



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

19 July 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summoned to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 25th July 2022** 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 in person, alternatively the public and press may join the meeting via Zoom.

In accordance with the Council's commitment to being open and transparent; all Town Council meetings are recorded and broadcast live. The right to do so was established under the Openness of Local Government Bodies Regulations

Yours sincerely

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

Melksham Town Council
Full Council

Monday 25 July 2022

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.

Virtual Meeting Access

Please follow the joining instructions below for the virtual Zoom meeting:

Join Zoom Meeting:

<https://us02web.zoom.us/j/86292753377?pwd=akRHR3lreHJjampsY2ZFZC81bTk3QT09>

Meeting ID: 862 9275 3377

Passcode: 989371

Participants will be directly let in the meeting by clicking on the above link. There is no waiting room.

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. The Retirement of Janet Gould PCSO

To give thanks to Janet Gould PCSO for all her hard work in supporting the town and its residents.

4. Presentation by Sgt James Twyford, Wiltshire Police (Pages 1 - 6)

To receive a presentation from Sgt James Twyford on Policing in Melksham (see attached).

5. Questions from Councillors

To receive questions from Councillors.

6. Minutes (Pages 7 - 18)

To note the amendment to minute number 290/22 of Full Council meeting 16 May 2022 as requested at the previous meeting, and to confirm as a correct record the minutes of the Full Town Council meeting held on 16 May 2022 and the Full Council meeting held on 20 June 2022.

7. Town Mayor's Announcements

To receive an update from the Town Mayor.

8. Reports from Unitary Councillors

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

9. Accounts

9.1 Petty Cash to 31 May 2022 (Pages 19 - 26)

To approve the payments made by petty cash for Months 11 and 12 - 2021/2022 and Months 1 and 2 - 2022/2023 (see attached), which were noted by the Finance Administration and Performance Committee on 18 July 2022.

9.2 List of Payments to 31 May 2022 (Pages 27 - 42)

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Co-op Bank Account for Months 11 and 12 – 2021/2022 and Unity Trust Bank Account Months 1 and 2 - 2022/2023 (see attached).

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Assembly Hall Lloyds Bank Account for Months 11 and 12 – 2021/2022 and Months 1 and 2 - 2022/2023 (see attached).

9.3 Monthly Financial Statement to 31 May 2022 (Pages 43 - 48)

To approve the monthly Financial Statement for Month 11 -2021/2022 and Months 1

and 2 - 2022/2023 (see attached), which were noted by the Finance Administration and Performance Committee on 18 July 2022.

9.4 Detailed Income & Expenditure Report to 31 May 2022 (Pages 49 - 64)

To approve the year-to-date detailed Income and Expenditure report for Month 12 – 2021/2022 and Month 2 - 2022/2023 (see attached).

9.5 Town Council Income Received Report to 31 May 2022 (Pages 65 - 74)

To approve the year-to-date detailed Town Council Income Received reports for Month 12 – 2021/2022 and the year-to date Month 2 - 2022/2023 (see attached).

9.6 Earmarked Reserves to 31 May 2022 (Pages 75 - 78)

To approve the year-to-date Earmarked Reserves report for the year-to date Month 12 – 2021/2022 (to follow) and the Month 2 – 2022/2023 (see attached).

10. Committee Minutes

10.1 Asset Management and Amenities Committee (Pages 79 - 84)

To receive the draft minutes of the Asset Management and Amenities Committee meeting held on 27 June 2022 (see attached), and to approve the resolution in minute number 111/22 as follows:

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

UNANIMOUSLY RESOLVED to note that currently, the sole UK provider of this type of facility is Healthmatic and, to proceed with the order of a twin toilet Eco Loo at a cost of £33,295, subject to the Town Clerk's confirmation that we are not breaching Financial Regulations.

As the Town Council's Financial Regulations do not specify a purchasing process for sole providers of goods or services Members are requested to delegate authority to the Head of Operations to purchase a twin toilet Eco Loo from Healthmatic at a cost of £33.295

10.2 Economic Development and Planning Committee (Pages 85 - 96)

To receive the minutes of the Economic Development and Planning Committee meeting held on 27 June 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 11 July 2022 (see attached).

10.3 Finance Administration and Performance Committee (Pages 97 - 100)

To receive the draft minutes of the Finance and Administration and Performance Committee meeting held on 18 July 2022 (see attached).

10.4 Staffing Committee (Pages 101 - 108)

To receive the minutes of the Staffing Committee meetings held on 13 June 2022 and the draft minutes of the Staffing Committee meeting held on 14 July 2022.

To receive and approve the amended Terms of Reference for the Staffing Committee (see attached).

Members are requested to appoint a dedicated substitute for the Staffing Committee.

11. Working Group Minutes

To receive the notes of the meetings held:

11.1 Events Working Group (Pages 109 - 112)

To receive the draft notes of the Events Working Group meeting held on 4 July 2022 and approve the Events Working Group Terms of Reference (see attached).

11.2 Parks Working Group (Pages 113 - 116)

To receive the draft notes of the Parks Working Group meeting held on 4 July 2022 (see attached).

12. Membership of Publicly Owned Assets in Melksham Working Group

To receive confirmation from Councillor Alford regarding the maximum permitted number of councillor representatives on the Publicly Owned Assets in Melksham Working Group and elect additional representatives to the Working Group, if appropriate. (Current members are Councillors, Aves, Ellis and S. Crundell).

13. Assembly Hall Promotional Opportunities (Pages 117 - 120)

To receive a report of the Head of Operations regarding interactive promotional opportunities for the Assembly Hall (see attached).

14. Spiritualist Garden

To note that the completion date for the transfer of the garden from the trustees to Melksham Town Council is 5 August 2022 and to approve council funding for the event being held to commemorate the transfer.

15. Items for Information (Pages 121 - 154)

To receive the meeting notes from Groups who have representation from Melksham Town Council.

To receive:

- the Wilts & Berks Canal Trust Dragonfly magazine, the minutes of the June

branch meeting and the Branch Officer's report for May (see attached).

- to receive the draft notes of the Wiltshire Swindon & Oxfordshire Canal Partnership Group meeting held in June 2022 and note the revised date for the next meeting is **8th September 14:00** at Monkton Park Chippenham or on line via Teams. The December meeting is scheduled for **Thursday 8 December 2022** (see attached).

16. Neighbourhood Plan (Pages 155 - 162)

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

- To approve the amendments to the Joint Melksham Neighbourhood Plan Terms of Reference (to follow).
- To note actual spend vs budgeted spend on the Melksham Joint Neighbourhood Plan during the 2022/2023 financial year, and to consider any additional project spend required (see attached).
- To note the brief prepared by Place Studios for the Melksham Town Centre Vision and Master Plan for which funding has been awarded (see attached).
- To note that the Neighbourhood Plan Steering Group has been successful in obtaining technical support packages for a Town Centre Masterplan and Site Options and Assessments; and to consider the role of Place Consultants in relation to this work.

17. Motions from Councillors

17.1 Motion for Banning Mobile Phones in Council Meetings. (Pages 163 - 166)

To receive and reconsider the Motion from Councillor Price regarding use of Mobile Phones during Council meetings, deferred from the Full Council meeting held on 20 June 2022.

17.2 Motion for Supporting a Potential Carbon Zero Town Bus Service (Pages 167 - 180)

To receive and consider the motion from Councillor Ellis to support a potential carbon zero town bus service (see attached).

17.3 Motion for the Assembly Hall Working Group (Pages 181 - 184)

To receive and consider the motion from Councillor Ellis to constitute, convene and start the work of the Assembly Hall Working Group (see attached).

17.4 Motion Regarding Use of the Roundhouse by Melksham Community Larder
(Pages 185 - 188)

To receive and consider the Motion from Councillor Aves regarding the request from Melksham Community Larder to use the Roundhouse (see attached).

18. 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.

18.1 Motion to improve communications and team working (Pages 189 - 194)

To receive a report from Councillor Goodhind and to address point 2 of the Motion deferred from the Full Council meeting held on 20 June 2022 to improve communications and team working (see attached).

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HMIC PEEL 2021/22 Report

Area Board Update

Page 1



July 2022

WILTSHIRE POLICE

Proud to serve and **protect** our communities



@wiltshirepolice

Agenda Item 4

About HMICFRS and PEEL

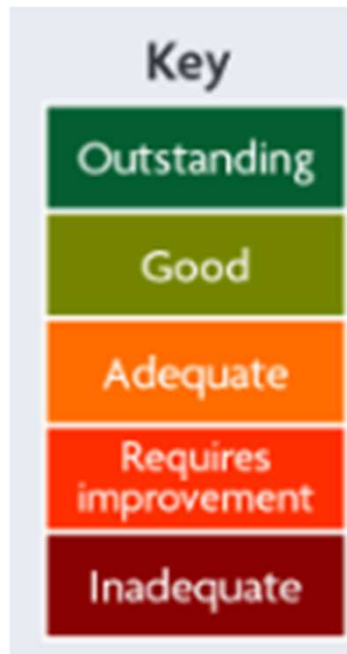


HMICFRS is Her Majesty's Inspectorate of Constabulary and Fire & Rescue Services. They inspect police forces across England, Wales and Northern Ireland as well as fire and rescue services in England.

Their principal aim is to promote improvements in policing and fire and rescue services to make everyone safer.

Within policing they do this via a rolling programme of inspections related to specific themes such as domestic abuse or terrorism to at a more holistic level through their PEEL (Police Efficiency, Effectiveness and Legitimacy) inspection process.

If serious concerns are identified as part of the PEEL inspection, HMICFRS can move forces into a process called Engage (similar to OFSTED's special measures) where additional scrutiny and support is put in place to facilitate rapid improvements in areas of concern.



Wiltshire Police PEEL 2021/22

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Area	Grading
Preventing crime	Requires Improvement
Investigating crime	Requires Improvement
Treatment of the public	Requires Improvement
Managing offenders	Requires Improvement
Developing a positive workplace	Requires Improvement
Responding to the public	Inadequate
Protecting vulnerable people	Inadequate
Good use of resources	Inadequate

The inspection (carried out in January 2022), identifies pockets of good practice but has shown that the service we provide to the public is inconsistent and failing to provide a routinely high standard. We are determined to address this – **improving service delivery is the Chief Constable's highest priority.**

WILTSHIRE POLICE

Proud to serve and **protect** our communities



@wiltshirepolice

Our response

Whilst hugely disappointing for all our officers and staff, we take the concerns raised very seriously and are already taking comprehensive action to address these:

- **Establishing a dedicated action taskforce:** re-setting and improving the fundamentals of public service from point of contact through to justice outcomes
- **The Chief Constable has personally outlined his expectations to over 1,500 officers and staff** regarding the need to collectively reset and return to the core basics of pride in service and pride in standards
- **Focused ongoing training for all front-line officers and staff**, and critically, with supervisors/sergeants
- **Enhanced training has been delivered** to Contact Centre staff on identifying vulnerability threat, harm and risk in every public interaction
- **We are introducing a Force-wide Volume Crime Team:** further professionalism in investigating crime across neighbourhoods, keeping victims informed and working with the Crown Prosecution Service to deliver better outcomes.

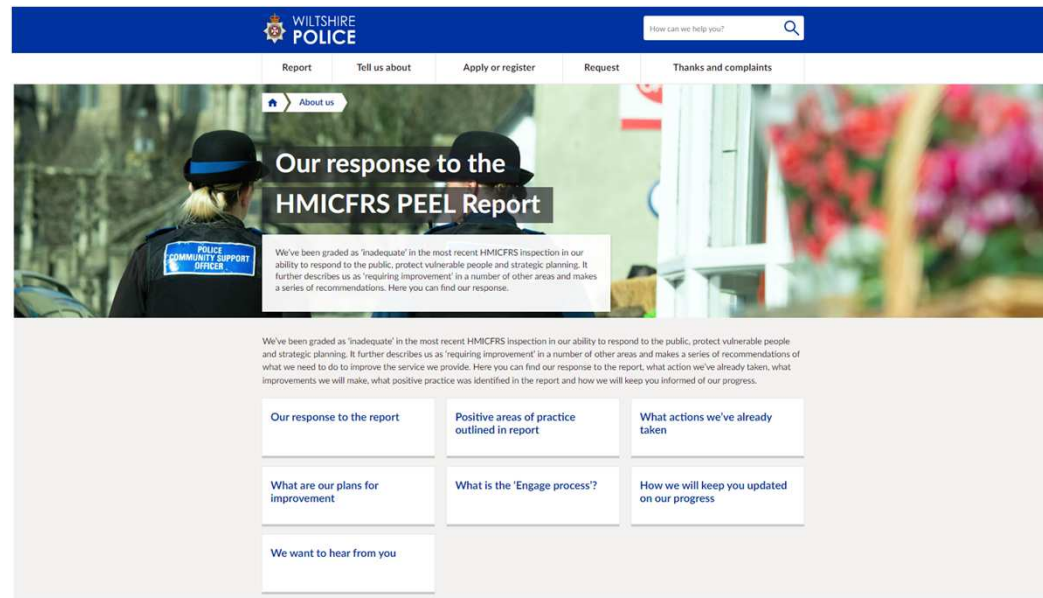
Transparency

We are committed to demonstrating to the public that we are making progress against the HMICFRS PEEL recommendations

A dedicated page on our website has been built to house all information and updates on our response.

This includes a link to the full report, our response to the report and detail on how we plan to make progress

The page is accessible via the homepage of www.Wiltshire.police.uk



Summaries of the Chief Constable's quarterly updates to the Police Performance Oversight Group will be published on our site

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Public Document Pack Agenda Item 6

Melksham Town Council

Minutes of the Full Council meeting held on Monday 16th May 2022

PRESENT:

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

OFFICERS:

Linda Roberts	Town Clerk
Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One member of the press was present and Four members of the public were present virtually.

277/22 Election of Town Mayor

PUBLIC PARTICIPATION: One member of the press was present and Four members of the public were present virtually.

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

Councillor Houghton nominated Councillor Oatley, seconded by Councillor Price, and Councillor Mortimer nominated Councillor S Crundell, seconded by Councillor Forgacs.

A vote was taken which resulted in 9 votes for Councillor S Crundell, and 6 votes for Councillor Oatley.

It was **RESOLVED** that Councillor S Crundell be elected as Town Mayor for the ensuing year.

The newly elected Town Mayor assumed the chair.

278/22 Declaration of Acceptance of Office

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

279/22 Outgoing Mayor's Address

Councillor Hubbard congratulated Councillor S Crundell on his appointment and wished him luck for the forthcoming year, stating it was an exciting for Melksham to have a younger Mayor. Councillor Hubbard thanked members for the honour of being Melksham Town Mayor for the second time.

Councillor Hubbard thanked the former Deputy Town Mayor, Councillor Goodhind on behalf of himself and the Council, explaining he had been incredibly supportive in a challenging and difficult year, going above and beyond on many occasions. Councillor Hubbard also thanked the staff and recognised that they were working extremely hard to deliver to their community. Councillor Hubbard recognised at times councillors have differences of opinion, but asked for these conversations to be held behind closed doors.

280/22 Newly Elected Mayor's Address

The Town Mayor, Councillor S Crundell stated that when the Council were elected 13 out of 15 councillors were new and were fortunate to have two experienced councillors. He was grateful for their generosity of time and spirit to act in the best interest of people in the town. He hoped in the coming year to continue in that spirit and, with the co-operation of councillors who felt comfortable voicing their opinions, to work for the benefit of Melksham residents.

The Town Mayor, Councillor S Crundell, thanked members for placing confidence in him being the Town Mayor and stated that he looked forward to working with councillors and the officer team. The Town Mayor, Councillor S Crundell, thanked the former Town Mayor Councillor Hubbard, and the former Deputy Mayor, Councillor Goodhind for their service and hard work over the past year.

281/22 Election of Deputy Mayor

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

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

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

282/22 Declaration of Acceptance of Office

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

283/22 Apologies

No apologies were received.

284/22 Declarations of Interest

There were no declarations of interest.

285/22 Signing of Deeds and Legal Documents

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

UNANIMOUSLY RESOLVED that the Town Mayor, Councillor S Crundell, the Deputy Town Mayor, Councillor Mortimer, Councillor Forgacs and Councillor Aves would sign legal documents on behalf of the Council.

286/22 Authorities for Town Council bank accounts

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

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

UNANIMOUSLY RESOLVED that Councillors Ellis, Cooke, S Crundell, Lewis, and Mortimer, would authorise payments from the Town Council's Unity bank accounts, and

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

UNANIMOUSLY RESOLVED that Councillors Aves, Cooke, S. Crundell, Ellis, Forgacs, and Mortimer would authorise payments from the Town Council's Lloyds bank accounts, and

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

UNANIMOUSLY RESOLVED that Councillors Alford and Price were approved to carry out bank reconciliations for the Town Council's Unity Trust and Lloyds bank accounts, and

It was proposed by the Councillor Hubbard seconded by the Councillor Forgacs, and

UNANIMOUSLY RESOLVED to grant approval for the Town Council to meet scheduled payments by Direct Debit.

287/22 Financial Regulations 2022

The Town Clerk explained that the amendment to the Financial Regulations 2022 was to remove the EU Legislation relating to tender requirements of the Council.

Councillor Mortimer asked for clarity on Financial Regulations Item 5.2 The Town Clerk confirmed that item 5.2 had not been changed since adoption by Council.

Councillor Hubbard requested that future amended documents are forwarded with track changes to enable members to understand the changes made.

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

UNANIMOUSLY RESOLVED to approve the revised Financial Regulations 2022 with item 5.2 being earmarked for further review by Council.

288/22 Standing Orders

Councillors discussed Standing Order Items 1C and 10. The Town Mayor, Councillor S Crundell, suggested that Councillors send questions to the Town Clerk to receive her advice and bring back to Full Council to debate changes to Standing Orders.

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

UNANIMOUSLY RESOLVED to adopt the revised Standing Orders.

289/22 Committees

Councillors reviewed the committee membership and approved the Chair and Deputy Chair for each committee as follows:

Asset Management and Amenities Committee

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

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

Councillors: Cooke, Elis, Forgacs, Goodhind, Houghton, Hubbard, Oatley, and Price with the proviso that there is a vacancy for a late entry.

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

UNANIMOUSLY RESOLVED to elect Councillor Cooke as Chair of the Asset Management and Amenities Committee for the forthcoming year.

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

UNANIMOUSLY RESOLVED to elect Councillor Forgacs as Vice Chair of the Asset Management and Amenities Committee for the forthcoming year.

Community Development Committee

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

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

Councillors: Aves, Ellis, Houghton, Lewis, Mortimer, Oatley and Price.

Councillor Cooke proposed Councillor Aves, as Chair, which was seconded by Councillor Lewis.

UNANIMOUSLY RESOLVED to elect Councillor Aves as Chair of the Community Development Committee for the forthcoming year.

Councillor Aves proposed Councillor Ellis as Vice Chair, which was seconded by Councillor Hubbard.

UNANIMOUSLY RESOLVED to elect Councillor Ellis as Vice Chair of the Community Development Committee for the forthcoming year.

Economic Development & Planning Committee

Councillor Alford offered to be called upon should a substitute be required. The Clerk would be notified of the substitution by 12 noon latest on the day of the meeting.

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

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

Councillors: Aves, Cooke, S Crundell, Ellis, Goodhind, Oatley, and Rabey.

Councillor Alford nominated Councillor Ellis for Chair seconded by Councillor Aves.

UNANIMOUSLY RESOLVED: To duly elect Councillor Ellis, as Chair of the Economic Development and Planning Committee.

Councillor Ellis proposed Councillor Cooke as Vice Chair, seconded Councillor Lewis.

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

Finance, Administration and Performance Committee

It was proposed by Councillor S Crundell, seconded by Councillor Cooke and:

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

Councillors: Aves, J Crundell, Forgacs, Goodhind, Hubbard, Mortimer, and Rabey.

Councillor Aves proposed Councillor Mortimer, as Chair, which was seconded by Councillor Alford.

RESOLVED: To duly elect Councillor Mortimer, as Chair of the Finance Administration and Performance Committee

Councillor J Crundell proposed Councillor Goodhind as Vice Chair, which was seconded by Councillor Rabey.

UNANIMOUSLY RESOLVED To duly elect Councillor Goodhind, as Vice-Chair of the Finance Administration and Performance Committee

Staffing Committee (to include the Mayor and Deputy Mayor)

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

RESOLVED to appoint members to the Staffing Committee and that the membership would remain in place to the end of this administration in accordance with the Terms of Reference. The Mayor and Deputy Mayor changing annually.

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

UNANIMOUSLY RESOLVED to appoint the following members to the Staffing Committee for the duration of the current Council term with the Mayor and Deputy Mayor changing annually:

The Town Mayor, Councillor S Crundell (Chair), the Deputy Town Mayor, Councillor Mortimer (Vice-Chair), Councillors Aves, J Crundell, and Houghton.

Council agreed to vote for membership of Working Groups en bloc. It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Price and

UNANIMOUSLY RESOLVED to appoint members to the following Working Groups.

Assembly Hall Working Group:

Councillors Aves, Ellis, Houghton, Hubbard and Oatley.

Budget Working Group:

Councillors Cooke, J Crundell, S Crundell, Forgacs, and Mortimer.

Business Review Working Group:

Councillors Alford, Cooke, Forgacs, and Oatley.

Canal Working Group:

Councillors Alford, Ellis, and Goodhind.

CCTV and Community Safety Working Group:

Councillors Aves, Goodhind, Lewis, Mortimer and Oatley.

CIL Funding Projects Working Group:

Councillors Alford, Ellis and Rabey.

Community Arts Working Group:

Councillors Aves, Forgacs, Hubbard and Price.

Environment and Climate Working Group:

Councillors Aves, S Crundell, Ellis, Oatley, Mortimer and Rabey.

Publicly Owned Assets in Melksham Working Group:

Councillor Alford explained that he represented Wiltshire Council as a member of the Working Group which was a small group. Councillors expressed an interest in becoming members of the Working Group and Councillor Alford agreed to find out the maximum number of Melksham Town Councillors permitted.

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

UNANIMOUSLY RESOLVED that the three current Working Group members (Councillors Aves, Ellis and S. Crundell) would remain until the next Full Council meeting scheduled for 6 June 2022, following clarification of the maximum number of Town Councillors permitted on the Working Group, with new members being elected at that meeting.

Parks Working Group:

Councillors Goodhind, Houghton, Hubbard, Mortimer and Rabey.

Priority for People Working Group:

Councillors Cooke, Ellis and Forgacs.

Virtual Hub Working Group:

Councillors Aves, Goodhind, Houghton and Oatley.

291/22 Outside Bodies

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

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

Outside Body	Membership
2385 (Melksham) Air Training Corps	S Crundell, Forgacs
Area Board	Goodhind
LHFIG	Goodhind
Carnival Committee	Mortimer
Melksham Adventure Centre	Mortimer
Melksham Almshouses Charities	J Crundell, Rabey
Melksham Community Transport	Ellis
Melksham League of Friends	J Crundell
Neighbourhood Plan	Aves, Hubbard
Neighbourhood Plan sub-group: <ul style="list-style-type: none"> • Canal Link • Climate Issues • Design Guides • Housing • Heritage • Local Green Space • Proposed A350 Bypass • Town Centre 	Goodhind Ellis, Price Forgacs Aves Ellis S Crundell, Price Ellis, Hubbard Aves, Goodhind, Oatley and Rabey
North Operational Flood Working Group	Vacancy

Rachel Fowler Centre Management Committee	Lewis
Riverside Club Management Committee	Hubbard
Shurnhold Fields Working Group	Alford, Aves and Houghton
Shurnhold Fields (Friends of)	Alford
Melksham Transport User Group	Aves, Mortimer
Wiltshire Association of Local Councils	Hubbard
Wiltshire, Swindon and Oxfordshire Canal Partnership	Goodhind, Ellis
The Chamber	Hubbard, Rabey
West Wiltshire – Elblag – Twinning Association	Aves

Meeting Closed at: 9.47 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 20th June 2022

PRESENT: Councillor S Crundell
Councillor S Mortimer
Councillor P Alford
Councillor P Aves
Councillor G Cooke
Councillor G Ellis
Councillor C Goodhind
Councillor J Hubbard
Councillor L Lewis
Councillor J Oatley
Councillor S Rabey

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Patsy Clover	Deputy Town Clerk
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One member of the press was present. Two members of the public were present virtually.

Pam Wiltshire complemented the town for the Jubilee weekend celebrations which were outstanding and passed her congratulations to everyone for all the hard work. She stated it was lovely to see the town decorated, the planting looking exceptionally good with much improved hanging baskets. Pam asked if anything would be happening to improve the Prince of Wales Gardens area. The Town Mayor, Councillor S Crundell, confirmed that the Head of Operations would provide Pam with a written response to her question.

292/22 Apologies

Apologies were received from Councillors J Crundell and Houghton.

293/22 Declarations of Interest

There were no declarations of interest.

294/22 Minutes

Councillor Ellis requested that Agenda Item 16 be amended to show a correct permanent record of the current membership of the Publicly Owned Assets in

Melksham Working Group (Councillors Aves, Ellis and S Crundell). The Town Clerk confirmed the agenda would be amended and republished.

The Town Clerk advised that she had requested an amendment to the draft minutes be made to reflect the correct membership of the Publicly Owned Assets Working Group but the circulated draft minutes did not reflect the amendment.

Councillor Hubbard disputed the accuracy of the draft minute number 290/22 of the Annual Meeting held on 16 May 2022. Councillor Hubbard stated that the draft minutes excluded new members of the Publicly Owned Assets in Melksham Working Group from being elected, that Councillor Alford was a Wiltshire Council representative on that Working Group and did not record the request for confirmation of the permitted number of Melksham Town Councillors on the Working Group.

Councillor Hubbard requested that the minutes be amended to include these comments as a true record of the discussion.

It was agreed that minute no. 290/22 be amended to show that Councillor Alford is a Wiltshire Council representative on the Melksham Public Assets Working Group, and had been requested to seek clarification from Wiltshire Council about the number of Town Councillors allowed to be on the Working Group and report back to the next Full Council meeting scheduled for 20 June 2022. The resolution would be amended to show the correct membership as agreed at the Annual Meeting on 16 May 2022, that being Councillors Aves, Ellis and S. Crundell, and that following confirmation of the maximum number of Town Councillors permitted on the Working Group, members would be appointed at the next Full Council meeting. The amended draft minutes would be circulated to councillors for approval at the next Full Council meeting scheduled for 25 July 2022.

295/22 Town Mayors Announcements

The Town Mayor confirmed that the Town Clerk had met with Wiltshire Officers in connection with Wiltshire Council's Standards and Well Being work. Reminding members that the Town Clerk had sent a link and invitation to the Positive Conduct – Positive Democracy webinar scheduled for 7 July at 5pm via Microsoft Teams.

The Town Clerk confirmed that it would be useful for Councillors to attend the webinar adding that the National Association of Local Council's 'Society of Local Council Clerks and One Voice Wales Civility and Respect' campaign had captured the interest of Wiltshire Council.

296/22 Questions from Councillors

There were no questions from Councillors.

297/22 Reports from Unitary Councillors

Councillor Alford updated members on the Christie Miller site, advising that residents had raised concerns about the effect of the demolition on nesting birds. He confirmed that inspections had taken place and all works had been carried out to the highest possible standard.

Councillor Alford confirmed that the Area Board were reviewing Campus opening times. He also advised that Wiltshire Council would make an announcement soon on various options available to support people in financial difficulties.

Councillor Alford explained that the challenges around waste collections were a national problem with bins locally being collected late. Councillor Rabey suggested that Wiltshire Council could put notices on social media informing residents of late bin collections.

Councillor Hubbard reported on behalf of Wiltshire Children's Services and confirmed that two summer holiday camps would be running in Melksham providing positive activities and a daily meal for the young people attending, every child on the free school meals scheme could attend any of the holiday camps in the county.

298/22 Police Area Report May 2022

The Police Area report for May 2022 was received.

The Town Mayor, Councillor S Crundell, confirmed that there had been some positive news with the Youth Offending Team. Councillor Hubbard suggested inviting a police member to the next Full Council meeting to present the report.

299/22 Accounts

Members noted that the Financial Reports had not been reviewed by the Finance, Administration and Performance Committee before being submitted to this meeting. A request was made that Finance, Administration, and Performance Committee meetings were scheduled prior to Full Council Meetings to enable this.

299/22.1 Petty Cash to 30 April 2022 (Month 1)

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

UNANIMOUSLY RESOLVED to approve the petty cash payments.

299/22.2 List of Payments to 30 April 2022 (Month 1)

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

UNANIMOUSLY RESOLVED to approve the list of payments.

299/22.3 Monthly Financial Statement to 30 April 2022 (Month 1)

The monthly financial statement was noted.

Councillor Hubbard questioned why the Council had a small sum of money in a higher interest account and £1.3m in two deposit accounts. Councillor Hubbard requested that in order to spread the risk suggestions of options for the investment of the £1.3m be forwarded to the next Full Council meeting.

Councillor Mortimer asked that the Financial Statement dates for the Earmarked Reserves, CIL and Solar Farm monies be amended from 2021 to 2022.

299/22.4 Detailed Income & Expenditure Report at 30 April 2022 (Month 1)

The detailed Income and Expenditure report was noted.

300/22 Town Council Income Received Report to 30 April 2022 (Month 1)

The Income Received report was noted.

Councillor Hubbard asked for clarification that the reports had been reviewed at the Finance, Administration and Performance Committee, in accordance with the agreed policy, before being submitted to Full Council. The Town Clerk confirmed that the Finance, Administration and Performance Committee had not met to be able to review these reports, but that they were included in the External Auditor's Report. The Town Clerk confirmed that the minutes of this meeting would record that the finance reports had not been reviewed by the Finance, Administration and Performance Committee.

301/22 Earmarked Reserves at 30 April 2022 (Month 1)

The Earmarked Reserves were received.

302/22 Year End Budget Report 2021-2022

The Year End Budget Report for 2021-2022 was noted.

Councillor Mortimer asked for clarification regarding the grants (Page 46 of the agenda) where it stated that there is a grant for Party in the Park. The Town Mayor, Councillor S Crundell, explained that in January the Council had approved

usage of Party in the Park grant funding to support the Queen's Platinum Jubilee celebrations.

The Town Clerk confirmed that the report would be checked and explained that a heading in the accounts could not be changed, but that a note would be added to the report to explain expenditure of Party in the Park grant funding.

303/22 Bank Signatories

Members noted that Councillor Goodhind remained a signatory on the Town Council's Unity Trust Bank Account, this had not been recorded in the previous minutes. The Town Mayor, Councillor S Crundell, made a request for Councillors to come forward as signatories to the bank account.

304/22 Internal Auditor's Report 2021-2022

The Internal Auditor's Report 2021-2022 was received.

Councillor Hubbard asked why the Rialtas Sales Ledger tool had not been used during the year as its use had been suggested to improve good practice. He asked what steps had been implemented to ensure that it is now working correctly?

Councillor Hubbard asked why casual staff had been paid double which had been picked up by the Auditor? The Deputy Town Clerk explained that Wiltshire Council erroneously paid casual staff double during December 2021 which was rectified in the January 2022 payroll.

The Deputy Town Clerk explained that the audit had identified the risk of having all Council funding in two current accounts. With the adoption of the new policy, Diversification of Investments and Interest Earning Potential, the risk could be spread, following the auditor's recommendation.

Councillor Hubbard raised his concern about the debit card spending limits due to the large amount of funds held in the current accounts. The Deputy Town Clerk confirmed that, currently, the debit cards have a £500 limit per calendar month which is inadequate and officers are progressing with increasing the limit. She explained that all debit card spending is closely monitored.

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

UNANIMOUSLY RESOLVED to receive and adopt the Internal Auditor's report and the recommendations contained therein, noting that officers had already addressed the recommendations.

304/22.1 Diversification of Investments and Interest Earning Potential

The report of the Deputy Town Clerk was received.

Councillor Hubbard asked whether the Town Clerk had delegated authority to open additional bank accounts and what were the specific instructions regarding signatures, as three minimum would be required for safety? The Town Clerk replied that legislation excluded Town Clerks from being bank signatories and that she understood the financial regulations to include a minimum of three signatories on each account.

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

UNANIMOUSLY RESOLVED to accept the proposals in the Diversification of Town Council Funds report with two amendments:-

1) the policy wording to be amended from “to a maximum of two accounts” to “to open as many accounts as deemed necessary with other financial institutions”.

2) to include the following wording in the policy “with a minimum of three signatories”, and

to delegate authority to the Town Clerk to open as many accounts as deemed necessary to ‘spread the risk’, and increase the council’s interest earning potential with a maximum investment of £150,000 in each new account.

305/22 External Audit 2021-2022 - Approval of the Annual Governance Statement and Accounting Statements

Councillor Hubbard requested that in future all External and Internal Auditor reports be forwarded to Finance, Administration and Performance Committee before approval by Full Council.

305/22.1 Annual Governance Statement 2021/2022

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

UNANIMOUSLY RESOLVED to approve the Annual Governance Statement 2021/2022 and for the Town Mayor, Councillor S Crundell, to sign the Annual Governance Statement as detailed in Section 1.

305/22.2 Accounting Statement 2021/2022

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

UNANIMOUSLY RESOLVED to approve the Accounting Statements for 2021/2022 and for the Town Mayor, Councillor S Crundell, to sign

the Accounting Statements as detailed in Section 2.

306/22 Neighbourhood Plan

Councillor Hubbard reported that the meeting of all the Neighbourhood Plan Task Groups had been very positive and constructive, with expertise being supplied by Place Studios. The Task Groups had already met to progress items allocated for action.

Councillor Aves updated on the Housing Working Group and reported that work was much quicker and more thorough in Neighbourhood Plan #2 (NHP#2).

Councillor Goodhind agreed to present to the Area Board Meeting on 22 June 2022 alongside Melksham Without Parish Councillors on the progress to date of the NHP#2.

Members noted that the Neighbourhood Plan Housing Needs Survey closes on 30 June 2022. Councillor Aves confirmed that the evidence gathered would be essential in forming housing requirements for developers. Councillor Hubbard suggested the information is placed on the Town Council's Facebook and website pages.

Councillor Hubbard explained that the appeal for the development of 100% affordable homes at Townsend Farm had been supported, as Wiltshire Council were failing to reach the affordable homes target. He reported that the Regulation 14 protection was unchanged.

Councillor Hubbard explained that a resolution was passed at the last meeting of the Economic Development and Planning Committee that Melksham Without Parish Council (MWPC) would be asked to part fund Priority for People which would become part of the NHP#2. If this was not agreed by MWPC the project would be reviewed. The Town Mayor, Councillor S Crundell, suggested that the council should wait for the outcome of tonight's MWPC meeting where the decision would be made whether they would part-fund the project. The Deputy Town Clerk confirmed that there is a very tight deadline with the NHP#2 - Regulation 14 must be applied for by the Autumn 2022 subject to Wiltshire Council submitting the draft emerging Local Plan. She suggested the Town Clerk, and Councillors Ellis and Rabey discuss this separately.

Town Centre Masterplan

The Town Clerk requested that members passed a resolution confirming that the Town Centre Masterplan would be included in the reviewed Neighbourhood Plan. Adding that this would mean policies made would have planning weight. A separate Masterplan would not be afforded this weight.

The Town Clerk also reported that the brief for the Town Centre Masterplan had been sent to AECOM who were going to supply technical support for the Masterplan.

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

UNANIMOUSLY RESOLVED that the Town Master Plan would become part of the Neighbourhood Plan#2.

307/22 Financial Regulations 2022

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

UNANIMOUSLY RESOLVED to adopt the Financial Regulations 2022 with the amendments to 5.2 as resolved at the Full Council meeting held on 16 May 2022.

308/22 Committee Minutes

Members agreed to vote for the following minutes of committees en bloc.

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Community Development Committee meeting held on 13 June 2022 and the minutes of the Economic Development and Planning Committee meetings held on 4 April 2022, 9 May 2022 and the draft minutes of the Economic Development and Planning Committee meeting held on 6 June 2022.

309/22 Staffing Committee

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

UNANIMOUSLY RESOLVED to receive the minutes of the Staffing Committee meetings held on 27 April, 12 May 2022 and the draft minutes of the Staffing Committee meeting held on 2 June 2022.

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

UNANIMOUSLY RESOLVED to approve the resolution from the Staffing Committee meeting held on 2 June 2022 to dissolve the Grievance Investigation Sub-committee.

310/22 Working Group Minutes

311/22 Parks Working Group

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

UNANIMOUSLY RESOLVED to receive the draft notes of the Parks Working Group meeting held on 10 May 2022.

