
- shorter journeys from the north of Melksham (A350) and east of Melksham moving traffic onto new routes.
- reduced use of Woodrow and Lacock Roads as ‘shortcuts’ to Lacock.
- the speed of local traffic flow would improve.
- decreased traffic noise and pollution for the residents of Beanacre Road.
- a positive impact for residents.
- the town would continue to grow and improve and infrastructure would be required.
- improved access to Melksham Oak School.
- the Primary Transport objectives set out in the consultation document supported housing on the A350 corridor.
- there would be an additional crossing over the River Avon.

- the proposed bridge at Lower Woodrow would support cycle routes and aid access to existing bridleways and footpaths.

Challenges:

- the by-pass needed to be sustainable in the longer term – would it be required in 20/30 years' time?
- would the by-pass be used as approximately 50% of journeys are less than five miles in distance?
- the effect of the by-pass on some rural businesses.
- Sandridge Road traffic would increase.
- there may not be as much traffic post Covid. Evidence of future traffic volume and flow should be obtained.
- destruction of habitats and agricultural land would affect climate change
- destruction of environment and green spaces – Environmental/Agricultural Impact Assessments should be carried out before the proposal progresses further.
- there is not enough information available to prove it would make an improvement.
- public perception is that other route options have not been taken into account as only one route has been made available for consultation.
- the canal would be cut off from the town by the by-pass.
- how would re-routing the by-ways work?
- local residents would take the shorter route through town if the existing A350 isn't de-restricted.
- the detrimental effect on wildlife, habitats and the destruction of hedgerows.
- changes are being made to the Highway Code to support cycling and walking, and proposed changes to public transport have not been taken into account.
- the effect of the by-pass on Melksham town needs to be investigated further.
- options should continue to be explored regarding mitigation of the route.
- Fossil fuel burning will be in place longer than 2025.
- if the bypass is built on the proposed route it will affect SHELAA sites in the Joint Neighbourhood Plan making them less attractive to developers.
- could the route be amended to make it shorter?

The Town Mayor, Councillor Hubbard, called for a straw poll of all those who supported moving route "10c" forward as the proposed by-pass route. The results were: 8 votes for, 7 votes against.

Mitigations and Community Benefits

The following were proposed in mitigation of the proposed route and as community benefits:

- an appropriate bund along the length of the by-pass to screen the bypass and to reduce noise.
- significant tree planting along the length with a variety of native species and enhancements for hedgerows etc.
- installation of a green bridge from Bowerhill to Giles Wood
- the bridge over Clackers Brook is to be built wide enough to cope with flooding.
- areas of land for tree planting to be purchased instead of housing development (where the by-pass is closer to Bowerhill).
- improvement of pedestrian and cycling access into the town, the train station, improved access near the underpass, improved pedestrian access for residents near Clackers Brook.
- future-proofing the road by incorporating a clear segmented cycle route alongside the length of the by-pass to encourage greener transport and become a part of the cycle route network.
- installation of wildlife crossings and deer fencing in areas with a high wildlife population.
- installation of a cycle way near the A350 near Asda.
- provision of access from the back of the station car park behind Spencer Sports and Social Club and across the A350 to Scotland Road.
- installation of two bridges over the bypass to maintain the circular walk from Locking Close to the Canal and back to Brabazon Way.
- installation of nature reserves near the by-pass.
- planting of trees and creation of banks either side of the by-pass near Redstock to mitigate noise and reduce the impact of light pollution.
- installation of a car park near Sandridge Hill to replace the one being removed.

180/21 Shurnhold Fields Working Group

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

UNANIMOUSLY RESOLVED to appoint the following members to the Shurnhold Fields Working Group: Councillors Alford, Houghton and Rabey.

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

UNANIMOUSLY RESOLVED to appoint Councillor Rabey as the Town Council representative on the Friends of Shurnhold Fields Group.

181/21 Redecoration of the Town Hall

The following items needed to be budgeted for as part of the project:

- redecoration

- sash windows
- carpet
- electrical works

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

UNANIMOUSLY RESOLVED that the Town Clerk be delegated authority to arrange for the redecoration of the Main Hall with a budget of up to £10,000 funded from the unplanned maintenance budget. Should the inclusion of redecoration of the sash windows bring the cost in at more than £10,000, the project must be brought back to Full Council.

182/21 Garden Sharing Scheme

The report of the Community Development Officer was noted.

The Town Mayor, Councillor Hubbard, explained that the Town Council are being asked to promote the scheme by Lend and Tend, an external organisation who run the scheme, and so no decision is required by Council.

Meeting Closed at: 9.57 pm

Signed:

Dated:

Date: 20/09/2021

Time: 13:31

Melksham Town Council Current Year

Cooperative Bank A/C

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List of Payments made between 01/07/2021 and 31/07/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2021	Stamps Direct	DEBIT CARD	35.14		Rubber stamp for finance
01/07/2021	Water2Business	DDR	8.50		Water rates - Bow erhill unit
01/07/2021	Water2Business	DDR	31.35		Water rates - Aw dry allotments
01/07/2021	Water2Business	DDR	114.73		Water rates - Pavilion
01/07/2021	Water2Business	DDR	266.62		Water rates - Methuen allotmts
01/07/2021	Water2Business	DDR	679.90		Water rates - TH
01/07/2021	First Lease	DDR	108.00		Cash register - AH
01/07/2021	Water2Business	DDR	557.49		Water rates - public toilets
01/07/2021	Water2Business	DDR	69.70		Water rates - Southbrook allot
02/07/2021	Firstaid4less	DEBIT CARD	25.08		First aid kit
02/07/2021	British Gas	DDR	21.38		Electricity - Pavilion
02/07/2021	British Gas	DDR	355.94		Electricity - Bow erhill Unit
05/07/2021	Amazon	DEBIT CARD	8.91		No Smoking signs
05/07/2021	Indeed	DEBIT CARD	271.62		Recruitment - Amenities team
05/07/2021	Grenke Leasing	DDR	177.98		Rental - photocopier
05/07/2021	Co-op Bank	DDR	30.00		Sw eep fee
06/07/2021	Redhorn Holdings	DDR	934.99		Rent - Bow erhill Unit
07/07/2021	BES	DEBIT CARD	56.51		Plumbing items
07/07/2021	Microsoft	DDR	87.40		Hosting services
07/07/2021	Hampshire Flags	DEBIT CARD	128.93		National flag
07/07/2021	Microsoft	DDR	169.50		Hosting services
08/07/2021	Enterprise	DDR	562.90		Van lease
08/07/2021	Ardent Credit	DEBIT CARD	130.39		Vodafone - final payment
09/07/2021	British Gas	DDR	181.28		Electricity - public toilets
09/07/2021	Co-op Bank	DDR	3.64		BACS fees
09/07/2021	Co-op Bank	DDR	9.00		BACS fees
12/07/2021	Waitrose	DEBIT CARD	97.00		Refreshments
12/07/2021	Amazon	DEBIT CARD	7.99		Prime subscription
13/07/2021	Amazon	DEBIT CARD	6.84		Dividers
14/07/2021	Amazon	DEBIT CARD	20.97		Pest pow der
14/07/2021	Drainage Superstore	DEBIT CARD	111.73		Dow npipe
14/07/2021	Office Evolution	DDR	65.47		Photocopying
14/07/2021	Mainstream	DDR	22.06		Phones
14/07/2021	Original Factory Shop	DEBIT CARD	5.00		Batteries
14/07/2021	HMRC	DDR	10,160.42		PAYE/NI
15/07/2021	Wiltshire Council	DDR	187.00		Rates - public toilets
15/07/2021	Wiltshire Council	DDR	230.00		Rates - Bow erhill Unit
15/07/2021	Melksham Shed	BACS	50.00		KGV - Blue plaques
15/07/2021	Wiltshire Council	DDR	936.00		Rates - TH
16/07/2021	Fuel Genie	DDR	504.82		Fuel
19/07/2021	Wiltshire College & University	406608	250.00		Apprenticeship trng - Luca
19/07/2021	Denman Electrical Wholesalers	406609	18.82		Toilets - Flourescent tubes
19/07/2021	Houseman Environmental Ltd	406610	570.00		Water hygiene tests
19/07/2021	UK Media Solutions	406611	40.90		A4 Dog signs
19/07/2021	Ellis Whittam Ltd	406612	3,353.42		Employment Law - year 2
19/07/2021	Light Fantastic	406613	40.80		Bow erhill - Alarm panel
19/07/2021	Melksham Without Parish Council	406614	50.00		Shurnhold Fields - Artw ork

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Continued on Page 2

Date: 20/09/2021

Melksham Town Council Current Year**Page 2**

Time: 13:31

Cooperative Bank A/C**List of Payments made between 01/07/2021 and 31/07/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/07/2021	Microshade Business Consultant	406615	935.40		Accounting support - June 2021
19/07/2021	Trade UK	406616	118.96		Padlocks
19/07/2021	Stannah Lift Services Ltd	406617	470.65		Lift - servicing
19/07/2021	Travis Perkins Trading Company	406618	14.88		Concrete
19/07/2021	EFA Training Ltd	406620	504.00		First Aid training
19/07/2021	The Community Heartbeat Trust	406619	924.00		Defibs - Annual support fee
19/07/2021	The MOT Centre & The Garage on	406621	397.80		Transporter - Brakes/labour
19/07/2021	J. H. Jones & Sons	406622	54.00		Grass cutting - Foresters Park
19/07/2021	J. P. Lennard Ltd	406623	124.18		Splashpad - H&S items
19/07/2021	NPow er (Yorkshire) Ltd	406624	49.03		KGV - electricity May 2021
19/07/2021	Paul Hulbert	406625	350.00		Window cleaning - w/e 200621
19/07/2021	Pollet Pool Group UK Ltd	406626	382.19		Splashpad chemicals
19/07/2021	G. Milw ard-Oliver	406627	1,440.00		Priority for People
19/07/2021	WPS Insurance Brokers & Risk S	406628	1,463.16		Ins - Employment legal protect
19/07/2021	Oakw ood	DDR	135.00		Container storage
20/07/2021	Wiltshire Concl	DDR	28,384.82		Salaries
20/07/2021	Wiltshire Council	DDR	9,401.26		Pensions
20/07/2021	Amazon	DEBIT CARD	125.88		Bins/desk mounts/keyboard
21/07/2021	British Gas	DDR	30.07		Electricity - Market Place
21/07/2021	Zen	DDR	20.40		Wifi - Art House
22/07/2021	British Gas	DDR	10.88		Gas - AH
22/07/2021	Lilleys Cider	DEBIT CARD	26.50		Bar stock - AH
23/07/2021	Zoom	DDR	14.39		Hosting services
23/07/2021	Box Steam Brew ery	DDR	48.00		Bar stock - AH
23/07/2021	British Gas	DDR	145.18		Electricity - TH
23/07/2021	Amazon	DEBIT CARD	14.78		Paint remover
26/07/2021	EE	DDR	173.26		Mobiles - Grounds Team
26/07/2021	Ward Catering	DEBIT CARD	198.00		Refreshments - Cllrs training
28/07/2021	H. Davies	BACS	220.00		Netting
28/07/2021	Wix	DDR	122.40		Web hosting
29/07/2021	Zen	DDR	21.60		Wifi - Art House
29/07/2021	Wiltshire Mind	BACS	1,400.00		Grant
29/07/2021	BRAG	BACS	185.00		Grant
29/07/2021	Group 5	BACS	250.00		Grant
29/07/2021	Help Counselling	BACS	300.00		Grant
29/07/2021	C&D Talking New spapers	BACS	500.00		Grant
29/07/2021	Wiltshire Bobby Van Trust	BACS	500.00		Grant
29/07/2021	MT Youth Football	BACS	500.00		Grant
29/07/2021	Melksham Comm Money	BACS	609.00		Grant
29/07/2021	Melksham Comm Transport	BACS	1,200.00		Grant
29/07/2021	Melksham Christmas Lights	BACS	10,000.00		Grant
29/07/2021	Amazon	DEBIT CARD	26.99		Keyboard & mouse
30/07/2021	Enterprise	DDR	612.00		Van lease
30/07/2021	British Gas	DDR	21.09		Electricity - Pavilion
30/07/2021	British Gas	DDR	100.14		Electricity - Bow erhill Unit
31/07/2021	Comax UK Ltd	406630	79.32		Wheelie bin liners
31/07/2021	Kan Connections	406631	986.40		Electrical work - KGV

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Date: 20/09/2021

Melksham Town Council Current Year

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Time: 13:31

Cooperative Bank A/C

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/07/2021	UK Media Solutions	406632	519.90		KGV - Cafe flyers
31/07/2021	Linda De Santiz	406633	15.00		Mayor photos
31/07/2021	IDverde Limited	406634	952.37		Additional clean - toilets
31/07/2021	John Miller (Corsham) Ltd	406635	284.14		Mow ers - parts
31/07/2021	Melksham Without Parish Council	406636	2,192.50		Neighbourhood Plan - shared
31/07/2021	Melksham Tyre Supplies	406637	28.74		Puncture repair
31/07/2021	Microshade Business Consultant	406638	215.40		Hosting services
31/07/2021	Playsafety Ltd	406639	417.00		Playground Insp Course - NG
31/07/2021	Rialtas Business Solutions Ltd	406641	459.60		Annual support - Omega
31/07/2021	Trade UK	406641(1)	214.72		Paint/tools
31/07/2021	T H White Installation Ltd	406642	551.89		Alarm monitoring - Art House
31/07/2021	Travis Perkins Trading Company	406643	41.04		Workw ear - boots
31/07/2021	Wiltshire Publications Ltd	406645	1,020.60		Recruitment - advert
31/07/2021	Wiltshire Council	406646	2,140.91		Payroll servs (Apr 21-Aug 21)
31/07/2021	Above the Rest Roofing Ltd	406647	2,352.00		Pavilion - replace tiles
31/07/2021	AquAid (Kennet & North Wilts)	406648	52.59		Water cooler
31/07/2021	Auditing Solutions Ltd	406649	540.00		End of year audit
31/07/2021	Boels Rental Ltd	406650	29.36		Hire - angle grinder/discs
31/07/2021	Professor Colin M. Copus	406251	500.00		Speakers fee
31/07/2021	J. H. Jones & Sons	406252	1,686.00		grass cutting - WMF
31/07/2021	J. P. Lennard Ltd	406253	102.90		Splashpad - chemicals
31/07/2021	M.B. Bells	406254	227.70		Roller door - Pavilion
31/07/2021	McCoy Legal	406255	600.00		Settlemt Advice - TDC
31/07/2021	Melksham Groundcare Machinery	406256	26.50		Repairs - Honda HRX476
31/07/2021	NPower (Yorkshire) Ltd	406257	47.45		Electricity - KGV June 2021
31/07/2021	Tudor Environmental	406258	1,107.34		Telemaster steps & platform
31/07/2021	WPS Insurance Brokers & Risk S	406259	654.26		Insurance - terrorism
Total Payments			<u>102,326.64</u>		

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Date: 20/09/2021

Melksham Town Council Current Year

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Time: 14:20

Bank Assembly Hall A/c

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2021	Water2Business	DDR	319.14		Water rates - AH
15/07/2021	Wiltshire Council	DDR	861.00		Rates - AH
19/07/2021	Wiltshire Council	3556	180.00		AH - Premises licence
20/07/2021	WorldPay	DDR	71.34		Card charges
28/07/2021	3 Mobile	DDR	7.79		AH - Mobile phone
30/07/2021	Hills Waste	DDR	307.63		Waste collection
Total Payments			<u>1,746.90</u>		

Date: 20/09/2021

Melksham Town Council Current Year

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Assembly Hall Bar A/c

List of Payments made between 01/07/2021 and 31/07/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
19/07/2021	Market Place Merchants	DDR	25.16		Cash till
27/07/2021	Bookers	DDR	603.95		Bar stock
29/07/2021	Film - Nighmare before Xmas	BACS	2.00		Refund
Total Payments			<u>631.11</u>		

Date: 20/09/2021		Melksham Town Council Current Year			Page: 1
Time: 13:34		Cashbook 9			User: MEL
		Petty Cash			For Month No: 4
Receipts for Month 4		Nominal Ledger Analysis			
Receipt Ref	<u>Name of Payer</u>	£ Amnt Received	£ Debtors	£ VAT	A/c Centre £ Amount <u>Transaction Detail</u>
	Balance Brought Fwd :	307.77			307.77
	Banked:	0.00			
		0.00			0.00
Total Receipts for Month		0.00	0.00	0.00	0.00
Cashbook Totals		<u>307.77</u>	<u>0.00</u>	<u>0.00</u>	<u>307.77</u>

