



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

27 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 3rd October 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 3 October 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/81152428043?pwd=cWNQeXhtUDZ5aGkzMlhwOHl2b0U0UT09>

Meeting ID: 811 5242 8043

Passcode: 292955

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. Questions from Councillors

To receive questions from Councillors.

4. Minutes

To confirm as a correct record the minutes of the Full Town Council meeting held on the 26 September 2022 (to follow).

5. Town Mayor's Announcements

6. Police Report (Pages 1 - 8)

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

7. Reports from Unitary Councillors

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

8. Accounts

To note all financial reports attached have been reviewed by the Finance, Administration and Performance Committee at the meeting held on 26 September 2022.

8.1 List of Payments to 31 July 2022 (Pages 9 - 14)

To approve the list of payments made by Direct Debit, cheque, debit card, and BACS from the Town Council's Unity Trust Bank Account for Months 3 and 4 - 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 3 and 4 - 2022/2023 (see attached).

8.2 Petty Cash to 31 July 2022 (Pages 15 - 18)

To approve the payments made by Petty Cash for Months 3 and 4 - 2022/2023 (see attached).

8.3 Monthly Financial Statement to 31 July 2022 (Pages 19 - 22)

To approve the monthly Financial Statement for Months 3 and 4 – 2022/2023 (see attached).

8.4 Detailed Income & Expenditure Report as at 31 July 2022 (Pages 23 - 34)

To approve the year-to-date detailed Income and Expenditure report for Month 4 2022-

2023 (see attached).

8.5 Town Council Income Received Report to 31 July 2022. (Pages 35 - 36)

To approve the year-to-date detailed Town Council Income Received reports for Month 4 – 2022-2023 (see attached).

8.6 Earmarked Reserves to 31 July 2022 (Pages 37 - 38)

To approve the year-to-date Earmarked Reserves report for the year-to date Month 4 – 2022/2023 (see attached).

9. Committee Minutes

9.1 Asset Management and Amenities Committee (Pages 39 - 46)

To receive the minutes of the Asset Management and Amenities Committee meeting held on 22 August 2022 and approve the resolutions below:

1. *"It was proposed by Councillor Forgacs, seconded by Councillor Houghton and*

UNANIMOUSLY RESOLVED *to alter the tenancy agreement to include a clause allowing the donation of surplus produce to a charitable cause or purpose recommend this amendment to Full Council. And, exploring other options, including arranging a public meeting with allotment tenants to discuss the idea of growing produce for donation to charitable causes, and bringing these back to the next Asset Management and Amenities Committee meeting for consideration". (see the amended Allotments Tenancy Agreement attached)*

2. *"It was proposed by Councillor Houghton, seconded by Councillor Goodhind and*

UNANIMOUSLY RESOLVED *to recommend to Full Council the use of £80,000 from the Major Projects Reserve for the construction of the Sensory Garden".*

3. *"It was proposed by Councillor Forgacs, seconded by Councillor Ellis and*

UNANIMOUSLY RESOLVED *to recommend to Full Council that payment of the quotes received from David Sharp Architects be met from budget code 310/4050 – east Melksham Community Hall Legal Professional – balance £1,000 – and that the balance of £5,525 be met from the Major Projects Reserve".*

9.2 Community Development Committee (Pages 47 - 50)

To receive the draft minutes of the Community Development Committee meeting held on 5 September 2022 and approve the recommendation below:

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

UNANIMOUSLY RESOLVED to recommend to Full Council that £5,000 be allocated from General Reserves to hold a Christmas Fayre and Lights event.”

9.3 Economic Development and Planning Committee (Pages 51 - 62)

To receive the minutes of the Economic Development and Planning Committee meetings held on 8 August 2022.

To receive the draft minutes of the Economic Development and Planning Committee meetings held on 30 August 2022, and to consider the recommendations below:

1. *“It was proposed by Councillor Ellis, seconded by Councillor Rabey and*

UNANIMOUSLY RESOLVED to include the election of a representative and substitute representative to the Local Highways and Footpath Improvement Group (LHFIG), on the agenda of the next Full Council meeting.”.

2. *“It was proposed by the Town Mayor, Councillor S Crundell, seconded by Councillor Rabey and*

UNANIMOUSLY RESOLVED that the agenda item regarding the leasing of disabled car parking spaces from Wiltshire Council be forwarded for consideration at the next Full Council meeting”.

For members’ information the cost of leasing designated disabled car parking bays to from Wiltshire Council is £669.00 each per annum to enable blue badge holders to continue park for free in Melksham. The number of accessible car parking spaces in Wiltshire Council Pay and Display Car Parks in Melksham is as follows:

King Street - 5 spaces

Iceland Car Park - 11 spaces

Lowbourne - 5 spaces

Bath Road - 2 spaces

9.4 Finance Administration and Performance Committee (Pages 63 - 66)

To consider the following recommendation from the Finance, Administration and Performance Committee Meeting held on 18 July 2022. (see amended Grant Policy attached).

“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.”*

To receive the draft minutes of the Finance and Administration and performance Committee meeting held on 26 September 2022 (to follow).

9.5 **Staffing Committee** (Pages 67 - 104)

To receive the minutes of the Staffing Committee meetings held on 28 July 2022 (see attached), and to approve the recommendations below:

1. *It was proposed by Councillor Houghton, seconded by Councillor Oatley and*

UNANIMOUSLY RESOLVED *to recommend for approval by Full Council that a full review of Standing Orders, Financial Regulations, Terms of Reference for committees and sub-committees, the Employee Handbook, the Town Council’s social media policy and GDPR policy be carried out.*

2. *It was proposed by Councillor S Crundell, seconded by Councillor Houghton and*

UNANIMOUSLY RESOLVED *to recommend for approval by Full Council that the use of tracked changes on all policy and legal documents be implemented.*

To receive the minutes of the Staffing Committee meetings held on 5 August 2022 (see attached) and to consider the recommendation below:

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

UNANIMOUSLY RESOLVED to

- Recommend for approval by Full Council a change in opening hours and the telephone hours for the Town Hall from Monday – Thursday 9.00 – 5.00 pm. Closed Fridays, and
- Recommend for approval by Full Council a change in the working hours for the Town Hall staff from Monday to Thursday 9.00 am to 5.00 pm. Closed Fridays. Working 37 hours per week but compressed Monday to Thursday with any balance worked on Friday/Friday off to negate the need for Toil to be accrued and carried forward.

To receive the minutes of the Staffing Committee meetings held on 6 September 2022 and the draft minutes of the Staffing Committee meeting held on 12 September 2022 (see attached).

To approve the amended Staffing Committee Terms of Reference and Standing Orders as resolved at the Full Council meeting held on 25 July 2022 (see attached).

10. Neighbourhood Plan (Pages 105 - 126)

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

To receive the notes of the Neighbourhood Plan Steering Group meeting held on 29 June 2022, and the Update for the Area Board Meeting held on 21 September 2022 (see attached).

10.1 Town Centre Masterplan - Work of AECOM to include Publicly Owned Assets of Wiltshire Council (Pages 127 - 128)

Members are requested to approve the collaborative approach with Wiltshire Council for site assessments on their vacant buildings in the town centre as part of the Neighbourhood Plan Work (see attached).

11. Working Group Minutes

11.1 Assembly Hall Working Group (Pages 129 - 132)

To receive the notes of the Assembly Hall Working Group meeting held on 1 August 2022 and to approve the following recommendation:

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

UNANIMOUSLY RESOLVED to recommend the Terms of Reference with the following amendments, to be forwarded to the Asset Management and Amenities Committee meeting scheduled for 22 August 2022 for approval.

Point 1. After the wording will meet on an 'as required' add "but at least once every two months" basis and after the wording 'meeting cannot exceed' add "2 hours".

Point 2. After the wording 'properly constituted body', add "representatives of a maximum of four outside bodies or individuals, can be invited to attend any one Working Group meeting, where relevant."

Point 3.3 after the wording 'with the Chair' add "and members".

To receive the draft notes of the Assembly Hall Working Group meeting held on 27 September 2022 (to follow).

To appoint a representative to the Assembly Hall Working Group in view of Councillor Houghton's resignation.

11.2 **Events Working Group** (Pages 133 - 144)

To receive the notes of the Events Working Group meeting held on 4 July 2022, and the draft notes of the Events Working Group meeting held on 5 September 2022 (see attached).

To receive the notes of the Events Working Group meeting (see attached) held on 28 July 2022, the amended Terms of Reference and consider the following recommendation:

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

UNANIMOUSLY RESOLVED to recommend to Full Council for approval the Terms of Reference with the following amendment to Membership - replace "a maximum of four nominated representatives of outside bodies" with "representation from a maximum of four groups".

11.3 **Parks Working Group** (Pages 145 - 146)

To receive the draft notes of the Parks Working Group meeting held on 1 August 2022.

To appoint a representative to the Parks Working Group in view of Councillor Houghton's resignation.

12. **Authorities for new Town Council Savings Accounts**

To appoint members to act as signatories for the new savings accounts to be opened by the Town Council. Currently, accounts with the Cambridge Building Society, the Nationwide Building Society and the Hampshire Trust Bank are being investigated.

13. **Assembly Hall Consultation Update**

To receive an update from the Town Clerk regarding progress on the Assembly Hall Consultation.

14. **Royal Society of Chartered Surveyors (RICS) Valuation of all Council Owned Buildings**

Members are requested to approve a Royal Society of Chartered Surveyors (RICS) valuation to be carried out on town council owned buildings- the Assembly Hall, the Town Hall and other buildings, at a cost not exceeding £5,000.00 to be met from the General Reserve.

15. **Civility and Respect Pledge** (Pages 147 - 148)

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC) and One Voice Wales (OVW) have launched The Civility and Respect Pledge as part of the Civility and Respect Project.

Members are requested to consider signing to the Civility and Respect Pledge (see attached).

16. Community Infrastructure Levy (CIL) Funding (Pages 149 - 150)

Members to receive the verbal update from the Community Infrastructure Levy (CIL) meeting held on 19 July 2022 (see attached).

17. Opt-Out Communication (Pages 151 - 152)

To receive the communication from the Smaller Authorities Audit Appointments regarding the option to Opt-Out of the central external audit appointment arrangements (see attached)

Members are requested to decide whether to Opt-Out or remain within the external audit appointment arrangement. Currently town and parish councils have external auditors appointed to them with no choice who their external auditors are.

18. Ukrainian's Appeal Open Letter (Pages 153 - 156)

To consider the request for an open meeting (see attached).

19. Policy on the Use of Mobile Phones and other Devices in Council Meetings (Pages 157 - 158)

To approve the Policy on the Use of Mobile Phones and Devices in Council meetings (see attached).

20. Items for Information - Wilts & Berks Canal Trust

The Wilts & Berks Canal Trust AGM will be held in Shrivenham Memorial Hall on 2 October 2022 (see link below).

https://www.wbct.org.uk/index.php?option=com_content&view=article&id=698

To note the attached for Melksham, Calne, & Chippenham and Foxham & Lyneham branch:

- Minutes of the Annual General Meeting held on Tuesday 2 July 2019.
- Officers' Annual Report and Accounts year ending 31 March 2020.
- Officers' Annual Report and Accounts year ending 31 March 2021.
- Officers' Annual Report and Accounts year ending 31 March 2022.

To see the links below for the July 2022 On the Button:

https://www.wbct.org.uk/index.php?option=com_content&view=article&id=699
https://www.wbct.org.uk/index.php?option=com_content&view=article&id=700
https://www.wbct.org.uk/index.php?option=com_content&view=article&id=701
https://www.wbct.org.uk/index.php?option=com_content&view=article&id=702

See the links below for the August 2022 edition of On the Button:

https://www.wbct.org.uk/index.php?option=com_content&view=article&id=703

https://www.wbct.org.uk/index.php?option=com_content&view=article&id=705

WILTSHIRE POLICE

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Melksham Town Council Update

Trowbridge Community Policing Team
September 2022



Agenda Item 6

Your CPT – Trowbridge

Inspector: Andy Lemon

Neighbourhood Sergeants:

Sgt James Twyford (Bradford on Avon, Melksham)

Sgt Charly Chilton (Trowbridge)

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Neighbourhood Officers:

PC Louis Bowden (Bradford on Avon)

PC Jennifer Miller, PC Al Paterson (Melksham)

PC Rob Dentry, PC Rachel Jackson (Trowbridge)

PCSOs:

Laura Wallace, Maria Badder (Bradford on Avon)

Luke Hosken, Mel Culliford (Melksham)

Tom Storm, Sophie Piper, Adam Smith, Robyn Dentry, William Browne, Amy Clifford,
Jack Thomas (Trowbridge)

September's Focus

The force is working in conjunction with SelectaDNA, a Secured by Design (police approved) company that makes an advanced forensic marking product to help you protect your valuables. Use of the product has been shown to help reduce burglary by up to 83% in areas it is used.

Inspector Pete Sparrow said “To be effective, community policing requires quality community engagement alongside crime prevention and detection.

Operation Siege brings Communities and Police together in an effective partnership against thieves. It makes a clear statement to criminals that property is identifiable and will be hard to sell on. The ultimate goal is the absence of crime, which is something we should all strive towards and this starts with Prevention.

Research has shown that where this product is used burglary offences have been reduced by up to over 80%. We are delighted to be working with SelectaDNA as a key measure to prevent crime under Operation Siege”,

By marking your valuables with SelectaDNA you are making it easier for Police to recover stolen goods. You mark your items and record ownership on a secure national asset register, accessible to all Police Forces. It is a strong deterrent against theft.

August's Focus continued ...

Wiltshire Police has agreed a special low rate for those living in Wiltshire and Swindon and you can buy a discounted home kit directly from the manufacturer using this link only :

www.selectadna.co.uk/nhw

Use discount code NHWAWILTSHIRE and get a SelectaDNA home kit at the reduced price of £25.00 inclusive of VAT and postage. You do not have to be a Neighbourhood Watch member to do so.

Crime Exceptions

Crime Exceptions are described as a volume of offences outside of the normal range of offences expected, based on the last two years worth of data.

Melksham Town

There are no crime exceptions for the month.

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Melksham Rural South

Public Order Offences – Showing as a one month high with three offences

Two separate incidents recorded on three Crimes. One neighbour dispute.

Theft Offences – Showing as a one month high with six offences

Six unrelated incidents in different places. Items stolen include Hay Bales; Soft Drinks; Butter and a Narrowboat.

Local Priorities & Updates

Priority	Update
Repeat Offenders	One repeat offender was Charged and Remanded following a short series of Assaults. There are no other statistically significant Repeat Offenders this month.
	The other Priorities for Melksham are of a sensitive nature this Month.

Useful Links

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

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

Get Involved

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

www.wiltsmessaging.co.uk


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Follow your CPT on social media

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

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



 **WILTSHIRE
POLICE**

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Trowbridge CPT

CPT Trowbridge covers the areas of Trowbridge, Melksham, Bradford-on-Avon and surrounding areas

To contact your CPT about a community-related matter, such as a school visit, then please email TrowbridgeAreaCPT@wiltshire.pnn.police.uk. Please note that this mailbox is not monitored 24/7.

You are unable to report crimes of any type via email and please do not report any situations that require an urgent response. In the case of an emergency please contact 999 and for non-urgent crimes and incidents, please call 101 or [Report a crime here](#)

You see a map of [crimes in the Trowbridge area](#)  by visiting www.police.uk 

Date: 13/09/2022

Melksham Town Council Current Year

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Time: 11:51

Unity Bank

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Water2Business	DDR	15.00		Water rates - Bowerhill
09/06/2022	Enterprise	BACS	562.90		Van rental
09/06/2022	British Gas	DDR	111.63		Electricity - Bowerhill Unit
10/06/2022	M. Zaccarelli	BACS	573.82		Jubilee items
10/06/2022	S. Land	BACS	108.80		Bar stock
10/06/2022	D. Webb	BACS	200.00		Jubilee - guitar
10/06/2022	SASS Events	BACS	206.25		Jubilee - face painting/stilts
10/06/2022	Elle-Rose Hopkins	BACS	232.76		Jubilee - cakes/kids
10/06/2022	J. Mills	BACS	13.00		Refs
10/06/2022	Boels	BACS	43.21		Hire - scaffolding
10/06/2022	H. Davies	BACS	539.98		Ice machine
13/06/2022	British Gas	DDR	145.40		Electricity - toilets
14/06/2022	Mainstream	DDR	87.73		Phones
15/06/2022	Office Evolution	DDR	96.13		Photocopying
15/06/2022	Wiltshire Council	DDR	230.00		Rates - TH
15/06/2022	Wiltshire Council	DDR	936.00		Rates
16/06/2022	Daisy Communications	DDR	35.98		Wifi - Pavilion
16/06/2022	Fuel Genie	DDR	449.61		Fuel
17/06/2022	Salaries	BACS	30,500.49		Salaries
20/06/2022	Oakwood	DDR	135.00		Container
20/06/2022	Lloyds Corporate Card	DDR	50.36		Fasthosts hosting
20/06/2022	Lloyds Corporate Card	DDR	251.94		Screwfix - tools
20/06/2022	Lloyds Corporate Card	DDR	6.00		Charges
21/06/2022	WPF	BACS	8,679.00		Pensions
21/06/2022	Project Skills	BACS	215.00		Training course
21/06/2022	Project Skills	BACS	-215.00		Training
21/06/2022	Project Skills	BACS	258.00		Training
21/06/2022	WPF	BACS	-8,679.00		Pensions
21/06/2022	WPF	BACS	8,679.09		Pensions
22/06/2022	West Mercia Energy	DDR	12.25		Electricity - KGV
22/06/2022	K. Farrow	BACS	114.24		Bar stock
23/06/2022	British Gas	DDR	330.04		Electricity - TH
23/06/2022	British Gas	DDR	1,660.48		Electricity - AH
23/06/2022	British Gas	DDR	25.98		Electricity - Market Place
23/06/2022	British Gas	DDR	280.15		Gas - TH
24/06/2022	EE	DDR	180.84		Mobile phones
24/06/2022	British Gas	DDR	39.64		Gas - AH
30/06/2022	Enterprise	DDR	632.40		Van lease
30/06/2022	Unity Bank	BACS	52.35		Service charge