312/22 Environment and Climate Working Group

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

UNANIMOUSLY RESOLVED to receive the draft notes of the Environment and Climate Working Group meetings held on 23 March 2022, 20 April 2022, and 18 May 2022.

313/22 Membership of Publicly Owned Assets in Melksham Working Group

Councillor Hubbard asked if any meetings organised to discuss publicly owned assets in Melksham would be restricted to Working Group members, as it is Town Council policy to allow councillors to attend any working group meetings. Councillor Aves explained that there were representatives from the Town Council on the Working Group and they could feed back to other town councillors from those meetings.

Councillor Hubbard expressed his concern that it had been reported in the local press and Wiltshire Councillors had contacted officers suggesting that the Town Council is moving to Melksham House. Councillor Alford confirmed that this rumour did not come from the Publicly Owned Assets in Melksham Working Group.

Councillor Ellis asked for the agenda for the Annual Meeting held on 16 May 2022 be amended to record the correct members of the Working Group. The Town Clerk confirmed that the agenda would be amended.

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

UNANIMOUSLY RESOLVED to defer the item to the next Full Council meeting to be held on 25 July 2022 where membership will be confirmed and new members will be elected if allowed by Wiltshire Council.

314/22 Membership of Wilts and Berks Canal Trust

It was agreed that Councillor Goodhind would be the Town Council representative to the Wiltshire & Berks Canal Trust.

315/22 Garden Licence Policy

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

UNANIMOUSLY RESOLVED to adopt the Garden Licence Policy.

316/22 Clackers Brook Habitat Improvement Works

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

UNANIMOUSLY RESOLVED to approve the Wiltshire Wildlife Trust improvement works to Clackers Brook and to request that the soil from the bund would be used to provide an additional facility for the young people of Melksham, i.e. a BMX track.

317/22 Hire Rates for Melksham Town Hall

The report of the Head of Operations of Operations was received.

Members discussed different rates of hire charges for the Town Hall similar to those at the Assembly Hall, day and evening rates and the target income needed to cover costs.

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

UNANIMOUSLY RESOLVED to ask the Head of Operations produce a proposal for approval at the next Full Council meeting scheduled for 25 July 2022, including average income from Town Hall hires over the previous three year period and a formula to drive the rate of charges for hire of the Town Hall compared with other local hire rates.

318/22 Wiltshire Council Reopening High Streets Safely: Dressing Award

The report of the Communications Officer was received.

The Deputy Town Clerk reported on a meeting held with City Dressing for temporary additions to the high street, confirming that legacy items were not allowed, the European brief is extremely restrictive and timescales are short.

Members noted that the £10,000 grant covered all three items proposed.

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

RESOLVED to instruct the Deputy Town Clerk to approve the use of the City Dressing award at a cost of no more than the £10,000 to be awarded for the temporary provision of lamp banners, a pop-up park and an animal trail.

319/22 Park Signage

The report of the Communications Officer was received.

Members considered the example park sign and requested three amended sample signs be produced to include the town crest, QR Codes, increased font size, and more appropriate What Three Words.

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

UNANIMOUSLY RESOLVED to delegate to the Town Clerk the progress this further with three option templates to be produced for Council approval at the meeting scheduled for 25 July 2022 which would include QR codes, the town crest and more appropriate What Three Words.

320/22 Items for Information

The Town Clerk explained that the extra 10% CIL funding from the Neighbourhood Plan would be used on projects that would benefit both Melksham Town and Melksham Without Parish, and that the CIL Working Group would be required to come up with schemes on which projects to fund for approval by both councils.

Councillors Hubbard, Ellis and Mortimer agreed to be representatives on the CIL Working Group, with Councillor Oatley as substitute.

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

UNANIMOUSLY RESOLVED to receive:

- the minutes of the Wilts & Berks Canal Trust Branch Meeting held on 3 May 2022, the Branch Officer's report for April 2022 and On the Button for April and May 2022.
- the notes of the Wiltshire Swindon & Oxfordshire Canal Partnership meeting held on 3 March 2022 and
- the dates of the Dorset and Wiltshire Fire and Rescue Authority, Wiltshire Local Performance and Scrutiny Committee meetings.

321/22 Motions from Councillors

322/22 Motion for the Introduction of an annual Public Visioning Day

The Motion for the introduction of an annual Public Visioning Day had been withdrawn by Councillor Price.

323/22 Motion for Banning Mobile Phones in Meetings

The motion from Councillor Price for the banning of the use of mobile phones during council meetings was received.

Members discussed whether this request should be advisory rather than a mandatory rule, policing/enforcing the use of mobile phones in meetings, codes of good practice, respect for members and for the committee business.

The Town Clerk confirmed that councillors and members of the public are lawfully allowed to report on social media, the proceedings of council meetings.

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

UNANIMOUSLY RESOLVED to defer this item and invite the mover to have further discussions with the Town Clerk.

9.58 pm.

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

RESOLVED that in accordance with Standing Orders the meeting would continue after 10.00 pm.

324/22 Motion to Improve Communications and Team Working

Councillors Aves and Hubbard suggested that the motion should not be undertaken in confidential session as it was about working practices of the Town Council.

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

UNANIMOUSLY RESOLVED to bring the motion into the public session of the meeting.

The Motion from Councillor Goodhind was received.

Councillor Goodhind explained that his motion was in four parts and that the implementation of Sharepoint would improve communications, act as a tool to track progress/delays on projects and improve team working. Members

considered duplication of work, training on the system and recognised increased workload for officers.

Councillor Hubbard left the meeting at 10.27 pm.

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

RESOLVED to approve points 1,3, and 4 of the motion and

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

UNANIMOUSLY RESOLVED to arrange an Extraordinary Full Council meeting to address the issues relating to point 2 of Councillor Goodhind's motion to improve communications and team working.

325/22 Confidential Session

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

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

326/22 East of Melksham Community Centre

The report of the Deputy Town Clerk was received.

The Town Clerk explained that officers were exploring a variety of options to progress the East of Melksham Community Centre build.

Members considered various sites and the benefits to the community.

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

UNANIMOUSLY RESOLVED to request officers to pursue the proposed alternative site for the construction of a Community Centre.

Meeting Closed at: 10.55 pm

Signed:

Dated:

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Date: 12/07/2022

Time: 13:45

Melksham Town Council 2021-2022

Cashbook 9

Petty Cash

Page: 1

User: MEL

For Month No: 11

Receipts for Month 11			Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
Balance Brought Fwd :		98.53				98.53
	Banked: 08/02/2022	200.00				
Top up	Cooperative Bank A/C	200.00			204	200.00 Petty cash top-up
	Cash Banked: 28/02/2022	322.00				
Cash	Xmas Grotto	322.00			4304 403	322.00 Entry fee
Total Receipts for Month		522.00	0.00	0.00		522.00
Cashbook Totals		620.53	0.00	0.00		620.53

Continued on Page 2

Date: 12/07/2022

Melksham Town Council 2021-2022

Page: 2

Time: 13:45

Cashbook 9

User: MEL

Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/01/2022	B. Bury	TRANS	10.99		1.83	4918 501	9.16	Earpieces
28/01/2022	B. Burry	TNSFR	12.00		2.00	4903 520	10.00	Cups
01/02/2022	H. Davies	TRANS	14.14		2.36	4163 202	11.78	Adaptor
02/02/2022	H. Davies	TRANS	4.71		0.78	4163 202	3.93	Plumbing items
02/02/2022	C. Hunter	TRANS	21.90		3.65	4021 101	18.25	Milk/coffee
03/02/2022	S. Land	TRANS	73.74		12.29	4903 520	61.45	Bar stock
07/02/2022	S. Land	TRANS	1.49		0.25	4903 520	1.24	Milk
07/02/2022	B. Burry	TRANS	7.69		1.28	4903 520	6.41	Milk/refs
08/02/2022	Gompels	TRANS	46.80		7.80	4354 403	39.00	Parking redemption Nov21
16/02/2022	B. Burry	TRANS	65.05		10.84	4903 520	54.21	Bar stock
28/02/2022	Xmas Grotto	TRANS	277.71		46.28	4304 403	231.43	Presents - Grotto
Total Payments for Month			536.22	0.00	89.36		446.86	
Balance Carried Fwd			84.31					
Cashbook Totals			620.53	0.00	89.36		531.17	

Date: 12/07/2022

Melksham Town Council 2021-2022

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Time: 13:46

Cashbook 9

User: MEL

Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

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

Balance Brought Fwd : 84.31

84.31

Banked: 22/03/2022

200.00

Transfer Cooperative Bank A/C

200.00

204

200.00

Petty cash top-up

Banked: 30/03/2022

200.00

Top-up Cooperative Bank A/C

200.00

204

200.00

Petty cash top-up

Total Receipts for Month

400.00

0.00

0.00

400.00

Cashbook Totals

484.31

0.00

0.00

484.31

Continued on Page 123

Date: 12/07/2022

Melksham Town Council 2021-2022

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Cashbook 9

User: MEL

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference_£	Total Amnt_£	Creditors_£	VAT_£	A/c_Centre	£ Amount	Transaction Detail
05/03/2022	K. Farrow	TRANS	2.25		0.38	4903 520	1.87	Milk
12/03/2022	M. Rolph	TRANS	15.84		2.64	4028 101	13.20	Stamps
17/03/2022	B. Burry	TRANS	4.49		0.75	4903 520	3.74	Batteries
18/03/2022	L. Roberts	TRANS	15.70		2.62	4061 101	13.08	Mileage
19/03/2022	K. Farrow	TRANS	2.25		0.38	4903 520	1.87	Milk
22/03/2022	M. Zaccarelli	TRANS	11.55		1.92	4021 101	9.63	Metting refs
22/03/2022	K. Farrow	TRANS	20.00			4909 501	20.00	Pub Watch membership
22/03/2022	Gompels	TRANS	78.70			4354 403	48.30	Parking Redemption - Dec 2021
						4354 403	30.40	Parking Redemption - Jan 2022
23/03/2022	H. Davies	TRANS	90.25		15.04	4021 101	75.21	Refs
30/03/2022	C. Hunter	TRANS	78.64		13.11	4085 115	65.53	Mayor's Reception items
30/03/2022	M. Zaccarelli	TRANS	7.95		1.32	4085 115	6.63	Raffle tickets
Total Payments for Month			327.62	0.00	38.16		289.46	
Balance Carried Fwd			156.69					
Cashbook Totals			484.31	0.00	38.16		446.15	

Date: 10/06/2022

Melksham Town Council Current Year

Page: 122

Time: 08:23

Cashbook 9

User: MEL

Petty Cash

For Month No: 1

Receipts for Month 1

Nominal Ledger Analysis

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

Balance Brought Fwd : 156.69

156.69

Banked: **0.00**

0.00

0.00

Total Receipts for Month

0.00

0.00

0.00

0.00

Cashbook Totals 156.69

0.00

0.00

156.69

Continued on Page 123

Date: 10/06/2022

Melksham Town Council Current Year

Page: 123

Time: 08:23

Cashbook 9

User: MEL

Petty Cash

For Month No: 1

Payments for Month 1

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/04/2022	K. Farrow	TRANS	1.00		0.17	4903 520	0.83	Bar stock
07/04/2022	M. Rolph	TRANS	16.32		2.72	4028 101	13.60	Stamps
12/04/2022	B. Burry	TRANS	8.74		1.46	4903 520	7.28	Bar stock
26/04/2022	K. Farrow	TRANS	3.30		0.55	4903 520	2.75	Bar stock
26/04/2022	V. Rolph	TRANS	32.64		5.44	4028 101	27.20	Postage
28/04/2022	B. Burry	TRANS	10.03		1.67	4903 520	8.36	Bar stock
28/04/2022	V. Rolph	TRANS	12.53		2.09	4021 101	10.44	Refs
28/04/2022	V. Rolph	TRANS	6.85		1.14	4028 101	5.71	Postage
Total Payments for Month			91.41	0.00	15.24		76.17	
Balance Carried Fwd			65.28					
Cashbook Totals			156.69	0.00	15.24		141.45	

Date: 05/07/2022

Melksham Town Council Current Year

Page 1

Time: 12:25

Petty Cash

List of Payments made between 01/05/2022 and 31/05/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	C. Hunter	TRANS	11.70		Refreshments
06/05/2022	V. Rolph	TRANS	1.29		Milk
11/05/2022	J. Mills	TRANS	6.00		Clipart program
12/05/2022	V. Rolph	TRANS	1.29		Refreshments
16/05/2022	V. Rolph	TRANS	2.39		Milk
31/05/2022	B. Burry	TRANS	20.90		Bar stock
31/05/2022	K. Farrow	TRANS	8.28		Bar stock
31/05/2022	C. Hunter	TRANS	1.35		Milk
31/05/2022	H. Davies	TRANS	15.85		Kettle
31/05/2022	H. Davies	TRANS	16.55		Refs
Total Payments			<u>85.60</u>		

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Agenda Item 9.2

Date: 12/07/2022		Melksham Town Council 2021-2022					Page: 7	
Time: 14:30		Cashbook 4					User: MEL	
		Cooperative Bank A/C					For Month No: 11	
Payments for Month 11				Nominal Ledger Analysis				
Date	Payee Name	Reference_£	Total Amnt_£	Creditors_£	VAT_£	A/c_Centre	£ Amount	Transaction Detail
01/02/2022	Post Office	DEBIT CARD	105.60			4028 101	105.60	Stamps
01/02/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Bow erhill Unit
01/02/2022	Water2Business	DDR	35.95			4200 203	35.95	Water rates - Aw dry Allotments
01/02/2022	Water2Business	DDR	40.07			4200 203	40.07	Water rates - Dorset Allotment
01/02/2022	Water2Business	DDR	165.92			4200 203	165.92	Water rates - Methuen Allot
01/02/2022	Water2Business	DDR	180.54			4254 204	180.54	Water rates - Pavilion
02/02/2022	Indeed	DEBIT CARD	12.73	2.12	4023 101		10.61	Job advert
04/02/2022	Amazon	DEBIT CARD	22.00	3.67	4040 101		18.33	Keyboard/mouse
04/02/2022	British Gas	DDR	97.86	4.66	4252 204		93.20	Electricity - Pavilion
07/02/2022	GiffGaff	DDR	6.00	1.00	4027 101		5.00	SIM
07/02/2022	Post Office	DEBIT CARD	7.92		4028 101		7.92	Stamps
07/02/2022	eBay	DEBIT CARD	90.00	15.00	4040 101		75.00	Flight case
07/02/2022	Microsoft	DEBIT CARD	91.20	15.20	4042 101		76.00	Licences
07/02/2022	eBay	DEBIT CARD	110.00	18.33	4040 101		91.67	Flight case
07/02/2022	Redhorn Hldings	DDR	934.99	155.83	4160 215		779.16	Rent - Bow erhill Unit
08/02/2022	Petty Cash	Top up	200.00		220		200.00	Petty cash top-up
08/02/2022	Enterprise	DD	562.90	93.82	4156 202		469.08	Van lease
08/02/2022	Amazon	DEBIT CARD	15.99	2.66	4040 101		13.33	Foam sheets
09/02/2022	Amazon	DEBIT CARD	30.19	5.03	4903 520		25.16	Tumblers
09/02/2022	Amazon	DEBIT CARD	70.00	11.67	4903 520		58.33	Tumblers
09/02/2022	Co-op Bank	DDR	4.06		4017 110		4.06	BACS fee
09/02/2022	Co-op Bank	DDR	9.00		4017 110		9.00	BACS fee
10/02/2022	British Gas	DDR	83.06	3.96	4185 205		79.10	Electricity - Toilets
10/02/2022	Avon IT	406333	454.80	75.80	4042 101		379.00	IT consultancy
11/02/2022	British Gas	DDR	13.55	2.26	4252 204		11.29	Electricity - Pavilion
14/02/2022	Office Evolution	DDR	85.58	14.26	4026 101		71.32	Photocopying
14/02/2022	Mainstream	DDR	545.87	90.98	4027 101		454.89	Phones
14/02/2022	Wiltshire Council	DDR	7,836.68		520		7,836.68	Pensions
14/02/2022	Daisy Communications	DDR	23.94	3.99	4250 204		19.95	Wifi - Pavilion
15/02/2022	SP Stickers	DEBIT CARD	86.00	14.33	4021 101		71.67	Stickers
16/02/2022	Amazon	DEBIT CARD	49.80	8.30	4076 110		41.50	First aid kits
16/02/2022	Fuel Genie	DDR	355.65	59.28	4153 202		296.37	Fuel
17/02/2022	Stock Signs	BACS	3,570.00	595.00	4167 202		2,975.00	SIDs
17/02/2022	Amazon	DEBIT CARD	67.02	11.17	4021 101		55.85	N/K
18/02/2022	Flow ers in Focus	DEBIT CARD	30.00	5.00	4021 101		25.00	Flow ers JH
18/02/2022	Oakw ood	DDR	135.00	22.50	4196 202		112.50	Container
18/02/2022	Wiltshire Council	DDR	24,842.08		520		24,842.08	Salaries
18/02/2022	Vimto	DEBIT CARD	250.42	41.74	4903 520		208.68	Bar stock
18/02/2022	Wiltshire Council	DDR	122.33		520		122.33	Salaries
21/02/2022	Amazon Prime	DDR	7.99	1.33	4029 101		6.66	Subscription
21/02/2022	British Gas	DDR	271.82	45.30	4101 201		226.52	Electricity - TH
21/02/2022	Zen	DDR	20.40	3.40	4175 210		17.00	Wifi - Art House
22/02/2022	HMRC	DDR	7,320.45		520		7,320.45	PAYE/NI
23/02/2022	Zoom	DDR	14.39	2.40	4042 101		11.99	Subscription
23/02/2022	British Gas	DDR	11.25	1.88	4912 501		9.37	Gas - AH
23/02/2022	British Gas	DDR	54.55	9.09	4101 201		45.46	British Gas
23/02/2022	British Gas	DDR	828.93	138.16	4100 201		690.77	Gas - TH

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Date: 12/07/2022

Melksham Town Council 2021-2022

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User: MEL

Cooperative Bank A/C

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
24/02/2022	EE	DDR	169.93		28.32	4027 202	141.61	Mobile phones
25/02/2022	Microsoft	DDR	122.20		20.37	4042 101	101.83	Licence
25/02/2022	Leave Dates	DDR	172.80		28.80	4042 101	144.00	Leave programme
25/02/2022	TH White	BACS	484.03		80.67	4108 201	323.80	TH - service alarms
						4175 210	79.56	Service alarms
25/02/2022	EB QNUK LEVE	DEBIT CARD	76.05		12.68	4021 101	63.37	N/K
28/02/2022	Denman Electrical Wholesalers	406406	4.07	4.07		501		Electrical items
28/02/2022	Kan Connections	406407	1,712.40	1,712.40		501		TH - Main Hall electrics
28/02/2022	Devizes Trailer Centre	406408	36.00	36.00		501		Extension lead/adaptor
28/02/2022	IDverde Limited	406409	603.99	603.99		501		Toilets - cleaning
28/02/2022	Melksham Tyre Supplies	406410	28.80	28.80		501		Hi-Lux puncture repair
28/02/2022	Microshade Business Consultant	406411	1,640.10	1,640.10		501		Accounting support - Feb
28/02/2022	Travis Perkins Trading Company	406412	63.08	63.08		501		Wire/paint/gripfill
28/02/2022	Ultra Warm Ltd	406413	228.82	228.82		501		Boiler repairs
28/02/2022	Andrea Pellegram Ltd	406414	720.00	720.00		501		NP training
28/02/2022	AquaAid Southcoast	406415	19.18	19.18		501		Water machine
28/02/2022	Bearings & Fixings Plus	406416	11.28	11.28		501		Lynch pin
28/02/2022	Ben Fenlon	406417	60.00	60.00		501		Video editing - Apprentice
28/02/2022	Handy Compact Tractors & Machi	406418	86.40	86.40		501		Tailgate welding
28/02/2022	J. H. Jones & Sons	406419	2,124.00	2,124.00		501		Grasscutting - Foresters Park
28/02/2022	Melksham Groundcare Machinery	406420	355.50	355.50		501		JD Tractor - service
28/02/2022	NPower (Yorkshire) Ltd	406421	49.03	49.03		501		Electricity - KGV
28/02/2022	Paul Hulbert	406422	350.00	350.00		501		Window cleaning
28/02/2022	R. B. Poolman Ltd	406423	771.60	771.60		501		Heater installation
28/02/2022	Right Directions (Management)	406424	3,570.00	3,570.00		501		H&S support
28/02/2022	Total Carpets & Flooring Ltd	406425	716.22	716.22		501		Carpets - 31 Market Place
28/02/2022	Turvec Solutions Ltd	406426	2,970.00	2,970.00		501		Bike stands
28/02/2022	Wolf Decorating	406427	3,598.40	3,598.40		501		Decorating - TH
28/02/2022	Trade UK	TCSCR01	443.86	443.86		501		Worktop legs
28/02/2022	Enterprise	DDR	632.40		105.40	4156 202	527.00	Van lease
Total Payments for Month			71,709.62	20,162.73	1,755.36		49,791.53	
Balance Carried Fwd			306,238.91					
Cashbook Totals			377,948.53	20,162.73	1,755.36		356,030.44	

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Melksham Town Council 2021-2022

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Cooperative Bank A/C

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/02/2022	Devizes Trailer Centre	406428	7.20		1.20	4153 202	6.00	Amended price
01/03/2022	Mr Flag	DEBIT CARD	84.35		14.06	4085 115	70.29	Ukraine flag
01/03/2022	Water2Business	DDR	15.00			4103 215	15.00	Water rates - Bow erhill Unit
01/03/2022	Harbour Publishing	DEBIT CARD	96.00		16.00	4922 501	80.00	Advertising - AH
01/03/2022	XL Frames	DEBIT CARD	280.80		46.80	4024 101	234.00	Presentation frames
02/03/2022	Zen	DDR	21.60		3.60	4175 210	18.00	Wifi - Art House
03/03/2022	Amazon Prime	DDR	7.99		1.33	4029 101	6.66	Subscription
03/03/2022	Krystal Hosting	DEBIT CARD	47.99		8.00	4040 101	39.99	Domain renew al
03/03/2022	Amazon	DEBIT CARD	3.99		0.66	4021 101	3.33	Elastic bands
03/03/2022	CM3	DEBIT CARD	12.14		2.02	4021 101	10.12	Packing supplies
04/03/2022	Indeed	DEBIT CARD	75.27		12.54	4023 101	62.73	Recruitment ad
07/03/2022	Giff Gaff	DDR	6.00		1.00	4027 101	5.00	SIM
07/03/2022	Microsoft	DEBIT CARD	77.97		13.00	4042 101	64.97	Licences
07/03/2022	Redhorn Holdings	DDR	934.99		155.83	4160 215	779.16	Rent - Bow erhill Unit
08/03/2022	Enterprise	DDR	562.90		93.82	4156 202	469.08	Van lease
08/03/2022	Bodyshop Repairs	BACS	787.40		131.23	4153 202	656.17	Vehicle repairs
09/03/2022	Etsy	DEBIT CARD	56.00		9.33	4085 115	46.67	Flow er bombs
09/03/2022	RBLI	DEBIT CARD	154.99		25.83	4179 220	129.16	Green canopy
09/03/2022	Co-op Bank	DDR	4.62			4017 110	4.62	BACS fees
09/03/2022	Co-op Bank	DDR	12.00			4017 110	12.00	BACS fees
11/03/2022	Chew Valley Trees	DEBIT CARD	152.50		25.42	4179 220	127.08	KGV - Platinum Jub tree
11/03/2022	British Gas	DDR	91.11		15.18	4185 205	75.93	Electricity - Toilets
11/03/2022	British Gas	DDR	1,098.25		183.04	4911 501	915.21	Electricity - AH
11/03/2022	Facebook	DEBIT CARD	1.85		0.31	4023 101	1.54	Account check
14/03/2022	Wiltshire Council	DDR	7,813.85			520	7,813.85	Pensions
14/03/2022	Daisy Communications	DDR	23.94		3.99	4250 204	19.95	Wifi - KGV
14/03/2022	Office Evolution	DDR	90.12		15.02	4026 101	75.10	Photocopying
14/03/2022	Mainstream	DDR	92.47		15.41	4027 101	77.06	Phones
14/03/2022	Ticketsource	DEBIT CARD	26.34		4.39	1173 510	21.95	Refund
14/03/2022	Iceland	DEBIT CARD	1.25		0.21	4021 101	1.04	Milk
16/03/2022	Fuel Genie	DDR	155.21		25.87	4153 202	129.34	Fuel
18/03/2022	Oakw ood	DDR	135.00		22.50	4196 202	112.50	Container storage
18/03/2022	Wiltshire Council	DDR	28,865.23			520	28,865.23	Salaries
18/03/2022	Trans Wilts	ON	250.00			4301 151	250.00	Grant
18/03/2022	Read Easy	ONL	500.00			4301 151	500.00	Grant
18/03/2022	ATC Squadron	BACS	500.00			4301 151	500.00	Grant
18/03/2022	Riverside Club	BACS	600.00			4301 151	600.00	Grant
18/03/2022	West Mercia Energy	DDR	33.03		1.57	4252 204	31.46	Electric - KGV shed
18/03/2022	Labels	DEBIT CARD	24.00		4.00	4021 101	20.00	Stationary
21/03/2022	Zen	DDR	20.40		3.40	4175 210	17.00	Wifi - Art House
21/03/2022	British Gas	DDR	233.24		38.87	4101 201	194.37	Electricity - TH
21/03/2022	FOSH	BACS	375.00			4301 151	375.00	Grant
21/03/2022	Bow erhill Scout Group	BACS	500.00			4301 151	500.00	Grant
22/03/2022	Amazon Prime	DDR	7.99		1.33	4029 101	6.66	Subscription
22/03/2022	Petty Cash	Transfer	200.00			220	200.00	Petty cash top-up
22/03/2022	British Gas	DDR	1,202.94		200.49	4911 501	1,002.45	Electric - AH
22/03/2022	Wiltshire Council	DDR	7,752.75			520	7,752.75	PAYE/NI
22/03/2022	Good New s Church	BACS	1,000.00			4301 151	1,000.00	Grant

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Cooperative Bank A/C

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
23/03/2022	Zoom	DDR	14.39		2.40	4042 101	11.99	Hosting services
23/03/2022	British Gas	DDR	36.06		1.72	4101 201	34.34	Electricity - Market Place
23/03/2022	Amazon	DEBIT CARD	42.63		7.10	4915 501	35.53	Signs/bins
23/03/2022	Vimto	DEBIT CARD	228.44		38.07	4903 520	190.37	Bar stock
23/03/2022	British Gas	DDR	676.53		112.76	4100 201	563.77	Gas - TH
23/03/2022	Allens	DEBIT CARD	1,006.14		167.69	4085 115	838.45	Equipment rental
23/03/2022	Matthew Butler	BACS	500.00			4085 115	500.00	Catering deposit - Mayor's
24/03/2022	EE	DDR	168.41		28.07	4027 202	140.34	Mobile phones
24/03/2022	B. Clover	BACS	141.93		23.66	4085 115	118.27	Alcohol - Mayor's reception
24/03/2022	Place Studio	BACS	3,396.00		566.00	4074 302	2,830.00	NP - website
24/03/2022	iStock	DEBIT CARD	8.40		1.40	4042 101	7.00	Clipart licence
25/03/2022	British Gas	DDR	20.11		0.96	4912 501	19.15	Gas - AH
25/03/2022	Poundstretcher	DEBIT CARD	71.98		12.00	4085 115	59.98	Frames
28/03/2022	PapaJohns	DEBIT CARD	43.47		7.24	4085 115	36.23	Refs - Air Cadets
29/03/2022	Zen	DDR	21.60		3.60	4175 210	18.00	Wifi - Art House
30/03/2022	Petty Cash	Top-up	200.00			220	200.00	Petty cash top-up
31/03/2022	Enterprise	DDR	571.20		95.20	4156 202	476.00	Van lease
31/03/2022	Unity Bank	406585	336.00			203	336.00	Co-op Unpresented
31/03/2022	Vimto	406586	-214.34		-35.72	4903 520	-178.62	Write back Unpresented
31/03/2022	IDverde	406588	-603.99		-100.66	4180 205	-503.33	Write back unpresented
31/03/2022	Denman Electrical	406685	-9.41		-1.57	4191 210	-7.84	W/b Unpresented cheque
Total Payments for Month			61,651.22	0.00	2,027.17		59,624.05	
Balance Carried Fwd			258,670.12					
Cashbook Totals			320,321.34	0.00	2,027.17		318,294.17	

Date: 10/06/2022

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/04/2022 and 30/04/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2022	Staff	BACS	26,766.56		Salaries
04/04/2022	British Gas	DDR	155.97		Electricity - TH
04/04/2022	British Gas	DDR	-155.97		Electricity - TH
05/04/2022	Grenke Leasing	DDR	177.98		Photocopier
05/04/2022	B. Clover	BACS	20.89		Pouches - Mayor's Rec
07/04/2022	British Gas	DDR	260.11		Electricity - Bow erhill
07/04/2022	Advantage Finance	BACS	336.00		AH - kitchen deep clean
07/04/2022	M. Zaccarelli	BACS	30.00		Flow ers
07/04/2022	M. Zaccarelli	BACS	63.11		Mayors Rec - items
08/04/2022	Enterprise	DDR	562.90		Van leasing
08/04/2022	British Gas	DDR	126.97		Electricity - Toilets
12/04/2022	KooDoo Web	BACS	504.00		Website hosting
12/04/2022	Redhorn Holdings	300020	330.00		Insurance - Bow erhill
12/04/2022	Advantage Finance	BACS	336.00		Duplicate - kitchen clean
14/04/2022	Mainstream	DDR	30.49		Phones
14/04/2022	West Mercia Energy	DDR	10.05		Electricity - KGV
14/04/2022	Office Evolution	DDR	100.91		Photocopying
14/04/2022	Wiltshire Council	DDR	10,175.79		Pensions
19/04/2022	Daisy Communications	DDR	43.92		Wifi - Pavilion
19/04/2022	Wiltshire Council	DDR	932.25		Rates - TH
19/04/2022	Wiltshire Council	DDR	225.40		Rates - Bow erhill Unit
19/04/2022	Oakw ood	DDR	135.00		Container
20/04/2022	Fuel Genie	DDR	435.39		Fuel
22/04/2022	H. Davies	BACS	144.67		Maintenance items
25/04/2022	Avon IT systems	1772	126.00		IT assistance
25/04/2022	Embroidery UK Ltd	158390	580.32		Clothing
25/04/2022	Microshade Business Consultant	15871 +2	11,372.10		Renew al fee - Modern.Gov
25/04/2022	SLCC Enterprises Ltd	205608	54.00		Themed Summit - MZ
25/04/2022	Vysion Ltd	34857	282.00		Online back-up services
25/04/2022	Wiltshire Council	90403107	911.42		Right Choice Jan-Mar 22
25/04/2022	AquaAid Southcoast	407331	28.76		Water bottle
25/04/2022	CJW Roofing Specialist	001	7,472.00		Roofing repairs - TH
25/04/2022	Donna Wilson	25032022	500.00		Entertainment - Mayor's Rec
25/04/2022	MJB Foods Ltd	21	2,372.80		Catering - Mayor's Recep
25/04/2022	James Hallam Council Guard	514192602	236.58		Van insurance - RC
25/04/2022	Henry Aldridge & Son Ltd	05042022	540.00		Insurance valuation
25/04/2022	Wiltshire Association of Local	SUB 22/23	2,068.85		Annual Subs
25/04/2022	Mant Leisure Ltd	ML21154	528.00		Basket sw ing beam
25/04/2022	Online Playgrounds	045835	259.20		Sw ings
25/04/2022	Paul Hulbert	18042022	185.00		Window cleaning
25/04/2022	ProClean Bath & Wiltshire Ltd	363	365.20		Carpet clean - TH
25/04/2022	Susan Gray	07042022	84.00		Lease - Methuen
25/04/2022	G. Milw ard-Oliver	0012	1,800.00		Priority for People - research
25/04/2022	T W Landscapes Ltd	22036	100.80		Turf
25/04/2022	Wellers Law Group	14042022	850.00		SIDs
25/04/2022	Wicksteed Leisure Ltd	817265	3,379.20		KGV - retention work
25/04/2022	WPS Insurance Brokers & Risk S	514002407	791.67		Veh ins - Rachel Knight

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Date: 10/06/2022

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
25/04/2022	Trade UK	1249431352	60.26		Cable/specs/defenders
25/04/2022	EE	DDR	183.19		Mobile phones
25/04/2022	British Gas	DDR	474.93		Electricity - TH
26/04/2022	British Gas	DDR	2,224.76		Electricity - AH
26/04/2022	HMRC/Ni	BACS	9,782.32		Ni/Tax
27/04/2022	British Gas	DDR	1,228.75		Gas - TH
27/04/2022	British Gas	DDR	37.53		Gas - AH
29/04/2022	Enterprise	DDR	632.40		Van lease
29/04/2022	ICO	DDR	55.00		Annual renewal
29/04/2022	British Gas	DDR	24.70		Electricity - Market Place
Total Payments			<u>91,340.13</u>		

Date: 05/07/2022

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/05/2022	Water2Business	DDR	15.00		Water rates - Bow erhill Unit
04/05/2022	British Gas	DDR	74.40		Electricity - Bow erhill Unit
04/05/2022	Melksham Goes Wild	BACS	460.00		Grant
04/05/2022	Gompels	BACS	101.00		Parking Red - Feb/Mar
04/05/2022	Redhorn Holdings	DDR	934.99		Rent - Bow erhill Unit
05/05/2022	British Gas	DDR	149.22		Electricity - Pavilion
05/05/2022	Unity Bank	BACS	50.00		Multipay set-up fee
10/05/2022	Co-op Bank (BACS)	BACS	10,175.79		Pensions
11/05/2022	British Gas	DDR	156.68		Electricity - toilets
11/05/2022	Microsoft	DDR	374.95		Licences
12/05/2022	Enterprise	DDR	562.90		Van lease
16/05/2022	Mainstream	DDR	553.52		Phones
16/05/2022	Wiltshire Council	DDR	936.00		Rates - Town Hall
16/05/2022	Office Evolution	DDR	179.14		Photocopying
16/05/2022	Wiltshire Council	DDR	230.00		Rates - Bow erhill Unit
16/05/2022	M. Rolph	BACS	183.58		Stationery
16/05/2022	P. Wallace (Screw fix)	BACS	18.49		Bitumen sealant
16/05/2022	Celebrate Melksham	BACS	1,520.00		Grant
16/05/2022	Denmans	406685	9.41		Lamp
16/05/2022	Zen	BACS	9.36		Wifi - Art House
16/05/2022	Gompels	BACS	23.70		Parking Red - April
16/05/2022	Wiltshire Council	DDR	6,175.28		Pension
16/05/2022	B. Clover	BACS	14.39		Jubilee Party items
17/05/2022	Daisy Communications	DD	35.98		Wifi - Pavilion
17/05/2022	West Mercia Energy	DDR	11.13		Electricity - KGV
17/05/2022	Fuel Genie	DDR	393.91		Fuel
17/05/2022	British Gas	DDR	718.75		Electricity - Pavilion
18/05/2022	Oakwood	DDR	135.00		Container
20/05/2022	British Gas	DDR	388.89		Electricity - TH
20/05/2022	British Gas	DDR	1,670.65		Electricity - AH
20/05/2022	Salaries	BACS	27,513.95		Salaries
20/05/2022	Wiltshire Council	BACS	2,375.58		Pension (adj)
20/05/2022	HMRC/NI	BACS	9,782.32		HMRC/NI
23/05/2022	British Gas	DDR	28.03		Electricity - Market Place
24/05/2022	EE	DDR	181.46		Mobile phones
24/05/2022	British Gas	DDR	905.30		Gas - TH
25/05/2022	Trade UK	250566083	379.14		Saw /pliers/eqpmt
25/05/2022	1st Choice Skips Ltd	693665746	500.00		Pavilion - skip hire
25/05/2022	Amberol Ltd	682170677	3,135.77		Hanging baskets etc
25/05/2022	Elancity UK	686554683	12,858.53		SIDs
25/05/2022	Party Packs Ltd	451242842	964.88		Bunting
25/05/2022	Rentokil Initial	635838999	1,639.87		Graffiti removal - Bath Rd loo
25/05/2022	UK Media Solutions	423588716	496.60		Leaflets - Jubilee
25/05/2022	Avon IT systems	958196760	1,095.60		Laptop work
25/05/2022	The Cobblers Bench	76482788	8.00		Paly area keys
25/05/2022	IDverde Limited	933314029	1,207.98		Cleaning - toilets May 22
25/05/2022	Melksham Tyre Supplies	184176829	22.80		Inner tube