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Date: 20/09/2021

Melksham Town Council Current Year

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Time: 13:34

Cashbook 9

User: MEL

Petty Cash

For Month No: 4

Payments for Month 4

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	Creditors_£	VAT_£	A/c_Centre_£	Amount_£	Transaction Detail
26/06/2021	J. Mills	TRANS	19.19		3.20	4034 115	15.99	Refs - Cllr training
01/07/2021	H. Davies	TRANS	5.00		0.83	4021 101	4.17	Refs
10/07/2021	C. Hunter	TRANS	11.28		1.88	4034 115	9.40	Refs - Cllr training
13/07/2021	Gompels	TRANS	11.40		1.90	4354 403	9.50	Parking redemption
14/07/2021	T. Robinson	TRANS	5.00		0.83	4021 101	4.17	Refs
15/07/2021	P. Clover	TRANS	5.00		0.83	4050 110	4.17	Witness declaration
16/07/2021	T. Robinson	TRANS	1.85		0.31	4021 101	1.54	Refs
22/07/2021	T. Robinson	TRANS	12.80		2.13	4021 101	10.67	Photo mount
23/07/2021	P. Clover	TRANS	1.85		0.31	4021 101	1.54	Refs
23/07/2021	T. Cross	TRANS	7.06		1.18	4903 520	5.88	Bar stock
27/07/2021	T. Cross	TRANS	26.50		4.42	4903 520	22.08	Bar stock
27/07/2021	D. Elmes	TRANS	9.90		1.65	4163 202	8.25	Cable ties
27/07/2021	Gompels	TRANS	27.30		4.55	4354 403	22.75	Parking redemption (June)
30/07/2021	H. Davies	TRANS	10.99		1.83	4163 202	9.16	Electric box
30/07/2021	M. Rolph	TRANS	23.76		3.96	4028 101	19.80	Stamps
Total Payments for Month			178.88	0.00	29.81		149.07	
Balance Carried Fwd			128.89					
Cashbook Totals			307.77	0.00	29.81		277.96	

Melksham Town Council
Monthly Financial Statement 31 August 2021

Cash and Bank Balances:

Co-operative Current Account	265,207	
Assembly General Account	650,103	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	68	
Petty Cash	164	
Bar Float	1,100	
		968,577

Debtors (monies owed to council)

H M Customs - Vat recoverable	9,352	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		15,795
		984,372

Less: Creditors (monies owed by council)

Suppliers of goods and services	222	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	18,207	
Events Control	1,829	28,823

Net Cash Available 955,549

Represented by:

General Fund

Current Year Surplus	97,686	
Earmarked Reserves Used in year	<u>8,411</u>	
	106,097	
Contribution to Earmarked Reserves	<u>12,858</u>	93,239
General Reserve balance at beginning of year		359,836

Earmarked Reserves

Balance at 1st April 2021	485,508	
Plus; Added in Year	<u>0</u>	
	485,508	
Less: Used to Fund Expenditure	<u>8,411</u>	477,097

Specific Reserves

Balance at 1st April 2021	12,519	
Plus: Received in Year	<u>12,858</u>	
	25,377	
Less: Used to Fund Expenditure	<u>0</u>	25,377

955,549

0

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20/09/2021

Melksham Town Council Current Year

Page 1

15:09

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	26,953	115,990	269,000	153,010		153,010	43.1%
4021 Stationery & Sundry Office Exp	270	1,220	1,500	280		280	81.3%
4023 Advertising	49	1,604	1,500	(104)		(104)	106.9%
4024 Equipment/furniture	594	647	2,000	1,353		1,353	32.4%
4026 Photocopying	76	309	1,500	1,191		1,191	20.6%
4027 Telephones and Mobiles	747	1,299	3,000	1,701		1,701	43.3%
4028 Postage	16	137	300	163		163	45.6%
4029 Subscriptions	(7)	1,742	3,000	1,258		1,258	58.1%
4040 Information Technology	0	10,745	15,000	4,255		4,255	71.6%
4042 Website and Licences	790	1,779	1,500	(279)		(279)	118.6%
4058 Insurance	7,734	9,614	8,000	(1,614)		(1,614)	120.2%
4061 Travel	0	0	500	500		500	0.0%
4075 Training	635	4,403	4,000	(403)		(403)	110.1%
Central Costs :- Indirect Expenditure	37,857	149,489	310,800	161,311	0	161,311	48.1%
Net Expenditure	(37,857)	(149,489)	(310,800)	(161,311)			
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	13	273	500	227		227	54.7%
4043 HR consultancy	0	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional Fees	8	582	3,000	2,418		2,418	19.4%
4057 Audit/Year End Costs/Prof.Fees	1,200	4,716	12,000	7,284		7,284	39.3%
4076 Health & Safety	0	25	2,000	1,975		1,975	1.3%
Corporate Costs :- Indirect Expenditure	1,221	8,391	23,500	15,109	0	15,109	35.7%
Net Income over Expenditure	(1,221)	450,984	896,250	445,266			
115 Civic and Democratic							
4030 Town Crier's expenses	235	235	400	165		165	58.8%
4034 Councillors training	20	1,292	2,000	708		708	64.6%
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	255	1,572	9,900	8,328	0	8,328	15.9%
Net Expenditure	(255)	(1,572)	(9,900)	(8,328)			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	5,444	25,000	19,556		19,556	21.8%
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	10,000	10,000	0		0	100.0%
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>15,444</u>	<u>62,500</u>	<u>47,056</u>	<u>0</u>	<u>47,056</u>	<u>24.7%</u>
Net Expenditure	<u>0</u>	<u>(15,444)</u>	<u>(62,500)</u>	<u>(47,056)</u>			
Finance and Administration :- Income	0	459,375	919,750	460,375			49.9%
Expenditure	39,333	174,896	406,700	231,804	0	231,804	43.0%
Movement to/(from) Gen Reserve	<u>(39,333)</u>	<u>284,479</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	45	45	6,500	6,455			0.7%
Town Hall :- Income	45	45	6,500	6,455			0.7%
4100 Gas	0	1,276	3,500	2,224		2,224	36.5%
4101 Electricity	146	869	2,500	1,631		1,631	34.8%
4102 Rates	780	5,142	10,000	4,858		4,858	51.4%
4103 Water Rates	0	775	1,500	725		725	51.7%
4104 Window Cleaning	185	720	1,400	680		680	51.4%
4106 Maintenance	1,322	1,322	0	(1,322)		(1,322)	0.0%
4108 Equipment and servicing	5,436	8,715	8,000	(715)		(715)	108.9%
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	7,869	18,820	28,050	9,230	0	9,230	67.1%
Net Income over Expenditure	(7,824)	(18,775)	(21,550)	(2,775)			

202 Environmental Services

1027 Agency Services Re-imbursed	144	3,142	3,000	(142)			104.7%
Environmental Services :- Income	144	3,142	3,000	(142)			104.7%
4000 Salaries ENI & Pension	18,451	94,596	255,000	160,404		160,404	37.1%
4027 Telephones and Mobiles	139	822	1,600	778		778	51.4%
4150 Clothing	242	330	2,000	1,670		1,670	16.5%
4151 Tools	0	124	1,000	876		876	12.4%
4153 Vehicle Running Costs	590	3,077	7,000	3,923		3,923	44.0%
4156 Lease of van	996	6,284	12,000	5,716		5,716	52.4%
4163 Maintenance and Repairs	58	4,507	10,000	5,493		5,493	45.1%
4167 Street Furniture	0	162	2,000	1,838		1,838	8.1%
4186 Maintenance of defibrillators	1,875	2,645	1,050	(1,595)		(1,595)	251.9%
4196 Container storage	113	563	1,600	1,038		1,038	35.2%
4915 Equipment-Purchases	0	923	0	(923)		(923)	0.0%
Environmental Services :- Indirect Expenditure	22,464	114,033	293,250	179,217	0	179,217	38.9%
Net Income over Expenditure	(22,320)	(110,891)	(290,250)	(179,359)			

203 Allotments

1045 Income Allotments	0	280	4,700	4,420			6.0%
Allotments :- Income	0	280	4,700	4,420			6.0%

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4200 Water Rates - Allotments	229	527	1,700	1,173		1,173	31.0%
4201 Maintenance - Allotments	0	0	300	300		300	0.0%
Allotments :- Indirect Expenditure	229	527	2,000	1,473	0	1,473	26.4%
Net Income over Expenditure	(229)	(247)	2,700	2,947			
204 Pavilion							
1046 Income - Pavilion	0	300	3,000	2,700			10.0%
Pavilion :- Income	0	300	3,000	2,700			10.0%
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	915	1,040	1,100	60		60	94.6%
4254 Water - Pavilion	0	115	200	85		85	57.4%
4255 Fire Security - Pavilion	0	0	500	500		500	0.0%
4256 Maintenance - Pavilion	0	1,105	1,000	(105)		(105)	110.5%
Pavilion :- Indirect Expenditure	915	2,260	3,000	740	0	740	75.3%
Net Income over Expenditure	(915)	(1,960)	0	1,960			
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	(2,194)	2,313	17,000	14,687		14,687	13.6%
4185 Electricity supply: Toilets	69	840	1,150	310		310	73.1%
Public Toilets :- Indirect Expenditure	(2,126)	3,153	18,150	14,997	0	14,997	17.4%
Net Income over Expenditure	2,126	(3,153)	(11,550)	(8,397)			
210 Corporate Properties							
1040 Income 31 Market Place	583	2,814	6,900	4,086			40.8%
1042 Income Roundhouse	167	833	1,600	767			52.1%
Corporate Properties :- Income	750	3,647	8,500	4,853			42.9%
4175 Costs Art House Cafe	18	466	500	34		34	93.2%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	18	466	1,000	534	0	534	46.6%
Net Income over Expenditure	732	3,182	7,500	4,319			
215 Depot							
4103 Water Rates	9	17	200	183		183	8.5%

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4159 Electric - Unit	91	737	750	13		13	98.3%
4160 Leasing-Unit at Bowerhill	779	3,896	10,850	6,954		6,954	35.9%
4161 Rates-Unit at Bowerhill	230	1,145	2,400	1,255		1,255	47.7%
4184 Fire security: Unit	0	34	400	366		366	8.5%
Depot :- Indirect Expenditure	1,109	5,830	14,600	8,770	0	8,770	39.9%
Net Expenditure	(1,109)	(5,830)	(14,600)	(8,770)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,335	3,265	10,000	6,735		6,735	32.6%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	323	621	5,000	4,379		4,379	12.4%
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	1,658	3,886	23,050	19,164	0	19,164	16.9%
Net Expenditure	(1,658)	(3,886)	(23,050)	(19,164)			
221 King George V Park							
4199 Splash & Play Running Costs	936	3,171	10,000	6,829		6,829	31.7%
King George V Park :- Indirect Expenditure	936	3,171	10,000	6,829	0	6,829	31.7%
Net Expenditure	(936)	(3,171)	(10,000)	(6,829)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	204	831	1,000	169			83.1%
Economic Dev. and Planning :- Income	204	831	1,000	169			83.1%
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%
4312 Shurnhold Fields	29	79	0	(79)		(79)	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	46	1,500	1,454		1,454	3.1%
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	34	4,949	6,500	1,551		1,551	76.1%
Economic Dev. and Planning :- Indirect Expenditure	63	5,075	23,750	18,675	0	18,675	21.4%
Net Income over Expenditure	141	(4,243)	(22,750)	(18,507)			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
405 Solar Farm Projects							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>			<u>0.0%</u>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>40,000</u>	<u>40,000</u>	<u>0</u>	<u>40,000</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Asset Management :- Income	1,143	8,246	73,300	65,055			11.2%
Expenditure	33,137	157,219	456,850	299,631	0	299,631	34.4%
Movement to/(from) Gen Reserve	<u>(31,994)</u>	<u>(148,974)</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
1050 Grants Received	0	1,197	0	(1,197)			0.0%
Projects :- Income	0	1,197	0	(1,197)			
4071 Town Floral Displays	0	39	10,000	9,961		9,961	0.4%
4074 Neighbourhood Plan	0	2,193	5,000	2,808		2,808	43.9%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Town Team project	0	0	5,000	5,000		5,000	0.0%
4304 Christmas Tree	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	0	2,232	22,200	19,968	0	19,968	10.1%
Net Income over Expenditure	0	(1,035)	(22,200)	(21,165)			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional Fees	400	1,729	0	(1,729)		(1,729)	0.0%
East Melksham Community Hall :- Indirect Expenditure	400	1,729	0	(1,729)	0	(1,729)	
Net Expenditure	(400)	(1,729)	0	1,729			
Community Development :- Income	0	1,197	0	(1,197)			0.0%
Expenditure	400	3,961	22,200	18,239	0	18,239	17.8%
Movement to/(from) Gen Reserve	(400)	(2,764)					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	1,106	2,263	20,000	17,737			11.3%
1050 Grants Received	2,019	14,783	0	(14,783)			0.0%
Assembly Hall Central Costs :- Income	3,125	17,046	20,000	2,954			85.2%
4000 Salaries ENI & Pension	15,620	48,486	103,000	54,514		54,514	47.1%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	232	1,500	1,268		1,268	15.4%
4909 Licences	0	180	3,500	3,320		3,320	5.1%
4911 Electricity	0	0	12,000	12,000		12,000	0.0%
4912 Gas	9	49	500	451		451	9.8%
4913 Water	159	1,320	2,000	680		680	66.0%
4914 Rates	861	4,303	9,000	4,697		4,697	47.8%
4916 Maintenance-Equipment	21	21	3,000	2,979		2,979	0.7%
4917 Service Contracts	309	1,552	7,000	5,448		5,448	22.2%
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	90	492	1,400	908		908	35.1%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	59	340	1,000	660		660	34.0%
Assembly Hall Central Costs :- Indirect Expenditure	17,129	56,999	147,500	90,501	0	90,501	38.6%
Net Income over Expenditure	(14,005)	(39,953)	(127,500)	(87,547)			
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	2	500	498		498	0.3%
Assembly Hall Events :- Indirect Expenditure	0	2	500	498	0	498	0.3%
Net Income over Expenditure	0	(2)	0	2			
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	524	1,160	20,000	18,840			5.8%
Assembly Hall Bar and Catering :- Income	524	1,160	20,000	18,840			5.8%
4903 Assembly Hall Bar expenditure	113	706	10,000	9,294		9,294	7.1%
Assembly Hall Bar and Catering :- Indirect Expenditure	113	706	10,000	9,294	0	9,294	7.1%
Net Income over Expenditure	411	454	10,000	9,546			

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall :- Income	3,648	18,206	40,500	22,294			45.0%
Expenditure	17,242	57,707	158,000	100,293	0	100,293	36.5%
Movement to/(from) Gen Reserve	(13,594)	(39,501)					

Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 5

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	11,012	12,858	0	(12,858)			0.0%
Earmarked Reserves :- Income	11,012	12,858	0	(12,858)			
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	9,015	8,411	299,900	291,489		291,489	2.8%
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	25,377	25,377		25,377	0.0%
Earmarked Reserves :- Indirect Expenditure	9,015	8,411	510,884	502,473	0	502,473	1.6%
Net Income over Expenditure	1,997	4,447	(510,884)	(515,331)			
Earmarked Reserves :- Income	11,012	12,858	0	(12,858)			0.0%
Expenditure	9,015	8,411	510,884	502,473	0	502,473	1.6%
Movement to/(from) Gen Reserve	1,997	4,447					
Grand Totals:- Income	15,803	499,882	1,033,550	533,668			48.4%
Expenditure	99,126	402,194	1,554,634	1,152,440	0	1,152,440	25.9%
Net Income over Expenditure	(83,323)	97,688	(521,084)	(618,772)			
Movement to/(from) Gen Reserve	(83,323)	97,688					

Agenda Item 8.5

Melksham Town Council
Earmarked Reserves 31 March 2022
Schedule E
31.08.2021

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Melksham Town Council

STANDING ORDERS 2021

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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 Councillors may make representations regarding the business of the Council at meetings of Full Council under a specific agenda item.
- p **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.**
- q **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.**
- r **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.**
- s **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.

- t **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.

- u 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.

- v **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.**

- w **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.

- x **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.

y 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.
- b. However, only councillors who have been appointed as members of the Staffing Committee will be permitted to attend and participate in meetings of that Committee.
- c 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, 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 28 June 2021. Adopted by Full Council 27 September 2021.

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 2nd August 2021

PRESENT: Councillor C Goodhind (Deputy Town Mayor)
Councillor C Forgacs (Vice-Chair)
Councillor G Cooke
Councillor J Crundell
Councillor S Crundell
Councillor C Houghton
Councillor J Oatley
Councillor T Price

IN ATTENDANCE: Councillor P Aves
Councillor J Hubbard
Jack Raisey

OFFICERS: Patsy Clover Assistant to the Town Clerk
Christine Hunter Committee Clerk

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

Dr Ian Cardy asked:

- what were the Town Council's policies regarding global warming and how would CO2 emissions be reduced in land managed and properties owned by the Town Council?
- what were the Town Council's policy on increasing bio-diversity on land owned and managed by the Town Council?
- what is the Town Council's policy in relating to the "closed" church yard and have there been any changes?

The Deputy Town Mayor, Councillor Goodhind, replied that a written response to these questions would be forwarded to Dr Cardy.

21/21 Apologies

Apologies were received from Councillor Lewis.

22/21 Declarations of Interest

There were no declarations of interest.

23/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Asset Management and Amenities Committee meeting held on 21 June 2021, having previously been circulated, were approved as a correct record and signed by the Deputy Town Mayor, Councillor Goodhind.

24/21 Presentation from Jack Raisey on the Art Sculpture for King George V Park

Jack Raisey presented the Committee with a scale model and an update on the art work sculpture. A meeting with the structural engineer was scheduled for later this month, after which more accurate costs and a timescale for implementation would be available. Costs may exceed the original estimate of £4,000. The Town Mayor, Councillor Hubbard, suggested investigating sponsorship towards the additional cost of the sculpture.

