



# 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

19 October 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 Town Hall on **Monday 25th October 2021** commencing at **7.00 pm**.

A period of public participation will take place in accordance with Standing Order 3(e) 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**

**Monday 25 October 2021**

*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. Questions from Councillors**

To receive questions from Councillors in accordance with Standing Order 3(o). Questions are to be submitted to the Town Clerk in advance of the meeting.

**4. Minutes (Pages 1 - 10)**

To confirm as a correct record the minutes of the Full Town Council meeting held on 27 September 2021.

**5. Town Mayor's Announcements**

**6. Reports from Unitary Councillors**

Unitary Councillors to report on any matters affecting Melksham which have been

discussed at Wiltshire Council Meetings.

## **7. Accounts**

### **7.1 Payments (Pages 11 - 22)**

To approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the Town Council Bank Account per the attached for the period from 01/08/2021 to 30/09/2021.

To approve the list of payments for the Assembly Hall Bank Account per the attached for the period from 01/08/2021 to 30/09/2021.

To note that the Assembly Hall Bar Bank Account was closed on 27/08/2021.

### **7.2 Petty Cash (Pages 23 - 26)**

To approve the payments made by Petty Cash per the attached for the period from 01/08/2021 to 30/09/2021.

### **7.3 Monthly Financial Statement to 30 September 2021 (Month 6) (Pages 27 - 28)**

To note the monthly Financial statement.

### **7.4 Detailed Income & Expenditure Report as at 30 September 2021 (Month 6) (Pages 29 - 36)**

To note the Income and Expenditure report.

### **7.5 Earmarked Reserves Year to date to 30 September 2021 (Month 6) (Pages 37 - 38)**

To note the Earmarked Reserves.

## **8. Committee Minutes**

### **8.1 Asset Management and Amenities Committee (Pages 39 - 44)**

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 11 October 2021 and note the recommendation where “it was agreed to support the request to hold the Party in the Park event in King George V Park in 2022, with power and water being provided by the Town Council”. (See attached map).

### **8.2 Economic Development and Planning Committee (Pages 45 - 86)**

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

5 July 2021, 26 July 2021, 16 August 2021, 6 September 2021, 27 September 2021 and the draft minutes of the Economic Development and Planning Committee meeting held on 4 October 2021.

## 9. Working Groups

### 9.1 Neighbourhood Plan Steering Group (Pages 87 - 92)

To receive the draft notes of the Neighbourhood Plan Steering Group meeting held on 29 September 2021, and to note that Place Studios have been appointed Chartered Town Planners for the Neighbourhood Plan #2.

## 10. Council Tax Setting by Wiltshire Council for 2022/2023 (Pages 93 - 96)

Members to receive the Council Tax Fact Sheet and to note Wiltshire Council's Council Tax Setting Timetable below.

### 2022/2023 Wiltshire Council - Council Tax Setting Timetable

		Last Year
04-Oct-21	Date CTB1 return to Central Government is required to be based on	04-Oct-20
15-Oct-21	CTB1 return deadline for submission to Central Government	14-Oct-20
22-Oct-21	Deadline for New Build information to be provided to Accountancy	21-Oct-20
05-Nov-21	Wiltshire Council to issue draft 2022/2023 Council Tax Base figures to Parish/Town Councils	04-Nov-20
03-Dec-21	Formal Decision to approve 2022/2023 Council Tax Base	02-Dec-20
18-Jan-22	Deadline for Parish/Town Councils to return approved 2022/2023 precept requests to Wiltshire Council	18-Jan-21
01-Feb-22	Cabinet meeting to recommend 2022/2023 Wiltshire Council - Council Tax Demand	02-Feb-21
15-Feb-22	Full Council meeting to approve 2022/2023 Council Tax	23-Feb-21

## 11. Conclusion of Audit Year Ended 31 March 2021 (Pages 97 - 100)

Members are requested to resolve to accept the final External Auditor Report and Certificate for the 2020/2021 financial year.

## 12. Approval of Internal Auditor 2022/2023 (Pages 101 - 110)

To appoint an Internal Auditor for 2022/2023 (see three quotations attached).

## 13. Procurement Policy (Pages 111 - 118)

Members are requested to approve the adoption of the Procurement Policy (see attached).

**14. Melksham Town Council Refreshed Branding (Pages 119 - 128)**

Members to receive the briefing of the Head of Communications and to note the proposed ideas for a Melksham Town Council brand, deferred from the Full Council meeting held on 27 September 2021.

**15. Written Motions from Councillors**

**15.1 Keeping Small Dog Park in King George V Playing Fields (Pages 129 - 132)**

To receive and consider a motion from Councillor Mortimer to keep the small dog run in King George V Park.

**15.2 Installation of a Free Air Pump (Pages 133 - 136)**

To receive and consider the motion from Councillor Houghton to install a free air pump in the Market Place.

**16. Items for Information**

To receive items of information from representatives on outside bodies.

**16.1 Wiltshire Swindon and Oxfordshire Canal Partnership Meeting (Pages 137 - 140)**

To receive the notes of the Wiltshire Swindon and Oxfordshire Canal Partnership meeting held on 11 March 2021.

**17. 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.

**17.1 Hybrid Council Session**

To agree next steps and actions.

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## Melksham Town Council

### Minutes of the Full Council meeting held on Monday 27th September 2021

#### **PRESENT:**

Councillor J Hubbard (Town Mayor)  
Councillor C Goodhind (Deputy Town Mayor)  
Councillor P Alford  
Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Forgacs  
Councillor C Houghton  
Councillor L Lewis  
Councillor S Mortimer  
Councillor J Oatley  
Councillor S Rabey

**IN ATTENDANCE:** Sgt James Twyford, Wiltshire Police  
PC Jennifer Miller, Wiltshire Police

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Patsy Clover	Acting Deputy Town Clerk
	Jeff Mills	Communications Officer
	Miriam Zaccarelli	Community Development Officer
	Christine Hunter	Committee Clerk

**PUBLIC PARTICIPATION:** One member of the press was present.

#### **183/21 Apologies**

Apologies were received from Councillors Cooke, J. Crundell and Price.

#### **184/21 Declarations of Interest**

Councillor Oatley declared a disclosable pecuniary interest in relation to agenda item no. 11.3 in respect of the Red Circled Grant application from Young Melksham (4Youth). Councillor Oatley remained in the meeting and did not take part in the debate on this item.

The Town Mayor, Councillor Hubbard, declared an interest in relation to agenda item no. 11.3 in respect of the Red Circled Grant application from Young Melksham (4Youth). Councillor Hubbard remained in the meeting and did not take part in the debate on this item.

**185/21 Police - Youth Offending Team Presentation and Police Area Board report August 2021**

A presentation was given by Sgt James Twyford of Wiltshire Police regarding the Youth Offending Team. He explained that the Youth Offending Team were a multi-agency team who use a holistic approach, working collaboratively with young offenders, to provide interventions bespoke to the young person's needs. The team tackled the three main areas of Youth Offending:

- Prevention
- Offenders and
- Victims of crime.

Sgt Twyford reported that in 2019/2020 after intervention by the Youth Offending Team 77% of young people did not reoffend.

The Police Area Board report for August 2021 was noted.

**186/21 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of the Extra-Ordinary Full Council meeting held on 9 August 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

**187/21 Reports from Unitary Councillors**

Members received an update from Councillor Alford regarding the recent publication of Wiltshire Council's Business Plan which is a high level Strategic Plan. The main priorities will be climate change, the environment, biodiversity and more sustainable transport.

**188/21 Accounts**

**188/21.1 List of Payments**

The Town Clerk stated that she would investigate and respond to Councillors regarding queries raised.

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

**UNANIMOUSLY RESOLVED** to approve the list of payments made by Direct Debit, debit card, cheque, and BACS for the period from



01/07/2021 to 31/07/2021.

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

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

**188/21.2    Petty Cash**

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

**UNANIMOUSLY RESOLVED** to approve the payments made by petty cash for the period from 01/07/2021 to 31/07/2021.

**188/21.3    Monthly Financial Statements Year to Date to 31 August 2021 (Month 5)**

The monthly financial statement was noted.

**188/21.4    Detailed Income & Expenditure Report Year to Date to 31 August 2021 (Month 5)**

The Income and Expenditure report was noted.

**188/21.5    Earmarked Reserves Year to Date to 31 August 2021 (Month 5)**

The Earmarked Reserves were noted.

**189/21    Standing Orders**

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

**UNANIMOUSLY RESOLVED** to adopt the revised Standing Orders.

**190/21    Committee Minutes**

**190/21.1    Asset Management and Amenities Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 2 August

2021.

**190/21.1.1 Asset Management and Amenities Committee  
Recommendations**

The Asset Management and Amenities Committee requested that members review and approve the Terms of Reference for the Parks Working Group.

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

**UNANIMOUSLY RESOLVED** to approve the Terms of Reference for the Parks Working Group.

**190/21.2 Community Development Committee**

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

**UNANIMOUSLY RESOLVED** to receive the draft minutes of the Community Development Committee meeting held on 13 September 2021.

**190/21.2.1 Community Development Committee  
Recommendations**

The Community Development Committee requested that members review and approve the amended Terms of Reference for the Community Development Committee and appoint Councillors as members of the Environment and Climate Working Group and the Arts Project Working Group.

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

**UNANIMOUSLY RESOLVED** to approve

- the amended Terms of Reference for the Community Development Committee.
- to appoint Councillors Aves, Lewis, Mortimer, Rabey, Ellis and S Crundell onto the Environment and Climate Working Group.
- to appoint Councillors Aves, Hubbard, Lewis and Forgacs onto the Arts Project Working Group.

### **190/21.3 Finance Administration and Performance Committee**

The draft minutes of the Finance, Administration and Performance Committee meeting held on 20 September 2021 were received.

#### **The Finance, Administration and Performance Committee Recommendations**

**190/21.3.1** The Finance, Administration and Performance Committee requested that in order to provide funding for the Red Circled Grants, members decide whether to:

- approve the completion of one application form from each applicant covering the current financial year and the three following financial years (2022-2023, 2023-2024, and 2024-2025) and
- approve the payment of Red Circled Grants budgeted in the current financial year and for the financial years 2022-2023, 2023-2024, and 2024-2025 for the following:
  - Melksham Carnival (£3,000)
  - Christmas Lights (10,000)
  - Citizens Advice Bureau (£6,000)
  - Food and River Festival (£3,000)
  - Party in the Park (£3,000)
  - Tourist Information Centre (£5,000)
  - Young Melksham (4Youth) (£10,000)

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

#### **RESOLVED to:**

- ask each of the applicants at the start of the financial year whether their event has taken place
- ask the grant recipients to give a presentation to Full Council or the Annual Town meeting regarding how their grant had been spent and how each project had progressed.
- approve 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).
- approve the payment of Red Circled Grants

budgeted in the current financial year and for the financial years 2022-2023, 2023-2024, and 2024-2025 for the following:

○ Melksham Carnival	(£3,000)
○ Christmas Lights	(10,000)
○ Citizens Advice Bureau	(£6,000)
○ Food and River Festival	(£3,000)
○ Party in the Park	(£3,000)
○ Tourist Information Centre	(£5,000)
○ Young Melksham (4Youth)	(£10,000)

**190/21.3.2** The Finance, Administration and Performance Committee requested that members decide whether to fund the payment of two additional large grant applications from TransWilts and Relate Wiltshire for the financial years 2021/2022.

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

**RESOLVED** that the TransWilts application would not be supported, but to offer some support on a further application, suggesting they re-apply including a detailed breakdown of costs and evidence showing the benefits for Melksham Residents.

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

**RESOLVED** that the Relate Wiltshire application would not be supported but for constructive feedback to be provided to the group asking them to re-apply including a detailed breakdown of costs and evidence showing the benefits for Melksham residents.

#### **190/21.4 Staffing Committee**

The draft minutes of the Staffing Committee meeting held on 20 September 2021 were received.

#### **191/21 Working Group Notes**

##### **191/21.1 Parks Working Group**

The notes of the Parks Working Group meeting held on 20 July 2021 were received.

#### **191/21.1.1 The Parks Group Recommendations**

The Parks Working Group requested members to approve the Parks Working Group Terms and Conditions.

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

**UNANIMOUSLY RESOLVED** to approve the Terms and Conditions of the Parks Working Group.

#### **191/21.2 Shurnhold Fields Working Group**

The draft notes of the Shurnhold Fields Working Group meeting held on 8 September 2021 were received.

#### **191/21.3.1 The Shurnhold Fields Working Group Recommendations**

The Shurnhold Fields Working Group requested members to 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”

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

**UNANIMOUSLY RESOLVED** to approve the works to the Shurnhold Fields car park and improved highway entrance project.

#### **192/21 Neighbourhood Plan**

Members noted the next meeting of the Neighbourhood Plan steering group would be held on 29 September 2021.

The Town Clerk confirmed she had submitted an expression of interest for the design code pilot scheme.

#### **193/21 Broadband provision at the Pavilion**

It was noted that the Area Board had approved funding of £998.00 + VAT for a CCTV camera to be located near the Skatepark with a broadband link to the pavilion.

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

**UNANIMOUSLY RESOLVED** to approve the installation of broadband at the Pavilion to enable remote monitoring of CCTV footage at a cost of £19.95 per month (excl. VAT) for a three year term plus a one off charge for the router.

**194/21 Melksham Town Council Refreshed Branding**

The briefing of the Head of Communications was received.

Councillors discussed the proposed ideas for a Melksham Town Council brand.

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

**UNANIMOUSLY RESOLVED** to defer consideration of the branding until the Full Council meeting to be held on 25 October 2021.

**195/21 Speed Indicator Devices (SIDS)**

The report of the Head of Communications was noted.

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

**UNANIMOUSLY RESOLVED** to delegate authority to the Town Clerk to purchase seven replacement SIDS, of an appropriate design and power function, at a cost of no more than £15, 000 to be deployed across Melksham.

**196/21 Melksham Christmas Lights Switch-on Event**

Members received the notes of the Christmas Lights meeting held on 19 July 2021 and note of actions following that meeting.

The Town Clerk reported that other local town councils are holding their Christmas Lights switch on events. The Town Council will follow Covid-19 guidance in place at the time of the switch-on.

**197/21 Procurement Policy**

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

**UNANIMOUSLY RESOLVED** to defer the adoption of the Procurement Policy until the Full Council meeting to be held on 25 October 2021.

**198/21 Confidential Session**

In view of the confidential nature of the information to be discussed, the press and public were instructed to withdraw.

**198/21.1 Insurance Claim**

The Town Clerk confirmed that the Town Council's insurers were dealing with the issue and that the Council would act on their advice.

Meeting Closed at: 10.02 pm

**Signed:** .....

**Dated:**

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Date: 19/10/2021

## Melksham Town Council Current Year

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Time: 10:16

### Cooperative Bank A/C

#### List of Payments made between 01/08/2021 and 31/08/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	First Lease	DDR	108.00		AH - till
02/08/2021	Water2Business	DDR	8.50		Water rates - Bow erhill Unit
02/08/2021	Water2Business	DDR	8.50		Water rates - Bow erhill Unit
02/08/2021	Water2Business	DDR	27.14		Water - Addison Rd allotments
02/08/2021	Water2Business	DDR	40.52		Water - Dorset Cres allotments
02/08/2021	Water2Business	DDR	161.42		Water - Southbrook Rd allotmts
02/08/2021	Water2Business	DDR	426.15		Water rates - public toilets
02/08/2021	Water2Business	DDR	-8.50		Water rates - Duplicate entry
02/08/2021	Indeed	DEBIT CARD	58.38		Job advert
04/08/2021	Petty Cash	Transfer	200.00		Petty cash - top up
05/08/2021	Microsoft	DDR	28.88		Online services
05/08/2021	Poundstretcher	DEBIT CARD	41.29		Prizes
05/08/2021	Microsoft	DDR	169.50		Online services
06/08/2021	Redhorn Holdings	DDR	934.99		Rent - Bow erhill Unit
09/08/2021	Iceland	DEBIT CARD	6.85		Refs
09/08/2021	Affinity	DEBIT CARD	143.97		Design computer package
09/08/2021	Co-op Bank	BACS	3.64		BACS fee - items
09/08/2021	Co-op Bank	BACS	9.00		BACS fee - files
10/08/2021	British Gas	DDR	82.33		Electricity - public toilets
12/08/2021	DVLA	DEBIT CARD	275.00		Road tax - VW
12/08/2021	Enterprise	DDR	562.90		Van lease
12/08/2021	Amazon Prime	DDR	7.99		Subscription
13/08/2021	British Gas	DDR	1,098.02		Electricity - Pavilion
13/08/2021	HMRC	DDR	8,957.87		PAYE/NI
16/08/2021	Office Evolution	DDR	91.43		Photocopying
16/08/2021	Mainstream	DDR	895.91		Phones
16/08/2021	Wiltshire Council	DDR	230.00		Rates - Bow erhill Unit
17/08/2021	Fuel Genie	DDR	225.33		Fuel
17/08/2021	Wiltshire Council	DDR	936.00		Rates - TH
18/08/2021	Oakw ood	DDR	135.00		Container storage
18/08/2021	KooDoo Web	DEBIT CARD	349.66		Website
20/08/2021	Wiltshire Council	DDR	1,360.00		Salaries
20/08/2021	Wiltshire Council	DDR	40,567.23		Salaries
20/08/2021	British Gas	DDR	31.39		Electricity - Market Place
20/08/2021	British Gas	DDR	143.75		Electricity - TH
20/08/2021	Wiltshire Council	DDR	8,162.72		Pensions
23/08/2021	Zoom	DDR	14.39		Meeting programme
23/08/2021	British Gas	DDR	11.25		Gas - AH
23/08/2021	Zen	DDR	20.40		Wifi - Art House
24/08/2021	EE	DDR	167.26		Mobiles - Grounds Team
27/08/2021	Mole Valley Farmers	DEBIT CARD	388.08		Fencing
31/08/2021	Bailey Employment Services Ltd	406261	1,068.42		Temp cleaner - w/e 150821
31/08/2021	Kan Connections	406262	1,586.40		Faulty toilet light - TH
31/08/2021	UK Media Solutions	406263	81.00		Flexible sign/install
31/08/2021	The Cobblers Bench	406264	16.00		Keys
31/08/2021	Embroidery UK Ltd	406265	217.92		Polo shirts
31/08/2021	Melksham Without Parish Council	406266	29.00		Shurnhold Fields - tender ad

