



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

20 September 2022

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are invited to attend the **Full Council** meeting of Melksham Town Council. The meeting will be held at the Town Hall on **Monday 26th September 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 26 September 2022
At 7.00 pm at the Town Hall

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

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

Virtual Meeting Access:

Please follow the joining instructions below for the virtual Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85704855948?pwd=T1dDN0VHNXFReWR0ZFcyNlhCeUNoQT09>

Meeting ID: 857 0485 5948

Passcode: 387793

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. Minutes (Pages 1 - 18)

To confirm as a correct record the minutes of the Full Town Council meeting held on 25 July 2022 and the Extraordinary Council meetings held on 26 July 2022 and 9 August 2022 (see attached).

4. Conclusion of Audit Year ended 31 March 2022 (Pages 19 - 26)

Members are requested to resolve to approve the final External Auditor Report and Certificate for the 2021/2022 financial year and approve for publication (see attached).

4.1 Correspondence on Audit Query (Pages 27 - 28)

To note the response from the Town Clerk regarding the Audit Query (see attached).

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Melksham Town Council

Minutes of the Full Council meeting held on Monday 25th July 2022

PRESENT:

Councillor S Crundell (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

OFFICERS:

Patsy Clover	Deputy Town Clerk
Hugh Davies	Head of Operations
Christine Hunter	Committee Clerk
Miriam Zaccarelli	Community Development Officer

327/22 Apologies

Apologies were received from Councillor Mortimer.

328/22 Declarations of Interest

There were no declarations of interest.

329/22 The Retirement of Janet Gould PCSO

The Town Mayor, Councillor S Crundell, thanked Janet Gould, PCSO on behalf of the town council and residents for her hard work and dedication to providing a policing presence in Melksham for the last 17½ years.

330/22 Presentation by Sgt James Twyford, Wiltshire Police

Sgt James Twyford reported on the outcome of the HMICRS inspection of the Wiltshire Police force last year, highlighting improvements required and updated on the areas that were currently being reviewed to achieve improvements. James confirmed there was a dedicated police web page for transparency demonstrating ongoing work

addressing the issues raised. James asked councillors to encourage members of the public to report non urgent issues on-line.

Sgt Twyford confirmed that:

- staffing posts were being created, with intakes every ten weeks, interviews this week for transferees and in theory he should be getting nine constables.
- areas were being considered for a possible custody suite for the south of the County.
- local work this month included 106 crimes and 140 incidents being reported. 14 were violent, however serious violent crimes were minimal.
- shoplifting incidents were ongoing and they were focusing on three individuals each month.
- community events would start next month.

The Town Mayor, Councillor S Crundell, thanked Sgt Twyford for his informative briefing.

331/22 Questions from Councillors

There were no questions from Councillors.

332/22 Minutes

One councillor abstained from the vote. It was proposed by Councillor Rabey, seconded by Councillor J Crundell, and

RESOLVED that the minutes of 16 May 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

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

RESOLVED that the minutes of 20 June 2022, having previously been circulated, were approved as a correct record and signed by the Town Mayor, Councillor S Crundell.

333/22 Town Mayor's Announcements

The Town Mayor, Councillor S Crundell, announced that the first meeting of the Assembly Hall Working Group would be held on 1 August 2022 at the Town Hall.

334/22 Reports from Unitary Councillors

Councillor Hubbard explained that the May Wiltshire Council meeting had been cancelled. Councillor Hubbard confirmed that bookings were being taken for the Canberra and Rivermead summer holiday camps, and that the Melksham Campus is opening next week.

Councillor Alford confirmed that contractors were looking to start works to Melksham House in October.

Councillor Hubbard confirmed that Wiltshire Council were no longer displaying planning notices in public. He asked Councillors to be diligent at planning meetings.

335/22 Accounts

335/22.1 Petty Cash to 31 May 2022

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

UNANIMOUSLY RESOLVED to approve the payments made by Petty Cash to 31 May 2022.