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

UNANIMOUSLY RESOLVED that the Community Development Officer be asked to work with Jack Raisey to explore sponsorship funding opportunities for the art work project.

25/21 King George V Playing Field

It was **UNANIMOUSLY RESOLVED** to move the agenda item 5.3, "Hiring of parks/skate park to businesses and voluntary groups" to agenda item 5 on the agenda.

Standing Orders were suspended and re-instated at various times during the meeting to allow public participation at the relevant stage of the meeting.

.1 Hiring of parks/ skate park to businesses and voluntary groups

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

Adrienne Westbrook confirmed that Wiltshire Council charged a £30 admin fee for park hire and requested a Melksham Town Council parks' booking form be instated.

The Committee considered whether voluntary groups and businesses should be charged if they wished to hire parks in the town, what charges and terms should be applied, and the administrative costs involved.

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

UNANIMOUSLY RESOLVED that the Assistant to the Town Clerk be asked to draft a policy regarding hiring the Melksham town parks, to be reviewed at the next Asset Management and Amenities Committee meeting to be held on 11 October 2021.

.2 Request to Use King George V Playing Field for Dog Training Classes

It was proposed by Councillor Price, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED to approve the request to hold dog training classes in the King George V Playing Fields.

.3 Request to Use King George V Playing Field for a Pride event

This item was removed from the Agenda.

26/21 Dogs Recreation Area

The use of sterile trees in this area of the park, as part of flood mitigation, was suggested.

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

UNANIMOUSLY RESOLVED that responsibility be delegated to the Amenities Manager to implement a dog recreational area for dogs off lead in the old children's play area and paddling pool space to the south of the park by:

- making good the existing fencing.
- installing additional dog waste bins.
- exploring a viable solution for the provision of individual dog poo bag dispensers.
- installing benches and signs.
- choosing and installing appropriate trees for the flood area to improve drainage.

27/21 Installation of Bollards and Fencing

The Assistant to the Town Clerk confirmed that the bollard near the adventure centre is in place, and that the Amenities Manager is aware that access is required for large vehicles, and therefore is considering drop down-bollards.

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

UNANIMOUSLY RESOLVED to install low level fencing and drop down bollards to restrict unauthorised access to King George V Park, being mindful not to restrict access to large vehicles.

28/21 Public Toilets

.1 Market Place Toilets

The report of the Amenities Manager was noted.

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

UNANIMOUSLY RESOLVED to:

- a) hold a consultation with members of the public, Melksham Without Parish Council, those running the night-time economy in Melksham to provide evidence of usage of the Market Place toilets between 7.00 pm and midnight.
- b) report the findings to the Asset Management and Amenities Committee at the meeting to be held on 11 October 2021 for a decision on closing the Market Place toilets at 7.00 pm.
- c) ask local contractors to tender for cleaning the toilets.

.2 Bath Road Toilets

The Assistant to the Town Clerk confirmed that opening the toilet block in Bath Road had been delayed. As a temporary measure it was suggested that the Portaloo toilets in King George V Park could be moved to the Bath Road toilet site. The Portaloo's would be secured to the railings to mitigate vandalism.

It was proposed by Councillor Forgacs, seconded by Councillor Cook and

UNANIMOUSLY RESOLVED to move the Portaloo toilets from the King George V Park to the Bath Road toilet site, ensuring they are secured to the railings.

29/21 Community Use of the Phone Boxes at Littlejohn Avenue and Spa Road

The report of the Community Development Officer was noted.

The Deputy Town Mayor, Councillor Goodhind, confirmed that only one response was received.

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

UNANIMOUSLY RESOLVED that the Business Administration Apprentice be asked to:

- contact Wiltshire Museum to accept their offer of use of one of the two phone boxes, in the short term.
- investigate the feasibility of the phone boxes being Wi-fi hot spots.
- publicise the availability of the phone boxes, including if possible their availability as Wi-fi hot spots, in order to provide a longer term solution.
- investigate using the two phone boxes as outpost hubs for the Town Council.
- report back findings/suggestions for use of the phone boxes to the next Asset Management and Amenities Committee meeting scheduled for 11 October 2021.

30/21 Garden Sharing Scheme

The report of the Community Development Officer was noted.

It was proposed by Councillor Price, seconded by Councillor J Crundell and

UNANIMOUSLY RESOLVED that the Community Development Officer be asked to provide an explanation of the scheme, and that the item be forwarded for consideration at the Extra-Ordinary Council Meeting to be held on 9 August 2021.

31/21 Parks Working Group

The Notes of the Parks Working Group were received.

It was agreed that the Terms of Reference adopted by the Parks Working Group would be forwarded for approval at the Full Council meeting to be held on 27 September 2021.

Meeting Closed at: 9.15 pm

Signed:

Dated:

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**Melksham Town Council
Parks Working Group**

Terms of Reference

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

2. **Membership**

The make-up of this Working Group shall consist of a minimum of four members of Melksham Town Council, one of whom shall be the chair. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Nominated representatives of outside bodies will automatically be invited to attend Working Group meetings.

3. **Delegated Business**

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

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

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Terms of Reference

Community Development Committee

The Community Development Committee will be responsible for matters relating to all events staged, managed, or involved with in relation to the Town. This will involve the preparation and management of event planning and gaining relevant permissions required.

1. Membership

Seven elected Members.

Invited officers and volunteers to enable events to be run, who have will have no voting rights.

2. Delegated Business

The Committee has been delegated to deal with the following matters to conclusion:

- 2.1. All community events
- 2.2. Young people/activities
- 2.3. Marketing and Promotion
- 2.4. Civic Awards
- 2.5. Review all budget lines and monthly accounts for all events
- 2.6. Prepare regular reports to Asset, Amenities and Management Committee
- 2.7. To work with and support existing community groups, clubs and centres.

3. Referred Business

To consider and make recommendations to the Town Council on the following matters:

- 3.1. Budget estimates, to be prepared no later than September each year and submitted to the Asset, Amenities and Management Committee
- 3.2. Any other matters referred to the Sub-Committee by the Asset, Amenities and Management Committee

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Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 19th July 2021

PRESENT: Councillor J Hubbard (Town Mayor)
Councillor C Goodhind (Deputy Town Mayor)
Councillor P Aves
Councillor S Crundell
Councillor C Houghton
Councillor S Mortimer

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

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

7/21 Election of Chair for the Meeting

It was **UNANIMOUSLY RESOLVED** that the Town Mayor, Councillor Hubbard, act as Chair for the meeting.

8/21 Apologies

Apologies for absence were received from Councillors Rabey, J Crundell and Forgacs.

Councillor Aves substituted for Councillor Forgacs, and Councillor S Crundell substituted for Councillor J Crundell.

9/21 Declarations of Interest

Councillor Mortimer declared a pecuniary interest in relation to the Melksham Community Meals grant application. Councillor Mortimer left the meeting voluntarily.

When it was up for debate the Town Mayor, Councillor Hubbard declared an interest in relation to the Red Circled Grants Agenda item No. 6.

10/21 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Finance and Administration Committee meeting held on 8 March 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

11/21 Finances

.1 Monthly Financial Statement Year to Date at 31 May 2021

The monthly financial statement was noted.

.2 Earmarked Reserves Year to Date at 31 May 2021

The earmarked reserves year to date report was noted.

.3 Income and Expenditure Report Year to Date at 30 June 2021

The income and expenditure report was noted.

12/21 Grant Applications 2021/2022

The report of the Community Development Officer was noted.

The Town Mayor, Councillor Hubbard, confirmed that the grants for consideration were the first to use the new methodology for awarding small grants throughout the year. Many grant applications had been received but only 25% of the annual grant fund of £25,000 could be awarded each quarter. For each grant the Committee needed to decide whether to award the total amount requested, to defer the application to a later date, to partially award the grant or to sign-post the applicant to a more appropriate funding stream.

13/21 AFC Melksham Disabled Football Club grant of £250.00 - scored 19 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that as the grant request was for capital items (purchase of equipment) the AFC Melksham Disabled Football Club be asked to apply to the Area Board for funding.

14/21 Bowerhill Residents Action Group (BRAG) grant of £185.00 scored - 19 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that the amount of the grant request for £185 be awarded to the Bowerhill Residents Action Group (BRAG).

15/21 Chippenham and District Talking Newspapers (Melksham Edition) grant of £1,000.00 - scored 20 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED that 50% of the grant request (£500) be awarded to the Chippenham and District Talking Newspapers Group and that the Group be asked to apply to the Area Board's Health and Wellbeing fund for the remainder of the funding.

16/21 The Female of the Species grant of £729.20 - scored 10 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED that The Female of the Species group pay for the hire of the Assembly Hall but offer to them 25% of the bar takings, for the night of their concert.

17/21 Group Five grant of £1,000.00 - scored 18 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED that 25% of the grant request (£250) be awarded to Group Five and that the application be revisited at the next Finance, Administration and Performance meeting to be held on 20 September 2021.

18/21 Help Counselling Services grant of £300.00 - scored 19 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED that the amount of the grant request for £300 be awarded to Help Counselling Services.

19/21 Independent Living Centre grant of £1,500.00 - scored 20 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED to ask the Independent Living Centre to apply to the Wiltshire Community Foundation for funding.

20/21 Melksham 60+ Club grant of £500.00 - scored 14 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED that 50% of the grant request (£250) be awarded to the Melksham 60+ Club and that the application be revisited at the next Finance, Administration and Performance meeting to be held on 20 September 2021.

21/21 Melksham Amateur Swimming Club grant of £680.00 - scored 18 out of 20 in the criteria

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

UNANIMOUSLY RESOLVED to ask Melksham Amateur Swimming Club to explore sports related funding and to contact Wiltshire Council for details of further funding opportunities.

22/21 Melksham Community Meals grant of £490.50 - scored 20 out of 20 in the criteria

Councillor Mortimer left the meeting at 9.06 pm.

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

UNANIMOUSLY RESOLVED that a third of the grant request (£163.50) be awarded to the Melksham Community Meals Group to cover the first of three events, and that the application be revisited at the next Finance, Administration and Performance Committee meeting to be held on 20 September 2021.

Councillor Mortimer re-joined the meeting at 9.12 pm.

23/21 Melksham Community Money Advice grant of £1,218.00 - scored 15 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that 50% of the grant request (£609) be awarded to Melksham Community Money Advice and that the Group be asked to apply to the Area Board to obtain match funding for the remainder.

24/21 Melksham Community Transport grant of £2,400.00 - scored 19 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that 50% of the grant request (£1,200) be awarded to Melksham Community Transport and that the Group be asked to apply to the Area Board's Health and Wellbeing fund to obtain match funding.

25/21 Melksham Goes Wild grant of £460.00 - scored 12 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that the amount of the grant request of £460 be awarded to the Melksham Goes Wild Group.

26/21 Melksham Town Youth Football Club grant of £2,500.00 - scored 17 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that £500 of the grant request be awarded to Melksham Town Youth Football Club and that the Club be asked to apply to the Area Board and for other sports related grants for the remainder.

27/21 Multiple Sclerosis Therapy (Wessex) Ltd grant of £500.00 - scored 19 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED to ask the Multiple Sclerosis Therapy (Wessex) Ltd to apply to the Area Board's Health and Wellbeing fund for funding.

28/21 Proud Melksham grant of £750.00 - scored 12 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that the Proud Melksham Group application be revisited at the next Finance, Administration and Performance Committee

meeting to be held on 20 September 2021, as the criteria for having a bank account was not met.

29/21 West Wilts Model Car Club grant of £1,080.00 - scored 18 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED to ask West Wilts Model Car Club what has happened to the subscriptions paid before and during lockdown.

30/21 Wiltshire Bobby Van Trust grant of £500.00 - scored 19 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that the grant request of £500 be awarded to the Wiltshire Bobby Van Trust.

31/21 Wiltshire Mind grant of £1,400.00 - scored 18 out of 20 in the criteria.

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

UNANIMOUSLY RESOLVED that the grant request of £1,400 be awarded to the Wiltshire Mind Group.

32/21 "Red Circled" Grants

The Town Mayor, Councillor Hubbard, suggested that the Committee consider including small grants applications, that had previously relied on Melksham Town Council grants for core funding, in the Red Circled Grants process.

Members considered asking the Red Circled Grant applicants to submit further information to supplement their current applications by the end of September 2021, to cover a further three-year period.

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

UNANIMOUSLY RESOLVED to forward a proposal to the Full Council meeting to be held on 27 September 2021 for a decision to agree Red Circled Grant Funding for four financial years and to ask the Red Circled grant applicants for additional information in connection with this.

33/21 Performance Monitoring

The Committee agreed to defer discussion regarding performance monitoring of the Council to a later meeting of the Finance, Administration and Performance Committee.

Meeting Closed at: 10.00 pm

Signed:

Dated:

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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	Yes
Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Relate – Wiltshire office

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

NAME:			
ADDRESS:			
TELEPHONE:			

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

Are you a registered charity? Yes: If so, please give your charity number: 207314

Is your organisation part of, or affiliated to, a larger organisation? If so, which: Relate is a National organisation with offices around the country.

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Our vision is of a future in which healthy and happy relationships form the heart of a thriving society and we want to make expert information and support for healthy relationships available to everyone.

Relate offer a variety of counselling services in several forms:

- Relationship counselling: By helping people work through their issues together as a couple or individually, we can help to improve communication, reduce conflict and arguments and ultimately strengthen a healthy relationship. Relationship counselling can also help individuals not in a relationship but seeking help with relationships more generally.
- Psychosexual therapy (PST): Our sex therapists can help people manage and overcome specific sexual dysfunctions that impact on relationships.
- Family Counselling: There are many things that can affect home life – separation, absenteeism, forming new families, bereavement, and relocation. Counselling can help families of all kinds come to terms with change.
- Children and Young People’s Counselling: Counselling can help a child or young person cope with exam stress, parents’ separation, bullying, anxiety and many other issues by simply providing safe spaces to talk.

With face to face centres across the UK delivering via a network of local counsellors as well as digital solutions including email, Webcam and Web Chat counselling.

5. THE PROJECT

Describe what the funding is being requested for

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

We try to provide bursaries for those who are unable to afford our support. We try not to refuse support for those who cannot pay, using bursary funds to make up the difference. We would like to ask for support for our Wiltshire office bursary fund.

This funding would provide 50 free sessions of counselling at £75 per session at a total of £3,750. Either individual, families or couples would receive this support and of any age.

This support would be used over the course of 12 months and starting as soon as funding is secured as we have individuals Contacting us daily for support but couldn’t afford the charges.

How will this benefit the community or people of melksham?

The funding would only be used to help those from Melksham and the surrounding area to receive support as and when required.

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

We have been working in Melksham for some years and have a regular list of clients as well as new ones asking for support. This has greatly increased as a result of the pandemic and we expect it to continue to rise as regulations change.

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

Good quality personal relationships are central to our health and wellbeing as individuals, couples and as a society. Broken and unhealthy relationships can spiral into problems like homelessness, debt, loneliness, health problems, depression, and can have a profound effect on children. We know that 2.87 million people across the UK are living in distressed relationships.

6. BENEFICIARIES

How many people in total will benefit from this grant?

This is hard to estimate, at least 50 as we are asking for 50 sessions. It is likely to be more as sessions can be for couples and families.

How many of the beneficiaries are residents of Melksham Town?
Please use the attached map as an indication of the Melksham Town boundary
Please explain how you calculated the number of Melksham beneficiaries.

All

We would solely use this grant to help Melksham residents. At least 50 as we are asking for 50 free sessions however it is likely to be more as we would also use this for couples and family sessions.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £3750

GRANT AID REQUESTED FROM MTC £3750

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

We charge £62-£136 for each session of counselling asking individuals to pay where possible.

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

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

Item	Amount
50 x £75 per session virtually until in person is allowed	£3750
	£
	£
	£
	£
	£
	£
Total	£

How else are you funding your project?

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

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

Source	£	Confirmed?
We are applying to other Wiltshire funders for support in other areas, this is the only support we are currently looking for Melksham.	£	
	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 03 / 2020

TOTAL GROSS INCOME £ 8160,000

TOTAL EXPENDITURE £9355,000

BALANCE AT YEAR END £ 1180000

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

No

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

No

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

No

5. Is the funding for Loans or interest payments?

No

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

No

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

No

8. Has the project that you want the funding for already happened?

No

Is the grant requested for ongoing running costs such as salaries or rent?

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

Yes, as Relate are experiencing an exceptional demand for our services post lockdown and many from those who cannot afford to pay, we don't wish to restrict our services to only those who can pay for them.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) / No/Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact) / No/Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

Y A copy of your most recent accounts

Y Your most recent bank account statement & details of any other investments/savings;

Y A copy of your constitution / terms of reference / set of rules;

Y A copy of your safeguarding policy if your group works with vulnerable adults, or children;

Y A copy of your adopted equal opportunities policy or statement

Y Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: [REDACTED]

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) [REDACTED] Date: __23.6.21__

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	X
Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

TRANSWILTS Community Interest Company

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

No

Yes/

Have its own bank account, with two unrelated signatories?

YES

Have at least three members on its management committee?