Total Payments 47,797.45

List of Payments made between 01/07/2022 and 31/07/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2022	Water2Business	DDR	15.00		Water rates - Bowerhill
01/07/2022	Water2Business	DDR	804.24		Water rates - TH
01/07/2022	Water2Business	DDR	393.76		Water rates - Pavilion
01/07/2022	Water2Business	DDR	54.05		Water rates - Roundhouse
05/07/2022	Grenke Leasing	DDR	177.98		Lease - photocopier
08/07/2022	Enterprise	DDR	562.90		Van lease
08/07/2022	British Gas	DDR	143.93		Electricity - Mkt PI Toilets
11/07/2022	Houseman Environmental Ltd	64011880	570.00		Water hygiene - TH
11/07/2022	Kan Connections	33122853	2,730.00		Pavilion - replacement PSU
11/07/2022	The Cobblers Bench	276044365	53.00		Keys/Cup
11/07/2022	Ellis Whittam Ltd	3615780	3,743.56		Insurance
11/07/2022	Light Fantastic	466298770	540.00		Jubilee - crown lighting
11/07/2022	Melksham Without Parish Council	404483602	500.00		Neighbourhood Plan
11/07/2022	Microshade Business Consultant	113748494	920.10		Accounting support - May
11/07/2022	Prosec Consultancy Ltd	134054091	1,288.80		First Aid - Picnic
11/07/2022	Trade UK	424706584	70.96		Arrears letter
11/07/2022	Stannah Lift Services Ltd	395567861	489.47		Lift - service
11/07/2022	Travis Perkins Trading Company	461028459	81.39		Postcrete - Splashpad
11/07/2022	Wiltshire Publications Ltd	62455026	2,318.40		Melksham News - various
11/07/2022	Absolute Plumbing & Heating So	57458565	1,308.00		Pipe & tank work - Pavilion
11/07/2022	AJs Training Ltd	351028130	432.00		Training - NRSWA
11/07/2022	AquAid Southcoast	379022113	28.76		Environmental charge - annual
11/07/2022	Auditing Solutions Ltd	52294852	552.00		Final audit 21/22
11/07/2022	Bearings & Fixings Plus	220449376	35.06		Ball bearing
11/07/2022	Rock Choir	68305151	80.00		Jubilee - Rock Choir
11/07/2022	The MOT Centre & The Garage on	902431789	51.00		VW - towbar repairs
11/07/2022	Grist Environmental Services	141251125	450.00		Toilets - Jubilee
11/07/2022	GW Shelter Solutions Ltd	538332761	4,519.95		Repair - bus shelter, Blackmor
11/07/2022	James Hallam Council Guard	48080798	533.00		Insurance - Jubilee
11/07/2022	HMRC	535530558	2,139.02		O/standing Class 1 NIC
11/07/2022	Microsoft	913591777	215.04		Hosting services
11/07/2022	NPower (Yorkshire) Ltd	122594496	49.03		KGV - electricity May 22
11/07/2022	TF Slade	952487005	66.00		Signwriting - Mayor
11/07/2022	Melksham Tourist Information C	412402260	7.50		Jubilee - hire of tables
11/07/2022	Wills & Berks Canal Trust	113635519	25.00		Annual membership
11/07/2022	Wellers Law Group	63850296	1,440.00		Legal - SG Manufacturing
12/07/2022	H. Davies	BACS	22.73		Maintenance
12/07/2022	C. Hunter	BACS	24.12		Bar stock
12/07/2022	B. Burry	BACS	124.80		Bar stock
12/07/2022	Scottish Southern	BACS	1,438.80		Electricity - maintenance shed
12/07/2022	HMIC/Ni	BACS	12,471.18		Tax/Ni
12/07/2022	Place Studio	BACS	6,708.55		NP support
14/07/2022	Mainstream	DDR	28.42		Phones
14/07/2022	Office Evolution	DDR	202.21		Photocopying
15/07/2022	Daisy Comms	DDR	35.98		Wifi - Pavilion
15/07/2022	Wiltshire Council	DDR	936.00		Rates - TH
15/07/2022	Wiltshire Council	DDR	230.00		Rates - Bowerhill unit
18/07/2022	Fuel Genie	DDR	631.80		Fuel

Continued on Page 2

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2022	Oakwood	DDR	135.00		Container
18/07/2022	WPF	BACS	8,679.09		Pension
18/07/2022	Lloyds Bank	DEBIT CARD	47.51		Bank charges
19/07/2022	West Mercia Energy	DDR	12.85		Electricity - KGV
20/07/2022	Salaries	BACS	27,374.52		Salaries
25/07/2022	EE	DDR	182.71		Mobile phones
25/07/2022	WPF	BACS	1,791.98		Pensions
26/07/2022	British Gas	DDR	40.25		Gas - AH
29/07/2022	Enterprise	DDR	612.00		Van lease
Total Payments			89,120.20		

List of Payments made between 01/06/2022 and 30/06/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2022	Water2Business	DDR	611.03		Water rates - AH
01/06/2022	Tolchards	DDR	113.81		Bar stock
15/06/2022	BTE Services	DDR	165.36		Sanitary cleaning
15/06/2022	Wiltshire Council	DDR	861.00		Rates - AH
17/06/2022	MarketPlace Merchants	DDR	25.16		Cash till
17/06/2022	Tolchards	DDR	1,390.67		Bar stock
17/06/2022	Rentokil	DDR	299.24		Pest control
24/06/2022	Natalie Bradshaw	3634	767.95		Show - Adele
24/06/2022	Neil Sands Productions	3635	802.03		Show - Happy & Glorious
24/06/2022	Paul Seemayer	3636	330.00		Lighting - Neil Sands
24/06/2022	Wired Publishing	3637	90.00		Advertising - AH
24/06/2022	Your Wiltshire	3638	324.00		Advertising - AH
24/06/2022	Tolchards	DDR	1,038.49		Bar stock
30/06/2022	Hills Waste	DDR	636.32		Waste collection
Total Payments			7,455.06		

List of Payments made between 01/07/2022 and 31/07/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2022	Water2Business	DDR	181.54		Water rates - AH
08/07/2022	Tolchards	DDR	1,124.06		Bar stock
15/07/2022	Tolchards	DDR	56.64		Bar stock
15/07/2022	BTE Services	DDR	172.81		Sanitary cleaning
15/07/2022	Wiltshire Council	DDR	861.00		Rates - AH
19/07/2022	Market Place Merchants	DDR	25.16		Cash till
29/07/2022	United EPoS Solutions	3641	816.00		Tills - repairs/replacement
29/07/2022	G. B. Promotions	3642	1,570.90		New Jersey Boys
29/07/2022	Hunt Management Solutions	3643	156.00		Stocktake
29/07/2022	Paul Seemayer	3644	150.00		Lighting - December 63
29/07/2022	Sayed Mahmoud	3645	65.00		Egyptian Talk
29/07/2022	Wired Publishing	3646	90.00		Advertising - AH
29/07/2022	R. B. Poolman Ltd	3647	230.40		Supply/Install immersion heaters
29/07/2022	Your Wiltshire	3648	162.00		Advertising - AH
29/07/2022	Tolchards	DDR	521.62		Bar stock
29/07/2022	Hills Waste	DDR	521.91		Waste collection
Total Payments			6,705.04		

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Date: 13/09/2022

Melksham Town Council Current Year

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Cashbook 9

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Petty Cash

For Month No: 3

Receipts for Month 3

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		72.69					72.69	
BACS Banked: 04/06/2022		17.00						
BACS Holt Superstore		17.00			4306	151	17.00	Jubilee - bunting
Total Receipts for Month		17.00	0.00	0.00			17.00	
Cashbook Totals		89.69	0.00	0.00			89.69	

Continued on Page 2

Payments for Month 3

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/06/2022	J. Mills	TNSFR	14.41		2.40	4306	151	12.01	Jubilee - items
06/06/2022	M. Rolph	TNSFR	16.32		2.72	4028	101	13.60	Stamps
11/06/2022	H. Davies	TNSFR	8.00		1.33	4903	520	6.67	Bar stock
15/06/2022	D. Davies	TNSFR	2.00		0.33	4061	101	1.67	Hand wash
25/06/2022	B. Burry	TNSFR	4.89		0.78	4903	520	3.91	Bar stock
29/06/2022	C. Hunter	TNSFR	3.74		0.62	4061	101	3.12	Refs
Total Payments for Month			49.16	0.00	8.18			40.98	
Balance Carried Fwd			40.53						
Cashbook Totals			89.69	0.00	8.18			81.51	

Receipts for Month 4

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		40.53					40.53	
Cash Banked: 01/07/2022		25.50						
Cash Tickets		25.50		4.25	1173	510	21.25	Tickets
Total Receipts for Month		25.50	0.00	4.25			21.25	
Cashbook Totals		66.03	0.00	4.25			61.78	

Continued on Page 2

Payments for Month 4

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/07/2022	K. Farrow	TRANS	23.59		3.93	4903	520	15.60	Bar stock
						4907	501	4.06	Stamps/bar stock
02/07/2022	B. Burry	TRANS	1.00		0.17	4903	520	0.83	Bar stock
06/07/2022	M. Zaccarelli	TRANS	6.40		1.07	4061	101	5.33	Refs
08/07/2022	K. Farrow	TRANS	1.45		0.24	4903	520	1.21	Milk
25/07/2022	C. Hunter	TRANS	4.60		0.77	4061	101	3.83	Milk
Total Payments for Month			37.04	0.00	6.18			30.86	
Balance Carried Fwd			28.99						
Cashbook Totals			66.03	0.00	6.18			59.85	

Melksham Town Council
Monthly Financial Statement 30 June 2022

Cash and Bank Balances:

Unity Bank	508,820	
Co-operative Current Account	0	
Assembly General Account	696,297	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,326	
Petty Cash	41	
Bar Float	1,100	
		1,260,519

Debtors (monies owed to council)

H M Customs - Vat recoverable	16,453	
Bar Stock	3,329	
Debtors and Prepayments	240	
		20,022
		1,280,541

Less: Creditors (monies owed by council)

Suppliers of goods and services	64,815	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, Ni and Pension Due	34,364	
Events Control	1,531	
		114,332

Net Cash Available 1,166,209

Represented by:

General Fund

Current Year Surplus	246,005	
Earmarked Reserves Used in year	12,113	
	258,118	
Contribution to Earmarked Reserves	1,268	256,850
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	12,113	445,593

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

1,166,209

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Melksham Town Council
Monthly Financial Statement 31 June 2022

Cash and Bank Balances:

Unity Bank	456,384	
Co-operative Current Account	0	
Assembly General Account	701,494	
Lloyds Short Term Fixed Deposit	51,819	
Lloyds Fixed Term Deposit	0	
CCLA Investment	116	
Credit/Debit Card Control	2,693	
Petty Cash	29	
Bar Float	1,100	
		1,213,635

Debtors (monies owed to council)

H M Customs - Vat recoverable	738	
Bar Stock	3,329	
Debtors and Prepayments	240	
		4,307
		1,217,942

Less: Creditors (monies owed by council)

Suppliers of goods and services	60,545	
Retention Due	8,065	
Other Creditors	5,557	
Salaries Control	0	
Paye, NI and Pension Due	29,360	
Events Control	1,796	
		105,323

Net Cash Available 1,112,619

Represented by:

General Fund

Current Year Surplus	192,415	
Earmarked Reserves Used in year	12,113	
	204,528	
Contribution to Earmarked Reserves	1,268	203,260
General Reserve balance at beginning of year		356,664

Earmarked Reserves

Balance at 1st April 2021	460,706	
Plus; Added in Year	0	
	460,706	
Less: Used to Fund Expenditure	12,113	448,593

Specific Reserves

CIL

Balance at 1st April 2022	51,091	
Plus: Received in Year	1,268	
	52,359	
Less: Used to Fund Expenditure	0	52,359

Solar Farm

Balance at 1st April 2022	51,743	
Plus Received in Year	0	
	51,743	
Less:Used to Fund Expenditure	0	51,743

1,112,619

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17/08/2022

Melksham Town Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance, Admin & Performance</u>							
<u>101 Central Costs</u>							
4000 Salaries ENI & Pension	20,301	90,441	225,000	134,559		134,559	40.2%
4021 Stationery	0	169	2,750	2,581		2,581	6.2%
4023 Advertising	116	1,502	1,750	249		249	85.8%
4024 Equipment/furniture	0	463	3,000	2,537		2,537	15.4%
4026 Photocopying	169	482	1,200	718		718	40.2%
4027 Telephones and Mobiles	24	583	3,000	2,417		2,417	19.4%
4028 Postage	3	63	400	337		337	15.7%
4029 Subscriptions	0	1,804	4,000	2,196		2,196	45.1%
4040 Information Technology/Hardware	1,860	11,848	17,500	5,652		5,652	67.7%
4042 Licences/Software	747	2,732	4,500	1,768		1,768	60.7%
4050 Legal and Professional	0	1,790	0	(1,790)		(1,790)	0.0%
4058 Insurance	0	32,766	9,750	(23,016)		(23,016)	336.1%
4061 Travel and Subsistence	9	54	500	446		446	10.7%
4075 Training	360	1,020	5,000	3,980		3,980	20.4%
4106 Repairs and Maintenance	0	304	0	(304)		(304)	0.0%
Central Costs :- Indirect Expenditure	23,588	146,021	278,350	132,329	0	132,329	52.5%
Net Expenditure	(23,588)	(146,021)	(278,350)	(132,329)			
<u>110 Corporate Costs</u>							
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	48	186	500	314		314	37.2%
4043 HR consultancy	4,180	7,626	5,000	(2,626)		(2,626)	152.5%
4050 Legal and Professional	0	796	3,500	2,704		2,704	22.7%
4057 Accountancy and Audit	600	2,260	12,000	9,740		9,740	18.8%
4076 Health & Safety	0	0	2,500	2,500		2,500	0.0%
Corporate Costs :- Indirect Expenditure	4,828	10,868	23,500	12,632	0	12,632	46.2%
Net Income over Expenditure	(4,828)	472,234	942,704	470,470			
<u>115 Civic and Democratic</u>							
4030 Town Crier's expenses	0	0	300	300		300	0.0%
4034 Councillors' training	35	35	2,000	1,965		1,965	1.8%
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	2,942	2,500	(442)		(442)	117.7%

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4311 Remembrance Day	0	0	2,000	2,000		2,000	0.0%
Civic and Democratic :- Indirect Expenditure	<u>35</u>	<u>2,977</u>	<u>9,800</u>	<u>6,823</u>	<u>0</u>	<u>6,823</u>	<u>30.4%</u>
Net Expenditure	<u>(35)</u>	<u>(2,977)</u>	<u>(9,800)</u>	<u>(6,823)</u>			
151 Grants							
1050 Grants Received	0	10,000	0	(10,000)			0.0%
Grants :- Income	<u>0</u>	<u>10,000</u>	<u>0</u>	<u>(10,000)</u>			
4301 Grants	0	1,980	25,000	23,020		23,020	7.9%
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	0	3,716	3,000	(716)		(716)	123.9%
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	<u>0</u>	<u>5,696</u>	<u>62,500</u>	<u>56,804</u>	<u>0</u>	<u>56,804</u>	<u>9.1%</u>
Net Income over Expenditure	<u>0</u>	<u>4,304</u>	<u>(62,500)</u>	<u>(66,804)</u>			
Finance, Admin & Performance :- Income	0	493,102	966,204	473,102			51.0%
Expenditure	28,450	165,563	374,150	208,587	0	208,587	44.3%
Movement to/(from) Gen Reserve	<u>(28,450)</u>	<u>327,539</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Asset Management & Amenities</u>							
<u>201 Town Hall</u>							
1034 Income Town Hall Bookings	273	2,834	1,000	(1,834)			283.4%
Town Hall :- Income	273	2,834	1,000	(1,834)			283.4%
4100 Gas	0	2,012	4,667	2,655		2,655	43.1%
4101 Electricity	0	1,190	3,334	2,144		2,144	35.7%
4102 Non Domestic Rates	936	3,970	10,000	6,030		6,030	39.7%
4103 Water Rates	804	804	1,800	996		996	44.7%
4104 Window Cleaning	0	535	1,600	1,065		1,065	33.4%
4106 Repairs and Maintenance	269	269	6,000	5,731		5,731	4.5%
4108 Service Contracts	2,596	4,158	10,240	6,082		6,082	40.6%
4109 Trade Waste	0	0	1,200	1,200		1,200	0.0%
Town Hall :- Indirect Expenditure	4,606	12,939	38,841	25,902	0	25,902	33.3%
Net Income over Expenditure	(4,334)	(10,105)	(37,841)	(27,736)			
<u>202 Asset and Amenities</u>							
1027 Income - Amenity Services	487	1,433	4,000	2,567			35.8%
1950 Sale of Assets	1,000	1,000	0	(1,000)			0.0%
Asset and Amenities :- Income	1,487	2,433	4,000	1,567			60.8%
4000 Salaries ENI & Pension	18,617	77,463	225,000	147,537		147,537	34.4%
4027 Telephones and Mobiles	152	607	1,800	1,193		1,193	33.7%
4150 Uniform/PPE	80	563	2,400	1,837		1,837	23.5%
4151 Tools and Equipment	86	102	4,000	3,898		3,898	2.6%
4153 Vehicle Running Costs	527	2,074	7,000	4,926		4,926	29.6%
4156 Vehicle Leasing	979	3,950	13,000	9,050		9,050	30.4%
4163 Repairs and Maintenance	348	1,117	12,000	10,883		10,883	9.3%
4167 Street Furniture and Signage	868	868	10,000	9,132		9,132	8.7%
4177 Churchyard maintenance	350	340	1,500	1,160		1,160	22.7%
4186 Defibrillators	0	770	4,444	3,674		3,674	17.3%
Asset and Amenities :- Indirect Expenditure	22,006	87,855	281,144	193,289	0	193,289	31.2%
Net Income over Expenditure	(20,519)	(85,422)	(277,144)	(191,722)			
<u>203 Allotments</u>							
1045 Income Allotments	60	240	5,000	4,760			4.8%
Allotments :- Income	60	240	5,000	4,760			4.8%
4200 Water Rates - Allotments	0	0	1,800	1,800		1,800	0.0%