Continued on Page 2

Date: 19/10/2021

**Melksham Town Council Current Year****Page 2**

Time: 10:16

**Cooperative Bank A/C****List of Payments made between 01/08/2021 and 31/08/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
31/08/2021	Microshade Business Consultant	406267	1,655.40		Accounting support
31/08/2021	Peter J Dauncey	406268	235.00		Honorarium/Guild
31/08/2021	Playsafety Ltd	406269	762.00		ROSPA trng - P. Wallace
31/08/2021	Status Audio Visual Ltd	406270	10,817.88		TH mic & streaming installatio
31/08/2021	4Youth (South West)	406271	120.60		Monitors/ID cards
31/08/2021	AquaAid (Kennet & North Wilts)	406272	67.12		Water cooler
31/08/2021	The Community Heartbeat Trust	406273	2,250.00		Defib - KGV
31/08/2021	CP Fire Consultants Ltd	406274	1,320.00		Fire RAs - all buildings
31/08/2021	The MOT Centre & The Garage on	406275	153.07		Berlingo - starting issues
31/08/2021	J. H. Jones & Sons	406276	1,602.00		Grass cutting - KGV
31/08/2021	NPower (Yorkshire) Ltd	406277	49.03		Electricity - KGV July 2021
31/08/2021	Paul Hulbert	406278	185.00		Window cleaning
31/08/2021	Pollet Pool Group UK Ltd	406279	657.72		Splashpad chemicals
31/08/2021	Rob Beale Ltd	406280	336.00		KGV - Temporarily toilets
31/08/2021	Saxon Blinds Ltd	406281	5,136.00		Blinds - TH offices
31/08/2021	Shred-It	406282	140.50		Paper shredding
31/08/2021	Stark Ecology Ltd	406283	480.00		Eco survey - East of Melksham
31/08/2021	Total Carpets & Flooring Ltd	406284	712.88		Carpet - main offices
31/08/2021	WPS Insurance Brokers & Risk S	406285	7,458.91		Insurance - commercial combine
31/08/2021	Trade UK	Online	90.83		Work boots
31/08/2021	Amazon Prime	BACS	7.99		Refund - Prime subs
31/08/2021	Enterprise	DDR	632.40		Van lease
31/08/2021	British Gas	DDR	109.78		Electricity - Bow erhill Unit
31/08/2021	Zen	DDR	21.60		Wifi - Art House
<b>Total Payments</b>			<u>105,082.59</u>		

Date: 19/10/2021

## Melksham Town Council Current Year

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Time: 11:31

## Cooperative Bank A/C

## List of Payments made between 01/09/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2021	Water2Business	DDR	8.50		Water rates - Bowerhill Unit
01/09/2021	Water2Business	DDR	536.32		Water rates - toilets
01/09/2021	J. Hubbard	BACS	1,000.00		Mayor's allowance
01/09/2021	First Lease	DDR	108.00		Cash till - AH
02/09/2021	Wiltshire College	DEBIT CARD	5.00		Trip - Westonbirt
02/09/2021	Voucher Express	DEBIT CARD	400.50		Prizes - Melksham in Bloom
03/09/2021	Wiltshire College	DEBIT CARD	5.00		Trip - Westonbirt
03/09/2021	Co-op Bank	DDR	50.00		BACS fees
03/09/2021	Co-op Bank	BACS	50.00		BACS fees
06/09/2021	Microsoft	DDR	89.36		Online services
06/09/2021	Redhorn Holdings	DDR	934.99		Rent - Bowerhill Unit
07/09/2021	Giff Gaff	DEBIT CARD	6.00		SIM card
08/09/2021	Krystal Hosting	DDR	8.39		Domain renewal
08/09/2021	Amazon	DEBIT CARD	199.90		Photocopying paper
08/09/2021	Enterprise	DDR	562.90		Van lease
09/09/2021	Co-op Bank	BACS	4.20		BACS fees
09/09/2021	Co-op Bank	BACS	12.00		BACS fees
10/09/2021	British Gas	DDR	83.06		Electricity - toilets
10/09/2021	Amazon	DEBIT CARD	16.22		N/K
10/09/2021	123RF	DEBIT CARD	38.40		Logo licences
13/09/2021	News Box	DEBIT CARD	7.10		Prizes - art competition
13/09/2021	Samsung	DEBIT CARD	537.00		Tablets x3
13/09/2021	CM3	DEBIT CARD	2.99		Prize
13/09/2021	Poundstretcher	DEBIT CARD	3.27		Prize
13/09/2021	eBay	DEBIT CARD	14.99		Headphones
14/09/2021	Amazon	DEBIT CARD	160.66		Stationary
14/09/2021	Office Evolution	DDR	50.30		Photocopying
14/09/2021	Wiltshire Council	DDR	230.00		Rates - Bowerhill Unit
14/09/2021	HMRC	DDR	10,228.62		PAYE/NI
15/09/2021	Trade UK	BACS	15.00		Arrears charge
15/09/2021	Trade UK	BACS	59.99		Boots
15/09/2021	Trade UK	BACS	15.84		Ties
15/09/2021	H. Davies	BACS	308.58		Fencing
15/09/2021	Wiltshire Council	DDR	936.00		Rates - TH
15/09/2021	Petty Cash	Transfer	200.00		Top-up
15/09/2021	Amazon	DEBIT CARD	26.85		N/K
15/09/2021	Wiltshire Council	DDR	230.00		Rates - Bowerhill Unit
15/09/2021	Land Registry	DEBIT CARD	3.00		Addison Allotments
15/09/2021	Land Registry	DEBIT CARD	6.00		Closed churchyard
16/09/2021	Fuel Genie	DDR	318.33		Fuel
20/09/2021	Oakwood	DDR	135.00		Container storage
20/09/2021	Wiltshire Council	DDR	25,223.71		Salaries
20/09/2021	Land Registry	DEBIT CARD	3.00		Spa Court
21/09/2021	Zen	DDR	20.40		Wifi - Art House
21/09/2021	British Gas	DDR	31.06		Electricity - Market Place
21/09/2021	British Gas	DDR	177.28		Electricity - TH
22/09/2021	Wiltshire Council	DDR	9,338.28		Pensions

Continued on Page 2

Date: 19/10/2021

## Melksham Town Council Current Year

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Time: 12:09

## Cooperative Bank A/C

## List of Payments made between 01/09/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
23/09/2021	British Gas	DDR	11.81		Gas - AH
24/09/2021	AFC Melksham	BACS	250.00		Grant
24/09/2021	Read Easy	BACS	500.00		Grant
24/09/2021	Alzheimers Support	BACS	782.25		Grant
24/09/2021	Bloom in Melksham	BACS	833.33		Grant
24/09/2021	Mainstream	DDR	94.67		Phones
24/09/2021	EE	DDR	168.41		Phones - Grounds Team
24/09/2021	Amazon	DEBIT CARD	30.55		Stationary
24/09/2021	Wiltshire Sight	BACS	271.50		Grant
24/09/2021	Wiltshire Council	BACS	12,386.12		Pensions
28/09/2021	Zoom	DDR	14.39		Hosting
29/09/2021	Zen	DDR	21.60		Wifi - Art House
29/09/2021	2385 Squadron	BACS	225.00		Grant
29/09/2021	Dorothy House	BACS	1,442.00		Grant
29/09/2021	Food & River Festival	BACS	3,000.00		Grant
29/09/2021	TIC	BACS	4,000.00		Grant
29/09/2021	CAB	BACS	5,000.00		Grant
29/09/2021	Young Melksham	BACS	10,000.00		Grant
30/09/2021	Bailey Employment Services Ltd	406287	1,214.12		Wages - cleaner w/e 290821
30/09/2021	UK Media Solutions	406288	700.07		MTC new sletter
30/09/2021	The Cobblers Bench	406289	146.95		Trophies - Melksham in Bloom
30/09/2021	Devizes Steel Supplies Ltd	406290	148.26		Scaffold tubes
30/09/2021	Melksham Without Parish Council	406291	444.48		Shurnhold Flds - Info board
30/09/2021	NVB Landscape	406292	770.00		KGV - lighting works
30/09/2021	Status Audio Visual Ltd	406293	1,361.99		Tower/monitor etc
30/09/2021	SLCC Enterprises Ltd	406294	474.60		Nat Conference - L. Roberts
30/09/2021	Stannah Lift Services Ltd	406295	581.90		Lift - LED installation
30/09/2021	T H White Installation Ltd	406296	523.20		Pavilion - extinguisher serv
30/09/2021	Travis Perkins Trading Company	406297	298.36		Timber
30/09/2021	Vysion Ltd	406298	282.00		Online back-up (1/4ly charge)
30/09/2021	Wiltshire Council	406299	29,025.61		Pension costs - T. Cross
30/09/2021	AquaAid (Kennet & North Wilts)	406300	266.35		Water cooler
30/09/2021	Bathe & North East Somerset Co	406651	6,878.46		Floral provision 2021
30/09/2021	Coppard Plant Hire Ltd	406652	331.86		Hire - Excavator (Methuen)
30/09/2021	Jambox Creative	406653	774.00		MTC logo redesign
30/09/2021	J. H. Jones & Sons	406654	4,032.00		Grasscutting - WMF R'bout
30/09/2021	Leaffield Environmental Ltd	406655	369.60		Litter bin
30/09/2021	Melksham Groundcare Machinery	406656	67.49		HRX476 - new wheel
30/09/2021	MGS Plastering	406657	280.00		Art House - plastering
30/09/2021	Midori Services	406658	1,488.86		Splashpad - service contract
30/09/2021	NPower (Yorkshire) Ltd	406659	949.03		KGV - annual meter charge
30/09/2021	Right Directions (Management)	406660	1,674.00		SplashPad - H&S audit
30/09/2021	Rob Beale Ltd	406661	576.00		Temp toilets - KGV
30/09/2021	Redhorn Holdings Ltd	406662	330.00		Insurance - Bowerhill Unit
30/09/2021	Trade UK	MTC/Sep	140.73		Gloves/boots
30/09/2021	Enterprise	DDR	632.40		Van lease
30/09/2021	British Gas	DDR	110.14		Electricity - Bowerhill Unit

Continued on Page 3

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			146,306.08		

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Date: 19/10/2021

**Melksham Town Council Current Year**

**Page 1**

Time: 10:14

**Bank Assembly Hall A/c**

**List of Payments made between 01/08/2021 and 31/08/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	Water2Business	DDR	158.78		Water rates - AH
16/08/2021	BTE Services	DDR	81.79		Sanitary bins
16/08/2021	Wiltshire Council	DDR	861.00		Rates
19/08/2021	WorldPay	DDR	71.34		Cash machine
24/08/2021	Wiltshire Council	DDR	572.24		Hall hire - AH
24/08/2021	Wiltshire Council	DDR	-572.24		Hall hire - AH
31/08/2021	Clear Brew Bath	3558	96.00		Cellar check
31/08/2021	Hills Waste	DDR	292.93		Waste collections
<b>Total Payments</b>			<u>1,561.84</u>		

Date: 19/10/2021

**Melksham Town Council Current Year**

**Page 1**

Time: 10:14

**Bank Assembly Hall A/c**

**List of Payments made between 01/08/2021 and 31/08/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2021	Water2Business	DDR	158.78		Water rates - AH
16/08/2021	BTE Services	DDR	81.79		Sanitary bins
16/08/2021	Wiltshire Council	DDR	861.00		Rates
19/08/2021	WorldPay	DDR	71.34		Cash machine
24/08/2021	Wiltshire Council	DDR	572.24		Hall hire - AH
24/08/2021	Wiltshire Council	DDR	-572.24		Hall hire - AH
31/08/2021	Clear Brew Bath	3558	96.00		Cellar check
31/08/2021	Hills Waste	DDR	292.93		Waste collections
<b>Total Payments</b>			<u>1,561.84</u>		



Date: 19/10/2021

**Melksham Town Council Current Year**

**Page 1**

Time: 11:31

**Bank Assembly Hall A/c**

**List of Payments made between 01/09/2021 and 30/09/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	Water2Business	DDR	193.88		Water rates - AH
02/09/2021	G. Bull	3557	33.00		Refund - tickets
15/09/2021	BTE Services	DDR	165.36		Sanitary cleaning
15/09/2021	Wiltshire Council	DDR	861.00		Rates - AH
17/09/2021	Marketplace Merchants	DDR	56.32		Till
20/09/2021	Rentokil	DDR	299.24		Pest control
21/09/2021	WorldPay	DDR	71.34		Cash/card machine
24/09/2021	Tolchards	DDR	1,155.21		Bar stock
30/09/2021	Clear Brew Bath	3559	96.00		Cellar clean
30/09/2021	Comax UK Ltd	3560	245.35		Wheelie bins
30/09/2021	Floyd in the Flesh	3561	540.45		Show - Floyd in the Flesh
30/09/2021	Handle With Care Productions	3562	967.62		Show - Travelling Wilburys
30/09/2021	Paul Seemayer	3563	225.00		Lighting - Unravelling Willbur
30/09/2021	Sound Associates Ltd	3564	709.20		Sound eqpmt - annual service
30/09/2021	T H White Installations Ltd	3565	1,090.19		AH - alarm monitoring
30/09/2021	TicketSource Ltd	3566	528.00		Refund tikts - cancelled show
30/09/2021	Hills	DDR	477.05		Waste collection
<b>Total Payments</b>			<u>7,714.21</u>		

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Date: 19/10/2021

**Melksham Town Council Current Year**

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**Assembly Hall Bar A/c**

**List of Payments made between 01/08/2021 and 31/08/2021**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/08/2021	Bank Assembly Hall A/c	Transfer	447,530.31		Bar A/C closure
<b>Total Payments</b>			<u>447,530.31</u>		

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Date: 19/10/2021

Melksham Town Council Current Year

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Petty Cash

List of Payments made between 01/08/2021 and 31/08/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/08/2021	P. Clover	TRANS	1.85		Milk
03/08/2021	M. Zacharelli	TRANS	5.50		Batteries
11/08/2021	Y. Robinson	TRANS	1.85		Milk
12/08/2021	T. Cross	TRANS	25.00		Paint - AH
12/08/2021	P. Wallace	TRANS	5.39		Masonry bit
16/08/2021	P. Clover	TRANS	24.59		Coffee
16/08/2021	P. Clover	TRANS	3.00		Land Registry search
16/08/2021	M. Rolph	TRANS	15.84		Stamps
16/08/2021	L. Roberts	TRANS	5.00		Declaration of Oath
21/08/2021	T. Cross	TRANS	39.15		Bar stock
25/08/2021	Guy	TRANS	2.29		Cleaning products
31/08/2021	J. Mills	TRANS	4.49		Coffee
Total Payments			133.95		

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Date: 19/10/2021

## Melksham Town Council Current Year

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## Petty Cash

## List of Payments made between 01/09/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2021	T. Robinson	TRANS	6.85		Milk/coffee
01/09/2021	T. Robinson	TRANS	66.00		Postage
02/09/2021	C. Hunter	TRANS	3.23		Postage
02/09/2021	C. Hunter	TRANS	1.15		Milk
09/09/2021	T. Robinson	TRANS	3.00		Notepad
09/09/2021	T. Robinson	TRANS	4.49		Stationary
15/09/2021	M. Rolph	TRANS	25.00		Eye test
15/09/2021	T. Robinson	TRANS	1.85		Milk
16/09/2021	T. Robinson	TRANS	7.65		Postage
16/09/2021	B. Bury	TRANS	0.60		Milk
16/09/2021	K. Farrow	TRANS	3.18		Refs
16/09/2021	C. Hunter	TRANS	20.00		Coffee
17/09/2021	T. Robinson	TRANS	1.50		WD40
21/09/2021	Luca	TRANS	1.69		Tape
21/09/2021	J. Mills	TRANS	8.56		Postage
21/09/2021	B. Bury	TRANS	4.58		Tape
22/09/2021	T. Robinson	TRANS	4.00		Tape
23/09/2021	B. Bury	TRANS	32.00		Paint - AH
24/09/2021	T. Robinson	TRANS	2.00		Washing up liquid
27/09/2021	P. Clover	TRANS	1.15		Milk
27/09/2021	L. Roberts	TRANS	17.87		Mileage
<b>Total Payments</b>			<u>216.35</u>		

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**Melksham Town Council**  
**Monthly Financial Statement 30 September 2021**

**Cash and Bank Balances:**

Co-operative Current Account	579,962	
Assembly General Account	646,719	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	68	
Petty Cash	148	
Bar Float	1,100	
	<u>1,279,932</u>	

**Debtors (monies owed to council)**

H M Customs - Vat recoverable	14,574	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
	<u>21,017</u>	
	<u>1,300,949</u>	

**Less: Creditors (monies owed by council)**

Suppliers of goods and services	612	
Retention Due	8,065	
Other Creditors	500	
Paye, NI and Pension Due	4,307	
Events Control	969	14,453
	<u>14,453</u>	

**Net Cash Available** 1,286,496

**Represented by:**

**General Fund**

Current Year Surplus	428,633	
Earmarked Reserves Used in year	<u>9,552</u>	
	438,185	
Contribution to Earmarked Reserves	<u>12,858</u>	425,327
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>9,552</u>	475,956

**Specific Reserves - CIL**

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

1,286,496

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19/10/2021

## Melksham Town Council Current Year

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### Detailed Income & Expenditure by Budget Heading 01/09/2021

Month No: 6

### Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>101 Central Costs</b>							
4000 Salaries ENI & Pension	19,393	135,384	269,000	133,617		133,617	50.3%
4021 Stationery & Sundry Office Exp	261	1,481	1,500	19		19	98.7%
4023 Advertising	0	1,604	1,500	(104)		(104)	106.9%
4024 Equipment/furniture	1,582	2,230	2,000	(230)		(230)	111.5%
4026 Photocopying	209	518	1,500	982		982	34.5%
4027 Telephones and Mobiles	84	1,383	3,000	1,617		1,617	46.1%
4028 Postage	71	208	300	92		92	69.3%
4029 Subscriptions	396	2,137	3,000	863		863	71.2%
4040 Information Technology	880	11,625	15,000	3,375		3,375	77.5%
4042 Website and Licences	53	1,832	1,500	(332)		(332)	122.1%
4058 Insurance	0	9,614	8,000	(1,614)		(1,614)	120.2%
4061 Travel	15	15	500	485		485	3.0%
4075 Training	10	4,413	4,000	(413)		(413)	110.3%
Central Costs :- Indirect Expenditure	<b>22,954</b>	<b>172,443</b>	<b>310,800</b>	<b>138,357</b>	<b>0</b>	<b>138,357</b>	<b>55.5%</b>
<b>Net Expenditure</b>	<b>(22,954)</b>	<b>(172,443)</b>	<b>(310,800)</b>	<b>(138,357)</b>			
<b>110 Corporate Costs</b>							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	459,375	918,750	918,750	0			100.0%
Corporate Costs :- Income	<b>459,375</b>	<b>918,750</b>	<b>919,750</b>	<b>1,000</b>			<b>99.9%</b>
4017 Bank account fees	116	390	500	110		110	77.9%
4043 HR consultancy	0	2,795	6,000	3,205		3,205	46.6%
4050 Legal and Professional Fees	12	594	3,000	2,406		2,406	19.8%
4057 Audit/Year End Costs/Prof.Fees	600	5,316	12,000	6,684		6,684	44.3%
4076 Health & Safety	1,395	1,420	2,000	580		580	71.0%
Corporate Costs :- Indirect Expenditure	<b>2,123</b>	<b>10,514</b>	<b>23,500</b>	<b>12,986</b>	<b>0</b>	<b>12,986</b>	<b>44.7%</b>
<b>Net Income over Expenditure</b>	<b>457,252</b>	<b>908,236</b>	<b>896,250</b>	<b>(11,986)</b>			
<b>115 Civic and Democratic</b>							
4030 Town Crier's expenses	0	235	400	165		165	58.8%
4034 Councillors training	0	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	1,000	1,062	1,000	(62)		(62)	106.2%
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	<b>1,000</b>	<b>2,572</b>	<b>9,900</b>	<b>7,328</b>	<b>0</b>	<b>7,328</b>	<b>26.0%</b>
<b>Net Expenditure</b>	<b>(1,000)</b>	<b>(2,572)</b>	<b>(9,900)</b>	<b>(7,328)</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 01/09/2021

## Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>151_ Grants</b>							
4301 Grants	4,304	9,748	25,000	15,252		15,252	39.0%
4302 Grant CAB	5,000	5,000	5,000	0		0	100.0%
4303 Grant-Young Melksham	10,000	10,000	10,000	0		0	100.0%
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	3,000	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	4,000	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	<b>26,304</b>	<b>41,748</b>	<b>62,500</b>	<b>20,752</b>	<b>0</b>	<b>20,752</b>	<b>66.8%</b>
<b>Net Expenditure</b>	<b>(26,304)</b>	<b>(41,748)</b>	<b>(62,500)</b>	<b>(20,752)</b>			
<b>201_ Town Hall</b>							
1034 Income Town Hall Bookings	409	454	6,500	6,046			7.0%
Town Hall :- Income	<b>409</b>	<b>454</b>	<b>6,500</b>	<b>6,046</b>			<b>7.0%</b>
4100 Gas	0	1,276	3,500	2,224		2,224	36.5%
4101 Electricity	174	1,043	2,500	1,457		1,457	41.7%
4102 Rates	2,376	7,518	10,000	2,482		2,482	75.2%
4103 Water Rates	0	775	1,500	725		725	51.7%
4104 Window Cleaning	0	720	1,400	680		680	51.4%
4106 Maintenance	0	1,322	0	(1,322)		(1,322)	0.0%
4108 Equipment and servicing	929	9,644	8,000	(1,644)		(1,644)	120.6%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
4110 Telephone: security alarms	0	0	150	150		150	0.0%
Town Hall :- Indirect Expenditure	<b>3,478</b>	<b>22,298</b>	<b>28,050</b>	<b>5,752</b>	<b>0</b>	<b>5,752</b>	<b>79.5%</b>
<b>Net Income over Expenditure</b>	<b>(3,069)</b>	<b>(21,844)</b>	<b>(21,550)</b>	<b>294</b>			
<b>202_ Environmental Services</b>							
1027 Agency Services Re-imbursed	0	3,142	3,000	(142)			104.7%
Environmental Services :- Income	<b>0</b>	<b>3,142</b>	<b>3,000</b>	<b>(142)</b>			<b>104.7%</b>
4000 Salaries ENI & Pension	20,273	114,870	255,000	140,130		140,130	45.0%
4027 Telephones and Mobiles	140	962	1,600	638		638	60.2%
4150 Clothing	105	434	2,000	1,566		1,566	21.7%
4151 Tools	107	230	1,000	770		770	23.0%
4153 Vehicle Running Costs	265	3,343	7,000	3,657		3,657	47.8%
4156 Lease of van	996	7,280	12,000	4,720		4,720	60.7%
4163 Maintenance and Repairs	701	5,208	10,000	4,792		4,792	52.1%
4167 Street Furniture	392	555	2,000	1,445		1,445	27.7%

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4186 Maintenance of defibrillators	0	2,645	1,050	(1,595)		(1,595)	251.9%
4196 Container storage	113	675	1,600	925		925	42.2%
4915 Equipment-Purchases	0	923	0	(923)		(923)	0.0%
Environmental Services :- Indirect Expenditure	<b>23,093</b>	<b>137,125</b>	<b>293,250</b>	<b>156,125</b>	<b>0</b>	<b>156,125</b>	<b>46.8%</b>
<b>Net Income over Expenditure</b>	<b>(23,093)</b>	<b>(133,983)</b>	<b>(290,250)</b>	<b>(156,267)</b>			
<u>203 Allotments</u>							
1045 Income Allotments	100	380	4,700	4,320			8.1%
Allotments :- Income	<b>100</b>	<b>380</b>	<b>4,700</b>	<b>4,320</b>			<b>8.1%</b>
4200 Water Rates - Allotments	0	527	1,700	1,173		1,173	31.0%
4201 Maintenance - Allotments	207	207	300	93		93	68.8%
Allotments :- Indirect Expenditure	<b>207</b>	<b>734</b>	<b>2,000</b>	<b>1,266</b>	<b>0</b>	<b>1,266</b>	<b>36.7%</b>
<b>Net Income over Expenditure</b>	<b>(107)</b>	<b>(354)</b>	<b>2,700</b>	<b>3,054</b>			
<u>204 Pavilion</u>							
1046 Income - Pavilion	0	300	3,000	2,700			10.0%
Pavilion :- Income	<b>0</b>	<b>300</b>	<b>3,000</b>	<b>2,700</b>			<b>10.0%</b>
4250 Telephone - Pavilion	0	0	200	200		200	0.0%
4252 Electricity - Pavilion	0	1,040	1,100	60		60	94.6%
4254 Water - Pavilion	0	115	200	85		85	57.4%
4255 Fire Security - Pavilion	82	82	500	418		418	16.4%
4256 Maintenance - Pavilion	0	1,105	1,000	(105)		(105)	110.5%
Pavilion :- Indirect Expenditure	<b>82</b>	<b>2,342</b>	<b>3,000</b>	<b>658</b>	<b>0</b>	<b>658</b>	<b>78.1%</b>
<b>Net Income over Expenditure</b>	<b>(82)</b>	<b>(2,042)</b>	<b>0</b>	<b>2,042</b>			
<u>205 Public Toilets</u>							
1060 Funding for Public Toilets	0	0	6,600	6,600			0.0%
Public Toilets :- Income	<b>0</b>	<b>0</b>	<b>6,600</b>	<b>6,600</b>			<b>0.0%</b>
4180 Running Costs Public Toilets	536	2,849	17,000	14,151		14,151	16.8%
4185 Electricity supply: Toilets	69	910	1,150	240		240	79.1%
Public Toilets :- Indirect Expenditure	<b>606</b>	<b>3,759</b>	<b>18,150</b>	<b>14,391</b>	<b>0</b>	<b>14,391</b>	<b>20.7%</b>
<b>Net Income over Expenditure</b>	<b>(606)</b>	<b>(3,759)</b>	<b>(11,550)</b>	<b>(7,791)</b>			
<u>210 Corporate Properties</u>							
1040 Income 31 Market Place	1,083	3,897	6,900	3,003			56.5%

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## Detailed Income &amp; Expenditure by Budget Heading 01/09/2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1042 Income Roundhouse	139	972	1,600	628			60.8%
Corporate Properties :- Income	<b>1,222</b>	<b>4,870</b>	<b>8,500</b>	<b>3,630</b>			<b>57.3%</b>
4175 Costs Art House Cafe	315	781	500	(281)		(281)	156.2%
4178 Costs Roundhouse	60	60	0	(60)		(60)	0.0%
4191 Costs 31 Market Place	187	187	500	313		313	37.4%
Corporate Properties :- Indirect Expenditure	<b>562</b>	<b>1,028</b>	<b>1,000</b>	<b>(28)</b>	<b>0</b>	<b>(28)</b>	<b>102.8%</b>
<b>Net Income over Expenditure</b>	<b>660</b>	<b>3,842</b>	<b>7,500</b>	<b>3,658</b>			
<u>215_Depot</u>							
4103 Water Rates	9	26	200	175		175	12.8%
4159 Electric - Unit	92	829	750	(79)		(79)	110.6%
4160 Leasing-Unit at Bowerhill	779	4,675	10,850	6,175		6,175	43.1%
4161 Rates-Unit at Bowerhill	460	1,605	2,400	795		795	66.9%
4184 Fire security: Unit	72	106	400	294		294	26.5%
Depot :- Indirect Expenditure	<b>1,411</b>	<b>7,241</b>	<b>14,600</b>	<b>7,359</b>	<b>0</b>	<b>7,359</b>	<b>49.6%</b>
<b>Net Expenditure</b>	<b>(1,411)</b>	<b>(7,241)</b>	<b>(14,600)</b>	<b>(7,359)</b>			
<u>220 Play Areas and Open Spaces</u>							
4157 Grasscutting	3,360	6,625	10,000	3,375		3,375	66.3%
4158 Replacement Play Equipmemnt	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	(29)	592	5,000	4,408		4,408	11.8%
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	<b>3,331</b>	<b>7,217</b>	<b>23,050</b>	<b>15,833</b>	<b>0</b>	<b>15,833</b>	<b>31.3%</b>
<b>Net Expenditure</b>	<b>(3,331)</b>	<b>(7,217)</b>	<b>(23,050)</b>	<b>(15,833)</b>			
<u>221_King George V Park</u>							
4199 Splash & Play Running Costs	2,032	5,202	10,000	4,798		4,798	52.0%
King George V Park :- Indirect Expenditure	<b>2,032</b>	<b>5,202</b>	<b>10,000</b>	<b>4,798</b>	<b>0</b>	<b>4,798</b>	<b>52.0%</b>
<b>Net Expenditure</b>	<b>(2,032)</b>	<b>(5,202)</b>	<b>(10,000)</b>	<b>(4,798)</b>			
<u>302_Projects</u>							
1050 Grants Received	0	1,197	0	(1,197)			0.0%
Projects :- Income	<b>0</b>	<b>1,197</b>	<b>0</b>	<b>(1,197)</b>			
4071 Town Floral Displays	5,732	5,771	10,000	4,229		4,229	57.7%

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2021

## Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4074 Neighbourhood Plan	43	2,236	5,000	2,764		2,764	44.7%
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	<b>5,775</b>	<b>8,007</b>	<b>22,200</b>	<b>14,193</b>	<b>0</b>	<b>14,193</b>	<b>36.1%</b>
<b>Net Income over Expenditure</b>	<b>(5,775)</b>	<b>(6,810)</b>	<b>(22,200)</b>	<b>(15,390)</b>			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional Fees	0	1,729	0	(1,729)		(1,729)	0.0%
East Melksham Community Hall :- Indirect Expenditure	<b>0</b>	<b>1,729</b>	<b>0</b>	<b>(1,729)</b>	<b>0</b>	<b>(1,729)</b>	
<b>Net Expenditure</b>	<b>0</b>	<b>(1,729)</b>	<b>0</b>	<b>1,729</b>			
<u>403 Economic Dev. and Planning</u>							
1030 Income-Melksham Makers Market	219	1,050	1,000	(50)			105.0%
Economic Dev. and Planning :- Income	<b>219</b>	<b>1,050</b>	<b>1,000</b>	<b>(50)</b>			<b>105.0%</b>
4080 Melksham in Bloom Competition	628	628	500	(128)		(128)	125.7%
4308 CCTV	0	0	2,500	2,500		2,500	0.0%
4309 New sletter	40	40	4,000	3,960		3,960	1.0%
4312 Shurnhold Fields	393	472	0	(472)		(472)	0.0%
4327 Community Development Support	0	0	750	750		750	0.0%
4328 Business Netw orking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	0	46	1,500	1,454		1,454	3.1%
4356 Highw ays projects CATG	0	0	6,000	6,000		6,000	0.0%
4922 Publicity and Marketing	0	0	1,000	1,000		1,000	0.0%
4925 Town Development	0	4,949	6,500	1,551		1,551	76.1%
Economic Dev. and Planning :- Indirect Expenditure	<b>1,061</b>	<b>6,136</b>	<b>23,750</b>	<b>17,615</b>	<b>0</b>	<b>17,615</b>	<b>25.8%</b>
<b>Net Income over Expenditure</b>	<b>(842)</b>	<b>(5,085)</b>	<b>(22,750)</b>	<b>(17,665)</b>			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	40,000	40,000			0.0%
Solar Farm Projects :- Income	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>			<b>0.0%</b>
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>40,000</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 01/09/2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>501 Assembly Hall Central Costs</b>							
1000 Income-Assembly Hall Lettings	539	2,803	20,000	17,197			14.0%
1050 Grants Received	211	14,994	0	(14,994)			0.0%
<b>Assembly Hall Central Costs :- Income</b>	<b>750</b>	<b>17,796</b>	<b>20,000</b>	<b>2,204</b>			<b>89.0%</b>
4000 Salaries ENI & Pension	32,208	80,694	103,000	22,306		22,306	78.3%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	204	436	1,500	1,064		1,064	29.1%
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	11	60	500	440		440	12.0%
4913 Water	162	1,482	2,000	518		518	74.1%
4914 Rates	861	5,164	9,000	3,836		3,836	57.4%
4916 Maintenance-Equipment	0	21	3,000	2,979		2,979	0.7%
4917 Service Contracts	2,364	3,916	7,000	3,084		3,084	55.9%
4918 Maintenance-General	35	61	500	439		439	12.1%
4922 Publicity and Marketing	0	0	2,000	2,000		2,000	0.0%
4923 Cash register/bar phone	90	582	1,400	818		818	41.6%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB and Worldpay	106	447	1,000	553		553	44.7%
<b>Assembly Hall Central Costs :- Indirect Expenditure</b>	<b>36,042</b>	<b>93,041</b>	<b>147,500</b>	<b>54,459</b>	<b>0</b>	<b>54,459</b>	<b>63.1%</b>
<b>Net Income over Expenditure</b>	<b>(35,292)</b>	<b>(75,245)</b>	<b>(127,500)</b>	<b>(52,255)</b>			
<b>510 Assembly Hall Events</b>							
1004 Film show s	0	0	500	500			0.0%
1173 Live Entertainment	2,165	2,165	0	(2,165)			0.0%
<b>Assembly Hall Events :- Income</b>	<b>2,165</b>	<b>2,165</b>	<b>500</b>	<b>(1,665)</b>			<b>432.9%</b>
4919 Films: expenses and contract	1,572	1,573	500	(1,073)		(1,073)	314.7%
<b>Assembly Hall Events :- Indirect Expenditure</b>	<b>1,572</b>	<b>1,573</b>	<b>500</b>	<b>(1,073)</b>	<b>0</b>	<b>(1,073)</b>	<b>314.7%</b>
<b>Net Income over Expenditure</b>	<b>593</b>	<b>591</b>	<b>0</b>	<b>(591)</b>			
<b>520 Assembly Hall Bar and Catering</b>							
1001 Income-Assembly Hall Bar	446	1,606	20,000	18,394			8.0%
<b>Assembly Hall Bar and Catering :- Income</b>	<b>446</b>	<b>1,606</b>	<b>20,000</b>	<b>18,394</b>			<b>8.0%</b>
4903 Assembly Hall Bar expenditure	966	1,672	10,000	8,328		8,328	16.7%
<b>Assembly Hall Bar and Catering :- Indirect Expenditure</b>	<b>966</b>	<b>1,672</b>	<b>10,000</b>	<b>8,328</b>	<b>0</b>	<b>8,328</b>	<b>16.7%</b>
<b>Net Income over Expenditure</b>	<b>(520)</b>	<b>(66)</b>	<b>10,000</b>	<b>10,066</b>			

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## Detailed Income &amp; Expenditure by Budget Heading 01/09/2021

Month No: 6

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	12,858	0	(12,858)			0.0%
Earmarked Reserves :- Income	<b>0</b>	<b>12,858</b>	<b>0</b>	<b>(12,858)</b>			
9202 Unplanned Maintenance	0	0	65,780	65,780	65,780		0.0%
9203 Recreation Fund	0	0	2,130	2,130	2,130		0.0%
9204 Town Team Project	0	0	5,000	5,000	5,000		0.0%
9218 Election expenses	0	0	10,830	10,830	10,830		0.0%
9228 Office Equipment	0	0	4,275	4,275	4,275		0.0%
9232 Street Furniture	0	0	6,837	6,837	6,837		0.0%
9233 Equipment Replacement	0	0	21,000	21,000	21,000		0.0%
9243 Green Spaces	0	0	11,632	11,632	11,632		0.0%
9244 Major Projects Reserve	1,141	9,552	299,900	290,348	290,348		3.2%
9245 Solar Money	0	0	13,123	13,123	13,123		0.0%
9246 Precept Support Fund	0	0	45,000	45,000	45,000		0.0%
9248 CIL	0	0	25,377	25,377	25,377		0.0%
Earmarked Reserves :- Indirect Expenditure	<b>1,141</b>	<b>9,552</b>	<b>510,884</b>	<b>501,332</b>	<b>0</b>	<b>501,332</b>	<b>1.9%</b>
<b>Net Income over Expenditure</b>	<b>(1,141)</b>	<b>3,306</b>	<b>(510,884)</b>	<b>(514,190)</b>			
Grand Totals:- Income	<b>464,686</b>	<b>964,568</b>	<b>1,033,550</b>	<b>68,982</b>			<b>93.3%</b>
Expenditure	<b>133,740</b>	<b>535,934</b>	<b>1,554,634</b>	<b>1,018,700</b>	<b>0</b>	<b>1,018,700</b>	<b>34.5%</b>
<b>Net Income over Expenditure</b>	<b>330,946</b>	<b>428,634</b>	<b>(521,084)</b>	<b>(949,718)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>330,946</b>	<b>428,634</b>					

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# Agenda Item 7.5

**Melksham Town Council**  
**Earmarked Reserves 31 March 2022**  
**Schedule E**  
**30.09.2021**

	Balance at 1.04.2021	Added in Year	Total Spent	Closing Balance
Unplanned Maintenance	65,780	12,858	9,552	65,780
Recreation Fund	2,130			2,130
Election Expenses	10,830			10,830
Office Equipment	4,275			4,275
Street Furniture	6,837			6,837
Equipment Replacement	21,000			21,000
Green Spaces	11,632			11,632
Major Projects Reserve	299,900			290,348
CIL	12,519			25,377
Solar Money	13,123			13,123
Precept Contribution 20/21	45,000			45,000
Town Team Project	5,000	5,000		
	498,026	12,858	9,552	501,332

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## Melksham Town Council

### Minutes of the Asset Management and Amenities Committee meeting held on Monday 11th October 2021

**PRESENT:** Councillor C Goodhind (Chair)  
Councillor C Forgacs (Vice-Chair)  
Councillor C Houghton  
Councillor L Lewis  
Councillor J Oatley  
Councillor T Price

**IN ATTENDANCE:** Councillor P Aves

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk
	Hugh Davies	Amenities Manager
	Miriam Zaccarelli	Community Development Officer

**PUBLIC:** One member of the press was present

#### **32/21 Apologies**

Apologies were received from Councillors J Crundell and S Crundell.

#### **33/21 Declarations of Interest**

There were no declarations of interest.

#### **34/21 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 2 August 2021, having previously been circulated, be approved as a correct record and signed by the Deputy Town Mayor, Councillor Goodhind.

#### **35/21 East of Melksham Community Centre**

David Sharp of BTA Architects gave a presentation on the plans for the East of Melksham Community Centre. He stated the ideas were conceptual and would require input from the Council to produce a more detailed design. The initial site proposed under S 106 by the developer was for a smaller hall. The site at Spa Road could provide a larger hall with outside space, but there are issues with the

proposed access. David confirmed that other access points had been explored, and further engagement would be required with Wiltshire Council Highways team and the developer.

The Town Clerk stated the release of the funding for the hall would be dependent on the occupation of 300 houses. Officers are monitoring the level of occupancy regularly.

The Deputy Town Mayor, Councillor Goodhind, thanked David Sharp for his presentation.

### **36/21 New Amenities Building at King George V Park (Maintenance Shed)**

Richard Page from MVG architects reported on the plan to replace the existing disused building with a new building on a slightly smaller footprint with a simple, cost-effective solution. Richard confirmed the new building could not effect the roots of a nearby tree, or lose any car parking spaces. The architect are waiting for Town Council permission to submit the planning application to Wiltshire Council for approval which should take approximately thirteen weeks.

Town Clerk confirmed that Council had resolved to apply for a public works loan to fund the build, however further agreement for additional funding may be required from Council.