YES

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

YES

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: COMMUNITY RAIL NETWORK (DFT)

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Transwilt community interest company is an accredited non-profit organisation promoting community rail partnerships in Wiltshire. Providing engagement with local community organisations. Campaigning for improved train services on the Swindon to Westbury line which exclusively serves Melksham. Improving the station area as a welcoming gateway to Melksham and providing facilities at Melksham Hub to support station users, such as cafe and toilet, car parking, bike hire and electric vehicle charging.

5. THE PROJECT

Describe what the funding is being requested for

The funding is sought to support the Melksham Hub in 2021, its start-up year. The whole site, includes the café, car park, electric charging points etc. The cafe opened in April 2021. We are confident that the cafe and parking will provide a sustainable income in the longer run when passenger numbers return. However, the extended recovery post pandemic has reduced passenger numbers by 85% and, for the balance of 2021/22, we expect to be running at a trading loss. Sponsorship and core funding from GWR and Wiltshire Council will cover only part of this deficit. The business plan includes community activities and events that will grow the customer base when the railway passenger volumes return to a more normal level by 2022.

We are therefore seeking a one off grant of £10,000 to assist us in our start up first year. This will be matched from other grant sources

How will this benefit the community or people of Melksham?

Transport infrastructure supports thriving and growing communities. The whole population will benefit from improved frequency services that connect to job, services and leisure. The population and businesses in the area are already benefiting from the facility. The local primary school has already participated in an art project. Volunteers are looking after the flower planters recently added. We have free WiFi for hub users provided from the end of June.

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

Since opening, the cafe has reached between £400- £500/week average sales.
Passenger numbers are increasing on the train, primarily from a demographic without a car.
Electric car charging point usage is increasing with 1000kWh supplied since opening, saving 540kg of CO2.

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

It has taken 5 years to get the Melksham Hub facilities, we want to keep these facilities open despite the immediate adverse impact of the pandemic. We do not want to close the cafe.

6. BENEFICIARIES

How many people in total will benefit from this grant?	All rail users
How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary	All the residents in the town council and also the parish without boundaries.

Please explain how you calculated the number of Melksham beneficiaries.

Pre pandemic the railway users had grown to 75,000 journeys pa. Elsewhere in Wiltshire similar sized towns with a railway station have up to 400,000 journeys pa.

We expect the climate crisis to accelerate growth of public transport use. The attractiveness of the available facilities at the station will affect the rate of transfer to rail with a higher proportion of residents in consequence using Melksham Station. An hourly service for Melksham remains our prime service objective.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £
£20,000

GRANT AID REQUESTED FROM MTC £
£10,000

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

There is no membership fee, except for Transwilt's CIC membership, The Hub costs are entirely funded from the users of the facilities with some grant aid. and local business sponsors.

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

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

Item	Amount
50% contribution to cafe coordinator salary costs	£10,000
	£
	£
	£
	£
	£
	£
	£
Total	£10,000

How else are you funding your project?

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

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

Source	£	Confirmed?
Transwilt's CIC core funding GWR and Wiltshire Council	£5,000	Yes
Knorr-Bremse sponsorship	£5,000	Yes
	£	
	£	
	£	

	£	
Total	£10,000	

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

ACCOUNT YEAR ENDING: 31 / 01 / 2021

TOTAL GROSS INCOME £ 203,012.00 TOTAL EXPENDITURE £194,672.00

BALANCE AT YEAR END £ 8,340 SAVINGS (RESERVES, CASH, INVESTMENTS) £24,869

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

Our savings are required for employee costs and administration, we have exhausted our project reserves in delivering the current Melksham Hub phase.

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

No

2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?

No

3. Will you be passing the funding on to any other groups (except to pay for goods and services)?

No

4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?

No

5. Is the funding for Loans or interest payments?

No

6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?

No

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?

No

8. Has the project that you want the funding for already happened? (Future expenditure)

No

Is the grant requested for ongoing running costs such as salaries or rent?

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

The cafe and Hub is in the initial start-up phase planned pre pandemic. and now significantly affected by the reduction in rail passenger numbers. We expect the growth in the next 12 months will enable the cafe to reach near breakeven with any shortfall covered by future core funding grants.

Is the grant requested (for a Regular Grant) more than £2500?

No, this is a major grant application.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) / Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?


Yes (name of contact) / Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☒ A copy of your most recent accounts X
- ☐ Your most recent bank account statement & details of any other investments/savings; X
- ☐ A copy of your constitution / terms of reference / set of rules; X
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children; X TWP03
- ☐ A copy of your adopted equal opportunities policy or statement X TWP02
- ☐ Any other documentation you feel may help in assessing your application. X CIC34 & Annual Report

11. BANK DETAILS

Name of Account: 

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.


Signature of applicant(s) _____ Date: 21/6/21

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021

MELKSHAM TOWN COUNCIL LARGE GRANT APPLICATIONS SEPTEMBER 2021 - To be considered by Full Council on 27 September 2021

Organisation Name	Type of Grant	What the Grant is For	Total beneficiaries	Melksham Town beneficiaries	Own bank account, with two signatories	At least 3 members on its management committee	constitution, terms of reference or set of rules	Is the project of benefit to Melksham?	Evidence of Melksham Town residents who benefit?	Match funding/ other sources of funding?	Not a private org or business	Not an upward funder	Not passing funding on	Not for loan/interest payments	Not undertaken by health authority	No discrimination	Not already happened	evidence of sustainability	GRANT REQUESTED	Whole project cost	% of project requested	Grant per Melksham benficiary	
MAJOR GRANTS 2021																							
Transwiltshire	L	One off grant to support cafe getting established - 50% of café co-ordinator salary costs	all rail users	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	19.0	£ 10,000.00	£ 20,000.00	50%	
Relate-Wiltshire	L	Bursaries for 50 free counselling sessions	50	50	1	1	1	1	0.5	1	1	1	1	1	1	1	1	1	19.5	£ 3,750.00	£ 3,750.00	100%	£75

Notes on Grant Application scoring matrix
Scores are a guide, based on the questions in the application form
a score of 1 denotes compliance, 0 is non-compliance.

TOTAL LARGE GRANT APPLICATIONS £13,750

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Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	X
Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Melksham Carnival

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Y

Have at least three members on its management committee?

Y

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

N

Are you a registered charity? N

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

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none"> • Charitable Organisations • Youth Group • Senior Citizen Group • Sports Clubs and Arts Groups • Advice Organisations | <ul style="list-style-type: none"> • Organisations assisting the disabled • Minority Groups • Community buildings • Community events • Health/transport/safety groups • Other (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Provides a free, fun afternoon of entertainment by organising a carnival procession through Melksham Town.

5. THE PROJECT

Describe what the funding is being requested for

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

Security/ insurance for the event

How will this benefit the community or people of melksham?

Ensure that when the people of Melksham come to enjoy the event, we do as much as we can to make sure they are kept safe.

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

Thousands of people line the streets each year to watch the procession. Bars and pubs along the procession route make a huge amount of money, as do some of the late night venues Carnival evening.

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

Countless Social media messages expressing disappointment!

6. BENEFICIARIES

How many people in total will benefit from this grant?

6,000

How many of the beneficiaries are residents of Melksham Town?

5,500

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

Please explain how you calculated the number of Melksham beneficiaries.

Difficult to say – educated guess based on seeing the crowds.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £6,000

GRANT AID REQUESTED FROM MTC £3,000

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

None

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

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

Item	Amount
Insurance	£800
Security/ barriers/ road closure aids	£2,000
Toilets and Bin rentals	£600
	£
	£
	£
	£
Total	£3,400

How else are you funding your project?

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

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

Source	£	Confirmed?
Current bank balance	£5,500	Y
Fundraising and donations	£3,000	N
	£	
	£	
	£	
	£	
Total	£8,500	

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

ACCOUNT YEAR ENDING: 30 /09 /2020

TOTAL GROSS INCOME £ £3,549.43

TOTAL EXPENDITURE ££466.92

BALANCE AT YEAR END £ 3,082.51

SAVINGS (RESERVES, CASH, INVESTMENTS) ££2,621.04

If your savings are more than your annual expenditure, what are they for? Covid – left over from previous years

9. ELEGIBILITY**YES/NO**

- | | |
|---|---|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | N |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution? | N |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | N |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | N |
| 5. Is the funding for Loans or interest payments? | N |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | N |

7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	N
8. Has the project that you want the funding for already happened?	N
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	N
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.	Y

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?
N

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

[REDACTED]

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

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Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) _____ Date: 07/07/21



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	X
Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Melksham Christmas Lights

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

NAME:			
ADDRESS:			
TELEPHONE:		EMAIL:	

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

?

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

NO

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|--|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groupsOther (please explain) |
|---|--|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

Designs and creates the towns Annual Festive decorations benefitting Melksham residents in various ways, providing a significant boost to the Town Centre over the festive period, volunteering opportunities for any residents wishing to help, and a huge 'something to be proud of' event for all.

5. THE PROJECT

Describe what the funding is being requested for

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

For the continued development and constant improvements of the festive display and to fund its raw materials, equipment hire and costs associated with the project, and potentially switch on event should we have one.

How will this benefit the community or people of melksham?

As answered in 4. This project benefits in theory all of the community but also a much wider reach bringing people in from other towns near and far, this in turn stimulates local businesses which may or may not be owned by, but almost certainly employ local residents.

Like many other community events (some funded by Grants) there is no requirement whatsoever to commit to any purchases such as entry tickets, meaning that absolutely everyone can enjoy the lights for the period, so much like visiting the park in the summer we see the same families walking down to look numerous times.

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

Ultimately this project could be scrapped altogether and either replaced by a contracted installation as with almost all other towns or no installation made at all, but we feel this project offers significantly more than it costs and helps in so many different ways.

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

We feel the vast majority of residents feel the lights are a special, and important part of the towns events and would probably react badly to losing them, or any significant cutbacks to whats achieved.

6. BENEFICIARIES

How many people in total will benefit from this grant?	Population +
How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary	Unknown, assume majority
Please explain how you calculated the number of Melksham beneficiaries.	

This cannot be calculated unless an event is specific to an area and ticketed with address information taken.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £15000

GRANT AID REQUESTED FROM MTC £10000

How will the remaining money be raised?

Fundraising online

Requesting donations from retailers (IF we feel the economy is in a fit state for this, as this wasn't done in 2020 for obvious reasons)

Potential community events

Sponsorship from LOCAL businesses

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

N/A

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

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

Item	Amount
Purchase of new equipment and consumables, hire of equipment for installation	£9600
Insurances (previously provided by TC as part of their own insurance up until 2016)	£400 est
	£
	£
	£
	£
	£
	£
Total	£

How else are you funding your project?

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

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

Source	£	Confirmed?
	£	
Same as question 7? No official sources obtained yet.	£	
	£	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31/01/2021

TOTAL GROSS INCOME £ 14535.55

TOTAL EXPENDITURE £14086.66

BALANCE AT YEAR END £ 1255.59

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY		YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?		No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?		No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?		No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?		No
5. Is the funding for Loans or interest payments?		No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?		No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?		No
8. Has the project that you want the funding for already happened?		No
9. Has your group received similar grant funding from Melksham Town Council in recent years?		Yes
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.		No
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.		Yes
<p>The true cost of the project is around 50-60K, which would obviously not happen, so with a mediocre contracted in setup the cost would be circa 20K annually, we feel the grant is very good value for money for the council and was raised not at our request by the previous council to reflect a more sensible amount needed to continue at the level and quality we have managed.</p>		
<p>If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable</p> <p>If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council? Not applicable</p>		
10. CHECKLIST		
<p>Have you submitted the following (please tick the appropriate boxes)?</p> <p><input checked="" type="checkbox"/> A copy of your most recent accounts</p> <p><input type="checkbox"/> Your most recent bank account statement & details of any other investments/savings;</p> <p><input type="checkbox"/> A copy of your constitution / terms of reference / set of rules;</p> <p><input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children;</p> <p><input type="checkbox"/> A copy of your adopted equal opportunities policy or statement</p> <p><input type="checkbox"/> Any other documentation you feel may help in assessing your application.</p>		
11. BANK DETAILS		
<p>Name of Account: [REDACTED]</p>		
12. DECLARATIONS		

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

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Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s)  Date: 31/5/2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	<input checked="" type="checkbox"/>
Regular Grant Up To £2500	<input type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>

1. ORGANISATION/GROUP'S NAME

Wiltshire Citizens Advice

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

NAME:	<div></div>		
ADDRESS:	<div></div>		
TELEPHONE:	<div></div>	EMAIL:	<div></div>

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

- | | |
|--|-----|
| Have its own bank account, with two unrelated signatories? | Yes |
| Have at least three members on its management committee? | Yes |
| Have a constitution, terms of reference or set of rules? | Yes |

Are you a registered charity? Yes: If so, please give your charity number: 1062219

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

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groupsOther (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

To help the people of Wiltshire deal with life's problems.

This would enable us to provide face to face appointments in Melksham to help those who are least able to access digital services, and those newly affected by a fall in income in the past year.

5. THE PROJECT

Describe what the funding is being requested for

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

This would enable us to continue to provide advice using a variety of channels to the people of Melksham, on debt, benefits, employment and housing. It will also allow us to return to providing face to face service in Melksham by offering appointment in community locations.

Would expect this to start from the summer 2021, reliant on the continuing process of local and national unlocking.

How will this benefit the community or people of melksham?

We know that 1 in every 2.5 households across the county have been directly impacted by a reduction in income from the Covid-19 pandemic and associated lockdown. In Melksham this will be between 7,00 and 9,000 people.

This would allow us to continue to provide advice to those who have always needed our help across the community. It will also allow us to expand our services to those who are facing the ending of furlough, loss of working hours and reduction in self employed income and redundancy leading to increased levels of homelessness and increasing levels of debt.

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

In the past 15 months we know that 35% of working age people (between 5,000 and 6,000 in Melksham) people have had a reduced income due to Covid- 19 lockdown. There has been an almost 100% increase in those in receipt of Universal Credit, estimated number for Melksham 1,400 - 1,600 households.

There are also an estimate 500 households who have had to rely on reduction income from the self employed Income Support Scheme.

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

We know that 35% of all Wiltshire employees have had a fall in income due to being furloughed in the past 15 months, and the number of people in receipt of Universal Credit has risen from 16,000 to more than 30,000 households.

In 2021 many of the protection put in place including a ban on evictions, the furlough scheme, self employed income support grants and mortgage payment holidays are coming to an end.

This will lead to households facing eviction and repossession, and increasing levels of debt.

For the first time many households in Melksham who have been working are facing hardship.

6. BENEFICIARIES

How many people in total will benefit from this grant?

900

How many of the beneficiaries are residents of Melksham Town?

900

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

Please explain how you calculated the number of Melksham beneficiaries.

In the past year we gave advice to 408 clients from Melksham with 1,636 issues.

We also have short on-off advice to an estimated further 500 Melksham household based on Melksham comprising 4.5% of the Wiltshire population.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £8,740

GRANT AID REQUESTED FROM MTC £6,000

How will the remaining money be raised?

We can use some of our core grant to subsidise the provision in Melksham

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

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

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

Item	Amount
2 New Laptops for remote provision	£1,200
Staff and Volunteer Travel	£1,040
1 day per week supervisor time	£3,760
	£
	£
Total	£6,000

How else are you funding your project?

Please include grants from other organisations, fundraising and existing reserves.

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

Source	£	Confirmed?
We received £425,000 from Wiltshire Council for our core service.	£425K	
	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 31 / 3 /2020

TOTAL GROSS INCOME £ 1,721,498 TOTAL EXPENDITURE £1,664,139

BALANCE AT YEAR END £ 453,127 SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELIGIBILITY

YES/NO

- | | |
|---|-----|
| 1. Is the grant for a private organisation operating as a business to make a profit or surplus? | No |
| 2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central HeadQuarters for redistribution? | No |
| 3. Will you be passing the funding on to any other groups (except to pay for goods and services)? | No |
| 4. Is the funding for an individual, a political organisation/project, or a religious organisation/project? | No |
| 5. Is the funding for Loans or interest payments? | No |
| 6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services? | No |
| 7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability? | No |
| 8. Has the project that you want the funding for already happened? | No |
| 9. Has your group received similar grant funding from Melksham Town Council in recent years? | Yes |

Is the grant requested for ongoing running costs such as salaries or rent?

If so, please explain the exceptional circumstances, and how you will meet these costs in future.

This is for additional supervisor salaries to fund an expansion of our face to face service. We hope to have this expanded service built into our newly commissioned service from Wiltshire Council from April 2022.

Is the grant requested (for a Regular Grant) more than £2500?

If so, please explain the exceptional circumstances.

This is to support s re expanded service, for a year to help support an additional client need.

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?

Yes (name of contact) Not applicable

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?