335/22.2 List of Payments to 31 May 2022

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

UNANIMOUSLY RESOLVED to approve the list of payments to 31 May 2022 from the Town Council's Co-Op and Unity Trust Bank Accounts.

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

UNANIMOUSLY RESOLVED to approve the list of payments to 31 May 2022 from the Town Council's Assembly Hall Lloyds Bank Account.

335/22.3 Monthly Financial Statement to 31 May 2022

Councillor Hubbard confirmed that at the Finance, Administration and Performance Committee meeting held on 18 July 2022, the identification of CIL and Solar Farm monies in Earmarked Reserves did not tally with the Monthly Financial Statements. The Deputy Town Clerk confirmed that this had now been rectified.

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

UNANIMOUSLY RESOLVED to approve the Monthly Financial statements to 31 May 2022.

335/22.4 Detailed Income & Expenditure Report to 31 May 2022

Questions were raised by councillors about expenditure on live events at the Assembly Hall. It was noted that information about certain shows had been requested by Councillor Hubbard at the Finance, Administration and Performance Committee meeting held on 18 July. It was agreed that the same information would be provided regarding the Dolly Parton tribute act event.

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

UNANIMOUSLY RESOLVED to approve the year-to-date to 31 May 2022 detailed Income and Expenditure reports.

336/22 Town Council Income Received Report to 31 May 2022

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

UNANIMOUSLY RESOLVED to approve the year-to-date Income Received reports.

337/22 Earmarked Reserves to 31 May 2022

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

UNANIMOUSLY RESOLVED to approve the year-to-date Earmarked Reserves reports.

338/22 Committee Minutes

338/22.1 Asset Management and Amenities Committee

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Asset Management and Amenities Committee meeting held on 27 June 2022.

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

UNANIMOUSLY RESOLVED to delegate authority to the Head of Operations to purchase a twin toilet Eco Loo from Healthmatic at a cost of £33,295.

338/22.2 Economic Development and Planning Committee

It was proposed by Councillor Ellis, seconded by Councillor Cooke

and

UNANIMOUSLY RESOLVED 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.

338/22.3 Finance, Administration and Performance Committee

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Finance, Administration and Performance Committee meeting held on 18 July 2022.

338/22.4 Staffing Committee

Councillor Hubbard explained that the Council had previous problems with TOIL build-up and that a suggestion had been made at the Staffing Committee meeting to consider closing the Town Hall on Fridays. Staff health and wellbeing needed to be considered. The Town Mayor, Councillor S Crundell, confirmed that officers had been asked to provide suggestions for a resolution to the problem, however any suggestions would require Full Council approval.

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

UNANIMOUSLY RESOLVED to receive the minutes of the Staffing Committee meetings held on 13 June 2022.

The Town Mayor, Councillor S Crundell, explained that in order to ensure that a substitute member could attend the Staffing Committee without bias, named substitute members would need to be identified. The Deputy Town Clerk agreed to contact councillors who required a substitute to recommend which councillors would be suitable as they had previous involvement.

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

UNANIMOUSLY RESOLVED to receive the draft minutes of the Staffing Committee meetings held on 14 July 2022.

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

UNANIMOUSLY RESOLVED to accept the proposed amendments to the Standing Orders and to change Item 4 d vi to read “shall appoint two named substitutes for the Staffing Committee who will be appointed in every election year and remain in place for the term of office of the council.”, and to amend the Terms of Reference Item 1 Membership to read: “Membership will include two designated substitutes who will also be appointed in every election year and remain in place for the term of office of the council”.

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

UNANIMOUSLY RESOLVED that Councillor Lewis would be the identified interim substitute Staffing Committee member until the current staffing issues are resolved when two named substitute Staffing Committee members would be elected.

339/22 Working Group Minutes

339/22.1 Events Working Group

The draft notes of the Events Working Group meeting held on 4 July 2022 were received. Councillor Houghton confirmed that the notes required amendments to record Councillor Price as Chair, with Councillors Aves, Houghton and Oatley in attendance.