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	60	240	2,200	1,960			
204 KGV Pavilion and Car Park							
1046 Income - Pavilion	1,517	1,517	1,500	(17)			101.1%
KGV Pavilion and Car Park :- Income	1,517	1,517	1,500	(17)			101.1%
4250 Telephone - Pavilion	30	127	300	173		173	42.2%
4252 Electricity - Pavilion	(11,857)	(10,758)	2,300	13,058		13,058	(467.8%)
4254 Water - Pavilion	394	394	1,200	806		806	32.8%
4255 Fire Safety Checks	0	0	250	250		250	0.0%
4256 Maintenance - Pavilion	131	4,541	2,000	(2,541)		(2,541)	227.1%
4257 Insurance - Pavilion	0	0	1,200	1,200		1,200	0.0%
4260 Non Domestic Rates - Car Park	829	829	2,000	1,171		1,171	41.4%
KGV Pavilion and Car Park :- Indirect Expenditure	(10,474)	(4,868)	9,250	14,118	0	14,118	(52.6%)
Net Income over Expenditure	11,990	6,385	(7,750)	(14,135)			
205 Public Toilets							
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	140	140	2,000	1,860		1,860	7.0%
4180 Cleaning	1,007	2,897	15,000	12,103		12,103	19.3%
4185 Electricity supply: Toilets	120	496	2,133	1,637		1,637	23.3%
4913 Water	0	(2,065)	2,500	4,565		4,565	(82.6%)
Public Toilets :- Indirect Expenditure	1,267	1,468	21,633	20,165	0	20,165	6.8%
Net Income over Expenditure	(1,267)	(1,468)	(14,133)	(12,665)			
210 Corporate Properties							
1040 Income 31 Market Place	583	2,486	6,900	4,414			36.0%
1048 Income Art House Cafe	500	1,000	6,000	5,000			16.7%
Corporate Properties :- Income	1,083	3,486	12,900	9,414			27.0%
4175 Costs Art House Cafe	0	8	1,000	992		992	0.8%
4178 Costs Roundhouse	54	54	4,000	3,946		3,946	1.4%
4191 Costs 31 Market Place	485	485	500	15		15	97.0%
Corporate Properties :- Indirect Expenditure	539	547	5,500	4,953	0	4,953	9.9%
Net Income over Expenditure	544	2,939	7,400	4,461			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
211 Art House Cafe							
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)			
212 Round House							
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)			
213 31 Market Place							
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)			
215 Depot							
4103 Water Rates	15	60	250	190		190	24.0%
4106 Repairs and Maintenance	480	480	1,500	1,020		1,020	32.0%
4159 Electric - Unit	0	381	2,400	2,019		2,019	15.9%
4160 Leasing	0	779	10,850	10,071		10,071	7.2%
4161 Rates-Unit at Bowerhill	230	685	2,472	1,787		1,787	27.7%
4184 Fire security: Unit	0	0	300	300		300	0.0%
Depot :- Indirect Expenditure	725	2,385	17,772	15,387	0	15,387	13.4%
Net Expenditure	(725)	(2,385)	(17,772)	(15,387)			
220 Play Areas and Open Spaces							
4157 Grasscutting	1,730	5,630	18,000	12,370		12,370	31.3%
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	1,730	6,294	89,100	82,806	0	82,806	7.1%
Net Expenditure	(1,730)	(6,294)	(89,100)	(82,806)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>221 King George V Park</u>							
4199 Materials	0	1,036	10,000	8,964		8,964	10.4%
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	<u>0</u>	<u>1,036</u>	<u>17,200</u>	<u>16,164</u>	<u>0</u>	<u>16,164</u>	<u>6.0%</u>
Net Expenditure	<u>0</u>	<u>(1,036)</u>	<u>(17,200)</u>	<u>(16,164)</u>			
<u>405 Solar Farm Projects</u>							
1182 Solar money received	0	0	38,620	38,620			0.0%
Solar Farm Projects :- Income	<u>0</u>	<u>0</u>	<u>38,620</u>	<u>38,620</u>			<u>0.0%</u>
4500 Solar Money Projects	0	0	38,620	38,620		38,620	0.0%
Solar Farm Projects :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>38,620</u>	<u>38,620</u>	<u>0</u>	<u>38,620</u>	<u>0.0%</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Asset Management & Amenities :- Income	<u>4,420</u>	<u>10,510</u>	<u>70,520</u>	<u>60,010</u>			<u>14.9%</u>
Expenditure	<u>20,400</u>	<u>107,657</u>	<u>525,400</u>	<u>417,743</u>	<u>0</u>	<u>417,743</u>	<u>20.5%</u>
Movement to/(from) Gen Reserve	<u>(15,980)</u>	<u>(97,147)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Community Development</u>							
<u>302 Projects</u>							
4073 Environmental Projects	0	0	1,000	1,000		1,000	0.0%
4074 Neighbourhood Plan	5,590	6,785	5,000	(1,785)		(1,785)	135.7%
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	<u>5,590</u>	<u>6,785</u>	<u>10,200</u>	<u>3,415</u>	<u>0</u>	<u>3,415</u>	<u>66.5%</u>
Net Expenditure	<u>(5,590)</u>	<u>(6,785)</u>	<u>(10,200)</u>	<u>(3,415)</u>			
<u>310 East Melksham Community Hall</u>							
4050 Legal and Professional	0	0	1,000	1,000		1,000	0.0%
East Melksham Community Hall :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
Community Development :- Income	0	0	0	0			0.0%
Expenditure	<u>5,590</u>	<u>6,785</u>	<u>11,200</u>	<u>4,415</u>	<u>0</u>	<u>4,415</u>	<u>60.6%</u>
Movement to/(from) Gen Reserve	<u>(5,590)</u>	<u>(6,785)</u>					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Economic Development							
403 Economic Dev. and Planning							
1030 Income-Melksham Makers Market	0	569	1,000	431			56.9%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
Economic Dev. and Planning :- Income	0	1,845	1,000	(845)			184.5%
4071 Town Floral Displays	0	2,723	10,000	7,277		7,277	27.2%
4080 Melksham in Bloom Competition	0	0	1,000	1,000		1,000	0.0%
4304 Christmas Tree	0	0	1,500	1,500		1,500	0.0%
4308 CCTV	403	403	12,500	12,097		12,097	3.2%
4309 Newsletter	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	0	141	1,500	1,360		1,360	9.4%
4356 Highways 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 Town Development	0	0	15,000	15,000		15,000	0.0%
Economic Dev. and Planning :- Indirect Expenditure	403	5,577	55,750	50,173	0	50,173	10.0%
Net Income over Expenditure	(403)	(3,732)	(54,750)	(51,018)			
Economic Development :- Income	0	1,845	1,000	(845)			184.5%
Expenditure	403	5,577	55,750	50,173	0	50,173	10.0%
Movement to/(from) Gen Reserve	(403)	(3,732)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Assembly Hall							
501 Assembly Hall Central Costs							
1000 Income-Assembly Hall Lettings	2,476	9,318	38,000	28,682			24.5%
1020 Miscellaneous Income	30	30	0	(30)			0.0%
Assembly Hall Central Costs :- Income	2,506	9,348	38,000	28,652			24.6%
4000 Salaries ENI & Pension	6,515	25,585	78,000	52,415		52,415	32.8%
4900 Uniforms	0	0	625	625		625	0.0%
4905 Cleaning Materials	0	0	700	700		700	0.0%
4907 Stationery/Printing/Postage	4	4	600	596		596	0.7%
4909 Licences	0	218	3,600	3,382	3,500	(118)	103.3%
4911 Electricity	0	4,630	13,200	8,570		8,570	35.1%
4912 Gas	34	131	1,000	869		869	13.1%
4913 Water	182	1,085	2,400	1,315		1,315	45.2%
4914 Rates	861	3,442	9,000	5,558		5,558	38.2%
4916 Maintenance-Equipment	680	1,311	10,000	8,689		8,689	13.1%
4917 Service Contracts	725	3,385	7,200	3,815		3,815	47.0%
4918 Maintenance	192	142	12,000	11,858		11,858	1.2%
4922 Publicity & Marketing	210	840	4,800	3,960		3,960	17.5%
4923 Mngement 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	130	600	470		470	21.7%
4929 AIB	0	0	1,800	1,800		1,800	0.0%
4949 Provision/Hire Stage Lights	0	0	1,800	1,800		1,800	0.0%
4958 Event Security	345	345	2,400	2,055		2,055	14.4%
Assembly Hall Central Costs :- Indirect Expenditure	9,747	41,248	156,685	115,437	3,500	111,937	28.6%
Net Income over Expenditure	(7,241)	(31,900)	(118,685)	(86,785)			
510 Assembly Hall Events							
1004 Film shows	0	0	2,000	2,000			0.0%
1173 Live Entertainment	3,155	11,199	43,000	31,801			26.0%
Assembly Hall Events :- Income	3,155	11,199	45,000	33,801			24.9%
4919 Films: expenses and contract	0	0	2,000	2,000		2,000	0.0%
4954 PA and Lighting Costs	150	1,210	6,000	4,790		4,790	20.2%
4960 Live entertainment:	1,571	6,092	40,000	33,908		33,908	15.2%
Assembly Hall Events :- Indirect Expenditure	1,721	7,302	48,000	40,698	0	40,698	15.2%
Net Income over Expenditure	1,434	3,897	(3,000)	(6,897)			

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
520 Assembly Hall Bar and Catering							
1001 Income-Assembly Hall Bar	4,290	17,531	60,750	43,219			28.9%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
Assembly Hall Bar and Catering :- Income	4,290	17,531	82,250	64,719			21.3%
4901 Catering Stock Purchases	0	0	10,752	10,752		10,752	0.0%
4903 Bar Stock Purchases	1,769	6,142	30,575	24,433		24,433	20.1%
Assembly Hall Bar and Catering :- Indirect Expenditure	1,769	6,142	41,327	35,185	0	35,185	14.9%
Net Income over Expenditure	2,521	11,388	40,923	29,535			
Assembly Hall :- Income	9,951	38,078	165,250	127,172			23.0%
Expenditure	13,237	54,693	246,012	191,319	3,500	187,819	23.7%
Movement to/(from) Gen Reserve	(3,286)	(16,615)					

Detailed Income & Expenditure by Budget Heading 31/07/2022

Month No: 4

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Earmarked Reserves</u>							
901 <u>Earmarked Reserves</u>							
1180 CIL Received	0	1,268	0	(1,268)			0.0%
Earmarked Reserves :- Income	0	1,268	0	(1,268)			
9202 Unplanned Maintenance	0	3,767	65,780	62,013		62,013	5.7%
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	0	8,345	290,948	282,603		282,603	2.9%
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%
9249 Jubilee Celebrations	0	0	3,000	3,000		3,000	0.0%
Earmarked Reserves :- Indirect Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Net Income over Expenditure	0	(10,845)	(564,808)	(553,963)			
Earmarked Reserves :- Income	0	1,268	0	(1,268)			0.0%
Expenditure	0	12,113	564,808	552,696	0	552,696	2.1%
Movement to/(from) Gen Reserve	0	(10,845)					
Grand Totals:- Income	14,371	544,803	1,202,974	658,171			45.3%
Expenditure	68,080	352,386	1,777,320	1,424,934	3,500	1,421,434	20.0%
Net Income over Expenditure	(53,709)	192,416	(574,346)	(766,762)			
Movement to/(from) Gen Reserve	(53,709)	192,416					

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17/08/2022

Melksham Town Council Current Year

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Detailed Income & Expenditure by Account 31/07/2022

Month No: 4

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
Income Detail							
1000 Income-Assembly Hall Lettings	2,476	9,318	38,000	28,682			24.5%
1001 Income-Assembly Hall Bar	4,290	17,531	60,750	43,219			28.9%
1003 Income Food and Snacks	0	0	21,500	21,500			0.0%
1004 Film shows	0	0	2,000	2,000			0.0%
1020 Miscellaneous Income	30	30	0	(30)			0.0%
1027 Income - Amenity Services	487	1,433	4,000	2,567			35.8%
1030 Income-Melksham Makers Market	0	569	1,000	431			56.9%
1034 Income Town Hall Bookings	273	2,834	1,000	(1,834)			283.4%
1040 Income 31 Market Place	583	2,486	6,900	4,414			36.0%
1045 Income Allotments	60	240	5,000	4,760			4.8%
1046 Income - Pavilion	1,517	1,517	1,500	(17)			101.1%
1048 Income Art House Cafe	500	1,000	6,000	5,000			16.7%
1050 Grants Received	0	10,000	0	(10,000)			0.0%
1060 MWPC contr. to Market Place	0	0	7,500	7,500			0.0%
1089 Income-Hanging Baskets	0	1,276	0	(1,276)			0.0%
1173 Live Entertainment	3,155	11,199	43,000	31,801			26.0%
1176 Precept Received	0	483,102	966,204	483,102			50.0%
1180 CIL Received	0	1,268	0	(1,268)			0.0%
1182 Solar money received	0	0	38,620	38,620			0.0%
1950 Sale of Assets	1,000	1,000	0	(1,000)			0.0%
Total Income	14,371	544,803	1,202,974	658,171			45.3%
Total Income	14,371	544,803	1,202,974	658,171			45.3%
Total Expenditure	0	0	0	0	0	0	0.0%
Net Income over Expenditure	14,371	544,803	1,202,974	658,171			
plus Transfers from EMR	0	0					
less Transfers to EMR	0	0					
Movement to/(from) Gen Reserve	14,371	544,803					

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Melksham Town Council
Earmarked Reserves 31 March 2023
Schedule E
31.07.2022

	Balance at 1.04.2022	Added in Year	Total Spent	Closing Balance
<u>Earmarked Reserves</u>				
Unplanned Maintenance	65,780		3,767	62,013
Recreation Fund	2,130			2,130
Election Expenses	12,830			12,830
Office Equipment	4,275			4,275
Street Furniture	0			0
Equipment Replacement	21,000			21,000
Green Spaces	10,743			10,743
Major Projects Reserve	290,948		8,345	282,603
Precept Contribution 20/21	45,000			45,000
Town Team Project	5,000			5,000
Jubilee Celebrations	3,000			3,000
	460,706	0	12,112	448,594
<u>Specific Reserves</u>				
CIL	51,091	1,268		52,359
Solar Money	51,743			51,743
	102,834	1,268	0	104,102
Total Reserves	563,540	1,268	12,112	552,696

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Melksham Town Council

Minutes of the Asset Management and Amenities Committee meeting held on Monday 22nd August 2022

PRESENT: Councillor G Cooke (Chair)
Councillor C Forgacs (Vice-Chair)
Councillor G Ellis
Councillor C Goodhind
Councillor C Houghton

OFFICERS: Linda Roberts Town Clerk
Patsy Clover Deputy Town Clerk

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

118/22 Request from an Allotment Tenant

Judith Gradwell, a tenant at the Awdry Avenue allotments, spoke to her request to the Council to maximise food production from Council-owned allotments enabling excess produce to be donated to the Community Larder, to minimise the use of fertiliser, to encourage tenants who aren't cultivating their plots to do better, to improve water supplies on the Council's allotments. She also asked if the Town Council could take over responsibility for mowing the main paths on the allotments and suggested that the allotment plots could be further subdivided to encourage tenants.

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

UNANIMOUSLY RESOLVED to debate this agenda item at this point in the meeting.

The Town Clerk advised members that allotment tenants are not permitted to produce goods to sell and that, technically, plots cannot be sublet. She reminded members that regular inspections of the allotments were carried out by the Finance Officer who engaged with the tenants who weren't cultivating their plots before issuing notices to quit.

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

UNANIMOUSLY RESOLVED to ask the Finance Officer to research options to improve the cultivation of allotments and provide data regarding the issue of warning letters and notices to quit, referring the information gathered to the Parks Working Group to review.

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

UNANIMOUSLY RESOLVED to alter the tenancy agreement to include a clause allowing the donation of surplus produce to a charitable cause or purpose recommend this amendment to Full Council. And, exploring other options, including arranging a public

meeting with allotment tenants to discuss the idea of growing produce for donation to charitable causes, and bringing these back to the next Asset Management and Amenities Committee meeting for consideration.

It was also agreed to research the installation of water troughs in all the allotments to aid the distribution of water.

119/22 Apologies

Apologies were received from Councillors Hubbard, Oatley and Price.

120/22 Declarations of Interest

There were no declarations of interest.

121/22 Minutes

The minutes of 27 June 2022, having previously been circulated, were approved as a correct record subject to the following amendments and signed by the Chair, Councillor Cooke.

Sensory Garden Update – the next Asset Management and Amenities Committee meeting should be 22 August, not 28 August.

The Town Clerk advised members that the recommendation made by the Parks Working Group should have been included in the agenda for the Asset Management and Amenities Committee meeting but could still be debated as a separate agenda item had been included.

122/22 King George V Park

122/22.1 King George V Park Slide

It was noted that the slide had been inspected by ROSPA and had a risk score of 6 out of 26. It was agreed that the remedial works recommended by ROSPA would be carried out by the Amenities Team and the slide reopened on an interim basis until after the Food and River Festival.

Concerns were raised about whether the slide had been supplied to the correct specification. It was agreed that a permanent solution would then be sought to address the issues with the slope, the built-up ground and the churned-up grass on either side of the slide.

122/22.2 Sensory Garden Update

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

UNANIMOUSLY RESOLVED to approve the list of items suggested by the Parks Working Group for inclusion in the tender document to be written for the Sensory Garden and to note that the tender document would encourage creativity.

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

UNANIMOUSLY RESOLVED to recommend to Full Council the use of £80,000 from the Major Projects Reserve for the construction of the Sensory Garden.

The importance of making the Sensory Garden an inclusive place and how this could be achieved was discussed. The additional time which would be required to maintain the Garden by the Amenities Team was also discussed. Councillor Ellis suggested that a benefit/cost ratio should be carried out.

The Town Clerk explained to the committee how the tender process would work.

122/22.3 Consultation re The Pavilion in King George V Park

After some discussion regarding what should and shouldn't be included in the consultation boards and questionnaire and councillors' involvement in promoting the consultation, it was proposed by Councillor Forgacs, seconded by Councillor Goodhind and

UNANIMOUSLY RESOLVED to approve the consultation boards and questionnaire.

123/22 Shambles Festival 2023

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

UNANIMOUSLY RESOLVED to approve the use of the King George V Park for the Melksham Shambles Festival at a charge of £700 to include removal of litter after the event.

124/22 Park Signage

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

UNANIMOUSLY RESOLVED to approve Option A for the park signage subject to the following:

- To include 'Welcome to' in front of the name of the park
- To remove the images of the bicycle and the dog from the signage
- To remove the wording 'Kids Only'
- To ensure that the WhatThreeWords are appropriate
- To include a QR code on the sign linked to a URL listing and mapping all the parks in Melksham, with wording created by Councillor Ellis
- To include the CCTV image only where appropriate
- To include the wording 'Maintained by', not 'owned and operated by'
- To correct the website address to 'Townhall@melksham-tc.gov.uk'
- To ensure that the signs have rounded edges.

125/22 Assembly Hall Working Group

The draft notes of the Assembly Hall Working Group meeting held on 1 August 2022 were received.

126/22 Town Hall Pricing Structure

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

UNANIMOUSLY RESOLVED to approve the Town Hall pricing structure prepared by the Head of Operations.

127/22 East of Melksham Community Centre

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

UNANIMOUSLY RESOLVED to recommend to Full Council that payment of the quotes received from David Sharp Architects be met from budget code 310/4050 – east Melksham Community Hall Legal Professional – balance £1,000 – and that the balance of £5,525 be met from the Major Projects Reserve.

The Town Clerk advised members that a detailed scope of works may be needed before going to tender in view of increasing construction costs.

Meeting Closed at: 8.55 pm

Signed:

Dated:

ALLOTMENT RULES – 1st November 2022

Made by Melksham Town Council in accordance with the Allotment Acts of 1908 - 1950

Throughout these rules the expression “the Council” means Melksham Town Council

1. Any person who, at the time of application to the Council for an allotment garden, is a resident of Melksham Town shall be eligible to become a tenant of an allotment subject to the statutory provision that one person shall not hold allotments acquired under the above mentioned Acts exceeding ½ acre. If a tenant moves out of the area during their tenancy period then their right to an allotment within the Melksham Town area will cease on the next renewal date.
2. The tenant of an allotment garden shall comply with the following conditions:-
 - a) The Tenant must use the plot as an allotment garden only and for no other purpose. The Tenant must cultivate the allotment garden ~~wholly or mainly~~ for the production of vegetable, fruit and flower crops for domestic consumption by themselves or their family. Any surplus produce may be donated to a charitable cause or purpose.
 - b) The Tenant must keep the allotment clean, free from weeds and otherwise maintain it in a good state of cultivation and fertility and good condition and must keep any pathway included in or abutting on the allotment (or, in the case of any pathway abutting on the allotment and any other allotment garden or allotment gardens, the half width of it) reasonably free from weeds.
 - c) If any Tenant has not adhered to the cultivation rules, a first warning letter will be sent outlining the issue(s) and giving the Tenant 4 weeks to rectify it/them. If no significant improvement has been made a Notice to Quit will be issued to the Tenant, giving them a further 4 weeks to rectify the issue(s) specified. Then if no significant improvement is seen to have taken place the Tenant will be sent a third and final letter informing them that their tenancy has ended. The Council has also the right to seek compensation for the clearing of any plot left in an untidy condition.
 - d) New Tenants will have an initial 3-month grace period without inspection, after which they are expected to have at least 25% of their plot cultivated. Plots should be 50% cultivated after 6 months, and 75% cultivated after 12 months. If this is not achieved a tenancy may be terminated and the plot re-let. The only exception is for Tenants taking up their tenancy between December and February – this period will be discounted.
 - e) The Tenant must not cause or permit any nuisance or annoyance to the occupier of any other allotment garden or obstruct or encroach on any path or roadway set out by the Council for the use of the occupiers of the allotment gardens.
 - f) The Tenant must at all times during the tenancy observe and comply fully with all enactments, statutory instruments, local, parochial or other bylaws, orders or regulations affecting the Allotment.
 - g) The Tenant shall not under-let, assign or part with the possession of the allotment garden or any part of it, without the written consent of the Council.
 - h) The Tenant must not cut or prune any timber or other trees, or take, sell or carry away any mineral, gravel, sand, earth or clay without the written consent of the Council.

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- i) The Tenant shall not connect a hosepipe to any water tap on the allotment gardens provided by the Council.
 - j) The Tenant shall not erect any building on the allotment without the written consent of the Council.
 - k) The Tenant shall not use barbed wire for a fence adjoining any path set out by the Council for the use of the occupiers of the allotment gardens.
 - l) The Tenant must not plant any trees or fruit bushes or any crops requiring more than twelve months to mature, without the written consent of the Council.
 - m) The Tenant must not deposit, or allow other persons to deposit, on the allotment any refuse or any decaying matter, except manure and compost in such quantities as may be reasonably required for use in cultivation or place any matter in the hedges or ditches in the allotment field of which the allotment forms part, or on adjoining land. The Tenant must remove all waste generated from the allotment from the site.
 - n) No bonfires are permitted between 1st April and 30th September.
 - o) The Tenant shall not bring any dog into the allotment field of which the allotment forms part, or cause one to be brought in, unless the dog is held on a leash. The Town Council reserves the right to refuse admittance to any dog causing a nuisance.
 - p) No livestock of any kind, except as specifically allowed by statute, shall be kept on the allotment garden.
 - q) With effect from 1 March 2022, allotment tenants are banned from using all chemicals for the control of weeds and pests, including insecticides, pesticides, herbicides, and fungicides. Detailed guidance will be made available. All reasonable care must be taken to ensure that adjoining hedges, trees and crops are not adversely affected when addressing weed issues, and should any damage occur, this must be made good or replanted as necessary.
 - r) The Council shall accept no liability in respect of any claim whatsoever arising from personal injury to the Tenant or any third party and the Tenant agrees to indemnify the Council in respect of any such claim made against it. The Council shall accept no liability to the Tenant in respect of any damage to the allotment or theft of any item or structure placed on the allotment.
 - s) The Tenant shall observe and perform any other specific conditions which the Council consider necessary to preserve the allotment garden from deterioration and of which notice to the applicants for the allotment garden is given in accordance with these rules.
3. The rent of an allotment garden shall be determined by the Council and be subject to periodic review. The rent shall, unless otherwise agreed in writing by the Town Clerk, be paid yearly on 1st March in advance for the period 1st March to the last day of February. If a tenancy is commenced in the last quarter of the tenancy year, then a pro-rata payment will be due. The Tenancy will be terminated by the Council, giving one month's notice, if the rent is in arrears for 40 days or more, whether legally demanded or not.
4. Any member or officer of Melksham Town Council shall be entitled, at any time when directed by the Council, to enter and inspect an allotment garden. The Tenant agrees that the Council shall have the right to refuse admittance to the allotment to any person, other than the Tenant or a member of his family, unless accompanied by the Tenant or a member of their family.