Yes (name of contact)Not applicable

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- A copy of your most recent accounts
- Your most recent bank account statement & details of any other investments/savings;
- A copy of your constitution / terms of reference / set of rules;
- A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- A copy of your adopted equal opportunities policy or statement
- Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: [REDACTED]

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) _____ Date: _____



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	<input checked="" type="checkbox"/>
Regular Grant Up To £2500	<input type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>

1. ORGANISATION/GROUP'S NAME

Melksham Food and River Festival

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

NAME:	<div></div>		
ADDRESS:	<div></div>		
TELEPHONE:	<div></div>	EMAIL:	<div></div>

3. ABOUT YOUR ORGANISATION

Does your organisation:

	Yes/ No
Have its own bank account, with two unrelated signatories?	YES *
* All transactions are by BACS	
Have at least three members on its management committee? Yes	YES
Have a constitution, terms of reference or set of rules? Yes	YES

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none"> Charitable Organisations Youth Group Senior Citizen Group Sports Clubs and Arts Groups Advice Organisations | <ul style="list-style-type: none"> Organisations assisting the disabled Minority Groups Community buildings ✓ Community events Health/transport/safety groups Other (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The Festival is planned to be a weekend of field and base activities, events, exhibitions, competitions, food and drinks stalls, and live family music all day, over the two days of the first

weekend in September

The aim of Festival is to highlight the benefits of the River Avon in Melksham and to celebrate food and drink producers and suppliers from Melksham and its hinterland.

The objectives of the Festival remain largely the same as in previous years, namely:

- To raise the profile of Melksham, its surrounding villages and rural hinterland.
- To show that the River Avon is an important leisure and wildlife resource.
- To give people a safe, fun weekend on and by the river that is suitable for everyone.
- To promote local food and drink businesses, and community, craft and voluntary groups.
- To offer opportunities for local individuals and businesses to provide activities and attractions.
- To encourage tourists and day visitors to the Melksham area.
- To publicise the Wilts & Berks Canal Trust and promote membership.
- To promote and gain public support for the Melksham Link canal project.
- To promote the facilities available in the King George V Park.
- To provide a platform for local organisations to publicise their activities and membership.
- To generate sufficient income to cover Festival costs and expand the annual event.

The Festival is organised largely by volunteers, with support from several other local organisations. It is **FREE** to attend and attracts several thousand Melksham residents, and increasingly from further afield, on each of the days of the weekend.

5. THE PROJECT

Describe what the funding is being requested for

Planning for the Festival takes place throughout the preceding year, with monthly Steering Committee meetings held on the second Thursday in the month to review progress.

The Festival itself is planned to take place in Melksham's King George V Playing Fields during the first weekend in September 2021. Set-up and take-down take place on the respective Friday and Monday, with the Festival open to the public on the Saturday and Sunday of the weekend.

It is planned to provide a weekend of social, community, educational and fund raising opportunities; to be a shop window for many local small suppliers of food and other related crafts and products; and to highlight the benefits of the Park and the River Avon to Melksham residents and visitors from surrounding areas.

The grant we are applying for is needed to contribute towards anticipated additional costs likely to arise because of:

- (a) the cost of additional external professional services – such as the hiring of extra barriers, mobile toilets, security etc – to meet the likely Council and government regulations for social gathering and other COVID protection;
- (b) predicted price increases charged by professional third party provision of specialist services to support the Festival – such as the electrical / sound, insurance premium, first aid, security, waste collection and disposal;
- (c) limited scope to increase the prices charged for the trader stalls and activity providers in the present trading circumstances, to meet the possible Council and government regulations for social gathering and other virus protection arrangements to cover the potential number of attendees;
- (d) significantly reduced access to other local funding and sponsorship at present.

The expenditure budget for the cancelled 2020 Festival was approximately £13,500. Most of

the third party costs will only actually be incurred at the Festival in September 2021; but they have to be contracted – if not paid until after the event – with third parties well in advance.

We have obtained third party cost estimates, which enables us at this early stage to estimate that the increased costs identified will raise the draft expenditure budget for the two-day 2021 Festival to around £14,500. Approximately 35% of this projected income will be funded from the small surplus from previous Festivals carried forward, grants, sponsorship or aid in kind. This leaves us needing to raise around £5,000 from hire of stall pitches.

How will this benefit the community or people of Melksham?

After the cancellations of other events in the Park, the Festival is likely to be the only major community event within Melksham for 2021.

It is delivered by a partnership between volunteers from the general community and the local Wilts & Berks Canal Trust Branch, who undertake the planning, management and administration of the Festival – working hard to deliver a wonderful weekend of community engagement / entertainment in a cost effective way

The Festival is **FREE** for the public to attend, and will be additional to all the amenities and facilities of the King George V Playing Field and the River Avon in Melksham.

The aims of the Festival is to promote the facilities and amenities of the King George V Playing Field and the River Avon riverside. The Festival is an important and cost effective event for promoting Melksham in terms of cultural and economic development

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

The Melksham Food and River Festival has been a well-established part of the Summer programme of activities over many years. It attracts an increasing number of residents from Melksham and its surrounding villages, and increasingly people from elsewhere in Wiltshire and further afield.

At the time of preparing this application, we have 48 stalls registered. Whilst this is down on the number booked for the 2020 event at the point of cancellation, it is about the same as for the 2019 event. The number of stalls has steadily increased year on year.

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

This is an increasingly important event in the life of the Town. We believe that the community and local people will be very disappointed if it cannot go ahead or becomes unviable for the future.

6. BENEFICIARIES

How many people in total will benefit from this grant?

We offer free stalls to local Melksham Charities to publicise their organisations, In 2019 public attendance was in the region of 10,000.

How many of the beneficiaries are residents of Melksham Town?

We believe that

Please use the attached map as an indication of the Melksham Town boundary		public attendance is drawn from all parts of MTC area
<p>Please explain how you calculated the number of Melksham beneficiaries.</p> <p>As the Festival is free to attend, we do not take detailed information about the origination of attendees but are confident that it attracts significant numbers from the across Melksham Town Council area.</p>		
7. FINANCIAL INFORMATION		
ESTIMATED TOTAL COST OF PROJECT £ 14,500		GRANT AID REQUESTED FROM MTC £3,000
<p>What are your current/planned subs/fees/charges?</p> <p>We do not have subscriptions, fees or charges as such. The price list to rent a stall space for the event is agreed by the Committee and published on the Festival website from January of each year. This year, it was decided to freeze the price to the proposed 2020 level to take account of the hardship caused by the COVID-19 lockdown regulations causing the cancellation of the event.</p> <p>We have also retained the provision of a number of FREE stalls available for Melksham charities or community groups; and some reduced-price stalls for national or regional charity groups providing facilities or services for Melksham residents.</p> <p>Given the increasing costs of running the Festival and based on professional financial advice, the Steering Committee explored various corporate structural arrangements and in March 2018 formed a Company Limited by Guarantee without Share Capital. Though this necessitates compliance with Company legislation, it also provides protection to those volunteers planning and delivering the Festival.</p> <p>Article 3 of the Memorandum states:</p> <p>3.1(a) The company is a not-for-profit organisation with all surpluses and reserves generated from activities being retained in the Company for the running of the Melksham Food and River Festival;</p> <p>3.1(b) No salaries or fees but only reasonable expenses directly incurred in the planning, management and delivery of the Festival may be reimbursed to Directors and members;</p> <p>3.1(c) Any surplus assets in the event of the winding up of the Company will be distributed to charitable or not-for-profit organisations providing a similar community service.</p>		
<p>How will you spend the grant money you are applying for?</p> <p>Please remember that Melksham Town Council do not normally give grants for running costs unless there are exceptional circumstances.</p> <p>Help to fund third party provided specialist professional facilities and services, necessary to meet local licensing and government pandemic requirements and regulations</p>		
ITEM/ACTIVITY		TOTAL COST
Hire of the Festival Marquee, kitchen and platform (provided by Leekes as in-kind sponsorship)		1,000
Insurance Premium		1,350

Security	1,660
Medical and First Aid	870
Electrical Power / PA services and hire of large TV screens	3,190
Waste, toilets and site cleaning	1,660
Hire of Fire Protection equipment	115
Total	9,845

How else are you funding your project?

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

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

Source	£	Confirmed?
Carried Forward reserves from previous Festivals	7,500	YES
Leekes - hire of the Festival Marquee, kitchen and platform (in kind)	1,000	YES
Cooper Tires – towards publicity	200	YES
Foxhangers Boating Holidays – river race prizes	150	YES
Income from sale of stall spaces – invoices not due for payment until 08.21	4,250	Partial
Total	£13,100	

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

ACCOUNT YEAR ENDING: 30 / 09 / 2020

TOTAL GROSS INCOME £nil

TOTAL EXPENDITURE £495

BALANCE AT YEAR END £7,542
(RESERVES, CASH, INVESTMENTS)

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

9. ELEGIBILITY	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	NO
2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	NO
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	NO
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	NO

5. Is the funding for Loans or interest payments?	NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	NO
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. Has the project that you want the funding for already happened?	NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.	NO
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. The Festival is a community event to promote the King George v Park and River Avon facilities and amenities in the Town, which is planned and delivered entirely by volunteers – except for professional services required to meet Council and Government requirements and regulations. The grant of £3,000 is requested to contribute towards these professional services. It is requested for payment in October, when their invoices become due for payment.	YES
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable – but Wiltshire Police has a stall booked for the 2021 Festival If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Not applicable – but the WC Fostering Team have had a stall at the event in past years.	

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ✓ A copy of your most recent accounts
- ✓ Your most recent bank account statement & details of any other investments/savings;
- ✓ A copy of your constitution / terms of reference / set of rules;
- N/A A copy of your safeguarding policy if your group works with vulnerable adults, or children; **
- N/A A copy of your adopted equal opportunities policy or statement ***
- ✓ Any other documentation you feel may help in assessing your application.
- ✓ Event Management Plan submitted
- ** The Steering Committee does not work with vulnerable adults or children so does not have a separate safeguarding policy. However, arrangements to support in the case of lost persons, of whatever age or ability are described in the LOST PERSONS Briefing Note.
- *** The draft Event Management Plan has previously been submitted to the Council for comment. The aim of the Festival as outlined in the EMP is to address the requirements of Equality and other relevant legislation, so this may need to be updated to take account of possible changes in government regulations to manage the pandemic. We do not seek to restrict the participation on any grounds of anyone in the Festival as the event is FREE to the public – but we do reserve the right to refuse stalls if they would create unacceptable trading or competition with local traders.

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s)

Date: 20.06.2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	<input checked="" type="checkbox"/>
Regular Grant Up To £2500	<input type="checkbox"/>
Room Hire Grant	<input type="checkbox"/>

1. ORGANISATION/GROUP'S NAME

Melksham Tourist Information Centre

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

NAME:	<div></div>		
ADDRESS:	<div></div>		
TELEPHONE:	<div></div>	EMAIL:	<div></div>

3. ABOUT YOUR ORGANISATION

Does your organisation:

Have its own bank account, with two unrelated signatories?

Yes/ No

Yes

Have at least three members on its management committee?

Yes

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

Yes

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

Is your organisation part of, or affiliated to, a larger organisation? If so, which: No

Please circle the categories that best describe your organisation?

- | | |
|---|---|
| <ul style="list-style-type: none">Charitable OrganisationsYouth GroupSenior Citizen GroupSports Clubs and Arts GroupsAdvice Organisations X | <ul style="list-style-type: none">Organisations assisting the disabledMinority GroupsCommunity buildingsCommunity eventsHealth/transport/safety groupsOther (please explain) |
|---|---|

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

The Tourist Information Centre maintains the provision of a range of services not available in other organisations in the town or its environs.

We are the source of information on activities, learning and travel for people of all ages. It allows both local residents and visitors to access information on our town.

We are also a booking agent for National Express and Community Transport and box office for professional and amateur productions and events.

An agent for charity Christmas cards – Cards for Good Causes.

We also sell local souvenirs, literature, postcards, postage stamps and local honey.

5. THE PROJECT

Describe what the funding is being requested for

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

The funding is being requested to help keep the Information Centre open to enable us to support and serve the community. To also help us pay for utilities.

How will this benefit the community or people of Melksham?

By continuing our service to the local residents of Melksham, of booking the Community Bus and events. Offering information/details on services available within in Melksham and surrounding areas. Helping residents to book National Express tickets, especially for those who do not have internet access.

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

We have a variety of customers calling into the centre for information on the local area, eg walks. They either call in or telephone to book on the Community Bus service to enable them to do their weekly shopping and to have the chance to go to other towns. We also have our regular customers who call in for cards, souvenirs, honey, stamps and the Melksham Independent News. People who are looking at house to move to here come in to learn about Melksham, the community and area.

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

As this has not yet happened, we do not have any evidence on how this would affect the community.

6. BENEFICIARIES

How many people in total will benefit from this grant?	
How many of the beneficiaries are residents of Melksham Town?	Most
Please use the attached map as an indication of the Melksham Town boundary	
Please explain how you calculated the number of Melksham beneficiaries.	

We no longer keep a tally of enquiries but serve any body, entering or enquiring about services, etc.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £

GRANT AID REQUESTED FROM MTC £5,000

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

N/A

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

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

Item	Amount
Electricity	£
Water	£
Telephone/Broadband	£
Photocopier	£
Team Leader	£
	£
	£
Total	£

How else are you funding your project?

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

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

Source	£	Confirmed?
Sale of souvenirs, books, stamps, cards, ticket sales, books new and second hand and jigsaws.	£	
	£	
Volunteer staff do approximately 42 hours each week.	£	
	£	
	£	
Total	£	

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

ACCOUNT YEAR ENDING: 30/4/2020

TOTAL GROSS INCOME £ 37,294.69

TOTAL EXPENDITURE £38,325.94

BALANCE AT YEAR END £ 4,557.48

SAVINGS (RESERVES, CASH, INVESTMENTS) £

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

9. ELEGIBILITY

YES/NO

1. Is the grant for a private organisation operating as a business to make a profit or surplus?

NO

2. Is the grant for an “Upward funder”, i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	NO
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	NO
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	NO
5. Is the funding for Loans or interest payments?	NO
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council’s Social Services?	NO
7. Does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	NO
8. Has the project that you want the funding for already happened?	NO
Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future. There is a small amount to help cover costs of a team leader.	YES
Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances. To keep this unique service available in town.	YES
If the funding is for security measures do you have the support of the local police and/or crime reduction officer? Not applicable If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children’s Services at Wiltshire Council? Not applicable	
10. CHECKLIST	
Have you submitted the following (please tick the appropriate boxes)? <input checked="" type="checkbox"/> X A copy of your most recent accounts <input checked="" type="checkbox"/> X Your most recent bank account statement & details of any other investments/savings; <input type="checkbox"/> A copy of your constitution / terms of reference / set of rules; <input type="checkbox"/> A copy of your safeguarding policy if your group works with vulnerable adults, or children; <input type="checkbox"/> A copy of your adopted equal opportunities policy or statement <input type="checkbox"/> Any other documentation you feel may help in assessing your application.	
11. BANK DETAILS	
Name of Account: [REDACTED]	
12. DECLARATIONS	
In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process. I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.	

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) _____ Date: __21 June 2021_____

**Please return your completed form with copies of the relevant documents to Melksham
Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 24 June 2021**



Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

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

Application for Grant 2021

Please read the 2021 Grants Policy before completing this form

Please tick to say which grant your application is for

Major Grant over £2500	X
Regular Grant Up To £2500	
Room Hire Grant	

1. ORGANISATION/GROUP'S NAME

Young Melksham

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

NAME:

ADDRESS:

TELEPHONE:

EMAIL:

3. ABOUT YOUR ORGANISATION

Does your organisation:

Yes/ No

Have its own bank account, with two unrelated signatories?

Yes

Have at least three members on its management committee?

Yes

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

Yes

Are you a registered charity? Yes/No: If so, please give your charity number: 1147394

Is your organisation part of, or affiliated to, a larger organisation? If so, which: 4Youth (South West)

Please circle the categories that best describe your organisation?

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

4. AIMS AND OBJECTIVES OF YOUR ORGANISATION:

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

For nearly 10 years, Young Melksham has delivered services for children and young people up to 18 years old, or 25 for those with special education needs or disabilities (SEND). Prior to COVID-19, the charity delivered positive youth activities to in excess of 200 different young people each week by running Youth Clubs targeted at different age groups, a free-to-access counselling service and holiday activities. We also offered peer leader opportunities for young people to help with clubs and have developed our

own Introduction to Youth Work course. Young Melksham developed and delivered the town's popular Young People's Awards which recognise individual successes and achieving personal goals.

5. THE PROJECT

Describe what the funding is being requested for

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

The funding we are requesting will help pay the core costs of delivering the service. In Melksham we run The Canberra Youth Centre, deliver youth clubs for young people aged from 8 to 18, deliver a mentoring programme, provide pastoral support, run school holiday activities, deliver targeted SEND support and run our TeenTalk Counselling Service.

How will this benefit the community or people of melksham?

The service

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

We enjoyed excellent attendance levels at all of our youth clubs prior to Covid 19 and since we have been able to restart the clubs we have seen many of these young people returning. Our Detached Youth workers are a popular sight to young people out and about and enjoy positive relationships with the young people they work with. We have consistently high levels of referrals to our counselling service and have had to engage additional counsellors to meet the demand.

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

6. BENEFICIARIES

How many people in total will benefit from this grant?

So far in 2021 we have worked with 164 young people on our Street based youth work in Melksham and 227 young people through our youth clubs at The Canberra Centre

How many of the beneficiaries are residents of Melksham Town? Please use the attached map as an indication of the Melksham Town boundary

105 – Street based
139 – Youth Clubs

Please explain how you calculated the number of Melksham beneficiaries.