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

UNANIMOUSLY RESOLVED to approve the amended Terms of Reference of the Events Working Group.

339/22.2 Parks Working Group

It was proposed by Councillor Rabey seconded by Councillor Houghton and

UNANIMOUSLY RESOLVED to approve the draft notes of the Parks Working Group meeting held on 4 July 2022 with the amendment to show that Councillor Oatley was in attendance.

340/22 Membership of Publicly Owned Assets in Melksham Working Group

Councillor Alford explained that the Working Group had essentially finished its work which would be discussed at the Extraordinary Full Council meeting scheduled for 27 July 2022. The Town Mayor, Councillor S Crundell, confirmed that at that meeting the Town Council would decide upon a course of action to follow.

341/22 Assembly Hall Promotional Opportunities

The report of the Head of Operations was received.

The Head of Operations explained that the original request came from the Rock and Roll Group for a plaque to commemorate 20 years of being based at the Assembly Hall. The request was considered and a more uniform approach was sought by members who asked for various options to be explored. The Head of Operations explained the three options in the report.

Members discussed the costs, the impact of the free standing digital advertising on local residents, opportunities for advertising revenue, planning and highways issues, offering the Assembly Hall with an effective advertising mechanism, advertising various events that the Town Council hold or support, lifespan and maintenance of equipment, and light pollution. Councillor Forgacs suggested using the bus shelter with large posters or digital advertising. It was agreed that the Head of Operations would consider comments and issues raised and return to a future Full Council meeting with more options.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders for public participation.

Geoff Mitcham explained that he had requested placement of a plaque outside the Assembly Hall to show that it had been the home of the Rock and Roll Club for the last 20 years. Geoff suggested that the Council needed to make the Assembly Hall more visible as people do not know where it is.

Standing Orders were re-instated.

It was proposed by Councillor Hubbard, seconded Councillor Rabey and

UNANIMOUSLY RESOLVED that the Head of Operations be asked to purchase a plaque of a unified design preferably sited in the foyer of the Assembly Hall, identifying it as the venue for regular users.

It was proposed by the Town Mayor, Councillor S Crundell, seconded Councillor Forgacs with one Councillor against and

RESOLVED that taking into consideration the points made at this meeting regarding the Assembly Hall Promotions suggestions, the Head of Operations be asked to provide

detailed options of further advertising examples to a future Full Council meeting for consideration.

342/22 Friends (Spiritualist) Garden

Members noted that the Friends Garden would be transferred from the Trustees to Melksham Town Council on 5 August 2022, and that the official opening celebration would be on 6 August 2022 at 2.00 pm.

Councillor Aves asked for volunteers to help with weeding before the opening event. The Deputy Town Clerk confirmed that the Town Council would be responsible for opening hours and signage to the garden and that brown signage from the main road could be investigated.

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

UNANIMOUSLY RESOLVED that £200 for the cost of refreshments for the opening of the Friends Garden event be allocated.

343/22 Items for Information

The Wilts & Berks Canal Trust Dragonfly magazine, the minutes of the June branch meeting, the Branch Officer's report for May, and the draft notes of the Wiltshire Swindon & Oxfordshire Canal Partnership Group meeting held in June 2022 were received.

The Town Mayor, Councillor S Crundell, confirmed that the next meeting of the Wiltshire Swindon & Oxfordshire Canal Partnership Group would be held on Thursday 8 December 2022.

344/22 Neighbourhood Plan

The Place Studios briefing for the Melksham Town Centre Vision and Master Plan was received.

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

UNANIMOUSLY RESOLVED that Councillor Ellis would replace Councillor Hubbard the Melksham Town Council representative on the Neighbourhood Plan Joint Steering Group.

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

UNANIMOUSLY RESOLVED to approve the amendments to the Joint Melksham Neighbourhood Plan Terms of Reference as circulated with the agenda.