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Date: 05/07/2022

Melksham Town Council Current Year

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Unity Bank

List of Payments made between 01/05/2022 and 31/05/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
25/05/2022	Microshade Business Consultant	613708011	920.10		Hosting services
25/05/2022	Wiltshire Publications Ltd	238339436	3,326.40		New sletter
25/05/2022	AquAid Southcoast	332117892	78.56		Water unit
25/05/2022	Bearings & Fixings Plus	294756359	3.00		Bow ser nipple
25/05/2022	Boels Rental Ltd	327113961	250.03		Hire - Motorhoe compact
25/05/2022	CJW Roofing Specialist	947874390	1,344.00		Repairs to roof - TH
25/05/2022	Colin Harrison Design Ltd	364815125	128.11		NP - domain fees
25/05/2022	EFA Training Ltd	256251680	156.00		FA Training - RC/RK
25/05/2022	The MOT Centre & The Garage on	459739415	247.70		Service - VW
25/05/2022	Insight International Corporat	127035426	382.80		Dow n pipe covers
25/05/2022	J. H. Jones & Sons	907483572	2,952.00		Grasscutting - Foresters Park
25/05/2022	J. P. Lennard Ltd	908442521	190.62		Chemicals
25/05/2022	Melksham Groundcare Machinery	230160902	818.99		Service- John Deere tractor
25/05/2022	NPower (Yorkshire) Ltd	112511324	47.45		KGV Electricity - Apr 22
25/05/2022	Place Studio Ltd	462210329	4,290.00		NP - planning support
25/05/2022	Pollet Pool Group UK Ltd	346936453	319.68		Chemicals
25/05/2022	R. B. Poolman Ltd	373416627	168.00		Install stopcock
25/05/2022	Royal United Hospital	854764388	392.00		OHS services
25/05/2022	Wellers Law Group	106876090	2,862.60		Legal advice - play areas
25/05/2022	British Gas	DDR	34.99		Gas - AH
27/05/2022	IDVerde	406588	603.99		Cleaning - Toilets (lost chq)
27/05/2022	Gompels	BACS	23.70		Pkg Red - Duplication
27/05/2022	M. Zaccarelli	BACS	95.00		Hanging basket brackets
27/05/2022	Trade UK	BACS	379.14		Screw fix - various
27/05/2022	M. Rolph	BACS	37.03		H&S signs
27/05/2022	Serenity Audio	BACS	540.00		Sound system - Adele show
27/05/2022	BJP Consulting Engs	BACS	1,719.84		KGV - lighting & power
31/05/2022	Enterprise	DDR	612.00		Van lease
31/05/2022	Shine Group	406585	-336.00		W/B unrepresented cheque
31/05/2022	Rb Poolman	406426	-771.60		W/b unrepresented cheque
31/05/2022	Trade UK	566083	-379.14		W/b unrepresenteed cheque
31/05/2022	R poolman	406423	771.60		Cancel correction
Total Payments			111,566.51		

Date: 12/07/2022

Melksham Town Council 2021-2022

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/02/2022	Water2Business	DDR	97.42			4913 501	97.42	Water rates - AH
07/02/2022	Relea Productions	3591	7,648.00		1,274.67	4960 510	6,373.33	Queen
11/02/2022	Tolchards	DDR	689.87		114.98	4903 520	574.89	Bar stock
15/02/2022	BTE Services	DDR	165.36		27.56	4917 501	137.80	Sanitary cleaning
17/02/2022	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Till/card machine
18/02/2022	Tolchards	DDR	1,401.12		233.52	4903 520	1,167.60	Bar stock
25/02/2022	Tolchards	DDR	383.68		63.95	4903 520	319.73	Bar stock
28/02/2022	Clear Brew Bath	3599	96.00	96.00		502		Cellar clean
28/02/2022	Comax UK Ltd	3600	390.83	390.83		502		Cleaning items
28/02/2022	Forbidden Events Ltd	3601	5,059.07	5,059.07		502		Forbidden Nights
28/02/2022	Kan Connections	3602	276.00	276.00		502		PA services - Forbidden Nights
28/02/2022	Paul Seemayer	3603	250.00	250.00		502		Lighting - Waterloo Live
28/02/2022	Mr. & Mrs. A.M. Beckett	3604	2,715.30	2,715.30		502		Show - Waterloo Live
28/02/2022	Wired Publishing	3605	90.00	90.00		502		Marketing - AH
28/02/2022	Travis Perkins Trading Company	3606	179.78	179.78		502		Paint
28/02/2022	Your Wiltshire	3607	162.00	162.00		502		Marketing - February
28/02/2022	Hills Waste	DDR	371.60		61.93	4917 501	309.67	Waste collections
28/02/2022	Hills Waste	DDR	371.60		61.93	4917 501	309.67	Waste collection
28/02/2022	Hills Waste	DDR	-371.60		-61.93	4917 501	-309.67	Waste collection
Total Payments for Month			20,001.19	9,218.98	1,780.80		9,001.41	
Balance Carried Fwd			671,250.82					
Cashbook Totals			691,252.01	9,218.98	1,780.80		680,252.23	

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Date: 12/07/2022

Melksham Town Council 2021-2022

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Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
28/02/2022	Forbidden Events Ltd	3601/B	0.80			1173 510	0.80	Amended amount
01/03/2022	Water2Business	DDR	136.59			4913 501	136.59	Water rates - AH
15/03/2022	BTE Services	DDR	165.36		27.56	4917 501	137.80	Sanitary cleaning
17/03/2022	Market Place Merchants	DDR	25.16		4.19	4917 501	20.97	Card machine/till
18/03/2022	Tolchards	DDR	3,131.71		521.95	4903 520	2,609.76	Bar stock
21/03/2022	Rentokil	DDR	299.24		49.87	4917 501	249.37	Mar-Jun 2022
31/03/2022	Caterfix Kitchens Ltd	3609	1,915.26	1,915.26		502		Replace tabling/drain pipe
31/03/2022	Hunt Management Solutions	3610	144.00	144.00		502		Stocktake
31/03/2022	Michael Mason	3611	3,206.40	3,206.40		502		Carpenters Experience
31/03/2022	Paul Seemayer	3612	300.00	300.00		502		Lighting - Purple Zeppelin
31/03/2022	Jan Ayers	3613	2,807.90	2,807.90		502		Show - Complete Madness
31/03/2022	Total Floorcare (Bridgew ater)	3614	919.44	919.44		502		Floor clean - AH
31/03/2022	Wired Publishing	3615	90.00	90.00		502		Advertising - AH
31/03/2022	Prosec Consultancy Ltd	3616	801.00	801.00		502		Security - Madness
31/03/2022	T H White Installation Ltd	3617	572.68	572.68		502		Service - intruder alarm AH
31/03/2022	Your Wiltshire	3618	162.00	162.00		502		Advertising - AH
31/03/2022	Hills Waste	DDR	211.45		35.24	4917 501	176.21	Waste collection
Total Payments for Month			14,888.99	10,918.68	638.81		3,331.50	
Balance Carried Fwd			680,109.48					
Cashbook Totals			694,998.47	10,918.68	638.81		683,440.98	

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Date: 10/06/2022

Melksham Town Council Current Year

Page 1

Time: 08:22

Bank Assembly Hall A/c

List of Payments made between 01/04/2022 and 30/04/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2022	Water2Business	DDR	140.28		Water rates - AH
01/04/2022	Tolchards	DDR	873.86		Bar stock
19/04/2022	BTE Services	DDR	165.36		Sanitary cleaning
19/04/2022	Tolchards	DDR	523.65		Bar stock
19/04/2022	Wiltshire Council	DDR	858.75		Rates - AH
21/04/2022	Market Place Merchants	DDR	25.16		Till
25/04/2022	Air Conditioning Services	3620	495.00		Air con service - AH
25/04/2022	Pete Orr	3621	621.31		Show - Voodoo Room
25/04/2022	purple zeppelin	3622	928.27		Live show
25/04/2022	Mr. C. Wright	3623	815.64		S Goodall & Bourne Again
25/04/2022	Wired Publishing	3624	90.00		Advertising - AH
29/04/2022	Hills Waste	DDR	451.43		Waste collection
Total Payments			<u>5,988.71</u>		

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Date: 05/07/2022

Melksham Town Council Current Year**Page 1**

Time: 12:24

Bank Assembly Hall A/c**List of Payments made between 01/05/2022 and 31/05/2022**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/05/2022	Water2Business	DDR	152.30		Water rates - AH
16/05/2022	BTE Services	DDR	165.36		Sanitary cleaning
16/05/2022	Wiltshire Council	DDR	861.00		Rates - AH
18/05/2022	MarketPlace Merchants	DDR	25.16		Till
19/05/2022	Forbidden Nights	3619	1,011.01		Amendment to 3601
20/05/2022	Tolchards	DDR	1,019.66		Bar stock
25/05/2022	Elite Promotions	3626	125.80		Laptop repairs
25/05/2022	Gordon Morris Ltd	3627	401.76		Service - hearing loop AH
25/05/2022	Kan Connections	3628	379.20		PAT testing - AH
25/05/2022	Motion Picture Licensing Compa	3629	262.10		Umbrella licence
25/05/2022	Psychic Medium Nikki Kitt	3630	966.96		Show - Mediumship
25/05/2022	Paul Seemayer	3631	280.00		Lighting - Bourne Again
25/05/2022	Wired Publishing	3633	90.00		Advertising - AH
25/05/2022	Your Wiltshire	3632	162.00		Advertising - AH
31/05/2022	Hills Waste	DDR	327.51		Waste collection
Total Payments			<u>6,229.82</u>		

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Melksham Town Council
Monthly Financial Statement 28 February 2022

Cash and Bank Balances:

Unity Bank	500	
Co-operative Current Account	306,239	
Assembly General Account	671,251	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Contol	920	
Petty Cash	84	
Bar Float	1,100	
		1,032,029

Debtors (monies owed to council)

H M Customs - Vat recoverable	12,558	
Bar Stock	3,329	
Debtors and Prepayments	3,114	
		19,001
		1,051,030

Less: Creditors (monies owed by council)

Suppliers of goods and services	679	
Retention Due	8,065	
Other Creditors	500	
Paye, Ni and Pension Due	13,722	
Events Control	2,738	
Unidentified Receipts Co-op Bank	2,010	27,714

Net Cash Available

1,023,316

Represented by:

General Fund

Current Year Surplus	165,453	
Earmarked Reserves Used in year	7,237	
	172,690	
Contribution to Earmarked Reserves	77,192	95,498
General Reserve balance at beginning of year		359,836

Earmarked Reserves

Balance at 1st April 2021	472,385	
Plus; Added in Year	0	
	472,385	
Less: Used to Fund Expenditure	7,237	465,148

Specific Reserves

CIL

Balance at 1st April 2021	12,519	
Plus: Received in Year	38,572	
	51,091	
Less: Used to Fund Expenditure	0	51,091

Solar Farm

Balance at 1st April 2021	13,123	
Plus Received in Year	38,620	
	51,743	
Less:Used to Fund Expenditure	0	51,743

1,023,316

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Melksham Town Council
Monthly Financial Statement 30 April 2022

Cash and Bank Balances:

Unity Bank	651,294	
Co-operative Current Account	772	
Assembly General Account	679,700	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,543	
Petty Cash	65	
Bar Float	1,100	
		1,387,409

Debtors (monies owed to council)

H M Customs - Vat recoverable	10,894	
Bar Stock	3,329	
Debtors and Prepayments	240	
		14,463
		1,401,872

Less: Creditors (monies owed by council)

Suppliers of goods and services	37,144	
Retention Due	8,065	
Other Creditors	4,730	
Salaries Control	28,629	
Paye, Ni and Pension Due		
Events Control	3,773	
		82,341

Net Cash Available

1,319,531

Represented by:

General Fund

Current Year Surplus	399,327	
Earmarked Reserves Used in year	6,546	
	405,873	
Contribution to Earmarked Reserves	1,268	404,605
General Reserve balance at beginning of year		359,664

Earmarked Reserves

Balance at 1st April 2021	457,706	
Plus; Added in Year	0	
	457,706	
Less: Used to Fund Expenditure	6,546	451,160

Specific Reserves

CIL

Balance at 1st April 2021	51,091	
Plus: Received in Year	1,268	
	52,359	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2021	51,743	
Plus Received in Year	0	
	51,743	
Less:Used to Fund Expenditure	0	51,743

1,319,531

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Melksham Town Council
Monthly Financial Statement 31 May 2022

Cash and Bank Balances:

Unity Bank	551,988	
Co-operative Current Account	0	
Assembly General Account	689,819	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	66	
Petty Cash	73	
Bar Float	1,100	
		1,294,981

Debtors (monies owed to council)

H M Customs - Vat recoverable	13,214	
Bar Stock	3,329	
Debtors and Prepayments	240	
		16,783
		1,311,764

Less: Creditors (monies owed by council)

Suppliers of goods and services	8,018	
Retention Due	8,065	
Other Creditors	4,730	
Salaries Control	0	
Paye, NI and Pension Due	19,116	
Events Control	2,591	
		42,520

Net Cash Available

1,269,244

Represented by:

General Fund

Current Year Surplus	349,040	
Earmarked Reserves Used in year	9,345	
	358,385	
Contribution to Earmarked Reserves	1,268	357,117
General Reserve balance at beginning of year		359,664

Earmarked Reserves

Balance at 1st April 2021	457,706	
Plus; Added in Year	0	
	457,706	
Less: Used to Fund Expenditure	9,345	448,361

Specific Reserves

CIL

Balance at 1st April 2021	51,091	
Plus: Received in Year	1,268	
	52,359	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2021	51,743	
Plus Received in Year	0	
	51,743	
Less: Used to Fund Expenditure	0	51,743

1,269,244

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12/07/2022

Melksham Town Council 2021-2022

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
101. Central Costs							
1950 Sale of Assets	2,500	2,500	0	(2,500)			0.0%
Central Costs :- Income	2,500	2,500	0	(2,500)			
4000 Salaries ENI & Pension	26,273	262,753	269,000	6,247	6,247	97.7%	
4021 Stationery	119	1,833	1,500	(333)	(333)	122.2%	
4023 Advertising	64	1,722	1,500	(222)	(222)	114.8%	
4024 Equipment/furniture	234	11,477	2,000	(9,477)	(9,477)	573.8%	
4026 Photocopying	75	989	1,500	511	511	66.0%	
4027 Telephones and Mobiles	82	2,522	3,150	628	628	80.1%	
4028 Postage	13	513	300	(213)	(213)	171.1%	
4029 Subscriptions	13	2,344	3,000	656	656	78.1%	
4040 Information Technology/Hardw are	1,921	16,137	15,000	(1,137)	(1,137)	107.6%	
4042 Licences/Softw are	251	3,685	1,500	(2,185)	(2,185)	245.7%	
4058 Insurance	275	11,954	8,000	(3,954)	(3,954)	149.4%	
4061 Travel and Subsistence	13	107	500	393	393	21.5%	
4075 Training	465	5,969	4,000	(1,969)	(1,969)	149.2%	
Central Costs :- Indirect Expenditure	29,799	322,006	310,950	(11,056)	0	(11,056)	103.6%
Net Income over Expenditure	(27,299)	(319,506)	(310,950)	8,556			
110. Corporate Costs							
1026 Income Interest	0	0	1,000	1,000			0.0%
1176 Precept Received	0	918,750	918,750	0			100.0%
Corporate Costs :- Income	0	918,750	919,750	1,000			99.9%
4017 Bank account fees	53	625	500	(125)	(125)	125.0%	
4043 HR consultancy	0	4,395	6,000	1,605	1,605	73.2%	
4050 Legal and Professional	2,340	4,494	3,000	(1,494)	(1,494)	149.8%	
4057 Accountancy and Audit	600	11,416	12,000	584	584	95.1%	
4076 Health & Safety	122	3,170	2,000	(1,170)	(1,170)	158.5%	
Corporate Costs :- Indirect Expenditure	3,115	24,099	23,500	(599)	0	(599)	102.6%
Net Income over Expenditure	(3,115)	894,651	896,250	1,599			
115. Civic and Democratic							
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 Allowance	0	1,000	1,000	0	0	100.0%	
4085 Civic and Ceremonial	1,789	2,774	2,500	(274)	(274)	110.9%	
4311 Remembrance Day	0	458	2,000	1,542	1,542	22.9%	
Civic and Democratic :- Indirect Expenditure	1,789	5,759	9,900	4,141	0	4,141	58.2%
Net Expenditure	(1,789)	(5,759)	(9,900)	(4,141)			

Continued over page

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
<u>151. Grants</u>							
4301 Grants	3,725	19,695	25,000	5,305		5,305	78.8%
4302 Grant CAB	0	5,000	5,000	0		0	100.0%
4303 Grant-4Youth	0	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	0	3,000	3,000	0		0	100.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	4,000	4,000	0		0	100.0%
Grants :- Indirect Expenditure	3,725	51,695	62,500	10,805	0	10,805	82.7%
Net Expenditure	(3,725)	(51,695)	(62,500)	(10,805)			
<u>201. Town Hall</u>							
1034 Income Town Hall Bookings	183	718	6,500	5,782			11.0%
Town Hall :- Income	183	718	6,500	5,782			11.0%
4100 Gas	564	3,504	3,500	(4)		(4)	100.1%
4101 Electricity	229	2,776	2,500	(276)		(276)	111.0%
4102 Non Domestic Rates	0	9,200	10,000	800		800	92.0%
4103 Water Rates	0	1,429	1,500	71		71	95.2%
4104 Window Cleaning	0	1,420	1,400	(20)		(20)	101.4%
4106 Repairs and Maintenance	365	10,973	0	(10,973)		(10,973)	0.0%
4108 Service Contracts	3,168	15,488	8,000	(7,488)		(7,488)	193.6%
4109 Trade Waste	0	0	1,000	1,000		1,000	0.0%
Town Hall :- Indirect Expenditure	4,326	44,791	27,900	(16,891)	0	(16,891)	160.5%
Net Income over Expenditure	(4,143)	(44,073)	(21,400)	22,673			
<u>202. Asset and Amenities</u>							
1027 Income - Amenity Services	406	4,515	3,000	(1,515)			150.5%
Asset and Amenities :- Income	406	4,515	3,000	(1,515)			150.5%
4000 Salaries ENI & Pension	15,930	209,454	255,000	45,546		45,546	82.1%
4027 Telephones and Mobiles	140	1,805	1,600	(205)		(205)	112.8%
4150 Uniform/PPE	142	1,130	2,000	870		870	56.5%
4151 Tools and Equipment	342	617	1,000	383		383	61.7%
4153 Vehicle Running Costs	792	7,770	7,000	(770)		(770)	111.0%
4156 Vehicle Leasing	945	13,171	12,000	(1,171)		(1,171)	109.8%
4163 Repairs and Maintenance	215	9,164	10,000	836		836	91.6%
4167 Street Furniture and Signage	10,181	14,424	2,000	(12,424)		(12,424)	721.2%
4177 Churchyard maintenance	123	123	0	(123)		(123)	0.0%

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
4186 Defibrillators	0	3,528	1,050	(2,478)		(2,478)	336.0%
4196 Container storage	113	1,350	1,600	250		250	84.4%
4915 Equipment	2,235	2,235	0	(2,235)		(2,235)	0.0%
Asset and Amenities :- Indirect Expenditure	31,157	264,771	293,250	28,479	0	28,479	90.3%
Net Income over Expenditure	(30,751)	(260,256)	(290,250)	(29,994)			
203. Allotments							
1045 Income Allotments	1,320	4,716	4,700	(16)			100.3%
Allotments :- Income	1,320	4,716	4,700	(16)			100.3%
4200 Water Rates - Allotments	0	950	1,700	750		750	55.9%
4201 Maintenance - Allotments	0	207	300	93		93	68.8%
Allotments :- Indirect Expenditure	0	1,157	2,000	843	0	843	57.9%
Net Income over Expenditure	1,320	3,559	2,700	(859)			
204. KGV Pavilion and Car Park							
1046 Income - Pavilion	0	1,614	3,000	1,386			53.8%
KGV Pavilion and Car Park :- Income	0	1,614	3,000	1,386			53.8%
4250 Telephone - Pavilion	20	104	200	96		96	52.2%
4252 Electricity - Pavilion	31	21,712	1,100	(20,612)		(20,612)	1973.8%
4254 Water - Pavilion	0	295	200	(95)		(95)	147.6%
4255 Fire Safety Checks	0	82	500	418		418	16.4%
4256 Maintenance - Pavilion	158	221	1,000	779		779	22.1%
4260 Non Domestic Rates - Car Park	0	2,062	0	(2,062)		(2,062)	0.0%
KGV Pavilion and Car Park :- Indirect Expenditure	210	24,477	3,000	(21,477)	0	(21,477)	815.9%
Net Income over Expenditure	(210)	(22,862)	0	22,862			
205. Public Toilets							
1060 MWPC contr. to Market Place	5,165	5,165	6,600	1,435			78.3%
Public Toilets :- Income	5,165	5,165	6,600	1,435			78.3%
4180 Cleaning	1,788	12,880	17,000	4,120		4,120	75.8%
4185 Electricity supply: Toilets	76	1,369	1,150	(219)		(219)	119.0%
Public Toilets :- Indirect Expenditure	1,864	14,249	18,150	3,901	0	3,901	78.5%
Net Income over Expenditure	3,301	(9,084)	(11,550)	(2,466)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
<u>210. Corporate Properties</u>							
1040 Income 31 Market Place	1,000	10,217	6,900	(3,317)			148.1%
1042 Income Roundhouse	0	1,306	1,600	294			81.6%
Corporate Properties :- Income	1,000	11,522	8,500	(3,022)			135.6%
4175 Costs Art House Cafe	137	4,033	500	(3,533)		(3,533)	806.7%
4178 Costs Roundhouse	0	176	0	(176)		(176)	0.0%
4191 Costs 31 Market Place	942	3,698	500	(3,198)		(3,198)	739.6%
Corporate Properties :- Indirect Expenditure	1,079	7,908	1,000	(6,908)	0	(6,908)	790.8%
Net Income over Expenditure	(79)	3,615	7,500	3,885			
<u>215. Depot</u>							
4103 Water Rates	15	90	200	111		111	44.8%
4159 Electric - Unit	0	944	750	(194)		(194)	125.8%
4160 Leasing	779	8,571	10,850	2,279		2,279	79.0%
4161 Rates-Unit at Bow erhill	0	2,295	2,400	105		105	95.6%
4184 Fire security: Unit	0	106	400	294		294	26.5%
Depot :- Indirect Expenditure	794	12,005	14,600	2,595	0	2,595	82.2%
Net Expenditure	(794)	(12,005)	(14,600)	(2,595)			
<u>220. Play Areas and Open Spaces</u>							
4157 Grasscutting	160	11,610	10,000	(1,610)		(1,610)	116.1%
4158 Replacement Play Equipment	0	0	5,000	5,000		5,000	0.0%
4165 Maintenance play areas	484	2,116	5,000	2,884		2,884	42.3%
4169 Maintenance of trees	0	0	2,000	2,000		2,000	0.0%
4179 Tree Planting	256	256	0	(256)		(256)	0.0%
4193 Rospa checks: Play areas	949	949	1,050	101		101	90.4%
Play Areas and Open Spaces :- Indirect Expenditure	1,849	14,932	23,050	8,118	0	8,118	64.8%
Net Expenditure	(1,849)	(14,932)	(23,050)	(8,118)			
<u>221. King George V Park</u>							
4199 Materials	0	7,582	10,000	2,418		2,418	75.8%
King George V Park :- Indirect Expenditure	0	7,582	10,000	2,418	0	2,418	75.8%
Net Expenditure	0	(7,582)	(10,000)	(2,418)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
302. Projects							
1050 Grants Received	0	10,912	0	(10,912)			0.0%
1059 Sponsorship	0	1,135	0	(1,135)			0.0%
Projects :- Income	0	12,047	0	(12,047)			
4074 Neighbourhood Plan	6,512	9,339	5,000	(4,339)		(4,339)	186.8%
4078 Community Projects	206	206	0	(206)		(206)	0.0%
4081 Melksham Art Project	0	0	1,000	1,000		1,000	0.0%
4083 Virtual Community Hub	0	0	5,000	5,000		5,000	0.0%
Projects :- Indirect Expenditure	6,718	9,545	11,000	1,455	0	1,455	86.8%
Net Income over Expenditure	(6,718)	2,502	(11,000)	(13,502)			
310. East Melksham Community Hall							
4050 Legal and Professional	0	1,729	0	(1,729)		(1,729)	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	1,729	0	(1,729)	0	(1,729)	
Net Expenditure	0	(1,729)	0	1,729			
403. Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	1,769	1,000	(769)			176.9%
Economic Dev. and Planning :- Income	0	1,769	1,000	(769)			176.9%
4071 Town Floral Displays	491	7,159	10,000	2,841		2,841	71.6%
4080 Melksham in Bloom Competition	0	628	500	(128)		(128)	125.7%
4304 Christmas Tree	0	3,810	1,200	(2,610)		(2,610)	317.5%
4308 CCTV	0	2,330	2,500	171		171	93.2%
4309 Newsletter	0	1,568	4,000	2,432		2,432	39.2%
4327 Community Development Support	0	34	750	716		716	4.6%
4328 Business Networking	0	0	1,000	1,000		1,000	0.0%
4354 Parking Scheme	79	298	1,500	1,202		1,202	19.9%
4356 Highways projects CATG	505	1,707	6,000	4,293		4,293	28.5%
4922 Publicity & Marketing	0	705	1,000	295		295	70.5%
4925 Town Development	4,800	12,556	6,500	(6,056)		(6,056)	193.2%
Economic Dev. and Planning :- Indirect Expenditure	5,875	30,796	34,950	4,154	0	4,154	88.1%
Net Income over Expenditure	(5,875)	(29,027)	(33,950)	(4,923)			
405. Solar Farm Projects							
1182 Solar money received	0	38,620	40,000	1,380			96.5%
Solar Farm Projects :- Income	0	38,620	40,000	1,380			96.5%

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Detailed Income & Expenditure by Budget Heading 01/03/2022

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
4500 Solar Money Projects	0	0	40,000	40,000		40,000	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	40,000	40,000	0	40,000	0.0%
Net Income over Expenditure	0	38,620	0	(38,620)			
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	4,814	13,502	20,000	6,498			67.5%
1050 Grants Received	0	14,994	0	(14,994)			0.0%
Assembly Hall Central Costs :- Income	4,814	28,496	20,000	(8,496)			142.5%
4000 Salaries ENI & Pension	4,960	131,737	103,000	(28,737)		(28,737)	127.9%
4900 Uniforms	0	0	500	500		500	0.0%
4905 Cleaning Materials	0	1,561	1,500	(61)		(61)	104.1%
4907 Stationery/Printing/Postage	0	19	0	(19)		(19)	0.0%
4908 Advertising	2,310	2,310	0	(2,310)		(2,310)	0.0%
4909 Licences	20	359	3,500	3,141	3,500	(359)	110.3%
4911 Electricity	1,918	5,004	12,000	6,996		6,996	41.7%
4912 Gas	19	170	500	330		330	34.0%
4913 Water	137	2,193	2,000	(193)		(193)	109.7%
4914 Rates	0	8,608	9,000	392		392	95.6%
4915 Equipment	36	36	0	(36)		(36)	0.0%
4916 Maintenance-Equipment	2,487	4,229	3,000	(1,229)		(1,229)	141.0%
4917 Service Contracts	1,715	9,852	7,000	(2,852)		(2,852)	140.7%
4918 Maintenance	100	786	500	(286)		(286)	157.2%
4922 Publicity & Marketing	290	1,976	2,000	24		24	98.8%
4923 Mngement Information Systems	0	603	1,400	797		797	43.1%
4927 Stocktaking	120	120	600	480		480	20.0%
4929 AIB	0	447	1,000	553		553	44.7%
4949 Provision/Hire Stage Lights	0	1,080	0	(1,080)		(1,080)	0.0%
4958 Event Security	668	1,268	0	(1,268)		(1,268)	0.0%
Assembly Hall Central Costs :- Indirect Expenditure	14,779	172,356	147,500	(24,856)	3,500	(28,356)	119.2%
Net Income over Expenditure	(9,965)	(143,860)	(127,500)	16,360			
510 Assembly Hall Events							
1004 Film show s	0	0	500	500			0.0%
1173 Live Entertainment	4,436	35,295	0	(35,295)			0.0%
Assembly Hall Events :- Income	4,436	35,295	500	(34,795)			7058.9%
4919 Films: expenses and contract	0	1,573	500	(1,073)		(1,073)	314.7%
4954 PA and Lighting Costs	300	630	0	(630)		(630)	0.0%
4960 Live entertainment:	6,408	28,586	0	(28,586)		(28,586)	0.0%
Assembly Hall Events :- Indirect Expenditure	6,708	30,789	500	(30,289)	0	(30,289)	6157.9%
Net Income over Expenditure	(2,273)	4,505	0	(4,505)			

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Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	7,522	32,666	20,000	(12,666)			163.3%
Assembly Hall Bar and Catering :- Income	7,522	32,666	20,000	(12,666)			163.3%
4903 Bar Stock Purchases	630	13,420	10,000	(3,420)		(3,420)	134.2%
Assembly Hall Bar and Catering :- Indirect Expenditure	630	13,420	10,000	(3,420)	0	(3,420)	134.2%
Net Income over Expenditure	6,892	19,246	10,000	(9,246)			
901 Earmarked Reserves							
1180 CIL Received	0	38,572	0	(38,572)			0.0%
Earmarked Reserves :- Income	0	38,572	0	(38,572)			
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	10,715	10,715	6,837	(3,878)		(3,878)	156.7%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	889	11,632	10,743		10,743	7.6%
9244 Major Projects Reserve	2,500	8,952	299,900	290,948		290,948	3.0%
9245 Solar Money	0	0	51,743	51,743		51,743	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	51,091	51,091		51,091	0.0%
Earmarked Reserves :- Indirect Expenditure	13,215	20,556	575,218	554,662	0	554,662	3.6%
Net Income over Expenditure	(13,215)	18,015	(575,218)	(593,233)			
Grand Totals:- Income							
	27,345	1,136,964	1,033,550	(103,414)			110.0%
Expenditure							
	127,631	1,074,623	1,618,968	544,345	3,500	540,845	66.6%
Net Income over Expenditure	(100,286)	62,342	(585,418)	(647,760)			
Movement to/(from) Gen Reserve	(100,286)	62,342					

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
101 Central Costs							
4000 Salaries ENI & Pension	21,184	40,882	225,000	184,118		184,118	18.2%
4021 Stationery	159	169	2,750	2,581		2,581	6.2%
4023 Advertising	1,386	1,386	1,750	364		364	79.2%
4024 Equipment/furniture	13	13	3,000	2,987		2,987	0.4%
4026 Photocopying	149	233	1,200	967		967	19.4%
4027 Telephones and Mobiles	461	487	3,000	2,513		2,513	16.2%
4028 Postage	0	47	400	353		353	11.6%
4029 Subscriptions	0	1,779	4,000	2,221		2,221	44.5%
4040 Information Technology/Hardware	0	9,988	17,500	7,512		7,512	57.1%
4042 Licences/Software	917	1,504	4,500	2,996		2,996	33.4%
4050 Legal and Professional	0	590	0	(590)		(590)	0.0%
4058 Insurance	0	512	9,750	9,238		9,238	5.2%
4061 Travel and Subsistence	29	29	500	471		471	5.8%
4075 Training	360	445	5,000	4,555		4,555	8.9%
4106 Repairs and Maintenance	0	304	0	(304)		(304)	0.0%
Central Costs :- Indirect Expenditure	24,659	58,368	278,350	219,982	0	219,982	21.0%
Net Expenditure	(24,659)	(58,368)	(278,350)	(219,982)			
110 Corporate Costs							
1176 Precept Received	0	483,102	966,204	483,102			50.0%
Corporate Costs :- Income	0	483,102	966,204	483,102			50.0%
4017 Bank account fees	50	80	500	420		420	16.0%
4043 HR consultancy	0	327	5,000	4,673		4,673	6.5%
4050 Legal and Professional	182	796	3,500	2,704		2,704	22.7%
4057 Accountancy and Audit	0	600	12,000	11,400		11,400	5.0%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	232	1,802	23,500	21,698	0	21,698	7.7%
Net Income over Expenditure	(232)	481,300	942,704	461,404			
115 Civic and Democratic							
4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	0	0	2,000	2,000		2,000	0.0%
4062 Election Expenses	0	0	2,000	2,000		2,000	0.0%
4070 Mayor's Allowance	0	0	1,000	1,000		1,000	0.0%
4085 Civic and Ceremonial	0	2,876	2,500	(376)		(376)	115.1%
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	0	2,876	9,800	6,924	0	6,924	29.4%
Net Expenditure	0	(2,876)	(9,800)	(6,924)			

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
151_ Grants							
4301 Grants	(8,020)	(8,020)	25,000	33,020		33,020	(32.1%)
4302 Grant CAB	0	0	5,000	5,000		5,000	0.0%
4303 Grant-4Youth	0	0	10,000	10,000		10,000	0.0%
4305 Grant Christmas Lights	0	0	10,000	10,000		10,000	0.0%
4306 Grant Party in the Park	807	807	3,000	2,193		2,193	26.9%
4310 Grant Food and River Festival	0	0	3,000	3,000		3,000	0.0%
4317 Grant Carnival	0	0	2,500	2,500		2,500	0.0%
4330 Grant TIC	0	0	4,000	4,000		4,000	0.0%
Grants :- Indirect Expenditure	(7,213)	(7,213)	62,500	69,713	0	69,713	(11.5%)
Net Expenditure	7,213	7,213	(62,500)	(69,713)			
201_ Tow n Hall							
1034 Income Tow n Hall Bookings	2,343	2,438	1,000	(1,438)			243.8%
Tow n Hall :- Income	2,343	2,438	1,000	(1,438)			243.8%
4100 Gas	754	1,778	4,667	2,889		2,889	38.1%
4101 Electricity	347	894	3,334	2,440		2,440	26.8%
4102 Non Domestic Rates	936	1,868	10,000	8,132		8,132	18.7%
4103 Water Rates	0	0	1,800	1,800		1,800	0.0%
4104 Window Cleaning	0	185	1,600	1,415		1,415	11.6%
4106 Repairs and Maintenance	0	0	6,000	6,000		6,000	0.0%
4108 Service Contracts	0	945	10,240	9,295		9,295	9.2%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Tow n Hall :- Indirect Expenditure	2,038	5,670	38,841	33,171	0	33,171	14.6%
Net Income over Expenditure	305	(3,232)	(37,841)	(34,609)			
202_ Asset and Amenities							
1027 Income - Amenity Services	40	946	4,000	3,054			23.7%
Asset and Amenities :- Income	40	946	4,000	3,054			23.7%
4000 Salaries ENI & Pension	19,932	39,303	225,000	185,697		185,697	17.5%
4027 Telephones and Mobiles	151	304	1,800	1,496		1,496	16.9%
4150 Uniform/PPE	0	484	2,400	1,916		1,916	20.1%
4151 Tools and Equipment	(299)	(305)	4,000	4,305		4,305	(7.6%)
4153 Vehicle Running Costs	328	1,173	7,000	5,827		5,827	16.8%
4156 Vehicle Leasing	979	1,975	13,000	11,025		11,025	15.2%
4163 Repairs and Maintenance	583	699	12,000	11,301		11,301	5.8%
4167 Street Furniture and Signage	0	0	10,000	10,000		10,000	0.0%
4177 Churchyard maintenance	0	(10)	1,500	1,510		1,510	(0.7%)