5. Any notice required to be given by the Council to the Tenant may be signed on behalf of the Council by the Town Clerk and may be served on the Tenant either personally or by leaving it at their last known address or by letter sent by recorded delivery service addressed to them there or by fixing the same in some conspicuous manner on the Allotment. Any notice required to be given by the Tenant to the Council shall be sufficiently given if signed by the Tenant and sent in a pre-paid post letter to the Town Clerk. The Tenant agrees to inform the Council immediately of any change of his address.
6. The tenancy will end on the death of the tenant. The Tenant's surviving family may continue with the tenancy, with the consent of the Council and on the signing of a new allotment agreement.
7. The Tenant agrees that any case of dispute between himself and any other occupier of an allotment garden in the allotment field shall be referred to the Council whose decision shall be final.
8. This agreement replaces all previous allotment agreements, if any exist, between the Council and the Tenant, and if not returned signed within 30 days of receipt, serves as 12 months' notice of termination in accordance with the Allotments Act.

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Melksham Town Council

Minutes of the Community Development Committee meeting held on Monday 5th September 2022

PRESENT:	Councillor P Aves (Chair) Councillor G Ellis (Vice-Chair) Councillor C Houghton Councillor S Mortimer Councillor T Price	
IN ATTENDANCE:	Councillor S Crundell Councillor C Goodhind	
OFFICERS:	Linda Roberts Miriam Zaccarelli Christine Hunter	Town Clerk Community Development Officer Committee Clerk

55/22 Apologies

Apologies were received from Councillors Lewis and Oatley.

56/22 Declarations of Interest

There were no declarations of interest.

57/22 Minutes

Councillor Price asked for the minutes of the meeting held on 13 June 2022 to be amended to show Councillor Rabey in attendance.

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

UNANIMOUSLY RESOLVED that the minutes of 13 June 2022 having previously been circulated, were amended to show Councillor Rabey as being present, and were approved as a correct record and signed by the Chair, Councillor Aves.

58/22 Digital Christmas Tree

Councillor Aves explained that Paul Weymouth of Light Fantastic had confirmed that work was progressing on the digital Christmas tree but that sourcing parts was difficult.

The Town Mayor, Councillor S Crundell raised the following concerns:

- information previously given in support of a digital Christmas tree regarding the ecological impact of how the live Christmas tree had been sourced and disposed of.

- the validity of the energy savings quoted when the digital tree had been discussed previously.
- Christmas trees are a farmed crop which provide livings.
- leaving the tree root to rot in situ improved the carbon footprint.
- an artificial tree would need to be kept 20 years to make it ecologically friendly.
- the Council may find that the public were in support of a live tree.

The Town Mayor, Councillor S Crundell suggested sourcing a smaller tree more locally with a chipper being purchased. The chippings could be used to reduce costs of mulching in the park and help to keep the town tidy. Councillor Aves suggested a small charge could be made for residents to use the chipper to offset the cost of purchase.

59/22 Climate Fest 2022

The report of the Community Development Officer was received, and an update on the Climate Fest events planned for 17 September 2022 provided.

60/22 Virtual Hub

The draft notes of the Virtual Hub Working Group meeting held on 30 June 2022 were received.

Members discussed the timeline and the tender process for the implementation of the Virtual Hub.

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

UNANIMOUSLY RESOLVED to suspend Standing Orders for public participation.

Joe McCann of the Melksham Independent News asked whether the Council had considered the impact of the Virtual Hub on businesses within the town who relied on providing advertising services for revenue?

Councillor Goodhind replied that the idea of the virtual hub was to provide a link to other information available for local businesses as a starting point but that the impact on local businesses should be considered.

Councillor Houghton explained that this area of the Virtual Hub would be specifically showing businesses' contact details. The Town Clerk stated that the Town Council could not be seen to promote local businesses.

Standing Orders were reinstated.

Councillor Ellis suggested that the companies involved in the tender process be invited to give a presentation with their bids.

The Town Clerk suggested approving the Virtual Hub specification with the removal of the local directory of businesses to be reviewed and added at a later date.

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

RESOLVED to accept the Virtual Hub specification with the removal the directory of local businesses, to be reviewed and added at a later date.

61/22 Christmas Carols/Fayre/Market

The report of the Community Development Officer was received.

Councillor Aves confirmed that the date for the Christmas Carols was 16 December 2022 and that a meeting would be held with the Vicar to finalise arrangements. Councillor Goodhind suggested that Paul Weymouth be asked to provide lighting and to project the carol wording.

Councillor Price confirmed that the Events Working Group had suggested that the Town Council hold a larger Christmas event this year, with live music in lieu of fireworks. He explained that suggestions for the event included the provision of more market stalls, involving local businesses, proposed road closures, increasing revenue, funding and help needed. Councillor Price asked whether there would be scope for additional admin support to be provided to the Community Development Officer. The Town Clerk confirmed that temporary support could be investigated.

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

UNANIMOUSLY RESOLVED to recommend to Full Council that £5,000 be allocated from General Reserves to hold a Christmas Fayre and Lights event.

62/22 Events Working Group

The Notes of the Events Working Group meeting held on 28 July 2022 were received.

Councillor Price gave an update on the first Events Working Group meeting.

63/22 Melksham Maypole

Councillor Aves explained that:

- the motion was raised in June and that Councillor Mortimer and herself were tasked with investigating which community groups would be interested in using the Maypole.
- work was ongoing and that groups and schools who might be interesting in using/hiring a Maypole would be contacted.
- until evidence to support the event was collected the purchase of a maypole would be deferred.
- a report would be brought to the next Committee meeting for consideration.

Councillor Mortimer suggested holding a maypole event where groups brought their own maypole. Councillor Houghton stated that unless other groups were willing to attend an event with their own maypole he could not support the purchase of one maypole.

The Town Clerk suggested hiring a maypole to start off the process.

Meeting Closed at: 7.58 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Monday 8th August 2022

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

OFFICERS: Linda Roberts Town Clerk
Christine Hunter Committee Clerk

PUBLIC PARTICIPATION: No member of the press were present.

278/22 Apologies

Apologies were received from Councillor Rabey.

279/22 Declarations of Interest

There were no declarations of interest.

280/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 11 July 2022 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

281/22 Planning Applications

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

[PL/2022/05005](#)

UNIT 1, CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD,
MELKSHAM, SN12 8BU

Insertion of rollers shutter in elevation.

Consultation deadline: 05/08/2022 (an extension to the
Consultation deadline has been requested)

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/04826](#)

22 CORNFLOWER WAY, MELKSHAM, SN12 7SW

Extension to an existing drop kerb to allow an extra car to be parked off road.

Consultation deadline: 09/08/2022

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

UNANIMOUSLY RESOLVED to support the application whilst noting the comments made by the Wiltshire Council Highways team.

[PL/2022/00234](#)

2 SHERWOOD WALK, MELKSHAM SN12 7HR

Removal of existing lean to conservatory and construction of garden room extension in replacement.

Consultation deadline: 10/08/2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/05097](#)

1 THORNBANK, MELKSHAM SN12 6JQ

Variation of condition 2 of PL/2021/08810 - Proposed increase in area of grass removed to allow for 6 no parking spaces rather than 3 no parking spaces and to show use of porous tarmac to improve drainage.

Consultation deadline: 12/08/2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/05077](#)

8 BATH ROAD, MELKSHAM SN12 6LP

Notification for Prior Approval under Class MA – Proposed Conversion of Offices to Residential to Form one dwelling.

Consultation deadline: 18/08/2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/05376](#)

37 SARUM AVENUE, MELKSHAM, SN12 6BN

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

Consultation deadline: 22/08/2022

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

UNANIMOUSLY RESOLVED to support the application.

[PL/2022/05564](#)

34 GOLDFINCH ROAD, MELKSHAM, SN12 7FL

Garage conversion with 2no Velux roof lights and new bi-fold doors.

Consultation deadline: 24/08/2022

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

UNANIMOUSLY RESOLVED to support the application on the condition that the garage conversion is not intended to become a separate residential dwelling in the future.

[PL/2022/05597](#)

ADVERTISEMENT CONSENT - UNIT 2, CHALLEYMEAD BUSINESS PARK, BRADFORD ROAD, MELKSHAM, SN12 8BU

High level signs to front, rear and both side elevations.

Consultation deadline: 26/08/2022

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

UNANIMOUSLY RESOLVED to support the application.

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

[PL/2022/05031](#)

MELKSHAM COMMUNITY CAMPUS, MELKSHAM SN12 6ES

Discharge of condition 19 of PL/2021/10087.

Consultation deadline: 27/07/2022 (an extension to the Consultation deadline has been requested)

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

UNANIMOUSLY RESOLVED to object to the application as there was insufficient information provided and to ask for a timeline of the art project which clearly identifies the commencement and completion and to request more detail of the artwork design.

[PL/2022/05081](#)

14 CORFE ROAD, MELKSHAM SN12 6BQ

Change of material from brick to render for both the existing dwelling and extension as granted under planning reference: PL/2021/10296.

Consultation deadline: 04/08/2022 (an extension to the Consultation deadline has been requested)

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

UNANIMOUSLY RESOLVED to object to the application due to the proposed render not being in keeping with the other houses within the street. The Council noted that all property extensions previously approved by Wiltshire Council had been of brick construction. Members felt that a render finish would be detrimental to the street scene and not be in keeping with the surrounding properties.

[PL/2022/04969](#)

8-12 LOWBORNE ROAD, MELKSHAM, Wiltshire, SN12 7DZ
Change of use from E Class retail (ground-floor) and C3 residential (first and second-floors) to C3 residential (5 no. apartments) and proposed alterations and extension required to facilitate the change of use.

Consultation deadline: 05/08/2022 (an extension to the Consultation deadline has been requested).

The Town Clerk stated that as part of the Neighbourhood Plan the Town Council would need to look at the town centre overall as an area to live, shop and socialise and not only as a retail area.

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

UNANIMOUSLY RESOLVED to object to the application due to over development of the site and lack of parking.

282/22 Planning Decisions

Members noted the following planning decisions:

[PL/2022/03954](#)

Proposed Works to Trees in a Conservation Area
1 BATH ROAD, MELKSHAM, SN12 6LL Proposal: S1 - PYRACANTHA - FELL . T1- HAZEL COMMON – FELL.
The tree works are proposed to stop the influence of the tree(s) on the soil below building foundation level and provide long term stability.

Decision: No Objection

MTC Response: No Objection

[PL/2022/02903](#)

OLD STABLE HOUSE 12A HIGH STREET MELKSHAM SN12 6JU
Proposal: Permanent change of use of 2 buildings from use class

E (commercial, business and service) to class C3 (dwellinghouses). Construction of ground floor rear extension to one building (building A) to form kitchen. Replacement of all windows and external doors on all 3 buildings with upvc double glazed units. Internal works to all 3 buildings including new or reconfigured staircases, new kitchen and bathroom facilities. Installation of external air source heat pumps to all 3 buildings.

Decision: Approve with Conditions

MTC Response: No Objection

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.

Decision: Approve with Conditions

MTC Response: Object

PL/2022/03958

ALDI BEANACRE ROAD, SN12 8RP

Variation of condition 1 on 20/08157/VAR to allow extended delivery hours on Sundays and Bank Holidays to be between 09:00 and 18:00.

Decision: Approve with Conditions

MTC Response: Object

Members felt that the planning conditions regarding noise would be broken whenever lorries backed into the site to deliver goods. The Town Clerk responded to a question about challenging breaches in planning conditions advised that in that case a report would be made to the Enforcement Team.

PL/2022/04244

5 CHURCHILL AVENUE, MELKSHAM, SN12 7JL

Single storey extension to form porch and toilet.

Decision: Approve with Conditions

MTC Response: No Objection

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.

Decision: No Objection

MTC Response: Object

Members noted that the Town Council did not object to the planning application.

PL/2022/01218

3 TAMAR ROAD, MELKSHAM, SN12 8AZ
Annexe and Garage extension.

Decision: Approve with Conditions

MTC Response: No Objection

PL/2022/03922

6 REDWING ROAD, MELKSHAM, SN12 7GB
Install PVCu replica roof extension

Decision: Approve with Conditions

MTC Response: No Objection

283/22 Local Highways and Footpath Improvement Group (LHFIG)

The response from the Wiltshire Council Senior Traffic Engineer was noted.

284/22 Sparkle Team and Parish Steward

Councillor Aves asked for the removal of dead weeds on pavements throughout the town centre. She suggested asking the litter picking crew to weed pavements and that members of the public be asked on social media to clear weeds outside their property.

The Town Mayor, Councillor S Crundell, again requested the roundabout weeding and repairs on the A350 roundabouts and that the hedges be cut on Lowbourn car park where they are encroaching over the parking spaces. The Committee Clerk was asked to check with the Parish Steward and Sparkle team whether these tasks were within their remit and confirm the responses to the Town Clerk.

Councillor Goodhind suggested it would be useful if residents were made aware of impending visits by the road sweeper in order that cars could be moved prior to the visit.

Meeting Closed at: 8.30 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Economic Development and Planning Committee meeting held on Tuesday 30th August 2022

PRESENT: Councillor G Ellis (Chair)
Councillor P Aves
Councillor S Crundell
Councillor S Rabey

OFFICERS: Patsy Clover Deputy Town Clerk
Christine Hunter Committee Clerk

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

285/22 Apologies

Apologies were received from Councillors Cooke and Goodhind.

286/22 Declarations of Interest

There were no declarations of interest.

287/22 Minutes

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

UNANIMOUSLY RESOLVED that the minutes of 8 August 2022 having previously been circulated, were approved as a correct record and signed by the Chair, Councillor Ellis.

288/22 Planning Applications

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

[PL/2022/06253](#)

57 ADDISON ROAD, MELKSHAM SN12 8DR

Single storey rear extension to provide a family room/kitchen, utility & garage for a trike motorcycle.

Consultation deadline: 14/09/2022

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

UNANIMOUSLY RESOLVED to support the application

[PL/2022/06070](#)

SOUTHERN ELECTRICITY, 61 SPA ROAD, MELKSHAM SN12 7NU

The installation of an Electric Vehicle Charging Hub with associated infrastructure, boundary fencing, lighting and CCTV,

signage and an extension of existing railings at 61 Spa Road, Melksham.

Consultation deadline: 16/09/2022

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

UNANIMOUSLY RESOLVED to support the application to include the comments that the Town Council would like to have seen additional charging points to the one proposed, and to suggest that the effect of the proposed lighting on nearby residential properties should be considered.

[PL/2022/06110](#)

22 SHURNHOLD, MELKSHAM SN12 8DG

Extension to the rear of the existing garage to create an annex. New extension to the front of the main house with storm porch. Internal alterations.

Consultation deadline: 16/09/2022

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

UNANIMOUSLY RESOLVED to support the application

LEEKES, BEANACRE ROAD, MELKSHAM SN12 8AG

Application for coffee shop with drive-thru facility with associated car parking and landscaping within the car park of Leekes, Melksham.

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

UNANIMOUSLY RESOLVED to support the application with the recommendation that due to the heavy traffic flow on the A350, the current inadequate car park layout be revised to allow better flow of traffic for the whole of the parking area.

289/22 Planning Decisions

The following planning decisions were noted:

[PL/2022/04904](#)

PROPOSED WORKS TO TREES IN A CONSERVATION AREA

3A OAK HATCH PLACE ROAD, MELKSHAM SN12 6JN

T1 – Section fell Magnolia tree to aid nearby shrubs and reduce risk to wall.

Decision: No Objection

MTC Response: Objection to felling the tree but recommended it could be crown lifted after bird nesting time.

[PL/2022/04946](#)

15 QUEENSWAY, MELKSHAM SN12 7JZ

Single storey front extension.

Decision: No Objection

MTC Response: No Objection

290/22 New Premises Licence Application

The New Premises Licence application for The Good Loaf Café, 13 Avonside Enterprise Park, Melksham SN12 8BT was received.

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

UNANIMOUSLY RESOLVED to support the application

291/22 Local Highways and Footpath Improvement Group (LHFIG) Issues

292/22 LHFIG Membership

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

UNANIMOUSLY RESOLVED to include the election of a representative and substitute representative to the Local Highways and Footpath Improvement Group (LHFIG), on the agenda for the Full Council meeting scheduled for 26 September 2022.

293/22 LHFIG Notes of Meeting 4 August 2022

The notes of the LHFIG meeting held on 4 August 2022 were received.

The Town Mayor, Councillor S Crundell, asked for confirmation from the Town Clerk with the that there were sufficient funds in the LHFIG budget to proceed with the agreed works for lighting on St Michael's/Hazelwood Roads (£2,000) and Sandridge Road footway works (£10,000).

294/22 Delegated Decision - Off Street Parking Traffic Regulation Orders for Wiltshire

The approval of the County of Wiltshire (Western Wiltshire) (Off Street Parking Places) Order 2022 was noted.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to remind town residents and businesses of Melksham Town Council's 2-hour parking redemption scheme and to remind Wiltshire Council of their obligations, under the Equality Act 2010, to make

reasonable adjustment by providing parking ticket machines that could be used by disabled people.

295/22 Sealed Traffic Regulation Order - Off Street Parking Orders 2022

The Wiltshire Council Traffic Order Regulation notification of parking charges was noted.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to write to Wiltshire Council to:

- express disappointment that the Traffic Order would come into place without indication of their assurance that no charges would be enforced unless parking was being abused by non-users of the Campus, and
- ask for evidence of work undertaken so far to provide validation of abuse of car parking at the Campus.

296/22 Leasing Disabled Car Parking Spaces from Wiltshire Council

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

UNANIMOUSLY RESOLVED that the agenda item regarding the leasing of disabled car parking spaces from Wiltshire Council be forwarded for consideration at the Full Council meeting scheduled for 26 September 2022.

297/22 Sparkle Team and Parish Steward

Councillor Rabey asked whether a tree overhanging the public footpath at 11 Canon Square could be trimmed to ensure the safety of residents. Councillor Ellis replied he was in contact with the owners and would ask for permission to trim the tree.

Councillor Rabey confirmed that she was in ongoing correspondence with Sainsburys asking them to clear paths of weeds near the river, empty overflowing bins and remove a fallen tree.

The Committee Clerk agreed to confirm with the Town Mayor, Councillor S Crundell, when the request for works on the A350 Roundabout had been sent to the Sparkle Team/Parish Steward.

Meeting Closed at: 8.02 pm

Signed:

Dated:

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MELKSHAM TOWN COUNCIL GRANT APPLICATION POLICY 2022 - 2023

1. Introduction

Melksham Town Council allocates part of its annual budget to give money back into the local area through grants. The purpose of the grants is to bring real improvements to the local community and the lives of the people living there.

2. Process

In order to make the process as clear and fair as possible, applications will be accepted quarterly throughout the year, rather than during a restricted period.

The application form is available from the Town Council Offices or can be downloaded from the Town Council's website. There is no guarantee that grant applications will be successful.

There are three grant types:

- **Room hire grants** enable the Town Council to fund room hire in both the Town Hall and the Assembly Hall for a specified number of events
- **Regular grants** are for applications for less than £ 1,000, which can be applied for quarterly.
- **Major Grants** are awarded annually for up to four years at a time; this offers financial assurance to larger organisations operating within Melksham town. Applications for major grants must be received by 30 September of each year in order to be considered in the Town Council's budget for the following financial year. Major grants will only be awarded to organisations based in the town.