Members noted that the Neighbourhood Plan Steering Group had been successful in obtaining technical support packages for a Town Centre Masterplan and Site Options and Assessments; and considered the role of Place Consultants in relation to this work.

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

UNANIMOUSLY RESOLVED to approve additional expenditure if required to enable Place Studios to support AECOM in their work in the Town Centre Masterplan not exceeding £2,000 to come from General Reserves.

345/22 Motions from Councillors

346/22 Motion for Banning Mobile Phones in Council Meetings.

The Motion from Councillor Price was received.

Councillor Price confirmed that he had held discussions with the Town Clerk following the last council meeting and thanked members for their feedback on the Holme Valley Council policy which he had circulated.

Members considered whether a policy was required or just an agreement for Councillors to use their phones in meetings sensibly.

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

UNANIMOUSLY RESOLVED that Councillor Price and the Deputy Town Clerk produce a revised policy, amending the Holme Valley Policy, and return to council for brief discussion and approval.

347/22 Motion for Supporting a Potential Carbon Zero Town Bus Service

The Motion from Councillor Ellis was received.

Councillor Ellis explained that there were vacancies in the current town bus service due to the reduction in buses. Councillor Ellis confirmed that an electric bus will be at Climate Fest on 17 September and that his request was for Town Council endorsement of the investigation work through Bus 24/7 to support a carbon zero bus service for Melksham.

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

UNANIMOUSLY RESOLVED to endorse the investigation work through Bus 24/7 to proceed with supporting a potential carbon zero Melksham town bus service.

348/22 Motion for the Assembly Hall Working Group

The Motion from Councillor Ellis was received.

As the Assembly Hall Working Group meeting had been arranged for 1st August 2022, Councillor Ellis withdrew his motion.

349/22 Motion Regarding Use of the Roundhouse by Melksham Community Larder

The Motion from Councillor Aves was received.

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

UNANIMOUSLY RESOLVED to support in principle the request from Community Larder to use the Roundhouse .

Four councillors voted against continuing the meeting after 10.00 pm.

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

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

350/22 Confidential Session

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

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

351/22 Motion to improve communications and team working

The report from Councillor Goodhind was received.

Councillor Goodhind explained that the original Motion point 2 was deferred from the Full Council meeting held on 20 June 2022 and related to the inclusion of a request for dialogue to take place when procurement is being undertaken in the procurement policy.

Councillor Alford left the meeting at 10.46

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

UNANIMOUSLY RESOLVED that Councillors and officers would use and monitor the progress on projects on the newly introduced Teams system for a three month period.

352/22 Heads of Terms relating to the transfer of the Community Infrastructure Levy (CIL) for the East of Melksham Community Centre

Councillor Hubbard explained that the approval for the Heads of Terms had been proposed at the CIL Sharing Joint Working Group meeting in connection with the transfer of the CIL funding of £315,000, received by Melksham Without Parish Council to the Town Council for the building of an east of Melksham Community centre. Should the Town Council for the building of an east of Melksham be unable to develop the Community Centre the funding a decision would be made by both councils on how the funding would be spent.

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

UNANIMOUSLY RESOLVED to approve the draft Heads of Terms as recommended by the CIL Sharing Working Group.

Meeting Closed at: 10.50 pm

Signed:

Dated:

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Melksham Town Council

**Minutes of the Full Council meeting held
on Tuesday 26th July 2022**

PRESENT:

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

OFFICERS:

Patsy Clover	Deputy Town Clerk
Christine Hunter	Committee Clerk

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

It was noted that an incorrect Zoom link had been included in the agenda which excluded members of the public from joining the meeting virtually. Four Councillors were against postponing the meeting.

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

RESOLVED that due to the incorrect Zoom link being on the agenda, which excluded members of the public from being able to attend virtually, the meeting would be deferred and a new Extraordinary Council meeting would be scheduled as soon as possible.