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4186 Defibrillators	0	0	4,444	4,444		4,444	0.0%
4915 Equipment	0	2,613	0	(2,613)		(2,613)	0.0%
Asset and Amenities :- Indirect Expenditure	21,675	46,235	281,144	234,909	0	234,909	16.4%
Net Income over Expenditure	(21,635)	(45,289)	(277,144)	(231,855)			
<u>203 Allotments</u>							
1045 Income Allotments	20	100	5,000	4,900			2.0%
Allotments :- Income	20	100	5,000	4,900			2.0%
4200 Water Rates - Allotments	0	0	1,800	1,800		1,800	0.0%
4201 Maintenance - Allotments	0	0	1,000	1,000		1,000	0.0%
Allotments :- Indirect Expenditure	0	0	2,800	2,800	0	2,800	0.0%
Net Income over Expenditure	20	100	2,200	2,100			
<u>204_KGV Pavilion and Car Park</u>							
1046 Income - Pavilion	0	0	1,500	1,500			0.0%
KGV Pavilion and Car Park :- Income	0	0	1,500	1,500			0.0%
4250 Telephone - Pavilion	30	67	300	233		233	22.2%
4252 Electricity - Pavilion	750	760	2,300	1,540		1,540	33.0%
4254 Water - Pavilion	0	0	1,200	1,200		1,200	0.0%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	1,619	1,872	2,000	128		128	93.6%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4260 Non Domestic Rates - Car Park	0	0	2,000	2,000		2,000	0.0%
KGV Pavilion and Car Park :- Indirect Expenditure	2,400	2,698	9,250	6,552	0	6,552	29.2%
Net Income over Expenditure	(2,400)	(2,698)	(7,750)	(5,052)			
<u>205_Public Toilets</u>							
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
Public Toilets :- Income	0	0	7,500	7,500			0.0%
4106 Repairs and Maintenance	0	0	2,000	2,000		2,000	0.0%
4180 Cleaning	1,007	1,510	15,000	13,490		13,490	10.1%
4185 Electricity supply: Toilets	149	255	2,133	1,878		1,878	12.0%
4913 Water	0	0	2,500	2,500		2,500	0.0%
Public Toilets :- Indirect Expenditure	1,156	1,765	21,633	19,868	0	19,868	8.2%
Net Income over Expenditure	(1,156)	(1,765)	(14,133)	(12,368)			

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>210_Corporate Properties</u>							
1040 Income 31 Market Place	1,000	1,000	6,900	5,900			14.5%
1048 Income Art House Cafe	0	500	6,000	5,500			8.3%
Corporate Properties :- Income	1,000	1,500	12,900	11,400			11.6%
4175 Costs Art House Cafe	8	8	1,000	992		992	0.8%
4178 Costs Roundhouse	0	0	4,000	4,000		4,000	0.0%
4191 Costs 31 Market Place	0	0	500	500		500	0.0%
Corporate Properties :- Indirect Expenditure	8	8	5,500	5,492	0	5,492	0.1%
Net Income over Expenditure	992	1,492	7,400	5,908			
<u>211_Art House Cafe</u>							
4202 Gas	0	0	900	900		900	0.0%
4913 Water	0	0	600	600		600	0.0%
Art House Cafe :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%
Net Expenditure	0	0	(1,500)	(1,500)			
<u>212_Round House</u>							
4102 Non Domestic Rates	0	0	600	600		600	0.0%
4913 Water	0	0	240	240		240	0.0%
Round House :- Indirect Expenditure	0	0	840	840	0	840	0.0%
Net Expenditure	0	0	(840)	(840)			
<u>213_31 Market Place</u>							
4106 Repairs and Maintenance	0	0	1,200	1,200		1,200	0.0%
31 Market Place :- Indirect Expenditure	0	0	1,200	1,200	0	1,200	0.0%
Net Expenditure	0	0	(1,200)	(1,200)			
<u>215_Depot</u>							
4103 Water Rates	15	30	250	220		220	12.0%
4106 Repairs and Maintenance	0	0	1,500	1,500		1,500	0.0%
4159 Electric - Unit	71	288	2,400	2,112		2,112	12.0%
4160 Leasing	779	779	10,850	10,071		10,071	7.2%
4161 Rates-Unit at Bow erhill	230	455	2,472	2,017		2,017	18.4%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	1,095	1,552	17,772	16,220	0	16,220	8.7%
Net Expenditure	(1,095)	(1,552)	(17,772)	(16,220)			

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
220 Play Areas and Open Spaces							
4157 Grasscutting	1,440	2,460	18,000	15,540		15,540	13.7%
4158 Replacement Play Equipment	0	0	50,000	50,000		50,000	0.0%
4165 Maintenance play areas	0	664	5,000	4,336		4,336	13.3%
4179 Tree Planting	0	0	15,000	15,000		15,000	0.0%
4193 Rospa checks: Play areas	0	0	1,100	1,100		1,100	0.0%
Play Areas and Open Spaces :- Indirect Expenditure	1,440	3,124	89,100	85,976	0	85,976	3.5%
Net Expenditure	(1,440)	(3,124)	(89,100)	(85,976)			
221 King George V Park							
4199 Materials	293	718	10,000	9,282		9,282	7.2%
4313 Sports Roadshow	0	0	5,000	5,000		5,000	0.0%
4913 Water	0	0	2,200	2,200		2,200	0.0%
King George V Park :- Indirect Expenditure	293	718	17,200	16,482	0	16,482	4.2%
Net Expenditure	(293)	(718)	(17,200)	(16,482)			
302 Projects							
4073 Environmental Projects	0	0	1,000	1,000		1,000	0.0%
4074 Neighbourhood Plan	732	1,194	5,000	3,806		3,806	23.9%
4078 Community Projects	0	0	1,000	1,000		1,000	0.0%
4081 Melksham Art Project	0	0	2,000	2,000		2,000	0.0%
4083 Virtual Community Hub	0	0	1,200	1,200		1,200	0.0%
Projects :- Indirect Expenditure	732	1,194	10,200	9,006	0	9,006	11.7%
Net Expenditure	(732)	(1,194)	(10,200)	(9,006)			
310 East Melksham Community Hall							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	131	131	1,000	869			13.1%
Economic Dev. and Planning :- Income	131	131	1,000	869			13.1%
4071 Town Floral Displays	(36)	(986)	10,000	10,986		10,986	(9.9%)
4080 Melksham in Bloom Competition	0	0	1,000	1,000		1,000	0.0%

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	0	0	12,500	12,500		12,500	0.0%
4309 New sletter	0	2,310	4,000	1,690		1,690	57.8%
4327 Community Development Support	0	0	750	750		750	0.0%
4354 Parking Scheme	141	141	1,500	1,360		1,360	9.4%
4356 Highw ays projects CATG	0	0	7,500	7,500		7,500	0.0%
4922 Publicity & Marketing	0	0	2,000	2,000		2,000	0.0%
4925 Tow n Development	0	0	15,000	15,000		15,000	0.0%
Economic Dev. and Planning :- Indirect Expenditure	105	1,465	55,750	54,285	0	54,285	2.6%
Net Income over Expenditure	27	(1,333)	(54,750)	(53,417)			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	38,620	38,620			0.0%
Solar Farm Projects :- Income	0	0	38,620	38,620			0.0%
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	0	0	38,620	38,620	0	38,620	0.0%
Net Income over Expenditure	0	0	0	0			
<u>501 Assembly Hall Central Costs</u>							
1000 Income-Assembly Hall Lettings	2,690	4,779	38,000	33,221			12.6%
Assembly Hall Central Costs :- Income	2,690	4,779	38,000	33,221			12.6%
4000 Salaries ENI & Pension	5,395	11,425	78,000	66,575		66,575	14.6%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	0	700	700		700	0.0%
4907 Stationery/Printing/Postage	0	0	600	600		600	0.0%
4909 Licences	0	218	3,600	3,382	3,500	(118)	103.3%
4911 Electricity	1,392	3,246	13,200	9,954		9,954	24.6%
4912 Gas	29	65	1,000	935		935	6.5%
4913 Water	152	293	2,400	2,107		2,107	12.2%
4914 Rates	861	1,720	9,000	7,280		7,280	19.1%
4916 Maintenance-Equipment	651	631	10,000	9,369		9,369	6.3%
4917 Service Contracts	152	1,247	7,200	5,953		5,953	17.3%
4918 Maintenance	0	(50)	12,000	12,050		12,050	(0.4%)
4922 Publicity & Marketing	345	420	4,800	4,380		4,380	8.8%
4923 Mhagement Information Systems	0	0	6,600	6,600		6,600	0.0%
4924 Telephone: security alarms	0	0	360	360		360	0.0%
4927 Stocktaking	0	0	600	600		600	0.0%
4929 AIB	0	0	1,800	1,800		1,800	0.0%

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	0	0	2,400	2,400		2,400	0.0%
Assembly Hall Central Costs :- Indirect Expenditure	8,977	19,213	156,685	137,472	3,500	133,972	14.5%
Net Income over Expenditure	(6,286)	(14,435)	(118,685)	(104,250)			
<u>510 Assembly Hall Events</u>							
1004 Film shows	0	0	2,000	2,000			0.0%
1173 Live Entertainment	2,172	3,657	43,000	39,343			8.5%
Assembly Hall Events :- Income	2,172	3,657	45,000	41,343			8.1%
4919 Films: expenses and contract	0	0	2,000	2,000		2,000	0.0%
4954 PA and Lighting Costs	450	730	6,000	5,270		5,270	12.2%
4960 Live entertainment:	2,317	3,754	40,000	36,246		36,246	9.4%
Assembly Hall Events :- Indirect Expenditure	2,767	4,484	48,000	43,516	0	43,516	9.3%
Net Income over Expenditure	(595)	(827)	(3,000)	(2,173)			
<u>520 Assembly Hall Bar and Catering</u>							
1001 Income-Assembly Hall Bar	5,110	6,484	60,750	54,266			10.7%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
Assembly Hall Bar and Catering :- Income	5,110	6,484	82,250	75,766			7.9%
4901 Catering Stock Purchases	0	0	10,752	10,752		10,752	0.0%
4903 Bar Stock Purchases	874	2,058	30,575	28,517		28,517	6.7%
Assembly Hall Bar and Catering :- Indirect Expenditure	874	2,058	41,327	39,269	0	39,269	5.0%
Net Income over Expenditure	4,236	4,426	40,923	36,497			
<u>901 Earmarked Reserves</u>							
1180 CIL Received	0	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	0	1,268	0	(1,268)			
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	12,830	12,830		12,830	0.0%
9228 Office Equipment	0	0	4,275	4,275		4,275	0.0%
9232 Street Furniture	0	0	0	(0)		(0)	0.0%
9233 Equipment Replacement	0	0	21,000	21,000		21,000	0.0%
9243 Green Spaces	0	0	10,743	10,743		10,743	0.0%
9244 Major Projects Reserve	2,800	9,345	290,948	281,603		281,603	3.2%

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Detailed Income & Expenditure by Budget Heading 01/06/2022

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Av available	% Spent
9245 Solar Money	0	0	51,743	51,743		51,743	0.0%
9246 Precept Support Fund	0	0	45,000	45,000		45,000	0.0%
9248 CIL	0	0	52,359	52,359		52,359	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>2,800</u>	<u>9,346</u>	<u>561,808</u>	<u>552,462</u>	<u>0</u>	<u>552,462</u>	<u>1.7%</u>
Net Income over Expenditure	<u>(2,800)</u>	<u>(8,078)</u>	<u>(561,808)</u>	<u>(553,730)</u>			
Grand Totals :- Income	13,507	504,404	1,202,974	698,570			41.9%
Expenditure	64,036	155,365	1,774,320	1,618,955	3,500	1,615,455	9.0%
Net Income over Expenditure	<u>(50,529)</u>	<u>349,040</u>	<u>(571,346)</u>	<u>(920,386)</u>			
Movement to/(from) Gen Reserve	<u>(50,529)</u>	<u>349,040</u>					

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Melksham Town Council 2021-2022

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Cooperative Bank A/C

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For Month No: 12

Receipts for Month 12			Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		306,238.91	306,238.91				
24ME	Banked: 04/03/2020	40.00					
24ME	Beves	40.00			1045 203	40.00	Allotment rent
ME40	Banked: 01/03/2022	20.00					
ME40	Raymond	20.00			1045 203	20.00	Allotment rent
ME34	Banked: 01/03/2022	20.00					
ME34	Davis	20.00			1045 203	20.00	Allotment rent
ME13B	Banked: 01/03/2022	20.00					
ME13B	Clover	20.00			1045 203	20.00	Allotment rent
ME39	Banked: 01/03/2022	40.00					
ME39	Wroblew ski	40.00			1045 203	40.00	Allotment rent
WC1	Banked: 02/03/2022	40.00					
WC1	Biggin	40.00			1045 203	40.00	Allotment rent
WC4A	Banked: 03/03/2022	20.00					
WC4A	Elter	20.00			1045 203	20.00	Allotment rent
SB11A	Banked: 03/03/2022	20.00					
SB11A	Purps	20.00			1045 203	20.00	Allotment rent
ME32	Banked: 03/03/2022	40.00					
ME32	Welford	40.00			1045 203	40.00	Allotment rent
70AA	Banked: 04/03/2022	40.00					
70AA	Wookey	40.00			1045 203	40.00	Allotment rent
BACS	Banked: 04/03/2022	487.21					
BACS	DJ Cooper	487.21		81.20	1027 202	406.01	Caretaking - Factory Shop
6BSB	Banked: 07/03/2022	20.00					
6BSB	Straw son	20.00			1045 203	20.00	Allotment rent
37ME	Banked: 07/03/2022	20.00					
37ME	Stevens	20.00			1045 203	20.00	Allotment rent
SB2A	Banked: 07/03/2022	20.00					
SB2A	Maslen	20.00			1045 203	20.00	Allotment rent
ME19	Banked: 07/03/2022	40.00					
ME19	Pow ell	40.00			1045 203	40.00	Allotment rent
BACS	Banked: 08/03/2022	3,000.00					
BACS	Cloudy IT	3,000.00		500.00	1950 101	2,500.00	Sale of equipment
PO credit	Banked: 10/03/2022	394.00					
PO credit	Gough	60.00			1045 203	60.00	Allotment rent
PO credit	Adams	80.00			1045 203	80.00	Allotment rent
PO credit	Staddon	40.00			1045 203	40.00	Allotment rent
PO credit	Quinney	40.00			1045 203	40.00	Allotment rent

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Cooperative Bank A/C

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
PO credit	Smith	20.00			1045	203	20.00	Allotment rent
PO credit	White	40.00			1045	203	40.00	Allotment rent
PO credit	Edwards	114.00			4071	403	114.00	Hanging baskets
PO credit	Banked: 15/03/2022	63.50						
PO credit	Scragg	27.50			4085	115	27.50	Mayor's Reception
PO credit	Gardeners Society	36.00			4085	115	36.00	Mayor's Reception
PO credit	Banked: 15/03/2022	540.00						
PO credit	Gibson	40.00			1045	203	40.00	Allotment rent
PO credit	Myers	20.00			1045	203	20.00	Allotment rent
PO credit	Wilding	80.00			1045	203	80.00	Allotment rent
PO credit	Evans	20.00			1045	203	20.00	Allotment rent
PO credit	Hitchens	60.00			1045	203	60.00	Allotment rent
PO credit	Cleverley	40.00			1045	203	40.00	Allotment rent
PO credit	Edser-Brookes	20.00			1045	203	20.00	Allotment rent
PO credit	Edmunds	40.00			1045	203	40.00	Allotment rent
PO credit	Jacklin	80.00			1045	203	80.00	Allotment rent
PO credit	Green	20.00			1045	203	20.00	Allotment rent
PO credit	Williams	20.00			1045	203	20.00	Allotment rent
PO credit	Gregory	40.00			1045	203	40.00	Allotment rent
PO credit	Erikson	40.00			1045	203	40.00	Allotment rent
PO credit	Roberts	20.00			1045	203	20.00	Allotment rent
BACS	Banked: 16/03/2022	18.00						
BACS	Ian Drew	18.00			4085	115	18.00	Mayor's Reception
BACS	Banked: 18/03/2022	24.75						
BACS	Wiltshire Mind	24.75		4.12	1000	501	20.63	Room hire - AH
BACS	Banked: 18/03/2022	18.00						
BACS	T. Price	18.00			4085	115	18.00	Mayor's Reception
BACS	Banked: 18/03/2022	27.50						
BACS	Bradford-on-Avon	27.50			4085	115	27.50	Mayor's Reception
AA72	Banked: 21/03/2022	40.00						
AA72	J. Outlaw	40.00			1045	203	40.00	Allotment rent
SB7	Banked: 23/03/2022	20.00						
SB7	La Barbera	20.00			1045	203	20.00	Allotment rent
BACS	Banked: 25/03/2022	5,164.56						
BACS	MWOPC	5,164.56			1060	205	5,164.56	Public toilets - 20/21
BACS	Banked: 28/03/2022	583.33						
BACS	Wiltshire Publications	583.33			1040	210	583.33	Rent - 31 Market Place
MA4	Banked: 29/03/2022	40.00						
MA4	N. Mills	40.00			1045	203	40.00	Allotment rent
	Banked: 31/03/2022	336.00						
406585	Unity Bank	336.00			203		336.00	Shine Group

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Cooperative Bank A/C

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Banked: 31/03/2022	336.00					
406585	Unity Bank	336.00			203	336.00	Shine Group
	Banked: 31/03/2022	1,712.40					
406407	Unity Bank	1,712.40			203	1,712.40	Kan Connections
	Banked: 31/03/2022	19.18					
406415	Unity Bank	19.18			203	19.18	AquaAid Southcoast
	Banked: 31/03/2022	86.40					
406418	Unity Bank	86.40			203	86.40	Handy Compact Tractors
	Banked: 31/03/2022	771.60					
406423	Unity Bank	771.60			203	771.60	R B Poolman

Total Receipts for Month	14,082.43	0.00	585.32	13,497.11
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Cashbook Totals	320,321.34	0.00	585.32	319,736.02
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Melksham Town Council Current Year

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Cashbook 1

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Unity Bank

Receipts received between 01/05/2022 and 31/05/2022

Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amt Received	£ Debtors	£ VAT	A/c Centre	£ Amount Transaction Detail
BACS Banked: 03/05/2022		114.22				
BACS MWOPC		114.22			4074 302	114.22 Neighbourhood Plan
BACS Banked: 04/05/2022		5.85				
BACS Wiltshire Council		5.85			1034 201	5.85 Room hire - TH
BACS Banked: 06/05/2022		10,000.00				
BACS Groundw orks		10,000.00			4301 151	10,000.00 Grant - City Dressing
BACS Banked: 10/05/2022		10,175.79				
BACS BACS		10,175.79			520	10,175.79 Pension payment
BACS Banked: 11/05/2022		250.00				
BACS Best Ever Brownie Company		250.00			4151 202	250.00 Purchase chiller unit
3BMET Banked: 13/05/2022		20.00				
BACS R. Johnson		20.00			1045 203	20.00 Allotment rent
BACS Banked: 19/05/2022		52.00				
BACS Nixon & Shaw		52.00			4071 403	52.00 Hanging baskets
BACS Banked: 19/05/2022		94.00				
BACS Lock & Key		94.00			4071 403	94.00 Hanging baskets
BACS Banked: 20/05/2022		131.39				
BACS S. Hillman		131.39			1030 403	131.39 Makers Market
BACS Banked: 20/05/2022		198.00				
BACS Wiltshire Council		198.00		33.00	1000 501	165.00 Room hire - AH
BACS Banked: 25/05/2022		40.00				
BACS Melksham Community Meals		40.00			1027 202	40.00 Transport of kitchen items
BACS Banked: 31/05/2022		583.33				
BACS Wiltshire Publications		583.33			1040 210	583.33 Rent - 31 Market Place
Banked: 31/05/2022		771.60				
cancel Cooperative Bank A/C		771.60			204	771.60 Correct to cash booc
CORRECT Banked: 31/05/2022		-10,175.79				
CORRECT Cancel duplicate entry		-10,175.79			520	-10,175.79 Cancel duplicate entry
Total Receipts:		12,260.39	0.00	33.00		12,227.39

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Date: 12/07/2022

Melksham Town Council 2021-2022

Page: 1

Time: 14:37

Cashbook 2

User: MEL

Bank Assembly Hall A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

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

Balance Brought Fwd : 679,348.03 679,348.03

BACS Banked: 03/02/2022	500.00						
BACS Good New s Church	500.00			1040	210	500.00	Rent - Art House
BACS Banked: 03/02/2022	33.00						
BACS J. Pickett	33.00			1034	201	33.00	Room hire - TH
BACS Banked: 07/02/2022	132.00						
BACS Pickw ick Academy	132.00			1000	501	132.00	Room hire - AH
500637 Banked: 07/02/2022	338.00						
500637 Waterloo Live	220.00		36.67	566		183.33	Waterloo Live
500637 Complete Madness	28.00		4.67	566		23.33	Complete Madness
500637 Room hire - AH	90.00		15.00	1000	501	75.00	Room hire - AH
500637(B) Banked: 08/02/2022	121.80						
500637(B) Dance Academy	121.80		20.30	1001	520	101.50	Dance Academy
BACS Banked: 09/02/2022	132.00						
BACS Tiger Martial Art	132.00		22.00	1000	501	110.00	Room hire - AH
BACS Banked: 11/02/2022	18.75						
BACS Daybreak	18.75			1034	201	18.75	Room hire - TH
BACS Banked: 21/02/2022	748.80						
BACS Emily Alner Academy	748.80		124.80	1000	501	624.00	Room hire - AH
BACS Banked: 23/02/2022	3,580.00						
BACS Ticketsource	3,580.00		596.67	1173	510	2,983.33	Waterloo Live
BACS Banked: 28/02/2022	125.00						
BACS Frome Roller Disco	125.00		20.83	1000	501	104.17	Room hire - AH
Banked: 28/02/2022	6,174.63						
Transfer Credit/Debit Card Control Acco	6,174.63			213		6,174.63	AIB - AH tickets
Total Receipts for Month	11,903.98	0.00	840.94			11,063.04	

Cashbook Totals 691,252.01 0.00 840.94 690,411.07

Continued on Page 2

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05/07/2022

Melksham Town Council Current Year

Page 1

12:30

Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/05/2022 and 31/05/2022

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	BACS Banked: 03/05/2022	397.05					
	BACS Ella Britton	397.05		66.18	1000	501	330.87 Room Hire - AH
	BACS Banked: 03/05/2022	43.32					
	BACS J. Pickett	43.32			1034	201	43.32 Room hire - TH
	BACS Banked: 03/05/2022	500.00					
	BACS Good New s Church	500.00		83.33	1040	210	416.67 Rent - Art House
	BACS Banked: 09/05/2022	197.00					
	BACS PGL of MMM	197.00		32.83	1000	501	164.17 Room hire - AH
	BACS Banked: 13/05/2022	144.00					
	BACS TIC	144.00			1034	201	144.00 Room hire - AH
	BACS Banked: 13/05/2022	99.00					
	BACS Wiltshire MIND	99.00			1034	201	99.00 Room hire - TH
500640(B)	Banked: 16/05/2022	4,007.15					
500640(B)	Rock n Roll	817.55		136.26	1001	520	681.29 Rock n Roll
500640(B)	Selw ood Party	279.50		46.58	1001	520	232.92 Selw ood Party
500640(B)	Carpenters Experience	401.80		66.97	1001	520	334.83 Carpenters Experience
500640(B)	Complete Madness	2,109.30		351.55	1001	520	1,757.75 Complete Madness
500640(B)	Community Meals	27.80		4.63	1001	520	23.17 Community Meals
500640(B)	Flying Club	17.20		2.87	1001	520	14.33 Flying Club
500640(B)	Purple Zeppelin	339.00		56.50	1001	520	282.50 Purple Zeppelin
500640(B)	Roller Disco	15.00		2.50	1001	520	12.50 Roller Disco
	BACS Banked: 17/05/2022	2,372.10					
	BACS PGL of MMM	2,372.10		395.35	1034	201	1,976.75 Room hire - AH
	BACS Banked: 19/05/2022	731.10					
	BACS Wiltshire Provincial	731.10		121.85	1000	501	609.25 Room hire - AH
	BACS Banked: 19/05/2022	190.80					
	BACS NADFAS	190.80		31.80	1000	501	159.00 Room hire - AH
	BACS Banked: 24/05/2022	165.00					
	BACS Frome Roller Disco	165.00		27.50	1000	501	137.50 Room hire - AH
	BACS Banked: 24/05/2022	174.60					
	BACS Melksham Community Meals	174.60		29.10	1000	501	145.50 Room hire - AH
	BACS Banked: 25/05/2022	1,104.00					
	BACS Ticketsource	1,104.00		184.00	1173	510	920.00 Tickets
500641	Banked: 25/05/2022	2,125.30					
500641	Mayors Reception	206.20		34.37	1001	520	171.83 Mayors Reception
500641	Rock n Roll	629.50		104.92	1001	520	524.58 Rock n Roll
500641	Bourne Again Shadow s	185.60		30.93	1001	520	154.67 Bourne Again Shadow s
500641	Community Meals	35.00		5.83	1001	520	29.17 Community Meals
500641	VooDoo Room	163.60		27.27	1001	520	136.33 VooDoo Room
500641	Roller Disco	26.20		4.37	1001	520	21.83 Roller Disco
Subtotal Carried Forward:		12,250.42	0.00	1,847.49			9,523.73

05/07/2022

Melksham Town Council Current Year

Page 2

12:30

Cashbook 2

User: MEL

Bank Assembly Hall A/c

Receipts received between 01/05/2022 and 31/05/2022

Nominal Ledger Analysis							
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
500641	Roller Disco	475.40		79.23	1001	520	396.17 Roller Disco
500641	Air Cadets	403.80		67.30	1001	520	336.50 Air Cadets
500642	Banked: 25/05/2022	1,547.00					
500642	Stalls	40.00		6.67	1173	510	33.33 Stalls
500642	Bourne Again Shadow s	72.00		12.00	1173	510	60.00 Bourne Again Shadow s
500642	December 63	38.00		6.33	1173	510	31.67 December 63
500642	Happy & Glorious	12.00		2.00	1173	510	10.00 Happy & Glorious
500642	VooDoo Room	90.00		15.00	1173	510	75.00 VooDoo Room
500642	Nikki Kitt	120.00		20.00	1173	510	100.00 Nikki Kitt
500642	Room hire - AH	1,175.00		195.83	1000	501	979.17 Room hire - AH
500642	Banked: 25/05/2022	-1,547.00					
500642	Stalls	-40.00		-6.67	1173	510	-33.33 Stalls
500642	Bourne Again	-72.00		-12.00	1173	510	-60.00 Bourne Again
500642	December 63	-38.00		-6.33	1173	510	-31.67 December 63
500642	Happy & Glorious	-12.00		-2.00	1173	510	-10.00 Happy & Glorious
500642	VooDoo Room	-90.00		-15.00	1173	510	-75.00 VooDoo Room
500642	Nikki Kitt	-120.00		-20.00	1173	510	-100.00 Nikki Kitt
500642	Room hire - AH	-1,175.00		-195.83	1000	501	-979.17 Room hire - AH
500642	Banked: 25/05/2022	1,547.00					
500642	Stalls	40.00		6.67	566		33.33 Stalls
500642	Bourne Again	72.00		12.00	566		60.00 Bourne Again
500642	December 63	38.00		6.33	566		31.67 December 63
500642	Happy Glorious	12.00		2.00	566		10.00 Happy Glorious
500642	VooDoo Room	90.00		15.00	566		75.00 VooDoo Room
500642	Nikki Kitt	120.00		20.00	566		100.00 Nikki Kitt
500642	Room hire - AH	1,175.00		195.83	1000	501	979.17 Room hire - AH
	BACS Banked: 31/05/2022	74.25					
	BACS Wiltshire MIND	74.25			1034	201	74.25 Room hire - TH
	Banked: 31/05/2022	2,476.58					
	AIB Credit/Debit Card Control Acco	2,476.58			213		2,476.58
Total Receipts:		16,348.25	0.00	2,251.85			14,096.40

13/07/2022	Melksham Town Council 2021-2022	Page 1
10:37	Earmarked Reserves	

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Assembly Hall	0.00		0.00
321 Earmarked Reserves	485,507.50	23,942.00	509,449.50
322 EMR - CIL	12,519.00	38,572.00	51,091.00
323 EMR - Solar Monies	0.00		0.00
324 EMR - CIL Monies 2017/18	0.00		0.00
	498,026.50	62,514.00	560,540.50

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 27th June 2022

PRESENT: Councillor G Cooke (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor P Aves
Councillor G Ellis
Councillor T Price
Councillor J Hubbard
Councillor J Oatley

IN ATTENDANCE: Councillor S Crundell – Town Mayor

OFFICERS:	Linda Roberts	Town Clerk
	Hugh Davies	Head of Operations
	Christine Hunter	Committee Clerk

PUBLIC PARTICIPATION: One members of the public was present virtually.

Adrienne Westbrook asked for an update on what had happened in King George V (KGV) park and on finishing the Master Plan since the election of the new Council 15 months ago. The Parks Working Group have met twice in the last fifteen months and there had been no progress.

Adrienne stated that:

- there is no café only an intermittent attendance of an ice cream van.
- the slides and zip wire are out of bounds.
- the Dog Bark had been rushed through without scrutiny.
- the rubberised safety mats need reviewing.
- the Council had paid for a surveyor - had anyone chased up his report?
- the council cannot complain about trees being felled on a roundabout and then cut down healthy trees in the park.
- the Sensory Garden plans were drawn up some time ago and there has been no progress.
- more staff need training for the Splash Pad. Had the member of staff been thanked for working overtime to keep the Splash Pad open?
- the Parks Working Group need to agree a terms of reference.

Debbie, a Melksham resident, raised her concern about the impact of the proposed lighting scheme on the bat population and asked whether an ecological survey had been carried out? She also requested the introduction of a wild area in the park for the health and wellbeing of residents.

Councillor Cook stated that a written response to these questions would be provided to Councillor Westbrook and Debbie from the Head of Operations.

105/22 Request for a One-Day Live Music Festival 2022-2023

James Wilkins confirmed that the event management plan had been circulated to members and would be forwarded to Wiltshire Council. He explained that he had requested approval to organise, with the help of the Town Council, a one-day, 500 person musical event to promote local musicians showcasing culturally and musically what Melksham has to offer. Tickets would be £15 - £20 per person. James explained that he would apply for drinks and PPL licences, public liability insurance, and that he would use local business to provide food and drink, erect the stage and provide security.

Members considered provision of power, the effect of noise on local residents, overcrowding, fencing and the effect of additional work on staff.

It was proposed by Councillor Hubbard seconded by Councillor Price and

UNANIMOUSLY RESOLVED to support the application in principal and to ask officers and the Events Working Group to develop the plans to ensure that the event is fully deliverable.

106/22 Apologies

Apologies for absence were received from Councillors Goodhind and Houghton. Councillor Houghton was substituted by Councillor Aves.

107/22 Declarations of Interest

Councillor Cooke and Hubbard declared an interest in minute item 105/22 as they both knew the applicant but had no prejudicial interest. Councillors Cooke and Hubbard remained in the meeting and took part in the debate on this item.

108/22 Minutes

The minutes of 19 April 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Cooke.

109/22 King George V Park

109/22.1 Lighting in King George V Park

The report of the Head of Operations was received.

The Head of Operations explained that BJP had provided research on a range of columns and costs included groundworks. The revised costs were approximately £14,000 less than previously as installing the remaining network would be through soft ground. Councillors were asked to choose a design for the lighting column.

It was proposed by Councillor Cooke, seconded by Councillor

Hubbard and

UNANIMOUSLY RESOLVED that the designs would be forwarded to the Parks Working Group to recommend a preferred choice for approval at the next meeting of the Asset Management and Amenities committee meeting scheduled for 22 August 2022.

110/22 Parks Working Group

The draft notes of the Parks Working Group meeting held on 10 May 2022 were received.

It was agreed that the Head of Operations would organise a Parks Working Group meeting on 4 July 2022.

111/22 Sensory Garden Update

The report of the Head of Operations was received.

The Head of Operations confirmed that he had met with four contractors requesting quotes for works to the sensory garden. The contractors have requested a more detailed specification of the works required.

Councillor Hubbard suggested that the project should be quickly moved forward as it had been ongoing for some considerable time and asked for clear guidance on the maximum spend for this project. The Town Clerk replied that the quote received relating to the current plans was for £105,000 and the committee agreed this needed to be reduced.

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

UNANIMOUSLY RESOLVED to ask the Parks Working Group to produce a list of requirements for the tender process for works to the Sensory Garden, with a suggested budget of £80,000 to be forwarded for approval to the Asset Management and Amenities Meeting scheduled for 28 August 2022.

112/22 Public Toilets Update

The report of the Head of Operations was received.

The Head of Operations explained that:

- the report specifically related to the Eco Loos and that there have been delivery delays from Healthmatic.
- the Communications Officer had met with Healthmatic on 22 June 2022 and received confirmation that the Eco Loos should be available for delivery mid-August 2022.

- the quote is now subject to a 15% early-adopter discount which would equate to a twin cubicle toilet costing £33,295.00

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

UNANIMOUSLY RESOLVED to note that currently, the sole UK provider of this type of facility is Healthmatic and, to proceed with the order of a twin toilet Eco Loo at a cost of £33,295, subject to the Town Clerk's confirmation that we are not breaching Financial Regulations.

113/22 Motions from Councillors

113/22.1 Motion for a Double Gated entrance/holding area in the Dog Bark

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

UNANIMOUSLY RESOLVED to defer the Motion until a decision had been made on the actions to be taken regarding the Dog Bark.

The committee considered solutions to the cherry trees in the Dog Bark.

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

UNANIMOUSLY RESOLVED to ask the Head of Operations to erect temporary A3 signs on both sides of the gates to the Dog Bark and signs near the cherry trees advising the public of the risk, and to erect fencing around the cherry trees.

114/22 Motion for the Solar Streets

The Motion of Councillor Price regarding Solar Streets was received.

Councillor Price explained that of £50 and £100 respectively would be received for every residential installation and every business installation which would be put into a community fund for Melksham.

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

RESOLVED to provide details of the Solar Streets scheme on the Council's website, by way of information not indicating Council support for a specific scheme, in line with the Council's ethos on sustainability.

115/22 Confidential Session

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

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

116/22 Maintenance Building at King George V Park

The Town Clerk explained that projected costs to cover professional fees, contingency, increase in building supplies costs, and a detailed build cost estimate for the Maintenance Shed had increased considerably.

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

UNANIMOUSLY RESOLVED that an extraordinary Full Council meeting be arranged to discuss this in more details and that members forward any suggestions of buildings that could be rented or purchased to the Town Clerk.

UNANIMOUSLY RESOLVED that in accordance with Standing Orders the meeting would continue after 10.00 pm.

117/22 Mobile Catering Unit - King George V Park

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

UNANIMOUSLY RESOLVED to produce a licence between the Town Council and the caterer to provide catering in King George V park using an ice cream van until the end of September 2022. The responses from the catering provision consultation would be reviewed and the tender process for providing permanent catering provision in the park would commence after September 2022.

Meeting Closed at: 10.10 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 27th June 2022

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

IN ATTENDANCE: Gerald Milward Oliver

OFFICERS:	Linda Roberts	Town Clerk
	Christine Hunter	Committee Clerk

260/22 Apologies

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

Katherine Cooper, dog owner asked there had been a knee-jerk decision to close the Dog Bark because of the proximity of two cherry trees, and when would it be re-opened?

The Town Clerk explained that the issue would be discussed within the following Asset Management and Amenities committee meeting, but that a resolution to the situation had been identified and the area would be re-opened shortly.

An apology for absence was received from Councillor Goodhind who was substituted by Councillor Hubbard.

261/22 Declarations of Interest

There were no declarations of interest.

262/22 Minutes

It was agreed to defer approval of the minutes of 6 June 2022 to the Economic Development and Planning Committee meeting scheduled for 11 July 2022 to enable the Committee Clerk to review the wording relating to the new Town Plan.

263/22 Neighbourhood Plan

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

UNANIMOUSLY RESOLVED that Councillor Cooke would attend the Joint Melksham Neighbourhood Plan Steering Group meeting scheduled for 29 June 2022, as substitute.

264/22 Priority for People Presentation

Gerald Milward-Oliver from Priority for People reported on work undertaken and the next steps, confirming that political commitment from all levels was crucial. Priority for People would produce a sustainable mobility plan which would include small scale measures for quick wins. There would be a network composed of individual groups/organisations working to present mutually agreed actions and strategies, with the core oversight group being led by the Town Council and Melksham Without Parish Council (MWPC). Groups would be self-financing and involve local communities, invite nominees with specialist experience and bring in specific experts when needed. Other sources of finance to support the additional expertise may be required. Gerald gave examples of how the group could move forward encouraging mobility, parking and public transport.

The Town Mayor, Councillor S Crundell, asked whether the outcome of MWPC's meeting regarding helping fund Priority for People had been received. The Town Clerk stated she had not been advised of the decision yet.

Councillor Hubbard questioned why a presentation was being given this evening when the Committee had decided not to approve further work by Priority for People until a response had been received from MWPC regarding joint funding. The Town Clerk apologised and replied that she thought the Committee wanted an update.

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

UNANIMOUSLY RESOLVED that no further work would be undertaken on the Priority for People project until confirmation had been received from MWPC regarding part-funding.