All attendances are recorded on our database system and we are able to identify the Parish the young person lives in from the data we store.

7. FINANCIAL INFORMATION

ESTIMATED TOTAL COST OF PROJECT £75,000 (cost of running the services for and in Melksham – excludes costs for other communities).

GRANT AID REQUESTED FROM MTC £10,000

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

Young people attending our youth clubs all usually pay a £2 entry fee plus we run a for-profit Tuck Shop which contributes towards the costs of running the charity. We also rent out The Canberra Centre to raise funds at £10 per hour.

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

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

Item	Amount
Youth Workers	£35,000
Counselling/Mentoring	£20,000
The Canberra Centre running costs	£12,000
Youth Club Resources etc	£8,000
	£
	£
	£
Total	£75,000

How else are you funding your project?

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

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

Source	£	Confirmed?
Wiltshire Community Foundation	£15,000	Yes
Subs/Hall Hire/Tuck Shop	£20,000	Estimated total
Melksham Area Board	£5,000	No – being considered on Wed 22 nd Sept
Lottery Funding	£9,800	Yes
Melksham Without Parish Council	£2,500	Yes
Other grants	£11,700	Some
Total	£75,000	

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

ACCOUNT YEAR ENDING: 31 / 12 / 2020

TOTAL GROSS INCOME £ 91,148

TOTAL EXPENDITURE £. 66,482

BALANCE AT YEAR END £ 24,666

SAVINGS (RESERVES, CASH, INVESTMENTS) £ 56,481

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

Our reserves this year are artificially high as we have some carry over funding from ring-fenced work, we were unable to complete in 2020 due to the Covid pandemic. Our free reserves stand at £2,768.

Please note that the figures above are for the full organisation and not just Melksham. Of the £53,713 that is earmarked reserves £28,874 is ringfenced for work in other communities.

9. ELEGIBILITY	YES/NO
1. Is the grant for a private organisation operating as a business to make a profit or surplus?	No
2. Is the grant for an "Upward funder", i.e., a local group whose fund raising is sent to central Head Quarters for redistribution?	No
3. Will you be passing the funding on to any other groups (except to pay for goods and services)?	No
4. Is the funding for an individual, a political organisation/project, or a religious organisation/project?	No
5. Is the funding for Loans or interest payments?	No
6. Is the function of your group primarily undertaken by the health authority or Wiltshire Council's Social Services?	No
7. does your organisation discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy or any disability?	No
8. Has the project that you want the funding for already happened?	No
<p>Is the grant requested for ongoing running costs such as salaries or rent? If so, please explain the exceptional circumstances, and how you will meet these costs in future.</p> <p>We deliver services for children and young people that are no longer provided by Wiltshire Council. Our biggest cost is staff who actually deliver the work. It will never be possible to fully fund the services we deliver from the users as the cost would simply be prohibitive. We know this is a big ask. There are numerous competing pressures on the Town Council's budget and finding the money to pay for them is always challenging. Our challenge is that delivering quality youth work that makes a real difference is not cheap. There are limited sources of funding we can attract for open access youth work.</p>	Yes
<p>Is the grant requested (for a Regular Grant) more than £2500? If so, please explain the exceptional circumstances.</p> <p>The Town Council has previously been very generous in supporting the work of Young Melksham. We are the only providers of open access youth work in the town and now additional offer mentoring, pastoral support, holiday clubs, detached youth and TeenTalk counselling. The continuation of the £10,000 per year grant would allow us to continue to deliver our services and really helps to unlock other funding. The money would be ringfenced for the delivery of services within Melksham and from The Canberra Centre and would not underwrite the work we are increasingly doing in other communities.</p>	

If the funding is for security measures do you have the support of the local police and/or crime reduction officer?
Yes (name of contact Sgt James Twyford)

If the funding is for work with Vulnerable adults or children, do you have the support of either Adult Social Care or Children's Services at Wiltshire Council?
Yes (name of contact Peter Dunford)

10. CHECKLIST

Have you submitted the following (please tick the appropriate boxes)?

- ☐ A copy of your most recent accounts
- ☐ Your most recent bank account statement & details of any other investments/savings;
- ☐ A copy of your constitution / terms of reference / set of rules;
- ☐ A copy of your safeguarding policy if your group works with vulnerable adults, or children;
- ☐ A copy of your adopted equal opportunities policy or statement
- ☐ Any other documentation you feel may help in assessing your application.

11. BANK DETAILS

Name of Account: Account number: Sort Code: - -

12. DECLARATIONS

In accordance with the General Data Protection Regulation (GDPR), I agree that Melksham Town Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

I also understand that Melksham Town Council may pass details onto an official organisation where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration:

I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

I/we declare that we have read the MTC grants policy and that our application complies with the policy.

I/we declare that we have included all the requested information.

I/we fully understand that if we do not include the requested information and/or if our application does not comply with the policy, the application may be rejected.

Signature of applicant(s) _____

Date: 20/07/2021

Please return your completed form with copies of the relevant documents to Melksham Town Hall, SN12 6ES or by email to miriamzaccarelli@melksham-tc.gov.uk by 6 September 2021

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MELKSHAM TOWN COUNCIL RED CIRCLED GRANT APPLICATIONS SEPTEMBER 2021
Previous Red Circle Grants Awarded

Organisation Name	What the Grant is For	2021 GRANT REQUESTED	TOWN COUNCIL BUDGET	DIFFERENCE		2019 AWARD	Notes	2020 AWARD	Notes
Carnival	Security, road closure aids, barriers, toilets and bin rental	£3,000	£2,500	£500		£2,500	Partially spent (£1500)	£1,500	Not spent - postponed to 2022
Christmas Lights	Development and improvement of the festive display - new equipment, hire of equipment, insurance	£10,000	£10,000	£0		£7,000		£10,000	
Citizens Advice	To continue to provide advice through a variety of channels to Melksham residents	£6,000	£5,000	£1,000		£5,000		£5,800	
Food and River Festival	External professional services, extra funding required to cover increased costs and reduced sponsorship in order to deliver the free festival	£3,000	£3,000	£0		£3,000	Not spent – request retention of 2020 grant of £3k plus £1k in 2021	£1,000	
Party in the Park		£0	£3,000	-£3,000		£3,000	Not spent. £3k held and £2k requested.- ‘the Monitoring Form covers the grant we received in 2019 for use in 2020, which didn’t happen. Grants are awarded after our events have taken place each year hence the slippage from one year to the next.’	£2,000	Not spent.
Tourist Information Centre	Electricity, water, telephone/broadband, photocopier, team leader	£5,000	£4,000	£1,000		£4,000		£6,000	
Young Melksham	Core costs of delivering the services - youth centre, youth clubs, mentoring, pastoral support, holiday activities, counselling	£10,000	£10,000	£0		£10,000		£10,000	
				£37,000	£37,500	-£500			

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 20th September 2021

PRESENT: Councillor J Hubbard (Chair)
Councillor C Goodhind (Vice-Chair)
Councillor P Alford
Councillor J Crundell
Councillor T Price

OFFICERS: Linda Roberts Town Clerk

42/21 Apologies

There were no apologies for absence.

43/21 Declarations of Interest

There were no declarations of interest.

44/21 Terms of Reference

The Terms of Reference were approved.

45/21 Minutes

The minutes of 26 April 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

46/21 Confidential Session

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

UNANIMOUSLY RESOLVED that in view of the sensitive nature of the business to be transacted the press and public were requested to withdraw.

47/21 Business Review Working Group

Members received the notes of the Business Review Working Group meeting held on 9 September 2021 and noted the senior management interim staffing structure.

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

UNANIMOUSLY RESOLVED that the Assistant to the Town Clerk would be the Acting Deputy Town Clerk until 31 March 2022 and that the Amenities Manager would be the Acting Head of Operations until 31 March 2022. The proposed salary scale increments, in recognition of the additional duties and responsibilities of the roles, were also approved.

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

UNANIMOUSLY RESOLVED to approve a temporary contract for a fulltime Communications Officer until 31 March 2022. The former Head of Communications is to fulfil this role.

48/21 Scale Point Increments

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

UNANIMOUSLY RESOLVED to award scale point increments to the Finance Officer and Deputy Facilities Managers in accordance with their contracts, backdated to 1 April 2021.

49/21 Staff Appraisals

It was agreed that an appraisal would be carried out with the Town Clerk following which scale point increments would be determined. It was agreed that the Town Mayor, Councillor Hubbard, Councillor J Crundell and Councillor Price would be on the appraisal panel.

Meeting Closed at: 9.50 pm

Signed:

Dated:



Melksham Town Council Parks Working Group

Terms of Reference

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

2. **Membership**

The make-up of this Working Group shall consist of a minimum of four members of Melksham Town Council, one of whom shall be the chair. Any other members can be appointed and so can non-elected members of the public or any other representative from a properly constituted body. Nominated representatives of outside bodies will automatically be invited to attend Working Group meetings.

3. **Delegated Business**

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

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

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Notes of the meeting of the Melksham Town Council Parks Working Group

Held on Tuesday 20 July 2021 At 7.00 pm via Zoom

Attending:

Councillor Colin Goodhind
Councillor Jon Hubbard
Councillor Sue Mortimer
Linda Roberts, Clerk
Hugh Davies, Amenities Manager
Miriam Zaccarelli, Community Development Officer

1. Membership of Working Group

Since not all members were present, the appointment of a Chair and Vice Chair of the Working Group was deferred. For this meeting, it was proposed by Councillor Hubbard, seconded by Councillor Mortimer and unanimously resolved that Councillor Goodhind be appointed as interim chair until the committee's next meeting.

2. Apologies

Apologies were received from Councillor Saffi Rabey.

3. Declaration of Interest

There were no declarations of interest.

4. Terms of Reference (Pages 1 - 2)

It was proposed by Councillor Hubbard, seconded by Councillor Goodhind and unanimously resolved that the Working Group adopt the Terms of Reference for the Parks Working Group, which will be forwarded for approval at the Asset Management and Amenities Committee meeting to be held on 2 August 2021.

5. Other Models of 'Friends Of' Groups

No models of other 'Friends Of' groups had been researched for consideration by the Working Group. The Clerk will speak to other clerks and all members of the group will look into examples of other areas where 'Friends Of' groups have been successful.

6. Establishing Community Pride Teams

Councillor Hubbard summarised his thoughts on establishing a network of Community Pride Teams for the parks and play areas in Melksham that are managed by Melksham Town Council.

- The overall idea is to generate community engagement in all parks and play areas across Melksham.
- There would be a series of teams, one of each play area/space.
- Each play area would be allocated one amenities staff team member, with something like half a day per week for dedicated maintenance and to work with the local community.
- These days could include coordinating litter picks, painting fences or other improvement projects that residents can get involved in.
- There could be a monthly/quarterly award for the team with the best kept area, providing a competitive source of motivation for residents and staff.

The Amenities Manager cautioned the need to be realistic with existing resources and Councillor Hubbard explained that the vision is an ambition for the future to work towards.

The Clerk suggested that one way to start would be showcasing and celebrating the existing community groups that take responsibility for their play areas, without taking over the good work that is already taking place.

It was agreed that it is important to listen to groups and learn from them before making any suggestions.

A survey can be created to ascertain what inspired the groups to set up, what they have learned, and how to develop a group to take pride in a community space.

Meanwhile, the Amenities team can consider a realistic approach to coordinating the groups and what additional resource might be required for a future scheme.

The Clerk and Community Development Officer will consider ways to approach groups and carry out research into existing schemes.

7. Research Findings and Recommendations

Staff will carry out research and community engagement to compile a report to be brought back to Council for consideration. It is likely to be several weeks before a meaningful report can be brought back to the Asset Management and Amenities Committee for consideration.

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

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

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

1. WELCOME, HOUSEKEEPING AND ANNOUNCEMENTS

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

2. TO NOTE TERMS OF REFERENCE

Noted.

3. ELECTION OF CHAIR

Councillor Pafford took the chair.

4. APOLOGIES

Apologies were received from Councillor Glover.

5. DECLARATIONS OF INTEREST

There were no declarations of interest.

6. NOTES

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

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

7. CAR PARK AND ENTRANCE IMPROVEMENT PROJECT

a. To note update on permissions.

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

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

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

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

c. To note Tender specification and drawings for project

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

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

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

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

Entrance and Access off Highway

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

Car Park area

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

For £21,500 excluding VAT

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

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

Total project cost = £ 22,464 excluding VAT

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

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

8. UPDATES FOR NOTING

8.1 Update from Melksham Town Council on

a) Bin Emptying Schedule

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

b) Amenities Team maintenance activities (Himalayan Balsam)

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

c) Issues arising from weekly visual inspections

There were no issues to report.

10. FRIENDS OF SHURNHOLD FIELDS

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

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

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

12. FINANCE AND GOVERNANCE

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

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

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

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

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

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

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

13. To agree date and time of next meeting.

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

Meeting finished at 8.00pm

Signed

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MELKSHAM TOWN COUNCIL

MEETING OF FULL COUNCIL

27/ September/ 2021

Brand Redesign

Briefing from the Head of Communications

1. Please find attached the proposed new brand, with logo examples.
2. Working with Sam Bryant, of Jam Box Media, I have worked towards achieving a simple and recognizable brand for MTC which also offers the organisation some flexibility to adapt the design depending on the occasion/seasonal event.
3. The core of the logo is based around the silhouette of the Town Hall – which runs through each version of the logo shown within the pack. The goal was to find something that residents would link to ‘Melksham’ without even needing words. Not only is the TH a beautiful building, it is a community focal point too – so it made sense to incorporate it into the design.
4. The logo can be presented in simple corporate form or within a crest, shrouded in greenery/river/fields.
5. Colour schemes across all logos can be changed.
6. Final page shows very quickly put-together examples of fun, ‘seasonal’ versions of the logo that could be mocked up at short notice.
7. We look forward to engaging with the public and listening to councillors’ views before the brand is finalised.

**Corporate
Logo Version**



Melksham
Town Council



Melksham Town Council
Proposed new brand -
logo designs

Corporate
Logo Version Mock up

Page 153



Melksham
Town Council



Melksham Town Council
Proposed new brand -
logo designs

**Corporate
Logo Version Mock up**



FOUNDED & CEO

T: 0234 456-7890
M: CONTACT@AMPHIBIOUSGRAPHICS
W: AMPHIBIOUSGRAPHICS



Melksham
Town Council



Melksham
Town Council

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**BLUE RIVER
Logo Version**

Featured Colours



MTC Blue
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Blue
85% tint

MTC Blue River logo Concept



**Parks & Rec
Logo Version**

Featured Colours



MTC Green
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Green
85% tint

MTC Parks & Rec logo Concept



Melksham Town Council
Proposed new brand -
logo designs

BLUE RIVER
Logo Version
Variations

Featured Colours



MTC Blue
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Green
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Dark Gray
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Blue
85% tint



MTC Blue
15% tint



MTC Blue River logo variations



PARKS & REC
Logo Version
Variations

Featured Colours



MTC Green
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Dark Gray
CMYK: 78, 42, 0, 0
RGB: 53, 128, 195
HEX: 3580c3



MTC Dark Gray
95% tint



MTC Green
25% tint



MTC Green
15% tint



MTC Parks & Rec logo variations



MTC Festive logo variations



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MELKSHAM TOWN COUNCIL FULL COUNCIL 27 SEPTEMBER 2021

Speed Indicator Devices

Report of the Head of Communications

1. Purpose of the report

- 1.1. To update councillors on the barriers to delivering SIDs as outlined in the original resolution of November 2019 (see 2.1) and to seek approval to purchase replacement devices which are not solar-powered.

2. Background

2.1. Resolution 1 – 25 Nov 2019 (R1)

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

UNANIMOUSLY RESOLVED: To purchase seven devices for the four locations as suggested in the report (refers to Notice of Motion to Full Council on 25/11/2019 by Town Mayor, Councillor Jon Hubbard - see APPENDIX 1) and the three additional sites, ie: Lowbourne, Church Lane and Sandridge Road, with funding coming from the CATG budget with any additional funding required coming from the Council's general reserves. The Town Clerk to liaise with Highways on appropriate locations for these devices.

With regard to the design, following discussion

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

UNANIMOUSLY RESOLVED; to go with Option B of the report, shown below*:

Option B - Fixed Speed

Item	Qty	Cost each	Total
SID Device	1	£ 985.00	£ 985.00
Brackets	3	£ 95.00	£ 285.00
USB Kit	1	£ 240.00	£ 240.00
Solar Kit	1	£ 275.00	£ 275.00
			£ 1,785.00



***Option B** above refers to a specific design, from SG Manufacturing (SGM), who were engaged soon after the resolution above was made. After 1.5 years of challenges with SGM (involving faulty

batteries, container delays, microchip shortages and an incomplete order) THE COUNCIL is now in possession of 6 of the original 7 devices ordered – none of which are working properly. The Town Council's solicitors, Wellers Hedley, were instructed to begin building legal proceedings against SGM on 22 July, as we have been unable to resolve the problems independently.

2.2. Resolution 2 – 22 March 2021 (R2)

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

UNANIMOUSLY RESOLVED to approve the use of the general reserve to purchase seven replacement SIDs for an amount not exceeding the original purchase price of £12,495 excl. VAT.