353/22 Apologies

Apologies were received from Councillor Mortimer

354/22 Declarations of Interest

355/22 Confidential Session

356/22 Publicly Owned Assets in Melksham Working Group

Meeting Closed at: 7.20 pm

Signed:

Dated:

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Melksham Town Council

Minutes of the Full Council meeting held on Tuesday 9th August 2022

PRESENT:

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

OFFICERS:

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

PUBLIC PARTICIPATION: Five members of the public and one member of the press were present. Four members of the public were present virtually.

Pam Wiltshire asked:

- why were Active Trowbridge were not providing games in the King George V (KGV) Park?
- what was happening about the pavilion as there was only an ice cream van which was a huge loss of revenue for the town?
- In KGV Park there was still no zip wire, the slide was fenced off, and the skate park had areas that needed levelling. What was being done about these problems?
- what was happening about the new maintenance shed? How much had been spent on the project so far?
- where were the animals that were part of the City Dressing event?

Pam also stated that she did not want to see the Town Hall and the Assembly Hall empty as they were valuable community spaces. She was pleased to see that the Friends Garden had been handed over to the Town Council.

The Town Mayor, Councillor S Crundell, confirmed that Pam would be provided with a written response to her questions.

Paul Carter asked why Agenda Item 3 was in confidential session as it did not explain what the meeting was about. The meeting should be open and transparent and assets of the town should be discussed and decisions made in open forum.

Rosemary Berry, Chair of the Arts Society confirmed that the society had met in the Assembly Hall for over 30 years. She had attended the meeting to show support for the continued use of the Assembly Hall. Rosie confirmed that the Society had booked for next year and hoped to book for more years to come.

The Town Mayor, Councillor S Crundell welcomed Rosie's comments and stated he hoped she would engage in subsequent proceedings about the Assembly Hall.

Terri Welch confirmed she supported council members being up front with the public of Melksham, and that historically the Town Council had set aside funds to update the Assembly Hall. There was no other hall as large as the Assembly Hall for hire in the local area that could be blacked out for shows and films.

Paul Carter stated that discussions about the Town's asset should be undertaken in open forum. Paul informed members that next year the Town Hall is 175 years old and suggested the Council may wish to emphasise such a notable date in the town's history to the people of Melksham.

The Town Mayor, Councillor S Crundell, replied that under certain circumstances the Council could go into confidential session. However, tonight's meeting would be different from the agenda published. The Town Council had no desire to be making decisions about significant public assets behind closed doors.

Joe McCann from Melksham Independent News stated that the press felt this meeting should not be in confidential session. People should be involved in discussions from start to finish and members of the public should have the access to the private papers on the agenda. .

1/22 Apologies

Apologies were received from Councillors J Crundell, Lewis and Rabey.

2/22 Declarations of Interest

There were no declarations of interest, however Councillor Alford explained he was a Wiltshire Councillor, a member of the Cabinet of Wiltshire Council and had worked with the Publicly Owned Assets in Melksham Working Group.

3/22 Confidential Session

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

UNANIMOUSLY RESOLVED that the agenda item, Publicly Owned Assets in Melksham Working Group would not be held in confidential session.

4/22 Publicly Owned Assets in Melksham Working Group

Councillor Alford explained that the Library and Blue Pool had moved into the newly opened Campus and there had been planning conditions set as part of the Campus Planning permission obligated Wiltshire Council to invest heavily in Melksham House and make it available for public use.

Councillor Alford confirmed that:

- the Publicly Owned Assets in Melksham Working Group, first met in January 2022, and had identified which sites were owned publicly in Melksham Town.
- at the second meeting the group considered the best way to progress and explore current facilities and agreed to come back to the Town Council to identify what future requirements would be, what were important sites and what facilities the Town Council would want to keep.
- it was the responsibility of the Town Council to decide on the future use of the publicly owned buildings in Melksham. However, Wiltshire Council sites have to show best financial value and it would not be acceptable for buildings such as the Blue Pool and library to be closed long-term.
- when considering options the Councils would need to be aware of the significant planning challenges presented, which include Grade II listed buildings.