265/22 Planning Applications

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

[PL/2022/02900](#)

22 SHURNHOLD, MELKSHAM, SN12 8DG

Conversion of existing garage into an annex and extension to the rear. New extension to the front of the main house, new single storey garage and storm porch to main house. Internal alterations.

Consultation Deadline: 27/06/2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/04244](#)

5 CHURCHILL AVENUE, MELKSHAM, SN12 7JL
Single storey extension to form porch and toilet
Consultation Deadline: 06/07/2022

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

UNANIMOUSLY RESOLVED to support the application.

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

[PL/2022/04025](#)

1 WAVERLEY GARDENS, MELKSHAM, SN12 6AL
Creation of a vehicle access to new hardstanding at front of the property, includes removal of hedgerow at front of property boundary.
Consultation Deadline: 27/06/2022

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

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

- highways grounds as the proposed vehicle access will exit directly onto a crossing used by children to safely cross Semington Road on the way to and from school.
- it is unnecessary as the property has a current access at the rear.
- loss of green space - the application is against the Council's ethos of promoting healthy living and outdoor activities.

[PL/2022/00125](#)

KING STREET, MELKSHAM, SN12 6HE
Proposed 3 No new terraced dwellings
Consultation Deadline: 07/07/2022

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

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

- the Town Council in January 2022 approved the application subject to conditions in line with the Joint Melksham

Neighbourhood Plan which were: the installation of electric vehicle charging points, the installation of solar panels and the provision of a planting scheme in the shared open spaces. These three conditions have not been addressed.

- overdevelopment of the site – the site is not suitable for the proposed development.
- highways issues - that the only access to the properties is through King Street car park.
- there is no allocated parking for vehicles which is in contravention of the core strategy which states that two parking spaces are required per two-bed house.
- drainage issues that were raised in January 2022 have not been addressed in the revised application.
- loss of green space - the application is against the Council's ethos of promoting health living and outdoor activities.

The Town Council requested that Councillor Hubbard be asked to call-in the application.

266/22 Planning Decisions

Members noted the following planning decisions:

[PL/2022/03690](#)

37 SARUM AVENUE, MELKSHAM, SN12 6BN

Single storey flat roof rear extension & single storey front lounge and porch extension.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/03140](#)

MELKSHAM COMMUNITY CAMPUS , MARKET PLACE,
MELKSHAM, SN12 6ES

Proposal: External non-illuminated advertisements - including main building sign, car park signs and totem sign.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/01113](#)

99 PRIMROSE DRIVE, MELKSHAM, SN12 6GD

Second storey extension to provide an extra bedroom

MTC Response: No objection

Decision: Approve with conditions

267/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

267/22.1 Lighting the Pathway Between St Michael's Road and Hazelwood Road

The Town Mayor, Councillor S Crundell, asked if funding was

available in the LHFIG budget to finance the request or had the budget been exhausted on the footpath improvements already agreed.

The Town Clerk replied that the budget was not sufficient and would require a small top up to be approved by Full Council, but that she was confident that there would be a source available in the budget.

Councillor Hubbard expressed his concern that it was not noted on the agenda how much was left in the budget and that the committee were asked to sign off on expenditure and expected to remember what funding had already been allocated.

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

UNANIMOUSLY RESOLVED to request additional funding from Full Council to top up the LHFIG funding and, subject to funding approval, to proceed with the installation of a lighting column located approximately mid-point of the footway link between St Michael's and Hazelwood Roads, with the Town Council's share of the cost being £2,000.

268/22 Northacre Briefing 16

The Environment Agency Briefing 16: Northacre Renewable Energy Ltd was noted.

269/22 Sparkle Team and Parish Steward

The Committee Clerk confirmed that the Sparkle Team were working this week on the Melksham underpass to remove graffiti and clearing leaves on Lowbourne was on the schedule of works.

Works to be forwarded to the Sparkle Team and Parish Steward were as follows:

- removal of weeds at the bottom of Thackeray Crescent.
- removal of weeds on the pathway from Hazelwood Road to the Church past the cricket pitch.
- cutting back hedges in Lowbourne car park in the autumn.

Meeting Closed at: 7.58 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 11th July 2022

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

OFFICERS: Patsy Clover Deputy Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: One members of the public was present virtually.

270/22 Apologies

No apologies were received.

271/22 Declarations of Interest

There were no declarations of interest.

272/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 6 June 2022 and 27 June 2022 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

273/22 Planning Applications

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

[PL/2022/04971](#)

1 THORNLEIGH, SPA ROAD, MELKSHAM, SN12 7NW

* Conifers on the right boundary. Trim / cut the top growths level with the trimmed side and trim the lawn side. * Rear boundary over the stone wall. Cut back the overhanging material to the back of the wall, as high as we can practicably reach from our tallest steps (approximately 1.0m above the gutter level).. * Dead Rowan at the front. Fell to near ground level.. The above was agreed when Nick Organ, Tech Cert (ArborA), TechArborA

went to site and discussed required works with the scheme manager.

Consultation Deadline: 22/07/2022

Councillor Ellis read out the tree warden's report, and the Town Mayor, Councillor S Crundell, thanked officers for obtaining the tree warden's reports.

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

UNANIMOUSLY RESOLVED to support the application with the recommendation that the conifer trees are lowered to the height of the existing old growth and trimmed back over the lawn in the Autumn, after the birds have finished nesting and that the dead Rowan tree at the front be felled to ground level.

[PL/2022/04946](#)

15 QUEENSWAY, MELKSHAM, SN12 7JZ
Single storey front extension.

Consultation Deadline: 26/07/2022

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

UNANIMOUSLY RESOLVED to support the application.

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

[PL/2022/04904](#)

3A OAK HATCH, PLACE ROAD, MELKSHAM, SN12 6JN
T1 – Section fell Magnolia tree to aid nearby shrubs and to reduce risk to wall.

Consultation Deadline: 22/07/2022

Councillor Ellis read the tree warden's report.

Councillor Rabey suggested the as the tree was perfectly healthy it could be coppiced or crown lifted, rather than being completely removed.

It was proposed by Councillor Rabey seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to object to the planning application to fell the tree but to recommend that the crown of the tree be lifted in the Autumn after the birds have finished nesting

[PL/2022/04516](#)

PLOT ADJACENT 2 PEMBROKE ROAD, MELKSHAM, SN12 7NA

Erection of pair of single bedroom houses with off-street parking.

Consultation Deadline: 21/07/2022

Councillor Ellis explained that two years ago this application had been refused by Wiltshire Council due to overdevelopment of the site.

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

UNANIMOUSLY RESOLVED to object to the planning application noting that whilst the Council would normally support this type of housing, the application received was against Policy 2 (lack of E.V. charging points) and Policy 14 (lack of green space) of the Joint Melksham Neighbourhood Plan. The application would be over develop the site and overlooked the neighbour's garden.

274/22 Planning Decisions

The following planning decisions were noted:

[PL/2022/02877](#)

8 SANDRIDGE ROAD, MELKSHAM SN12 7BG

Internal and external alterations to existing dwelling, to include replacing existing rear conservatory with new rear extension, suspended decking area and minor layout changes to create wheelchair access between downstairs rooms.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/01259](#)

35 AWDREY AVENUE, MELKSHAM, SN12 7AG

Conversion of existing two storey extension into a three-bedroom house with front & rear gardens and parking area. Minor alterations internally including changing an existing window into a front door and introducing a staircase. With access to the rear gardens using a pathway shared by both properties.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/03626](#)

46 FOREST ROAD, MELKSHAM, SN12 7AB

Proposed two-bedroom dwelling with associated parking and works, adjacent to No.46 Forest Road, Melksham.

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/04025](#)

1 WAVERLEY GARDENS, MELKSHAM, SN12 6AL

Creation of a vehicle access to new hardstanding at front of the property, includes removal of hedgerow at front of property boundary.

Decision: Approve with conditions

MTC Response: Objection

It was proposed by Councillor Rabey seconded by Councillor Cook and

UNANIMOUSLY RESOLVED to record in the minutes that the Town Council had expressed their strong objection to the approval of the planning application primarily on safety grounds and remained concerned that their objections had been overruled.

[PL/2022/03922](#)

6 REDWING ROAD, MELKSHAM, SN12 7GB

Install PVCu replica roof extension

Decision: Approve with conditions

MTC Response: No objection

[PL/2022/03689](#)

14 CORFE ROAD, MELKSHAM, SN12 6BQ

Proposal to render external walls in white, including the garage and first floor extension approved under PL/2021/10296.

Decision: Refuse

MTC Response: None

Councillor Ellis explained that a response had been received from the Planning department at Wiltshire Council stating that as the application related to a Lawful Development Certificate there was no obligation to consult with third parties.

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

UNANIMOUSLY RESOLVED to instruct the Deputy Town Clerk to write to the Wiltshire Council Planning Officer stating that whilst it is recognised that there is no obligation to consult, it would be good practice to consult with the Town Council in future as a matter of routine, as this would ensure better support by the public.

275/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

The notes of the LHFIG meeting held on 19 May 2022 were received.

Councillor Ellis confirmed that although the LHFIG had increased its financing and coverage the Town Council's budget remained the same. This year has been an

exceptional year for applications due to Sandridge Road, and the Council should consider an increase to the LHFIG budget in 2022/2023.

The Town Mayor, Councillor S Crundell, stated that as the Council had to provide 50% match funding the Committee should be making the case for a larger budget for LHFIG expenditure.

Councillor Goodhind asked the request to LHFIG to re-introduce the audible crossing signals in the High Street was progressing as the lack of audible an audible warning was concerning. The Deputy Town Clerk explained that Wiltshire Council Highways have instructed their signals consultant to investigate and provide a progress report to the next LHFIG meeting. The Deputy Town Clerk agreed to contact Mark Stansby of Wiltshire Council Highways Department to obtain an update.

276/22 Sparkle Team and Parish Steward

Councillors Aves, Goodhind and the Town Mayor, Councillor S Crundell, requested the following jobs to be undertaken by the Sparkle Team and Parish Steward:

- Montague Place – removal of weeds between the pavement and the road.
- Roundabouts on Eastern Way – removal of weeds which are loosening brick works on the roundabouts.
- Roundabouts in Melksham – sweep road near roundabouts and at the triangles at the roundabouts.
- Murray Walk – general road sweep to be added to a future works schedule.

It was also agreed that the following members would provide number of the following properties to the Deputy Town Clerk who would write to residents requesting that they cut back of their hedges:

- Councillor Rabey – property on the footpath from the Church Street car park.
- Councillor Cooke – the house on the end of Hazelwood Road to Hornbeam.

277/22 Neighbourhood Plan

Councillor Aves reported that the Task Groups had met on more than one occasion and were making good progress.

Councillor Cook reported that it had been agreed to defer the appointment of a Chair until the next Neighbourhood Plan Steering Group meeting in September.

Councillor Ellis updated members on work that had been undertaken by the By-Pass, Canal, Heritage and Green Space Task Groups.

The Deputy Town Clerk confirmed that following approval of grant funding the AECOM work can continue.

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

UNANIMOUSLY RESOLVED to thank officers for their hard work and the Deputy Town Clerk for her hard work in applying for funding.

Meeting Closed at: 8.00 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Finance, Administration and Performance Committee meeting held on Monday 18th July 2022

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

IN ATTENDANCE: Councillor J Oatley

OFFICERS:	Patsy Clover	Deputy Town Clerk
	Christine Hunter	Committee Clerk
	Miriam Zaccarelli	Community Development Officer

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

68/22 Apologies

No apologies were received.

69/22 Declarations of Interest

Councillor Hubbard declared an interest in relation to minute number 77/22 in respect of Grant Policy Review because he was a trustee of one of the red-circled grant recipients. Councillor Hubbard remained in the meeting and took part in the debate on this item.

70/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of the Finance, Administration and Performance Committee meeting held on 14 March 2022, having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Mortimer.

71/22 Finance Reports

71/22.1 Petty Cash to 31 May 2022

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

UNANIMOUSLY RESOLVED to note the Petty Cash reports to 31 May 2022.

71/22.2 List of Payments to 31 May 2022

Councillor Hubbard asked for clarification of the payment made in February 2022 for £3,750 for H&S support? The Deputy Town Clerk explained it was for the services of a Health & Safety consultant.

Councillor Hubbard asked whether the three large payments from the Assembly Hall bank account were for running events in the Assembly Hall, as he understood that the Council had agreed not to pay production company costs. The Deputy Town Clerk agreed to provide a written explanation.

Councillor Goodhind advised he had asked the Head of Operations to confirm the cut-off date for paying production company costs and confirmation of the date the new charges had been applied. Councillor Goodhind asked what budget was currently being used for the Assembly Hall. The Deputy Town Clerk confirmed that the budget agreed by Full Council in December 2021 had not changed and was current being used for the Assembly Hall. The Deputy Town Clerk explained that the budget runs from April to the end of the following March and that all budgets were being monitored operationally.

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

UNANIMOUSLY RESOLVED to note the List of Payments to 31 May 2022, subject to the responses to Councillor Hubbard's questions.

71/22.3 Monthly Financial Statement to 31 May 2022

It was agreed that the Deputy Town Clerk would write to the Accountant to request that the CIL and Solar Farm monies were reported as a separate specific reserve to ensure the totals of the Earmarked Reserves and Monthly Financial Statement were the same.

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

UNANIMOUSLY RESOLVED to note the Monthly Financial Statement to 31 May 2022.

71/22.4 Detailed Income and Expenditure Report to 31 May 2022

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

UNANIMOUSLY RESOLVED to note the Income and Expenditure report to 31 May 2022.

71/22.5 Town Council Income Received Report to 31 May 2022

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

UNANIMOUSLY RESOLVED to note the year-to-date Income Received report to 31 May 2022.

71/22.6 Earmarked Reserves to 31 May 2022

Councillor Hubbard asked why the Monthly Financial Statement showed a balance in Earmarked Reserves different from the balance in the Earmarked Reserves Schedule E. Councillor Mortimer explained that the higher amount included the CIL and Solar Farm monies.

It was agreed that the Deputy Town Clerk would write to the Town Council's accountant to request that the CIL and Solar Farm monies were reported as a separate specific reserves to ensure the totals of the Earmarked Reserves and Monthly Financial Statement were the same.

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

UNANIMOUSLY RESOLVED to note the year-to-date Earmarked Reserves to 31 May 2022.

72/22 Grants Policy Review

The report of the Community Development Officer was received.

Councillor Hubbard commended the officer on the report being easy to understand and providing members with a range of options to discuss and approve.

Members considered the policy and agreed that grant applicants needed to demonstrate the number of Melksham residents who are benefiting from their grant, and to identify what other sources of grant funding had been applied for.

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

UNANIMOUSLY RESOLVED that any red-circled (Major) funding not used in the current financial year would be transferred to the regular grant funding pot.

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

UNANIMOUSLY RESOLVED to amend the grant policy as follows:

1. the maximum amount allocated to a regular grant would be £1,000.
2. "Red-Circled" grants would be changed to "Major" grants.
3. the grant application rounds would remain quarterly, i.e. July, September, November and March annually.
4. grants would only be awarded to organisations based in Melksham.
5. major grant applications would need to be received by 30 September in order to be considered in the Council's budget for the next financial year.

Meeting Closed at: 8.50 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 13th June 2022

PRESENT: Councillor S Crundell (Chair)
Councillor S Mortimer (Vice-Chair)
Councillor P Aves
Councillor J Crundell
Councillor C Houghton

91/22 Apologies

There were no apologies.

92/22 Declarations of Interest

There were no declarations of interest.

93/22 Minutes

The minutes of 12 May 2022 and 2 June 2022, having previously been circulated, were approved as a correct record, to be signed at a later date by Councillor S Crundell.

94/22 Confidential Session

There were no members of the public or press at the meeting.

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

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

95/22 Staffing Matters

Following the meeting between Councillor Houghton, Councillor Mortimer and the officer concerned, it had been decided by Councillor Houghton that no disciplinary action should be taken.

It was decided to instruct the Town Clerk to write to the officer concerned advising them that the actions and conduct exhibited could have put the reputation of the Town Council at risk.

It was decided that a review of standards of behaviour and the Town Council's GDPR Policy relating to the use of Zoom by staff and councillors should be carried out to ensure that a similar situation does not reoccur.

Meeting Closed at: 6.55pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 14th July 2022

PRESENT: Councillor S Crundell (Chair)
Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer

OFFICERS: Patsy Clover Deputy Town Clerk

96/22 Apologies

An apology for absence was received from Councillor J Crundell who was substituted by Councillor Lewis.

97/22 Declarations of Interest

There were no declarations of interest.

98/22 Minutes

The minutes of 13 June 2022, having previously been circulated, were approved as a correct record and signed by Councillor S Crundell.

99/22 Confidential Session

There were no members of the public or press at the meeting.

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

UNANIMOUSLY RESOLVED that the meeting be held in confidential session in view of the sensitive nature of the business to be transacted.

100/22 Staffing Matters

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

UNANIMOUSLY RESOLVED to accept the findings of the report prepared by the Town Council's external HR adviser, asking her to issue outcome letters to the parties involved and a copy of the report to the complainant.

101/22 Recruitment

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

UNANIMOUSLY RESOLVED to retain the current Communications Officer in a purely comms. role on a fixed term contact until the end of November 2022, when the situation will be reviewed, for four hours a day.

It was agreed that the job description for the replacement Communications Officer would be reworked to emphasise the events aspect of the role before being brought back to Staffing Committee for recommendation to Full Council in view of the budgetary implications.

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

UNANIMOUSLY RESOLVED to approve the Job Description and Person Specification for the Community Information Officer role delegating authority to the Deputy Town Clerk to proceed with recruitment.

102/22 Time off in lieu (TOIL)

Suggestions to improve the current TOIL system were discussed. It was agreed that the Deputy Town Clerk would liaise with her colleagues about ideas to mitigate TOIL and report back to the Staffing Committee.

The amendment of the Terms of Reference for the Staffing Committee to appoint a dedicated substitute to the committee, for approval by Full Council, was discussed. Councillor Lewis volunteered to be the dedicated substitute.

Meeting Closed at: 8.35 pm

Signed:

Dated:



Melksham Town Council Staffing Committee – Reporting to Full Council Terms of Reference

The management of the staff of the Town Council is an operational matter and firmly in the domain of the Town Clerk.

1. Membership

Three elected Members plus the Town Mayor and Deputy Mayor. The Committee shall be appointed in every election year and remain in place for the term of office of the council, save for the Mayor and Deputy.

Membership will include a designated substitute who will also be appointed in every election year and remain in place for the term of office of the council.

Members wishing to serve on the Staffing Committee should provide a summary of their qualifications and experience in the area of personnel matters. These will then be placed before a meeting of Full Council for a decision as to membership. Members of the Staffing Committee will be provided with training on an on-going basis, which they will be expected to undertake.

The quorum shall be **THREE** members of the committee. The committee will meet on an 'as required' basis.

2. Authority

Local Government Act 1972, Sections 101 and 102.

3. Delegated Business

The Council's Standing Orders will apply to all meetings of the Committee. Unless the Council directs otherwise, the Committee may arrange to devolve any of its functions to a sub-committee or to an officer.

The committee will have the right to resolve to restrict access to the rest of the council, where, in the committee's opinion, the papers and or information is deemed to be of a sensitive confidential nature. Councillors will need to demonstrate a 'need to know,' if they require sight of any other papers produced by or for the committee.

In any case where there is the potential for an appeal or claim against the council for unfair dismissal or constructive dismissal, before any information about the case is shared outside

of the Staffing Committee and or the Appeals Panel, the time for appeal must have lapsed before the information can be shared.

The Committee has delegated authority to deal with the following matters on an ongoing basis or to conclusion:

- 3.1. To deal with all matters affecting the appointment, discipline, salary and terms and conditions of the Town Clerk.
- 3.2. To carry out the Town Clerk's annual appraisal and agree objectives
- 3.3. To deal with any grievance regarding the Town Clerk
- 3.4. To deal with any staff matters referred to the committee by the Town Clerk, noting that all staff matters relating to the senior management team (SMT) are to be dealt with by the Staffing Committee (the SMT comprises the Head of Operations and the Deputy Town Clerk)
- 3.5. To interview for SMT appointments, in conjunction with the Town Clerk, and make decisions where appropriate
- 3.6. To consider, where referred by the Town Clerk, any matters emanating from the absence, grievance and disciplinary procedures contained in the Employee Handbook applicable to all members of staff employed by the Town Council
- 3.7. Approve the awarding of contractual Scale Point increments, as appropriate
- 3.8. To receive updates on staffing matters including restructuring and significant changes to job descriptions.

4. Delegation to the Town Clerk

In accordance with Standing Orders, the Town Clerk shall be empowered to exercise and perform on behalf of and in the name of and without further reference to the Council or other such appropriate committee of the Council all powers and duties of the Council in relation to the following:-

Staffing Matters

- The overall management of the staff including the establishment of an officer organisation which facilitates the management of all activities, administration and services on behalf of the Council
- The day to day supervision of direct reporting employees
- The maintenance of staff discipline including taking appropriate action in accordance with procedures (absence, grievance and disciplinary etc)
- The overseeing of the appraisal procedure for all other staff to ensure appropriate targets are set and the staff team undertake continuous professional development training

- The maintenance and periodic review of terms and conditions of employment and job descriptions for all staff
- To ensure that appropriate regard is taken of the Health & Safety Act 1974 as amended
- To appoint temporary and permanent staff and implement salary and grading reviews, changes to responsibilities and job descriptions as considered necessary subject to any expenditure being within budget. (However, salary regrading outside of the agreed scale points to be confirmed and approved by the Staffing Committee).

Adopted by Full Council on 21 March 2022

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Melksham Town Council

Notes of the Events Working Group meeting held on Monday 4th July 2022

PRESENT: Councillor T Price – Chair
Councillor P Aves
Councillor C Goodhind
Councillor C Houghton

IN

ATTENDANCE: Councillor J Oatley

OFFICERS: Patsy Clover – Deputy Town Clerk

1 Appointment of Chair

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

UNANIMOUSLY RESOLVED to appoint Councillor Price as Chair of the Working Group.

2 Welcome and Introductions

Councillor Price explained that the role of the Working Group would be to provide a cohesive and supportive approach to events in Melksham before consideration by the Community Development Committee.

3 Terms of Reference

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

UNANIMOUSLY RESOLVED to recommend the Terms of Reference to the Community Development Committee for approval subject to the following amendments:

- Change of name to the Events Working Group
- A maximum of four representatives of outside bodies can attend meetings at any time by invitation only
- Representatives of outside bodies can attend meetings as guests, not members, and will not have voting rights

4 Calendar of Events

4.1 Melksham Town Council Events

Information was provided by the Community Development Officer regarding the planning timeframe for various Town Council events.

4.2 Supporting other events

The grants' process for events supported by the Town Council was explained to members by the Community Development Officer.

5 Action Plan

It was agreed that representatives relating to the following events would be invited to the next meeting of the Working Group:

Food and River Festival
Remembrance Day
Christmas Carols
Christmas Fayre and Lights Switch On.

8 Regular meeting date and date of next meeting

It was agreed that meetings of the Working Group would take place on the first Thursday of the month at 5pm. However, the next meeting will be held on 28 July 2022 at 5pm.

Meeting Closed at: 6.18pm

Signed:

Dated:



Melksham Town Council Events Working Group

Terms of Reference

- 1.** Reporting to the Community Development Committee. The Working Group will meet on a monthly basis. The meetings cannot exceed two hours.

- 2. Membership**

The make-up of this Working Group shall consist of a minimum of four members of Melksham Town Council, one of whom shall be the chair. Any other members can be appointed. A maximum of four nominated representatives of outside bodies will be invited to attend any one Working Group meeting, where relevant.

- 3. Delegated Business**

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

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

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Melksham Town Council

Notes of the Parks Working Group meeting held on Monday 4th July 2022

PRESENT: Councillor S Rabey (Chair)

Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor S Mortimer

OFFICERS: Patsy Clover Deputy Town Clerk
Hugh Davies Head of Operations

14/22 Apologies

There were no apologies.

15/22 Declaration of Interest

There were no declarations of interest.

16/22 Notes of Previous Meeting

The notes of the Parks Working Group meeting held on 10 May 2022, having previously been circulated, were received and noted as a correct record.

17/22 Lighting Scheme for King George V Park

It was agreed to ask the Head of Operations to obtain costings for the swan neck column design for both 6m and 4m poles and to submit both costing options to the Asset Management and Amenities committee for their consideration at the meeting to be held on 22 August 2022.

18/22 Sensory Garden Specification

The Head of Operations explained the issue re the dumping of spoil on the proposed area for the sensory garden. He stated that the contractors who he had contacted for quotes for works to the garden had requested a detailed specification.

Members decided that blue sky thinking was to be requested from contractors but also suggested the following ideas for the garden, in addition to those on the Masterplan:

- Disabled access
- Mosaic – updated by external groups
- Sustainable planting with wild areas, herbs etc
- Features incorporating designs for smell, sight, touch, sound and textures.

It was agreed that the Head of Operations would produce a tender pack for the next meeting of the Parks Working Group for recommendation to the Asset Management and Amenities committee on 22 August 2022.

19/22 Parks and Play Consultation Document - its Launch and Implementation

Members discussed the purpose of the survey and what they hoped to obtain from it. It was agreed that the survey needed to establish what residents wanted from their parks before deciding what the council could deliver and the required budget.

The following amendments to the survey were agreed:

1. Facilities – to be ranked in order 1 2 3 plus an ‘other’ box
2. Categorise the question re facilities as follows–
 - Young children
 - Primary
 - Secondary
 - Adult
 - Senior
 - Dogs – do you have a dog, where do you walk it (list a few areas plus other).
3. Contextualise each question. Could some play areas be repurposed and would respondents be willing to travel to a new area.
4. Where do you live:
 - Melksham
 - Bowerhill/ Berryfields
 - Surrounding villages
 - Other
5. The provision of specialist equipment for SENs was suggested.
6. It was agreed to include an introduction.

20/22 Closed Cemetery at St Michael's and All Angels Church, Melksham

It was accepted that the subject of rewilding vs maintaining access to graves in the cemetery was emotive.

After some discussion, it was agreed to arrange a visit to the churchyard. This would enable a decision to be made about how to maintain the graveyard for the remainder of this year and for the long-term at the next meeting of the Working Group.

21/22 Suggested Events to be held in King George V Park

Various events were discussed including a desire to involve the café. However, the pressures on officer time were recognised.

The creation of a 'Friends of' the park group to organise and run events and activities in the park, but not to run the park, was suggested.

22/22 Date of next meeting

The next meeting of the Working Group will be held on 1 August 2022.

Meeting Closed at: 8.30pm

Signed:

Dated:

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MELKSHAM TOWN COUNCIL

MEETING OF THE

25th July 2022

Promotional displays

Report of the Head of Operations

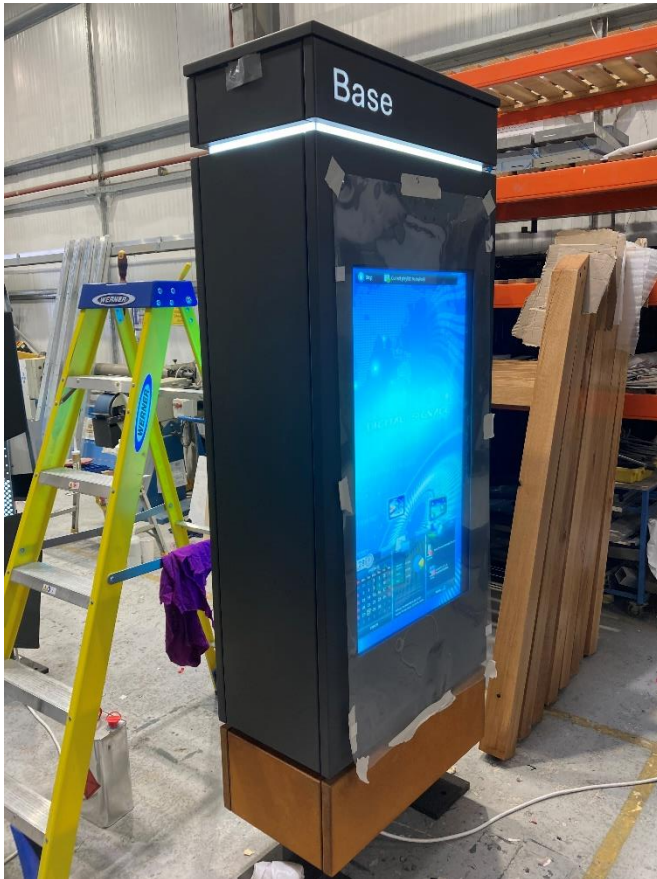
- 1. Purpose of the report.** To consider the request from Melksham Rock n Roll to place a plaque on the external wall of the Assembly Hall and any other alternative options that may exist to enhance the visibility of the Hall, the events and programme running in the Hall, its core users and any other MTC related events that we wish to promote. It was discussed at a previous meeting that covering the external walls of the Assembly Hall with a patchwork of various styles and designs of promotional signage was not preferable.
- 2. Current Situation.** The Assembly Hall is largely hidden from view and the current promotional assets are limited to posters in the bar windows and a “whats on” board. We should be bringing the Assembly Hall out into the open if we want to promote its events and regular hirers /clubs.
- 3. Background.** Promotional and advertising methods have moved on in leaps and bounds over the last 20 years and the digitisation of materials is now commonplace. This is lacking at the Assembly Hall and to some extent, the Town Council as a whole and we have an opportunity to modernise our promotional activity.
- 4. Financial implications.** To this end the Head of Operations has been tasked with considering various displays and methods of bringing events to life and digital options seem the most viable to give greatest flexibility.

Options considered

- a. A giant screen on the roof corner that is visible from the road, programmed to display upcoming events (similar to the one that was used on the Town Hall above the main door during the Christmas period, but bigger)
- b. LED monitor panels in the windows of the bar that can be programmed to display a rolling menu of upcoming events
- c. A totem that would be a double sided display screen that would do a similar job to the two options above, but located between the town hall and MIN offices on the pavement.

Costings

- a. Estimated to be £5-£10k for a bespoke panel although on talking to prospective suppliers, they have noted caution on the reliability of such a screen for prolonged use as it would be a novel product.
- b. Estimated to be in the region of £2k which is cost effective, but the location doesn't necessarily have the footfall to capture a large audience.
- c. Estimated to be £16-£20k for a bespoke totem which is a fully encased vandal proof double sided promotional screen that is networked and programmed from the Town Hall.



This is an example of a Totem display being built in the factory.



And in situ

5. **Links to Town Council policies and core values.** All the options would create a higher profile for the Council, The Assembly Hall and potentially the Campus if we were to enter into any partnerships with Wiltshire Council. The increased visibility of events and happenings will bring more custom and awareness of what goes on in the Town.
6. **Risk assessment.**
 - Option a)** – being a novel product, it could suffer premature failure. It could be susceptible to effects of high winds and vandalism
 - Option b)** – Lowest risk but reduced visibility
 - Option c)** – vandalism but reduced by CCTV presence. Pavement obstruction for partially sighted
7. **Crime and disorder implications.** There could be vandalism, but all the areas are covered by CCTV
8. **Biodiversity considerations.** The existence of digital methods would decrease the amount of printed material necessary to reach a larger audience.
9. **Safeguarding.** N/A
10. **Recommendations.** The Council consider their preferred option to promote Town Council, Assembly Hall and Town events, bearing in mind the wider possibilities that exist with such technology.

Hugh Davies - Head of Operations
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Wilts & Berks
Canal Trust

Dragonfly



From the editor

Welcome to the Summer 2022 edition of Dragonfly! As always, I am writing this some way ahead of time, and today finds me at a bed & breakfast in Kington in Herefordshire in early May, four days into my 12-day assault on the Offa's Dyke Path. Putting an issue of Dragonfly together can be a complicated process at the best of times, but putting one together in between long days of walking and while nursing sore feet and tired limbs is more of a challenge than ever - I am even more grateful than usual for the efforts of Martin Stubbs to keep everything running smoothly!

I hope you'll agree that this issue shows that progress is being made right along the line of the Wilts & Berks. We have updates from all of our branches, and also news from the new Vale Strategic Team, who are attempting to provide a focal point for our interactions with local government at all levels at the eastern end of the canal. We are also starting to hear exciting rumblings coming from the Swindon area about progress towards the M4 Crossing, one of the major engineering challenges of the entire restoration project.

As life continues to return to something like normal, we are hoping that the Trust's activities can similarly get back onto a pre-pandemic footing, and we should be seeing more events going ahead and work continuing along the line to maintain and restore the canal. If you have news of a canal-related event happening in your neck of the woods, or you would like to comment on anything featured in the magazine, or if you have an idea for an article that you think Dragonfly readers would find interesting, please email me at editor@wbct.org.uk. As always, pictures are especially welcome, but please supply them at original resolution if possible so that they look their best in print.

By the time you are reading this, I should be back at home having completed the 180 miles of Offa's Dyke and well and truly rested, ready to take on the summer! I wish you all a lovely summer and I wish every success to all the canal events going on over the summer months.

Robin Dunford

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Wilts & Berks
Canal Trust



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Issue 161: Summer 2022

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The views and opinions expressed in this magazine do not necessarily represent those of the Wilts & Berks Canal Trust. The Editorial team reserves the right to edit or omit any material received.

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Cover photo: Solar Panel at Shrivenham Canal Park
Credit: Ian Mitchell

Input from the Chair

As I write, Summer seems a long way away, but, as you read this, it is hopefully just around the corner. This should see a resurgence of outdoor activity in support of practical restoration and maintenance after a winter of planning and limited works. I hope you can join in!

You will be pleased to know that, at an Extraordinary General Meeting on 9 April, the Trust agreed to update and tidy up our Articles of Association. The updated version of the Articles is on the WBCT website, and re-enables our general and business meetings to be undertaken via virtual conferencing when required, now that COVID-related legislation no longer provides separate permission.

Physical general meetings will remain our preference unless a pandemic or other shock manifests itself again, and the next AGM is planned to be at the Shrivenham Memorial Hall on Saturday 22 October 2022. It is likely that, for efficiency, meetings of the Executive and Board of Trustees will continue to be virtual. However, we will be looking to use our new powers to develop a hybrid format for general meetings that will offer the opportunity to extend the democratic process to a wider audience who would not otherwise attend. I look forward to seeing you there, either virtually or physically!

Justin Lewis, WBCT Chairman



Message from the Chief Executive

The Trust ended the 2021/22 financial year on a high note. Timely management accounts from Peter Wilkinson for 2021/22 show total income of £388K and a surplus of £188K. The year-end balance sheet showed total funds of £930K. The Trust is currently in good financial health, enabling us to fund new project work in each of our five branches.

Our M4 Crossing Phase 1 report to National Highways, produced in a project led by Jon Coates, has been submitted, acknowledged and paid for. It postulates £1.79 of local economic benefit for every £1.00 spent on the project. With £15M of projected spend, this will be a welcome boost for our canalside communities in Royal Wootton Bassett and Swindon. Our report contains a detailed bid for a further £870K of funding from National Highways in Phase 2.

We have recently agreed leases on 533 metres of canal land at Naish Hill in our Melksham, Calne & Chippenham branch and on 364 metres at Elms Farm in Abingdon and East Vale. Our Lands and Property team is firing on all cylinders in its quest to give us access to a steadily increasing proportion of the total 112 km of our heritage canal route.

Recruiting for my successor as CEO is well underway at Claverton Consulting in Bristol. The Board of Trustees has agreed that this will be a paid position, to ensure that the successful candidate is able and willing to devote the necessary time and energy to the prescribed role.

Gordon Olson, Acting CEO, WBCT

Online talks

The latest in the ongoing series of canal talks took place on 28 April. The speaker was Rob Dean, CMG, President of the Kennet & Avon Canal Trust. Rob's talk was entitled "Restoration of the Kennet & Avon Canal – Was it worth it?" and can be found online at https://www.youtube.com/watch?v=uC_gexwAd4U

The previous talks in the series can also be found on the Trust's YouTube channel. A number of other videos created by the Trust can be found on the WBCT website at <https://www.wbct.org.uk/links-publications/videos-media>

The talks are now paused through the summer and are planned to resume later in the year.

West Vale Branch report

Spring has sprung and the wild flowers have riz, in Shrevenham Canal Park that iz!