The Finance, Administration and Performance Committee are given delegated authority to approve smaller grants at each meeting throughout the year with a cap of up to £ 1,000 per application.

Each quarter's agreed expenditure would be up to 25% of the total grant fund. Any unspent funding would be carried forward to the next quarter.

Regular grants will be decided by the Town Council's Finance, Administration and Performance Committee, while Major grants will be decided by Full Council in November.

Applications for Regular Grants will be eligible to apply for a second grant in any 12-month period provided the projects are separate.

All applications which meet the eligibility and content requirements will be reviewed by Town Council officers, reporting formally to the Finance, Administration and Performance Committee for a decision. The application form will have personal and sensitive information redacted before it becomes a public document as part of the agenda for the Council meeting.

3. Eligible organisations

Below are examples of types of organisations to which grants may be given:

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

4. Eligibility criteria

To be eligible for funding, applicants must:

- Have a written governing document (for example, a constitution, memorandum and articles of association, set of rules or trust deed).
- Have at least three members on the management committee/board.
- Have a bank or building society current account in the name of the organisation.
- Be a community, voluntary or charitable organisation that works with local communities.
- Have an appropriate safeguarding policy – if working with children and young people or vulnerable adults.
- Have an adopted equal opportunities policy or statement.
- Show evidence that the service provided is needed by the community and that it has community support.
- Show that the grant will benefit people in the area covered by Melksham Town Council or will contribute positively to the Melksham area. The Town Council will only provide funding to assist organisations that are not based in the area, pro-rata for local residents using that service. Grant money must be ringfenced for Melksham residents.
- Be match funded if over £250 (voluntary time can be counted as benefit in kind).

5. Ineligibility

Grants will not be awarded to:

- Private organisations operated as a business to make a profit or surplus.
- “Upward funders”, i.e., local groups whose fund raising is sent to their central Head Quarters for redistribution.
- Organisations who wish to pass on any grant received to other individuals or groups.
- Individuals.
- Organisations whose function is primarily undertaken by the health authority or Wiltshire Council’s Social Services.
- Political organisations or projects.
- Activities that are completely funded from another funding source.
- Organisations that discriminate on the grounds of race, religion, age, gender, transgender, sexual orientation, marital status, pregnancy, or any disability.
- Any expenditure incurred or committed before confirmation of the grant.
- Loans or interest payments.
- Grant applications originating from national organisations or charities
- Schools
- Religious organisations where the grant will be used for religious purposes
- For ongoing running costs. Whilst the Committee will not normally consider applications that cover salaries or rents applications, this will be looked at in exceptional circumstances. The Committee would not support the funding of salaries on a year-on-year basis.

6. Content of grant application

Applicants for grants are required to supply a completed application form, accompanied by the documentation requested below:

- Governing document.
 - Evidence that the grant will benefit people in the Melksham area, according to the attached map showing the Melksham Town boundary.
 - Evidence that the project/service is needed.
 - Evidence of adverse effect on the town if the applicants were unable to continue or were hampered by lack of funds.
 - Current resources of the organisation, including a trading account and balance sheet for the last financial year, including existing bank/building society statements. (Organisations just starting up must submit basic financial information to the satisfaction of the Town Council.)
 - Evidence that other sources of funding have been secured or are being sought for the project (benefit in kind of voluntary time can be counted as match funding).
 - Evidence of environmentally responsible and sustainable practices of the organisation.
- The Town Council reserves the right to request any additional information to aid determination of the grant.

Applicants for major grants are required to supply the above in their initial application, as well as the following:

- the last three years' accounts (where available), certified by an independent examiner or registered at Companies House.
- a business plan for the duration of the grant period.

Each year, major grant applicants are also required to supply details of how the major grant received in the last financial year has been spent. Recipients of major grants are to note that the next grant award will not be paid until the above information is submitted to the council.

7. Bid outcome and conditions

All applicants will be informed in writing of the outcome of their bid. If a bid is unsuccessful, the applicant will be given an explanation of why their bid did not meet the required criteria. If there is a more appropriate source of funding, the organisation will be redirected, thus relieving the demand on the Town Council's resources.

If applicants are unsuccessful, help can be requested from Melksham Town Council to assist in the application process for a subsequent round.

The following conditions must be satisfied by successful applicants:

- The Town Council will request a receipt from the organisation for any grant received.
- Where a group operates in an area wider than Melksham, grant money must be ringfenced for Melksham residents.
- Recognition of the Town Council's support must be given on printed and electronic material produced by the organisation.
- The grant should be spent within six months (12 in exceptional circumstances). A six-month interim report will be required if the money has not been spent.
- A Monitoring Form will be required at the end of the financial year to show how the grant money was spent. The organisation must be able to provide receipts, invoices, and other evidence, if requested. Should the evidence not be received the Town Council can request the return of the funds. In the event of a project/scheme/venture not taking place the grant should be returned to the Town Council for redistribution to other organisations.

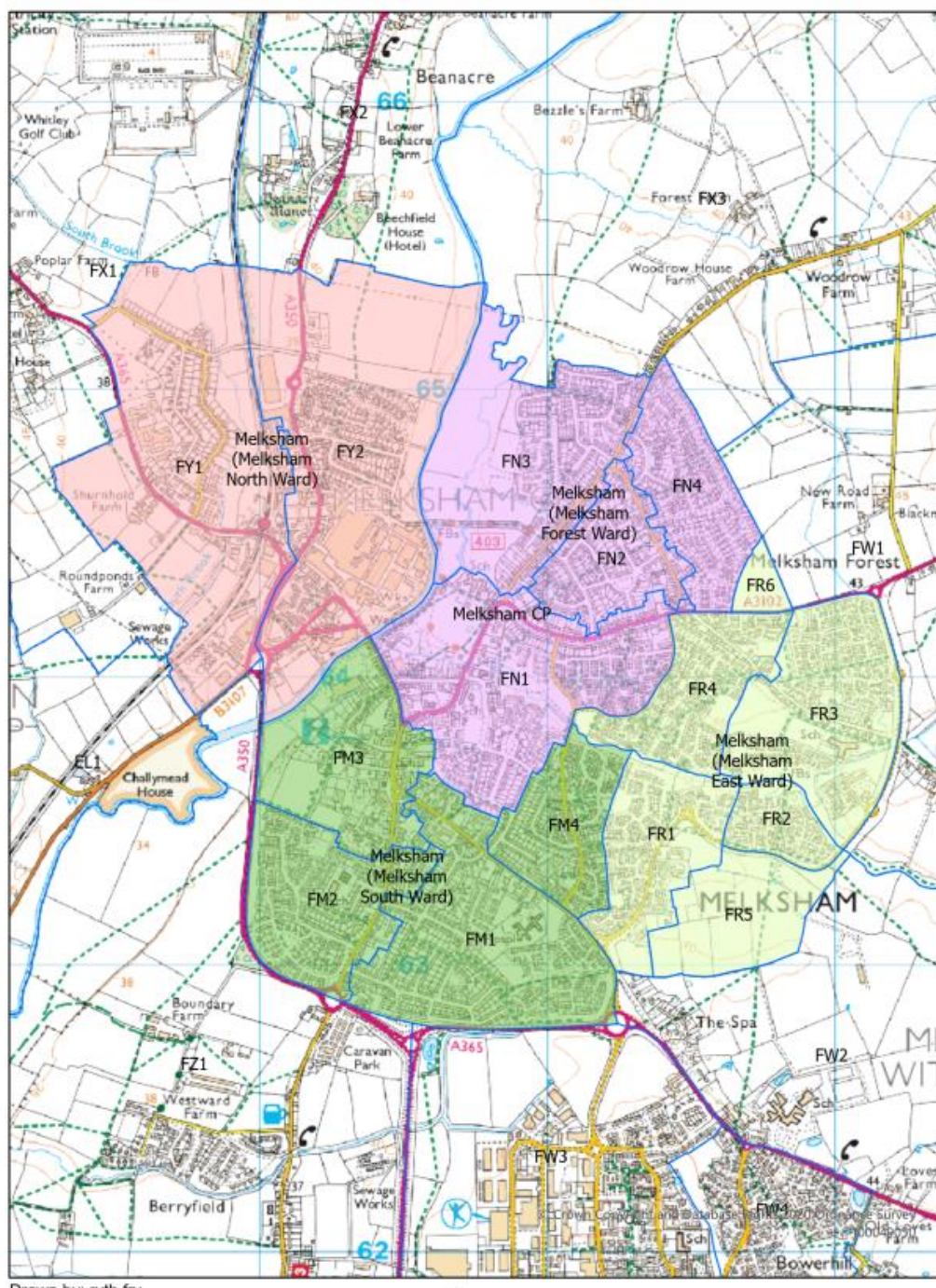
8. Grant Rounds 2022-2023

Round	Open	Deadline	Finance, Admin and Performance Meeting Date
2	25 July	5 September	19 September
3	26 September	7 November	21 November
4	23 January	6 March	20 March

Please send completed application forms by email to miriamzaccarelli@melksham-tc.gov.uk or by post to Melksham Town Hall, Melksham, SN12 6ES.

Map of Melksham Town Boundaries.

Everything inside of the four shaded areas counts as Melksham Town.



Melksham Town Council

Minutes of the Staffing Committee meeting held on Thursday 28th July 2022

PRESENT: Councillor S Crundell (Chair)

Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor J Oatley

OFFICERS: Patsy Clover – Deputy Town
Clerk

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

103/22 Apologies

Apologies were received from Councillors J Crundell and Mortimer who were substituted by Councillors Lewis and Oatley respectively.

104/22 Declarations of Interest

There were no declarations of interest.

105/22 Minutes

The minutes of 14 July 2022, having previously been circulated, were approved as a correct record and signed by Councillor S Crundell.

106/22 Confidential Session

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

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

106/22.1 Staffing Matters

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

UNANIMOUSLY RESOLVED to recommend for approval by Full Council that a full review of Standing Orders, Financial Regulations,

Terms of Reference for committees and sub-committees, the Employee Handbook, the Town Council’s social media policy and GDPR policy be carried out.

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

UNANIMOUSLY RESOLVED to recommend for approval by Full Council that the use of tracked changes on all policy and legal documents be implemented.

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

UNANIMOUSLY RESOLVED to revisit the statement of concern raised by officer E at the meeting of the Staffing Committee following the Staffing Committee meeting when the outcome of the grievance raised against officer A is considered.

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

UNANIMOUSLY RESOLVED to revisit the statement of concern raised by officer F at the meeting of the Staffing Committee following the Staffing Committee meeting when the outcome of the grievance raised against officer A is considered.

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

UNANIMOUSLY RESOLVED to confirm that Councillors Lewis and Oatley would sit on the next meeting of the Staffing Committee, to be held on 5 August 2022 at 6.30pm, when the appeal received by officer D against the outcome of their grievance against officers B and C will be considered.

Meeting Closed at: 9.50 pm

Signed:

Dated:

Melksham Town Council

**Minutes of the Staffing Committee meeting held
on Friday 5th August 2022**

PRESENT: Councillor P Aves
Councillor C Houghton
Councillor L Lewis
Councillor S Mortimer
Councillor J Oatley

OFFICERS: Patsy Clover Deputy Town Clerk

107/22 Apologies

Apologies were received from Councillor S Crundell.

108/22 Declarations of Interest

There were no declarations of interest.

109/22 Minutes

The minutes of 28 July 2022, having previously been circulated, were approved as a correct record and signed by Councillor Houghton.

110/22 Confidential Session

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

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

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

111/22 Staffing Matters

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

UNANIMOUSLY RESOLVED to ask the Town Council's HR advisers to review the appeal submitted by Officer D.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to approach the Deputy Facilities Manager as a separate matter.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to investigate the implementation of gardening leave.

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

UNANIMOUSLY RESOLVED to ask the Deputy Town Clerk to create an appeals panel, comprised of three councillors.

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

UNANIMOUSLY RESOLVED to defer consideration of Officer B's statement of concern until a decision has been made regarding the appeal submitted by Officer D.

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

UNANIMOUSLY RESOLVED to award acting-up pay to the Deputy Town Clerk for the period from 4 July 2022 to 3 August 2022, based on the Town Clerk's SCP.

112/22 Recruitment

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

UNANIMOUSLY RESOLVED to approve the amended job description for the Communications and Events Officer role.

113/22 Time off in lieu (TOIL)

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

UNANIMOUSLY RESOLVED to

- Recommend a change in the opening hours and telephone hours for the Town Hall.
- Recommend a change in working hours for the Town Hall staff.

Meeting Closed at: 7.54 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Staffing Committee meeting held on Tuesday 6th September 2022

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

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

114/22 Apologies

There were no apologies.

115/22 Declarations of Interest

There were no declarations of interest.

116/22 Minutes

The minutes of 5 August 2022, having previously been circulated, were approved as a correct record, subject to an amendment to the attendees, and signed by Councillor S Crundell.

117/22 Confidential Session

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

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

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

118/22 Staffing Matters

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

UNANIMOUSLY RESOLVED to ask the Town Clerk to create an appeals panel, comprised of three councillors.

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

UNANIMOUSLY RESOLVED to appoint said appeals panel to deal with the appeal made by Officer D.

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

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

Members discussed the grievance outcome reports prepared by the Town Council's independent HR adviser, coming to several conclusions. It was decided to arrange a Staffing Committee meeting on 12 September when the grievance outcome reports and proposed next steps could be discussed with the officers concerned.

Meeting Closed at: 10.40 pm

Signed:

Dated:

Melksham Town Council

Minutes of the Staffing Committee meeting held on Monday 12th September 2022

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

IN ATTENDANCE: Councillor L Lewis

119/22 Apologies

Apologies were received from Councillor ???

An apology for absence was received from Councillor ???

An apology for absence was received from Councillor ??? who was substituted by Councillor ???

120/22 Declarations of Interest

There were no declarations of interest.

Councillor (Insert name) declared a disclosable pecuniary interest in relation to minute number (insert number) in respect of (insert title of item) because (insert reason). Councillor (Insert name) withdrew from the meeting during discussion of this item.

Councillor (Insert name) declared an interest in relation to minute number (insert number) in respect of (insert title of item) because (insert reason). Councillor (Insert name) remained in the meeting and took part in the debate on this item.

121/22 Minutes

The minutes of (Insert date), having previously been circulated, were approved as a correct record and signed by (Insert Chairperson).

122/22 Confidential Session

123/22 Staffing Matters

Meeting Closed at: 7.35 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

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INTRODUCTION

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

HOW TO USE MODEL STANDING ORDERS

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

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

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

DRAFTING NOTES

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

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

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

1. RULES OF DEBATE AT MEETINGS

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

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

2. DISORDERLY CONDUCT AT MEETINGS

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

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

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

3. MEETINGS GENERALLY

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

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

meeting.

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

- **they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- t **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

- u The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- v **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

- w **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

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

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

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

4. COMMITTEES AND SUB-COMMITTEES

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

are permitted to attend; and

xii. may dissolve a committee or a sub-committee

5. ORDINARY COUNCIL MEETINGS

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

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

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

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

7. ATTENDANCE AT MEETINGS AND RIGHT TO RECEIVE DOCUMENTS

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

8. PREVIOUS RESOLUTIONS

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

9. VOTING ON APPOINTMENTS

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

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

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

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

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

12. MANAGEMENT OF INFORMATION

See also standing order 22.

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

13. DRAFT MINUTES

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

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

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

an accurate record of the proceedings.”

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

14. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so, required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required, and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 14(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 15(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

15. CODE OF CONDUCT COMPLAINTS

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

16. PROPER OFFICER

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

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

17. RESPONSIBLE FINANCIAL OFFICER

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

18. ACCOUNTS AND ACCOUNTING STATEMENTS

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

19. FINANCIAL CONTROLS AND PROCUREMENT

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

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

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

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

20. HANDLING STAFF MATTERS

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

21. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 22.

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

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 12.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.
- c The Council shall have a written policy in place for responding to and managing a personal data breach.

- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

23. RELATIONS WITH THE PRESS/MEDIA

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

24. EXECUTION AND SEALING OF LEGAL DEEDS

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

- a A legal deed shall be executed on behalf of the Council by the Chair, Vice-Chair or any member of the Finance and Administration Committee.
- b **[Subject to standing order 24(a), any two Councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

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

25. COMMUNICATING WITH UNITARY COUNCILLORS

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

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

27. STANDING ORDERS GENERALLY

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

Reviewed by Full Council and adopted 23 April 2019. Amended November 2019. Revised June 2021. Reviewed by Full Council 28 June 2021. To be adopted 27 September 2021.

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Melksham Neighbourhood Plan

Steering Group Meeting

Date: Wednesday 29 June 2022

Start: 6.30 pm

Present:

Steering Group Members Present

Councillor David Pafford (MWPC)
Councillor Richard Wood (MWPC Sub)
Councillor Jon Hubbard (MTC)
Councillor Gary Cooke (MTC Sub)
John Hamley (MTUG)

Officers

Teresa Strange (MWPC)
Lorraine McRandle (MWPC)
Linda Roberts (MTC)
David Way (WC)

Task Group Members:

Councillor Baines (MWPC)
Councillor Mark Harris (MPWC)
Graham Ellis (MTC)

Planning Consultants:

Vaughan Thompson (Place Studio)

Via Zoom:

Shirley McCarthy (Environment)

MTC	Melksham Town Council
MWPC	Melksham Without Parish Council
WC	Wiltshire Council
MTUG	Melksham Transport User Group

MINUTES

1. Welcome & Housekeeping

Until a new Chair was voted in, Councillor Wood, as the current Chair (albeit a substitute for the meeting) took the Chair and welcomed everyone to the meeting.

The MWPC Clerk pointed out the various fire escapes.

(NB: Shirley had joined the meeting via Zoom. Unfortunately, due to various technical issues, Shirley was only able to listen to the meeting and not take part in discussions)

2. To note new representatives from Melksham Town Council and Melksham Without Parish Council

The meeting was informed that the following Neighbourhood Plan representatives were appointed at the Town Council and Melksham Without Parish Council's respective Annual Council meetings held in May.

Councillor Jon Hubbard:	Melksham Town Council
Councillor Pat Aves:	Melksham Town Council
Councillor John Glover:	Melksham Without Parish Council
Councillor David Pafford:	Melksham Without Parish Council

3. To note apologies

Apologies were received from Councillor John Glover (MWPC) who was unfortunately having to attend a funeral and therefore Councillor Richard Wood was substituting. Apologies had also been received from Councillor Aves (MTC) who was attending another meeting with Councillor Gary Cooke substituting.

Apologies had also been received from Chris Holden who was unwell and Colin Harrison who was on holiday.

The MWPC Clerk informed the meeting that no apologies had been received from Wiltshire Councillor Mike Sankey (representative for the Area Board).

Members of the various task groups had been invited to attend the meeting; therefore, the following were in attendance and introduced themselves:

	Task Group(s)
Councillor Alan Baines (MWPC)	Housing, Bypass
Councillor Mark Harris (MWPC)	Housing, Bypass & Canal
Councillor Graham Ellis (MTC)	Heritage, Bypass

4. To elect new Chair & Vice Chair of Steering Group

Councillor Wood explained that he had stepped down as being a representative of the parish council for the Steering Group and was only in attendance at this meeting as a substitute. He was the outgoing Chair of the Steering Group and had been on the Steering Group, and its Chair, since the beginning of the process, for a number of years. In line with the Terms of Reference, the Chair of the Steering Group was elected every June, and therefore sought nominations for the Chair.

Councillor Baines proposed Councillor David Pafford as Chair.

The MWPC Clerk explained only Steering Group members were able to vote and nominate at present, as per the Terms of Reference, however, these were due to be reviewed later in the meeting.

Therefore, Councillor Wood nominated Councillor Pafford as Chair and sought a seconder.

Councillor Hubbard expressed concern that there was a perception that the parish council were leading the Neighbourhood Plan process. He noted that in the past that the Town Council had not been as engaged in the process as they could have been and therefore wondered if a Chair from the Town Council should be sought in order that residents would feel the Town Council were more involved.