The Town Mayor, Councillor S Crundell, explained that it was imperative that the Town Council secure the future of the Assembly Hall, by either investing in repairing, refurbishing and modernising or rebuilding at another site. The Town Mayor, Councillor S Crundell, explained that to do nothing would eventually result in the loss of the Assembly Hall as investment was needed in substantial repairs and maintenance to ensure the building was fit for purpose.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders to allow the public to speak.

Pam Wiltshire stated that the Council needed to consider Wiltshire Council's timescales regarding their publicly owned assets as the offer of working together would not be indefinite.

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

UNANIMOUSLY RESOLVED to reinstate Standing Orders

Councillor Hubbard proposed that the Council sought to identify the community's need by having a public consultation, and then focus on how to meet that need. Councillor Hubbard suggested that the consultation should be Council led with the brief written by Council, and should consider:

- pressure on officer time
- realistic timings to carry out a full consultation
- costs involved

- help required to build a project management plan.

The Town Mayor, Councillor S Crundell, explained that whatever the projects chosen the Council would need to identify both the economic and financial value, and would be obliged to follow the disposal of assets legislation.

The Town Mayor, Councillor S Crundell, suggested a friendly amendment to the proposal which was refused by Councillor Hubbard.

The Town Clerk explained that she had previous experience of carrying out large consultations and advised the use of Community First who have innovative ideas and experience. However, if she could devote 75% of her time to the consultation exercise it may be possible to get it completed in three months but some of her current work would have to be put on hold.

Councillor Hubbard repeated his original proposal that the Council write and agree a brief of the Consultation to be forwarded to Community First, who will take approximately 8 weeks for the consultation. Community First would write their report but he suggested the process be given a six-month time limit.

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

RESOLVED to delegate to the Town Clerk to appoint Community First to carry out a full public consultation identifying what the public wanted from the Assembly Hall and then to identify how that need could be met.

A formal amendment to Councillor Hubbard's motion was proposed by the Town Mayor, Councillor S Crundell seconded by Councillor Alford, and

RESOLVED to add to Councillor Hubbard's resolution "that delegated costs of no more than £2,000 be allocated for the production of a public consultation on the Assembly Hall and that the results of the public consultation be returned to Full Council no more than three months from the date of this meeting for consideration".

Meeting Closed at: 8.50 pm

Signed:

Dated:

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

Melksham Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

20/06/2022

and recorded as minute reference:

305/22.1

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

Chairman

Clerk

www.melksham-tc.gov.uk


Section 2 – Accounting Statements 2021/22 for

Melksham Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	1,040,588	857,863	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	884,122	918,750	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	122,538	218,214	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	587,370	603,944	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	602,015	470,678	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	857,863	920,205	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	871,291	965,833	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	590,718	5,939,359	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			✓
			The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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



Date 20/06/2022

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

20/06/2022

as recorded in minute reference:

305/22-2

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



Section 3 – External Auditor Report and Certificate 2021/22

In respect of

Melksham Town Council – WI0161

1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor report 2021/22

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

The AGAR was not accurately completed before submission for review:

- The figures in Section 2, Boxes 4, 6 and 9 of the prior year comparative column do not agree to the prior year final signed AGAR. The smaller authority has confirmed that Section 2, Boxes 4, 6 and 9 for the prior year should read £547,206, £642,179 and £5,910,718 respectively.

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

None.

3 External auditor certificate 2021/22

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

17/09/2022

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

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Mr Patsy Clover
Melksham Town Council
The Town Hall
Melksham
Wiltshire
SN12 6ES

Date:

20 September 2022

Our Ref:

WI0161

SAAA Ref:

SB05749

Melksham Town Council

Completion of the limited assurance review for the year ended 31 March 2022

Dear Mr

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Melksham Town Council for the year ended 31 March 2022. Please find our external auditor report and certificate (Section 3 of the AGAR Form 3) included for your attention as an attachment to the email containing this letter along with a copy of Sections 1 and 2 of the AGAR, on which our report is based.