With no help from us, celandines by the thousand, plus many others I can't name, together with lots of daffodils, cowslips, bluebells, etc., that have been planted by us over the last 27 years since West Vale Branch purchased a barren 4-acre field with an infilled canal and transformed it into a community and wildlife asset for all to enjoy. The tree saplings planted over the Christmas holiday, with help from villagers, have begun to sprout, as well as the specimen oak and beech trees planted to commemorate HM Queen Elizabeth's jubilee! Also, there are lots of things coming up in our wild flower meadow; we wait with bated breath to see just what else will arrive throughout the summer.



Information board at Canal Park. Credit: Ian Mitchell

The reasonable weather of late and the recruitment of new members has meant that we have been able to get on with lots of tasks – some of worldwide significance! Our now completed, extremely posh, on-site 'Eco composting toilet' is now twinned with one in Malawi! The toilet flush uses no water! The user spins a handle to cover the contents with – we use sawdust (or garden or peat-free compost as an alternative) – which spreads over it and starts/continues the composting process.



Tree information board. Credit: Ian Mitchell

Most of the improvements to the Canal Park are complete: the information panels on lecterns and notice boards are all in place, and the seating is finished. A new site map and lots of information panels for visitors are finished and have been printed and installed on the notice boards. The huge murals for the completed work-compound fencing will be delivered and installed at the end of Gloucester University Art Department's Spring term.

The solar pumping project is well under way; the solar panels have been installed close to Tuckmill Brook. The excavations for the pump and feeder channel have been dug, and the piping is in place, so it should all be connected and finished by the time you read this report. But, apart from testing it all, we can't actually turn it on yet; a recent necessary ecological survey has revealed that the canal and ponds within the Canal Park are 'infested' with great crested newts (something we have known for years!), a protected species, and other very desirable wildlife, so we can't actually refill the canal until they migrate from it, but we do have a plan to help them on their way: more in our next report!



Solar Panel installed at Canal Park. Credit: Ian Mitchell

Q: What's the work around the Canal Park all about?

A: It's a stunning example demonstrating the benefits of a restored canal to the local community and the green environment.

What's next? Well, there is still a lot to do within the work compound – conversion of one site container into a workshop and the installation of a welfare unit – plus we now have landowners' permission to work on the towpath for a couple of lengths of local canal and Steppingstone Bridge wing walls, so plenty to keep up the momentum!

The Canal Park lies on the Shrevenham Circular Walk, which passes through it. This 4-mile-long (shortcuts available!), well-signed footpath was constructed/enlarged to take in the canal towpath as part of the Millennium celebrations and, in turn, links into all the local rights of way. It's an ideal starting place to explore the village, with its thatched cottages, interesting buildings, pubs and cafés, the canal and the surrounding countryside. There is easy-to-find central car parking. Please come and take a look! It really is worth the petrol money.

And it's on the S6 bus route!

It's just a mile's walk along the towpath from the car park to Tuckmill Brook and back, if you would like to take a look at the solar panels, and some splendid views across the Vale to the famous Whitehorse Hill.

Alan Norris, West Vale Branch Volunteering Coordinator

From little acorns...

In the Wantage area, we have 6 km (3.7 miles) of continuous footpaths along our canal, including the Grove flight of six locks. Naturally, these paths are very popular with walkers, and in some cases are even used for children to get to school. Most of this long stretch is lined with trees, many of them large old ash trees, but sadly some of them are now suffering from ash die-back.



East Challow Beaver Scouts planting trees.
Credit: Jon Miles

Last year, the owners of the stretch of canal between West Challow and East Challow decided to remove the dying trees – and also to remove all of the living ash trees as well, on the grounds that they would get ash die-back in time anyway. The towpath was closed for a week while tree surgeons and heavy machinery moved in and took the trees. Local people were understandably upset to see those great old trees disappear, and the owner of a field next to the towpath even had to post notices clarifying that it was nothing to do with him.

So, when East Challow Parish Council got an offer of 24 native saplings from the Woodland Trust, they contacted WBCT to ask whether we could arrange to plant them along the towpath where the ash trees had been cut down. East Challow has its own troop of Beaver Scouts (7–8 years old), and it was suggested that this was an ideal opportunity to involve them.

On a sunny Saturday, the volunteers of Abingdon and East Vale branch went along the canal selecting sites for the saplings, clearing the undergrowth and loosening the earth ready for the Beavers. Then the Beavers, their mothers, the Beaver leader and a couple of Parish Councillors came along to plant and to water in the saplings.

The Beavers were keen to come back later and tend to 'their' trees; who knows, this may be the beginning of a lifetime's interest in the canal!

Jon Miles, Work Party Organiser, Abingdon and East Vale Branch

East Wichel Leak

It's hard to know what to do if your canal is leaking but you can't see where, as the water is going into the ground. All you can do is divide the canal up into short sections, using clay bunds, and see where the level drops; that takes time. That is what's been happening in East Wichel - and now we have some results. They are to be found in this news item: <https://www.wichelstowe.co.uk/news/east-wichel-canal---spring-2022.aspx>. Now they have identified the most suspect areas, they have dug into the towpath - a last resort - to establish what's happening. I recommend reading the document - it's worth it!

Picture: courtesy of <https://www.wichelstowe.co.uk>



Royal Wootton Bassett Branch Report

For the past few months, the Royal Wootton Bassett Branch has had to cope with an interloper who calls himself 'Omicron'. He and his cousin 'Delta' have managed to affect almost all of our face-to-face activities, though thankfully no-one's had a serious infection.

Our first absentee had to miss the Trust AGM held at the Memorial Hall in October, while three of our branch members had to stay away from their usual duties at the Visitor Centre in Swindon for a week or two. At least two volunteers are continuing to stay away from work parties for fear of infection, though of course we are able to maintain social distancing because we are outdoors.

Despite Omicron, the work parties have made great progress over the winter, and the small arrow signs have now appeared on the Biffa path at the east end of the Studley Grange section. Many local people have walked via the canal as far as Hay Lane.



Arrow signs at the Studley Steps and on the Biffa Path. Credit: Steve Bacon

Passing through Harris Croft Farm, the public footpath at the western end didn't flood at all last winter, and is now quite firm and dry. We wish the farmer success in dealing with the eastern end, which he has promised to do.



The path at Harris Croft, no longer flooded in winter. Credit: Steve Bacon

At the other end of town, a concentrated effort has cleared most of the canal line through Dunnington Farm. Our last work party there was on 30 March, and we now wait until our licence is renewed by the landowner in the autumn. At each end of the area, there is a farm track that crosses the canal line, and it's now possible (though out of-bounds to the general public) to walk all the way between these tracks, past the site of Dunnington Lower Lock along the embankment, over the aqueduct and on through a shallow cutting to reach the western end.



Clearing the impenetrable jungle west of the aqueduct. Credit: Steve Bacon



The canal in water near the western farm track at Dunnington. Credit: Steve Bacon

At Templars Firs, the garage area that was bought at auction last June has gradually been cleared of the vegetation that had threatened the safety of the block of ten asbestos-roofed garages. With the help of Fiona Rivers from MCC Branch, the grossly overgrown towpath hedge



The hedge bounding the garage area at Templars Firs. Credit: Steve Bacon

behind the garages has been cut and laid, and is now turning green. At auction, the Trust had gained ownership of three garages. We now have five, most of which are available for equipment storage, while two are earning rental income.

Three key groups of visitors have been hosted along the Templars Firs footpath to the north of the canal, starting in March with Robin Clark of the Underwood Trust, funder of the Bee Route. In April, Network Rail staff made a site visit to discuss their tentative plans to replace the pedestrian crossing with a footbridge. Finally, Scout leader Steve Milner walked the woodland path between the canal and the railway to see how local Scouts could maintain it for the benefit of all. He has known this woodland since the early 1990s – before the shallow muddy ditch was transformed into the wildlife haven we now enjoy – and how much the Scouts did to help the canal restoration in the early years.

On 23 March, despite at least two who had to self-isolate thanks to Omicron, we attended a very successful social evening at the 'Hop Chapel' at nearby Broad Town Brewery; no doubt we shall return in summertime.

Our Branch AGM was held on Monday 9 May, online for the third year running. Omicron can stay away...

Steve Bacon

The Vale Strategy Team moves into action

In late March, the Vale Strategy Team (VaST) held its first ever event, a briefing meeting for councillors (County, District and Parish) from across the Vale of White Horse district of Oxfordshire. Invitations were sent to more than 100 named individuals or bodies (such as the parish councils along the line of the canal), and we had representation from a fair number of the organisations involved.

The purpose of the briefing was to introduce VaST to our elected representatives, and make them aware of the Wilts & Berks Canal Trust and of VaST as a new part thereof, through which all canal-related matters anywhere in Oxfordshire can be channelled. Our hope is that this will clarify the points of contact, regardless of which branch's area is involved, and encourage Oxfordshire's representatives to engage more actively with the Wiltshire, Swindon and Oxfordshire (WSO) Canal Partnership, the body that already exists to co-ordinate the interface between the Trust and the relevant public bodies along the entire length of 'our' canal. Oxfordshire has for too long been the 'poor relation' of the Trust and its forebears, with so much of the major restoration activities taking place to the western end, with this emphasis likely to continue for some while as the M4 crossing edges closer to becoming a reality!



The towpath between Stockham and East Challow. Credit: Robin Dunford

During our presentation and briefing, we took the opportunity to reiterate the Trust's attitude towards the possible Abingdon reservoir development, especially in the light of some rather irresponsible utterances by a Councillor who should know better than to make controversial statements of 'fact' without actually examining those facts adequately. I refer to the claim that the Trust is "pro-reservoir", and therefore there's no point involving us in any County discussions about this project.

I was able very publicly to lay out fully the Trust's attitude to this possible major infrastructure development, which is of strict neutrality; we are neither for nor agin the construction of this huge new strategic water-storage facility – what we want is a decision one way or t'other, thank you!

If it's to be canned, we can go ahead with restoration of the historic line of the canal from the GWR crossing north of Grove to the A34 near Abingdon, there to join the re-routing to the south of the town to emerge into the Thames at Jubilee Junction, which the Trust created in the early 21st century.

However, if it receives the go-ahead, some four miles of the Wilts & Berks will be destroyed during construction, and any navigation along the original alignment would be across a wide stretch of deep, open water, not exactly ideal for narrowboats designed to operate in around 4 feet of depth, and a mere tens of feet width.

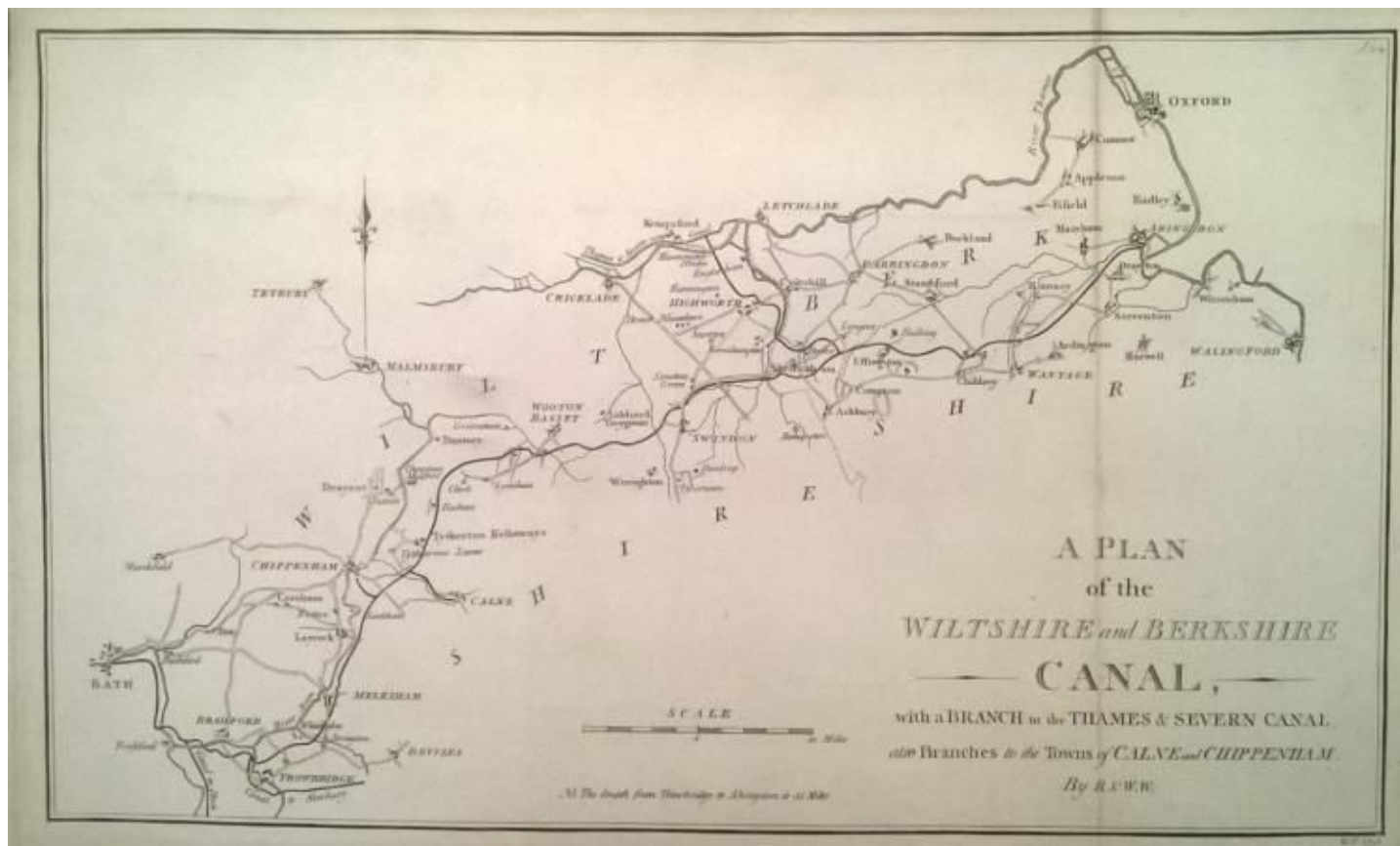
So, of course, the Trust has been in discussions with the SESRO (South East Strategic Reservoir Option) team who are charged with developing the project, largely on behalf of the Thames and Affinity water companies. And yes, those discussions have been very cordial and possibly even eventually productive, in that the plans we're now being made party to on a confidential basis indicate that the requirements of a narrowboat navigation in place of the historic line are being included in the design details being developed for submission to the relevant planning authorities.

It would be pretty useless for the Trust to have waited until a detailed design without any reference to the Wilts & Berks had been put forward and approved to then start raising canal-integration requirements, wouldn't it? So, of course, we've been having talks with the SESRO team, but to translate that into support for the scheme is frankly irresponsible, and I was able to very firmly set the record straight; the WBCT neither supports nor objects to the SESRO scheme for a major strategic water reserve for south-east England, and will continue to work with the project management team to ensure that, if it does progress to construction, the demands of a restored narrowboat navigation from Melksham to Abingdon are fully incorporated.

There is, of course, no doubt that, should SESRO be granted consent, a significant length of the Wilts & Berks will likely be brought back into water, and a connection with the rest of the inland navigation system, viz the River Thames navigation, will come about. From that, a GWR crossing becomes ever more feasible, and that could well see boats back to the Wantage and Grove area.

With a restoration of navigation from Abingdon to Wantage come a raft of further benefits too: a town-to-town motor-traffic-free cycle and walking path, a green and blue wildlife corridor, and all the attendant benefits we're all so well aware of, including the economic ones, with visitor revenues helping to sustain retail and hospitality incomes at both ends of such a link. A boatyard in the Wantage/Grove area would be a natural, for instance! Discussions have indeed commenced ... watch this space!

Peter Scatchard, Chairman, VaST



Old Canal Maps

The two maps illustrated are from the Map Room of the British Library. They are part of 'A Collection of 620 Plans, Profiles & Sections of various canals in England & Wales'; the British Museum bought the collection for £40 in 1873 from James Wyld (1812–1887), who was a noted London geographer and map seller. I first came across the collection in the British Museum map room when looking for maps by William Fairbank III, a land surveyor of Sheffield. It was a job lot of what seems likely to be Wyld's old stock, mainly consisting of maps produced by his business. Amongst the collection there are many examples of the land surveyor's original map, the first proof and the final version of the map for subscribers' prospectus (see below*). There are also some maps produced by Wyld's predecessors; the two maps shown are by William Faden (1749–1836), who was 'Royal geographer to George III'.

The '620' maps had never been catalogued, but there was an original handwritten (copperplate) list of maps by name, copied on to eight pages of typescript. In late 1999, I went to the British Library Map Room and volunteered to catalogue the collection. After a few months' probation, completing worksheets by hand (tedious), they allowed me to use a computer! Some three years of intermittent visits later, cataloguing was completed and I'd learnt a lot. There were only (!) 411 different items, although there were 570 Mss: double, triple* and multiple copies of certain maps. By no means all were maps of canals: sundry rivers, docks and harbours, some associated with canals, as well as texts (extracts from Parliamentary Acts?) with arguments for and against the proposed canal. There are also maps or plans of roads, bridges, waterworks, railways and 'ye Tides on ye Black Lake of Tannachy' (!), the location of which I discovered only three years ago. Of interest to the Wilts & Berks Canal Trust are two copies of a drawing: a section of a canal boat agreed by the Kennet & Avon, Wilts & Berks and Somersetshire Coal Canal Companies.

When I finished the self-imposed task, the principal of the Map Room gave me photographs of the three maps* of the Dearne and Dove Canal (originally surveyed by William Fairbank III) connecting the rich coalfields around



to the River Don, east of Sheffield; that I'd discovered in the British Museum map room many years before...

Adrian Padfield

Top: Wilts & Berks Canal 1791
Above: North Wilts Canal 1813
Page 128 Credit: Map Room British Library

News from Melksham, Chippenham and Calne Branch, incorporating Foxham & Lyneham Branch

Heavens, where has the time gone since the last edition? Two main centres of work along the MCC line have been the Pewsham Locks site and Pudding Brook (north of the A4 outside Chippenham); we have also found time to enjoy ourselves at branch events and socials!



Pewsham Dry Dock before restoration.
Credit: Howard Wilson

At Pewsham, our bricklayers have finished restoring the dry-dock walls, our architect has submitted the latest drawings and amendments and Marsha Miles fundraisers continue to locate funds for this project. We will soon be at the stage where we can start bringing materials on site. Bob, our chippy, has indicated that oak seasons very quickly and, once this has happened, the wood is extremely hard to work with. The plan therefore will be to have green oak delivered so we can produce A-frames one at a time and, once all eight are constructed, we can start the erection phase.



Dry-dock walls restored. Under the safety of the grass, brick floor with pitch/tar evidence of boat repairs.
Credit: Howard Wilson

Elsewhere on site, we are preparing to rebuild the Bottom Lock wing walls destroyed by a large oak growing through them; lots of water to pump out. In addition, modern building procedures call for a substantial set of foundations. We are also working on the Top Pound walls joining Middle Lock to Top Lock. Looking ahead, we are planning autumn work once we can drop the water levels. We have also been carrying out towpath repairs, with over 20 tons of scalpings laid, raked and rolled.

The Pudding Brook section Habitat Management Plan is now in the latter stages of phase 2 (hedgerow management), but we have stopped for now as the season has ended. The hedgerow team have done a wonderful job and, as spring progresses, you can already see the

difference and the new hedgerows coming alive. Work on locating the actual towpath progresses, as does levelling it out. There have been many mini-landslips on this section, but thankfully the navvies laid the towing path with gravel, which is a good indication of the path location when you come across it.

Clearance of vegetation from the Studley Lane Bridge portal is now complete, and we are ready in the coming months to clear the soil and see what's left of the bridge.



Overgrowth at the Studley Bridge portal with fallen or hanging trees on the canal banks to clear.
Credit: Dave Maloney

Wiltshire Council have leased the Trust our first council land on the MCC line, at the Naish Hill section, 1.2 km south of Pewsham Locks. This section was the very first to be restored by MCC Branch along the Pewsham line. Sadly, over the decades, due mainly to the volume of work at the Pewsham Locks site, this section has become overgrown again. The towpath (public footpath) on this section needs to be raised and the section needs de-weeding. We have been allocated £20K to sort out this section, and have started by carrying out surveys to ascertain the water levels and therefore towpath height. Wildlife/habitat surveys are booked.

The Events Team organised a very successful quiz night in Chippenham Neeld Hall. It was a sell-out, with 26 teams taking part; a most enjoyable evening was had by all, and over £500 was raised for restoration.

During lockdown, we were unable to have our annual skittles match against our friends at the local Kennet and Avon Canal branch. Now restrictions are lifted, we were able to take them on again, and won the silver medal!

The first Mary Archard Trip of the year was held on Easter Saturday. Apart from branch members being aware and a few posters on the fence at Pewsham, we tend not to advertise these trips, due to fears of being inundated and people leaving disappointed that they weren't able to get a trip. Despite this cautiousness, the weather was kind and we had a steady stream of visitors, and the Pop-up Café did a steady trade in hot drinks and cakes. The new electric outboard worked flawlessly, and what a difference the reduction in noise level makes to the trip along this beautiful section of the Wilts & Berks! At the end of the day, over £260 was donated, including two online donations later, and an extra £42 from the Bunny Hunt – all in all, a successful and enjoyable day. We will continue to run these trips on the second Saturday of each month, subject to water levels in the summer, until the end of August.

Dave Maloney, Chair, MCC and F&L Branches



Peterborough Arms

Work continues on our main priority which is the final letting room. A loft light is also being installed into the first floor loft. During 2021 the first stage of insulation was laid. Second stage will be complete before the autumn of 2022. Now the weather is improving a little we are planning the outdoor jobs, which will take priority, including replacing the large window sill for this room.



As you might have seen on National TV, heard on Wiltshire radio or seen info on Facebook, the B4069 Lyneham to Dauntsey road buckled at Lyneham Banks after storm Eunice earlier this year. The road is obviously closed but the situation is not being helped by Road Closed signs being erected nearly 5 miles away at Draycot Cerne, and a police sign just 800m from the pub declaring the road to be closed. This road from Chippenham is fully open to the Peterborough Arms. Access from Swindon, RWB and Lyneham is straightforward enough and is a slight diversion from the RWB- Lyneham road.



To make matters worse the phone line comes down the hill via telephone poles and the cable has snapped twice as the road continues to slip down the hill. Broadband is at a cabinet across the road and BT are looking at the logistics of getting it to the pub and the DLCCC. You can try booking meals on 01249 247833. If you can't get through and can use Social Media you can contact Brendan & Michelle via the Facebook page:

<https://www.facebook.com/peterborougharms/>

The Peterborough Arms, Dauntsey Lock, Chippenham SN15 4HD

Dave Maloney - Refurbishment Team

Picture of Peterborough Arms. Credit: Chris Barry
 and how you go - damage to the B4069 Lyneham-to-Dauntsey road (Public Domain)

Installation of Memorial Benches

On 30 April, the Abingdon and East Vale Branch was able to formally dedicate the two benches its members had committed to install along the line of the canal, one at Childrey Wharf, where the Trust operates under a lease from the nearby owners, Clare and Alastair in Angels' Grange, to the memory of long-term Work Party Organiser Roy Murrell, the other to long-time Branch Secretary Chris Naish, on the Stockham section that the Trust actually owns, thanks to the kindness and generosity of the outgoing farmer back in the 1990s, who offered to separate the title before selling off his fields.



Roy's plaque bears the following inscription:

In fond memory of Roy Murrell, 1940–2020
Much loved (Work) Party Organiser for over 30 years
Whose energy, humour and spirit inspired our endeavours
East Vale Branch, Wilts & Berks Canal Trust

The bracketed text "(Work)" is to indicate that Roy was also a very effective party organiser, having instigated and run the interbranch skittles matches for many years. His widow Barbara, daughter and husband, and other family members were also in attendance at the formal unveiling and dedication.



Chris's plaque says this:

In fond memory of Chris Naish, 1946–2021
Our witty and entertaining Secretary of over two decades
Never at a loss for the right words
East Vale Branch, Wilts & Berks Canal Trust

Chris's forte was being able to deliver minutes one actually enjoyed reading – he managed to produce the necessary, quite detailed records, but with a turn of phrase that brought a smile to the reader. His widow Sandra performed the unveiling, and regaled us with thoughts on dear Chris.

Both were key members of East Vale Branch for several decades, and are sorely missed and remembered with much love and affection.

Peter Scatchard

Images Top left - Barbara Murrell sitting on the bench that honours her late husband Roy
Top right - Barbara with members of Abingdon and East Vale Branch and old friends Jan Flanigan and Doug Small
Bottom left - Sandra Naish unveiling the bench in honour of her late husband Chris
Bottom right - Sandra with members of Abingdon and East Vale Branch fellow-members Jan Flanigan and Doug Small

Report from Swindon Branch

First, the bad news. The planned race night has had to be cancelled due to lack of interest; maybe we need other means to get noticed? Our attempts to obtain planning permission for a temporary compound and slipway in Wichelstowe have run into some planning buffers – we are trying to convene a meeting to include senior councillors to see whether or how this can be progressed.

The good news is that the spring bulbs planted on the landing stage by Waitrose have sprung! More will no doubt follow next year. Also on the jetty, not only has a bench been installed in memory of the late Kath Hatton, but extra slabs have been laid on either side so that wheelchair users can sit beside it.



Daffodils blooming. Credit: Chris Barry

Further along the canal, at Rushey Platt (where Dragonfly used to be moored), our pontoon is now there and has already been used to enable our work parties to remove fallen trees and bushes from the canal.

Our really good news is yet to come – plans for restoring the canal through Wichelstowe and under the M4 are progressing. In Wichelstowe, the Joint Venture of Swindon Borough Council and Barratt Homes is mandated, by



Pontoon at Westleaze. Credit: Chris Barry

conditions in the outline planning consent for the whole development, to construct the canal to the M4 crossing. The first phase from Waitrose to East Wichel must be completed before 2500 dwellings are occupied and construction may start next year. The connection to the M4 crossing must be completed before 3400 dwellings are occupied. Preparations for the M4 crossing itself are proceeding, and if all goes to plan this should be constructed at more or less the same time, tripling our navigable length and taking it as far as the Garden Centre by Junction 16 of the M4 – big news indeed!

Chris Barry, Vice-Chair, Swindon Branch



Bench installed in memory of Kath Hatton
Bench plaque inset. Credit: Chris Barry



Swindon's Canal and its Bridges, Part 2: The Drove Road Bridge

At the beginning of the 19th century, a different method of transport stopped close by, at the site of the Swindon wharf. Back in the 19th century, Drove Road was quite an active area, as the local map shows the proximity of numerous enterprises, notably the Turner Tile and Brick Company where Queens Park now stands: Grove House, indicated, was Turner's own home.



Drove Road Bridge. Credit: Robin Earle

The Drove, now Drove Road, took its name from its use as a road along which cattle were taken to market. Drove Road Bridge was built in 1804 across the Wilts & Berks Canal. The bridge stood at the place that is now the iconic Swindon Magic Roundabout, originally the junction between County Road, Shrivenham Road and Drove Road. The bridge was demolished between the two world wars. Today, the junction now includes Queen's Drive and Fleming Way (part of the old canal).



Drove Road Bridge after abandonment of the canal. Credit: Swindon Libraries

Building on the Wilts & Berks Canal was under way by 1796. It took 15 years to complete and cost more than £250,000. William Dunsford was appointed canal manager in 1817, and the 1841 census records the Dunsford family living at the Canal House. Close to Drove Bridge stood the Canal Manager's house, Fairholm. The foundations of the elegant Fairholm House now lie beneath Drove Road Station and near the busy Magic Roundabout.

Of Fairholm, William Cobbett, surveying the Wilts & Berks Canal, remarked in 1826 on the "gentleman's house, with coach house, stables, walled in garden, paddock, and the rest of those things, which, all together, make up a villa," supposing that the canal earned prodigious profits.

After William's death in 1845, his son Henry, a civil engineer, took over William's job and the house. Henry and his wife Susannah with their family of six sons continued to live at Fairholm for more than 25 years.

The most notable owner of the property was George Jackson Churchward, the superintendent at the GWR Works, although his ownership was a relatively short one.



Drove Wharf. Credit: Swindon Libraries

Churchward bought the property in about 1895 and, seven years later, it was on the market again. It was sold at auction by Bishop and Pritchett at the Goddard Arms Hotel on 25 August 1902. The seven-bedroomed property stood in five acres with "stabling for 8 horses, outbuildings, pleasure grounds, a capital kitchen garden and paddock." The ground floor accommodation was described as containing "Entrance Porch, Vestibule, Hall, Dining Room 17ft 3ins by 14ft 9ins with Bay and recess for a Sideboard, Drawing Room 17ft 3ins by 14ft 9ins with Bay, Small Sitting Room with Casement opening on to a flower garden, Smoke Room 15ft by 14ft with Safe."

The property was sold for £2,000 to Mr Gilling, and Swindon Wharf soon became known as Gilling's Wharf. The house all but survived the Second World War before it was demolished. The canal itself was abandoned under an Act of Closure in 1914, and this stretch was eventually filled in.

Notice of MCC Branch AGM

The AGM of the Melksham, Calne and Chippenham Branch will be held in person at 19:45 on Tuesday 6 September at The Rachel Fowler Centre, Melksham SN12 6EX.

The main purpose of the AGM is to approve the branch accounts and to elect branch officers. If you would like to stand for election as an officer, please contact secretary.mcc@wbct.org.uk.

John Goring, Secretary, MCC Branch



Elsewhere in canal restoration

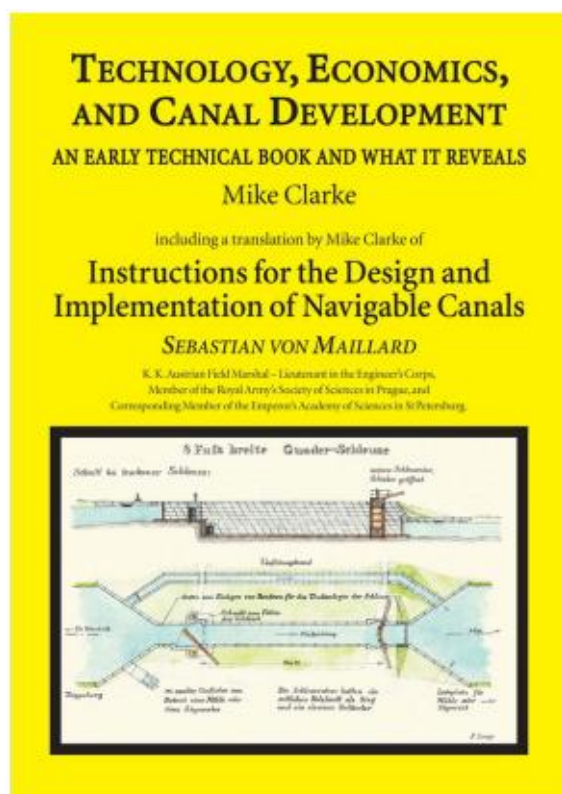
- Following the remarkable project to replace the Ocean Bridge near Stonehouse on the Stroudwater Canal over Christmas, boats have passed under the bridge for the first time in 70 years! Members of the canal-based charity Cotswold Boatmobility made the inaugural trip in early April. Work on the bridge is due to finish in mid-May, allowing the towpath to reopen. <https://www.cotswoldcanalsconnected.org/2022/04/08/the-first-boats-pass-under-the-new-ocean-bridge/>
- Work to repair last October's breach on the Leeds & Liverpool Canal at Rishton is almost complete. As of 8 April, the canal is now navigable again. The towpath remained closed at that time while repair work was continuing. The Canal & River Trust hoped to have the towpath reopened in late April and all work complete by the end of May. <https://canalrivertrust.org.uk/notices/20805-towpath-closure-bridge-109-new-barn-bridge-to-bridge-110-aspen-bridge-rishton-leeds-and-liverpool-canal>
- The Inland Waterways Association Manchester Branch and the Waterway Recovery Group North West recently commemorated the 50th anniversary of ASHTAC (Ashton Attack), when 1000 people worked on the Ashton Canal and the Lower Peak Forest Canal over a single weekend in March 1972. This project contributed to the full reopening of the Cheshire Ring in 1976. <https://waterways.org.uk/about-us/news/celebrating-ashtac-50-years-on>
- As part of the Birmingham 2022 Festival, the Birmingham Canal Navigations Society and the Canal & River Trust are inviting boaters to take part in a spectacular boating parade on 24–26 June at Smethwick Locks. This event is one of many planned in the lead-up to the Birmingham 2022 Commonwealth Games. <https://waterways.org.uk/support/ways-to-get-involved/events/birmingham-parade-of-boats>



Canoeing under Ocean Bridge.
Credit: Cotswold Canals Connected;
Cotswold Boatmobility

- The Lapal Canal Trust has been making good progress at Whitehouse Wharf, 8 weeks into their project there. The Lapal Canal is the 5.5-mile derelict eastern portion of the otherwise viable Dudley No. 2 Canal in the West Midlands. <https://www.lapalcanal.co.uk>
- A new footbridge over the Wey & Arun Canal at Tickners Heath is now open as a viewing platform, giving great views of the restoration work going on in the area; hopefully, the bridge will be fully open in the next 6–8 weeks. <https://weyarun.org.uk>

Book Review – Technology, Economics, and Canal Development: An Early Technical Book and What it Reveals, by Mike Clarke



The Winter 2021 issue of 'Narrowboat' magazine carried a review of a book about narrow canal construction – published in Austria in 1817! The original was in German, but it described in detail the English narrow canals. An English-language translation by Mike Clarke (with additional notes) has been published by the Railway & Canal Historical Society at £25. See <https://rchs.org.uk/product/technology-economics-and-canal-development/>.

The 'Narrowboat' reviewer said: "What Charles Hadfield did for our knowledge of the business development and workings of British canals, Mike Clarke has done for the understanding of the wider and diverse origins of navigable waterways throughout Europe ... it is a goldmine for those with a deeper interest in the early history of our canals."

Mike Clarke points out the key differences in the way that early British canals were planned and built, compared with those built in continental Europe. He notes that British engineers and constructors were craftsmen, whereas continental engineers tended to have extensive technical education.

I would recommend this book for those interested in how these craftsmen built our canals – without machinery to assist them.

Steve Bacon

Checking the canal depth



With Covid and the prolonged closure of the canal at Westleaze preventing any boat usage of the canal near Kingshill for over two years we had no idea whether any silting up had occurred that might prevent Dragonfly resuming her proper trips as and when the blockade is removed. But now we have a pontoon there, we were able to do some depth sounding so we can be sure.

The bad news is that although silt as such isn't a problem, there are two 'alluvial fans' of small stones that have been washed into the canal during heavy rain over the years. These are now almost meeting in the middle, making it impossible for Dragonfly to pass. We are looking at ways to remove these gravel banks in this awkward place.