Councillor Hubbard stated that he understood originally that there was supposed to be a rotating Chair from the respective councils each year which had not been the case, and whilst appreciating the involvement of Councillor Wood as Chair in the Neighbourhood Plan process to date, realised it was the Steering Group's decision.

The MWPC Clerk clarified that there was no rule regarding a rotating Chair between both Councils (as per the Terms of Reference, which had been agreed by both councils) and that the position of Chair had come up every year for the past 8-9 years and during this time Councillor Wood has been the only person to be nominated Chair with no other nominations coming forward from the group, including from the Melksham Town Council representatives.

Councillor Wood sought further nominations, with Councillor Jon Hubbard stating as he had raised the issue, he would put himself forward as Chair, noting Councillor Aves as the other Town Council representative was not present.

Unfortunately, there was no seconder for either Councillor Pafford or Councillor Hubbard, and it was agreed to defer appointing a new Chair until the next meeting. Councillor Wood continued chairing the meeting.

5. Declarations of Interests & Register of Interests

There were no declarations of interest, with a reminder for those who had not already done so to complete a Register of Interest Form for interests in the whole of the Neighbourhood Plan area.

Forms were handed to Councillors Jon Hubbard and Gary Cooke to complete and return.

6. Public Participation

There were no members of public present.

7. To agree Minutes of Meeting held on 27th April 2022

Resolved: To approve and for the Chair to sign the minutes of the meeting held on 27 April 2022.

8. To review Terms of Reference

The MWPC Clerk explained the Terms of Reference had been reviewed by the Steering Group in early 2021 and agreed by both councils as qualifying bodies, however there had been a recent question from the Town Council regarding point 7.4 regarding “dual hatted” councillors as they felt this prevented Town Councillors, who were also Wiltshire Councillors, being Steering Group members.

7.4 If a Steering Group Member is a member of more than one organisation, they should declare their wider interest. Members must not be ‘dual hatted’, for example, they cannot be a town, parish or Wiltshire Councillor if representing a community group.

The MWPC Clerk explained that this rule had been applied when a representative was recently sought from MTUG (Melksham Transport User Group) as Graham Ellis had been nominated but was not eligible under the Terms of Reference as a Melksham Town Councillor.

The MWPC Clerk also explained the Steering Group had previously consisted of Leads of the various task groups, with voting rights, during the drafting stage of NHP#1 and asked if the Steering Group wished the current Leads on the various task groups to join the Steering Group as previously, with voting rights.

Councillor Pafford proposed the Leads from each task group join the Steering Group as voting members, as this gave the group a broad spectrum of people on the group and hopefully more people attending meetings.

Councillor Hubbard expressed concern at widening the group to include the Leads from the various Task Groups, as some may be town or parish councillors and stated the Steering Group needed to consider if a Town Council representative who was also a Wiltshire Councillor was eligible to join the Steering Group under the current Terms of Reference, and expressed frustration at the current rules.

Councillor Pafford at this stage withdrew his proposal that Leads from the task groups join the Steering Group.

Councillor Wood felt if a Councillor was also a Wiltshire Councillor or a member of an organisation, they could be on the Steering Group but would only get one vote.

Councillor Pafford noted other minor amendments needed to be made to the Terms of Reference with regard to the Core Strategy and timings of meetings to reflect current practice.

Resolved: For both councils to approve amendments to the Terms of Reference as follows:

Point 7:4 to read as follows:

If a Steering Group Member is a member of more than one organisation, they should declare their wider interest (*removing the reference to “dual hatted” members*)

Point 10.1: The Steering Group will meet as required *rather than monthly*.

Point 10.2: Meetings will convene no earlier than 6.00pm and no later than 7.30pm and last for 2 hours.

Reference to the Core Strategy throughout the document to be amended to the Local Plan where appropriate.

9. To receive update on Task Group work to date, progress with Locality Technical Support packages and agree next steps

Vaughan updated the Steering Group on the recent work undertaken by the various task groups.

a) Housing

i. Housing Needs Assessment and Housing Needs Local Survey

A draft Housing Needs Assessment has been provided by AECOM via Technical Support and a local Housing Needs Survey has also been undertaken and the results collated which will provide a data approach specific to the neighbourhood plan area. Some aspects had been broken down where possible into the settlements of Melksham & Bowerhill, Shaw & Whitley and the wider rural area to align with the Core Strategy and Local Plan Review settlements.

The next steps for the group will be to review AECOM's work and completion of the survey work, which will provide the material to produce potentially a new housing policy to meet local housing needs. This will require developers to demonstrate how they considered the local type and tenure requirements in their proposals to meet the specific needs of the community. It can also influence housing allocations to ensure they respond to the community's housing needs.

ii. Site Assessment

The housing allocation/call for sites work is currently underway. Vaughan thanked both the Clerk to Melksham Without and David Way who had pulled together a long list of sites (currently circa 90 sites) which would need to be assessed for their suitability and sustainability. These sites will feed into an assessment process by AECOM via Technical Support and will take 12-16 weeks to complete. The next steps will be for the Steering Group to select the preferred sites later in the Autumn.

Vaughan explained this process will take some time to complete and extend into the Autumn, when it was hoped that the Local Plan would be available, in order to see what Wiltshire Council were proposing in terms of housing numbers and locational strategy. The choice of sites and number of houses for the NHP#2 to allocate can be informed by the Local Plan, with a meaningful amount required to ensure that NHP#2 sustains and refreshes its NPPF Paragraph 14 protection.¹

Vaughan explained Berryfield appeared to have been enveloped in the urban area in AECOM's report and this would be fed back to AECOM with a request it is put back to a small village.

David explained as a small village Berryfield will only take infill development as per the current Wiltshire Council policy.

Councillor Baines highlighted recent revisions of parish boundaries between the town and parish had also not been taken into account in AECOM's report.

b) Design Codes (including update on Wiltshire Council Design Code)

Vaughan explained this policy was going to be strengthened with a character statement and design code for the whole of the neighbourhood plan area. The group had obtained Technical Support to provide design characteristics for the different parts of Melksham and Melksham Without. The work has been approved and will start shortly.

Vaughan sought members from the steering group or task group to assist AECOM with this and suggested sending out an email for volunteers after the

¹

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

meeting. Wiltshire Council will be looking at more strengthened design policies and will be more specific.

The next stage will be to get the design code work from AECOM, review it and approve it.

c) Town Centre Master Plan

Vaughan explained the town centre featured as a Policy and a Priority Statement in the existing Plan, with good progress being made on this work with AECOM.

A meeting had taken place with AECOM and a Town Centre Master Plan brief produced which cut across Priority for People and also looked at connectivity between the rest of the Neighbourhood Plan area.

Vaughan explained the plans had to focus on things that can be delivered through planning but could talk about non planning items which are material to the future vitality of the town centre.

The next stage would be to appoint AECOM to do a Town Centre Masterplan via Technical Support.

Councillor Wood asked how this work fitted in with the work the Town Council had already undertaken.

The MTC Clerk clarified the Town Council had agreed the Neighbourhood Plan would do this wider work with any implications to be considered by the town council as they arose.

Councillor Hubbard explained the Masterplan had not come to council as yet, but a proposal regarding Priority for People had been put to the Parish Council.

The MWPC Clerk explained the Priority for People proposal had gone to a recent Full Council meeting and a response would be forwarded to the Town Council in due course. The Parish Council wanted to understand the substance of what the Town Council were trying to achieve and who would be meeting the costs involved in achieving some of the proposals. As an example, easy walking routes to schools was one of the first things on the list but they were aware of the high costs of these highway works, with only short section of footway in the parish recently costed at £100,000.

Councillor Hubbard explained the plan needed to cover the whole community in order to be an effective document which is used, and needed all stakeholders to be involved in order for proposals to be achieved.

Councillor Baines felt Priority for People extends beyond the Neighbourhood Plan area and therefore needed to include those communities as well.

Vaughan clarified the Town Centre Masterplan was not Priority for People, but could provide spatial representation on how things can be, and should be, delivered, such as connecting the town centre to communities.

Vaughan explained the next stage would be to get the Town Centre Masterplan underway as soon as possible, dovetailing design coding and character work with the Town Centre Master Plan in order to get a joined-up approach.

Vaughan explained the Priority Statement for the Town Centre had also been discussed and along with the Policy would need to be updated, particularly as national legislation for Use Classes relating to town centres had been changed since the production of the current Neighbourhood Plan.

Vaughan explained other resources were available which could help with the Town Centre Master Plan, including resources from Wiltshire Council.

d) Local Green Spaces

Vaughan explained this identified local green spaces which are valuable to the community and qualify for designation as Local Green Space, which gives similar support in planning terms to a piece of land in a green belt.

The task group were currently working through a list of approximately 280 sites which had been identified by the community as important green spaces.

The next step is to review the list to get down to a deliverable short list of sites to be assessed against a strict criteria.

Vaughan explained engagement would also need to take place with the landowners of those sites which are considered suitable for designation as Local Green Spaces, in order for them to consider the appropriateness of this designation and have an opportunity to object to proposals.

Councillor Pafford explained one Neighbourhood Plan elsewhere in the county had identified where they wanted housing, but not where they didn't want housing which then was queried at Appeal, and asked whether this would be the same with green spaces.

Vaughan explained those sites which were eligible and pass the criteria would be okay as they would be protected as designated Local Green Spaces. However, those sites which did not meet the criteria would be vulnerable but

could be identified as spaces of local value and be given material consideration. Therefore, a way of optimising protection for those sites which did not meet the necessary criteria needed to be found.

David Way sought clarification of designation of spaces of local value against an area being designated as a local green space, which in the National Planning Policy Framework (NPPF) would hold more weight.

Vaughan explained the Neighbourhood Plan had policies on green infrastructure and the green environment and therefore there would be an evidence base which would show those areas identified by the community which were of local value, but did not meet the criteria to be designated as a Local Green Space. David explained it would be helpful if sites put forward could be listed as part of the Neighbourhood Plan, as part of the evidence base.

Vaughan explained he had taken on board the comments raised on this issue and would look at ways of including those sites put forward, but not meeting the relevant criteria, in the Neighbourhood Plan.

e) Local Heritage Assets

Vaughan explained that Local Heritage Assets were for assets that did not meet the criteria to be 'Listed' but were still of value to the local community. A shortlist had been collated of assets put forward by the community and were currently being assessed. Owners would have to be consulted and those meeting the relevant criteria would be part of the evidence base for the heritage policy, this will enable both councils to respond to planning applications by referring to those on the list.

Councillor Wood mentioned Kelly's Lamp on Bowerhill, which was a local asset. Vaughan agreed to check Kelly's Lamp was included on the list of Heritage Assets for consideration.

Graham, as a member of the Heritage Task Working Group, explained only 7 or 8 had been nominated and were being reviewed currently and asked if an asset was of extreme value if it could be considered for being 'Listed'.

In the same vein, the MWPC Clerk stated the Parish Council had previously asked if The Spa could be considered as a Conservation Area but unfortunately there seemed to be no appetite at the time from Wiltshire Council or Historic England and therefore asked if the Neighbourhood Plan could give The Spa more than Listed status.

Vaughan explained there was a separate process through Historic England to list buildings, but would investigate the process, which would be outside the Neighbourhood Plan, but the site could be included as a local heritage asset.

David Way explained that as The Spa buildings were Listed, their setting was of great weight in the planning process.

f) Climate Issues

Vaughan explained this was about strengthening the existing commitments and actions for sustainable development and climate change responses in the neighbourhood plan. Wiltshire Council had advanced their climate strategy and other Neighbourhood Plans since Melksham's was adopted have pushed the envelope in their responses to climate change and sustainability and it was worth investigating these.

Vaughan explained Katie Lea from Place was assisting on this and had provided a topic paper for the task group to review and look at additional potential policy and evidence, and what pointers to best practice should be referenced in the neighbourhood plan.

g) Implications of Bypass

Vaughan explained the implications of the bypass had been included as a Priority Statement in the current Neighbourhood Plan. There was a need to get the priority statement factual and to consider how the Neighbourhood Plan represented the communities' views.

The task group had met the project engineer for the scheme in order to understand the latest on the project.

Vaughan explained the next stage would be to craft and refresh the Priority Statement in the Neighbourhood Plan. After this, it would be to agree the level of support which is given in the Neighbourhood Plan to proposals, once more information is released on the project. Trajectory of housing would also be a critical path.

h) Implications of Canal Link

Vaughan explained the task group were trying to arrange a meeting with the Wilts & Berks Canal representative to get the latest update on the project, to inform the position of the Neighbourhood Plan Priority Statement review.

The current Wiltshire Council Core Strategy protects the route of the proposed canal link; therefore it is not the job of the Steering Group to protect a route.

However, he understood there is a concern regarding proposals for enabling development.

Councillor Hubbard queried whether the group could be confident the new Local Plan would protect the route of the proposed canal.

David Way explained it should do, but could not say for sure and explained that the Wilts & Berks Canal Group had recently produced a vision document with a safeguarded route which still went through Berryfield, behind the New Inn Pub, and followed the same route as previously detailed.

David explained the Local Plan would probably safeguard a Bypass route as well and understood consultation was taking place on a slightly revised route following feedback. He was hopeful that by the time Wiltshire Council went out to Regulation 19 consultation on the Local Plan later in the year, there would be a safeguarded route for the bypass, as with the canal.

David asked when the Steering Group hoped to go out to Regulation 14 in the Autumn and whether this would be prior to the publication of the Local Plan in the Autumn, as there would be quite a few things in the document the Steering Group would need to take into account.

It was agreed the Steering Group aimed to go out to Regulation 14 after the publication of the Local Plan Review, as long as the publication of the Local Plan did not slip several months, given the tight timeframe.

Vaughan explained the site assessment work may not come back until October and then the Steering Group would have to make the choices about the sites and which to include in the Neighbourhood Plan. It would then need complete the SEA (Strategic Environmental Assessment) and HRA (Habitats Regulations Assessment) on those proposals with the Plan being appropriately amended and refined before going out to Regulation 14 consultation. Vaughan anticipated that the Reg 14 consultation would be ready at Christmas/New Year time and would be informed by reviewing in line with the Local Plan.

Concern was expressed that the group only had 1 year left to get the review done in order to keep the 2 years protection from a lack of 5-year land supply, provided by Paragraph 14 of the NPPF.

Councillor Pafford sought guidance on what stage Wiltshire Council would give weight to the Neighbourhood Plan in determining speculative planning applications.

David clarified that pre-Reg 14 consultation, or even during the consultation, that the Neighbourhood Plan would have little weight; only when the Plan had

been submitted and was going through the Examination process would it have more weight.

Concern was expressed at the delay in the Local Plan and the impact on the Neighbourhood Plan review and the need to keep in step with the Local Plan Review in order to adhere to policies in the Local Plan.

David felt that it was not the intention of the Government for groups to keep updating their Neighbourhood Plans every 2 years to keep Paragraph 14 protection.

Vaughan explained that as the Neighbourhood Plan consultant he would need to make sure the Neighbourhood Plan did not conflict with the emerging Local Plan and therefore was sound when going forward for examination.

i) Request for screening opinion for Strategic Environmental Assessment (SEA) and Habitats Regulation Assessment (HRA)

Vaughan explained as the Plan will be allocating a site(s) there will be a requirement for an SEA and HRA.

David had enabled a draft screening opinion on the SEA, with a request being submitted to Natural England, the Environment Agency and Historic England, requesting comments within 5-6 weeks.

Vaughan explained that an SEA usually happens at the end of the draft Plan process but David had been helpful in providing a draft opinion to allow the application to Locality for Technical Support for AECOM to progress this week. The aim was to drip feed components of the updated policies etc to AECOM to undertake this piece of work during the coming months, whilst waiting for the housing elements to progress and this should speed up the whole process, rather than doing it all at the end and adding delays.

David explained that with regard to the HRA screening a draft plan would be required in order to do this. The first Plan did not need an HRA, which will be undertaken by Wiltshire Council, as the area does not have a lot of European sites or sensitive sites compared to other areas and only allocated a site for 18 houses. It was possible that an HRA would be required for the review Plan however if larger site/s had housing allocations.

j) Policy Review

Vaughan explained that following the Appeal hearing for the site to the rear of Townsend Farm, the Planning Inspectorate had noted that there was no specific buffer protection in place in any of the policy frameworks. Therefore, there was an opportunity in the Plan review to consider advancing a new

green buffer/green wedge policy to identify the areas of the rural environment between Melksham and its neighbouring settlements to ensure there is no coalescence or erosion of the green environment, which is part of local distinctiveness.

David agreed this would be a good idea, other Plans had done similar in order to prevent coalescence and would be considered a Landscape Gap policy. Members discussed examples of where the question of areas to be protected had arisen before; such as between Bowerhill and the canal, between Melksham and Beanacre, between Melksham and Shaw & Whitley; between Shaw and Whitley, between Melksham and Bowerhill, and between Melksham and Berryfield.

10. To review Programme Dates

Vaughan explained the group was on programme with all of the topics and explained that the meeting today had been picked as a logical date in the programme as a lot was happening with the evidence gathering exercises, which were coming to an end, or where Technical Support had been granted and various assessments were being undertaken and reports produced.

In the next 3 months the policies would start to be shaped, with the site assessment work running for a bit longer. Therefore, the housing allocation will be later in the programme and there will need to be further discussion with Wiltshire Council regarding the Local Plan to understand housing numbers and strategic sites.

The MWPC Clerk clarified that with regard to the Landscape Gap assessment work that this would be outside the current approved quote from Place; and therefore, required a resolution to take forward a request for additional funding from the parish and town council.

Vaughan explained such a policy would need to be based on a robust landscape assessment which would stand up to challenge by a landscape advocate for a developer. It would need to be defined on robust landscape grounds and assessed by a Chartered Landscape Architect. The work would take approximately 3-4 days' work. If this was based on the standard consultant daily rate of £500 (as this is the maximum rate that Locality accepted for such work, so a good baseline indicative figure) it would cost about £2,000-£3,000; this would provide an effective robust evidence base for a policy; to enable it to stand up against future challenge or scrutiny.

Councillor Pafford proposed this, which was seconded by Councillor Hubbard.

It was noted the costs of undertaking this work would have to be split between both councils, with the MTC Clerk expressing a concern the Town Council had already spent the budget set aside for the Neighbourhood Plan Review.

Resolved: To instruct a Chartered Landscape architect to undertake work in order to formulate a landscape gap policy, pending both Council's funding approval.

11. To approve latest invoices and note current financial report.

An invoice from Place for £5,540.46 (£6,648 including VAT) had been received and related to work undertaken on the Housing site selection and other work and included travel expenses. Apart from the travel expenses the rest of the invoice would come from the £10,000 Locality grant funding.

The MTC Clerk understood further Place invoices had been received earlier in the day, but would investigate.

The MWPC Clerk explained there had been 3 full page adverts in the Melksham News, which the Town Council should have received the invoices, which would come out of grant funding.

Vaughan stated the last invoice took over a month to be paid and as only a small company they were unable to carry such debt and therefore asked if payments could be paid within the 30 days payment period.

The MTC Clerk explained she would investigate why the payment had been late but hoped going forward this would not be the case, as the Town Council now had the capability to pay by BACS.

12. To receive update on Appeal APP/Y3940/W/21/3285428 for 20/07334/OUT - Semington Road, Melksham, SN12 6EF and next steps undertaken

David explained the approval of the plans was not what everyone had expected, including Wiltshire Council, with the appeal been won, as the developer had changed the allocation from market value housing to 100% affordable housing at Appeal stage. The Inspector had given great weight to the need for affordable housing in Wiltshire and therefore this swayed his opinion.

David explained that when looking at Paragraph 14 of the National Planning Policy Framework (NPPF), which gives areas with a Neighbourhood Plan protection for 2 years from speculative, not Plan led, development, the Inspector had said the Melksham Plan had met all four of the criteria, where there is a newly made neighbourhood plan and the adverse impacts are likely to significantly and demonstrably outweigh the benefits of the housing proposal.

David believed the original proposal, which was policy compliant with 30% affordable housing would not have been allowed at Appeal and from reading the Inspector's report did not think he had discussed the adverse impacts of having 50 affordable houses in one place as normally the policy is to spread affordable housing within a development.