The external auditor report and certificate details any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the "Notice" must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory which must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference WI0161 or Melksham Town Council as a reference when paying by BACS.

Timetable for 2022/23

The 2021/22 reporting year is the last year of our current five-year contract with SAAA. If we are appointed as your external auditor for the subsequent five-year contract for years 2022/23 to 2026/27, the timetable will be broadly similar to that for 2021/22. If we are not appointed as your external auditor, the successor auditor will contact you directly to notify you of their timetable.

Feedback on 2021/22

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Melksham Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2022

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

Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Melksham Town Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Melksham Town Council on application to:</p> <p>(a) _____ _____ _____ _____</p> <p>(b) _____ _____ _____</p> <p>3. Copies will be provided to any person on payment of £_____ (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) _____</p> <p>Date of announcement: (e) _____</p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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The following emails have been anonymized:

From: Auditor

Sent: 26 August 2022 16:12

To: Town Clerk

Subject: RE: Melksham Town Council PKF REF WI0161 - review of AGAR Part 3

Dear Town Clerk,

Thank you very much for confirming this with me, I have just signed your file off to the next stage of the review and will be in contact if any more queries get raised further down the line.

Kind regards

Auditor

From: Town Clerk

Sent: 26 August 2022 12:14

To: Auditor

Subject: Melksham Town Council PKF REF WI0161 - review of AGAR Part 3

Dear Auditor

Thank you for your email.

I can confirm the following:

The difference on Boxes 4 and 6 is £40,164; Locums were employed that year but not on the payroll but on an agency basis, these were original allocated to salaries and transferred before the AGAR was completed.

It's a long time ago but I'm sure that an amended accounting statement was sent through when it was discovered the Locums were not on the payroll. If this is not the case I can check.

On the 2022 Accounting Statement – Box 9 is a typo the actual figure is £5,910,718 Not £590,718 as recorded.

The correct figure for Box 4 should be £547,206. for 31st March 2021 comparative

The correct figure for Box 6 should be £642,179. For 31st March 2021 comparative

Best wishes

Town Clerk & RFO



T: (01225) 704187
I: www.melksham-tc.gov.uk

Disclaimer and Confidentiality Notice

This email and any attachment are confidential to the intended recipients and access to this email by anyone else is unauthorised. If you should not have received this email, please notify us immediately by reply email and then destroy any copies and delete this message from your system. Unless authorised by Melksham Town Council, copying, forwarding, disclosing or using this email or its contents is prohibited. Melksham Town Council is not responsible for controlling transmissions over the internet and makes no representation or warranty as to the absence of viruses in this email or any attachment. No contract is intended by this email, and any personal opinions expressed in this message are those of the sender and should not be taken as representing views of Melksham Town Council. Receipt of this e-mail does not imply consent to use or provide this e-mail address to any third party for any purpose. Melksham Town Council will not request the disclosure of personal financial information by means of e-mail any such request should be confirmed in writing by contacting Melksham Town Council.

From: Auditor
Sent: 26 August 2022 09:45
To: Town Clerk
Cc:
Subject: Melksham Town Council PKF REF WI0161 - review of AGAR Part 3

Dear Town Clerk,

Thank you for submitting your AGAR Part 3 and supporting documentation for our review. I have started reviewing the information and this email is to inform you that I will be raising the following 'except for' matters (qualifications) on your AGAR Part 3, subject to sign off by an engagement lead:

- The figures in Section 2, Boxes 4, 6 and 9 of the prior year comparative column do not agree to the prior year final signed AGAR.

Could you please also provide a reason for these differences. I would be grateful if you could respond to the queries by Friday 2nd September in order for us to complete our work on the file. If you have any queries and would like to discuss them on the phone, please ask for me on extension 9936.

Kind regards

Auditor