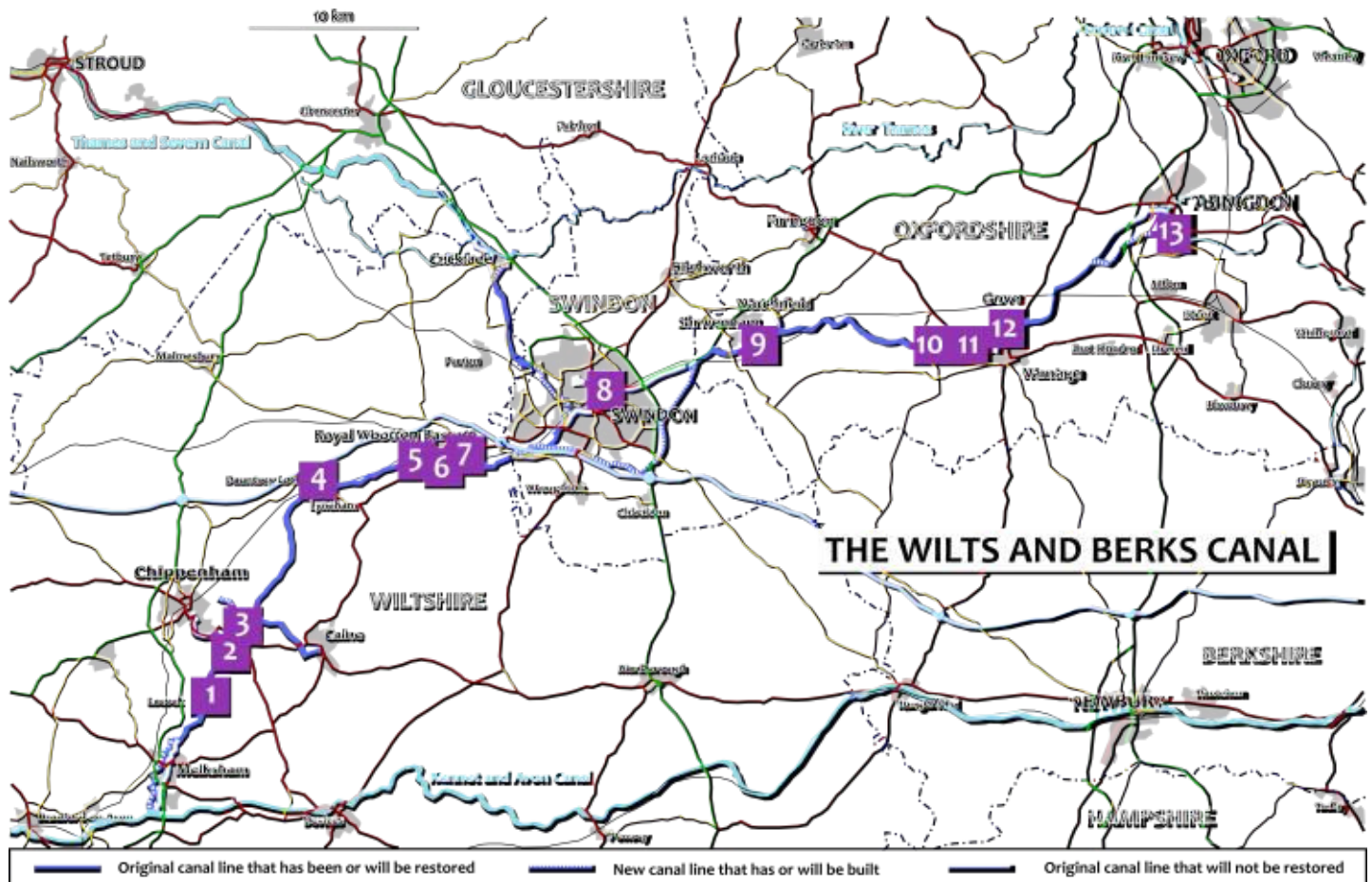
We had marked the pole I was using with the draft (depth) of Dragonfly, so it was easy to see at a glance what was going on. We can only be finally sure once Dragonfly has actually been right along, but the omens are good. There will also be a lot of plastic bags etc in the canal, which can be cleared only by being caught in Dragonfly's propellor as she passes, so we will need to do several dummy runs before we can announce the resumption of trips.

All this can happen only once the canal is reopened, of course, so watch this space!

Chris Barry

NB: If readers are wondering about the absence of life jackets, WBCT's risk assessment considers them unnecessary when working in Category A waters (general depth less than 1.5m)

Locations mentioned in this issue of Dragonfly



- | | | | |
|---|------------------------------------|----|---------------------------------------|
| 1 | Naish Hill | 8 | Drove Road Bridge, Swindon Wharf |
| 2 | Pewsham Locks | 9 | Shrivenham Canal Park, Tuckmill Brook |
| 3 | Pudding Brook, Studley Lane Bridge | 10 | Childrey Wharf |
| 4 | Peterborough Arms | 11 | East Challow |
| 5 | Dunnington Farm | 12 | Stockham, Elms Farm |
| 6 | Templars Firs | 13 | Jubilee Junction |
| 7 | Studley Grange, Harris Croft Farm | | |

For more detailed location information, check out the WBCT Interactive Map at www.wbct.org.uk/map

Dragonfly is the quarterly publication of the Wilts & Berks Canal Trust

The Wilts & Berks Canal Trust is a charitable organisation with the aim to restoring all 72 miles of the Wilts & Berks Canal to create a tranquil public waterside park for walking, cycling, fishing & boating.

If you are not already a member please consider joining. By being a member you will

- Be part of our amazing project: the longest and most complex waterways project in the UK today, combining restoration and community engagement
- Receive regular newsletters, active social media and other communications
- Be part of the branch organisations with meetings, quizzes, talks, and volunteering opportunities
- Have opportunities to help; both on the ground and behind the scenes.

Our members achieve amazing results through their efforts for the Trust. In the future, we will all look back and say: "I was part of that!"

We are always happy to hear from members who would like to volunteer to work with us at the Trust. It could be

- joining a work party to help maintain/restore a stretch of canal
- working with the Boat Team as crew
- joining the team communicating with the members
- raising restoration funds.

Go to www.wbct.org.uk/volunteer for more details

To find details of WBCT members go to: www.wbct.org.uk/join



WILTS & BERKS CANAL TRUST

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Melksham, Calne & Chippenham and Foxham & Lyneham Branch

**Minutes of the Branch meeting
held at The Rachel Fowler Centre, Melksham SN12 6EX
on Tuesday 7 June 2022 at 19:45**

Present

Bob Howlett	Gordon Spyer	Roger Noyce
Brian Wright	Kevin Murray	Sandy Wright
Chris Gibson	Linda Howlett	Steve Petty
Christine Watt	Peter Holley	John Goring (secretary)
Colin Fletcher	Ray Canter	
Colin Goodhind	Richard Mason	

The meeting was quorate: four or more Eligible Branch Members (all those present, except Colin Goodhind) of whom at least one is a Principal Officer (John Goring) and one another Executive Member (Bob Howlett, Brian Wright, Colin Fletcher, Howard Wilson and Ray Canter).

1 Welcome and apologies for absence

The Branch Chair, Dave Maloney could not attend the meeting and Ray Canter took the chair.

Ray welcomed everyone to the meeting, extending a particular welcome to Melksham Town Councillor Colin Goodhind and returning member Steve Petty.

Apologies for absence were received from Basil Raddy, Dave Maloney, Jon Coates, Liz Hollis, Malcolm Hitchinson, Mark Harris, Martin Hollis, Micah Leitch, Paul Lenaerts and Steve Roberts.

2 Minutes of the previous meeting and matters arising

Ray asked whether those present had received the Minutes of the previous meeting in the meeting Notice. The meeting indicated that they had.

2.1 Actions

There were no Actions from the previous meeting

2.2 Other Matters Arising not on the Agenda

There were no other matters arising.

2.3 Sign off

Ray asked whether those present were content for him to sign the Minutes. The meeting indicated that they were, and Ray signed the Minutes.

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Registered Charity No: 299595
Office telephone: 08452 268567
E-mail: info@wbct.org.uk
Web Site: www.wbct.org.uk

3 Chair's Announcements

Ray read selected highlights from the Chair's Report that will appear in the May Officers' Report.

Peter Holley asked where exactly the M4 Crossing will be. Ray and Brian Wright explained its position between Junctions 15 and 16. Richard Mason pointed out that the culvert for the canal to pass under the new Westleaze road is clearly visible off the B4005, and that gives a good view of the route the canal will take under the motorway.

4 Officers' Reports for May 2022

4.1 Health & Safety

Ray Canter reminded everyone that our H&S paperwork must be completed before work will be allowed at Pewsham Top Lock, following the Prohibition Notice from the Health & Safety Executive. He said that it is a long job, but that we are nearing the end.

4.2 Projects

Paul Lenaerts could not attend the meeting. His report will appear in the May Officers' Report.

Ray asked Councillor Colin Goodhind whether he would like to say anything about the Melksham Link. Colin gave a brief overview of his involvement with the canal, which covered over 25 years. He said that he saw the Melksham Link as a golden opportunity for the Town and was dismayed at the attitude of the Council in the past. However, the Council is now adopting a proactive approach. He has the full support of the Council and is looking to find ways of completing the project without the need for all of the proposed 900 homes. He saw this as very much a joint effort between the Trust and the Council.

Howard Wilson said that it was good to hear of the wholehearted support of the Council; was there anything that MCC Branch could do?

Colin said that there was nothing right now. The current priority is to ensure that the line of the Link is protected under the Neighbourhood Plan, the review of which must be completed by October of this year.

Steve Petty said that the Townsend Farm development had been given the go-ahead on appeal. Berryfield is heading for 50 homes, no matter what, in his opinion.

Colin said that, unfortunately, those homes would not benefit the canal.

Colin Fletcher said that Colin (Goodhind) had understated how much he had done for the canal over 30 years. We are now much further forward and we wouldn't have been without Colin.

Colin thanked Colin (Fletcher) for his kind words. He went on to say that public support is crucial, and that successive consultations have shown that the project is very popular.

4.3 Work Parties

Ray Canter gave a summary of his report on activity at the Pewsham Locks site that will appear in the May Officers' Report.

Gordon Spyer asked whether the new disabled toilet would be available immediately. Ray said that it would be open on Pop-up Café & Boat Trip Days, starting this Saturday (11 June).

4.4 Boats

Bob Howlett gave a summary of his report for the May Officers' Report.

Ray Canter asked whether we had details of the takings for the boat trips at the Chippenham Folk Festival. Bob said that he didn't know the full picture as he wasn't sure how much funding we received in respect of the cost of building the landing stage. Brian Wright said that the gross takings were approximately £1,500.

4.5 Events

Brian Wright gave a summary of his report for the May Officers' Report.

Ray Canter said that we need additional help at the beginning and end of the Pop-up Café & Boat Trip Days to launch and recover the boat.

A discussion ensued about asking for help at our events both from inside and outside the Branch/Trust. John Goring was asked to email Branch members about the Pop-up Café & Boat Trip Days and the Lacock Road Runs.

4.6 Public Relations

The Public Relations Officer could not attend the meeting. His report will appear in the May Officers' Report.

4.7 Digital Comms

Howard Wilson gave a summary of his report for the May Officers' Report.

Ray Canter asked everyone to try to find the Trust website, and in particular the MCC pages, as it's well worth a look. Howard explained the easiest way to access the MCC pages on the Trust website. Peter suggested that the instructions that Howard had given should be publicised more widely.

Ray thanked Howard for his work on archiving the Branch's huge collection of photographs, many of which he (Howard) has taken himself.

4.8 Membership

Micah Leitch could not attend the meeting. His report will appear in the May Officers' Report.

Ray Canter said that he wanted to thank Micah for all his hard work. He said that you can often see Micah and his wife, Chris, walking along the canal towpath, topping up the membership leaflets and engaging others in conversation. Micah is also heavily involved in historical research for some of our projects.

4.9 Finances

Steve Roberts could not attend the meeting. His report will appear in the April Officers' Report.

5 Any Other Business

Brian Wright said that he had a 12v TV and Sound System that was too good to throw out. If anyone would like it, in return for a donation to the Trust, they should contact him at brian.wright@wbct.org.uk.

6 Date of Next Meeting & Close

next meeting: Tuesday 5 July 2022

The meeting closed at 21:05.

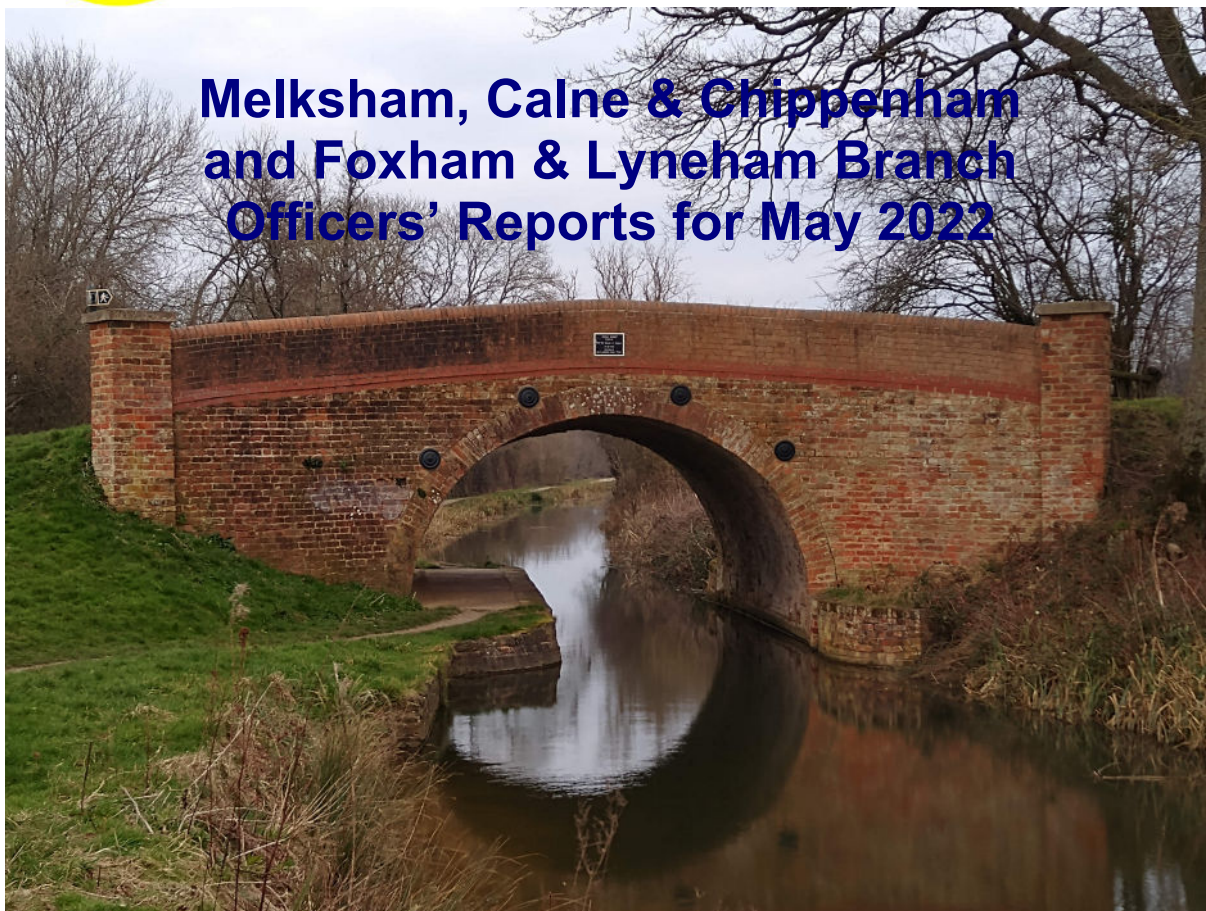


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Melksham, Calne & Chippenham and Foxham & Lyneham Branch Officers' Reports for May 2022



Chair's Report



Branch News

As always a busy, productive and satisfying month, I hope, for all involved in MCC and its restoration of the canal line in our area.

Forestry

More log work was carried out by Howard Yardy and Brian Grinham, with Mark Greenwood popping over from Swindon to help with some of the logging. This work allowed me to deliver four loads of logs this month, with Howard also delivering two. We plan to spend the bulk of donations on mature hedgerow plants for use on the Pudding Brook and Green Lane Farm sections during the planting season, October to March.

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Volunteers

We had our first corporate volunteers of the year, with two groups visiting from BMT Bath.

Construction

It has just been announced that Jon Coates will be the Temporary Works Coordinator for the Trust. He will be seeking volunteers from each Branch to be local Temporary Works Supervisors, who will oversee the delivery, installation, maintenance and removal of temporary works. Examples of such works will include scaffolding, falsework (such as steel props and timber beams) formwork (temporary moulds that help keep the shape of concrete until it hardens) ground support and access and edge protections.

Fundraising

The Marsha Miles team have obtained £5k for the Carpenters Workshop project. The donors do not want to be named. After some research it was discovered that Mortimore's Coal Office, by the railway station in Chippenham, was built at almost the same time as our workshop. I am arranging an internal visit with Gary Tytherleigh so that we can try to discover how it was constructed. Micah Leitch has offered to carry out some research on the Mortimore's building that might shed light on materials used and on its construction.

Scrap from Pewsham, that Brian Wright kindly took to Porter Metals, resulted in £231 being deposited into Branch funds. This money, along with some from the central maintenance budget, allowed us to purchase a battery SDS Drill with relevant drill and chisel bit attachments.

More info in the Events report, but a great fundraising weekend was had at the Chippenham Folk Festival, which saw hundreds of passengers carried in our trip boats, *The Mary Archard* and *Damselfly*. Many thanks to: John Goring for leading the event, Bob Howlett for organising the Boat Team, Linda Howlett for running the Ticket Office, and all those who gave up their time to come along and help.

Health & Safety

You will be aware from last month's report that a final meeting, along with our H&S consultants RLB, was held in May. The new H&S policies/procedures have now been finalised and signed off. All WPOs and Branch Chairs have been sent copies of the documents. There are a myriad of new forms, and many need populating ASAP. Clive Dorling has been exceptionally helpful in getting these sorted for our Branch and in making some suggestions re early amendments.

Annual General Meetings

Our Branch AGM is to be held at the Rachel Fowler Centre on Tuesday 6 September 2022 at 19:45

This year's Trust AGM is to be held at the Shrivenham Memorial Hall on Saturday 22 October 2022.

Notes from the Executive

My notes may be limited due to some degree of confidentiality and the need for clarity.

H&S

New policies/procedures have been shared with Branches, and it's expected that new forms/policies will be implemented with immediate effect. Feedback from Branches/WPOs will be via the Trust's Restoration Committee (restCom).

M4 Crossing

The decision on our application for the feasibility stage, including an application for a grant of £876,600 out of a total of £15.6 million for the entire scheme, has been delayed until early/mid-June due to National Highways staff unavailability.

Trust CEO

A number of candidates have been shortlisted for interviewing. The challenge now is to bring these candidates and the interview team together in a timely fashion; not an easy task.

Volunteer Recruitment, Central Posts

Advertisements are out for new Trustees, Temporary Works Co-ordinator. CAD-proficient engineers, Minute takers, Draftspeople and Risk Managers. If readers knows of anyone who might be suitable for such roles, please ask them to get in contact with the Trust via info@wbct.org.uk.

Dave Maloney

Chair, MCC and F&L Branch

dave.maloney@wbct.org.uk

07809 374 754

Projects



Melksham Link

We have responded to Wiltshire Council (WC) Planning on the comments received on 11 April from the Environment Agency (EA) but have not yet asked these to be forwarded to the EA. We wish to discuss options within WC before proceeding.

Paul Lenaerts

Project Manager, Melksham Link



Peterborough Arms

Due to lack of volunteers (holidays, hospital appointments etc.) we haven't progressed as much as we would have liked this month, but we have carried out some exterior painting. We have also done some work on channeling rain water to a local drain, and starting to improve an outdoor store.

Stop Press: Just as I was about to submit my report, I was informed that Planning Permission has been granted for our work to mitigate water ingress to the cellar area. Fiona Rivers is the lead for this work and my thanks to her for the update.

Dave Maloney

Refurbishment Team

Work Parties



Green Lane Farm & Pudding Brook

Grass on the Green Lane Farm section was cut this month.

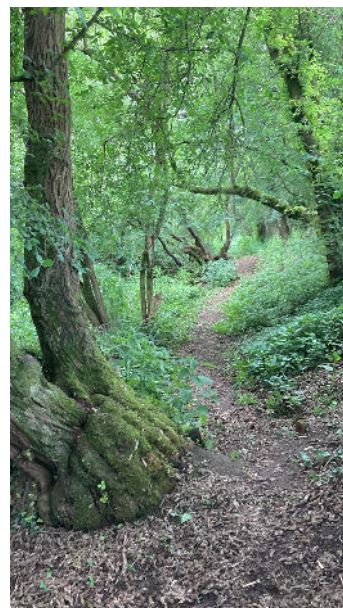


grass cutting at Green Lane Farm

At the Pudding Brook section, the grass was trimmed using a trimmer mower borrowed from RWB Branch.

This was very successful for this section, which is unable to take the All Terrain Mower due to slippages of the towpath.

This will basically be the work for the summer months until hedge laying season starts again.



the "towpath" at Pudding Brook

Dave Maloney Work Party Organiser



Pewsham Locks

It's been quite quiet this month, due to having to hold back on doing any work on our Bottom Lock project.

However, we have been able to take down some of the old Waiting Wall that runs between the Middle and Top Locks in the Upper Pound (still more to do).



the new loo at The Wharf

The newly built ramp into the Lower Pound needed to be made wider, this we have done.

We took delivery of the newly purchased disabled loo. This has been located down at The Wharf.



Waiting Wall in the Upper Pound



the widened ramp into the Lower Pound



grass cutting in the Lower Pound

Yes, we are in that time of year when the grass doesn't seem to stop growing, so that means a lot of grass cutting.

The water level is some 12" (30cm) lower than we would like. This might stop us from running our boats.

The brick cleaning has been superseded by splitting of logs for the time being.

Our volunteer numbers are still very good, so a big Thank You to all.

Ray Canter
Work Party Organiser

Boats



A bit more activity this month, with boat trips and the pop-up café at Pewsham, and the Folk Festival weekend on the River Avon in Chippenham.

The Folk Festival saw us running over 50 trips on the river, carrying over 400 passengers on the two trip boats combined. This event allowed a number of the Boat Team to experience petrol and electric propulsion on the river.

At Pewsham, Liz Hollis completed her training on WB Boswell and has been added to the skippers list for work boats. I'm looking forward to more volunteers coming forward to do the same.

The Boat Team will be in action at Pesham again for the pop-up café day on Saturday 11, and on the following Thursday 16.

There will also be a training day on the River Avon in Chippenham in July, date to be confirmed.

Bob Howlett
Boats Officer



Damselfly at the Chippenham Folk Festival



The Mary Archard at the Chippenham Folk Festival

Events



May saw two very successful events: the pop-up café and boat trip day at Pewsham, which raised over £200, and the Chippenham Folk Festival, where takings exceeded £1,500.

Although the pop-up café and boat trip day at Pewsham was a financial and PR success, we had an issue with launching and recovering *The Mary Archard* on the day. This was simply a question of people power ... we didn't have enough. Boat Team members are being reminded that, when they volunteer for the boat trip days at Pewsham, they will be expected to help with launching and recovering. However, it would also help greatly if others could spend a little time before boat trips start (10 o'clock) and/or after they finish (4 o'clock) to help with launching and recovery. If you're in the area and can help (it will take less than an hour) please drop in.



The Mary Archard embarking from The Wharf at Pewsham

Coming up we have another pop-up café and boat trip day at Pewsham in June, where we will be hosting our good friend Maureen Lloyd for the first trips of the day. Maureen keeps us supplied with minibuses (at cost, or below) and we will be delighted to see her and some of her friends at and on the canal.

Towards the end of June, we will be Marshalling at the Lacock Road Runs. We usually provide runners with food and drink and/or direct runners at various points along the course. This is a great way of raising funds for the Trust/Branch that doesn't require any canal knowledge. It's also a very pleasant way to spend a Sunday. If you would like to help, please contact me at brian.wright@wbct.org.uk.

Brian Wright
Chair, Events Committee

Public Relations



Partners have approved our press releases to promote the recent grant towards the reconstruction of the Carpenter's Workshop at Pewsham Locks and the new lease to continue the canal restoration south of Double Bridge.

We just need to arrange accompanying photography and then we can hopefully begin distribution in June and July.

JG
PR Officer

Branch Webpages and Digital Comms



Branch Webpages: <https://www.wbct.org.uk/our-enthusiasts/mcc-fl>

The Branch Events page was updated at the beginning of the month. Note that to locate the Branch webpages:

- go to the Trust website at <https://www.wbct.org.uk/>;
- hover mouse over 'Our Branches'; then
- select 'MCC & FL' (<https://www.wbct.org.uk/our-enthusiasts/mcc-fl>).

Social Media

The attendance of the Branch volunteers at the Chippenham Folk Festival and, in particular, the fact that we would be running boat trips, was advertised particularly on the Chippenham Facebook groups:

Posters

I have been working on updating the Branch posters that we use at Festivals, to advertise what we do. The current posters are many years old, and the new ones will be branded in Trust colours and updated with newer and more relevant photographs

Howard Wilson

Branch Webpages and Digital Comms Officer

Membership



There were no new MCC/F&L memberships in May. The current number of MCC/F&L memberships is 556/49 with 783/72 members. The total Trust memberships is 1,685 with 2,344 members.

Micah Leitch

Membership Secretary

Finances



Excellent fundraising by the branch in May:

- £231 from sale of scrap metal (thanks to Brian Wright);
- £137 donation from the February coffee morning at the Churchill Apartments;
- £26 donations for refreshments at Branch meeting;
- £229 from Pewsham café & boat trips;
- £300 donations for logs; and
- £1,507 from boat trips and donations at the Chippenham Folk Festival (includes £839 on the card reader which is separate from the Branch bank account).

Altogether £2,404.

Expenses increased too:

- £100 transport of logs from beyond A4 to Pewsham;
- £741 scalping for towpath & vehicle ramp at Pewsham;
- £393 battery SDS drill & chisels;
- £31 paintbrushes etc. for Welfare Unit;
- £40 car petrol;
- £30 monthly storage rental at Showell;
- £250 pitch fee to organisers of the Chippenham Folk Festival;
- £680 construction of temporary landing stage at the Festival; and
- £21 petrol for Festival boating.

Altogether £2,286 which reduces to £1,968 after WBCT reclaims VAT.

Bank balance at 1 June was £1,572 plus £100 cash held for floats at events.

Steve Roberts
Treasurer



MEETING Thursday 9th June at 2pm
At Wiltshire Council Offices Committee Room D
Monkton Park Chippenham SN15 1ER
Or Online meeting Microsoft Teams

Item	<u>Notes</u>	
	Attending	
JL	John Laverick (President)	
NN	Cllr Nabil Najjar Wiltshire Council (Chairman)	
GE	Cllr Graham Ellis (Melksham Town Council)	
CG	Cllr Colin Goodhind Melksham Town Council	
MH	Cllr Mark Harris Melksham Without PC	
GS	Cllr Gary Sumner Swindon BC	
CC	Chris Clark Wiltshire Council	
MHo	Martin Hollis Wilts & Berks Canal Trust	
GO	Gordon Olson Wilts & Berks Canal Trust	
SP	Steve Petty Berryfield Residents	
KO	Ken Oliver Wiltshire Council (Partnership Officer)	
TW	Tim Wheeldon IWA	
1	Apologies: Cllr Duncan Enright Oxfordshire CC, John Allan Cotswold Canals Trust	
2	Notes from the last meeting 3rd March 2022 (pre-circulated) were agreed	
3	Chairman's Announcements Dominic Lamb Vale of White Horse DC is changing roles and will be replaced by Matt Gulliford from the next meeting. Sam Meredith has left the Environment Agency and we are waiting to hear about a replacement. NN noted the conversation at the previous meeting regarding the future of the Partnership. NN suggested that rather than an open-ended general debate at this meeting, he asked that all Partners contacted him (and KO) by email with suggestions and ideas so that some proposals could be drafted and pre circulated before the next meeting in September for discussion then. NN also apologised for the sub standard quality of sound and vision for the hybrid meeting due to IT issues that we are unable to resolve in time for the meeting	
4	Partnership Officer Report- <ul style="list-style-type: none"> M4 Crossing National Highways Designated Fund – further funding application GO reported that WBCT submitted the Phase 1 report to National Highways in April and has been very well received with the senior	KO

reviewing officer recommending that WBCT proceed with Phase 2 (bid for £900k for full design study). This funding application will be considered at the end of June by the NH Investment panel. WBCT are hopeful that the bid fulfils the criteria for investment and the stage 1 finding that for every £1 invested would generate £1.79 in economic benefits in the surrounding areas (Swindon and Royal Wootton Bassett). **GO** noted that as the largest technical issue to be resolved he was pleased with the way that WBCT had tackled the issue with National Highways giving the best chance of success.

- **Melksham Link- planning application- update**

NN noted the relentless challenge to WC to encourage more active participation in obtaining consent for the planning application . In response **NN** & **KO** had provided briefing papers for cabinet member Cllr Nick Botterill. **NN** had asked for a clear direction of what the Authority's commitment is to delivering the scheme as soon as possible and had been assured that this would happen, however it may require a further paper to Cabinet and it is firmly on the Leader's and Cabinet Member's agenda. **NN** noted that it was now outside his direct control, but both are aware of the imperative and time pressure and he is confident that there would be some action shortly. **JL** noted that as yet he had not had a reply to his email to Cllr Clewer and added that this week is the 10th anniversary of the planning application being submitted. **NN** thanked **JL** for the clarity of the briefing provided, which was very helpful for his understanding, being relatively new to the role. **NN** had personally spoken Cllrs Clewer and Botterill and to the new Corporate Director of Place. **KO** added that he recently met with Parvis Kansari (Corporate Director of Place) and Kenny Green (Planning Team Leader and Case Officer). The continuing issues with EA objections and questions being answered only to provoke new ones was identified as one of the stumbling blocks to progress. Kenny was asked to find contact names of EA officers who are working on other Wiltshire Council led projects to see if they might be able to assist. The other point to note is that we would find it very difficult to override EA objections as they have special status as a statutory consultee. **NN** added that he hoped that it is of some comfort to the project that the right people are now engaged in looking at what might be possible

CG Asked about protection of the route and the enabling development proposals. Both Melksham TC and Melksham Without PC support the canal through the Neighbourhood Plan and are keen to set up dialogue about enabling development as it is widely felt that 900 houses would be excessive. The Councils would like a dialogue with the Melksham Link project team to try to come up with an enabling scheme that is acceptable to the local community. **NN** asked if there had been any community surveys- **CG** said that there had been a survey but not for some years. **SP** said that the proposed masterplans had been made available to the community for a number of years – there had been a specific Berryfield survey confirming that those responding still wanted the canal to go through the community. **CG** wanted this dialogue to be started to avoid misconceptions about the project. **SP** said that it would be good to come to some conclusion on this as already 350 houses had been built without any significant contribution to the canal. **KO** said that the two issues raised should be considered separately. The route protection is currently done via

	<p>the Council's Core Strategy Policy 53 &16. The somewhat delayed Local Plan review will need to address how to continue with both policies, if possible, strengthening them to add some support for restoration rather than just route protection alone. In response to the need for further communication KO agreed with CG the enabling masterplan sometimes confused the situation as it has varied the route depending on landowner cooperation – for clarity the current planning application is seeking permission for the original route- the enabling development proposals will need to rely on the merits of any submitted scheme which may be at variance with this application. KO emphasised the required next step for the project is approval of the current application</p> <p>MHo noted his concerns as a Trustee of WBCT of the 'going round in circles' process with the EA in the planning system, and also wondered in view of the time it was taken to progress the Melksham Link whether there are any lessons learnt from the planning process at Swindon for instance to speed things up. NN said that learning was always possible, but he was not sure whether now was a time for such a debrief when there was some apparent progress to move things forward. If things change and the application has to be resubmitted, then it might be appropriate. NN further said that he had heard very clearly the concerns and will do his best to feed them through the system and come back with some answers which will be positive and constructive soon.</p>	
6	<p>Projects update –</p> <ul style="list-style-type: none"> • Swindon Wichelstowe <ul style="list-style-type: none"> ▪ Canalside <p>KO said that plans are being submitted for the next phase of housing and shortly planning consent for the next section of the canal will be discussed with WBCT.</p> <ul style="list-style-type: none"> ▪ East Wichel- canal leak <p>KO reported that further investigation has revealed offside bank leakage in some areas. A plan is being drawn up to make the affected sections watertight with an aim to complete by the end of the year. GS noted that it is important that this is resolved as the next sections of the canal to connect to it are due to be constructed in the near future.</p> <ul style="list-style-type: none"> ▪ Landowner issue <p>GO said that the canal remains closed to boating traffic north of Canalside but there is a prospect of a licence agreement GS said that SBC had made some proposals to the landowner which may help resolve the situation and that because of its amenity value it was desirable that the canal is reopened before the summer.</p> <ul style="list-style-type: none"> • Swindon New Eastern Villages- <p>KO said that the new road (Southern Connector) is now under construction with the intention that the canal is built on a route alongside it subject to resolution of some outstanding technical issues. GS said it would be helpful to understand the practicalities of the next steps for the canal planning consent bearing in mind the potential survey costs. GO said that the project is planning for a £700k allocation of funds for this work which needed to be raised to enable progress. GS said that a number of promoters of the different parcels of land were now advancing delivery of the schemes and are seeking to maximise land values. KO noted that the project had engaged with the planning process and had sought to include allocation of land to enable future construction of the canal and that the</p>	

	<p>project was relying on the resilience of the planning process and the Local Authority to avoid situations that had occurred previously where insufficient land had been set aside to construct the canal. GO said the local WBCT team were continually monitoring the situation to ensure this did not happen. SP asked how many houses were planned- GS said it was likely to over 9000.</p> <ul style="list-style-type: none"> • Pewsham Land transfer/lease <p>GO said that 550 metres of the canal had been transferred by way of lease from Wiltshire Council at Naish Hill near Lacock and WBCT is very grateful for this. Survey work has started to put together a plan for canal clearance that conforms to environmental requirements. KO commented that both Swindon BC and Wiltshire Council have resolved to transfer land in their ownership where it is required for projects to restore the waterway</p>	
7	<p>Partners Reports and Issues</p> <ul style="list-style-type: none"> • Proposal to form M.P.s group for the Wilts & Berks project <p>NN said the previous attempt to host an online event had resulted in response from only one of the MPs and therefore we were attempting to tackle this in a slightly different way with a planned date for early October . It would be probably more effective if WBCT could help using any existing communication channels. GO said that they already have contacts with Michelle Donelan, James Gray, David Johnson and Robert Buckland and would be pleased to help in any way they can. KO and GO will work in a plan to contact the MPs in the most effective way possible. NN said it would be helpful to have an agreed objective with partners as alongside briefing and information sharing there is an opportunity to be more creative and perhaps consider an all-party Parliamentary group for the Wilts & Berks Canal – this approach seemed to receive a favourable response from the North Wessex Downs AONB MP's. GO queried whether ministers could be part of all party groups- NN said he would check but his understanding was that they could be affiliated but not 'officers'. KO noted that the IWA already worked with a national Parliamentary Waterways Group chaired by Michael Fabricant MP and it might be possible for a sub group to be set up for the Wilts & Berks.</p> <ul style="list-style-type: none"> • Cotswold Canals –update <p>John Allan submitted the following written report The Phase 1B restoration between Stonehouse and Saul is progressing well, with the most notable item being the formal opening of the new railway bridge at Stonehouse by the Chairman of Network Rail and the bridge is now officially "Ocean Jubilee Bridge" named as such in honour of the Queen's 70th.</p> <ul style="list-style-type: none"> • AoB <p>MHo said with pre-empting further future discussion he felt that MPs would be more inclined to engage with a vibrant Partnership where all the Local Authorities were actively engaged . The example of Stroud DC on the Cotswold project was an example of such active engagement. NN agreed that this was a desirable aim for local authorities at every level and statutory organisations to be actively engaged . There was a lot of good</p>	

	<p>news at today's meeting and that aim is not as far away as everyone might think. Progress in Swindon and the Pewsham land transfer were two examples and when things like the Melksham Link are resolved the 'acrimony' will be taken out of the process and there will be a more positive way forward. NN said that as Chair this is certainly his ambition and he hoped that it was shared by Partners</p> <ul style="list-style-type: none"> • There was a further brief discussion about the desirability of further communication between Melksham Link Ltd and the local community 	
8	<p>Date and time and location of next meeting: There was a brief discussion on location of future meetings and whether they should be hybrid or online only. NN asked if partners could let him know their preference along with other thoughts on the future of the Partnership. CG wondered if there was any flexibility to allow key members to be able to attend- KO said that the meeting dates were set 3 months in advance and future ones could also be included JL asked if proposed agendas could be sent out further in advance to allow partner additions</p> <p>It is proposed to change from date announced at the meeting to Thursday 8th September 2022 2pm at Monkton Park Chippenham Future dates : Thursday 8th December 2022</p>	

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NEIGHBOURHOOD PLAN #2 COSTS (Cost centres highlighted in yellow were paid for out of grant funding)

Payee	Invoice No.	Amount	Plus VAT	Meeting where approved for payment	Costs paid by both councils (ex VAT)	Date of Payment	Paid by Melksham TOWN	Paid by Melksham WITHOUT	Grant Funding Received	Grant Funding Spent
									7,440.00	
Andrea Pellegram Ltd - training	SI-24	600	120	16/03/22		01/03/22				600
Place Studio - new website and hosting	5977	2846	550			o/s				2846
Place Studio - Stage 1 - quote Oct 2021	5983	3575	715			o/s				3575
Colin Harrison Design - domain renewal new and archived websites	3831	106.76	21.35			o/s				106.76
Melksham News - two x adverts		693				o/s				693
										7820.76
Place Studio - appeal hearing	5958	500	100					500		
Place Studio - appeal hearing	5976	500	100					500		
MTC - not funded by grant		266.54					266.54			
MWPC - not funded by grant		114.22						114.22		
							266.54	1114.22	7440	-380.76
Melksham News - one x full page advert		346.50	69.30				242.55	103.95		
									10,000.00	
Melksham News - one x full page advert		346.50	69.30				242.55	103.95		
Place Studio - appeal hearing - Reimburse MWPC							500			
Place Studio	5993	5590.46	1118.09							5590.46

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MELKSHAM TOWN CENTRE VISION & MASTER PLAN

Locality (Master Planning) Technical Support

Brief (DRAFT)

Prepared by Place Studio for the Joint Melksham NP Review Steering Group
21 June 2022

Output

A spatial master plan and guidance for Melksham Town Centre Area, appropriately linked to Joint Melksham Neighbourhood Plan Town Centre Policy 9, to lead and stimulating its protection, conservation, enhancement and regeneration and sustained vitality.