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

**UNANIMOUSLY RESOLVED** that NVB Architects are requested to submit the planning application to Wiltshire Council for the new Amenities Building at King George V Park.

The Deputy Town Mayor, Councillor Goodhind, thanked Richard for his presentation.

### **37/21 King George V Park**

The Amenities Manager reported on:

Works Undertaken During the Year:

- opening the Cricketers Café in King George V Park.
- running the Splashpad.
- extensive staff training.
- re-established links with the Sparkle Team and the Parish Steward.
- introduction of 7 days-a-week working for the Amenities Team.
- the excellent standard of horticultural aspect within the town which had resulted in a Gold South-West in Bloom award.

Current Works:

- working to open the Toilets in Bath Road.
- installing solar lighting as perimeter lighting for King George V Park.
- two companies are quoting to survey the drainage requirements in the Sensory Garden.
- installing blocks and additional bollards to stop unauthorised encampment on King George V Park.
- the fenced off large slide was the responsibility of the contractor to repair.
- creating the capability in the new Maintenance Shed to sub meter the electricity to supply to King George V Park for larger events.

Future Works:

- a decision is required on how the Cricketers café would be managed in the future.
- two park ranger posts would be advertised to commence in March 2022.
- the market place toilets consultation had ended and results would be shared with Melksham Without Parish Council, who contribute towards the operating costs, to be involved in the final decision.
- phone boxes would be painted by volunteers.

The Town Clerk confirmed the council would need to review the play equipment in King George V Park near the zip line to earmark funding for replacement equipment in future.

**38/21 Hiring of Parks and Skatepark Policy**

The report of the Assistant Town Clerk was noted.

The committee considered costs for hiring Parks and the Skatepark when compared with other local council's charges.

The Town Clerk confirmed the policy would be monitored and charges could be amended where appropriate.

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

**RESOLVED** that the Hiring of Parks and Skatepark Policy be adopted by the Council.

**39/21 Draft Budget of the Asset Management and Amenities Committee 2022-2023**

The committee received the draft Asset Management and Amenities Committee budget for 2022-2023.

The Town Clerk explained the 2022-2023 budget figures. She confirmed this the first budget attempt and there would be several opportunities to craft the budget before setting the precept in January 2022. After the committee had

reviewed this budget it would be forwarded to the Finance, Administration and Performance Committee.

The Town Clerk explained the defibrillator budget increase to £8,000 covered the cost of replacing old equipment. She suggested the Committee start an earmarked reserve/sinking fund in order to budget for replacement equipment.

The Town Clerk confirmed the Bowerhill unit would no longer be required when the new Maintenance Shed is built in King George V Park. The Bowerhill rent currently paid would be used to repay the cost of the loan from the Public Works Board.

#### **40/21      Party in the Park**

The Committee considered the request from the organisers of Party in the Park to use the King George V Park for their event in 2022. The request included power and water to be provided by the Town Council, the Café to remain open but the Splashpad and the children's play area to be closed.

The Town Clerk confirmed provision of security would be the responsibility of the organisers.

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

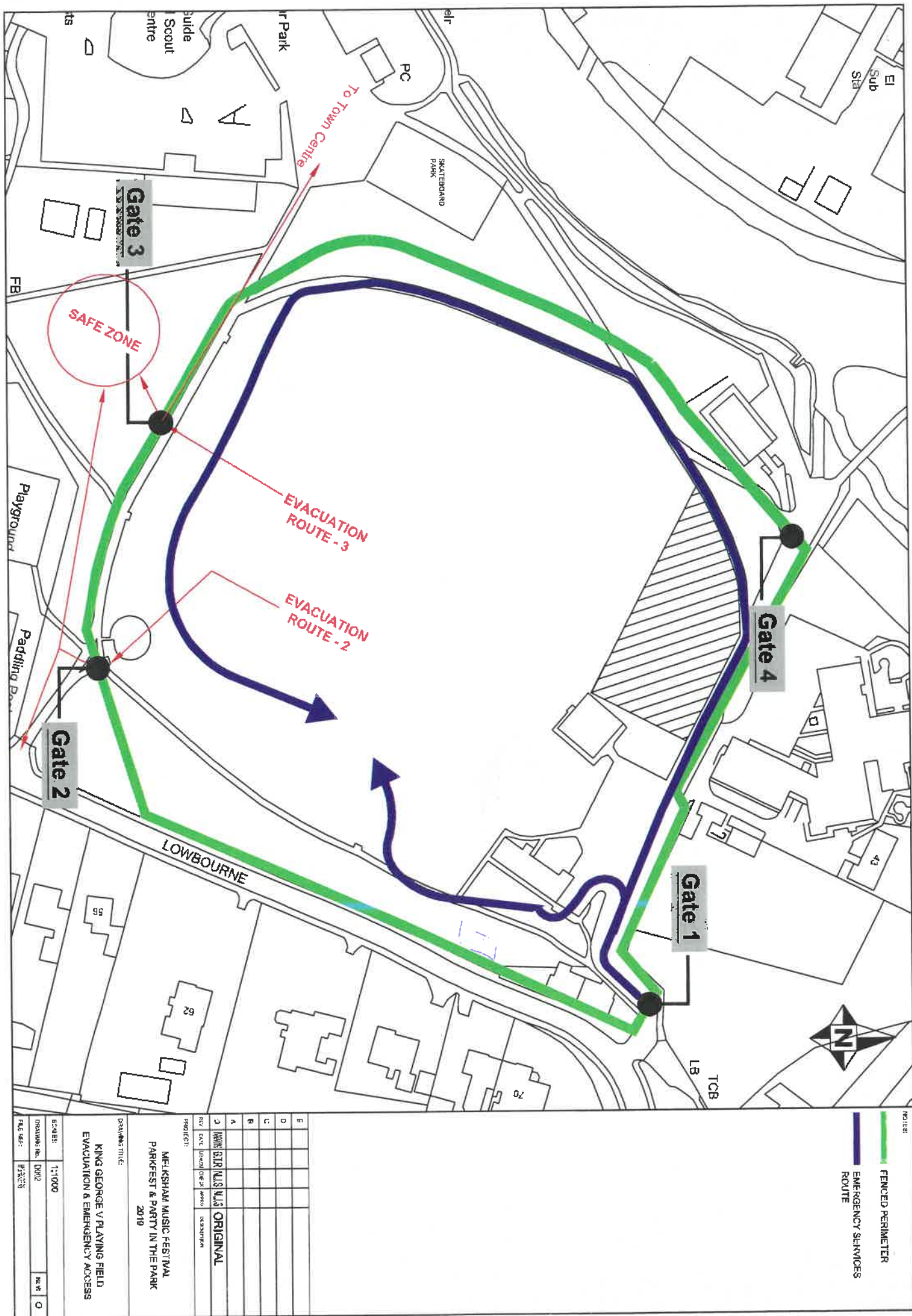
**UNNIMOUSLY RESOLVED** to support the request to hold the event in King George V Park in 2022, with power and water being provided by the town council. The request to be recommended to the Full Council meeting to be held on 25 October 2021 for approval.

Meeting Closed at: 8.24 pm

**Signed:** .....

**Dated:**





- NOTES:
- FENCED PERIMETER
  - EMERGENCY SERVICES ROUTE

E		
D		
C		
B		
A		
3	WORKS BY MELKSHAM MUSIC ORIGINAL	
REV	DATE	DESCRIPTION

PROJECT: MELKSHAM MUSIC FESTIVAL PARK  
 DRAWING TITLE: KING GEORGE V PLAYING FIELD  
 EVACUATION & EMERGENCY ACCESS

SCALE:	1:1000
DRAWN BY:	DRG
CHECKED BY:	
FILE NO.:	PRJ018
DATE:	

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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 5th July 2021

**PRESENT:** Councillor Goodhind (Deputy Town Mayor)  
Councillor G Cooke (Vice-Chair)  
Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor S Mortimer  
Councillor J Oatley

**OFFICERS:** David McKnight                      Economic Development Manager  
Taylor Robinson                      Business Administration  
Apprentice

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

#### **80/21      Apologies**

Apologies were received from the Town Mayor, Councillor Hubbard and  
Councillor Rabey.

#### **81/21      Declarations of Interest**

There were no declarations of interest.

#### **82/21      Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 14 June 2021 having previously  
been circulated, were approved as a correct record and signed by the Chair,  
Councillor Cooke.

#### **83/21      Planning Applications**

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

[PL/2021/06261](#)

48 KING STREET, MELKSHAM, SN12 6HG

Two cypress trees – Fell.

Consultation Deadline: 12/07/2021

**Agreement: Unanimous**

[PL/2021/05340](#)

4 WINDSOR AVENUE, MELKSHAM, SN12 6BE

Proposed Replacement Pitched Roof

Consultation Deadline: 12/07/2021

**Agreement: Unanimous**

[PL/2021/05032](#)

62 SANDRIDGE ROAD, MELKSHAM, SN12

7BS

Replace existing conservatory with rear single storey extension

Consultation Deadline: 14/07/2021

**Agreement: Unanimous**

[PL/2021/05172](#)

23 WESTBURY VIEW, MELKSHAM, SN12 7JJ

Front, rear and side extensions.

Consultation Deadline: 08/07/2021

**Agreement: Unanimous**

[PL/2021/05215](#)

70 LONGFORD ROAD, MELKSHAM, SN12

6AU

Proposed demolition of attached garage to habitable space of No.70 Longford Road.

Erecting proposed 2 bedroom new dwelling with associated parking for property.

Allowing for drop kerbs to existing and proposed dwelling. Parking increased to existing No.70 Longford Road to front of dwelling.

Consultation Deadline: 21/07/2021

**Agreement: Resolved to additionally express concern regarding the close proximity of the north-east corner of the proposed additional dwelling to the public footpath on Conway Crescent.**

Members noted the following planning decisions:

[20/11038/FUL](#)

23 SEMINGTON ROAD, MELKSHAM, SN12 6DF

Creation of a vehicular access and hardstanding to front of property.

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection**

[PL/2021/03106](#)

17 THE CLOSE, MELKSHAM, SN12 6AG

Proposed demolition of rear Conservatory and erection of single storey rear extension.

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection**

[21/02100/LBC](#)

1 HALFWAY FARM, BEANACRE ROAD, MELKSHAM, SN12 8BL

Replace existing crittal metal windows with slimline aluminium double glazed windows.

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection**

[PL/2021/04757](#)

LAND EAST OF SPA ROAD, MELKSHAM, WILTS

Temporary installation of housing development marketing signs including flagpoles and totem signs.

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection with Conditions**

[PL/2021/04513](#)

SPENCERS SPORT AND SOCIAL CLUB, BEANARCE ROAD, MELKSHAM, SN12 8AG  
Proposed Container For Storage & New Fencing for Bin store to serve sports and social club

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection**

[PL/2021/03007](#)

MELKSHAM HOUSE, 27 MARKET PLACE, MELKSHAM, SN12 6ES

A twin lane non turf cricket practice area. A 27m x 9.32m secure fenced area, with double gates opening up with batting practice cricket nets within. Located on an open space within a cricket ground.

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection**

[PL/2021/03860](#)

15 HAZELWOOD ROAD, MELKSHAM, SN12 6HP

Proposed garage conversion & replacement flat roof and rear conservatory.

**Decision: Approved with conditions**

**MTC Consultee Response: No Objection**

[PL/2021/03382](#)

36 ROUNDPOND, MELKSHAM, SN12 8DL

Proposed two storey side extension with single storey rear extension to dwelling.

**Decision: Approved with conditions**

**MTC Consultee Response: No Comment**

[PL/2021/04956](#)

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

**Decision: No Objection**

**MTC Consultee Response: Object - No clear reason for felling the tree, it is not clear if the tree is protected and it could be a registered bat roost**

[PL/2021/03892](#)

25 CORONATION ROAD, MELKSHAM, SN12 7PE

Proposed front porch

**Decision: Approved with conditions**

**MTC Consultee Response: No objection**

[PL/2021/03183](#)

STATION APPROACH, MELKSHAM, SN12 8BN

Proposed advertising sign at the entrance to Station Approach and illuminated cafe sign at the gable end of the cafe building facing the station platform.

**Decision: Approved with conditions**

**MTC Consultee Response: No objection**

[PL/2021/04477](#)

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

**Decision: Approved with conditions**

**MTC Consultee Response: No objection**

**85/21 Community Area Transport Group (CATG) Issues**

**85/21.1 Highways Improvement Notice for Heather Avenue/ Dorset Crescent footway.**

Members noted the Highways Improvement Notice for the footway between Heather Avenue / Dorset Crescent.

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

**UNANIMOUSLY RESOLVED** to contact Wiltshire Council Highways regarding the feasibility of installing a 2 metre staggered barrier to reduce the speed of E-scooter users.

**85/21.2 Highways Improvement Notice for Bowden Crescent.**

Members noted the Highways Improvement Notice for Bowden Crescent.

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

**UNANIMOUSLY RESOLVED** to advise the resident to contact the Police Community Support Officer and ask the Economic Development Manager to contact Wiltshire Council Highways for advice on issues caused by obstruction of the entrance to the cul-de-sac by parked cars.

**85/21.3 Murray Walk Lighting**

The report of the Economic Development Manager was noted.

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

**UNANIMOUSLY RESOLVED**

- To contact the Parish Steward for Melksham and request that overhanging branches and foliage restricting existing light distribution be pruned back.
- To request that the light timing schedule is switched off to facilitate maximum illumination of the parks.

The efficacy of the changes made is to be reported back to the Economic Development and planning committee and consideration may be given to:

- Increasing the height of the existing lights to improve the lit area.
- The installation of Solar Lights at points of maximum darkness.

**86/21 Heather Avenue Anti-Social Behaviour**

It was considered that the resolution under minute 85/21.1 should address this problem.

**87/21 Blenheim House Bus Shelter**

The report of the Economic Development Manager was noted.

It was proposed by Councillor Cooke seconded by Councillor Aves and

**UNANIMOUSLY RESOLVED to:**

- Request the replacement of the current shelter with a bus stop flag and new timetable boxes be placed on bus shelters either side of the road
- Contact Melksham Transport Users Group requesting that they adopt the two bus stops.
- Contact Faresaver Buses for any statistics on how often the shelter outside Blenheim House is used.

**88/21 Land East of Spa Road - Response to Planning Concerns Raised**

The report of the Economic Development Manager was noted.

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

**UNANIMOUSLY RESOLVED**

- To contact the Wildlife Crime Officer at Wiltshire Constabulary to obtain a copy of their ecology investigation findings.



**89/21      Consideration of the two Planning Applications by the Western Area Planning Committee**

Members noted the invitation to attend the meeting of the Western Area Planning Committee on 7 July 2021 at 3:00pm.

[20/11601/REM](#) - Land East of Spa Road, Melksham

[21/01111/REM](#) - Land East of Spa Road, Melksham

**90/21      Traffic Surveys in Wiltshire Procedure**

The report of the Economic Development Manager was noted.

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

**UNANIMOUSLY RESOLVED** to trial the new procedure for requesting traffic surveys and review the process in one year.

**91/21      Parish Steward**

The report of the Economic Development Manager concerning the role of the Parish Steward was noted.

**92/21      Temporary Closure of Woodrow Road**

Members noted the extension of the temporary closure of Woodrow Road until 23 August 2021.

**93/21      Bus services Consultation**

The report of the Economic Development Manager was noted.

It was **agreed** that a response to Wiltshire Council would be drafted and circulated to Committee members by Councillor Ellis. Subject to members agreement the response would be submitted to Wiltshire Council

Meeting Closed at: 9.00 pm

**Signed:** .....

**Dated:**

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# Public Document Pack

## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 26th July 2021

**PRESENT:** Councillor J Hubbard (Chair)  
Councillor P Aves  
Councillor S Crundell  
Councillor G Ellis  
Councillor C Goodhind  
Councillor S Mortimer  
Councillor J Oatley  
Councillor T Price  
Councillor S Rabey

**IN ATTENDANCE:** Councillor M Sankey Wiltshire Councillor

**OFFICERS:** David McKnight Economic Development Manager  
Christine Hunter Committee Clerk

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

Councillor Sankey explained he was interested in four items on the agenda, three of which were connected:

1. the Community Area Transport Group request to designate Snarlton Lane as no entry for all vehicles except for access to reduce the number of vehicles and address the ongoing speeding issue.
2. the suggestion of putting in a pedestrian crossing from Nightingale Close – he supported making the area safer and suggested asking the Parish Steward to cut back the vegetation at the crossing.
3. the Metro Count request for Skylark Road to quantify speeding issues at this locality, stating that it was difficult to understand the scale of the speeding problem without a Metro Count; cats have been run over and there is a children's play area nearby.
4. the application for 150 houses at Beanacre – the Committee were asked to bear in mind that the Neighbourhood Plan had already considered the site unsuitable for development.

Chris Tweedy, resident of Bowerhill and business owner, wanted to speak to the by-pass consultation. The Town Mayor, Councillor Hubbard, confirmed he would move item 10 to the

start of the agenda, and suspend Standing Orders until after the by-pass presentation, to accept questions on the subject from members of the public and councillors.

**94/21      Apologies**

Apologies were received from Councillor Cook.

**95/21      Declarations of Interest**

There were no declarations of interest.

**96/21      Minutes of Previous Meeting**

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

**UNANIMOUSLY RESOLVED** that the minutes of the Economic Development and Planning Committee meeting held on 5 July 2021, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor Hubbard.

**97/21      Wiltshire Council By-pass Consultation**

A presentation was given by Steve Wilson, Major Highways Project Engineer at Wiltshire Council who advised that the second consultation was launched at the Area Board meeting on 23 June 2021 and would close on 8 August 2021.

Steve Wilson referred members to consultation documents on the Wiltshire Council website.

<http://www.wiltshire.gov.uk/highways-a350-melksham-by-pass>

Information was provided on the following:

- where Wiltshire Council is in the process
- the route choice
- specific potential areas of interest for Melksham town, e.g. traffic flows, and potential walking/cycling considerations
- the envisaged timescales - if the proposal is approved work would not commence before 2025 and should last approximately two to three years

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

**UNANIMOUSLY RESOLVED** to suspend Standing Orders.

Steve Wilson held a 'question and answer' session.

Chris Tweedy stated that :

1. the by-pass plan was developed from traffic data pre Covid-19 and increasing numbers of people are now working from home. He asked in view of the Government and Wiltshire Council's push to become carbon neutral, would there be further research into the need for a by-pass when traffic levels are lower than they were previously?
2. one of the key priorities of the Joint Melksham Neighbourhood Plan was to protect and enhance green infrastructure and the proposal to build a very large polluting road would ruin the ambiance of the countryside and impact on the canal area. As the location of the road route affects the canal area and causes most concern, could the by-pass route be altered?

Steve Wilson confirmed:

1. the Wiltshire-wide traffic model was used in the development of this scheme. Traffic had reduced at the start of the pandemic but has generally returned to pre-pandemic levels. Working from home could flatten the peak hours in the morning and evening and traffic flows could be more regular throughout the day. The methodology of the work being carried out is, and must be, in accordance with latest Department of Transport standards.
2. the impact of the road would be considered and addressed through the Environmental Impact Assessment as part of the planning application process which would identify any mitigation required. The route 10D option to bring the by-pass away from Bowerhill and across the canal had already been considered and rejected as the increased costs outweighed any benefits. The best possible business case option needs to be produced for the scheme to be attractive for investment.