- 2.3. Officers were tasked by the Town Clerk to acquire several quotes from different manufacturers, paying special attention to the reputation of the contractors in question and the reliability of the devices sold. Several different town and parish councils who have deployed SIDs were contacted to discuss processes, chosen contractor and reliability of devices/follow-up care.

3. Current Situation

- 3.1. These devices were narrowed down to three or four suppliers and discussed in weekly meetings between officers and the mayor/deputy mayor. The main internal discussion point was in relation to the design of the device and whether or not they should be solar powered (as is loosely implied in the selection of Option B) in R1 or if officers have devolved authority (as could be inferred by R2) to order suitable replacements **without** solar power.
- 3.2. The Head of Communications has liaised with Wiltshire Council's (WC) street lighting team and Atkins (who are subcontracted by WC to monitor anything mounted on WC lampposts) about the feasibility of various devices/setups being approved for deployment on civic columns, both during the applications for locations in Sept 2020 and in recent months, when considering different SID models. The conclusion is that the combined weight, surface area (and therefore 'windage') of a radar + lithium batteries + solar panels is too high for THE COUNCIL devices to be deployed on WC columns in Melksham.
- 3.3. **Only** the more sturdy, modern columns without attachments (signs, banners, speed cameras, bus stops) can be considered for mounting a SID with solar capability – but even then, there are strict guidelines regarding weight, surface area and 'windage'.
- 3.4. In the most recent submission for approval to mount solar devices (3 Sept 2021), officers were firmly rebutted by Stuart Brown, Exterior Lighting Consultant at Atkins:

"As per the previous submission, solar is really the driver towards non suitability and therefore all locations really should be checked against possible error"

He went on to specify why:

"From the data provided, the SID (0.47m²) + Solar Panel (0.55m²) will be around 1m² total windage. This unfortunately is much greater than the 0.66m² than determined with the previous equipment"

*In fact, the previous equipment was heavier than the weight quoted by SGM and subsequently submitted to Atkins for approval. If the actual weight was considered, our initially approved application of Sept 2020 would also have been rejected.

4. Financial implications

- 4.1. Adding solar capability to SIDs is a costly extra. Initially, adding solar capability to a device will cost about £300 extra per device. Solar powered devices are also logistically much more time-consuming and labour intensive to relocate. Moving a radar is a one-man job, whereas moving a radar + solar panels is a two-man job. Moreover, mounting solar panels requires accessing 3m+ in height. As outlined in the Notice of Motion to Full Council on 25/11/2019 by Town Mayor, Councillor Jon Hubbard (see APPENDIX 1) and according to Wiltshire Council guidelines, these devices are earmarked for constant relocation (every 2 to 8 weeks), so the cost will quickly add up and/or impact on the Amenities Team. If forced to use external contractors to mount the devices, Idverde charge £90 per solar powered device (£630 for seven).
- 4.2. Regular moving of solar panels (which are fragile and cumbersome) increases risk of damage and need for repair over time.
- 4.3. Mounting devices with solar panels on civic columns is very difficult to achieve legally. The Council may be forced to purchase and install our own columns on which to mount devices. To provide the necessary coverage to move the devices according to Wiltshire Council guidelines, we would require several of such columns. While the Council would possibly qualify for some CATG funding, the costs would be substantial, timescales uncertain and it would require significant officer time to deliver. They would also require planning permission, which is not guaranteed on already cluttered highways.

5. Risk assessment

- 5.1. There is a balance of risk between delivering these devices to improve road safety for motorists, cyclists and pedestrians and in remaining committed to environmental sustainability.
- 5.2. Melksham Town Councillors included 'safety' and 'environment' as two areas of core importance to the Council in the draft strategic plan for 2021-2025. While environmental decisions form part of every part of the Council's operations, this project is, at its core, about safety – and the limiting impact of powering the devices via solar is the main barrier to delivering it to residents as intended.

6. Crime and disorder implications

- 6.1. SID radars and batteries are expensive. They are vulnerable to vandalism and theft.

Officer mitigation includes:

1. Working with suppliers to ensure all devices and batteries are lockable
2. Devices will be mounted high enough to prevent access to opportunistic thieves/vandals
3. Officers have liaised with our insurers to ensure the devices are covered for theft/vandalism

7. Environmental considerations

- 7.1. The Council is committed to improving its practices so that its environmental impact is reduced. It is understandable and commendable that the Council pursue the option to use solar panels to power the SIDS, sadly this is a case whereby the benefits to the environments cannot be justified when weighed against the extra resources required to manage SIDs supported by solar panels
- 7.2. It is important to note that street signs are often installed with a solar function for convenience (to mitigate problematic access to the device for battery changes and to ensure the device doesn't run out of charge) and not to achieve environmental benefits.
- 7.3. The Council will continue to explore other ways to maximise solar power, where doing so doesn't present so many logistical challenges.

8. Safeguarding

- 8.1. Safer roads help safeguard children, the elderly and people of various disabilities.

9. Recommendations

Provide devolved authority for officers to select an appropriate design and power function to purchase seven replacement SIDs at a cost of no more than £15,000. The devices will be deployed across Melksham based on the proposals outlined in the Notice of Motion to Full Council on 25 November 2019 by the Town Mayor, Councillor Hubbard, see Appendix 1.

10. CONTACT: Jeff Mills

Head of Communications

jeff.mills@melksham-tc.gov.uk

APPENDIX A

Full Council

25 November 2019

Notice of Motion

Provision of Speed Indicator Devices (SIDs) on Spa Road, King Street/Semington Road, Snowberry Lane and new 20mph limit areas

Proposer: Cllr Jon Hubbard, Melksham South

Purpose of the report

This proposal is for the Town Council to purchase four new SID devices for dedicated use on identified speeding hot spots in the ward. These dedicated devices would be rotated through four different locations in each dedicated area, thus ensuring the most effective use of the devices.

There have been ongoing complaints about speeding issues in all of these areas and this proposal is for the Town Council to take proactive action, within the constraints of the revised Wiltshire Council SID guidelines to address the issue.

In this proposal I set out the options and costs of purchasing and commissioning SIDs dedicated to each of the identified locations and how their impact can be measured to demonstrate the effectiveness of the units. In the event of their implementation proving to have a tangible impact consideration could be given to expanding the programme to additional sites across the town.

Background

Melksham Town Centre is served by two arterial roads that run from the A350/A365 directly to the main roundabout in the Market Place.

There have been numerous complaints for a sustained period of time relating to excessive speed from user of these roads and the impact these have on the residential communities that they run through.

Additionally, the continued development of the East of Melksham estate has led to the completion of the Eastern Way distributor road which has created a significant traffic flow on the residential street Snowberry Lane which has a 30mph limit on it, unlike the rest of the distributor road which has a 40mph limit.

Melksham has also recently seen the introduction of two new 20mph limits, on the estate with Kenilworth Gardens and Longford Road on and part of the Queensway estate including Coronation Road and Pembroke Road/Ruskin Avenue. Whilst well signposted these two new limits would benefit from some form of informal enforcement.

Spa Road

Spa Road sees a significant number of young people walking to and from school as well as having the town's hospital, two doctors' surgeries, the Children's Centre and Youth Centre all located on it. There is also as you approach the town centre two dedicated housing units for senior citizens.

Additionally, the road is predominately straight for its length and, although it has several busy junctions on it only one of these is a mini roundabout with the others being basic junctions.

Although the entire length of the road is lit by streetlights (thus indicating that a 30mph speed limit is in force), many of these are less obvious during daylight hours as they can be lost in the surrounding buildings and foliage.



Figure 1 - View along Spa Road from roundabout at Melksham Hospital

King Street/Semington Road

Like Spa Road, this is a long, fairly straight road leading directly from the A350/A365 into the town centre. A very busy road, it has residential properties directly onto the pavements as well as residential estates leading off on both sides of the road.

One of the town's largest primary schools is located just off Semington Road with the designated "Park and Walk" route running from King Street Car Park for about 200 yards along the road and into St Michaels Road where the school is located.

Whilst there is a light controlled crossing for those wishing to cross Semington Road at this point, anecdotal evidence demonstrates that often vehicles can be travelling at such a speed that stopping in time is challenging and indeed potentially hazardous for those behind.

Likewise, vehicles can often be travelling at such a speed that the Zebra Crossing point just before the Market Place can often be hazardous for pedestrians to use.



Figure 2 - View along Semington Road from junction with Hazelwood Road



Figure 3 - View along King Street as it approaches the Town Centre

Snowberry Lane

Snowberry Lane is part of the distributor road linking the A350/A365 with the A3102 Calne Road. Whilst much of the length of the distributor road, the section known as Eastern Way, has a 40mph limit it reduces to 30mph for Snowberry Lane as the pedestrian traffic is much closer to the traffic and there are residential roads to both sides.

The road carries a significant amount of pedestrian school traffic and has one light controlled crossing point, by the Spa Medical Centre, and one informal crossing point, by the junction with Heather Avenue.

Snowberry Lane is a location where Community Speedwatch has been carried out and has been on the list of sites for the old SID to be placed on.



Figure 4 - View along Snowberry Lane

New 20mph Limits

Recently two new 20mph limits have been introduced in the area. One serving the “Kenilworth” estate and the other on the part of the Queensway estate with Ruskin Avenue and Coronation Road.

These new limits are signposted and, as it is a 20mph limit, have repeater signs. However, they are new limits and the areas would benefit from some form of “soft” enforcement to remind users that the new limits are in force.

This is particularly relevant to both of these locations as they can both be used as “cut throughs” to reduce journey distances or to avoid congestion on other roads. As such, often those using them for this purpose are drivers in a rush and not used to driving the roads.



Figure 5 - View along Coronation Road where a 20mph Limit has recently been introduced



Figure 6 - View along Ruskin Avenue by the Old People's Home and just before the Manor School where a 20mph Limit has recently been introduced



Figure 7 - View along Kenilworth Gardens where a 20mph limit was introduced last year



Figure 8 - View along Longford Road where a 20mph limit was introduced last year

Current Situation

Currently there is no routine enforcement of speeding on any of the routes identified.

Snowberry Lane is the site of a Speedwatch Group, although this has not been active in the last 12 months. The site is on the list for the shared SID but as that unit is no longer in use then it has not seen this in place for some considerable time.

The Police occasionally do run spot checks on speeding on Spa Road and Snowberry Lane but the enforcement is very sporadic and infrequent.

Recommendations

I am proposing that the council purchases four Speed Indicator Devices with one unit dedicated to each of the four identified sites above.

In each of these streets/areas there would be four identified locations where the SID would be placed, and it would be regularly (every 2 to 3 weeks) be rotated around these locations.

The map below indicates the potential locations for each of the three sites on 30mph roads.

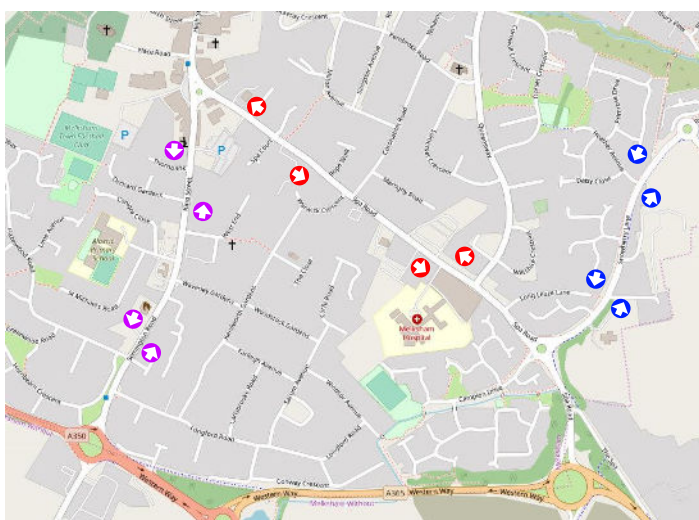


Figure 9 - Map showing the three roads proposed to have 30mph SIDs and the suggested locations for the devices to rotated around

The fourth SID should be used to rotate around a larger number of locations across the two 20mph limits on Kenilworth and Queensway, reinforcing that the 20mph limit is in force.

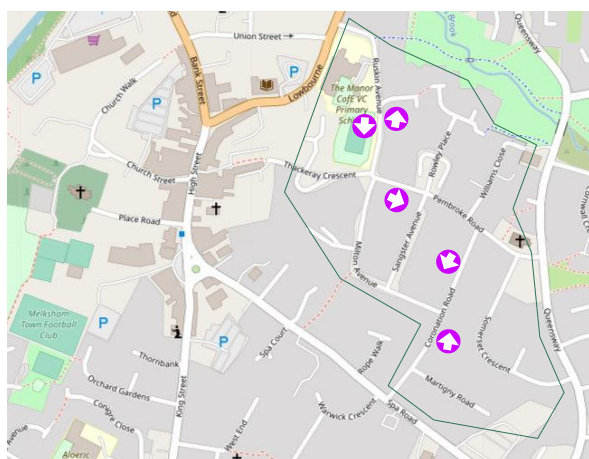


Figure 10 - Map showing the extent of the 20mph limit on the Queensway estate and some suggested locations for the SID device to be located and rotated around

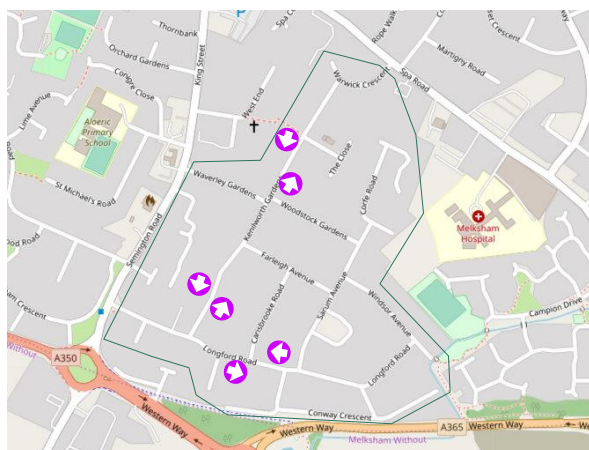


Figure 11 - Map showing the extent of the 20mph limit on the Kenilworth estate and some suggested locations for the SID device to be located and rotated around

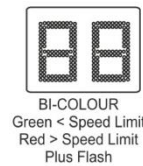
In order to ensure that the devices are having a tangible impact I am proposing that the council should purchase units that allow for data to be captured and downloaded. This will allow the council to analyse the average speeds of traffic, and whether the units have help to encourage drivers to observe the speed limits more.

Prior to the introduction of the SIDs the council should arrange for Metro Counts to be undertaken on each location to give a base figure for comparisons to be based on.

Costs

There are three design options which will impact the cost of the signs.

The options are:



Option A - Basic Bi-Colour Sign

Item	Qty	Cost each	Total
SID Device	1	£ 785.00	£ 785.00
Brackets	3	£ 95.00	£ 285.00
USB Kit	1	£ 240.00	£ 240.00
Solar Kit	1	£ 275.00	£ 275.00
			£ 1,585.00

Option B - Fixed Speed

Item	Qty	Cost each	Total
SID Device	1	£ 985.00	£ 985.00
Brackets	3	£ 95.00	£ 285.00
USB Kit	1	£ 240.00	£ 240.00
Solar Kit	1	£ 275.00	£ 275.00
			£ 1,785.00

Option C - Smiley Face Signs

Item	Qty	Cost each	Total
SID Device	1	£ 1,645.00	£ 1,645.00
Brackets	3	£ 95.00	£ 285.00
USB Kit	1	£ 240.00	£ 240.00
Solar Kit	1	£ 275.00	£ 275.00
			£ 2,445.00



These costs are per unit and assume that there will be four locations for each SID. Where additional sites are required then these will cost £95 per location for the necessary fixing brackets to enable a quick swap over.

Environmental Considerations

The proposed units will all include the optional Solar Kit which helps the council continue on its journey to reducing carbon emissions that are a result of council activities.

The attached leaflet in Appendix A give more details of how the solar system works.

Evidence published by the US National Research Council's committee for study of impacts of highway capacity improvement on air quality and energy consumption¹ shows that there is a reduction in emissions, even when drivers drive more aggressively at lower speeds.

Likewise, a report by the European Environment Agency², whilst focussing primarily of motorways gives clear evidence that driving at lower speeds reduces fuel consumption and pollutant emissions.

Proposal

That the council:

1. Instructs the Clerk to work with Wiltshire Highways to arrange for, where appropriate, Metro counts to be undertaken at the proposed sites for a SID to be location to give a "base" figure for measurement of the effectiveness of the initiative.
2. Instructs the Clerk to negotiate the purchase of four Speed Indicator Devices from a suitable supplier for the locations set out in the report. The design option to be Option B leading to an indicative maximum cost of £7140 + vat and delivery.
3. That the funding for this purchase to be taken from the CATG Budget (403/4356) for 2019/20 which currently has an available balance of £7500.