BRIEF

BUILDING THE EVIDENCE BASE

Existing Policy and Analysis

Eg

- Wilts Core Strategy and Local Plan Review
- Joint Melksham Neighbourhood Plan, JMNP1 & JMNP2 Review
- Town Centre Scoping Report (Townswork 2019)
- Town Centre Urban Design Study (Colin Davis Assoc 2006)

Site Visits and Surveys

Undertake necessary on site/technical evidence surveys to inform proposals. Optimise the capacity and resources of JMNP2 working group members and local volunteers.

Community Engagement

Design, undertake and record a programme of community and stakeholder engagement to communicate, enrol, build evidence base and maximum agreement.

Integrate engagement and consultations with JMNP2 and potential future Priority for People engagement

EXISTING VISION

JMNP

The vision of the Neighbourhood Plan is to make the town of Melksham and the parish of Melksham Without great places to live, to work, to play and to visit; attractive, healthy, convenient, and environmentally sustainable, with access to employment, education, shops and services via walking, cycling and public transport.

AIMS From the JMNP

“Protect and enhance the vitality of Melksham town centre”

- *Sustain and enhance the diversity and quality of the town centre retail, service and leisure offer and maximise its sustained vitality;*
- *Protect and enhance the appearance and character of the town centre and the Conservation Area;*
- *Improve town centre pedestrian, cycle, and public transport connectivity with surrounding “edge of centre” retail, service and business uses, Melksham and MWO Parish and its wider community area.*
- *Enhance mobility, accessibility, and sustainable and active travel facilities within the town centre area*
- *Enable efficient and effective business deliveries and service access*
- *Provide car parking to efficiently and effectively contribute to the vitality of the needs of the town*

See Also JMNP Priority Statement 2; Town Centre Regeneration

THEMES / TOPIC TO BE ADDRESSED

- **Conservation, Attractiveness and Environment**
 - A spatial framework to connect and integrate existing and proposed assets and lead and guide future investment and development of the town centre area
 - Design principles to conserve and enhance existing character and guide the form of high-quality development
 - Public realm enhancement guidance
 - Specific site development guidelines (for identified allocation / aspiration sites)
 - A riverside access and green and blue infrastructure framework for the River Avon within the study area
- **Sustainability & Climate**
 - Opportunities to maximise the sustainability and minimise the carbon footprint of the town centre
- **Transport Mobility & Accessibility**
 - A sustainable transport and vehicle connectivity framework between the town centre and its potential market area.
 - Town centre area accessibility, sustainable and active transport connectivity, and enhancement framework
 - Town centre traffic and parking framework
- **Economy and Vitality**
 - Town centre/public realm animation and public life opportunities and proposals
 - Opportunities for new / enhanced uses to help build long term vitality
 - Locally distinctive offer and promotion
 - Local governance and business-Town Council partnership opportunities / examples

STUDY AREA

The Town Centre and its Community and Economic Hinterland

- Focus on the Defined Town Centre (JMNP Policy9)
- Framework for integrating town centre with wider town centre area retail, business, leisure and service and transport uses and potential regeneration sites
- To integrate with and illustrative Priority for People principles and opportunities connecting to wider community area.

MASTERPLAN PERIOD

- To link master planning projects/proposals to the Wilts Local Plan & JMNP2 period; 2036
- Provide list of quick win opportunities for delivery within 1-5 years
- Identify long term master planning/regeneration opportunities for further consideration and potential delivery beyond current JMNP period.

NEXT STEPS

- QB's and Steering Group to Agree Brief
- Dialogue with David Way (Wilts) regarding brief and scope NB Larger employment sites & potential Wilts Council "town centre frameworks" support.
- Submit Locality EOI and application (potential fast-tracked process)
- Establish Working Group to engage with AECOM.

PROGRAMMING

- Immediate progression of application process to enable connection with AECOM area wide design guidance/coding technical support.
- Aim for completion of draft master plan to coincide with JMNP2 Regulation 14 consultation scheduled for late Autumn 2022.
- Aim for final master plan to be signed off as apprentice/guidance to submission JMNP2. Spring 2023.

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MELKSHAM TOWN COUNCIL
MEETING OF THE FULL COUNCIL
20 JUNE 2022

Ban the Use of Mobile Phones During Council Meetings

Proposed by: Councillor Tom Price
Seconded by: Councillor Saffi Rabey
Dated: 1.6.22

1. Purpose of the motion

To ban the use of mobile phones during council meetings

2. Background (Including previous resolution/s made and date/s if applicable)

None

3. Current Situation

At this time it is allowed for councillors to use mobile phones during council meetings, this becomes distracting when many councillors don't put their phones on silent and openly text other councillors and non-councillors during council meetings. This can also lead to councillors not paying attention to current topics and makes debates difficult

4. What financial implications are there?

None

5. How does the motion link to Town Council policies and core values?

6. What risks are there? (Provide a risk assessment)

None

7. What crime and disorder implications are there?

None

8. What environmental and biodiversity considerations are there?

None

9. What safeguarding concerns are there?

None

10. Motion

To ban the use of mobile phones during meetings unless prior agreement has been made by the chair in exceptional circumstances

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

None

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

None

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

To ban the use of mobile phones during council meetings

Office Use:

Date of receipt by Proper Officer: 01/06/2022

Date of proposed council meeting for motion: 20/06/2022

Date/s of relevant resolutions: N/A

(record full resolution/s here)

Motion accepted by Proper Officer: 01/06/2022

Motion rejected by Proper Officer: N/A

Reasons for rejection: N/A

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MELKSHAM TOWN COUNCIL
MEETING OF THE FULL COUNCIL
25 / JULY / 2022

Support an update to the Town Bus service in Melksham with the use of carbon zero vehicles joining locations which have little or minimal service at present.

Proposed by: Councillor Ellis
Seconded by: Councillor Lewis
Dated: 17th July 2022

1. Purpose of the motion

Support updating the Town Bus service in Melksham with the use of carbon zero vehicles joining locations which have little or minimal service at present. This initial motion calls on council to offer encouragement and support to analysis with a view to moving on to offer further support to the provision of town buses re-jigged to provide travel when and where it is required by the current and future residents and visitors using progressively more carbon zero systems.

The attached documents describe the scheduled use of an electric bus on ClimateFest in September as a demonstration of a service to and from Park and Ride facilities and the Railway Station to connect with trains, then show how such a service with a similar vehicle could operate on a permanent basis. These documents are a framework that require further work and consultation, but I believe that most major components required have been identified

2. Background (Including previous resolution/s made and date/s if applicable)

Melksham has historically been served by regular bus services to Chippenham, Trowbridge, Devizes, and Bath, and by irregular service to other destinations. Two town bus routes - the 14 and 15 - have linked residential areas to the town during the day. A rail link bus of two services a day was temporarily provided in 2014 until the station car park was expanded, sharing a bus vehicle with the 15.

3. Current Situation

Core town bus route 14 is contracted to run every 30 minutes during the day, and route 15 every hour. However, Fromebus are only able to provide a single vehicle, and at present the 14 routes just once an hour over part of its route and diverts onto part of route 15 to provide some service there.

There are no bus services to the railway station. This made sense prior to 2013 when there were no trains during the daytime (town bus hours) but the temporary service in 2014 ramped up to 11,000 journeys per annum in 9 months. Passenger journeys on the train - 3,000 in 2013 rose to 75,000 in 2019; current estimates regrowing after Covid are around 55,000 per annum and further growth is expected. Most rail passenger walk or get lifts to the station; few drive there in their own cars.

With route 14 diverted it no longer serves Giffords Surgery or the hospital most of the day - 20 journeys down to 4, none in the other direction. From Melksham Town Centre to new housing such

as Melksham East around the Water Meadow, passengers get a long tour taking half an hour for a direct distance of perhaps half a mile.

Buses to not serve the Rugby and Football Grounds, nor the Employment area at Bowerhill. Berryfield now has a single bus each day from the Town Centre.

A concept analysis for a single vehicle filling the gap left by the absence of the second town bus, including system / network design and implementation is attached. This is work done by Option 24/7 under guidance of local system principles from Wiltshire Council and the Melksham Transport User Group using survey data gathered by and correlated in Priority for People amongst other research. The analysed system complements rather than competes with current operations

An electric bus demonstration is planned for ClimateFest on 17th September (and as part of "Catch the Bus" month) to publicise this research and proposals.

4. What financial implications are there?

For initial support in principle - this motion - none

For expert analysis to help ensure that updates going forward are best practical - maybe a funding request for assistance and some officer time to manage

For scheme implementation - to be determined as an outcome of the expert analysis but early indicative budgets may be found in the supporting document but these are looking at funding from other sources and are largely financial implications for other bodies

5. How does the motion link to Town Council policies and core values?

Environment, climate, CO2, quality of life for many, encouraging shared transport, reduced congestion, improved access to businesses, meeting improvement needs confirmed by "Priority for People".

6. What risks are there? (Provide a risk assessment)

None at initial support and evaluation. Other risks to be studied during evaluation (some are listed in the attached documentation)

7. What crime and disorder implications are there?

Provision of shared public transport to and from the station would provide a safer environment for vulnerable people than the walking alternative, especially in the dark and at quieter times.

As suggested in the draft timetable Friday and Saturday evening services will help persuade people to take the bus home rather than drink and drive.

Better used bus stops might lead towards less vandalism of them.

8. What environmental and biodiversity considerations are there?

Significant movement towards more carbon friendly and cleaner transport with fewer fossil fuel journeys - private car -> public transport -> cleaner buses -> electric propulsion -> sustainable collection of electricity.

Cleaner air with reduction of CO2 and particulates allowing; improved quality of life from better travel facilities and less crowded town centre, etc

Helps towards reduce needs for second cars, etc, which require loss of green areas to provide hard standing.

9. What safeguarding concerns are there?

There are safeguarding benefits (see 7.) rather than concerns

10. Motion

This council supports the concept of an environment friendly town bus service to update and enhance the current service to meet new and future needs. It supports the work being undertaken to consult further on, provide a business case analysis for, and if favourable work towards the implementation of an appropriate service.

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

Supports ECWG objectives in particular.

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

It has not been considered

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

Initially offer support via ClimateFest and in newsletters, data feeds etc.

Office Use:

Date of receipt by Proper Officer: 18/07/2022

Date of proposed council meeting for motion: 25/07/2022

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer: 18/07/2022

Motion rejected by Proper Officer: N/A

Reasons for rejection:

ClimateFest - Electric Bus for 17th September 2022

Update ahead of 13th July 2022 meeting - written by Graham Ellis

Electric Bus from "The Big Lemon" will arrive in the area the evening before the event. On 17th September it will run a free shuttle service every 30 minutes from Melksham Railway Station (bus stop 4600MELKSHM0) and Melksham Market Place (bus stop 4600WIA10815). It will leave the area on 18th September.



1. The shuttle service will be timed to make good connections FROM trains arriving into Melksham in the morning and TO trains departing Melksham in the afternoon, with a view to providing a demonstration **rail / bus link** and a practical way for visitors to Climatefest from Swindon and Westbury (Chippenham and Trowbridge too, although there is a direct bus service from those towns to the Market Place)

2. The car park at Melksham Station usually has plenty of spare capacity on Saturdays when there's no event there, and should be advertised as a **park and ride**. I have advised TransWilts (Richard Gamble and Horace Prickett) of this, and invited them to add to the event at the station if they wish, and they have asked to be kept informed.

3. Visitors to the event can see the bus while laying over at the Market Place, and can take a ride to and from the railway station as an example of what a **town service** could provide.

Local charging overnight has been arranged for the two nights the vehicle is in the area, as has a hotel for the driver, route learning the evening before, etc. Driver's personal needs break to be taken with the bus parked in King's Street Car Park's bus bays. Town centre public bus stop / stand on the same side as the main event to avoid need for visitors to cross the road, and has a shelter. Station stop is beside the designated walkway to the station from where there is a crossing to the car park. No shelter at station

The Melksham Transport User Group and Option 24/7 and their contacts will be sponsoring the visit of this bus, which is being provided at cost by The Big Lemon with whom we are working in the area and looking at the wider picture (Westbury, Frome, Bradford-on-Avon). Both would like to take a stall at the event as part of their ongoing work encouraging people to be aware of and use existing services and to promote public transport services fit for the future.

To be provided - Signage at both stops; briefed volunteer at the station and at the Market Place. Publicity and leaflets to build on the event after the day itself. I note that September 2022 is national "Catch the Bus" month and there will be appropriate co-ordination. Potential publicity for whole event through that too.

Risk assessments include * No bus / bus failure; * Overcrowding; * Competitive angst; * Volunteer availability for the day; * Weather issues; * Covid status; * Train disruption

Early direction to bus operator

As requested, details to fill in our request to you to provide an electric bus in Melksham for Saturday, 17th September. I also attach

* Resident / attendee view:

An electric bus service from the station and the Park and Ride there to the Climatefest in the centre of the town. Also an opportunity for people in the town to ride the electric bus out to the station. Services every half hour in the morning and in the afternoon.

From the Town Center at 08:55, 09:25, 09:55, 10:25, 10:55 and 11:25

From the Railway Station at 09:10, 09:40, 10:10, 10:40, 11:10 and 11:40

(connecting with trains arriving at 09:06, 10:00, 10:22 and 11:30.

From the Town Centre at 13:08, 13:38, 14:08, 14:38, 15:08 and 16:08

(connecting with trains leaving at 13:30, 14:20, 15:20, 15:39 and 16:28

From the Railway Station at 13:23, 13:53, 14:23, 14:53, 15:23 and 16:23

* Town View

This would be illustrative of the sort of service that could be provided in the future (and which is the subject of the attached document). We will be able to attract the "Movers and Shakers" and get a substantial impetus to the project and I would anticipate having a skeleton business plan in place.

* Bus service logistic:

Bus arrives on the afternoon of Friday and parks at either Well House Manor or at the Railway Station. There are two 7 amp chargers at the station (agreed not ideal but it would be overnight). I can help look into other chargers; there is a rapid charge at McDonalds which may well be able to be used overnight for 2 nights, for example. —
Arranged – Trowbridge

On Saturday, runs from the Market Place to the Bus stop at the Railway Station, 6 round trips in the morning, 90 minute break, 6 round trips in the afternoon.

The bus can park up between runs in Kings Street Car Park where there are bus parking bays and turning space. At the railway station, there are no other buses using the stop. The station is at the end of a road with turning space and we have even had full sized double deckers down there. Note that there is a charged in the Kings Street Car Park too, but it is out of service and is scheduled to be replaced only in the autumn.



13.7.2022 – to be updated start later? With opening midmorning

Request to call at Waitrose – I am concerned at complexity and timing

Re: Station facilities for 17th September 2022 / added 13th July 2022

24th June to directors Richard Gamble (my designated contact) and Horace Prickett of TransWilts

Dear Richard and Horace,

On 17th September, Melksham Town Council's Environment and Climate Working Group is running an environment awareness day in the Market Place, Town Hall and Assembly Hall. As part of that day, there are plans to have a bus that shows off the sort of vehicle that might be seen on Wiltshire town services in the future, running from the Market Place and calling at the railway station to connect from and to trains. We could also advertise the TransWilts car park as "Park and Ride" if you would like; the event team meets on 13th July - please let me or anyone else on the ECWG know ahead of that meeting if you would like to be involved, or join in with the more general community invites for participants as appropriate.

Graham

Reply from Richard, later same day:

Hi Graham

Many thanks for this heads-up. It sounds very interesting and I hope you will not mind if I copy in Tamara Reay, who is Portfolio Holder for Climate Change at Wiltshire Council. I'll get back to you about 13 July.

Richard

Reply from Horace Prickett on 9th July

Hi Graham,

Please add my name to your list of attendees and keep me informed of the programme. Many thanks Horace

Proposal for 17th September ClimateFest for elements at Railway Station

In the light of the above, and without further feedbacks, I suggest that our publicity mentions that there is plenty of paid parking at the station just across from the bus stop, and that we have a volunteer based at the bus stop to direct people.

With the bus itself, major event in the Town Centre and potentially extras in KGV park, there is plenty to do without having a third significant location at the station. The offer to let us know by 13th July was clearly noted by Richard, but has not been further followed up.

Early Draft – **Proposal / ideas for bus route 16 for Melksham** - **Limited Circulation** -

Lee Fletcher, with editorial input Graham Ellis, 13.6.2022. update 13.7.2022

MANAGEMENT OVERVIEW

This is a first step proposal for an electric town bus service for the town of Melksham in Wiltshire, connecting the Supermarkets, Railway Station (to the north of the town) and Town Centre with the outer ring residential areas to the east of the town, doctor's surgeries and industrial area to the south of the town.

The population of the Melksham area is around 25,000 and the town is growing, with further residential building planned or underway, most of it to the east near the proposed bus route.

Town bus routes (14 and 15) have been running for many years, though of late much reduced due (only) to a driver shortage. This proposal both picks up the flows that have not been covered since the start of this year (2022) and looks at new flows. Most notable of these are the flows to and from the railway stations (public transport journeys up there 25 fold), new housing areas and Bowerhill Industrial area. Trains now call at Melksham Station about once an hour, rather than twice a day each way, and the bus service is timed to call there to connect with trains for both incoming and outgoing passengers.

Elements to be followed up include Capital and operational finance, including build up / lead in period, Fare systems and fare integration and marketing, and consultations – public and local authorities and others

ROUTE DESCRIPTION

The core route effectively takes over the current Service 15 corridor between Snowberry Lane Surgery and Melksham Town Centre/ASDA via the East Melksham new housing and Sandridge Road, with extensions to Melksham Rail Station to connect with train services, and to Bowerhill Industrial Estate with occasional journeys continuing to/from Hampton Park and the Berryfield estate, in order to augment the minimal to non-existent bus service level currently provided in the latter cases. An "up and back" route more associated with commercial bus services is thought to be more likely to attract the younger, working age passengers that form much

Asda
Melksham Railway Station
(^) Avonside Enterprise Park | Baptist Church (v)
Town Centre - The Bear for Sainsburys
Town Centre - Buds Bar
KGV Park
Sandridge Road / St Margaret's Gardens
The Foresters / Co-op
Skylark Road / Buzzard Close
Skylark Road East
Eastern Way / Water Meadow
Eastern Way / Thyme Road
Eastern Way / Oakfield Gate
Snowberry Lane / Heather Drive
Snowberry Lane / Surgery
The Spa
Pathfinder Way
(^) **Lancaster Road | Lysander Road** (v)
Hampton Park / Milk Churn
Hampton Park / Police Station
Shails Lane
Waney Edge
Berryfield / Holbrook Vale

of the potential growing but untapped passenger base along this corridor than the current circular Melksham town bus route, which is complicated to master and only really understood by the regular but smaller, largely concessionary travel passenger base. The idea is to create a relatively easy to understand route that will be attractive to all passenger groups.

There are variations / options to consider such as (but not limited to) the moving of "Oakfield Gate" as the new housing area behind The Spa opens, and whether to run both roads around Bowerhill Industry, or use the same one both ways. I (editor) tempted to use Lysander Road in both directions.

OPERATIONAL OVERVIEW

The proposed timetable has been designed to match the operational rationale that The Big Lemon have set out in their Westbury timetable proposal, which is for a 1-vehicle route with 2 drivers, operating 7 days a week during the following time periods:

6am - 8pm Mondays to Thursdays

6am - 10pm Friday

8am - 10pm Saturday

8am - 8pm Sunday

The timetable assumes that The Big Lemon operates out of a small depot/stabling point at Melksham Station, using the electric charging facilities there. It can of course be modified to take into account a depot/stabling point elsewhere though if necessary.

I am confident that the proposed Melksham timetable is robust enough to ensure reliability in all but the most extreme operational conditions, with plenty of recovery and layover time built into the schedule.

TIMETABLE OVERVIEW AND RATIONALE

The proposed timetable is designed to deliver a step change in bus service provision along this corridor with the main aim being to provide an hourly standard pattern, 7 days a week, zero emission electric bus service along the core route that connects with local rail services at Melksham station, with priority given to enabling good rail connections over maintaining a strict standard pattern at peak times.

The proposed timetable connects with the vast majority of local rail services. However, due to operational reasons associated with a 1-vehicle service, there will be a handful of potential rail connections that it will not be possible to provide. Where choices regarding which connections to provide have been made, then the decision has been based on what would provide most benefit in terms of the overall service. Probably the most controversial choice that I have made has been to not provide a connection with the Monday to Friday 1850 arrival from Westbury. However, compared to the original Melksham Rail Link

bus service of a decade ago - which had the additional benefit of a flexible evening return schedule - the time available between the 1850 arrival and the 1917 arrival which used to be 1920 back then has shrunk, and there is no way of reliably getting up and back to Melksham station within that time, even if you ran in service in one direction and empty in the other. The other clincher for me was that there is likely to be Hampton Park and Berryfield traffic at that time, and concentrating on the 1803 and 1917 arrivals allows us to fully cater for that and the other flows along the corridor at that time.

Of course, The Big Lemon are committed to having a proper consultation before any route is introduced, and if respondents strongly felt that the 1850 connection should be provided at the expense of one of the others, then the timetable could be amended accordingly at that point.

On Saturdays, the equivalent 1851 arrival from Westbury is connected with. Also, the existence of some trains that call at Melksham relatively close together timewise on Saturdays means that some bus connections could feasibly work for more than one train. I have not included a bus connection with the seasonal 0834 departure to Weymouth, as I wanted to give the proposal a year-round feel. However, the timetable could be relatively easily flexed to provide one if required, and in general terms, the overall bus timetable should work very well with the rail timetable in both the summer and winter months.

In terms of the occasional Berryfield extensions, priority has been given to ensuring good morning and evening peak connections with rail services at Melksham station, and also that our Service 16 timetable provides a roughly hourly service in conjunction with the current Town Bus 14/15 service between Berryfield, Snowberry Lane Surgery, the Town Centre and ASDA on Monday-Saturday mornings. On Saturday and Sundays, Berryfield is provided with bus journeys that should enable days out by train. Berryfield is also provided with one late evening service in each direction on Friday and Saturdays. In overall frequency terms, you will find the Saturday service for Berryfield is slightly sparser than the Monday-Friday service, and the Sunday service slightly sparser again. It still represents a massive improvement compared to what Berryfield has now though.

The later Friday and Saturday evening bus services, as well as connecting with rail services, will enable passengers from along the corridor to more easily access Melksham Town Centre for a night out. The very last Service 16 bus on Friday and Saturday evenings will also arrive in Melksham Town Centre in plenty of time for the last Service 273 journey of the evening to Bath, should that be the destination of choice for Melksham night owls or early Bath returnees.

The choice of Service 16 journeys that serve ASDA is based on the store's current opening hours, which are 0700-2200 on Monday-Saturday, and 1000-1600 on Sunday.

IMPACT ON AND POTENTIAL REVISION OF EXISTING SERVICE 14/15 MELKSHAM TOWN BUS SERVICES

My recommendation would at this stage be to leave the current Service 14/15 timetable in place, but divert the following journeys on Monday-Fridays after Snowberry Lane Surgery so that they instead run the traditional 14 route via Spa Road/Hospital to the Town Centre and beyond:

SERVICE 14

1335 from ASDA

SERVICE 15

1012 from Berryfield Holbrook Vale

1205 from Sainsbury

I would however continue to run the 1625 and 1730 Service 14 journeys from ASDA via East Melksham, as in conjunction with our Service 16, this would provide a near-half hourly service between ASDA, the Town Centre and East Melksham in the evening peak that matches the half-hourly service that our Service 16 would provide in the morning peak between these points.

In terms of Saturdays however, what you would do with Service 14/15 is a far more open question, given that people from Melksham as a whole use these services to access sport events at Oakfield Gate. It may well be best to decide this at the consultation stage.

To be written up ...

This is primarily a route and operational suggestion. We need to write up

- * Capital and operational finance, including build up / lead in period
- * Depot options (Station; West Wilts TE (6 miles, 10 mins to Milk Churn)
- * Operation Contract elements
- * Further Analysis of flows
- * Fare systems and fare integration
- * Marketing, and consultations – public and local authorities and others

Financing a bus route 16 ... early thoughts

Capital cost of bus: **£240,000**

Grants towards cost: £120,000; bus bonds: 12 x £10,000 = £120,000

Startup costs:

Depot and charging point. Either in Melksham or share with Westbury project.

Annual Running costs: £120,000 - **£131,000 estimate as follows:**

Farebox income - regular fares at £1.50, 120 per day, 6 day week: £54,000

Farebox income - senior fares at £0.80, 160 per day, 5 day week: £32,000

Subsidy transfer from route 15: £25,000

(3) Council Grants perhaps: £10000, £5000, £5000

Monday to Friday

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Saturday

Berryfield Holbrook Vale				1050					
Bowerhill Ind Est Lysander Road	0825	0935		1155	1255	1355	1455		
Bowerhill Ind Est Lancaster Road	0826	0936	1056	1156	1256	1356	1456		
Bowerhill Pathfinder Place	0827	0937	1057	1157	1257	1357	1457		
Snowberry Lane Surgery	0829	0939	1059	1159	1259	1359	1459		
Eastern Way, Thyme Road	0830	0940	1100	1200	1300	1400	1500		
Skylark Road	0832	0942	1102	1202	1302	1402	1502		
Sandridge Road Co-op	0834	0944	1104	1204	1304	1404	1504		
Melksham, Bud's Bar	0838	0948	1108	1208	1308	1408	1508		
Melksham Bath Road for Sainsbury's	0839	0949	1109	1209	1309	1409	1509		
Melksham Rail Station	0845	0955	1115	1215	1315	1415	1515		
<i>Train calls at Melksham</i>	0850	1000	1130	1221	1330	1423	1521		
Asda	0850	1000	1120	1220	1320	1420	1520		
Berryfield Holbrook Vale	1620				2050				
Bowerhill Ind Est Lysander Road		1725	1825	1925		2200			
Bowerhill Ind Est Lancaster Road	1626	1726	1826	1926	2056	2201			
Bowerhill Pathfinder Place	1627	1727	1827	1927	2057	2202			
Snowberry Lane Surgery	1629	1729	1829	1929	2059	2204			
Eastern Way, Thyme Road	1630	1730	1830	1930	2100	2205			
Skylark Road	1632	1732	1832	1932	2102	2207			
Sandridge Road Co-op	1634	1734	1834	1934	2104	2209			
Melksham, Bud's Bar	1638	1738	1838	1938	2108	2213			
Melksham Bath Road for Sainsbury's	1639	1739	1839	1939	2109	2214			
Melksham Rail Station	1645	1745	1845	1945	2115	2220			
<i>Train calls at Melksham</i>	1652	1800	1851	2000	2132	2234			
Asda	1650	1750	1850	1950	2120				
Asda		0910	1010	1130	1230	1330	1430		
<i>Train calls at Melksham</i>	0800	0906	1000	1130	1221	1330	1423		
Melksham Rail Station	0805	0915	1015	1135	1235	1335	1435		
Melksham Bath Road for Sainsbury's	0811	0921	1021	1141	1241	1341	1441		
Melksham, Bud's Bar	0812	0922	1022	1142	1242	1342	1442		
Sandridge Road Co-op	0816	0926	1026	1146	1246	1346	1446		
Skylark Road	0818	0928	1028	1148	1248	1348	1448		
Eastern Way, Thyme Road	0820	0930	1030	1150	1250	1350	1450		
Snowberry Lane Surgery	0821	0931	1031	1151	1251	1351	1451		
Bowerhill Pathfinder Place	0823	0933	1033	1153	1253	1353	1453		
Bowerhill Ind Est Lysander Road	0825	0935	1035	1155	1255	1355	1455		
Bowerhill Ind Est Lancaster Road	0826	0936		1156	1256	1356	1456		
Berryfield Holbrook Vale			1041						
Asda	1540	1700	1800	1900	2010	2135			
<i>Train calls at Melksham</i>	1539	1652	1800	1851	2000	2132			
Melksham Rail Station	1545	1705	1805	1905	2015	2140			
Melksham Bath Road for Sainsbury's	1551	1711	1811	1911	2021	2146			
Melksham, Bud's Bar	1552	1712	1812	1912	2022	2147			
Sandridge Road Co-op	1556	1716	1816	1916	2026	2151			
Skylark Road	1558	1718	1818	1918	2028	2153			
Eastern Way, Thyme Road	1600	1720	1820	1920	2030	2155			
Snowberry Lane Surgery	1601	1721	1821	1921	2031	2156			
Bowerhill Pathfinder Place	1603	1723	1823	1923	2033	2158			
Bowerhill Ind Est Lysander Road	1605	1725	1825	1925	2035	2200			
Bowerhill Ind Est Lancaster Road		1726	1826	1926		2201			
Berryfield Holbrook Vale	1611				2041				

Sunday

[illegible]

Vast majority of work by Lee Fletcher of Option 24/7 – trimmed and prettied by Graham Ellis; this is an early draft covering many but not all aspects

graham@option247.org.uk
lee@option247.org.uk

V0.95 / E&OE / 13 June 2022 and 13 July 2022

MELKSHAM TOWN COUNCIL MEETING OF THE FULL COUNCIL

25 / July / 2022

Constitute, convene and start the work of the Assembly Hall Working Group

Proposed by: Councillor Ellis

Seconded by: Councillor Lewis

Dated: 17th July 2022

1. Purpose of the motion

To call for the Assembly Hall Working Group to be convened on 18th August or some other appropriate date around then in public to include membership from external interested parties such as users of the hall and technical experts in much the same way that is done by the Environment and Climate Working Group

2. Background (Including previous resolution/s made and date/s if applicable)

The Assembly Hall Working Group was created on 12th May with a purpose of guiding the hall forward into 2023 with a review during the autumn of the operation of the hall at the hirer charges set that evening.

At the full town council on 16th May, five town councillors were appointed to serve as members of this working group

3. Current Situation

The Working group has not yet met, nor has it been fully constituted with external members. In order for it to do its job effectively, it needs to be working in gathering data and consulting with users and potential user soon.

Although the Assembly Hall is both a major Town Council asset and expense at present, and the hall in the heart of our town is often busy, few of us councillors are regular current users and we could benefit in our work by including user and expert representatives both individually and to represent the Friends of Melksham Assembly Hall.

4. What financial implications are there?

The current hall charge scales are interim ones for the autumn, and further analysis may result in a tuning of the rates which would allow an increase in income both by increasing the number of hires by more attractive pricing, and by raising rates which have remained lower than it turns out to be ideal.

5. How does the motion link to Town Council policies and core values?

Town council core values are to make best use of our resources, to provide best facilities for our residents and businesses, and at the same time to make best financial calls. We also have environmental policies, and this group would be able to make recommendations in line with those, such as encouraging events to take place locally rather than creating needless travel out of town for larger events we can accommodate.

6. What risks are there? (Provide a risk assessment)

There are no identified risks in setting up and doing the work of this working group, and of it being widely informed by those with interest and/or knowledge. The risk in not doing anything is of a net financial cost higher than it should be, and a hall not optimally used for the benefit of the community.

7. What crime and disorder implications are there?

These are matters that the working group of this proposal will look after. It is an ongoing considerations for the Assembly Hall and should be given due consideration in the working of the group and any recommendations it makes

8. What environmental and biodiversity considerations are there?

These are matters that the working group of this proposal will look after. It is an ongoing considerations for the Assembly Hall and should be given due consideration in the working of the group and any recommendations it makes

9. What safeguarding concerns are there?

These are matters that the working group of this proposal will look after. It is an ongoing considerations for the Assembly Hall and should be given due consideration in the working of the group and any recommendations it makes

10. Motion

That an initial meeting of the Assembly Hall Working Group be called on or about 18th August 2022 with the purpose of constituting the group fully at the start of that meeting with expert and interested lay parties in addition to councillors to undertake the work of the group as previously agreed at full council meetings in May.

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

It supports and takes forward the workings of this group as accepted by the Town Council on 12th and 16th May 2022

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

There has been no discussion on when the Working Group should meet, nor on membership beyond official councillor reps.

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

I recommend that the group be set up, and groups such as the Friends of Melksham Assembly Hall be invited to send reps and to publicise the meeting on 18th August 2022, and that the initial meeting be advertised on notice boards and on the town's web site, and the Melksham News be encouraged to cover the meeting. I would be happy to work with a council officer in preparation of an agenda for that meeting.

Office Use:

Date of receipt by Proper Officer:

Date of proposed council meeting for motion:

Date/s of relevant resolutions:

(record full resolution/s here)

Motion accepted by Proper Officer:

Motion rejected by Proper Officer:

Reasons for rejection:

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MELKSHAM TOWN COUNCIL

MEETING OF Full Council

25th July 2022

Melksham Community Larder requests use of Round House

Proposed by: Councillor Pat Aves

Seconded by: Councillor Susan Mortimer

Dated: 18th July 2022

1. Purpose of the motion

To introduce the Melksham Community Larder, its aims and ambitions, method of working and benefits to the community; to demonstrate how those of the Town Council dovetail into those of the Melksham community Larder, and to explore ways in which the Town Council can help and support the Melksham Community Larder.

2. Background (Including previous resolution/s made and date/s if applicable)

The Melksham Community Larder is not to be confused with the Food Bank, to which those who need it are referred by various Government agencies. The aim of the Food Larder is to make use of fresh food (not chilled or frozen) such as bread, fruit, and vegetables, which is at or near its sell by date, to eliminate waste, and the aim each day that it operates is to donate the food to anyone who wants it, regardless of their level of need.

Food donors include supermarkets, shops, allotment holders with excess produce, members of the public with random food gifts.

Social media is used each day to advertise what food is available.

3. Current Situation

At present the Community Larder operates out of That Meeting Place on a twice weekly basis, from 4.30-5pm. This is a temporary situation, and a permanent home is sought. It is planned that as the number of food donors increases, so will the number of days that free food will be available. The Community Larder has a healthy list of about 20 volunteers and a working timetable.

4. What financial implications are there?

Cost of electricity for running a fridge (yet to be acquired), and lighting for about 30-45 mins two or three times a week for part of the year.

Town Council Staff involvement and work will be minimal.

5. How does the motion link to Town Council policies and core values?

The Community Food Larder supports policies which concern the preservation of the Environment, in particular those appertaining to food waste, and is one of the aims listed to be tackled by the Environment and Climate Working Group.

6. What risks are there? (Provide a risk assessment)

As the majority of the food is on or near a sell by date, there is a small risk of food related illnesses being passed on. However, many of the volunteers have food industry related experiences and either have relevant qualifications in Food Hygiene or are engaged in obtaining or updating them.

7. What crime and disorder implications are there?

There is the possibility that the Round House, if used, might be vandalised, or broken into for the purpose of obtaining any food stored overnight in a refrigerator, but it seems unlikely. As a rule, it would seem that the Round House is not usually a target.

8. What environmental and biodiversity considerations are there?

Food waste is a huge issue in Wiltshire, and schemes such as these help to address this problem, and also a hidden issue, that of the food poverty of fresh foods, fruit and vegetables, to those families who 'just about manage'.

9. What safeguarding concerns are there?

Children and vulnerable people will not be involved in the operations of the Melksham Community Larder.
Many of the volunteers are, or were, engaged in work or careers which involved knowledge and experience of Safeguarding Procedures.

10. Motion

That Melksham Town Council work with the newly formed Melksham Community Larder to agree ways in which the Town Council can help and support this initiative, including the possible use of the Round House.

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

The Round House has been unused for a considerable time and a suitable use has been explored on several occasions. As a central point in the town, and near a car park, it would be ideal for the Melksham Community Larder.

12. Confirmation that the item under consideration has not been discussed by Council within the preceding six months. If it has, has there been a material change and what is this?

Confirmed – it has not been discussed.
Melksham community Larder has only recently been formed.

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

That the Town Council discuss the issue of the use of the Round House by Melksham Community Larder at Full Council on 25th July.

Office Use:

Date of receipt by Proper Officer: 18/07/2022

Date of proposed council meeting for motion: 25/07/2022

Date/s of relevant resolutions: N/A

(record full resolution/s here)

Motion accepted by Proper Officer: 19/07/2022

Motion rejected by Proper Officer: N/A

Reasons for rejection: N/A

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