Joe McCann asked if the by-pass business case would include the benefits to the town, i.e. semi-pedestrianisation of the town centre, improved access to the railway station etc. or would these be costed at a later date?

Steve Wilson explained that the potential complementary measures would be reviewed and if they made good sense in terms of the business case, they would be incorporated within the route. The proposed route is longer and has given the best Benefit to Cost Ratio (BCR). If the complementary measures can't produce the best BCR in their own right, the opportunity for such a proposal would be developed through another funding route. The impact on walking and cycling affected by the by-pass route would be included in the scheme.

The Town Mayor, Councillor Hubbard, asked at what point in the process would the cost benefit analysis be carried out to include the complementary measures, and when would residents be notified as to whether those benefits would be part of the substantive bids or facilitated for in the future?

Steve Wilson confirmed that it is anticipated that a clearer view of the overall scope of the scheme would be available by the end of the summer.

Paul (a resident attending via Zoom,) asked what consideration had been given to zero emissions targets, congestion and zoning charges, and the impact of displacing vehicles into the by-pass as a result of traffic restrictions on Cleveland Bridge, Bath, and when in the process had this been considered?

Steve Wilson advised that Bath did not form part of the traffic modelling carried out for the by-pass but would be considered. Its impact is not clear presently.

Councillor Hubbard returned the meeting to Standing Orders

Councillor Mortimer asked how the increased traffic coming from Bath to Chippenham would impact on the town?

Steve Wilson confirmed that the traffic from Bath on the A365 would meet the A350 which would still be open to traffic. As the A350 became less used it would open up opportunities. e.g. a cycle link between Melksham and Lacock, but it would continue to be a designated "A" road.

Councillor Price asked whether increased public transport use, as supported by the government, would be included when planning for the next 20-30 years, meaning that the by-pass would be obsolete? He also raised residents' concerns about the negative effect the by-pass would have on local house values.

Steve Wilson confirmed that the scheme would need to be measured against a suite of government documentation regarding alternatives to car use, and that the 1973 Land Compensations Act dealt with Part 1 Claims for Compensation for reductions in property values.

Councillor S Crundell stated that Melksham enjoys its rurality and that the by-pass would establish a ring road around Melksham, fundamentally changing the nature of the town and Beanacre. Councillor S Crundell questioned whether the by-pass would actually solve problems in Beanacre, and if not, what was the point of it?

Steve Wilson replied that the strategic role played by the A350 for the whole of the county had been considered. One option was for a shorter, cheaper by-pass which would have severed the town centre from Bowerhill. However, by using the longer route better travel around the town would be facilitated.

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

**UNANIMOUSLY RESOLVED** that the Town Mayor, Councillor Hubbard, be asked to call an Extraordinary Full Council meeting on 9 August 2021, to consider Melksham Town Council's response to the by-pass Consultation for agreed receipt by 10 August 2021.

## 98/21 Planning Applications

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

[PL/2021/03098](#) 6 Conway Crescent, Melksham, Wilts, SN12 6BA  
Replace existing back garden and side garden fence and gate  
**Consultation Deadline: 28-07-2021**  
**Agreement Unanimous**

[PL/2021/04786](#) 11 Wharf Court, Melksham, SN12 7NS  
Removal of existing window to be replaced by double French doors  
**Consultation Deadline: 03-08-2021**  
**Agreement Unanimous**

[PL/2021/04787](#) 2 Wharf Court, Melksham, SN12 7NS  
To remove a window in lounge and replace with a patio door on to the garden  
**Consultation Deadline: 03-08-2021**  
**Agreement Unanimous**

[PL/2021/05345](#) 24 Hazelwood Road, Melksham, SN12 6HP  
Single storey extension and a refurbishment of the garage.  
**Consultation Deadline: 02-08-2021**  
**Agreement Unanimous**

[PL/2021/06128](#) 44 Primrose Drive, Melksham, SN12 6GB  
Proposed second storey side and rear extension over existing garage and wrapping around rear ground floor extension.  
**Consultation Deadline: 05-08-2021**  
**Agreement Unanimous**

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

[PL/2021/05391](#) Land to the West of A350 (Beanacre Road) North of Dunch Lane, Melksham, Wiltshire  
Outline planning application for up to 150 dwellings with formal and informal public open space, including areas of play, associated landscaping and vehicular and pedestrian accesses off the A350 (Beanacre Road). All matters reserved except for vehicular access.  
**Consultation Deadline: 30-07-2021**

It was noted that Melksham Town Council had responded to the developer following a confidential pre-application

meeting and that the concerns of councillors at this planning application stage reflected those previously raised.

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

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

- the Council wished to emphasise that the proposed development site had been considered unsuitable for development and, therefore, not been adopted by the Joint Melksham Neighbourhood Plan 2020-2026.
- A350 traffic coming from the north of the site and queuing to turn right to enter the development, would cause considerable standing traffic within Beanacre village, and, as a result, increased air pollution.
- traffic exiting the development turning right in a southerly direction towards Melksham would have to cross the habitually busy carriageway.
- to ensure safe access into and egress from the site, Councillors requested the construction of a roundabout at the junction of the estate road with the A350.
- from a landscape perspective the site's location would mean coalescence of Melksham with the village of Beanacre which was not considered desirable.
- a secondary access point to the development should be included, because, in the event of the entrance to the development being blocked at the A350 junction, emergency vehicles called to a second incident within the development would require means of access and egress.
- the development, if approved, risked greater pressure on existing drainage systems. A robust site drainage proposal with appropriate attenuation would be required for the site.

Should the development be approved by Wiltshire Council the S.106 funding should be used to:

- improve links from the development to local footpath infrastructure allowing easier access for residents of the development to leisure and education facilities



along Scotland Road, over the river and to the existing footpaths to the east of the river.

- create a convenient footpath from the development through Foundry Close to Melksham Railway Station and improve the local footpath infrastructure along the A350 to help facilitate easy access to the station, bus stops and other amenities within walking distance.
- reduce the visual impact and noise pollution from the railway, and the visual impact of the development on Beanacre village to the north. The developer should plant additional mature trees, between the development and the railway as well as between the development and the northern boundary of the site, ensuring professional management of the resulting woodland areas.
- make appropriate financial contributions for the provision of healthcare and education facilities in the locality of the development. The commitment of Wiltshire Council and the NHS should be secured to develop such facilities.

## 99/21 Planning Decisions

Members noted the following planning decisions:

[PL/2021/04092](#)

Land at Barnwell Road, Melksham, SN12 7DG  
Erection of a 4 bed dwelling.

**MTC Consultee Response: No objection**

**Decision: Approve with Conditions**

[PL/2021/05340](#)

4 Windsor Avenue, Melksham, Wiltshire, SN12 6BE  
Proposed Replacement of Pitched Roof

**MTC Consultee Response: No objection**

**Decision: Approve with Conditions**

## 100/21 Community Area Transport Group (CATG) issues

### .1 Snarlton Lane - proposal to designate no entry to all vehicles except for access

The Town Mayor, Councillor Hubbard, advised that if the Committee were minded to support the request to make Snarlton Lane an access only road with a new crossing, this would be an expensive option and a request would have to be forwarded to Full Council for approval to vire additional funds into the CATG budget.

Councillor Sankey was asked to suggest to residents that if they believed a vehicle is parked and dealing drugs they dial 101 to report the incident.

It was agreed that the Highways Improvement proposal would be discussed at the meeting with the Wiltshire Council Highways Team, Melksham Town Council and Councillor Sankey.

**.2 Pine Close - bend of Pine Close/Hazelwood Road**

The Town Mayor, Councillor Hubbard, confirmed that a Metro Count had been requested from Wiltshire Council, and was still outstanding.

It was agreed to ask the Economic Development Manager to write to the resident confirming that the Town Council had requested a Metro Count from Wiltshire Council.

**.3 Snarlton Lane - the crossing from Nightingale Close across Snarlton Lane**

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

**UNANIMOUSLY RESOLVED** that the Economic Development Manager be asked to arrange a site meeting with Mark Stansby of the Wiltshire Council Highways Team and Councillor Sankey to review and suggest solutions to the issues raised.

**.4 Addison Road - Parking Issues**

Members noted the request from Councillor Alford.

It was agreed that the Economic Development Manager be asked to write to Selwood Housing Group (a housing association) requesting that they contact residents regarding parking on the semi-circular green in Addison Road, notifying them that complaints had been received.

**101/21 Traffic Survey (Metro Count) Request**

Councillor Sankey was asked to forward the number of a suitable lamp post to the Committee Clerk in order that a Metro Count request for Skylark Road could be submitted to Wiltshire Council. He was also asked to notify Sgt James Twyford, of Wiltshire Police, of the issues regarding speeding in Skylark Road.

**102/21 Temporary Road Closure Notices**

Members noted the temporary road closure notices as follows:

- B3353 (Part), Corsham commencing 23 August 2021
- B3353 Bradford Road (Part), Melksham and Melksham Without commencing 21 August 2021
- Forest Road (Part), Melksham commencing 23 August 2021
- A3102 Lowbourne Road and Sandridge Road to the roundabout with Blackmore Road and Church Lane on Sunday 13 February 2022.

**103/21 Wiltshire Council Gambling Statement of Licensing Principles**

The Wiltshire Council Gambling Statement of Licensing Principles was noted.

It was agreed to ask a representative from the Wiltshire Council Licensing team to give a presentation at, or provide a briefing for, the next meeting of the Economic Development & Planning Committee to be held on 16 August 2021.

**104/21 Confidential Session**

It was **UNANIMOUSLY RESOLVED** that in view of the confidential nature of the information to be discussed, that the press and public be instructed to withdraw.

**105/21 Notification of development proposal, Melksham Without Parish Council**

Members noted the confidential report of the Economic Development Manager.

Meeting Closed at: 9.35 pm

Signed: .....

Dated:

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# Public Document Pack

## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 16th August 2021

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

#### IN

**ATTENDANCE:** Councillor M Sankey Wiltshire Councillor

**OFFICERS:** David McKnight Economic Development Manager

**PUBLIC PARTICIPATION:** One member of the press was present

Councillor Sankey explained that he had attended the meeting to:

- hear the debate on the planning application PL/2021/06702.
- report on a meeting between members, residents local to the Primrose Drive play area and other stakeholders. Installing a bollard at Heather Avenue and Dorset Crescent as a speed mitigation measure on the pathway had been proposed to the Wiltshire Council Highways Team. The Police required good quality photos of incidents at the site. However, the legality of using such third-party images could potentially be an issue. He recommended that the Town Clerk should be consulted on this matter. He also suggested that the Town Council might consider purchasing a trail camera.
- Councillor Sankey confirmed that he was waiting for the Wiltshire Highways Team to confirm a date to discuss issues and review the pedestrian exit from Forest and Sandridge School on Snarlton Lane, opposite the junction with Nightingale Close.

#### 106/21 Apologies

Apologies were received from Councillors Oatley and Rabey. Councillor Rabey was substituted by Councillor Houghton.

## **107/21     Declarations of Interest**

Councillor Mortimer declared a non-pecuniary interest in relation to minute number 109/21 in respect of Planning Application number PL/2021/07034. Councillor Mortimer remained in the meeting, However did not take part in the debate on this item.

## **108/21     Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of the Economic Development and Planning Committee meeting held on 26 July 2021, having previously been circulated, were approved as a correct record and were signed by the Town Mayor, Councillor Hubbard.

## **109/21     Planning Applications**

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

- |                                      |   |
|--------------------------------------|---|
| <a href="#"><u>PL/2021/06503</u></a> | SHURNHOLD FARM BUSINESS PARK,<br>SHURNHOLD,MELKSHAM, SN12 8DF<br>Demolition of existing storage building and erection of<br>office building.<br><b>Consultation Deadline: 18/08/2021</b>                |
| <a href="#"><u>PL/2021/06715</u></a> | 30 LONGFORD ROAD, MELKSHAM, SN12 6AS<br>Single storey rear extension, two storey side extension and<br>front single-storey extension and porch.<br><b>Consultation Deadline: 20/08/2021</b>             |
| <a href="#"><u>PL/2021/07034</u></a> | 35 UNION STREET, MELKSHAM, SN12 7PR<br>Side two storey extension, adding a bedroom with ensuite,<br>family room and a small garage (removal of old garage).<br><b>Consultation Deadline: 27/08/2021</b> |
| <a href="#"><u>PL/2021/06728</u></a> | 4 BEECH AVENUE, MELKSHAM, WILTS, SN12 6JP<br>Proposed first floor side extension & single storey rear<br>extension.<br><b>Consultation Deadline: 23/08/2021</b>   |

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

- |                                      |   |
|--------------------------------------|---|
| <a href="#"><u>PL/2021/06935</u></a> | LAND ON THE WEST SIDE OF SEMINGTON ROAD, ST<br>MICHAEL'S ROAD, MELKSHAM, SN12 6HN |
|--------------------------------------|---|

Change of use of land to domestic curtilage with erection of fence.

**Consultation Deadline: 26/08/2021**

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

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

- loss of green space.
- on highways grounds: traffic approaching from the north-east (from the direction of the school) would be unable to see vehicles exiting the property. To leave the property safely traffic would have to progress to the end of the no through road and return to exit at Semington Road which would result in increased traffic congestion on a residential street used by school children.

It was **UNANIMOUSLY RESOLVED** to suspend Standing Orders to allow Councillor Sankey, Wiltshire Councillor, and Mr Joe McCann to speak on the following application.

[PL/2021/06702](#)

FOREST AND SANDRIDGE C OF E VOLUNTARY AIDED PRIMARY SCHOOL, CRANESBILL ROAD, MELKSHAM, SN12 7GN

The works include an extension to the existing two form entry primary school to provide four additional classrooms, a new studio space, two No. additional group rooms, additional WCs and storage. There are also internal works to the existing nursery space to enable a new reception classroom to be formed. The existing car park is also expanded to respond to an increase in staff numbers.

**Consultation Deadline: 23/08/2021**

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

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

- on highways grounds: the existing road infrastructure cannot cope with the existing traffic volumes at peak school times.
- the proposal indicated an increase of around 120 children at the school which would lead to a likely

increase of 40-60 cars at school pick up and drop off times.

Should Wiltshire Council approve the application it is requested that the following steps are taken in mitigation:

- consider the installation of a proper crossing point where the northern pedestrian exit from the school joins Snarlton Lane, opposite Nightingale Close. The lack of a crossing point is a major issue, exacerbated by the use of Snarlton Lane as a drop off point as a COVID-19 mitigation measure during the recent pandemic. This established pattern of behaviour amongst parents remains.
- provide a vehicular access from Eastern Way in order to mitigate congestion of the existing road infrastructure.
- build up to second storey level, rather than building out at ground level, which would mitigate the loss of green space.

Councillor Sankey was requested to call in this application.

Standing orders were re-instated.

## 110/21 Planning Decisions

Members noted the following planning decisions:

[PL/2021/03309](#) 23 GOLDFINCH ROAD, MELKSHAM, SN12 7FL  
Single storey Orangery extension to rear elevation.  
**Decision: Approved with Conditions**  
**MTC Consultee Response : No Objection**

[PL/2021/04746](#) 50 PRIMROSE DRIVE, MELKSHAM, SN12 6GB  
Two Storey Rear Extension  
**Decision: Approved with Conditions**  
**MTC Consultee Response : No Objection**

[PL/2021/05172](#) 23 WESTBURY VIEW, MELKSHAM, SN12 7JJ  
Front, rear and side extensions  
**Decision: Approved with Conditions**  
**MTC Consultee response: No Objection**

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



**Decision: Approved with Conditions**  
**MTC Consultee Response: No Objection**

[PL/2021/06261](#)

48 KING STREET, MELKSHAM, SN12 6HG  
Fell 2 Cypress Trees

**Decision: No Objection**  
**MTC Consultee Response: No Objection**

**111/21 National Design Codes Pilot Scheme**

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

**UNANIMOUSLY RESOLVED** to ask the Melksham Neighbourhood Plan Steering Group to submit an expression of interest for the National Design Codes Pilot Scheme.

**112/21 Bus Back Better - Informal Bus Survey**

Members noted the Wiltshire Council Briefing Note No 21-14, which confirmed the informal survey of the government Bus Back Better vision closing date of 23 August 2021.

The Town Mayor, Councillor Hubbard, urged members to respond to the survey and suggested that Melksham Independent News be asked to publicise this survey on the newspaper's Facebook page.

Councillor Ellis agreed to circulate the link to the survey to all Councillors and staff.

**113/21 Tennis Court Re-Surfacing Melksham House Site**

Members received the notice from Wiltshire Council of upcoming works to the tennis courts on the Melksham House Site.

**114/21 Wiltshire Council Gambling Statement of Licensing Principles**

Councillors agreed **UNANIMOUSLY** to suspend standing orders to allow Mr Joe McCann to speak to the following agenda item.

The report of the Economic Development Manager was noted.

Members agreed to support the proposed changes to the Wiltshire Council Gambling Statement of Licensing Principles policy, and asked for the following queries to be submitted to Wiltshire Council as part of the consultation response:

- were the current number of permits issued in a particular conurbation limited, and if not, could this be considered?

- could more reasonable steps be taken to safeguard gambling participants in non-remote gambling?
- could signage to safeguard participants be more prominent and numerous inside the premises?
- could greater use of local gambling support agencies be made?
- could a local network of licensed gambling premises be established to encourage proprietor engagement and maximise the safeguarding of participants?

Meeting Closed at: 8.25 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 6th September 2021

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

**IN ATTENDANCE:** Gerald Milward Oliver Townswork

**OFFICERS:** Linda Roberts Town Clerk  
Taylor Robinson Business Administration  
Apprentice

**PUBLIC PARTICIPATION:** One member of the Press was present.

#### **115/21 Apologies**

Apologies were received from Councillor S Crundell.

#### **116/21 Declarations of Interest**

There were no declarations of interest.

#### **117/21 Minutes**

Councillor Oatley requested his name be amended from Oakley to Oatley in Minute item no 106/21 of the draft minutes of the Economic Development and Planning Committee meeting held on 16 August 2021.

Councillor Mortimer requested an amendment to the Minute item no. 107/21 in the draft minutes of the Economic Development and Planning Committee meeting held 16 August 2021 to record that she did not take part in the vote.

With the amendments agreed, the minutes of the Economic Development and Planning meeting held on 16 August 2021 having previously been circulated, were approved as a correct record and signed by the Chair Councillor Hubbard.

## **118/21 Neighbourhood Plan**

Members noted the Wiltshire Council Neighbourhood Plans National Planning Policy Framework presentation and note of questions and points made from the Neighbourhood Planning meeting for Parish and Town Councils held on 5 August 2021.

## **119/21 Climate Strategy and Natural Environment Plan - Consultation**

Members received the Climate Strategy and Natural Environment Plan Consultation briefing note.

It was agreed that the Climate Strategy Consultation would be brought to the next or following Economic Development and Planning Committee Meeting, to enable the Town Council to agree a response to the Consultation. All Councillors would be invited to this meeting.

## **120/21 Planning Applications**

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

### **[PL/2021/07108](#)**

88 LONGFORD ROAD MELKSHAM SN12 6AX

Proposed single storey rear extension

**Consultation Deadline:** 31.08.2021 (A request to extend the deadline for Melksham Town Council's response has been made to Wiltshire Council)

**Agreement: Unanimous**

### **[PL/2021/07190](#)**

8 THE CRAYS MELKSHAM SN12 7BZ

Proposed loft conversion with hip to gable conversion with rear dormer & single storey rear extension.