¹ <https://www.nap.edu/read/9676/chapter/1#369>

² <https://www.eea.europa.eu/themes/transport/speed-limits-fuel-consumption-and/speed-limits>

Present: Paul Weymouth, Light Fantastic
Sara Land
Brian Bennet, Prosec Limited
Patsy Clover, Assistant Town Clerk
Christine Hunter, Committee Clerk
Miriam Zaccarelli, Community Development Officer

Notes following Christmas Lights Meeting held on 19 July 2021

1. Agreed that the Christmas Lights switch on event would be going ahead. It would be run by the Christmas Lights Group with MTC providing admin back up for road closures etc.
2. Agreed that Paul Weymouth would be choosing and purchasing the Christmas Tree, organise transport and invoice MTC.
3. Agreed that Melksham Town Council would:
 - organise road closures including issuing letters to residents and businesses
 - obtain quotes for security and first aiders
 - obtain copy of public liability insurance from Melksham Christmas Lights Group
 - contact Greg McKay to ask for support from the Cadets
4. Paul Weymouth asked that support be provided from the Amenities Team / Cadets to erect and take down the Christmas Tree.
5. Suggested amendment to opening times for the Christmas Fayre in the Assembly Hall from 1.00 pm to 6.00 pm.
6. Sara asked for help to set up and clean up the Assembly Hall before and after Christmas Fayre. She did not feel it appropriate that she should be cleaning up the hall as she had paid for the hire.
7. Sara asked that no events are booked in the Assembly Hall for the evenings of 3rd December and 4 December 2021.
8. Suggested allocating limited timeslots for Christmas Fayre traders to unload their products in front of the Assembly Hall as there is no access to the previously used car park. Help will be needed to unload from either the Cadets or Amenities team, thus ensuring Covid guidance is followed.
9. Prosec agreed to provide quotes for Security and First aiders/Ambulance.
10. Santas Grotto discussed suggested Santa sees children in groups. Tickets could be sold by Eventbrite. Gifts could be named. Not decided due to Covid-19 restrictions whether Santa's Grotto will go ahead. To be reviewed nearer the event.
11. To have a further catch-up meeting in October 2021.

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Christmas Lights Switch on and Fair 2021

Action for Melksham Town Council following meeting on 19 July 2021

Date	Action	After meeting on 19 July 2021
19 July 2021	Meeting with Christmas Lights Group to go through Christmas Lights schedule.	September 2021 -Organise catch-up meeting in October 2021
September 2021	Check with Wiltshire Council if we need to send an application for Temporary Traffic Restriction to Wiltshire Council together with: <ul style="list-style-type: none"> • Temporary Traffic Order Fee (was £1155) 	13.08.2021 Wiltshire Council confirmed not required only need to send Event Organiser Road Closure application.
Early September 2021	Send Event Organiser Road Closure application form Wiltshire Council together with: <ul style="list-style-type: none"> • Copy of consultation letter and circulation list • Copy of MTC Public Liability Insurance • Copy of Christmas Lights Public Liability Insurance. • Copy of Risk Assessment. • Copy of Road Closure Map • Copy of Map showing alternative route for vehicles 	Documentation will be forwarded to Wiltshire Council once all received. Completed 02.07.2021 Completed 02.07.2021 Requested from Paul Weymouth in August and he emailed on 08.09.2021 agreed to provide Completed 03.09.2021 Complete 07.08.2021 Complete 07.08.2021
Early September	Road Closure: <ul style="list-style-type: none"> • Update current database of addresses of local businesses and local residents' addresses for Mail Merge. • Write to Local Bus Companies informing them of proposed Road Closure • Produce updated consultation letter to residents informing them of the proposed road closures and confirming any issues need to be addressed to Wiltshire Council by 1 November 2021. 	Complete 02.09.2021 Complete 07.09.2021 Produced and delivered Complete 07-08.09.2021

	<ul style="list-style-type: none"> Email Wiltshire Council Licencing and bus teams informing them of road closures Complete an Event Organiser Road Closure Application Form. 	Complete 03.09.2021
Mid August 2021	Book with Prosec Ltd security and First Aiders/Ambulance for the event – Previously had 5 x SIA Licensed Operatives and 1 x SIA Manager at a total cost of £684.00	27.08.2021 Prosec quote received. 01.09.2021 requested quotes from 2 additional 2 companies 01.09.2021 & 07.09.2021 one quote for Security and Ambulance received
Mid August 2021	Contact Greg McKay regarding booking support from the squadron on the day	08.09.2021 Emailed Greg McKay asking for written confirmation of cadet support on the day.
Christmas Tree	Order Christmas Tree - previously cost £850.00 for a Nordman Fir Display Tree delivered from Needlefresh	19 July 2021 Paul Weymouth agreed to choose/purchase/organise transport of tree and invoice MTC. 08/09/2021 Emailed Paul to confirm he was on track with tree ordering. – Paul confirmed tree ordered he would organise transport, date of delivery and the company would invoice MTC direct.
Mid September 2021	Produce Event Management Plan	
Mid September 2021	Produce Timetable for Event	
Mid September 2021	Email staff re attendance at Christmas Lights Switch on and Fair 2021.	
Mid September 2021	Produce List of Volunteer & Staff Roles and Contacts	
Mid September 2021	Obtain Market Place stall locations and confirmation of Market Place Layout from the Christmas Lights team.	
Mid September 2021	Obtain quote and book 4 x St Johns Ambulance First Aid members – Previously cost was £345.60	07.09.2021 two quotes received for first aiders and ambulance awaiting third quote.
September/October 2021	Further meeting with Christmas Lights group to check all on track?	

October 2021	Produce and Print any road signs required.	
Mid November 2021	Produce Santa's Grotto Posters if we are going to have one	
Mid November 2021	Produce and send a reminder letter to Crown House regarding the Road Closure	
Mid November 2021	Email Hills (the waste collection company) to confirm additional rubbish to be collected on the Sunday after the event.	
After the Event	Email the Christmas Lights Team thanking them for all their hard work at the event.	
Evaluation Meeting	Meet with all organisers to pick up any points that may need addressing next year.	

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PROCUREMENT POLICY

Version	Owner	Date Adopted	Review Due	Review Team
V1	TC	Sept 2021	Sept 2022	RFO

1. Introduction

The purpose of this policy is to provide guidance on the procedures which will be followed when purchasing goods and services. The policy aims to give effect to and comply with S135 of the Local Government Act 1972 and the Public Contracts Regulations 2015.

Every Contract by the Council or person acting on its behalf shall comply with this Procurement Policy, the Town Council's Standing Orders and Financial Regulations. These regulations cover, amongst other things: the number of quotations to be sought and the tendering procedure.

A Contract is an agreement between the Council and an individual or organisation for the individual or organisation to provide works, goods or services (including the engagement of consultants) in exchange for payment by the Council. The following contracts are exempt from the requirements of these rules: contracts relating solely to disposal or acquisition of land; employment contracts and individual agency contracts for the provision of temporary staff.

The Council strives to attain best value for the goods, materials and services that it purchases. Best value is defined as a balance of price, quality of product and local supplier services. Before commencing a procurement, it is essential that the authorised person leading the procurement has identified the need and fully assessed the options for meeting those needs. The best use of purchasing power shall be sought by bulk purchases wherever possible.

Exceptions from any of the following provisions of these Contract Procurement Rules may be made under the direction of the Council, in consultation with the RFO, where they are satisfied that the exception is justified in special circumstances. Every exception and reason therefore shall be recorded by a resolution of Council.

The RFO and officers must be mindful of avoiding conflicts of interest when obtaining quotations and awarding tenders. Quotations cannot be obtained by members.

Relevant sections in Standing Orders / Financial Regulations must be followed, to ensure legality in public sector procurement. These Regulations cover, amongst other things:

- The number of quotations to be sought, and
- Tendering procedures.

The National Association of Local Councils Legal Topic Note 87 also provides sensible guidance. [NALC 87 re Procurement Policy.pdf](#)

2. Purpose

Melksham Town Council's Procurement Policy has four main purposes:

1. To obtain best value in the way that the Council spends money, so that it may in turn offer better and more cost-effective services to the public.
2. To support the ability of the Council's officers to procure and manage goods. Services and suppliers effectively, including informing all Council staff of the appropriate procedures and responsibilities.
3. To enable the Council to comply with legal obligations that govern the spending of public money.
4. To contribute to the Council's duty towards biodiversity and environmental aims.

3. Local contractors preferred

- 3.1 The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers.

4. Competence of contractors and due diligence

4.1 The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

4.2 All contractors and suppliers working on Council sites will be required to comply with the Council's Health & Safety policy and any rules specific to the site of operation. Provision of suitable risk assessments and safe working method statements will be a condition of all such contracts.

4.3 The Council requires all contractors working on Council sites and projects to maintain adequate insurance, including but not limited to Public Liability insurance for £10 million.

4.4 All procurement will be in accordance with the Council's Equality Policy and in line with our legal obligations under the Equalities Act 2010 which makes it generally unlawful to discriminate on the grounds of colour, race, nationality, ethnic or national origins, sex or marital status, disability and on the grounds of age.

5. Equality and sustainability

5.1 The Council recognises the importance of sustainability and will take into account the environmental, social and economic impacts of its purchasing decisions.

5.2 The Council recognises its duty to protect biodiversity under Section 40 of the Natural Environment and Rural Communities (NERC) Act 2006. To meet this duty the Council will wherever possible purchase products that protect biodiversity, for example peat-free compost.

5.3 The Council will encourage the purchase of locally sourced products and, where possible, ensure that products and materials originate from sustainable sources and accredited sustainable companies. In order to:

- minimise waste and maximise efficiency
- minimise travel
- minimise energy consumption
- promote greater use of new sustainable technologies
- keep material consumption to a minimum.

5.4 The Council will, wherever possible, purchase goods that meet international Fairtrade standards (or similar).

5.5 The Council will Consider the whole life cost of products when selecting a supplier (Energy efficient products for example often have an increased capital cost that is more than offset over time by the reduced operational cost)

5.6 The Council will never buy products that are harmful to the environment if a less damaging alternative is available (for example never use tropical hardwood that is not independently certified as being from a sustainable forest).

5.7 The Council will always specify goods, products and materials that cause minimum damage to the environment including the impact of their manufacture, distribution, use & disposal.

5.8 The Council aims to promote sustainability within all its contract and tendering documentation and promote awareness amongst members and officers.

5.9 The Council will continually review the purchasing of goods and services through contract specifications, with the intention of decreasing the Council's environmental impact and increasing its positive impacts on society, the local economy and producers.

5.10 The Council aims to draw the sustainable elements of its Procurement Policy to the attention of key suppliers and communicate it as widely as is practicable to the potential supply market.

6. Prompt payment of invoices

6.1 The Council understands the importance of paying suppliers promptly and will wherever possible settle accounts within a maximum of 30 days, or earlier, by agreement. In order to comply with current legislation all payments (apart from petty cash payments) are made by BACS transfer or cheque.

7. Community engagement

Where relevant, the Council will consult with residents and service users to better understand what is needed, who will use it and what the essential requirements are for an item of capital expenditure.

8. Pre-approval of contractors

8.1. In respect of contracts that may be exempt from the Public Contracts Regulations 2015, the Council may require access to pre-approved contractors to supply routine services (or who can be called on to provide emergency services) including but not limited to:

- a) Electricians
- b) General builders
- c) Glaziers
- d) Grass and hedge cutting contractors
- e) Groundworkers
- f) HR advice
- g) IT support
- h) Legal advice
- i) Locksmiths
- j) Plant hirers
- k) Play equipment repairers
- l) Plumbing and heating engineers
- m) Project management
- o) Tree surgeons
- p) Vehicle and machinery service engineers
- q) Project management and quantity surveying

8.2 Contractors wishing to be included on the Council's register of approved contractors will be required to complete a registration form (See Appendix A).

8.3 The register of approved contractors will be reviewed every three years.

8.4 Provision of the Town Council's internal audit services is reviewed every three years. A decision has to be made by 31 December for the next financial year.

9. Best value

9.1 Normally the Council will accept the quotation, estimate or tender that provides best value for money. However, in accordance with Standing Orders, the Council is not obliged to accept the lowest of any tender, quotation or estimate.

10. Purchases on account

10.1 The Council maintains monthly accounts with suppliers of regular purchases. All purchases on Council accounts may only be made by authorised Council officers who must be provided with a receipt. Limits will be set on each account on the maximum value of individual purchases and the overall balance on the account. Expenditure over these limits must be authorised in advance.

11. Specifications for tender process

11.1 Enquiries and invitations to tender shall be based on a written specification. The specification shall adequately describe the requirement procedure in sufficient detail to enable effective procurement in accordance with these rules.

12. Contracts above £5,000

12.1 While not obliged to seek competitive tenders for works below £10,000, where there are opportunities for competitive savings, three estimates shall be sought by the RFO or delegated officer (subject to Para 8 above).

12.2 A credit check should be carried out for all suppliers where the contract being awarded is in excess of £5,000.

13. Contracts between £10,000 and £25,000

13.1 Written quotations must be sought by the RFO or delegated officer from not less than three individuals or organisations that could undertake the contract.

14. Contracts above £25,000 and tender process

14.1 The tender shall be advertised in a local newspaper, the 'Contracts Finder' website and in any other manner that is appropriate (Para. 13.7) setting out particulars of the contract and inviting persons interested to apply for the opportunity to tender.

14.2 After the expiration of the period specified in the public notice invitations to tender shall be sent to individuals or organisations that could undertake the contract.

14.3 Tenders to be submitted and opened in accordance with Para 15.3 below.

14.5 Every written contract shall comply with Financial Regulations.

14.6 Every contract which exceeds £25,000 and is either for the execution of work or the supply of goods or materials shall provide for payment of liquidated damages by the contractor in case the terms of the contract are not performed.

14.7 Contracts over the value of £25,000 shall comply with Articles 109 to 114 of the Public Contracts Regulations 2015 as explained in NALC Legal Topic Note 87 (attached) regarding the advertising of contracts and the use of the 'Contracts Finder' website.

15. Submission of tenders: submission procedures for contracts above £25,000

15.1 Where an invitation to tender is made, such invitation to tender shall state the general nature of the intended contract and the Town Clerk/ Responsible Financial Officer shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitations shall in addition state that tenders must be addressed to the Town Clerk/ Responsible Financial Officer. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed dates for opening tenders for the contract.

15.2 The tenders shall be kept in the custody of the appropriate nominated person until the time and date specified for their opening.

15.3 Tenders shall be opened by the Town Clerk/ Responsible Financial Officer in the presence of at least two councillors from the Finance, Admin. and Performance committee. Tenders shall be date stamped and signed on all pages containing price information.

16. Acceptance of quotations and tenders

16.1 Tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

16.2 The Town Council shall not be obliged to accept the lowest of any tender, quote or estimate.

16.3 Where the RFO considers it in the best interest of the Council, he/she may negotiate with the tenderers whose tenders are being considered for acceptance. No negotiation on contracts whose value is in excess of £25,000 can take place without reference to the RFO. Any negotiations which would distort competition is expressly forbidden.

16.4 Arithmetical errors found in any tender when checking shall be dealt with as follows: the tenderer shall have the error pointed out to them and be offered the opportunity to stand by their original tender, or their corrected tender, or withdraw it.

17. Nominated sub-contractors and suppliers

17.1 Where a sub-contractor or supplier is to be nominated to a main contractor, the procurement of the services of the sub-contractor or supplier shall be subject to these Contract Procedure Rules.

18. Contracts' record

18.1 A record of all contracts in excess of £25,000 in value placed by the Council shall be kept by the Town Clerk. This record shall specify for each contract the name of the contractor, the

works to be executed or the goods or services to be supplied, the contract value and the contract period. This is the responsibility of the appointed person authorising the contract to ensure that an accurate record is maintained.

19. Contract variations

19.1 Any variation to a contract or addition to or omission from a contract must be approved by the Council stated in writing to the contractor by the Town Clerk. The Council must be informed where the final cost is likely to exceed the financial provision.

20. Bonds, guarantees and insurance

20.1 For procurement projects where the spend is greater than £25,000 consideration must be given as part of the pre-qualification assessment and evaluation process as to whether a performance bond and/or parent company guarantee (if applicable) shall be required from the successful tenderer.

20.2 Consideration must be given as to the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance requirements for each contract.

21. Termination of contracts

21.1 The Council reserves the right to terminate any contract immediately for any of the following reasons: Termination for Cause – where a supplier commits a material breach of the agreement to deliver services, or fails to deliver agreed services, in the agreed timeframe without a plan to address the failings.

22. Compliance with other relevant legislation

22.1 In cases where any law, statutory instrument of Government regulation is found to be at variance with any section of this policy, then that shall be applied and this document shall be amended accordingly.

APPENDIX 1

APPLICATION FOR INCLUSION ON MELKSHAM TOWN COUNCIL'S APPROVED CONTRACTOR LIST

Business	
Business Address	
Postcode	
Telephone	
Email	
Services provided	
Years in business	
Memberships/ professional bodies	
Declaration	<ul style="list-style-type: none">• I understand that the Council requires me to hold Public Liability Insurance for contracts which involve working on Council sites for a minimum of £10m.• I confirm that I will supply a copy of my PLI policy schedule annually at renewal.• I am aware that I am required to comply with the Council's Health and Safety and Equality policies.• I am aware that I may be required to provide suitable risk assessments and/ or method statements.
Signed	
Date	
Name	
Position	

Please email completed form to: townhall@melksham-tc.gov.uk

Reviewed and Adopted by Full Council on xxx

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