Councillor Wood asked what lessons had been learnt from the outcome of the appeal.

David explained Wiltshire Council had refused the application and defended it at the hearing, as best they could. The decision was not based on the lack of 5-year housing supply and only need a 3-year land supply to afford Paragraph 14 protection.

Councillor Wood asked if another application for 50 affordable houses came along elsewhere would this be defensible.

David explained consideration would need to be given to the appeal decision and as a different site they would look at other impacts i.e. landscape, biodiversity etc and refuse on those reasons and defend those reasons at appeal.

Councillor Pafford asked if the developer were to come back with another application for market value housing on all or part of the site due to lack of viability what would be the response of Wiltshire Council.

David explained this could happen, and in all likelihood would be refused as the appeal was won as the application was changed to 100% affordable housing. Most developers would not put in an application for 100% affordable housing as it was not profitable. If a developer came forward with 60% or 70% affordable housing it would likely be refused given the fact the Neighbourhood Plan has recently been made. However, it could be appealed by the developer and Wiltshire Council would have to defend their decision.

David expressed frustration that officers' time was taken up in defending appeals, which are time consuming, as this meant their time was taken away from obtaining a 5-year land supply position.

Vaughan asked if there was any other course of action which could be taken in challenging the Inspector's decision, if considered to be unacceptable.

David explained a judicial review could be requested or Wiltshire Council could challenge the decision made. Wiltshire Council, as the Local Planning Authority, would have to request a judicial review but there are significant cost implications in doing this. It would also be hard for Wiltshire Council to put forward the

argument that Wiltshire does not need affordable housing and whether a Judge would dismiss the Inspector's decision on this.

Councillor Baines expressed concern at having affordable housing in one location.

Councillor Hubbard felt in the end it may have to be accepted that the Appeal was lost, despite an understanding that 100% affordable housing was against planning policy and hoped there would be officer support at Wiltshire Council to reject any subsequent plans which are submitted by the developer for a change in the scheme as the development is no longer viable.

Vaughan expressed concern that the Inspector had not taken account the Core Strategy's balanced community policy in arriving at his view on the balance of the benefits outweighing the harm. He felt it was not about whether the Inspector's view on 'balance' was right when it came to the appeal, but about whether he took account of a policy and whether his decision is sound and compliant.

David explained he had expressed his opinion and that of the Steering Group at a higher level in Wiltshire Council and he had proposed they look into getting legal advice into a legal challenge/judicial review. The 50 affordable houses will be of different tenures, with some social housing as well as First Homes and shared homes.

The MWPC Clerk explained that the Parish Council had written to Parvis Khansari (Wiltshire Council's Corporate Director of Place), to seek assurance of how officers in the future were going to treat any speculative development applications in the Melksham Neighbourhood Plan Area, bearing in mind it had met Paragraph 14 conditions, and secondly what would Wiltshire Council do if the applicant were to come back with a revised scheme using the viability argument.

Parvis Khansari had written back to say he had forwarded the Council's concerns to the Head of Planning to investigate.

The MWPC Clerk also explained that the Townsend Farm Residents Association had written to Michael Gove MP as head of the Department for Levelling Up, Housing and Communities, as well as their local MP, to express frustration at the decision, given all the hard work undertaken by the Neighbourhood Plan Steering Group. Michelle Donelan MP had responded to say she was looking into arranging a meeting with the Housing Minister, to discuss the concerns. The Parish Council had written back to Michelle Donelan MP to say the Council would support such discussions and would like to be part of that meeting.

David explained he hoped the Government would look at this, as most neighbourhood plan groups would wonder whether it was worth continuing.

The MWPC Clerk noted the development did not make any contribution to the canal in the s106 unilateral agreement, which was in the original report as a condition and felt it would be interesting to understand who and why this had been taken out of the new Unilateral Agreement.

Councillor Baines explained the developer had only put forward the first half of their land holding and would probably come back with the other half of the site, which is Grade 2 agricultural land and what the reaction would be from Wiltshire Council as this would be for market value housing presumably to make the whole site viable.

Resolved: To write to Parvis Khansari, Corporate Director Place to ask if Wiltshire Council are happy that the Planning Inspector took heed of the Wiltshire Council policies regarding balanced and inclusive communities on this Appeal decision, and if the impact of 50 affordable housing dwellings in one place was considered appropriately.

13. Latest WALPA (Wiltshire Area Localism Planning Alliance) update

The Steering Group noted the various reports and update from WALPA.

14. To agree date and venue of Next Meeting of Steering Group

Vaughan suggested as there was plenty of work for the various task groups to undertake that the next Steering Group meeting be held at the end of September in order the evidence collated could be presented.

Resolved: The next Steering Group meeting to be held on 28 September at 6.30pm (Venue TBC)

Meeting closed at 8.35pm

Signed
Chair, 28 September 2022

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Melksham Neighbourhood Plan Update for the Area Board Meeting: Wednesday 21st September 2022

To provide update further to local consultations and evidence gathering exercises that have taken place over the summer months as part of the Melksham Neighbourhood Plan review.

Housing: Assessment and Information to inform approach to housing (together with the Local Plan)

The steering group undertook a Call for Sites exercise in the Spring, advertising widely locally, with several page adverts in the Melksham News, a social media presence, we also contacted everyone who has ever been in contact in previous consultations or visited an event. In addition, land owners who have their land registered as available with Wiltshire Council have all been contacted. This produced a list of some 90 sites that land owners have put forward to be considered for housing allocation in the next version of the Melksham Neighbourhood Plan. National independent company AECOM are now sifting and assessing the individual sites, with a report to follow in the late Autumn which will then lead to the site allocation work by the Housing Task Group who will be shortlisting sites before engaging with land owners. There will be the opportunity for some informal community engagement on the shortlist of sites. The next version of the Plan will include housing site allocations for small and medium sites, whereas the Local Plan being produced by Wiltshire Council will be allocating large, strategic sites.

Running alongside this work, a Housing Needs Assessment has also been undertaken by AECOM for the Neighbourhood Plan area of Melksham Town and Melksham Without; this incorporates the local Housing Needs Survey that was undertaken by ourselves and advertised at the last Area Board meeting in June. This looks at the type and tenure of the housing mix requirements in the area, and is the evidence for housing mix policy in the reviewed Plan; ensuring that future housing meets the needs of local people. Thankyou to the 136 local residents who responded to the Local Housing Needs survey in May and June; we are looking at publishing the results shortly.

Protecting Values Local Green Space

There is the opportunity through the Plan to give a Local Green Space planning designation to protect spaces that are important to the local community. Thank you to those of you that put forward local green spaces that were important due to their

historic significance, their beauty, their recreational value, their richness in wildlife or their tranquillity. This designation can only apply to small, local spaces and not large tracts of land. The volunteer task group is now working through the 50+ sites that the public put forward to ensure that they meet the necessary criteria and eligibility to produce a shortlist, we will then make contact with the local landowners. You can view the sites put forward on the Neighbourhood Plan website.

Green Gaps Designation

As you may be aware, there has been a recent Appeal Hearing upheld for a site on Semington Road, behind Townsend Farm, for 50 affordable dwellings. One of the things highlighted by the Planning Inspector was the lack of a policy on green gaps, to prevent the coalescence of villages to the town and other villages, and this is being addressed in the review of the Neighbourhood Plan. We are working to secure the appropriate technical support to aid this piece of work, hopefully with AECOM to tie in with other pieces of work, with the aim of consulting the community on this during the assessment period over the next few months.

Further Addressing Climate Change

A separate task group is working on the broad topic of Climate Issues, including analysis of other Neighbourhood Plans that have recently been examined and adopted to see if there are further policies that can be included in the next version of the Plan, as this is a rapidly changing topic. Policy updates have been drafted with background information to be revised next. The group working on this brief are closely aligned with the Town Council's Environment & Climate Working Group.

Planning for the future vitality of the town centre

AECOM have also been appointed to look at the Town Centre Master Plan work, and will be taking a holistic, independent approach at the Town Centre, looking at its Economy and Vitality, its Culture and Distinctiveness, its Connections and Accessibility, the quality of its Public Realm, and its Heritage and Townscape; all set against the pressing agenda of Sustainability and Climate Change. There is also the possibility of some Town Centre Regeneration Site opportunities with vacant sites in the town centre, including those recently vacated as part of the Campus project; they may provide identified/allocated housing to meet local needs. This is a fantastic opportunity for some revised town centre policies in the revised Plan, and for a Master Plan to sit alongside the Neighbourhood Plan as a practical separate stand-alone document. AECOM have been fully briefed by the Neighbourhood Plan team and are working with the Town Council and Wiltshire Council on the publicly owned assets aspects.

Protecting our Local Heritage

Whilst not giving as much protection as the Local Green Spaces, there is still the opportunity to list in the Neighbourhood Plan heritage assets that don't have Listed status but still have an important historical value to the local community. Again, thank you to those of you who responded to this survey. A small group of volunteers is looking at the evidence for these sites, it's a short list but valuable nevertheless, and the next step is to contact landowners. You can view the list of those sites put forward on the Neighbourhood Plan website.

Strengthening locally distinctive Design Policy

For new housing, and other development, it's not just about where it is, and whether its two or three bedrooms, or rented or for purchase; it's about what it looks like and this is where the Design Codes come in. AECOM have been appointed to do this work, and are looking at what "good design" looks like for the Melksham Plan area and all future planning applications will have to adhere to the Code when the Plan is adopted. From designing out anti-social behaviour, to brick colours, to solar panels, this is all covered in the Design Code. It covers local identity and character, access and movement incorporating the Priority for People work, green and blue infrastructure, sustainability and energy efficiency and the built form. There will be some community engagement on this piece of work as we seek your views.

Ensuring that Local Priorities are addressed as the proposed Bypass and Melksham Link Canal projects progress

The Neighbourhood Plan is all about planning policy, and to be referred and adhered to when planning applications are considered. There are a couple of proposed large infrastructure projects that are in the Melksham Neighbourhood Plan area and there are separate task groups looking into these projects to ensure that the Plan is reviewed in line with the latest updates on these projects. The Plan will have Priority Statements on these projects, but they will be light touch as the Neighbourhood Plan is not the place for decision making on these projects; and therefore cannot have policies relating to them. Volunteer task groups have met with the project teams on these separate projects to review the current statement with them.

Who is working on this project?

The Melksham Neighbourhood Plan is a joint project of Melksham Town and Melksham Without Parish Council but is community led, and the Steering Group and

Task Groups are made up from a wide range of volunteers from the community. Planning expertise is provided by Place Studio, who guide us through the process. The group has been successful in obtaining grant funding from the Government to contribute to the costs, and some technical support from AECOM who are also provided by Locality, directly funded by central Government.

How do I get involved?

Information on the progress on the review of the Melksham Neighbourhood Plan can be viewed on the dedicated website <https://www.melkshamneighbourhoodplan.org/> and dedicated facebook page. You can sign up to the mailing list by contacting any officer at the Town or Parish Council or by clicking the link on the website. If you are not online, please contact either of the councils who can provide written updates. Look out for further consultation and engagement opportunities advertised in the Melksham News too.

Briefing Note for Council 3 October 2022

Joint Melksham Neighbourhood Plan2 & Town Centre Master Plan (JMNP1&2)

Wiltshire Council Property and Capital Projects lead officers are now aware of the JMNP1 and 2 review process and scope and role in the Planning Policy framework for Melksham. They are aware of the Town Centre policy 9 and the commitment to a town centre master plan and that it is now being progressed by Locality/AECOM as part of the JMNP2 review process between now and early 2023. They are aware of its scope and relationship to sites including those put forward by Wiltshire Council in the local call for sites.

They are “on-board” with the project and process and raised no fundamental concerns. In fact, Wiltshire Council welcomed the opportunity to work collaboratively with both Councils through the JMNP2 process.

Sites Assessment

The meeting was reminded that Wiltshire Council sites put forward in the call for sites were also subject to suitability assessment by AECOM as part of the allocations process. It was pointed out that town centre sites may be allocated or identified as “aspiration” sites in JMNP2. These would be likely to support a range of appropriate town centre uses that were needed and viable.

Wiltshire Council/Melksham Town Council Sit Study

Wiltshire Council have agreed to be landowner (stakeholder) consultees to the JMNP2/Master Plan. Mike Dawson will be the first point of contact.

Wiltshire Council do not have a programme or process resolved to progress detailed sites feasibility study and said progress with Melksham Town Council has delayed somewhat. They confirmed there would be a study asap. This might begin during the Town Centre master plan / JMNP2 making process. It was agreed that further dialogue would aim to set clear scopes for both master planning and sites work.

Next Steps for Place Studios and AECOM to produce a draft collaboration and engagement plan JMNP2 and draft a process of engagement for the Town Centre Master Plan that will include engaging with Wiltshire Council.

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Melksham Town Council

Notes of the Assembly Hall Working Group meeting held on Monday 1st August 2022

PRESENT: Councillor G Ellis (Chair)
Councillor P Aves
Councillor G Cooke
Councillor C Goodhind
Councillor C Houghton
Councillor J Oatley

OFFICERS: Christine Hunter Committee Clerk

1/22 Appointment of Chair

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

RESOLVED that Councillor Ellis be elected Chair of the Assembly Hall Working Group.

2/22 Welcome and Introductions

Welcome and introductions were made.

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

UNANIMOUSLY RESOLVED that Councillors Goodhind and Cooke be elected as members of the Assembly Hall Working Group.

3/22 Terms of Reference

The suggested objectives of the Working Group circulated by Councillor Ellis would be added to the agenda of the next meeting.

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

UNANIMOUSLY RESOLVED to accept the Terms of Reference with the following amendments, to be forwarded to the Asset Management and Amenities Committee meeting scheduled for 22 August 2022 for approval.

Point 1. After the wording will meet on an 'as required' add "*but at least once every two months*" basis and after the wording 'meeting cannot exceed' add "*2 hours*".

Point 2. After the wording 'properly constituted body', add "*representatives of a maximum of four outside bodies or individuals, can be invited to attend any one Working Group meeting, where relevant.*"

Point 3.3 after the wording 'with the Chair' add "*and members*".

4/22 Regular meeting date and date of next meeting

Suggested dates for the next meeting were either 7th or 8th September 2022. The Committee Clerk was asked to forward suggested dates and times to the Working Group members and to book the next meeting.

Update after the meeting:

The next meeting of the Assembly Hall Working Group will be held on 8 September 2022 at 7.00 pm at the Town Hall

Meeting Closed at: 7.27 pm

Signed:

Dated:



Melksham Town Council Assembly Hall Working Group

Terms of Reference

1. Reporting to the Asset Management and Amenities Committee, the Working Group will meet on an 'as required', but at least once every two months basis. The meetings cannot exceed ~~xx~~2 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 and so can non-elected members of the public or any other representative from a properly constituted body. Representatives of a maximum of four outside bodies or individuals can 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 the Asset Management and Amenities 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 Asset Management and Amenities Committee for ratification.
- 3.3 Agendas shall be put together by the lead officer in conjunction with the Chair and members.
- 3.4 Notes of the Working Group will be received at Town Council meetings. They will be prepared by the lead officer.
- 3.5 The Terms of Reference can be reviewed by the Working Group and recommended for adoption by Full Council.

4. Objectives

The objectives of this Working Group shall be:

- To help balance income versus expenditure whilst ensuring service and quality and breadth of product.
- To help facilitate and make best appropriate use of community and volunteer input.
- To help make it a venue that people want to support, use and work at into the future.
- To make best of Assembly Hall and its intellectual property, goodwill and customer base.
- To ensure that provision for all activities is considered into the future .
- To properly account for all hall use including that by the Town Council itself.
- To look to future models for the provision of current, new and refreshed activities and used.
- To undertake other associate tasks as from time to time delegated to it or coming to its attention.

Adopted 2022

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 Houghton
Councillor J Oatley

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

APOLOGIES: Councillor C Goodhind

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 role for 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.

6 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: 6.18 am

Signed:

Dated:

Melksham Town Council

Notes of the Events Working Group meeting held on Thursday 28th July 2022

PRESENT: Councillor T Price (Chair)
Councillor P Aves
Councillor C Goodhind
Councillor C Houghton
Councillor J Oatley

IN ATTENDANCE: Councillor S Crundell
Beth Dark - Melksham Carnival
Becky Lee- Melksham Carnival
Sara Land - Christmas Lights Event
Greg McKay - Remembrance Sunday
Trevor Paterson - Remembrance Sunday
Rev Charlie Thomson - Remembrance Sunday
Adrienne Westbrook - Party in the Park

OFFICERS: Miriam Zaccarelli Community Development Officer
Christine Hunter Committee Clerk

7 Apologies

There were no apologies.

8 Declarations of Interest

There were no declarations of interest.

9 Representatives from Events Groups

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

UNANIMOUSLY RESOLVED to move agenda item 3.2, Remembrance Day, to the start of the agenda.

9.1 Remembrance Day - allocated time slot to 6pm

Greg McKay explained that the Council organise road closures, barrier signage and security, and that as the Parade Commander he is responsible for the parade element. Trevor Paterson organised the composition of the parade by inviting all the relevant parade groups.

Revd Charlie Thomson explained that previously some members of the public felt excluded and left the event earlier when it was split into two parts, i.e. the church service followed by the Remembrance service.

Greg confirmed that a mixture of youth groups, serving personnel, veterans and a large number of members of the public attend the event. People left early rather than attend the church service and missed the actual service of Remembrance/ wreath laying etc. which was the most important part of the event.

Councillor Oatley suggested that the Town Councillors join the parade in King Street car park.

Changing the order of the event was discussed to make it more inclusive and it was agreed that:

1. The Town Council would source a small stage, a gazebo and sound system to be used at the war memorial.
2. Greg, Charlie and Trevor would come back to the Events Working Group with a newly proposed schedule of event, to include timings.

9.2 Food and River Festival - allocated time slot to 5.35pm

Adrienne confirmed that the Food and River festival was a weekend event to be held on 3rd and 4th September 2022, used a Melksham Town Council grant and this year deposits had been taken by stall holders. Event tickets were being offered to the Foodbank for two underprivileged families.

Adrienne explained that help required was:

- People to help with the load in and out at the busy times of 6.30 am on Saturday and 4.00 pm on Sunday.
- A filled water bowser with hose pipe to be delivered to site on Friday, to access water from the Café in King George V Park (not drinking water) for stall holders.

For next year

- A formal de-brief meeting after this year's event.
- Possible help needed with the IT, flyers etc.
- An officer or Councillor as a member of the working group which meets on the 2nd Tuesday of the month at 7.00 pm, to feedback from the group to the Council.

9.3 Christmas Lights Switch On - allocated time slot to 6.20pm

It was explained that the Town Council normally organise the road

closures, marshalling, security, first aid with Councillors and staff volunteering throughout the event. It was agreed to have two vendors selling light up products on the condition that they have pedlar's licenses.

Miriam confirmed that there had been an offer to run a Christmas disco on the evening of the Christmas Fayre at the Assembly Halls. Miriam explained that volunteer help to set up and clear the Assembly Hall would enable the staff to have enough resources to manage the long day. Miriam suggested contacting local businesses close to the market place to confirm whether they were willing to provide outside refreshments. Miriam confirmed there would be a future meeting to discuss Christmas lights switch on, road closures, extra food stalls etc.

Sara explained volunteer help would be required for the following:

- Help to unload stallholders vehicles in the morning and clearing up Assembly Hall in the evening which was normally provided by the Air Cadets. Sara asked whether the Scouts, Brownies, schools and Army Cadets be asked to provide volunteer help?
- Whether free parking could be sourced for the stall holders – possibly at Avon Tyres or the Campus.

9.4 Carnival - allocated time slot to 6.35pm

Becky Lee of Melksham Carnival explained that in order to make the event viable more floats and Marshalls would be needed. Currently there were 18 Marshalls and 20-30 were required. The Carnival committee have approached schools, Brownies, Guides etc. but had received no take-up for floats. Walking groups could attend and cars with trailers and a sound system.