**Consultation Deadline:** 01.09.2021 (Wiltshire Council have agreed to extend the deadline for Melksham Town Council's response to 7.09.2021)

**Agreement: Unanimous**

### **[PL/2021/07234](#)**

11 CARISBROOK ROAD MELKSHAM SN12 6LY

Single storey front & rear extensions and two storey side extension.

**Consultation Deadline:** 01.09.2021 (A request to extend the deadline for Melksham Town Council's response has been made to Wiltshire Council)

**Agreement: Unanimous**

[PL/2021/06735](#)

22 MARTIGNY ROAD MELKSHAM SN12 7PG

Two storey side extension and single storey rear extension

**Consultation Deadline:** 06.09.2021

**Agreement:** Unanimous

[PL/2021/07352](#)

27 QUEENSWAY MELKSHAM SN12 7JZ

Install a dropped kerb to the front of the property

**Consultation Deadline:** 08.09.2021

**Agreement:** Unanimous

[PL/2021/07341](#)

3 NEW LAWNS MELKSHAM SN12 7UB

Remove existing asphalt drive (draining into a freshwater drainage system created as part of the original construction of the property) and adjacent gravelled areas and replace with a new, printed concrete drive (retrospective)

**Consultation Deadline:** 10.09.2021

**Agreement:** Unanimous

[PL/2021/07229](#)

MELKSHAM HOUSE 27 MARKET PLACE MELKSHAM SN12 6ES

Application Type Listed Building Consent (Alt/Ext)

Renovation of Grade II Listed Melksham House, with demolition of modern single storey extensions to rear and construction of a new roof extension to provide internal lift access.

**Consultation Deadline:** 10.09.2021

**Agreement:** Resolved with recommendations that more vehicle charging points are to be provided and reference is made to Policy 2, 4, 5 and 10 of the Joint Melksham Neighbourhood Plan.

[PL/2021/07395](#)

MELKSHAM HOUSE 27 MARKET PLACE MELKSHAM SN12 6ES

Application Type Listed Building Consent (Alt/Ext)

Renovation of Grade II Listed Melksham House, with demolition of modern single storey extensions to rear and construction of a new roof extension to provide internal lift access.

**Consultation Deadline:** 10.09.2021

**Agreement:** Unanimous

[PL/2021/08235](#)

6 KING STREET MELKSHAM SN12 6HG

Consent under Tree Preservation Orders

Atlas Cedar tree – trim lower branches and tidy up middle area.

(See TPO 05/0017 IND and tree works application form attached).

**Consultation Deadline:** 14.09.2021

**Agreement:** Unanimous. Members believe that careful crown reduction of the tree limbs extending over the garden to make it more balanced, and sympathetic cutting of the Atlas Cedar branches around the external street light and telephone cables is understandable and reasonable therefore members support this application providing any work done is sensitive without major branches being removed.

[PL/2021/07913](#)

22 CHURCH WALK MELKSHAM SN12 6LY

Proposed Single Storey Rear Extension

**Consultation Deadline:** 24.09.2021

**Agreement:** Unanimous

[PL/2021/08033](#)

16 FOREST ROAD, MELKSHAM, SN12 7AA

Proposed Single Storey Rear Extension & Vehicle Access & Parking

**Consultation Deadline:** 22.09.2021

**Agreement:** Unanimous

[PL/2021/07963](#)

23 AVON ROAD, MELKSHAM, WILTS, SN12 8AY

Retrospective Permission for Outbuilding

**Consultation Deadline:** 7.10.2021

**Agreement:** Resolved with recommendations that the outbuilding is not used for habitation.

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

[PL/2021/07450](#)

LAND ADJACENT ELECTRICITY SUB STATION, WESTERN WAY (A350), MELKSHAM

To establish a traveller site on a greenfield site.

**Consultation Deadline:** 01.09.2021 (Wiltshire Council have agreed to extend the deadline for Melksham Town Council's response to 7.09.2021)

**Agreement:** Unanimous

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

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

- Highways access concerns
- It is an area of flood risk
- It goes against policy three in the Joint Melksham Neighbourhood Plan.

## Members noted and supported the following Planning Appeal

[20/05761/FUL](#)

54 BLACKMORE ROAD MELKSHAM WILTSHIRE SN12 7HU  
PROPOSED DEVELOPMENT: Change of use of land into domestic garden, relocation of boundary fence closest to Gloucester square access path and erect a new 2 meter high close boarded timber fence.

**INSPECTORATE REFERENCE:** APP/Y3940/W/21/3268287

**APPEAL START DATE:** 04 August 2021 (see attached Appeal Notification letter)

**MTC Response:** Object as the proposal appeared to be a “land grab” of public open space.

## 121/21 Planning Decisions

Members noted the following planning decisions:

PL/2021/05032

62 SANDRIDGE ROAD MELKSHAM SN12 7BS

Replace existing conservatory with rear single storey extension

**Decision:** Approved with Conditions

**MTC Consultee Response:** No Objections

PL/2021/05345

24 HAZELWOOD ROAD MELKSHAM SN12 6HP

Single storey extension and a refurbishment of the garage.

**Decision:** Approved with Conditions

**MTC Consultee Response:** No Objections

21/00798/FUL

39 SOMERSET CRESCENT MELKSHAM SN12 7LX

Creation of access

**Decision:** Approved with Conditions

**MTC Consultee Response:** Object

## 122/21 Blanket Temporary Traffic Regulation Order (TTRO) Notice

Members noted the blanket Temporary Road Closure Notifications.

The closures are anticipated to be required for up to five days between 26 September 2021 and 22 October 2021.

- Wick Hill, Bremhill; from its junction with Maud Heaths Causeway to its junction with Bremhill Road North East;
- The Ley (Part), Box; from its junction with A365 to its junction with Hazelbury Hill;

- C150 Corsham Road, Lacock and Corsham; from its junction with A350, Lacock to its junction with Thingley Road, Corsham;
- Purlpit, Atworth and Melksham Without; from its junction with A365, Atworth to its junction with West Hill, Melksham Without;
- West Hill, Whitley, Melksham Without; from its junction with Purlpit to its junction with Top Lane;
- Top Lane, Whitley, Melksham Without; from its junction with West Hill to its junction with B3353;
- A365 Bath Road (Part), Shaw, Melksham and Melksham Without; from its junction with B3353 to its junction with Scholars Way;
- C218 Cold Harbour, Great Hinton; from its junction with A350 to its junction with Hinton Lane;
- Common Hill (Part), Great Hinton; for a distance of approximately 70m either side of its junction with C218 Cold Harbour.

**123/21 Dorset & Wilts Fire And Rescue Authority Notice of Meeting**

Members noted the Dorset & Wilts Fire and Rescue Authority notice of Wiltshire Local Performance Scrutiny Committee meeting to be held on 2 September 2021.

**124/21 Wessex Water Melksham Flood Alleviation Scheme**

Members noted the Wessex Water notice regarding the Flood Alleviation Scheme works on Woodrow Road and Forest Road.

**125/21 Sparkle Team and Parish Steward**

A list of jobs was provided by the members to be circulated to the Sparkle team and Parish Steward.

**126/21 Priority for People - Workshop 7 October 2021**

Members received the presentation from Gerald Milward Oliver regarding the Priority for People Workshop due to take place on 7 October 2021.

Meeting Closed at: 8.25 pm

Signed: .....

Dated:



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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 27th September 2021

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

**PUBLIC PARTICIPATION:** One member of the press was present.

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Patsy Clover	Acting Deputy Town Clerk
	Miriam Zaccarelli	Community Development Officer
	Jeff Mills	Communications Officer
	Christine Hunter	Committee Clerk

#### **127/21 Apologies**

Apologies for absence were received from Councillor Cooke who was substituted by Councillor Alford.

#### **128/21 Declarations of Interest**

There were no declarations of interest.

#### **129/21 Minutes**

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

**UNANIMOUSLY RESOLVED** that the minutes of 6 September 2021 having previously been circulated, were approved as a correct record and were signed by the Town Mayor, Councillor Hubbard.

#### **130/21 Planning Applications**

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

[PL/2021/08670](#)

9 CHURCH WALK MELKSHAM SN12 6LY

area

Notification of proposed works to trees in a conservation

Leylandii x 2 and 1 x Hazel. Cut back to boundary only with No. 7 (see attached)

**Consultation Deadline:** 30.09.2021

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

**UNANIMOUSLY RESOLVED** to support the planning application with two conditions:

- that the tree warden's advice is included in the response.
- that the trees are only cut back to the boundary as stated in the application..

[PL/2021/08208](#)

12 CORONATION ROAD MELKSHAM SN12 7PE

2 storey side extension

**Consultation Deadline:** 01.10.2021

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

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2021/05215](#)

70 LONGFORD ROAD MELKSHAM SN12 6AU

Proposed demolition of attached garage to habitable space of No.70 Longford Road. Erecting proposed 2 bedroom new dwelling with associated parking for property. Allowing for drop kerbs to existing and proposed dwelling. Parking increased to existing No.70 Longford Road to front of dwelling.

**Consultation Deadline:** 01.10.2021

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

**UNANIMOUSLY RESOLVED** to support the planning application with the condition that it should be subject to the Highways Officer's approval.

[PL/2021/08270](#)

78 KENILWORTH GARDENS MELKSHAM SN12 6AP

Proposed front extension

**Consultation Deadline:** 04.10.2021

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

**UNANIMOUSLY RESOLVED** to support the planning application.

[PL/2021/08323](#)

rooflights

15 TRENT CRESCENT MELKSHAM SN12 8BG  
Proposed loft conversion with flat roof dormer and

**Consultation Deadline:** 05.10.2021

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

**UNANIMOUSLY RESOLVED** to support the planning  
application.

[PL/2021/08436](#)

22 SOMERSET CRESCENT MELKSHAM SN12 7LX  
Single storey rear extension

**Consultation Deadline:** 05.10.2021

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

**UNANIMOUSLY RESOLVED** to support the planning  
application.

[PL/2021/08424](#)

39 CHURCHILL AVENUE MELKSHAM SN12 7JN  
Removal of existing front porch and construction of new  
front porch.

**Consultation Deadline:** 19.10.2021

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

**UNANIMOUSLY RESOLVED** to support the planning  
application.

## **131/21 Planning Decisions**

Members noted the following planning decisions:

[PL/2021/04786](#)

11 WHARF COURT MELKSHAM SN12 7NS  
Removal of existing window to be replaced by double  
French Doors

**Decision: Approve with Conditions**

**MTC response: No objection**

[PL/2021/04787](#)

2 WHARF COURT MELKSHAM SN12 7NS  
To remove a window in the lounge and replace with a  
patio door on to the garden.

**Decision: Approve with Conditions**

**MTC response: No objection**

[PL/2021/06128](#)

44 PRIMROSE DRIVE MELKSHAM SN12 6GB

Proposed second storey side and rear extension over existing garage and wrapping around rear ground floor extension.

**Decision: Approve with Conditions**

**MTC response: No objection**

[PL/2021/07108](#)

88 LONGFORD ROAD MELKSHAM SN12 6AX

Proposed single storey rear extension

**Decision: Approve with Conditions**

**MTC response: No objection**

#### **132/21 Community Area Transport Group (CATG) Issues**

The Highways Improvement Notice for Lambourne Crescent, Melksham was noted.

Having reviewed the application members decided that there was sufficient space for cars to pass should a vehicle be parked.

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

**UNANIMOUSLY RESOLVED** that the Town Council would not support the Highways Improvement Notice request for additional yellow lines on Lambourne Crescent.

#### **133/21 Variation of Premises Licence Application**

The Variation of a Premises Licence [WK 2020 18039](#) was noted:

The Town Mayor, Councillor Hubbard, confirmed Aldi had previously increased their trading hours and are applying to sell alcohol from 6.00 am to midnight, seven days a week. It was proposed by the Town Mayor, Councillor Hubbard, seconded by Councillor S Crundell and

**UNANIMOUSLY RESOLVED** to object to the application on the grounds that:

- it would create a public nuisance
  - it is outside the Sunday trading laws
  - it is against Core Policy 57 and
- that Melksham Town Council ask Wiltshire Council's Licensing team to check that Aldi are operating within their approved trading hours.

#### **134/21 Temporary Road Closure Application**

The Temporary Road Closure application for the Remembrance Day Parade and Wreath laying ceremony on 14 November 2021 was noted.

**135/21    Sealed Traffic Regulation Orders**

The Sealed Traffic Regulation Orders regarding the introduction of a 50mph speed limit on the B3107 from 20 September 2021 was noted.

Meeting Closed at: 7.38 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

### Minutes of the Economic Development and Planning Committee meeting held on Monday 4th October 2021

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

**IN ATTENDANCE:** Councillor L Lewis

<b>OFFICERS:</b>	Linda Roberts	Town Clerk
	Miriam Zaccarelli	Community Development Officer

**PUBLIC PARTICIPATION:** One member of the press was present.

**136/21 Apologies**

Apologies were received from Councillor Oatley and Cooke.

**137/21 Declarations of Interest**

There were no declarations of interest.

**138/21 Wiltshire Council Draft Climate Strategy and Natural Environment Plan Consultation**

Members discussed at length mitigations to tackle climate change. It was agreed that individual members would respond to the survey and the Town Clerk would send a letter to Wiltshire Council confirming the thoughts of the Town Council (see attached). The consultation deadline is 17 October 2021.

Meeting Closed at: 8.50 pm

**Signed:** .....

**Dated:**

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## Melksham Town Council

Town Hall, Melksham, Wiltshire, SN12 6ES

Tel: (01225) 704187

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

Councillor Richard Clewer – Leader  
Wiltshire Council  
Bythesea Road  
Trowbridge  
BA14 8JN

6<sup>th</sup> October 2021

Dear Councillor Clewer

### **Draft Climate Change Strategy**

Thank you for the opportunity to comment on the draft Climate Change Strategy.

Melksham Town Council convened a special meeting to discuss Wiltshire Council's draft Climate Change Strategy to formulate a collective response to the consultation. The Town Council recognise that the climate emergency is the biggest threat facing the planet. Climate Change is a term widely used and it doesn't hurt to remind ourselves exactly what it means to humanity.

The real threats of Climate Change impact on temperature, precipitation, wind, human health is all caused by human activities. The result is that we are unbalancing the weather of the earth, the sustainability of the planet and the planet's ecosystems are under threat. According to NASA they suggest it is a 'broad range of global phenomena created predominantly by burning fossil fuels, which add heat-trapping gases to the Earth's atmosphere, leading to increased temperature trends described by global warming, but also encompass changes such as sea-level rise, ice mass loss in Greenland, Antarctica, the Arctic, and mountain glaciers worldwide, shifts in flower/plant blooming, and extreme weather events.

As a County we must work together to have any real impact in reducing greenhouse emissions. Indeed, tackling climate change was identified by the Town Council as high on its list of priorities. It is committed to review working practices and do whatever it can to mitigate the effects of climate change, reducing our waste and lowering our carbon emissions. As an organisation we can make a small impact by adjusting our practices, but wouldn't it be better if all stakeholders in the County of Wiltshire worked together to tackle climate change head on? With a shared vision and ambitious targets? We believe that Wiltshire's Climate Change strategy could be the catalyst to facilitate such an approach.

As it stands the draft Climate Strategy in its current form does not offer or hint at such an approach. The Town Council would like to see clear measures in Wiltshire's strategy with the inclusion of mandatory, tangible, and meaningful targets. These targets should be reflected in the emerging Local Plan. The Town Council would also like to see Central Government lobbied so they bring about meaningful changes to tackle Climate Change through the National Planning Policy Framework.

The following are points raised by the Town Council in response to Wiltshire's draft Climate Change Strategy:

- The Climate Change emergency was declared in Feb 2019 but as a County we have not made any tangible progress.

#### **Built Environment:**

- Bring in development requirements and impose standards on new house builds, for example. There should be a requirement for social housing to include electric charging points.
- Provision should be made in terms of ducting when buildings are constructed. Whilst we do not know that electric will be the final salvation, if ducting is there, the infrastructure is in place for future options.

#### **Transport**

- The consultation is bus based; it should include rail. Buses run on diesel fuel. Network rail are looking at electrification. We should be aiming to reach the Dutch level of electric rail which is now at 68% electric; the UK is only 42% electric. Opening more lines and stations should be explored.
- Lobby Central Government to consider freight by train. This will take diesel lorries off the road; would reduce carbon emissions and take the stress from our highways meaning less highway improvements would be necessary.
- A target to encourage more walking and cycling should be included in Wiltshire's Climate Change Strategy with the provision of clearly defined cycling and pedestrian walkways accompanied by charging points for electric bikes.
- Wiltshire should be planning areas to host electric scooter schemes. It is highly likely that the pilot currently underway will lead to new legislation permitting the use of managed scooter schemes.
- Reducing speed reduces carbon emissions. A 20mph speed limit in built up urban areas should be implemented throughout Wiltshire. 20 is Plenty!
- Young people need to start thinking sustainably. They should be encouraged (through schemes in conjunction with their schools) to walk and cycle to school. In doing so they are being taught a lifelong habit.

#### **Renewable Energy**

- Wind energy should be back on Wiltshire's agenda and in the emerging Local Plan. It is acknowledged that subsidies for onshore wind have been greatly reduced and that offshore turbines are better, although sadly not something in Wiltshire's gift to aim for.
- There must be potential in Wiltshire to generate a lot of power and sell beyond Wiltshire. This possibility should be included in the emerging Local Plan.
- There is renewable energy potential in the river at Melksham.

#### **Waste**

- There should be goals/targets to achieve reductions in waste in the strategy and the emerging Local Plan should have a specific goal. Wiltshire Council are the authority dealing with Wiltshire's waste and measures to reduce waste should be the centre piece of your strategy.
- Wiltshire Recycling Centres should have more accessible opening hours or even better, to reduce car journeys to recycling centres implement more ambitious plans for doorstep recycling.
- Wiltshire should give serious consideration to food waste collection.
- Wiltshire should be encouraging and facilitating community composting.
- The policy of prohibiting users at Wiltshire's recycling centres to take away recycling left by others should be stopped, rather encouraged.
- Measures should be in place to ensure that Wiltshire's waste is managed in Wiltshire and not driven to other parts of the country. It should be Wiltshire's duty to manage Wiltshire's waste.
- There should be higher standards of recycling and the adoption of a more flexible approach to what is 'contaminated' recycling, ways to deal with it should be explored. A 'sort' system on site would prevent 'contaminated' recycling from going into landfill.

### **Natural Environment**

- The draft strategy is far too vague about restoring woodlands and habitats. There should be quantifiable targets within the strategy with a separate ecological response for urban and rural areas. For example, how do we create habitats for birds and the mammal population in urban areas
- A target for rivers in Wiltshire should be set to include a natural wetland to either side of them where possible. The benefits, it slows down the river and provides habitats.

The Town Council are disappointed that the Strategy does not have any teeth, no tangible goals, or meaningful targets. The consultation appears to be an exercise where in effect we can only agree with the statements. It is not clear what the consultation is trying to achieve other than endorsement of the current draft strategy.

The Town Council did acknowledge Wiltshire Councils stock of electric pool cars and the policy of replacing their vehicles with electric ones and would like to congratulate Wiltshire Council on this initiative.

Your sincerely



Mrs L A Roberts  
Town Clerk

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## Melksham Neighbourhood Plan

### Steering Group Meeting

Date: 29 September 2021

Start: 6pm

#### Present

##### Steering Group Members

Cllr Richard Wood (MWPC) (Chair)  
Cllr David Pafford (MWPC)  
Cllr S Crundell (MTC)  
Cllr S Rabey (MTC)  
Cllr Mike Sankey (WC)

##### Officers

Teresa Strange (MWPC)  
Lorraine McRandle (MWPC)  
Linda Roberts (MTC)  
Patsy Clover (MTC)

#### ii. Community Representatives:

Shirley McCarthy (Environment)  
David Way (Wiltshire Council)  
Chris Holden (MCAP)  
Gerald Milward-Oliver (Townscape)

#### Place Studio:

Vaughan Thompson  
Katie Lea

## DRAFT NOTES

### 1. Welcome and Apologies

Apologies were received from Councillor Glover, who was substituted by Councillor Pafford, and from Rolf Brindle.

### 2. Declarations of Interests

There were no declarations of interest.

### 3. Requirement to complete Register of Interests

The requirement to complete the register of interests for the Neighbourhood Plan area was explained.

#### **4. Public Participation**

There was no public participation.

#### **5. Terms of Reference**

The Terms of Reference were noted.

#### **6. To note costs of NHP are borne by qualifying bodies Melksham Town Council and Melksham Without Parish Council at 50/50 split**

It was noted that the costs were actually borne between Melksham Town Council and Melksham Without Parish Council at a 70/30 split.

#### **7. To consider any applications to join the Steering Group**

No applications to join the Steering Group had been received.

#### **8. Notes of Recent Meetings**

- a) The notes of 27 May 2021, having previously been circulated, were approved as a correct record and signed by Councillor Wood.
- b) £3,194.03 had been spent under delegated powers between 27 May 2021 and 29 September 2021 as follows:

Teresa – please enter your table here

#### **9. Referendum and confirmation of 'made' Plan by Wiltshire Council (NHP#1)**

The outcome of the referendum and confirmation of the 'made' plan were noted.

#### **10. To note expenses associated with the Referendum**

The expenses associated with the referendum were noted.

#### **11. To consider how to monitor and evaluate 'made' Plan**

It was agreed that the weekly planning list would be circulated to members of the Steering Group.

#### **12. To note examples of use to date**

Both councils are using the Plan when responding to planning applications and recording its use.

**13. To note financial report for NHP#1 and approve the start of a new project report for NHP#2**

The total expenditure incurred on Neighbourhood Plan #1 was noted as follows:

Teresa – please enter your table here

**14. To formally recommend to qualifying bodies (Melksham Town Council & Melksham Without Parish Council) the appointment of Place Studio as consultants for NHP#2 and note that not seeking alternative options as wishing to have continuation of service (NB: Latest version of Financial Regulations July 19 have removed the exception for Professional Services). This is, however, covered by 11.1.iv of the model Financial Regulations.**

It was agreed to appoint Place Studios as consultants for Neighbourhood Plan #2 to ensure continuation of service.

**15. To discuss with Place the potential scope of works to inform quotation to be prepared to aid Grant application to Locality and agree Next Steps for work to be undertaken.**

Place Studios provided topics for consideration as part of Neighbourhood Plan #2 – allocation of local green space, allocation of housing sites, the town centre masterplan, active travel and the implications of the bypass and the Canal link.

The use of working groups and community engagement was discussed.

It was confirmed that an application to participate in the design code programme had been made.

In order to apply for grant funding, a quote will be required from Place Studios. Any award received will need to be spent within the financial year.

**16. Priority for People: To note update on project to date and to understand how project feeds into NHP#2**

The purpose of the Priority for People project to explore strategies for movement of people goods and vehicles around Melksham and its catchment area was explained.

A workshop has been arranged for 7 October to which Wiltshire Council representatives have been invited. The purpose of the day is to produce potential workstreams to take into the community. The results of the survey are on the Priority for People website.

**17. Changes to relevant Wiltshire Council Policy:**

**18. Local Plan Review. To note latest update from Wiltshire Council as well as the Steering Group's submission to the Review (for new members).**

David Way provided information on the links between the Wiltshire Council Local Plan, which has been delayed, and the Neighbourhood Plan. The review of Neighbourhood Plan #2 will probably take place at the same time as the Local Plan. However, it was felt that a lot of work on Neighbourhood Plan #2 could be carried out now.

Housing requirements for the Neighbourhood Plan area were discussed.

**19. Wiltshire Council's Draft Climate Strategy – to note current consultation**  
<https://www.wiltshire.gov.uk/article/1004/Climate-strategy-consultation>

Melksham Without Parish Council have given their support to the draft strategy. Melksham Town Council will consider the draft strategy at their Full Council meeting on 28 September.

**20. Green & Blue Infrastructure Strategy - to note current consultation**  
<https://surveys.wiltshire.gov.uk/snapwebhost/s.asp?k=162911004073>

The Green and Blue Infrastructure Strategy was noted.

**21. Change in Local Housing Market Area (HMA) Boundaries. To note correspondence from Semington Parish Council.**

Correspondence from Semington Parish Council was noted although it was felt that the Local plan may affect this.

**22. Changes to relevant National Planning Policy:**

**23. Presentation by Wiltshire Council to NHP groups on recent changes to the National Planning Policy Framework (NPPF) and information about Reviewing made NHPs and to consider requesting indicative housing number for NHP Plan area**

It was noted that the national policy is changing constantly and that the Local Plan will need to bear this in mind.

**24. Design Codes Pilot Scheme: To note an Expression of Interest application has been submitted (deadline for applications was 13th September**

It was noted that the expression of interest had been submitted. It was felt that involvement in the pilot scheme would be useful when considering the town centre masterplan and development.

**25. AECOM/Locality Presentation of "Bringing Forward Affordable Housing including First Homes – Implications for Neighbourhoods" usual definitions for affordable houses etc**



It was noted that the presentation provided a good reference document.

**26. To agree Date & Venue of Next Meeting of Steering Group**

27 October 2021 at 6.30pm in the Town Hall.

The meeting ended at 7.33pm.

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## Council Tax Factsheet for Town and Parish Councils

### October 2021

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#### 1. What is the tax base?

This is the average number of band D equivalent properties within your town/parish.

#### 2. How the tax base is calculated

The tax base is produced from the council tax system. This produces a listing of all the properties in each town/parish, per the Valuation Office records we receive, which is then adjusted to take into account any discounts that are given, for example, single occupancy, second homes, homes that are empty or exempt etc.

The properties are then translated into band D equivalent's using the required ratios below:

Band A 6/9	Band B 7/9
Band C 8/9	Band D 9/9 (1)
Band E 11/9	Band F 13/9
Band G 15/9	Band H 18/9 (2)

Finally, we add on an estimated number of band D equivalents to be built in the year and apply a collection rate adjustment. This then gives us the total number of band D equivalent properties to use for the tax base.

#### 3. What is the tax base used for?

The tax base is used to calculate the band D charge for each town/parish. This is done by dividing the total precept requirement by the tax base. This figure will be compared to the previous year's band D charge and published on the Council's website.

A common query is when the parish have set their precept at the same monetary value as the previous year but find that their charge per band D property has gone up. This will be due to the tax base having gone down i.e. the number of properties we can collect from has gone down.

#### **4. Why might the tax base go down?**

The tax base could go down due to more properties in that town/parish claiming for discounts, most commonly an increase in the number of properties claiming single occupancy discount. Other factors include homes being demolished, becoming empty, becoming second homes, boundary changes, a change to the collection rate adjustment or an increase in the number of people claiming benefits.

Where significant changes are not understood, Wiltshire Council can provide a summary of the movement in a town/parish tax base by comparing last year's report to this year's report.

#### **5. When will the tax base be issued for 2022/2023?**

This will be sent out by Friday 5 November 2021.

#### **6. Precept calculator tool**

A simple tool is available on the Wiltshire Council website. It's a quick and easy tool that you can use to:

- Find out the effect of changing the precept by a certain amount and/or
- Find out the effect of changing the precept by a certain percentage

Please be aware that the tool does not yet contain 2022/2023 data. This will be updated in early November 2021. A separate e-mail will be circulated when it becomes available and will include a reminder of your town/parish login details.

#### **7. Deadline for confirmation of your precept requirement**

The deadline for precept requirements is **18 January 2022**. This is to ensure that all the data is available for setting the council tax which is done by the middle of February. Council tax cannot be set without precept requirement confirmation from all town/parish councils, Police and Fire Authorities and Wiltshire Council. The law requires that a town/parish must confirm even when the precept is nil.

A delay in council tax setting has a massive impact on billing to the public and payment of precepts. It is imperative that towns/parish arrange their budget setting meetings appropriately so that they can meet the precept requirement deadline.

#### **8. Payment of precept**

Providing the precept requirement deadlines have been met precepts will be paid as follows:

Towns/Parishes with a precept under £10k will receive their full precept by the end of April.

Towns/Parishes with a precept greater than £10k will receive half of their precept by the end of April and the other half by the end of September.

## **9. How will the precept be paid?**

Payment will be made by BACS directly into the town/parish bank account. Any changes to bank account must be notified on headed paper to:

Wiltshire Council  
Business Services Accounts Payable  
PO Box 4385  
Bythesea Road  
Trowbridge, Wiltshire  
BA14 4DS

## **10. Updating contact details**

Any changes to contact name, address, telephone number or e-mail address should be notified to the following e-mail address

[committee@wiltshire.gov.uk](mailto:committee@wiltshire.gov.uk)

An internal process is in place to ensure the financial system is then also updated.

## **11. Who can sign the precept request?**

The precept should be approved at the town/parish council's appropriate budget setting committee and a record kept of the approval. The precept request form should ideally be authorised at that meeting by the council's chair. However, we will also accept the signature of the clerk of the council and for 2022/2023 we will also accept an e-mailed submission from the contact e-mail address we hold.

## **12. Towns with a precept greater than £140,000**

If a town/parish has a precept requirement greater than £140,000 you are required to provide a breakdown of expenditure and income to the public. Towns and parishes required to do this will be contacted individually with a request to collect this information to be published on the council's website.

If your precept requirement is likely to be greater than £140,000 for the first time, please contact us on the details below.

### **13. Contact details – accountancy**

Tina Winfield 01225 718584 or

Lizzie Watkin 01225 713056

(please note we are currently unable to retrieve voice messages)

e-mail: [financialplanning@wiltshire.gov.uk](mailto:financialplanning@wiltshire.gov.uk)

## Melksham Town Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2021

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for <b>Melksham Town Council</b> for the year ended 31 March 2021 has been completed and the accounts have been published.</p>	<p>Notes</p> <p>This notice and Sections 1, 2 &amp; 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p>
<p>2. The Annual Governance &amp; Accountability Return is available for inspection by any local government elector of the area of <b>Melksham Town Council</b> on application to:</p>	<p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p>
<p>(a) <u>LINDA ROBERTS TOWN CLERK</u> <u>TOWN HALL</u> <u>MARKET PLACE</u> <u>MELKSHAM SN12 6ES</u></p>	<p>(b) Insert the hours during which inspection rights may be exercised</p>
<p>(b) <u>MONDAY TO THURSDAY 9am - 5pm</u> <u>FRIDAY 9am - 4.30pm</u></p>	<p>(c) Insert a reasonable sum for copying costs</p>
<p>3. Copies will be provided to any person on payment of <u>£10</u> (c) for each copy of the Annual Governance &amp; Accountability Return.</p>	<p>(d) Insert the name and position of person placing the notice</p>
<p>Announcement made by: (d) <u>PATSY CLOVER</u> <u>ACTING DEPUTY TOWN CLERK</u></p>	<p>(e) Insert the date of placing of the notice</p>
<p>Date of announcement: (e) <u>30/9/21</u></p>	

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## Section 3 – External Auditor Report and Certificate 2020/21

In respect of

MELKSHAM TOWN COUNCIL – WI0161

### 1 Respective responsibilities of the body and the auditor

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

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

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2020/21

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

The smaller authority has disclosed that it made proper provision during the year 2020/21 for the exercise of public rights, by answering 'Yes' to Section 1, Assertion 4. However, as was reported last year, we are aware that it failed to do this and therefore should have answered 'No' to this assertion. It has also disclosed that it took appropriate action on all matters raised in reports from internal and external audit, by answering 'Yes' to Section 1, Assertion 7, which, on the basis of the above, is not correct.

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

The smaller authority has not provided:

- an adequate explanation for the variance between the prior and current year values in Box 4 of Section 2.

The minute reference for Section 2 approval is 160/21. This has been omitted in error. The minutes provided confirm the correct reference.

### 3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

29/09/2021

\* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

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Mrs P Clover  
Assistant to the Clerk  
Melksham Town Council  
Town Hall  
Market Place  
Melksham SN12 6XU

16<sup>th</sup> August 2021

[REDACTED]

## **Provision of Internal Audit Service**

Further to your request for a quote for provision of the internal audit service to Melksham Council for 2021-22 and subsequent 2 years, I set out below detail of our formal quote.

[REDACTED]

The company was established to provide an effective and efficient service to all councils across England and Wales, primarily in response to the “limited assurance” arrangements implemented in 2001-02, but also to give elected members and the electorate the same high degree of assurance that was provided previously. We currently provide a service to some 300 councils nationally ranging from small Parish Councils to many of the largest councils nationally including Weston-super-Mare, Shrewsbury, Dunstable, Chippenham, Abingdon-on-Thames, Thame and Witney. Should you require references, I would be pleased to provide relevant contact details. [REDACTED]

[REDACTED] With several of us providing the service, we switch our workload around periodically in order that we do not become over-familiar with clients or complacent with our approach, thereby ensuring that a fresh pair of eyes undertakes the review work.

We have deliberately set out to provide a high quality service to Councils in line with the requirements of the Governance and Accountability Manual. On completion of each visit, the Council will receive a detailed report identifying clearly the work undertaken, any areas where we may perceive there to be a need for improved controls and also the dissemination of best practice gleaned from other clients across the country.

[REDACTED]

I attach for your members' information a copy of our basic work programme for 2021-22, which is reviewed and, if necessary, updated each year to take account of any changes in legislation.

Our normal practice is to assess and document the controls in place in each financial system and to then devise an appropriate testing strategy to ensure compliance with the approved procedures and controls in each area. We see it as our role not purely to sign off the Internal Audit Report in the Annual Governance and Accountability Return (AGAR), but to provide the Council with a balanced service aimed at assisting the implementation of new legislation and ensuring that the Council is able to function in the most cost effective and efficient way possible.

We believe strongly that for internal audit to be effective, it must be preventative rather than historical: consequently, for councils the size of Melksham, we generally undertake interim and final review visits, the latter being timed to coincide with closure of the year's Accounts and AGAR. On the basis of the information provided and, assuming that no specific issues or concerns are identified during our review, I anticipate that two days cover will be required.

Our daily fee for 2021-22 is £460 plus VAT giving a fee of £920 plus VAT for 2021-22: we review our fees annually, increasing them in line with movements in the RPI: with the continuing devolvement of services to town and parish councils within Wiltshire, we may need to review the time requirement should the workload need to increase following any significant increase in the Council's service level affecting its income streams: we obviously endeavour to keep our costs to the minimum commensurate with fulfilling our role in signing off the IA Report in each year's AGAR. Additionally, we consider it essential that we remain available to offer advice and guidance throughout the year and, unless any excessive additional information is sought or extensive research and / or work required, the above fee covers the full year. Should the Council request additional work over and above the basic level of cover, our fees would be at the same daily rate and be agreed in advance before commencement of any such work. I should also point out that we have full indemnity and public liability insurance cover.

We are fully GDPR compliant with a raft of relevant and required policies in place: these are posted on our website and can, on request, be provided electronically.

I also enclose a copy of our standard Letter of Engagement for the Council and, should members determine to appoint us as your internal auditors, would appreciate your signing and returning in electronic format a copy for our files

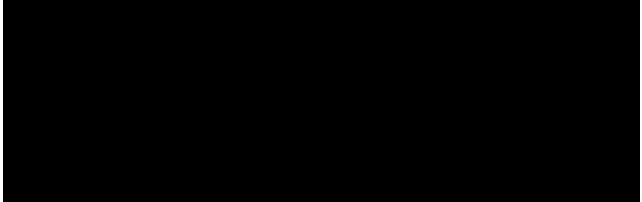
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



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The Clerk  
Melksham Town Council  
Town Hall, Market Place  
Melksham  
Wiltshire  
SN12 6ES

17-Aug-21

### **Quotation for Internal Audit Services**

Many thanks for your request for a fee quotation regarding the provision of internal audit services to your council.

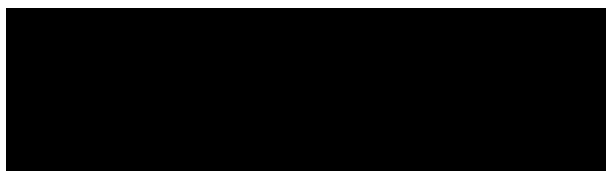
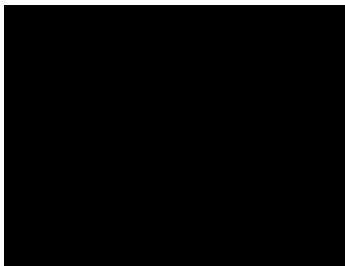
Based on the size and activities of your council, our fee would be £1155.00 plus VAT per annum inclusive of all travel and out of pocket expenses. We estimate a requirement for 3 audit days per year on site at the Council's offices which will include a visit carried out after the year-end to conclude the arrangements in respect of the Annual Return. Should the Council decide to appoint us for a minimum period of 3 years we will offer a discount of 5% percent on the fee quoted above.

If additional work is identified or should there be a requirement for additional audit time, for example due to work associated with significant adverse audit findings or additional reporting requirements, then these would be charged pro rata based on a daily rate of £385.00 plus VAT per day, or £285.00 for a half-day, again inclusive of all costs. Whenever possible we will endeavour to advise the council if there is the potential for additional time and costs and obtain the council's prior authorisation before undertaking additional work.

If the Council should find our quotation acceptable we will set out the full scope of our work and audit responsibilities in a formal Letter of Engagement that would be agreed prior to the commencement of work. We would also provide you with a schedule of the records that we will require to be made available at the time of our visit.

I hope that this quotation is sufficient for your purposes but should you require any further information please do not hesitate to contact me.

Yours sincerely



**Pre-Qualification Statement**

**Company name:**

[Redacted]

**Company background and experience:**

[Redacted]

**Primary Point of Contact**

[Redacted] will be the primary point of contact for the Council

**Potential Conflicts of Interest**

[Redacted] does not provide any other services to Melksham Town Council that may constitute a conflict of interest.

There are no known personal relationships between [Redacted] and Melksham Town Council officers or councillors that may provide a conflict of interest.

**Client References**

- |  |  |
|--|--|
| Ludlow Town Council (Shropshire)           | Northam Town Council (Devon)                 |
| Thatcham Town Council (Berkshire)          | Hazlemere Parish Council (Buckinghamshire)   |
| Dartmouth Town Council (Devon)             | Great Linford Parish Council (Milton Keynes) |
| Church Crookham Parish Council (Hampshire) | Tring Town Council (Hertfordshire)           |
| Carterton Town Council (Oxfordshire)       | Peasedown St John Parish Council (Somerset)  |

Further references may be provided upon request.