Councillor Aves suggested members of the Carnival Committee provide in-person presentations to schools explaining what would be required and costs involved. Miriam suggested additional funding options be investigated to help with float costs and incentivise groups to join the procession.

10 Terms of Reference

The Terms of reference would be forwarded to next meeting of the Community Development Committee scheduled for 5 September 2022 for approval.

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

UNANIMOUSLY RESOLVED to approve the Terms of Reference with the following amendment to Membership - replace “a maximum of four nominated representatives of outside bodies” with “representation from a maximum of four groups”.

11 Date and time of next meeting

The next meeting will be held on 1 September 2022 at 5.30 pm.

Meeting Closed at: 6.56 pm

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~~Representation from a maximum of four groups 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 Events Working Group meeting held on Thursday 1st September 2022

PRESENT: Councillor T Price (Chair)
Councillor P Aves
Councillor C Goodhind
Councillor C Houghton

IN ATTENDANCE: Sara Land - Christmas Lights Event
Andy Lister - Prosec Limited
Tom Sangster - Melksham Music Festival

OFFICERS: Miriam Zaccarelli Community Development Officer
Christine Hunter Committee Clerk

12 Apologies

Apologies were received from Councillor Oatley.

13 Declaration of Interest

There were no declarations of interest.

14 Notes of Previous Meeting

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

UNANIMOUSLY AGREED that the notes of the Events Working Group meeting held on 28 July 2022 were a true record.

15 Melksham Music Festival

Tom Sangster explained that the idea to hold a series of small Melksham Music Festivals followed Councillor Hubbard's idea to start arts festivals. Tom had been involved in holding small music events for over two years and wanted to form a collaborative project with Melksham Town Council which would need admin and financial support. Tom stated that initially a one off event would be held and they envisaged a small group of people doing the initial planning, organising and costing to move the project forward. Miriam suggested that Tom should apply formally to the Town Council for support.

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

UNANIMOUSLY RESOLVED to ask Tom to forward a fully costed proposal to Full Council for consideration.

Councillor Price raised concerns that he had received from members of the public regarding the proposal to charge under 11s entry to Party in the Park. He explained that in the current economic situation the cost of entry could isolate some families.

Tom explained that the group were unsure of what costs for next year's Party in the Park event would be. It was suggested that if a larger grant was needed to make admission accessible to families an application would have to be made to Full Council.

Andy Lister reported that he had recently returned from music festivals around the country where it was envisaged next year infrastructure costs for events would be between 100%-150% higher than this year.

16 Remembrance and Christmas Road Closure letters

Christine Hunter reported that recently instead of 350 paper letters addressed to each premises on the road closure route, the Wiltshire Council Traffic Orders team had approved using the Melksham Independent News and the Council's Website and social media to notify residents and businesses of planned road closures at the Remembrance Service event and the Christmas event. Councillor Goodhind suggested some local businesses and residents would still require conversation to clarify details.

17 Christmas Event

Miriam Zaccarelli explained that the road closure would need to be amended this year to include consideration that the Campus would have constant traffic as they are open to 6.00 pm.

Miriam explained that the Climate Fest road closures for September 17th would involve maintaining an access route through the taxi rank which could be considered. It was hoped to extend the road closure times and areas to allow for a Christmas Market during the day as well as the Christmas Lights switch on. Taxis and buses would require access and could be walked through the closed areas, but this would require an additional three security guards.

The Working Group discussed options including re-imbursement of ticket costs to employees of local businesses and the Campus, use of temporary traffic lights, and requesting free parking from Wiltshire Council. Also considered were increasing the number of market stalls, the size of and pricing of market stalls, starting the event earlier and closing later, entertainment to be provided inside and outside the Assembly Hall, income received last year, budget required for this year, and naming the Christmas event.

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

UNANIMOUSLY RESOLVED to call the event the Melksham Christmas Market and the Big Switch-On.

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

UNANIMOUSLY RESOLVED that the Christmas event should commence at 1.00 pm to 6.30 pm, with the Assembly Hall being closed at 6.00 pm.

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

UNANIMOUSLY RESOLVED to explore alternatives to fireworks at the Christmas event and consider allocating funding local entertainers to provide musically based entertainment.

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

UNANIMOUSLY RESOLVED that all market stalls would be no longer than six foot and that prices would be £20 per stall for inside the Assembly Hall and £35 per stall for outside stalls. All commercial vans etc. would be charged at the higher commercial rate.

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

UNANIMOUSLY RESOLVED to request funding of £5,000 from Full Council to hold a Christmas Event.

Meeting Closed at: 7.00 pm

Signed:

Dated:

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Melksham Town Council

Notes of the Parks Working Group meeting held on Monday 1st August 2022

PRESENT:

Councillor C Goodhind
Councillor C Houghton
Councillor J Hubbard
Councillor S Rabey

OFFICERS:

Christine Hunter

Committee Clerk

23/22 Apologies

Apologies were received from Councillor Mortimer.

24/22 Declaration of Interest

There were no declarations of interest.

25/22 Notes of Previous Meeting

Councillor Oatley asked that the notes of the previous meeting be amended to show he was in attendance.

The notes of the Parks Working Group meeting held on 4 July 2022, having previously been circulated, were agreed and noted as a correct record with the amendment to show Councillor Oatley in attendance.

26/22 Parks, Green Spaces and Play Areas consultation document

Councillor Rabey confirmed that all Working Group members had received copies of the questionnaire to distribute.

27/22 Sensory Garden Tender Specification

Councillor Hubbard arrived at 19.55.

Councillor Rabey explained that due to the non-appearance on the Agenda of the Sensory Garden tender specification, no further action could be taken at this time. The Committee Clerk was asked to find a copy of the tender specification and, if found, to organise another meeting of the Working Group to discuss this item.

28/22 Closed Cemetery at St Michael's and All Angels Church, Melksham

Councillor Rabey reported on the visit to the cemetery by herself, Councillors Oatley, Mortimer, Houghton and Dave Elms of the Amenities Team. She explained that the reason for the visit had been to look at the current wilding area, and suggest a new wild flower area which would be more appropriate, away from the newer graves, and ensure easier maintenance of the cemetery by the Amenities team.

Councillor Rabey suggested areas of the cemetery that could be wildflower seeded which included to the left of the Lychgate, and a larger circular area with paths. The proposed wildflower area would be towards the top part of the cemetery where the older graves were situated. Councillor Rabey suggested how the new wildflower area could be maintained and that top soil would have to be removed for the new wildflower planting. On the right hand side of the Lychgate is a longer-term project that has Japanese knotweed.

Councillor Rabey confirmed that Melksham Goes Wild were interested in supporting wild flowering in the cemetery, together with the Environment and Climate Working Group. Councillor Cook suggested that signs could be erected to show that the area had been specifically wild flowered. Councillor Rabey asked that her map suggesting the new wild flower area be circulated with the minutes to the Working Group members.

29/22 Date of Next Meeting

The date of the next Parks Working Group meeting will be on Monday 5 September 2022 at the Town Hall, on the rising of the Community Development Committee meeting which commences at 7.00 pm.

Meeting Closed at: 8.00 pm

Signed:

Dated:

By signing the Pledge, the council is agreeing that the council will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local Local Council Award Scheme
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

Link to sign up to the Pledge.

https://www.nalc.gov.uk/news/entry/2190-nalc,-slcc-and-ovw-launch-the-civility-and-respect-pledge?utm_source=MEMBERS&utm_campaign=8363b7ddf8-EMAIL_CAMPAIGN_2018_07_03_10_21_COPY_01&utm_medium=email&utm_term=0_206970988f-8363b7ddf8-366248157&mc_cid=8363b7ddf8&mc_eid=6d7f027513

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From Melksham Without Parish Council

Received 14 September 2022

To receive verbal update on Community Infrastructure Levy (CIL) meeting held on 19th July and approve draft Heads of Terms for transfer of funds to Melksham Town Council for the East of Melksham Community Centre

Councillor Glover explained the meeting had resulted in a draft agreement which hopefully both councils would approve at their respective meetings that evening.

Unfortunately, as Melksham Town Council had discussed the community centre in closed session, it was difficult to expand on their plans for it.

Councillor Glover explained Councillors needed to come with ideas at the next Full Council meeting in September for the shared 10% of Community Infrastructure Levy (CIL) with the Town Council to add to a priority list. The Town Council would also be coming up with their own ideas to add to the list.

The Clerk explained at the meeting with the Town Council that it was felt a priority list of ideas needed to be considered as soon as possible rather than wait until CIL had been received and then decide what projects to spend the funding on. This would avoid any potential conflicts as to which parish the funding had come from, if a priority list had already been agreed before aware of the funding area. It was also felt that there should be a timescale attached to the priority list.

For those previously not on the Council, the Clerk explained it had been agreed the extra 10% received in CIL funding for having a neighbourhood plan would be jointly pooled between both councils to fund various projects which would benefit residents in the neighbourhood plan area.

Councillor Wood suggested a new footpath from Berryfield to the proposed new school at Pathfinder Way via the A365 was a good project to consider, but would need significant funding.

Councillor Glover suggested real-time information for bus shelters was also a good project to add to the list also.

Resolved: To agree the Heads of Terms for the transfer of the £315,029.94 CIL funding received from the East of Melksham developments (Acorns & Hunters Wood) for the East of Melksham Community Centre build.

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Option to opt out of the SAAA central external auditor appointment arrangements

Dear Clerk/RFO/Chairman, Melksham Town Council,

Under the Local Audit (Smaller Authorities) Regulations 2015, SAAA is responsible for appointing external auditors to all applicable opted-in smaller authorities, for setting the terms of appointment for limited assurance reviews and for managing the contracts with the appointed audit firms. Smaller authorities are those whose gross annual income or expenditure is **less than £6.5 million**.

The next 5-year appointing period runs from 2022-23 until 2026-27 and SAAA has undertaken a procurement exercise to appoint auditors to each County area from 1 April 2022. Now that the submission deadline for the 2021-22 Annual Governance and Accountability Returns has passed, this is to advise you of the option to opt-out of the next round of 5-year audit appointments.

All authorities require an appointed external auditor even if the authority meets the criteria to qualify for exemption, as a Certificate of Exemption is required to be submitted to the external auditor and the auditor must be in place in case of objections from local electors

During the previous 5-year period **all** smaller authorities were 'opted-in' to the central procurement regime managed by SAAA - no authority decided to 'opt-out' and follow the various complex procedures required under statute to appoint their own external auditor. **If you wish to continue as part of the SAAA sector led auditor appointment regime then no action is required, you will remain part of central scheme.**

However, all authorities must be given the option to opt-out of the central procurement and appointment scheme and appoint their own external auditor for the next 5-year period, although the process is onerous for smaller authorities.

This communication is to advise that whilst all smaller authorities are opted into the central procurement of external auditors by default, any authorities who do not wish to be part of the SAAA arrangements must formally notify SAAA that they wish to opt out within **8 weeks** of this communication but no later than **28 October 2022**; this decision must be communicated to SAAA via e mail to admin@saaa.co.uk.

If notification of your decision to opt out is not received within this 8-week period, then your authority will be regarded as opted-in for the next five-year period beginning on 1 April 2022 and ending on 31 March 2027.

Opting-out

Opting out is a significant decision which requires careful consideration; to assist authorities considering opting out further guidance has been developed to clarify what opting out means in practice. This detailed information can be found at www.saaa.co.uk

An authority that wishes to opt out must formally reach and record that decision in a way that meets the requirements of its own governance framework, by convening a full council meeting or an extraordinary council meeting.

Key implications are:

- an opted-out authority regardless of size (including exempt authorities) **MUST** appoint an appropriate external auditor;

- the appointed auditor **must** be a registered auditor as defined by the Companies Act and a member of Institute of Chartered Accountants (England and Wales).
- an opted-out authority **must** convene an appropriate independent auditor panel which meets the requirements of the Local Audit and Accountability Act 2014 (LAAA). Detailed guidance on auditor panels is available in Schedule 4 of the LAAA Act and from CIPFA;
- an opted-out authority will need to develop its own specification for its external audit contract, will need to negotiate the price for this work on an individual basis and will need to manage the contract, including any disputes, and any independence issues that may arise;
- an opted-out authority must ensure full compliance with the relevant requirements of the Local Audit and Accountability Act and supporting Regulations;
- any opted-out authority that does not successfully appoint an appropriate external auditor in the correct manner and notify SAAA who their external auditor is by **30 November 2022** will have an external auditor appointed for it by the Secretary of State through SAAA. **This will result in additional costs of £300 which will have to be met by the authority.**

Regards,
admin@saaa.co.uk



05th of September 2022

*From Ukrainians of Wiltshire
County*

Dear People of Great Britain,

We would like to offer a massive thank you for your kindhearted welcome and support for all Ukrainians fleeing from the war.

The months of war have been a horror for all of us, we had to go through difficult moments - loss of home and job, separation from loved ones – and we are all worried about our future. Those of us who chose the United Kingdom, and the county of Wiltshire itself as our home for a while, along with our sponsors, had to apply and wait for visas and had a hard time getting here.

But finally, we are safe. We have experienced unsurpassed support, the warmth of the hearts that met us and wanted to help. We thank you very much for your warm welcome and your help! You have been just incredible!

Dear Sir/Madam (official),

1. We, an organization of Ukrainians staying in Wiltshire County under the "Homes for Ukraine" programme, would like to address you an open letter.

The first thing we would like to do is express our gratitude to our sponsors and the government – once again! Your efforts and your support have been so invaluable and so touching!

2. The official period of stay with sponsors is ending after 6 months, which expires very soon. And everyone has a question: what to do next? Many of us would like to go back home. Our decision to come here was forced, to save ourselves and our children from the war. But unfortunately, in Ukraine we cannot feel safe now, we are afraid for our lives and the lives of our children, and therefore we are forced to ask for an extension of our stay in the UK.

Our sponsors have opened their homes and hearts to us, but unfortunately not all of them can extend their guests' stay to 1 year.

We also understand that living together for a long period is not easy for both parties and would be happy to start an independent life and rent our own accommodation. Many of us have already made attempts to rent housing through agencies.

But here we are faced with the following problems: high cost and shortage of housing, and a complex procedure for registering a lease, which requires confirmation of income, a guarantor, and a large deposit. Sometimes there has even been bias of the landlord against Ukrainian refugees and as a result most cases were refused.

Many Ukrainian refugees are simply not able to start an independent life now, because in a few months they have not been able to adapt psychologically, they do not speak English well, and therefore they cannot earn a normal income to pay for the cost of renting their own housing and utilities.

Most of us are women with children. Many of us are trying to find a job or are already working. But caring for children does not allow women to work full-time, and part-time earnings are not able to cover the cost of renting our own housing.

We are very concerned about the current situation, and we feel that we are not able to cope with the difficulties that have arisen on our own. Therefore, we ask local government and public organizations for an open dialogue.

We, Ukrainians who came to the UK under the programme “Homes for Ukraine” appeal to you in the first instance to organise an open meeting to discuss the problems that have arisen and get feedback to make a plan together for the next steps.

We are attaching a separate letter with our proposals for solving the issue of housing for Ukrainians. Please consider our suggestions, if possible.

With our sincere gratitude,

Initiative group of Ukrainians in Wiltshire County



Annex 1 to the Open Letter from Ukrainians of Wiltshire County.

A letter with proposals regarding the organization of the resettlement process of Ukrainian people from sponsors to private housing:

1. We suggest you contact real estate agencies with a proposal to develop a special housing rental scheme for Ukrainians in the absence of a guarantor. As an option, the use of a lease agreement concluded for a month with further extension subject to the payment of rent.
2. In order to support Ukrainian people who do not have relatives and friends in the UK who can act as guarantors, consider the issue of guarantees: from the local government, job center, employer or public organizations.
3. Assist with providing legal advice on obtaining compensation for housing rental costs through Universal Credit, as well as the possibility of guaranteeing payment for housing rental by Universal Credit.
4. We would like you to contribute to the organization of the public organization "Ukrainians of Wiltshire", the purpose of which will be, in particular, to act as a guarantor. We will be grateful for the provision of legal assistance in this matter.



Annex 2 to the Open Letter from Ukrainians of Wiltshire County.

List of Real Estate agencies from Wiltshire:

- 1. Allen & Harris, Chippenham**
📍 37 Market Place, Chippenham, Wiltshire, SN15 3HT ☎ 01249 474933
- 2. Blueleaf Property, Wiltshire**
📍 Office 4, Stockley Farm Stockiey Wiltshire, SN11 ONT ☎ 01225 839050
- 3. Wrights Residential, Trowbridge**
📍 24 Fore Street Trowbridge, BA14 8ER ☎ 01225 434486
- 4. Kavanaghs, Melksham**
📍 13 High Street, Melksham, SN12 6JY ☎ 01225 436712
- 5. Northwood, Warminster**
📍 8 Market Place, Warminster, BA12 9AN ☎ 01985 807583
- 6. Belvoir, Devizes**
📍 19 High Street, Devizes, SN10 1AT ☎ 01380 713760
- 7. Girlings Retirement Rentals, Bath**
📍 2 Crescent Office Park, Clarks Way, Bath, BA2 2AF ☎ 01225 434504
- 8. Winkworth, Devizes**
📍 Winkworth House Market Place Devizes, Wiltshire ☎ 01380713779
- 9. Marsden's Lettings and Management Services, Devizes**
📍 12 St.Johns Street Devizes, SN10 1BD ☎ 01380 717097
- 10. The Total Letting Service, Chippenham**
📍 58 Market Place, Chippenham, SN15 3HL ☎ 01249 479440
- 11. Chappell & Matthews Lettings, Chippenham**
📍 71 Market Place Chippenham, SN15 3HG ☎ 01249471546
- 12. Michael Antony, Wiltshire**
📍 49-50 New Road, Chippenham, Wiltshire, ☎ 01249 911062
- 13. Strakers, Chippenham**
📍 33-34 Market Place, Chippenham, SN15 3HP ☎ 01249471409
- 14. Hughes and Hughes Estate Agents, Chippenham**
📍 57 Market Place Chippenham, SN15 3HL ☎ 01249 471389





POLICY ON USE OF MOBILE PHONES IN COUNCIL MEETINGS

1. Introduction

1.1 For the purposes of this report, the expression “Council meeting” means a meeting of the Council, Committee, Sub-Committee or Working Group and “mobile phone” includes other portable communications devices.

1.2 Council has agreed that some control on the use of mobile phones in meetings should be introduced but a light touch should be applied when drawing up rules, details of which are now included in the Council’s Standing Orders.

2. Guidelines

2.1 The control of the use of mobile phones at Council meetings is necessary to avoid the disruption of meetings by audible alerts and by users replying to calls while in the meeting room. Advances in technology (in particular text messaging, web browsing and other non-audio-based communication facilities) mean that the rationale for a total ban on the use of mobile phones is not as strong as it once may have been. There is a growing tendency during meetings for individuals to use their mobile devices to check messages, browse the internet and even access agendas and supporting documentation. Much of this can be done discreetly and, if it does not interfere with the proceedings, it would be disproportionate to ban the use of mobile phones altogether.

2.2 Bearing in mind the above considerations, the use of mobile phones during meetings is permitted, subject to the following:

- (a) the device should be kept on silent or vibrate mode throughout the meeting
- (b) there should be no use of the voice facility to make calls, receive calls or check messages. Only text or non-voice uses can be made of mobile phones
- (c) Councillors, officers, guests, and members of the public are requested to be mindful of the interruptions that can be caused by communications not made through the chair and to desist from communication that is net negative to the meeting or their due concentration on it
- (d) where anyone present has to deal with an external emergency, it is requested that they leave the room for the mutual benefit of remaining members and for their own concentration on the urgent matter at hand

(e) the authority of the chair of each meeting to request anyone present at the meeting to desist from communicating in such a way that it is detrimental to the ongoing meeting is endorsed.

2.3 There is a general requirement that use of mobile phones at meetings be discreet, proportionate, and appropriate to the circumstances. There will be an expectation and understanding that this requirement would be supported/enforced voluntarily. The chair of the meeting will also have a key role in ensuring that any use is kept within acceptable limits and will have the power to ban mobile phones for the duration of the meeting.

Reviewed and Adopted by Full Council on DD MM YYYY

To be reviewed MM YYYY