The detailed requirements for the Internal Audit of Town and Parish councils are set out in 'The Practitioner's Guide' issued by JPAG.

### 1. Appointment

In accordance with the requirements of the Guide upon successful appointment the first stage is to put in place an Engagement Letter which sets out the basis of the appointment, the term of the appointment, and the fees and charges that will apply.

The form of this letter is standard for each client, with changes only being made to reflect the man day requirement and level of fees.

### 2. Audit Risk Assessment

In order for the audit work to be properly planned and resourced an initial Audit Risk Assessment is undertaken. This calculates a 'risk score' that may then be used to plan the audit work, typically over a three year period.

The Audit Risk Assessment is prepared by [REDACTED] for the Council, to assist it in determining what level of audit coverage is appropriate for the Council. It is the responsibility of the Council as a whole to ensure that it maintains an 'effective' level of internal audit. Where requested [REDACTED] may offer advice to the council to assist it in planning the level of audit coverage.

### 3. Planning

[REDACTED] will plan the audit work to be undertaken to ensure that work undertaken is sufficient to provide an adequate level of assurance on the area subject to review. This will include the preparation of necessary checklists, the selection of samples, the allocation of appropriately qualified resources, and the provision of adequate time to complete the work.

### 4. Reporting

The reports produced for the council should be both accurate and easy to understand. Where appropriate findings will be prioritised so that the council may clearly see those items which present a higher level of risk.

Where issues are identified that are of high potential impact, for example requiring a negative response to an item on the Annual Return, then a specific report may be written to the council setting out the matters identified and proposed remedial actions.

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## Internal Audit Services at

Thank you for considering using to provide your council with an internal audit. The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an annual governance statement in accordance with proper practices in relation to accounts.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The interim audit(s) will generally focus on the governance and accountability functions of the council rather than the financial elements. The conclusion of this review is a report providing the council with recommendations where applicable for the improvement of internal processes and assurance that the councils systems are fit for purpose and the possibility of the systems being prone to error or misstatement are low.

We are aware that not all councils elect to have an interim audit preferring to have just one audit conducted after the year end; however, this increases the risk that errors in the processes are not able to be rectified to show that for the year under review the council was compliant with regulations, leading to possible qualifications.

At we recommend that councils have at least two internal audits per annum with one in the autumn and one after the council year end. In some cases, your council may well have additional interim audits where there are significant areas to focus upon.

Our service **begins with the engagement process**, with the "Start of Process Letter" where we will issue you with key information such as but not limited to:

- ✓ Location of audit
- ✓ Who will carry out the work,
- ✓ How long it will take
- ✓ Fees
- ✓ Next steps

In addition to this, we will at the same time provide the council with a checklist of items that would be covered at the audit(s) so they can be prepared ready for the audit.

The office will during the year **book the audit date(s) with the council and confirm in writing**, again issuing a checklist of items that the council should prepare in advance.

Once a date has been booked a **formal audit plan will be issued** to the council detailing the tests that will be carried out. This document is written such that it can be taken to council as part of the “review of the effectiveness of internal audit” function on the annual governance statement. A sample of the plan is shown below.

Audit Area	Tests
Appropriate books of account have been kept properly throughout the year.	Review transactions in cashbook make verbal enquiries. Test arithmetic.
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<p>Have FR &amp; Standing orders been reviewed and noted in minutes in last 12 months</p> <p>Select items from FR to test to physical documentation</p> <p>Review invoices and reconcile to cash book in detail</p> <p>Review selection of VAT entries</p> <p>Review minutes and payment list for authorisations</p> <p>Agendas and minutes properly prepared and published</p> <p>Council has acceptance of office and declarations of interest in place and signed</p> <p>Review council is following transparency regulations</p>
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<p>Review and comment on risk assessments in place – ensure financial risk assessment considered</p> <p>Review of effectiveness of audit carried out</p> <p>Review and comment on council disaster recovery plans</p> <p>Review and comment on council's insurance</p>

At the audit, we will start with a general conversation about how the year has gone and any issues you may have or need to bring to our attention. As part of this introductory phase we will carry out “**Walk through testing**” designed to give us an insight as to how the councils financial systems and process operate and test any weaknesses. Based on these results we will decide if further “**Substantive Testing**” is required or whether we can rely on the internal controls already evidenced.

At the interim visit we review and perform tests on the following areas:

- Review of the Financial Regulations & Standing Orders
- Review of the Risk Assessments
- Review of the Budgeting Process
- Proper Bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

At the final visit we review and perform tests on the following areas:

- Review of annual accounts & AGAR
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

We will then prepare an audit report which will summarise our findings in each of the areas we have to sign off on the AGAR as internal auditor. We will as part of this report produce a table of recommendations for council and provide an opinion of the internal processes and procedures of the council. A Sample is shown below

#### **A. BOOKS OF ACCOUNT (INTERIM AUDIT)**

The Council continues to use RBS as a day to day accounting package, this is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on and record the financial transactions of that of the Council. There are three users with their own individual logons. The administration officer (finance) is responsible

#### **B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM & FINAL AUDIT)**

##### **Interim Audit**

*Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.*

External auditors report was not qualified in 2017/18. This was reported to council in November 2018. Evidence was also noted in the minutes of the internal auditor's report being reviewed and accepted. The notice of conclusion of audit and audited AGAR have been posted to the council website.

##### ***Confirm by sample testing that councillors sign statutory office forms***

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members interests, in line with regulations. **The councillors will need to sign acceptance to receive information by electronic means.** I have provided some sample wording below for council consideration.

*"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."*

All our reports are delivered via a secure on-line portal called "Iris Openspace" that only the clerk/rfo has password access to. These reports will be in PDF format but can be printed or emailed as desired.

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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"><li>• 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.</li><li>• I confirm that I will supply a copy of my PLI policy schedule annually at renewal.</li><li>• I am aware that I am required to comply with the Council's Health and Safety and Equality policies.</li><li>• I am aware that I may be required to provide suitable risk assessments and/ or method statements.</li></ul>
Signed	
Date	
Name	
Position	

Please email completed form to: [townhall@melksham-tc.gov.uk](mailto:townhall@melksham-tc.gov.uk)

Reviewed and Adopted by Full Council on xxx

**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 121



**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

### Notice of Motion to Full Council 25/10/2021

**Title of the Motion for inclusion in the agenda:**

**To reconsider and reverse the decision of the previous Council of closing the small dog run in King George V Park.**

**What is the purpose of the motion?**

**To allow the dog owners who prefer, for whatever reason, to continue to use the small dog run. This would also have the benefit of leaving the habitat around the area intact.**

**Please provide details and background of the current situation:**

Please see separate sheet

**Are there likely to be any financial implications? If so, provide rough estimates:**

**No significant financial costs. Will need one dog poo bin on site. No change in ongoing maintenance cost. Savings will be made in not having to remove the small dog run.**

**Does this issue link with Melksham Town Council policies and core values?**

**Yes – Inclusive. Biodiversity.**

**Are there any obvious risks?**

**There have not been any risks that I am aware of in the use of small dog run to date.**

**Could there be any criminal and/or anti-social disorder implication.**

**There has been no ASB in the small dog run to date that I am aware of.**

**Are there any environmental concerns which should be considered?**

**Positive effect on the environment by leaving the habitat around the small dog run undisturbed. (See Photo 2 attached)**

**Are there any safeguarding concerns to consider?**

**None to date that I am aware off.**

**Does the motion impact/support any previous decisions of council?**

**Reversing decision made by the previous Council.**

**Please summarise any specific recommendations you have in relation to next steps.**

**I recommend that the small dog run is left open to be enjoyed by those that need and appreciate it.**

**Motion proposed by Councillor Sue Mortimer**

**Dated 4th October 2021**



## Details and background to current situation.

The previous town council agreed to take the small dog run down and give back the small area to the park once the new dog park was up and running.

Despite the huge success of the new dog park I can see that there is still a need for the small dog park as it appears still to be used daily. It is suitable for owners of small, shy, nervous, old, rescue or reactive dogs ie those who may not relate well with the other dogs in the main dog park. Not all dogs or, indeed not all owners, are highly sociable!

Owners who are disabled or partially sighted often prefer an enclosed smaller area where they can manage their dog off the lead. Being able to see where to clean up in a smaller area, when necessary, is much easier for them.

The small dog run is currently very secure and screened naturally by evergreen bushes and shrubs. We should allow these hedgerows to remain to continue the biodiversity and varied habitats for the wildlife of our park. It also offers some screening of Waitrose car park. (see Photo 1 below)

### Photo 1



The original small dog run is unobtrusive, takes up a little space, and would be low

maintenance for the council. All that would be required to really improve this facility would be 1 dog poo bin on the site.

**Photo 2**





## MELKSHAM TOWN COUNCIL

### Notice of Motion to Full Council 25/10/2021

**Title of the Motion for inclusion in the agenda:**

**Officers to gather quotes for the installation of a free bike pump outside the town hall next to the existing water refill station.**

#### **What is the purpose of the motion?**

A resident had submitted a photo to Councillor Carl Houghton of a free air pump situated in Oxford. This is something other towns in Wiltshire generally do not have and would encourage bike users to access this free service as well as the water refill station, and maybe encourage those who do not cycle to give it a go.

Councillor Carl Houghton would propose the officers look into this as a possible asset for the town (possibly decided through the assets and amenities committee) and the cost this would take.





**Please provide details and background of the current situation:**

There is currently an air pump in Sainsbury Petrol Station, however through experience working there it is not for bicycle use as there is risk of bursting a tyre. Other than that there is no identified free air pump within the town.

**Are there likely to be any financial implications? If so, provide rough estimates:**

After a google search these range anywhere between £600 - £1,100 (with added extras) so depending on the quality or type of air pump the town council would like to install, we could install one that is basic for £600;



One that is a bit sturdier for approximately £800;



Or one that has all the added features for approximately £1,100



As can be seen in the images, one approximately £1,100 would also contribute to providing free air for both prams and wheelchairs, with many care homes in Melksham, this feature in the middle of the town would be an asset available and used if people are made aware of it.

**Does this issue link with Melksham Town Council policies and core values?**

**Absolutely, this provides not only a new asset for people of Melksham, but also an inclusive element for those in need, an encouragement for residents to participate in more leisure activities and an eco-friendly aid in the substitution for bicycles over car use.**

**Are there any obvious risks?**

**There are no risks to the pump itself as it is a larger hand pump that just accesses air, however someone may walk into it if not placed in the town correctly.**

**If someone does not use properly there is a chance a resident could over fill their tyre which could cause damage to the bicycle tyre, however cyclists will know this and will be done at their own risk, as with a smaller hand pump.**

**Could there be any criminal and/or anti-social disorder implications**

**As with anything in the town, there is risk this could be criminally damaged, but this would not stop its use unless there was damage to the hand pump itself, also will not be able to be stolen as it will be fixed to the ground, as with the water station which I propose the free air pump be next to.**

**Are there any environmental concerns which should be considered?**

**Not at all, majority of the pumps are made of metal and will help environmental concerns rather than cause them**

**Are there any safeguarding concerns to consider?**

**There are no safeguarding issues to consider.**

**Does the motion impact/support any previous decisions of council?**

**Not at all, just adds to the quality of the town market area.**

**Please summarise any specific recommendations you have in relation to next steps.**

**I recommend this proposal be bought to the Assets and Amenities committee, to delegate a decided amount of funds on a free air bicycle pump to be situated next to the already existing free water station outside the town hall, to both encourage cyclist and more ecological ways of travel and create a different asset for the town of Melksham and surrounding towns cycling through Melksham, also creating footfall.**

**Motion proposed by Councillor:**\_\_\_\_\_Carl  
Houghton\_\_\_\_\_

**Dated:**\_\_\_\_\_09/10/2021\_\_\_\_\_



MEETING Thursday 11<sup>th</sup> March 2021 at 2pm

Online meeting Microsoft Teams [Click here to join the meeting](#)

Item	Notes	
	<b>Attending</b>	
<b>JL</b>	John Laverick (President)	
<b>CW</b>	Cllr Chris Williams Wiltshire Council (Chairman)	
<b>GS</b>	Cllr Gary Sumner Swindon BC	
<b>SB</b>	Cllr Sue Brown Melksham TC	
<b>JA</b>	John Allan Cotswold Canals Trust	
<b>RB</b>	Richard Broadhead Wiltshire Council	
<b>SM</b>	Sam Meredith Environment Agency	
<b>KO</b>	Ken Oliver Wiltshire Council Partnership Officer	
<b>GO</b>	Gordon Olson Wilts & Berks Canal Trust	
<b>SP</b>	Steve Petty Berryfield Residents Association	
<b>RW</b>	Richard Wiltshire Melksham Trust	
<b>1</b>	<b>Apologies:</b> Dominic Lamb VWHDC; Tim Wheeldon Inland Waterways Association; Cllr William (Bill) Scott Semington PC; Paul Harris Oxfordshire CC	
<b>2</b>	<b>Notes from the last meeting</b> 4 <sup>th</sup> December 2020 (pre-circulated) were <b>agreed</b> (with minor technical amendment )	
<b>3</b>	<b>Chairman's Announcements</b> <b>CW</b> noted that the meeting was being recorded	
<b>4</b>	<b>Partnership Officer Report-</b> <b>M4 Crossing Highways England Designated Fund</b> <b>KO</b> reported that there has been no progress as the HE team dealing with letting the contract had been furloughed. <b>GO</b> noted that a consultant had at risk progressed some of the work and this would help to speed up the process when the contract was placed. <b>Melksham Link- planning application</b> <b>KO</b> said that EA had confirmed that they could accept a suitably worded condition subject to the outstanding environmental issues being resolved. Head of Planning (Mike Wilmott) has sent suggested wording to EA. WBCT are waiting for a delayed report from a consultant to complete the work on net biodiversity gain. <b>JL</b> commented that although progress was being made it was very slow. <b>RW</b> noted that Melksham Trust & Town Council are ready to form a group of interested parties as soon as the application is progressed.	

## **Projects update – Swindon Wichelstowe**

### **Canalside Landowner issue.**

**KO** reminded the meeting that the privately owned section of the canal to the north of Canalside had been closed for nearly a year following an ongoing issue concerning a covenant on the sale of Westleaze farm by Wiltshire County Council to the current owner's family. Wiltshire Council legal and property teams are currently examining the sale documents to try to determine the current implications of the covenant. **GS** noted that Swindon BC property service are trying to determine whether there is any legal right of passage on the canal. **KO** said that partners would do whatever they can to help WBCT to resume the revenue earning boat trips. **GO** said that once Covid restrictions were lifted the canal closure would deprive WBCT of approx. £1200 per month.

### **East Wichel- canal leak**

New contractors have been appointed and will continue the programme of works to remove bunds to the east and to inspect underwater the section where the suspected leak is occurring. **CW** asked if there was a timescale for the works. **KO** said he had not been given a timeline but early spring was probably the best time for a suitable amount of rainfall.

### **Swindon New Eastern Villages-**

WBCT have submitted a pre-app for the canal which will run in parallel with the Southern Connector Road.

### **Pewsham Locks**

**GO** reported that work was still suspended due to the Covid situation. HSE were preparing a report on the 2016 fatal accident. WBCT are concluding a general Health and Safety review. The HSE may at the conclusion of their investigations decide to prosecute which could lead to the Trust being fined. This uncertainty is affecting the ability of the Trust to interact with commercial and local authority partners and therefore WBCT is keen to conclude the matter.

### **Shrivenham**

**GO** said that like other work sites there was no progress due to Covid restrictions – funding is available from Inland Waterways Association to rewater a section of the canal adjacent to Stainswick Lane in Shrivenham (Pocket/Canal Park). Some work has been completed on the wildlife trails

### **Questions and other updates.**

**JA** asked when WBCT were intending to restart work parties. **GO** said that in general WBCT were following IWA guidance and of course the Government framework 'road map'. Normal working would likely be June. **CW** thought that smaller groups might be possible before that time subject to what individual organisations assessed. **GO** noted that the average age of the WBCT workforce was on the higher side and therefore WBCT is being cautious. **GS** said that SBC are keen to get the East Wichel residents volunteer group back into action. **GS** was seeking to confirm if the agreement between SBC & WBCT for local maintenance was still operational as comments on social media seemed to indicate this was not the case. **GO** said that WBCT had previously organised work with the residents and he would be happy to deal with the matter if GS could write directly to him.

**CW** introduced Sam Meredith who was attending for the first time on behalf of the Environment Agency. SM said he is the Catchment Co-



	<p>ordinator for the Upper Thames a post previously held by Stuart Malaure. The role is intended to be the first point of contact for stakeholders and user groups. <b>SM</b> said that if specialist technical advice is needed from EA please initially make contact and he would channel enquiries to the right people. <b>KO</b> noted that the Wilts &amp; Berks project spanned both the Upper Thames and Bristol Avon catchments. To avoid duplication it had previously agreed that Stuart would also deal with the Avon catchment issues by contacting the catchment coordinator there. <b>SM</b> confirmed that this arrangement would continue</p>	
7	<p><b>Partners Reports and Issues</b></p> <p><b>Cotswold Canals</b> – With Phase 1b under way there is now an emphasis on delivering Phase 2 of the Cotswold Canal. <b>JA</b> said that the project was defined as running from the junction with the River Thames at Inglesham (Lechlade) to the Cotswold Water Park (Gateway bridge – county border) . <i>[The schemes and phasing are shown at the end of these notes Phase 2 is 10 miles long – 6 miles in Wiltshire 4 miles in Cotswold DC/ Gloucestershire].</i></p> <p>Advance planning is now taking place and one of the key elements will be assuring a water supply. A water strategy is being worked on and discussions with EA will be a key part of the plan. Reservoir storage, back pumping and some small abstraction will be required. <b>JA</b> reported that Offwat have been funding water resource projects across the water companies' areas. Water Resource South East (WRSE) is one of those projects. One of the things being looked at (by Thames Water) is transfer of water from the River Severn either by pipeline or canal . As part of the overall study funding is being considered by one or more water companies for projects that are innovative and/or environmentally friendly and financially viable to contribute to water supply for the South East. CCT has applied for a number of projects, two of which involve use of water from Sewage Treatment Works at Cirencester and Swindon. One of the possible outcomes from these proposals would be the dilution of phosphates and nitrates in the canal before water is discharged into the river systems. If the proposals are accepted, then WRSE/water companies would provide a financial contribution to the studies. <b>KO</b> suggested further discussion between WBCT and CCT would be useful as part of the plans for the North Wilts canal restoration. <b>KO</b> also asked if the Phase 2 maps could be adjusted to show the new junction of the North Wilts at Eisey (not Latton as shown). <b>JA</b> concluded by reporting that the next major project on the western side (Phase 1b) is the new railway under bridge at the Ocean. Work originally scheduled for May has now been postponed until Christmas/New Year.</p> <p><b>SB</b> noted Melksham Town Neighbourhood Plan is now with Planning Inspector and work was already starting on its next review. <b>SB</b> also said this would be the last meeting that she was attending as she was not standing in the elections in May. <b>CW</b> on behalf of the Partnership thanked her for all her work.</p> <p><b>RW</b> thought that following too much television watching in lockdown there ought to be a canal equivalent of Great Railway Journeys.</p> <p><b>KO</b> noted that Wiltshire and Swindon's Local Plan review would be taking place during the year. <b>GS</b> said that Swindon BC will be carrying out a final consultation in July.</p>	

